



MISATFOR

Management Information Systems Advisory Task Force (MISATFOR) is a state reporting focused taskforce composed of representatives from each of the Florida colleges.

April 2019 Meeting

The official minutes for the April 2019 meeting is given in [April 2019 MISATFOR](#). Below is a summary of the items discussed and electronic copies of the handouts, when available. The information packet is available in [MISATFOR - April 2019](#).

College Forum – Reports Coordinator Session

MISATFOR officers were informed that the Florida Department of Education (FDOE) will no longer host or coordinate these meetings and recommended that MISATFOR members take ownership of future meetings. Representatives from the colleges met on the evening of April 24th to prepare for the discussion the following morning.

Highlights:

- Where should the meeting be held and could it be held in conjunction with another group? MISATFOR officers will send a letter to the Council of Business Affairs (COBA) to request meeting twice a year with that group. This group appears to best align with the state reporting function at most colleges.
- How will the taskforce know about changes occurring at the FDOE?
- Will FDOE representatives still participate in the meetings?
- Will the Report's Coordinator Training continue?

Results of the morning discussion included:

- Mr. Juan Mestre agreed to coordinate the agenda items and attendance from the various FDOE offices at future meetings.
- The information exchange and discussion that occurs during face-to-face meetings is invaluable and greatly contributes to the efficacy of the state reporting process between FDOE and Colleges.
- The value of the Reports Coordinator Training was recognized and would be scheduled at least once a year. These sessions are beneficial to anyone involved in the state reporting process.

Division of Career and Adult Education Updates

- [CAPE Industry Certifications](#) – fifteen new certifications were added to the "Funded List".
- [Perkins V](#)
 - Perkins IV reporting requirements will be used for the current year, 2018-19. No reporting will occur during the implementation and transitional period beginning July 1, 2019. Full implementation and reporting of new measures will begin July 1, 2020.
 - Working committees were formed in January 2019 to operationalize six general state plan goals. A draft of the plan will be available in August 2019. Public hearings and online comments on the plan and performance levels will occur in October 2019. Reviews and revisions with the State Board of Education (February 2020) and the Governor (March 2020) will occur before submission to the [Office of Career, Technical, and Adult Education](#) (April 2020). Some of the questions explored are in this presentation.
- [Teach Out](#) – information for 2019-20 for programs that are no longer reportable, the last year for reporting, and last year to accept new enrollments.
- [ShareFile](#) – this office will begin using ShareFile to transmit agency reports (ex. Perkins local level reports).



Division of Florida Colleges Updates

- Military Status (Student Database Data Element 1057) – there still appears to be a large number of students being reported incorrectly as active National Guard. SPC is reporting the value appropriately.
- Dual Enrollment Student Course Location (Student Database Data Element 3028) –Florida College System requested this data element be added. Colleges shared questions and concerns, an IR Webinar will be scheduled to discuss further. Some of the concerns mentioned include:
 - Colleges do not have a mechanism to track where a student is physically located when taking an online course.
 - What is the long-term purpose of tracking a dual enrolled student’s location?
 - Recommendation was to create an Ad Hoc report (College’s sending Supplemental data) before implementing.

Florida College System Update – Chancellor Kathy Hebda introduced herself and gave a brief summary of her experience and vision for the future. She also recognized the importance of data quality and the dedication of MISATFOR college representation.

- The presentation outlined the Governor’s Executive Order (19-31) and how it relates to the Florida College System. A few highlights on the discussion below:
 - Last Mile College Completion – funding incentive to provide tuition waiver for students who are within 10% of degree completion.
 - Reverse transfer – adopting a plan between universities and state colleges so that universities would transfer back credits to state colleges where students started an associate degree.
 - Dual enrollment/early college acceleration – more opportunities for both private and home-schooled students.
 - Apprenticeship and workforce – a top priority with discussion on a grant program for implementation
 - Career pathways – establishing more connections between the sectors (K-12, Technical and Florida Colleges, etc.).
 - Uniform system for awarding credit for military service, education and training.
 - Hurricane-related fee waivers for recovery areas.
 - Performance funding – changes in the current model. In addition, a study will be conducted to identify meaningful indicators.
- Upcoming Rule Development for Common Placement Testing and Instruction ([6A-10.0315](#)), Civic Literacy Competency ([6A-10.02413](#)), and Postsecondary Instructional Unit Definitions and Awards ([6A-14.030](#)).

Florida Education Identifier (FLEID)

- **Status and Enhancements** – this presentation includes a discussion on current activities, data analysis and statistics, and enhancements currently being implemented. Below is a chart showing the data system, total FLEIDs assigned for both student (required) and staff (optional). Currently having conversations with the State University System about utilizing this system.

