

Automated Data Transfer Demographic and Enrollment Data Elements, SY 2014-2015

You are receiving two documents, a Microsoft Excel document and a user guide. The Excel document represents all the demographic and enrollment data elements that will be collected via the Automated Data Transfer (ADT) during the 2014-2015 school year. OSSE staff will install the ADT and map these data elements directly to your student information system during the 2013-2014 school year.

Contained in the Excel document are:

- Data elements, in .xls format
- Definitions of each element
- Acceptable submission formats for each element
- A list of options ('code sets') acceptable for each element, where applicable

This document will:

- Provide a user guide for the new data collection templates and their supporting documentation
- ADT Technical Requirements are listed on [page 6](#), along with a link to the installation schedule at the OSSE website.

Your Excel worksheet has five tabs:

[Demographic and Enrollment Data Collection Templates](#)

[Simple Worksheet](#)

[Code Sets:](#)

[CODE SET Single Option](#)

[CODE SET Multi Option](#)

Demographics and Enrollment Collection Templates

Green Tabs, labeled 'Demographics' and 'Enrollment'

These worksheets contain the collected OSSE data elements, broken out per collection. You'll find the following items in each of these spreadsheets:

Category

- An OSSE categorization of each data element. LEAs do not need to store this information.

Element

- The full, descriptive name of the data element

Column Label

- The name of the data element as it will be represented in the OSSE database

Column Number

- A number attached to the data element for record-keeping within ADT templates. LEAs do not need to record these numbers.

Code Set

- The list of options, if any, that is acceptable for reporting on that data element. For example, the options for the FARMS Status data element are 'F' (Free), 'R' (Reduced), or 'P' (Paid). Data elements such as 'First Name' will not have a code set. All code sets are included in the Excel file. If your LEA does not use the included code set, OSSE staff can map to the data set currently used at your LEA (e.g. TRUE can be mapped to YES).

Format

- The accepted format for that particular data element. For example, the format for 'Enrollment Date' is 'MM/DD/YYYY'.

Optional

- Whether the data element is required for the data collection. If the 'Optional' field is 'FALSE', the data element needs to be provided. For example, all students must have a Local ID number and date of birth. Middle Name is optional.

Can Be Blank

- Whether the data element can be sent as blank. If 'Can Be Blank' is 'TRUE', then this element can be blank. For example, USI can be blank; this allows for the case that a student has not been assigned a USI.

Sample Data

- Provides an example of each data element.

Simple Worksheet

White tab, labeled 'Simple Worksheet'

The 'Simple Worksheet' tab provides a listing of all data elements in one Excel worksheet (column-based) for easy reference. All items listed above (whether a data element is optional, its format, etc.) are included.

Code Sets

Two separate blue tabs, labeled as noted below

There are two worksheets named with the prefix 'CODE_SET'. These worksheets list all data elements with a definition and acceptable data format. Below is a directory of the code sets provided (as their names appear in the Excel file), and what you'll find in each one.

CODE SET Single Option

These data elements, such as USI, first and last name, and enrollment dates, do not have options that can be selected from a list. These are often free-form-text responses or date values.

CODE SET Multi Option

This listing corresponds to lists of potential choices as noted in the OSSE Data Collection Handbook (e.g. enrollment codes and exit codes). As these are long listings, we have not listed each potential option in the data collection templates. Instead, we have included a complete listing of options in the CODE_SET_Multi_Option worksheet. Here's a guide to using the collection templates with the multi option worksheet.

Every group of codes has been given a number. If you're reviewing your demographics template, and you'd like to see your options for the 'Suffix' data element, you need to visit the CODE_SET_Multi_Option tab, and review code set group ID #34MO (below is a screenshot from the demographics template):

	Demographic	Demographic
ame	Suffix	Alias or Maiden Name
NA	SUFFIX	ALIAS_M IDEN
	13	14
e	See "CODE_SET_Multi_Option" tab, code_set_group_ID 34MO	None

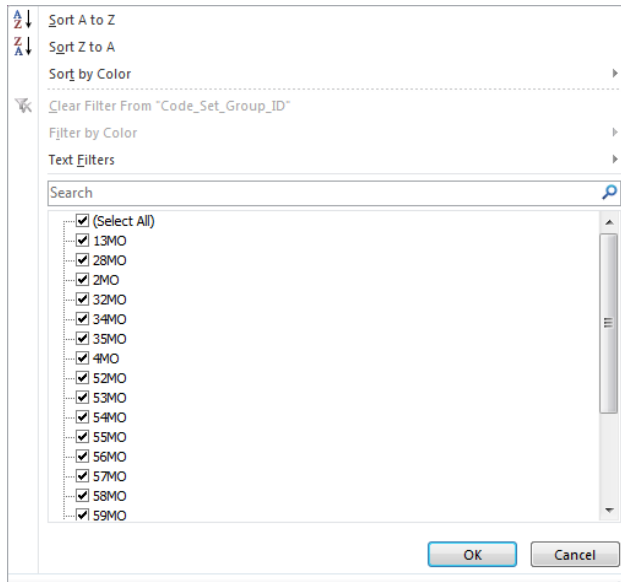
Select the 'CODE_SET_Multi_Option' Tab in your Excel Worksheet (far right tab. All 'Code Set' tabs are highlighted in blue).



When you open the 'CODE_SET_Multi_Option' tab, you'll see a header row with filters available for your use (pictured below).

Code_Set_Group_ID	Name of Data Element	Name of Value	Description/Special Considerations/Variations	Value/Abbreviation	Collection	
1	Race	American Indian and Alaska Native	A person having origins in any of the original peoples of North and South America (including Central America) and who maintain tribal affiliation or community attachment.	AM	Demographic	
2	2MO	Race	Asian	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam. It includes "Asian Indian," "Chinese," "Filipino," "Korean," "Japanese," "Vietnamese," and "Other Asian."	AS	Demographic
3	2MO	Race	Black or African American	A person having origins in any of the Black racial groups of Africa. It includes people who indicate their race as "Black, African Am., or Negro," or provide written entries such as African American, Afro American, Kenyan, Nigerian, or Haitian.	BL	Demographic

Click the filter (which appears as an arrow) on the first column, titled 'Code_SetGroup_ID'. Clicking the filter will present the drop-down menu below:



First, click the 'Select All' option. This will clear out all the other checkboxes, and allow you to select only the code set you need, 34MO, which describes all the options for the 'Suffix' category. Click the box next to '34MO', then click 'OK'. When you review your worksheet now, you should be able to look at your suffix options without reviewing all the data elements at once. You can also click the filter for the 'Name of Data Element' column and type in 'Suffix' in the 'Search' box, as pictured above, instead of referencing elements by code set group number.

ADT Resources

Review the ADT Installation Schedule Here:

<http://osse.dc.gov/service/schedule-adt-installation-lea>

Review the ADT Technical Requirements Below:

Your LEA will need to select one machine (regardless of the number of schools or campuses) for the ADT install. OSSE strongly recommends selecting a server. A server will be up and running at all times and will be consistently able to complete your data collections.

- Windows XP SP2 or greater, Windows 7 preferred
- 2GB RAM minimum (4GB RAM preferred)
- 50GB or larger hard drive with at least 20GB of space available on C Drive
- Connectivity to the internet at all times
- .Net 4.0 Installed

Read the LEA Look Forward for Announcements on the ADT Initiative, and contact OSSE with questions.