
CalWORKs Coordinators Guide to

MIS Reporting

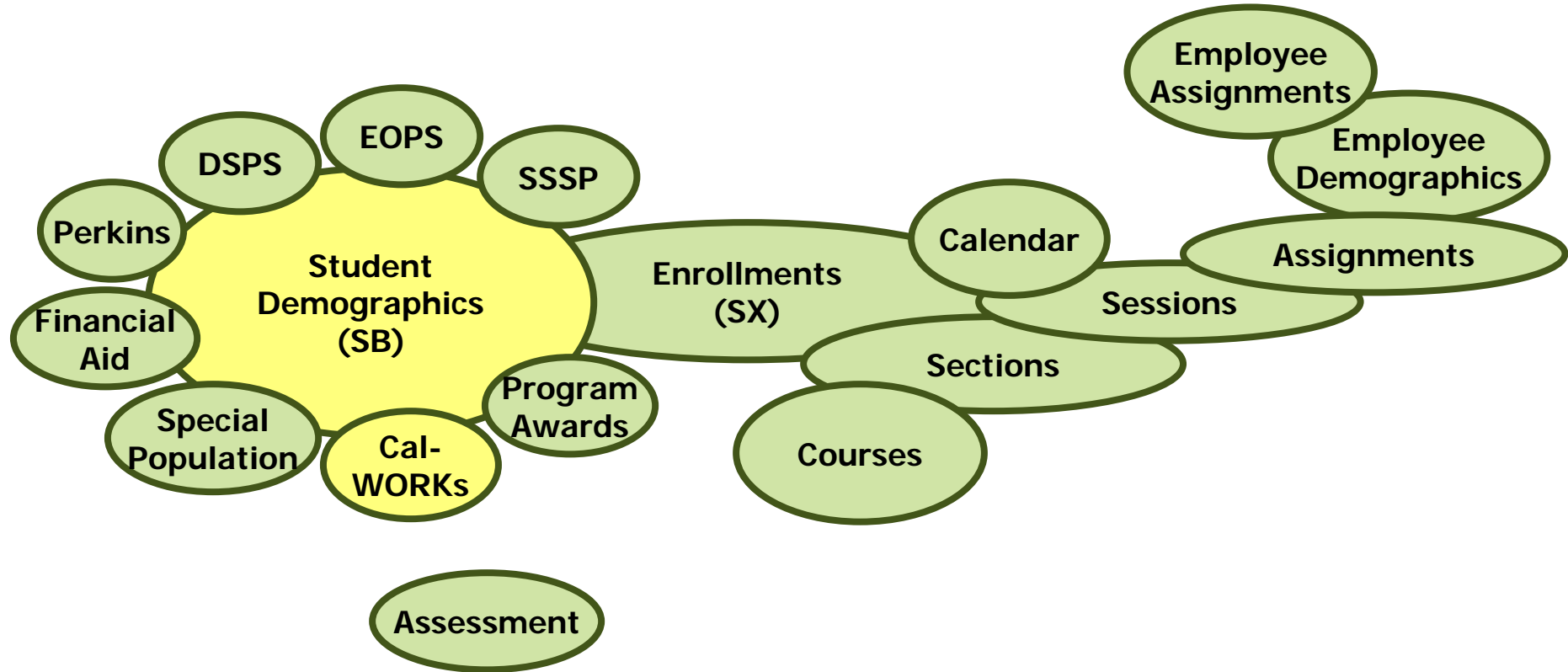
Todd Hoig, CCCCO MIS

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Agenda

- CCCCCO Database
- MIS Data Submission Process
- MIS Data Elements
- Student Services Reports
- Comments/Questions

