



# Data Quality 2 (DQ2)

Florida **Association of Management Information Systems**  
**FAMIS Summer Conference June 2024**

Presented by: Dana Causey

# Agenda

- DQ2
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  - How to Obtain Access
  - Data Flow
- DQ2 Overview
  - Navigating DQ2 Screens
  - Privacy Policy
  - Contact Information



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# DQ2 Introduction

## What is DQ2?

The Data Quality 2 (DQ2) solution is a state reporting processing tool that allows school districts to submit survey data to the Florida Department of Education (FDOE) electronically via user-friendly technology in a web-based environment.

### **Survey Preflight System (Sand Box):**

Workforce Development Information Systems (WDIS), PK-12 Student Information Systems (STUDENT) and PK-12 Staff Information Systems (STAFF) utilize the DQ2 Preflight system to prepare quality data in advance of production survey file processing.

**Data residing in Preflight is NOT used by FDOE in official reporting.**

### **Survey Production System:**

WDIS and STAFF systems utilize DQ2 Production during the official survey windows.

STUDENT system utilizes the Northwest Regional Data Center (NWRDC) for reporting production data.

**Production data is used by FDOE for data quality and reporting.**

## DQ2 Components – TIBCO®

- TIBCO® is FDOE’s secure file transfer protocol (SFTP) server:  
<https://xfiles.fldoe.org>
- Files ready for submission are dropped into the district’s TIBCO® **DQ2\IN\WDIS** folder or **DQ2\IN\K12** folder, in either the Preflight or Production subfolder.
- DQ2 system continuously checks TIBCO® DQ2 IN folders.
- DQ2 system sends ‘Batch Records in Error’, ‘Validation, Exception’ reports and ‘D-Files’ back to the district’s TIBCO® **DQ2\OUT\WDIS** folder or **DQ2\OUT\K12** folder in Preflight or Production.
- Files in the TIBCO® OUT folders have a **14-day retention period.**

## DQ2 Components – User Interface (UI)

- The DQ2 System’s User Interface (UI) application is a web-based tool used by districts in order to view the history of file submissions and batch errors reports, and to request validation/exception reports, D-files and more.
- The DQ2 UI presents STAFF and WDIS users the choice to access the Preflight or the Production area via a Gateway screen (the first screen displayed when logging into DQ2).
- Users with only the STUDENT role will be routed to the Preflight home screen.



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## DQ2 – How to Obtain Access

## Accessing the DQ2 UI

- The DQ2 UI application is accessible via FDOE’s Single Sign-On (SSO) system, [www.fldoe.org/sso](http://www.fldoe.org/sso).
- For additional SSO support, go to <https://portal.fldoesso.org/PORTAL/Sign-On/Resources/Support.aspx>
- Enter the school district name in “Select your organization”.
- Contact your district’s SSO Administrator to obtain access to DQ2 and they will determine your user roles.

<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



## Accessing the DQ2 UI (continued)

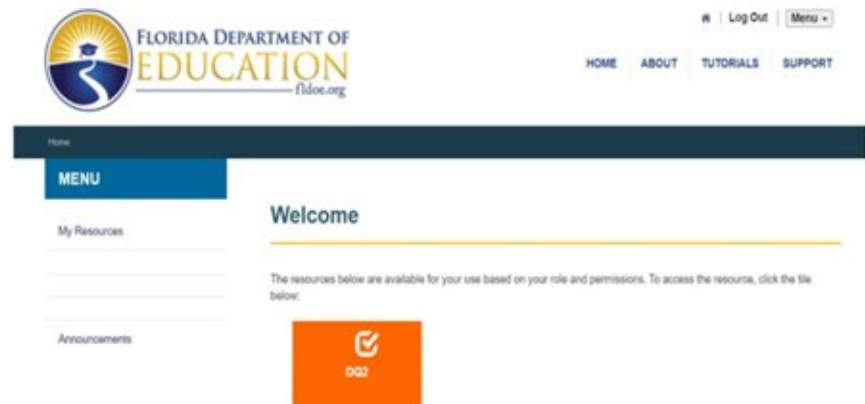
Once authorized by the district SSO Administrator, users can access the DQ2 UI by logging into the SSO portal at <https://portal.fldoesso.org>, selecting the **EDUCATORS** tile as shown below and then clicking the orange **DQ2** tile. Users can also access the UI directly at <https://dq2.fldoe.org/>.



**FDOE Single Sign-On**

The Single Sign-On (SSO) Portal provides users within Florida's educational community with a convenient way to log into multiple state resources with one account.

