Florida College System Data Submission Procedures

Reporting Year 2016-2017

Version 1.03



PREVIOUS EDITIONS ARE OBSOLETE

SUMMARY OF CHANGE

- Deleted reference to TIBCO web interface functionality and specified secure FTP as sole file transfer method for server processing.
- Added reference to handling of data files with invalid file names.
- Added TEST file submission availability to allow submission of TEST files to the server outside of term processing windows.
- Changed mainframe processing specifications to specify mainframe edit and verification report job scheduling.
- Changed windows server environment edit and verification reports processing job schedule.

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Section I: DATA SUBMISSION PROCEDURE

Introduction

The Need for the Data Submission Procedure

In 1991, the Auditor General criticized the Division of Community Colleges, Bureau of Research and Information Systems, for its failure to implement and enforce a procedure that results in a more timely receipt of data that the colleges are required to submit to our agency. This data submission procedure has been developed to formalize the data reporting process.

Data Submission Process Elements

There are three elements to the process by which colleges submit data to the Community College and Technical Center Management Information Systems (CCTCMIS):

- a) A period of time during which CCTCMIS is prepared to receive data for a particular submission.
- b) A process by which colleges submit and verify their data through verification/exception reports. If data is unreasonable, colleges can resubmit and clean-up all errors found during verification.
- c) A cutoff date.

Notification of Data Submission Periods

Prior to the beginning of the reporting year, the colleges receive an annual submission schedule indicating the start dates and cutoff dates for all CCTCMIS data submission periods.

In addition, the colleges are notified in writing approximately one month before the due date for each data submission coordinated by CCTCMIS. CCTCMIS uses each institution's **Reports Coordinator** as the primary contact person liaison activities concerning the data submission.

When CCTCMIS finds it necessary to change any established, recurring submission period(s), they will be reviewed by the Management Information Systems Advisory Task Force (MISATFOR), if time permits.

Submission Periods

After consultation with MISATFOR, CCTCMIS establishes a period of time during which CCTCMIS is prepared to receive data for a particular submission. During this time, CCTCMIS will have operational systems in place to support the needs of the colleges as they proceed through the submittal process.

CCTCMIS establishes the mechanisms by which colleges submit data for a particular submission. The mechanisms include:

- a. Instructions for using the FIRN network for data transmission,
- b. Record formats that specify the order of data in the data submission package,
- c. Programs for the colleges to run to initiate any trigger files required to process college data,
- d. Programs that generate reports (if applicable) for the colleges to use in correcting data that failed one or more critical edit criteria, and
- e. Programs that generate appropriate verification reports (if applicable) when the data pass all critical edit criteria to help colleges analyze the accuracy of their data. The mechanisms also include hard copy submission of data where appropriate.

Procedures During Data Submission Period

Colleges should begin sending their data for processing when the submission window opens. For each term submission, 2E/3B, and 3E, there is an optional opening date two weeks prior to the 'official' opening date, and colleges may take advantage of this extra time to submit data. One day after the 'load' due date, if error-free data has not been received, CCTCMIS will notify the college's Reports Coordinator in writing with a copy sent to the College President. One week after the Reports Coordinator has been sent notification of late submission, if error-free data has not been received, the College's President will be notified by letter with a copy sent to the Reports Coordinator.

When the college's data has no errors and is loaded into the database, the college should retrieve all exception and verification reports generated. The college should analyze the reports to verify the accuracy of their data. If the college finds errors in the submitted data, the college may re-submit the data or modify the data through the batch update process during the remainder of the data submission period. CCTCMIS staff may run additional, ad hoc data quality checks and notify colleges as necessary if a potential issue is detected.

Edit Procedures During Data Submission Periods

Mainframe Environment

When the Submission Period begins, the edit process will run several times during business hours.

Seven business days before the **load** due date, edit process runs will be scheduled hourly from 8 a.m. to 7 p.m.

Seven business days before the end of the submission period, edit process runs will be scheduled hourly from 8 a.m. to 7 p.m.

IMPORTANT: Due to cost considerations, verification reports jobs will only be run after 9 p.m. Effective time management is paramount. If a set of verification reports is needed sooner, use of the Windows server environment is highly encouraged.

Windows Server Environment

Throughout the submission period, edit and verification report processing will be run according to the following schedule:

6 a.m. to 10 a.m.	Edit processing
10 a.m. to 10:30 a.m.	Verification Report processing and delivery
10:30 a.m. to 2 p.m.	Edit processing
2 p.m. to 2:30 p.m.	Verification Report processing and delivery
2:30 p.m. to 6 p.m.	Edit processing
6 p.m. to 6:30 p.m.	Verification Report processing and delivery
6:30 p.m. to 10 p.m.	Edit processing
10 p.m. to 10:30 p.m.	Verification Report processing and delivery

Files will be accepted for processing at any time. If multiple terms are submitted for processing, the files will automatically process in term order. Please note that authorization for submitting prior term data is still required, or the prior term data will not be processed.

Additionally, with the nature of automated processing, requests for additional, special, or "on-demand" verification reports runs will not be accepted.

