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# MIS Data Submission DED Updates for 2016-17 Reporting

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March 17, 2016

# Agenda

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- Upcoming changes to MIS data submission
  - SS file changes
  - SP file changes
  - SD file changes
  - SG file changes
  - SF file changes
- Scheduled MIS data submission downtime
- Comments/Questions

# MIS Data Submission Changes

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- Effective beginning Summer 2016
- **SS** 9 new elements and updates to existing elements
- **SP** updates to one existing element
- **SD** updates to two existing elements
- **SG** 1 new element
- **SF** updates to one existing element

# Changes to SS Data Elements

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- Changes will allow reporting of noncredit SSSP services
- No change to existing SS01 STUDENT-EDUCATIONAL-GOAL
- Existing SS02 through SS11 elements updated to capture data specific to CREDIT services
  - e.g. SS02 STUDENT-COURSE-OF-STUDY becomes SS02 STUDENT-**CREDIT**-COURSE-OF-STUDY
- New elements SS12 through SS20 will capture data specific to NONCREDIT services

# Current SS Data Elements

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- SS01 STUDENT-EDUCATIONAL-GOAL
- SS02 STUDENT-COURSE-OF-STUDY
- SS03 STUDENT-INITIAL-ORIENTATION-EXEMPT-STATUS
- SS04 STUDENT-INITIAL-ASSESSMENT-EXEMPT-STATUS
- SS05 STUDENT-EDUCATION-PLAN-EXEMPT-STATUS
- SS06 STUDENT-INITIAL-ORIENTATION-SERVICES
- SS07 STUDENT-INITIAL-ASSESSMENT-SERVICES-PLACEMENT
- SS08 STUDENT-COUNSELING/ADVISEMENT-SERVICES
- SS09 STUDENT-EDUCATION-PLAN
- SS10 STUDENT-ACADEMIC-PROGRESS-PROBATION-SERVICE
- SS11 STUDENT-SUCCESS-OTHER-SERVICES

# SS Data Elements (effective Summer 2016)

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- SS01 STUDENT-EDUCATIONAL-GOAL
- SS02 STUDENT-CREDIT-COURSE-OF-STUDY
- SS03 STUDENT-CREDIT-INITIAL-ORIENTATION-EXEMPT-STATUS
- SS04 STUDENT-CREDIT-INITIAL-ASSESSMENT-EXEMPT-STATUS
- SS05 STUDENT-CREDIT-EDUCATION-PLAN-EXEMPT-STATUS
- SS06 STUDENT-CREDIT-INITIAL-ORIENTATION-SERVICES
- SS07 STUDENT-CREDIT-INITIAL-ASSESSMENT-SERVICES-PLACEMENT
- SS08 STUDENT-CREDIT-COUNSELING/ADVISEMENT-SERVICES
- SS09 STUDENT-CREDIT-EDUCATION-PLAN
- SS10 STUDENT-CREDIT-ACADEMIC-PROGRESS-PROBATION-SERVICE
- SS11 STUDENT-CREDIT-SUCCESS-OTHER-SERVICES
- SS12 STUDENT-NONCREDIT-COURSE-OF-STUDY
- SS13 STUDENT-NONCREDIT-INITIAL-ORIENTATION-EXEMPT-STATUS
- SS14 STUDENT-NONCREDIT-INITIAL-ASSESSMENT-EXEMPT-STATUS
- SS15 STUDENT-NONCREDIT-EDUCATION-PLAN-EXEMPT-STATUS
- SS16 STUDENT-NONCREDIT-INITIAL-ORIENTATION-SERVICES
- SS17 STUDENT-NONCREDIT-INITIAL-ASSESSMENT-SERVICES-PLACEMENT
- SS18 STUDENT-NONCREDIT-COUNSELING/ADVISEMENT-SERVICES
- SS19 STUDENT-NONCREDIT-EDUCATION-PLAN
- SS20 STUDENT-NONCREDIT-SUCCESS-OTHER-SERVICES

# Proposed Student Success Data Elements

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Proposed Reporting Timeline for new Noncredit Data Elements:

Optional for Academic Year 2016-17

Mandatory beginning Summer 2017

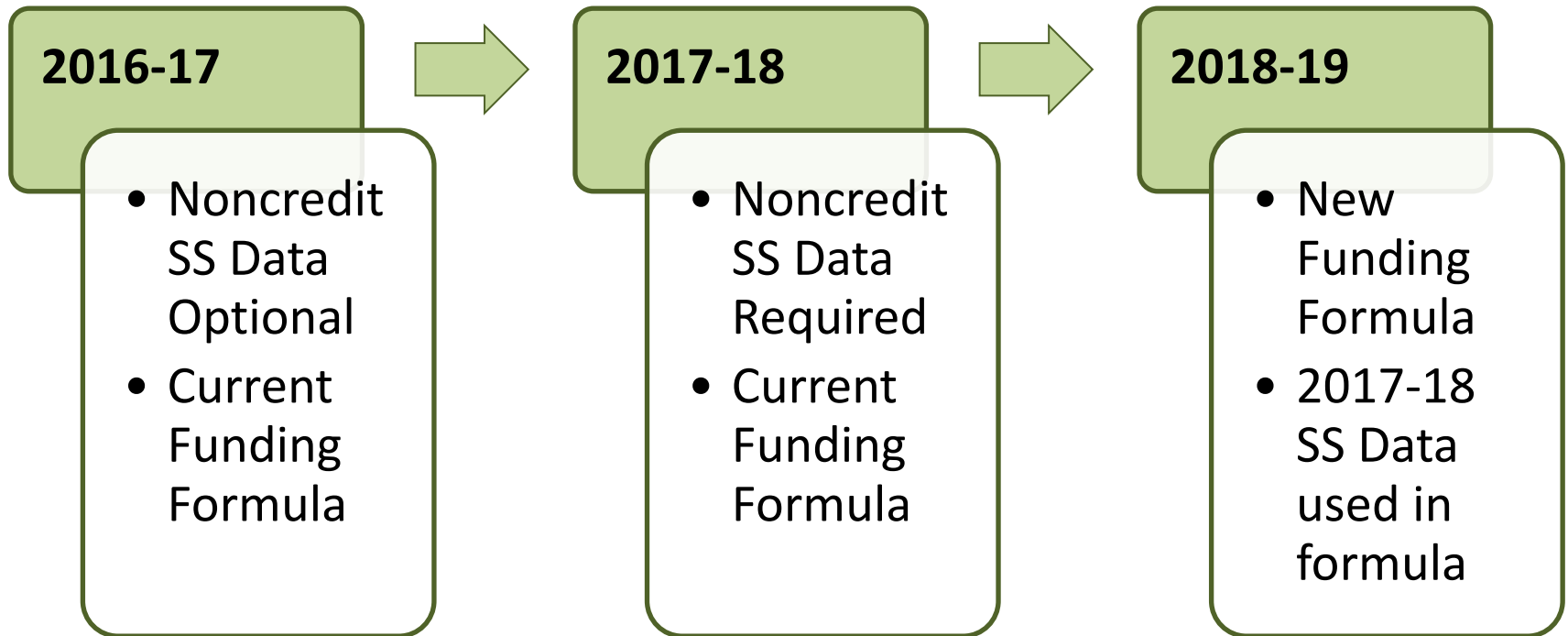
Proposed Funding Timeline for new Noncredit Data Elements:

Current formula for Fiscal Years 2015-16 through 2017-18

New funding formula for Fiscal Year 2018-19 based on  
2017-18 data

# Noncredit Timeline

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DOMAIN	RECORD	LENGTH
SS	STUDENT SUCCESS DATA RECORD	80
<b>Reporting Domain</b>		
<p>The following record layout indicates the format in which the districts report success information. Report a Student Success record for each credit and noncredit student who:</p> <ul style="list-style-type: none"> <li>(1) enrolled in at least one class as of first census or later for daily or weekly census classes, or</li> <li>(2) attended at least one meeting of a positive attendance class, or</li> <li>(3) enrolled in at least one class that resulted in a notation on the student's official record, or</li> <li>(4) received pre-enrollment matriculation services.</li> </ul> <p>You must submit a Student Basic record for each student reported. The services are to be reported in the term they were received.</p>		
<p>The file with these records is submitted approximately one month following the end of the term. This record is 80 characters long. The first two positions contain the record code 'SS'. The entire MIS submission will be rejected if the SS data file is not submitted.</p>		

DED#	DATA ELEMENT NAME	FORMAT
<b>SS01</b>	<b>STUDENT-EDUCATIONAL-GOAL</b>	<b>X(01)</b>
<p>This element describes the student's educational goal while enrolled in the reporting college and should be updated each term if the student notes a change during their academic career. This information is in addition to SB14 and is collected after that element has been recorded. The distinction between the elements is an important one: where SB14 records the <u>initial</u> goal of the student upon application, this element documents and confirms their current goal each term. After a student has reviewed assessment results, received orientation or other services which expand a student's understanding of the requirements necessary to achieve the goal, goal data is collected again and reported in STUDENT-SUCCESS-GOAL (SS01).</p>		
Enter primary goal only.		

Coding	Meaning
A	Obtain an associate degree and transfer to a baccalaureate granting institution
B	Transfer to a baccalaureate granting institution without an associate degree
C	Obtain a two-year associate degree without transfer
E	Earn a career technical certificate without transfer
F	Discover / formulate career interests, plans, goals
G	Prepare for a new career (acquire job skills)
H	Advance in current job / career (update job skills)
I	Maintain certificate or license (e.g. Nursing, Real Estate)
J	Pursue educational development (intellectual, cultural)
K	Improve basic skills in English, reading or math
L	Complete credits for high school diploma or GED
M	Undecided on goal
N	Move from noncredit coursework to credit coursework
O	University / 4-year college student taking courses to meet university / 4-year college requirements
<p>This element should be updated every reporting term to reflect the current status of the student during the reporting term. If there were no changes during the term, the goal does not change from the last reported term.</p>	

## SS01 STUDENT-EDUCATIONAL-GOAL

Processing Edits	
FIELD CHECK	'A' thru 'O', except 'D' which is invalid
QUALITY CHECK	
	<b>Reject the submission</b> if, out of all the credit, non-special admit students:  25% or more have a value of 'M' (undecided on goal).

DED#	DATA ELEMENT NAME	FORMAT
<b>SS02</b>	<b>STUDENT-CREDIT-COURSE-OF-STUDY</b>	<b>X(06)</b>
This element identifies the student's credit primary major or credit program area of emphasis.		

