SPRING CONFERENCE

Kansas City, Missouri
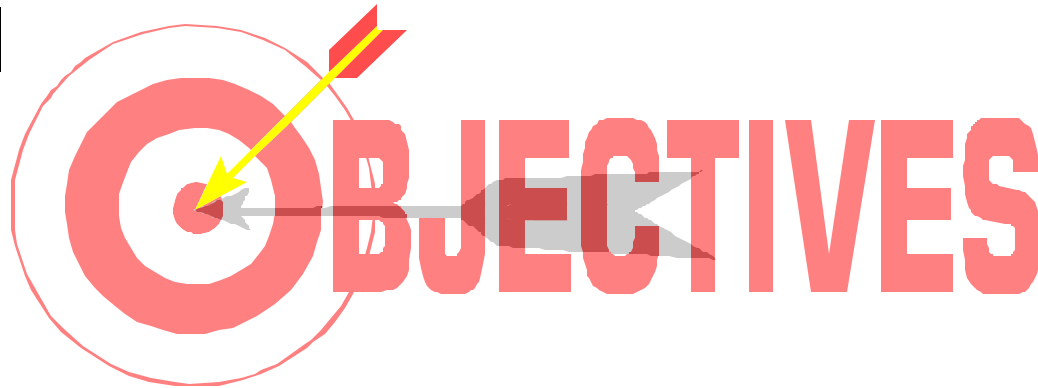
2003

Session 22

Tools For Schools – FSA Assessments and the ISIR Analysis Tool Software

Tools For Schools

This session provides an overview of the redesigned tools developed by FSA to help schools improve the delivery of student aid and customer service. We will discuss the FSA Assessments and the ISIR Analysis Tool (verification tool), formerly known as the Quality Analysis Tool which are available for all schools.
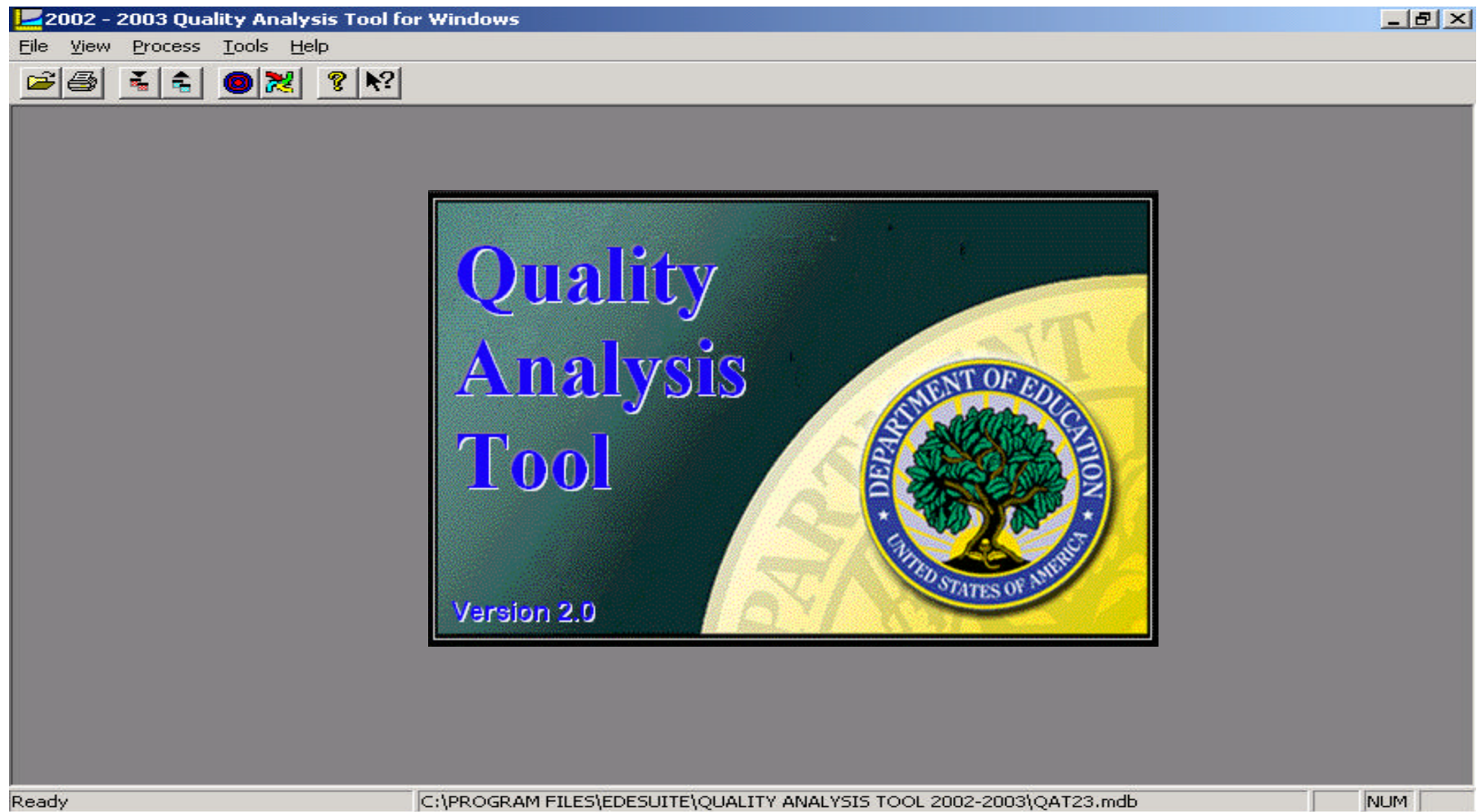
Session Goals

