Cal-PASS Plus Foster Youth Dashboard (Community College) Upload Webinar

Cal-PASS Plus
Partnership for Achieving Student Success

Welcome remarks

Alex Barrios
President
Educational Results Partnership
Cal-PASS Plus

What is Cal-PASS Plus?

Intersegmental Data Analytics

Tools, Dashboards & Personalized Report

Labor Market Information

Collaborative Research Partners

Cal-PASS Plus active MOU coverage

- **K-12 institutions:** 628

  >75% of all California students

- **California Community Colleges:** 116

- **California State University:** 16

- **University of California:** 4

- **Private Universities:** 2

Northern Coast
Northern Inland
Greater Sacramento
North Bay
Mother Lode
East Bay
North Central Valley
Santa Cruz-Monterey
Silicon Valley

South Central Valley
South Central Coast
Inland Empire
Los Angeles
Orange County
San Diego-Imperial

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Cal-PASS Plus | California Community Colleges | ERP EDUCATIONAL RESULTS PARTNERSHIP
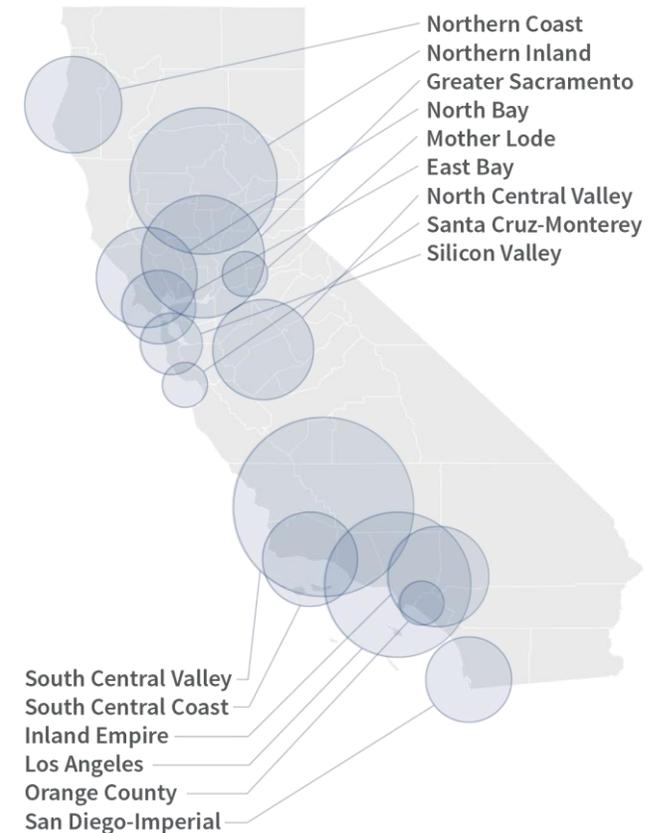
Today's agenda

WELCOME

BENEFITS OF USING THE DASHBOARD

HOW TO UPLOAD YOUR DATA

Q & A

How to submit a question during the webinar

To submit a question, click on the Q&A icon on your control panel.*
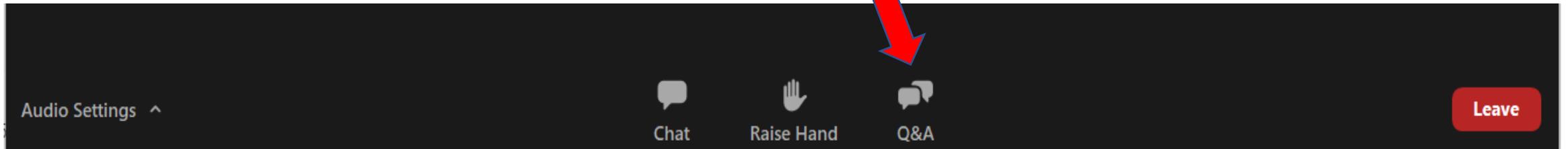
Note: We will respond to questions at the end of the webinar. Questions we are unable to respond to today, will be sent via email to all participants within 2 weeks of the webinar.

Today's presenters

Debbie Raucher
Director of Education
John Burton Advocates for Youth

Christopher Dech
Project Director
Riverside Community College

Kashae Knox
Engagement Manager
Cal-PASS Plus

Steven Hill
IT Help Desk Technician
Cal-PASS Plus

What are the benefits of using the Cal-PASS Plus Foster Youth Dashboard Cohort Tool?

Debbie Raucher
Director of Education
John Burton Advocates for Youth

Christopher Dech
Project Director
Riverside Community
College

Thank you to colleges that already submitted recent foster youth cohort data files!

