WEBVTT

1

00:00:12.900 --> 00:00:14.190

Famis Florida2: Good morning, everyone.

2

00:00:16.260 --> 00:00:25.710

Famis Florida2: i'm none do I mainly work with workforce education data today i'm going to talk about data quality to commonly known as security.

3

00:00:28.590 --> 00:00:37.080

Famis Florida2: So on our agenda today indicative introduction I know you guys have like who are veterans have gone through this.

4

00:00:37.980 --> 00:00:48.690

Famis Florida2: Plenty of times but we're just going to go over to introduction, what is required to digital data flow how to opt in access to digital survey reporting due dates.

5

00:00:49.620 --> 00:01:01.410

Famis Florida2: And the the overview we're going to talk about navigating the two screens files generated to district out folders and data quality and few tips or best practices.

6

00:01:03.660 --> 00:01:07.170

Famis Florida2: Just to get started, what is the to do so.

7

00:01:09.180 --> 00:01:11.280

Famis Florida2: dq two is a solution.

8

00:01:12.300 --> 00:01:20.850

Famis Florida2: Is this is a state reporting processing tool that allows school districts to electronically submitted survey data to the Florida Department of Education why our.

9

00:01:22.200 --> 00:01:31.380

Famis Florida2: user friendly technology in web based environment, the digital system gives restricts new and improved first functionality compared mental processing.

10

00:01:31.800 --> 00:01:49.230

Famis Florida2: The ability to submit data in sandbox area that's commonly known as being flight for testing prior to the production server window opening we remove most time constraints from for file and report processing not bound to the daily processing schedule.

11

00:01:50.250 --> 00:02:03.690

Famis Florida2: Provide near real time access within the system for weaving reject files and validation to exceptions files drills comes into data on multiple formats and results which can be extracted into excel.

12

00:02:04.740 --> 00:02:10.740

Famis Florida2: And answer on demand and demand reports such as a status report server data data reports, etc.

13

00:02:13.530 --> 00:02:21.180

Famis Florida2: dq two components, the key to has two components, one is pre flight and the other one is production in pre flight, you can.

14

00:02:22.170 --> 00:02:37.740

Famis Florida2: readers readers students and staff data system can utilize the deca debrief like system to prepare quality data in advance of the production server file processing normally we open pre flight 30 days in advance of the.

15

00:02:40.080 --> 00:02:41.100

Famis Florida2: So it open window.

16

00:02:42.750 --> 00:02:49.920

Famis Florida2: Just a reminder data residing in pre flight is not used by do eat for any official reporting.

17

00:02:51.030 --> 00:02:56.700

Famis Florida2: and production with us and staff system can utilize the production during the official server windows.

18

00:02:57.990 --> 00:03:00.990

Famis Florida2: The students systems still need some data using mainframe.

19

00:03:02.520 --> 00:03:08.220

Famis Florida2: Again, to reiterate that we only use the production data for official report equals visits.

20

00:03:10.320 --> 00:03:20.040

Famis Florida2: The user interface the dq to ui application is the Web based tool where districts login and see progress and history of file submission.

21

00:03:20.520 --> 00:03:29.160

Famis Florida2: view error reports request history of file submissions and validation exception reports, and this is where you can request your defies.

22

00:03:29.700 --> 00:03:36.000

Famis Florida2: The dq you are present the user, the choice to access the pre flight area or the production or your wireless gateway.

23

00:03:36.990 --> 00:03:54.180

Famis Florida2: gateway skin, which is for screen present it to the user, when you log into the key to the dq to your application is one of the many applications accessible via single sign on system using following link fl U dot O rg slack sso.

24

00:03:56.400 --> 00:04:00.150

Famis Florida2: How do you send files to digital we use.

25

00:04:01.350 --> 00:04:16.320

Famis Florida2: The secure secure file transfer solution called tip go when district is ready to submit files, they must dropping the file into the deep go in folder for medicine, I quit K 12 when it comes to the pre flight.

26

00:04:16.920 --> 00:04:22.260

Famis Florida2: And to the drop it when I, are you dropping into pre flight, are you dropping into production area.

