How to Review VFA Data

You must review your data to check for inconsistencies or errors. **The two ways to review your data are described below**.

Begin by logging in to the VFA web site (http://vfa.aacc.nche.edu) and clicking the *Input VFA Data* from your "My Account" page.

Review 1: Bulk Download VFA Data

Once you have added any data into the system, the option to download your data is available from the "Input VFA Data" page.

1. Scroll to the bottom of the page to *VFA Bulk Download*.

NOTE: You will only be able to produce a bulk download for the current collection year.

TIP: It is a best practice to keep a copy of the Bulk Download file after finalizing and approving your VFA data.

2. Click the hyperlink to start the download of your raw numbers into a spreadsheet (CSV file).

3. Save the spreadsheet.

4. You should review **ALL** of your numbers and specifically the following:

    a. **Cohorts**

        •   Main Cohort should be larger than the Credential Seeking Cohort and the First Time in College Cohort. (These two sub cohorts – Credential Seeking and First Time in College – are made up of students that are in the Main Cohort.)

        •   The sum of each disaggregation = All Student Count of the Cohorts

TIP: **Review the *Cohorts Disaggregated* section of the file first.** All corrections in the *Cohorts Disaggregated* section will impact the results of many of the measures; the data in the *Cohorts* section are the denominators of most calculated results.

b. *Six-Year Outcomes* **Measures**

- The sum of the Six-Year Outcomes = Cohort Count (for each disaggregation & total)

- The sum of each disaggregation = All Student Count (for each outcome)

EXAMPLE: If you have 1,000 students in your Cohort Count, the Six Year Outcomes should total 1,000 students (100% of the cohort). For a disaggregation category – such as Age – the sum of the number of students in each Age group should equal 1,000 students total.

c. *Developmental Education Progress* **Measures**

- # Attempted Any is **< or =** the # Developmental Need

- # Developmental Need **< or =** Cohort Count

- The sum of disaggregation **=** All Student Count (for each outcome)

d. *Two-Year Progress & Outcomes* **Measures**

- # Credit Hours Attempted **>** the # Credit Hours Completed

- No measure count should be more than the Cohort Count

  1. # Reached Credit Threshold   **< or =** Cohort Count
  2. # Next Term Retention **< or =** Cohort Count
  3. # Sum of Outcomes **< or =** Cohort Count (for each disaggregation & total)

- The sum of disaggregation = All Student Count (for each outcome and measure)

Review 2: Calculate & Validate

CALCULATE & VALIDATE

Whether you entered your VFA data using the Bulk Upload process or the online data forms, you can use the online Data Input forms to "Calculate & Validate" the data and check your work.

1. From your "My Account" page, click *Input VFA Data*.

2. From the "Input VFA Data" page, click *Enter Data* from any of the tabs.

Overview	Two-Year Cohort (2011)	Six-Year Cohort (2007)	Career & Technical Education	Adult Basic Education/GED

Cohorts		100%
Developmental Math		100%
Developmental English		100%
Developmental Reading		100%
Developmental English-Reading		100%
Developmental Any		100%
Two-Year Progress and Outcomes Measures (OPTIONAL)		100%
Six-Year Outcomes Measures		100%

ENTER DATA

3. Once the data forms are loaded, you can use the right-hand menu to navigate through the forms.

Cohort Year: Six Year Cohort (2007)
Area of Measure: Cohorts

	Main Cohort	Credential Seeking	1st Time in College		
All Students in Cohort	5500	3470	2678		Cohorts
By Racial/Ethnic Background					Developmental Math
Hispanics (of any race)	41	35	27		Developmental English
American Indian or Alaska Native	36	26	23		Developmental Reading
Asian	70	47	31		Developmental English-Reading
Black or African American	719	520	395		Developmental Any
Native Hawaiian or Other Pacific Islander	1	1	1		Two-Year Progress and Outcomes Measures (OPTIONAL)
White	3399	2420	1899		Six-Year Outcomes Measures

NOTE: If you need additional instructions on viewing the data input forms go here: http://vfa.aacc.nche.edu/Documents/The VFA Data Tool.pdf.

