Data Reporting (Senate Bill 70) Overview

This document contains the program background and upload instructions for the SB 70 file.

Table of Contents

CALIFORNIA STUDENT AID COMMISSION

Background and Instructions

Introduction

On March 24, 2011, Senate Bill (SB) 70 was chaptered into California law amending sections 69432.7, 69432.9, 69433.2 and 69433.6 of the California Education Code (CEC)effective beginning the 2011-12 academic year.

The CEC provides, "(a) As a condition for its voluntary participation in the Cal Grant program, each Cal Grant participating institution shall, beginning in 2012, annually report to the commission, and as further specified in the institutional participation agreement, both of the following for its undergraduate programs:

(1) Enrollment, persistence, and graduation data for all students, including aggregate information on Cal Grant recipients.

(2) The job placement rate and salary and wage information for each program that is either designed or advertised to lead to a particular type of job or advertised or promoted with a claim regarding job placement.

(b) Commencing the year after the commission begins to receive reports pursuant to subdivision (a), the commission shall provide both of the following on its Internet Web site:

(1) The information submitted by a Cal Grant participating institution pursuant to subdivision (a), which shall be made available in a searchable database,

(2) Other information and links that are useful to students and parents who are in the process of selecting a college or university. This information may include, but not be limited to, local occupational profiles available through the Employment Development Department's Labor Market Information Data Library."

The data institutions will be reporting to the California Student Aid Commission (Commission) is by academic year (AY) after it is closed.

Institutions will report their enrollment, persistence and graduation data. You may also choose to provide either aggregate files or unitary data (if your institution would prefer for the Commission to aggregate your data). Please note that the information reported applies to all students, not just Cal Grant recipients, and you can find more information about the data reporting on the Commission's [website](#).

Though the data reporting requirement began in 2011, the Job Placement Rate and Salary/Wage requirement was not required until December 2014. This requirement clarified the 2 acceptable methodologies to report Job Placement Rate and Salary/Wage data: first, the California Community Colleges (CCC) College Wage Tracker is a data mart that collects wages of students who completed credit awards at a particular California Community College over a series of academic years using California Employment Development Department Unemployment Insurance wage data. The total annual median wages for students three years after completion of award are then calculated and categorized by college and type of award. The percentage of students for whom this data was available, or an "award to match rate", is also calculated. The Job Placement Fact Sheets and Salary and Wage Information can be found here (https://webutil.csac.ca.gov/SB70_Inst/JobFacts.aspx). Second, unless an exception applies, private postsecondary institutions operating in California are subject to the authority of the Bureau of Private Postsecondary Education (BPPE). BPPE institutions are required, by statute, to report job placement rate, salary and wage data. BPPE institutions must email a PDF of the institution's School Performance Fact Sheet (already required by BPPE) to the Commission to meet the reporting requirements. Finally, non-BPPE institutions may choose either methodology, providing data similar to the College Wage Tracker or a PDF comparable to the School Performance Fact Sheet.

Enrollment Elements

For the purposes of reporting, we define an enrollment cohort as students who are new to an institution during the academic year, either first-time college students or transfer students. High school students that are concurrently taking college courses for credit, those taking only remedial, English as a Second Language (ESL) or basic skill courses, and visiting students to your institution will not be counted in your enrollment file.

Persistence Elements

We define persistence as the total number of undergraduate students by cohort who have continued in, or persisted in, their education by enrolling in and completing at least one course

at the institution during the academic year following initial enrollment, and every academic year thereafter. This information needs to be segregated by enrollment status, race/ethnicity, gender, and Cal Grant recipient status for each campus. Your institution will update persistence data annually for each cohort until the number of academic years reported is at least 200% of the published program length.

Graduation Elements

Graduation is considered to be the number of students within the cohort who complete a program and upon whom the institution has actually conferred the degree, diploma, certificate or other formal award. This information is for each undergraduate program and campus, reported by Classification of Instruction Program (CIP) Code, enrollment status, race/ethnicity, gender and Cal Grant Status. Graduation is considered within 100%, 150% and 200% of the published program length of the program; so, for example, for an institution to report a student as completing within 150% of the published program length, the student must complete the program or certificate or degree in more than 100% of the published program length but no more than 150%. Reporting of students that take longer than 200% to complete the program is optional.

Unitary Data Elements

An institution may elect to submit a unitary data file that includes sufficient student data in order for the Commission to prepare the report on the institution's behalf. The information reported includes student name, date of birth, social security number, race/ethnicity and gender, enrollment date and status, campus code, CIP code, units completed and program completion if the student has graduated. Institutions will then upload the data file via our Web Grants system. Though most institutions don't report this way, it is an option. If you submit the unitary file, you need not submit the aggregated files.

Stay Connected!

You can refer to the Grant Operation Memos for information on the data reporting deadline. If you are not subscribed to the Commission's List-Serv, you can register from the Commission's homepage – simply select the 'Subscribe to CSAC Important Updates' link at the very bottom of the page.

File Guidelines

All *Collection Types* (Enrollment, Persistence, Graduation, Job Placement, and Unitary) must be submitted in separate fixed field length files that shall not exceed 25 MB. For specific definitions and field requirements, please refer to the **Data Reporting Import Specifications** document that can be found on the Commission's website.

