

Data Collector



Teresa Williams • August/September 2020

Data Collector

- Public schools, Career Techs, Educational Service Centers, state schools, and community schools in Ohio
- Student, staff, and financial data
- Requirements at the state and federal level

Topics

- Data Collector
- Helpful Hints
- Questions

Data Collector Components – Tabs

- Message Center – Within Collection Request
- Collection Requests
- Collection Status
- Submissions
- Progress
- Reports
- Archives
- Resources
- Preferences
- Data Sources

Message Center, 1

- Provides a means for ODE to publish messages to districts
 - Appears at top of Collection Requests screen
- Three types
 - Messages for specific LEAs
 - Messages for a specific organization type
 - Messages for EMIS reporters

Message Center Click on the triangle to show the list of topics

My Messages	(0 Unread Messages, 0 total)
Messages for Organizations	(0 Unread Messages, 0 total)
Messages for EMIS reporters	(0 Unread Messages, 0 total)

Show messages which are: ☐ Expired ☐ Hidden

Message Center, 2

- Indicators for 'Unread' messages
- Can 'Hide' specific messages
- Can show 'Expired' messages
- Can collapse entire Message Center
- Users with access to multiple entities will also have a Messages Tab

Collection Requests

Think of it as the 'rules' and 'steps' for the Data Collections

- Which data?
- Which record types are needed?
- Which fiscal year is being reported?
- Validations on data
- Preview of data
- Pre-submission reports
- Post-submission reports

Collection Request Steps, 1

- Must have data
- Choose the collection request to process
- Start/Stop
 - Begins process
 - Gathers data
 - Excludes what can't be processed
- Prepare
 - Data validations

Collection Request Steps, 2

- Preview
 - Very important step
 - Look your data over; this is what gets submitted
 - Level 1 Reports
 - Excluded
 - Missing
 - Supplementary
 - If this step is skipped, extra certification is required
- Verify counts
 - More than 10% reduced difference from prior submission, a red “X” is displayed
 - Additional certification required

Collection Request Steps, 3

- Certify & submit
 - Sends data to Report Authority
 - Can't be cancelled, can only be overwritten with a new submission
 - Submitted by 4:59 for same day processing
 - Email may be received
- View submissions
 - Post submission data
 - Not in flat file format
- Cancel
 - Cancels the current collection in-progress
 - Resets back to start








Collection Status, 1

Allows a district to more closely watch the collection phase

- Click on ► to open the detail
- Flat file or SIF agent
- Green '✓' represents success on each record type
- Red 'X' represents process on that record did not complete normally

