Gainful Employment

Webinar #10

Understanding the NSLDS Corrections Functionality

October 24, 2012

Agenda

- Status of GE Regulations

- Making Corrections to GE Data
  - Reviewing data online
  - Online report
  - Updating data online
  - Mass Update/Deactivate online features
  - Mass Update/Deactivate batch features

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Status of GE Regulations

Status of GE Regulations

U.S. District Court Decision

- On 6/30/2012, the Court upheld the Department's authority to regulate on gainful employment but vacated most of the GE regulations

- The Court found that ED failed to adequately justify setting the Repayment Rate threshold

- Because of the interrelationship of the GE requirements, the Court vacated most of the GE regulations, including the GE Metrics, GE Reporting, and Adding New GE Programs

- The Court left in place the GE Disclosure Requirements

- ED has asked the Court to restore the GE Reporting regulations and is awaiting the Court's decision

Status of GE Regulations

- Institutions should not submit GE Program reports for the recently ended 2011-2012 Award Year

- Institutions may <u>voluntarily</u> submit corrections to previously reported GE information.

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Making Corrections to GE Data

How to Review Data Online

Reviewing Data Online

- Review data for accuracy and correctness

- Multiple ways to review data
  - Online searches
    - Review individual records
    - Groups of records sorted by criteria
  - Create extract file by running a report

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Search for Records on GE List

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National Student Loan Data System (NSLDS)

NSLDS

| Menu | Aid | Enroll | Org | Report | Tran |

Enrollment Summary | Enrollment Add | Enrollment Update | Enrollment Reporting Profile | Enrollment Submittal | Exit Counseling Submittal | Enrollment Notification Override List | GE List | GE Reporting List | GE Submittal

FSA ID: NSL.SCTST2.FSA logged on as: TEST USER from NORTH SOUTH UNIVERSITY / TG54560 / SCTST2

Gainful Employment List

Add Gainful Employment

Sort By:	--Select--
Display Only:	
School Code:	067899
Location Code:	* (*) for All
Award Year:	* (ex.: 20102011) (*) for All
Student SSN:	* (*) for All
CIP Code:	* (*) for All Retrieve
Credential Level:	ALL
Program Attendance Status:	ALL
Program Attendance End Date Begin:	01/01/0001 (MMDDCCYY)
Program Attendance End Date End:	12/31/9999 (MMDDCCYY)
History:	Active

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Review Individual Records

Groups of Records with Criteria

Gainful Employment List

Add Gainful Employment

Sort By: SSN, CIP

Displa...

School Code: 067899

Location Code: * (*) for All

Award Year: 20092010 (ex.: 20102011) (*) for All

Student SSN: * (*) for All

CIP Code: 151306 (*) for All

Credential Level: ALL

Program Attendance Status: ALL

Program Attendance End Date Begin: 01/01/0001 (MMDDCCYY)

Program Attendance End Date End: 12/31/9999 (MMDDCCYY)

History: Active

Enter Criteria

Click to Retrieve

Retrieve

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Review Data

Search revealed duplicates

History:

Number of GE records returned with the display parameters used: 4

#	SSN	Name		DOB	Active
	***-**-4567 ➕	GEORGIA, MACON, JR. D		06/26/1988	YES
1	Award Year: 2009-2010	CIP Code: 151306	Attendance Begin - End Date: 01/15/2010 - N/A	Attendance Status: ENROLLED	Credential Level: UNDERGRADUATE CERTIFICATE
	***-**-4567 ➕	GEORGIA, MACON, JR. D		06/26/1988	YES
2	Award Year: 2009-2010	CIP Code: 151306	Attendance Begin - End Date: 01/15/2010 - N/A	Attendance Status: ENROLLED	Credential Level: ASSOCIATE'S DEGREE
	***-**-4567 ➕	GEORGIA, MACON, JR. D		06/26/1988	YES
3	Award Year: 2009-2010	CIP Code: 151306	Attendance Begin - End Date: 01/15/2010 - N/A	Attendance Status: ENROLLED	Credential Level: BACHELOR'S DEGREE
	***-**-4567 ➕	GEORGIA, MACON, JR. D		06/26/1988	YES
4	Award Year: 2009-2010	CIP Code: 151306	Attendance Begin - End Date: 01/15/2010 - N/A	Attendance Status: ENROLLED	Credential Level: POST BACCALAUREATE CERTIFICATE

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Duplicates need to be researched and corrected.

