OHIO BOARD OF REGENTS

Higher Education Information (HEI) System

# Data Submissions Manual

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# Security – Data Protection and Access

**How is this data protected?**
HEI implements sophisticated security methods with varying levels of user access. Access is restricted to designated campus personnel based on user authentication. HEI uses a web standard called SSL to protect all communications. See the Data Access Policy below.

**What should HEI campus data reporters do to protect sensitive information?**
While using the HEI system to submit data or to generate queries, follow these simple steps to protect sensitive information. *These suggestions are not intended to replace campus information technology user guidelines or policies*, but are generally considered good practice.

1. **Lock your computer screen at all times** when you step away from your work area. PC users can lock their computers by pressing (Ctrl - Alt - Delete). Accessing your PC will require your password. This will prevent any unauthorized use of your PC or the HEI system.
2. **Use student identifiers, known as PII (personally-identifiable information) only when necessary to send information to the HEI system or receive information from HEI.** The use of portable media (CD's, DVD's, flash drives, notebook PC's, text messages) or the use of the Internet to transport personally identifiable student or faculty information off campus should follow strict campus information security policies. The use of encryption software to protect sensitive electronic data is generally considered a good practice.
3. **Do not send personally identifiable student information (PII) in an e-mail.** If transmitting student identifiers, please use the HEI secure transmission site at https://qry.regents.state.oh.us/cgi/hei_secure_file_transfer_cgi. The HEI secure site uses data encryption and user accounts to protect information. The secure site requires an HEI account for the recipient.
4. **Set your internet browser to delete all cache.** When web queries return data onto your browser, the information is stored in your cache (Temporary Internet Files on Internet Explorer). There are settings that will delete the cache when the browser closes, thereby eliminating the possibility of sensitive data being stored on your C: drive. On Internet Explorer, select Tools <> Internet Options <> Advanced <> Scroll to bottom under Security and check “Empty Temporary Internet Files folder when browser is closed.”
5. **Log out of the HEI system immediately when your work is complete.**
6. **Change passwords to HEI accounts regularly**. Sharing of HEI web accounts and passwords is prohibited. Change passwords frequently, as determined by your HEI liaison.
7. **Avoid faxing personally identifiable information**. Communicate information via a telephone call directly to Ohio Board of Regents staff if possible.
8. **Please contact an HEI representative immediately** at help-hei@regents.state.oh.us if you have reason to believe that HEI data has been lost, stolen or compromised in any way. Of particular importance is any data from the HEI system which personally identifies students, faculty, or staff. Also contact HEI if you believe your password has been compromised, or if you need a new password.

**Data Access Policy**
The Data Access policy is located on the Board of Regents website at http://www.regents.ohio.gov/hei/Policy.PDF.

**Who determines access to the HEI system?**
The HEI liaison, appointed by the president of each institution, has the responsibility to authorize data reporters to submit specific data files. Liaisons are a two-way information conduit between Ohio Board of Regents staff and campus staff. They provide oversight to ensure that reporting is done accurately and on time and that the impact of changes to reporting data in one area is also understood by other campus data areas. HEI Liaisons can authorize access to HEI, modify data reporter information, request new HEI web accounts, and revoke user authorizations.

**Obtaining new HEI User Accounts**
The following procedures describe how data reporters obtain and use HEI Web accounts.

1. Data Reporters must read HEI Policies regarding Access to and Dissemination of HEI Restricted Data at http://regents.ohio.gov/hei/Policy.PDF.
2. After reading the policy, the new data reporter must contact their institutional liaison and explain to them why they need access to the HEI system.
3. After receiving the new inquiry, the HEI liaison uses the Liaisons Only link found under the HEI Restricted Outputs website to give the proper authorization to the new data reporter.
4. After the liaison requests access for the data reporter, the data reporter will receive an automated email with the appropriate forms attached. The data reporter must submit a completed and signed copy of the HEI User Authorization Form (or SGS User Authorization form) and either fax it to the appropriate number or mail it to Ohio Board of Regents staff.
5. Once OBR receives the authorization form, the username and password process is started. An Ohio Board of Regents staff member will contact each newly authorized data reporter to convey HEI web account information, including account name, initial password, and the list of files that the data reporter is authorized to submit.

**Modify a User (HEI Liaison only)**

1. Select Restricted Outputs Link (http://regents.ohio.gov/hei/queries.php)
2. Type in your username and password into the popup.
3. Select Liaisons Only link
4. Select Administer HEI Web Account Link
5. Select the representative to modify from the drop down menu and make the necessary changes (additional data submissions or any restricted outputs)
6. Click the Approve button.

**Delete a User (HEI Liaison only)**

1. Select Restricted Outputs Link (http://regents.ohio.gov/hei/queries.php)
2. Type in your username and password into the popup.
3. Select Liaisons Only link
4. Select Administer HEI Web Account Link
5. Select the representative from the drop down menu to delete and click the Delete Individual button. A popup will appear that will ask to verify that this user should be deleted. Click OK. A popup will appear that states "The selected user has been deleted completely from the HEI System." Click OK.

**File Submission Permissions**

It is recommended that the HEI Liaison should authorize two data reporters for each file, ensuring that a substitute will already have an account if the primary data reporter becomes unavailable.

1. Note: Users may be partially deleted. If a person has access to multiple reporting areas, for example Enrollment and Financial Aid, the Liaison can delete one reporting area without affecting the other.

To change or delete a liaison, the institution will have to contact HEI directly.

## Getting started - How do I submit my data?

First, follow the instructions above in the Data Access section to get access from your HEI Liaison.

**The Academic Calendar**
The HEI liaison, appointed by the president of each institution, has the responsibility to authorize an individual to submit academic calendar information for their institution. The academic calendar administrator submits this information using the Academic Calendar page via their Restricted Outputs section of the HEI Query website (http://regents.state.ohio.gov/hei/queries.php)

The academic calendar administrator submits the start and end dates for the upcoming fiscal year plus two terms. This information must be submitted before any files can be edited or loaded to the HEI system for these terms. If this information is not submitted, the start and end dates for files submissions will not appear on the HEI File Submission Schedule Request site. For the Start Date for a given academic term, use the earliest standard first day of classes for any college or school within the institution excluding the Law School. For the End Date, use the latest last day of the final exam period for any college or school within the institution (excluding the Law School). If term type is unknown or the academic calendar administrator's institution is changing term types (e.g., changing from quarter to semester, or semester to quarter), please contact HEI at help-hei@regents.state.oh.us

**Edit Windows**
The amount of time allowed for submitting, editing, and correcting a file varies from file to file, depending on the data elements within the file. The academic calendar that is submitted to HEI determines the edit window for term-based files.

**Requesting an Extension**
HEI data areas have specific date ranges during which data can be edited and submitted, which are called edit/submission windows. During the dates in which the window is open, data can be edited and/or submitted as often as necessary. However, after the window closes data can no longer be edited or submitted.

To submit data after the window closes, it is necessary to request an extension from HEI. The steps in requesting an extension are detailed below.

*Please refer to specific data files for the specific edit/submission window dates.

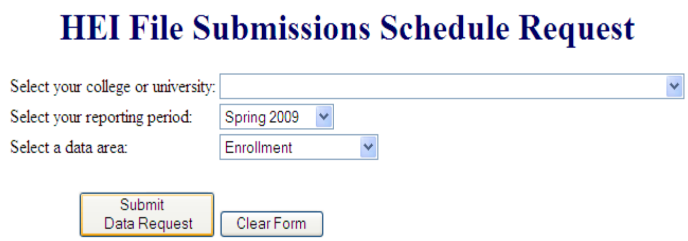
1. Select Request Extension from the bottom left side of the HEI Data Input Site.
2. Choose the data area, year and term for which you need an extension.
3. After selecting OK, your choices will be listed at the top of the page. Verify the information you selected is correct.
4. Select the number of days you wish the window to remain open.
5. Give the reason why you are making the request.
6. Once you've submitted your request, an HEI administrator will review it and make a decision on whether or not to approve the request that same day. For

this reason it is important that you include as much detail as possible when giving the reason why you need the extension.

