

# QA Session # 1

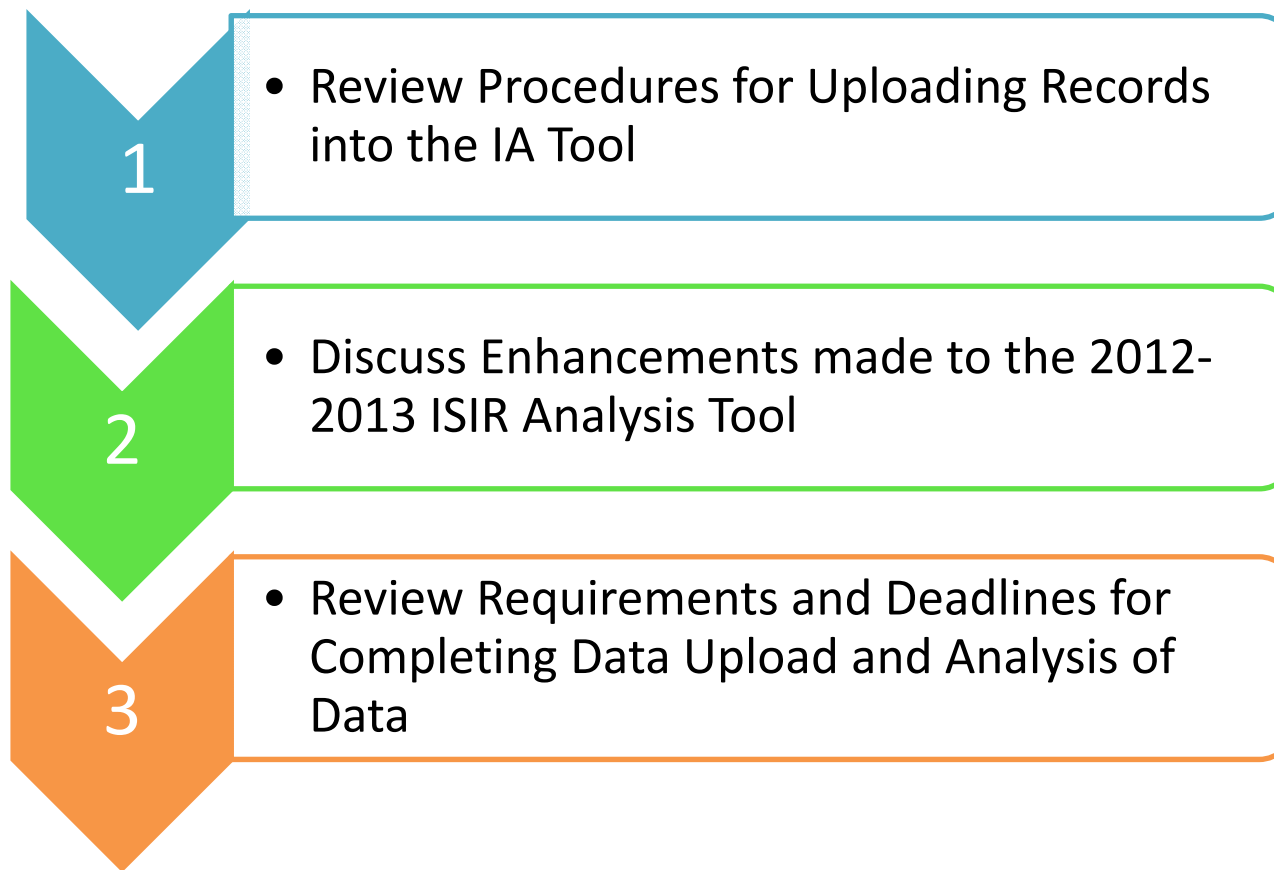
## ISIR Analysis Tool: Uploading Records and What's New

Presented by Michael Cagle and Anne Tuccillo

October 4, 2012

# Training Objectives

---



# Important Reminder

---

- Know what your Verification criteria are and assign alphabetic codes (A-Z) to each verification criteria.
- Work with IT support to automate the process of identifying the codes each record met

OR

- Manually assign each record the code(s) of the criteria met.

# Uploading Records

## File Layout

123456789AT0204Y**AHP**



Y = Met Institutional Criteria

**AHP** = Institutional Criteria code(s)

- **One Flat File to upload ISIR Records and Verification Criteria**
- **Upload capacity increased to 3000 records**

# Prepare Flat File of Verified Records

```
111221234MA0105YAC  
111331235LA0204YA  
111441236EV0106YCDE
```

Field Length: Up to 56  
characters

1. SSN
2. First two letters of the last name (CAPS)
3. Initial transaction
4. Paid on transaction
5. Include the “Y” since each record met your criteria
6. Include the Verification Code(s) the record met

# Upload Your Data

Home Help FAQs

- Data Request
- User-Specified Fields
- Current Status
- Student Listing
- Export
- Data Validation
- Analysis of Data

## FAA Access to CPS Online – ISIR Analysis Tool

[NEED HELP?](#)

### Data Request

Data Request

What type of data are you requesting?