SELECT AN OPTION BELOW TO GET STARTED



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Log Out Menu

HOME ABOUT TUTORIALS SUPPORT

NAME

MENU

My Resources

Announcements

Welcome

The resources below are available for your use based on your role and permissions. To access the resource, click the tile below:

DQ2



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## DQ2 – Data Flow

## Data Flow – File Processing

- Districts send predefined format data files, found in the database manuals, to DQ2 Preflight or Production via the TIBCO® IN folder. Survey files are processed in the order they are received.
- DQ2 Preflight is generally available one month before the official Survey State Processing Window opens, and it remains open throughout the school year.
- DQ2 Production is open on the first day of the official Survey State Processing Window and closes at 11:59:59 pm (Eastern Time) on the Final Update/Amendment Date.
- When files are uploaded, all handbook edits for the formats submitted will be validated against the data for each record received.
  - All records that fail one or more reject edits will not be accepted into the database as an add, change or delete.
  - When applicable, districts must review the “Batch Records In Error” report, correct the records containing reject edit errors by fixing data in their local system and then send an updated file.

## DQ2 Flow – TIBCO® IN Folder

- When submitting fixed-width files to DQ2 via a TIBCO® IN folder, districts must follow the correct naming convention as shown below and the file must have a .txt extension or no extension at all.
- **WDIS:**
  - DPSdd.**JU**.Fxxxx.Yyyyys.txt (where dd = district number, Fxxxx = 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, Fxxxx = STAFF file ID number, yyyy = year and s = survey).
- **STUDENT:**
  - DPSdd.**GQ**.Fxxxx.Yyyyys.txt (where dd = district number, Fxxxx = STUDENT file ID number, yyyy = year and s = survey).
  - For STUDENT and STAFF, see the PK-12 Database Manuals/User Manual [Appendix D](#) for more information.

# Data Flow – Batch Records in Error Reports

- **Batch Records in Error Reports**
  - The Batch Records in Error reports are generated after files submitted to DQ2 are successfully processed. The results can be reviewed in the DQ2 UI and in the district's DQ2-OUT folder in TIBCO® the next morning.
  - Preflight and Production reports are generated overnight.
- **Example Batch Records in Error Report file names in DQ2-OUT folder:**
  - DPSdd.**GQ**.Fxxxxx.YyyyysYYYYmmddHHmmssfff.txt.YYYYmmdd.HHmmss
  - DPSdd.**GU**.Fxxxxx.YyyyysYYYYmmddHHmmssfff.txt.YYYYmmdd.HHmmss
  - DPSdd.**JU**.Fxxxxx.YyyyysYYYYmmddHHmmssfff.txt.YYYYmmdd.HHmmss

**NOTE:** dd = district number, **GQ** = **STUDENT**, **GU** = **STAFF**, **JU** = **WDIS**, Fxxxxx = batch file ID number, yyyy = year, s = survey, YYYYmmdd(.)HHmmss(fff) = date/timestamp.

## Data Flow – Validations/Exceptions

Once the district has corrected all reject edit errors,  
**the district requests validation and exception reports:**

- Requests will be put in a queue and be processed in the order they are received.
- The district retrieves and reviews reports. If necessary, the district corrects errors by fixing data in their 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.

# Data Flow – Validation and Exception Reports

- **Validation and Exception Reports**

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

- **Example Validation (or Exception) Reports file names in DQ2-OUT folder:**

- DPSdd.**JU**.Fxxxxx.Yyyyys\_ValidationReportOutputFile.txt.YYYYmmdd.HHmms
- DPSdd.**GU**.Fxxxxx.Yyyyys\_ValidationReportOutputFile.txt.YYYYmmdd.HHmms
- DPSdd.**GQ**.Fxxxxx.Yyyyys\_ValidationReportOutputFile.txt.YYYYmmdd.HHmms

NOTE: dd = district number, **GQ = STUDENT, GU = STAFF, JU = WDIS**, Fxxxxx = report ID number, yyyy = year, s = survey, YYYYmmdd.HHmms = date/timestamp.

## Data Flow – D-Files

Once the district has corrected the validation and exception errors, **the district can request D-Files:**

- D-Files are a dump of clean data that has been loaded into the database of the DQ2 system you are working in (Preflight or Production).
- Clean data means these records did not have any reject errors.
- D-Files are identical to the layout of the format files the district sent to FDOE.



