

Good morning!

- This is the 2025 MIS Data Submission Training Webinar 3
- We will begin at 11am
- The webinar will be recorded
- The slides will be shared after the webinar

2025 MIS Data Submission Training Webinar 3

Todd Hoig, Director of MIS

Webinar Housekeeping Notes

- This webinar is being recorded.
- Questions: Please submit questions using the Q&A tab. The MIS and Research teams will be monitoring the Q&A to respond to questions during the presentation and we will also reserve time at the end of the presentation for additional questions and responses.
- The presentation slides and a link to the recording will be made available at <https://webdata.cccco.edu/>

Agenda

- Background and general info regarding MIS data submission
- Enrollment and Credit for Prior Learning data files
- Student service program specific data files
- Common errors and troubleshooting tips
- Preview of upcoming MIS Data Submission Training Webinar
- Questions

MIS Data Submission



CCCCO MIS Data Collected from Districts

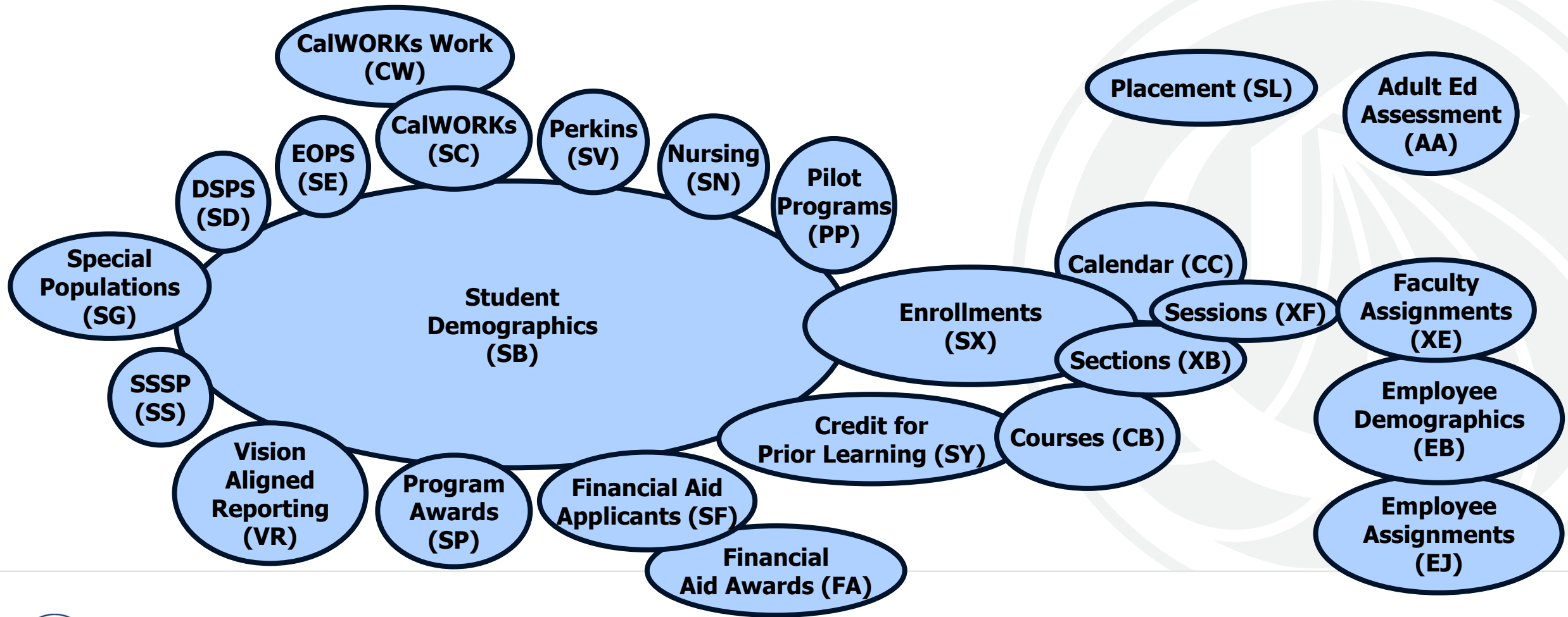
- Student, Course, Enrollment, Program Award, Financial Aid, Employee, etc.
- Data submitted on a term or annual basis depending on the type of data

CCCCO MIS Data Element Dictionary (DED)