Riverside Community College

Cabrillo College

Antelope Valley College

Moreno Valley College

Long Beach City College

Los Angeles Trade College

Let's look at the data…

K-12
Schools

Community
Colleges

University
Progress Report

Helpful
Information

LOGIN

JOIN

Foster Youth Dashboard

Success Metrics for Foster Youth Students at Community Colleges

This dashboard provides post-secondary educators, advocates, and practitioners a greater understanding of how students who self-identify as foster youth compare to their non-foster peers. Aligned with the California College Pathways milestones, this dashboard gives insights on how all students, first-year students, students in the CAFYES program, and programs that have uploaded a cohort of students, are doing. Each of the metrics provides insights on foster youth outcomes during their community college experience and for their workforce outcomes.

STUDENT TYPE

● All Students   ○ First-Year Students   ○ CAFYES   ○ Uploaded Cohorts

VIEW TYPE

● Foster Youth   ○ Add "Not Foster Youth" Comparison

COMMUNITY COLLEGE

| Statewide ▼ |

ACADEMIC YEAR

| 2020-2021 ▼ |

VIEW

EQUIP   **ENROLL**   **EARN**   **EMBARK**

EXPORT DATA TO CSV   UPLOAD DATA

EQUIP

Understand foster students financial aid awards and participation with special programs especially for students with disabilities and economic disadvantaged to bolster education planning of students as a whole, in first year and who hold grants which will reduce equity outlaying gaps and meet equity plan goals.

Received Financial Aid in the Selected Year

In the selected year, students who received a CAFYES, Chafee, College Promise, CalGrant, or Pell Grant at any college.

Foster Youth, Statewide, 2019-2020

Source: Chancellor's Office Management Information System

Legend: ● Received a CAFYES Grant   ◆ Received a Chafee Grant   ■ Received a College Promise Grant/Board of Governor's Waiver   ▲ Received a Cal Grant   ▼ Received a Pell Grant
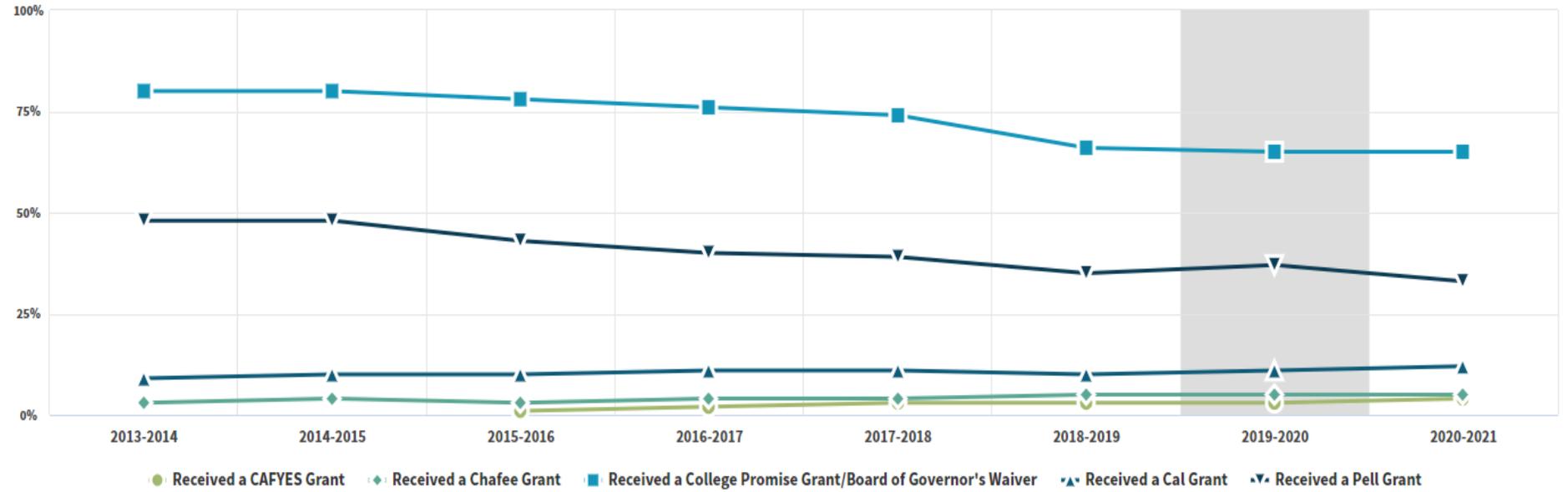
∧ **Hide Data in Table**

	2019-2020
Received a CAFYES Grant	3% 1,444 / 42,327
Received a Chafee Grant	5% 1,919 / 42,327
Received a College Promise Grant/Board of Governor's Waiver	65% 27,674 / 42,327
Received a Cal Grant	11% 4,740 / 42,327

EARN

Use units and courses earned for planning access, engagement in student learning course outcomes to bolster guided pathways program which will position onward ramp towards workforce sectors.

Grade Point Average

Average grade points earned in the selected year.