Data Submission Period End Date

No data submissions to the mainframe will be accepted outside the data submission windows. However, colleges may submit .TEST files to the server at any time in order to test data, system changes, or prepare data for an upcoming data submission window, etc.

Re-submissions of prior end-of-term data may be made during an open submission period in the same reporting year. The college must submit a request from the President or his/her designee by e-mail to the data processing manager stating the database, term, and the reason for the re-submission.

No changes or re-submissions will be made after the close of the annual reporting year. However, changes may be made at the direction of the Auditor General as the result of an audit finding.

Data Submission Best Practices

In order to maximize the effectiveness of the available data processing tools, the following practices are strongly recommend:

- 1. Colleges use the server .TEST functionality at their convenience ahead of submission windows to test their ERP data extracts.
- 2. When the submission window opens, colleges submit .PROD or .TEST files to the server until zero fatal errors are reported, the data is loaded into the database, and verification reports are generated.
- 3. When the server generated verification reports are downloaded, checked, and verified accurate, colleges submit the EXACT same data to the mainframe that loaded on the server. The file is processed, loads into the database (there should not be any errors!), and verification reports are generated.
- 4. Colleges compare the server generated verification reports to the mainframe generated verification reports and report ALL discrepancies to the Data Processing Manager for investigation and resolution.

Sample Data Submission Calendars

The following shows samples of the reporting year submission calendars. Database specific calendars are published annually in each database's data dictionary.

SAMPLE STUDENT, FACILITIES, PERSONNEL, AND ADMISSIONS FALL END-OF-TERM (2E) SUBMISSION AND STUDENT WINTER/SPRING BEGINNING-OF-TERM (3B) SUBMISSION CALENDAR			
December 27, 2016	Optional Submission Period Start Date – CCTCMIS Discretion. Colleges may begin submitting Fall End-of-Term and Winter/Spring Beginning-of-Term data if CCTCMIS has provided notification to that effect.		
January 3, 2017	Official Submission Period Start Date. Colleges may begin submitting Fall End- of-Term and Winter/Spring Beginning-of-Term data.		
January 30, 2017	Due Date – colleges must load data by this date. This data is used for input to the FTE-2 estimates process.		
January 31, 2017	If data has not been loaded, CCTCMIS contacts College Reports Coordinator by letter with a copy to the College President.		
March 6, 2017	End of Submission Period. Fall End-of-Term and Winter/Spring Beginning-of- Term data must be loaded by this date. Database is closed out for the term.		
March 7, 2017	Certification Forms are due to CCTCMIS no later than this date.		
	If data has not been loaded, the Division of Accountability, Research, and Measurement (ARM) contacts the College President by letter with a copy to the College Reports Coordinator.		
March 8, 2017	If Certification Forms have not been received, the Division of Accountability, Research, and Measurement (ARM) contacts the College President by letter with a copy to the College Reports Coordinator.		

SAMPLE STUDENT, FACILITIES, PERSONNEL, AND ADMISSIONS WINTER/SPRING END-OF-TERM (3E) SUBMISSION CALENDAR

April 3, 2017	Data submission period optional open.
April 17, 2017	Data submission period open.
May 8, 2017	Load date. Data must be loaded into all databases no later than 5 p.m. Eastern time.
May 9, 2017	If data has not been loaded, the college's reports coordinator is notified by letter with a copy furnished to the college's president.
June 12, 2017	Submission period end. Term data must be loaded no later than 5 p.m. Eastern time.
June 13, 2017	Term close. Certification form is due no later than 5 p.m. Eastern time.
	If data has not been loaded, the college's president is by letter with a copy furnished to the reports coordinator.
June 14, 2017	If certification forms has not been received, the college's president is notified by letter with a copy furnished to the reports coordinator.
June 15, 2017	Start of term data verification Period. If errors are found, or term data requires update, data resubmission will be allowed by written request from reports coordinator.
June 23, 2017	Due date for colleges that have resubmitted data – colleges must load data and submit certification form (as applicable) no later than 5 p.m. Eastern time.
	If data has not been loaded and certification form not received, the college's president will be notified letter with a copy furnished to the reports coordinator.
June 26, 2017 – July 3, 2017	Annual data verification period. If errors are found, data resubmission will be allowed only by written request signed by the college president.
July 5, 2017	Annual close. No data resubmission or supplemental files will be accepted. College must resubmit certification form if changes were made during the verification period.

SAMPLE ANNUAL FIN	ANCIAL AID AND INDUSTRY CERTIFICATION (4E) SUBMISSION CALENDAR
September 25, 2017	Submission Period Start Date – colleges begin submitting annual financial aid and program industry certification data.
October 9, 2017	Due Date – data must be successfully loaded into database no later than 5 p.m. Eastern time.
October 10, 2017	If data has not been loaded, college's reports coordinator is notified by letter with a copy to the college president.
October 23, 2017	End of Submission Period. Annual Financial Aid data and Program Industry Certification must be loaded by this date. Database is closed out for the year.
October 24, 2017	Certification form is due no later than 5 p.m. Eastern time. If data has not been loaded, the college's president is notified by letter with a copy furnished to the reports coordinator.
October 25, 2017	If certification form has not been received, the college's president will be notified by letter with a copy furnished to the reports coordinator.
October 26, 2017 - November 6, 2017	Data verification period. If errors are found, data resubmission will be allowed only by written request signed by the college president.
November 7, 2017	Annual Close. No resubmission of data or a supplemental file will be accepted. Resubmit Certification Form if changes were made in verification period.