### Coding

Enter the *Program Control Number (SP04)* of a valid program or *TOP code (see SP01)* at this college that most closely matches the student's credit course of study.

If a PCN is entered, left justify and space fill.

1. The Program Control Number is the preferred code.
2. This data element may be coded with 'YYYYYY' if the student is exempt from orientation, assessment, and educational plan development.
3. Enter '000000' if the student did not identify a course of study.
4. This element should be updated every reporting term to reflect the most current status of the student during the reporting term. If there were no changes or contact during the term, the student's credit course of study does not change from the last reported term.
5. Nonexempt students are required to identify a credit course of study after completing 15 semester units or 22 quarter units of degree-applicable credit course work, or prior to the end of the 3rd semester or 4th quarter of enrollment, or a shorter period if required by district or program policy. Once the student has identified a credit course of study, the district must provide the student with an opportunity to develop a comprehensive student educational plan pursuant to Title 5, Section 55524 within a reasonable time period.

## SS02 STUDENT-CREDIT-COURSE-OF-STUDY

Processing Edits	
FIELD CHECK	'000000' or 'YYYYYY' or valid TOP Code (SP01) or valid Program Control Number (SP04)
INTEGRITY CHECK	<ol style="list-style-type: none"> <li>1. This element can be coded as 'YYYYYY' only when: Orientation Exempt Status (SS03), <b>and</b> Assessment Exempt Status (SS04), <b>and</b> Education Plan Exempt Status (SS05) are <b>all</b> coded as 'DO' or 'DY' or 'OY' or 'OD'.</li> <li>2. If SS02= '000000' then SS09 (Education Plan) cannot = 'B' or 'C'.</li> </ol>
QUALITY CHECK	<p><b>Reject the submission</b> if, out of all the <b>credit, non-special admit</b> students:</p> <p>35% or more have a value of 'YYYYYY' (exempt) and/or</p> <p>45% or more have a value of '000000' (no course of study).</p>

DED#	DATA ELEMENT NAME	FORMAT
SS03	STUDENT-CREDIT-INITIAL-ORIENTATION-EXEMPT-STATUS	X(02)
This element indicates whether the student was directed to, or exempted from, initial credit orientation services as part of the student success process at the college.		

Coding	Meaning
<b>Student Directed To Initial Credit Orientation Services</b>	
A	Student was directed to initial credit orientation services.
<b>Student Exempted From Initial Credit Orientation Services</b>	
D	Student has completed an Associate or higher degree.
O	Student exempted based on other district criteria.
<ol style="list-style-type: none"> <li>Up to two exemption reasons may be coded. Code unused positions with 'Y's, that is, if student was not exempted, code 'AY'. If student was exempted based on both possession of a degree and other criteria, code 'DO'.</li> <li>Both positions must be valid according to these specifications. If one position is invalid, the entire field is considered an exception and the record will be rejected.</li> </ol>	

### SS03 STUDENT-CREDIT-INITIAL-ORIENTATION-EXEMPT-STATUS

Processing Edits	
FIELD CHECK	AY, DY, DO, OD or OY
INTEGRITY CHECK	<p>Initial Credit Orientation Exempt Status (SS03), <b>and</b> Initial Credit Assessment Exempt Status (SS04), <b>and</b> Credit Education Plan Exempt Status (SS05)</p> <p><b>must all</b> be coded with a 'D' or 'O' (not 'AY') in order to code:</p> <p>Credit Course of Study (SS02) as 'YYYYYY'.</p>

DED#	DATA ELEMENT NAME	FORMAT
<b>SS04</b>	<b>STUDENT-CREDIT-INITIAL-ASSESSMENT-EXEMPT-STATUS</b>	<b>X(02)</b>
This element indicates whether the student was directed to, or exempted from, initial credit assessment services as part of the student success process at the college.		

Coding	Meaning
<b>Student Directed To Initial Credit Assessment Testing Services</b>	
A	Student was directed to initial credit assessment testing services.
<b>Student Exempted From Initial Credit Assessment Testing Services</b>	
D	Student has completed an Associate or higher degree.
O	Student exempted based on other district criteria.
<ol style="list-style-type: none"> <li>Up to two exemption reasons may be coded. Code unused positions with 'Y's, that is, if student was not exempted, code 'AY'. If student was exempted based on both possession of a degree and other criteria, code 'DO'.</li> <li>Both positions must be valid according to these specifications. If one position is invalid, the entire field is considered an exception and the record will be rejected.</li> </ol>	



#### SS04 STUDENT-CREDIT-INITIAL-ASSESSMENT-EXEMPT-STATUS

Processing Edits	
FIELD CHECK	AY, DY, DO, OD or OY
INTEGRITY CHECK	Initial Credit Orientation Exempt Status (SS03), and Initial Credit Assessment Exempt Status (SS04), and Credit Education Plan Exempt Status (SS05)
	<b>must all</b> be coded with a 'D' or 'O' (not 'A') in order to code:  Credit Course of Study (SS02) as 'YYYYYY'.

DED#	DATA ELEMENT NAME	FORMAT
<b>SS05</b>	<b>STUDENT-CREDIT-EDUCATION-PLAN-EXEMPT-STATUS</b>	<b>X(02)</b>
This element indicates whether the student was exempted from completing a credit student education plan or from counseling/advisement other educational services as part of the student success process at the college.		

