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# Data Quality 2 (DQ2)

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**FAMIS Summer Conference 2021**

June 30, 2021

# ***AGENDA***

- **DQ2 Introduction**
  - What is DQ2?
  - DQ2 Data Flow
  - How to Obtain Access to DQ2
  - Survey Reporting Due Dates
- **DQ2 Overview**
  - Navigating DQ2 Screens
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  - Data Quality and Best Practices



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# DQ2 Introduction



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# What is DQ2?

## What is DQ2?

- The 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.
- The DQ2 system gives districts new and improved functionality compared to mainframe processing:
  - The ability to submit data in a sandbox area (Preflight) for testing prior to the production survey window opening.
  - Removes most time constraints for file and report processing, not bound to a daily processing schedule.
  - Provides near real time access within the system for viewing reject files and validation/exception files, drill downs into data on multiple formats and results which can be extracted into Excel.
  - Enhanced On Demand Reports:
    - Edit Status Report, Survey Data Report, etc.

# DQ2 Components – Preflight/Production

- The DQ2 System is comprised of two areas:
  - Survey Preflight System (Sandbox)
  - Survey Production System
- **Preflight**
  - WDIS, STUDENT and STAFF systems can utilize the DQ2 Preflight system to prepare quality data in advance of production survey file processing.
  - *Data residing in preflight is not used by the FDOE in official reporting.*
- **Production**
  - WDIS and STAFF systems can utilize DQ2 Production during the official survey windows.
  - PK-12 STUDENT system must use NWRDC for reporting production data.
  - *Production data is used by FDOE for data quality and reporting.*

## DQ2 Components – the User Interface (UI)

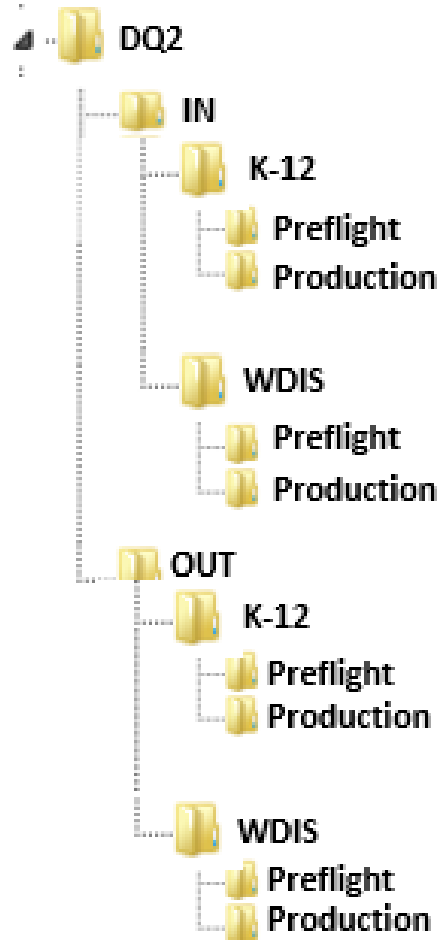
- The DQ2 System’s User Interface (UI) application is the web-based tool where districts log in to see progress and history of file submissions, view errors reports, request validation and exception reports, D-files and more.
- The DQ2 UI will present the user the choice to access the preflight area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

## DQ2 Components – Sending Files (TIBCO®)

- Every School District has been provided access to the server: sftp://xfiles.fldoe.org is FLDOE’s Secure File Transfer solution also called TIBCO®. It is a Secure FTP (sftp) server.
- 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 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).



# TIBCO® Folder Structure



# Naming Convention for DQ2 Files in TIBCO®

- When submitting files to DQ2 via TIBCO®, districts must follow the correct naming standard as shown below and the file extension must be .TXT or blank.
- **WDIS:**
  - DPSdd.JU.Fxxxxx.Yyyyys.txt (where dd = district number, xxxxxx = WDIS file ID number, yyyy = year and s = survey).
  - See WDIS Appendix E for more information.
- **STAFF:**
  - DPSdd.GU.FXXXXX.Yyyyys.txt (where dd = district number, xxxxxx = STAFF file ID number, yyyy = year and s = survey).
- **STUDENT:**
  - DPSdd.GQ.FXXXXX.Yyyyys.txt (where dd = district number, xxxxxx = STAFF file ID number, yyyy = year and s = survey).
  - For STUDENT and STAFF, see PK-12 Database Manuals/User Manual/Appendix D for more information.