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NSLDS Online Report

GENEX1 – GE Extract

- GENEX1 – GE Data Extract File Report
  - Gives the user the ability to download all GE data that has been successfully submitted to NSLDS for GE Reporting.
  - Rather than a single student view of data submitted, this report lists all records, with all data elements that were provided to NSLDS
  - Can be used to review data for quality and correctness on a small or large scale

Extract to Review Data

Click to request

Extract to Review Data

Extract to Review Data

- Data extracted will match the criteria input to the Report Parameter screen exactly

- File will be delivered to the SAIG mailbox associated with the FSA User id which made the request

- File will be delivered using the message class of AHSLDEOP

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Extract to Review Data

- GENEX1 Report File Layout can be found on IFAP: http://ifap.ed.gov/nsldsmaterials/attachments/NSLDSFixedWidthGEDataExtractFileReportGENEX1.pdf

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Online Updates

Online Updates

- Once a record has been identified and one or more corrections are needed, several methods are available to make those corrections:

  - Single Record Update
  - Single Record Deactivate
  - Mass Update
  - Mass Deactivate

Single Record Update

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◀Ⅲ
Return to
Gainful Employment List

Gainful Employment Detail

[Update] [Deactivate]

> Click to Update the record

Award Year:	2009 - 2010
Student SSN:	***-**-4567 ➕
Student Full Name:	BOOP, BETTY A
Student DOB:	03/09/1980
Institution Code (OPEID):	06789900
Institution Name:	NORTH SOUTH UNIVERSITY
Program Name:	POWERPLANT TECHNICIAN
CIP Code:	470608
Credential Level:	03 - BACHELOR'S DEGREE
Medical or Dental Internship or Residency:	NO
Program Attendance Begin Date:	08/15/2009
Program Attendance Begin Date for This Award Year:	08/15/2009
Program Attendance Status:	ENROLLED
Program Attendance End Date:	N/A
Private Loans Amount:	
Institutional Financing Amount:	
Tuition and Fees Amount:	

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Single Record Update

Update the CIP Code

Single Record Update

NSLDS

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◀ Return To Gainful Employment Detail

Gainful Employment Update

Award Year:	2009 - 2010
Student SSN:	012345678
Student First Name:	POLLYANNA
Student Middle Name:	B
Student Last Name:	SMITH
Student Date of Birth:	03/31/1991
Institution Code (OPEID):	06789900
Institution Name:	NORTH SOUTH UNIVERSITY
Program Name:	AIRFRAME TECHNICIAN
CIP Code:	470699
Credential Level:	02 - Associate's Degree
Medical or Dental Internship or Residency:	NO
Program Attendance Begin Date:	01/15/2010
Program Attendance Begin Date for This Award Year:	01/15/2010
Program Attendance Status:	Enrolled
Program Attendance End Date:	
Private Loans Amount:	
Institutional Financing Amount:	
Tuition and Fees Amount:	

[Confirm] [Cancel]

New CIP Code

Confirm Changes or Cancel

Single Record Update

Single Record Update

Allows the user to update the identifiers of multiple records for the same SSN/Award Year combination.

Single Record Update

Apply SSN, First and Last Names, and DOB to existing records with the same SSN/Award Year.

Award Year: 2009 - 2010

Student SSN: 012345678

Student First Name: BETTY

Updating SSN

Single Record Update

NSLDS

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◄▌
Return To
Gainful Employment Detail

Gainful Employment Update

Apply SSN, First and Last Names, and DOB to existing records with the same SSN/Award Year.