- Introduce FSA's Tools for Success
- Review the ISIR Analysis Tool
- Review the FSA Title IV Assessment Tool

ISIR Analysis Tool

formerly known as the Quality Analysis Tool

Where Do I Find the ISIR Analysis Tool Software?
http://sfadownload.ed.gov

ISIR Analysis Tool

- Part of the EDE Suite of Software

- Available to all schools in '02-'03

- Analyze FAFSA application/ISIR data

- Generate reports showing effect of data element changes on EFC/Pell Grant eligibility

- Improve/customize verification program

- Data to suggest future changes in federal verification selection criteria

Locally Designed Verification

- Focuses on local sources of error
- Identifies changes to FAFSA fields that have an impact on awards

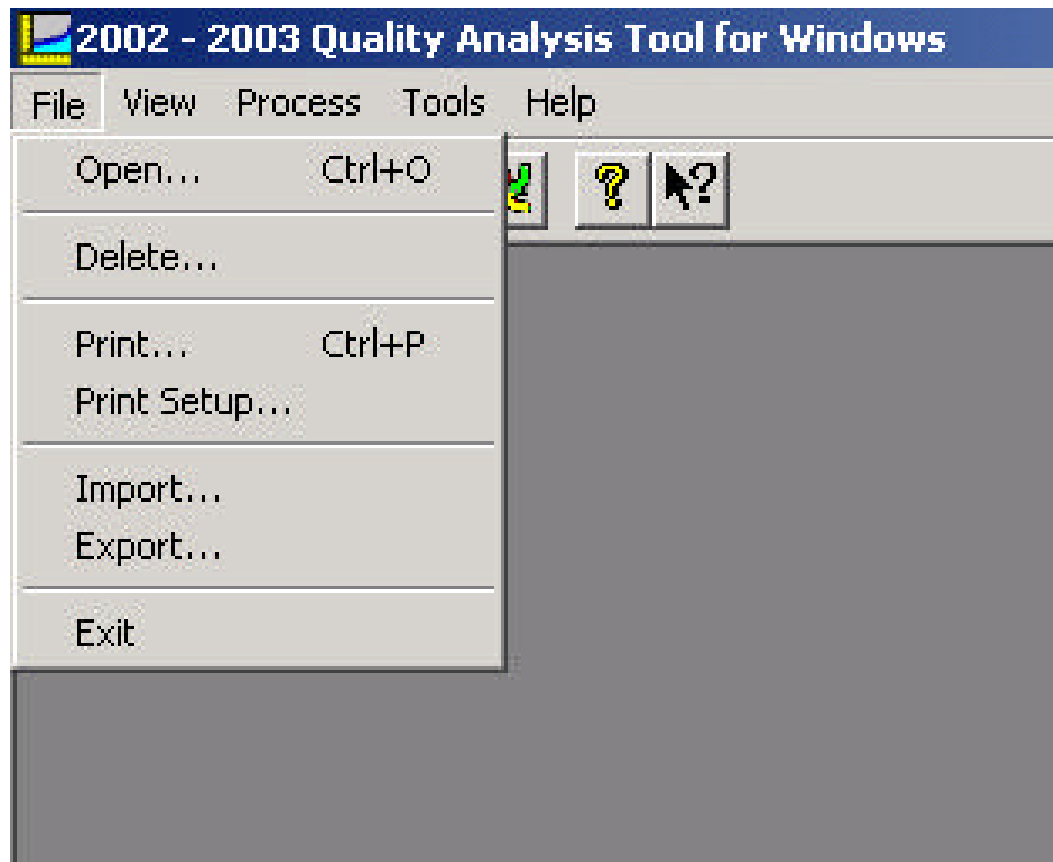*What are the benefits of school-designed verification procedures?*