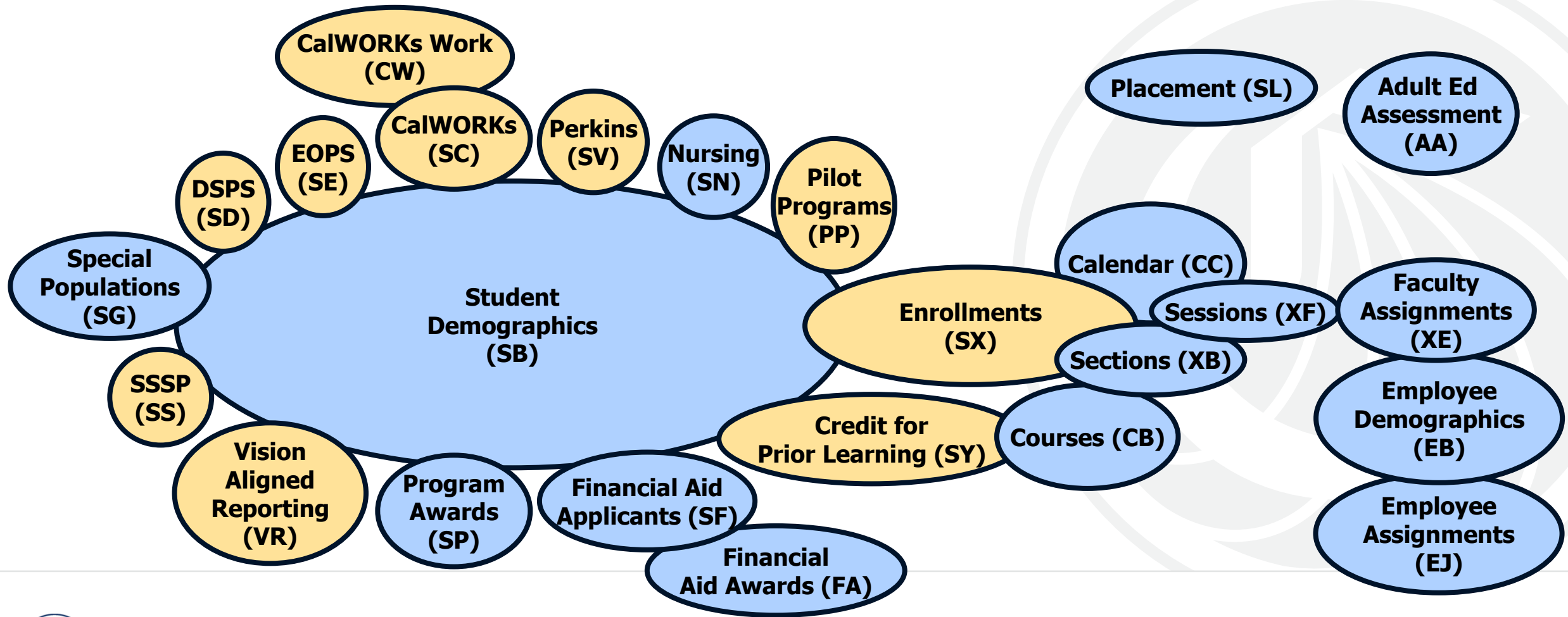
webdata.cccco.edu/ded

- Specifications for MIS data submission, including file domains, formats, element definitions, edits, history

MIS Data Files



MIS Data Files



Student Enrollment (SX) File

Student Enrollment (SX) File

- Submitted after each term
- Contains one record per college/term/student/course/section
- Records should be reported for every enrollment meeting domain criteria
- Elements include enrollment parameters such as grade and units earned

Student Enrollment (SX) File Domain

Include a record for every enrollment that meets any of the following criteria:

- Enrolled as of census date or later for daily or weekly census
- Attendance in at least one meeting of a positive attendance class
- Enrollment resulted in a notation on the student's official record

SX File Error Troubleshooting

- SX file edits include integrity, referential, and quality edits
- Enrollment Effective Date (SX01) and Enrollment Drop Date (SX02) must agree with each other and Enrollment Grade (SX04)
- Enrollment Units Earned (SX03) and Enrollment Grade (SX04) must agree
- Submission must include at least one record where SX04 = A, SX04 = B, SX04 = C, SX04 = D, SX04 = F, and SX04 = W
- Submission must include less than 2.5% records where SX04 = RD

Credit for Prior Learning (SY) File

Student Credit for Prior Learning (SY) File

- Submitted after each term
- Contains one record per college/term/student/CPL assessment
- Records should be reported for every CPL assessment meeting domain criteria
- Elements include credit assessment parameters such as date and method of assessment, units awarded, and grade

Student Credit for Prior Learning (SY) File Domain

- CPL is college credit awarded for validated skills and knowledge gained outside of coursework at a regionally accredited institution of higher education
- When CPL is awarded and accepted by the student, it should then be transcribed in the same term
- One record is submitted for each combination of student and course for which a student was assessed for CPL during the reporting term
- In cases where credit was awarded in general (not in relation to a specific course in the college course catalog), CB00 should be coded 'YYYYYYYYYYYYYY' and CB01 should be coded 'YYYYYYYYYYYYYY'