## Data Flow – D-Files

- **D-File**
  - D-Files for STUDENT (Preflight) and STAFF (Preflight/Production) are generated the day after the district requests the file.
  - D-Files for WDIS (Preflight/Production) are generated the same day that the district requests the file.
  - The files will be found in the district's DQ2-OUT folder.
- **Example D-File Names:**
  - DPSdd.**JU**.FxxxxxD.Yyyyys.txt.YYYYmmdd.HHmms
  - DPSdd.**GU**.FxxxxxD.Yyyyys.txt.YYYYmmdd.HHmms
  - DPSdd.**GQ**.FxxxxxD.Yyyyys.txt.YYYYmmdd.HHmms

NOTE: dd = district number, **GQ = STUDENT, GU = STAFF, JU = WDIS**, Fxxxxx = file ID number, yyyy = year, s = survey YYYYmmdd.HHmms = date/timestamp



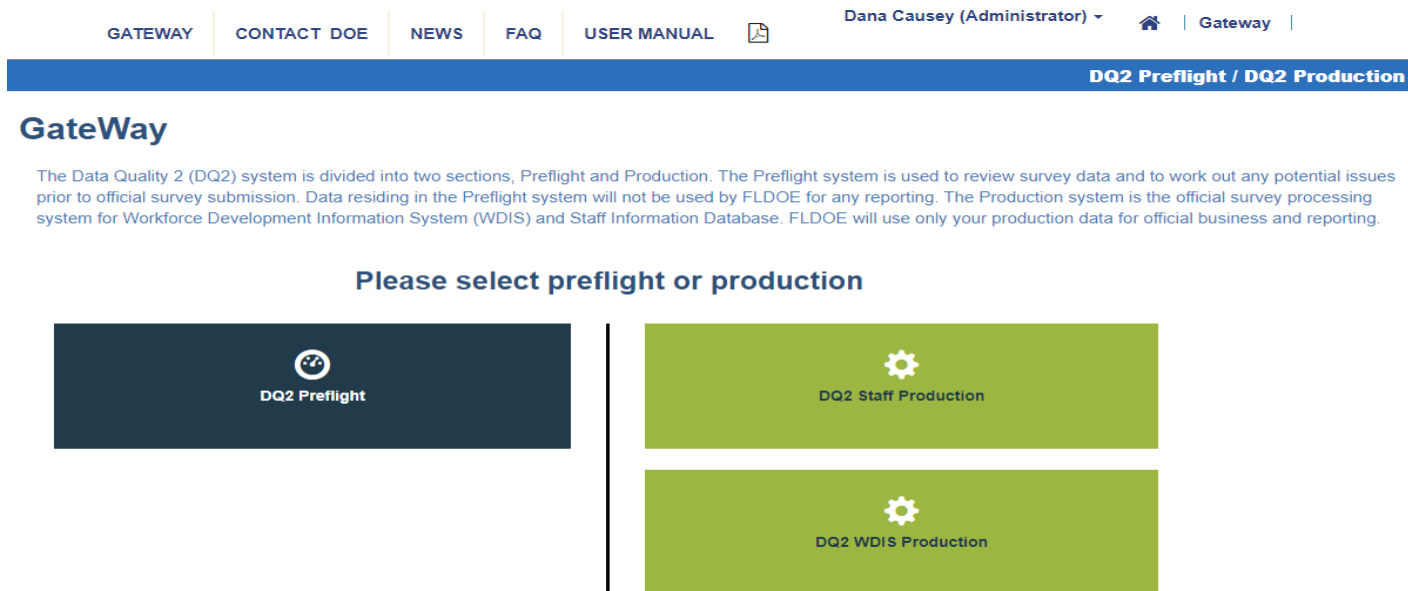
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## DQ2 – Navigating Screens



## DQ2 – UI Gateway

To view files submitted through TIBCO®:

- STUDENT, STAFF or WDIS files: click the blue **Preflight** tile in the UI to see the Preflight files submitted to DQ2.
- WDIS or STAFF files: choose the green **Production** tile in the UI to see the Production files submitted to DQ2.



The screenshot shows the DQ2 UI Gateway interface. At the top, there is a navigation bar with links for GATEWAY, CONTACT DOE, NEWS, FAQ, and USER MANUAL. The user is logged in as Dana Causey (Administrator). Below the navigation bar, there is a blue header with the text "DQ2 Preflight / DQ2 Production". The main content area is titled "GateWay" and contains a paragraph explaining the DQ2 system. Below the paragraph, there is a section titled "Please select preflight or production" with three large buttons: "DQ2 Preflight" (dark blue), "DQ2 Staff Production" (green), and "DQ2 WDIS Production" (green).

GATEWAY | CONTACT DOE | NEWS | FAQ | USER MANUAL  Dana Causey (Administrator)  | Gateway |

**DQ2 Preflight / DQ2 Production**

### 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 Preflight**

**DQ2 Staff Production**

**DQ2 WDIS Production**

## DQ2 – User Interface Dashboards

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.