7. You will receive an email explaining the decision to approve or not to approve your extension request. If the request is approved, the extension will be from the date the request was made. If the window was not closed at the time of the request, the extension will be from the last day of the edit window.
8. If the window closes again before you finish editing/submitting your files, you will need to make a request for another extension.

**File Submissions Schedule**

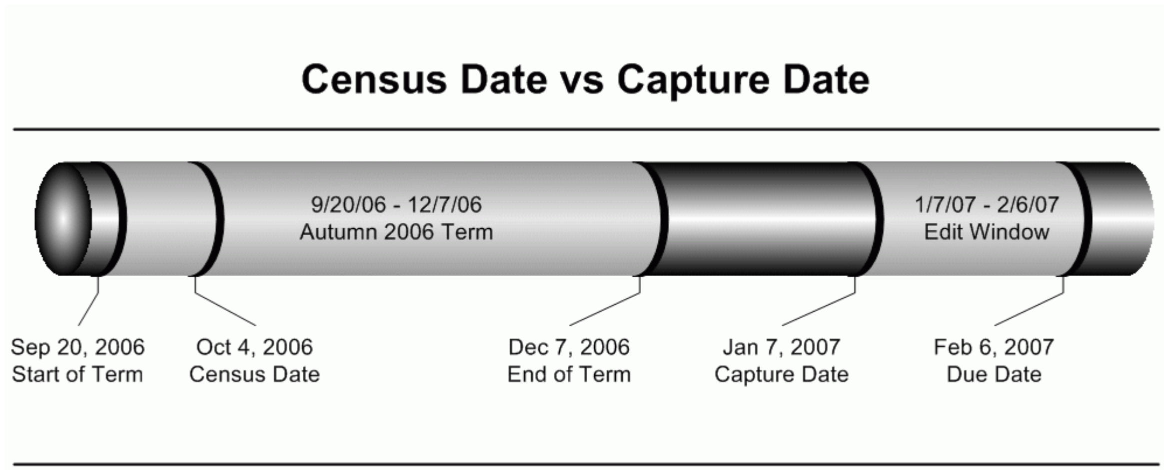
The File Submissions Schedule is a query which can be accessed for each institution at http://qry.regents.state.oh.us/cgi-pub/subschedule. This query can be used to view the edit windows for all files that fall under a specific data area and term/year combination. For example, to view edit windows for all term-based enrollment files for Spring 2009, a data reporter would select:




**Census Dates and Capture Dates**

In the Data Submissions Document you will see information about the Census and Capture Dates. The Census Date is a designated point by when a student must be registered for a course in order to be included in HEI enrollment files. For regularly scheduled course sections, the census point is the end of business on the 15th calendar day of the academic term (this is not a change from the former '14th day after the first day of classes).

For flexibly scheduled course sections, the census point is the end of business on the date closest to completing 20 percent of the course section based on the official start and end dates, regardless of the course section meeting pattern. For flexibly scheduled courses meeting for less than seven consecutive days report all students who enrolled by the last day of the course, but do not report those who withdrew by the end of the course.  Regarding summer subterms, the census point for regularly scheduled summer term course sections is the 15th day of each summer subterm.  The Capture Date is the point in time when the "snapshot" of institutional databases is to be taken. Relevant data effective as of this date are to be included in the HEI submission.




For example, the Ohio State University Course Enrollment in Autumn 2006 will be collected from Jan 7, 2007 to February 6, 2007. This data will have a census date of October 4 (the 15th day of the term). This means the data is a snapshot of the Course Enrollment as of October 4. In this example, Ohio State has until the Capture Date to enter enrollment into their student information system. On the capture date they can start to report enrollment data to the Ohio Board of Regents by submitting data to the HEI system.

**Data Input Site**
The Data Input Site manages HEI users, data, and error checking all in one location. The Data Input Site can import data via ASCII text files. This is the secure method that institutions use to upload their text files to the HEI database.

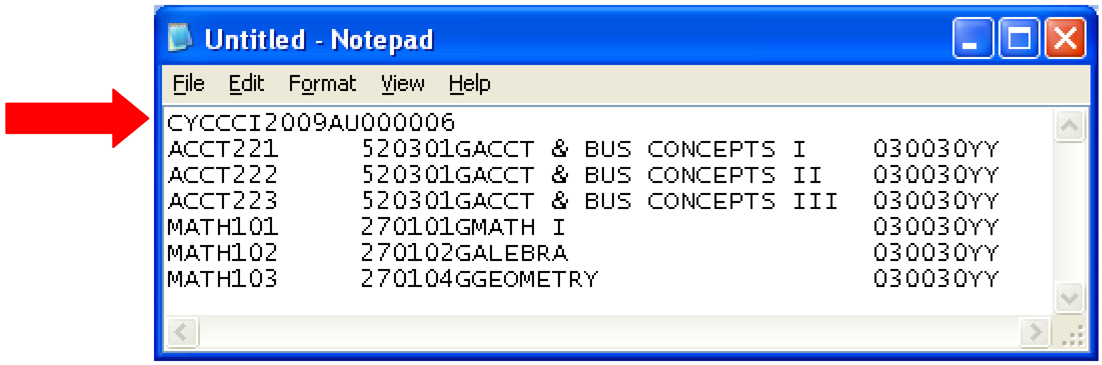
**What is a text file?**
Text files are files that contain text only with no associated formatting. They are typically edited in simple applications such as Microsoft Windows Notepad although they are handled by almost every text editor. The text files uploaded to the Data Input Site are a fixed width, so that data can be parsed from the files according to its location on a record line. HEI data files follow this pattern of using columns for delimiting. These files are sometimes known as "flat files." HEI text files are made up of two pieces, the Header record and the Data. The Header record format is standard across all files. The format of the data for each of the text files is very explicitly defined in each file's Data Submission Document.

*Note:* Microsoft Word and other programs can save submission files in ".txt" format. Be sure to save files using this format. The native ".doc" format in MS Word cannot be interpreted by the HEI Data Input Site.

**What is the Header Record and what does it look like?**
The file Header Record provides information used in the processing of the data file. It must be the first record in all data files. Here is the HEI header format:

| **Field Name** | **Field Attributes and Procedures** | **Data Format** |
|---|---|---|
| Institution | Enter an institution code from Institution/Campus Codes. | Alphabetic<br>4 characters<br>Columns 1-4 |
| File Identifier | Enter the two-letter abbreviation from the data area file listings to identify the file: | Alphabetic<br>2 characters<br>Columns 5-6 |
| Year | In term-by-term submissions, enter the calendar year related to the term for which the data are being reported. In annual submissions that represent a fiscal year, enter the fiscal year which the data represent. In annual submissions that represent a particular day in a single term, enter the calendar year of the term which the data represent. In annual SGS financial aid submissions that represent an academic year, enter the terminal (second) year of the academic period which the data represent. | Numeric<br>4 characters<br>Columns 7-10 |
| Term | Enter the term for which data are being submitted.<br><br>AU - Autumn term<br>WI - Winter term<br>SP - Spring term<br>SM - Summer term<br>NA – Annual File submission | Alphabetic<br>2 characters<br>Columns 11-12 |
| Record Count | Enter the number of data records submitted (do not count the header record). | Numeric<br>6 characters<br>Columns 13-18 |

**File Header Record Examples**




```
CYCCCI2009AU000006
ACCT221      520301GACCT & BUS CONCEPTS I     030030YY
ACCT222      520301GACCT & BUS CONCEPTS II    030030YY
ACCT223      520301GACCT & BUS CONCEPTS III   030030YY
MATH101      270101GMATH I                    030030YY
MATH102      270102GALEBRA                    030030YY
MATH103      270104GGEOMETRY                  030030YY
```

1. CYCC = Institution
2. CI = File Submission
3. 2009 = Year
4. AU = Term
5. 000006 = Number of records

Above Example 1: CYCCCI2009AU000006 is the first record in the CI file and shows the institution, file, year, term, and number of records to be inserted (or deleted) in this file.