Coding	Meaning
<b>Student Directed To Credit Education Plan Development</b>	
A	Student was directed to credit counseling/advisement services or Education Plan development.
<b>Student Exempted From Education Plan Development</b>	
D	Student has completed an Associate or higher degree.
O	Student exempted based on other district criteria.
<ol style="list-style-type: none"> <li>Up to two exemption reasons may be coded. Code unused positions with 'Y's, that is, if student was not exempted, code 'AY'. If student was exempted based on both possession of a degree and other criteria, code 'DO'.</li> <li>Both positions must be valid according to these specifications. If one position is invalid, the entire field is considered an exception and the record will be rejected.</li> </ol>	

## SS05 STUDENT-CREDIT-EDUCATION-PLAN-EXEMPT-STATUS

Processing Edits	
FIELD CHECK	AY, DY, DO, OD or OY
INTEGRITY CHECK	<p>Initial Credit Orientation Exempt Status (SS03), <b>and</b> Initial Credit Assessment Exempt Status (SS04), <b>and</b> Credit Education Plan Exempt Status (SS05)</p> <p><b>must all</b> be coded with a 'D' or 'O' (not 'AY') in order to code:</p> <p>Credit Course of Study (SS02) as 'YYYYYY'.</p>

DED#	DATA ELEMENT NAME	FORMAT
SS06	STUDENT-CREDIT-INITIAL-ORIENTATION-SERVICES	X(01)
This element indicates whether the student received initial credit orientation services as a part of the student success process at the college.		

Coding	Meaning
<b>Student Received Initial Credit Orientation Services</b>	
A	Student <b>did</b> participate in initial credit orientation services.
<b>Student Did Not Receive Initial Orientation Services</b>	
N	Student <b>did not</b> participate in initial credit orientation services.
<ol style="list-style-type: none"> <li>1. This data element is reported each term for services provided during the term and is intended to capture the first substantive orientation provided a student as defined in title5, section 55521. If an additional orientation is provided during the same or subsequent term that service should be reported in SS11.</li> <li>2. A student enrolled at the reporting college after an absence of six or more primary terms (semesters), nine or more primary terms (quarters), or the equivalent of 3 academic years may be considered a new student for the purpose of reporting the development of initial orientation.</li> <li>3. Please refer to the SSSP Program Handbook: Program Components, Reporting Requirements, and Funding Guidelines chapters, for additional detail on the relationship of this data element to funding and reporting. Services reported for funding must be documented (electronically or otherwise) in a way that is auditable.</li> </ol>	

DED#	DATA ELEMENT NAME	FORMAT
<b>SS07</b>	<b>STUDENT-CREDIT-INITIAL-ASSESSMENT-SERVICES-PLACEMENT</b>	<b>X(04)</b>
<p>This element indicates whether the student received credit assessment services for initial course placement as a part of the student success process of the college.</p> <p>Report all that apply.</p>		

Coding	Meaning
0	No, service not provided
1	Yes, service provided

Position	Type of Assessment Service Provided
1	Student received placement services based on alternative measures in lieu of an assessment test.
2	Student received placement services based on assessment testing and alternate multiple measures.
3	Student received placement services based on placement results from other college or university.
4	Student received placement services based on Early Assessment Program (EAP) test results.

1. This data element is reported each term for services provided during the term and is intended to capture initial assessment for placement in English, Math, or ESL as defined in title 5 section 55522. Retesting should be reported in SS11.
2. A student enrolled at the reporting college after an absence of six or more primary terms (semesters), nine or more primary terms (quarters) or the equivalent of 3 academic years may be considered a new student for the purpose of reporting initial assessment services.
3. Please refer to the SSSP Program Handbook: Program Components, Reporting Requirements, and Funding Guidelines chapters, for additional detail on the relationship of this data element to funding and reporting. Services reported for funding must be documented (electronically or otherwise) in a way that is auditable.
4. Multiple assessment service options may be reported.
5. If the student did not receive initial assessment placement services, the data element should be reported as '0000'.

#### **SS07 STUDENT-CREDIT-INITIAL-ASSESSMENT-SERVICES-PLACEMENT**

Processing Edits	
FIELD CHECK	0 or 1 in each position

DED#	DATA ELEMENT NAME	FORMAT
SS08	STUDENT-CREDIT-COUNSELING/ADVISEMENT-SERVICES	X(01)
This element indicates whether the student received credit counseling/advise ment services, other than the development of a Student Education Plan, during the reporting term.		

Coding	Meaning
<b>Student Received Credit Counseling / Advise ment Services</b>	
A	Student received credit counseling/advise ment services during the reporting term.
<b>Student Did Not Receive Credit Counseling / Advise ment Services</b>	
N	Student did <b>not</b> participate in credit counseling or advise ment services during the reporting term.
<ol style="list-style-type: none"> <li>1. Counseling and advise ment service refers to a substantive interaction between a counselor or advisor and a student. Report the counselor or advisor contact in this element. The counselor or advisor contact can take place during individual appointments or group advising/counseling.</li> <li>2. Report whether the student received counseling or advising services during the reporting term. Counseling or advising services provided thru another categorical program should be included for purposes of reporting.</li> <li>3. Please refer to the SSSP Program Handbook: Program Components, Reporting Requirements, and Funding Guidelines chapters, for additional detail on the relationship of this data element to funding and reporting. Services reported for funding must be documented (electronically or otherwise) in a way that is auditable.</li> <li>4. The development of a Student Education Plan is reported in Student-Education-Plan (SS09).</li> </ol>	

DED#	DATA ELEMENT NAME	FORMAT
SS09	STUDENT-CREDIT-EDUCATION-PLAN	X(01)
This element indicates whether the student developed a credit education plan at the college in the term reported.		