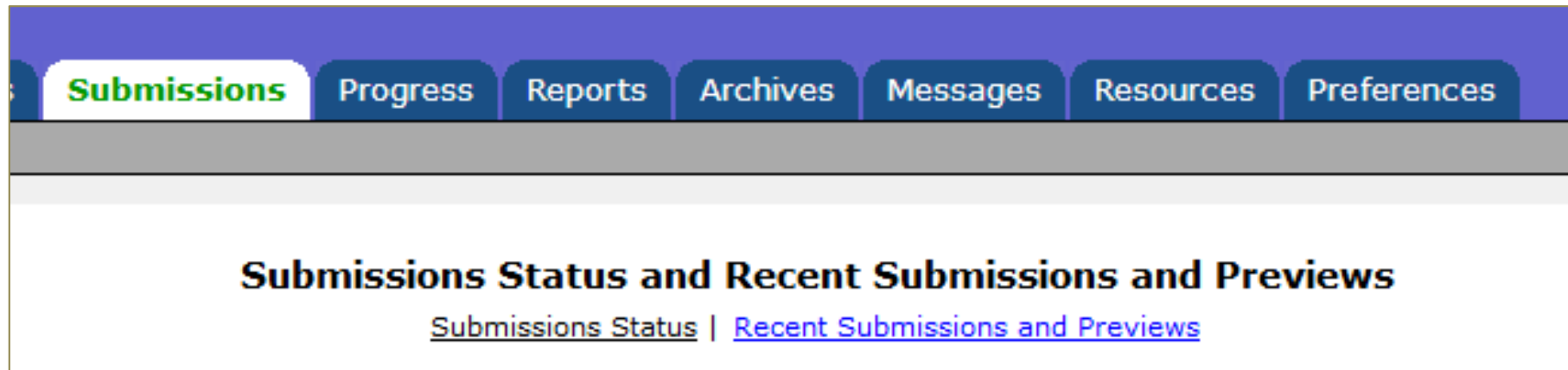
Collection Status, 2

Example

EMIS Formatted Files				
Collection / Record Type - File	Records	Start	Elapsed	Status
▶  Career Tech Accountability Assessment Collection FY19	75801	03/26 12:42 PM	00:00:07	Complete
▶  Five Year Forecast - Final Optional (FY19)	67	06/04 10:47 AM	00:00:02	Complete
▶  OELPA Assessment Collection FY19	75800	02/13 01:12 PM	00:00:10	Complete
▶  OGT Assessment Collection FY19	71071	11/13 09:10 AM	00:00:09	Complete
▶  Other Accountability Assessments FY19	75800	02/04 07:56 AM	00:00:08	Complete
▼  Retention Reporting All Grades (FY20)	8264	07/17 09:32 AM	00:00:02	Complete
 FN / FY2019_FN_07162019 (1).txt	8264	07/17 09:32 AM	00:00:01	Complete

Submissions, 1

Two selections of detail



Submissions, 2

- Submissions Status
- Lists the Submission Status of each collection request

Submission	Submitted	Submission Status
FY19-A-Alt Assess (0 submissions)		
▶ FY19-A-CTE Assess (1 submissions)		
FY19-A-OELPA (0 submissions)		
▶ FY19-A-OGT (1 submissions)		
FY19-A-Other Acct (0 submissions)		
▶ FY19-P-FYF 3 Opt (1 submissions)		
▶ FY20-S-Retention (1 submissions)		

- Click on ▶ to see detail

▼ FY20-S-Retention (1 submissions)				
✓ Submission 1	07/17/2019	Transmission completed on July 17, 2019 (certified by Teresa Williams)	07/17/2019 09:40:08 AM	Pending Processing

Submissions, 3

Recent Submissions and Previews

- Provides access to prior submission data
 - Not in a flat file format

Filter Options

Collection Request: All

Data Set: All

School Year: 2020

Last Activity Within: All

☐ Show closed collections

File Type: Submissions Only

☐ Combine all files into a single .zip file per Collection Request

[List Recent Submissions and/or Previews](#) | [Restore Defaults](#)

Archive File Name	Collection Request	Type	Submission	Version	Date Archived	File Size
<input type="checkbox"/> Submission_2020SRTNT_1.zip	FY20-S-Retention (2020SRTNT)	Submission	1.1	1	July 17, 2019	(54074 bytes)

[Select All](#) | [Select None](#) | [Delete Selected](#)

Progress, 1

District can check progress of all active collections at once

- Filter options
- Red 'X', Green '✓', Yellow '!'
- Submission number
- Collection request version
- Stage
- Action
- Level 1 & Level 2 counts
- Warnings

Progress, 2

Action links provides quick processing over all open collection requests

- Set defaults for data
- Start
- Collect
- Prepare
- Collect & Prepare combined
- Does not allow a submission
 - Use Collection Request Tab to certify