The Power of Data

- The ISIR Analysis Tool allows schools to conduct in-depth analysis of applicant data

- A series of reports can be constructed using custom formats, selected fields and queries to extract specific information about your applicant population

Software Components

- Import
- Tools
- Export
- Process
- Entry
- Print

2002 - 2003 Quality Analysis Tool for Windows

File   View   Process   Tools   Help

Open...   Ctrl+O

Delete...

Print...   Ctrl+P
Print Setup...

Import...
Export...

Exit

Verification Profiles

- Allow schools to setup verification profiles
- Queries: complex or simple
- Designed to let schools know who they are selecting, who they are missing, and who they are "pestering."

Print

- **Report Types**
  - 9 "analysis" reports
  - Custom Report
  - Query Management
  - 3 Record Layout reports
  - System Setup
  - User Database

ISIR **Analysis** Tool

- ALL analysis is simply structured comparison
- The ISIR Analysis Tool provides a variety of frameworks (reports) to make comparisons
- The ISIR Analysis Tool allows the user a great deal of flexibility in tailoring these comparisons to suit their institution's needs

Purpose of Comparing

- Descriptions of applicants who experienced <u>changes</u> to EFC but were "<u>missed</u>" by verification

- Descriptions of applicants who had <u>no changes</u> to EFC but were "<u>pestered</u>" by verification

- Descriptions of applicants who <u>self-correct</u> information outside the verification process

Who Benefits From Making Comparisons

- QA Program participants – fine tune effective institutional verification programs

- Non-QA Program institutions – evaluate the outcomes of CPS edits on their campus

- FSA – fine tune CPS verification and evaluation of FAFSA

What We've Learned So Far

- Improve FAFSA instructions for and/or education efforts regarding estimating income and tax information

- Incorporate tax "estimators" into verification profiles

- Use - but don't overly rely on student/family income level when deciding who to verify

- Consider collecting information on the cost of verification.

FSA Assessments

What are the FSA Assessments?

Tools to prevent and/or identify compliance issues, implement Management Enhancements (Action Plans) for noted problems and share Effective Practices.
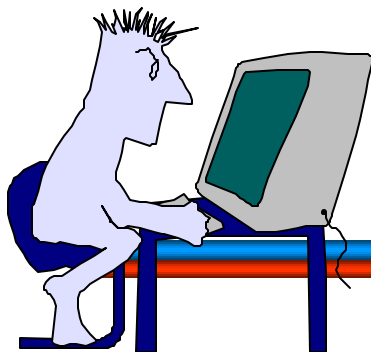
What are the FSA Assessments?

- Series of questions/comments outlining major requirements/policies needed to properly administer the Title IV programs (checklist, exercises, description boxes – who what, when, where, why, how).

- Each modules updated with hyperlinks to <u>Regs</u> and the <u>Student Financial Aid Handbook</u>.

- New interactive assessments are now available to ALL schools.

Where can I find the FSA Assessments?

The assessments can be accessed at the following website:

http://sfa4schools.sfa.ed.gov
Under Resources & Training, click on SFA Self-Assessments

What's In It For Me?