27

00:04:24.030 --> 00:04:31.950

Famis Florida2: So digital system continuously checks the district in folders and reduce the files and processes them in digital system.

28

00:04:32.820 --> 00:04:46.800

Famis Florida2: When the file when the file process does degree system sense back the today's tactical out folder where does arcade your folders the and then the batch akerson era reports.

29

00:04:47.610 --> 00:04:58.350

Famis Florida2: When validation accepts reports exception reports are the files are requested by districts in the digital ui these reports will also be delivered to tip go out folders.

30

00:04:59.370 --> 00:05:00.720

Famis Florida2: In pre flight or production.

31

00:05:02.190 --> 00:05:04.800

Famis Florida2: This is the structure, you see, on your side.

32

00:05:06.570 --> 00:05:23.880

Famis Florida2: When it comes to decode the dq to in folders for catered pre flight and production with us pre flight and production doubt folders of K 12 four K to a pre flight is in us and for various pre flight and production interviews like it will also has the staff data.

33

00:05:26.970 --> 00:05:42.210

Famis Florida2: So the naming conventions when submitting files to the key to it code districts must follow correct naming standards as shown below and the file extensions must be either dot txt or no extension at all.

34

00:05:43.980 --> 00:06:04.620

Famis Florida2: cease to just just so you know the dod J you is used for where does.edu is used for staff and Todd gq it's useful student to see more information on the file naming conventions, you can access this wireless mics he and.

35

00:06:05.850 --> 00:06:08.700

Famis Florida2: I happened is D for the on the carrier side.

36

00:06:13.650 --> 00:06:16.140

Famis Florida2: How does data flow into the digital.

37

00:06:17.430 --> 00:06:28.590

Famis Florida2: And, unlike file submitted to mainframe, the key to does not have the concept of initial or batches nor does it have requirements that an initial load of data is less than 20%.

38

00:06:29.520 --> 00:06:43.050

Famis Florida2: error rate, this makes sense data files to pre flight or production, do you do it going folder and files are then process in the order they received no need to wait on a schedule day and anti.

39

00:06:45.570 --> 00:06:54.510

Famis Florida2: How, unlike files and reports being processed that in admin from digital will process request merely right away and results can be seen in ui.

40

00:06:55.290 --> 00:06:59.190

Famis Florida2: Request go into a processing queue and will process in the order they are received.

41

00:07:00.000 --> 00:07:09.030

Famis Florida2: defies same as what's o'fallon mainframe process overnight for students and staff and process on the same day for various.

42

00:07:09.750 --> 00:07:22.530

Famis Florida2: When files are submitted all handbook edits for the format submitted will be validated against the data for each report submitted records that failed one or more edits will be rejected and will not be uploaded to database.

43

00:07:24.720 --> 00:07:33.030

Famis Florida2: Just few reminders a district must transmitter fixed with the file of data in the predefined format found in the database manuals.

44

00:07:33.480 --> 00:07:36.900

Famis Florida2: During an open reporting window for each of the reporting formats.

45

00:07:37.560 --> 00:07:48.510

Famis Florida2: When dropping the file submission into tip going folder the file must be named the same as it would be on mainframe but the end meet will be that either dot txt or no extension at all.

46

00:07:48.870 --> 00:08:00.360

Famis Florida2: Any files not named properly or any place that is not incorrect file format will be ignored by the key to dq to will remove those files from district important, and it will not be processed.

47

00:08:02.100 --> 00:08:11.400

Famis Florida2: validation some exceptions, when the district has character or reject editors district request validation is an exception reports through the ecosystem.

48

00:08:11.820 --> 00:08:15.330

Famis Florida2: This request will be put in a queue and process in order they are received.

49

00:08:15.900 --> 00:08:25.410

Famis Florida2: This decrease retrieves and reviews reports and, if necessary, correct errors by fixing fixing the data in the local system and sending new submission files to be key to.

50

00:08:26.010 --> 00:08:33.990

Famis Florida2: Violence validation errors must be corrected exception error must be investigated further to be determined for correction is necessary.

51

00:08:36.810 --> 00:08:39.180

Famis Florida2: How do you opt in access to the kingdom.