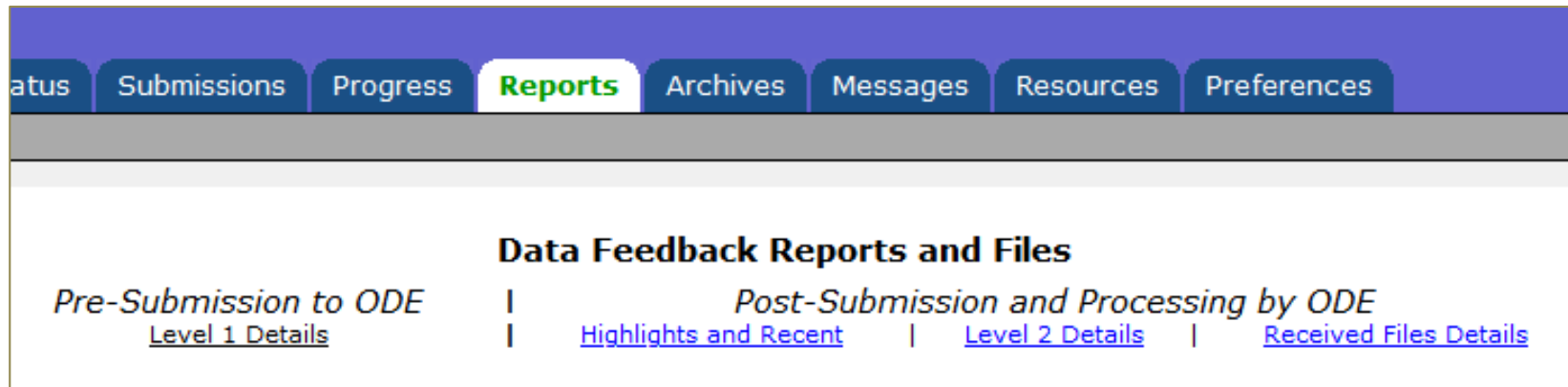
Progress, 3

Example

Submitter / Collection Request	Code	Subm	Ver	Timestamp	Stage or Result	Action	L1 / L2 / Err,Warn
▼ <input type="text"/>							
✓ FY20-A-Alt Assess	2020AALTS	2	1	04/15/2020 08:31:22 AM	RC: Pending Processing	Collect	L1(None)/L2(None)/None
✓ FY20-A-Erly Lrng-ELA S...	2020AGBSP	1	1	04/13/2020 12:34:00 PM	RC: Pending Processing	Collect	L1(None)/L2(None)/None

Reports, 1

Multiple user selections



The screenshot shows a web application interface with a navigation bar at the top. The navigation bar has several tabs: 'atus', 'Submissions', 'Progress', 'Reports' (which is highlighted in green), 'Archives', 'Messages', 'Resources', and 'Preferences'. Below the navigation bar, there is a section titled 'Data Feedback Reports and Files'. This section is divided into two main columns. The left column is titled 'Pre-Submission to ODE' and contains a link labeled 'Level 1 Details'. The right column is titled 'Post-Submission and Processing by ODE' and contains two links: 'Highlights and Recent' and 'Level 2 Details'. Additionally, there is a link labeled 'Received Files Details' at the bottom right of the right column.





Data Feedback Reports and Files	
<i>Pre-Submission to ODE</i>	<i>Post-Submission and Processing by ODE</i>
Level 1 Details	Highlights and Recent Level 2 Details Received Files Details

Reports, 2

Pre-Submission to ODE

–Level 1 details

- Level 1 reports also available from Collection Request Tab
- Level 1 reports also available from Progress tab
- Format options

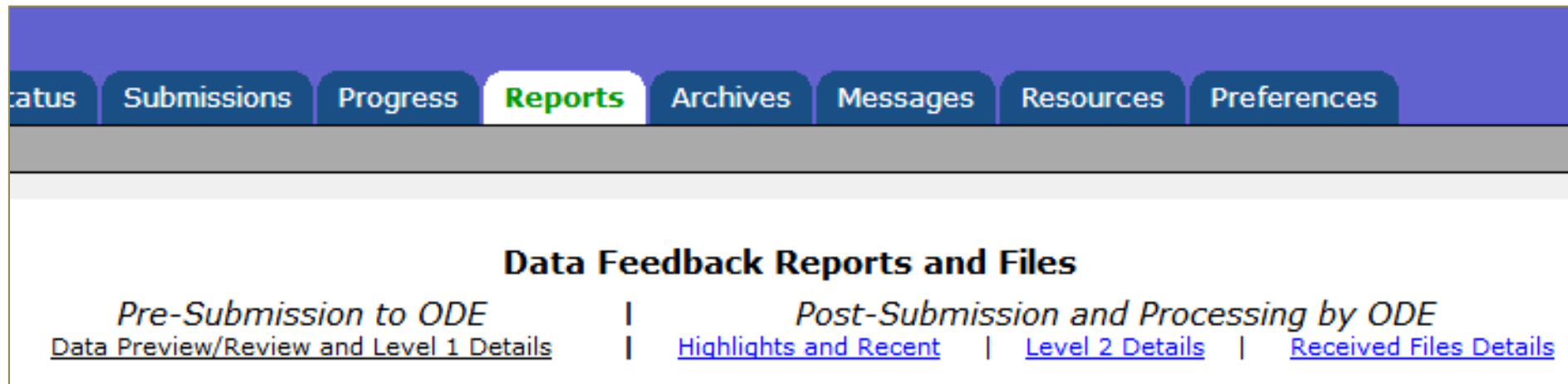
Collection Request / Report Name						LEA	Category	Data Set	Submission	Prepare time
▼ Calendar Collection - Initial (FY20) (2020CINIT)						(Count: 3)				
 Calendar Display						<input type="text"/>	Calendar Display	C	2	07/09/2019 01:13:45 PM
 Counts of DN Records Excluded						<input type="text"/>	Summary	C	2	07/09/2019 01:13:45 PM
 Missing Report - Organization Attribute (DN)						<input type="text"/>	Missing	C	2	07/09/2019 01:13:45 PM
▼ Retention Reporting All Grades (FY20) (2020SRTNT)						(Count: 1)				
 Missing Retention Data for FY19 3rd Graders						<input type="text"/>	Missing	S	1	07/17/2019 09:33:30 AM

