



SPRING CONFERENCE
Kansas City, Missouri
2003



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Quality Assurance Program

WELCOME

March 4, 2003

Agenda

- Review 2002-03 Requirements & Review 2003-04 updates for the “ISIR Analysis Tool”.
- Discuss Pilot Study on Sampling.
- Review Queries.
- Experience the Analysis Process at two QA Schools.

QA Program Benefits



Mission:

Quality Assurance help schools Attain, Sustain and Advance exceptional student aid delivery and service excellence.



QA Requirements

- **Complete two (2) FSA Assessments**

Related Spring Conference Sessions:

Session # 21 FSA Assessment – Your Key to Compliance, Session #22 Tools for Schools and the PC Lab.

- **Use the Quality Analysis (Verification) Tool to analyze your verification data and establish your own institutional verification program.**

Related Spring Conference Sessions:

Session #23 – Which? Who? How? And So What?, Session #24 Take the ISIR Analysis Tool for a Test Drive and the PC Lab.

Requirement 1: Complete Two (2) FSA Assessments

Tools for Schools

SFA Assessments

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In collaboration with financial aid professionals, SFA has designed many assessment modules to help schools enhance their services. The modules are based on applicable laws and regulations.

There are four categories



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IFAP - Information for Financial Aid Professionals - Microsoft Internet Explorer

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Back Address <http://ifap.ed.gov/IFAPWebApp/index.jsp> Go

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FSA
FEDERAL STUDENT AID
We Help Put America Through School

U.S. Department of Education
Information for Financial Aid Professionals (IFAP) Library

IFAP

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The IFAP online library contains technical publications, regulations, and policy guidance on the administration of the Federal Student Aid programs.

SEARCH <input type="text"/> Search Advanced Search About this Search	Tools for Schools <ul style="list-style-type: none">Conference PresentationsFSA AssessmentsFSA Coach (computer based training)Quality Analysis Tool Letters & Bulletins <p>Action Letters</p> <p>Dear Partner/Colleague Letters</p> <ul style="list-style-type: none">General Distribution (GEN) LettersPell Grant (P)Campus-based (CB)Training Announcements (ANN) Electronic Announcements	On-Line References <ul style="list-style-type: none">Accrediting Agencies: List and Criteria for RecognitionApplication Processing MaterialsCampus-Based Program MaterialsCommon Origination & Disbursement (COD)Default Rate MaterialsFFEL Special Allowance Rates & Variable Interest RatesFWS/Community Service Resource GuideNSLDS Reference MaterialsPell Grant (RFMS) Program MaterialsProgram Review GuidanceSAR/ISIR Reference Materials Law & Regulations <ul style="list-style-type: none">Code of Federal Regulations (GPO Compilation)
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Which 2 Assessments do I select?

- Student Eligibility
- Awarding Aid
- Satisfactory Academic Progress
- Institutional Eligibility
- Consumer Information
- Recertification
- Change in Ownership
- Automation
- Administrative Practices
- General Fiscal Matters
- Awarding Aid
- Disbursing Aid
- Reporting and Reconciling
- Perkins
- Financial Responsibility and Cash Management
- Return of Title IV Funds

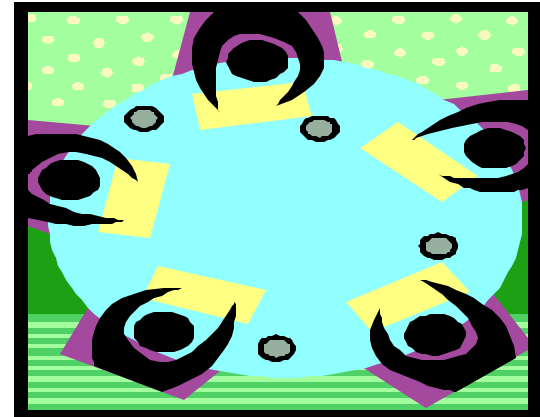


New Assessments for 2002-03

- Three new Assessments
 - Verification
 - Default Management
 - Campus Based
- Enhancements
 - New Format
 - More Activities and Community Questions
 - Color Coded Categories

Get Ready – Get Set – and Go ...

