

# DATA QUALITY INITIATIVE

The School District of  
Osceola County

June 2020



*Every Child, Every Chance, Every Day!*



# Data Quality Initiative

## The School District Osceola County

### Historical Review

Discuss the Osceola District Schools historical FTE survey edit process.

### Implementation

Discuss how Osceola District Schools introduced and implemented the Data Quality Initiative (DQI) FTE edit processes to our district and schools.

### Implementation Review

Discuss where we are today in comparison to our first year of Implementation.

# Data Quality Initiative

## The School District of Osceola County

- **Historical Review:**
- As you are all aware, the Survey FTE edit/validation process time frame has been revised over the years:
  - >Approximately 9 months
  - >Approximately 5 months
  - >Currently approximately 2 months
- As a District, we began to review/revise our internal processes once it was determined the FTE edit process was going to be shortened to the current time frame.
  - Original process:**  
After Date Certain, only District staff (Data Quality Analyst – DQA) updated the FTE State Reported data. Schools were not permitted to access the Survey data after Date Certain.
  - Current process**, after implementing the Data Quality Initiative (DQI):  
School staff (Student Records Clerks – SRC and Administrators) now have access to the Survey edits. The schools, along with assistance from the District DQA staff, review/update the edits and validations for batch update submissions.

# Data Quality Initiative

## The School District of Osceola County

- **Implementation:**

1. Met with District Leadership/FTE Information Services staff to discuss our internal processes and the steps needed to streamline, due to state reporting new time frame

2. Developed a 'generic' training handout to be used for all audiences, although the training sessions were conducted to specific audiences.

3. Set up a training schedule. The training schedule included ALL District and Charter school staff that were working within our SIS. We felt this was necessary for all staff to fully understand the 'whole' picture of student data and the results of entering good and/or bad data in the SIS.

Staff trained:

- Administrators (principals, assistant principals, deans, guidance counselors, etc.)
- Clerical staff (data entry, attendance clerks, clerical assistants/receptionists, nurse/clinic assistants, bookkeepers, classroom assistants, etc). This included the Transportation, Facilities and other District Departments.

The training process was quite intensive. The workshops were scheduled as follows:

- Workshops held daily (Monday-Friday)
- Two workshops each day: AM and PM, approximately 90 to 120 minutes each session
- Required Principal to bring Data Entry Clerk, Principal should have an understanding of their FTE tasks
- Workshops were scheduled for approximately 3 months.
- Workshops were scheduled by job type. Training to the job type was best, questions/answers were applicable to their daily tasks.
- Workshops were conducted by the District Data Quality Analysts (DQA) staff

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## The School District of Osceola County

- As we met with staff, we:

1. **Briefly discussed why our District created this Initiative**

We felt all staff should be informed why our District began this change in the FTE process.

2. **Briefly reviewed the basics of FTE**

Because we trained a wide variety of staff, we briefly reviewed the FTE process. We did this so the workshop attendees would understand the importance of data entry and the correlation to FTE.

3. **Reviewed the step-by-step Agenda/Handout**

The Data Quality Initiative Handout Agenda/Handout began with the simple statement:

***DATA QUALITY INITIATIVE – This Initiative will allow schools to update their own FTE survey edits and validations with the support of the District Data Quality Analyst. Schools will be able to print their FTE reports AND be able to create/print Advanced Reports from the Survey site using the actual Survey data.***

All workshop were conducted as hands-on in a computer lab. Each attendee was assigned a computer and was invited to follow along with the presenter.