[NEXT](#)

[NEED HELP?](#) [RETURN TO FAA MENU](#) [EXIT](#)

# Build/Rebuild

ISIR Records

Which option would you like to select?

Select

Select

Build/Rebuild

Append

Clear

Auto-Load Initial

Auto-Load Paid On

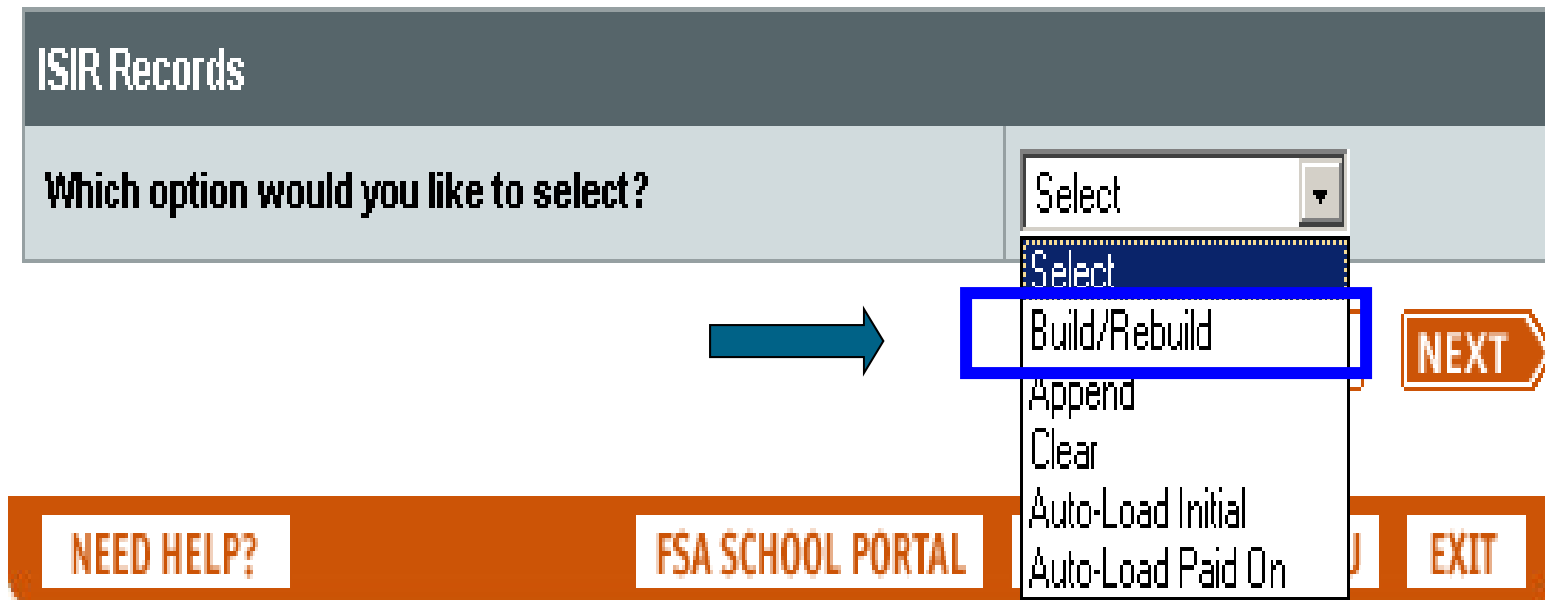
NEED HELP?

FSA SCHOOL PORTAL

U

EXIT

NEXT

A screenshot of a web application interface. At the top, a dark blue bar contains the text 'ISIR Records'. Below this is a light gray box with the question 'Which option would you like to select?'. To the right of this box is a dropdown menu currently showing 'Select'. The dropdown menu is open, displaying a list of options: 'Select', 'Build/Rebuild', 'Append', 'Clear', 'Auto-Load Initial', and 'Auto-Load Paid On'. The 'Build/Rebuild' option is highlighted with a blue rectangular border. A blue arrow points from the question text to the dropdown menu. To the right of the dropdown menu is an orange arrow-shaped button labeled 'NEXT'. At the bottom of the interface is a dark orange horizontal bar containing several buttons: 'NEED HELP?' (white text on orange background), 'FSA SCHOOL PORTAL' (white text on orange background), 'U' (white text on orange background), and 'EXIT' (white text on orange background).

# Build/Rebuild





# File With BOTH Transactions

Home Help FAQs

Data Request  
User-Specified Fields  
Current Status  
Student Listing  
Export  
Data Validation  
Analysis of Data

## FAA Access to CPS Online – ISIR Analysis Tool

[NEED HELP?](#)


### Data Request: ISIR Data Load

You can only have a total of 3000 records stored in ISIR Analysis at any one time.