Coding	Meaning
<b>Type of Student Education Plan Developed During the Term</b>	
A	Student developed an <i>abbreviated</i> credit education plan.
C	Student developed a <i>comprehensive</i> credit education plan.
B	Student developed an <i>abbreviated</i> and a <i>comprehensive</i> credit education plan.
<b>Student Did Not Complete an Education Plan During the Term</b>	
N	Student did <b>not</b> complete a credit education plan during the term.



DED#	DATA ELEMENT NAME	FORMAT
<b>SS10</b>	<b>STUDENT-CREDIT-ACADEMIC-PROGRESS-PROBATION-SERVICE</b>	<b>X(01)</b>
This element indicates whether a credit student on academic or progress probation, or facing dismissal received support services during the reporting term.		

Coding	Meaning
<b>Student Received Academic/Progress Probation Service</b>	
A	Student received academic or progress probation support intervention/service.
C	Student facing dismissal received support service.
<b>Student Did Not Receive Academic/Progress Probation Service</b>	
N	Student did <b>not</b> receive academic/progress probation or dismissal support service.

DED#	DATA ELEMENT NAME	FORMAT
<b>SS11</b>	<b>STUDENT-CREDIT-SUCCESS-OTHER-SERVICES</b>	<b>X(04)</b>
<p>This element indicates whether a student received other types of student success support services during the reporting term, including: credit placement assessment retesting, credit career interest assessment and exploration, credit assessment for placement in other disciplines besides English, Math or ESL, other orientations beyond the initial orientation, or other credit education planning or follow-up services.</p>		

Coding	Meaning
0	No, service not provided
1	Yes, service provided

Position	Type of Assessment Service Provided
1	Student received other credit orientation service.
2	Student received credit career, interest, or subsequent placement assessment services.
3	Student received other follow-up credit education planning service.
4	Student received other credit academic progress service.

DED#	DATA ELEMENT NAME	FORMAT
<b>SS12</b>	<b>STUDENT-NONCREDIT-COURSE-OF-STUDY</b>	<b>X(06)</b>
This element identifies the student's noncredit primary major or noncredit program area of emphasis.		

### Coding

Enter the *Program Control Number (SP04)* of a valid program or *TOP code (see SP01)* at this college that most closely matches the student's noncredit course of study.  
If a PCN is entered, left justify and space fill.

1. The Program Control Number is the preferred code.
2. This data element may be coded with 'YYYYYY' if the student is exempt from orientation, assessment, and educational plan development.
3. Enter '000000' if the student did not identify a course of study.
4. This element should be updated every reporting term to reflect the most current status of the student during the reporting term. If there were no changes or contact during the term, the student's noncredit course of study does not change from the last reported term.

## SS12 STUDENT-NONCREDIT-COURSE-OF-STUDY

Processing Edits	
FIELD CHECK	'000000' or 'YYYYYY' or valid TOP Code (SP01) or valid Program Control Number (SP04)
INTEGRITY CHECK	1. This element can be coded as 'YYYYYY' only when: Noncredit Orientation Exempt Status (SS13), <b>and</b> Noncredit Assessment Exempt Status (SS14), <b>and</b> Noncredit Education Plan Exempt Status (SS15) are <b>all</b> coded as 'DO' or 'DY' or 'OY' or 'OD'.
QUALITY CHECK	<b>Reject the submission</b> if, out of all the <b>noncredit, non-special admit</b> students:  35% or more have a value of 'YYYYYY' (exempt) and/or  45% or more have a value of '000000' (no course of study).

DED#	DATA ELEMENT NAME	FORMAT
SS13	STUDENT-NONCREDIT-INITIAL-ORIENTATION-EXEMPT-STATUS	X(02)
This element indicates whether the student was directed to, or exempted from, initial noncredit orientation services as part of the student success process at the college.		

Coding	Meaning
<b>Student Directed To Initial Noncredit Orientation Services</b>	
A	Student was directed to initial noncredit orientation services.
<b>Student Exempted From Initial Noncredit Orientation Services</b>	
D	Student has completed an Associate or higher degree.
O	Student exempted based on other district criteria.
<ol style="list-style-type: none"> <li>Up to two exemption reasons may be coded. Code unused positions with 'Y's, that is, if student was not exempted, code 'AY'. If student was exempted based on both possession of a degree and other criteria, code 'DO'.</li> <li>Both positions must be valid according to these specifications. If one position is invalid, the entire field is considered an exception and the record will be rejected.</li> </ol>	

### SS13 STUDENT-NONCREDIT-INITIAL-ORIENTATION-EXEMPT-STATUS

Processing Edits	
FIELD CHECK	AY, DY, DO, OD or OY
INTEGRITY CHECK	Initial Noncredit Orientation Exempt Status (SS13), <b>and</b> Initial Noncredit Assessment Exempt Status (SS14), <b>and</b> Noncredit Education Plan Exempt Status (SS15)
	<b>must all</b> be coded with a 'D' or 'O' (not 'AY') in order to code:  Noncredit Course of Study (SS12) as 'YYYYYY'.

