



Data Quality 2 (DQ2)

User Manual



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About This Manual

The Florida Department of Education (FDOE) conducts surveys of school district's student and staff information at scheduled survey times during the reporting year. A survey submission is a set of files supporting a specific format, submitted by the district, within a particular survey, of a specific database (student or staff), for a given year. Currently, districts must wait until the survey window opens before they are able to submit and correct their survey data to the mainframe. Data Quality (DQ) 2 Preflight system allow districts to submit their survey data using TIBCO®. The districts may review the results of their data within one business day using DQ2 User Interface (UI) to correct any errors prior to the official survey window opening. Districts may also request "D" Files, a FTP file of all of their clean records that can be submitted directly to the mainframe during the open survey window.

How DQ2 works:

- Access Single Sign-On (SSO) for authorization into DQ2 User Interface (UI).
- TIBCO® is the application used by FDOE for secure file transfers.
- Districts upload survey files in the DQ2 using TIBCO®.
- Log into the SSO portal <https://portal.fldoesso.org>, select Educators. Select DQ2 under the Dashboards & Reports Button for DQ2 User Interface (UI) access.
- UI provides visibility and error checking/reporting for rejects, validation and exceptions and "D" File generation.
- After the request is made, "D" Files will be available in the DQ2-OUT folder the next business day.

The following FDOE publications and documents should be used when working with DQ2:

- *FDOE Information Data Base Requirements: Student Information*
- *FDOE Information Data Base Requirements: Staff Information*
- *Student Reporting Formats*
- *Staff Reporting Formats*
- *Student Data Base Edits, and*
- *Staff Data Base Edits*

Publications and documents accessible at:

<http://www.fldoe.org/accountability/data-sys/database-manuals-updates>.

Workforce Development Information System (WDIS) Database Handbook at:

<https://www.fldoe.org/accountability/data-sys/CCTCMIS/dcae-dis/database-handbooks.stml>

The *File Naming Convention* at: <http://www.fldoe.org/core/fileparse.php/7574/urlt/0099988-appd.pdf>.

Login




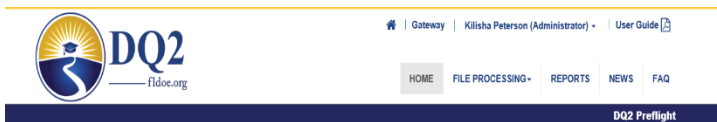


Single Sign-On

Sign in with one of these accounts

-  SSO Hosted Users
-  Students
-  Florida Department of Education
-  Alachua County School District
-  Baker County School District
-  Bradford County School District
-  Brevard County School District

1. Login using Single Sign-On (SSO).
2. Locate and Click on your school districts's name. Then enter your SSO credentials.
3. If you are a SSO hosted user, click on the  SSO Hosted Users icon. Then enter your username and password.
4. Select DQ2. Depending on your user role(s) you will either be directed to the DQ2 District Dashboard or DQ2 Gateway.



Navigation: Gateway | Killisha Peterson (Administrator) | User Guide

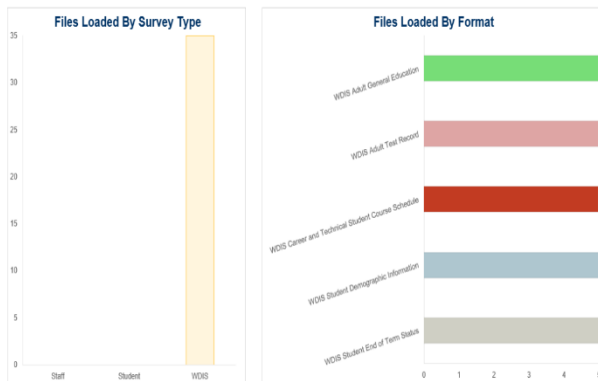
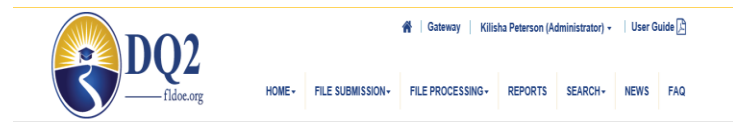
Menu: HOME | FILE PROCESSING | REPORTS | NEWS | FAQ

Page Title: DQ2 Preflight

District Dashboard

Dashboard displays the top five of your districts most recent file submission by Survey Type and Format.

Year: 2017-2018 Survey: Survey S

Navigation: Gateway | Killisha Peterson (Administrator) | User Guide

Menu: HOME | FILE SUBMISSION | FILE PROCESSING | REPORTS | SEARCH | NEWS | FAQ

Page Title: DQ2 Production

GateWay

The Data Quality II (DQ2) system is divided into two sections, Preflight and Production. The Preflight system is used to review survey data and to work out any potential issues prior to official survey submission. Data residing in the Preflight system will not be used by FDOE for any reporting. The Production system is the official survey processing system for Workforce Development Information System (WDIS) and is only accessible during an open survey window. FDOE will use only your production data for official business and reporting.

Please select preflight or production



DQ2 Preflight



DQ2 Staff Production



DQ2 WDIS Production

Note: If you are unable to log in, you should contact the SSO team at fldoe-SSO@fldoe.org.

System Roles and Operations

System Roles and Operations

1. **User:** All users of the DQ2 solution are required to have the user role.
2. **Administrator:** FDOE personnel authorized to manage the application.
3. **DOE User:** FDOE personnel authorized to manage the application.
4. **K-12 User:** All Student and Staff users of the DQ2 solution are required to have the K-12 user role.
5. **Student User:** District personnel authorized by the district to Login to DQ2 web application, view K-12 Student survey data submitted by their district, and request a variety of reports.
6. **Staff User:** District personnel authorized by the district to Login to DQ2 web application, view K-12 Staff survey data submitted by their district, and request a variety of reports.
7. **Workforce Development Information System (WDIS) User:** District personnel authorized by the district to Login to DQ2 web application, view WDIS survey data submitted by their district, and request a variety of reports.
8. **Delete User:** District personnel authorized by the district to permanently delete data submitted by their district.
9. **School User:** District personnel authorized by the district to view K-12 Student/Staff survey data for their School.

Home Pages

District Dashboard

DQ2 User Interface (UI) Home page District Dashboard displays the most recent five file submissions by survey type and format. K-12 Users without the WDIS role will be directed here after logging in. The Gateway screen is not visible to K-12 users unless they also have the WDIS role.

The following tabs can be accessed from the District Dashboard, or any other page, using the navigation tool bar located at the top of the page:

File Processing, Reports, News, FAQ

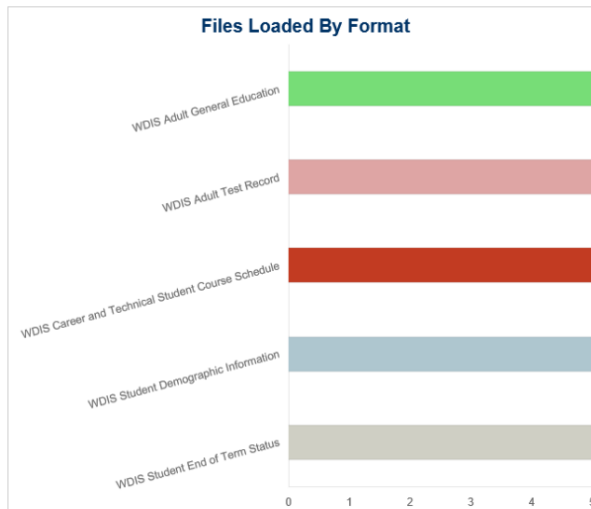
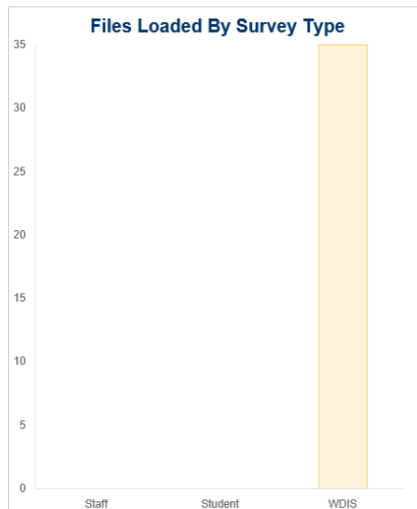
To navigate back to the District Dashboard, click on HOME on the navigation bar.



District Dashboard

Dashboard displays the top five of your districts most recent file submission by Survey Type and Format.

Year: Survey:



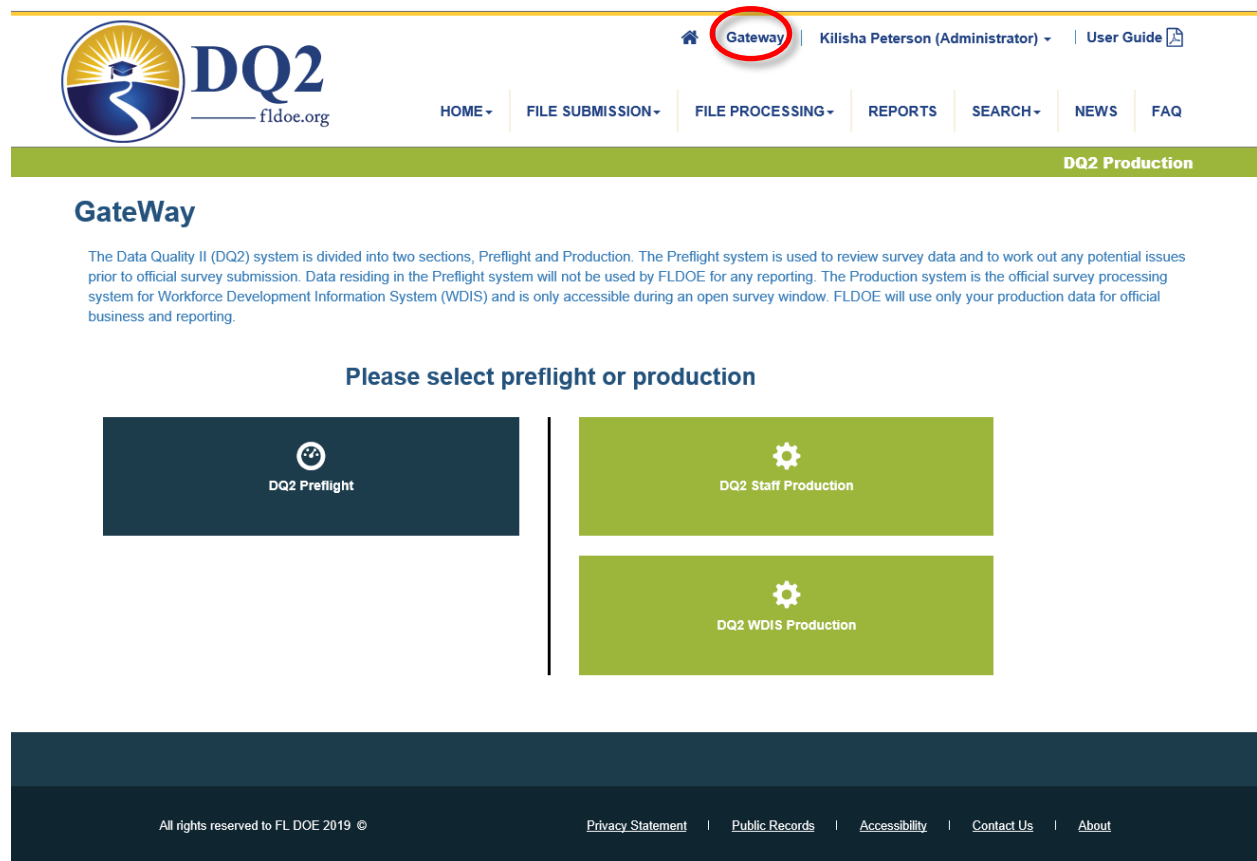
Gateway

DQ2 User Interface (UI) Gateway page give users the option of accessing the DQ2 Preflight, DQ2 Staff Production or DQ2 WDIS Production solution. All users who have been assigned a WDIS/Staff role will be directed here after logging in.

The following tabs can be accessed from the Gateway page, using the navigation tool bar located at the top of the page:

Contact DOE, News, FAQ

To navigate back to the Gateway Page, click on Gateway on the menu bar.



The screenshot shows the DQ2 Gateway page. At the top left is the DQ2 logo with the URL fldoe.org. To the right of the logo is a navigation menu with items: HOME, FILE SUBMISSION, FILE PROCESSING, REPORTS, SEARCH, NEWS, and FAQ. Above the menu, there is a user profile section showing 'Gateway' (circled in red), 'Kilisha Peterson (Administrator)', and a 'User Guide' link. Below the navigation menu is a green bar with the text 'DQ2 Production'. The main content area is titled 'GateWay' and contains a paragraph explaining the system's two sections: Preflight and Production. Below this is a heading 'Please select preflight or production' followed by three buttons: 'DQ2 Preflight' (dark blue), 'DQ2 Staff Production' (green), and 'DQ2 WDIS Production' (green). At the bottom of the page is a dark blue footer containing copyright information and links for Privacy Statement, Public Records, Accessibility, Contact Us, and About.

Staff Dashboard


DQ2 User Interface (UI) Staff Dashboard displays Data Quality Graphs. Users who select DQ2 Staff Production from the Gateway page will be directed here. Users who select DQ2 Preflight from the Gateway page will be directed to the District Dashboard.

The following tabs can be accessed from the WDIS Dashboard, or any other page, using the navigation tool bar located at the top of the page:

File Processing, Reports, Search, News, FAQ

To navigate back to the Staff Dashboard, click on HOME on the navigation bar.

Click on the help Icon  to view detailed information about each of the graphs.

Click on the print Icon  to print a screen shot of the WDIS Dashboard.



WDIS Dashboard


DQ2 User Interface (UI) WDIS Dashboard displays Data Quality and Performance Graphs. Users who select DQ2 WDIS Production from the Gateway page will be directed here. Users who select DQ2 Preflight from the Gateway page will be directed to the District Dashboard.

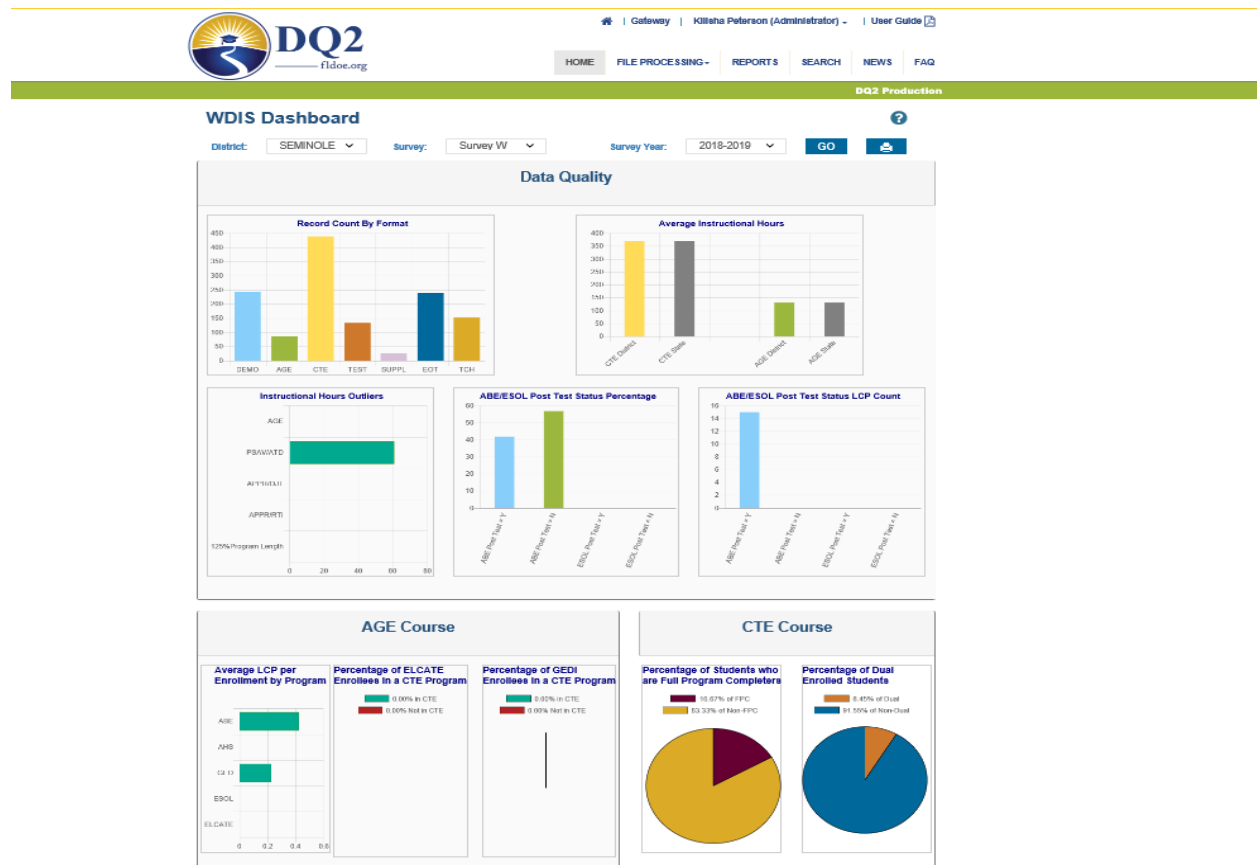
The following tabs can be accessed from the WDIS Dashboard, or any other page, using the navigation tool bar located at the top of the page:

File Processing, Reports, Search, News, FAQ

To navigate back to the WDIS Dashboard, click on HOME on the navigation bar.