You can request:

- **File - With Transactions** - The imported flat file specifies the transactions to be loaded for each student.
- **File - Without Transactions** - The imported flat file does not specify the transactions to be loaded and the transactions will be selected based on the existing definitions.

ISIR Records

From which source will you load records? 

[PREVIOUS](#) [NEXT](#)

[NEED HELP?](#) [RETURN TO FAA MENU](#) [EXIT](#)

Site Last Updated: Tuesday, July 17, 2012

# Random Sample

Home Help FAQs

Data Request

User-Specified Fields

Current Status

Student Listing

Export

Data Validation

Analysis of Data

## FAA Access to CPS Online – ISIR Analysis Tool

[NEED HELP?](#)

### Data Request: ISIR Data From File - With Transactions

You can only have a total of 3000 records stored in the ISIR Analysis database at any one time.

#### ISIR Records From File - With Transactions

Would you like to use a random sample of records?

No

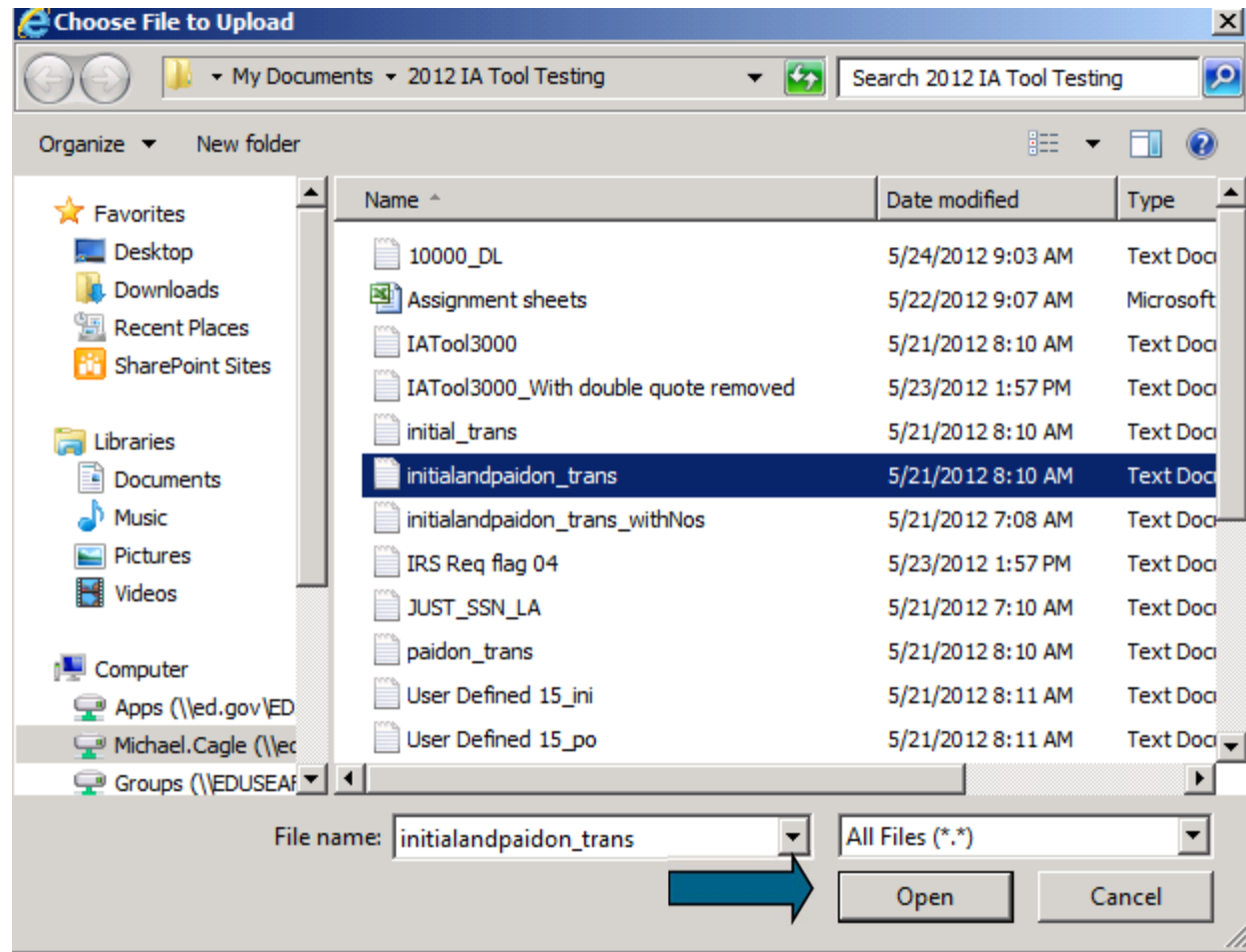
If Yes, how many records?