Number of FLEID's Assigned	Source	Total FLEID's	Student %	Staff %	Unknown %
District Public Schools	K12	4,855,977	95.58%	4.54%	0.00%
Florida College System	FCS	2,508,453	98.97%	0.90%	0.68%
Workforce Development Info System	WDIS	709,618	100.00%	0.00%	0.00%
Office of Early Learning	OEL	290,436	100.00%		
Ahfachkee Schools	AHF	140	100.00%		
Total Unique Count of FLEID's Statewide	STATE	7,447,085			



Florida Education Identifier (FLEID) Continued

Highlights:

- The FLEID process utilizes multiple technologies such as SAS (assignment process), MS SQL Server (secure vault), IBM Datastage (pre-processing validation), ASP.NET (website management), TIBCO (transfer and submission).
- Submissions accepted at all times **except** during maintenance window (5:30 pm – 10 pm)
- FLEID Application – users can view statistics and address outstanding near matches.
- Future Enhancements include Duplicates Report, near match purge that colleges can do themselves, and additional verification processes.
- Important Considerations
 - FLEID potentially a primary key for 2019-20 instead of social security number.
 - Submit students for FLEID assignment one time to avoid duplicate assignments.
 - Contact Shawna Reid for errors related to SSN or Name (other than marriage).
 - FERPA – do not include personally identifiable (combination of: FLEID, Name, and DOB) information in emails or other disseminated materials.
 - Vault Integrity – avoid crosswalks created outside of the secure vault
- [FLEID Verification Process](#) – the current Student and Admission Database edits verify the FLEID begins with “FL” followed by twelve digits. Beginning 2019-20 submission year, the FLEID will be verified against the FLEID vault (demographics). For unmatched items, a separate report will be forwarded to FLEID college staff for resolution. The additional FLEIDS validation/verification processes should mitigate the impact of items that appear on this new error report. The FLEID team ran this verification process against the 2017-18 reporting year with 99.9% records matched.

[Florida Education and Training Placement Information Program \(FETPIP\)](#) – an annual recurring report established by Florida Statutes (1008.39) to follow-up on former students and program participants. All elements of the Florida workforce development system are required to use FETPIP for any project with automated matching of administrative records for follow-up purposes. Major uses of FETPIP data include placement & accountability, strategic imperatives, career counseling and guidance information, Florida College System Performance Budgeting & Accountability, Performance Funding, etc. [Electronic reports](#) are available online for students from high school through postsecondary education – links available on the left-hand of the screen. FETPIP would like to collaborate with Colleges for ad hoc reporting.

IPEDS - [Handout](#)

- Noah Sims will be the new Florida State IPEDS Coordinator.
- Florida uses a modified calendar that includes the survey name, data source (College or PERA), institution submission period (locked survey), and State Coordinator review. The additional review is needed since many surveys are populated using college’s certified database or data file submissions.
- There were no major changes in the IPEDS surveys for the 2019-2020 data collection.

Admissions Database (ADB) – no updates.

Facilities and Capital Outlay Database (FCODB) – no updates.

Personnel Database (PDB) – no updates.



Integrated Database (IDB)

- [Comparative Frequency Warning Flags](#) – the purpose of the report is to identify inconsistencies in data element values over time – available for the Annual Personnel Report, Facilities (FCODB), Personnel (PDB), and Student (SDB) Databases. Percent change between years used to group data element values into warning levels. A summary of all warnings appear at the end of the report.

Warning Level	Color	Description
Level 1	Green	Data somewhat inconsistent
Level 2	Blue	Data inconsistent
Level 3	Yellow	Data very inconsistent
Level 4	Red	Data extremely inconsistent

Since the SDB data affects so many different reporting mechanisms, emails are sent to Reports Coordinators and FDOE leadership at load time highlighting items with high warning levels – current year preliminary data is compared to final load data in previous years. Below is a list of data elements that influence funding.

Data Element	Used
DE 1004 – Fee Classification Residency	FTE
DE 1005 – First-Time Student Flag	IPEDS/performance funding cohorts
DE 1006 - Gender	IPEDS/performance funding cohorts, Perkins, WIOA
DE 1029 – Term Part-Time/Full-Time	IPEDS/performance funding cohorts
DE 1032 – Transfer Student Flag	IPEDS/performance funding cohorts
DE 2103 – Completion Degree Granted	Performance funding, IPEDS
DE 3004 – Course Dual Enrollment Category	IPEDS/performance funding cohorts
DE 3005 – Course Dual Enrollment/Co-Enrollment Flag	FTE
DE 3006 – Course Fee Kind	FTE
DE 3010 – Course Lifelong Learning Flag	FTE
DE 3018 – FTE Flag	FTE
DE 3102 – Financial Aid Award Type	Pell multiplier for performance funding, Perkins, IPEDS
DE 3007 - Course Grade Awarded	Identifying successful completions, shows up on BI tool
DE 2001 - Program of Study - Award Type	IPEDS/performance funding cohorts, Perkins