# Data Quality Initiative

The School District of Osceola County



- **Training Sessions:**      Reminder: The School District of Osceola County is a Focus SIS District
- Review the historical reasoning for DQI
  - Review with all attendees to understand why they were attending the workshop
- Review the definition and implications of FTE
  - The importance of FTE is defined to all staff levels
- Brief Review of Agenda
  - FTE Reports to Review – Before and After Date Certain
  - Edits and Validations Review
  - Survey Review

# Data Quality Initiative

## The School District of Osceola County

- Training Session (continued)

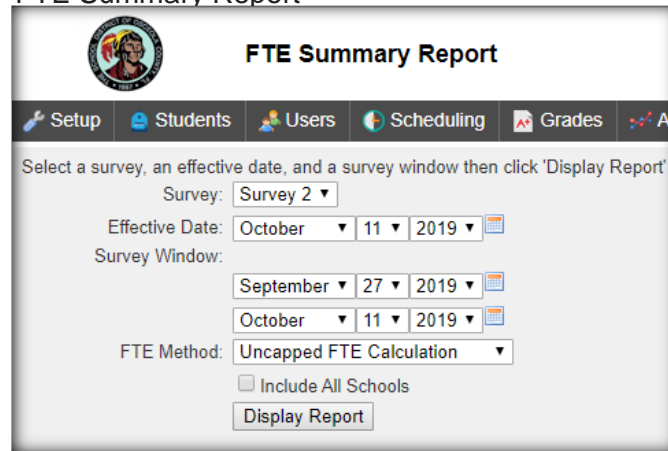
- **Before Date Certain**

- FTE Reports

- Print FTE Detail

This report is a list of students with their schedules and the FTE awarded by course and total FTE by student.

- FTE Summary Report



The screenshot shows a web application interface for generating an FTE Summary Report. At the top left is the Osceola County School District logo. The title is "FTE Summary Report". Below the title is a navigation bar with icons for Setup, Students, Users, Scheduling, Grades, and Assessment. The main content area contains the following fields and controls:

- Instruction: "Select a survey, an effective date, and a survey window then click 'Display Report'"
- Survey: A dropdown menu showing "Survey 2".
- Effective Date: Three dropdown menus for month ("October"), day ("11"), and year ("2019"), with a calendar icon to the right.
- Survey Window: Two sets of dropdown menus for month and day, with calendar icons. The first set is for "September 27, 2019" and the second is for "October 11, 2019".
- FTE Method: A dropdown menu showing "Uncapped FTE Calculation".
- Include All Schools: An unchecked checkbox.
- Display Report: A button.

This report is the FTE Summary by FEFP by Grade Level (Weighted/Unweighted)

# Data Quality Initiative

## The School District of Osceola County

- Training Session (continued)
  - FTE Summary Report (Breakdown)

There are several reports to choose from this report:

- FTE Earned by Student and School
- FTE Summary (School or District)

FEFP	PK	KG	01	02	03	04	05	06	07	08	09	10	11	12	Total
103											228.59	234.46	230.01	203.49	896.55
113											56.98	48.94	43.96	50.89	200.77
130											46.35	62.21	51.16	39.64	199.36
254												1.58	1.58	0.83	3.99
300											20.11	18.99	15.02	16.07	70.19
											352.03	366.18	341.73	310.92	1370.86
103											228.5908	234.4646	230.0128	203.4890	896.5572
113											56.9761	48.9418	43.9574	50.8870	200.7623
130											46.3540	62.2084	51.1638	39.6384	199.3646
254												1.5750	1.5790	0.8266	3.9806
300											20.1140	18.9876	15.0182	16.0710	70.1908
											352.0349	366.1774	341.7312	310.9120	1370.8555

- Null FTE Records (Due to Attendance)
- Student Funding Record (can be run for Second School as well)
- Students Receiving Less than Full Funding
- Students Receiving More than Full Funding



# Data Quality Initiative

## The School District of Osceola County

- Training Session (continued)
  - Class Size Report

**Class Size Report**

Setup Students Users Scheduling Grades

October 11 2019 Refresh Date

Only show rooms over class size.  
 All Schools  
 Display Grade Level Ranges

Elem School Average: 15.43  
Middle School Average: 19.00  
High School Average: 20.00

26 rooms

Room	Room Num	Period 1 (01)
9093209093200003101	003-0101	20

**Indicate the 'Only show rooms over class size'**

The Class Size Report will show a list all classes that are over the DOE Class Size compliance rules with the number of students in the building/room number and period. The Scheduling Method for the course/courses will also be listed.