SY File Error Troubleshooting

- SY file edits include integrity and referential edits
- In cases where CPL is awarded in relation to a course, Units Awarded (SY03) must agree with maximum units (CB06) and minimum units (CB07) allowed for the course
- Units Awarded (SY03) must be zero when Credit Grade (SY04) is NA

Vision Aligned Reporting (VR) File

Vision Aligned Reporting (VR) File

- Submitted after each term beginning Fall 2025
- Contains one record per college/term/student/program/service
- Records should be reported for every specific type of service provided to a student by any of the specified student service programs at the college during the term
- Elements include quantity of service provided

Vision Aligned Reporting (VR) File Domain

- Program Identifier (VR01): Currently 13 programs
- Service Identifier (VR02): Currently 4 categories, 51 services
- One record is submitted for each distinct combination of college, term, student, Program Identifier (VR01), and Service Identifier (VR02) for which a service was provided to a student at the college during the reporting term

VR File Error Troubleshooting

- VR file edits are currently syntactical only



Pilot Program (PP) File



Pilot Program (PP) File

- Submitted after each term
- Contains one record per college/term/student/pilot program
- Records should be reported for every student participating in a specific pilot program at the college during the term

Pilot Program (PP) File Domain

- Pilot Program Identifier (PP01): Currently 5 programs
 - Homeless and Housing Insecurity Pilot (HHIP) Program
 - United Domestic Workers pilot program
 - Nursing Workforce Development demonstration project
 - Mental Health Workforce Development demonstration project
 - AgTEC demonstration project
- One record is submitted for each distinct combination of college, term, student, Pilot Program Identifier (PP01) for which a student participated at the college during the reporting term

PP File Error Troubleshooting

- PP file edits are currently syntactical only



Student Perkins/VTEA (SV) File

Student Perkins/VTEA (SV) File

- Submitted after each term
- Contains one record per college/term/student
- Records should be reported for every student meeting domain criteria
- Elements include student parameters such as vocational program plan status, economically disadvantaged status, single parent status, WIA veteran status, etc.

Student Perkins/VTEA (SV) File Domain

Include a record for every student who meets all three criteria:

1. One or more of:

- Enrolled as of census date or later for daily or weekly census
- Attendance in at least one meeting of a positive attendance class
- Enrollment resulted in a notation on the student's official record

2. Either:

- Enrolled in a course with SAM code A, B, C, or D
- Accepted into or certified intent to enroll in a vocational program

3.

- Positive status for at least one VTEA data element

Other Student Service Program Files

Other Student Service Program Files

- CalWORKS (SC), DSPS (SD), EOPS/CARE (SE), SSSP (SS)
- Submitted after each term
- Contain one record per college/term/student
- Records should be reported for every student meeting domain criteria
- Elements include student parameters such as program specific statuses, services provided, etc.

CalWORKs (SC) File Domain

- Submitted after each term
- Contains one record per college/term/student
- Records should be included for every student served by the CalWORKs program at the college during the term being reported
- Attendance requirement does not equate to enrollment (SX)
- Students do not need to have an enrollment (SX) record to be reported

CalWORKs (CW) File Domain

- Submitted after each term
- Contains one record per college/term/student/job
- Records should be included for every job held by a student served by the CalWORKs program at the college during the term being reported
- Students in the CW file must have corresponding records in the SC file

DSPS (SD) File Domain

- Submitted after each term
- Contains one record per college/term/student
- Records should be included for every student who had one or more DSPS contacts during the term being reported
- Students do not need to have an enrollment (SX) record to be reported

EOPS (SE) File Domain

- Submitted after each term
- Contains one record per college/term/student
- Records should be included for every student served by the EOPS program at the college during the term being reported
- Attendance requirement does not equate to enrollment (SX)
- Students do not need to have an enrollment (SX) record to be reported

Student Success and Support (SS) File Domain

- Submitted after each term
- Contains one record per college/term/student
- Records should be included for every student who meets any of the following criteria:
 - Enrolled as of census date or later for daily or weekly census
 - Attendance in at least one meeting of a positive attendance class
 - Enrollment resulted in a notation on the student's official record
 - Received pre-enrollment matriculation services

SC/CW/SD/SE/SS File Error Troubleshooting

- SC/CW/SD/SE/SS file edits are mostly syntactical and integrity edits
- SS01 Student-Educational-Goal: no more than 25% of credit, non-special admit student can have undecided goal

Preview of Upcoming Webinar

Upcoming MIS Data Submission Training Webinar

Program Awards, Financial Aid, and District Employee/Staffing Data

Friday, September 26, 2025, 11:00–11:50 am

Previous Webinar Recordings

Previous Webinar Recordings

- Available at webdata.cccco.edu



Questions



Thank you