Award Year:	2009 - 2010
Student SSN:	012345678
Student First Name:	BETTY
Student Middle Name:	A
Student Last Name:	BOOP
Student Date of Birth:	03/09/1980
Institution Code (OPEID):	06789900
Institution Name:	NORTH SOUTH UNIVERSITY
Program Name:	POWERPLANT TECHNICIAN
CIP Code:	470608
Credential Level:	03 - Bachelor's Degree
Medical or Dental Internship or Residency:	NO
Program Attendance Begin Date:	08/15/2009
Program Attendance Begin Date for This Award Year:	06/15/2010
Program Attendance Status:	Enrolled
Program Attendance End Date:	
Private Loans Amount:	
Institutional Financing Amount:	
Tuition and Fees Amount:	

[Confirm] [Cancel]

Message only appears when this action is selected

Click to Confirm Deactivation or Cancel

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Single Record Update

Records show updated SSN

Successfully updated and synchronized message

Single Record Deactivate

National Student Loan Data System (NSLDS)

NSLDS

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Enrollment Notification Override List | GE List | GE Reporting List | GE Submittal

FSA ID: NSL.SCTST2.FSA logged on as: TEST USER from NORTH SOUTH UNIVERSITY / TG54560 / SCTST2

Return to
Gainful Employment List

Gainful Employment Detail

[Update]   [Deactivate]

Click to Deactivate the record

Award Year:	2009 - 2010
Student SSN:	***-**-4567 +
Student Full Name:	BOOP, BETTY A
Student DOB:	03/09/1980
Institution Code (OPEID):	06789900
Institution Name:	NORTH SOUTH UNIVERSITY
Program Name:	POWERPLANT TECHNICIAN
CIP Code:	470608
Credential Level:	03 - BACHELOR'S DEGREE
Medical or Dental Internship or Residency:	NO
Program Attendance Begin Date:	08/15/2009
Program Attendance Begin Date for This Award Year:	08/15/2009
Program Attendance Status:	ENROLLED
Program Attendance End Date:	N/A
Private Loans Amount:	
Institutional Financing Amount:	
Tuition and Fees Amount:	

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Single Record Deactivate

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National Student Loan Data System (NSLDS)

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FSA ID: NSL.SCTST2.FSA logged on as: TEST USER from NORTH SOUTH UNIVERSITY / TG54560 / SCTST2

Return to
Gainful Employment Detail

Gainful Employment Deactivate

You have requested that the following gainful employment record be deactivated. Click CONFIRM to complete the deactivation.

Award Year:	2009 - 2010
Student SSN:	***-**-5678
Student Full Name:	SMITH, POLLYANNA B
Student DOB:	03/31/1991
Institution Code (OPEID):	06789900
Institution Name:	NORTH SOUTH UNIVERSITY
Program Name:	AIRFRAME TECHNICIAN
CIP Code:	470608
Credential Level:	01 - UNDERGRADUATE CERTIFICATE
Medical or Dental Internship or Residency:	NO
Program Attendance Begin Date:	01/15/2010
Program Attendance Begin Date for This Award Year:	01/15/2010
Program Attendance Status:	ENROLLED
Program Attendance End Date:	N/A
Private Loans Amount:	
Institutional Financing Amount:	
Tuition and Fees Amount:	

Confirm

Message appears
about the deactivation

Click to
Deactivate
the record

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Single Record Deactivate

Online Mass Update/Deactivate

- Allows user to select records already on NSLDS using Search and Filter criteria for update or deactivation.

- Can only be performed one Award Year at a time – update cannot cross award years.

- Can only be performed for a CIP Code and Credential Level Combination

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Online Mass Update/Deactivate

- Only records which match the Filter fields will be identified for update/deactivation.

- All records will have the same changes applied when updated.

- If no records match the Filter fields, no updates will be made.

- Use Caution with the deactivate function, as it cannot be reversed.

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Online Mass Update/Deactivate

National Student Loan Data System (NSLDS)

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Enrollment Summary | Enrollment Add | Enrollment Update | Enrollment Reporting Profile | Enrollment Submittal | Exit Counseling Submittal | Enrollment Notification Override List | GE List | GE Reporting List | GE Submittal | **GE Mass Update/Deactivate**

FSA ID: NSL.SCTST2.FSA logged on as: TEST USER from NORTH SOUTH UNIVERSITY / TG54560 / SCTST2

Name: NORTH SOUTH UNIVERSITY
Code: 06789900   **Type:** School

Gainful Employment Mass Update / Deactivate

Action: ---- Select ----

← Select the Action

Selection Criteria

Location: (spaces for ALL)

Award Year: (CCYYCCYY)

CIP Code: (spaces for ALL)

Credential Level: -- Select --

Program Attendance Begin Date: (MMDDCCYY or spaces for ALL)

Program Attendance Begin Date for This Award Year: (MMDDCCYY or spaces for ALL)

