



Data Quality 2 (DQ2)

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AGENDA

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 - DQ2 Data Flow
 - How to Obtain Access to DQ2
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DQ2 Introduction



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What is DQ2?

What is DQ2?

- The Data Quality 2 (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, including:
 - The ability to submit data in a sandbox area (Preflight) for testing prior to the production survey window opening.
 - Removal of most time constraints for file and report processing, not bound to a daily processing schedule.
 - Near real-time access within the system for viewing reject files, validation/exception files, drill downs into data on multiple formats, and provides 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 (Sand Box)
 - 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 the Northwest Regional Data Center (NWRDC) for reporting production data.
 - *Production data is used by FDOE for data quality and reporting.*

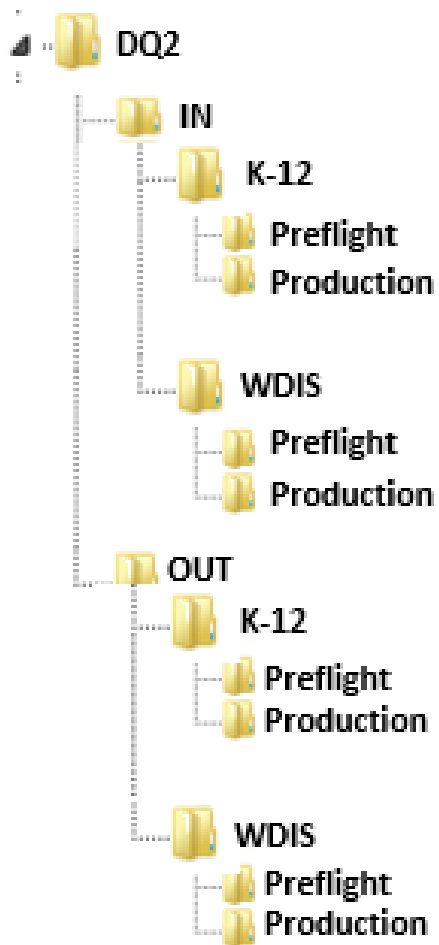
DQ2 Components – the User Interface (UI)

- The DQ2 System’s User Interface (UI) application is a web-based tool which districts can log into in order to see progress and history of file submissions, view errors reports, and to 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.

DQ2 Components – Sending Files (TIBCO®)

- Every school district has been provided access to the server: `sftp://xfiles.fldoe.org`. This is FDOE's Secure File Transfer solution also called TIBCO®. It is a secure file transfer protocol (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 a “batch records in error report” back to the district's TIBCO® **DQ2\OUT\WDIS** folder or **DQ2\OUT\K12** folder (then Preflight or Production).
- 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 the 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.Fxxxx.Yyyyys.txt (where dd = district number, xxxx = WDIS file ID number, yyyy = year and s = survey).
 - See WDIS Appendix E for more information.
- **STAFF:**
 - DPSdd.GU.Fxxxx.Yyyyys.txt (where dd = district number, xxxx = STAFF file ID number, yyyy = year and s = survey).
- **STUDENT:**
 - DPSdd.GQ.Fxxxx.Yyyyys.txt (where dd = district number, xxxx = 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 an error rate of less than 20 percent.
- 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 right away (nearly), and results can be seen in the UI.
- Requests go into a processing queue and will process in the order they were received.
- D-files, like 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 district’s IN folder and it will not be processed.

Data Flow – Validations/Exceptions

- When the district has corrected all reject edit errors:
 - District requests validation and exception reports through the DQ2 system.
 - District requests will be put in a queue and processed in the order they were 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 UI is accessed via the FDOE 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 and Descriptions

When a district user needs access to the DQ2 User Interface, the district SSO Administrator determines which roles the user will be able to 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

Once authorized by the district SSO Admin, access the DQ2 User Interface by logging into the SSO portal at <https://portal.fldoesso.org>, selecting the EDUCATORS tile as shown below and then choosing 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 the personnel who have access to TIBCO® in your school district, 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 to TIBCO® by their district. Access is determined at the local level.