Foster Youth, Riverside Community College, 2020-2021

1.89

Among 777 Students

Source: Chancellor's Office Management Information System

● Foster Youth   ◆ Not Foster Youth
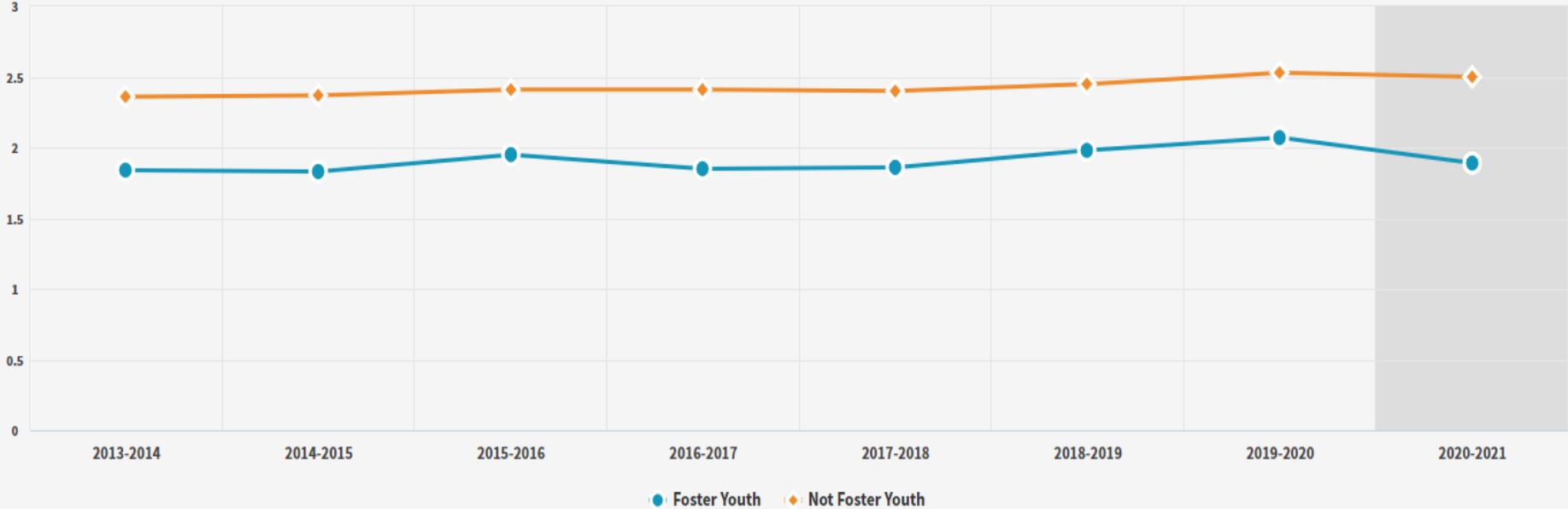
⌃ Hide Data in Table

	2020-2021
Foster Youth	1.89 Among 777 Students
Not Foster Youth	2.5 Among 25,102 Students

* = Masked due to fewer than 10 students

Follow these 4 steps to upload your foster youth cohort data file to Cal-PASS Plus

Step 1: Register

Step 2: Gather Info.

Step 3: Input data

Step 4: Submit
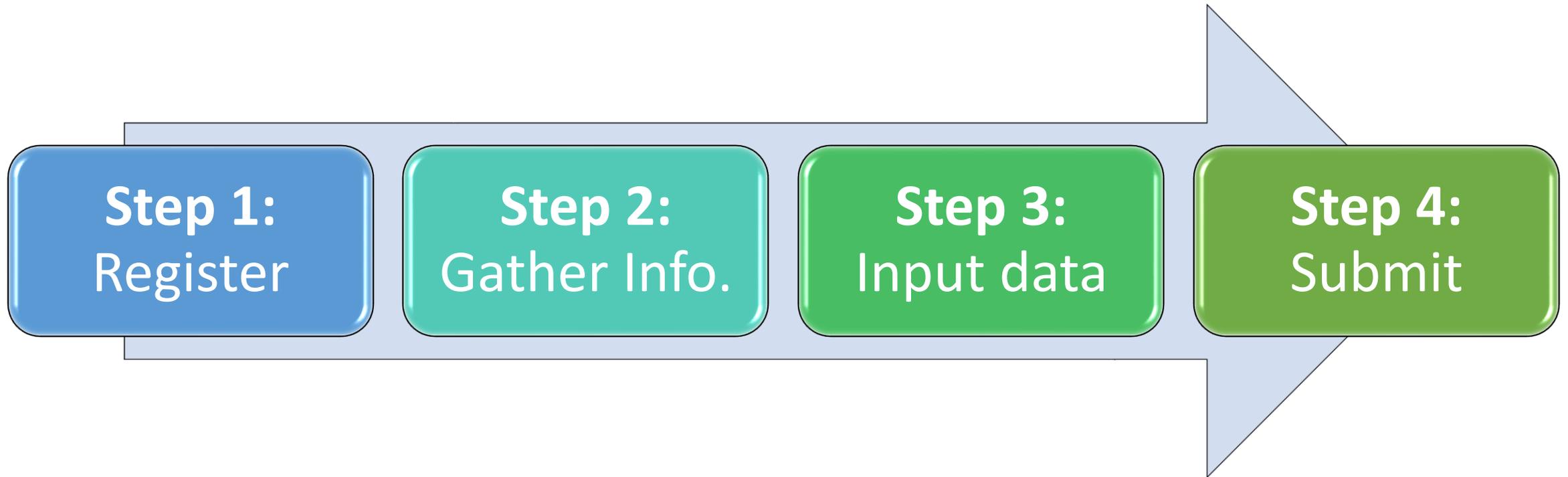
Step 1:

Register as a user of Cal-PASS Plus

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Visit the Cal-PASS Plus website:

www.calpassplus.org

Click "Join Free" on the website
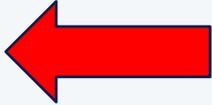
Fill out the login request form with your information

Input "requesting researcher access" in special request box

Affiliated with a Member Institution? Request a Login here:

To request a new login, fill out the form below, and click the button to submit. In order to be approved to receive a login, your email address must match a domain of a member institution.

New Login Request Form

First Name

Last Name

Job Title

Member Institution

Email

Phone ex: 000-000-0000

Researcher Access

REQUEST LOGIN

Here is the information you need to gather

1. Find your institution's "Org Code" (Slide 28)
2. "Student ID" of all your program students (Slide 29)
3. The term and academic year for each year you are submitting data (Slide 30)
4. Your program's name (Slide 31)
5. First names of all your program students (Slide 32)
6. Last names of all your program students (Slide 33)
7. Birthdates of all your program students (Slide 34)
8. Gender for all your program students (Slide 35)

Download the foster youth cohort upload template

Login first. From the main menu, click on "Helpful Information"
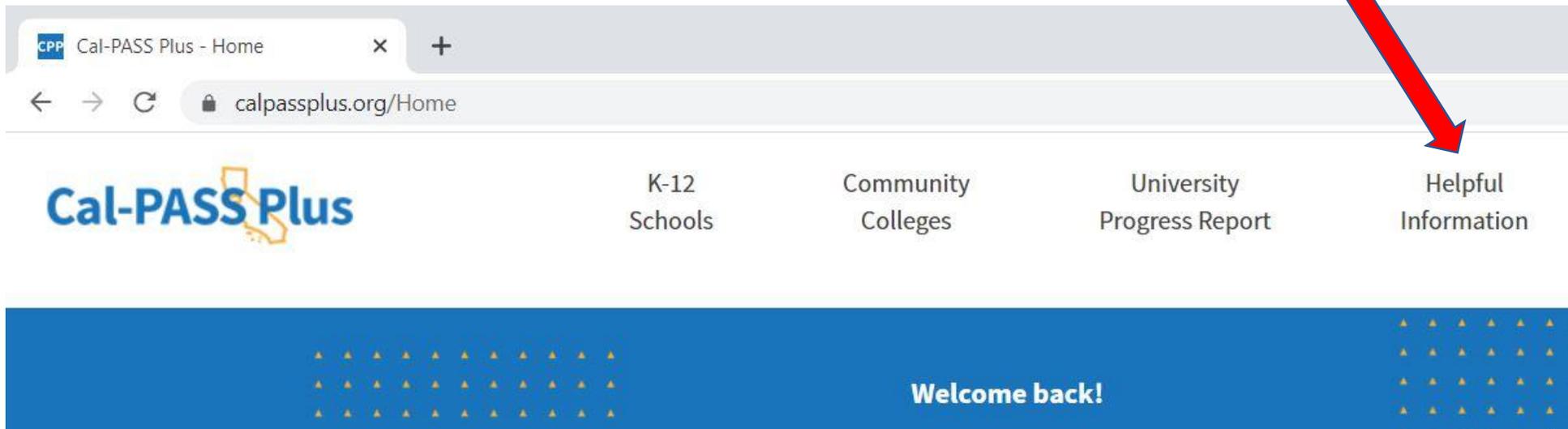
Download the foster youth cohort upload template (continued...)
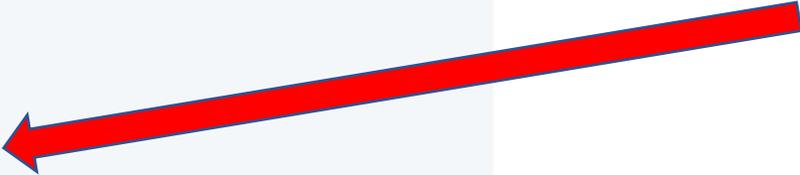
Download the foster youth cohort upload template (continued)

Scroll halfway down the upload data page. Find and click on *"Community College Foster Youth Program Cohort Upload Template (CSV, No Header)"*

CLICK TO SUBMIT

*Data isn't submitted until you click this button.