- [College Directory Certification](#) – The college directory ([College Directory \(updated 05/20/2019\)](#)) includes contact information for six categories (President, Chief Financial Officer, Chief Information Officer, Executive Assistant to the President, MISATFOR representative, Reports Coordinator) at all 28 Florida colleges . The Reports Coordinator reviews, updates, and certifies that the information is accurate and complete sometime after July 1 of the new reporting cycle - notification email will be sent.
- [Data Submission Certification](#) –The certification form must be signed by the president or designee (authorization form required - three additional direct reports allowed). The signed form certifies that all the submitted data is final and accurate to the best of our knowledge as representatives of SPC.
 - The database submissions provide data to fulfill state/federal reporting requirements, support budget and management decisions, and educational decision making across the various systems – primary through postsecondary.
 - Term-based database submissions include data related to students (SDB), personnel (PDB), facilities and capital outlay (FCODB), admissions to baccalaureate programs (ADB) and integrated (IDB) which contain elements from all of the other databases. Detailed information for all databases are available on the Florida Department of Education website ([Data Element Dictionaries](#)).



- **Data Submission Certification Continued**
 - College database reporting is complicated involving many different stakeholders, processes, and leans heavily on strict rules for compliance with significant impact on college operations. Colleges have the opportunity to review and resubmit corrected prior end term databases during the next term submission – new certification form needs to be signed.
 - The annual verification period begins the second half of June after the close of the end term Spring submission. If any errors are found, this allows for one last opportunity to resubmit any or all of the end term databases for the entire year – signed request by the College President required.
- [Submission Calendar](#) – 2019-20 database submission due dates were shared for all databases.
- [Record Format Length Increase](#) – with the exception of the Facilities Database, record format length will increase from 200 to 250 characters to accommodate for Florida Education Identifiers (FLEID) verification processing.
- [Room and Space Utilization Report Title Changes](#) – titles that are more descriptive were included in the following reports.

File Name	Previous Report Title	New Report Title
RCOLMATC	ROOM UTILIZATION	ROOM UTILIZATION BY COLLEGE
RSITMATC	ROOM UTILIZATION	ROOM UTILIZATION BY SITE
RFACMATC	ROOM UTILIZATION	ROOM UTILIZATION BY FACILITY

Student Database (SDB) – [Handout](#)

- **Dual Enrollment Student Course Location (DE3028)** – Topic not presented.
- **High School Graduation Date (DE1009)** – an informational edit was added to identify students in dual enrollment courses with high school graduation dates outside the current reporting year. This will become critical in 2020-21.
- **Entry Level/Exit Test (DE1104)** – an informational edit was added to identify CPT tests with dates after May 31, 2015 (ACCUPLACER replaced the CPT on June 1, 2015). This will become critical in 2020-21.
- **Program Industry Certification Number (DE3302) and Industry Certification Outcome (DE3304)** – an informational edit was added to identify certifications that were previously reported in the current reporting year. This will become critical in 2020-21.
- **Industry Certifications submissions**
 - **Industry Certification Number (DE3302)** – edits (3302_2, 3302_3, 3303_4) changed to informational to allow submission of all industry certifications vetted by the Division of Career and Adult Education. PK-20 Education Reporting and Accessibility (PERA) will apply criteria to identify the reporting mechanism (Fundable, Perkins) after the data collection.
 - In 2020-21, the Student T4E submission used to collect Perkins Industry certifications will be eliminated.
- **Term Part-Time/Full-Time (DE1029)** – an informational edit was added to identify students reported with value Z (Not enrolled for term, reported for Acceleration, Completion, or Industry Certification) but did not have any of those record types submitted. This will become critical in 2020-21.
- **Entry Level Test (ELT) and Readiness Reports** – verification reports are produced after clean data submissions. Since students graduating from Florida high schools are no longer required to take an ELT ([Rule 6A-10.0315](#)), the following reports are being evaluated – are college’s using these reports and how? State representatives would like to collaborate with Colleges to develop meaningful verification reports. Follow-up webinar will occur in June/July timeframe.
 - [Readiness Report](#) – displays the number and applicable passing rate of prior year Florida public high school graduates (Standard High School Diploma) who are degree-seeking students.
 - [ELT Report](#) – displays the number of FTIC students who are at /above or below the ELT cut scores for the various tests.