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## DQ2 Data Flow

## Data Flow – File Submissions

- Unlike files submitted to NWRDC, DQ2 does not have the concept of initials or batches; nor does it have the requirement that an initial load of data contain less than a 20% error rate.
- Districts send 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.

## Data Flow – Processing

- Unlike files and reports being processed at NWRDC, DQ2 will process requests nearly right away and results can be seen in the UI.
- Requests go into a processing queue and will process in the order they are 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 fixed width file of data in the predefined format, found in the database manuals, 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.
  - District requests will be put in a queue and processed in the order they are received.
  - District retrieves and 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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## How to Obtain Access to DQ2?



## 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 if applicable.
- 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 SSO Roles & Descriptions

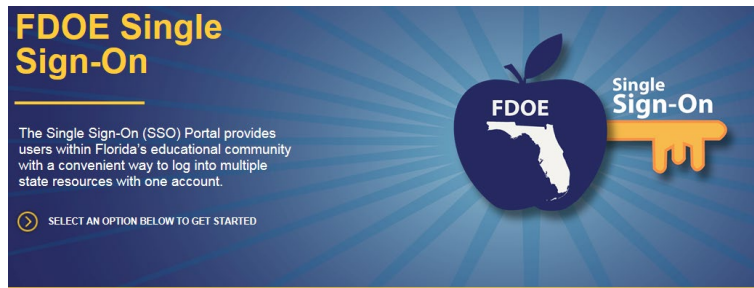
When a district user needs access to the DQ2 user interface, the district SSO administrator determines the roles in which the user will have access. This is determined at the local district level.

<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

For more information about Roles, contact your district SSO Administrator.

# 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/>.



## Accessing the DQ2 TIBCO® Folders

- Every school district has been provided access to the server.
- To contact your school district's 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.

## Summary of Accessing DQ2 and TIBCO®

- Access Single Sign-On (SSO) for authorization into DQ2 user interface (UI). If you do not have access, contact your district's SSO administrator.
- 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 using TIBCO®.



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# Survey Reporting Due Dates

# Student and Staff - 2021 Surveys Remaining

## Remaining Surveys Student, PK-12 2020-21

### Survey 4:

Survey Week: June 14-18, 2021  
Due Date: July 2, 2021  
State Processing: June 21 – July 9, 2021  
Final Update/Amendment Date: August 15, 2021

### Survey 5:

Due Date: July 23, 2021  
State Processing: July 19 – August 20, 2021  
Final Update/Amendment Date: October 31, 2021

## Remaining Surveys Staff 2020-21

### Survey 5:

Due Date: July 23, 2021  
State Processing: July 19 – August 20, 2021  
Final Update/Amendment Date: October 31, 2021

# WDIS - 2021 Surveys Remaining

## Remaining Surveys

### WDIS 2020-21

#### **Survey S:**

Submission Period Opens: June 1, 2021

Required Load Date: July 1, 2021

Submission Period Closes: July 8, 2021

#### **EOY Update Window:**

Submission Period Opens: July 12, 2021

Submission Period Closes: July 29, 2021

#### **Additional WDIS Deadlines:**



**WDIS 2020-21 Data Certification:** August 6, 2021

**NRS Table 7:** August 6, 2021



## Student and Staff 2021-22 Survey Dates

For Student and Staff 2021-22 Surveys, please see the **PK-12 Database Manual** document for the 2021-22 survey dates.

## WDIS 2021-22 Survey Dates

	<b>OPEN</b>	<b>LOAD</b>	<b>CLOSE</b>
Surveys F/G	Aug 23, 2021	Sep 02, 2021	Sept 16, 2021
Surveys W/X	Jan 03, 2022	Feb 03, 2022	Feb 24, 2022
Survey S	June 06, 2022	June 30, 2022	July 07, 2022
EOY Update Window	July 11, 2022	N/A	July 28, 2022
EOY Data Certifications	N/A	N/A	Aug 05, 2022
	<b>OPEN</b>	<b>LOAD</b>	<b>CLOSE</b>
NRS Table 7	July 25, 2022	N/A	Aug 05, 2022



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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’s 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 - note that STUDENT cannot use the production area.
- If the district or vendor dropped files into the TIBCO® Preflight folder, choose the blue preflight tile in the UI to see the preflight files submitted to DQ2.
- If the district or vendor dropped files into the TIBCO® production folder, choose the green production tile in the UI to see the production files submitted to WDIS or Staff DQ2. Remember that the STUDENT system does use the DQ2 production environment – they must submit at NWRDC.

