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Data Quality 2 (DQ2)

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AGENDA

- DQ2 Introduction
 - What is DQ2
 - What is reported in DQ2
 - How to obtain access to DQ2
 - When to report in DQ2
- DQ2 Overview
 - Navigating DQ2 Screens
 - Obtaining Files generated from DQ2
 - Data Quality and Best Practices



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DQ2 Introduction



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What is DQ2?

What is DQ2?

- Data Quality II (DQ2) solution is a State Reporting processing tool that allows school districts to electronically submit survey data to the Florida Department of Education (FDOE) via user-friendly technology in a web-based environment that can be enhanced as needed.
- The DQ2 system gives districts new and improved functionality:
 - Ability to submit data in a sandbox area (Preflight) for testing prior to production survey window opening
 - Removes most time constraints for file and report processing; not bound to daily processing schedule
 - Provides near real-time access within the system for viewing reject files, validation/exception files, drill downs into data on multiple formats; results can be extracted into Excel
 - Enhanced On Demand Reports:
 - User friendly, Edit Status Report
 - New Survey Data Report shows record counts in each format for each survey

DQ2 Components

The DQ2 System is comprised of two areas:

- Survey Preflight System (Sand Box)
- Survey Production System

DQ2 Components - Preflight

Preflight

- Allows school districts to submit survey data, view dashboards and run on-demand / ad hoc reports
- Allows districts to view where data currently stands in order to correct any errors prior to the official survey window opening
- *Data residing in preflight is not used by the FDOE in official reporting*

DQ2 Components

Production

- Allows school districts to submit survey data during the official survey window
- View Dashboards, run on-demand/ad-hoc reports
- Search/Look-up Screens
- *Production data is used by FDOE for data quality and reporting*
- *(Note: this may mean load date data, close date data or end of year data)*

How DQ2 works – the TIBCO® process?

- TIBCO® (secure FTP) is used by districts **to send and receive files**
- Districts drop submission files into their TIBCO® DQ2-In folder (with .TXT or no extension)
- Submission files are processed in DQ2 and various output files are generated and pushed to the district's TIBCO® DQ2-Out folder
- Examples of files that are pushed to the TIBCO® DQ2-Out folder:
 - Batch records in Error Reports in record format
 - District requested D-Files
 - District requested Validation/Exception reports in record format.

How DQ2 works – the SSO process?

- SSO (Single Sign-On) authorization is used by DQ2 **to provide access to the User Interface (UI)**
- The UI provides visibility for the user to view the status of their file submissions, error checking, reporting for rejects, validation and exceptions and “D” File generation, requesting reports, and more.



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What is Reported in DQ2?

DQ2 – Production

- Only WDIS and Staff can use the Production area of DQ2
- Production DQ2 launched on August 27, 2018, when Workforce Development Information System (WDIS) became the first official data collection system to use DQ2 as the Production system
- This August, 2019-20, WDIS will have completed two years of successful DQ2 implementation
- Beginning in the 2019-20 reporting year, K-12 Staff officially opened as the second data collection system to use DQ2 as the Production system.
- **NOTE: STAFF is no longer reported at NWRDC**

DQ2 Preflight

- WDIS, Student and Staff systems can utilize the DQ2 Preflight system to prepare quality data in advance of production survey file processing
- NOTE: PK-12 STUDENT production survey reporting will remain 100% in NWRDC; however DQ2 preflight should still be utilized as a tool to prepare quality data in preparation of production survey file processing
- NOTE: Districts are not required, but are encouraged, to preflight their data prior to submitting files in DQ2 production.

Submitting WDIS DQ2 Files to TIBCO®

- When submitting WDIS files to DQ2 via TIBCO®, districts must follow the correct naming standard for the files
- WDIS File ID numbers can be found in WDIS Appendix E. The WDIS Database Handbook can be found at <http://www.fldoe.org/accountability/data-sys/CCTCMIS/dcae-dis/database-handbooks.stml>
- WDIS File submission naming convention (.TXT or no extension):
 - DPSdd.JU.Fxxxxx.Yyyys.txt (where dd = district number, xxxxxx = WDIS file ID number, yyyy = year and s = survey)
- For Fxxxxx, use the F number found in the column “Input or Batch File ID”, for example:

WDIS Reporting Format Name	Input or Batch File ID	Initial or Batch Edit Error Listing	Initial or Batch Edit Error Records	Duplicate Report (Initial Only)	Validation/Exception Report	Validation Error Record
WDIS Student Demographic	F63422	F63426	F63423	F63425	F63450	F63449
WDIS AGE Student Course	F63417	F63421	F63418	F63420	F63448	F63447

Submitting Staff DQ2 Files to TIBCO®

- When submitting Staff files to DQ2 via TIBCO®, districts must follow the correct naming standard for the files
- Staff File ID numbers can be found in the PK-12 Database Manuals/User Manual/Appendix D
- Staff File submission naming convention (.TXT or no extension):
 - DPSdd.GU.FXXXXX.Yyyys.txt (where dd = district number, xxxxxx = STAFF file ID number, yyyy = year and s = survey)
- For Fxxxxxx, use the F number found in the column “Dataset Submitted”, for example:

Reporting Format	Dataset Submitted	Edit Listing	Records in Error	Duplicate Report	Validation Report	Validation Records in Error
Staff Demographic Information	F61025	F61163	F61162	F61164	F61399	F71277
Staff Additional Compensation	F61030	F61167	F61166	F61168	F61400	F71280
Staff Payroll						

Submitting STUDENT DQ2 Files to TIBCO®

- When submitting STUDENT files to DQ2 via TIBCO®, districts must follow the correct naming standard for the files
- STUDENT File ID numbers can be found in the PK-12 Database Manuals/User Manual/Appendix D
- STUDENT File submission naming convention (.TXT or no extension):
 - DPSdd.GQ.FXXXXX.Yyyys.txt (where dd = district number, xxxxxx = STAFF file ID number, yyyy = year and s = survey)
- For Fxxxxxx, use the F number found in the column “Initial or Batch Dataset Submitted”, for example:

Reporting Format	Initial or Batch Dataset Submitted	Initial or Batch Edit Listing	Initial or Batch Records in Error	Duplicate Report (Initial Only)	Validation Report	Validation Records in Error	Validation/Exception Report
Student Demographic Information	F60775	F60780	F60786	F60805		F62584	F60802
Student Course Schedule	F60776	F60781	F60783	F60806	F60857* F61095	F60878	
Teacher							



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How to Obtain Access to DQ2?

DQ2 - District Knowledge #1 (Primary areas)

- **#1 - Know the primary areas in Data Quality 2 (DQ2) which includes the preflight area, production area, TIBCO® (secure FTP) and Single Sign on (SSO)**
 - DQ2 has two areas: a preflight area which districts can utilize to test survey submission files for errors; and the official production area
 - Districts use TIBCO® to submit files to the FDOE using **sftp://xfiles.fldoe.org**. And, DQ2 uses TIBCO® to send various files to the districts
 - DQ2 utilizes FDOE's Single Sign on (SSO) to access DQ2's User Interface to view submission progress, view assorted error reports, request and view reports and D-files.