52

00:08:41.070 --> 00:08:53.970

Famis Florida2: So the digital ui is access via do so portal district user need to contact the district assets or sso administration status to opt in access to dq if applicable.

53

00:08:54.720 --> 00:09:03.480

Famis Florida2: The district sso administrator will give user access to be key to application in the screen similar to below and authorize the user role.

54

00:09:04.590 --> 00:09:07.350

Famis Florida2: And the gateway with a student and our staff roles.

55

00:09:10.470 --> 00:09:22.890

Famis Florida2: When a district user needs access to you decode user interface the district sso administrator determines the role in which the user will have access this determined at the local district level.

56

00:09:24.030 --> 00:09:33.120

Famis Florida2: The following table will give you what what role gets what kind of access for more information, please contact your district SSI administrator.

57

00:09:36.180 --> 00:09:53.400

Famis Florida2: So how, how do you access to get to us so do you give to you, I can be accessed using two links the first one is the portal fl U dot O rg and then you click on the green educators block and then you click on the orange digital block or you can directly go to.

58

00:09:54.810 --> 00:09:55.500

Famis Florida2: dot O rg.

59

00:09:59.040 --> 00:10:07.320

Famis Florida2: every school dicks so dig into tip go for the access every school district has been provided access to the server.

60

00:10:07.770 --> 00:10:21.750

Famis Florida2: To contact your school district personnel that have access to please go to the following link again, not all the stops will be given access to the district to tiptoe access is determined at your local level.

61

00:10:26.010 --> 00:10:28.710

Famis Florida2: Few a summary points of accessing the key to.

62

00:10:29.880 --> 00:10:36.720

Famis Florida2: decrypt is one of the applications which is accessed using the do a single sign on portal.

63

00:10:37.470 --> 00:10:46.740

Famis Florida2: If you do not have access contact your district SSI administrator login to access a portal using the portal dot F m O E SS O dot O rg.

64

00:10:47.280 --> 00:10:57.060

Famis Florida2: Or you can go to directly to youtube.fm radio dot O rg to access taken to ui depot is the application used by the way for secure file transfer.

65

00:10:57.510 --> 00:11:08.760

Famis Florida2: districts upload server files in digital in folders using TEPCO and distinct retrieve the files from digital out folders using typical and if you.

66

00:11:09.930 --> 00:11:17.040

Famis Florida2: All of these accesses are maintained on your local level, so please contact us so admin if you don't have access.

67

00:11:18.540 --> 00:11:29.250

Famis Florida2: So these are just a few slides that what is still remaining for 21 we're still working on server for on Kate will sign and server file.

68

00:11:30.000 --> 00:11:39.510

Famis Florida2: is coming up and for staffs over five years remaining on we decide, we have currently we are an open window for server as.

69

00:11:39.990 --> 00:11:49.980

Famis Florida2: The due date the loaded July one and the close date is July 8 the end of the end of the year update window will open on July 12.

70

00:11:50.550 --> 00:12:04.410

Famis Florida2: And the last day of submission for is July 29 I just met with this deadline, just like the data certification is due on August six and analyst reports are no stable seven is due to us by August 16.

71

00:12:06.270 --> 00:12:13.170

Famis Florida2: For server dates for 2122 for K 12 side, please go to pick it will database manual.

72

00:12:14.850 --> 00:12:19.110

Famis Florida2: And these are the dates for on with a side for 2122.

73

00:12:20.250 --> 00:12:28.020

Famis Florida2: servers and data certification and our stable windows all this information can be accessed on various hand side.

74

00:12:31.020 --> 00:12:39.000

Famis Florida2: Some in this section will go over the dq to overview and how do you navigate the dq to screen.

75

00:12:41.220 --> 00:12:51.360

Famis Florida2: just note that the the dq ui is best viewed in chrome incognito window when the user science into the digital you have first screen.

76

00:12:52.050 --> 00:12:58.980

Famis Florida2: present, it is the Green is the gateway screen, this allows you to determine if they want to view a flat area production area.

77

00:12:59.520 --> 00:13:15.870

Famis Florida2: So the first time, when you when you log in you're going to see this screen, and this is where you make a choice like are you going to go into the digital pre flight or the production, the great flight is on the left side in the blue box beauty products in is on the right side.