Upload taking too long or files too large? Try compressing in a zip folder for a faster, more efficient upload. If you experience errors, please click here to report.

Links to Data Descriptions and Definitions

• K-12 CALPADS and CAASPP Data: Submit all end of the year files. Click link for more details. **Note: For ODS Extracts made after July 2014, be sure to include the SELA file in your submission**

• Legacy K-12: (Pre-CALPADS) submit Cal-PASS student, course, and award extract files

• STAR: Submit all

• University Data: Submit all

• Community College Data: Submit all

• Foster Youth 5.7 Report Data Upload Instructions

• Community College Foster Youth Program Cohort Upload Template (CSV, No Header)

• Custom Files: Any file format requested by Helpdesk staff. If you are unsure – please ask questions here

Overview of the cohort file data elements

FY Cohort Template

- Org_Code (COMIS IPEDS)
- Student_Id (COMIS SB00)
- Time_code (COMIS TermID)
- Program_Name (User Defined)
- Name_First (COMIS SB31)
- Name_Last (COMIS SB32)
- Birthdate (COMIS SB03)
- Gender (COMIS SB04)

Where is the information located?

- Community College DED
- Community College Cohort Template
- Both documents can be found on the data upload page under the Links to Data Descriptions and Definitions

View the data element dictionary online here: https://bit.ly/3onijB0

	A	B	C	D	E	F	G	H
	org_code	student_id	time_code	program_name	name_first	name_last	birthdate	gender
	COMIS IPEDS	COMIS SB00	COMIS termID	User Defined	COMIS SB31	COMIS SB32	COMIS SB03	COMIS SB04
	123456	123456789	190	RISE/EOPS/Guardian	John	Doe	19930216	M

Seek help inputting your student information into the foster youth cohort template

Contact your Admissions and Records Office or Institutional Research and Planning Department to seek assistance with populating the cohort upload template. This is to ensure the information inputted into the file matches student records in the Chancellor's Office Management Information System (COMIS).

	A	B	C	D	E	F	G	H	I	J	K
1	org_code	student_id	time_code	program_name	name_first	name_last	birthdate	gender			
2	COMIS IPEDS	COMIS SB00	COMIS termId	User Defined	COMIS SB31	COMIS SB32	COMIS SB03	COMIS SB04			
3											
4											
5											
6											
7											
8											
9											

Foster Youth cohort file format instructions

⭐ **Important note: Information must be properly inputted into each column, in the order provided, and using the required format. After columns are populated, <u>both headers must be deleted before submitting</u>. A separate file must be created and uploaded for each year.**

Cal-PASS Plus Foster Youth Cohort
Tool Preparing the Cohort List

	A	B	C	D	E	F	G	H
1	org_code	student_id	time_code	program_nar	name_first	name_last	birthdate	gender
2	COMIS IPEDS	COMIS SB00	COMIS term	User Defined	COMIS SB31	COMIS SB32	COMIS SB03	COMIS SB04
3								
4								
5								
6								
7								
8								
9								

1. Enter the Program Name (ex. Promise Scholars, Guardian Scholars, etc.) in Column D.
2. Enter the following information for each student in your program:
   - First name (column E)
   - Last name (column F)
   - Date of Birth (Column G) – Must be entered using format YYYYMMDD for example: 20000414 or MMDDYYYY 02011999
   - Gender (Column H) – Enter M or F

Important Reminders!

✓ **After the columns are populated, <u>both headers must be deleted</u> or else the file won't process.**

✓ **There must be a separate file for each year of data submitted.**

File format instructions continued...

⭐ **When saving the file:**

1) Name the file by your program name and year (see example below).