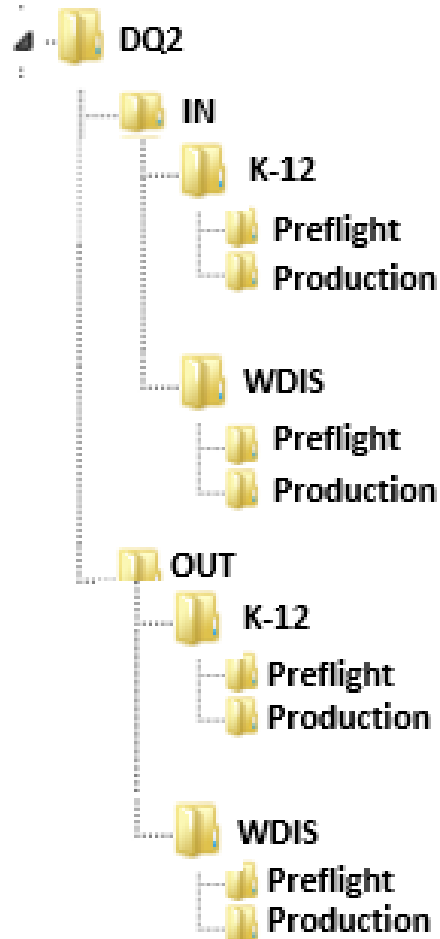
DQ2 - District Knowledge #2a (TIBCO® – Submitting Files)

- **#2a - Know what TIBCO® is**
 - When a district is ready to submit files, they must drop the files into the TIBCO® **DQ2\IN\WDIS** folder or **DQ2\IN\K12** folder and choose to drop in the preflight or production subfolder
 - The DQ2 system continuously checks the TIBCO® DQ2 IN folders, retrieves the files, and processes them through the DQ2 System
 - When files process, the DQ2 system sends back to the district's TIBCO® **DQ2\OUT\WDIS** folder or **DQ2\OUT\K12** folder (then preflight or production) a “batch records in error report”
 - When Validation reports, Exception reports or D-Files are requested by a district in the DQ2 User Interface, these reports will also be delivered to TIBCO® **DQ2\OUT\WDIS** folder or **DQ2\OUT\K12** folder (preflight or production)

DQ2 - District Knowledge #2b (TIBCO® – Submitting Files)

- **#2b - Know what TIBCO® is, continued**
 - sftp://xfiles.fldoe.org is FLDOE’s Secure File Transfer solution also called TIBCO®. It is a Secure FTP (sftp) server
 - Every School District has been provided access to the server
 - To contact your School Districts personnel that have access to TIBCO® , please go to <https://portal.fldoesso.org/PORTAL/Sign-On/Resources/Support.aspx>. The Support page will provide your School District’s support information. You may have to enter the School District name in **“Select your organization:”**
 - Not all district staff will be given access by their district to TIBCO® ; access is determined at the local level

TIBCO® Folder Structure



DQ2 - District Knowledge #3a (SSO – Accessing the DQ2 User Interface (UI))

- **#3a - Know what Single Sign On is**

- The DQ2 System's User Interface (UI) application is the web based tool where districts log in to see progress and history of file submissions, view errors reports, request validation and exception reports, D-files and more
- The DQ2 UI will present the user the choice to access the preflight area or the production area via a GateWay screen which us the first screen presented to users in DQ2
- The DQ2 UI application is one of many applications accessible via the FDOE's Single Sign On (SSO) system
www.fldoe.org/sso

DQ2 - District Knowledge #3b (SSO – Accessing the DQ2 User Interface (UI))

- **#3b - Know what Single Sign On is, continued**
 - Districts provide the FDOE with contact information for a SSO Functional Lead, Technical Lead, and local helpdesk; an authentication method: Hosted or Federated; and user provisioning information: Identity (who) and Authorization (permission for resources)
 - Please go to <https://portal.fldoesso.org/PORTAL/Sign-On/Resources/Support.aspx> to determine whom to contact in your district for access to the DQ2 UI

DQ2 - District Knowledge #3c (SSO – Accessing the DQ2 User Interface (UI))

- The DQ2 User Interface (UI) is accessed via the FDOE Single Sign On (SSO) Portal
- District users need to contact their district SSO Administrator to obtain access to DQ2
- The district SSO Administrator would give the user access to the DQ2 application in a screen similar to below and authorize the **User Role** and the **K12**, **WDIS**, **Student** and or **Staff** role

Filter By Application

DQ2

ROLE NAME	ROLE DESCRIPTION
<input type="checkbox"/> user	User Role
<input type="checkbox"/> admin	Administrator Role
<input type="checkbox"/> k12	User with K12 Access
<input type="checkbox"/> wdis	User with WDIS Access
<input type="checkbox"/> deletefile	Allowing the user to delete files

Add Role Cancel

DQ2 - District Knowledge #3d

(SSO – Accessing the DQ2 User Interface (UI))

- Once authorized by the district SSO Admin, access the DQ2 User Interface (UI) by logging into the SSO portal at <https://portal.fldoesso.org>, select the Educators tile as shown below and then choose the orange DQ2 tile; or access the UI directly at <https://dq2.fldoe.org/>



DQ2 SSO Roles & Descriptions

<u>Role Name</u>	<u>All /Internal FDOE/ External District</u>	<u>Description</u>
User	All	The User role is required for all users to access DQ2 User Interface (UI)
K12	External District	The K12 role must be assigned along with both the Student and Staff role
Student	External District	Users with the Student role can access student survey data for their district in Preflight
Staff	External District	Users with the Staff role can access Staff survey data for their district in both Preflight and Production
WDIS	External District	Users with the WDIS role can access WDIS survey data for their district in both Preflight and Production
Delete File	External District	Users with the Delete role can delete survey data in both Preflight and Production
School User	External District	Users with the School User role can view survey data for their assigned school
Lab School	External District	Users with the Lab School role can view and upload survey data for their assigned school

Note: the Lab School Role is no longer available

Summary of Accessing DQ2 and TIBCO®

- Access Single Sign-On (SSO) for authorization into DQ2 User Interface (UI)
- Log into the SSO portal <https://portal.fldoesso.org> , select Educators, then choose the DQ2 application or access the UI directly via <https://dq2.fldoe.org/>
- TIBCO® is the application used by FDOE for secure file transfers
- Districts upload survey files in the DQ2-IN folder using TIBCO®
- Districts retrieve reports and files from the DQ2-OUT\WDIS folder or DQ2-OUT\K12 folder using TIBCO®

TIBCO® - Staff Lab Schools Reminder

- Staff Lab Schools are now reporting Staff data via TIBCO® to DQ2 via the required fixed width file format. Do not report data via Excel spreadsheets
- There is no longer a need to maintain the Lab School user role
- SSO Administrators can remove the Lab School role if any still exist

Questions about Accessing DQ2?

1. For questions regarding SSO/TIBCO®, forward to SSO Team at IENHELP@fldoe.org
2. For questions regarding Staff, Student Survey elements, edits, or formats forward to EIS Team at ASKEIAS@fldoe.org
3. For questions regarding WDIS Survey elements, edits, or formats, forward to Nand Divate at Nandkumar.Divate@fldoe.org
4. For questions about file uploads or DQ2 Application forward to DQ2 Team at DQ2project@fldoe.org



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When to Report in DQ2?

Student and Staff - 1920 Surveys Remaining

Remaining Surveys Student, PK-12 2019-20

Survey 4:

Survey Week: June 8-12, 2020
Due Date: July 2, 2020
State Processing: June 22 – July 10, 2020
Final Update/Amendment Date: August 15, 2020

Survey 5:

Due Date: July 24, 2020
State Processing: July 20 – August 21, 2020
Final Update/Amendment Date: October 31, 2020

Remaining Surveys Staff 2019-20

Survey 5:

Due Date: July 24, 2020
State Processing: July 20 – August 21, 2020
Final Update/Amendment Date: October 31, 2020

Make use of preflight to ensure data is clean and validation and exception reports look good prior to putting data into production.

