

Reviewing & Publishing VFA Data

After your data input is complete, please review your data to check for any inconsistencies or errors. The VFA system is equipped with a few tools to help you locate errors within your data entry. Most methods of checking your data are found through the VFA Data Landing page.

Steps for Approving & Publishing VFA data:

- Check that your college reported all required data
- Check for errors: Locate input errors using the *Data Online Forms* and *Data Validation Report* and big-picture errors by reviewing the VFA dashboards, exports, and reports.
- Lock and Approve your VFA data for publishing

VFA Data Landing page

VFA Community College VFA Admin (Data Administrator)
2015-16 Collection Cycle Status of Data: Data Entry in Progress

SET-UP DATA INPUT	• Data last set-up on 1/15/2016; 10:46 AM
DATA ONLINE FORMS	• Input new data or view, edit, and validate data that have been entered or uploaded.
BULK DATA FILES UPLOAD	• Six Year Cohort (2009) - uploaded 12/22/2015; 3:44 PM • Career/Technical Education (CTE) Cohort - uploaded 12/22/2015; 3:46 PM • Adult Basic Education Cohort (2012-13) - uploaded 12/22/2015; 11:38 AM
RAW DATA FILES UPLOAD	• Two Year Cohort (2013) - last processed on 11/9/2015; 12:22 PM
DATA VALIDATION REPORT	• Status of Data: Data Entry in Progress
COMMENTS & NOTES	• Comments & Notes are used internally to share updates with your coworkers on data collection. • Internal use - JJ Milson 12/8/2015 • Test - this is for your use. - JJ Milson 11/9/2015
COMPLETE & LOCK DATA ENTRY	• Data should be marked complete by no later than May 2 at 5 PM (EDT). • Completed and locked data are included in benchmarking. • A notice that your data are locked will go to your president and VFA-designated staff.
PUBLISH DATA	• Data entry system closes on June 10 at 5 PM (EDT). This is your last day to publish data. • Published data appear in your public reports. • A notice that your data are published will go to your president and VFA-designated staff.
DATA DASHBOARDS & DOWNLOADS	• View your college's outcomes and benchmarking dashboards. • Download Excel and PDF reports.
PREVIEW PUBLIC OUTCOMES REPORT	

Approving and Publishing Your VFA Data

Your data exist in three states during the collection process. The states change when using the buttons on the VFA Data Landing page:

1. Preview: Data Entry in Progress
2. Preview: Data Entry Complete
3. Published: Data Approved

1. Data Entry in Progress

During data entry, your data is in a *Preview: Data Entry in Progress* state. During this time the college should be entering data for all of the measures using the *Data Online Forms, Bulk Upload, and/or Raw Data Files Upload* methods. Please see the below list of required and optional measures.



Data Elements



Colleges are strongly encouraged to report all VFA cohorts and measures listed below, as applicable. (All applicable measures for the six-year, two-year, and one-year cohort will be calculated using the Raw File upload method.):

- **Six-Year Outcomes** measures for the Six Year Cohort
- **Two-Year Progress** measures for the Six Year and Two Year Cohorts
- **One-Year Progress** (Early Momentum/Pathways KPIs) measures for the Six Year, Two Year, and One Year Cohorts
- **Developmental Education Progress** measures for the Six Year and Two Year Cohorts
- **Career & Technical Education** measures (where data are available)
- **Adult Basic Education/GED** measures (where data are available)

Data Online Forms

Once data are entered into the VFA system, the data are available to view and/or edit through the **Data Online Forms**. Each form contains built-in, real-time error validation checks. Error checks are done automatically on screen and are refreshed when you move between data cells. **All data, regardless of the input method, should be reviewed and validated through the online forms.**

1. **Issues/Flags indicator:** **Issues/Flags**  Each online form has a master Issue/Flags indicator at the top, left corner of the form. This flag allows the user to quickly spot-check if there are any data entry or validations errors on that form. A red exclamation mark (above) means that errors exist. A green check mark means there are no errors on the form.
2. **In-line error check:** If an error exists within a row, a red exclamation mark will appear within that row. 
3. **Difference error check:** The sum of every disaggregation must equal the total row for the measure. This error check notifies the user if the sum of students for the disaggregation does not equal the total row for the measure.

- Full Time / Part Time				
Full-time	221	222	223	
Part-time	231	232	233	
Total	452	454	456	
Difference	-449	-452	-455	

Data Validation Report

In addition to the errors appearing on the Data Online Forms, all validation errors will be displayed in the **Data Validation Report**. The *Data Validation Report* will give a short explanation of the error and a hyperlink to the location of the error on the *Data Online Forms*.

Format of Error Report

The blue header row displays the location of the error in the following format: [Cohort Year > Cohort Type > Area of Measure](#). It is also hyperlinked to the page within the **Data Online Forms** where the error can be found. The *Data Validation Report* can be refreshed by refreshing the page or clicking F5.