DED#	DATA ELEMENT NAME	FORMAT
SS14	STUDENT-NONCREDIT-INITIAL-ASSESSMENT-EXEMPT-STATUS	X(02)
This element indicates whether the student was directed to, or exempted from, initial noncredit assessment services as part of the student success process at the college.		

Coding	Meaning
<b>Student Directed To Initial Noncredit Assessment Testing Services</b>	
A	Student was directed to initial noncredit assessment testing services.
<b>Student Exempted From Initial Noncredit Assessment Testing Services</b>	
D	Student has completed an Associate or higher degree.
O	Student exempted based on other district criteria.
<ol style="list-style-type: none"> <li>Up to two exemption reasons may be coded. Code unused positions with 'Y's, that is, if student was not exempted, code 'AY'. If student was exempted based on both possession of a degree and other criteria, code 'DO'.</li> <li>Both positions must be valid according to these specifications. If one position is invalid, the entire field is considered an exception and the record will be rejected.</li> </ol>	

#### SS14 STUDENT-NONCREDIT-INITIAL-ASSESSMENT-EXEMPT-STATUS

Processing Edits	
FIELD CHECK	AY, DY, DO, OD or OY
INTEGRITY CHECK	Initial Noncredit Orientation Exempt Status (SS13), <b>and</b> Initial Noncredit Assessment Exempt Status (SS14), <b>and</b> Noncredit Education Plan Exempt Status (SS15)
	<b>must all</b> be coded with a 'D' or 'O' (not 'A') in order to code:  Noncredit Course of Study (SS12) as 'YYYYYY'.



DED#	DATA ELEMENT NAME	FORMAT
SS15	STUDENT-NONCREDIT-EDUCATION-PLAN-EXEMPT-STATUS	X(02)
This element indicates whether the student was exempted from completing a noncredit student education plan or from counseling/advisement other educational services as part of the student success process at the college.		

Coding	Meaning
<b>Student Directed To Noncredit Education Plan Development</b>	
A	Student was directed to noncredit counseling/advisement services or Education Plan development.
<b>Student Exempted From Education Plan Development</b>	
D	Student has completed an Associate or higher degree.
O	Student exempted based on other district criteria.
<ol style="list-style-type: none"> <li>Up to two exemption reasons may be coded. Code unused positions with 'Y's, that is, if student was not exempted, code 'AY'. If student was exempted based on both possession of a degree and other criteria, code 'DO'.</li> <li>Both positions must be valid according to these specifications. If one position is invalid, the entire field is considered an exception and the record will be rejected.</li> </ol>	

## SS15 STUDENT-NONCREDIT-EDUCATION-PLAN-EXEMPT-STATUS

Processing Edits	
FIELD CHECK	AY, DY, DO, OD or OY
INTEGRITY CHECK	
	Initial Noncredit Orientation Exempt Status (SS13), <b>and</b> Initial Noncredit Assessment Exempt Status (SS14), <b>and</b> Noncredit Education Plan Exempt Status (SS15)  <b>must all</b> be coded with a 'D' or 'O' (not 'AY') in order to code:  Noncredit Course of Study (SS12) as 'YYYYYY'.

DED#	DATA ELEMENT NAME	FORMAT
SS16	STUDENT-NONCREDIT-INITIAL-ORIENTATION-SERVICES	X(01)
This element indicates whether the student received initial noncredit orientation services as a part of the student success process at the college.		

Coding	Meaning
<b>Student Received Initial Noncredit Orientation Services</b>	
A	Student <b>did</b> participate in initial noncredit orientation services.
<b>Student Did Not Receive Initial Orientation Services</b>	
N	Student did <b>not</b> participate in initial noncredit orientation services.
<ol style="list-style-type: none"> <li>1. This data element is reported each term for services provided during the term and is intended to capture the first substantive orientation provided a student as defined in title5, section 55521. If an additional orientation is provided during the same or subsequent term that service should be reported in SS20.</li> <li>2. A student enrolled at the reporting college after an absence of six or more primary terms (semesters), nine or more primary terms (quarters), or the equivalent of 3 academic years may be considered a new student for the purpose of reporting the development of initial orientation.</li> <li>3. Please refer to the SSSP Program Handbook: Program Components, Reporting Requirements, and Funding Guidelines chapters, for additional detail on the relationship of this data element to funding and reporting. Services reported for funding must be documented (electronically or otherwise) in a way that is auditable.</li> </ol>	

DED#	DATA ELEMENT NAME	FORMAT
SS17	STUDENT-NONCREDIT-INITIAL-ASSESSMENT-SERVICES-PLACEMENT	X(04)
<p>This element indicates whether the student received noncredit assessment services for initial course placement as a part of the student success process of the college.</p> <p>Report all that apply.</p>		

Coding	Meaning
0	No, service not provided
1	Yes, service provided

Position	Type of Assessment Service Provided
1	Student received placement services based on alternative measures in lieu of an assessment test.
2	Student received placement services based on assessment testing and alternate multiple measures.
3	Student received placement services based on placement results from other college or university.
4	Student received placement services based on Early Assessment Program (EAP) test results.