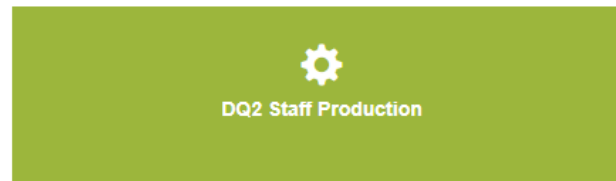
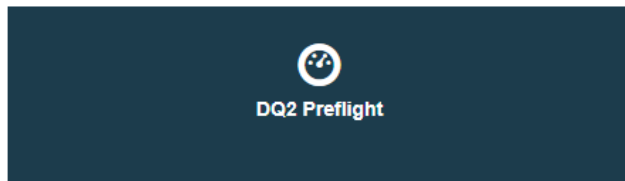
# DQ2– User Interface (UI) GateWay Screen



## 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**



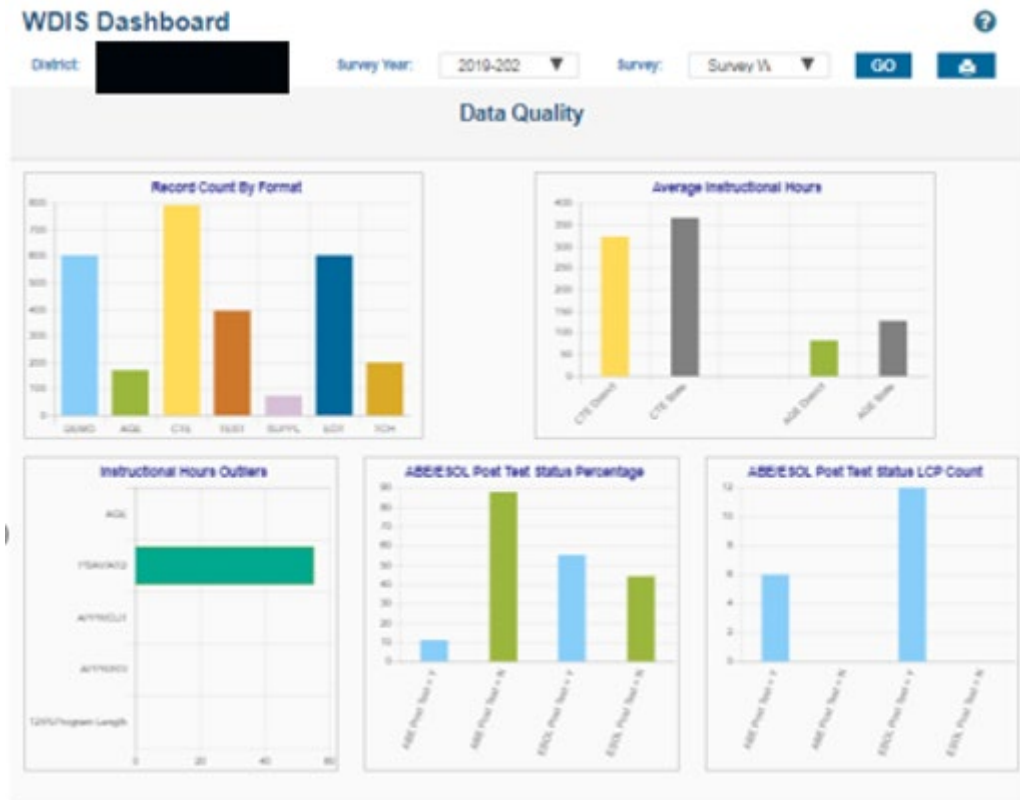
## DQ2– User Interface (UI) Gateway

- Notice the Gateway screen has a blue bar under the DQ2 logo that says “DQ2 Preflight / DQ2 Production.” This is because the district has not yet chosen preflight or production in the UI.
- When in preflight, you’ll see a blue bar under the DQ2 logo that says “DQ2 Preflight.”
- When in production, you’ll see a green bar under the DQ2 logo that says “DQ2 Production.”
- To switch between preflight and production, select the Gateway link at the top of the screen.