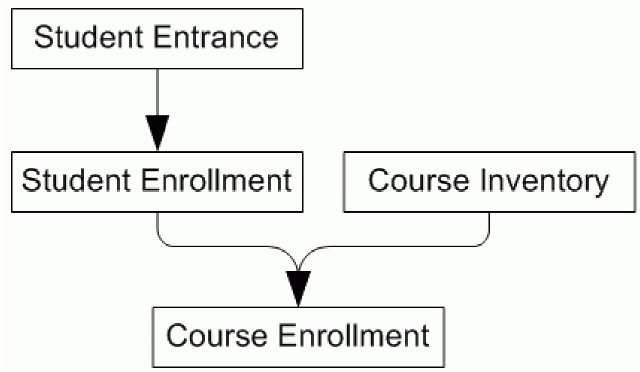
Example 2: WSUNAC2009AU000381 is the first record to be submitted in the Alternative Credit (AC) file and signifies that there are 381 records in this file for Wright State University for the Autumn term, 2009.

Example 3: OHSUFD2009NA000897 is the first record to be submitted in the Faculty Demographics (FD) file and signifies that there are 897 records in the file for Ohio State University.

**The Data Submissions Document**
Each input file that is submitted to HEI has a Data Submission Document which details its format. These documents are located in the primary data areas section on the HEI home page. Each Data Submission Document contains the following sections, describing important details about the specific file.

- The *File Description* section provides an explanation of the type of data that is to be collected in the file.
- The *Submission Schedule* section indicates how often a particular file is to be submitted.
- The *Capture Date* section is the point in time when the "snapshot" of institutional databases is to be taken. Relevant data effective as of that date are to be included in the file submission.

- The *Relationship to Other File Submissions* section explains which files need to be submitted before and after a particular file. These relationships create individual file dependencies. For example, in the Enrollment Data Area, the following dependency exists:




The above file dependency means that the Student Entrance file must successfully load to the HEI database before the Student Enrollment file can be submitted. The Course Enrollment file requires the Course Inventory, the Student Enrollment and the Student Entrance files to be fully loaded before it can be submitted.

- The *Data Fields* section provides a table with descriptive information about the layout of input files and contains details about how input file records are to be reported. Note, turn the data submission document on it's side in order to see the real layout that will be used for the text document.

Data Submission Layout:

| **Field Names** | **Field Attributes and Procedures** | **Data Format** |
|---|---|---|
| Campus | Enter a campus code from Institution/Campus Codes. | Alphabetic<br>4 characters<br>Columns 1-4 |
| Student Identifier | Enter the federally assigned Social Security Number (SSN) whenever possible. If the SSN is unavailable, enter another identifier which uniquely relates to this student. Student identifiers for minors are to be assigned by the campus. | Alphanumeric<br>9 characters<br>Columns 5-13<br>Left justify |
| Institution Assigned Identifier Switch | Enter Y if the student identifier is not a federally assigned Social Security Number. Enter N if the student identifier is the SSN assigned by the federal government. | Alphabetic<br>1 character<br>Column 14 |

Text File Layout:

| **Campus** | **Student Identifier** | **Institution Assigned Identifier Switch** |
|---|---|---|
| Alphabetic,<br>4 characters<br>Columns 1-4 | Alphanumeric, 9 characters,<br>Columns 5-13, Left justify | Alphabetic<br>1 character<br>Column 14 |

- *Field Name* identifies the specific data element.
- *Field Attributes and Procedures* presents the range of possible entries for the data field and when applicable refers the data reporter to the proper verification table (see the *Verification Tables section* of this document)
- *Data Format* describes whether the field is alphabetic, alphanumeric, or numeric. It specifies the number of characters in the field and indicates the columns of the input file in which the data are reported. See the *Data Formatting Conventions section* of this document for more information.

  - **Three Data Types**
    - Alphabetic
      - Campus Code (OHSU)
    - Alphanumeric
      - Section ID (CHEM10)
      - Case and Blank sensitive
    - Numeric
      - Contact Hours (0010)

- The *Definitions and Descriptions of Data Elements section provides additional d*efinitions and descriptive examples. In some file descriptions this section is omitted.

**Data Formatting Conventions**

There are four main data formatting conventions to be aware of when creating HEI file submissions. The following guidelines are the general rules for coding numeric and alphanumeric values that do not completely fill their fields. Any exception to these rules will be specifically noted in the data submissions documents.

- *Numeric Fields Indicating Quantity*
  - *Whe*n a value indicating quantity will not fill the field, right-justify the value and zero-fill the spaces to the left of the number. For example, if a value represents $405,982 and there are 10 character spaces in the field, it should be entered as "0000405982." Or if a value represents 3.5 credit hours and there are three character spaces in the field and the value is to be entered in tenths, it should be entered as "035."
- *Numeric Fields Indicating Negative Quantity*
  - When a value indicating quantity is a negative number, enter a negative symbol (-) in the first character position (beginning from the left), right-justify the value, and zero-fill the spaces to the left of the number. For example, if a value represents negative $36,759 and there are 10 character spaces in the field, it should be entered as "-000036759."
- Numeric Fields Indicating Identity
  - When a value indicating identity will not fill the field, left-justify the value and leave spaces to the right of the value blank. For example, if a Faculty Identifier is 777999 and there are nine character spaces in the field, it should be entered as "777999bbb" (b equals blank space).

- *Alphanumeric Fields*
    - Alphanumeric fields are case and blank sensitive. For example, the following Course Identifier's would be read separately:
        - Mathb101
        - Math101
    - A blank must not appear in the left-most character of the field. When an entry has blanks as part of the value, left-justify the field.
    - A particular entry must appear exactly the same in all data files. For example, the Course Identifier must be identical in the Course Sections Taught (ST), Course Section Schedule (CS), Course Inventory (CI), Course Enrollment (CN), and Off-campus Course Sections (OC).

**Further Comments about the Data Section**

The last line of a text file should be the last row of data that is submitted. There should not be any extra spaces past the character limit listed in the data submission file or after the last row in the text file. In order to see where the last row of data exists in your file, hit "Ctrl+End" and this will take you to the end of the text file. Make sure the cursor is right after the delete switch (or last field in file submission) before saving and submitting the text file.

**Edit & Load Specifications**

The edit and load specifications are used to enforce logical relationships between data elements, tables and files. Stated simply, data that do not make sense should not be permitted in the database. Each file collected in HEI has a set of edit and load specifications that alert users to possible anomalies in their data. The HEI data reporter submits their file to an edit process, where their data elements are compared record by record, field by field, against a set of rules (edits) for each element. Possible anomalies are presented in an edit report and are listed with the identifying fields in the record. An example would be attempting to submit a student with a birth year of 1850 who entered your institution in 2000. In addition, edits are also used to alert reporters to relationships between data elements that are questionable, but perhaps acceptable. *For example, it is not common, but it is possible, to have a 14 year old student enrolled at your institution.* Here are a few of the edit checks for the Course Inventory (CI) file. If an error condition exists in the data, the edit codes and text messages appear to HEI users before a file is loaded into the HEI database.

| Edit Code | Edit Text | Display Field |
|---|---|---|
| 002 | Course Identifier is blank or not left justified | Course Identifier |
| 003 | Subject Code is not in Subject Code verification table | Subject Code |
| 005 | Course Level Code is not in the Course Level verification table | Course Level |
| 006 | Low Credit Value is not numeric | Low Credit Value |
| 007 | High Credit Value is not numeric | High Credit Value |
| 008 | Low Credit Value is greater than High Credit Value | Low Credit Value/High Credit Value |

**Summary of Changes**
Summary of Changes refers to changes to the design and programming logic in a file submission. These changes are documented and published at
http://regents.ohio.gov/hei/datasubdoc/summaryofchanges.php