All files must adhere to the file name specifications and the file name shall not exceed 32 characters including the file type extension.

- Example: SB70_XX_12345678_YYYY-YY_F#.txt
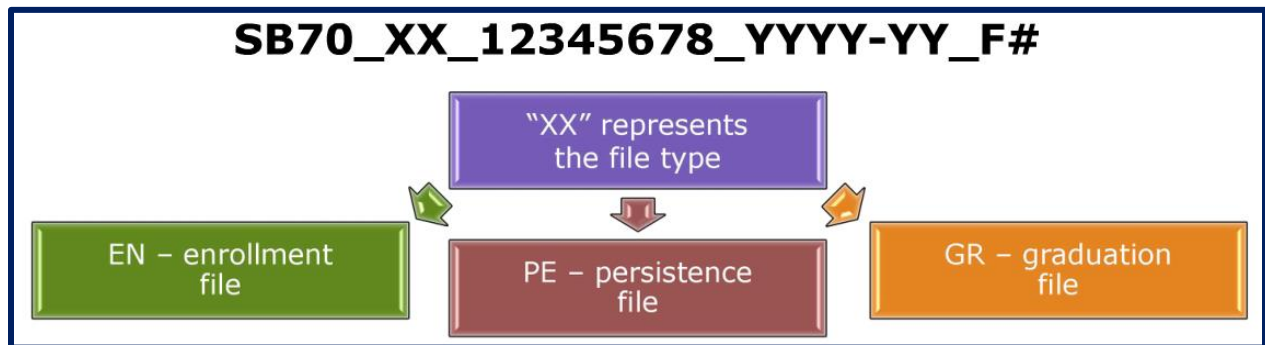
Every line will begin with SB 70, followed by an underscore. Next, choose EN, PE or GR depending on which file you are submitting, then underscore. Next, you will use your 8 digit OPE ID number, underscore, the academic year, underscore, and then the File Sequence number. For example F1 if it is the first file you are submitting.

A comment here regarding the F#: most school files will be labeled with F1. It is acceptable to put all cohort years in one file. If your F1 file exceeds 25 megabytes, you would then move to a second file and label it F2.

System Requirements

The web application is designed for use with the following web browsers:

- Microsoft Internet Explorer version 9.0 and higher
- Mozilla Firefox version 18.0 and higher
- Google Chrome version 24.0 and higher
- Apple Safari version 5.0 and higher

The computer should also meet the minimum system requirements provided by the manufacturer of the browser being used. The web application will perform best on computers with a high-speed Internet connection similar to Digital Subscriber Line (DSL), cable, or faster. It is not recommended for use with computers using a dial-up modem based Internet connection.

Accessibility Requirements

To access the SB 70 web application you **must** have a WebGrants user account. If you do **not** have a WebGrants user account, contact your *School Administrator*. If your school does not have a *School Administrator*, contact the CSAC Help Desk at 1-888-294-0148 or by email at CSACITServiceDesk@csac.ca.gov to request an account.

Note: If additional users are necessary for the purpose of solely uploading SB 70 data then the access must be limited to the ***SB 70 Data Reporting*** screen.

File Upload Instructions

To begin the process of uploading SB 70 data, type the following URL into the web browser address bar.

https://webgrants.csac.ca.gov/common/logon.aspx
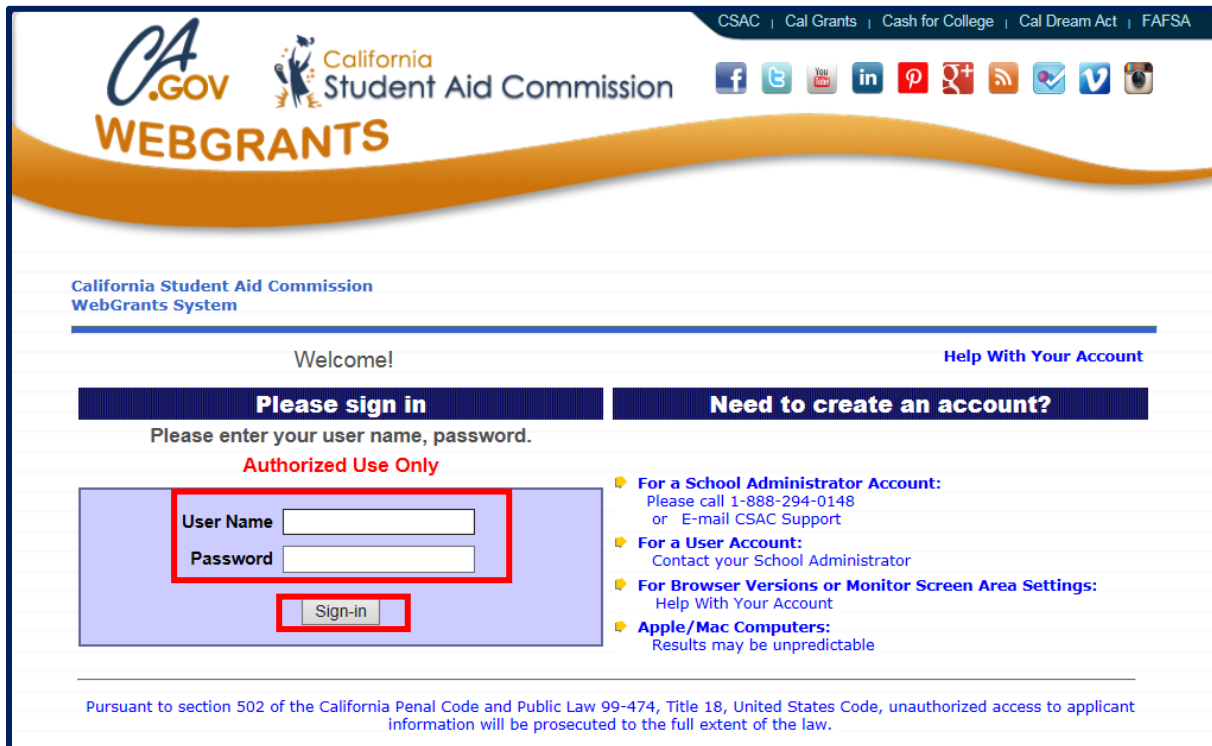
Assumptions