## DQ2– User Interface (UI) Dashboards

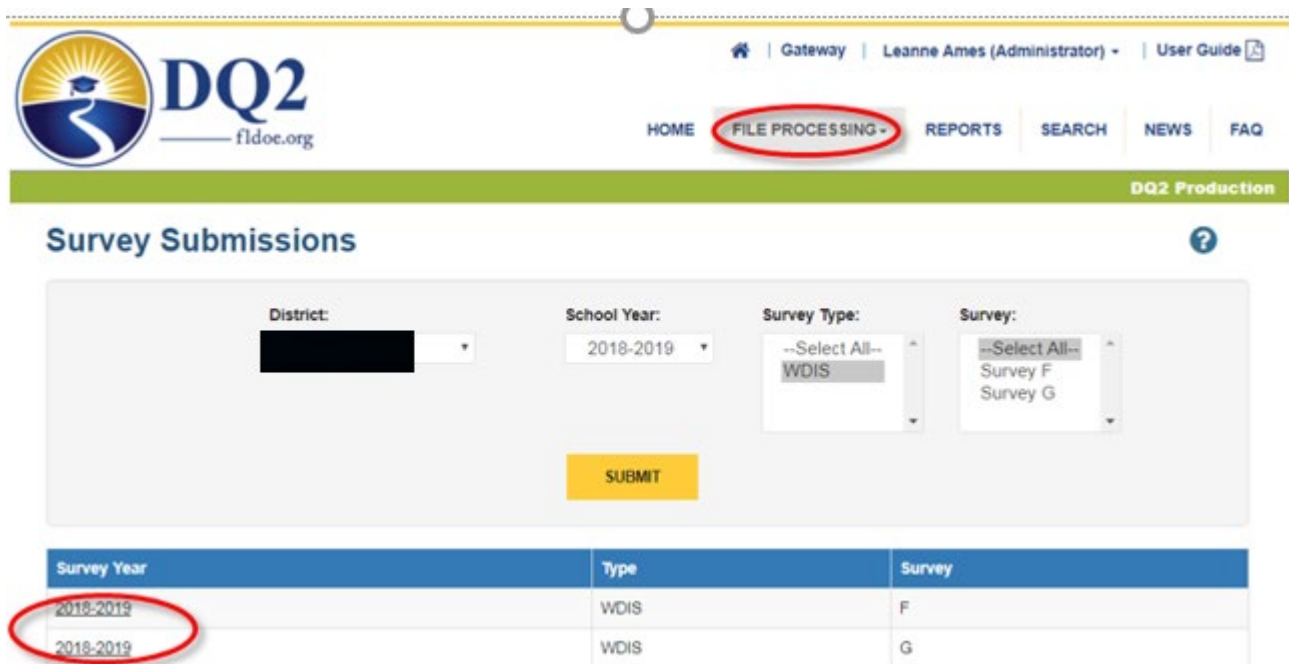
STUDENT, STAFF and WDIS each have unique dashboards specific to each system. The dashboards also look different depending on if you are in DQ2 preflight or DQ2 production. Below is an example of part of a WDIS production dashboard.





## 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 due to bad filename.



The screenshot shows the DQ2 Survey Submissions interface. At the top, there is a navigation bar with the DQ2 logo and the text 'DQ2 fldoe.org'. To the right, there are links for 'Gateway', 'Leanne Ames (Administrator)', and 'User Guide'. Below this, there is a menu with 'HOME', 'FILE PROCESSING' (circled in red), 'REPORTS', 'SEARCH', 'NEWS', and 'FAQ'. A green bar at the bottom of the navigation area says 'DQ2 Production'.