Program Attendance End Date: (MMDDCCYY or spaces for ALL)

← Define Selection Criteria

New Value(s)

CIP Code:

Credential Level: -- Select --

← If update is selected, enter new values

Submit   Reset

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Online Mass Update/Deactivate

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Online Mass Update/Deactivate

Online Mass Update/Deactivate

Confirmation of changes made

GE Submittal Spreadsheet

GE Submittal Spreadsheet

- Spreadsheet process has been enhanced to include

  - Ability to use your own spreadsheet or FSA template

  - Allows up to 2500 records per spreadsheet

  - Can be used to update CIP Code and Credential Levels on records already on NSLDS

Creating the Spreadsheet

- GE Submittal Spreadsheet Instructions developed to assist in the creation of the spreadsheet

- User file can be created in any spreadsheet tool which uses columnar data presentation

- File Layout tailored to spreadsheet usage is included with instructions on how to handle dates, numbers and text values

Creating the Spreadsheet

GF Submittal Spreadsheet Record		Institution Code (OPEID)	
Spreadsheet Location	**Mandatory/ Mandatory Conditional/ Optional**	**Format**	**Maximum Size**
Column G	M	General, Text or Number	8
Description	The institution's 8-digit Office of Postsecondary Education Identifier (OPEID).		
Comments	- Must be all numbers and a valid OPE institution code from the NSLDS. - The first 6 digits identify the institution; the last two digits identify the specific location where the student attended the educational program being reported on. - If the institution has more than 99 locations, please contact : ge-questions@ed.gov - OPEID numbers are list on the Eligibility and Certification Approval Report (ECAR). An institution may view an electronic copy of its ECAR at www.eligcert.ed.gov - Spreadsheet formatting will yield the following results: - General – leading zero will be removed from the spreadsheet. NSLDS will read and store the remaining characters inserting the missing zero in the first position. - Text – numbers as typed in the spreadsheet will be submitted to NSLDS and NSLDS will read and store the characters inserting the zero in the first position. - Number - numbers as typed in the spreadsheet will be submitted to NSLDS and NSLDS will read and store the characters inserting the zero in the first position.		
Edit Level	**Error Code**	**Error**	
Record Level	001	Required Field	
Record Level	002	Invalid Number	
Record Level	004	Permitted Value Violation	
Record Level	800	Institution Not Authorized for Submission Mailbox	
Date Revised	September 24, 2012		

Spreadsheet Layout provides spreadsheet specific instruction

Creating the Spreadsheet

- GE Submittal Spreadsheet Instructions are currently under review and will be released with an upcoming Electronic Announcement

Uploading the Spreadsheet

Uploading the Spreadsheet

☑ I am running on Windows.

File Name: [   ] [Browse...]

Click to
Locate File

Rows in Result File
⦿ Result File contains all rows submitted
◯ Result File contains only input rows with errors

Background color for cells with error in Result File
⦿ Yellow background for errors
◯ Grey background for errors
◯ White background for errors

Select
Options for
Results File
Presentation

Mouseover comment for cells with error in Result File
⦿ Add comment to error cell
◯ Do not add comment to error cell

[Validate] [Validate and Submit]

Validate, or Validate and
Submit records to NSLDS

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Spreadsheet Results File

	A	B	C	D	E	F	G	H	
1	Award Year	Student Social Security Number	Student First Name	Student Middle Name	Student Last Name	Student Date of Birth	Institution Code	Institution Name	Pr Na
2	20102011	000-11-2222	Test first	Test midd	Test Last	1966-07-21	06000300	testinstnam	test prog 450200
3	20102011	111-22-2222	Test first	testmiddl	testlaste	1966-07-21	06000300	testinstnam	test prog 450200
4	20102011	223-01-0001	Test first	testmiddl	testlaste	1966-07-21	06000300	testinstnam	test prog 450200
							06000300		

Red corner indicates Mouseover is available for error

Yellow background for errors

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Spreadsheet Results File

- If Validate is selected:
  - NSLDS will evaluate all records against the edits and return results of this evaluation in a spreadsheet
  - The results spreadsheet will open on the desktop
  - Error numbers and messages will display in the spreadsheet as selected by the user
  - Any errors can be corrected and saved in the results file and re-submitted to NSLDS

