

# RI Department of Elementary and Secondary Education (RIDE)

## RI-CATS Perkins Data Collection

### Training Guide 2007

Prepared by: [Kyran Research Associates, Inc.](#)



## TABLE OF CONTENTS

<b>1</b>	<b>RICATS DATA PROCESS .....</b>	<b>1-1</b>
1.1	LOGIN TO ERIDE .....	1-1
1.2	LOGGING OUT .....	1-2
1.3	SUBMITTING RICATS DATA.....	1-3
1.3.1	Step 1 – Gather Your Data .....	1-3
1.3.2	Step 2 – Check Data/ Make Modifications .....	1-3
1.3.3	Step 3 – Send Data to RIDE.....	1-6
1.3.4	Step 4 – View Exceptions .....	1-8
1.3.5	Step 5 – Fix Exceptions .....	1-9
1.3.6	Step 6 – Check Data Accuracy.....	1-9
1.3.7	Step 7 – Fix Data Accuracy Issues .....	1-10
1.3.8	Step 8 – Submit Data to RIDE .....	1-11
<b>2</b>	<b>Completer Data .....</b>	<b>2-1</b>

## TABLE OF FIGURES

Figure 1-1. RIDE Home Page.....	1-1
Figure 1-2. Login Screen.....	1-1
Figure 1-3. RI-CATS Main Menu .....	1-2
Figure 1-4. RI-CATS Navigation Panel .....	1-2
Figure 1-5. Excel Spreadsheet for Data Submission to RIDE .....	1-3
Figure 1-6. Program List Screen.....	1-6
Figure 1-7. Import/Export Utility Screen .....	1-6
Figure 1-8. Choose File Window .....	1-7
Figure 1-9. View Upload Exceptions .....	1-8
Figure 1-10 . Exceptions List.....	1-8
Figure 1-11. Import/Export Utility Message.....	1-9
Figure 1-12. View Data Accuracy Screen.....	1-10
Figure 1-13. Student List Screen .....	1-10
Figure 1-14. Student Detail Screen .....	1-11
Figure 1-15. Student Program Data .....	1-11
Figure 1-16. Status of Submission to RIDE Screen .....	1-12
Figure 2-1. Student List Screen .....	2-1
Figure 2-2. Program Completers' Placement Information.....	2-1

# 1 RICATS DATA PROCESS

## 1.1 Login to eRIDE

On the RIDE home page, click on the Data menu and select the eRIDE option from the pull-down menu.

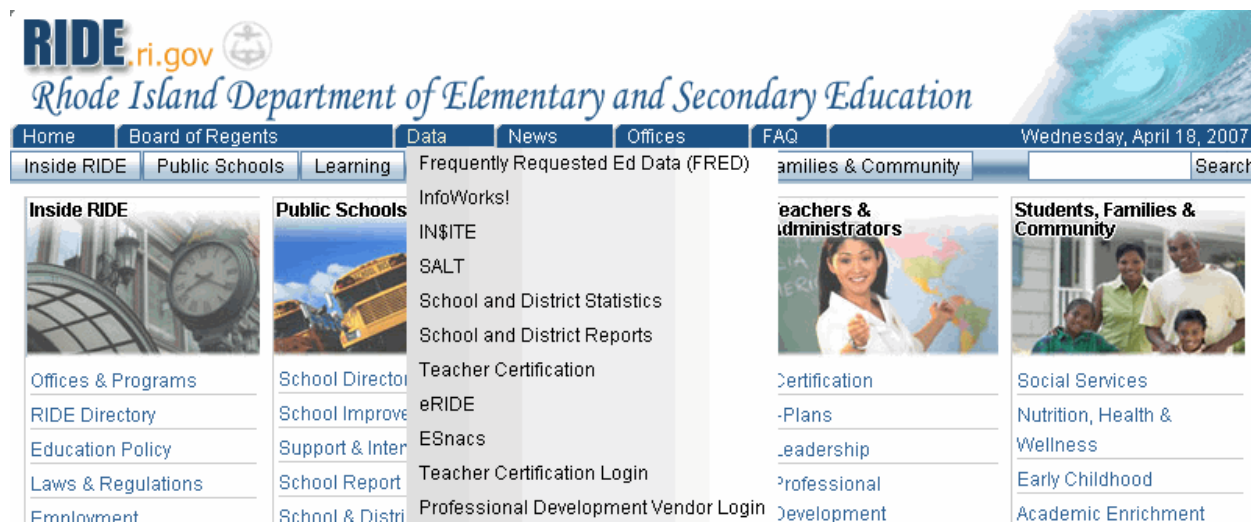


Figure 1-1. RIDE Home Page

Enter your assigned User Login and Password and press the LOGIN button.