Summary of Accessing DQ2 and TIBCO®

- Access SSO for authorization in DQ2 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 – 2022 Surveys Remaining

Remaining Surveys

Student, PK-12 2021-2022

Survey 4:

Survey Week: June 13-17, 2022

Due Date: July 1, 2022

State Processing: June 20 – July 8, 2022

Final Update/Amendment Date: August 15, 2022

Survey 5:

Due Date: July 22, 2022

State Processing: July 18 – August 19, 2022

Final Update/Amendment Date: October 31, 2022

Remaining Surveys

Staff 2021-2022

Survey 5:

Due Date: July 22, 2022

State Processing: July 18 – August 19, 2022

Final Update/Amendment Date: October 31, 2022

WDIS – 2022 Surveys Remaining

Survey 4:

Survey Week: June 13-17, 2022

Due Date: July 1, 2022

State Processing: June 20 – July 8, 2022

Final Update/Amendment Date: August 15, 2022

Survey 5:

Due Date: July 22, 2022

State Processing: July 18 – August 19, 2022

Final Update/Amendment Date: October 31, 2022

Student and Staff 2022-2023 Survey Dates

For Student and Staff 2022-2023 Surveys, please see the **PK-12 Database Manual** document for the 2022-2023 Survey Dates.

WDIS 2022-2023 Survey Dates

	OPEN	LOAD	CLOSE
Surveys F/G	Aug 22, 2022	Sep 1, 2022	Sep 15, 2022
Surveys W/X	Jan 9, 2023	Feb 9, 2023	March 2, 2023
Survey S	June 5, 2023	June 29, 2023	July 6, 2023
EOY Update Window	July 10, 2023	N/A	July 27, 2023
EOY Data Certifications	N/A	N/A	Aug 4, 2023
	OPEN	LOAD	CLOSE
NRS Table 7	July 24, 2023	N/A	Aug 4, 2023



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DQ2 Overview



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Navigating DQ2 Screens

DQ2 – User Interface 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. 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 not use the DQ2 production environment – they must submit at NWRDC.

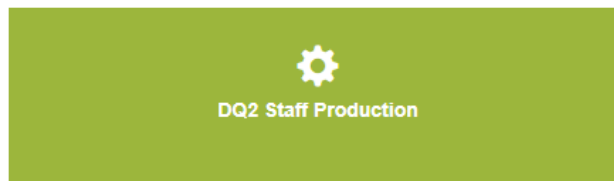
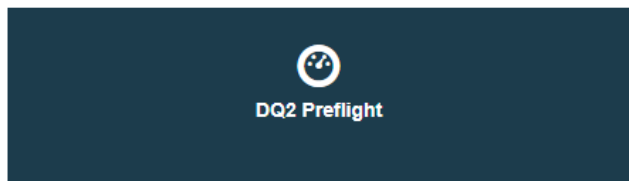
DQ2 – User Interface GateWay Screen



GateWay

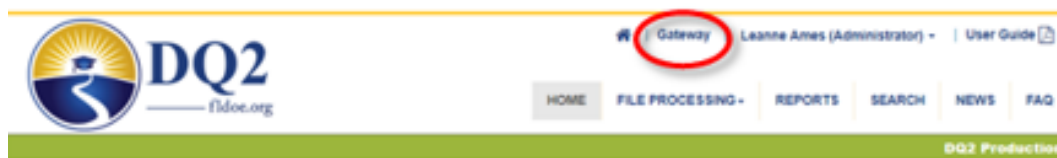
The Data Quality 2 (DQ2) system is divided into two sections, Preflight and Production. The Preflight system is used to review survey data and to work out any potential issues prior to official survey submission. Data residing in the Preflight system will not be used by FLDOE for any reporting. The Production 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