PREVIOUS

NEXT



# Locate Your Flat ASCII File



# Upload File

Home Help FAQs

Data Request  
User-Specified Fields  
Current Status  
Student Listing  
Export  
Data Validation  
Analysis of Data

## FAA Access to CPS Online – ISIR Analysis Tool

**NEED HELP?**

### Data Request: ISIR Data From File - With Transactions

The file upload may take several seconds to complete. If the file upload is immediately successful, a confirmation page will display. If the file upload is not immediately successful, a page with additional information will display.

ISIR Data

Where is your file?

**UPLOAD FILE**



# ISIR Data Confirmation

Home Help FAQs

Data Request  
User-Specified Fields  
Current Status  
Student Listing  
Export  
Data Validation  
Analysis of Data

**FAA Access to CPS Online – ISIR Analysis Tool**

**NEED HELP?**


**Data Request: ISIR Data Confirmation**

Successfully loaded 1482 records.

Errors were encountered while reading the input file. Please see the report below for details of these errors, and confirm that data is correctly formatted and then retry.

Error Report				
Original SSN	Name ID	Initial Transaction #	Paid On Transaction #	Error
145-01-1475	NO	01	02	SCHOOL CODE IS NOT LISTED
145-01-1476	NO	01	02	SCHOOL CODE IS NOT LISTED
145-01-1477	RJ	01	02	BLANK EFC
145-01-1478	RJ	01	02	BLANK EFC

Total of 4 record-specific failures.

 **RETURN**

# Data Validation

The screenshot shows a web application interface. At the top, there are navigation links: Home, Help, and FAQs. On the left side, there is a vertical menu with the following items: Data Request, User-Specified Fields, Current Status, Student Listing, Export, Data Validation, and Analysis of Data. A blue arrow points to the 'Data Validation' menu item. The main content area has an orange header that reads 'FAA Access to CPS Online – ISIR Analysis Tool'. Below this header is a button labeled 'NEED HELP?'. The main heading is 'Data Validation'. The text below the heading states: 'Running the Data Validation process will delete 0 student records. Select [Next](#) to validate your student records.' Below this, it says: 'This process must be successfully completed prior to performing Analysis of Data functions.' At the bottom right of the main content area, there is a blue arrow pointing right and an orange button labeled 'NEXT'.

# Data Validation Confirmation

[Home](#) [Help](#) [FAQs](#)

[Data Request](#)

[User-Specified Fields](#)

[Current Status](#)

[Student Listing](#)

[Export](#)

[Data Validation](#)

[Analysis of Data](#)

## FAA Access to CPS Online – ISIR Analysis Tool

[NEED HELP?](#)

### Data Validation: Confirmation

1482 records were validated.

1482 records were successfully validated.

0 records failed validation and were deleted.

[RETURN](#)

# Current Status

Home Help FAQs

Data Request

User-Specified Fields

**Current Status**

Student Listing

Export

Data Validation

Analysis of Data

## FAA Access to CPS Online – ISIR Analysis Tool

[NEED HELP?](#)

### ISIR Analysis Tool Current Status


This is the current status of the **1482** records in the ISIR Analysis Tool database.

- **1482** Records with Both Initial and Paid On Transactions

Data Validation has been completed for all records.

[RETURN](#)