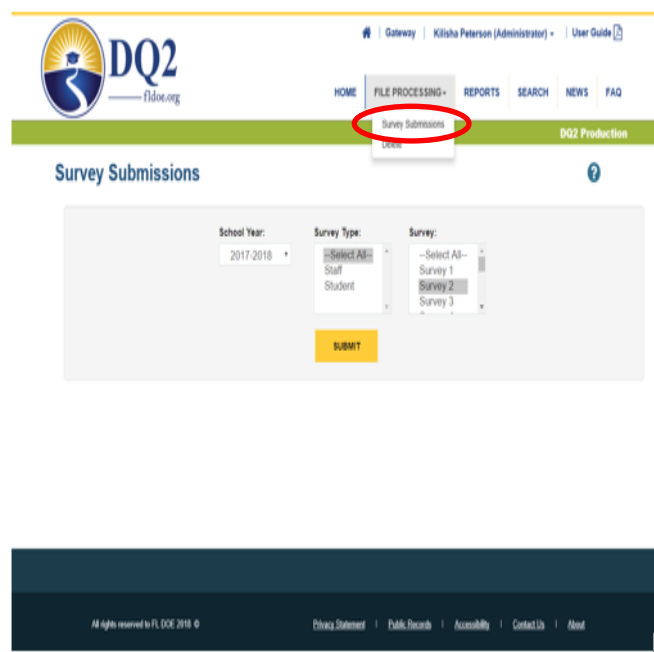
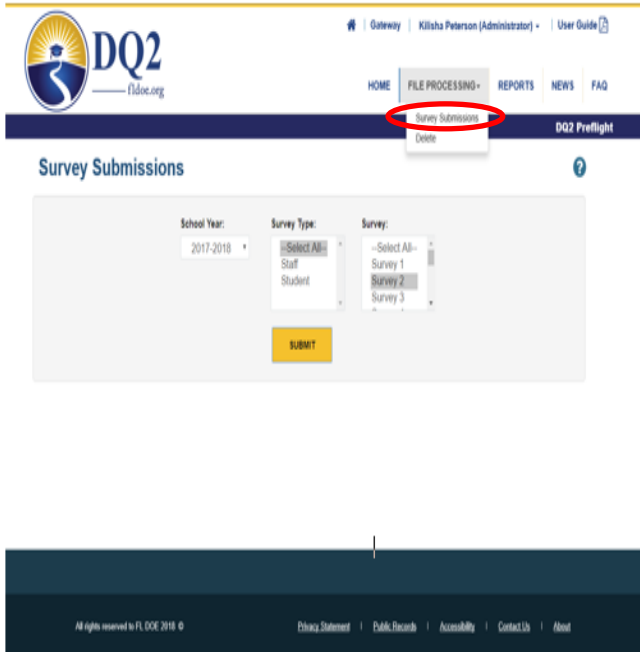
Click on the help Icon  to view detailed information about each of the graphs.

Click on the print Icon  to print a screen shot of the WDIS Dashboard.



Screens

File Processing / Survey Submissions



The Survey Submission page (available in both Preflight and Production) allows users to search for and view surveys file data submitted by their district. DQ2 Preflight will display files submitted in the preflight portion of the system and DQ2 Production will display files submitted in the Production portion.

Shown above is the page before selecting the School Year, Survey Type and Survey. Once you make your selections, click the SUBMIT button.

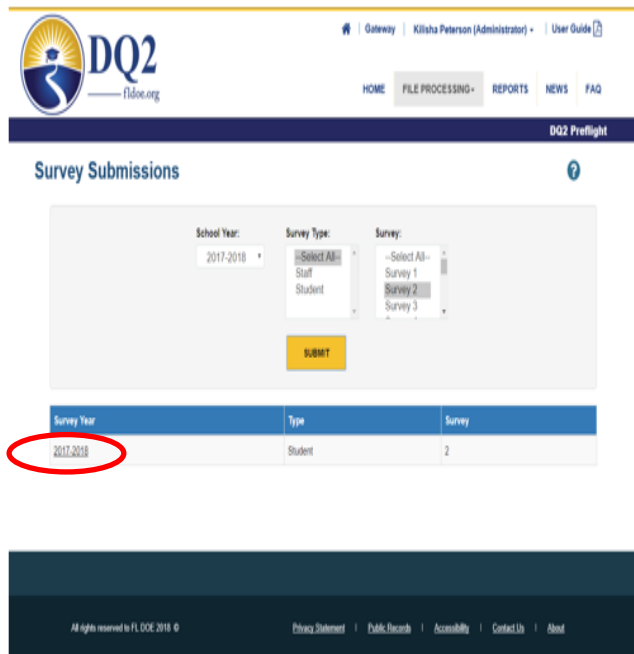
Note: District users do not have the ability to select a district, instead the Survey Submissions page opens with all available submissions for the user's district.

Click on the ? Icon on each page for assistance with navigating the page and for FDOE contact information.

Each survey year link listed indicates there is at least one file submitted by the district. All submitted files are run through the reject edits appropriate for the format and survey; the results can be accessed on the Uploaded Files page.

Any files that meet your selection criteria will be displayed. If there is not a survey file for your section criteria a “No Surveys” found message will be displayed.

Below is the Survey Submissions page view after the SUBMIT has been clicked. Click on the year link to view the outcome of the data submitted, if applicable.



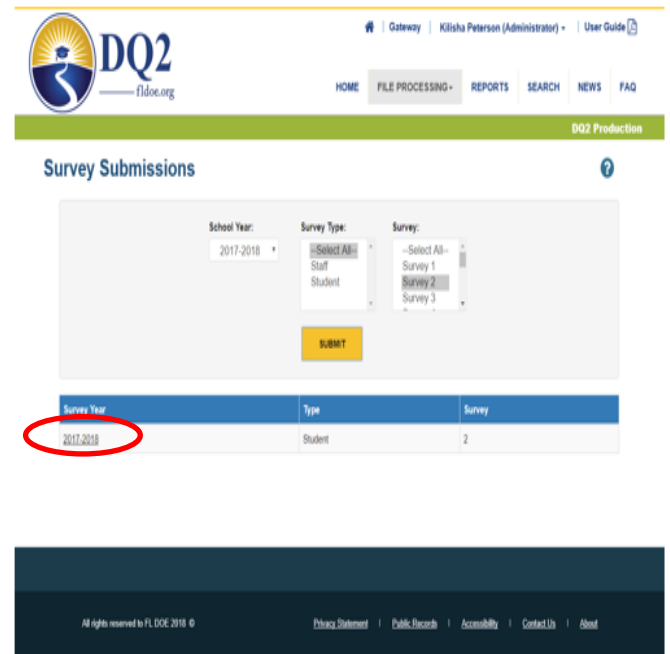
The screenshot shows the DQ2 Preflight interface. The header includes the DQ2 logo and navigation links: Gateway, Kilisha Peterson (Administrator), and User Guide. The main navigation bar contains HOME, FILE PROCESSING, REPORTS, NEWS, and FAQ. The page title is "Survey Submissions".

The main content area features a form with three dropdown menus: "School Year" (set to 2017-2018), "Survey Type" (set to Student), and "Survey" (set to Survey 2). A yellow SUBMIT button is located below the form.

Below the form is a table with the following data:

Survey Year	Type	Survey
2017-2018	Student	2

The "2017-2018" link in the table is circled in red. The footer contains the text "All rights reserved to FL DOE 2018 ©" and links for Privacy Statement, Public Records, Accessibility, Contact Us, and About.



The screenshot shows the DQ2 Production interface. The header includes the DQ2 logo and navigation links: Gateway, Kilisha Peterson (Administrator), and User Guide. The main navigation bar contains HOME, FILE PROCESSING, REPORTS, SEARCH, NEWS, and FAQ. The page title is "Survey Submissions".

The main content area features a form with three dropdown menus: "School Year" (set to 2017-2018), "Survey Type" (set to Student), and "Survey" (set to Survey 2). A yellow SUBMIT button is located below the form.

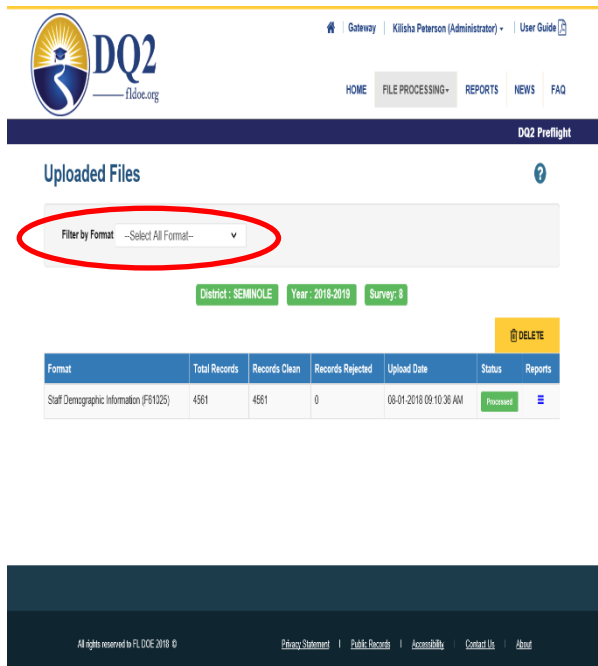
Below the form is a table with the following data:

Survey Year	Type	Survey
2017-2018	Student	2

The "2017-2018" link in the table is circled in red. The footer contains the text "All rights reserved to FL DOE 2018 ©" and links for Privacy Statement, Public Records, Accessibility, Contact Us, and About.

Uploaded Files

After clicking on the survey year on the Survey Submission Page, you will be routed to the Uploaded Files page. This page allows users to view the status of surveys submitted by their district, as well as the results of the submitted file(s).

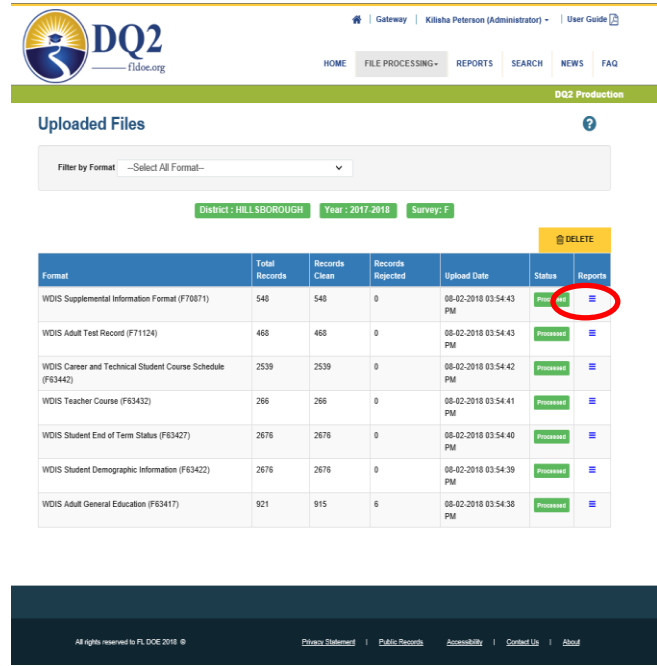


Uploaded Files

Filter by Format: --Select All Format--

District: SEMINOLE Year: 2018-2019 Survey: 8

Format	Total Records	Records Clean	Records Rejected	Upload Date	Status	Reports
Staff Demographic Information (F8125)	4561	4561	0	08-01-2018 09:10:36 AM	Processed	



Uploaded Files

Filter by Format: --Select All Format--

District: HILLSBOROUGH Year: 2017-2018 Survey: F

Format	Total Records	Records Clean	Records Rejected	Upload Date	Status	Reports
WDIS Supplemental Information Format (F70871)	548	548	0	08-02-2018 03:54:43 PM	Pending	
WDIS Adult Test Record (F71124)	468	468	0	08-02-2018 03:54:43 PM	Processed	
WDIS Career and Technical Student Course Schedule (F83442)	2539	2539	0	08-02-2018 03:54:42 PM	Processed	
WDIS Teacher Course (F83432)	266	266	0	08-02-2018 03:54:41 PM	Processed	
WDIS Student End of Term Status (F83427)	2676	2676	0	08-02-2018 03:54:40 PM	Processed	
WDIS Student Demographic Information (F83422)	2676	2676	0	08-02-2018 03:54:39 PM	Processed	
WDIS Adult General Education (F83417)	921	915	6	08-02-2018 03:54:38 PM	Processed	

The grid lists the:

- **Format** (name of the format),
- **Total Records** (total number of records submitted per format by district),
- **Records Clean** (total number of records that passed the reject rules),
- **Records Rejected** (the total number of records that failed the reject rules),
- **Upload Date** (the date and time the file was submitted by the district),
- **Status** (the processing status of data submitted),
- **Reports** (View Batch Error Records and/or Duplicate per format (blue icon; report available & grey icon; report is unavailable)).

The grid also lists the statuses:

- **Pending** (records are being processed)
- **Processed** (the records have been processed and are ready to be viewed),
- **Error** (there was an issue with the processing of the file)
- **Pending Delete** (records are in the process of being deleted)

To view a specific format, use the Filter by Format drop-down box.

To delete a file(s), click on the DELETE Button.

Batch Records in Error

After clicking on the Report icon on the Uploaded File Page, you will be routed to the Batch Records in Error page. This page shows the reject edit codes, edit descriptions and edit counts.

Batch Records in Error ?

WDIS Adult General Education Batch Records in Error

Selected School: select all DUPLICATE REPORT

BACK TO UPLOADED FILES

Batch Records in Error Details Save to Excel

rownum	ErrorCode	Filler1	Filler2	StudentID	Survey	Year	DistrictInstruction	SchoolInstruction	Course	Section	YearPrior	GradeLevel
1	32				F	1718			9900001	00029	0000	30
2	32				F	1718			9900001	00036	0000	31
3	32				F	1718			9900002	00030	0000	30
4	32				F	1718			9900040	00092	0000	31
5	32					1718			9900001	00029	0000	30
6	32				F	1718			9900040	00091	0000	31

Batch Records in Error Descri Save to Excel

EditCode	ERROR_DESCRIPTION
32	The Adult Educational Functioning Level, Initial code used must agree with the CTE/Adult General Education Program Code and the Course Number in the following table: CTE/Adult General Education Program Code / Adult Course Number / Adult Educational Functioning Level, Initial 9900000 9900001 – 9900003 B, F, H, J / 9900010 (any) K, L, M, N / 9900099 (any) K, L, M, N, or Z / 9900090 9900090 Z / 9900100 9900150 B, F, H, J, K, L, M, N, or Z / 9900130 9900131 – 9900136 K, L, M, N / 9900040 9900040 1, 2, 3, 4, 5, 6 / 9900050 9900050 D, E / 9900051 9900051 7 / 9900300 9900300 Q, R, S / 990001 9900041 K, L, M, N

Error Count

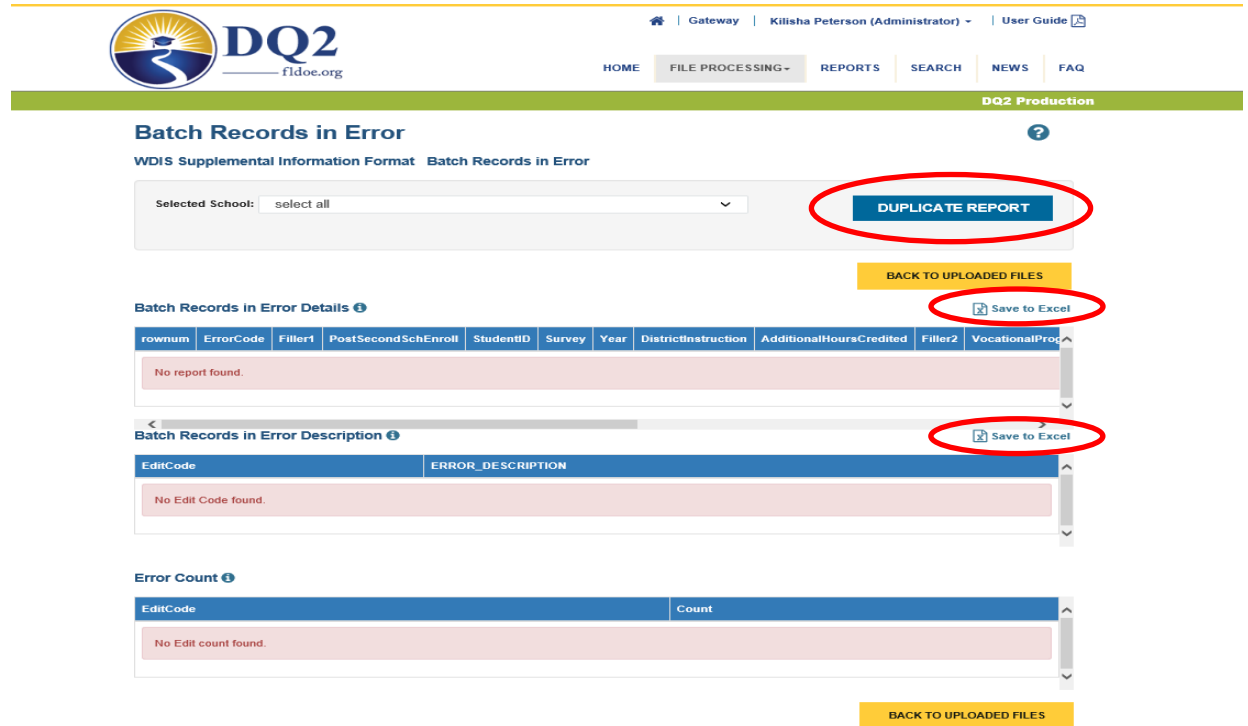
EditCode	Count
32	6

BACK TO UPLOADED FILES

To view reject errors for a specific school, select from the Selected School drop down box. If the selected school did not have any errors, there will be no data available to view.

Return to the Upload File Page by clicking on the Back to Upload Files button at the bottom of the page.

If there were no rejected records (errors) on a submitted file, a No Report Found, No Edit Code Found and/or a No Edit Count found message will be displayed.



Batch Records in Error

WDIS Supplemental Information Format Batch Records in Error

Selected School: select all **DUPLICATE REPORT**

BACK TO UPLOADED FILES

Batch Records in Error Details **Save to Excel**

rownum	ErrorCode	Filler1	PostSecondSchEnroll	StudentID	Survey	Year	DistrictInstruction	AdditionalHoursCredited	Filler2	VocationalProg
No report found.										

Batch Records in Error Description **Save to Excel**

EditCode	ERROR_DESCRIPTION
No Edit Code found.	

Error Count

EditCode	Count
No Edit count found.	

BACK TO UPLOADED FILES

To view duplicate records, click the DUPLICATE REPORT button. If there were no duplicate records on a submitted file a No Duplicates Found message will be displayed.

To export the Batch Records in Error Details or the Batch Records in Error Description to Excel, click the SAVE TO EXCEL button. The Batch Record in Error page will display all errors; however, the excel file will only export up to 5,000 errors.

K-12 (Preflight) Only:

To view a student’s name click on the FLEID number link to be routed to the Student Locator Web Application. You must have access to the Student Locator Web Application to view a student’s information.

To gain access to the Student Locator Web Application, please contact your district’s SSO administrator or email the SSO Service Center at: IENHELP@fldoe.org.

Duplicate Records

After clicking on the Duplicate Report Button on the Batch Records in Error Page, you will be routed to Duplicate Records.

Duplicate Report ?

WDIS Student End of Term Status

Selected School:

[BACK TO BATCH RECORDS IN ERROR](#)

Duplicate Report Details Save to Excel

rownum	DistrictInstruction	SchoolInstruction	StudentID	Survey	Year	Filter1	DiplomaType	CertificateType	AGEDiplomaDate	Filter2	Filter3
1	59	0301		W	1819		ZZZ	ZZZ	00000000		
2	59	0301		W	1819		ZZZ	ZZZ	00000000		
3	59	0301		W	1819		ZZZ	ZZZ	00000000		
4	59	0301		W	1819		ZZZ	ZZZ	00000000		

Duplicate Report Error Details Save to Excel

EdrCode	ERROR_DESCRIPTION
07	Each WDIS Student End of Term Status record must be unique based on the keys of District Number, Current Instruction/Service, Student Number Identifier, Florida, Survey Period Code, WDIS Reporting Year, and Grade Level. If more than one WDIS Student End of Term Status record is submitted for a student, only one record with Grade Level = 09-12 will be accepted and only one record with Grade Level = 30 or 31 will be accepted.