The main content area is titled 'Survey Submissions' and contains a search filter form with the following fields:

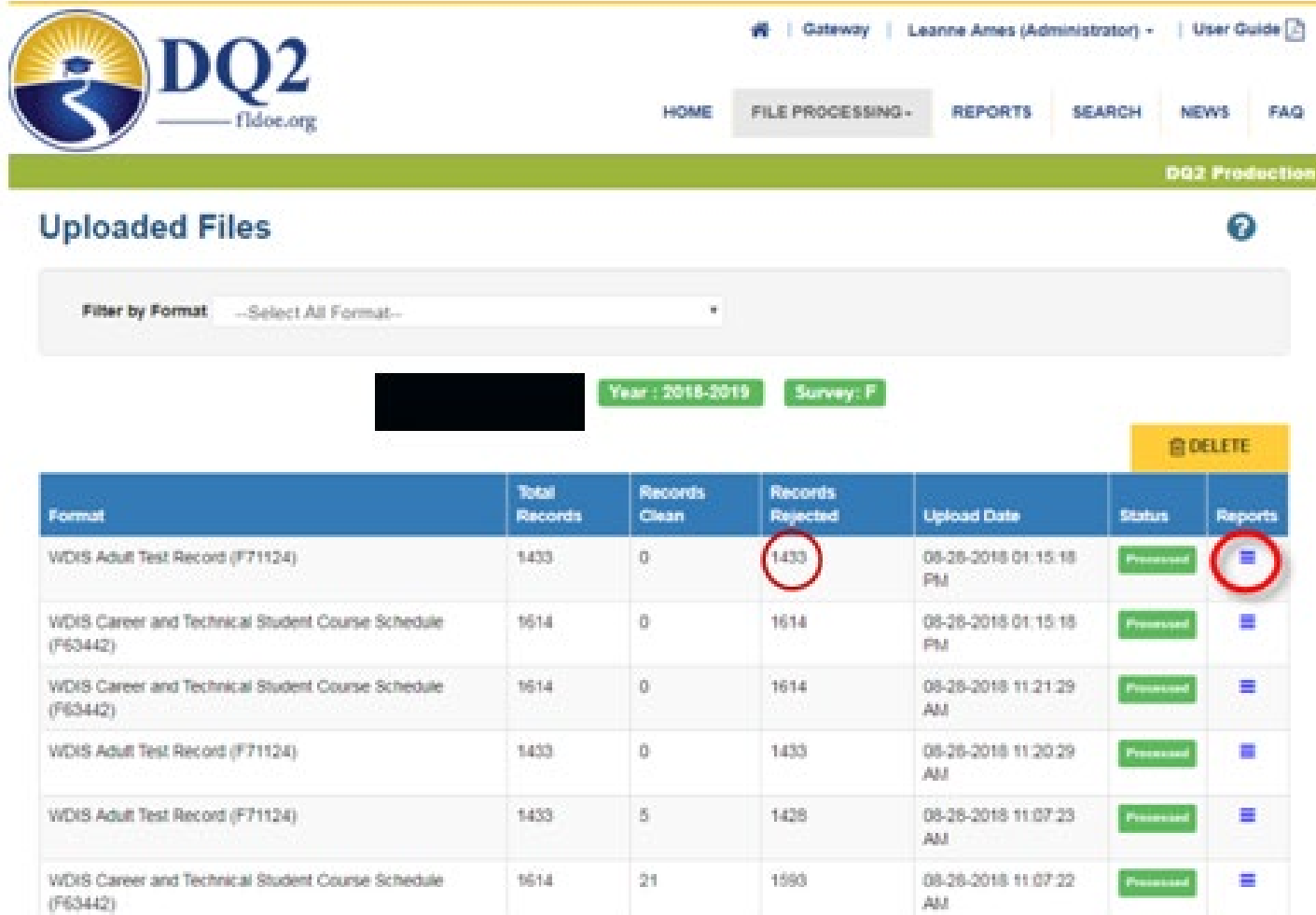
- District: [Redacted]
- School Year: 2018-2019
- Survey Type: --Select All-- WDIS
- Survey: --Select All-- Survey F Survey G

A yellow 'SUBMIT' button is located below the filters.

Below the search form is a table with the following data:

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

# DQ2 –Batch Records in Error Report Screen









**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 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			.3X	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			.5X	F	1819			TAB		06062018	M
8	20			185X	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

## 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 II) - F61555	REPORTS AVERAGE SALARY AND NUMBER OF STAFF FOR SELECT JOB

- The Reports menu shows the reports available for the system you are accessing (WDIS, STAFF or STUDENT). Common reports are D-Files, Validation/Exception, Edit Status, Survey Data and Error Code Reports as well as unique reports for each system.

