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Umoja Coordinators Guide to

# MIS Reporting

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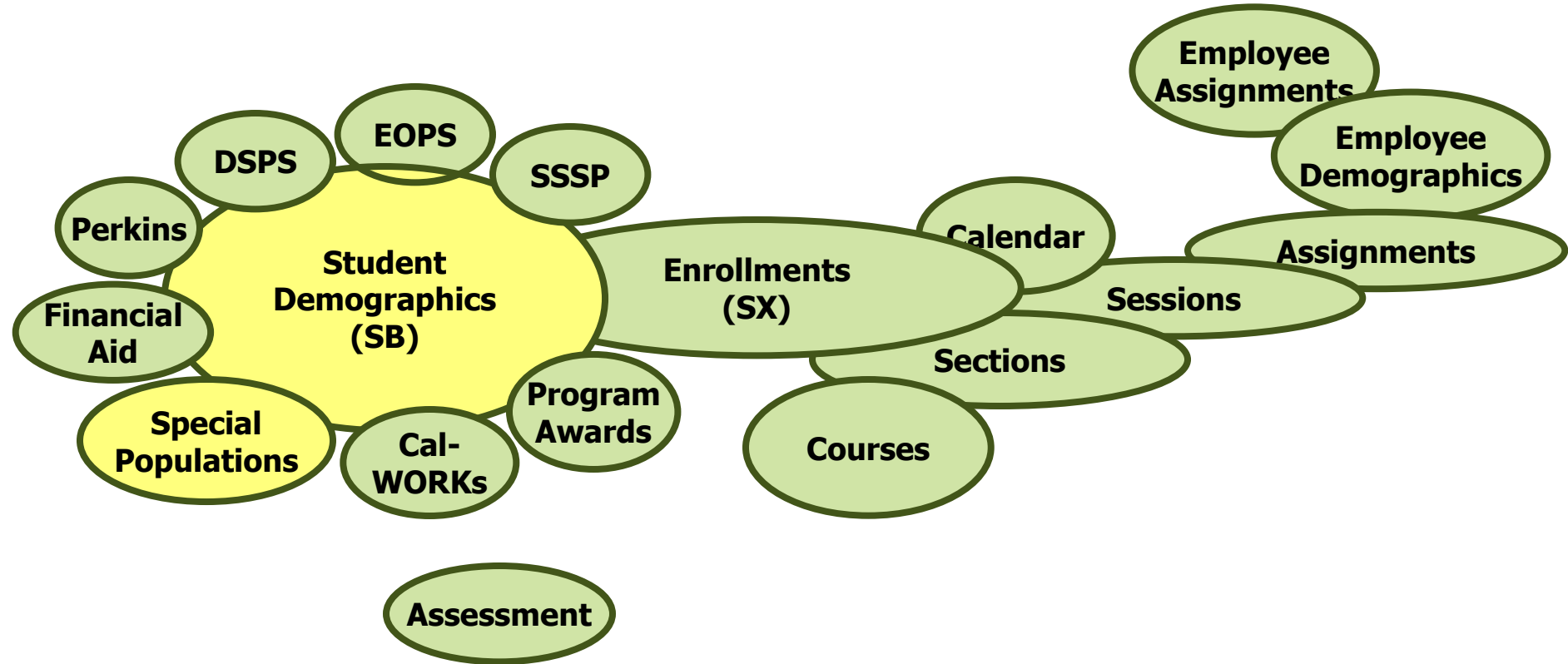
# Agenda

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

# Chancellor's Office Database

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# Student Services Files Submitted by Term