Reports, 3

Post-Submission and Processing by ODE



–Highlights and Recent


- Important reports or information ODE wants attention drawn to
- The most recent received
- Ideal for occasional users and those interested in a specific to a topic



Reports, 4

Example


Highlights				
(Total Count: 12)				
Report or File Name	Category	Count or Size	Timestamp	Help Page
 Cohort-EOC-Asmnt-Detail (for 2019 run on 03/28/2019)	Graduation	1 kb	05/09/19 14:40	Help ...
 Cohort-EOC-Asmnt-Summary (for 2019 run on 03/29/2019)	Graduation	1 kb	05/09/19 14:40	Help ...

Recent				
Items below which are files indicate what kind of files they are. For Level 2 reports, they will display in <input checked="" type="radio"/> CSV <input type="radio"/> HTML format (CSV will be downloaded, HTML will open in a separate window).				
Show/Hide Category:				
<input checked="" type="checkbox"/> Funding Reports	<input checked="" type="checkbox"/> Graduation	<input checked="" type="checkbox"/> Student Reports	<input checked="" type="checkbox"/> Tuition	
Deselect All Categories				
(Total Count: 30)				
Report or File Name	Category	Count or Size	Timestamp	Help Page
 Cohort-EOC-Asmnt-Detail (for 2018 run on 02/29/2040)	Graduation	1 kb	05/09/19 14:40	Help ...

Reports, 5

Level 2 Details



- Reports from ODE
- Level 2 reports also available from Collection Request Tab
- Level 2 reports also available from Progress tab
- Not every district will have these
- New reports replace old; not static

Collection Request / Report Name												(Total Count: 156)	
LEA		Fatal	Critical	Warn	Info	Total	Category	Data Set	Process Date	Last Upd Date	Submission	Help Page	
▼ Final Staff and Course Collection (FY19) (2019L2FNL)												(Count: 156)	
 (CTEA-000) CTE FTE Detail													
		92	14	0	36	142	Funding	L	07/23/19 00:00	07/02/19 00:00	3 Unknown		

Reports, 6




Received Files Details

- Reports from ODE
- May not reflect most recent submissions
- Often static or one-time reports
- Email notifications sent


LEA / File	Data Set	Category	Short Name	File Size	Version	Timestamp
▼ <input type="text"/>						
 2020_RPTCRD_PBIS_Compliance_Measure_20200629.xls	NONE	Report Card	PBIS_Compliance_Measure	11264	1	07/02/2020 04:50:14 PM
 2020_RPTCRD_PBIS_Compliance_Measure_20200707.xls	NONE	Report Card	PBIS_Compliance_Measure	11264	1	07/07/2020 04:39:52 PM

Archives

- Listing of data archives
- ODE can initiate specific archival saves
 - FTE detail reports on dates funding is pulled