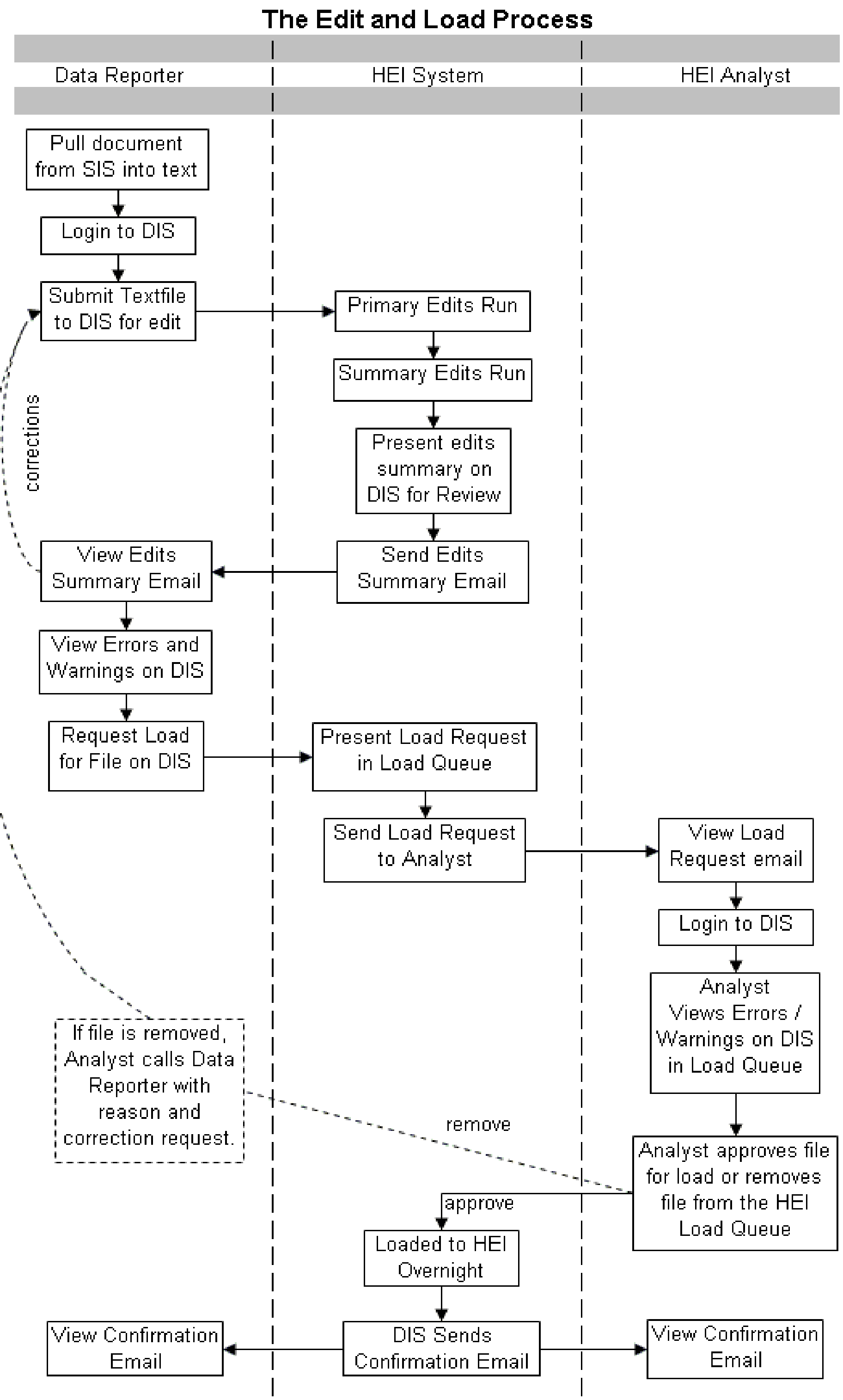
**Verification Tables**
Verification tables are used to store lists of valid entries for fields in HEI data files. When a campus data reporter submits a file to HEI, the system compares the contents of particular data fields to the applicable verification tables. If this comparison shows that the contents of a data field are not in the verification table, the system displays an error or warning message.

The verification tables are not yet dynamic. It is recommended that data reporters occasionally check the HEI web site to be sure their working version of the verification table is current. To facilitate use of current versions, the List of Verification/Mapping Tables includes a revision date for each table.

There are two purposes for publishing verification table information via the HEI web site. The first purpose is to allow data reporters and other interested persons to simply view the current contents of the tables. The second purpose is to provide a method that enables campus data reporters and computer center staff to acquire complete copies of verification tables. Campus efforts to develop and maintain processes for building HEI data submissions are enhanced by this download capability.

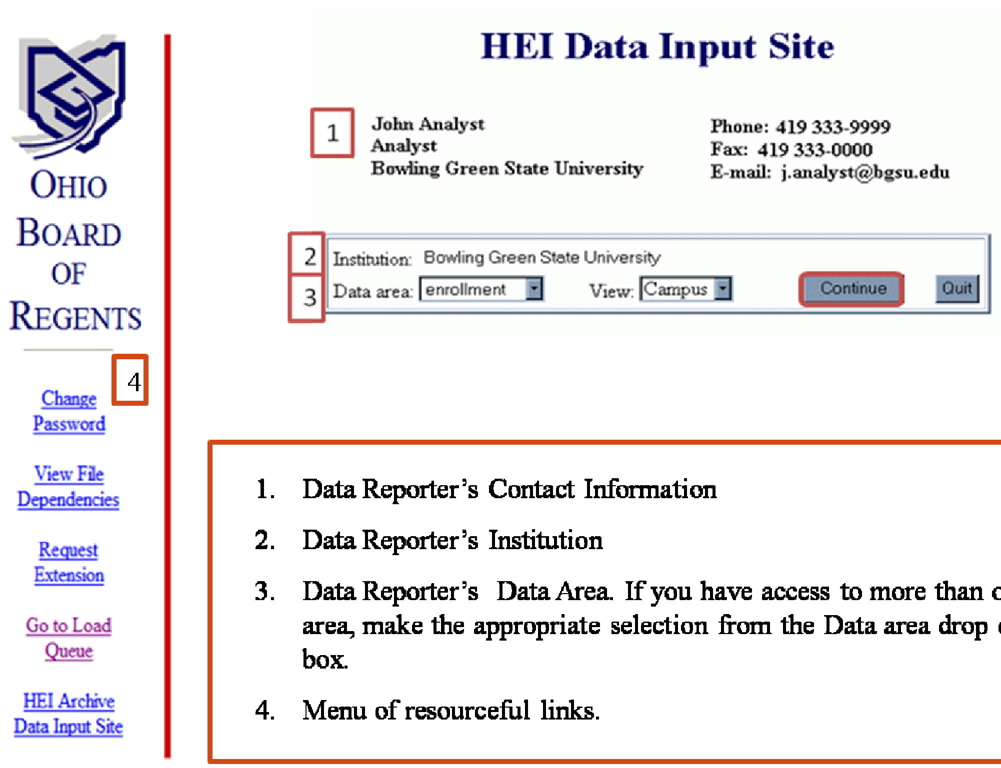
The verification tables can be found at:
http://regents.ohio.gov/hei/datasubdoc/vertables/verintro.php . To ask questions or make comments concerning verification tables, contact a HEI representative at: help-hei@regents.state.oh.us

**The Edit and Load Process**
The following diagram illustrates the edit and load process that takes place for every text file submitted via HEI.



**The Submission Process**
Instructions for submitting files:

1. Extract data from your campus student information system (SIS) into a text file. Add a header record and format the data according to the appropriate Data Submissions Document.
2. Save the ASCII text file with a header record and rows of data in a location easily accessible by your computer (For example, “My Documents” or “/home”).
3. Go to the HEI front page at [http://www.regents.ohio.gov/hei/](http://www.regents.ohio.gov/hei/) and click “Data Input Site”. Please follow all prompts.
4. The next screen is the main screen of the Data Input Site.