SAMPLE ANNUAL SALARY AND ANNUAL FRINGE BENEFITS (4E) SUBMISSION CALENDAR			
July 10, 2017	Submission Period Start Date – colleges begin submitting annual salary and fringe benefits data.		
August 7, 2017	Due Date – Colleges must load data by this date.		
August 8, 2017	If data has not been loaded, CCTCMIS contacts college's reports coordinator by letter with a copy to the college president.		
August 14, 2017	End of Submission Period. Annual Salary and Fringe Benefits data must be loaded by this date. Database is closed out for the term.		
August 15, 2017	Certification Form is due to CCTCMIS no later than this date.		
	If data has not been loaded, the Division of Accountability, Research, and Measurement (ARM) contacts the College President by letter with a copy to the College Reports Coordinator.		
August 16, 2017	If Certification Form has not been received, the Division of Accountability, Research, and Measurement (ARM) contacts the College President by letter with a copy to the College Reports Coordinator.		
August 17, 2017 - August 28, 2017	Data verification period. If errors are found, data resubmission will be allowed only by written request signed by the college president.		
August 29, 2017	Annual Close. No data resubmission or supplemental files will be accepted.		
	· · · · · ·		
SAMPLE ANNUAL PER	RSONNEL REPORTS (4E) SUBMISSION CALENDAR		
SAMPLE ANNUAL PER October 3, 2016	RSONNEL REPORTS (4E) SUBMISSION CALENDAR Submission Period Start Date – colleges begin submitting data.		
SAMPLE ANNUAL PER October 3, 2016 October 17, 2016	RSONNEL REPORTS (4E) SUBMISSION CALENDAR Submission Period Start Date – colleges begin submitting data. Due Date – colleges must load by this date.		
SAMPLE ANNUAL PER October 3, 2016 October 17, 2016 October 18, 2016	RSONNEL REPORTS (4E) SUBMISSION CALENDAR Submission Period Start Date – colleges begin submitting data. Due Date – colleges must load by this date. If data has not been loaded, CCTCMIS contacts College Reports Coordinator by letter with a copy to the College President.		
SAMPLE ANNUAL PER October 3, 2016 October 17, 2016 October 18, 2016 October 31, 2016	RSONNEL REPORTS (4E) SUBMISSION CALENDAR Submission Period Start Date – colleges begin submitting data. Due Date – colleges must load by this date. If data has not been loaded, CCTCMIS contacts College Reports Coordinator by letter with a copy to the College President. End of Submission Period. Annual Personnel Reports data must be loaded by this date. Database is closed out for the year.		
SAMPLE ANNUAL PER October 3, 2016 October 17, 2016 October 18, 2016 October 31, 2016 November 1, 2016	RSONNEL REPORTS (4E) SUBMISSION CALENDAR Submission Period Start Date – colleges begin submitting data. Due Date – colleges must load by this date. If data has not been loaded, CCTCMIS contacts College Reports Coordinator by letter with a copy to the College President. End of Submission Period. Annual Personnel Reports data must be loaded by this date. Database is closed out for the year. Certification Form is due to CCTCMIS no later than this date.		
SAMPLE ANNUAL PER October 3, 2016 October 17, 2016 October 18, 2016 October 31, 2016 November 1, 2016	RSONNEL REPORTS (4E) SUBMISSION CALENDARSubmission Period Start Date – colleges begin submitting data.Due Date – colleges must load by this date.If data has not been loaded, CCTCMIS contacts College Reports Coordinator by letter with a copy to the College President.End of Submission Period. Annual Personnel Reports data must be loaded by this date. Database is closed out for the year.Certification Form is due to CCTCMIS no later than this date.If data has not been loaded, the Division of Accountability, Research, and Measurement (ARM) contacts the College President by letter with a copy to the College Reports Coordinator.		
SAMPLE ANNUAL PER October 3, 2016 October 17, 2016 October 18, 2016 October 31, 2016 November 1, 2016 November 2, 2016	RSONNEL REPORTS (4E) SUBMISSION CALENDARSubmission Period Start Date – colleges begin submitting data.Due Date – colleges must load by this date.If data has not been loaded, CCTCMIS contacts College Reports Coordinator by letter with a copy to the College President.End of Submission Period. Annual Personnel Reports data must be loaded by this date. Database is closed out for the year.Certification Form is due to CCTCMIS no later than this date.If data has not been loaded, the Division of Accountability, Research, and Measurement (ARM) contacts the College President by letter with a copy to the College Reports Coordinator.If Certification Form has not been received, the Division of Accountability, Research, and Measurement (ARM) contacts the College President by letter with a copy to the College Reports Coordinator.		
SAMPLE ANNUAL PER October 3, 2016 October 17, 2016 October 18, 2016 October 31, 2016 November 1, 2016 November 2, 2016 November 3, 2016 - November 14, 2016	RSONNEL REPORTS (4E) SUBMISSION CALENDAR Submission Period Start Date – colleges begin submitting data. Due Date – colleges must load by this date. If data has not been loaded, CCTCMIS contacts College Reports Coordinator by letter with a copy to the College President. End of Submission Period. Annual Personnel Reports data must be loaded by this date. Database is closed out for the year. Certification Form is due to CCTCMIS no later than this date. If data has not been loaded, the Division of Accountability, Research, and Measurement (ARM) contacts the College President by letter with a copy to the College Reports Coordinator. If Certification Form has not been received, the Division of Accountability, Research, and Measurement (ARM) contacts the College President by letter with a copy to the College Reports Coordinator. Data verification period. If errors are found, data resubmission will be allowed only by written request signed by the college president.		