To complete the process of uploading SB 70 data, the following assumptions have been made:

- The reporting individual has a valid WebGrants user account

- The reporting individual has access to the SB 70 menu

- The reporting individual has valid SB 70 data to report

- The reporting individual has a valid SB 70 import specifications to upload

Instructions to upload SB 70 Data File

1. Navigate to the WebGrants System login page.

   - This is the entry point through which all authorized users can access the WebGrants System.

2. Enter the *User Name* and *Password* and select the *Sign-In* button.
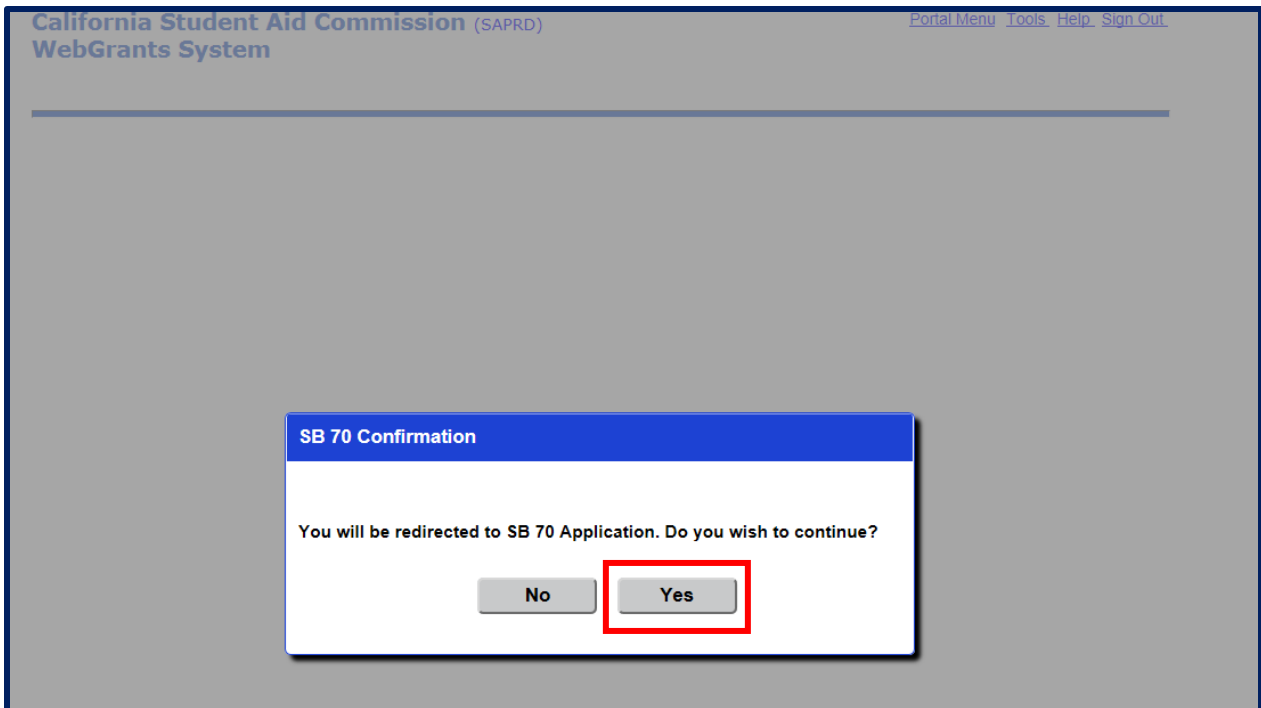
3. The system will display the **Portal Menu** screen upon successfully authenticating the login credentials.

