
Umoja Coordinators Guide to MIS Reporting

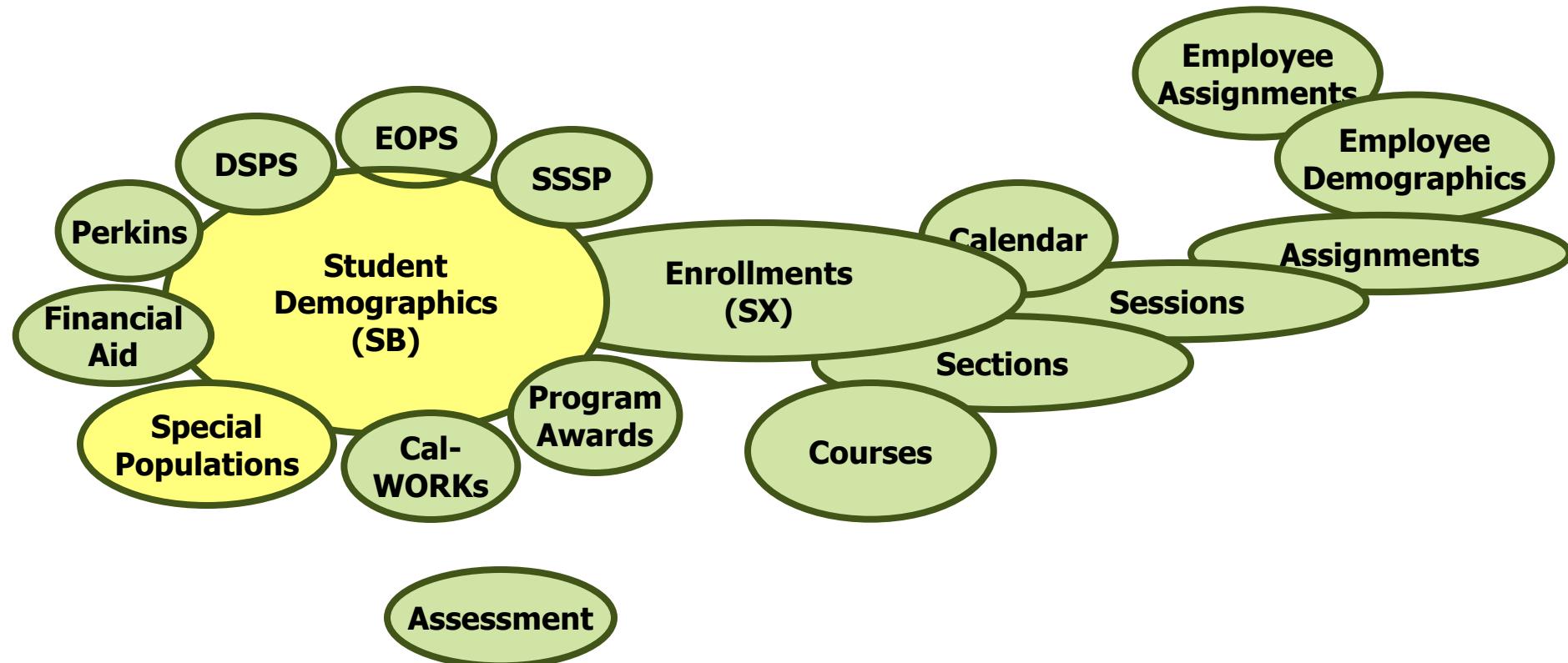
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Agenda

- CCCCO Database
- MIS Data Submission Process
- MIS Data Elements
- DataMart Reports
- Comments/Questions