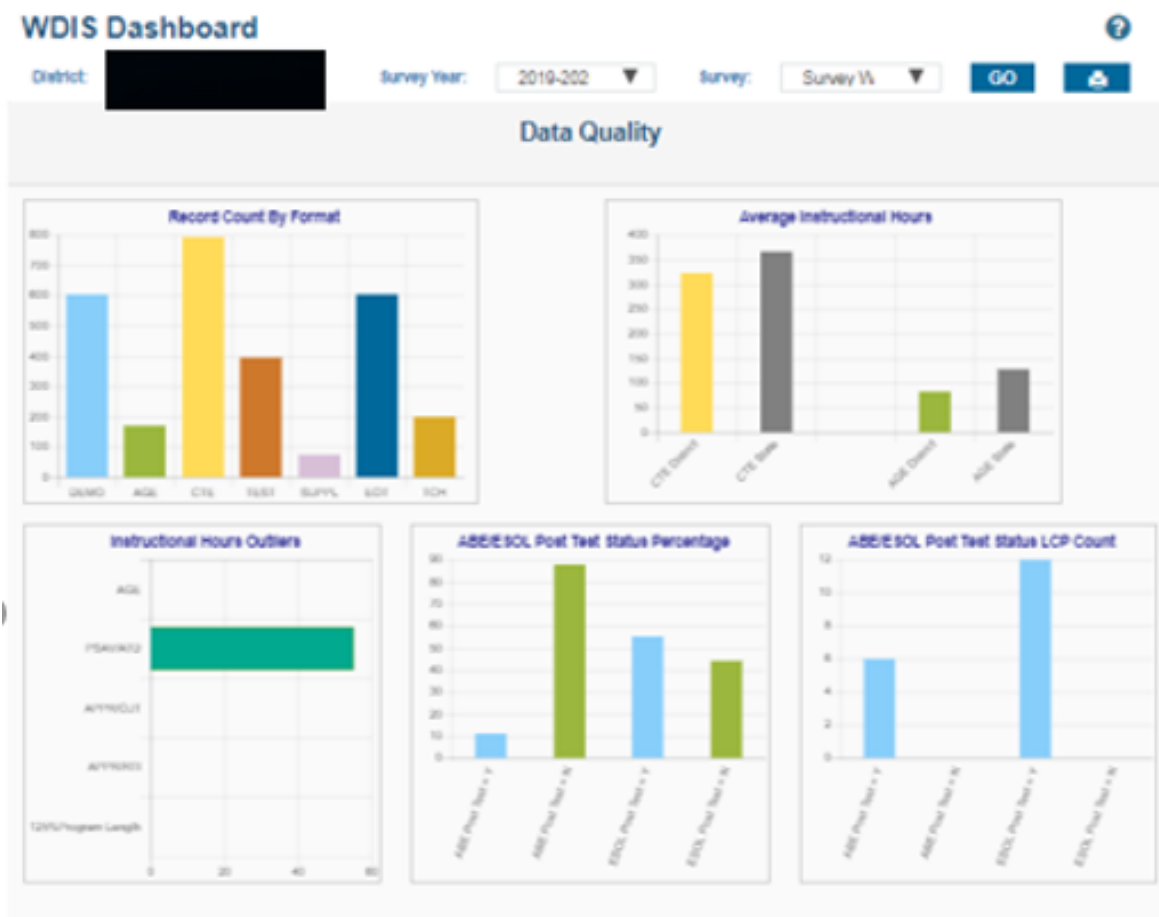
DQ2 – User Interface GateWay

- 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.



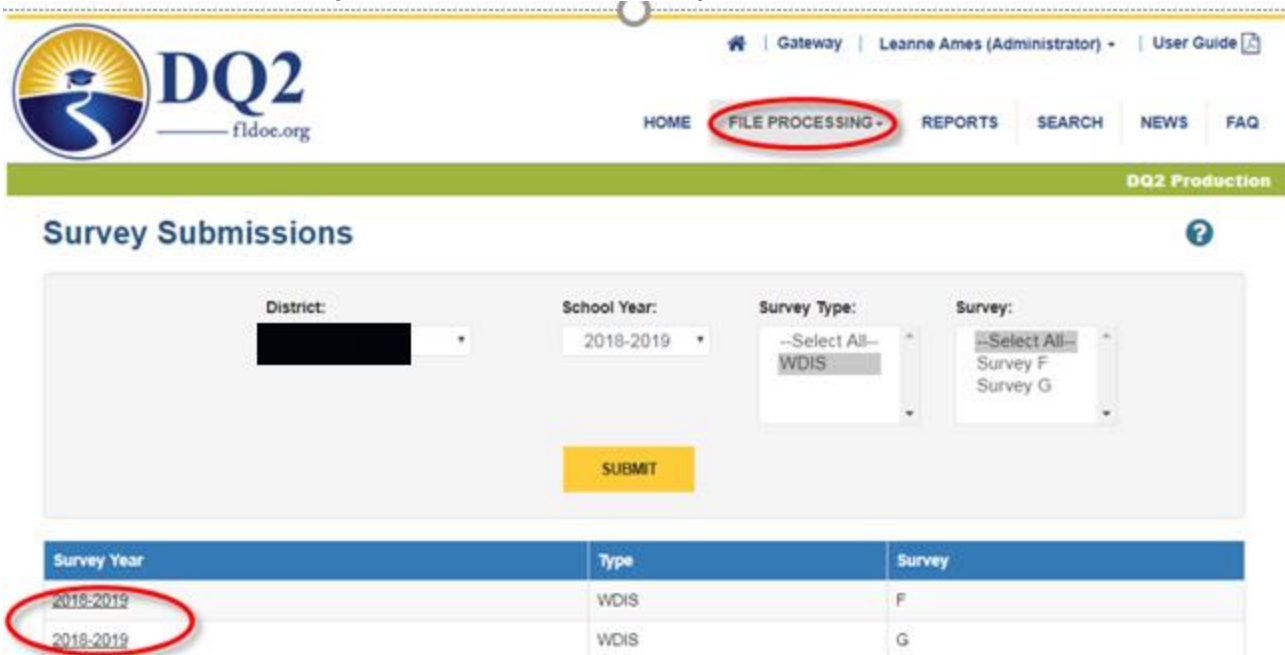
DQ2 – User Interface Dashboards

STUDENT, STAFF and WDIS each have unique, system-specific dashboards. The dashboards also look different depending on whether 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, either no files have been submitted or they were deleted by the district due to bad filename(s).