    - **Note:** Depending on the profile authorization there may be more options available in the Portal Menu than what is shown below.
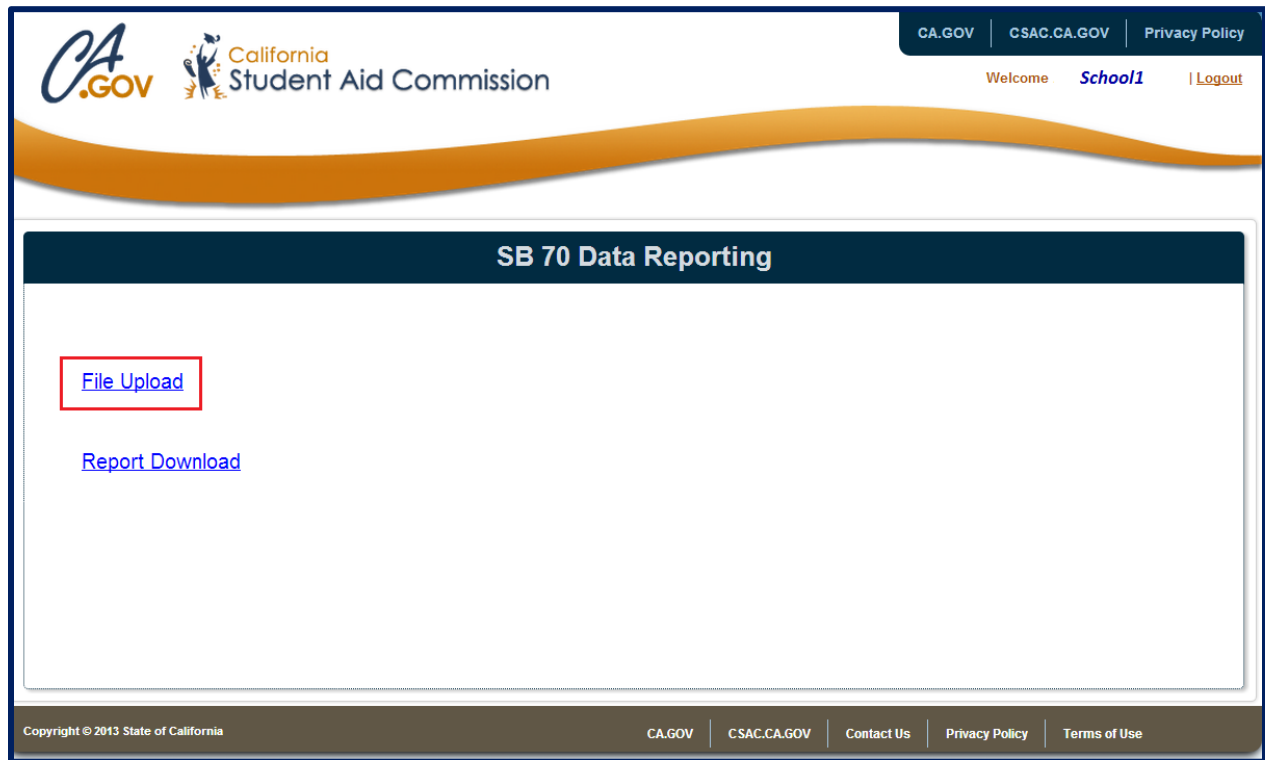
4. Select the "SB 70" menu option.

5. The system will display the **SB 70 Confirmation** dialogue box.
6. Select the **Yes** button.
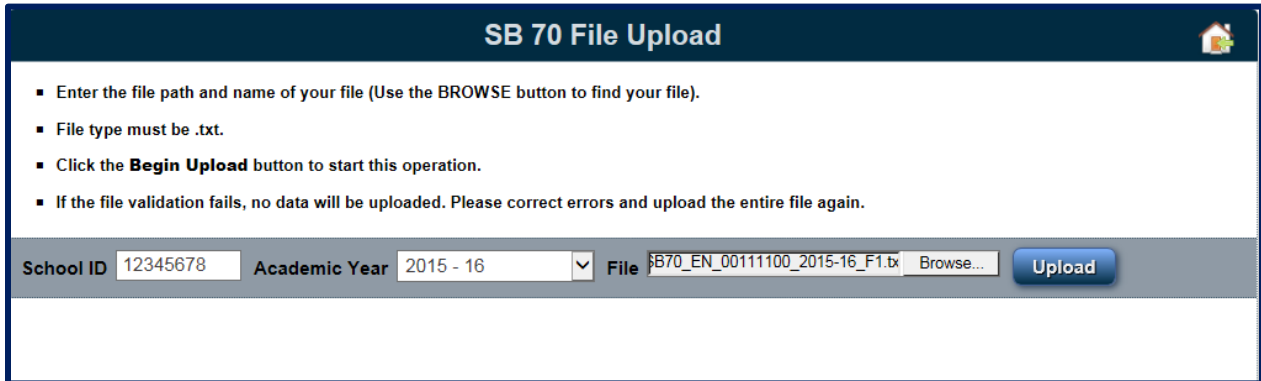
CALIFORNIA STUDENT AID COMMISSION

7. The system will display the **SB 70 Data Reporting** screen.

8. Select the **File Upload** option.

9. The system will display the SB 70 File Upload screen

10. Enter the **School ID**, select the **Academic Year** and select the **File** to upload.

- Note: Ensure the file name complies with the specifications provided below. The file name shall not exceed 32 characters including the extension type.