2) Save the file as .CSV or else the upload will fail.
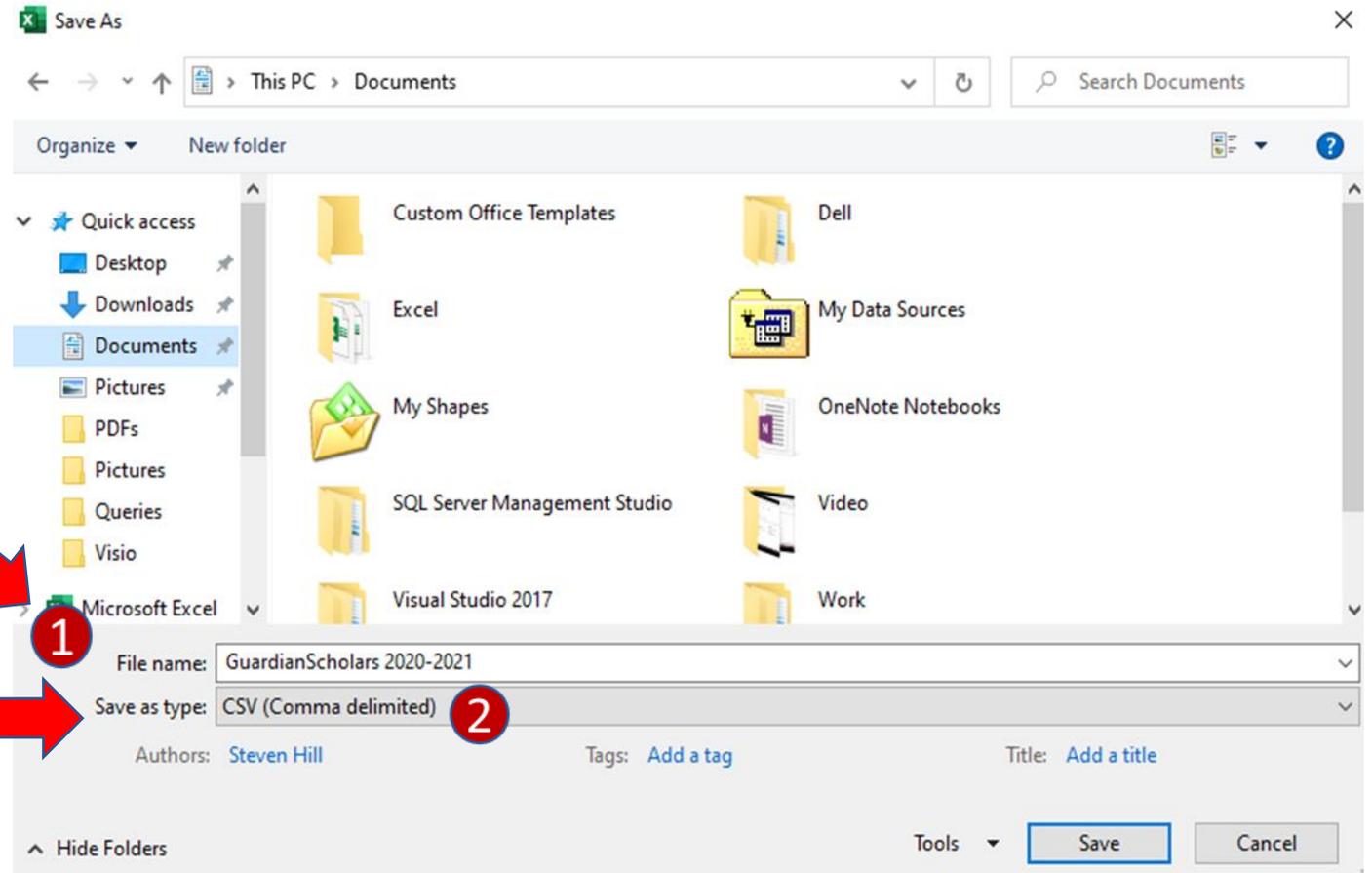
Column A: How to identify your "Org Code"

Visit: https://bit.ly/3ITFWdI

Look up your institution's "Org Code" here
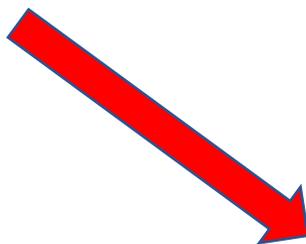
Column B: How to identify the "Student ID"

Each program participant's student-identifier should be inputted in the same way it is reported to the Chancellor's Office Management Information System (COMIS). Failure to use the SB00 student identifier associated with the students in your program will cause difficulties in identifying and matching students in your program with the COMIS records.

Note: Student ID must be a 9-digit number.
For example: 123456789

California Community Colleges
Management Information System
Data Element Dictionary

Student Basic Data Elements

DED#	DATA ELEMENT NAME	FORMAT
SB00	STUDENT-IDENTIFIER	X(09)

This element uniquely identifies a student for all terms and at all colleges. It occurs in all input documents which provide individual student data.

Coding

For students with an officially assigned **Social Security Number**, report the nine-digit Social Security Number in this data element.

For a student who does not have or declines to give his/her Social Security Number, the college must assign a **unique local identifier** and report the locally assigned identifier in this data element.

The data element Student ID Status (SB01) must be coded to indicate which of the above methods is used to identify the student.

SB00 STUDENT-IDENTIFIER

Processing Edits

FIELD CHECK	Greater than spaces.
INTEGRITY CHECK	If Student Identifier Status (SB01) is an "S", indicating there is an SSN, digits 1-3 cannot equal 000, 666 or be between 900-999, and digits 4-5 cannot equal 00, and digits 6-9 cannot equal 0000.