The screenshot shows the DQ2 File Processing interface. At the top, there is a navigation bar with the DQ2 logo and the text "FILE PROCESSING -" circled in red. Below the navigation bar, there is a search filter section with four dropdown menus: "District" (blacked out), "School Year" (2018-2019), "Survey Type" (WDIS), and "Survey" (Survey F). A yellow "SUBMIT" button is located below the filters. Below the filters, there is a table with three columns: "Survey Year", "Type", and "Survey". The first two rows of the table are circled in red.

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

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 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			38X	F	1819			TAB		07172018	N
2	20			35X	F	1819			TAB		06122018	M
3	20			.3X	F	1819			TAB		06132018	M
4	20			7X	F	1819			TAB		06132018	R
5	20			120	F	1819			TAB		06012018	N
6	20			118	F	1819			CAS		07122018	R
7	20			25X	F	1819			TAB		06062018	M
8	20			85X	F	1819			TAB		06062018	R
9	20			71X	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 Screen

- 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 number 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

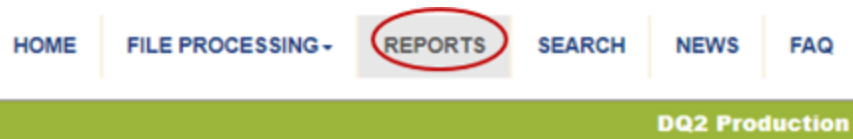
EditCode	ERROR_DESCRIPTION
20	The Transaction Code must be A, C, or D. For the original transmission, only A is valid. For subsequent batch/update submissions, if A is specified then the record must not already exist on the database; if C or D is specified then the record must exist on the database.

District Error Count ⓘ

EditCode	Count
20	1433

BACK TO UPLOADED FILES

DQ2 – Reports Accessed Through the Reports Menu



DQ2 Production

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="██████████"/>	<input type="text" value="2018-2019"/>	<input type="text" value="WDIS"/>	<input type="text" value="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 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