## DQ2 – Survey Submission Files

- Survey Submission Files are accessed through the “File Processing” menu.
- Narrow down the search by specifying the survey criteria.
- If there are no files listed under the blue bar, either no files have been submitted or the submitted files were not processed due to bad filename(s).
- Select one of the Survey Year links to access more detailed information about the specific file formats processed for that year and survey.



HOME - FILE PROCESSING - REPORTS SEARCH - NEWS FAQ USER MANUAL Dana Causey (Administrator) Gateway

**DQ2 Production**

### Survey Submissions

District: School Year: 2022-2023 Survey Type: --Select All-- Staff WDIS Survey: --Select All-- Survey F Survey G Survey W

**SUBMIT**

Survey Year	Type	Survey
2022-2023	WDIS	F

# DQ2 – Batch Records in Error Report Screen


DQ2 Production

## WDIS Uploaded Files

Filter by Format

Year : 2022-2023

Survey: F

 DELETE

Format	Total Records	Records Clean	Records Rejected	Upload Date	Status	Reports
WDIS Adult Test Record (F71124)	8	8	0	01-18-2023 10:07:18 AM	Processed	
WDIS Adult Test Record (F71124)	8	0	8	01-18-2023 09:31:10 AM	Processed	
WDIS Career and Technical Student Course Schedule (F63442)	4	4	0	01-18-2023 09:31:10 AM	Processed	
WDIS Adult General Education Student Course (F63417)	25	25	0	01-18-2023 09:31:09 AM	Processed	

# DQ2 – Batch Records in Error Report Screen

- District users can review reject records and error codes by file format.
- The Duplicate Report allows users to view the duplicate records within the file and the outcome.

## Batch Records in Error ?

Prior School Status/Student Attendance

Selected School:  **DUPLICATE REPORT**

**BACK TO UPLOADED FILES**

## Batch Records in Error Details ?

Save to Excel

rownum	ErrorCode	DistrictEnrollment	SchoolEnrollment	Filler	Filler	NameLegal	Gender	Filler	BirthDa
1	11,15,16,25,26,38,40,4D		N998				M		
2	11,15,16,25,26,38,40,4D		N998				M		
3	11,15,16,25,26,38,40,4D		N998				M		
4	11,15,16,25,26,38,40,4D		N998				M		
5	06,11,15,16,25,26,38,40,4D		N998				P		
6	06,11,15,16,25,26,38,40,4D		N998				P		
7	11,15,16,25,26,38,40,4D		N998				M		
8	06,11,15,16,25,26,38,40,4D		N998				P		
9	06,11,15,16,25,26,38,40,4D		N998				P		
10	11,15,16,25,26,38,40,4D		N998				M		
11	06,11,15,16,25,26,38,40,4D		N998				P		

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

# DQ2 – Batch Records in Error Report Screen

- All error codes, associated descriptions and counts for each error can be viewed on this screen.

## Batch Records in Error Description

 Save  
To  
Excel

EditCode	ERROR_DESCRIPTION
06	Gender code must be M or F.
11	School Year must be correct for the submission specified by the district.
15	Prior School/Location: State/Territory or Commonwealth must be a valid code as listed in Appendix H or Appendix Q of the DOE Information Data Base Requirements Volume I -- Automated Student Information System Manual or ZZ.
16	Prior School/Location: Country must be a valid code as listed in Appendix G of the DOE Information Data Base Requirements Volume I -- Automated Student Information System Manual other than ZZ, unless the Term is Y, then Country should be Z-filled.
17	Withdrawal Code, PK-12 must be DNE, W01, W02, W3A, W3B, W3D, W3E, W04, W05, W06, W07, W08, W8A, W8B, W09, W10, W12, W13, W15, W18, W21, W22, W23, W24, W25, W26, W27, WEL, WFT, WFW, WRW, WWE, WWT, WWW, WGA, WGD, WHP, WXL, WXT, WXW, WD1, WPC or WPO. It may also be 777 only for survey periods 2 and 3.

## District Error Count

EditCode	Count
06	133847
11	276034
15	263687
16	275994
17	59
24	1
25	275990





BACK TO UPLOADED FILES



# DQ2 – Reports Accessed Through the Reports Menu

The Reports menu shows the reports available for the system being accessed such as D-Files, Validation/Exception, Edit Status, Survey Data and Error Code Reports.