WDIS – 1920 Surveys Remaining

2019-20 Submission Timeline			
Term/Survey	Submission Period Opens	Required Load Date	Submission Period Closes
WDIS – Adult General Education and Postsecondary Career and Technical Education			
Survey F/ Survey G	August 26, 2019	September 5, 2019	September 19, 2019
Survey W/Survey X	January 6, 2020	February 6, 2020	February 27, 2020
Survey S	June 1, 2020	July 2, 2020	July 09, 2020
EOY Update Window	July 13, 2020	N/A	July 30, 2020

Additional Deadlines	Opens	Closes
WDIS 2019-20 Data Certifications	N/A	August 7, 2020
NRS Table 7	July 24, 2020	August 7, 2020

Survey 5 - High School Career and Technical Education			
Survey 5	Due Date	State Processing	Final Update/Amendment Date
	July 24, 2020	July 20 – August 21, 2020	October 31, 2020

Student and Staff 2020-21 Surveys

For Student and Staff 2020-21 Surveys, please see the PK-12 Database Manual document for the [2020-21 Survey Dates](#)

WDIS 2020-21 Surveys

2020-21 Submission Timeline			
Term/Survey	Submission Period Opens	Required Load Date	Submission Period Closes
WDIS – Adult General Education and Postsecondary Career and Technical Education			
Survey F/ Survey G	August 24, 2020	September 3, 2020	September 17, 2020
Survey W/Survey X	January 5, 2021	February 4, 2021	February 25, 2021
Survey S	June 1, 2021	July 1, 2021	July 8, 2021
EOY Update Window	July 12, 2021	N/A	July 29, 2021

Additional Deadlines	Opens	Closes
WDIS 2020-21 Data Certifications	N/A	August 6, 2021
NRS Table 7	July 23, 2021	August 6, 2021

Survey 5 - High School Career and Technical Education			
Survey 5	Due Date	State Processing	Final Update/Amendment Date
	July 23, 2021	July 19 – August 20, 2021	October 31, 2021

DQ2 UI News

HOME | FILE PROCESSING ▾ | REPORTS | **NEWS** | FAQ

Select the NEWS link in the DQ2 UI to see which surveys are up and open in preflight or production.

WDIS Available Surveys

Preflight - 19/20

Survey F & G
Survey W & X
Survey S

Preflight - 18/19

Survey F & G
Survey W & X
Survey S

Production - 19/20

Survey F & G
Survey W & X
Survey S

K-12 Available Surveys

Preflight - 19/20

Survey 1
Survey 2
Survey 3
Survey 4
Survey 6
Survey 8
Survey 9
Survey N

Staff Production - 19/20

Preflight - 18/19

Survey 1
Survey 2
Survey 3
Survey 4
Survey 5
Survey 6
Survey 8
Survey 9

Data Flow – File Submissions

- Unlike files submitted to NWRDC, DQ2 does not have the concept of Initials or Batches
- DQ2 does not have the requirement that an Initial load of data contain less than a 20% error rate
- Districts post data files to Preflight or Production DQ2 via TIBCO® IN folder and files are then processed in the order they are received
- No need to wait on a scheduled day and time
- Submission files should have .TXT or no extension

Data Flow – Processing

- Unlike files and reports being processed at NWRDC, DQ2 will process requests right away (nearly)
- Requests go into a processing queue and will process generally in the order it was received
- D-files, same as NWRDC O-files, process overnight for Student and Staff; and process same day for WDIS
- When files are submitted, all handbook edits for the formats submitted will be validated against the data for each record submitted
 - Records that failed one or more edits will be Rejected and will not be uploaded to the database

Data Flow – Reminder

- A district must transmit a flat file of data in the predefined format during an open reporting window for each of the reporting formats
- When dropping the file submissions into the TIBCO® IN folder, the file must be named the same as it would be on NWRDC but MUST end in “.TXT” or not have any extension at all
- Any files not named properly or any file that is not a correct file format will be ignored by DQ2. DQ2 will remove the file from the districts IN folder and it will not be processed

Data Flow – Validations/Exceptions

When the district has corrected all reject edit errors:

- District requests validation & exception reports through the DQ2 system
- Districts requests will be put in a queue and processed in the order it was received
- District retrieves, reviews reports, and if necessary corrects errors by fixing data in the local system and sending new submission files
- Validation errors must be corrected, Exception errors must be investigated further to determine if a correction is necessary.



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DQ2 Overview



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Navigating DQ2 Screens

DQ2– User Interface (UI) GateWay

- The UI is best viewed in Chrome, incognito mode
- When the user signs into the DQ2 UI, the first screen presented is the GateWay screen. This allows users to determine if they want to view the Preflight area or the Production area
- If the district or vendor dropped files into the TIBCO® Preflight folder, choose the black preflight tile to see the UI specific to the preflight files submitted to DQ2
- If the district or vendor dropped files into the TIBCO® Production folder, choose the green production tile to see the UI specific to the production files submitted to WDIS or Staff DQ2

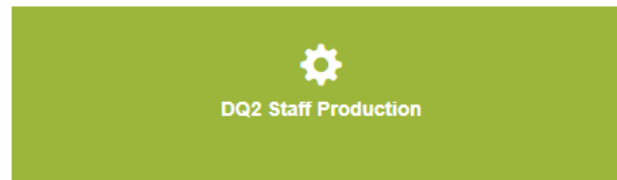
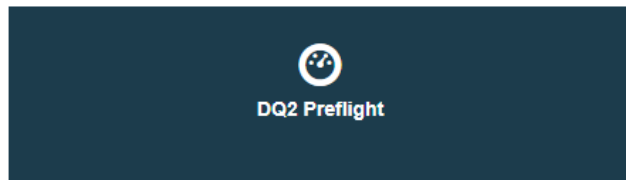
DQ2– User Interface (UI) GateWay Screen



GateWay

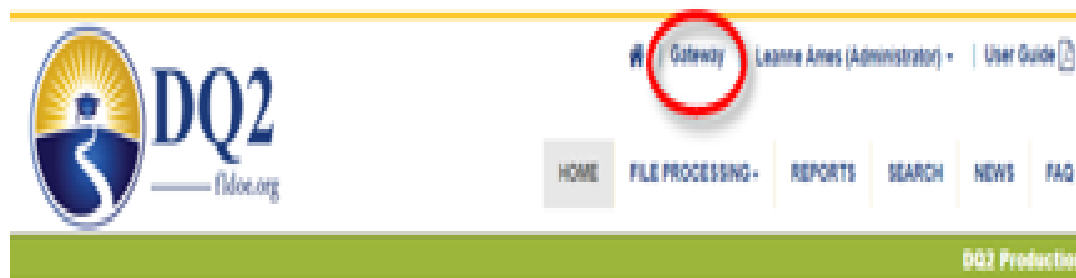
The Data Quality 2 (DQ2) system is divided into two sections, Preflight and Production. The Preflight system is used to review survey data and to work out any potential issues prior to official survey submission. Data residing in the Preflight system will not be used by FLDOE for any reporting. The Production system is the official survey processing system for Workforce Development Information System (WDIS) and Staff Information Database. FLDOE will use only your production data for official business and reporting.