Data Submission Specifications – Mainframe Environment

Sample Instructions to Retrieve Student Reports WS-FTP

	Text File		PDF File
Host_Name:	NWRDC.FSU.EDU	Host_Name:	NWRDC.FSU.EDU
Host_Type:	IBM MVS	Host_Type:	IBM MVS
User_ID:	Your NWRDC Userid	User_ID:	Your NWRDC Userid
Password:	Your NWRDC Password	Password:	Your NWRDC Password
Account:	NWRDC IP Address	Account:	NWRDC IP Address
Remote Host:	'CCcc.STU.fnam.Tttyyyy'	Remote Host:	'CCcc.STU.Sdttyyyy(fnam)'
Local PC:	Your local Directory	Local PC:	Your local Directory
Transfer Mode:	ASCII	Transfer Mode:	Binary

Notes:

1. Single Quotes are required for the NWRDC "Remote Host" parameter.

2. The entire directory of PDF files can be downloaded together.

DOS/VSE/POWER

* \$\$ JOB JNM=DECCccRJ,XDEST=NWR,LDEST=Nnn.Rrr,PWD=ppppp	(DOS/POWER CARD)
//DECCccRJ JOB (DECCcc,,,II),'your-name',TIME=(,10)	(NWR JOB CARD)
//XCOPY EXEC PGM=IEBGENER	
//SYSPRINT DD SYSOUT=A	
//SYSUT1 DD DSN=CCcc.STU.fnam.Tttyyyy,DISP=OLD	
//SYSUT2 DD SYSOUT=A	
//SYSIN DD DUMMY	

RJE Workstation Emulator or OS/MVS/JES2

- //DECCccRJ JOB (DECCcc,,,II),'your-name',TIME=(,10)
 /*ROUTE XEQ NWR
 /*PASSWORD ppppp
 /*ROUTE PRINT Nnn.Rrr
 //XCOPY EXEC PGM=IEBGENER
 //SYSPRINT DD SYSOUT=A
 //SYSUT1 DD DSN=CCcc.STU.fnam.Tttyyyy,DISP=OLD
 //SYSUT2 DD SYSOUT=A
 //SYSIN DD DUMMY
- Where: cc = your college number (1-28)
 - nn = your printer node
 - rr = your printer remote
 - ppppp = your password
 - II = sysout lines in thousands
 - tt = term (e.g., 3E)
 - yyyy = year (e.g., 2007)
 - fnam = for the Verification reports use the FNAM parameter listed on the Student Database Certification forms.

Note: You may change SYSOUT=A on SYSUT2 to SYSOUT=B to separate the output, as A is for the printer and B is for the cardpunch.

(NWR JOB CARD)

Sample Instructions to Retrieve Admissions Reports WS-FTP

		Text File		PDF File
Host_Na	ime:	NWRDC.FSU.EDU	Host_Name:	NWRDC.FSU.EDU
Host_Ty	pe:	IBM MVS	Host_Type:	IBM MVS
User_ID:		Your NWRDC Userid	User_ID:	Your NWRDC Userid
Passwor	d:	Your NWRDC Password	Password:	Your NWRDC Password
Account	:	NWRDC IP Address	Account:	NWRDC IP Address
Remote	Host:	'CCcc.ADB.fnam.Tttyyyy'	Remote Host:	'CCcc.ADB.ADttyyyy(fnam)'
Local PC	:	Your local Directory	Local PC:	Your local Directory
Transfer	Mode:	ASCII	Transfer Mode:	Binary
Notes:				
1. Singl	le Quotes	are required for the NWRDC "Remote	e Host" parameter.	
2. The e	entire dir	ectory of PDF files can be downloaded	l together.	
DOS/VS	E/POWE	R		
* \$\$ JOE	3 JNM=D	ECCccRJ.XDEST=NWR.LDEST=Nnn	.Rrr.PWD=ppppp	(DOS/POWER CARD)
		(DECCcc III) 'vour-name' TIME=(1	IU)	
			107	
//SYSPR	INT DD S	SYSOUT=A		
//SYSUT	1 DD DS	N=CCcc.ADB.fnam.Tttyyyy,DISP=C	DLD	
//SYSUT	2 DD SY	SOUT=A		
//SYSIN	DD DUN	1MY		
RIF Wor	rkstatior	Emulator or OS/MVS/IES2		
		(DECCcc II) 'your-pame' TIME-(1	0)	
			10)	(NWR JOB CARD)
/*RUUT	E XEQ N	VV R		
/*PASSV	vord p	рар		
/*ROUT	E PRINT	Nnn.Rrr		
//XCOPY	EXEC P	GM=IEBGENER		
//SYSPR	INT DD S	SYSOUT=A		
//sysut		N=CCcc.ADB.fnam.Tttvvvv.DISP=C	D ID	
//\$V\$11T	יעא ממ בי יעא מח <i>ב</i> י			
//51511				
Where:	сс	= your college number (1-28)		
	nn	= your printer node		
	rr	= your printer remote		
	pppnp	= vour password		
	 	= sysout lines in thousands		
	11 ++	= 5,500 m $(3,700)$		
		$- \operatorname{term}(e.g., SE)$		
	уууу	= year (e.g., 2005)		
	fnam	= for the Verification reports use	the FNAM paramete	r listed on the Admissions
		Database Certification Forms.		