# 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 – 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**

---

⏪ < 1 of 2 ? > ⏩ ↺ ↻ 100% 📄 🖨 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 Request Screen

## Generate "D" Files ?

District:  School Year:  Survey Type:

Survey:  Filter by Format:
 

- WDIS Adult General Education
- WDIS Adult Test Record
- WDIS Career and Technical Student Course Schedule
- WDIS Student Demographic Information

**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**



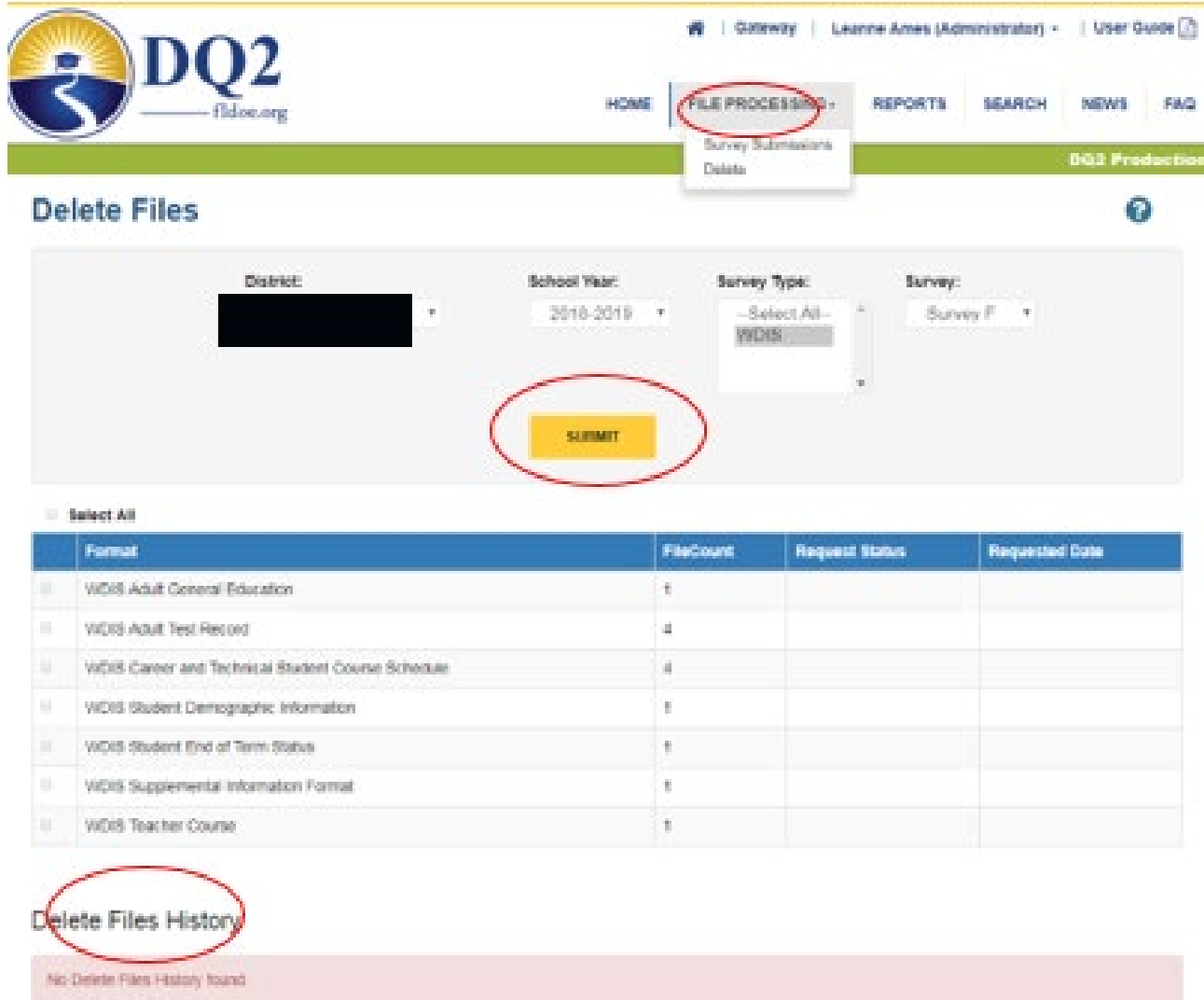
# The “D” File

- 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 of a format in DQ2 removes all data, reports and any references to the data ever existing. The username of who deleted it and what they deleted will go in the Edit Status Report.
- 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. Just know it deletes everything about that format.
- If you decide to do the DELETE action, then select criteria and click SUBMIT. This 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 authority to delete formats.
- The district SSO administrator provides user access to the delete role.