78

00:13:17.430 --> 00:13:23.400

Famis Florida2: Just just a reminder only staff and visitors are in production students system is still on mainframe.

79

00:13:27.270 --> 00:13:38.760

Famis Florida2: notice the gateway screen has blue bars under the digital logo that says, the key to pre flight and production, so if you notice that the first lumosity could pre flight our products and that's because.

80

00:13:39.420 --> 00:13:46.620

Famis Florida2: The user have not selected which environment, the user wants to go in when entry flat, you will see a.

81

00:13:47.670 --> 00:14:01.860

Famis Florida2: Blue bar and the dq to logo that's a digital a flat when in production, you will see a green bar under the digital logo, which will segregate production to switch between pre flight and production you, you have to click on the gateway option on the ui.

82

00:14:03.780 --> 00:14:18.150

Famis Florida2: So dashboard, this is one of the really great features of the key to where you can in a glance see take a look at your data, how it looks for students staff and witness each have unique.

83

00:14:18.930 --> 00:14:30.420

Famis Florida2: dashboard specific to each system, the dashboard also looks different depending on if you are indicated pre flight or you are indicated production below is the example of part of this production system.

84

00:14:34.530 --> 00:14:48.030

Famis Florida2: So how do you know when or how do you see the files you submitted on the tip go in folder in the degree to us, so the file submissions are access to the file processing many, which is the second menu on the ui.

85

00:14:48.540 --> 00:14:58.770

Famis Florida2: You need to add the product and ardently pre flight to get this option narrow down the search based upon which which district you're looking for what year what survey.

86

00:14:59.400 --> 00:15:08.940

Famis Florida2: And if there are no final submission under the blue bar no files have been submitted, or else they were deleted by the district due to bad file name.

87

00:15:13.560 --> 00:15:26.070

Famis Florida2: Once once you are on this screen and you see which survey you're looking for when you click on that survey you're going to get this seconds screen, this is the screen, which shows you batch a person reports.

88

00:15:27.060 --> 00:15:32.250

Famis Florida2: So if you have like in this example, you have like 1400 some records failing.

89

00:15:33.000 --> 00:15:42.990

Famis Florida2: To see what is happening, you can click I call that blue burger if you click on that blue burger, you will get to the next screen, where you see the details of why those records are failing.

90

00:15:43.500 --> 00:15:55.350

Famis Florida2: The another good cool thing I like about did you do is you can export these records and you can see those better in excel file if, when you're doing your analysis or you're giving it to your.

91

00:15:58.650 --> 00:16:06.600

Famis Florida2: Your policymakers your staff your IT staff it's, this is the easiest way I analyze data night somebody asked me questions.

92

00:16:08.970 --> 00:16:15.120

Famis Florida2: When you scroll down, you can see the error description, and you can see the counts of errors, but.

93

00:16:16.170 --> 00:16:19.680

Famis Florida2: So those enter descriptions are a text.

94

00:16:20.910 --> 00:16:39.270

Famis Florida2: text description, so if you really like invidious in edit descriptions, we have tables, you can see those tables in the digital ui so it's better you you're looking at your era description on a handbook side and then you're looking at your account and D could use that always helps me.

95

00:16:42.210 --> 00:16:47.250

Famis Florida2: How do you access the reports, the reports many showed the reports available for the system.

96

00:16:47.730 --> 00:16:58.470

Famis Florida2: You are accessing with a staff and students common reports are the files validation exceptions eddie status survey data and error code reports, as well as unique reports for each system.

97

00:16:59.070 --> 00:17:05.820

Famis Florida2: So you just click on the reports, and then on the left side the Bloomberg or you can click on which reports, you want to access.

98

00:17:07.980 --> 00:17:22.920

Famis Florida2: same way, you can access the validation to exception reports, and they are pulled by formats and then you can on the second column on the right side you see reports, the blue burger if you click on that you can see why they're failing out what is causing there.

99

00:17:24.060 --> 00:17:26.370

Famis Florida2: And again, that can be exported to excel again.

100

00:17:27.660 --> 00:17:29.130

Famis Florida2: This is one of the.