1. Data Reporter’s Contact Information
2. Data Reporter’s Institution
3. Data Reporter’s Data Area. If you have access to more than one data area, make the appropriate selection from the Data area drop down box.
4. Menu of resourceful links.

a. In order to actually view the data input site, click “Continue”.
b. Now, below a data reporter’s contact information, three buttons should appear.
   i. “Submit Data File” which allows a data reporter the ability to actually submit a data file for a particular data area.
      1. Submitting the file for edits means that a data reporter wants to upload the file to HEI’s system where the file will go through the edit process. There are two stages to the edit process, primary and summary edits.
         a. Primary Edits check your files validity against the Data Submission Documents and Verification Tables.

        b. Summary Edits run general comparisons or summations against the data file, often times comparing last terms (or year's) data with the current term (or year) in question.
    2. There are 2 types of messages that can be generated by the edit process.
        a. *Errors* are critical messages that must be addressed. A file with errors cannot be loaded and a data reporter cannot see the "Request Load" button next to a file with errors.
        b. *Warnings* are informational messages that may or may not be acted upon. A file with warnings can be loaded. It is the data reporter's duty to be aware and verify records that cause warnings as data analysts routinely call data reporters regarding these warnings.

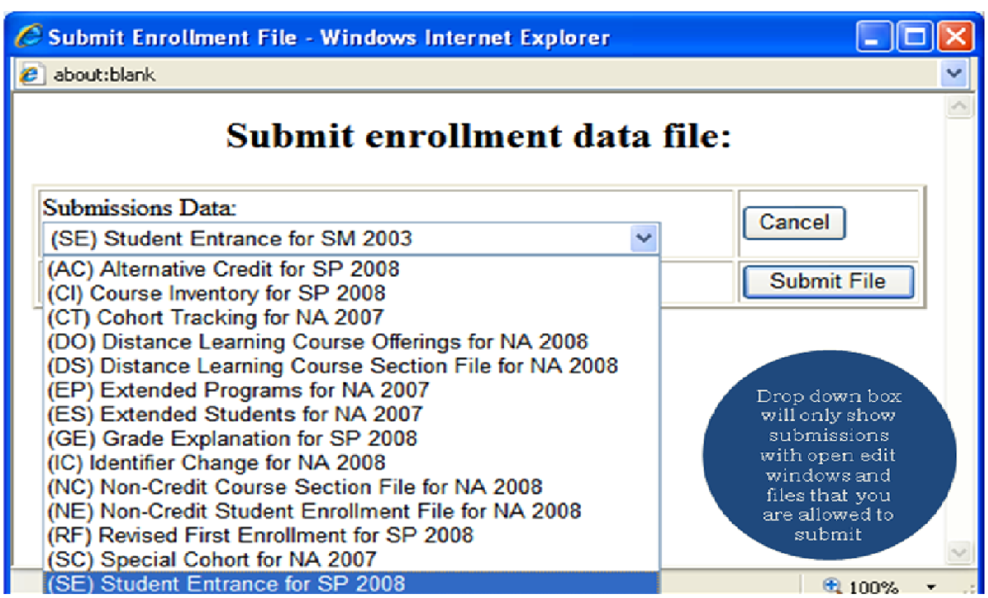
ii. When the edits finish, the HEI system will send the data reporter an email with some quick statistics about the file. The email will contain the length of time the file took to edit, the number of records contained, the number of errors and the number of warnings.

iii. Each file can be submitted up to 99 times for a given edit window.

c. "Change Data Area" which allows a data reporter the ability to change from one primary data area to another primary data area.

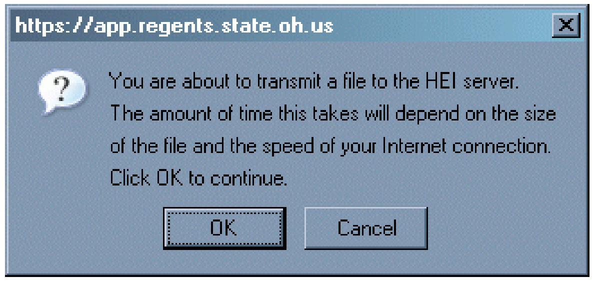
d. "End Session" which logs a data reporter out of the data input site and closes the browser window.

e. If a data reporter clicks on "Submit Data File", a popup will appear that allows data users to submit a particular data file.



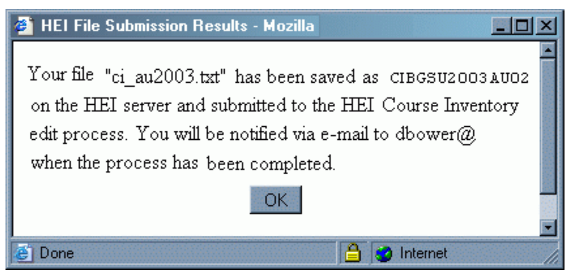

f. Click the "Browse" button to locate the text file on your computer and click the OK button. Click "Submit File" button in order to start the edit process.

g. The following dialogue box appears. Clicking “OK” this will actually submit the file to the edit process.




h. If an error occurs, it is because of an invalid header record. Make sure that the header record in the text file is formatted according to header record specifications. Also, the data reporter should check to make sure they are actually selecting the appropriate file (correct year and term) from the drop down file options.

i. If the file passes the initial header record error check, a notification message with the unique data input site file name (record this file name for future use) will appear. In this example, it is CIBGSU2003AU02.

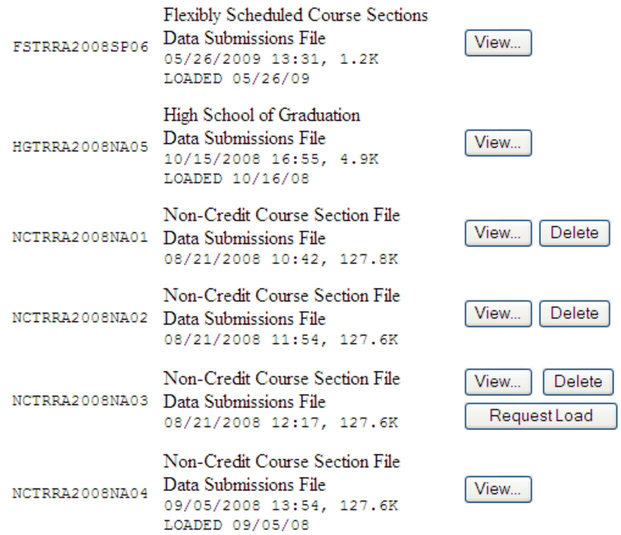



j. Note, the file name CIBGSU2003AU02:
    i. Submission Type (2 Letters)
    ii. Institution (4 Letters)
    iii. Year of Submission (4 Letters)
    iv. Term of Submission (2 Letters)
    v. Number of times submitted (2 numbers)

k. Either before or after submitting a file to the data input site, a data reporter has the opportunity to scroll down the web page (once they have clicked submit file on the first data input site screen) and see all files that have been submitted for their institution in a particular data area unless they have been archived. Archived data files are not handled by the institutional data reporter themselves, but are moved over from the data input site to the archived data input site once a term has been finalized. In order to view the files on the archive data input site, please click on the hyperlink HEI Archive Data Input Site which is located in the menu of resourceful links located on the left hand side of the data input site.

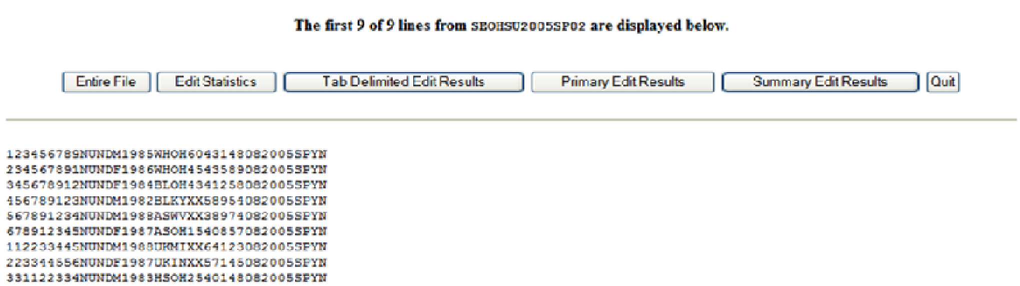
l. The first column is the unique name that is given to a file once it is submitted. In the middle column, a data reporter will see these items

i. File Name
ii. Date and Time of Submission
iii. File size
iv. If the file was loaded, the word “LOADED” followed by the date.




m. The final column can contain three “action” buttons for each file.

i. “View” presents a screenshot of the first 10 lines of that text file as well as edit statistics and results. If a data reporter clicks “View” a similar screen will appear.