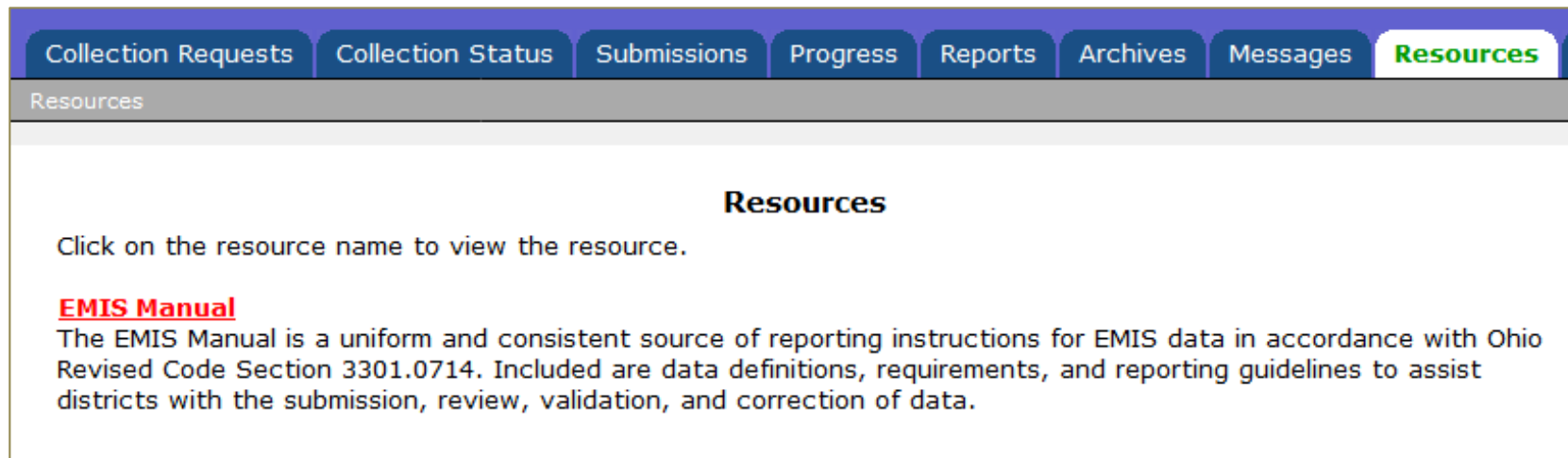
 Jun_No2_Payment	(FTES-001) FTE Total by Fund Pattern	06/03/2020 15:53:00
 Jun_No2_Payment	(FTED-003) FTE Adjustments	06/03/2020 15:52:00
 Jun_No2_Payment	(FTED-001) FTE Detail	06/03/2020 15:49:00

- Data district submitted during collection requests no longer active, nor can be seen with ‘Show closed collections’

Category / Report or Archived File	As of Date	LEA	Collection Request
▼ Submission			
 Last Collection Submission (for 2018SSCRS)	01/07/2019 02:07:24	<div></div>	2018SSCRS

Resources

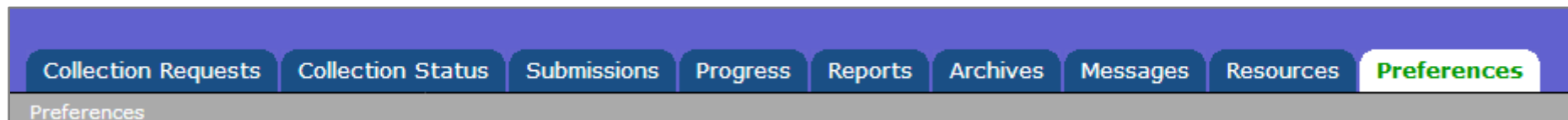
Means for ODE to provide links for documentation and other EMIS resources from within the data collector



Preferences, 1

Provides customization of the Data Collector for user needs

- Common settings
 - All or by Page
- Start collections
- Collection status page
- Submissions/Recent submissions and Previews
- Progress page
- Reports



Preferences, 2

Common Settings

–Selection choices every page has

Common Settings	
<p>Select the preferred defaults for your Collection Request filters. You can select a different <i>Last Activity Within</i> filter for the Collection Requests page (use the upper drop down) and for all other pages (use the lower drop down)</p> <p>Select the preferred sort order of collection requests, on the Collection Requests page</p> <p>You can set the default file and report display: CSV or HTML page</p>	<p>Collection Request Filter Options, for all pages</p> <p>Collection Request: All ▾ Data Set: All ▾ School Year: All ▾ Last Activity Within: All ▾</p> <p><input type="checkbox"/> Show closed collections</p>
	<p>Collection Request Sort Order</p> <p>Order Collections By: <input type="radio"/> Submission Close Date <input checked="" type="radio"/> A-Z <input type="radio"/> Z-A <input type="radio"/> A-Z on Short Name <input type="radio"/> Z-A on Short Name <input type="radio"/> Most recently active</p>
	<p>File Format and Report Format</p> <p>Data Display Format: <input checked="" type="radio"/> CSV <input type="radio"/> HTML</p>