## REPORTS

	Report Name	Description
	D - FILES	THIS IS A BATCH REPORT OF ALL CLEAN DATA BY FORMAT
	EDIT STATUS	THIS REPORT LISTS ALL ACTIVITIES PERFORMED BY THE DISTRICT
	K12 ERROR CODE REPORT	THIS REPORT LISTS K12 ERROR CODE AND DESCRIPTION
	VALIDATION / EXCEPTION	THIS REPORT LISTS ALL VALIDATIONS / EXCEPTIONS FOR THE SELECTED FORMAT

# DQ2 – Validation/Exception Reports Screen

## Validation / Exception Report ?

District: School Year: 2022-2023 Survey Type: Staff Survey: Survey 2

**SUBMIT**

	Format	Report Format	Report Number	Requested Date	Completed Date	Processed	Records Failed	Report	Status
<input type="checkbox"/>	Staff Additional Job Assignments	Validation Report	F71279						
<input type="checkbox"/>	Staff Additional Job Assignments	Exception Report	F71279						
<input type="checkbox"/>	Staff Benefits	Validation Report	F71276	2022-10-18 08:42:19	2022-10-18 08:42:41	11755	0	☰	Ready
<input type="checkbox"/>	Staff Demographic Information	Validation Report	F71277	2022-12-09 14:27:48	2022-12-09 14:28:01	3164	0	☰	Ready
<input type="checkbox"/>	Staff Demographic Information	Exception Report	F71277	2022-12-09 14:27:48	2022-12-09 14:28:20	3164	152	☰	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.

District Name: \_\_\_\_\_ Year: 2018-2019 Survey Type: WDIS Survey: Survey F

**GENERATE REPORT**

< 1 of 2 ? > | Refresh | 100% | Save | Print | Find | Next

### Survey Data Report -1819

3/13/2024 10:31:02 AM

DISTRICT	Survey F						
	DEMO	AGE	TEST	CTESC	SUPPL	TEACH	EOT
	540	90	146	530	159	105	540

## DQ2 – Production Search Screen

- The WDIS or STAFF Search Screen allows users to search for a person and view their clean records for all formats. Click on the **SEARCH** tab on the navigation bar at the top of the screen. To search for a person’s information, populate the required fields then click the **SUBMIT** button.
- A grid will be populated containing search results. Click on the **desired person’s name** to be routed to the Demographic tab. Note: there must be a clean Demographic Record loaded to the database to view any data.

### Staff Search Screen ?

Last Name: <input type="text"/>	First Name: <input type="text"/>
SSN: <input type="text"/>	Staff ID,Local:* <input type="text"/>
Fiscal Year:* 2022-2023 <input type="button" value="v"/>	Survey:* Survey 3 <input type="button" value="v"/>
District No.* <input type="text"/>	School No: <input type="text"/>

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

District Number	School Number	Name	Social Security Number	Survey Period Code	Fiscal Year	Florida Education Identifier	Staff Number Identifier Local
	0351	Doe, Jane	XXX-	3	2223	FL000000000000	

## DQ2 – Production Search Screen

- From the Demographic Information screen users have the option of viewing clean data for the other formats by clicking on the **format name** link.

### Staff Demographic Information

Staff Format	District: Year: 2223 Survey: 3 School:		
<a href="#">Demographic Information</a>	First Name: .	Last Name:	Staff Number Identifier:
<a href="#">Additional Compensation</a>			
<a href="#">Additional Job Assignments</a>			
<a href="#">Benefits</a>			
<a href="#">Experience</a>			
<a href="#">Payroll Information</a>			
	Staff Information		
	Social Security Number: XXX-	Florida Education Identifier: FL000000000000	
	First Name: J	Middle Name:	Last Name: E
	Ethnicity: N	Race: B Gender: M	Birth Date:
	Staff Mailing Address:		
	City:	State:	Zip:

# 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

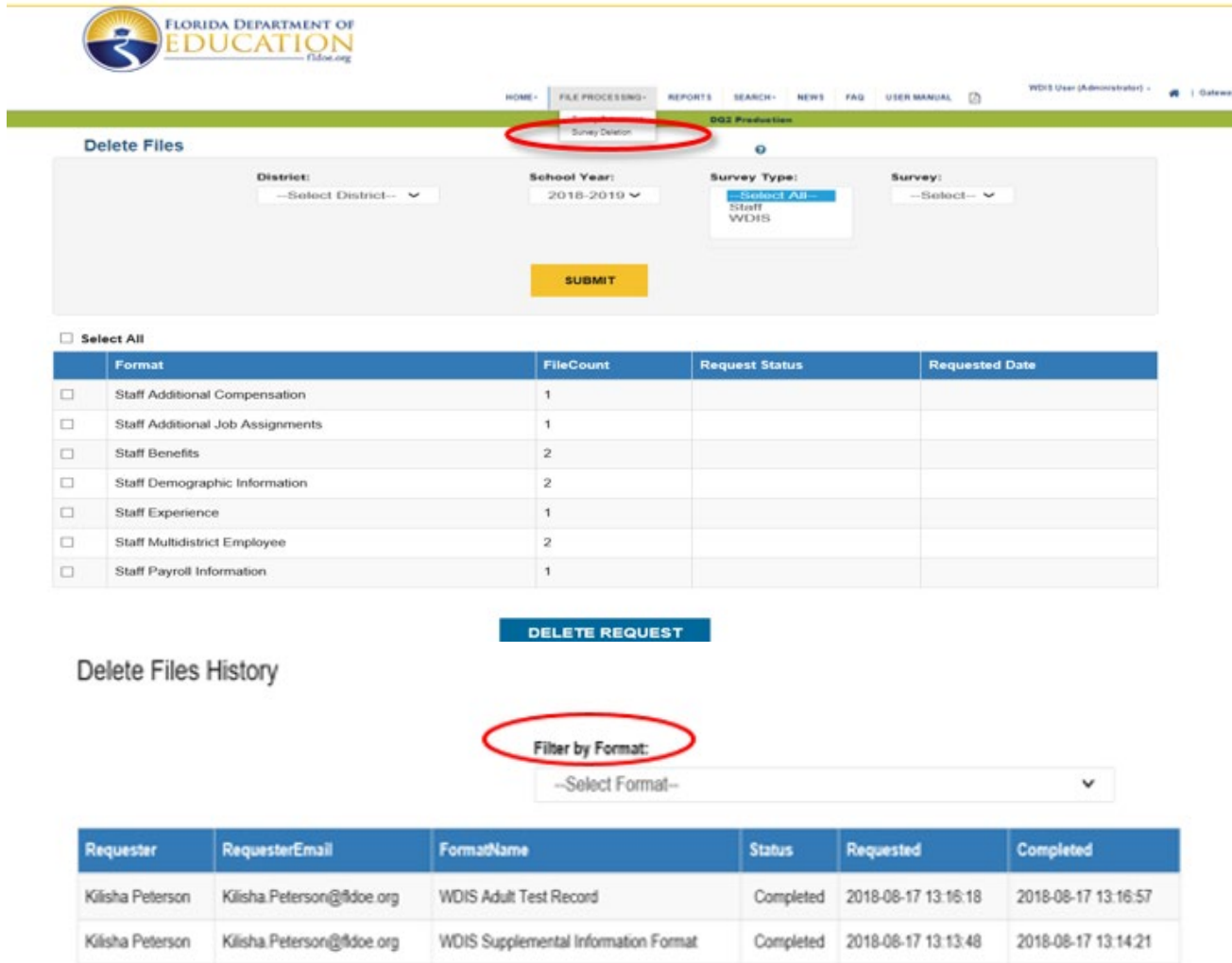
Report Format	Request Status	Requested Date	Completed Date
<input type="checkbox"/> WDIS Adult General Education	<span style="background-color: green; color: white; padding: 2px;">Ready</span>	2018-10-16 10:10:13	2018-10-16 10:10:41
<input type="checkbox"/> WDIS Adult Test Record	<span style="background-color: green; color: white; padding: 2px;">Ready</span>	2018-10-16 10:10:19	2018-10-16 10:10:48
<input type="checkbox"/> WDIS Career and Technical Student Course Schedule	<span style="background-color: green; color: white; padding: 2px;">Ready</span>	2018-10-16 10:10:24	2018-10-16 10:10:56
<input type="checkbox"/> WDIS Student Demographic Information	<span style="background-color: green; color: white; padding: 2px;">Ready</span>	2018-10-16 10:10:27	2018-10-16 10:11:04
<input type="checkbox"/> WDIS Student End of Term Status	<span style="background-color: green; color: white; padding: 2px;">Ready</span>	2018-10-16 10:10:33	2018-10-16 10:12:00
<input type="checkbox"/> WDIS Supplemental Information Format	<span style="background-color: green; color: white; padding: 2px;">Ready</span>	2018-10-16 10:10:37	2018-10-16 10:12:07
<input type="checkbox"/> WDIS Teacher Course	<span style="background-color: green; color: white; padding: 2px;">Ready</span>	2018-10-16 10:10:40	2018-10-16 10:12:15

**REQUEST**

## 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 option to delete a file format can be found under the File Processing menu item. Click on **Survey Deletion**, then select criteria and click **SUBMIT**.
- A historical list of delete requests for the selected year and survey for all formats sorted by Requested Date is displayed at the bottom of the screen.
- 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.
- To delete or correct a few records or a whole file that passed the edit process, a file with the Transaction code “D” or “C” can be submitted to DQ2.