Error Count

Total Accepted	Total Duplicate	Total Rejected
0	0	0

[BACK TO BATCH RECORDS IN ERROR](#)

Grid 1: Displays data submitted by the district for the selected format. The Duplicate Description column at the end of the grid gives the records status, with these possible statuses:

Reject by Other Error Code: The record was rejected based on a reject rule other than a duplicate error code.

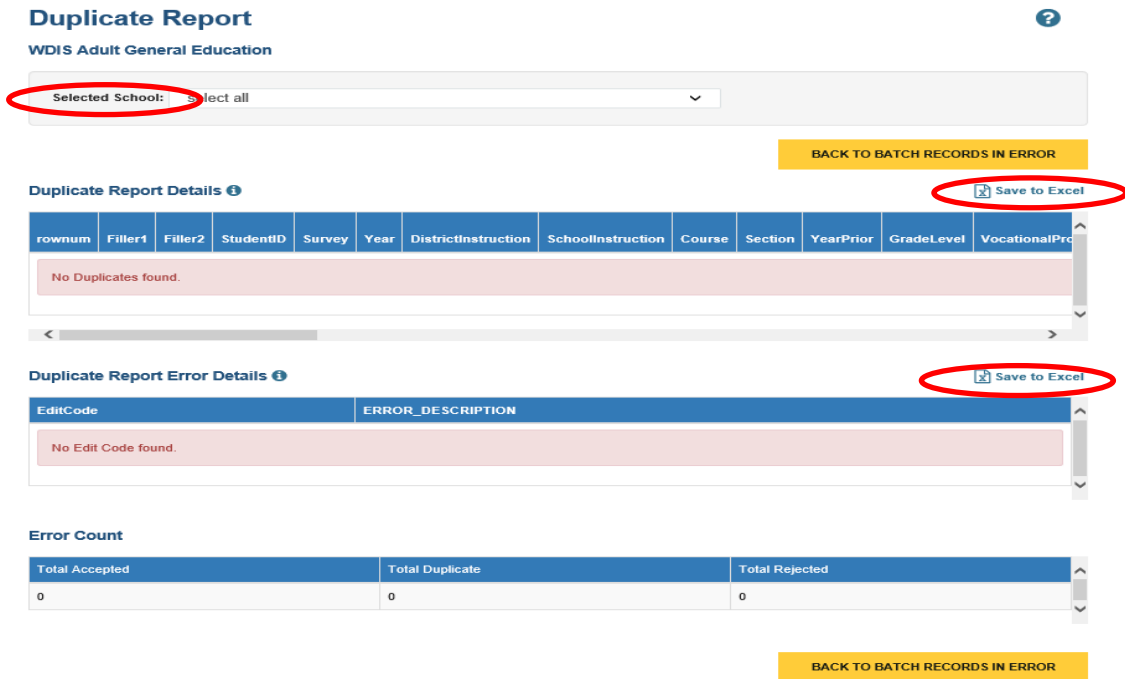
Duplicate: The record was rejected based on a duplicate error code.

Accepted Good Record: The record was accepted as a clean record.

Grid 2: Displays the duplicate reject code number and a description of the error.

Grid 3: Displays the total number of records that were accepted, duplicates and rejected for the selected survey and format.

If there were no rejected records (errors) on a submitted file, a No Duplicate Found, No Edit Code Found message will be displayed.



Duplicate Report ?

WDIS Adult General Education

Selected School:

BACK TO BATCH RECORDS IN ERROR

Duplicate Report Details Save to Excel

rownum	Filler1	Filler2	StudentID	Survey	Year	DistrictInstruction	SchoolInstruction	Course	Section	YearPrior	GradeLevel	VocationalPro
No Duplicates found.												

Duplicate Report Error Details Save to Excel

EditCode	ERROR_DESCRIPTION
No Edit Code found.	

Error Count

Total Accepted	Total Duplicate	Total Rejected
0	0	0

BACK TO BATCH RECORDS IN ERROR

To view duplicates for a specific school use the Selected School drop down box. If the selected school did not have any duplicate records, there will be no data available to view.

To export the Duplicate Report Details or the Duplicate Report Error Details to excel, click the SAVE TO EXCEL button. The Duplicate Report page will display all errors; however, the excel file will only export up to 5,000 errors.

Click the BACK TO DUPLICATE REPORT to return to the Batch and Error Screen.


K-12 (Preflight) Only:

To view a student’s name click on the FLEID number link to be routed to the Student Locator Web Application. You must have access to the Student Locator Web Application to view a student’s information.

To gain access to the Student Locator Web Application, please contact your district’s SSO administrator or email the SSO Service Center at: LENHELP@fldoe.org.

Delete Files

Click on the File Processing tab on the navigation bar at the top of the screen. Click Survey Deletion, you will be routed to the Delete Files page where you are able to request file deletes. You may also access the Delete Files page by clicking on the DELETE button from the Uploaded Files page.



Delete Files

District: --Select District-- School Year: 2018-2019 Survey Type: --Select All-- Staff WDIS Survey: --Select--

SUBMIT

The Delete Files Page (available in both Preflight and Production) allows users who have the **Delete Role** to delete Survey file(s) that have been successfully uploaded via the DQ2 TIBCO folder. To view available files, select a school year, survey type and survey then click SUBMIT.

Delete Files

District: CHARLOTTE School Year: 2017-2018 Survey Type: --Select All-- Staff Student WDIS Survey: Survey 2 Survey 3 Survey 4 Survey 5

SUBMIT

After the SUBMIT button is clicked all available files that met the selection criteria will be displayed. Click in the check box in front of the format to be deleted or click in the Select All box to delete all of the available files.

Delete Files

District: CHARLOTTE School Year: 2018-2019 Survey Type: --Select All-- Staff WDIS Survey: Survey 2

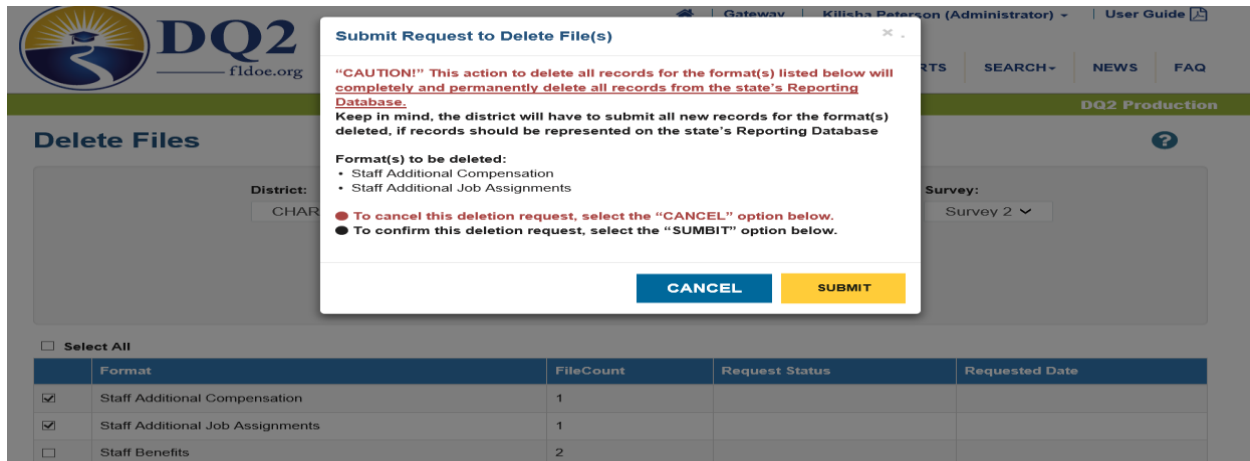
SUBMIT

Select All

Format	FileCount	Request Status	Requested Date
<input type="checkbox"/> Staff Additional Compensation	1		
<input type="checkbox"/> Staff Additional Job Assignments	1		
<input type="checkbox"/> Staff Benefits	2		
<input type="checkbox"/> Staff Demographic Information	2		
<input type="checkbox"/> Staff Experience	1		
<input type="checkbox"/> Staff Multidistrict Employee	2		
<input type="checkbox"/> Staff Payroll Information	1		

DELETE REQUEST

After checking the appropriate check box(s) Click on the DELETE REQUEST button. There will be a pop-up box for users to choose submit or cancel. Click on SUBMIT to delete the selected files or cancel to return to the delete page.



Submit Request to Delete File(s)

“CAUTION!” This action to delete all records for the format(s) listed below will completely and permanently delete all records from the state’s Reporting Database.

Keep in mind, the district will have to submit all new records for the format(s) deleted, if records should be represented on the state’s Reporting Database

Format(s) to be deleted:

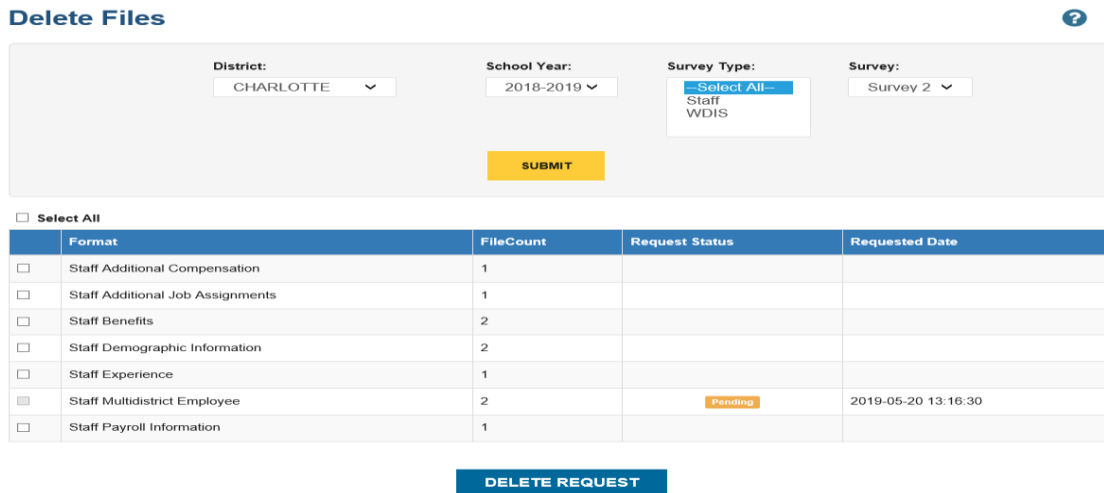
- Staff Additional Compensation
- Staff Additional Job Assignments

● To cancel this deletion request, select the “CANCEL” option below.
● To confirm this deletion request, select the “SUBMIT” option below.

CANCEL **SUBMIT**

Format	FileCount	Request Status	Requested Date
<input checked="" type="checkbox"/> Staff Additional Compensation	1		
<input checked="" type="checkbox"/> Staff Additional Job Assignments	1		
<input type="checkbox"/> Staff Benefits	2		

View of Delete Files page after clicking the SUBMIT button. The Request status should immediately update to pending. The requested date should display the date time the request was submitted. The check box next to the format should be greyed out.



Delete Files

District: CHARLOTTE School Year: 2018-2019 Survey Type: Staff WDIS Survey: Survey 2

SUBMIT

Select All

Format	FileCount	Request Status	Requested Date
<input type="checkbox"/> Staff Additional Compensation	1		
<input type="checkbox"/> Staff Additional Job Assignments	1		
<input type="checkbox"/> Staff Benefits	2		
<input type="checkbox"/> Staff Demographic Information	2		
<input type="checkbox"/> Staff Experience	1		
<input type="checkbox"/> Staff Multidistrict Employee	2	Pending	2019-05-20 13:16:30
<input type="checkbox"/> Staff Payroll Information	1		

DELETE REQUEST

The grid displays:

- Check Box** (selects the format),
- Format** (name of the format),
- File Count** (number of files for the selected format),
- Request Status** (the processing status of delete request),
- Requested Date** (date request was submitted)

Statuses display:

- Pending** (records are in the process of being deleted)

Delete File History displays a history of all delete activity.

Delete Files History

Filter by Format: Filter by Format:

--Select Format-- ▼

Requester	RequesterEmail	FormatName	Status	Requested	Completed
Kilisha Peterson	Kilisha.Peterson@fldoe.org	WDIS Adult Test Record	Completed	2018-08-17 13:16:18	2018-08-17 13:16:57
Kilisha Peterson	Kilisha.Peterson@fldoe.org	WDIS Supplemental Information Format	Completed	2018-08-17 13:13:48	2018-08-17 13:14:21

The grid displays the:

- Requestor** (Name of the person who made the request),
- Requestor Email** (email address of the person who made the request),
- Format Name** (name of the format),
- Status** (the processing status of the delete request),
- Requested** (the date and time of the request),
- Completed** (the date and time the request was completed)

To view delete history for a specific format, use the Filter by Format drop-down box.

If files have not been submitted for the year and survey selected a No File Format found message will be displayed. If no files have been deleted a No Delete Files History found message will be displayed.

Delete Files ?

School Year: 2018-2019 Survey Type: Select All WDIS Survey: Survey W

SUBMIT

No File Formats found.

Delete Files History

No Delete Files History found.

Note: Please keep in mind, when you click on the DELETE REQUEST button you are submitting a delete request. Delete requests are processed in the order the request is received; therefore, the processing time may vary for each request. The request status will remain in a pending status until the file(s) have been deleted, once the file(s) are deleted they will no longer be visible on the delete file page.

Reports

To view a report click on the blue icon next to the name of the report you would like to view. After clicking on the icon you will be routed to the appropriate report screen.

The following reports are available in Preflight:

D Files, Edit Status, K-12 Error Code, Validation/Exceptions and WDIS Error Code

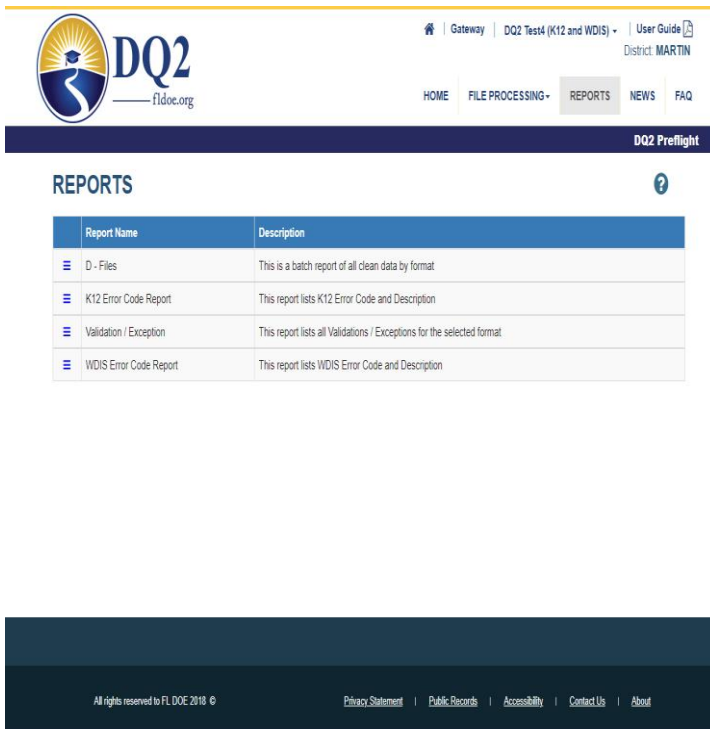
The following reports are available in DQ2 Staff Production:

D – Files, Classroom Teacher Attendance, District Media Services, District Salary Survey Additional Compensation, District Salary Survey Payroll, District Salary Survey, Edit Status, Educational Funding Accountability, K12 Error Code, List Of Qualified Paraprofessionals, Primary Teachers/Paraprofessionals FTE (Aggregate), Qualified Paraprofessionals By School, Reading Endorsement Competencies-Adopted 2011 For Reading Coaches, Reading Endorsement Competencies-Adopted 2011 For Teachers, Staff Demographic Aggregate Validation, Staff Survey, Survey Data, Validation / Exception

The following reports are available in DQ2 WDIS Production:

AGE, CTE, D-Files, Edit Status, Outlier, Survey Data, Validation / Exception, WDIS Error Code

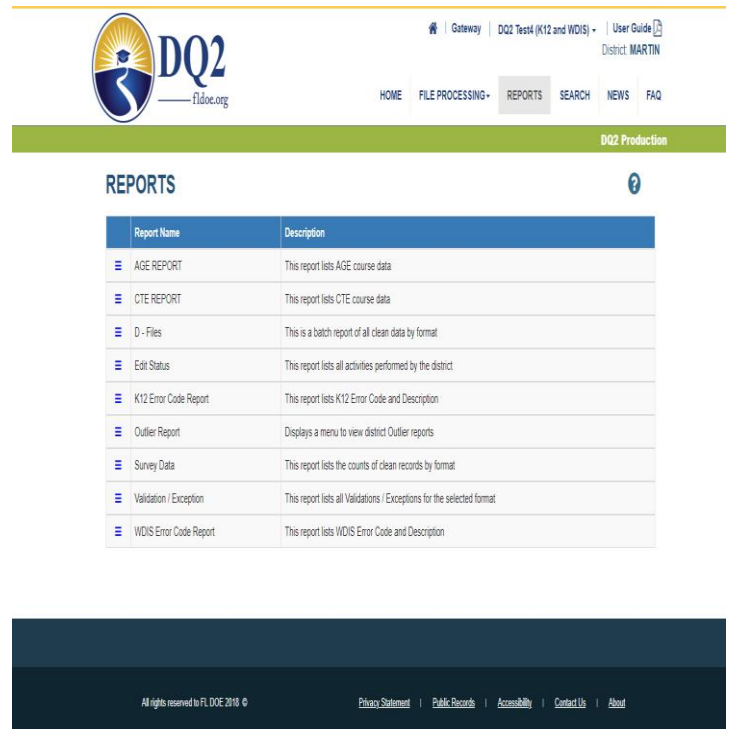
You may return to the Reports screen anytime by clicking on the Report Tab on the navigation bar.