# New Reports and Enhancements to the 2012-13 ISIR Analysis Tool

# Enhancements for 2012-13

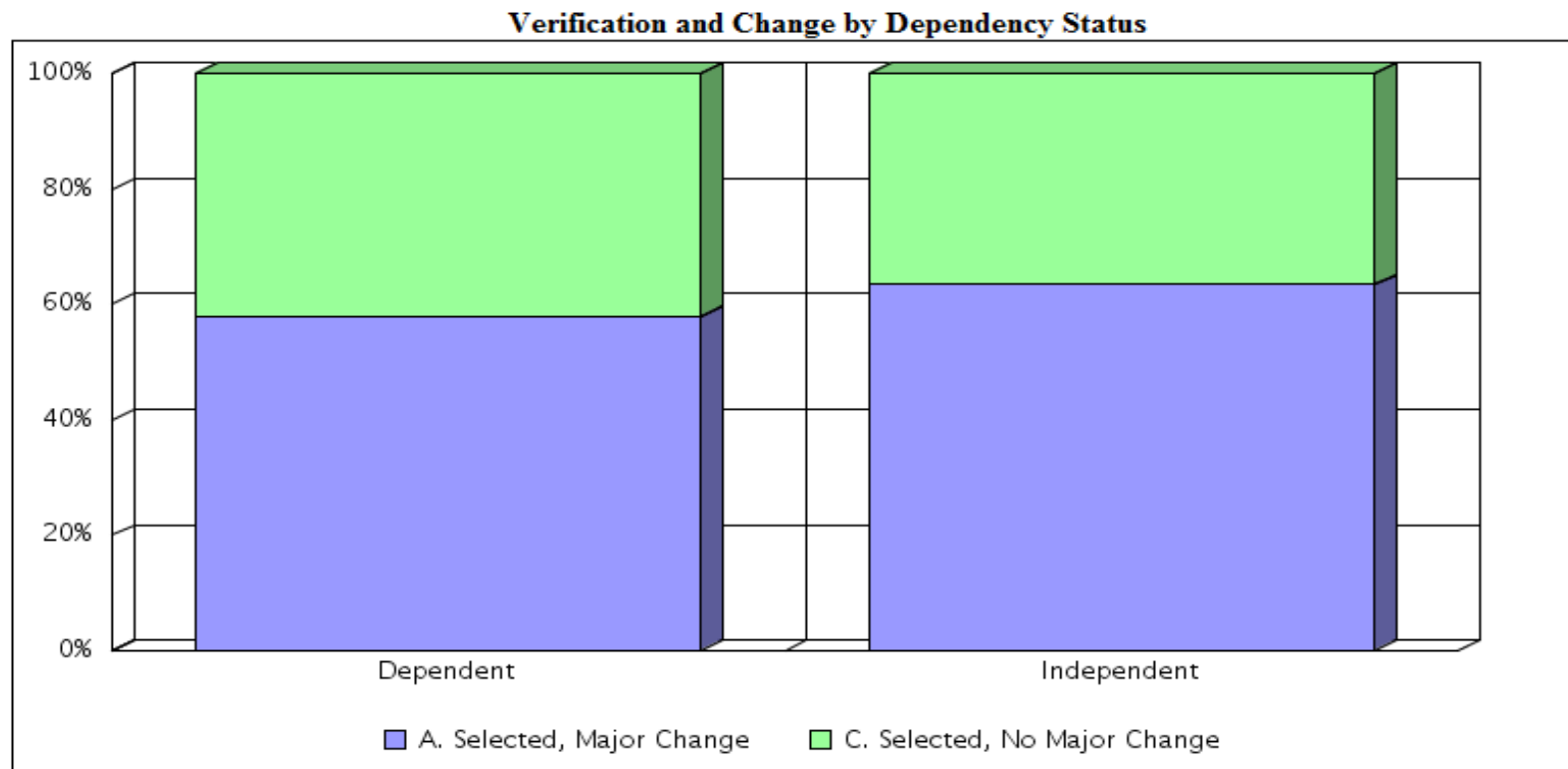
---

- One flat file for data upload
- Increase database capacity to 3000 records
- New ISIR data elements added, e.g., Pell LEU, etc.
- Three new reports added. Two on the Dashboard and one Custom report.

# New Dashboard Report – Verification and Change by Dependency Status

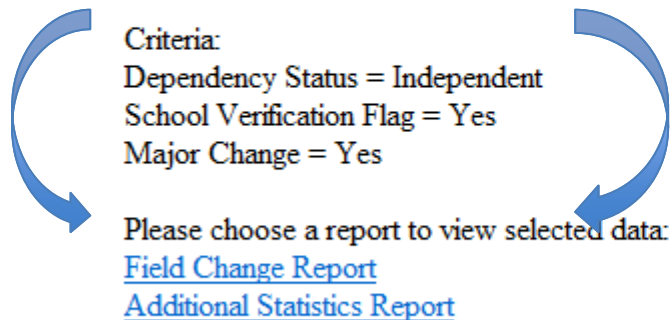
Report Sample Size: 1482

[View Report as Text](#)



# Drill Down Functionality

## Verification and Change by Dependency Status



The criteria selected from the bar chart.



# New Dashboard Report – Additional Statistics

FEDERAL STUDENT AID  
Federal School Code: 014654

2012-2013 ISIR Analysis Tool  
School Name: HAMILTON-FULTON-MONTGOMERY BOCES

## Additional Statistics

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

### Criteria:

Report Sample Size: 1482  
Percent of all Records: 100.0%

### EFC Distribution

0	22.6%
1 to 4995	63.7%
4996 to 9999	8.9%
10000 to 14999	2.2%
15000 to 19999	.7%
20000 to 24999	.5%
25000 or more	1.3%

