2003-04 STAFF EDITS

TABLE OF CONTENTS

EDITS	FORMAT	PAGE

RECORDS PROCESSING ON THE DOE STAFF INFORMATION DATA BASE

Records received from school districts are subjected to different categories of edits upon their receipt. These edits result in two kinds of detailed reports:

1. Initial Edit Reports,
2. State Validation/Exception Reports.

<u>Initial Edit Reports</u>

Initial Edit Reports contain the result of the first edits applied to the individual records received. The Initial Edit Reports include only the REJECT RULES as detailed in the following pages. Districts have access to these edit programs and are expected to apply the edits to their records prior to submission to the DOE for processing.

An example of this category of edit is the checking for valid codes for district number. A district number of 82 will not pass this category of edit and will result in omission of the record from the data base.

<u>State Validation/Exception Reports</u>

A second type of edit report is the State Validation/Exception Report. During the State Records Processing Cycle (generally, two weeks after the data are due), State Validation/Exception Edit Rules are applied to the records. In each case where an error condition is detected, State Validation/Exception edits list the records in error on the initial load of the file. Batch updates to the file, however, do not reject records based on the State Validation/Exception rules nor are they listed again.

An example of the State Validation/Exception Edit is each Staff Payroll Information record must have a matching Staff Demographic Information record based on District Number, Social Security Number, Survey Period Code and Fiscal Year.

<u>Edit Specifications</u>

The edit specifications which follow are organized by reporting format and are subdivided into the categories discussed above: Reject Rules, State Validation Rules and Exception Reports. This document goes through each of the edits that are applied to records submitted for processing, defines and gives examples of what causes each error, and discusses actions districts may need to take to resolve additional problems created as a result of the initial error.

IN THE EXAMPLES, NOT ALL PARTS OF THE RECORD ARE SHOWN. DUE TO SPACE LIMITATIONS, ONLY THE AFFECTED PARTS OF THE RECORD ARE GIVEN. When reference is made to the "data base," it should be assumed that the reference is to the DOE Information Data Base files maintained at Northwest Regional Data Center.

Error Resolution

The process of error resolution on the DOE Information Data Base may require intervention by districts in several different ways. Although the net effect of the intervention is to correct the error in the specific record, several other factors may need to be taken into consideration when the district "corrects" the error. The single error may have created other situations which also need resolution.

During the edit process, the Transaction Codes for initial submission, updating of records, or deleting records from the data base will be as they always have been. That is, the Transaction Code of A will indicate an add to the data base, the Transaction Code of C will indicate a change to the data base while the Transaction Code of D will indicate a deletion from the data base. However, the Error File generated by the edits will have records with Transaction Codes created by the State which reflect the action taken on the record. See the table below which explains the Error File Transaction Codes generated by the State.

Sending Transaction Code	Return Transaction Code on Initial and Batch	Explanation
A	A	Added record
	X	Not added, duplicate record
C	C	Changed record
D	D	Deleted record

In updating the errors using the batch update method, if a key field needs to be changed, the record in error must be deleted and re-submitted as an add to the data base. Key fields are listed on the front of each record format.