Chancellor's Office Database

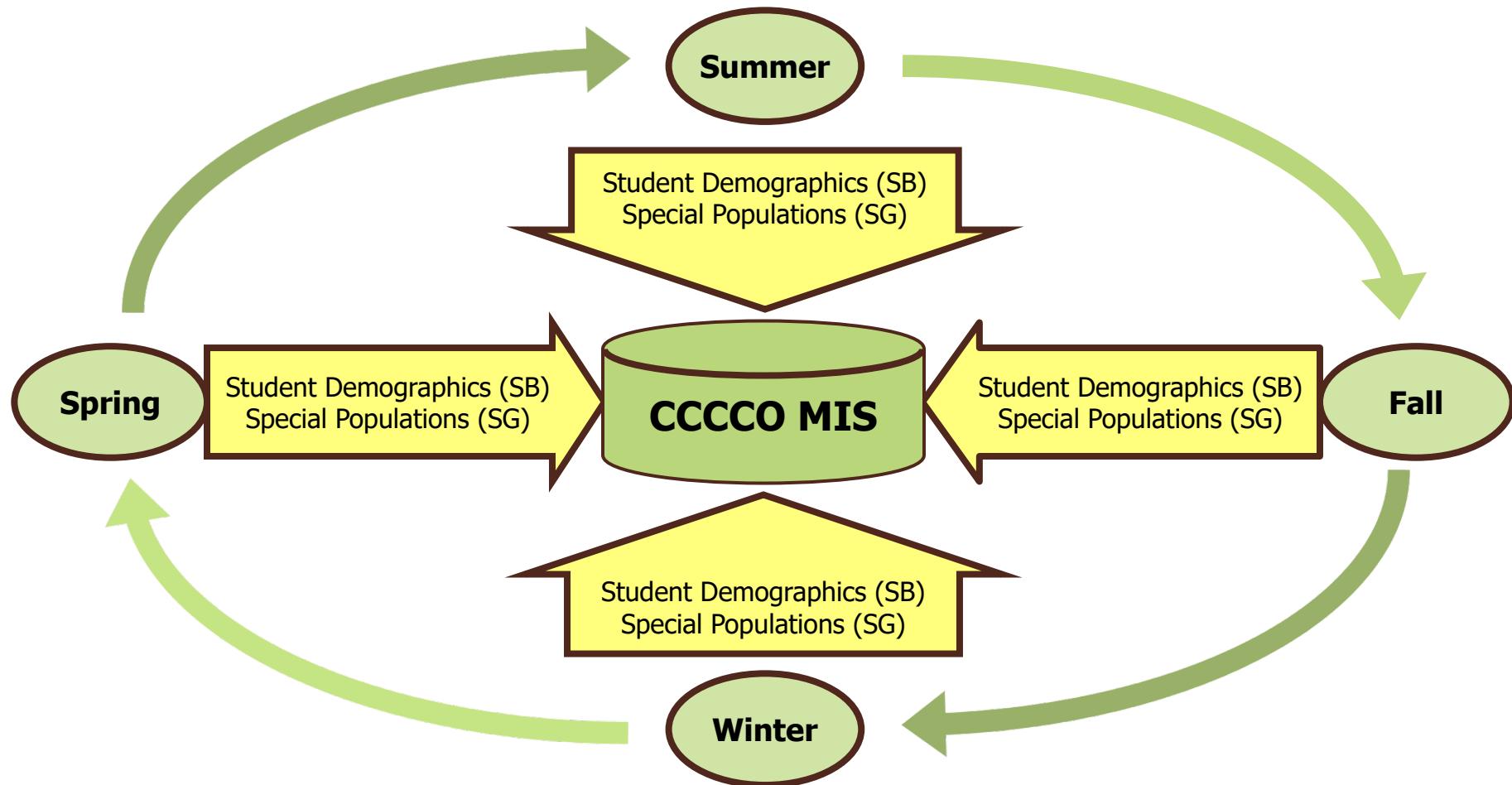


Student Services Files Submitted by Term

Due 30 days after the end of each term

- CalWORKs (SC and CW files)
- DSPS (SD file)
- EOPS/CARE (SE file)
- SSSP (SS file)
- ***Special Populations (SG file)***

Term Data Submission



Recommendations for Umoja Coordinators

- Familiarize yourself with the Data Element Dictionary
- Determine where data resides in your system
- Collaborate with your IT staff
- Review preliminary reports
- Run periodic reports throughout the year
- Make quality data submission a priority



Data Quality

Completeness

Validity
& Accuracy

Consistency

Timeliness

Data Element Dictionary (DED)

- Provides descriptions of the Chancellor's Office Management Information System and technical specifications for data to be collected and reported
- Available on the Chancellor's Office website at <http://extranet.cccco.edu/Divisions/TechResearchInfoSys/MIS/DED.aspx>
- Data File/Element Information
 - File Domain and Format
 - Data Element Definition

Special Populations (SG) File Domain

- 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;AND
 - have a "positive" status for one or more of the data elements included in the Special Populations data record.
- Each student record reported in the Special Populations file must have a corresponding record reported the Student Basic file.

Data Element Structure

- Element ID
- Element Name
- Element Format
- Element Description
- Processing Edits
 - Field Check
 - Integrity Check
 - Referential Check
 - Data Quality Check
- Change History

SG08 STUDENT-UMOJA-STATUS

DED#	DATA ELEMENT NAME	FORMAT
SG08	STUDENT-UMOJA-STATUS	X

This element indicates whether the student met the eligibility criteria and received services from the Umoja program.

Coding	Meaning
0	Not an Umoja student
1	Umoja student
2	Umoja student who withdrew from the program during the reporting term
3	Umoja student who was disqualified from the program during the reporting term
Y	The school does not have an Umoja program

SG08 STUDENT-UMOJA-STATUS

SG08 STUDENT-UMOJA-STATUS

Processing Edits

If a code of 'Y' is reported for this data element, all of the records in the file must have a code of 'Y'. The data element cannot be self-reported; student participation in the program must be verified by the college.

FIELD CHECK

0, 1, 2, 3, Y

SG08 STUDENT-UMOJA-STATUS

Change History

Implement: Summer 2011 – Optional, Mandatory - Summer 2012

DataMart

<http://datamart.cccco.edu/>

- Student Services Reports
 - Special Population/Group Student Count
 - Financial Aid (by Special Population/Group)
- Outcomes Reports
 - Program Awards (by Special Population/Group)
 - Retention/Success Rates (by Special Population/Group)

Questions/Comments

Thank You