101

00:17:30.690 --> 00:17:45.930

Famis Florida2: Report, I run every day when it's close to load and close window service, this is called survey data report, which shows the count of clean their thoughts does not mean that these are valid course these are just cleaned up towards I have received from districts.

102

00:17:47.010 --> 00:17:55.170

Famis Florida2: And it's, this is one of the most useful reports for you guys on your side that whoever it submitting data on the key to.

103

00:17:55.890 --> 00:18:10.950

Famis Florida2: On the key to using TEPCO they should get these get these run this every day when it's the Lord and closed windows are closed because sometimes you will see zeros there and then you probably want to be some mature data somebody somebody did something.

104

00:18:13.320 --> 00:18:27.450

Famis Florida2: d two D file request in this is how the request, when you click on the D two D file, this is what you're going to see, and then you can select the format, you want to request and defies for for business, the business process on the same day for staff it's overnight.

105

00:18:30.990 --> 00:18:39.540

Famis Florida2: So the D file is equivalent to oh file on mainframe they are a dump of clean data, and that has been loaded to the database indicator for the system.

106

00:18:39.960 --> 00:18:54.330

Famis Florida2: You are working in clean data means these records did not have any reject errors defies are and and formatted dump of raw data they are identical to the layout in the format file the district's sent to do, he.

107

00:18:55.080 --> 00:18:59.820

Famis Florida2: Just because the data is clean data in default doesn't mean that this is good data.

108

00:19:00.600 --> 00:19:17.400

Famis Florida2: This is still need to run validation some exceptions reports and clear any errors found in these reports, the data available in the database at FDA we originated at the district level and therefore our our available on the district local system as well.

109

00:19:20.970 --> 00:19:30.000

Famis Florida2: This is one of the most troubling screens I go through, and this causes most headaches for me on our side, so delete request.

110

00:19:30.870 --> 00:19:48.960

Famis Florida2: Very important performing a delete off of format digital removes all data reports and any references to the data ever existing the username of who deleted it and what they deleted will go into edit status report so that report can be accessed it's in the repository.

111

00:19:50.610 --> 00:20:00.450

Famis Florida2: The delete a file format option can be found, under the file processing menu item how hover over file processing and you will see option for server deletion.

112

00:20:00.930 --> 00:20:06.540

Famis Florida2: Just know it deletes everything about that format, if you decide to delete that.

113

00:20:07.230 --> 00:20:19.950

Famis Florida2: To do the delete action, then select it and click submit this brings up the list of all the formats for for the year and survey and indicates by the requested data when these these were last deleted.

114

00:20:20.790 --> 00:20:34.020

Famis Florida2: to request to form a delete click the box in the front of the format to be deleted and then click the request button if a red X in the check box appears or the request button is not available.

115

00:20:35.670 --> 00:20:42.750

Famis Florida2: This means the user does not have authority to delete the format, the district so administrator determines who gets the deliverable.

116

00:20:43.860 --> 00:20:54.120

Famis Florida2: On the local level, so this is under US, and this is how it looks you click on the file processing then click on the delete and then you select what you want to read it.

117

00:20:56.130 --> 00:20:57.960

Famis Florida2: be very cautious when you do this.

118

00:21:00.570 --> 00:21:08.730

Famis Florida2: This like when, during the load and close this this can cause a lot of headaches and, and so the problem is if.

119

00:21:09.600 --> 00:21:22.440

Famis Florida2: The person is does it accidentally, then the people who are working on on the on the backs around data don't know why the data is not in the ecosystem and then we get phone calls why my data is not here.

120

00:21:25.170 --> 00:21:30.930

Famis Florida2: So we're going to go to the typical out folder and what files are generated in our folder.

121

00:21:35.400 --> 00:21:46.290

Famis Florida2: So these are some helpful tips for the cloud folder batch records in error reports, the batter person added reports are generated immediately after file submitted to the key to.

122

00:21:47.070 --> 00:21:55.170

Famis Florida2: Our success with the process and the result can be reviewed in detail to user interface in the district D good out for the next morning.

123

00:21:55.830 --> 00:22:10.050

Famis Florida2: The production reports agenda there overnight between midnight to 4:30pm and three flight reports are generated between 130 and two for today, and these are the examples of the file naming for bachelor's and error files.