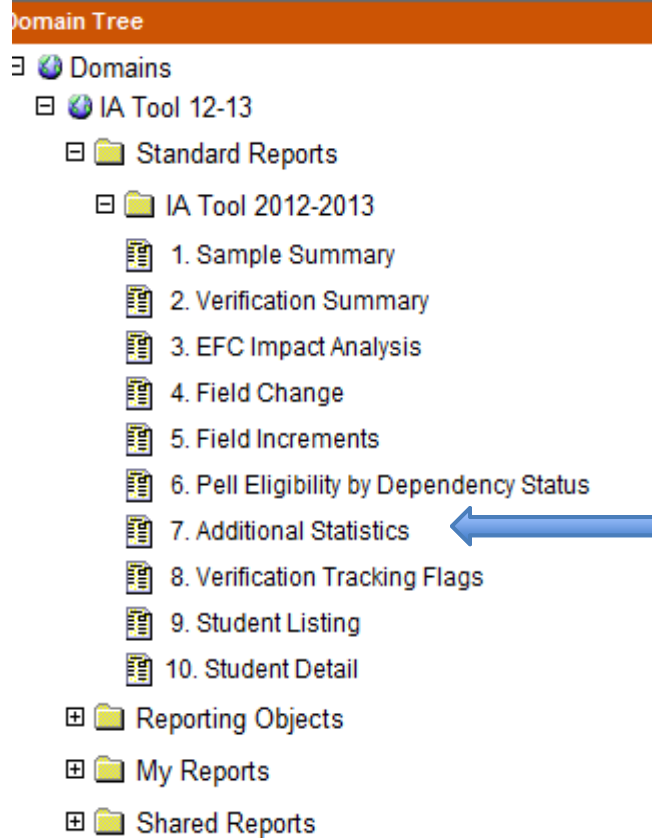
### Student AGI Distribution

Blank	43.6%
Less than 0	.3%
0	1.1%
1 to 7,499	42.1%
7,500 to 14,999	7.6%
15,000 to 24,999	2.0%
25,000 to 39,999	.5%
40,000 or more	2.8%

### Parent AGI Distribution

Blank	8.6%
Less than 0	.5%
0	1.0%
1 to 19,999	14.3%
20,000 to 34,999	20.0%
35,000 to 49,999	24.4%
50,000 to 74,999	23.8%
75,000 or more	7.3%

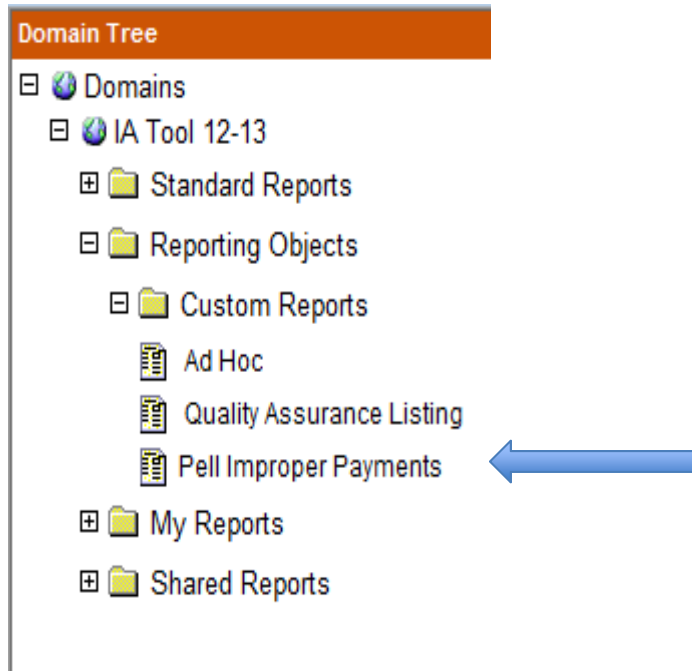
# Additional Statistics Report Cont'd



Report is available as a standard report with filtering capabilities

# New Report – Pell Improper

## Payments – A.K.A. “The Details Report”



To run left click, to edit, right click and select “InfoAssist”

# Pell Improper Payments Report – Where it's Located

Domain Tree 

Domains

IA Tool 12-13

Standard Reports

IA Tool 2012-2013

Reporting Objects

Custom Reports

Ad Hoc

Quality Assurance Listing

Pell Improper Payments



## FAA Access to CPS Online

Help FAQs

Sample Summary

FEDERAL STUDENT AID  
Federal School Code: 002841

Rectangular Snip

2012-2013 ISIR Analysis Tool

School Name: SUNY BROCKPORT - FIN AID OFF

Sample Summary

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT





# Pell Improper Payments Report Cont'd

The screenshot displays the WebFOCUS InfoAssist interface within a Windows Internet Explorer browser window. The title bar reads "Pell Improper Payments1 - WebFOCUS InfoAssist - Windows Internet Explorer". The interface includes a ribbon with tabs for Home, Insert, Format, Data, Slicers, Layout, View, and Field. The ribbon is divided into three sections: Format, Design, and Filter. In the Format section, the "Active Report" button is highlighted with a red arrow. The Design section contains buttons for "Query", "Interactive", and "Document", along with a "Data from Source" dropdown menu and a "Records" field set to 500. The Filter section includes "Filter", "Exclude", and "Include" buttons. Below the ribbon, the "Data" pane on the left shows a tree view for "TCP93705" with a "Dimensions" folder containing various fields like ACTIVE\_DUTY\_I, AT\_RISK\_HOMELESS\_I, etc. The "Query" pane on the right shows a "Print" folder with a list of fields including EFC\_I, PELL\_AWARD\_I, PAR\_AGI\_I, STUD\_AGI\_I, INST\_VERIF\_CRIT, EFC\_CHANGE, ABS\_EFC\_CHANGE, PELL\_CHANGE, ABS\_PELL\_CHANGE, EFC\_CATEGORY, and PEGI\_CATEGORY. A red arrow also points to the "Run" button in the browser's address bar.