# Data Quality Initiative

## The School District of Osceola County

- Training Sessions (Continued)
  - DOE Data Verification Reports (DVR)

This report will allow the schools to review the Survey edits/validations by format:

The screenshot displays the 'DOE Data Verification Reports' interface. At the top, there is a navigation bar with tabs for 'SIS', 'ERP', 'GAYLE CAPE', 'Liberty High School - 0842', '2019-2020', and 'Quarter 5'. Below this is a menu bar with options like 'Setup', 'Students', 'Users', 'Scheduling', 'Grades', 'Assessment', 'Attendance', 'Discipline', 'Eligibility', 'Florida Reports', and 'Reports'. The main content area shows filters for 'Survey: Survey 2', 'Effective Date: October 11, 2019', and 'Survey Window: From: September 27, 2019 To: October 11, 2019'. A 'Refresh Report' button is visible. On the left, a sidebar lists various categories, with 'Student Demographic' selected. The main area features a colorful arc graphic labeled '100% Error-Free' and a list of 15 error-free records, each with a '0 errors (100%)' status and a '(Reject)' note.

**DOE Data Verification Reports**

SIS ERP GAYLE CAPE Liberty High School - 0842 2019-2020 Quarter 5

Setup Students Users Scheduling Grades Assessment Attendance Discipline Eligibility Florida Reports Reports

Survey: Survey 2 Effective Date: October 11, 2019 Survey Window: From: September 27, 2019 To: October 11, 2019 Refresh Report

All Schools

Search

English Language Learners Information  
Exceptional Student  
Fed/State Indicator  
Prior School / Attendance  
SESIR  
Student Course Schedule  
Student Demographic  
Student Discipline  
Teacher Course  
Transportation

100% Error-Free

- 0 errors (100%) 01) 'District Number, Current Instruction/Service' must be correct for the district submitting the data. (Reject)
- 0 errors (100%) 02) 'District Number, Current Enrollment' must be numeric and in the range 01-68 or 71-75. (Reject)
- 0 errors (100%) 03) Enrolled School must be between 0001 to 9899, excluding 9001 or it must be 9992, 9993, 9997, N998 or N999. If 'Survey Period Code' is 6 or 8, 'School Number, Current Enrollment' must be numeric in the range 0001 to 9899, excluding 3518, 3900 and 9001. (Reject)
- 0 errors (100%) 04) The 'Student Number Identifier, Florida' must valid. (Reject)
- 0 errors (100%) 07) The first nine positions of 'Student Number Identifier - Alias, Florida' must be numeric. The tenth position of 'Student Number Identifier - Alias, Florida' must either be an 'X' or numeric. If the tenth position of 'Student Number Identifier - Alias, Florida' is numeric, the first two digits must be a valid district number in the range 01-68, 71-75 or 78-79. (Reject)
- 0 errors (100%) 09) Each Student Demographic record must be unique (Reject)
- 0 errors (100%) 11) If 'Survey Period' is 5 or 9, Neg Del 1, Neg Del 2, Neg Del 3 must be numeric in the range 0000 to 9899 or they must be a district assigned 3 digit number preceded by an A. (Reject)
- 0 errors (100%) 12) If Neg Del 1, Neg Del 2, Neg Del 3 are not 0000 they must be a valid institution for neglected/delinquent children. (Reject)
- 0 errors (100%) 13) If Neg Del 1 is 0000 then Neg Del 2 must also be 0000. If Neg Del 1 is 0000 and Neg Del 2 is 0000 then Neg Del 3 must also be 0000. (Reject)
- 0 errors (100%) 14) For surveys 2 and 3, if Grade level is 30 or 31, then school of enrollment must be 9997. (Reject)
- 0 errors (100%) 15) If 'Migrant Status Term' is B, D, E, S, T, U, V, W or X, then 'Birth Date' must be 09021997 through 08312020 inclusive. (Reject)