Please select preflight or production

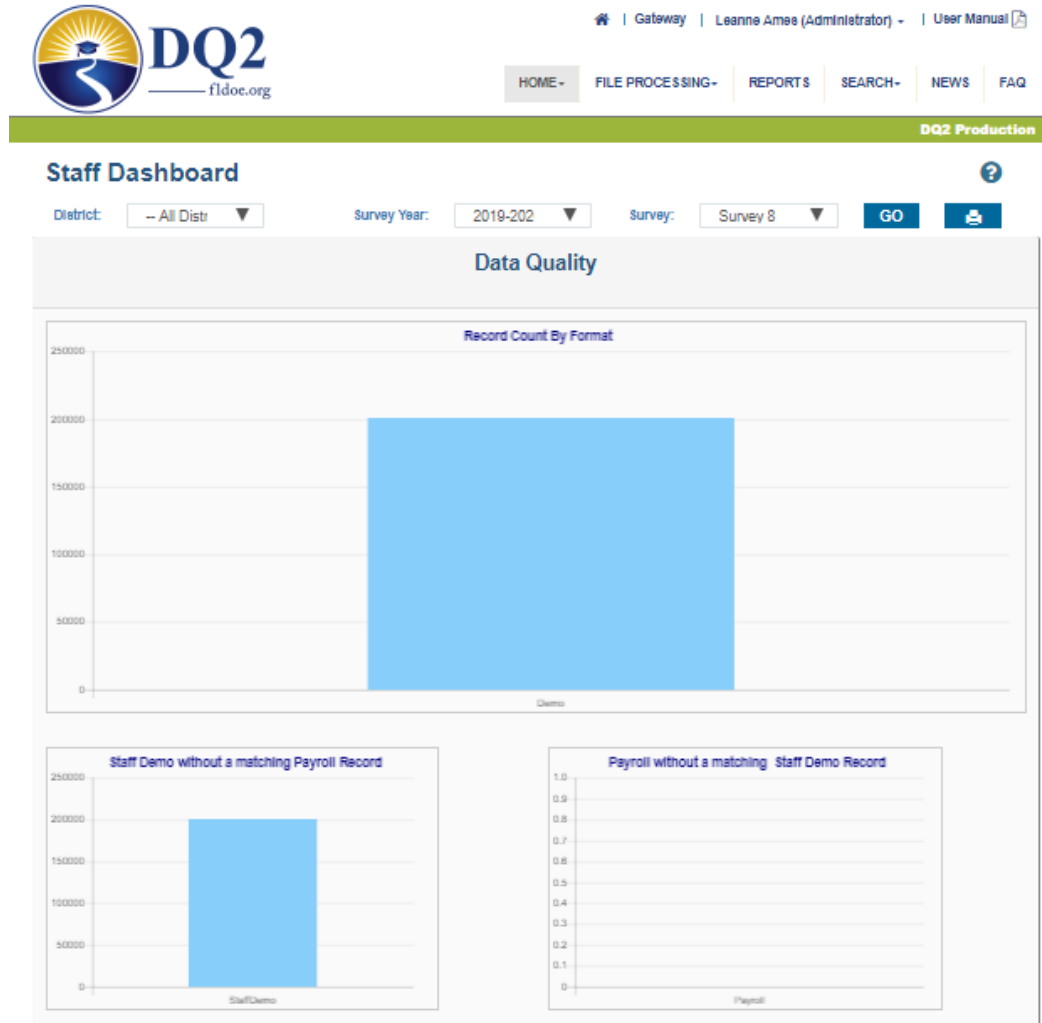


DQ2– User Interface (UI) GateWay

- Notice the GateWay screen has a blue bar under the DQ2 logo that says “DQ2 Preflight/DQ2 Production.” This is because you have not yet chosen preflight or production
- Choosing Preflight shows the preflight dashboard. Notice the blue bar under DQ2 logo is now a dark blue bar and says “DQ2 Preflight”
- Choosing DQ2 WDIS Production or DQ2 Staff Production shows the production Staff or WDIS dashboard. Notice the blue bar under DQ2 logo in preflight is now a green bar and says “DQ2 Production”
- To switch between Preflight and Production, select the Gateway link at the top of the screen



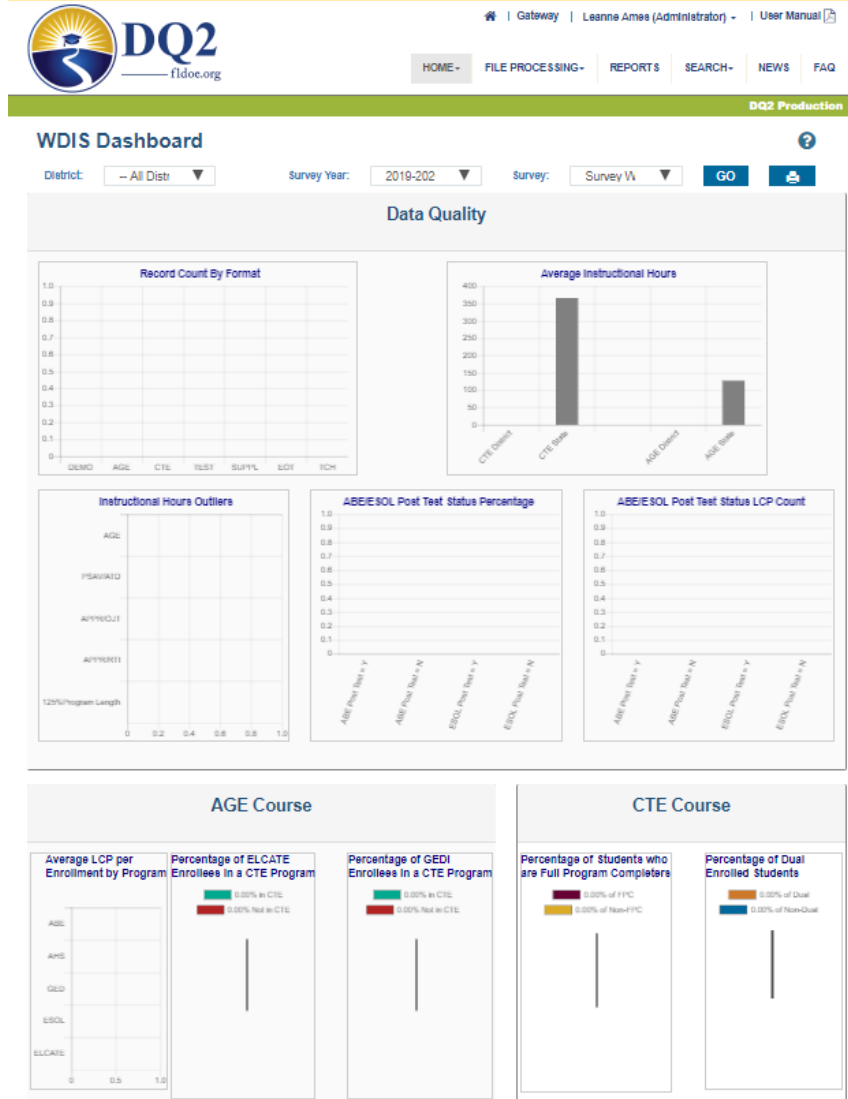
DQ2– User Interface (UI) Staff Dashboard, default