The screenshot shows the DQ2 Preflight interface. The navigation bar includes 'HOME', 'FILE PROCESSING', 'REPORTS', 'NEWS', and 'FAQ'. The 'REPORTS' section is active, displaying a table with the following data:

Report Name	Description
D - Files	This is a batch report of all clean data by format
K12 Error Code Report	This report lists K12 Error Code and Description
Validation / Exception	This report lists all Validations / Exceptions for the selected format
WDIS Error Code Report	This report lists WDIS Error Code and Description

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The screenshot shows the DQ2 Production interface. The navigation bar includes 'HOME', 'FILE PROCESSING', 'REPORTS', 'SEARCH', 'NEWS', and 'FAQ'. The 'REPORTS' section is active, displaying a table with the following data:

Report Name	Description
AGE REPORT	This report lists AGE course data
CTE REPORT	This report lists CTE course data
D - Files	This is a batch report of all clean data by format
Edit Status	This report lists all activities performed by the district
K12 Error Code Report	This report lists K12 Error Code and Description
Outlier Report	Displays a menu to view district Outlier reports
Survey Data	This report lists the counts of clean records by format
Validation / Exception	This report lists all Validations / Exceptions for the selected format
WDIS Error Code Report	This report lists WDIS Error Code and Description

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Validation/Exception Reports

The Reports page (available in both Preflight and Production) allows users to request Validation and/or Exception reports. To view available reports, select a school year, survey type, survey and format then click SUBMIT.

View of Validation/Exception Reports Page before Selection.



This screenshot shows the 'DQ2 Preflight' version of the 'Validation / Exception Report' page. The header includes the DQ2 logo, navigation links for Gateway, DQ2 Test4 (K12 and WDIS), and User Guide, and identifies the user as District MARTIN. The main navigation bar contains HOME, FILE PROCESSING, REPORTS (highlighted), NEWS, and FAQ. The page title is 'Validation / Exception Report'. The form contains the following fields:

- School Year: 2018-2019
- Survey Type: Student
- Survey: --Select--
- Filter by Format: (empty)

A yellow SUBMIT button is located at the bottom of the form.

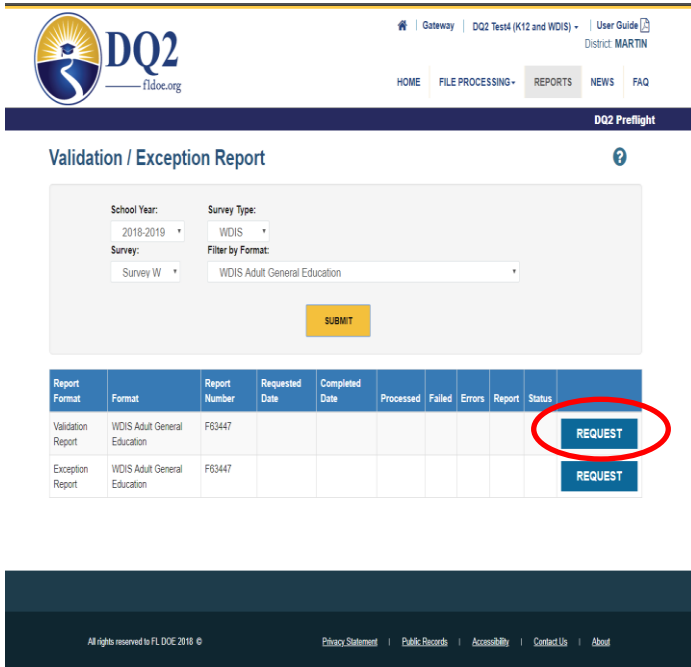


This screenshot shows the 'DQ2 Production' version of the 'Validation / Exception Report' page. The header and navigation are identical to the Preflight version. The page title is 'Validation / Exception Report'. The form contains the following fields:

- School Year: 2018-2019
- Survey Type: WDIS
- Survey: --Select--
- Filter by Format: (empty)

A yellow SUBMIT button is located at the bottom of the form.

View of Reports page after the selection of School Year, Survey Type, Survey, and Format and clicking SUBMIT.

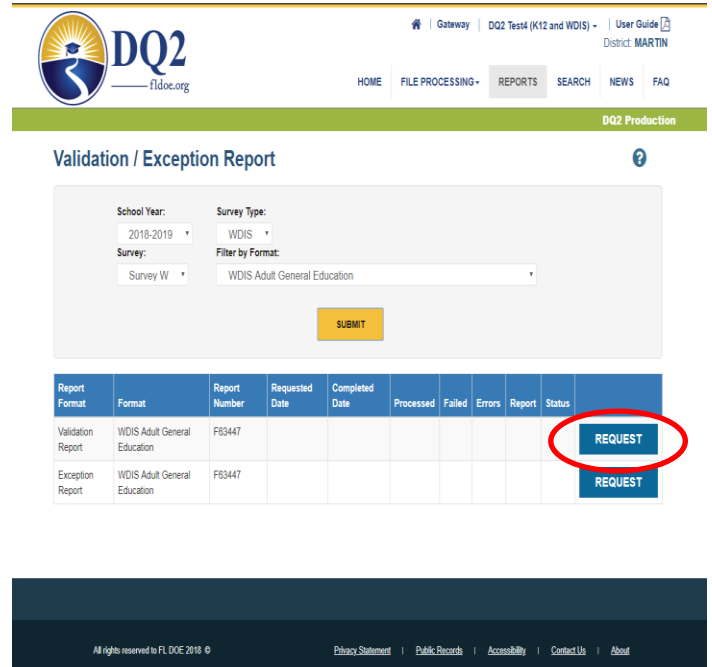


Validation / Exception Report

School Year: 2018-2019 Survey Type: WDIS
Survey: Survey W Filter by Format: WDIS Adult General Education

SUBMIT

Report Format	Format	Report Number	Requested Date	Completed Date	Processed	Failed	Errors	Report	Status	REQUEST
Validation Report	WDIS Adult General Education	F63447								REQUEST
Exception Report	WDIS Adult General Education	F63447								REQUEST



Validation / Exception Report

School Year: 2018-2019 Survey Type: WDIS
Survey: Survey W Filter by Format: WDIS Adult General Education

SUBMIT

Report Format	Format	Report Number	Requested Date	Completed Date	Processed	Failed	Errors	Report	Status	REQUEST
Validation Report	WDIS Adult General Education	F63447								REQUEST
Exception Report	WDIS Adult General Education	F63447								REQUEST

Click on the REQUEST button next to the report you would like to view. There will be a pop-up box for users to choose submit or cancel. Click on SUBMIT to request the report or cancel to return to the Reports page.

The grid displays the:

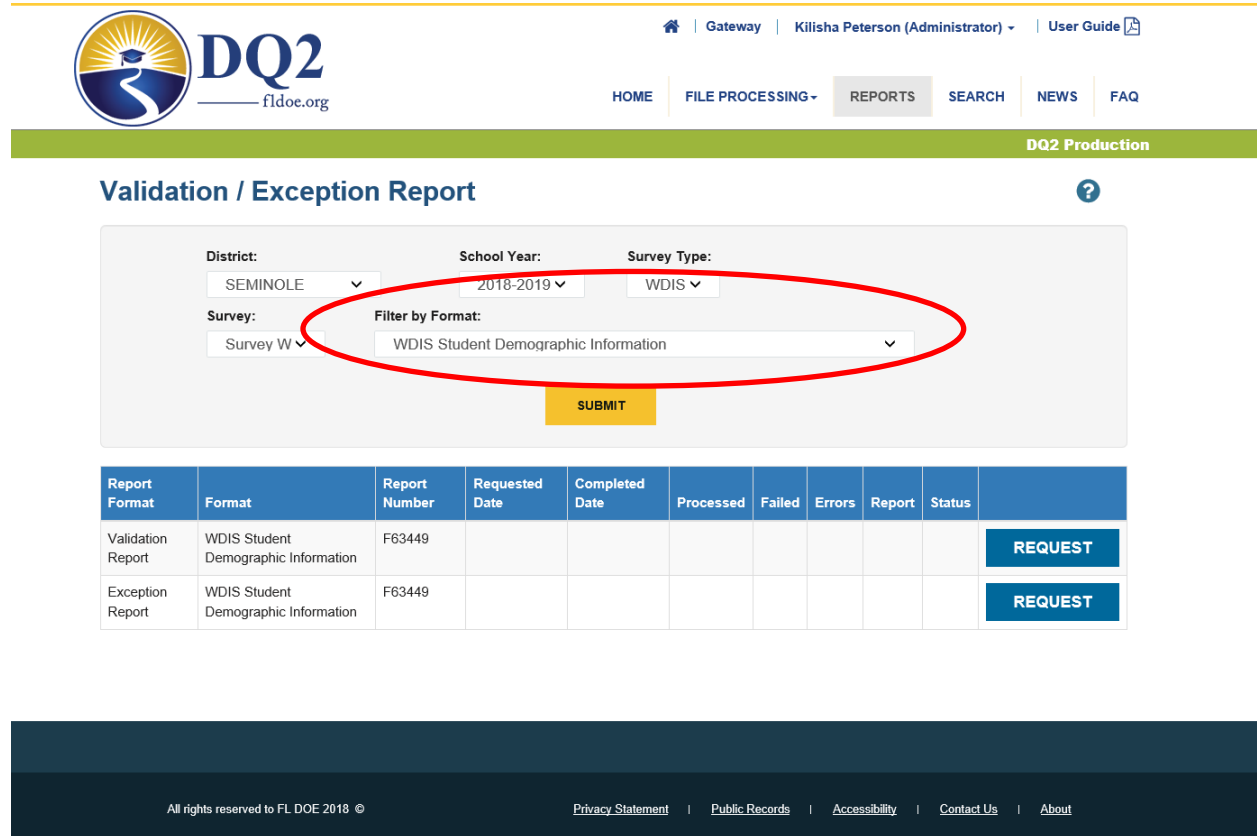
- **Report Format** (Validation or Exception),
- **Format** (Format Name),
- **Report Number** (System generated number),
- **Requested Date** (date and time report was requested),
- **Completed Date** (date and time the report was processed),
- **Processed** (number of records processed),
- **Failed** (number of failed records),
- **Error** (number of errors),
- **Reports** (View results of Validation and Exception (blue icon; report available & grey icon; report is unavailable), and
- **Status** (the processing status of data submitted).

Statuses display:

- **Pending** (records are being processed)
- **Ready** (the records have been processed and are ready to be reviewed),
- **Error** (there was an issue with the processing of the file).

Filter by Format

To view Validation/Exception Reports for a specific Format, use the Filter by Format drop-down box.



The screenshot shows the DQ2 Production interface. At the top, there is a navigation bar with the DQ2 logo and the text 'fldoe.org'. To the right of the logo, there are links for 'Gateway', 'Kilisha Peterson (Administrator)', and 'User Guide'. Below this, there is a menu with 'HOME', 'FILE PROCESSING', 'REPORTS', 'SEARCH', 'NEWS', and 'FAQ'. A green bar at the top right indicates 'DQ2 Production'.

The main content area is titled 'Validation / Exception Report'. Below the title, there is a form with the following fields:

- District: SEMINOLE
- School Year: 2018-2019
- Survey Type: WDIS
- Survey: Survey W
- Filter by Format: WDIS Student Demographic Information

A red circle highlights the 'Filter by Format' dropdown menu. Below the form is a yellow 'SUBMIT' button.

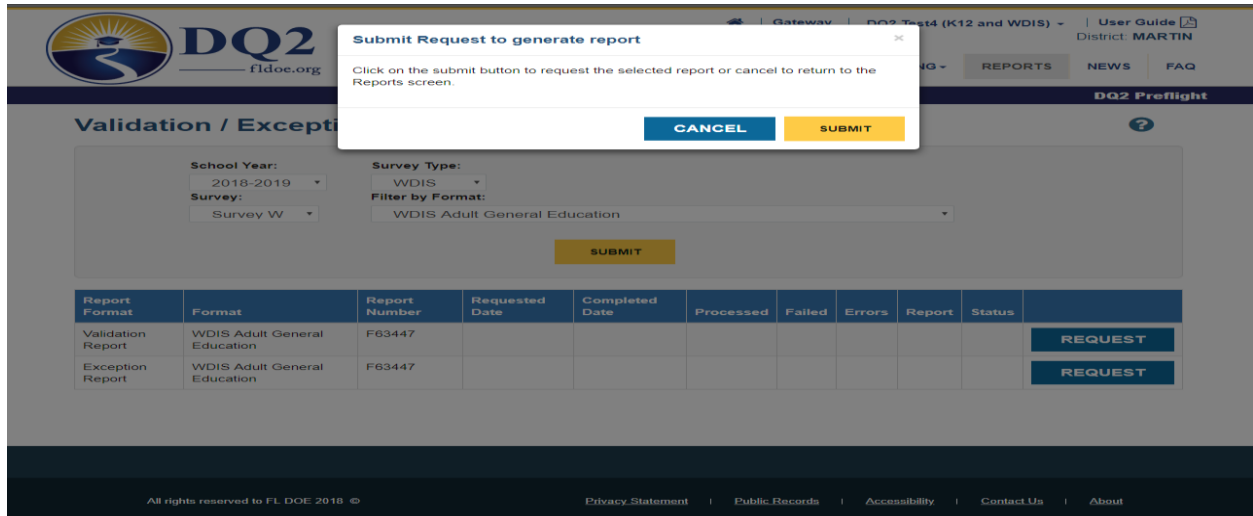
Below the form is a table with the following columns: Report Format, Format, Report Number, Requested Date, Completed Date, Processed, Failed, Errors, Report, Status, and a 'REQUEST' button.

Report Format	Format	Report Number	Requested Date	Completed Date	Processed	Failed	Errors	Report	Status		
Validation Report	WDIS Student Demographic Information	F63449									REQUEST
Exception Report	WDIS Student Demographic Information	F63449									REQUEST

At the bottom of the page, there is a dark blue footer with the text 'All rights reserved to FL DOE 2018 ©' and links for 'Privacy Statement', 'Public Records', 'Accessibility', 'Contact Us', and 'About'.

Submit Request to Generate Report

View of Reports page after clicking on the request button and before clicking the SUBMIT button. Users may cancel the request by clicking CANCEL, the user will return to the Reports page.



Submit Request to generate report

Click on the submit button to request the selected report or cancel to return to the Reports screen.

CANCEL **SUBMIT**

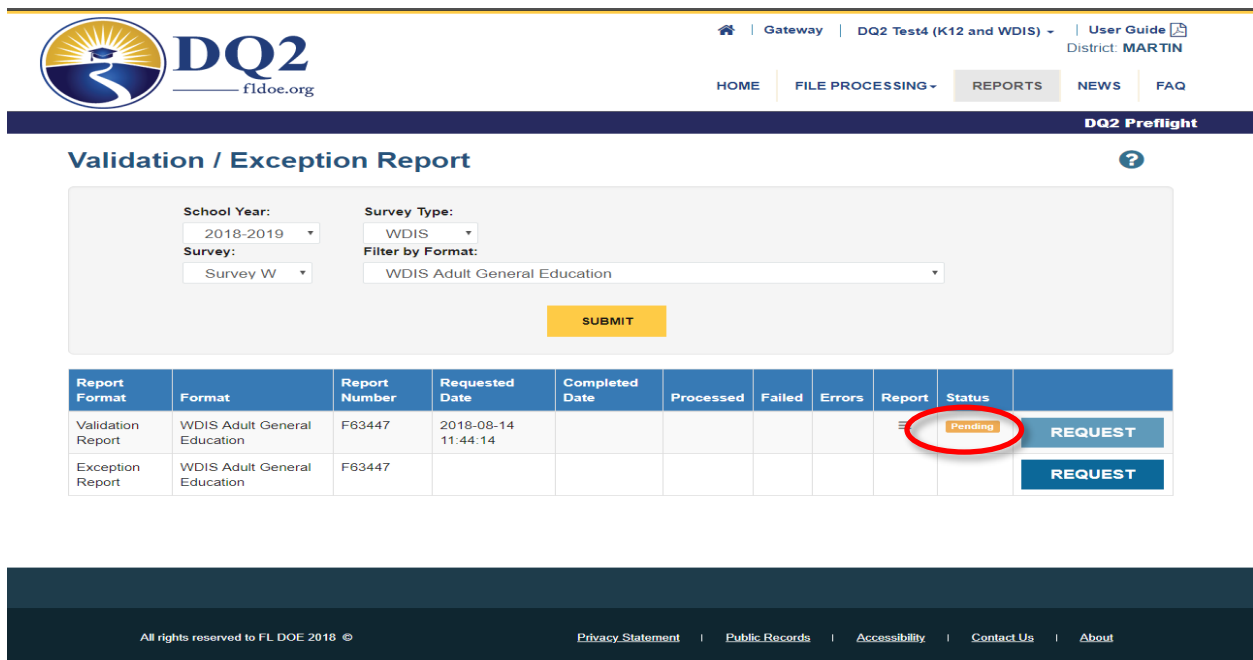
School Year: 2018-2019
Survey: Survey W

Survey Type: WDIS
Filter by Format: WDIS Adult General Education

SUBMIT

Report Format	Format	Report Number	Requested Date	Completed Date	Processed	Failed	Errors	Report	Status
Validation Report	WDIS Adult General Education	F63447							REQUEST
Exception Report	WDIS Adult General Education	F63447							REQUEST

View of Reports page after clicking the SUBMIT button. The report status should immediately update to pending. The request date should display the date time the request was submitted. The request button should be greyed out.



Validation / Exception Report

School Year: 2018-2019
Survey: Survey W

Survey Type: WDIS
Filter by Format: WDIS Adult General Education

SUBMIT

Report Format	Format	Report Number	Requested Date	Completed Date	Processed	Failed	Errors	Report	Status
Validation Report	WDIS Adult General Education	F63447	2018-08-14 11:44:14						Pending
Exception Report	WDIS Adult General Education	F63447							REQUEST

Validation/Exception Rule Failures

View reports in a READY status by clicking on the reports icon.

Validation / Exception Report ?

District: SEMINOLE School Year: 2018-2019 Survey Type: WDIS
 Survey: Survey W Filter by Format: WDIS Adult General Education
SUBMIT

Report Format	Format	Report Number	Requested Date	Completed Date	Processed	Failed	Errors	Report	Status	
Validation Report	WDIS Adult General Education	F63447	2018-08-17 13:38:05	2018-08-17 13:38:31	87	> 80%	228	☰	Ready	REQUEST
Exception Report	WDIS Adult General Education	F63447	2018-08-17 13:44:04	2018-08-17 13:44:21	87	21	24	☰	Ready	REQUEST

If more than 80 percent of the total records submitted for WDIS & K12 STAFF or if more than 15 percent of the total records submitted for K12 STUDENT fail a Validation/Exception rule(s), the report will not display details of the records submitted. It will display the rule failed code, the rule failed code description, the total number of records submitted and the total number of records that failed per rule code.

Over Limit Validation ⓘ

Survey	Rule_Failed	RecordCount_TOTAL	RecordCount_FAILED
W	72	87	87
W	73	87	87

BACK TO REPORT LIST

Return to the Report Page by clicking on the BACK TO REPORT LIST button at the bottom of the page.

The Validation/Exception Report page allows users to view detailed information for the records that failed a Validation/Exception rule.