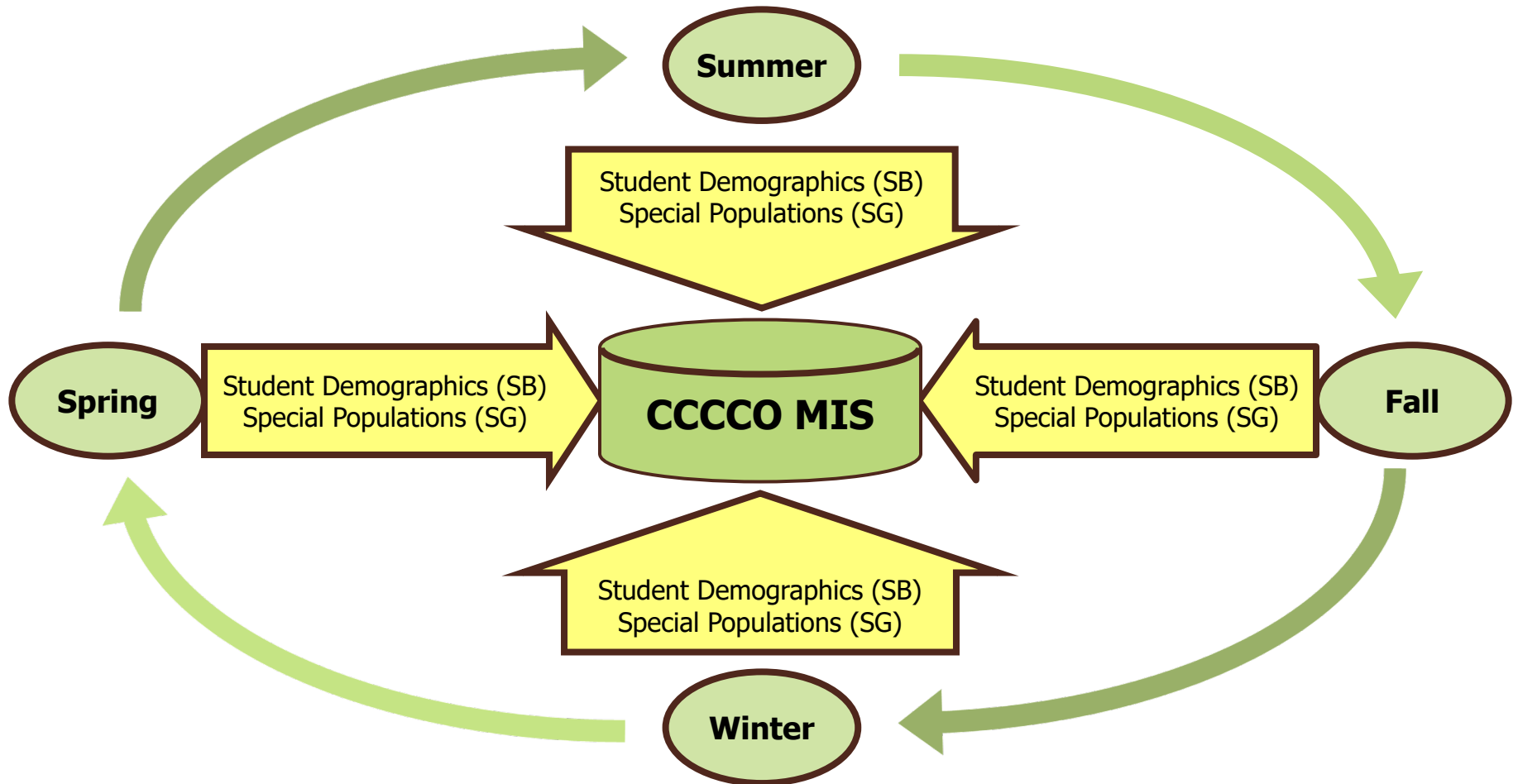
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Due 30 days after the end of each term

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

# Term Data Submission

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# Recommendations for Umoja Coordinators

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- 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 Element Dictionary (DED)

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- 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

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- 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

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- 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

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DED#	DATA ELEMENT NAME	FORMAT
<b>SG08</b>	<b>STUDENT-UMOJA-STATUS</b>	<b>X</b>
This element indicates whether the student met the eligibility criteria and received services from the Umoja program.		

<b>Coding</b>	<b>Meaning</b>
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

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## 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

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<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)

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# Questions/Comments

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Thank You