124

00:22:13.380 --> 00:22:21.630

Famis Florida2: The validation an exception because the validation and exception reports are generated immediately after the district requested the report and the.

125

00:22:22.680 --> 00:22:39.000

Famis Florida2: Report is process the lizard can be viewed in on ui side and default folder the production reports are generated around the same day, the pre flight reports are also report generator on the same day, and these are the examples of the file names for validation reports.

126

00:22:42.690 --> 00:22:50.160

Famis Florida2: The file doubles the default reports for students and staff are generated the next day after the district request the report.

127

00:22:50.580 --> 00:23:04.140

Famis Florida2: And the file will be found on the cloud folder the default reports of this week for various are generated the same date and the request the district requested the file will be found on the district out folder and the D file.

128

00:23:04.950 --> 00:23:09.180

Famis Florida2: Report files name will appear like the file names on the screen.

129

00:23:11.070 --> 00:23:26.280

Famis Florida2: Many of the edit error files are creative both in district default folders and district ui this you can download the report and the files many can be exported to excel and put on the local server to share with the district's.

130

00:23:27.330 --> 00:23:43.050

Famis Florida2: The this the typical out folder files will be deleted automatically after 14 days of retention period, so we strongly advise that district should save all these important output files locally and retrieve files before the expiration date.

131

00:23:46.320 --> 00:23:54.270

Famis Florida2: In this section, we would go a few data policy and best practices when you're reporting data to do a using the key to the.

132

00:23:55.470 --> 00:24:00.750

Famis Florida2: And the common issues all submitted requests in the final submission fed, so there might be.

133

00:24:02.040 --> 00:24:10.470

Famis Florida2: So there are three reasons why this can happen check if the records actually have legitimate error on each part, perhaps in the same column.

134

00:24:11.700 --> 00:24:21.480

Famis Florida2: If you if you delete data for a format and then some big the new batch with the three transaction codes all the hundred percent of records are gonna fail.

135

00:24:22.950 --> 00:24:35.940

Famis Florida2: If you have clinical successfully loaded in aikido and then you submit the same records as a as a transition code all hundred percent records will fail, so you should just fix the issue and resubmit the fire.

136

00:24:38.850 --> 00:24:40.440

Famis Florida2: Find submission return zero.

137

00:24:41.460 --> 00:24:50.760

Famis Florida2: If your final submission written all zeros your file has a recall an issue one or more records are not the lens specified in the file format.

138

00:24:53.820 --> 00:24:58.950

Famis Florida2: This is one of the most common questions I get why my flight is not showing up in digital.

139

00:25:02.280 --> 00:25:11.190

Famis Florida2: yeah the file submission isn't showing a bad at all if you did not name the file exactly as expected, the file will not be recognized by bakey to.

140

00:25:11.700 --> 00:25:18.570

Famis Florida2: dq to will remove that file from your end folder and the file will not be processed check that you didn't submit.

141

00:25:19.110 --> 00:25:26.700

Famis Florida2: In the other yet so you meant to submit in pre flight and you somebody in production, are you vice versa, you won't see that file process.

142

00:25:27.450 --> 00:25:42.540

Famis Florida2: check if the file was created locally, but never submitted typical so you most of you guys have local systems and sometimes you run through all data on your side, and that file numbers guest typical it will not show up and take you to.

143

00:25:43.680 --> 00:25:52.650

Famis Florida2: Another reason that you're not seeing your file process that we have loaded load and close going on on on our side.

144

00:25:53.100 --> 00:26:03.480

Famis Florida2: In that case, your file will be queued and process in order, it was a suit, but if you don't still don't see this contact the email address dq to project at every thought to.

145

00:26:06.840 --> 00:26:18.210

Famis Florida2: Take you to a special processing of data, so the dq system does not allow beauty staff to manual process files or request most report on basic behalf.

146

00:26:18.870 --> 00:26:26.280

Famis Florida2: Some reports don't affect district data and therefore can be requested by of do stuff to us is the districts as needed.