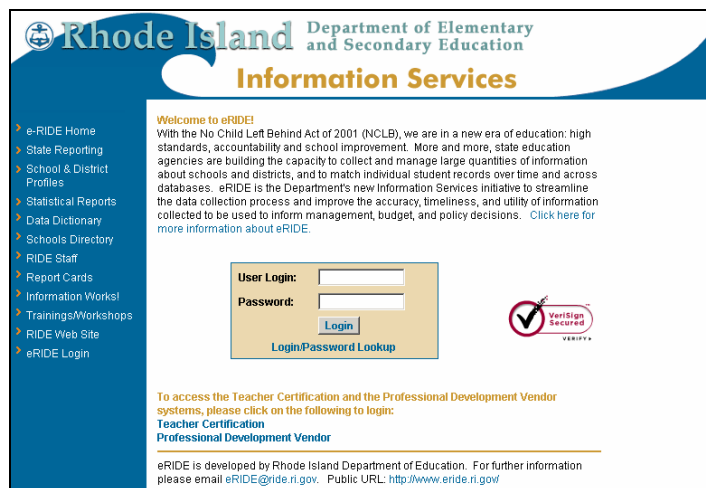


Figure 1-2. Login Screen

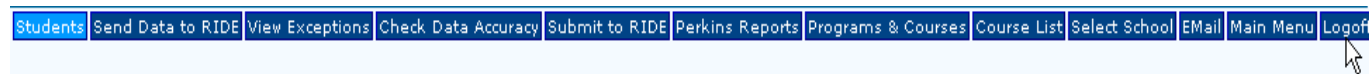
After successfully logging in, click on the RICATS icon. The RI-CATS Main Menu (Figure 1-3) will display.



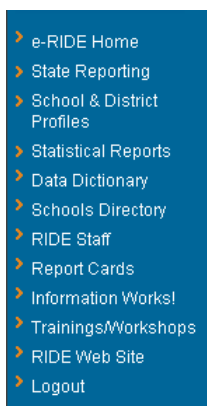
**Figure 1-3. RI-CATS Main Menu**

## 1.2 Logging Out

Click on the Logoff option on the RI-CATS Perkins Data Collection & Reporting menu.



From the Navigation Panel within eRIDE, choose the Logout option. Remember to always logout!



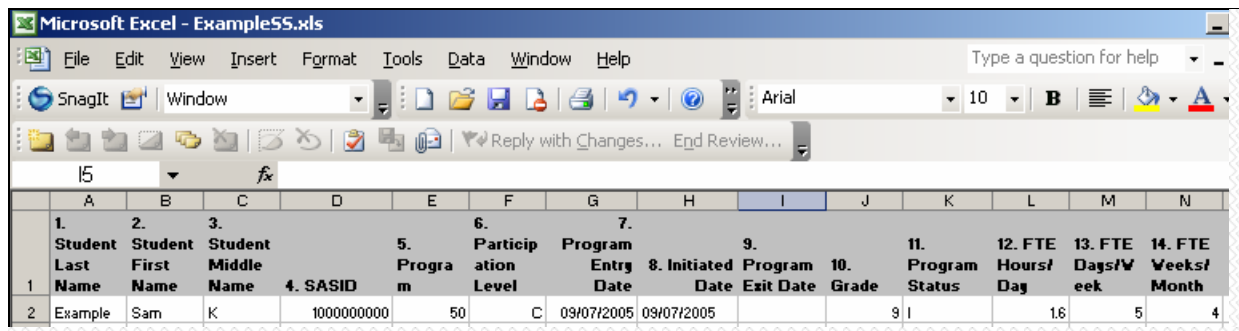
**Figure 1-4. RI-CATS Navigation Panel**

## 1.3 Submitting RICATS Data

### 1.3.1 Step 1 – Gather Your Data

Many schools are able to gather data for submission to eRIDE through an automated process. Data is exported into a Microsoft Excel spreadsheet that can then be uploaded and submitted to RIDE.

If your school is unable to automatically generate data for submission to eRIDE, you can enter the data manually.



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	
	1. Student Last Name	2. Student First Name	3. Student Middle Name	4. SASID	5. Program	6. Participation Level	7. Program Entry Date	8. Initiated Date	9. Program Exit Date	10. Grade	11. Program Status	12. FTE Hours/Day	13. FTE Days/Week	14. FTE Weeks/Month	
1	Example	Sam	K	1000000000	50	C	09/07/2005	09/07/2005		9	I		1.6	5	4

Figure 1-5. Excel Spreadsheet for Data Submission to RIDE

### 1.3.2 Step 2 – Check Data/ Make Modifications

Many of the data requirements and rules that existed previously have been removed, making the process of data correction and submission easier than in prior years. Some data is no longer required at all. Some is now required for Post Secondary and Adult students only.

For Secondary students these fields are no longer required:

- Program Entry Date
- Initiated Date
- Program Exit Date
- Grade (comes from eRIDE)
- Termination Date

The table on the following page presents a listing of all of the columns included in the data spreadsheet. All columns have been retained in the spreadsheet, so that schools using automated data extract procedures will not need to modify those processes. Column data that is not required has been highlighted in the listing below. If you provide values for data that is no longer required, you do not need to remove those values. The upload process will simply ignore those values, and validate the required data elements.