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Spreadsheet Results File

- If Validate and Submit is selected:
  - NSLDS will evaluate all records against the edits and return results of this evaluation in a spreadsheet. All records passing edits will be stored in NSLDS.
  - The results spreadsheet will open on the desktop
  - Records, error numbers and messages will display in the spreadsheet as selected by the user
  - Any errors can be corrected and saved in the results file and re-submitted to NSLDS

Making Corrections in Batch

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Mass Update/Deactivate Record Type

- New Record Type was added to the Batch layout

  - Record Type 002 – Mass Update/Deactivate Record Type

- Usage is similar to Online Mass Update/Deactivate – uses Search function

- Allows user to select records already on NSLDS using Search and Filter criteria for update or deactivation via batch.

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Mass Update/Deactivate File Layout

- File layout document contains the contents of Record Type 002 only

- File layout can be found on IFAP: http://ifap.ed.gov/eannouncements/attachments/NSLDSMassUpdateDeactivateRecordType002.pdf

- Record Type 001 – Submittal Detail Record - is found in the GE User Guide, September 22, 2011

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Mass Update/Deactivate File Layout

Mass Update / Deactivate Detail Record				Filter Award Year
Field Code	**Mandatory/ Mandatory Conditional/ Optional**	**Type**	**Size**	**Position**
201	M	Char	8	4-11

Description	Award Year the student was enrolled in the program.
Comments	• Award year is identified as the four digits of the first calendar year and the four digits of the second calendar year of the award year range. (Example: the award year of July 1, 2008 – June 30, 2009 would be identified as 20082009. • Cannot be less than 20052006 or greater than current award year. • There must be an exact match on the information provided in this field for the update or deactivation to occur.

Edit Level	Error Code	Error
Record Level	001	Required Field
Record Level	004	Permitted Value Violation
Record Level	005	Invalid Format

Date Revised	August 5, 2012

Mass Update/Deactivate File Layout

- Fields are organized into two varieties
  - Filter fields – used to identify records which require a correction
  - Update fields – used to enter new data, or if left blank indicate a deactivation

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Mass Update/Deactivate Fields

Index 2: File Type – GE Record Type 002 File Detail Record:(Sorted by Position)			
Field Name	**Position**		**Record Type**
	Start	**End**	
Record Type	1	3	Detail Record
Filter Award Year	4	11	Detail Record
Filter Institution Code (OPEID)	12	17	Detail Record
Filter Institution Location Code (OPEID)	18	19	Detail Record
Filter CIP Code	20	25	Detail Record
Filter Credential Level	26	27	Detail Record
Filter Program Attendance Begin Date	28	35	Detail Record
Filter Program Attendance Begin Date This Award Year	36	43	Detail Record
Filter Program Attendance End Date	44	51	Detail Record
Update CIP Code	52	57	Detail Record
Update Credential Level	58	59	Detail Record
Filler	60	585	Detail Record

Mass Update/Deactivate Filter Fields

- Must use one or more of these fields to locate records:
  - Filter Award Year
  - Filter Institution Code (OPEID)
  - Filter Institution Location Code (OPEID)
  - Filter CIP Code
  - Filter Credential Level
  - Filter Program Attendance Begin Date
  - Filter Program Attendance Begin Date for This Award Year
  - Filter Program Attendance End Date

Mass Update/Deactivate Filter Fields

- Only records which match the Filter fields will be identified for update/deactivation.

- If no records match the Filter fields, no updates will be made.

- All records will have the same changes applied when updated.

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Mass Update/Deactivate Update Fields

- Must use one or more of these fields to update records:
    - Update CIP Code
    - Update Credential Level

- If neither Update Field is populated (both left blank), all records located by the Filter Fields will be Deactivated.

- Use Caution with this action, as it cannot be reversed.

Mass Update/Deactivate File

- A Header and Trailer must be supplied when submitting the Record Type 002.

  - Header and Trailer specifications are found in the Gainful Employment User Guide, September 2012

- Record Type 001 does not need to be supplied in the file

Header

    Record Type 002

Trailer

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Mass Update/Deactivate File

- An file Error/Acknowledgment file is returned with any errors

- No record count of how many records were selected or updated is returned

- If the Filter criteria matched zero records, then no records were update/deactivated.
  - No errors can be created
  - Header and Trailer only returned in Error/Acknowledgement file

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QUESTIONS?

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