Note: You may change SYSOUT=A on SYSUT2 to SYSOUT=B to separate the output, as A is for the printer and B is for the cardpunch.

Sample Instructions to Retrieve Facilities Reports WS-FTP

		TEXT file		PDF File
Host_Na	me:	NWRDC.FSU.EDU	Host_Name:	NWRDC.FSU.EDU
Host_Typ	be:	IBM MVS	Host_Type:	IBM MVS
User_ID:		Your NWRDC Userid	User_ID:	Your NWRDC Userid
Passwore	d:	Your NWRDC Password	Password:	Your NWRDC Password
Account:		NWRDC IP Address	Account:	NWRDC IP Address
Remote	Host:	'CCcc.FAC.fnam.Tttyyyy'	Remote Host:	'CCcc.FAC.FAttyyyy(fnam)'
Local PC:		Your local Directory	Local PC:	Your local Directory
Transfer	Mode:	ASCII	Transfer Mode:	Binary
Notes:				
 Singl The e 	le Quotes entire dir	s are required for the NWRDC "Remote ectory of PDF files can be downloaded	Host" parameter. together.	
DOS/VS	E/POWE	ER		
* \$\$ JOB	3 JNM=D	ECCccRJ,XDEST=NWR,LDEST=Nnn.I	Rrr,PWD=ppppp	(DOS/POWER CARD)
//DECCc	cRJ JOB	(DECCcc,,,II),'your-name',TIME=(,10	D)	(NWR JOB CARD)
//XCOPY	' EXEC P	GM=IEBGENER		
//SYSPR	INT DD S	SYSOUT=A		
//SYSUT		N=CCcc FAC fnam Tttvvvv DISP=OI	D	
//SVSUT	2 00 00 2 00 SV			
//SYSIN	אוטם סט	(11VI Y		
RJE Wor	kstatior	n Emulator or OS/MVS/JES2		
//DECCc	cRJ JOB	(DECCcc,,,II),'your-name',TIME=(,10	0)	(NWR JOB CARD)
/*ROUTI	F XFO N	WR	,	, , , , , , , , , , , , , , , , , , ,
/*DASSV		annn		
		Noo Brr		
//ХСОРҮ	EXEC P	GM=IEBGENER		
//SYSPR	INT DD S	SYSOUT=A		
//SYSUT	1 DD DS	N=CCcc.FAC.fnam.Tttyyyy,DISP=OL	D	
//SYSUT	2 DD SY	SOUT=A		
//SYSIN	DD DUN	1MY		
Where:	сс	= your college number (1-28)		
	nn	= your printer node		
	rr	= vour printer remote		
	ppppp	= vour password		
	66666 	= sysout lines in thousands		
	 ++	= torm (o g 2E)		
	ιι	- Let III (E.g., 3E)		
	уууу	= year (e.g., 2007)		
	fnam	= for the Verification reports use	the FNAM paramete	er listed on the Facilities Database
		Certification forms.		

Note: You may change SYSOUT=A on SYSUT2 to SYSOUT=B to separate the output, as A is for the printer and B is for the cardpunch