Chancellor's Office Database

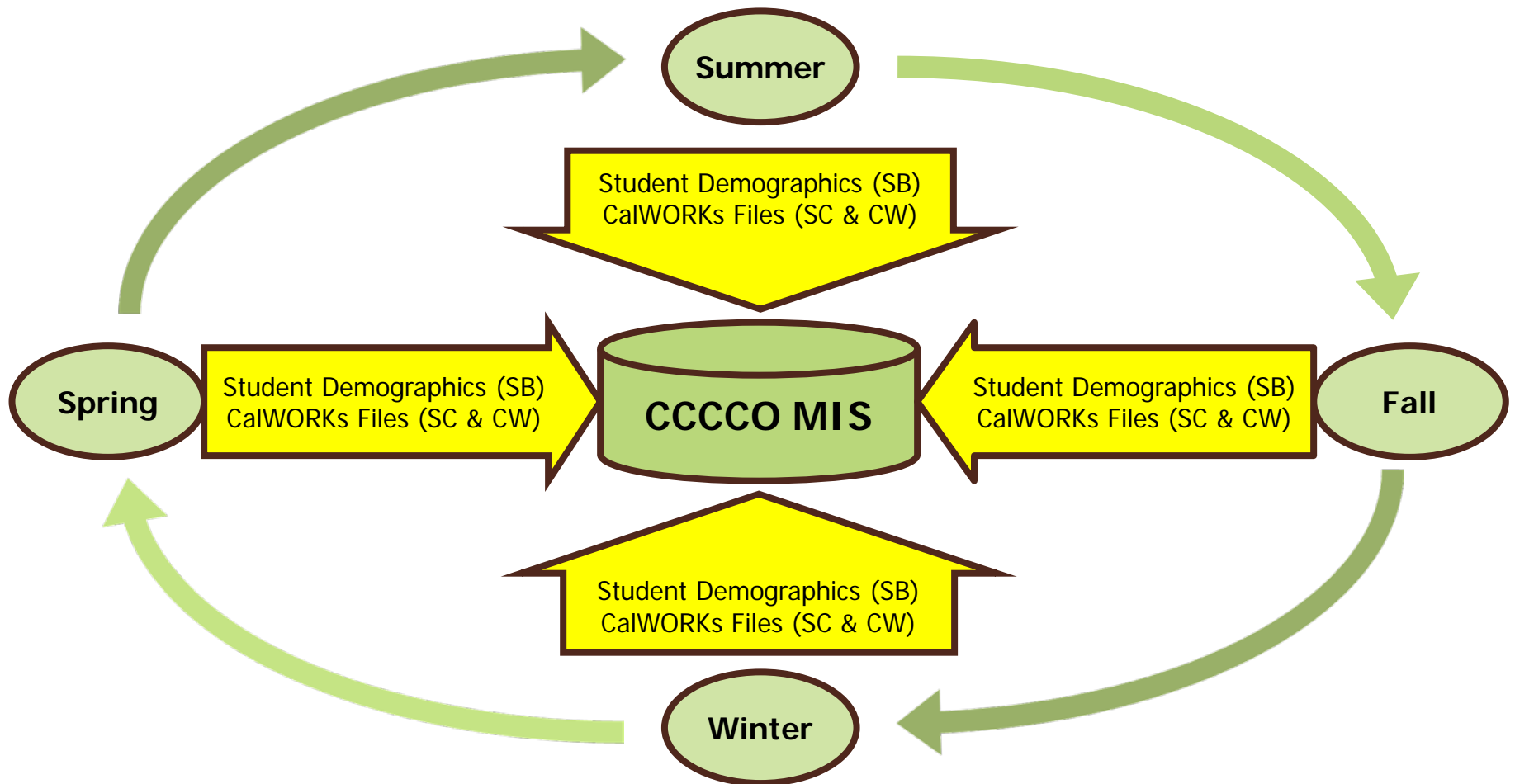


Student Services Files Submitted by Term

Due 30 days after the end of each term

- ***CalWORKs (SC and CW files)***
- DSPS (SD file)
- EOPS/CARE (SE file)
- SSSP (SS file)
- Special populations (SG file)

Term Data Submission



Recommendations for CalWORKs Coordinators

- Familiarize yourself with the Data Element Dictionary
- Determine where data resides in your system
- Collaborate with your IT staff
- Review preliminary reports
- Run periodic reports throughout the year
- Make quality data submission a priority



Data Element Dictionary (DED)

- Provides descriptions of the Chancellor's Office Management Information System and technical specifications for data to be collected and reported
- Available on the Chancellor's Office website at <http://extranet.cccco.edu/Divisions/TechResearchInfoSys/MIS/DED.aspx>
- Data File/Element Information
 - File Domain and Format
 - Data Element Definition

Data Element Structure

- Element ID
- Element Name
- Element Format
- Element Description
- Processing Edits
 - Field Check
 - Integrity Check
 - Referential Check
 - Data Quality Check
- Change History

SC Reporting Domain

- If a student enrolls, is determined eligible, and attends at least one class meeting, the college's CalWORKs program should report the student in the SC file
- When a SC record is reported, the student must also have a record reported in the SB file

CalWORKs (SC and CW files)

SC Student CalWORKs Data Elements (one record per student)

- SC01 CALWORKS-ELIGIBILITY-STATUS
- SC02 CASE-MANAGEMENT-SERVICES
- SC03 CALWORKS-STUDENT-COUNSELING
- SC04 REFERAL-TO-OTHER-SERVICES
- SC05 OTHER-DIRECT-SUPPORT-SERVICES
- SC06 ON-CAMPUS-CHILD-CARE-HOURS
- SC07 OFF-CAMPUS-CHILD-CARE-HOURS
- SC08 DEPENDENTS-RECEIVING-CHILD-CARE
- SC09 TOTAL-NUMBER-OF-DEPENDENTS
- SC10 STUDENT-FAMILY-STATUS
- SC11 EMPLOYMENT-ASSISTANCE-SERVICE

CalWORKs (SC and CW files)

CW CalWORKs Student Work Activity Data (one record for each job)

SC12 WORK-ACTIVITY-STATUS

SC13 WORK-ACTIVITY-AREA TOP-CODE

SC14 WORK-ACTIVITY-BEGIN-DATE

SC15 WORK-ACTIVITY-END-DATE

SC16 AVERAGE-HOURS-WORKED-PER-WEEK

SC17 HIGHEST-HOURLY-WAGE-EARNED

DataMart

<http://datamart.cccco.edu/>

- Student Services Reports
 - CalWORKs
 - Financial Aid (by Special Population/Group)
- Outcomes Reports
 - Program Awards (by Special Population/Group)
 - Retention/Success Rates (by Special Population/Group)

Other Student Services Reporting

<https://misweb.cccco.edu/ssarcc/>

- **Categorical Term Reports**
 - DSPS Report of Primary and Secondary Disabilities by Contact Services
 - EOPS Students Served
 - CARE Students Served
 - ***CalWORKs Report***
- **Categorical Annual Headcount Reports**
 - EOPS Annual Students Served
 - CARE Annual Students Served
 - ***CalWORKs Unduplicated Annual Headcount Report***
 - DSPS Annual Student Counts Report
- **Financial Aid Reconciliation Report**

Questions/Comments

Thank You