Exception Report: WDIS Adult General Education ?

Selected School: Select all

[BACK TO REPORT LIST](#)

Exception Details Save to Excel

AGELiteracyCompletionPoint2	AGELiteracyCompletionPointDataEarned2	AGELiteracyCompletionPoints	AGELiteracyCompletionPointDataEarned3
Z	00000000	Z	00000000
Z	00000000	Z	00000000
Z	00000000	Z	00000000
Z	00000000	Z	00000000
Z	00000000	Z	00000000
Z	00000000	Z	00000000
Z	00000000	Z	00000000
Z	00000000	Z	00000000
Z	00000000	Z	00000000
Z	00000000	Z	00000000
Z	00000000	Z	00000000
Z	00000000	Z	00000000
Z	00000000	Z	00000000
Z	00000000	Z	00000000
Z	00000000	Z	00000000

1 2 Next Last

Exception Description Save to Excel

EditCode	ERROR_DESCRIPTION
82	If Cost Reporting Code is 401-405, or 409 the sum of all WDIS Student Instructional Hours reported for the student within the survey must be 450 or less. Not required for Survey G or X.
85	If the CTE/Adult General Education Program Code is equal to 9900000, 9900040, or 9900050 and the Adult General Education Literacy Completion Point is not equal to Z, then there must be at least one matching test record on the Adult Test Record format based on District Number, Current Instruction/Service, Student Number Identifier, Florida, Survey Period Code, and WDIS Reporting Year. Not required for Survey G or X.

Exception Count

EditCode	Count
82	9
85	15

To export the Validation/Exception Details and the Validation/Exception Descriptions to excel, click on the SAVE TO EXCEL button. The Excel file will only export up to 5,000 errors.

To view Validation/Exception rule failures for a specific School, use the Selected School drop down box. If the selected school did not have any rule failures, there will be no data available to view.

K-12 (Preflight) Only:

To view a student’s name click on the FLEID number link to be routed to the Student Locator Web Application. You must have access to the Student Locator Web Application to view a student’s information.

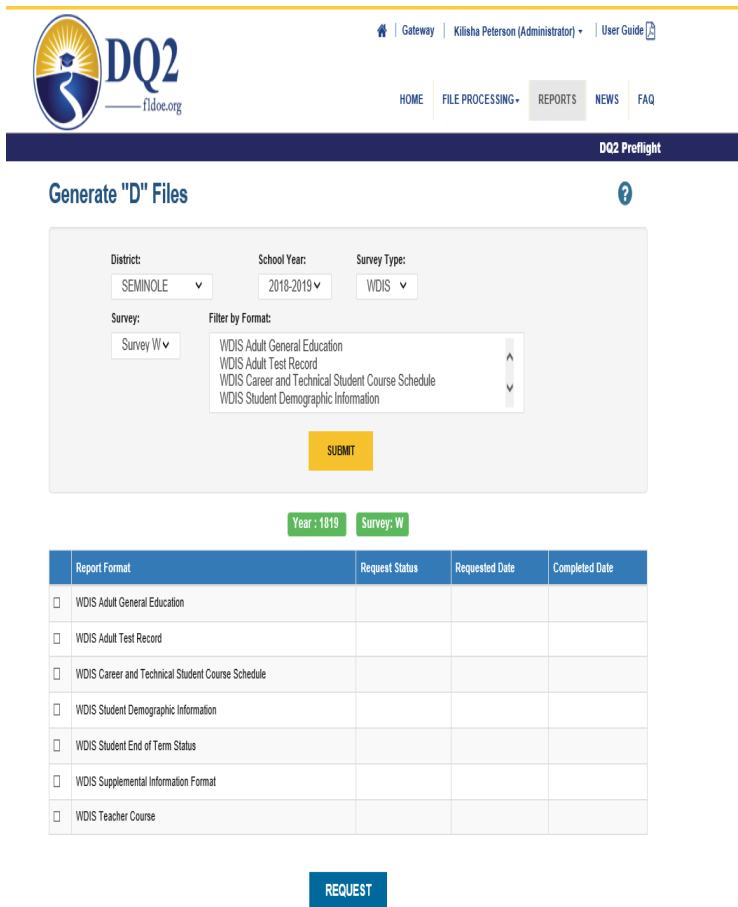
To gain access to the Student Locator Web Application, please contact your district’s SSO administrator or email the SSO Service Center at: INHELP@fldoe.org.

Return to the Report Page by clicking on the BACK TO REPORT LIST button at the bottom of the page.

Generate "D" File

The Generate "D" Files page (available in both Preflight and Production) allows users to request a "D" file. It is a fixed-length, flat file representation of the most recent, clean and non-deleted records for a particular format, survey, district, and year. A "D" file is similar to the current "O" file generated by the mainframe.

Below is a view of the Generate "D" Files page before the selection of School Year, Survey Type, Survey and format and clicking SUBMIT.



DQ2 Preflight

Generate "D" Files

District: SEMINOLE School Year: 2018-2019 Survey Type: WDIS

Survey: Survey W

Filter by Format:

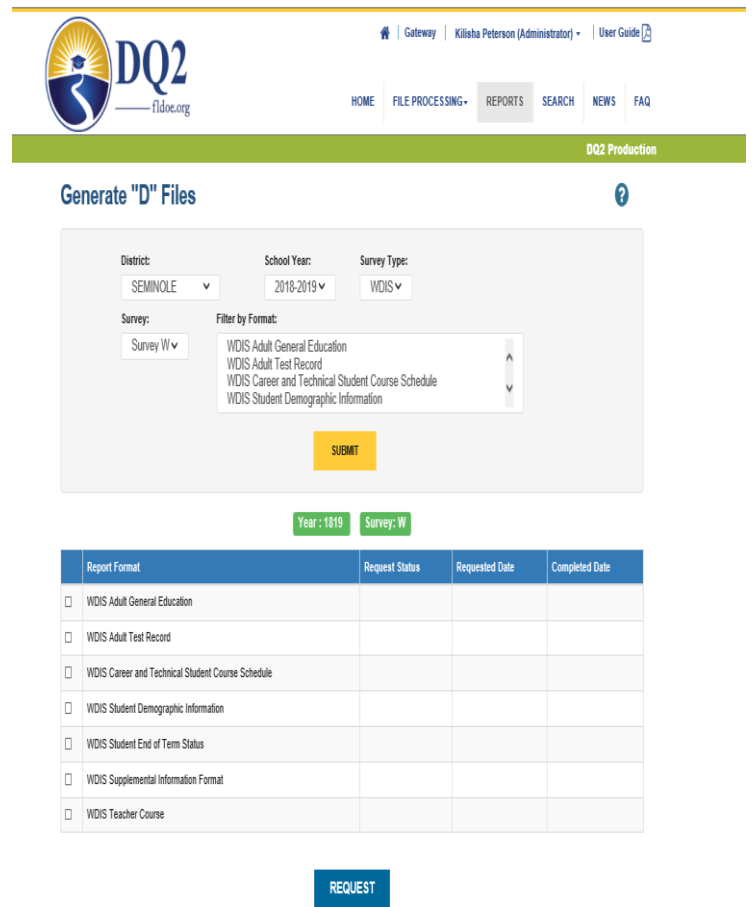
- WDIS Adult General Education
- WDIS Adult Test Record
- WDIS Career and Technical Student Course Schedule
- WDIS Student Demographic Information

SUBMIT

Year: 1819 Survey: W

Report Format	Request Status	Requested Date	Completed Date
<input type="checkbox"/> WDIS Adult General Education			
<input type="checkbox"/> WDIS Adult Test Record			
<input type="checkbox"/> WDIS Career and Technical Student Course Schedule			
<input type="checkbox"/> WDIS Student Demographic Information			
<input type="checkbox"/> WDIS Student End of Term Status			
<input type="checkbox"/> WDIS Supplemental Information Format			
<input type="checkbox"/> WDIS Teacher Course			

REQUEST



DQ2 Production

Generate "D" Files

District: SEMINOLE School Year: 2018-2019 Survey Type: WDIS

Survey: Survey W

Filter by Format:

- WDIS Adult General Education
- WDIS Adult Test Record
- WDIS Career and Technical Student Course Schedule
- WDIS Student Demographic Information

SUBMIT

Year: 1819 Survey: W

Report Format	Request Status	Requested Date	Completed Date
<input type="checkbox"/> WDIS Adult General Education			
<input type="checkbox"/> WDIS Adult Test Record			
<input type="checkbox"/> WDIS Career and Technical Student Course Schedule			
<input type="checkbox"/> WDIS Student Demographic Information			
<input type="checkbox"/> WDIS Student End of Term Status			
<input type="checkbox"/> WDIS Supplemental Information Format			
<input type="checkbox"/> WDIS Teacher Course			

REQUEST

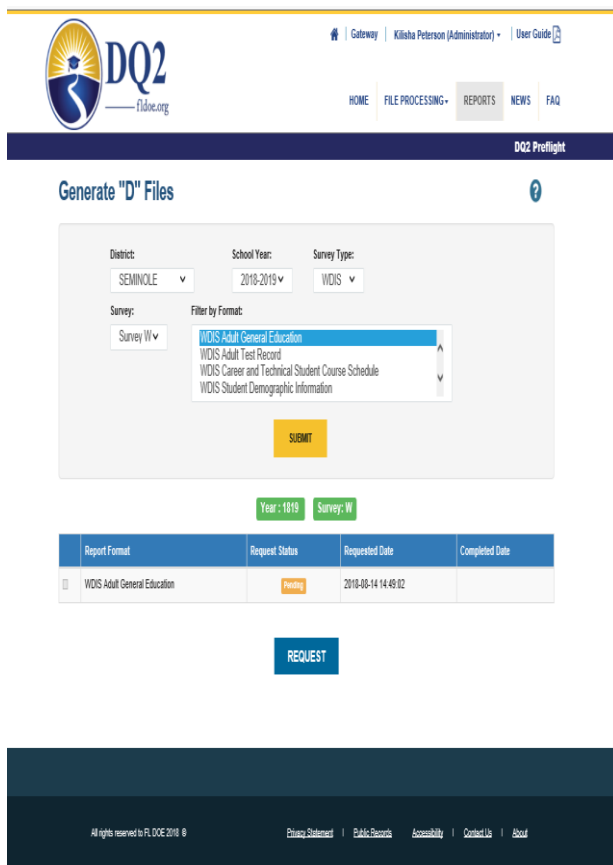
Generate “D” Files after Submitting

View of Generate “D” Files page after clicking SUBMIT. The request status should immediately update to pending, and the request date with the date and time the request was submitted.

Requests in a pending status check box will be greyed out. You will not be able to make another request until after the file status has been changed to processed.

Select a specific format or all available formats by clicking the check box next to the Report Format(s).

Once processed “D” Files are made available in the DQ2-OUT folder in TIBCO® (secure FTP) on the next business day. If “D files” are requested for the same format more than once the previous request will be replaced with the most recent request.



Generate "D" Files

District: SEMINOLE | School Year: 2018-2019 | Survey Type: WDIS

Survey: Survey W | Filter by Format: WDIS Adult General Education, WDIS Adult Test Record, WDIS Career and Technical Student Course Schedule, WDIS Student Demographic Information

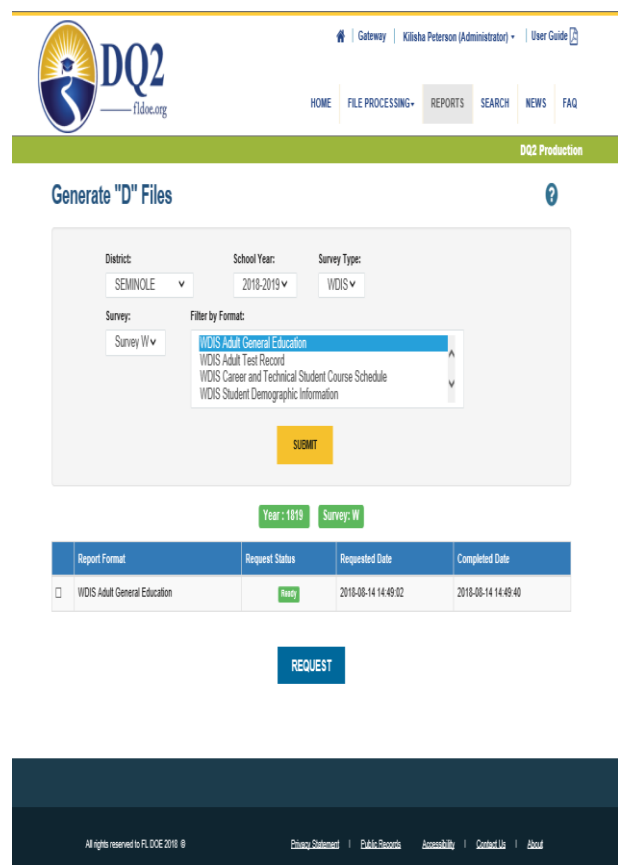
SUBMIT

Year: 1819 | Survey: W

Report Format	Request Status	Requested Date	Completed Date
<input type="checkbox"/> WDIS Adult General Education	Pending	2018-08-14 14:49:02	

REQUEST

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Generate "D" Files

District: SEMINOLE | School Year: 2018-2019 | Survey Type: WDIS

Survey: Survey W | Filter by Format: WDIS Adult General Education, WDIS Adult Test Record, WDIS Career and Technical Student Course Schedule, WDIS Student Demographic Information

SUBMIT

Year: 1819 | Survey: W

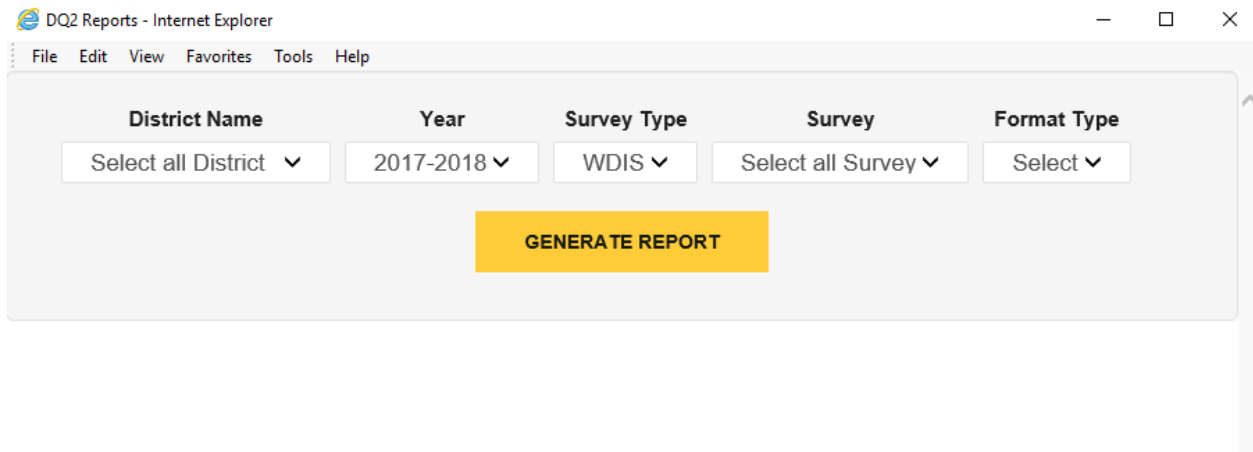
Report Format	Request Status	Requested Date	Completed Date
<input type="checkbox"/> WDIS Adult General Education	Ready	2018-08-14 14:49:02	2018-08-14 14:49:40

REQUEST

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Edit Status Report

The Edit Status Report (available in Preflight and Production) lists most activities done by a district in the DQ2 Production environment by Year, Survey, and Format. Results will be shown on a grid displaying the District information, Year of the file, File Format, Activity type, date and time, the status of Records, the Survey, and the user who requested the activity, when relevant.



DQ2 Reports - Internet Explorer

File Edit View Favorites Tools Help

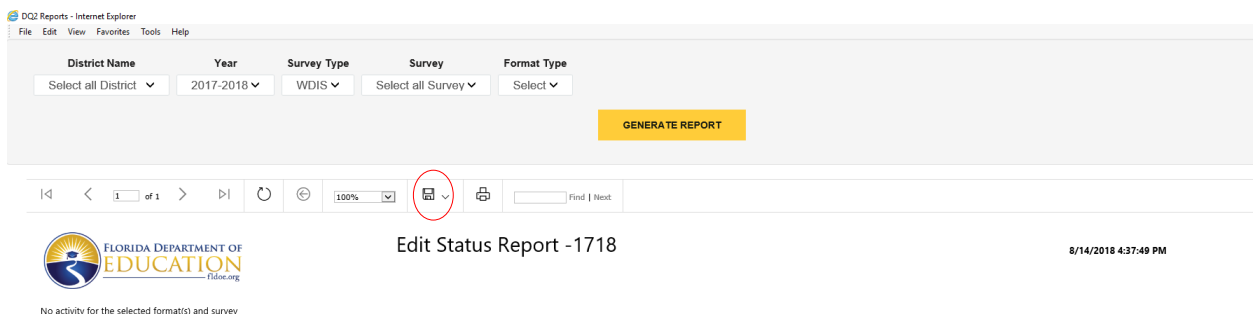
District Name	Year	Survey Type	Survey	Format Type
Select all District ▼	2017-2018 ▼	WDIS ▼	Select all Survey ▼	Select ▼

GENERATE REPORT

Results will be displayed on a grid after selecting the Year and Survey; optionally the report can show a single Survey and Format, or all Surveys and Formats may be viewed at once.

If there has been no activity in the Production Environment then the grid will not be displayed.

Results from the report may be saved to your local system in a variety of ways or can be printed directly from the reports screen by clicking on the save icon.