# DQ2 – Delete Requests Screen



**DQ2**  
fldoe.org

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

Survey Submissions  
Delete

DQ2 Production

## Delete Files

District: [Redacted] School Year: 2018-2019 Survey Type: -Select All-  
WDIS Survey: Survey F

**SUBMIT**

Select All

Format	FileCount	Request Status	Requested Date
WDIS Adult General Education	1		
WDIS Adult Test Record	4		
WDIS Career and Technical Student Course Schedule	4		
WDIS Student Demographic Information	1		
WDIS Student End of Term Status	1		
WDIS Supplemental Information Format	1		
WDIS Teacher Course	1		

### Delete Files History

No Delete Files History found



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## Files Generated to District OUT Folders

# 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 and 4:30 a.m.
- Preflight reports are generated from 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 report 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=datetimestamp

# Helpful Tips for TIBCO® OUT Folder

- **D-File Reports**

- The D-File reports for Student and Staff are generated the next day after the district requested the report. The file will be found in the district's DQ2-OUT folder.
- The D-File reports for WDIS are 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.Yyyyys.txt.YYYYMMDD.ttttt
- DPSdd.GU.FxxxxxD.Yyyyys.txt.YYYYMMDD.ttttt
- DPSdd.GQ.FxxxxxD.Yyyyys.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

## 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 percent 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 percent 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. One or more records are not the length specified in the file format.
- 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. Be patient. If the file doesn't appear, reach out to [DQ2project@fldoe.org](mailto:DQ2project@fldoe.org).

## 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 alter district data and are not allowed 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.**

# Invalid File Name Examples

The files submitted to DQ2 listed in the screenshots below cannot be loaded into DQ2 due to errors in file name:

- Examples of invalid file names:

- **Dps**11.JU.F63417.Y2021W.txt
- DPS05.**ju**.F63417(**1**).Y2021W.xls
- DPS**99**.GQ.F60775.Y20212.**INITIAL**
- DPS20.JU.F63422.Y2021W.**BATCH**.txt
- **DPS01.JU**
- **DPS58.F63417.txt**

- General File Name Rules:

- DQ2 does not use .BATCH, .INITIAL, .prn, .xls, etc.
- Capitalize all letters (excludes the extension).
- Don't add any additional information to the file name.
- No extensions other than .TXT or .txt or blank.

## 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.



## 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
[REDACTED]	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 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. Remember: FDOE uses DQ2 production data for our reporting needs, not preflight data.
- 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 Report 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 reports were run.
- Download error reports by extracting to Excel or view the error reports in the DQ2 User Interface. Error reports include batch records in error, validation errors and exception errors. If downloading, make sure to provide these reports to appropriate district staff.
- 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 stakeholders 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 stakeholders before transmission? After 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
    - 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 provided that both districts have authorization for sharing, there is no reason why districts cannot speak to other districts about numbers that are of concern, especially to discuss with similar size districts.
- Reports shared at conferences are masked by the FDOE for small cell sizes.

## Questions about Accessing DQ2?

For questions regarding SSO/TIBCO<sup>®</sup>, forward to SSO Team at [IENHELP@fldoe.org](mailto:IENHELP@fldoe.org).

For questions regarding Staff or Student survey elements, edits or formats forward to EIS Team at [ASKEIAS@fldoe.org](mailto:ASKEIAS@fldoe.org).

For questions regarding WDIS Survey elements, edits or formats, forward to Nand Divate at [Nandkumar.Divate@fldoe.org](mailto:Nandkumar.Divate@fldoe.org).

For questions about file uploads or DQ2 Application forward to DQ2 Team at [DQ2project@fldoe.org](mailto:DQ2project@fldoe.org).

# ***CONTACTS***

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