[Set Preferences for each page](#)

Preferences, 3

Setting preferences by page

Select the page for which to set preferences: **Collection Requests**

- Collection Requests
- Collection Status
- Submissions
- Progress
- Reports
- Archives

Select the preferred defaults for your Collection Request filters for the collections submitted to Ohio Department of Education

Select the page for which to set preferences: **Collection Requests**

Collection Requests Summary

Ohio Department of Education

Select the preferred defaults for your Collection Request filters for the collections submitted to Ohio Department of Education	Use the choices below to filter the list of collection requests shown
	Collection Request: All Data Set: All School Year: All Last Activity Within: All <input type="checkbox"/> Show closed collections
Select the preferred sort order of collection requests	Sort Order
	Order Collections By: <input type="radio"/> Submission Close Date <input checked="" type="radio"/> A-Z <input type="radio"/> Z-A <input type="radio"/> A-Z on Short Name <input type="radio"/> Z-A on Short Name <input type="radio"/> Most recently active

Data Sources

Flat file upload

- *Note:* Check with your ITC, as student software packages handle this differently
- Use the Data Sources Tab to upload flat files as needed for the collection request to process
 - Files from SIS, Financial, Payroll, EMISFFE
 - Other Data Sources link
 - Manage link
 - Upload link
 - If duplicates encountered, the most recent is used and the other is ignored
 - Delete link (at bottom)

Helpful Hints, 1

- Save time uploading data
 - Accepts a .ZIP file
 - Data Collector will unzip it
- Collection request knows what record types to process
 - No need to remove irrelevant record types from folder or upload files
- Collection request only processes the most recent data files by date
 - No need to remove old ones
 - Warning will be issues, can be ignored once verified




Helpful Hints, 2

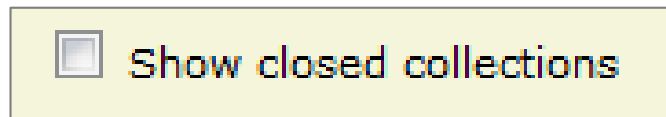
- Collection request will process one large file with all record types or numerous smaller files with individual record types
- Some fatal errors only fatal the record type not the entire student, staff or financials
 - Entire student/staff scenario is likely to show up on the 'Missing' report
 - Some fatal errors create a domino effect
 - Fixing 1 fatal may remove many from reports
- Missing student or staff and no fatal
 - Check the excluded report

Helpful Hints, 3

- Excluded report is data that is never processed
- No Prepare Link
 - Likely no data was collected; check Collection Status Tab
- No Submit Link
 - Verify valid counts are not zero in Preview
 - May need to Prepare again
 - ODE published new collection request
 - Too many days since last prepare completed

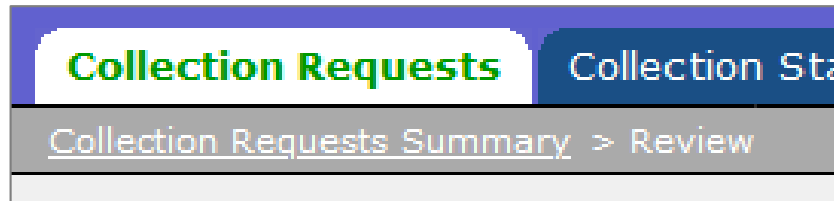
Helpful Hints, 4

- Symbolic icons
 - Green ‘check mark’ = Good 
 - Yellow ‘exclamation point’ = verify or alert is present 
 - Red ‘X’ = something bad likely happened 
- Collection request is no longer visible, and a Review is desired
 - Check the box to show closed collections



Helpful Hints, 5

- Breadcrumb trails can allow easier movement



- Preview is not a submission
- Certify and Submit to send data to report Authority
- Send data often
- Data can be submitted with Level 1 errors

Questions

