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# Shortened Survey Windows: Survival Tactics



# Goal:

Ability to report accurate data to FLDOE in a timely manner.



How

is this goal achieved?



Must have buy-in from key stakeholders.

# What

can we do to have our data clean before it goes to FLDOE?



01

Evaluate current process identifying problems & opportunities.

a) everything flows to Data Control Specialist (DCS) just before survey week.

b) Data Stewards filling out documents to be entered in SIS by DCS

c) Edits, validations and exception reports come into one central area and manually disseminated to schools

d) DCS responsible for all errors at their schools, have to verify with data Stewards

01

Evaluate current process identifying problems & opportunities.

e) Errors: Edits, Validations & Exceptions have to be viewed by individual format, one format at a time.

f) Submission log is manually kept. Items tracked:

(1) Type of submission, number of records, by who, when, survey and format

(2) Result of submission, edits, validations/exceptions

(3) Digital copy of all records submitted.

02

## Proposed Solutions

- a) Create timeline identifying ownership and expectations
- b) Share timeline with Data Stewards, DCS and Key Stakeholders
- c) Remove bottlenecks /duplication of effort by empowering Data Stewards and allowing them to take ownership of their data.

# Survey Checklists

[Survey 5 Calendar](#)

[Survey 5 Data Stewards](#)

[Survey 5 Principals](#)

[Survey 5 Data Specialists](#)





## Survey 5 - Calendar (SY1718)

For a detailed overview of survey reporting, please reference the [DOE Survey Reporting](#) document. Note that all actions should be completed as close to but no later than each date below.

Survey Preparation Window: **June 1, 2018 - July 12, 2018**

Creation of Survey 5 Instance of Focus: **July 12, 2018 (duplicate data entry now required)**

Effective Date: **July 27, 2018**

- |                    |   |
|--------------------|---|
| 5/1/18             | FTE Survey Team Meeting (one month prior to Survey Preparation Window) - Discuss calendar, checklists, contingencies  |
| 6/1/18             | Announcement to District (First Day of Survey Preparation Window) <ul style="list-style-type: none"> <li><input type="checkbox"/> Directors - Publish Reminder - First Day of Survey Preparation Window in Directors' Dialogue</li> <li><input type="checkbox"/> IT - Email Data Specialists, Principals, and Assistant Principals to remind them to use the checklist</li> <li><input type="checkbox"/> Data Stewards - Email school contacts (not Data Specialists), Principals, and Assistant Principals to remind them to correct portal alert errors and DOE Data Verification Report errors within Focus</li> </ul> |
| 6/4/18             | Required Training Session for All Principals and Data Specialists (targeted at secondary schools) @ 3 pm (recorded for anyone unable to attend)   |
| 6/4/18<br>-7/12/18 | DOE Edit and Validate Initial Reports (Weekly Until July 12, 2018) <ul style="list-style-type: none"> <li><input type="checkbox"/> IT - Email Data Specialists, Principals, and Assistant Principals to remind them to correct errors from DOE Edit and Validate reports in Focus Production</li> <li><input type="checkbox"/> Data Stewards - Email identified school contacts (not Data Specialists), Principals, and Assistant Principals to remind them to correct errors from DOE Edit and Validate reports in Focus Production</li> </ul>   |



## Survey 5 - Calendar (SY1718)

- |                    |   |
|--------------------|---|
| 6/21/18            | Reminder to District (midpoint of Survey Preparation Window) <ul style="list-style-type: none"> <li><input type="checkbox"/> Directors - Publish Reminder - Midpoint of Survey Preparation Window in Directors' Dialogue (including Error Log Summary by School)</li> <li><input type="checkbox"/> IT - Email Data Specialists, Principals, and Assistant Principals to remind them to use the checklist</li> <li><input type="checkbox"/> Data Stewards - Email school contacts (not Data Specialists), Principals, and Assistant Principals to remind them to correct portal alert errors and DOE Data Verification Report errors within Focus</li> </ul> |
| 7/6/18<br>Period)  | Reminder to District (one week prior to end of Survey Preparation Window) <ul style="list-style-type: none"> <li><input type="checkbox"/> Directors - Publish Reminder - Effective Date in Directors' Dialogue (including Error Log Summary by School)</li> <li><input type="checkbox"/> IT - Email Data Specialists, Principals, and Assistant Principals to remind them to use the checklist</li> <li><input type="checkbox"/> Data Stewards - Email school contacts (not Data Specialists), Principals, and Assistant Principals to remind them to correct portal alert errors and DOE Data Verification Report errors within Focus</li> </ul>           |
| 7/9/18<br>-7/12/18 | IT staff roll to the new school year ( <b>pending receipt of EOC scores and printing of middle and high school report cards</b> )   |
| 7/12/18            | Completion of Survey Preparation Window (end of Survey Preparation Window) <ul style="list-style-type: none"> <li><input type="checkbox"/> Principals - Report completion of Survey Preparation Window to Directors</li> </ul>  |



## Survey 5 – Checklist (SY1718) - Data Specialists

Please review the below checklist of reports for Survey 5 and correct any data errors. For a detailed overview please reference the [DOE Survey Reporting](#) document.