- The school code is automatically populated based on the Institution's assigned school code(s). If there are multiple Institutional codes assigned, they will appear as a drop down from which you can select.

- Example: SB70_EN_12345678_2017-18_F1.txt (see page 6 for details)
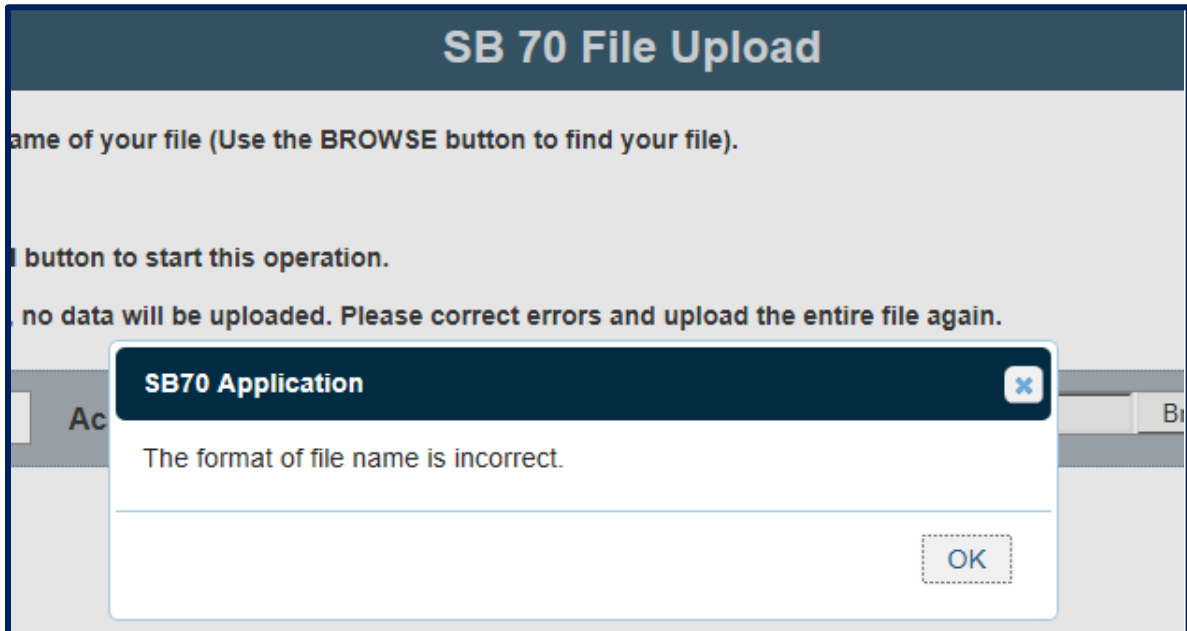
Field Name	Length	Data Type	Description	Format
SB70	4	Char	Static Value	XXXX
File Type	2	Char	Static Value EN = Enrollment PE = Persistence GR = Graduation UN = Unitary	XX
School ID	8	Integer	OPEID - District or School Identifier	########
Academic Year	7	Integer	Academic Year	####-##
File Number	2	VarChar	File sequence number	F#

11. Select the **_Upload_** button.

12. If the file name does not comply with the **_File Name_** specifications the system will display an exception message.

13. Select the **_OK_** button.

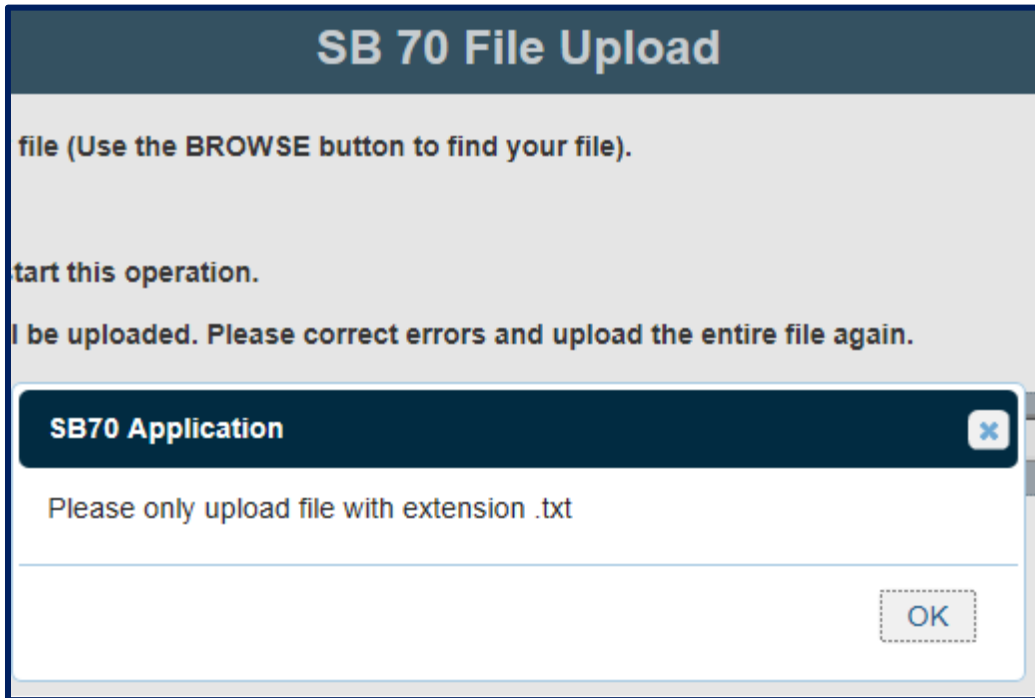14. The system will display the **_SB 70 File Upload_** screen.