DQ2– User Interface (UI) Staff Dashboard, details



DQ2– User Interface (UI) WDIS Dashboard, default

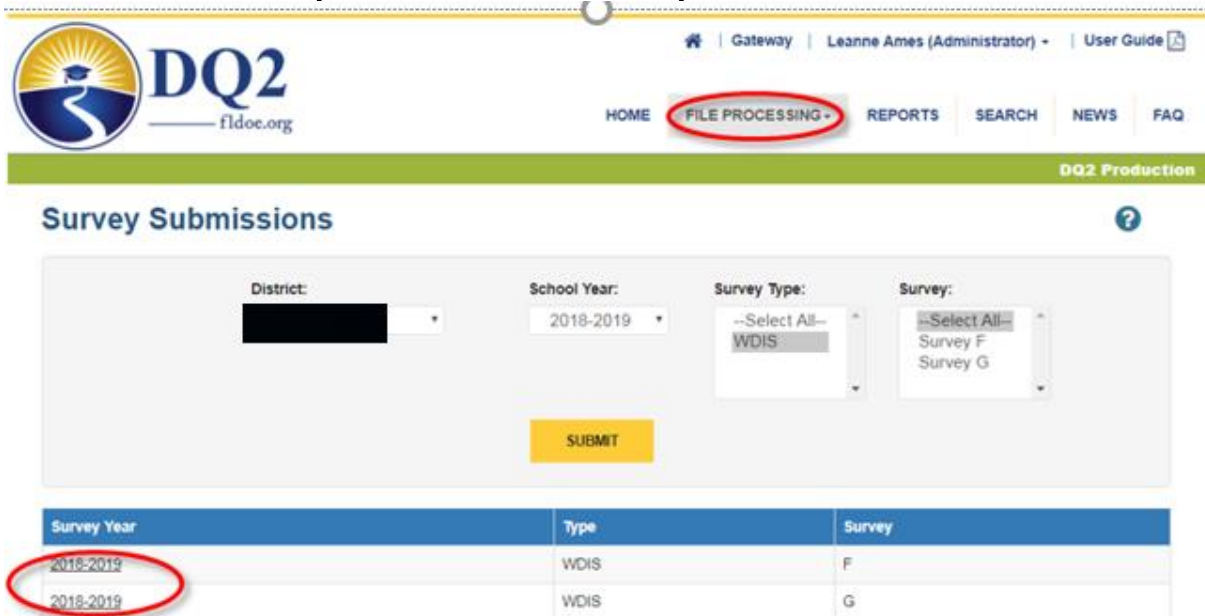


DQ2– User Interface (UI) WDIS Dashboard, detail



DQ2 – Survey Submission Files

- File Submissions are accessed through the “File Processing” menu
- Narrow down the search by specifying the survey criteria
- Select one of the links to access more detailed information about that specific survey submission.
- If there are no file submissions under the blue bar, no files have been submitted or else they were deleted by the district




The screenshot shows the DQ2 Survey Submissions interface. At the top, the DQ2 logo and navigation menu are visible. The 'FILE PROCESSING' menu item is circled in red. Below the navigation bar, there are search filters for District, School Year, Survey Type, and Survey. A yellow 'SUBMIT' button is located below the filters. Below the filters, a table displays the survey submissions. The first row of the table is circled in red.

Survey Year	Type	Survey
2018-2019	WDIS	F
2018-2019	WDIS	G

DQ2 –Batch Records in Error Report

- After selecting one of the file submission links on the previous screen the user will see all the district's file submissions for the survey/year
- If the number of Records Rejected is greater than 0, a detailed error report can be viewed by clicking the associated report symbol (3 blue bars) in the last column
- A zero error report can also be viewed
- Scenarios will be presented later which specify why a file submitted by the district does not see a link for their submitted file on the Survey Submission screen

DQ2 –Batch Records in Error Report Screen



Gateway | Leanne Ames (Administrator) - | User Guide

HOME FILE PROCESSING - REPORTS SEARCH NEWS FAQ

DQ2 Production

Uploaded Files

Filter by Format: --Select All Format--

Year: 2018-2019 Survey: F

DELETE

Format	Total Records	Records Clean	Records Rejected	Upload Date	Status	Reports
WDIS Adult Test Record (F71124)	1433	0	1433	08-28-2018 01:15:18 PM	Processed	⋮
WDIS Career and Technical Student Course Schedule (F63442)	1614	0	1614	08-28-2018 01:15:18 PM	Processed	⋮
WDIS Career and Technical Student Course Schedule (F63442)	1614	0	1614	08-28-2018 11:21:29 AM	Processed	⋮
WDIS Adult Test Record (F71124)	1433	0	1433	08-28-2018 11:20:29 AM	Processed	⋮
WDIS Adult Test Record (F71124)	1433	5	1428	08-28-2018 11:07:23 AM	Processed	⋮
WDIS Career and Technical Student Course Schedule (F63442)	1614	21	1593	08-28-2018 11:07:22 AM	Processed	⋮

DQ2 –Batch Records in Error Report

- On the next slide is a sample Batch Records in Error report
- From here the Duplicate Records can be accessed
- All error codes received by each row will display in the ErrorCode column, whether that be one or many
- All rows of records with errors can be exported to Excel

DQ2 –Batch Records in Error Report Screen

Batch Records in Error ?

WDIS Adult Test Record Batch Records in Error

Selected School:

DUPLICATE REPORT

BACK TO UPLOADED FILES

Batch Records in Error Details Save to Excel

rownum	ErrorCode	DistrictInstruction	SchoolInstruction	StudentID	Survey	Year	Filler1	Filler2	AdultTestName	Filler3	TestDate	Adult
1	20			16X	F	1819			TAB		07172018	N
2	20			15X	F	1819			TAB		06122018	M
3	20			13X	F	1819			TAB		06132018	M
4	20			1X	F	1819			TAB		06132018	R
5	20			120	F	1819			TAB		06012018	N
6	20			118	F	1819			CAS		07122018	R
7	20			15X	F	1819			TAB		06062018	M
8	20			85X	F	1819			TAB		06062018	R
9	20			11X	F	1819			TAB		07272018	N
10	20			5X	F	1819			CAS		07112018	R
11	20			97X	F	1819			CAS		07182018	R
12	20			41X	F	1819			CAS		07262018	R

1 2 3 4 5 6 7 8 9 10 Next Last

DQ2 – Batch Records in Error Report, continued

- Scrolling down further on the Batch Records in Error screen, all error codes and the associated descriptions for any errors can be viewed in this same report
- For each error code that occurs, the count of rows is counted and displayed at the bottom of the page
- The Error Codes/Descriptions can be exported to Excel

Batch Records in Error Description ⓘ

 Save to Excel

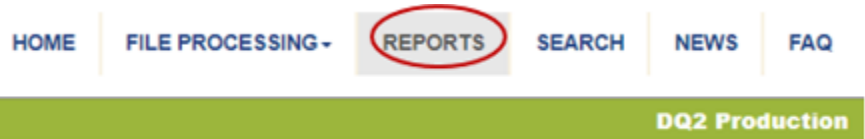
EditCode	ERROR_DESCRIPTION
20	The Transaction Code must be A, C, or D. For the original transmission, only A is valid. For subsequent batch/update submissions, if A is specified then the record must not already exist on the database; if C or D is specified then the record must exist on the database.

District Error Count ⓘ

EditCode	Count
20	1433

BACK TO UPLOADED FILES

DQ2 – Reports Accessed Through the Reports Menu




REPORTS ?