TIP: Review the "Cohorts" page for the Six Year Cohort and the Two Year Cohort first. All corrections on the "Cohorts" page will be reflected throughout the online forms; the data on the *Cohorts* page are the denominators of most calculated results.

4. *Calculate & Validate* each form to check your data and see current Results.

- Calculated Results: Check that no Result totals more than 100%

- Validate: Check that there are no red error messages.

  1. If an error is found, a red message will appear above the data entry column.

  2. If no error is found, no message will be shown.

> Total does not
> equal 5350

NOTE: Currently, validations are only checking that each disaggregation equals the number of students in the cohort. All other error checks must be done manually. As VFA develops, other error checks and validations will be incorporated.

Notes on Calculate & Validate

- Validation errors will not prevent saving or submission.

- You must hit *Calculate & Validate* on each form – the function will only validate information on the open form.

Print Function

PRINT PREVIEW

- If you prefer to review the information on paper, you can print the data input forms. The Print function creates a single HTML document of all the data forms. The format of the document mimics the format of the online Data Input forms.

  NOTE: Due to the high number of Data Input forms, it may take a few minutes to load.

- Click the *Print Preview* button on the *Overview* tab of the Data Input page or the *Print* button at the top and bottom of every form to initiate the print function. From here, you can use your browser's print function to print the forms.

Using Your VFA Dashboards to Look at Data

Dashboards: Outcomes and Benchmarking

Although Dashboards are not the best way to **error check** your numbers, the visual display of the data might alert you to inconsistencies or anomalies with your college's data. As you use the dashboards, pay attention to the following:

- *Six-Year Outcomes* should total exactly 100%.

NOTE: When VFA data totals more than 100%, the graph will cut off one of the measures. This may make the graph seem like it is totaling less than 100%. Please review your VFA data dashboards carefully to make sure that all measures that have data are being represented.

- Results that seem very high or very low for your college; or not right.

- Data you entered are not showing on the dashboards.

Next Step: Approving and Publishing Your VFA Data

Once your data is fully vetted and reviewed, please approve and publish your VFA data. All data must be published by the publishing deadline. To publish:

1. Check that all required reporting measures have been completed
2. Click "Data Approved/Publish" button of the workflow

1. Required vs. Optional Reporting

Upon joining the VFA, all colleges have agreed to report the following reporting measures:

REQUIRED
- **Six Year Outcomes** measures for the Six-Year Cohort
- **Developmental Education Progress** measures for the Six-Year Cohort
- **Two-Year Progress & Outcomes** for the Two-Year Cohort
- **Career & Technical Education** measures (if data are available)
- **Adult Basic Education/GED** measures (if data are available and applicable)

OPTIONAL
- **Two-Year Progress & Outcomes** for the Six-Year Cohort
- **Developmental Education Progress** measures for the Two-Year Cohort

2. Publishing VFA Data

Your data exist in three states during the collection process:

- Preview: Data Entry in Progress
- Preview: Data Entry Complete
- Published: Data Approved

During data entry, your data is in a *Preview: Data Entry in Progress* state.

After you complete your data entry, Data Inputters, Data Administrators and Key Contacts can click the "Data Input Complete" button on the data input overview page.

- This will change the state of the data to *Preview: Data Entry Complete*.
- This will enable the "Data Approved / Publish" button (the button will go from "grayed out" to active but only for Data Administrators or Key Contacts logged in to the site).
- At this point, the college should examine their data using the instructions above.
  - If an error is found, the college should make the correction using either the online data input forms or bulk upload process. Upon saving a change, the status will revert back to *Preview: Data Entry in Progress.*

Once your college has fully reviewed and is satisfied with your data, the Data Administrator or the Key Contact should publish the data. To do this, the Key Contact or Data Administrator must click the "Data Approved/Publish" button.

- The data status will change to *Published: Data Approved.*
- The data will be "read only" and cannot be changed using the online data input forms or bulk upload function.
- PLEASE NOTE: The "Data Approved/Publish" button only becomes active after the "Data Input Complete" button has been clicked and data entry is marked as complete.

By approving and publishing your data, you allow your Outcomes dashboard to be publically available via your VFA College Profile page.