Survey Window: **August 10, 2017 – August 10, 2018**

Creation of Survey 5 Instance of Focus: **July 23, 2018 (duplicate data entry now required)**

Initial Submission to DOE: **July 23, 2018**

### **In Focus Production, PRIOR to creation of Survey 5 instance, review the following:**

- Reports - District Reports – Errors (The portal alert “Reports with errors” indicates which reports have errors, as of 4 AM every day)
- Florida Reports - DOE Data Verification Reports - **All reports must have zero Reject and Validation Errors (except those noted below). Note there are valid reasons for an Exception Error.**
  - Survey: **Survey 5 Click Refresh Report**
    - CTE Student Course Schedule
    - CTE Teacher Course
    - Dropout Prevention Program
    - English Language Learners Information
    - Exceptional Student
    - Fed/State Compensatory Project Evaluation
    - Fed/State Indicator - **ignore error 08, 29 - note some error 21 codes may be rejected due to use of local codes**
    - Industry Certification
    - Prior School/Attendance - **ignore error 2E, 2F, 2G**
    - SESIR
    - Student Additional Funding
    - Student Assessment
    - Student Course Transcript - **ignore error 82**
    - Student Demographics - **ignore error 35, 5E**
    - Student Discipline - **ignore error 27**
    - Student End of Year

**Note - Ignore all errors referring to the Florida Education Identifier (FLEID)**

- Survey Accuracy Reports



## Survey 5 – Checklist (SY1718) - Data Specialists

**In Focus Survey 5, review the following reports AFTER creation of Survey 5 instance (Focus Instances). All corrections must be made in both Survey 5 and Production:**

- Reports - District Reports – Errors (The portal alert “Reports with errors” indicates which reports have errors, as of 4 AM every day)
- Florida Reports - DOE Data Verification Reports - **All reports must have zero Reject and Validation Errors (except those noted below). Note there are valid reasons for an Exception Error.**
  - Survey: **Survey 5 Click Refresh Report**
    - CTE Student Course Schedule
    - CTE Teacher Course
    - Dropout Prevention Program
    - English Language Learners Information
    - Exceptional Student
    - Fed/State Compensatory Project Evaluation
    - Fed/State Indicator - **ignore error 08, 29 - note some error 21 codes may be rejected due to use of local codes**
    - Industry Certification
    - Prior School/Attendance - **ignore error 2E, 2F, 2G**
    - SESIR
    - Student Additional Funding
    - Student Assessment
    - Student Course Transcript
    - Student Demographics - **ignore error 35, 5E**
    - Student Discipline - **ignore error 27**
    - Student End of Year

**Note - Ignore all errors referring to the Florida Education Identifier (FLEID)**

- Survey Accuracy Reports
- COMING SOON:** Reports - District Reports - **Errors - SVY 5 Comparison to Prod** (These reports are based on the files pulled back from DOE)
  - This is a placeholder for a new comparison report**
  - This is a placeholder for a new comparison report**
  - This is a placeholder for a new comparison report**

02

## Proposed Solutions

d) Improve efficiency through automation.

- (1) Programmatically pull Edits/Validations/ Exceptions reports and make available through SIS. *(Reports are separated by school and limiting school's view to their data)*
- (2) Programmatically track type of submissions, number of records by who, when, survey and format.
- (3) Ability to review status of all format submissions by school at a glance through SIS.
- (4) Automatically create time-stamped copy of all records sent.



## Download Survey Extract Errors

Student Information

Chris Piland (System Administrator)

Walton High School (0271)

Setup Students Users Scheduling Grades Assessment Attendance Discipline Billing Eligibility Florida Reports PAEC Walton Enhancements Reports

### Download Survey Extract Errors

This page provides access to DOE supplied reports.