**Entire File** allows the data reporter to view the entire data file submission.

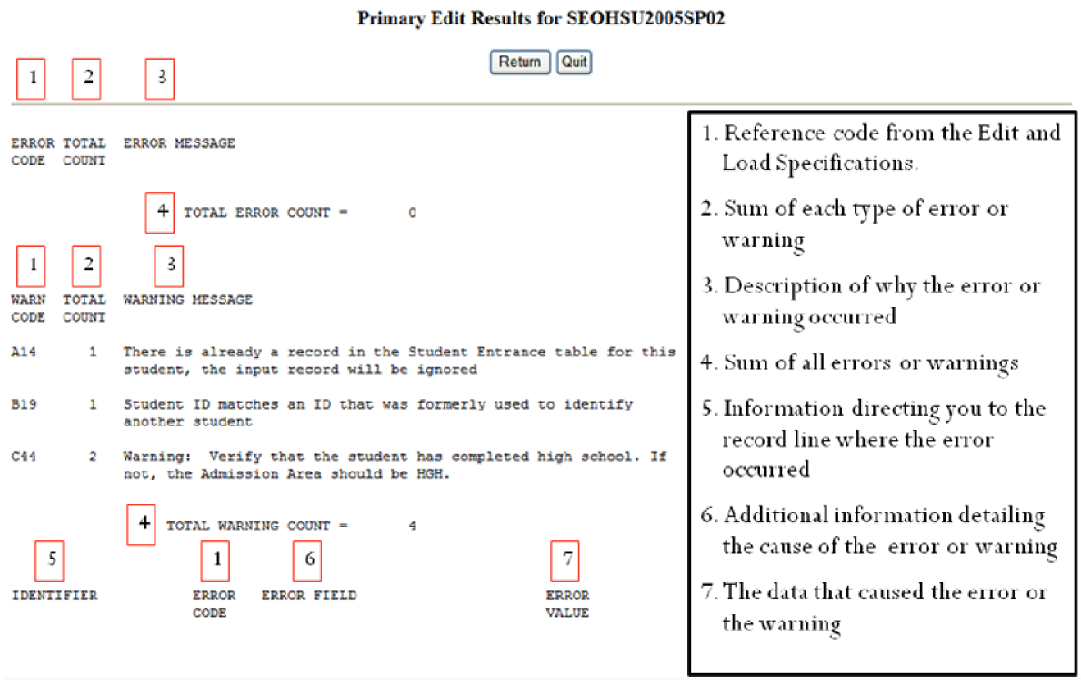
**Edit Statistics** provide the time the edits began and ended, total number of records read, total number of errors or warnings, and number of repeat submissions that occurred in the data file.

**Tab Delimited Edit Results** provide the primary edits results as tab delimited text

**Primary/Summary Edit Results** provide detailed information about the errors and warnings that occurred in the file.

**Quit** returns the user to the Data Input Site homepage.

Example of Primary Edit Results for the Student Entrance (SE) file:




ii. "Delete" will do just that, delete the particular text file from data input site

iii. "Request Load" (if this button does not appear an error has occurred in the edit process and will need to be resolved and the file re-submitted) means that the data reporter certifies the data as complete and would like this text file to be loaded onto the HEI database.

n. Once you receive a confirmation e-mail that the file has been submitted, go back to the Data Input Site to view further information about the file.

o. When you have zero errors and your data is fully accurate, you may "*Request Load"* for the file. This means that you are certifying your data as complete and would like it to be approved for load that evening.

i. Click the "Request Load" button located next to the file

ii. A data reporter will be prompted to confirm that they have read and agreed with the terms in the "Request Load" dialogue box. This is the data reporter's electronic signature certifying that the data is valid and accurate.

p. The requested load file is then sent to the Load Queue for an HEI analyst to review.

i. The analyst will then manually check the text file in question and if any errors or warnings seem out of the ordinary the data analyst will contact the data reporter who now has two options:

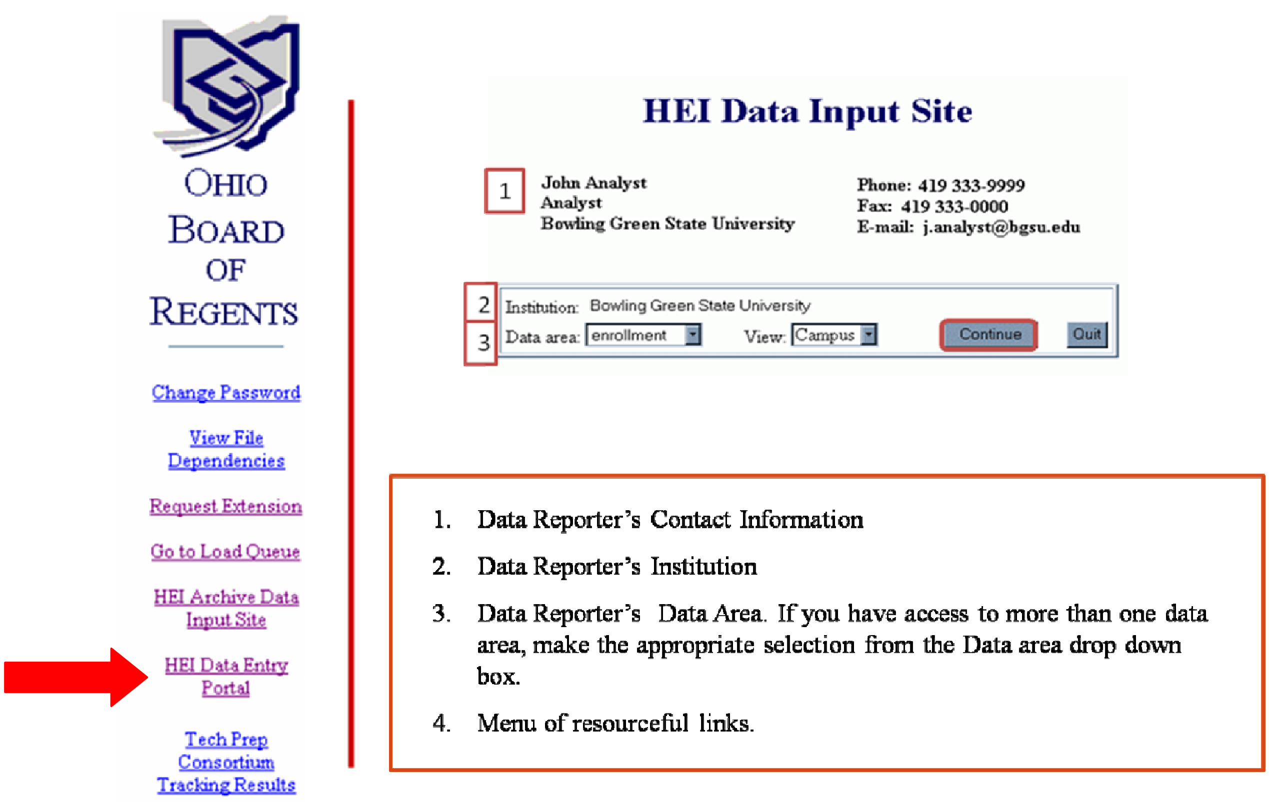
a. Verify that the data is in fact correct.

b. Make corrections to the data file and re-submit.

