

## MEMORANDUM

To: Tech Prep Consortium Contacts  
From: Jay Johnson, Assistant Director, HEI, Ohio Board of Regents  
**Subject: Tech Prep Consortium Tracking (TC) File Ready**  
cc: HEI Liaisons  
Nick Wilson, Assistant Director, K-16 Initiatives  
Dick Arndt, Director, K-16 Initiatives, Regents  
Harold Horton, Director, HEI

I am pleased to announce that the Tech Prep Consortium Tracking (TC) file is ready. This means that you may submit information about students in your Tech Prep consortium to the Board of Regents information system (HEI) using the data format outlined at the following website: <http://regents.ohio.gov/hei/datasubdoc/enrollment/production/tcfile.html>

I have incorporated feedback from our March 1 meeting into the new data submissions document. There are a couple features worth noting:

1) Program Codes: The list of program codes was taken from a list of approved Tech Prep programs on the Department of Education's website. There are 78 programs currently, but more may be added at your request. In order to keep the code taxonomy consistent, I ask that you notify Nick Wilson, Dick Arndt and Jay Johnson of any programs that should be added and we will supply a new code and announce the code to the group.

2) Added Fields: Consortium code has been added as a data field, as well as Delivery Site, as a result of feedback from our March 1 meeting.

### Submitting Data

If you have questions about submitting data to HEI, please refer to the New Data Reporter Training Manual that I handed out on March 1. If you do not have a copy of it, you may download one by going to the HEI General Information web page at: <http://regents.ohio.gov/hei/datasubdoc/general/geninfo.html> and selecting "New Data Reporter Training Manual."

### Authorization

In order to have access to submit this file, you need to contact the HEI liaison at your college or university and provide the following information:

Name

Title

File: Tech Prep Consortium Tracking (TC) File

E-mail address

Phone number

Fax

Consortium

If you do not supply all of this information the liaison will not be able to give you authorization to the file. The liaison enters the information that you supply into a designated website. We have created a safeguard so that a liaison may not authorize anyone to report or view information about a consortium for which his/her institution is not associated. The table below lists the associations between each consortium and college or university. If you work for a college or university and are associated with a consortium and the association is not listed in this table, please let Nick Wilson, Dick Arndt and Jay Johnson know via e-mail and we will add this to the list.

To find out who your HEI liaison is at your school, please see the "HEI Liaisons" web page at [http://hei.regents.state.oh.us/cgi-pub/hotlink?\\$people\\_page?@PAGE=%22liaison%22](http://hei.regents.state.oh.us/cgi-pub/hotlink?$people_page?@PAGE=%22liaison%22). Please note that some schools have a liaison for financial aid and this is not the person that you want to contact. You will know they are the financial aid liaison by their title.

After the liaison enters your information into the HEI system you will receive an e-mail giving you a User ID and information about how to obtain a password. Some of you have already been authorized as a data reporter by your liaison. You will need to have your liaison indicate which consortium you are associated with in the same web page that he/she authorized you to submit the file.

### **Output/Report**

To view the output of your data after it has been loaded, there is a link from the HEI Data Input Site on the left of the screen, "Tech Prep Consortium Tracking Results." You will be prompted for your user id and password.

### **Additional Training**

Many of you have already signed up for the Tech Prep Training session at the HEI User's Conference this Thursday. At this meeting we will present the same information as we did on March 1.

We hope that this new feature will enhance your ability to serve your students and assist you in reporting requirements.

Consortium -- School  
Akron Area -- University of Akron  
Clark State -- Clark State Community College  
East Central Ohio -- Central Ohio Technical College  
Eastern Ohio Valley -- Jefferson Community College  
Greater Cincinnati -- University of Cincinnati  
Greater Cincinnati -- Miami University  
Heart of Ohio -- Columbus State Community College  
Heart of Ohio -- Ohio University  
Kent -- Kent State University

Lakeland -- Lakeland Community College  
Lorain County -- Lorain County Community College  
Mahoning Area -- Youngstown State University  
Maumee Valley -- Northwest State Community College  
Miami Valley -- Sinclair Community College  
Mid-East Ohio -- Muskingum Area Technical College  
North Central -- North Central State College  
North Coast -- Cuyahoga Community College  
Northwest Ohio -- University of Toledo  
Ohio South -- Shawnee State University  
Ohio State ATI -- Ohio State University  
Ohio Valley -- Rio Grande Community College  
Partners of Marion -- Marion Technical College  
Southeast -- Hocking Technical College  
Stark County -- Stark State College of Technology  
Upper Miami Valley -- Edison State Community College  
Washington-Morgan-Meigs -- Washington State Community College  
West Central Ohio -- Lima Technical College  
Workforce Development Council -- Terra State Community College

## **M E M O R A N D U M**

To: Tech Prep (TC) Data Reporters, HEI Liaisons, Tech Prep Coordinators  
From: Nick Wilson, Assistant Director, K-16 Initiatives  
Jay Johnson, Assistant Director, HEI  
Date: April 2, 2002  
**Re: Questions about Tech Prep (TC) Reporting**  
cc: Dick Arndt, Director, K-16 Initiatives  
Harold Horton, Director, HEI  
Julie Nobel, Ohio Department of Education

We have received a number of questions concerning the Tech Prep (TC) file that are worth sharing with the group. Many of the questions we received were related to one common issue: Nobody is authorized to submit a Tech Prep (TC) file until the HEI Liaison from your college or university has first authorized you. Until this happens, you will be unable to submit the file in the batch process, nor will you see a link from the Data Input Site that allows you to enter the data through our "Data Entry Portal."