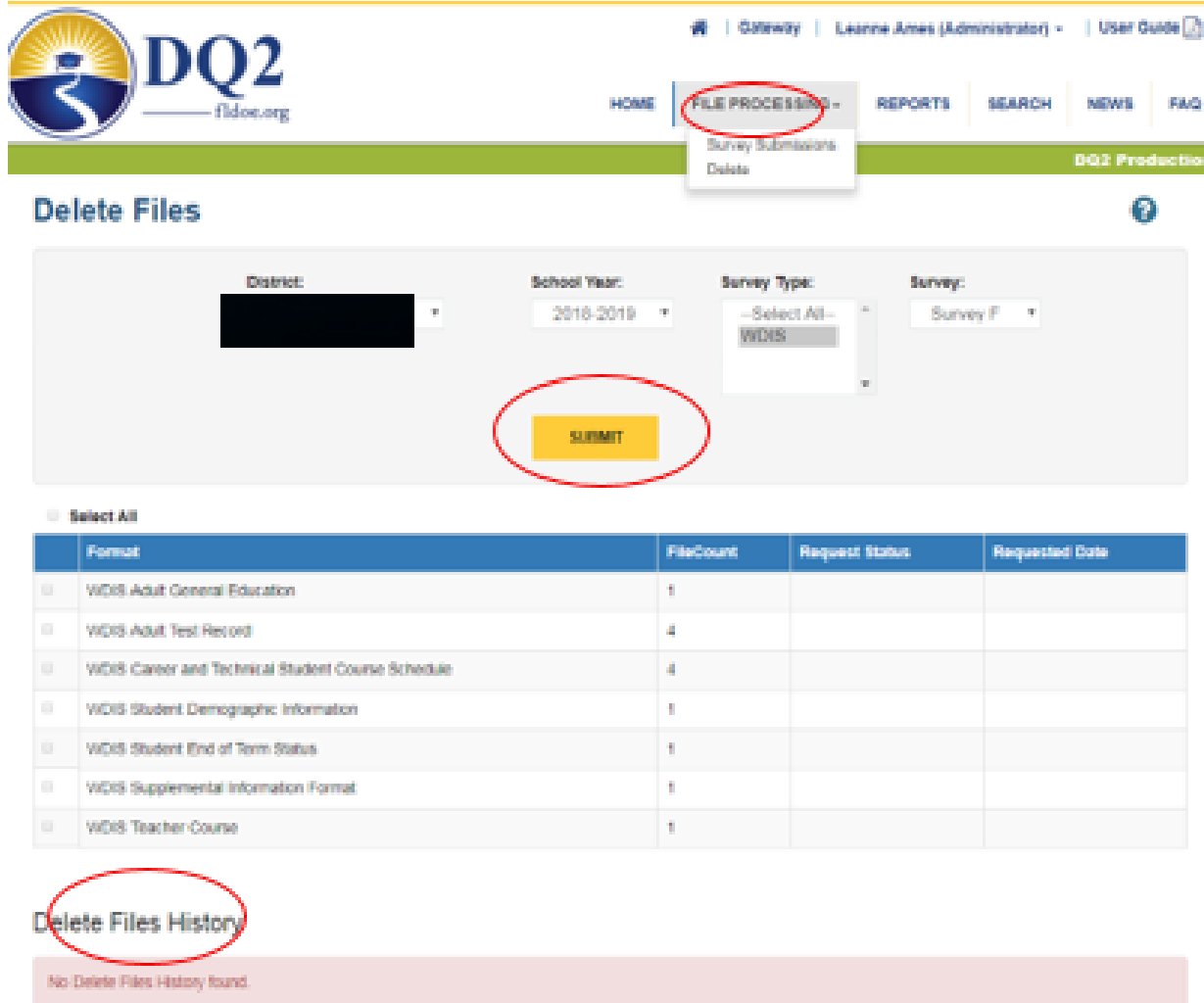
The D-File

- 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 of the format files the districts send to the FDOE.
- Just because the data in a D-File is clean does not 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 having ever existed. The username of the person 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 an 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 appears in the check box or the Request Button is not available, this means the user does not have the authority to delete formats.
- The district SSO Administrator provides user access to the Delete role.

DQ2 – Delete Requests Screen



The screenshot shows the DQ2 interface. At the top left is the DQ2 logo. The navigation bar includes links for HOME, FILE PROCESSING (circled in red), REPORTS, SEARCH, NEWS, and FAQ. A dropdown menu for FILE PROCESSING shows options for Survey Submissions and Delete. The user is identified as Leanne Ames (Administrator). The page title is "Delete Files".

Below the navigation bar, there are four dropdown menus for filtering: District (blacked out), School Year (2018-2019), Survey Type (WDIS, circled in red), and Survey (Survey F). A yellow SUBMIT button is also circled in red.

Below the filters, there is a table with the following data:

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

At the bottom, there is a section titled "Delete Files History" (circled in red) with a message: "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 a.m. and 4:30 a.m.
- Preflight reports are generated between 1:30 a.m. and 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=datetimestamp

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.MMddHHmmsfff
- DPSdd.GU.Fxxxxx.Yyyyys_ValidationReportOutputFile.txt.MMddHHmmsfff
- DPSdd.GQ.Fxxxxx.Yyyyys_ValidationReportOutputFile.txt.MMddHHmmsfff

NOTE: dd=district number, xxxxx=batch records F number, yyyy=year, s=survey, MMddHHmmsfff=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.tttttt
- DPSdd.GU.FxxxxxD.Yyyyys.txt.YYYYMMDD.tttttt
- DPSdd.GQ.FxxxxxD.Yyyyys.txt.YYYYMMDD.tttttt

NOTE: dd=district number, xxxxx=initial F number, yyyy=year, s=survey, YYYYMMDD=year month day, tttttt-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 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 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, e.g., 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.

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 do not have access to and cannot 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 below cannot be loaded into DQ2 due to errors in file name:

- Examples of invalid file names:

- Dps11.JU.F63417.Y2021W.txt
- DPS05.ju.F63417(1).Y2021W.xls
- DPS99.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
	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, especially at LOAD and CLOSE time.

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 report 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 stake holders on both the Management Information System (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?

Family Educational Rights and Privacy Act (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 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 – if both districts have authorization for sharing.
- Reports shared at conferences are masked by the FDOE for small cell sizes.

Questions about Accessing DQ2?

For questions regarding SSO/TIBCO[®], forward to SSO Team at IENHELP@fldoe.org.

For questions regarding Staff or Student Survey elements, edits or formats forward to EIS Team at ASKEIAS@fldoe.org.

For questions regarding WDIS Survey elements, edits or formats, forward to Kimberly Pippin at Kimberly.Pippin@fldoe.org.

For questions about file uploads or DQ2 Application forward to DQ2 Team at DQ2project@fldoe.org.

CONTACTS

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