Sample Instructions to Retrieve Personnel Reports WS-FTP

		Text File		PDF File
Host_Na	ime:	NWRDC.FSU.EDU	Host_Name:	NWRDC.FSU.EDU
Host_Ty	pe:	IBM MVS	Host_Type:	IBM MVS
User_ID:		Your NWRDC Userid	User_ID:	Your NWRDC Userid
Passwor	d:	Your NWRDC Password	Password:	Your NWRDC Password
Account	:	NWRDC IP Address	Account:	NWRDC IP Address
*Remote	e Host:	'CCcc.PDB.fnam.TtEyyyy'	*Remote Host:	'CCcc.PDB.PDtEyyyy(fnam)'
Local PC	:	Your local Directory	Local PC:	Your local Directory
Transfer	Mode:	ASCII	Transfer Mode:	Binary
Notes:			I	
1. Singl	le quotes	are required for the NWRDC "Remote	Host" parameter.	
2. The	entire dir	ectory of PDF files can be downloaded	together.	
		P		
			Rrr DWD-nnnn	
//DECCC	CRJ JOB	(DECCCC,,,II), your-name , IIVIE=(,1	0)	(NWR JOB CARD)
//XCOPY	EXEC P	GM=IEBGENER		
//SYSPR	INT DD S	SYSOUT=A		
//SYSUT	1 DD DS	N=CCcc.PDB.fnam.Tttyyyy,DISP=O	LD	
//SYSUT	2 DD SY	SOUT=A		
//сусты	אווח חח			
//31311				
RJE Wor	rkstatior	emulator or OS/MVS/JES2		
//DECCc	crj job	(DECCcc,,,II), 'your-name', TIME=(,1	0)	(NWR JOB CARD)
/*ROUT	E XEQ N	WR		
/*ρδςς//	MORD ni	որոր		
/*¤∩⊔т		Noo Brr		
//ХСОРҮ	(EXEC P	GM=IEBGENER		
//SYSPR	INT DD S	SYSOUT=A		
//SYSUT	1 DD DS	N=CCcc.PDB.fnam.Tttyyyy,DISP=O	LD	
//SYSUT	2 DD SY	SOUT=A		
//SYSIN		1MY		
Where:	СС	= your college number (1-28)		
	nn	= your printer node		
	rr	= your printer remote		
	nnnnn	= vour password		
	гггр 	- sysout lines in thousands		
	τ	= term (e.g., 3E)		
	уууу	= year (e.g., 2006)		
	fnam	= for the Verification reports use	the FNAM paramete	r listed on the Personnel
		Database Certification forms.		

Note: You may change SYSOUT=A on SYSUT2 to SYSOUT=B to separate the output, as A is for the printer and B is for the cardpunch.

File Transfer to NWRDC

Note: There are many freeware FTP programs and enterprise supported FTP programs available for use to securely transfer files. The Florida Department of Education does not recommend or support any specific software or software vendor. The following example uses WS_FTP32.

1. Initiate the FTP session with the following profile options. These options can be saved and reused.

Session Profile				×
Profile Name	NWRDC	•		Ok
D <u>e</u> lete	<u>S</u> ave	Ne <u>w</u>		Cancel
Host <u>N</u> ame	nwrdc.fsu.edu			<u>A</u> dvanced
Host <u>T</u> ype	IBM MVS	•		<u>H</u> elp
<u>U</u> ser ID	deusr		🗌 Ano	nymous <u>L</u> ogin
Passwor <u>d</u>	******		🔽 Sa <u>v</u>	e Password
A <u>c</u> count	:		🗌 Auto	o Save Config
- Initial Directories			1	
Remote Host	:			
Local <u>P</u> C				
Comment	:			

2. Once the connection is established, point and right-click within the remote system area. Point to the FTP commands and select the **SITE** option.

📸 WS_FTP3	2 nwrdc.fsu.edu	u -				
-Local Syste	m		[Remo	ote System	
C:\Use	rs∖kristopł	ner.bi 💌		100	00.1	-
2016 ADHOC 1 MISATF(Server SQLMana [-c-]	ISATFOR DR_Reports Testing agementStu	ChgDir MkDir RmDir		P	ROFILE	ChgDir MkDir RmDir
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Received 250 List o	337 bytes in 0.1	PWD			Associate	- A
Class	Cancel	HELP			Options	
	Lance	STST			Show log	- <u>A</u> IL
					About	
		QUUIE			About	
		LIST NLST				
		RETR STOR				

3. Enter the command **'LRECL='** and the corresponding required record length for the system file you are uploading.

Description of the second seco	□ X
Local System Remote System	
C:\Users\kristopher.bi	•
2016 ChgDir PROFILE	ChgDir
ADHOC MISATFOR MkDir	MkDir
Server Testing RmDir	RmDir
Of Cover Enter SITE string: Ok	View
2015-16] Cancel	Exec
ADB DE 1 LRECL=Irec Help	Rename
ADB Guide	Delete
ADPEDIT - 2 DEC Refresh	Refresh
Dirlnfo	DirInfo
ASCII C Binary Auto	
PWD 257 "DC.KRB." is working directory.	▲ ▼
Close Cancel LogWnd Help Options About	Exit

Example: Student Database 'LRECL=200'

IMPORTANT: Set Database files using the following record lengths.

SDB LRECL = 200 PDB LRECL = 150 FAC LRECL = 80 APR LRECL = 250 ADB LRECL = 200

After setting the record length, type a space and type: 'TRACKS PRI=400 SEC=200'

WS_FTP32 nwrdc.fsu.edu	
Local System	-Remote System-
C:\Users\kristopher.bi	CC00.'
2016 ChgDir	PROFILE ChgDir
ADHOC MISATFOR MkDir	MkDir
Server Testing RmDir	RmDir
[-c-] [-d-]	
~\$E Proj: 01 Cover Enter SITE string:	Ok I View
2015-16 1 2111 page	Cancel
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Track calculation

Take the number of records submitted divided by the total Number of records per track. Round the results up to the next whole number.