# Data Quality Initiative

The School District of Osceola County

- Training Sessions (Continued)
  - Date Certain: A Survey site is created which is a copy of our Production site
    - **Date Certain**
    - Print the following reports for the school FTE Audit Box, some require either Principal or Teacher signature:
      - Sample of Reports:
        - » FTE Detail (Principal Sign)
        - » Attendance Verification Sheets (Teacher Sign)
        - » FTE Null Student Report (Principal Sign)

# Data Quality Initiative

## The School District of Osceola County

- Training Sessions (Continued)
  - **After Date Certain**
  - Suggest to schools to continue to review same reports as Before Date Certain.
  - The District Office will release schools to review/update data in the Survey site. Batch updates are submitted from the Survey site.
  - The District Office will 'Push' out edits and validations to the Focus School Folders to school staff.
    - The School Folders are visible to Principals, Assistance Principals and the Student Records Clerks (Data Entry).

School Folder				
Date Published	Time Published	Download Report	<input type="checkbox"/> View Dismissed	
10/21/19	10:18 AM	Prior School Status/Student Attendance: Initial or Batch Edit Listing	<input type="checkbox"/>	
10/21/19	10:18 AM	Teacher Course: Validation/Exception Report	<input type="checkbox"/>	
10/21/19	10:17 AM	Student Course Schedule: Initial or Batch Edit Listing	<input type="checkbox"/>	
10/21/19	10:17 AM	Student Demographic Information: Validation/Exception Report	<input type="checkbox"/>	

# Data Quality Initiative

The School District of Osceola County

- Introduction of DQ2 (Data Quality 2):

DQ2 Preflight

The introduction of DQ2 has greatly assisted the Districts with their FTE edit and validation processes. DQ2 has allowed our District staff to process the Survey data on demand, review (update) the edits and validations and re-submit the data again. We are able to review our edits multiple times in a day, if necessary.

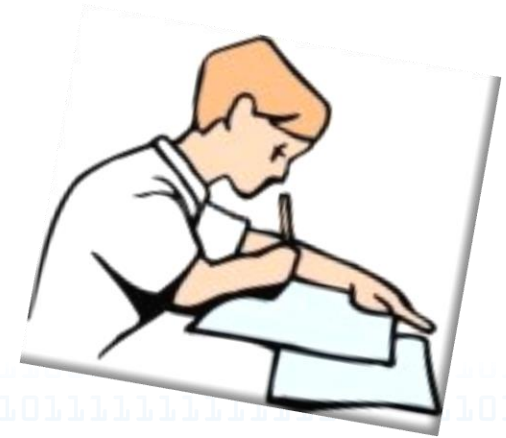
At this time, this is an internal District process.



# Data Quality Initiative

## The School District of Osceola County

- Implementation Review:
- Just a quick review of our State Reporting edits and validations errors:
  - Demographic Initial Edits:
    - Survey 2 – 2016: 1157
    - Survey 2 – 2019: 112
  - Student Course Initial Edits:
    - Survey 2 – 2016: 3614
    - Survey 2 – 2019: 200
  - Student Course Initial Validations:
    - Survey 2 – 2016: 16,452
    - Survey 2 – 2019: 11,991



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We continue to decrease the number of edits/validations in each of the Surveys utilizing the Data Quality Initiative. With the DQI process, the District staff and individual schools work closely together to ensure we are able to capture the fullest amount of FTE earned by the District.

## **Questions and Answers**

Gayle Cape  
Supervisor of Student Information  
The School District of Osceola County  
Gayle.Cape@osceolaschools.net  
(407)870-4024