- Assessments empower your school to:
  - Self-awareness
  - Implement Management Enhancements (Action Plans)
  - Share Effective Practices
  - Utilize Technical Assistance Resources
- FREE!!!
- Help develop working relationship with ED
- Enlightenment
- Can help prevent program review or audit findings

Mgt. Enhancements' Benefits

- **Allow you to take corrective action in order to resolve noted problems**
  - Identify problem
  - Required action
  - Identify resolution team (offices, team leads…)
  - Timeframe
  - Reminder to update policy & procedure manual
- **Link to the Management Enhancement Worksheet from each assessment**

What is the Effective Practice Database

- A way to share practices that work well
- A continuously expanding record from which schools can benefit (does not have to be Title IV related)
- *To facilitate sharing:* A direct link to share an idea in each assessment
- Currently operational. Schools can submit practices.

What are Technical Assistance Resources?

- **A listing of all resources available to schools that need assistance**
  - Contact information, phone numbers, email…
  - Websites
  - Search engines
  - Technical/software support

- ***To facilitate use:* Each assessment has a link to the Technical Assistance Resources for quick reference**

Tools For Schools

- Interactive assessments allow the school to complete self-evaluations online

- Non-Interactive assessments require download by schools

- All assessments provide hyperlinks to Regulations, Student Financial Aid Handbook

- All assessments have printing options

Students

Tools for Schools

SFA Assessments

Students

Home

STUDENTS
Student Eligibility
Awarding Aid
Satisfactory Academic
Progress

SCHOOLS

MANAGING FUNDS

CAMPUS NEEDS

QAP program

SFA has collaborated with schools to build three modules focusing on including an interactive (*) one designed to be completed online:

- Student Eligibility

- Awarding Aid

- Satisfactory Academic Progress*

Students

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Managing Funds

Tools for Schools

SFA Assessments

Managing Funds

Home

STUDENTS

SCHOOLS

MANAGING FUNDS
General Fiscal Matters
Disbursing Aid
Reporting and Reconciling
Financial Responsibility and Cash Management
Return of Title IV Funds
Perkins

In support of schools' finance tasks, SFA has developed 10 modules. interactive (*) - designed to be completed online:

- General Fiscal Matters
- Disbursing Aid
- Reporting and Reconciling
- Financial Responsibility and Cash Management*
- Return of Title IV Funds*
- Perkins
  - Due Diligence
  - Repayment
  - Cancellation
  - Forbearance and Deferment

Managing funds

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Interactive Assessments

- If your school wants to complete the assessment online and save it, a password will be required.
  - **User Name = OPEID**
  - **Password =** *Create Your Own*   **If you create your own password, you will be asked to register, and provide your email address.**
  - **While online you will only have to enter this information once to move within other interactive assessments**
- If completing online, can email assessment through internet browser (file/send/page by email) and can print assessment with completed answers
- Schools can view the assessments in the tour mode without a password (unable to complete online).
- If you do not want to complete the assessment online, you may download the assessment. Save it to your hard drive and complete it later.

Multiple User Error Message

Printing the Assessments

- All FSA Assessments can be downloaded.

Download this assessment to your computer

Printing the Assessments

- The "Print this Module" button at the bottom of each page of the Interactive Assessments will allow the user to print while the user has the assessment on the screen.

- Both Interactive and Non-interactive assessments will have printable Word documents

- All assessments have the similar printing features.

Other New Modules

- **Verification Module**
  - Includes excellent activities & Q&As
- **Default Management Module**
  - Includes excellent information & activities
- ***Campus-Based Modules**
  - FSEOG Module
  - FWS Module
  - Federal Perkins Modules
    - *All campus-based modules include activities
- **Available online in May 2003**

What's on the horizon for the FSA Assessments?

- Modules updated annually
- Conversion to ED Website
- More activities added to existing modules
- Constant Feedback from schools

In Summary

- The more you put into the assessments, the more you will get out of them
- Don't assume that everything you do is in compliance
- Complete Assessments related to audit findings each year
- If no audit findings, select at least two assessments to complete each year
- Administering the Title IV programs is an Institutional-Wide Effort
- Be willing to change

Related Sessions

- **Session 21**: FSA Assessments: A Key to Compliance & Improvement

- **Session 23:** Using the ISIR Analysis Tool to Answer Your Institutional Verification Questions

- **Session 24:** Take The ISIR Analysis Tool for a Test Drive

Tech Slide

Your feedback and comments are appreciated.

Email: qualityassurance@ed.gov