SB00 STUDENT-IDENTIFIER

Change History

Implement: 06/01/89

Column C: How to identify the "Time Code"

To populate the "Time Code" column, determine the term type code (i.e. summer, fall, etc.) and follow the formatting instructions shown in the image.

For example: A program administered in the Summer of 2020 should be inputted as code "205".

Note: Must be a 3-digit code.

California Community Colleges
Management Information System
Data Element Dictionary

DED#	DATA ELEMENT NAME	FORMAT
GI03	TERM-IDENTIFIER	X(03)

This data element identifies a term within an academic year as well as the academic year itself. It occurs in all input records submitted by the colleges.

Coding	Meaning	
Format is YYT, where		
YY	last two digits of the calendar year in which the term occurs.	
T	single-digit term-type identifier listed below.	

Code	Term Type	Examples using the 2010-11 academic year:
5	Summer Term	105
7	Fall Semester	107
1	Winter Intersession	111
3	Spring Semester	113
6	Summer Quarter	106
8	Fall Quarter	108
2	Winter Quarter	112
4	Spring Quarter	114
0	Annual (enter year the reporting period ENDS)	110
9	Fall First Census	109
0	College Calendar (Report for **upcoming** year)	120

Column D: Identifying your "Program Name"

✓ **This column must list the name of your program.**

✓ **For example: Guardian Scholars, Husky Scholars, Bear Club Scholars, etc.**

Column E: How to identify correct "First Name"

The person inputting the data must ensure the student's first name matches how it appears in the Chancellor's Office Management Information System (COMIS).

For example: If you input, "Bob" it will not match if the students first name is entered as "Robert" in COMIS.

Note: First name has a 30-character max.

California Community Colleges
Management Information System
Data Element Dictionary

Student Basic Data Elements

DED#	DATA ELEMENT NAME	FORMAT
SB31	**STUDENT-FIRST-NAME**	**X(30)**

This data element contains the first thirty letters of the student's first name.

Coding

If the student's first name is less than 30 characters, left justify and space fill.

If the student has no first name enter the three character value 'NFN'; left justify and space fill.

SB31 STUDENT-FIRST-NAME

Processing Edits

FIELD CHECK	Cannot be all spaces, x's or y's

SB31 STUDENT-FIRST-NAME

Change History

Implemented: 08/01/11

Column F: How to identify correct "Last Name"

The person inputting the data must ensure each student's last name is typed in exactly as it appears in the Chancellor's Office Management Information System (COMIS).

For example: If the last name is inputted as "Jones-Smith" it will not match if the student's last name is only entered as "Smith" in COMIS.

Note: Last name has 40-character max.

California Community Colleges
Management Information System
Data Element Dictionary

Student Basic Data Elements

DED#	DATA ELEMENT NAME	FORMAT
SB32	STUDENT-LAST-NAME	X(40)

This data element contains the first forty letters of the student's last name.

Coding

If the student's last name is less than 40 characters, left justify and space fill.

If the student has no last name enter the three character value 'NLN'; left justify and space fill.

SB32 STUDENT-LAST-NAME

Processing Edits

FIELD CHECK	Cannot be all spaces, x's or y's

SB32 STUDENT-LAST-NAME

Change History

Implemented: 08/01/11

Column G: How to identify correct "Birthdate"

The person inputting the data must ensure the birth date typed in appears the same as in the Chancellor's Office Management Information System (COMIS). The birth date must be inputted in this format: "YYYYMMDD".

Note: The birth date should appear as 8 digits. For example: 20000414

California Community Colleges
Management Information System
Data Element Dictionary

Student Basic Data Elements

DED#	DATA ELEMENT NAME	FORMAT
SB03	STUDENT-BIRTH-DATE	9(08)

This element indicates the student's birth date.

Coding	Meaning
YYYYMMDD	
YYYY	four-digit calendar year
MM	two-digit month, 01-12
DD	two-digit day, 01-31 (day must be valid for the given month)

SB03 STUDENT-BIRTH-DATE

Processing Edits

FIELD CHECK	Valid Date Format: YYYYMMDD YYYY = four-digit calendar year MM = two-digit month code, 01-12 DD = two-digit day code, 01-31 or YYYYMM99 – unknown birthday or 99999999 – unknown birth date
	Birth date must not generate an age <0 or >115.
INTEGRITY CHECK	If Student Education Status (SB11) = 10000, then the student's computed age must be less than 22.

Column H: How to identify student's "Gender"

The person inputting the data must ensure that the student's gender appears the same as in the Chancellor's Office Management Information System (COMIS). Follow the coding provided in the data element dictionary for the Gender column.

For example: A student registered in COMIS as male, should be inputted as "M".

Note: Must be inputted as 1 alphabetic character and use only F, M, B or X.