15. Correct the **_File Name_** to comply with the specifications.

16. Enter the **_School ID_**, select the **_Academic Year_** and select the corrected **_File_** to upload.

17. If the file type does not comply with the file format requirements the system will display an exception message.

- Note: The file format **must** be a **fixed field length text file**.

18. Select the **OK** button.

19. The system will display the **SB 70 File Upload** screen.

20. Correct the **File Format** to comply with the fixed field length text file requirement.

21. Enter the **School ID**, select the **Academic Year** and select the corrected **File** to upload.

22. If the file passes the **File Name and Format** validation the system will display the **SB 70 Application Successful** upload dialogue box.

23. Select the **OK** button.

24. The system will display the **File Upload Status** embedded panel which provides a high level overview of the file status.
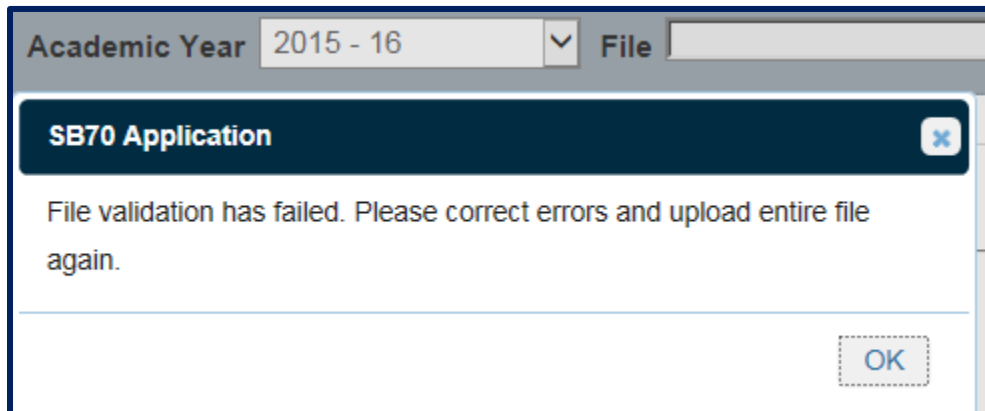
   - Note: There are no invalid records for this upload file.
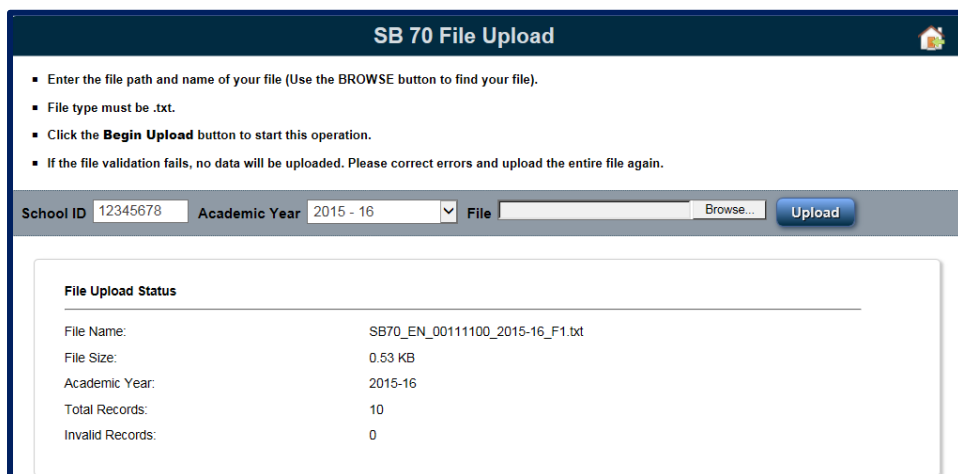
25. If the file fails field level validation the system will reject the file and display an exception message.

  - Note: If the file fails the field level validation the error(s) **must** be corrected and the **entire file** must be **uploaded again**.