Survey: Survey 3

Extract: English Language Learners Information

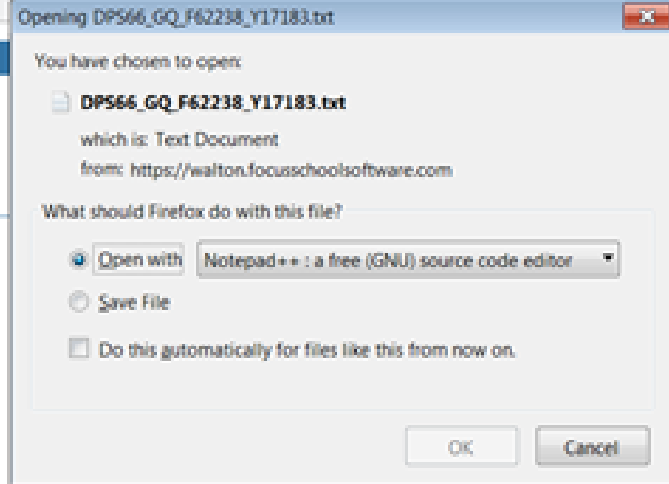
Submit

### Available Files

Select which file you would like to download:

Validation/Exception Error Report (F62238)

Download



## Submissions

Survey

3

SURVEY YEAR

1718

10 Records found

Export:  

Filters: OFF

SURVEY	YEAR	SUBMITTED_BY	EXTRACT	MODE	RECORD_TIME	SENT	EDITS	VALIDATIONS	MESSAGE
3	2017	Kim Lee	Demographic	batch	2018-04-13 14:56:16	2	2	1	
3	2017	Kim Lee	Discipline	batch	2018-04-13 14:56:14	0	0	0	
3	2017	Chris Piland	EnglishLanguageLearn	initial	2018-04-19 14:42:01	462	0	0	
3	2017	Kim Lee	ExceptionalStudent	batch	2018-04-13 14:56:14	1	1	0	
3	2017	Kim Lee	FedStateIndicator	batch	2018-04-13 14:56:11	0	0		
3	2017	Kim Lee	PriorSchool	batch	2018-04-13 14:56:13	0	0		
3	2017	Kim Lee	SafetyReport	batch	2018-04-13 14:56:12	0	0		
3	2017	Kim Lee	StudentCourse	batch	2018-04-13 14:56:23	1	0	0	
3	2017	Kim Lee	TeacherCourse	batch	2018-04-13 14:56:17	2	0	138	

2- Programmatically track type of submissions, number of records by who, when, survey & format.

34 Records found

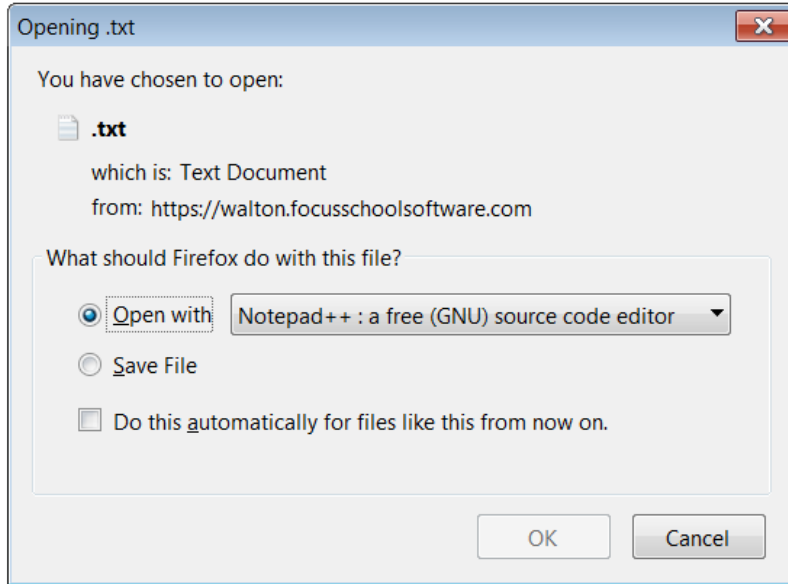
Page:  /

SCHOOL :	DEMO EDT :	DEMO VAL :	SCS EDT :	SCS VAL :	TCS EDT :	TCS VAL :	TCS SF :	ESE EDT :	ESE VAL :	ELL EDT :	ELL VAL :	FSI EDT :	FSI VAL :	PSS EDT :	PSS VAL :	SESIR EDT :	SESIR VAL :	SDRA EDT :	SDRA VAL :	TOTAL EDT :	TOTAL VAL :
0000 Records Loaded	10203		64977		5281			1269		462		10180		10600		128		1354			
0051							22														22
0071																					
0101							1														1
0141																					
0146							2														2
0151							13														13
0152							4														4
0153		1					6									2					9
0154							10														10
0201																					
0261							23														23
0271																					
0291							4														4
0292							9														9
0291							11														11
0301							2														2
1110							9	1												1	9
1111	2						21					2								2	23
1112																					
1114																					
2011																					
2021																					
3518																					
7001																					

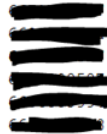
3- Ability to review status of all format submissions by school at a glance through SIS.