# DQ2 – Delete Requests Screen



The screenshot shows the 'Delete Files' interface in the Florida Department of Education's system. At the top, there is a navigation bar with links for HOME, FILE PROCESSING, REPORTS, SEARCH, NEWS, FAQ, and USER MANUAL. The 'FILE PROCESSING' menu is expanded, and 'Survey Deletion' is highlighted with a red circle. Below the navigation bar, the 'Delete Files' section contains several dropdown menus for 'District', 'School Year' (set to 2018-2019), 'Survey Type' (with a dropdown menu open showing options like 'Select All', 'Staff', and 'WDIS'), and 'Survey'. A yellow 'SUBMIT' button is located below these filters.

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

Format	FileCount	Request Status	Requested Date
<input type="checkbox"/> Staff Additional Compensation	1		
<input type="checkbox"/> Staff Additional Job Assignments	1		
<input type="checkbox"/> Staff Benefits	2		
<input type="checkbox"/> Staff Demographic Information	2		
<input type="checkbox"/> Staff Experience	1		
<input type="checkbox"/> Staff Multidistrict Employee	2		
<input type="checkbox"/> Staff Payroll Information	1		

A 'DELETED REQUEST' button is located below the table. Underneath, the 'Delete Files History' section features a 'Filter by Format:' dropdown menu, which is also circled in red, with a '-Select Format-' option. Below this is a table showing the history of delete requests:

Requester	RequesterEmail	FormatName	Status	Requested	Completed
Kilisha Peterson	Kilisha.Peterson@fldoe.org	WDIS Adult Test Record	Completed	2018-08-17 13:16:18	2018-08-17 13:16:57
Kilisha Peterson	Kilisha.Peterson@fldoe.org	WDIS Supplemental Information Format	Completed	2018-08-17 13:13:48	2018-08-17 13:14:21



# DQ2 News

- The DQ2 News screen informs users which Surveys are available in DQ2 Preflight and Production.



[GATEWAY](#)

[CONTACT DOE](#)

**[NEWS](#)**

[FAQ](#)

[USER MANUAL](#)



WDIS User (Administrator) ▾



[Gateway](#)

**DQ2 Preflight / DQ2 Production**

## DQ2 News

Welcome to the DQ2 News. The Florida Department of Education's electronic resource to provide data quality (DQ) information to the school districts on when surveys are available for pre-flight and production, what's new and what will be available in the near future.

### Survey Calendar

The department conducts surveys of school district's student and staff information at scheduled survey times during the reporting year. A survey submission is a set of files supporting specific formats, submitted by the district, within a particular survey, of a specific database (student or staff), for a given year.