Report Type: Staff

Report Name	Description
D - FILES	THIS IS A BATCH REPORT OF ALL CLEAN DATA BY FORMAT
DISTRICT MEDIA SERVICES STAFF - F60683	DISTRICT MEDIA SERVICES STAFF
DISTRICT SALARY SURVEY ADDITIONAL COMPENSATION - F61559	DISTRICT SALARY SURVEY - ADDITIONAL COMPENSATION REPORT
DISTRICT SALARY SURVEY PAYROLL - F61556	REPORTS FULL-TIME AND PART-TIME STAFF BY PAYROLL INTERVAL AND JOB CATEGORY
DISTRICT SALARY SURVEY REPORT (PART I) - F61555	REPORTS AVERAGE SALARY AND NUMBER OF STAFF FOR SELECT JOB

- The main Reports page has a dropdown to choose whether you want to view the list of WDIS, STAFF or STUDENT reports – the sample shows several of the staff reports available
- Note: Reports will vary based on system and area

DQ2 – Validation/Exception Reports Accessed Through the Reports Menu

Report Type:

	Report Name	Description
☰	D - FILES	THIS IS A BATCH REPORT OF ALL CLEAN DATA BY FORMAT
☰	AGE REPORT	THIS REPORT LISTS AGE COURSE DATA
☰	CTE REPORT	THIS REPORT LISTS CTE COURSE DATA
☰	EDIT STATUS	THIS REPORT LISTS ALL ACTIVITIES PERFORMED BY THE DISTRICT
☰	OUTLIER REPORT	DISPLAYS A MENU TO VIEW DISTRICT OUTLIER REPORTS
☰	SURVEY DATA	THIS REPORT LISTS THE COUNTS OF CLEAN RECORDS BY FORMAT
☰	VALIDATION / EXCEPTION	THIS REPORT LISTS ALL VALIDATIONS / EXCEPTIONS FOR THE SELECTED FORMAT
☰	WDIS ERROR CODE REPORT	THIS REPORT LISTS WDIS ERROR CODE AND DESCRIPTION

- In addition to Validation/Exception reports, districts can view: the Edit Status, K12 or WDIS Error Code Report, Survey Data report and Request D-files from the Reports Menu.

DQ2 – Validation/Exception Reports

- Selecting the Validations/Exception report presents the first screen shown below. Enter the selection criteria and click submit to view the rows showing a Validation report or Exception report for each format.
 - If previously run, the requested and completed dates are displayed, the report can be viewed by selecting the blue report symbol
- To request a new report to run, check the box in front of each report you want to run and click the request button.
- If the district has not validation or exceptions edits, the report can still be viewed but it will show no errors

DQ2 – Validation/Exception Reports Screen

Validation / Exception Report



District:
 School Year:
 Survey Type:
 Survey:

SUBMIT

	Format	Report Format	Report Number	Requested Date	Completed Date	Processed	Failed	Errors	Report	Status
<input type="checkbox"/>	WDIS Adult General Education Student Course	Validation Report	F63447	2020-02-18 14:22:01	2020-02-18 14:22:11	169	0	0	☰	Ready
<input type="checkbox"/>	WDIS Adult General Education Student Course	Exception Report	F63447	2020-02-18 14:22:01	2020-02-18 14:22:32	169	0	0	☰	Ready
<input type="checkbox"/>	WDIS Career and Technical Student Course Schedule	Validation Report	F63457	2020-02-19 10:33:53	2020-02-19 10:33:54	793	0	0	☰	Ready
<input type="checkbox"/>	WDIS Career and Technical Student Course Schedule	Exception Report	F63457	2020-02-19 10:33:53	2020-02-19 10:34:21	793	0	0	☰	Ready

REQUEST

DQ2 – Edit Status Report Sample

- The NEW Edit Status report shows most actions performed by a district for the selected year, survey(s) and format(s), such as:
 - When a D-File was requested and by whom
 - When a survey file was submitted and how many records were processed and rejected
 - When a batch records in error file was sent by the FDOE to the district, etc.

DQ2 – Edit Status Report Sample Screen



Production Edit Status Report -1920

DISTRICT NUMBER	DISTRICT NAME	YEAR	FORMAT	FORMAT NAME	ACTIVITY	DATE	TIME
		1920	F63449	WDIS Student Demographic Information	Exception Report Output File	1/10/2020	15:01:06
		1920	F63449	WDIS Student Demographic Information	Exception Report	1/10/2020	15:01:02
		1920	F63449	WDIS Student Demographic Information	Validation Report Output File	1/10/2020	15:00:54
		1920	F63449	WDIS Student Demographic Information	Validation Report	1/10/2020	15:00:50
		1920	F63422	WDIS Student Demographic Information	D-File	1/10/2020	14:51:30
		1920	F63422	WDIS Student Demographic Information	Survey File	1/8/2020	15:00:40

RECS PROCESSED	RECS REJECTED	RECS CLEAN	SURVEY	DUPLICATES	PERCENT REJECTED	RECS DELETED	USER NAME
N/A	N/A	N/A	W	N/A	N/A	N/A	
11	0	11	W	N/A	N/A	N/A	
N/A	N/A	N/A	W	N/A	N/A	N/A	
11	0	11	W	N/A	N/A	N/A	
N/A	N/A	N/A	W	N/A	N/A	N/A	
11	0	11	W	0	0.00 %	0	

DQ2 – Survey Data Report Sample

- The Survey Data report shows the count of clean rows in the database for each format based on the selected year and survey(s)

District Name	Year	Survey Type	Survey
<input type="text" value=""/>	2018-2019	WDIS	Survey F

GENERATE REPORT

of 2?

 Find | Next

Survey Data Report -1819

12/12/2018 11:29:38 AM

DISTRICT	Survey F						
	DEMO	AGE	TEST	CTESC	SUPPL	TEACH	EOT
<input type="text" value=""/>	1867	2706	1441	1614	185	326	1867

DQ2 – D-file Requests

- To view the D-Files report select the required criteria, then click SUBMIT; you can leave the “Filter by Format” without any selection and this will show all D-Files that have been requested with recent Requested and Completed dates
- This then brings up the selected formats and indicates the Request Status as well as both the Requested and Completed Date of when they were last run
- To request a new D-file, click the box in front of the format needed, then click the REQUEST button

DQ2 – D-file Request Screen

Generate "D" Files ?