Status on Validation Report

1. **Status: Data Incomplete/Invalid** – Data entry has not started, or one or more required reporting elements are null. If you will not be reporting a VFA Cohort, go back to **Set-up Data Input** and choose “Not Reporting” for that cohort.
2. **Status: Cohort Incomplete/Invalid** – Data validation errors are found in your data entry for that cohort. The list of errors will be displayed.
3. **Status: Valid** – No validation errors are found in your data entry for that cohort. All statuses must be valid to mark your data entry complete and publish your VFA data.

Common Errors

1. **Main Cohort must be greater than other cohort types.** The VFA Main Cohort contains all students who entered your institution in the fall of the cohort year. The two other cohort types (Credential Seeking and First Time in College) are subset of the Main Cohort. This error will be displayed as an in-line error on the *Data Online Forms*.
 - [Six Year Cohort \(2008\)>Cohort Counts](#)
 - Overall - First Time in College value must be less than the Main value
2. **Disaggregation does not equal Overall row.** The sum of every disaggregation must equal the total row for the measure. This is the same as the difference error check on the *Data Online Forms* (explained above).
 - [Six Year Cohort \(2008\)>Main Cohort>Dev Math](#)
 - Race / Ethnicity-Attempted Dev Course "Total" value (2) must equal the "Overall" value (3)
3. **Developmental Subject greater than Any Developmental (Any Dev).** Any Developmental is an unduplicated count of all students with a developmental need in a subject (math, English, and/or reading). Therefore, the developmental need or developmental measures for a single subject cannot be greater than what is reported in Any Dev. *This is a cross-form error check and will not show up on the Data Online Forms.*
 - [Six Year Cohort \(2008\)>Main Cohort>Dev Math](#)
 - Overall-Overall "Dev Need" value (14) must be less than "Dev Need Any (Any Dev)" value (5)
4. **Credits Completed/Attempted Year Two must be greater than Credits Completed/Attempted First Term.** The Credit Hour Success Rate: Year Two are all credits completed and attempted by the end of the second year. Therefore, all credits attempted and completed in the first term should also be included. This error will be displayed as an in-line error check on the *Data Online Forms*.
 - [Two Year Cohort \(2012\)>Main Cohort>Two-Year Credits](#)
 - Overall-Overall "Credit Hrs. Attempted 1st Term" value (96.00) must be less than "Credit Hrs. Attempted Year Two" value (60.00)
 - Overall-Overall "Credit Hrs. Completed 1st Term" value (56.00) must be less than "Credit Hrs. Completed Year Two" value (50.00)
5. **Six-Year Outcomes Total does not equal Students in Cohort.** The Six-Year Outcomes are mutually exclusive and must be reported for all students in the cohort. This error will be displayed as an in-line error check on the *Data Online Forms*.
 - [Six Year Cohort \(2008\)>Main Cohort>Six-Year Outcomes](#)
 - Overall-Overall "Six Year Outcomes Total" value (21) must equal the "Students in Cohort" value (25)

Notes on Errors and Validation Checks

- Validation errors will not prevent saving.
- College will not be able to *Complete & Lock* or *Publish Data* if validation errors exist.

2. Data Entry Complete

Prior to locking VFA data, no validation errors may exist within your data entry. When data entry is finished and error checks are complete, Data Inputters, Data Administrators and Key Contacts can click the **Complete & Lock Data Entry** button on the Data Landing page. Clicking *Complete & Lock Data Entry* will:

- Disable further data entry.
- Change the state of the data to *Preview: Data Entry Complete*.
- Send an email to the VFA Key Contact, VFA Data Administrator(s), and your college president.
- Change the “Complete & Lock Data Entry” button to “Unlock Data Entry.”
- Enable the **Publish Data** button to Key Contacts & Data Administrators.
- Include your data in benchmarking.

Review Your Dashboards & Reports

College leadership and staff should examine their *VFA Internal Outcomes Report*, *VFA Public Outcomes Report*, data dashboards and/or excel exports for anything that does not look correct.

IMPORTANT: Special attention should be shown to the *VFA Public Outcomes Report*. Upon approving your college’s VFA data, this report becomes available to the public through the College Profile page.

Correcting Your Data

If you find errors in your data, you may unlock your VFA data and correct the data using any data input method. To unlock your VFA data, click **Unlock Data Entry** from the VFA Data Landing page.

3. Published: Data Approved

When your data are fully reviewed and approved, the VFA Key Contact or VFA Data Administrator should publish the data. To do this, the Key Contact or Data Administrator must click the **Publish Data** button on the VFA landing page.

This action will bring you to a confirmation page. Please read the page carefully and then enter your name to sign-off on your college’s VFA data. Click **Publish Data** to approve your data for publishing. Clicking *Publish Data* will:

- Change the state of your data to *Published: Data Approved*.
- Enable your *public reports* on your college’s VFA profile page.

PLEASE NOTE: The “Publish Data” button is only available to Key Contacts and Data Administrators. Additionally, your data entry must be completed and locked prior to publishing your data.