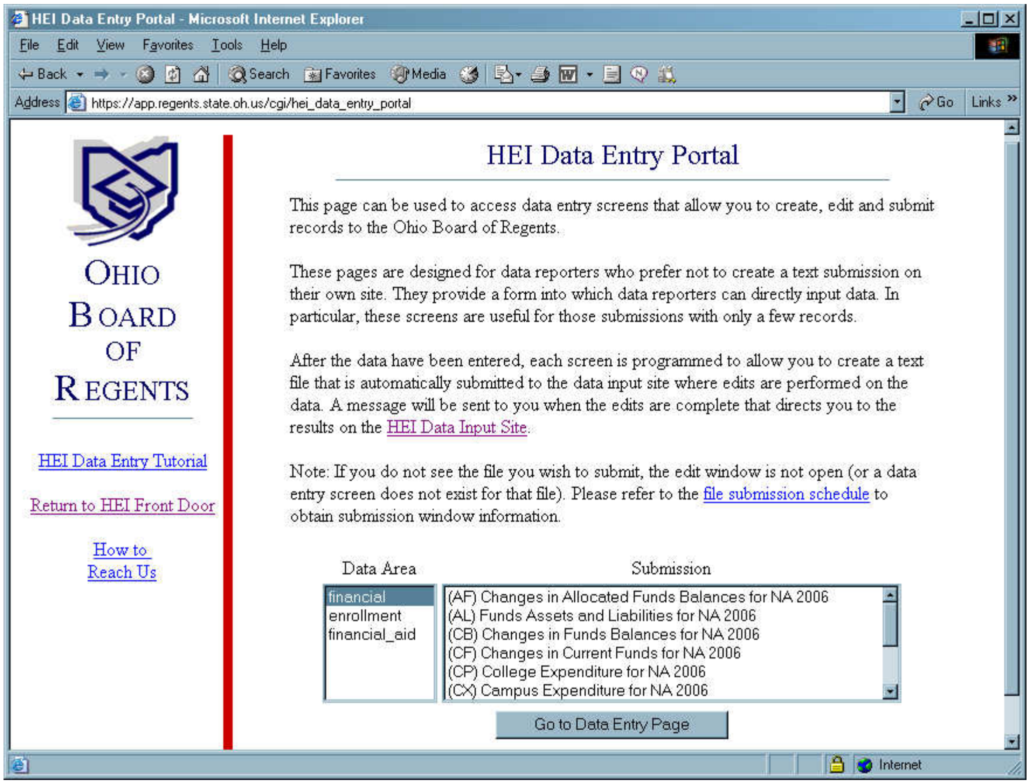
q. If the data reporter's file is approved by the HEI analyst, it will be loaded to the HEI database that evening. Only at this step is data actually inserted into the HEI database.
r. A data reporter will receive a load confirmation email after a file has been loaded to the HEI database. This email is a data reporter's confirmation that the text file has been successfully loaded to the database. A data reporter can also verify that a file has successfully been loaded by going back to the Data Input Site and scrolling down to that particular file and looking for the "Loaded" date.

**Data Entry Portal**
Data may be submitted to HEI via the Data Entry Portal for a limited selection of files. This option of creating a text file is only suggested to be used when an institution is creating a text file by hand. The Data Entry portal allows the data reporter to enter individual records by typing the information directly onto a web page. As the data is entered into the Data Entry Portal, it is systematically grouped and saved into text files. After the data reporter finishes entering data into the Data Entry Portal and clicks the submit button, a file header record is created for the file and it is electronically submitted to HEI.

To access the HEI Data Entry Portal:
1. Login to the HEI Data Input Site.
2. Select "HEI Data Entry Portal" from the Data Input Site's menu of resourceful links.

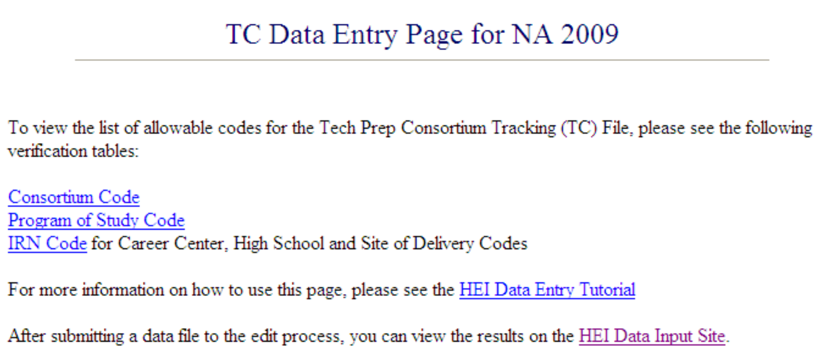


3. The HEI Data Entry Portal provides a listing of only those files for which you have authorization to submit. A menu of helpful links is also provided.

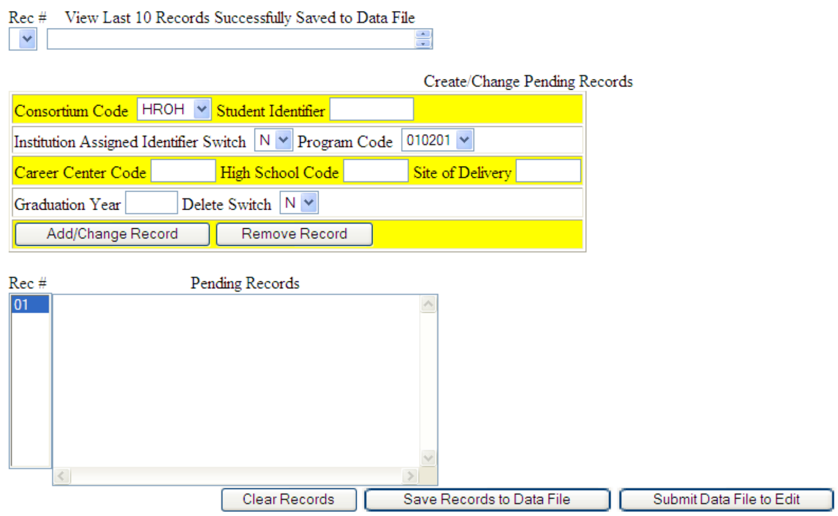



1. HEI Data Entry Portal File Selection.
   a. Select the Data Area for which you are trying to submit a data file.
   b. Select the file name from the Submission menu.
   c. Click "Go to Data Entry Page."

2. HEI Data Entry Page Information
   a. At the top of Data Entry Page are pertinent links and information that will aid in the data submissions process.

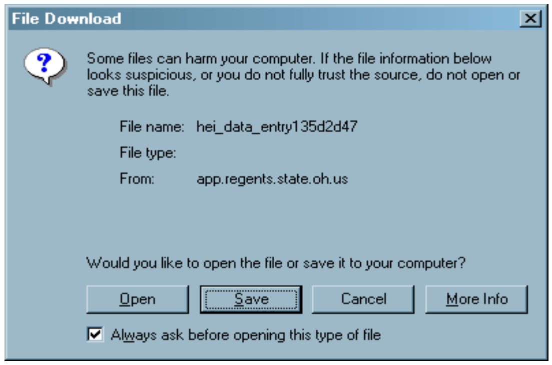


b. At the bottom of the Data Entry Page are the data entry boxes for entering data

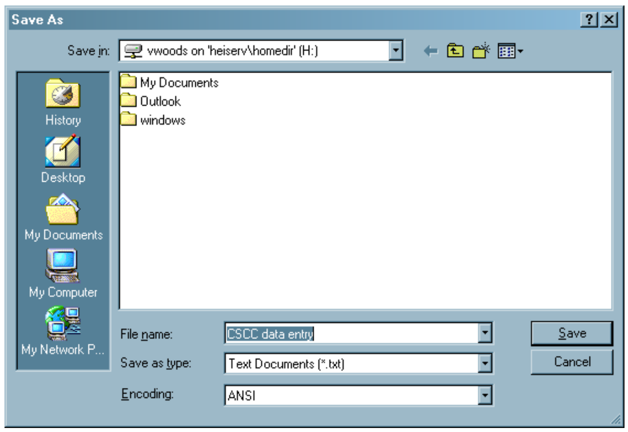



3. Using the HEI Data Entry Page
   a. After keying all the necessary fields for an individual record, click the "Add/Change Record" button. This stores the record in your browser and displays it in the area labeled "Pending Records."
   b. Repeat for additional records. If a data reporter would like to modify a record in the "Pending Records" section; select the record number from the "Rec #" box located to the left of "Pending Records", change the relevant fields using the data entry boxes, and then click the "Add/Change Record" button.
   c. Unsaved records are only stored in open web browser and will disappear if a data reporter closes his/her browser without saving them.
   d. To remove records from your selection or delete an unsaved record, click the "Remove Records" button
   e. After entering a batch of records (up to a maximum of 10), click the "Save Records to Data File" button. This allows a data reporter to save their work so that they can return to it later and either enter more records or submit it to HEI. Please note that once you have saved a record, you cannot change it using the Data Entry Page.
   f. Once a data reporter has entered all of the records into a text file, they now must submit the file for edits. To perform system edits against all the records in your file, click the "Submit Data File to Edit" button.
   g. A data reporter is now given a unique data input site name along with the option of whether or not to download a copy of the file to his/her PC. Take note of the file's name as it will be needed to reference the text file on the Data Input Site.

h. If you select "Download Copy of File", you will be prompted to continue. Select "Save"




i. Be sure to save the record as a text (.txt) file. You should also note the directory into which you are saving the file.




j. Visit the Data Input Site to view your file's edit results. Any additions or corrections must be submitted in a subsequent file via the Data Input Site.