District: School Year: Survey Type:
 Survey: Filter by Format:

SUBMIT

Year: 1819 Survey: F

Report Format	Request Status	Requested Date	Completed Date
<input checked="" type="checkbox"/> WDIS Adult General Education	Ready	2018-10-16 10:10:13	2018-10-16 10:10:41
<input checked="" type="checkbox"/> WDIS Adult Test Record	Ready	2018-10-16 10:10:19	2018-10-16 10:10:48
<input checked="" type="checkbox"/> WDIS Career and Technical Student Course Schedule	Ready	2018-10-16 10:10:24	2018-10-16 10:10:56
<input checked="" type="checkbox"/> WDIS Student Demographic Information	Ready	2018-10-16 10:10:27	2018-10-16 10:11:04
<input checked="" type="checkbox"/> WDIS Student End of Term Status	Ready	2018-10-16 10:10:33	2018-10-16 10:12:00
<input checked="" type="checkbox"/> WDIS Supplemental Information Format	Ready	2018-10-16 10:10:37	2018-10-16 10:12:07
<input checked="" type="checkbox"/> WDIS Teacher Course	Ready	2018-10-16 10:10:40	2018-10-16 10:12:15

REQUEST

The “D” File

- The D-File is the equivalent of the O-File at NWRDC
- They are a dump of the clean data that has been loaded to the database in DQ2 for the system you are working in. Clean data means these records did not have any reject errors
- D-files are an unformatted dump of raw data. They are identical to the layout in the format files the districts send to the FDOE
- Just because the data is clean data in a D-File, doesn't mean that the data is “good”; districts still need to run validations and exception reports and clear any errors found in these reports
- The data available in the databases at FDOE originated at the district and therefore are available in district (local) systems as well

DQ2 - Delete Requests

- **IMPORTANT:** Performing a DELETE removes for the chosen format – all data, reports, and any references to the data ever existing (and the user name will go in the Edit Status report indicating who deleted what data)
- The DELETE a file format option can be found under the File Processing Menu item. Hover over File Processing and you'll see option for Survey Deletion
- Select criteria and click SUBMIT. This then brings up the list of all formats for the year and survey and indicates by Requested Date, when these were last deleted
- To request a format delete, click the box in front of the format to be deleted, then click the Request button; if a red X in the check box appears or the Request Button is not available, this means the user does not have access and cannot delete formats
- The district SSO Administrator provides user access to the Delete role

DQ2 - Delete Requests Screen



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DQ2 Production

Delete Files

District: |
 School Year: |
 Survey Type: |
 Survey:

SUBMIT

Select All

Format	FileCount	Request Status	Requested Date
<input type="checkbox"/> WDIS-Adult General Education	1		
<input type="checkbox"/> WDIS-Adult Test Record	4		
<input type="checkbox"/> WDIS-Career and Technical Student Course Schedule	4		
<input type="checkbox"/> WDIS-Student Demographic Information	1		
<input type="checkbox"/> WDIS-Student End of Term Status	1		
<input type="checkbox"/> WDIS-Supplemental Information Format	1		
<input type="checkbox"/> WDIS-Teacher Course	1		

Delete Files History

No Delete Files History found

DQ2 - Search Screen

Student Search Screen ?

Last Name: * First Name:
 Student ID: FLEID:
 Year: Survey:
 District:

[SUBMIT](#)

Click on the name link to view detailed survey data for the selected student.

Student Number	FLEID	Student Name	Middle Name	District #	School Number	Year	Survey	Grade Level	DOB	Gender	Race
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	1920	W	30	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	1920	X	10	[REDACTED]	[REDACTED]	[REDACTED]



DQ2 – Search Screen

<u>Student Demo</u>	AGE	CTE	Test Record	Supplemental	End Of Term
---------------------	-----	-----	-------------	--------------	-------------

District: [REDACTED] Year: 1920 Survey: W Name: [REDACTED] Student ID: [REDACTED] FLEID: [REDACTED] Grade: 30 Race: W Gender: M DOB: [REDACTED]

Student Information

Student Number Identifier Alias: [REDACTED]
 Citizenship Status: [REDACTED] Ethnicity: [REDACTED]
 Residence, County: 02 Resident Status, State/County: 4 Employment Status: U

School Information

First Time Student: N Exceptionality, Primary: Z AHS Diploma Option: Z
 Origin of School, Adult: U English Language Learners: [REDACTED]

Workforce Innovation Opportunity Act (WIOA)

AGE, Ex-Offender: [REDACTED] AGE Employment Barriers: N AGE Migrant and Seasonal FarmWorker: N
 Military Status: [REDACTED] Displaced Homemaker: Z Single Parent Single Pregnant Woman: Z
 High Grade Completed: 09 AGE Homeless or Runaway: N Adult General Education, Income Status: N

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Obtaining Files Generated from DQ2

Helpful Tips for TIBCO® IN Folder

- **IN Folder**

- Files must follow the correct naming convention according to the WDIS Appendix E or PK-12 Database Manuals Appendix D in the User Guide
- Any files not named correctly will be removed by TIBCO® out of the IN folder but will not be processed
- DQ2 monitors the IN folders and will pick up files every 5 minutes. Districts who have access to view the IN folder will see their files get picked up

Helpful Tips for TIBCO® OUT Folder

- **Batch Records in Error Reports**

- The Batch Records in Error reports are generated immediately after files submitted to DQ2 are successfully processed. The results can be reviewed in the DQ2 User Interface and in the district's DQ2-OUT folder in TIBCO® the next morning
- Production reports are generated overnight between 12 midnight to 4:30 a.m.
- Preflight reports are generated between 1:30 am to 4:30 a.m.

- **Example Batch Records in Error Report File Names:**

- DPSdd.GQ.Fxxxxx.YyyyysyyyyMMddHHmmssfff.txt
- DPSdd.GU.Fxxxxx.YyyyysyyyyMMddHHmmssfff.txt
- DPSdd.JU.Fxxxxx.YyyyysyyyyMMddHHmmssfff.txt

NOTE: dd=district number, xxxxx=batch records F number, yyyy=year, s=survey, MMddHHmmssfff=timestamp

Helpful Tips for TIBCO® OUT Folder

- **Validation and Exception Reports**

- The Validation and Exception reports are generated immediately after the district requested the reports and the report is processed. The results can be reviewed in the DQ2 User Interface and in the district's DQ2-OUT folder in TIBCO® on the same day as the report was requested
- Production reports are generated on the same day
- Preflight reports are generated on the same day

- **Example Validation Reports File Names (or Exception):**

- DPSdd.JU.Fxxxxx.Yyyyys_ValidationReportOutputFile.txt.MMddHHmmssff
- DPSdd.GU.Fxxxxxx.Yyyyys_ValidationReportOutputFile.txt.MMddHHmmssff
- DPSdd.GQ.Fxxxxx.Yyyyys_ValidationReportOutputFile.txt.MMddHHmmssff

NOTE: dd=district number, xxxxx=batch records F number, yyyy=year, s=survey, MMddHHmmssfff=timestamp

Helpful Tips for TIBCO® OUT Folder

- **D-File Reports**

- The D-File reports for Student and Staff are generated the next day following the day the district requested the report. the report is processed. The file will be found in the district's DQ2-OUT folder
- The D-File reports for WDIS is generated the same day the district requested the report. The file will be found in the district's DQ2-OUT folder

- **Example D-File Report File Names:**

- DPSdd.JU.FxxxxxD.Yyyys.txt.YYYYMMDD.ttttt
- DPSdd.GU.FxxxxxD.Yyyys.txt.YYYYMMDD.ttttt
- DPSdd.GQ.FxxxxxD.Yyyys.txt.YYYYMMDD.ttttt

NOTE: dd=district number, xxxxx=initial F number, yyyy=year, s=survey, YYYYMMDD=year month day, ttttt-timestamp

Helpful Tips for TIBCO® Folder, continued

- Many of the Edit Error Reports/files are created both in the districts TIBCO® OUT folders and in the DQ2 User Interface (UI)
- Districts can download reports/files (many can be exported to Excel and put on the local server to share with district staff)
 - Files have a **14 day retention period** in the TIBCO® OUT folder
 - We strongly advise districts to save any important output files locally and retrieve files before the expiration date



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Data Quality and Best Practices



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Issue Scenarios

The following slides go over some common reporting and data quality issues in DQ2