DQ2 Reports - Internet Explorer

File Edit View Favorites Tools Help

District Name	Year	Survey Type	Survey	Format Type
Select all District ▼	2017-2018 ▼	WDIS ▼	Select all Survey ▼	Select ▼

GENERATE REPORT

Navigation: < 1 of 1 > 100% [Save icon circled in red] [Print icon] Find | Next

FLORIDA DEPARTMENT OF
EDUCATION
fldoe.org

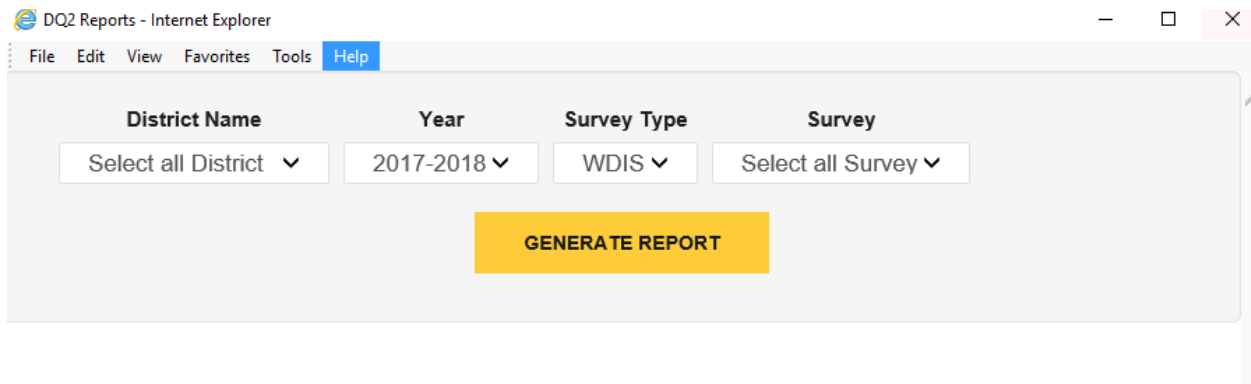
Edit Status Report -1718

8/14/2018 4:37:49 PM

No activity for the selected format(s) and survey

Survey Data Report

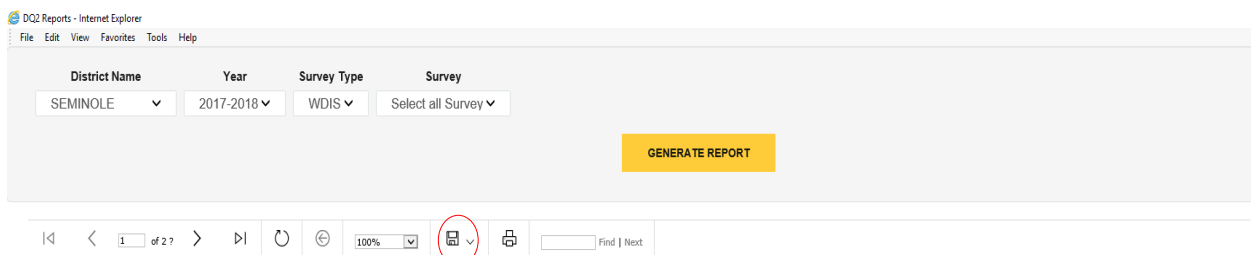
The Survey Data Report (available in Production only) lists the counts of clean records currently in the DQ2 Production environment by Year, Survey, and Format.



Record counts will be shown on a grid after selecting the Year and Survey; optionally the report can show a single Survey, or all Surveys may be viewed at once.

File counts will be displayed regardless of whether any files have been uploaded.

Results from the report may be saved to your local system in a variety of ways or can be printed directly from the reports screen by clicking on the save icon.




Survey Data Report -1718

8/14/2018 4:32:18 PM

DISTRICT	Survey F								Survey G				Survey W				Survey X			Survey S								
	DEMO	AGE	TEST	CTESC	SUPPL	TEACH	EOT	DEMO	AGE	CTESC	DEMO	AGE	TEST	CTESC	SUPPL	TEACH	EOT	DEMO	AGE	CTESC	DEMO	AGE	TEST	CTESC	SUPPL	TEACH	EOT	
59 SEMINOLE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

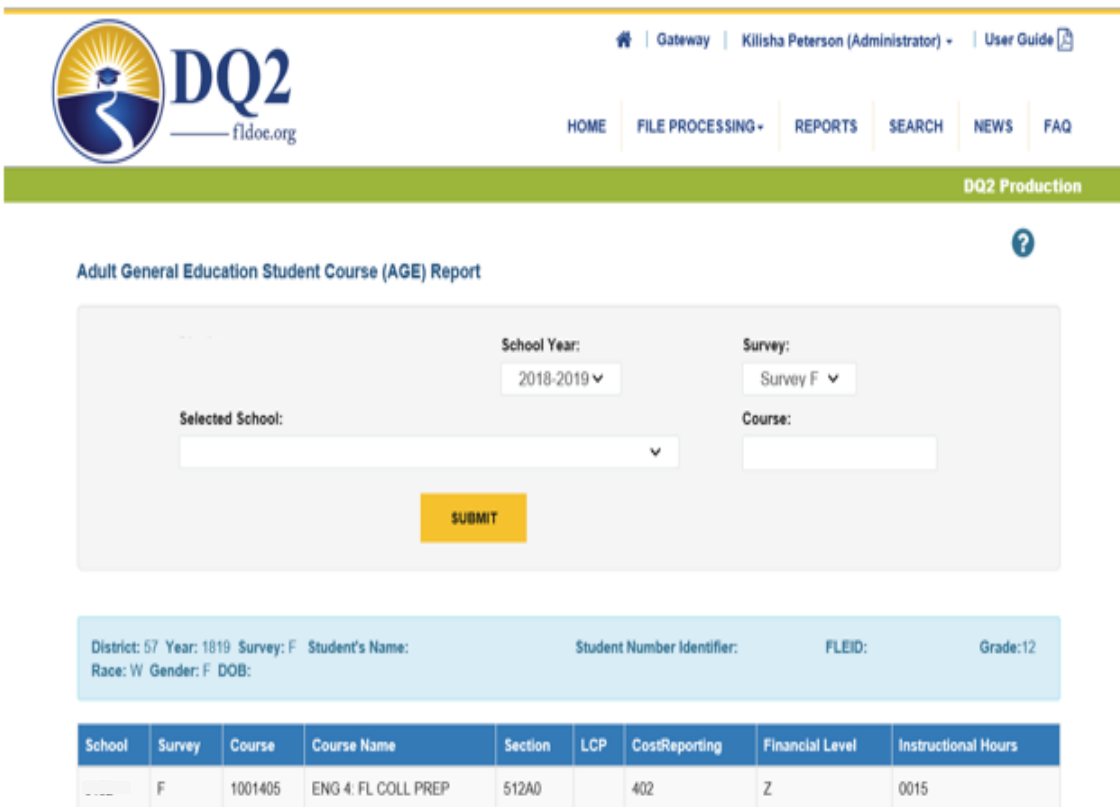
AGE Report

The Adult General Education (AGE) Course Schedule Report Page (available in Production only) allows users to view detailed information on AGE records that have a matching Student Demographic Record.

Matching Student Demographic record information will appear in a blue box above a grid containing the AGE course record. Each Student Demographic record will be listed only once, with all courses attributed to that student will be listed in the grid below it.

To view the report for a specific School, use the Selected School drop down box. If the selected school did not have any submitted or matching records, there will be no data available to view.

To view the report for a specific Course, use the Course option and enter the desired course for the report. If the course is not entered correctly or there are no enrollments entered, there will be no data available to view.



The screenshot shows the DQ2 interface for the Adult General Education Student Course (AGE) Report. The header includes the DQ2 logo and navigation links: Gateway, Killisha Peterson (Administrator), User Guide, HOME, FILE PROCESSING+, REPORTS, SEARCH, NEWS, and FAQ. A green bar indicates 'DQ2 Production'.

The main content area is titled 'Adult General Education Student Course (AGE) Report' and contains a search form with the following fields:

- School Year: 2018-2019
- Survey: Survey F
- Selected School: (dropdown menu)
- Course: (text input)
- SUBMIT button

Below the form, a blue box displays student demographic information:

District: 57 Year: 1819 Survey: F Student's Name: Student Number Identifier: FLEID: Grade: 12
Race: W Gender: F DOB:

A table below shows the course record:

School	Survey	Course	Course Name	Section	LCP	CostReporting	Financial Level	Instructional Hours
-----	F	1001405	ENG 4: FL COLL PREP	512A0		402	Z	0015

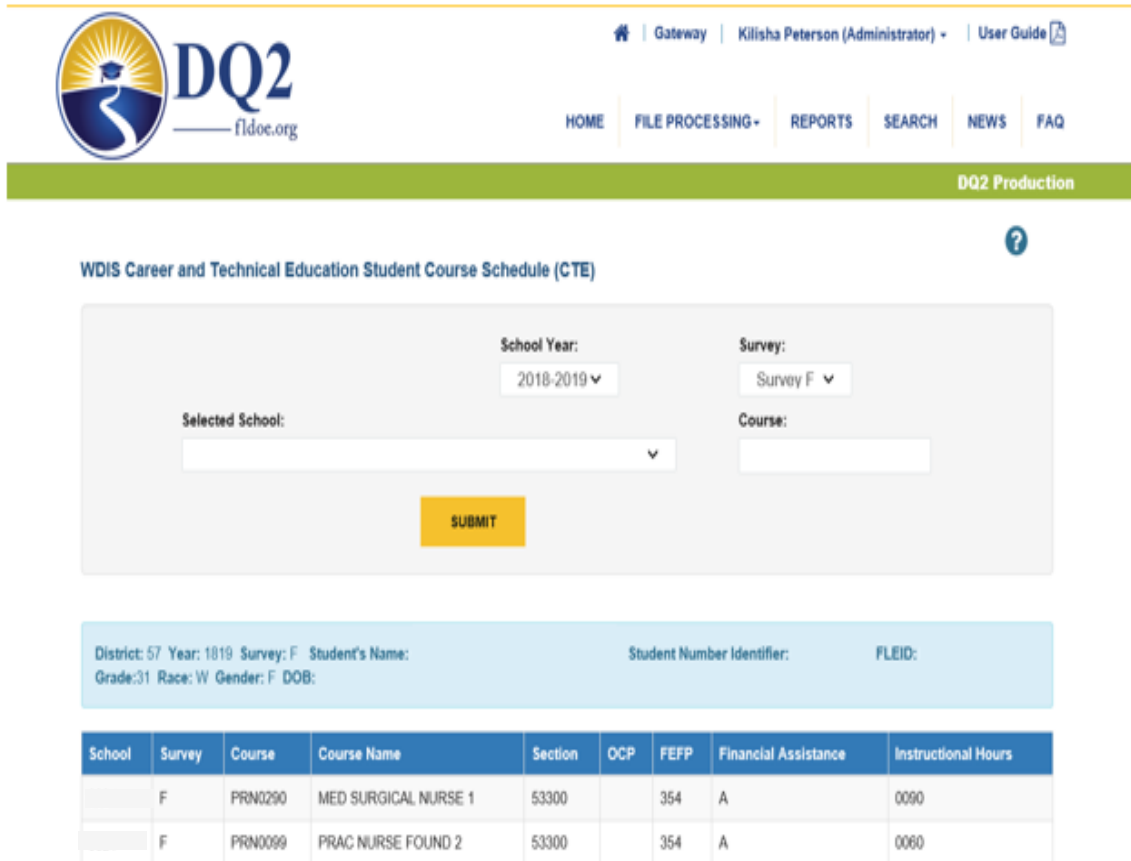
CTE Report

The WDIS Career and Technical Education Student (CTE) Report Page (available in Production only) allows users to view detailed information on CTE records that have a matching Student Demographic Record.

Matching Student Demographic record information will appear in a blue box above a grid containing the CTE course record. Each Student Demographic record will be listed only once, with all courses attributed to that student will be listed in the grid below it.

To view the report for a specific School, use the Selected School drop down box. If the selected school did not have any submitted or matching records, there will be no data available to view.

To view the report for a specific Course, use the Course option and enter the desired course for the report. If the course is not entered correctly or there are no enrollments entered, there will be no data available to view.



The screenshot shows the DQ2 user interface for the WDIS Career and Technical Education Student Course Schedule (CTE) report. The page includes a navigation menu with options like HOME, FILE PROCESSING, REPORTS, SEARCH, NEWS, and FAQ. The main content area features a search form with fields for School Year (2018-2019), Survey (Survey F), Selected School, and Course. A SUBMIT button is located below the form. Below the form, a blue box displays student information: District: 57, Year: 1819, Survey: F, Student's Name, Student Number Identifier, FLEID, Grade: 31, Race: W, Gender: F, and DOB. At the bottom, a table lists CTE course records.

School	Survey	Course	Course Name	Section	OCP	FEFP	Financial Assistance	Instructional Hours
	F	PRN0290	MED SURGICAL NURSE 1	53300		354	A	0090
	F	PRN0099	PRAC NURSE FOUND 2	53300		354	A	0060

WDIS Error Code Report

This report lists WDIS Error Codes and Descriptions. Once you make your year selection, click the GENERATE REPORT button.

Year

2017-2018 ▼

GENERATE REPORT

View after report has been generated. The year may be filtered from the report by selecting a year and clicking on the GENERATE REPORT button.

Year

2018-2019 ▼

GENERATE REPORT

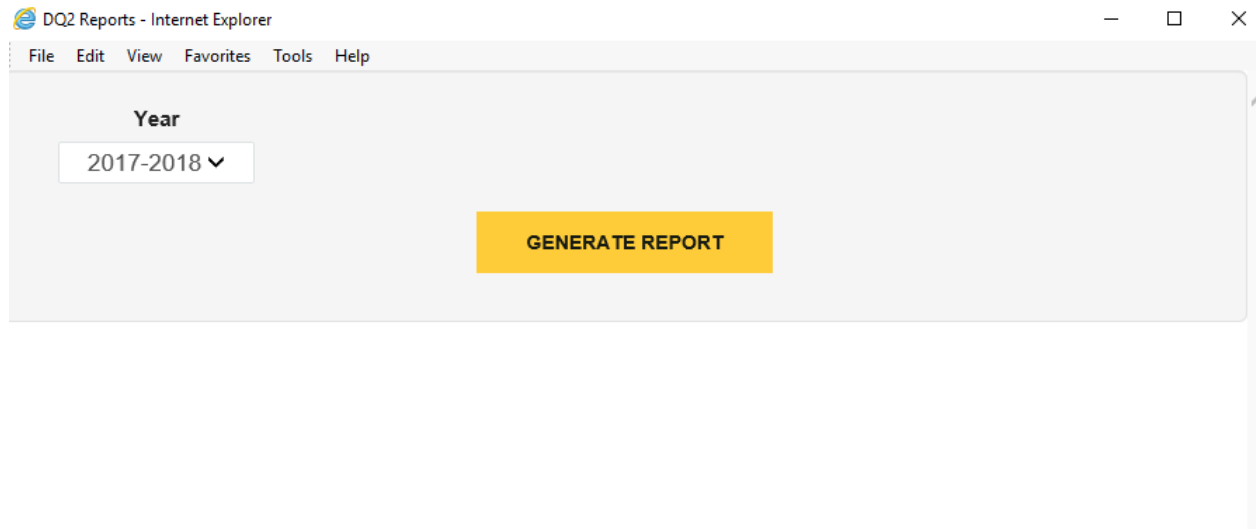
Navigation icons: Home, Back, Forward, Refresh, Undo, Redo, Zoom (100%), Print, Find | Next

WDIS Error Code Report - 1819

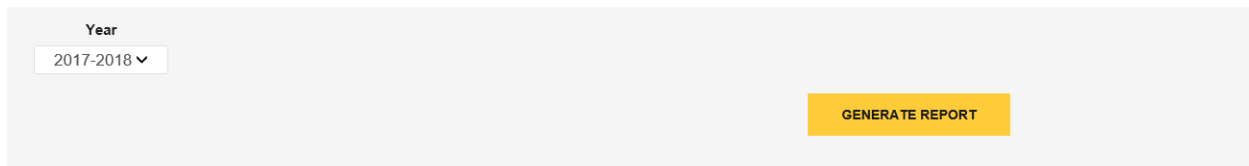
SCHOOL YEAR	FORMAT NAME	RULE TYPE	ERROR CODE	ERROR DESCRIPTION
1819	WDIS Adult General Education	EXCEPTION	82	If Cost Reporting Code is 401-405, or 409 the sum of all WDIS Student Instructional Hours reported for the student within the survey must be 450 or less. Not required for Survey G or X.
1819	WDIS Adult General Education	EXCEPTION	83	If CTE/Adult General Education Program Code equals 9900040 or 9900050, English Language Learners, Adult should be Y. Not required for Survey G or X.
1819	WDIS Adult General Education	EXCEPTION	85	If the CTE/Adult General Education Program Code is equal to 9900000, 9900040, or 9900050 and the Adult General Education Literacy Completion Point is not equal to Z, then there must be at least one matching test record on the Adult Test Record format based on District Number, Current Instruction/Service; Student Number Identifier, Florida; Survey Period Code; and WDIS Reporting Year. Not required for Survey G or X.
1819	WDIS Adult General Education	EXCEPTION	86	If Survey = F, then the Date of Entry, Program/Course/Section cannot be before April 1, 2018. If Survey = W, then the Date of Entry, Program/Course/Section cannot be before August 1, 2018. If Survey = S, then the Date of Entry, Program/Course/Section cannot be before January 1, 2019.

K-12 Error Code Report

This report lists K-12 Error Codes and Descriptions. Once you make your year selection, click the GENERATE REPORT button.



View after report has been generated.



Navigation bar with icons for back, forward, search, and other browser functions. Includes a search box with the text 'Find | Next'.

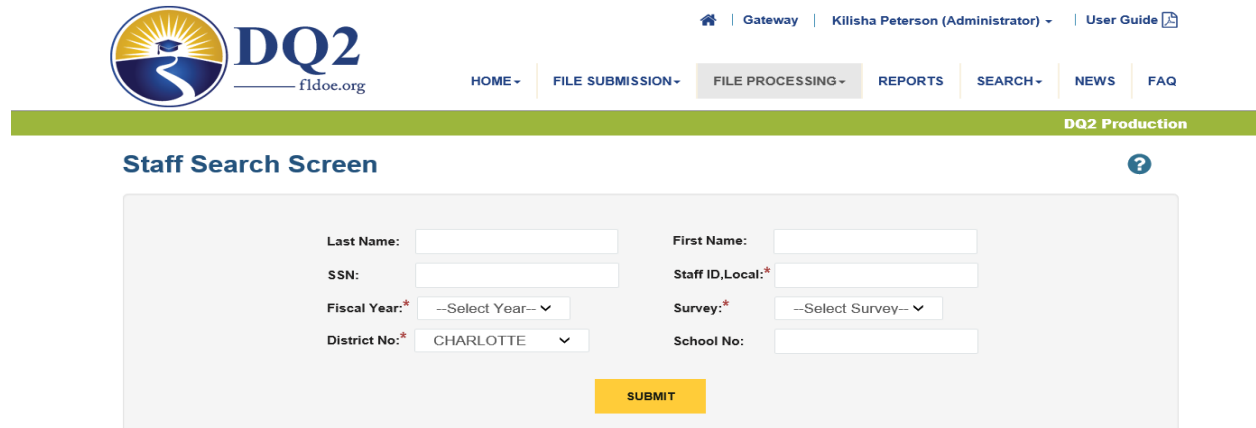


K12 ErrorCode Report-1718

SCHOOL YEAR	FORMAT NAME	RULE TYPE	ERROR CODE	ERROR DESCRIPTION
1718	Career and Technical Education Student Course Schedule	EXCEPTION	60	The student's Grade Level code on the Career and Technical Student Course record must agree with the Grade Level code on the Student Demographic record submitted by the district of instruction.
1718	Career and Technical Education Student Course Schedule	EXCEPTION	63	If the Course Number is not 8502000 or 00000000, then the FEFP Program Number must be 300, 102, 103, 112, 113, 254 or 255.
1718	Career and Technical Education Student Course Schedule	REJECT	01	District Number, Current Enrollment must be numeric and in the range 01-68 or 71-75.
1718	Career and Technical Education Student Course Schedule	REJECT	02	School Number, Current Enrollment must be numeric in the range 0001 to 9899, excluding 9001, or it must be N998 or N999.
1718	Career and Technical Education Student Course Schedule	REJECT	03	The first nine positions of Student Number Identifier, Florida must be numeric. The tenth position of Student Number Identifier, Florida must either be an "X" or numeric. If the tenth position of Student Number Identifier, Florida is numeric, the first two digits must be a valid district number in the range 01-68, 71-75 or 78-79. If the tenth position of the Student Number Identifier, Florida is an "X", the first three positions may not all be zeroes.