**Correcting Errors**

There are two types of corrections that data reporters may need to make after locating errors in their files:

1. Correcting errors in data files prior to "Requesting Load."
2. Changes after the data files have been successfully loaded to the HEI database.

**Corrections prior to "Requesting Load"**

Data reporters usually learn about problems in their data files when they view the results of the edit program. The edit program shows which records contain errors and which fields within the record are in error.

To correct errors identified by the edit program, the data reporter modifies their "local" copy of the entire text file by looking at the primary edit messages, and then resubmitting the corrected file for edits.

### Correcting data already loaded on the database

There are three options for updating records on the database, depending upon the file submission. The update feature was created so that schools could change data fields on records that exist on the database without having to remove records from other file submissions that depend upon that data. The update feature varies slightly depending upon the file because of the key identifiers on each file. The chart, located at http://regents.ohio.gov/hei/datasubdoc/general/update.html, presents all the files grouped by the update type and the steps that are needed to update the records for each file and each file's primary key identifiers.

## Automatically Generated Emails

The HEI system automatically generates e-mail notices to remind you of submission dates. System-generated e-mails do not take into account any requests for extensions of edit windows. If a data reporter believes they have received a system-generated e-mail in error, please contact HEI. These emails are generated based on your permissions and academic calendar. Here is an example of a system-generated e-mail:

> This message is to remind you that the edit window for SM 2008 closed on 11/02/08. Our records indicate that you have not finalized end of term. The following files are required for end of term processing but have not been loaded. Please note that your school may not submit all of these files.
>
> CN, SN, SE, ST
>
> Additionally the following files have not been loaded. Please submit all necessary files and complete the finalize end of term process. Circumstances or the file type may indicate that it is not necessary for your institution to submit all of the listed files for this year and term.
>
> FS, OC, XR, AC
>
> Please submit these files and complete the finalize end of term process.
>
> Please contact the HEI Enrollment Team at hei-enrollment@regents.state.oh.us if you have any questions or need assistance.
>
> ***This is an automated email sent by the HEI system. Please do not respond to this email.

## System Availability

Campus data reporters can expect to be able to transmit and edit files via the Data Input Site Monday through Sunday from 7:00 a.m. to 7:00 p.m. However, scheduled system maintenance occurs when needed and Regents e-mail notification will occur if any maintenance that is planned will affect access to the data input site.

Files for which campus data reporters submit a load request by 4:00 p.m. Monday through Friday will be reviewed by Regents' staff and if a file is approved, will load that evening. Load requests that happen to be submitted after 4:00 p.m. Monday through Friday will be reviewed the following weekday with an expected load that evening (unless daylight loads can be granted for these particular files). No files will be reviewed or loaded on state holidays which include: New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Fourth of July, Labor Day, Columbus Day, Veteran's Day, Thanksgiving, and Christmas.

**Daylight Loads**
On a limited basis, Ohio Board of Regents administrators can give a *Daylight Load* option to Data Reporters as necessary. It is the responsibility of the Data Reporter to contact Ohio Board of Regents staff to request a daylight load. Daylight loads refer to a process whereby campus file submissions are loaded into the HEI database the same day during normal business hours, as compared to overnight file processing. Availability of daylight loads is determined by the volume of system utilization.

**Changes to File Submissions and Data Submission Documents**
HEI uses standard operating procedures when changing Data Submission Documents and/or file submissions:

i. All substantive changes will be announced via e-mail and discussed in scheduled conference calls.
ii. All substantive changes will then be listed on the HEI website in the Data Updates section of HEI News page.

**End of Term Process**
*Update*: As of fiscal 2007, there are two taxonomies for subsidy calculations. The procedure to run end-of-term reports remains the same, but there are two links to separate web pages for the current and the old taxonomy.

The end-of-term process is used to confirm that enrollment files submitted to HEI for each term are complete and accurate. Once a term is finalized, authorized users are able to query the data for that term for policy**,** research and subsidy purposes.

At the end of spring term, the process is used by institutions to confirm that enrollment data for the entire fiscal year are complete and accurate.
The HEI liaison appoints an end-of-term coordinator who verifies that the data reporters have submitted all applicable data and runs the end-of-term reports.

A data reporter with the correct permissions can request end-of-term reports using the SSI new taxonomy for any of the terms of FY 2007, and forward, for which HEI enrollment data has been submitted. The web page link is listed below and can be viewed through the HEI Restricted Outputs area under "End-of-Term (use to calculate Subsidy FTE and to finalize the term)".
https://app.regents.state.oh.us/cgi/end_of_term_subsfte.pl .

Then, after the reports have been run, the web page link is listed below and can be viewed through the HEI Restricted Outputs area under "Subsidy Process/Success Challenge/Resource Analysis" and then under "Subsidy Process".
https://app.regents.state.oh.us/cgi/subsfte_rep .

To run the End-of-Term Report:

i. Go to the Restricted Outputs web page.
ii. Open your browser and go the HEI web page at http://www.regents.state.oh.us/hei.
iii. Click on the "Queries" link.
iv. Click on the "Restricted Outputs" link.
v. Open the End-Of-Term application by clicking on "End-of-Term (use to calculate Subsidy FTE and to finalize the term)". If a data reporter

cannot see this link and they are supposed to run the end-of-term reports, please contact the institutional liaison to have him or her update the data reporter's HEI account.

vi. Request that end-of-term reports be produced by following the instructions in the end-of-term application titled "Request End-Of-Term Reports".

vii. After receiving the automated email indicating the results are ready, go back to the "Restricted Outputs" link and open the "Subsidy Process/Success Challenge/Resource Analysis" link.

viii. Review the Subsidy FTE results.

ix. If the data is not complete and accurate, additions or corrections to certain data files maybe needed in order to complete the data submissions for the term. When corrections are complete, return to step one of this process.

x. If the data is complete and accurate, go back to the end-of-term application and request that the term be finalized by following the instructions in the end-of-term application titled "Finalize End-of-term". This process certifies that the data for the term are complete and accurate.

xi. Data for the term is now available to those with access for subsidy, policy and research purposes. The procedure to Finalize End-of-Term data encompasses the new taxonomy.

Because Finalize End-of-Term releases data to be included in statewide queries and reports, there are some protections provided in the timing of running the process. These protections include:

- Finalize End-of-Term may not be executed until after at least one Course Enrollment (CN) and Faculty Course Sections Taught (ST) file are loaded onto the database for the term being finalized. Rio Grande Community College and Northeastern Ohio Universities College of Medicine are exceptions to this rule due to limited data submissions.
- After Finalize End-of-Term is executed, edit windows for the term are closed.
- After Finalize End-of-Term is executed, Subsidy FTE may not be re-calculated.

Ohio Board of Regents staff has the capability to reverse the Finalize End-of-Term process so that more data input files may be submitted, but this does not reverse the effects of statewide publication of the data after the data were originally finalized. To unfinalize a term, the institution liaison can either unfinalize a term themselves or submit an Extension Request (any data reporter can submit an extension as well).

**Note: Liaisons will need to re-finalize the term(s) in question when additions or corrections have been completed.**