All submitted Records in a File Submission Fail

- Check if the records actually have a legitimate error on each record, perhaps all in the same column
- If you delete data for a format and then submit a new file with all “D” transaction codes it will fail 100% of records
- If you have clean records successfully loaded in DQ2 and you then submit the same records with all “A” transaction codes, it will fail 100% of the records
- Fix the issues and resubmit the file

Format	Total Records	Records Clean	Records Rejected	Upload Date	Status
WDIS Adult Test Record (F71124)	251	251	0	02-10-2020 03:37:27 PM	Processed
WDIS Supplemental Information (F70871)	46	46	0	02-10-2020 03:37:27 PM	Processed
WDIS Career and Technical Student Course Schedule (F63442)	1325	0	1325	02-10-2020 03:35:23 PM	Processed
WDIS Teacher Course (F63432)	214	0	214	02-10-2020 03:35:23 PM	Processed

File Submission Returns all Zeroes

- If your file submission returned all zeroes, your file has a record length issue.
- Fix the issue and resubmit the file

WDIS Supplemental Information (F70871)	0	0	0	01-31-2020 03:27:15 PM	Processed	☰
WDIS Career and Technical Student Course Schedule (F63442)	0	0	0	01-31-2020 03:27:14 PM	Processed	☰

File Submission Isn't showing up at all

- If you did not name the file exactly as expected, the file will not be recognized by DQ2. DQ2 will remove the file from the IN folder but it will not be processed
- Check that you didn't submit in the other area; i.e., you meant to submit to preflight but you put in production instead. Fix the issue and resubmit the file
- Check if the file was created locally but not submitted via TIBCO®
- Is it a heavy load time, i.e. LOAD, CLOSE or End of Year is near? It may just be a heavy workload for DQ2 and your file is waiting in the queue

DQ2 and Special Processing of Data

- The DQ2 system does not allow FDOE staff to manually process files or request (most) reports on a district's behalf . Some reports don't affect district data and therefore can be requested by FDOE staff to assist districts as needed
- Alterations to data and reports must be done through DQ2 by the district. FDOE staff cannot, nor do they have access, to alter district data
- The LOAD and CLOSE dates in DQ2 allow for districts to process files through midnight, Eastern Standard Time, of the LOAD and CLOSE date
- LOAD Files submitted after midnight will not be processed for inclusion in the LOAD data; however the file will process following the capture of final CLOSE data
- CLOSE Files submitted after midnight will not be processed for inclusion in the capture of final CLOSE data
- **All files submitted, regardless of the survey window being open or closed, will be queued and processed in the order received when the next survey window opens. Be aware of what this means**

DQ2 – Reminders

- Data files are to be submitted using the correct submission filename
- Trigger files for “.INITIAL” or “.BATCH” are not reported in DQ2
- You can submit transaction codes “A”dd, “C”hange and “D”elete in a single file submission
- DQ2 will not accept a “D”elete and an “A”dd in a file submission when the key fields on that record are the same; please send in a “C”hange record instead or submit a file of Adds or a file of Deletes
- DQ2 D-Files are the same as NWRDC O-Files
- Validation errors are expected to be corrected by the district. Exception errors are to be examined by the district to determine if the district believes any errors identify a true error that needs to be cleaned

Invalid File Name Examples

The files submitted to DQ2 listed in the screenshots below cannot be loaded into DQ2. And do not submit an indicator file for the DQ2 System (i.e.: .initial; .batch)

Examples only (similar file names we received):

- Fy_salary.txt
- DPS01.GU.T61028.Y19203.prn
- DPS04.GU.F61025(1).Y19203
- DPS47.GU.F61025(2).Y19203
- DPS60.GU.F61025(3).Y19203
- DPS03.JU.F63422.Y1920S
- DPS.F63417.txt
- Survey 3 Benefits.xlsx

WDIS and STAFF Data Reporting – What Does Valid Mean

- Pay close attention to the validation edits. These edits help ensure that district records will be considered valid
- For example in Staff, there may be an edit that says a Payroll record must have a matching Demographic record and another edit which might say a Demographic record must have a matching Payroll record
- In order for the records to be considered valid, the district must ensure matching records exist as required in all the validation edits in each format
- Invalid records are not counted for most reporting or funding purposes

WDIS and STAFF Data Reporting – What Does Valid Mean

!!
FDOE uses only the **VALID** data when it determines most types of funding
!!

- NOTE: There are districts who reported clean data in all their formats but they either did not run their validation reports on their format, or did not fix their validation errors, or did not understand the importance of clearing their validation edits. These districts ended up with NO valid records in their final data*

DQ2 Tips to Ensure Basic Data Quality

- Consider putting into place some basic checks to ensure the district has the expected data in the system prior to each survey window closing
- DQ2 related suggestion:
 - Run the DQ2 Survey Data Report for the specific year and survey in the production environment and ensure the record counts are what you expect.

DISTRICT	Survey F							Survey G		
	DEMO	AGE	TEST	CTESC	SUPPL	TEACH	EOT	DEMO	AGE	CTESC
	1045	1576	403	865	55	391	1045	2092	1413	1496

DQ2 Tips to Ensure Basic Data Quality

- Be sure to have the survey data in the Production area early enough that the district can confirm that file transmissions were successful and there are no batch records in error
- Ensure that the Production Validation and Exception reports have been run for all submitted formats used by the district and check that the Validation reports are clear of errors. Fix any errors in the Exception reports that need to be corrected
- Continue to use the DQ2 Preflight system for testing and cleaning up data and reports. But remember, FDOE uses DQ2 Production Data for our reporting needs
- Always include some type of final check of data for every survey at LOAD and CLOSE time especially.

Confirm and Review Errors

- Check the DQ2 Edit status reports to confirm data has been received and processed; this report also shows most activity performed by the district including any deletions of data; verify validation and exceptions report were run
- Download all error reports by extracting to Excel or the view the error reports in the DQ2 User Interface. Error reports include Batch Records in Error, Validation errors, and Exception errors
- It is also helpful to view the Duplicate report and download a copy of it
- You may need to request D-Files after each file submission
- Don't accidentally submit your final file with all "D" transaction codes (it has happened)

Local Review

- Districts should develop local procedures for data quality review that involve key stake holders on both the MIS and program side to review data during the collection and reporting processes. The procedures should include edit checks AND a review of the data reports. What is the district's process for using preflight?
- Are data reports available to key stake holders before transmission?
- Is there a protocol in place for district data reviews before transmission?

FERPA – Protecting Sensitive Data

- Examples of Personally Identifiable Information (PII).
 - An individual's first name or first initial and last name in combination with any one or more of the following:
 - Social Security number
 - credit card number
 - medical history record
 - password
 - debit card number
 - driver license number
 - identification card number
 - passport number
 - military identification
 - username or email address with password and/or security question/answer
 - health insurance policy number and other identifier, and
 - security code

FERPA – Protecting Sensitive Data

- Be careful about sending screen shots through email as this can expose Personally Identifiable Information - PII data
- Multi-district reports are generally not sent out to districts any more to protect PII data and small cell sizes, but there is no reason why districts cannot speak to other districts about numbers that are of a concern, especially to discuss with similar size districts
- Reports shared at conferences are masked by the FDOE for small cell sizes

Reminder: FLEID – Changes in 2020-21

- FLEID is the primary key
- Student Number Identifier, Florida is no longer reported
- Student Number Identifier - Alias, Florida is no longer reported
- The positions of these two data elements on each format are now to be reported with all spaces

CONTACTS

DQ2

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DQ2 Team

Thank you to the DTI DQ2 Team for their
assistance.