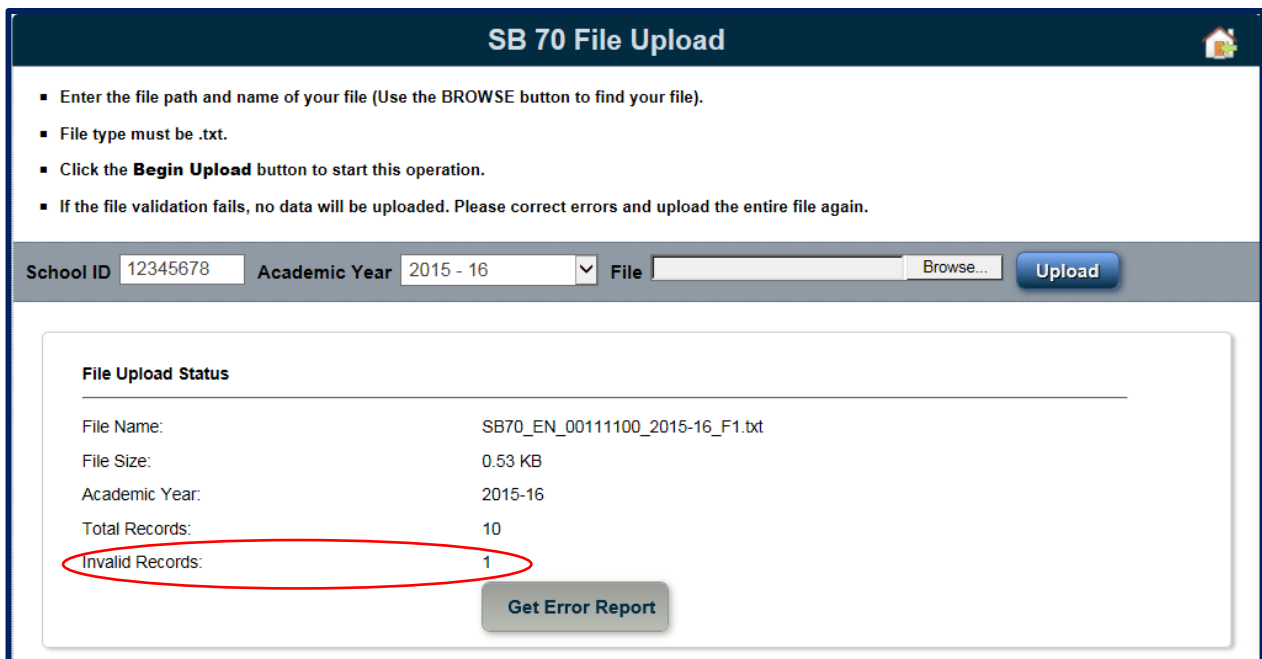26. Select the *OK* button.

27. The system will display the File Upload Status embedded panel which provides a high level overview of the file status.

28. Review the file status detail.

  - Note: There are invalid records in this uploaded file.

29. The system will display the *Get Error Report* button.

  - Note: the *Get Error Report* button will **only** display when there are invalid records.

30. If the *Get Error Report* button is displayed, select it.

31. The system will open a separate browser window and display the *Validation Error Report* and provide details of the errors. **Note:** Line length error means the line specifications were not met; the entry was too long or too short.

CALIFORNIA STUDENT AID COMMISSION
SB70 Enrollment File - Validation Error Report
ALLAN HANCOCK COLLEGE(00111100)   4/17/2017 3:38:28 PM

1 001116100 2015-16 2015-16 1 2 1 2 10 000001 1
Line length error.
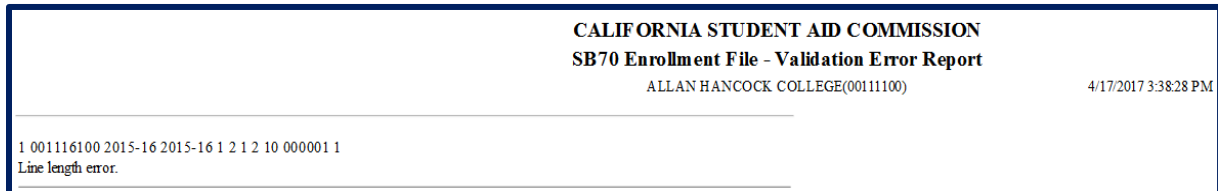
32. Correct the invalid records in the file.

33. Navigate back to the *SB 70 File Upload* screen.

34. Enter the *School ID*, select the *Academic Year* and select the corrected *File* to upload.

35. The system will display the *SB 70 Application Overwrite* message if the file name is not changed. **Note:** To upload multiple files, change the end of the file name from "F1" to "F2" to prevent an overwrite.

36. Select the *Yes* button.

- Note: By selecting the *Yes* button any previously uploaded files will be overwritten.
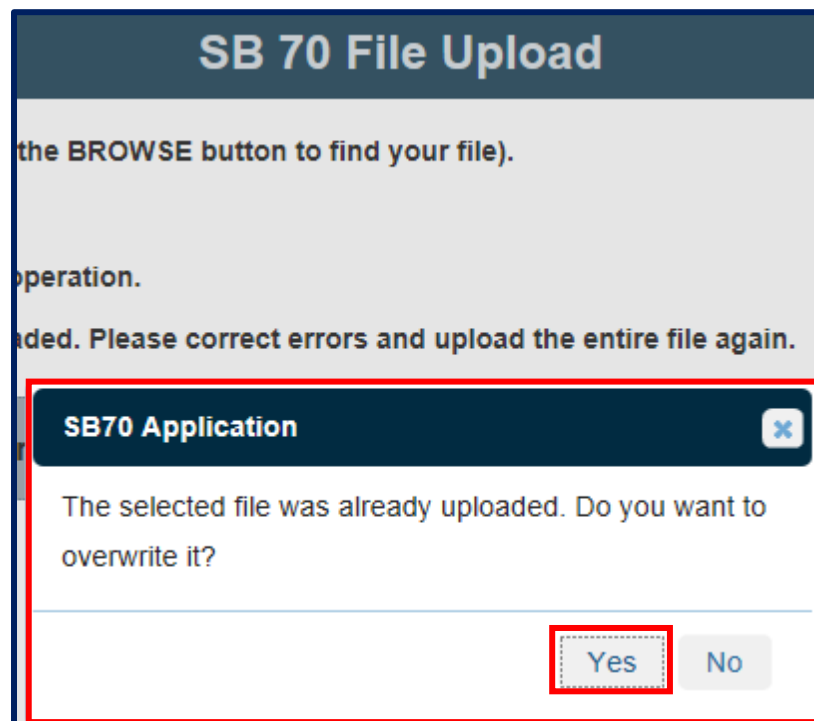
37. The system will display the *File Upload Status* embedded panel which provides a high level overview of the file status.