Database	LRECL	BLKSIZE	SPACE
ADB	200	27800	278 recs/trk
APR	250	27800	278 recs/trk
FAC	80	27920	698 recs/trk
PDB	150	27900	372 recs/trk
SDB	200	27800	278 recs/trk

NUMBER OF RECORDS / NUMBER OF RECS/TRK = PRI Make SEC 15% of PRI

Note: When using a Windows based FTP program, it is recommended that you enclose the PC data file in single quotes (e.g., C:\My Documents\'CC20.PDB.PERSON.T2E2003'). This will allow for a direct file transfer without renaming the file and ensure proper placement at NWRDC.

'CCcc.SYSNAME.FNAME.Tttyear'

Where:

Cc	=	college number (e.g., 01, 15, 20, 28)
SYSNAME	=	system name (i.e., STU, PDB, FAC, APR, ADB)
FNAME	=	file name (i.e., STUDENT, PERSON, FACILITY, STAFF, ADMISS)
tt	=	term and term submission period (e.g., 1B, 1E, 2E)
year	=	year (e.g. 2016)

1. Select the file you are uploading and initiate the upload. *IMPORTANT: Files must be uploaded as ASCII.*



2. Check the FTP messages after upload to determine if the process has been successful.

3. Once the file is uploaded, select the data file and review its attributes. With WS_FTP32 you can select the data file and press the "DirInfo" button. This selection will open a listing of the file's attributes.



4. Once the data file is uploaded, repeat **step 4** and upload the trigger file with by adding the node 'INITIAL' to the filename (e.g., 'CCcc.sysname.fname.T3E2016.INITIAL'). The trigger file is required and is used to control the initiation process.

Example:		CCcc.sysname.fname.Tttyear = 'CC20.PDB.PERSON.T1E2001'
сс	=	your college number (1-28)
uname	=	your user name
****	=	your password
tt	=	Term and term of submission (e.g., 1E, 2E, 3B)
year	=	year (e.g., 2016)
SYSNAME	=	system name (STU, PDB, FAC, APR, ADB)
FNAME	=	file name (STUDENT, PERSON, FACILITY, STAFF, ADMISS)
lrecl	=	Logical Record Length

Data Submission Specifications - Windows Server Environment

As a cost-saving measure, beginning Reporting Year 2016-17, CCTCMIS will be moving the college data submission processes, file processing, and reporting out of the mainframe environment and into a Windows server environment. The intent is to make this transition as seamless and transparent as possible.

Secure FTP will remain the method for transferring files to CCTCMIS for server processing.

Secure File Transfer (FTP) in the Windows Environment

Note: There are many freeware FTP programs and enterprise supported FTP programs available for use to securely transfer files. The Florida Department of Education does not recommend or support any specific software or software vendor, except that it must be able to transfer files over a secure channel utilizing port 22. The following example uses WS_FTP32.

To sign on to transfer files to the windows environment use:

Host Name: xfiles.fldoe.org

Remote Port: 22

The username and password are your college's Single Sign-on username and password.

Session Profile	-	×
Profile Name: TIBCO SSO	-	Ok
D <u>e</u> lete <u>S</u> ave	Ne <u>w</u>	Cancel
Host <u>N</u> ame: xfiles.fldoe.org		<u>A</u> dvanced
Host <u>Type</u> : Automatic detect	-	<u>H</u> elp
User ID: SSO_Test		Anonymous Login
Passwor <u>d</u> :		🔽 Sa <u>v</u> e Password
A <u>c</u> count:		🔲 Auto Save Config
Initial Directories Remote H <u>o</u> st:		
Local <u>P</u> C:		
<u>C</u> omment:		

When naming a file for transfer, use one of the following naming conventions:

To submit a file for a test edit:	CCcc.sysname.fr
To submit a file for a production edit:	CCcc.sysname.fr
To submit a file for force load:	CCcc.sysname.fr

Ccc.sysname.fname.Tttyear.TEST.txt Ccc.sysname.fname.Tttyear.PROD.txt Ccc.sysname.fname.Tttyear.LOAD.txt

IMPORTANT: Force load functionality is available ONLY for student database submissions.

Where:

СС	=	college number (e.g., 01, 15, 20, 28)
sysname	=	system name (STU, PDB, FAC, APR, ADB)
fname	=	file name (STUDENT, PERSON, FACILITY, STAFF, ADMISS)
tt	=	term and term submission period (e.g., 1E, 2E, 3B)
year	=	year (e.g. 2016)

IMPORTANT: A .INITIAL file is **not required** in the windows processing environment.

File Naming Convention

Just as with the mainframe, data files submitted for server processing must conform to the prescribed naming convention given at the bottom of page 19. Additionally, the file naming conventions for specific data submissions are described in the numbered memorandums that precede each data submission window.

Functionality has been added to the data submission process that will notify a college if a file with an invalid filename is submitted and delete the file, so it is important to ensure that the file names conform to the naming convention.