1. This data element is reported each term for services provided during the term and is intended to capture initial assessment for placement in English, Math, or ESL as defined in title 5 section 55522. Retesting should be reported in SS20.
2. A student enrolled at the reporting college after an absence of six or more primary terms (semesters), nine or more primary terms (quarters) or the equivalent of 3 academic years may be considered a new student for the purpose of reporting initial assessment services.
3. Please refer to the SSSP Program Handbook: Program Components, Reporting Requirements, and Funding Guidelines chapters, for additional detail on the relationship of this data element to funding and reporting. Services reported for funding must be documented (electronically or otherwise) in a way that is auditable.
4. Multiple assessment service options may be reported.
5. If the student did not receive initial assessment placement services, the data element should be reported as '0000'.

#### **SS17 STUDENT-NONCREDIT-INITIAL-ASSESSMENT-SERVICES-PLACEMENT**

Processing Edits	
FIELD CHECK	0 or 1 in each position

DED#	DATA ELEMENT NAME	FORMAT
SS18	STUDENT-NONCREDIT-COUNSELING/ADVISEMENT-SERVICES	X(01)
This element indicates whether the student received noncredit counseling/advisement services, other than the development of a Student Education Plan, during the reporting term.		

Coding	Meaning
<b>Student Received Noncredit Counseling / Advisement Services</b>	
A	Student received noncredit counseling/advisement services during the reporting term.
<b>Student Did Not Receive Noncredit Counseling / Advisement Services</b>	
N	Student did <b>not</b> participate in noncredit counseling or advisement services during the reporting term.
<ol style="list-style-type: none"> <li>Counseling and advisement service refers to a substantive interaction between a counselor or advisor and a student. Report the counselor or advisor contact in this element. The counselor or advisor contact can take place during individual appointments or group advising/counseling.</li> <li>Report whether the student received counseling or advising services during the reporting term. Counseling or advising services provided thru another categorical program should be included for purposes of reporting.</li> <li>Please refer to the SSSP Program Handbook: Program Components, Reporting Requirements, and Funding Guidelines chapters, for additional detail on the relationship of this data element to funding and reporting. Services reported for funding must be documented (electronically or otherwise) in a way that is auditable.</li> <li>The development of a Noncredit Student Education Plan is reported in Student-Noncredit-Education-Plan (SS20).</li> </ol>	

DED#	DATA ELEMENT NAME	FORMAT
<b>SS19</b>	<b>STUDENT-NONCREDIT-EDUCATION-PLAN</b>	<b>X(01)</b>
This element indicates whether the student developed a noncredit education plan at the college in the term reported.		

Coding	Meaning
<b>Student Education Plan Developed During the Term</b>	
A	Student developed a noncredit education plan.
<b>Student Did Not Complete an Education Plan During the Term</b>	
N	Student did <b>not</b> complete a noncredit education plan during the term.

DED#	DATA ELEMENT NAME	FORMAT
SS20	STUDENT-NONCREDIT-SUCCESS-OTHER-SERVICES	X(03)
<p>This element indicates whether a student received other types of student success support services during the reporting term, including: noncredit placement assessment retesting, noncredit career interest assessment and exploration, noncredit assessment for placement in other disciplines besides English, Math or ESL, other orientations beyond the initial orientation, or other noncredit education planning or follow-up services.</p>		

Coding	Meaning
0	No, service not provided
1	Yes, service provided

Position	Type of Assessment Service Provided
1	Student received other noncredit orientation service.
2	Student received noncredit career, interest, or subsequent placement assessment services.
3	Student received other follow-up noncredit education planning service.



# Changes to SP Data Elements

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- Changes will allow reporting of baccalaureate degrees
- Two additional valid codes for SP02 STUDENT-PROGRAM-AWARD
  - Y = Baccalaureate of Arts (B.A.) degree
  - Z = Baccalaureate of Science (B.S.) degree

DED#	DATA ELEMENT NAME	FORMAT
SP02	STUDENT-PROGRAM-AWARD	X
This element indicates the type of degree or certificate the student has earned.		

Coding	Meaning
<b><i>CREDIT AWARDS</i></b>	
A	Associate of Arts (A.A.) degree
S	Associate of Science (A.S.) degree
Y	Baccalaureate of Arts (B.A.) degree
Z	Baccalaureate of Science (B.S.) degree
E	Certificate requiring 6 to fewer than 18 semester units (not approved by Chancellor's Office)
B	Certificate requiring 12 to fewer than 18 semester units (approved by Chancellor's Office)
L	Certificate requiring 18 to fewer than 30 semester units
T	Certificate requiring 30 to fewer than 60 semester units
F	Certificate requiring 60 or more semester units
O	Other Credit Award, under 6 semester units
<b><i>NONCREDIT AWARDS (hours of direct instruction or directly supervised activity)</i></b>	
G	Noncredit award requiring fewer than 48 hours
H	Noncredit award requiring from 48 to fewer than 96 hours
I	Noncredit award requiring from 96 to fewer than 144 hours
J	Noncredit award requiring from 144 to fewer than 192 hours
K	Noncredit award requiring from 192 to fewer than 288 hours
P	Noncredit award requiring from 288 to fewer than 480 hours
Q	Noncredit award requiring from 480 to fewer than 960 hours
R	Noncredit award requiring 960 hours or more

# Changes to SD Data Elements

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- Changes will allow new disability categories to be reported based on recent changes to Title 5
- Changes apply to SD01 STUDENT-PRIMARY-DISABILITY and SD03 STUDENT-SECONDARY-DISABILITY
  - New Disability Categories
    - A = Attention Deficit Hyperactivity Disorder (ADHD)
    - U = Autism Spectrum
  - Updated Definitions
    - D = “Developmentally Delayed Learner” to “Intellectual Disability”
    - P = “Psychological Disability” to “Mental Health Disability”

DED#	DATA ELEMENT NAME	FORMAT
<b>SD01</b>	<b>STUDENT-PRIMARY-DISABILITY</b>	<b>X</b>
This element indicates the type of disability which is the student's primary disability.		

