

NDF FAQ's 14-15

Q: I signed up for NERIC DataFlow in the past. Do I need to sign up again this year?

A: YES, we ask for annual sign-ups. Administration changes, systems change, staff change. As a result, the options or the sources for the data may change. We need verification from you as to whether the data should be written, which sources the data should come from and who the contacts will be.

Q: I haven't signed up yet. Where do I start?

A: STEP 1: To sign up, please click on the following link and click on **Respond to Survey** to complete the survey:

https://docs.google.com/forms/d/1HFCPAt-F2SKFmnox_UxYYsrdE9UF9O6ThjcU_4P7TYc/viewform?usp=send_form

STEP 2: Once STEP 1 had been completed, go to your SharePoint folder and look at the pdf of the Program Sources in the folder (**required for ALL districts whether writing or just receiving reports**). Click on the form and save it to your Desktop to complete. Once complete, please send it as an attachment via email to dataflow@neric.org.

BOTH STEP 1 & STEP 2 are required to complete the sign-up process. Thank you!

Q: I don't want my data to write to Level 0 to begin with. Can I just have the reports written?

A: YES, there is an option to write or not. If you choose to receive reports only to begin with to clean up your data first, just choose not to write. If you change your mind at a later date and decide you are ready to write the data now, just send us a request to start writing the data.

Q: I am only asking to receive the reports; do I need to complete the Program Services Source document?

A: YES, in order for us to produce the reports, we need to know the source of the data. Otherwise, we may not be checking the correct data and errors could go unproduced. As we are running the process, we need to know which program services come from which source systems. IF you are storing the same data in multiple systems (e.g. Type of Disability data in both the SIS & SPED systems – we advise against doing this but some districts choose to do this), we would expect that data to come from the SPED system. If for some reason your district has opted to pull that data from the SIS, we would be checking the SPED file and errors in the SIS data for those codes would not be produced.)

Q: Where will I see NERIC DataFlow reports?

A: The reports will be written nightly to your NERIC SharePoint District Folder in the DataFlow subfolder.

Q: I signed up, why don't I see any reports yet?

A: Reports will begin writing at varying times each year for the districts currently signed up for the process. A listserv will be sent out to notify districts when both the reporting process will start. IF you are not seeing reports, it may be that you haven't returned your completed Program Services Source document. Please do that ASAP if you haven't already.

Q: We chose the option to write data to Level 0. When will the data begin writing?

A: We start the school year off with reports only and will turn on writing for districts that chose that option in the near future. You will receive notification once that happens. **Please upload your own files UNTIL notified that your district's data is being written to Level 0.**

Q: Does this process write ALL of my data to Level 0 once writing is turned on?

A: NO. Once writing is turned on for districts that choose that option, Student Lite, Entry/Exit, and Program Service files begin writing. Staff and

Course files are checked and reports are produced but this data is not written to Level 0 for any districts. Later in the year, we will deploy checking and producing reports for Staff-Student-Course and Student Class Grade Detail files.

Q: Is there a cost for NERIC DataFlow?

A: NERIC DataFlow is provided at no additional cost to districts that have NERIC support for their Student Information System; however, if you choose to have your IEP Direct files included in the process, Centris does charge a one-time charge of \$250 for setup and an annual fee of \$200 for maintenance. Unfortunately NERIC was not able to get them to drop these charges. ClearTrack & NutriKids files are included in the process at no additional cost.

If you are using **IEP Direct** to store your program services and that is your source system, you will either need to **contract for this service OR manually import those files to Level 0**. If you are interested in a quote for the IEP Direct automatic production of files for NDF, please contact Jeffrey Luks at jeffrey.luks@neric.org.

Q: I don't use NERIC support for my Student Information System. Can I participate in NERIC DataFlow services?

A: Yes, as long as your Student Information System is able to automatically produce files in the correct format on a nightly basis, NDF can be setup. There is a charge associated with this service. Please contact Mary McGeoch at mary.mcgeoch@neric.org for a quote.

Q: If I choose to write my data files to Level 0, will the data migrate to the state automatically or do I need to upload the data?

A: The data is only written to Level 0. **Districts are still responsible for checking the accuracy of the data and going to L1-Data Prep and "locking and loading" the data to the state.**

Q: When the NERIC DataFlow process writes data to Level 0, will it import ALL data in the file or only data that passes all of the edit checks?

A: ONLY data that passes the Level 0 edit checks is written to Level 0. On the DataFlow reports, you will see how many records were in the file, how many were written and how many errors and warnings were produced. Data identified with an error does NOT write to Level 0. Data that produces a warning is still written to Level 0. Please check these reports daily to keep your data up-to-date. Please fix your data ASAP so that the clean data can write to Level 0 (or in the case of using reports so that the data files you extract and import into Level 0 will be clean.)

Please send any questions to dwhelp@neric.org. Thanks.