# Pell Improper Payment Report – How to Save

The screenshot shows a Windows Internet Explorer browser window displaying a WebFOCUS Active Report. The report contains a table with 1428 records, currently on page 1 of 26. The table has columns for various identifiers and financial data. A 'Save Webpage' dialog box is open over the report, showing the 'Documents library' as the save location. The 'File name' is 'WebFOCUS Active Report' and the 'Save as type' is set to 'Webpage, complete (\*.htm;\*.html)'. A blue callout box with the text 'Save as Webpage, Complete' has an arrow pointing to the 'Save as type' dropdown menu.

EFC_I	PELL_AWARD_I	PAR_AGI_I	STUD_AGI_I	INST_VERIF_CRIT	EFC_CHANGE	ABS_EFC_CHANGE	PELL_CHANGE	ABS_PELL_CHANGE	EFC_CATEGORY	PAGI_CATEGORY
14892	0	125100	4000 B		166	166	0	0	D. 10K to 14999	H. \$75000 or more
3110	2400	65000	AE		5717	5717	-2400	2400	B. 1 to 4995	G. \$50000 to \$7499
3183	2400	62865	AE		1044	1044	-1100	1100	B. 1 to 4995	G. \$50000 to \$7499
3183	2400	62865	1426 ABEG		1144	1144	-1200	1200	B. 1 to 4995	G. \$50000 to \$7499
2	5500	41142	AE							F. \$35000 to \$4999
17706	0	73235	627 A		-28					G. \$50000 to \$7499
669	4900	39126	C							F. \$35000 to \$4999
2513	3000	52000	7000 AE		20					G. \$50000 to \$7499
16066	0	107600	1600 B		33					H. \$75000 or more
17403	0	162330	4619 B		-1					H. \$75000 or more
8244	0	61600	A		3					G. \$50000 to \$7499
6259	0	73301	4175 AB		-10					G. \$50000 to \$7499
11194	0	112470	3000 B		7					H. \$75000 or more
2912	2600	44686	AEG		11					H. \$75000 or more
1972	3600	39912	1836 E							F. \$35000 to \$4999
1199	4400	37358	E		-3					F. \$35000 to \$4999
2925	2600	40110	AE		53					F. \$35000 to \$4999
10605	0	60000	5000 B		5					H. \$75000 or more
969	4600	40000	AE		3					F. \$35000 to \$4999
13846	0	60000	AE		-38					H. \$75000 or more
7932	0	60000	AE		51					H. \$75000 or more
5601	0	60000	AE		-6					G. \$50000 to \$7499
0	5550	24225	C							E. \$20000 to \$34999

# Timeline for 2012-13 IA Tool Requirements

<b>Verify 2012-13 records that meet institutional criteria</b>	January – July
<b>Submit survey</b>	April
<b>Prepare flat file of verified records</b>	May - December
<b>Upload flat file, set verification flag, upload user specified fields</b>	May - December
<b>Analyze 2012-13 data</b>	October - December
<b>Revise and prepare for implementation of 2013-14 verification</b>	November - December

# Timeline for 2013-14 IA Tool Requirements

<b>Select a random sample of records and perform federal verification as well as verify records meeting institutional criteria</b>	January – July
<b>Submit survey</b>	April
<b>Prepare flat file of verified records</b>	May - December
<b>Upload flat file, set verification flag, upload user specified fields</b>	May - December
<b>Analyze 2013-14 data</b>	October - December
<b>Revise and prepare for implementation of 2014-15 verification</b>	November - December

# IRS Data Verification Study

---

## Sample 1

1. School verified with paper copy of tax return
2. Applicant re-documents with IRS retrieval function in FAFSA or IRS transcript
3. School processes changes (if any)

## Sample 2

1. Applicant uses IRS retrieval function in FAFSA without making changes
2. School reviews paper copy of tax return
3. School processes changes (if any)

Questions? [David.Rhodes@ed.gov](mailto:David.Rhodes@ed.gov)

# Upload IRS Study Flat File by October 19

```
111221234MA0205Y1  
111331235LA0204Y2  
111441236EV0206Y1  
111221238TA0105Y2
```

1. SSN
2. First two letters of the last name (CAPS)
3. Initial transaction – per study definition
4. Paid on transaction – per study definition
5. Include a Y in column 16
6. Use the Verification Code field to identify which study sample the record is from

## Alternative:

Leave verification code field blank and use user-specified field 1 to indicate which IRS study sample record is from

# Additional Training Sessions

## Session 2

- **QA Verification Profiles** - Thursday, November 1, 2012, 1:30pm – 2:30pm Eastern Time

## Session 3

- **The Pell Improper Payment Report** - Wednesday, November 14, 2012, 1:30pm – 2:30pm Eastern Time

## Session 4

- **QA Requirements for the FSA Assessments: Find it, Fix it, Enhance Compliance** - Monday, December 10, 2012, 1:30pm – 2:30pm Eastern Time

# Fall Conference QA Session

---

- A session is planned for QA schools at the Fall Conference in Orlando, Florida.
- The sessions will be held in the late afternoon after regular sessions have concluded.
- The Pell Improper Payment Report will be the focus of this hour long session.
- More information will be provided as it becomes available.