Coding	Meaning
M	Mobility Impaired
V	Visually Impaired
H	Hearing Impaired
S	Speech/Language Impaired
D	Intellectual Disability
B	Acquired Brain Injury
L	Learning Disabled
P	Mental Health Disability
A	Attention Deficit Hyperactivity Disorder (ADHD)
U	Autism Spectrum
O	Other Disability
NOTE: For definitions of the disability categories listed above, refer to Title 5 Sections 56032 to 56044	

DED#	DATA ELEMENT NAME	FORMAT
<b>SD03</b>	<b>STUDENT-SECONDARY-DISABILITY</b>	<b>X</b>
This element indicates student's secondary disability.		

Coding	Meaning
M	Mobility Impaired
V	Visually Impaired
H	Hearing Impaired
S	Speech/Language Impaired
D	Intellectual Disability
B	Acquired Brain Injury
L	Learning Disabled
P	Mental Health Disability
A	Attention Deficit Hyperactivity Disorder (ADHD)
U	Autism Spectrum
O	Other Disability
Not Applicable	
N	Student does not have a secondary disability.
NOTE: For definitions of the disability categories listed above, refer to Title 5 Sections 56032 to 56044	

# Changes to SG Data Elements

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- Changes will allow Cooperating Agencies Foster Youth Education Support (CAFYES) Program reporting
- New element SG11 STUDENT-CAFYES-STATUS will indicate participation in a Cooperating Agencies Foster Youth Educational Support (CAFYES) program

DOMAIN	RECORD	LENGTH
SG	SPECIAL POPULATIONS DATA RECORD	
<p><b>Reporting Domain:</b> The reporting domain for Student Special Populations data records includes all students who (1) were enrolled in at least one class as of first census for daily or weekly census classes, or (2) attended at least one meeting of a positive attendance class, or (3) were enrolled in at least one class that resulted in a notation on the student's official record, or (4) received a service from one the college's categorical programs;</p> <p>AND have a "positive" status for one or more of the data elements included in the Special Populations data record.</p> <p>Each student record reported in the Special Populations file must have a corresponding record reported the Student Basic file.</p> <p>Reporting Schedule: The file with the Student Special Populations records is submitted approximately one month following the end of the term.</p> <p>Record Length: The record length is 35 characters. The record code is "SG".</p>		

DED#	DATA ELEMENT NAME	FORMAT	POSITION
GI90	RECORD-CODE	SG	01-02
GI01	DISTRICT-COLLEGE-IDENTIFIER	X(03)	03-05
GI03	TERM-IDENTIFIER	X(03)	06-08
SB00	STUDENT-IDENTIFIER	X(09)	09-17
SG01	STUDENT-MILITARY-STATUS	X(04)	18-21
SG02	STUDENT-MILITARY-DEPENDENT-STATUS	X(04)	22-25
SG03	STUDENT-FOSTER-YOUTH-STATUS	X(01)	26
SG04	STUDENT-INCARCERATED-STATUS	X(01)	27
SG05	STUDENT-MESA-ASEM-STATUS	X(01)	28
SG06	STUDENT-PUENTE-STATUS	X(01)	29
SG07	STUDENT-MCHS-ECHS-STATUS	X(01)	30
SG08	STUDENT-UMOJA-STATUS	X(01)	31
SG09	STUDENT-PARENT/GUARDIAN-EDUCATION-LEVEL	X(02)	32-33
SG10	STUDENT-CAA-STATUS	X(01)	34
SG11	STUDENT-CAFYES-STATUS	X(01)	35



DED#	DATA ELEMENT NAME	FORMAT
<b>SG11</b>	<b>STUDENT-CAFYES-STATUS</b>	<b>X</b>
This element indicates whether the student is a participant in a Cooperating Agencies Foster Youth Educational Support (CAFYES) program during the reporting term.		

Coding	Meaning
0	Not a CAFYES student
1	CAFYES student
Y	The school does not have a CAFYES program.

# Changes to SF Data Elements

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- Changes will allow reporting of additional award types
- Changes apply to SF21 STUDENT-AID-AWARD-TYPE
  - New Award Types
    - GK = CalWORKs Grant
    - GY = CAFYES Grant
    - LY = CAFYES Loan
    - WK = CalWORKs Loan
    - WY = CAFYES Work Study
  - Updated Definition
    - GD = “Supplemental grant for Cal Grant B Full Time recipients” to “Full-time Student Success Grant”

# Data Submission Downtime Schedule

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- The MIS Data Submission website will be down for three maintenance windows during the 2016 calendar year.
- May 16, 2016 to May 27, 2016
- August 4, 2016 to August 25, 2016
- December 16, 2016 to January 3, 2017

# Questions/Comments

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[cccmisedit@cccoco.edu](mailto:cccmisedit@cccoco.edu)

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Thank You