Staff Search

The Staff Search Screen allows users to search for a staff and view all clean records for all Staff formats. To search for a staff the Staff Local ID, Fiscal Year, and Survey must be populated, then click on the SUBMIT button.

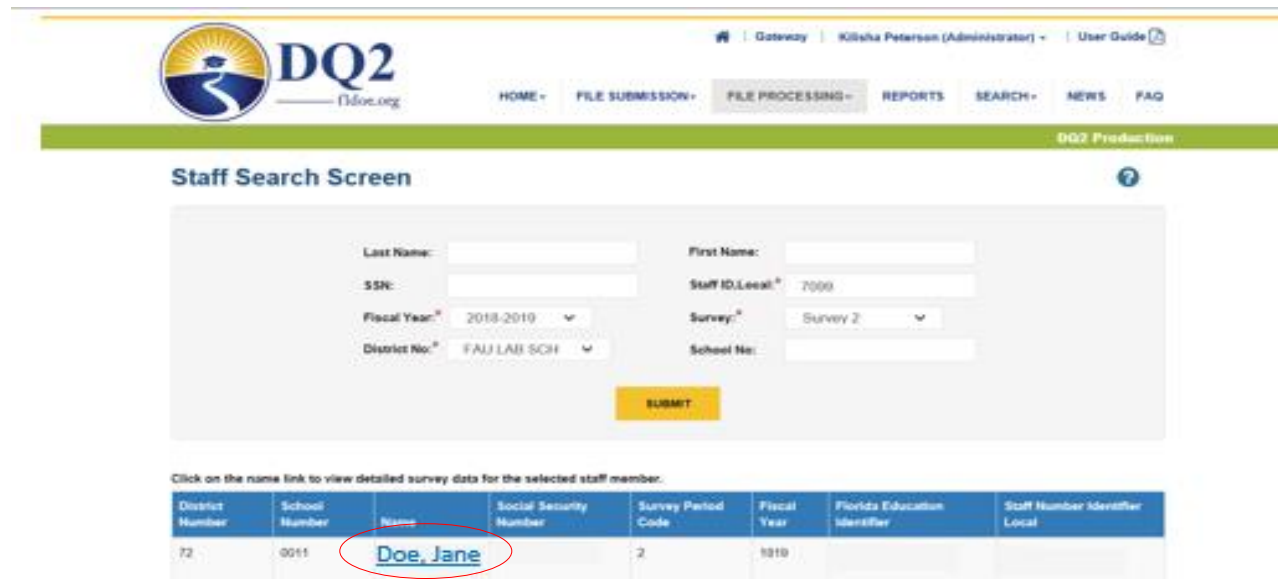


The screenshot shows the DQ2 interface with the following search criteria:

- Last Name:
- First Name:
- SSN:
- Staff ID, Local:
- Fiscal Year: --Select Year--
- Survey: --Select Survey--
- District No: CHARLOTTE
- School No:

A yellow SUBMIT button is located below the form.

A grid will be populated after submitting your search specifications, click on a staff's name link to view records for all available formats associated with the selected staff.



The screenshot shows the DQ2 interface with the following search criteria:

- Last Name:
- First Name:
- SSN:
- Staff ID, Local: 7000
- Fiscal Year: 2018-2019
- Survey: Survey 2
- District No: FAUJAH SCH
- School No:

A yellow SUBMIT button is located below the form.

Click on the name link to view detailed survey data for the selected staff member.

District Number	School Number	Name	Social Security Number	Survey Period Code	Fiscal Year	Florida Education Identifier	Staff Number Identifier Local
72	0011	Doe, Jane		2	2019		

After clicking on the staff's name link you will be routed to the Staff Demo tab. You have the option of viewing other formats by clicking on the format name link.

Staff Demographic Information

Staff Format

District: 72 Year: 1819 Survey: 2 School: 0011 - BAKER COUNTY ADULT CENTER
 First Name: Last Name: Staff Number Identifier:

Demographic Information

Staff Information

Social Security Number: Florida Education Identifier:

First Name: Middle Name: Last Name:

Ethnicity Y Race P Gender F Birth Date:

Staff Mailing Address:

City: State: Zip:

Credentials

Degree/Credential Earned: Z School Principal Certification Program: Z

Florida Educators Certificate Number: 000000000 Mentor/Supervising Educator: N

Employment Status

Job Code, Primary: T3092 Employee Type: RF

Exempt from Public Records Law, Employee: Z Employment Date, Original Position: 12152014

Employment Date, Current Position: 8/202018 Employment Date, Continuous Employment: 10/5/2015

Days Present: 000 Days Absent, Personal Leave: 000

Days Absent, Sick Leave: 000 Days Absent, Other: 000

Days Absent, Temporary Duty Elsewhere: 000 Qualified Paraprofessional: Z

Separation Date: 00000000 Separation Reason: Z

Reading Endorsement, Competency

Reading Endorsement, Competency 1(Adopted 2011): Z Reading Endorsement, Competency 2(Adopted 2011): Z

Reading Endorsement, Competency 3(Adopted 2011): Z Reading Endorsement, Competency 4(Adopted 2011): Z

Reading Endorsement, Competency 5(Adopted 2011): Z

When you click on any format link other than Staff Demo, a list of available records will be displayed, click on the icon next to the record you would like to view.

Staff Payroll

Staff Format

District: 72 Year: 1819 Survey: 2 School: 0011 - BAKER COUNTY ADULT CENTER
 First Name: Last Name: Staff Number Identifier:

Demographic Information

Additional Compensation

	District	Year	Survey	JobCodePrimary	EmployeeType
	72	1819	2	T3092	RF

Benefits

Experience

MultiDistrict Employee

Payroll Information

[« BACK TO SEARCH](#)

Return to the Search Page by clicking on the BACK TO SEARCH button at the bottom of the page.

After clicking on the view icon the full record will be displayed for the selected format.

Staff Payroll

Staff Format

[Demographic Information](#)

[Additional Compensation](#)

[Additional Job Assignments](#)

[Benefits](#)

[Experience](#)

[MultiDistrict Employee](#)

[Payroll Information](#)

District: FAU LAB SCH (72)

Year: 1819 Survey: 2

School:

First Name:

Last Name:

Staff Number Identifier:

Staff Payroll

Social Security Number:

Florida Education Identifier:

School Number, Primary Home: 9001

Job Code, Primary: 73092

Job Code FTE: 100

Job Code Fund Source, %: G100

Job Code Fund Source, %: 0000

Job Code Fund Source, %: 0000

Employment Length: 110

Employment Status Code: A

Duty Days: 218

Employee Type: RF

Contract Status: ZZ

Salary Schedule Pay Type: 0

Salary Schedule Step: 99

Salary, Annual: \$16,571.52

GrandFathered Salary Schedule Pay Type Indicator: Z

Salary AdjustmentType1/Value: Z 0000000

Salary AdjustmentType2/Value: Z 0000000

Salary AdjustmentType3/Value: Z 0000000

Salary AdjustmentType4/Value: Z 0000000

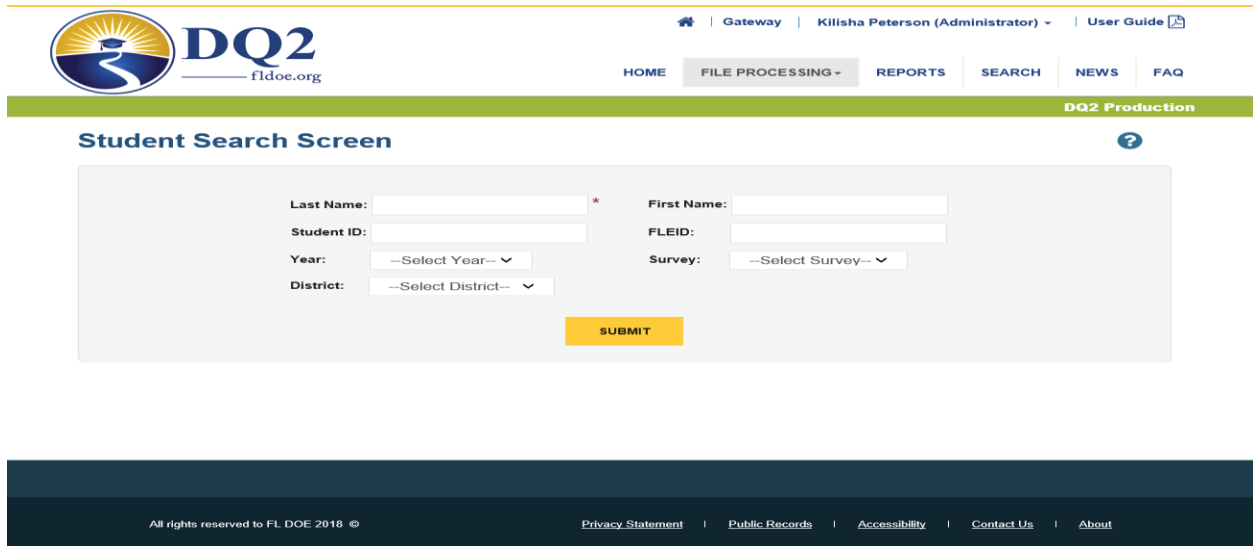
Salary AdjustmentType5/Value: Z 0000000

<< BACK TO LIST

Return to the List Page by clicking on the BACK TO LIST button at the bottom of the page.

WDIS Search

The Student Search Screen allows users to search for a student and view all clean records for all WDIS formats. To search for a student the Last Name along with three additional fields must be populated, then click on the SUBMIT button.



DQ2 fldoe.org

Gateway | Killisha Peterson (Administrator) | User Guide

HOME | FILE PROCESSING | REPORTS | SEARCH | NEWS | FAQ

DQ2 Production

Student Search Screen

Last Name: * First Name:

Student ID: FLEID:

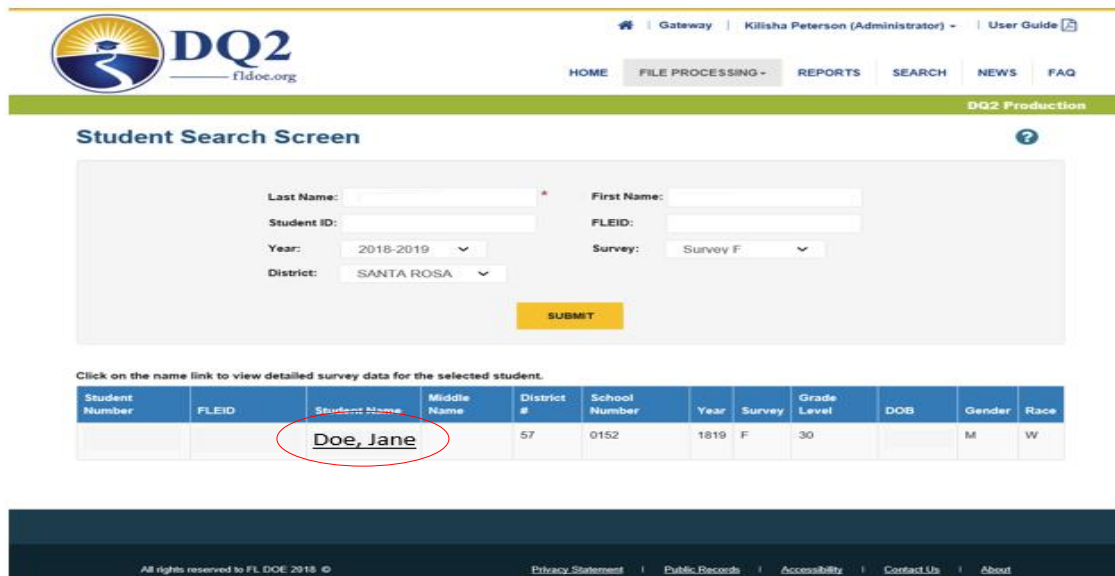
Year: --Select Year-- Survey: --Select Survey--

District: --Select District--

SUBMIT

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A grid will be populated after submitting your search specifications, click on a student's name link to view records for all available formats associated with the selected student.



DQ2 fldoe.org

Gateway | Killisha Peterson (Administrator) | User Guide

HOME | FILE PROCESSING | REPORTS | SEARCH | NEWS | FAQ

DQ2 Production

Student Search Screen

Last Name: * First Name:

Student ID: FLEID:

Year: 2018-2019 Survey: Survey F

District: SANTA ROSA

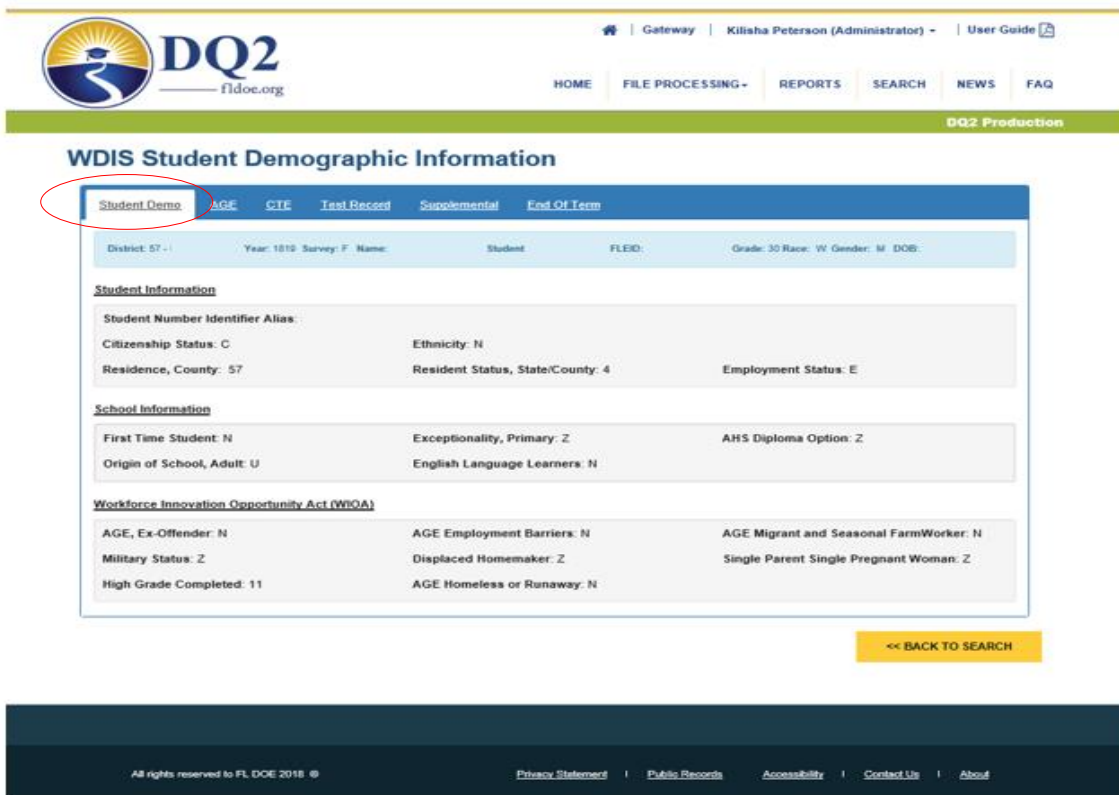
SUBMIT

Click on the name link to view detailed survey data for the selected student.

Student Number	FLEID	Student Name	Middle Name	District #	School Number	Year	Survey	Grade Level	DOB	Gender	Race
		Doe, Jane		57	0152	1819	F	30		M	W

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After clicking on the student's name link you will be routed to the Student Demo tab. You have the option of viewing other formats by clicking on the format name tab.



The screenshot shows the 'WDIS Student Demographic Information' page. At the top, there is a navigation bar with the DQ2 logo and user information: 'Gateway | Kilisha Peterson (Administrator) | User Guide'. Below this is a menu with 'HOME', 'FILE PROCESSING', 'REPORTS', 'SEARCH', 'NEWS', and 'FAQ'. The main content area has a title 'WDIS Student Demographic Information' and a set of tabs: 'Student Demo', 'AGE', 'CTE', 'Test Record', 'Supplemental', and 'End Of Term'. The 'Student Demo' tab is selected and circled in red. Below the tabs is a table with columns: 'District ID', 'Year: 1819 Survey F Name', 'Student', 'FLEID', and 'Grade: 30 Race: W Gender: M DOB'. Underneath the table are several sections of demographic data:

- Student Information:** Student Number Identifier Alias, Citizenship Status: C, Ethnicity: N, Residence, County: 57, Resident Status, State/County: 4, Employment Status: E.
- School Information:** First Time Student: N, Exceptionality, Primary: Z, AHS Diploma Option: Z, Origin of School, Adult: U, English Language Learners: N.
- Workforce Innovation Opportunity Act (WIOA):** AGE, Ex-Offender: N, AGE Employment Barriers: N, AGE Migrant and Seasonal FarmWorker: N, Military Status: Z, Displaced Homemaker: Z, Single Parent Single Pregnant Woman: Z, High Grade Completed: 11, AGE Homeless or Runaway: N.

At the bottom right of the main content area is a yellow button labeled '<< BACK TO SEARCH'. The footer contains copyright information: 'All rights reserved to FL DOE 2018. ©' and links for 'Privacy Statement', 'Public Records', 'Accessibility', 'Contact Us', and 'About'.

When you click on any format tab other than Student Demo tab, a list of available records will be displayed, click on the icon next to the record you would like to view.