Select file DPS66.GQ.F60776.Y17181.Student Course Schedule.txt

View File



```
1 20170723<date sent 660141591117186601417963170 001 01045Z 09001130467Z 12ZZAZZZ10000000YYYYNNZZFL0000002048122 Z
2 20170723<date sent 660141591117186601417963170 001 01045Z 09001130467Z 11ZZAZZZ10000000YYYYNNZZFL0000002050077 Z
3 20170723<date sent 66015366050080001171899C917MAC1105SW2 08085Z 03751030320ZZ 11ZZAZZA10000000YYYYNNZZFL0000002047376 Z
4 20170723<date sent 660141591117186601417963170 001 01045Z 09001130467Z 10ZZAZZZ10000000YYYYNNZZFL0000002045132 Z
5 20170723<date sent 66015366050080001171899C917LIT2090SW1 08085Z 03751030320ZZ 11ZZAZZA10000000YYYYNNZZFL0000002047242 Z
6 20170723<date sent 6601526605008000117186601527863010001 01013Z 02701120117ZZ 07ZZAZZZ50000000YYYYNNZZFL0000002045296 Z
```



4- Automatically create a timestamped copy of all records sent.

# Other Tips & Tricks

Create Virtual Enrollments electronically

Utilize DQ2

- Delete the files before each submission
- Notify schools about errors and validates
- Email selected errors files to schools

DQ2 Shortcomings

- No easy way to split Excel edit, validate, exception files by school to distribute to school users.
- Legend not included on Excel edit, validate, exception files.
- D-File requests are only processed overnight. Easier to delete all and resend Initials.

Email DOE edit and validates to schools

- Using a web based splitter application



# School Folder – Published Reports

Survey3 Portal

JENNIFER RIMMER (System Administrator) | ES WEIS 0572 | 2017-2018 | QUARTER 4

Welcome, JENNIFER RIMMER

Portal - System Administrator | Portal - IT SIS DS | Student Information System (SIS) Manual | Grad Rate | Miscellaneous

Last login: Wednesday, 3:43pm

### Alerts

- 1 new referral.
- 32 teachers haven't taken attendance today.
- 32 teachers haven't taken attendance yesterday.
- 2 Records - Community App Downloads.
- 7 Records - District Error Logs.
- 3 Records - DJJ Transition Students Enrolled Without Clearance - District.
- 29 Records - DJJ Transition Students w/Referrals - District.
- 88 Schools - Error Log Summary by School.
- 6 Records - PK - Head Start.
- 3 Records - Reports with errors (as of this morning).
- 260 Records - Reports with errors (as of this morning) - District.
- 8 Records - Students in Transition - Homeless - District.
- 21 Records - Students in Transition Survey - Migrant - District.
- 1 Record - Students on Probation.
- 289 Records - Students on Probation - District.
- 6 Records - Teacher Modified Grading Scale - District.
- A new version of Focus has been released!

An update for your version of Focus is available!

### Messages

**Need Help?**  
If you need help using FOCUS, you can find answers in the [Student Information System \(SIS\) Manual](#). If you experience any difficulties, please contact the Service Desk by submitting an email to [support@ecsd.zendesk.com](mailto:support@ecsd.zendesk.com) or calling 850.462.9493.

### Upcoming Events - View Calendar


There are no upcoming events.


### Find a Student


Search All Schools  
 Include Inactive Students  
[More Search Options](#)

### ECSD Families App


DO YOU HAVE OUR APP YET?  
Search for "ECSD Families" & download it today!



GET IT ON  



Download on the  


### Events - Escambia County School District

Today | Wednesday, April 11 | 

**Wednesday, April 11**  
McArthur Elem. Votes!  
Warrington Middle Votes!

**Thursday, April 12**  
9:00am Audit Committee Meeting  
3:00pm Special School Board Workshop  
5:30pm MIRA Awards hosted by Escambia Public Schools Foundation  
6:00pm Beulah Middle School Information Panel for Students & Families


Events shown in time zone: Central Time 

### School Folder

Date Published	Time Published	Download Report	<input type="checkbox"/> View Dismissed	<input type="checkbox"/> Dismiss
04/09/18	08:41 AM	Teacher Course: Initial or Batch Edit Listing	<input type="checkbox"/>	<input type="checkbox"/>
04/09/18	08:39 AM	Student Course Schedule: Validation Report	<input type="checkbox"/>	<input type="checkbox"/>

### SIS - Manual

Student Information System (SIS) Manual



Student Information System (SIS)

Help | Logout

**Questions?**

**What are the things you do?**

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