California Community Colleges
Management Information System
Data Element Dictionary

Student Basic Data Elements

DED#	DATA ELEMENT NAME	FORMAT
SB04	**STUDENT-GENDER**	**X**

This element indicates the gender of the student.

Coding	Meaning
F	Female
M	Male
B	Non-binary
X	Unknown / non-respondent

SB04 STUDENT-GENDER

Processing Edits	
FIELD CHECK	F, M, B, or X

SB04 STUDENT-GENDER

Change History
Revision: Effective Summer 2019 term 195, 196. Added "B Non-binary"
Implement: 06/01/89

Step 3:

Extract data and confirm it matches COMIS records

Begin extracting data from COMIS into the foster youth cohort template

Seek assistance from your Admissions and Records Office or Institutional Research and Planning Department to extract each student's information as it appears in the Chancellor's Office Management Information System (COMIS). Must follow the instructions from this presentation or else records won't match.

	A	B	C	D	E	F	G	H	I	J	K
1	org_code	student_id	time_code	program_name	name_first	name_last	birthdate	gender			
2	COMIS IPEDS	COMIS SB00	COMIS termId	User Defined	COMIS SB31	COMIS SB32	COMIS SB03	COMIS SB04			
3											
4											
5											
6											
7											
8											
9											

Final submission checklist

✓ **Is the file labeled correctly by program name and year?**
✓ **Is file saved in .CSV (comma delimited) format?**
✓ **Is there a total of 8 columns in the file?**
✓ **Are both sets of headers deleted from the template?**
✓ **Is there a separate file for each year of data that will be uploaded?**

If yes to all the above, the file is ready to be uploaded to Cal-PASS Plus!

Step 4:

Upload each year's file to Cal-PASS Plus

Properly select fields on the data upload page

File Submission

Welcome to the Cal-PASS Plus File Submission Page! Please follow the steps below to upload your institution's data files.

This file submission takes place over SSL-encrypted protocol and files are never stored on our web servers. They are immediately deposited into the secure storage, not accessible via Internet. It is more secure than FTP (SFTP, or FTPS).

Instructions:

1. Select a File Purpose
2. Click the "Choose files" button and select the files from your computer that you would like to upload.
3. In the File Description box, please provide a brief description of the files you are uploading
4. Click the blue "CLICK TO SUBMIT" button after files have loaded and wait for a confirmation message on the page.
5. If your files are submitted successfully, you'll receive a confirmation email.
If you did not receive an email, contact the Cal-PASS Plus Helpdesk.

Questions?

See the **FAQs** at the bottom of this page or view the FAQs in PDF.

How to Upload

K12 Data Sub—————————ation

File Purpose:

Community College Foster Youth Cohort ▼

File Description:

GuardianScholars 2019-2020

Choose files

File Purpose: Select Community College Foster Youth Cohort

File Description:
Input Program Name 2021-2022 (File Name +Year)

Submit: Click Submit to process

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Look for this message after uploading

Instructions:

1. Select a File Purpose
2. Click the "Choose files" button and select the files from your computer that you would like to upload.
3. In the File Description box, please provide a brief description of the files you are uploading
4. Click the blue "CLICK TO SUBMIT" button after files have loaded and wait for a confirmation message on the page.
5. If your files are submitted successfully, you'll receive a confirmation email.
If you did not receive an email, contact the Cal-PASS Plus Helpdesk.

Questions?

See the **FAQs** at the bottom of this page or view the FAQs in PDF.

How to Upload

K12 Data Submission Documentation

Thank you for uploading your file(s)! You should receive a confirmation email shortly. Please click here if you'd like to make another upload.

Person uploading must check email to confirm the upload was successfully merged in the database

Check email inbox to confirm uploaded files were successfully merged in the Cal-PASS Plus database. If the upload was successfully received and merged, the uploader will receive an email message such as the one below:

Sender: noreply@calpassplus.org
Subject: None

Message:
Thank you for uploading your cohort files to Cal-PASS Plus. We've successfully received your cohort files. Please let us know if you have any questions.

Final Reminders!

- ✓ **Save the file in .csv format.**
- ✓ **Save the file as "Program Name + Year".**
- ✓ **Submit a separate file for each year of data submitted.**
- ✓ **Delete both sets of headers before submitting.**
- ✓ **When uploading, select "Community College Foster Youth Cohort" as the file purpose.**
- ✓ **Upload the file to Cal-PASS Plus!**
- ✓ **Check email to confirm the upload was successful.**

Still need help? Please schedule time with us for personal assistance!

We're here to help!

Contact the Help Desk
help@calpassplus.org
(916) 498-8980
Hours: Mon – Fri, 9am to 5pm

Book an appointment online for help preparing and uploading your file. Click here to book time:

https://bit.ly/3BMSfnX

Questions?

Your feedback is vital to improving our work. Please share your feedback on today's presentation here:

http://bitly.ws/te7i

Thank you! Please reach out to us directly.

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