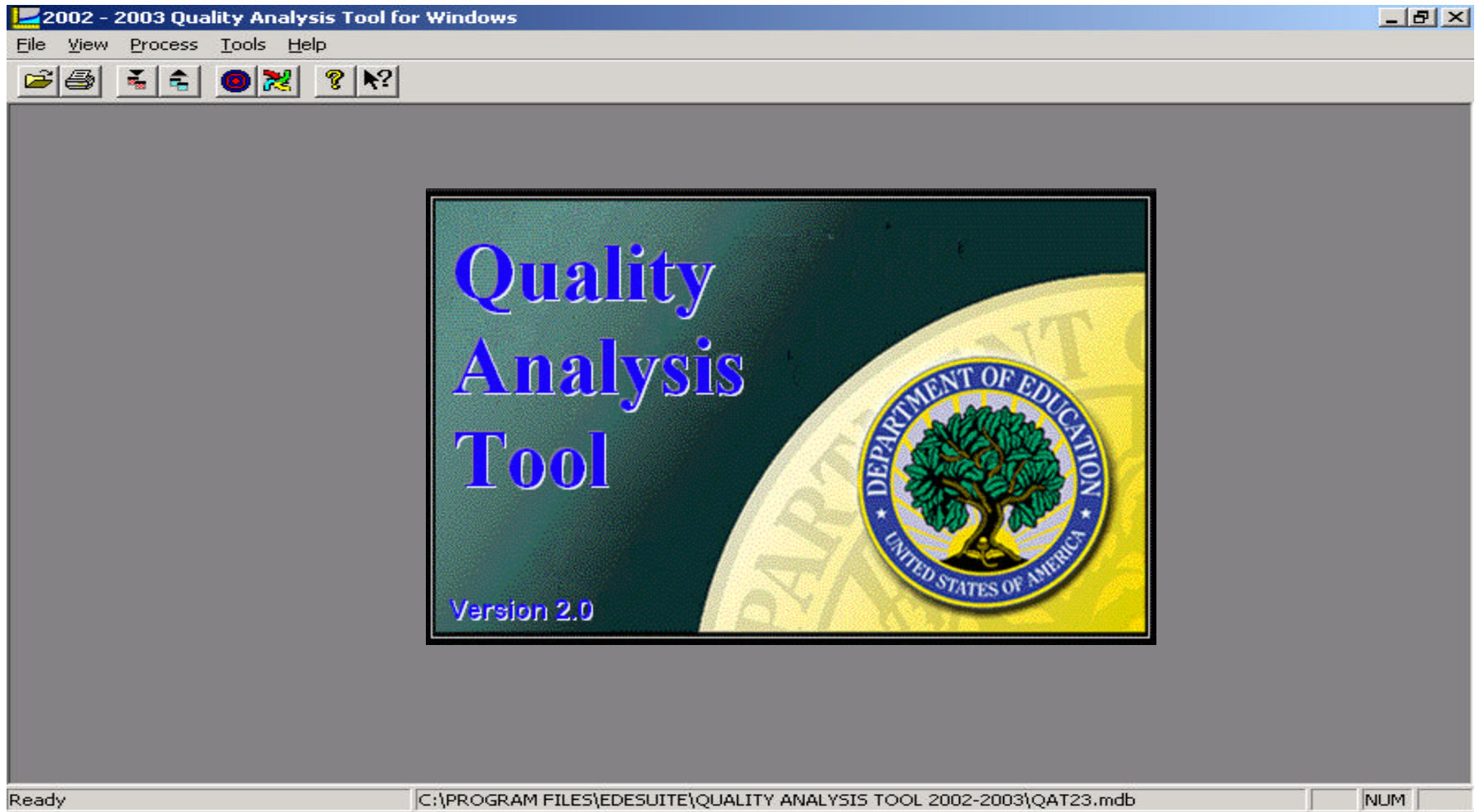
- Build your QA Team
- Flow Charting/ Business Process Mapping
- Brainstorming



What Should I Do with the Assessments After I Complete Them?

- **Implement Management Enhancements.**
- **Share Effective Practices.**
- **Keep your Assessments and Management Enhancement forms electronically or in a folder labeled “QA”.**

Requirement 2: Use the Quality Analysis Verification Tool



At this point in time you should have already...

- Installed the the software
<http://sfadownload.ed.gov>
- Imported your Initial and Paid on ISIR's
- Run Data Validation
- Run Field Change Report
- Begun Analyzing your Data

What Do I Hope To Accomplish?

The Quality Analysis (Verification) Tool Software will help you:

- Develop verification criteria that fit your student population;
- Learn which application errors occur locally and help you educate students and parents;
- Identify and enact verification practices that make a difference in aid awards;
- Identify and eliminate verification practices that make little or no difference.

What If I Have Questions About the Quality Analysis Tool?

- **Check Installation Guide and/or Desk Reference**
- **Check ISIR Guidance – QA Website**
- **Check Query Guidance – QA Website**
- **Contact PAI Representative (select Contact Us, on QA Website)**
- **Contact CPS/WAN Technical Support at (800)330-5947. You can also send your inquiries by e-mail to CPS/WAN Technical Support at cpswan@ncs.com**

Don't Forget: There is Additional Guidance

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This page is under construction. All the links work, but v supplementary text to go along with the documents



A Guide to Quality

[Quality Analysis \(verification\) Tool](#)

The Guide to "Attain, Sustain and Advance Quality in Financial Aid" Management. (Draft)

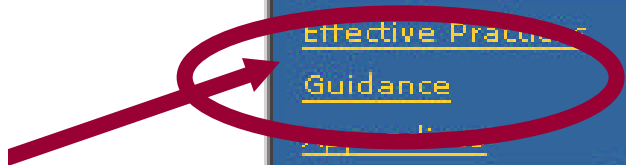
[June 2002 Strategies and Instructions Webcast](#), with video previews and full text of Activity Guides, designed to help schools analyze changes to FAFSA fields, determine which applicants change FAFSA data, and assess their

SFA Assessment

[Helpful Hints for Usi](#)
In powerpoint

[Trouble Shooting Tij](#)
In powerpoint

[SFA Assessments fc](#)
A useful tool that lis choose which asses each year.



Technical Resources

- QA Website – <http://qaprogram.air.org> – **BOOKMARK IT**
- QA Listserv - to get on it, email Tsze Chan at: TChan@air.org
- PAI Staff - “Contact Us” on QA website
- Technical Support for Quality Analysis Tool software: (800)330-5947 or email cpswan@ncs.com.
- Other Guidance

Tool Enhancements for 2003-2004

- Name change from Quality Analysis Tool to ISIR Analysis Tool
- Incorporate the use of the Verification Tracking Flag into reports and query function.
- Allow prior year setup, user defined queries, and custom formats to be carried forward from 02-03.

Tool Enhancement Continued

- Includes summary data on verification reports.
- Names of existing reports have been changed to make them intuitive to the user.
- New release date – May 2003



Training Resources Come-Learn-Share

- 2003-04- EAC Conferences
 - San Diego –November 2-5
 - New Orleans – December 2-5

QA Sessions Available at the
Conferences

Suggestions?

Questions?