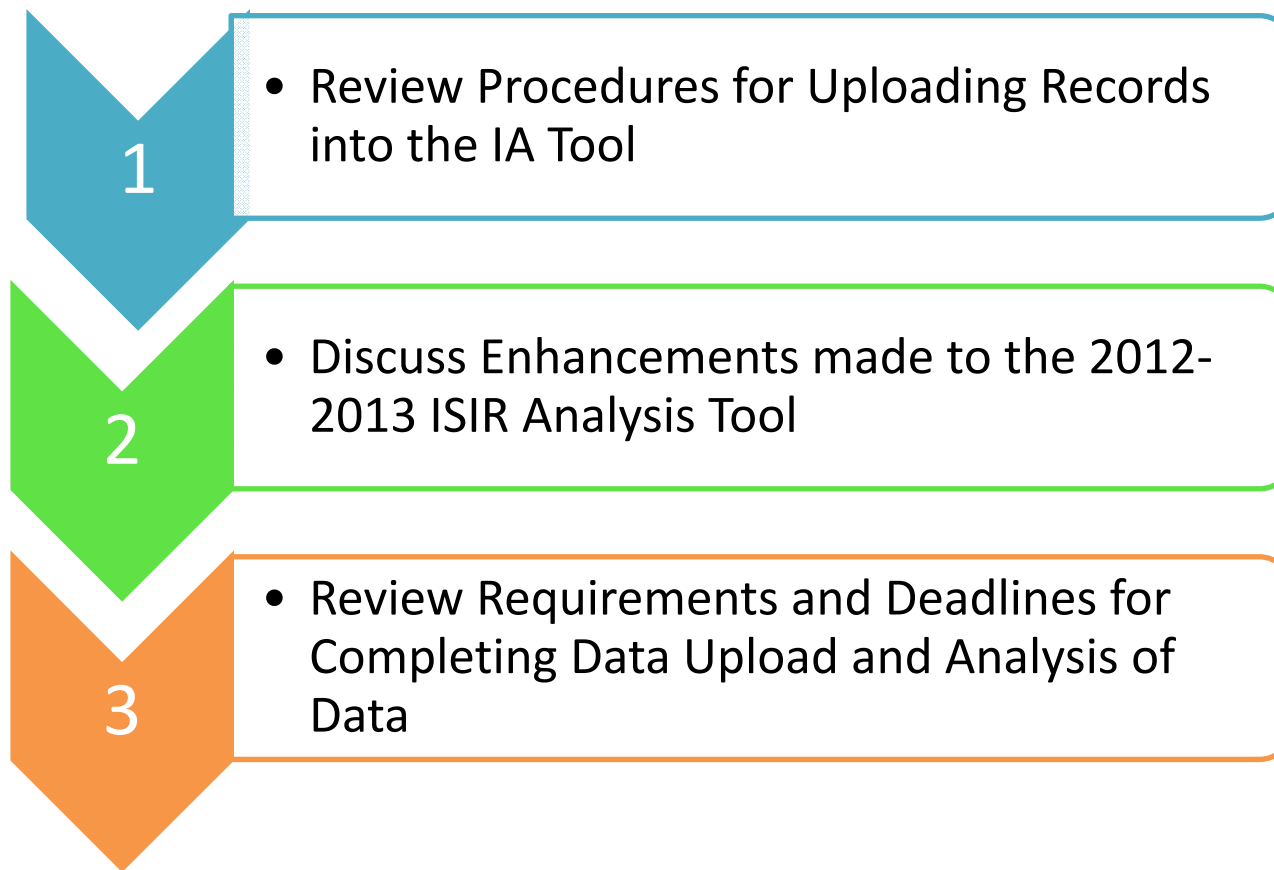


# QA Program Resources

- QA Program Website - <http://ifap.ed.gov/qualityassurance>
- QA Program Listserv - Send email to Warren.Farr@ed.gov to subscribe to the QA Program listserv
- QA Program Mailbox – quality.assurance@ed.gov
- QA Program Training & Guidance - <http://ifap.ed.gov/qahome/training.html>
- Information for Financial Aid Professionals - <http://ifap.ed.gov>

# What Have We Learned Today?

---



# QA Regional Representatives

---

Regions 1, 2, and 5 – Holly Langer-Evans – (617) 289-0136

[Holly.Langer-Evans@ed.gov](mailto:Holly.Langer-Evans@ed.gov)

Regions 3, 4, 6 & 7 – Anne Tuccillo – (202) 377-4378

[Anne.Tuccillo@ed.gov](mailto:Anne.Tuccillo@ed.gov)

Regions 8, 9, and 10 – Michael Cagle – (206) 615-2586

[Michael.Cagle@ed.gov](mailto:Michael.Cagle@ed.gov)