147

00:26:27.060 --> 00:26:37.170

Famis Florida2: alterations to data, and it was must be done through the key to buy the districts have to stop cannot alter district data on are not allowed access to all the district data.

148

00:26:38.340 --> 00:26:45.210

Famis Florida2: The Lord close date indicated to allow for districts to process file through midnight Eastern time of the Lord includes.

149

00:26:45.750 --> 00:26:54.420

Famis Florida2: load file submitted after midnight, will not be positive for inclusion in the load data our that file will be processed and following the capture of the final.

150

00:26:54.960 --> 00:27:10.410

Famis Florida2: Close data close file submitted after will night after midnight, will not be processed for inclusion in the capital of the final close data all files submitted, regardless of the survey window being open or closed will be cute and process in order they have received.

151

00:27:14.010 --> 00:27:27.780

Famis Florida2: In value fine file names example the file submitted to take you to listed in the screenshot below cannot be loaded to dictate to do to error in the file file name and those errors few examples are here, but they're not limited.

152

00:27:29.100 --> 00:27:30.480

Famis Florida2: General file naming rules.

153

00:27:32.460 --> 00:27:51.900

Famis Florida2: dq to does not use dot batch dot initial dot prn dot access etc extensions capitalized all letters exclude the extensions don't add any added additional information to the file name no extension, other than dot txt or bland are allowed.

154

00:27:55.980 --> 00:27:57.360

Famis Florida2: What does a valid me.

155

00:27:59.100 --> 00:28:08.910

Famis Florida2: So pay close attention to validation edits these edits help ensure the basic record will be considered as a valid record, for example.

156

00:28:10.050 --> 00:28:24.510

Famis Florida2: Stop there may be added that says, you need a payroll record and vice versa, and demographic record make sure you have reports on the both formats, in order for that report to be considered valid record.

157

00:28:27.870 --> 00:28:33.000

Famis Florida2: was invalid records are not counted for most reporting and fund funding purposes.

158

00:28:35.940 --> 00:28:42.060

Famis Florida2: Few tips for ensuring basic data quality consider putting in to play some basic checks.

159

00:28:42.540 --> 00:29:00.240

Famis Florida2: To ensure the district has expected data in the system, prior to each survey window close so like I said earlier, please run the dq to survey data report for specific year and survey in the production, environment and ensure the record towns are what you expect if not.

160

00:29:01.830 --> 00:29:07.290

Famis Florida2: If not you might something is missing somebody did not submit format or record to decay to.

161

00:29:11.070 --> 00:29:21.060

Famis Florida2: 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 tax records in error.

162

00:29:21.750 --> 00:29:37.800

Famis Florida2: Ensure that the production validation is an exception reports have been done for all submitted formats used by the districts and check that the valid validation reports are clear of errors fix any errors in the exception report that need to be corrected.

163

00:29:38.940 --> 00:29:58.680

Famis Florida2: continue to use dq to pre flight system for testing and cleaning the data reports remember FDA uses only the products in data for reporting needs, and we do not even look at the pre flight data always include some type of final check of data for every survey load and close that.

164

00:29:59.850 --> 00:30:01.290

Famis Florida2: The Times, especially.

165

00:30:03.870 --> 00:30:15.720

Famis Florida2: check the dq to edit status report to confirm data has been received and process, and this is the report which can show you who is deleting your files are who is submitting your files, so you can contact the person if.

166

00:30:16.050 --> 00:30:26.460

Famis Florida2: something you don't see something right in the system, this report also shows most activity performed by the district, including the deletion of data verify validation and exceptions, of course, were.

167

00:30:27.570 --> 00:30:34.110

Famis Florida2: downloaded downloaded our reports by extracting to excel or view the error reports in deca to ui.

168

00:30:34.890 --> 00:30:52.590

Famis Florida2: There are reports into batch records and error validation error, an exception is if downloading make sure to provide these reports to approve the district style do don't accidentally submit your final file, with all the transition codes and it has happened.

169

00:30:55.020 --> 00:31:05.130

Famis Florida2: Local review These are a few suggestions from do it local review districts should develop a dope local procedure for data quality review that includes key stakeholders both amyas.

170

00:31:05.550 --> 00:31:09.780

Famis Florida2: And the program side to give you data during the collection and reporting process.