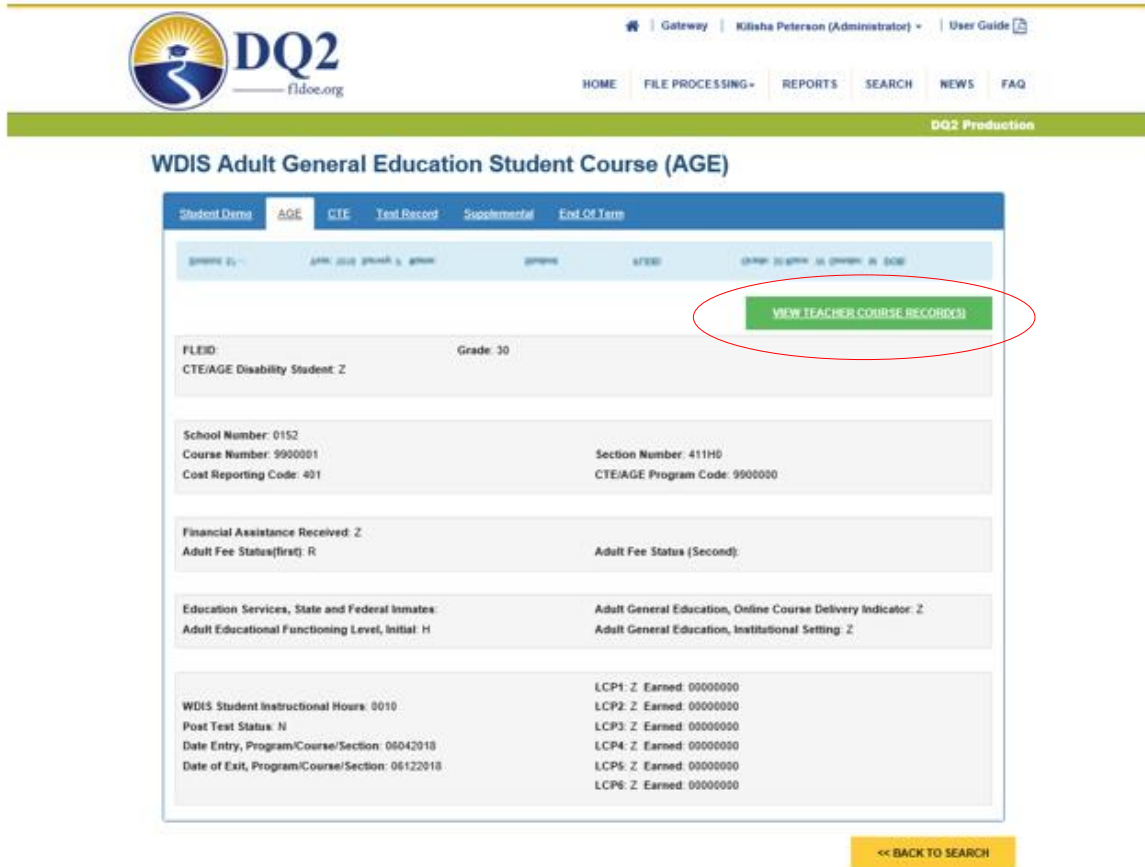


The screenshot shows the 'WDIS Adult General Education Student Course (AGE)' page. The navigation bar and menu are identical to the previous screenshot. The main content area has a title 'WDIS Adult General Education Student Course (AGE)' and a set of tabs: 'Student Demo', 'AGE', 'CTE', 'Test Record', 'Supplemental', and 'End Of Term'. The 'AGE' tab is selected and circled in red. Below the tabs is a table with columns: 'District ID', 'Year: 1819 Survey F Name', 'Student', 'FLEID', and 'Grade: 30 Race: W Gender: M DOB'. Below this is a table with columns: 'School', 'Survey', 'Course', 'Course Name', 'Section', 'LCP', 'Cost Rep', 'Financial Level', and 'Instructional Hours'. The first row of data is circled in red:

School	Survey	Course	Course Name	Section	LCP	Cost Rep	Financial Level	Instructional Hours
152	F	9900001	ABE MATH	411H0		401	H	0010

At the bottom right of the main content area is a yellow button labeled '<< BACK TO SEARCH'.

The Teacher Course format can only be accessed from the AGE/CTE tabs. To view the Teacher Course record associated with a student's course, select a course record for a student under either the AGE or CTE tabs then click the green VIEW TEACHER COURSE RECORD(S) button.

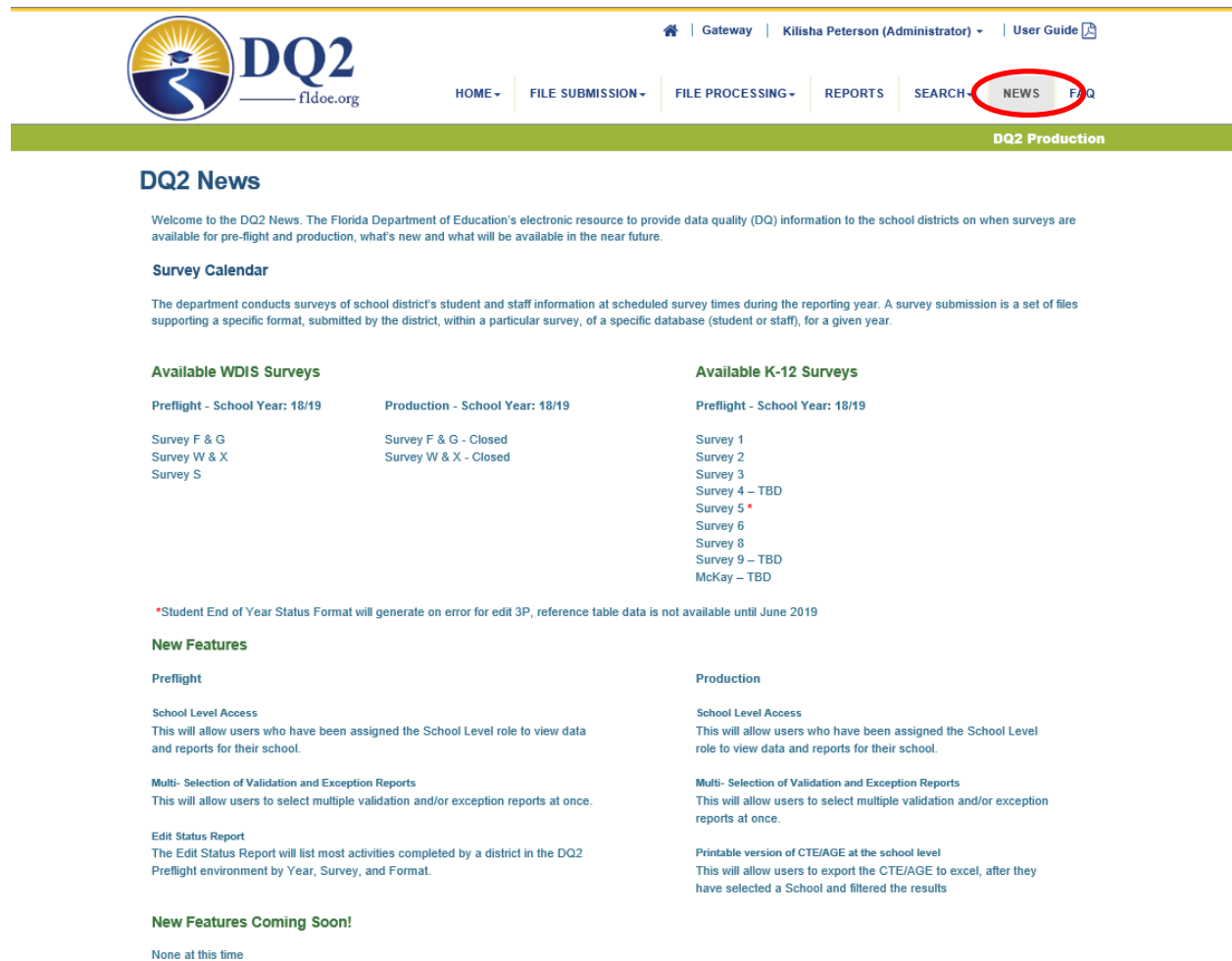


The screenshot shows the DQ2 user interface for the WDIS Adult General Education Student Course (AGE). The page includes a navigation bar with 'HOME', 'FILE PROCESSING+', 'REPORTS', 'SEARCH', 'NEWS', and 'FAQ'. The main content area displays course details for a student, with a green button labeled 'VIEW TEACHER COURSE RECORD(S)' circled in red. Below the main content is a '<< BACK TO SEARCH' button.

Select Data	AGE	CTE	Test Record	Supplemental	End Of Term
Student ID: [blacked out]	John Doe [blacked out]	[blacked out]	[blacked out]	[blacked out]	[blacked out]
FLEID	Grade: 30				
CTE/AGE Disability Student: Z					
School Number: 0152	Course Number: 9900001	Section Number: 411H0			
Coat Reporting Code: 401	CTE/AGE Program Code: 9900000				
Financial Assistance Received: Z	Adult Fee Status (First): R		Adult Fee Status (Second):		
Education Services, State and Federal Inmates:	Adult Educational Functioning Level, Initial: H		Adult General Education, Online Course Delivery Indicator: Z		
Adult General Education, Institutional Setting: Z					
WDIS Student Instructional Hours: 0010	LCP1: Z Earned: 0000000				
Post Test Status: N	LCP2: Z Earned: 0000000				
Date Entry, Program/Course/Section: 06042018	LCP3: Z Earned: 0000000				
Date of Exit, Program/Course/Section: 06122018	LCP4: Z Earned: 0000000				
	LCP5: Z Earned: 0000000				
	LCP6: Z Earned: 0000000				

News

DQ2 News is an electronic resource to provide data quality (DQ) information to the school districts on when surveys are available for pre-flight/production, what's new and what will be available in the near future.



The screenshot shows the DQ2 Production website interface. At the top left is the DQ2 logo with the text "fldoe.org". To the right of the logo is a navigation menu with items: HOME, FILE SUBMISSION, FILE PROCESSING, REPORTS, SEARCH, NEWS (highlighted with a red circle), and FAQ. Above the navigation menu, there are links for Gateway, Kilisha Peterson (Administrator), and User Guide. Below the navigation menu is a green banner with the text "DQ2 Production".

DQ2 News

Welcome to the DQ2 News. The Florida Department of Education's electronic resource to provide data quality (DQ) information to the school districts on when surveys are available for pre-flight and production, what's new and what will be available in the near future.

Survey Calendar

The department conducts surveys of school district's student and staff information at scheduled survey times during the reporting year. A survey submission is a set of files supporting a specific format, submitted by the district, within a particular survey, of a specific database (student or staff), for a given year.

Available WDIS Surveys

<p>Preflight - School Year: 18/19</p> <ul style="list-style-type: none"> Survey F & G Survey W & X Survey S 	<p>Production - School Year: 18/19</p> <ul style="list-style-type: none"> Survey F & G - Closed Survey W & X - Closed
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Available K-12 Surveys

Preflight - School Year: 18/19

- Survey 1
- Survey 2
- Survey 3
- Survey 4 - TBD
- Survey 5 *
- Survey 6
- Survey 8
- Survey 9 - TBD
- McKay - TBD

*Student End of Year Status Format will generate an error for edit 3P, reference table data is not available until June 2019

New Features

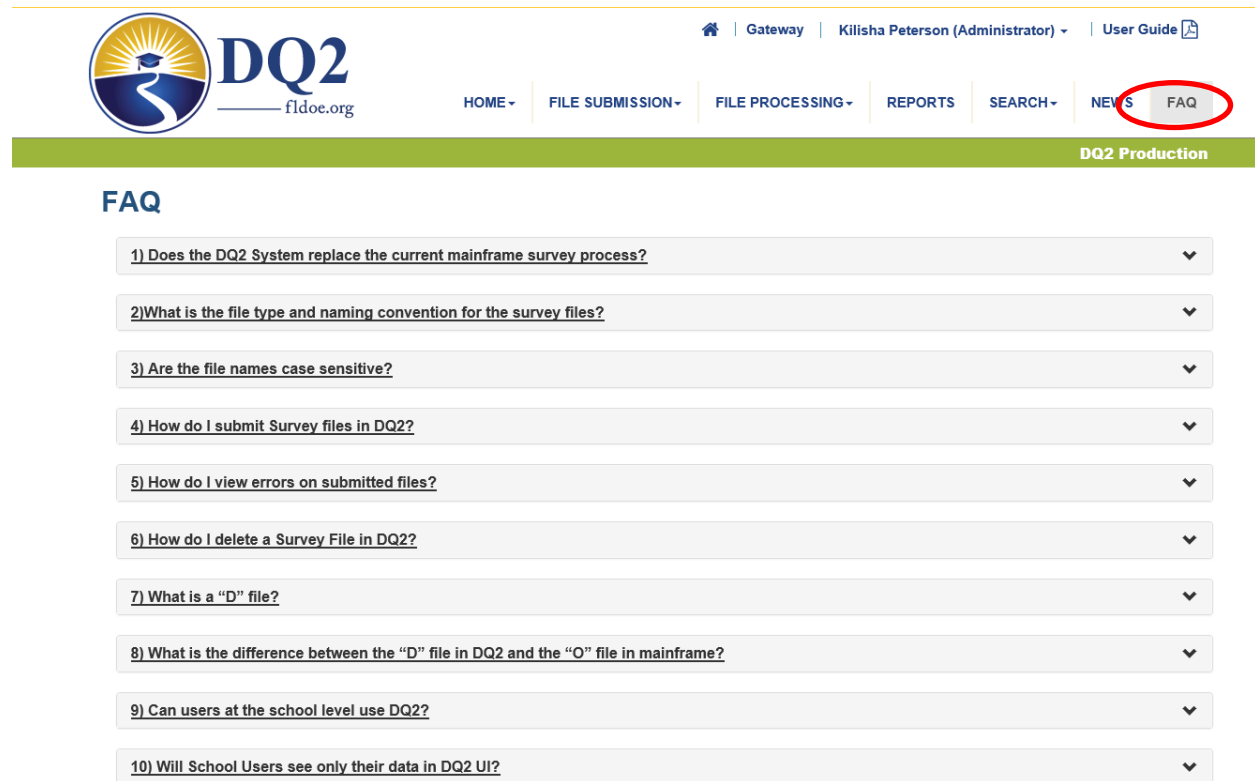
<h5>Preflight</h5> <p>School Level Access This will allow users who have been assigned the School Level role to view data and reports for their school.</p> <p>Multi- Selection of Validation and Exception Reports This will allow users to select multiple validation and/or exception reports at once.</p> <p>Edit Status Report The Edit Status Report will list most activities completed by a district in the DQ2 Preflight environment by Year, Survey, and Format.</p>	<h5>Production</h5> <p>School Level Access This will allow users who have been assigned the School Level role to view data and reports for their school.</p> <p>Multi- Selection of Validation and Exception Reports This will allow users to select multiple validation and/or exception reports at once.</p> <p>Printable version of CTE/AGE at the school level This will allow users to export the CTE/AGE to excel, after they have selected a School and filtered the results</p>
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New Features Coming Soon!

None at this time

Frequently Asked Questions (FAQ)

FAQ provide user with answers to the 10 most common questions asked by districts.



The screenshot shows the DQ2 Production application interface. At the top left is the DQ2 logo with the URL fldoe.org. To the right of the logo is a navigation menu with items: HOME, FILE SUBMISSION, FILE PROCESSING, REPORTS, SEARCH, NEWS, and FAQ. The FAQ item is circled in red. In the top right corner, there are links for Gateway, Kilisha Peterson (Administrator), and User Guide. Below the navigation menu is a green bar with the text "DQ2 Production". Underneath this bar, the heading "FAQ" is displayed. Below the heading is a list of 10 frequently asked questions, each in a light gray box with a downward arrow on the right side:

- 1) Does the DQ2 System replace the current mainframe survey process?
- 2) What is the file type and naming convention for the survey files?
- 3) Are the file names case sensitive?
- 4) How do I submit Survey files in DQ2?
- 5) How do I view errors on submitted files?
- 6) How do I delete a Survey File in DQ2?
- 7) What is a "D" file?
- 8) What is the difference between the "D" file in DQ2 and the "O" file in mainframe?
- 9) Can users at the school level use DQ2?
- 10) Will School Users see only their data in DQ2 UI?

About Us

Obtain details about DQ2 by clicking on the ABOUT link at the bottom of the page.



About DQ2

The Florida Department of Education (FDOE) is excited to provide school districts with a web based solution for the survey process called Data Quality 2 (DQ2). The DQ2 system is divided into two sections, Preflight and Production. The Preflight section is used to review survey data and to work out any potential issues prior to official survey submission. Data residing in the Preflight system will not be used by FLDOE for any reporting. The Production section is the official survey processing system for Workforce Development Information System (WDIS) and is only accessible during an open survey window. FLDOE will use only your production data for official business and reporting.

Contact Us

Contact us by clicking on the Contact Us button on the navigation bar or at the bottom of the page.



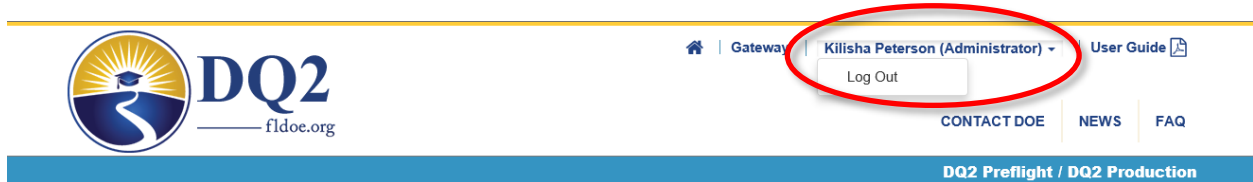
Contact DOE

Questions?

- For questions regarding SSO/TIBCO, forward to SSO Team at IENHELP@fldoe.org.
- For questions regarding Survey elements, edits, or formats forward to EIS Team at ASKEIAS@fldoe.org.
- For questions regarding WDIS Survey elements, edits, or formats, forward to Leanne Ames at Leanne.Ames@fldoe.org.
- For questions about file uploads or DQ2 Application forward to DQ2 Team at DQ2project@fldoe.org.

Log Out

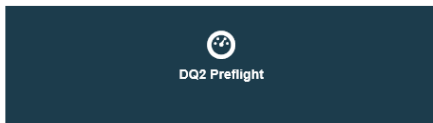
Log out of the DQ2 Solution by clicking on the drop down box next to your user name at the top of the page.



GateWay

The Data Quality II (DQ2) system is divided into two sections, Preflight and Production. The Preflight system is used to review survey data and to work out any potential issues prior to official survey submission. Data residing in the Preflight system will not be used by FLDOE for any reporting. The Production system is the official survey processing system for Workforce Development Information System (WDIS) and is only accessible during an open survey window. FLDOE will use only your production data for official business and reporting.

Please select preflight or production



Questions?

- For SSO/TIBCO®, contact the SSO Team at IENHelp@fldoe.org
- For survey elements, edits or formats contact the EIS Team at AskEIAS@fldoe.org
- For WDIS Survey elements, edits or formats contact Leanne Ames at Leanne.Ames@fldoe.org
- For file uploads or the DQ2 application, contact the DQ2 Team at DQ2Project@fldoe.org