#### WDIS Available Surveys

**Preflight - 22/23**

Survey F  
Survey G  
Survey W  
Survey X  
Survey S

**WDIS Production - 22/23**

#### K-12 Available Surveys

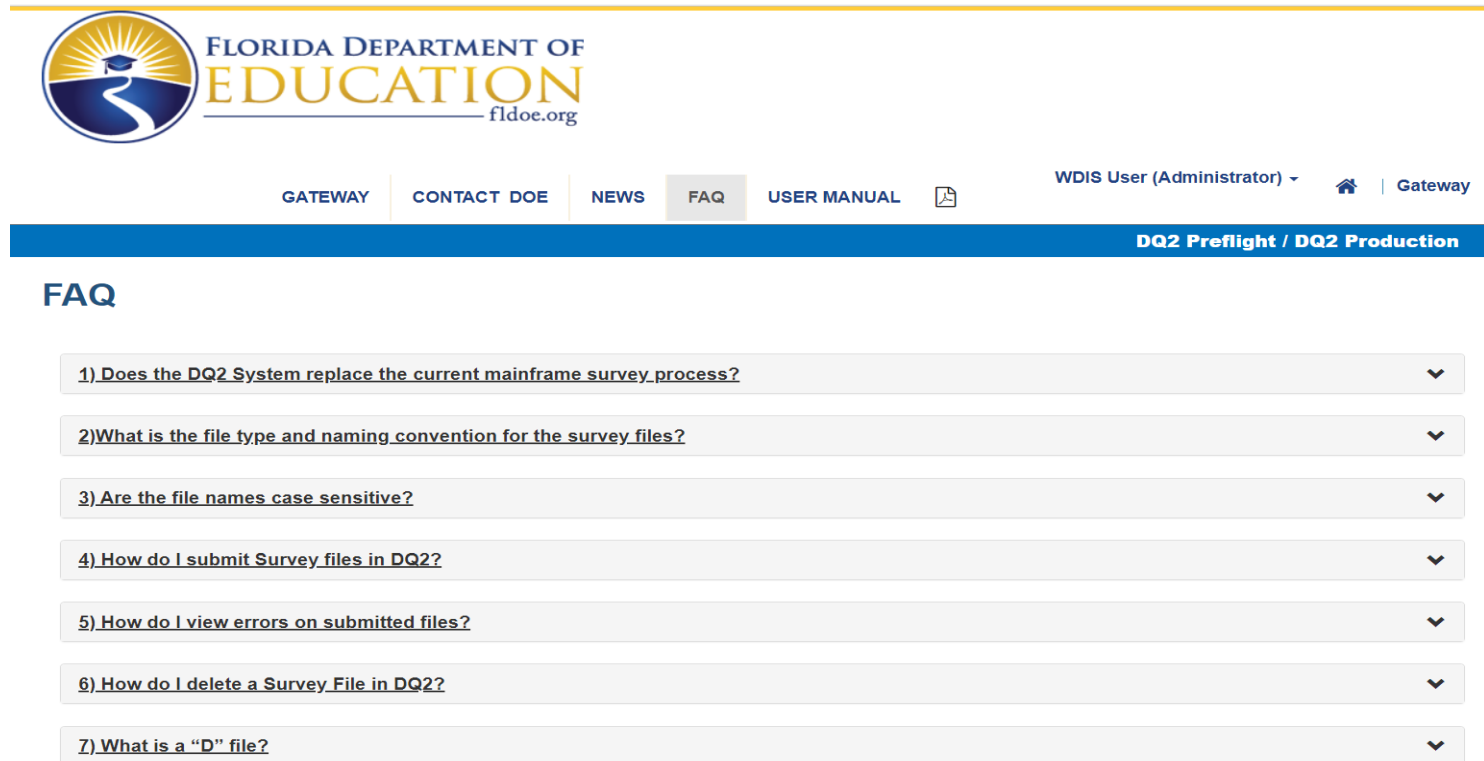
**Preflight - 22/23**

Survey 1  
Survey 2  
Survey 3  
Survey 6  
Survey 8

**Staff Production - 22/23**

# DQ2 – Frequently Asked Questions (FAQ)

- The FAQ tab allows users access to commonly asked questions.



The screenshot shows the Florida Department of Education website interface. At the top left is the logo and text: "FLORIDA DEPARTMENT OF EDUCATION fldoe.org". Below this is a navigation menu with links: "GATEWAY", "CONTACT DOE", "NEWS", "FAQ" (highlighted), and "USER MANUAL" with a document icon. On the right side of the navigation menu, it says "WDIS User (Administrator)" with a dropdown arrow, a home icon, and "Gateway". A blue banner below the navigation menu reads "DQ2 Preflight / DQ2 Production". Below the banner, the heading "FAQ" is displayed. A list of seven FAQ items is shown, each in a light gray box with a dropdown arrow on the right:

- 1) [Does the DQ2 System replace the current mainframe survey process?](#)
- 2) [What is the file type and naming convention for the survey files?](#)
- 3) [Are the file names case sensitive?](#)
- 4) [How do I submit Survey files in DQ2?](#)
- 5) [How do I view errors on submitted files?](#)
- 6) [How do I delete a Survey File in DQ2?](#)
- 7) [What is a "D" file?](#)



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## DQ2 – Privacy Policy

# Family Educational Rights and Privacy Act (FERPA) – Protecting Sensitive Data

According to s501.171, Florida Statutes, “username or email address with password and/or security question/answer” is considered personally identifiable information (PII), even if it is not paired with an individual’s first name (or first initial) and last name.

## Examples of 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**
- **Date of Birth**
- **Credit card number**
- **Medical history record**
- **Debit card number**
- **Driver’s license number**
- **Identification card number**
- **Passport number**
- **Military identification**
- **Health insurance policy number and other identifier**
- **Security code**

**Do not email screenshots containing PII data**



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## Contact Information

## Questions about DQ2

For questions regarding SSO/TIBCO® contact SSO Team at [IENHELP@fldoe.org](mailto:IENHELP@fldoe.org).

For questions regarding STAFF or STUDENT Survey elements, edits or formats contact the EIS team at [ASKEIAS@fldoe.org](mailto:ASKEIAS@fldoe.org).

For questions regarding WDIS Survey elements, edits or formats contact the WEDS team at [WEDSTeam@fldoe.org](mailto:WEDSTeam@fldoe.org).

For questions about file uploads or DQ2 Application contact the DQ2 team at [DQ2project@fldoe.org](mailto:DQ2project@fldoe.org).