171

00:31:10.320 --> 00:31:19.710

Famis Florida2: The procedures should include edit checks and they we have data reports, what is the do you have, what is the district process for using P flight.

172

00:31:20.460 --> 00:31:31.260

Famis Florida2: Our data reports available to key stakeholders before the transmission and after the transmission is, is there a protocol in place for this takes data reviews before the transmission.

173

00:31:32.430 --> 00:31:33.660

Famis Florida2: These are a few questions.

174

00:31:34.740 --> 00:31:40.710

Famis Florida2: If you have everything in place you that that ideal situation for both you and us.

175

00:31:43.410 --> 00:31:56.850

Famis Florida2: I would like to go over di data, so an individual's first name first initial and last name in combination with any one of one or more of the following it's considered di data.

176

00:31:58.140 --> 00:32:10.800

Famis Florida2: Be careful of what's sending screenshots through emails as this can expose personally pii data multi day 60% generally, we do not do multi districts, we do not share those with.

177

00:32:11.310 --> 00:32:21.930

Famis Florida2: Multiple districts not sent out to the six anymore, to protect pii data and small cell sizes, but, provided that mode, this is how authorization for sharing.

178

00:32:22.530 --> 00:32:38.040

Famis Florida2: There is no reason why districts cannot speak to each other, they six districts about the numbers that are of concern, especially discussing the similar size districts reports are shared at conferences are masked by FDA for small sizes.

179

00:32:41.250 --> 00:32:45.090

Famis Florida2: So if you have any questions, what did you do these are few.

180

00:32:46.560 --> 00:32:55.440

Famis Florida2: Important email addresses, you can use and contact Leah names, if you need more information, thank you.

181

00:33:00.660 --> 00:33:03.750

Famis Florida2: i'm sorry going too fast, I had 62 slides 64.

182

00:33:05.790 --> 00:33:06.630

Famis Florida2: Any questions.

183

00:33:13.230 --> 00:33:19.500

Famis Florida2: I got me there is no update on it, but as soon as we get something will will communicate back to bed.

184

00:33:22.500 --> 00:33:29.640

Famis Florida2: yeah that's because of the fight silence it's mainstream is ideal for that situation, yes ma'am.

185

00:34:12.900 --> 00:34:13.230

Hello.

186

00:34:23.640 --> 00:34:24.450

Famis Florida2: Yes, so you.

187

00:34:26.340 --> 00:34:31.410

Famis Florida2: insulated but multiple validation and that's because you're missing.

188

00:34:34.350 --> 00:34:36.480

Famis Florida2: You help me when you're gonna get.

189

00:34:49.230 --> 00:34:49.560

It.

190

00:34:51.240 --> 00:34:51.630

Famis Florida2: Just.

191

00:35:17.700 --> 00:35:18.420

Famis Florida2: Democratic.

192

00:35:25.980 --> 00:35:26.070

Famis Florida2: ready.

193

00:35:34.290 --> 00:35:34.800

Famis Florida2: Yes.

194

00:36:01.980 --> 00:36:04.680

Famis Florida2: For I know what stuff it's gonna be next.

195

00:36:06.090 --> 00:36:06.420

Famis Florida2: For.

196

00:36:09.990 --> 00:36:10.170

Famis Florida2: us.

197

00:36:37.230 --> 00:36:37.830

Famis Florida2: Like.

198

00:36:42.810 --> 00:36:46.530

Famis Florida2: So all fight that battle reports and errors are instant.

199

00:36:49.560 --> 00:36:56.970

Famis Florida2: Oh yeah you're right So if you are looking at on the on the people side, it will be next day on your side, you will see.

200

00:36:58.380 --> 00:36:58.530

Famis Florida2: The.

201

00:37:03.660 --> 00:37:04.110

Day.

202

00:37:13.980 --> 00:37:16.020

Famis Florida2: is definitely asked that question to people.

203

00:37:22.920 --> 00:37:23.190

Just.

204

00:37:25.230 --> 00:37:27.570

Famis Florida2: seems like more of an open discussion.

205

00:37:34.350 --> 00:37:34.980

Great great.