  - Note: The corrected file does not contain any invalid records.

Reference Information

For further information visit the Data Reporting (Senate Bill 70) webpage on the CSAC website.

https://www.csac.ca.gov/data-reporting-sb-70

Frequently Asked Questions

General Questions

1. What file type is required for the upload?

The import specifications must be a fixed field length *text file* and shall not exceed 25 MB.

2. Can we submit either the aggregate or the unitary data? Do we have to submit both?

You only need to submit aggregate data (which includes the Enrollment, Persistence, and Graduation files) OR you can submit one unitary file.

3. If we add one of our IT staff members to WebGrants with SB 70 access only, does that person still need to complete the yearly security training?

Yes.

4. How can we correct data from last year's report?

If corrections are required to a submitted file for a prior academic year, make the correction to the file and resubmit the entire file via WebGrants. The previous version of the uploaded file will be overwritten by the latest version.

Enrollment File Questions

5. Which students are included in the enrollment file? (What is the cohort definition for the enrollment report? For high school? For ESL? Visiting students?)

The enrollment cohort is made up of any students who were new to your institution during the academic year being reported (July 1, 20XX – June 30, 20XX). High school students who were concurrently taking college courses for credit will not be counted in your enrollment file. Students who were visiting, taking basic skills, remedial or ESL classes are also excluded from the report.

6. Will the enrollment file include all students attending my institution?

No. The enrollment file only captures students who were newly enrolled in your institution during the academic year.

7. With respect to reporting race/ethnicity, is it sufficient to report using the Integrated Postsecondary Education Data System (IPEDS) category (1-9) or are institutions required to report on the specific Asian and Pacific Islander groups?

If you do not collect the detail of race/ethnicity, you may utilize categories 1-9. The Commission is encouraging institutions to consider collecting this level of detail moving forward.

8. Full-Time/Part-Time is based on units completed, not units attempted?

Yes. Full-Time/Part-Time is based on units completed. A student who enrolls in 24 semester or 36 quarter units should be reported as full-time. Students who complete less than 24 semester or 36 quarter units for all terms attended during the academic year should be reported as part-time.

Persistence File Questions

9. How does my institution report persistence data?

The persistence file will represent any students reported from the previous enrollment cohort who returned to your campus and completed at least one course during the academic year for which you are reporting. For example: students reported in your 2013-14 enrollment cohort who returned in the 2016-17 academic year will be included in your 2016-17 persistence file.

10. Will we be able to adjust the original cohort for persistence due to military leave, death, etc.?

Currently, no.

Graduation File Questions

11. Which students do I include on the graduation file?

The graduation file will only include students who were captured on the previous enrollment cohort who graduated during the academic year for which you are reporting. For example: students reported in your 2013-14 enrollment cohort who graduated during the 2017-18 academic year will be included in your 2017-18 graduation file.

12. If a student enrolls in multiple programs, but graduates from them in separate academic years, would they show up in the graduation data for both academic years, or would they just count in the first one?

The student would be reported in both academic years.

13. If we don't have any students who graduated in a cohort, do we report a graduation file at all?

No. If you have no data to report, you would not need to submit a file.

Unitary File Questions

14. When reporting unitary data, when must the institution report the "award level" and CIP Code? Is this only reported if they are graduating?

Yes, that is correct. Award level and CIP Code are only reported for students who have graduated. Please reference the File Import Specifications for the "null" value to indicate these areas do not apply to the student.

15. Is the unitary data only students new to the institution?

For unitary data, you will need to include all undergraduate students. Based on the data submitted, the Commission will be able to aggregate and produce the appropriate files for you.

16. Is the student's high school graduation date required?

Yes, the high school graduation date field is required. All students reported on the unitary file need to have his or her high school graduation date reported. If you do not have the data available, you may use 07/01/2000.

17. How can institutions submit job placement rate and salary/wage information?

Institutions have 2 methods to submit job placement rate and salary/wage information.

1. Provide Performance Fact Sheets
2. Use the College Wage Tracker Methodology

Job Placement Rate and Salary/Wage Questions

18. Where can I find more information on the "Performance Fact Sheet"?

More information may be found at: http://www.bppe.ca.gov/schools/pfs.pdf