The liaison also needs to identify you with the consortium to which you belong. **Only three reporters (out of 29) have been authorized as TC data reporters and are also assigned to a consortium.** If this does not happen you will not have access to submit or view any data. In order to identify a data reporter to submit the file, the liaison needs to click "Assign Consortia", which appears next to the Tech Prep Consortium Tracking (TC) File in the "Liaisons Only Page". (Please note that this is the TC and not the TP file). A consortium name will appear in a pop-up box on the liaison's screen. The liaison will need to select the name of the consortium (so that the background turns blue) before submitting it for authorization. If the consortium is not selected the data reporter will not have access to submit the file or view the results.

Please remember that the institution in the [file header record](#) represents the college or university you represent and not the consortium code.

Another question concerns **Program Codes**. We have been asked whether you use the blue list that was distributed at the training session (March 1) or the list from the website. Only codes from the list on the website are allowable. **The website is now the official source of documentation.** You can view the data submissions document at:  
<http://regents.ohio.gov/hei/datasubdoc/enrollment/production/tcfile.html>

If you are unable to find an exact match to the program code offered in your consortium, select the nearest one. We know we will have to include more programs in the near future, i.e. biotech, construction management.

There are some consortia that have **unique arrangements** regarding the Career Centers, such as compacts and/or comprehensive schools. We have discussed this with Dick Arndt, Director of K-16 Initiatives at Regents, and what we need is the school(s) that signed the VE-26. In some cases this means you may be listing the same school two or three times (career center, school of graduation, and program site).

It is entirely possible we are asking for more data than we need for federal reporting purposes. However, this is our first cut at something like this. As we discussed at the training session on March 1, we would rather gather too much information now and cut it down later, than have everyone reenter data later on.

## **M E M O R A N D U M**

To: Tech Prep (TC) Data Reporters, Tech Prep Consortium Coordinators, HEI Liaisons

From: Jay Johnson, Assistant Director, HEI

**Subject: Tech Prep in HEI: Additions and Answers**

Date: April 10, 2002

cc: Dick Arndt, Director K-12 Initiatives, Regents  
Nick Wilson, Assistant Director K-12 Initiatives, Regents  
Harold Horton, Director, HEI, Regents

I have received a few questions concerning the Tech Prep (TC) file over the past couple weeks and would like to make my answers available to the entire group.

**Site of Delivery** will now include Ohio colleges and universities as options. The Tech Prep (TC) data submissions document at

<http://regents.ohio.gov/hei/datasubdoc/enrollment/production/tcfile.html> has been updated accordingly.

### **High Schools and Career Centers Without IRN Codes**

A few of you have mentioned that there are high schools in the verification table that do not have IRN codes, or that high schools or career centers that you know exist are not listed in the table. This table was created by information from the Department of Education and we will try to do what we can to obtain the most comprehensive list of high school and career center IRN

codes. If you know the IRN code for a high school or career center we will add it to the list. We need the following information for each school:

High School Name, IRN Code, principal name, address, city, zip, phone, fax, district IR code and county.

High school name and IRN code are the most important. If you do not have the rest of the information that is OK. Please note the difference between the IRN code and the District IR code. The IRN code represents (more or less) the physical building of the high school. The district IR code is the district.

### **Process of Loading Files: Submitting, requesting, loading**

We have received some questions concerning how files are loaded to the database. It is important to note the difference between **submitting** a file, **requesting** a file to be loaded, and the actual **loading** of a file. Submitting a file is the first step in the process and this is when you receive a report of errors associated with the records in your file. If your file has errors, you need to correct them on your local copy and resubmit the file. This process is repeated until the file is free from errors. At that point you may request the file to be loaded. The file is typically loaded to the HEI database that evening. You will receive an e-mail from the Data Input Site notifying you that the file was loaded.

For more information on this process, please see:

<http://regents.ohio.gov/hei/datasubdoc/general/howdataload.html>

### **Program Codes**

We have also received questions concerning program codes. Please use the closest match to existing programs. If you are uncomfortable with this we can create new programs and codes at your request. The programs were created from the 78 approved programs on the Department of Education's website at:

[http://webapp1.ode.state.oh.us/tech\\_prep/](http://webapp1.ode.state.oh.us/tech_prep/). The codes were created by Regents.

### **Authorizations to submit files**

There are currently 46 people authorized to submit the TC file, however only 31 of those are associated with a consortium (per e-mail sent April 2, 2002). If you find yourself unable to submit this file, please contact your HEI liaison