E-Mail Notification

The windows server environment provides automated notifications to keep you current on the status of your file submissions. You will receive an email notifications when:

- 1. A file is submitted with an invalid filename
- 2. A file is submitted outside of a processing window
- 3. Edit process begins
- 4. Edit process ends
- 5. Verification reports begin
- 6. Verification reports end
- 7. Resubmission without being open (not authorized to submit prior terms)
- 8. For SDB specifically, you will receive notification if submitting a later term when a prior terms resubmission (during current term processing) previously failed to load.

Test vs. Production Edits

The windows server environment allows file submissions that *do not* affect data that may currently exist in a database or the verification reports that were generated from a previous successful load. The purpose of this is to provide a higher service level with less overhead because the colleges will no longer have to download and maintain the edit programs.

When a .TEST file is submitted, the file is processed and edit reports are generated. However, existing data in the database is not deleted prior to the edit run, and the resulting edit reports do not overwrite any existing edit reports.

Note: Integrated Database (IDB) editing is not done for .TEST files.

When a .PROD file is submitted, any data that currently exists for that database deleted from the database prior to the new .PROD file being processed, and the file is processed normally. The resulting edit reports overwrite any edit reports that existed previously for that file. If a file successfully loads, the Integrated Database (IDB) edit process will run, and a job is queued for verification report processing.

Report Packaging and Retrieval

The server environment provides edit and verification reports in easy-to-download .zip files written directly to your college's TIBCO 'CollegeStateReporting Production Download' folder.

IMPORTANT: Files residing in the 'CollegeStateReporting Production Download' folder, where output files are written (e.g., edit reports, verification reports), have a finite shelf life of seven days. If files are not retrieved within this time frame, they will automatically be deleted. Responsibility for retrieving and maintaining a historical data record rests with the Colleges.

Section II: DATA SUBMISSION CERTIFICATION

Certifying Data Submissions

The certification process documents that college subject matter experts agree that the data is accurate, and, as complete as possible on the date certified. The signature of the college's President documents that college leadership are aware of the overall content and summary of the data, accurately reflecting the state of the college within the data submitted. In addition to the standard database submissions at the "load" and "close" dates, there are certifications required for certain, specific data submissions or reports done throughout the reporting year.

In lieu of a President's signature on a certification, the President may provide multiple designees, and their signatures, who can sign in their absence. Designees must be a direct-report to the President. With the advent of multiple direct-report designees, one of these signatures must be provided on the certification. On matters potentially having a financial impact, the chief business or finance officer must sign in addition to the President (i.e., FTE adjustments).

Instructions for Completing a Certification

All-In-1 Certification Form: This single form will be used to certify all data submissions or reports for a given certification due date. The form can be accessed on the College Restricted SharePoint Web site, https://floridadoe.sharepoint.com/sites/CCEDM/SitePages/Home.aspx.

The college's Reports Coordinator should have access to this restricted web site.

Getting Started:

Log into the CCTCMIS College Restricted SharePoint Site and Click on 'All-in-1 Certifications' link near the bottom of the left-hand column.

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A new All-In-1 Certification Form will appear.

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Completing the Form: Select institution.



Select whether institution is a 2-year or 4-year institution.



From the list of certifications and submissions, select "Database Certification."



Select the term that is being certified.

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PERSONNEL	P08-3E	Oyes	O No	Optional Explanation		
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By default, the system assumes that each database was loaded and reports appear accurate. Click 'Yes' for to confirm each database submission as correct Click 'No' for any database that cannot be certified.

Uncertified database(s), **must** be accompanied by an explanation. To include an explanation, select the appropriate 'Optional Explanation' checkbox in the 'Certified' section.

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ata Base Name	D8-Term		(If No,	Certified an explanation must be included.)	
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MISSIONS	ADB-3E	• Yes	O No	Optional Explanation	
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Complete the Signature section. The 'Approver', 'Approver's Title', 'Submitter', and 'Submitter's Title' fields **must** be filled in.



The Explanation field will automatically appear beneath the signature area.

Note: Each database explanation has its own text box.

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Once complete, print the form so that it can be signed by the College President or authorized designee.

Returning the signed form:

Scan the signed form and save locally as a PDF document. Name the file using the following convention: Ccc.Ttt.yyyy.DatabaseCertification (e.g., CC27.T3E.2016.DatabaseCertification).

On the College Restricted SharePoint Site, open 'College All in 1 Certifications' and select the appropriate year's folder.



Then select the appropriate submission folder (e.g., Database 3E)

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2 Gateway 3 Lake-Sumter	-	Baccalaureate CIPs and DOE Codes Crosswalk	 September 21, 2015	🗇 Plenge, Bill			September 21
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7 Northwest FL	-	Data Base 1E, 28	 September 21, 2015	🗆 Plenge, Bill			September 21
19 Pasco-Hernando	-	Data Base 2E, 38	 September 21, 2015	🖸 Plenge, Bill			September 21
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1 Polk	-	Data Base 4E	 September 21, 2015	Plenge, Bill			September 21
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14 Santa Fe 25 Seminole	-	Data Base Resubmission 1E	 September 21, 2015	🗆 Plenge, Bill			September 21
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