Column	Data	Required?
1	Last Name	Required for all
2	First Name	Required for all
3	Middle Initial	Not required
4	SASID	Required for SECONDARY only
5	Program *	Required for all
6	Participation *	Required for all C = Concentrator P = Participant PC = Program completer <b>Note:</b> If enrolled in a VOC ED program, the student is a PARTICIPANT.  If in any other type of program, the student may be either a CONCENTRATOR or PROGRAM COMPLETER, depending on the number of courses taken and finished.
7	Program Entry Date	Not Required
8	Initiated Date	Not Required
9	Program Exit Date	Not Required
10	Grade	Not Required Secondary will come from ERIDE Adult and Post Secondary will be assigned "A" or "14", based on the institution type.
11	Program Status	Not Required
12	FTE Hours/Day	All FTE Hours/ Number of FTE days per week. Valid values between 1 and 5.5. This is required for SECONDARY.
13	FTE Days/Week	Valid values between 1 and 5 – whole number only. This is required for SECONDARY.
14	FTE Weeks/Month	Valid values between 1 and 4, whole number only. This is required for SECONDARY.
15	Termination Date	Not Required
16	HS Diploma/Equivalent	Required for Adults and Post Secondary only. eRIDE will provide for SECONDARY.
17	Completed Technical Skills Requirement	Required for all Note: It should be rare for a Program Completer to have a value of "N" in this column. If so, this will result in a warning.
18	DOB	Required for Adults and Post Secondary only. eRIDE will provide for SECONDARY.
19	SSN	Supply if possible. This is used to better measure employment attainment.

Column	Data	Required?
20	Address	Required
21	Resident Community	Required – A translation table has been added to spreadsheet to help translate the villages to one of the 39 proper towns. Abbreviations or misspellings will still generate error conditions.
22	State	Required. If state is MA or CT, community will auto set to OTHER MA or OTHER CT
23	Zip	Required
24	Zip4	Not Required
25	Phone	Not Required
26	Gender	Required for Adults and Post Secondary only. eRIDE will provide for SECONDARY.
27	Ethnicity	Required for Adults and Post Secondary only. eRIDE will provide for SECONDARY.
28	Disabled	Required for Adults and Post Secondary only. eRIDE will provide for SECONDARY.
29	Economically Disadvantaged	Required for Adults and Post Secondary only. eRIDE will provide for SECONDARY.
30	Single Parent	Required
31	Displaced Homemaker	Required
32	LEP/ESL	Required for Adults and Post Secondary only. eRIDE will provide for SECONDARY.

If you need to check a student’s program to determine the program number or the student’s participation level, select the Programs & Courses option from the RI-CATS Perkins Data Collection & Reporting menu (as shown at the top of Figure 1-6). The Program List screen (Figure 1-6) will display. This screen displays the program numbers, as well as the program types.

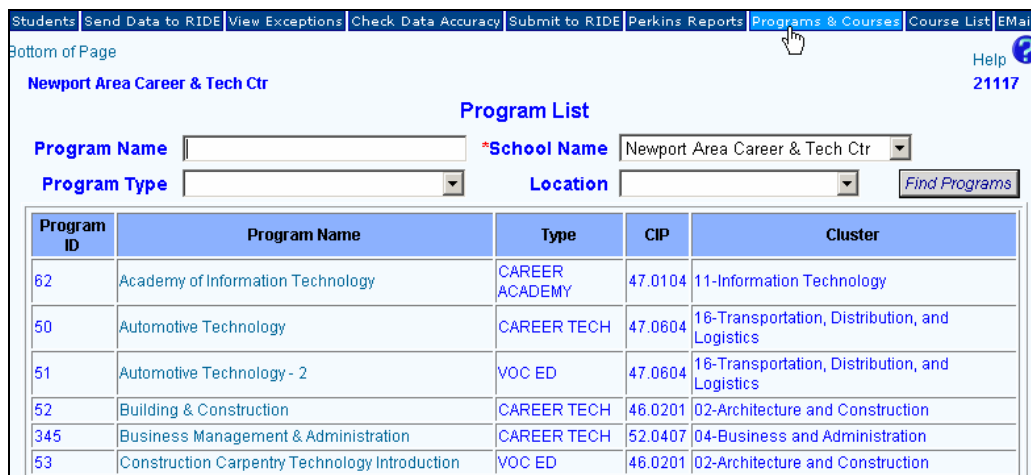


Figure 1-6. Program List Screen

In the example above, the Program *Construction Carpentry Technology Introduction* (Program Name) is a VOC ED (Program Type) program. A student enrolled in this program would be classified as a PARTICIPANT. A student enrolled in the *Automotive Technology* program may be either a CONCENTRATOR or PROGRAM COMPLETER, depending on the number of courses taken and completed.

1.3.3 Step 3 – Send Data to RIDE

Select the **Send Data to RIDE** option from the RI-CATS Perkins Data Collection & Reporting menu.

On the Import/Export Utility page, select School Year 2006-07.

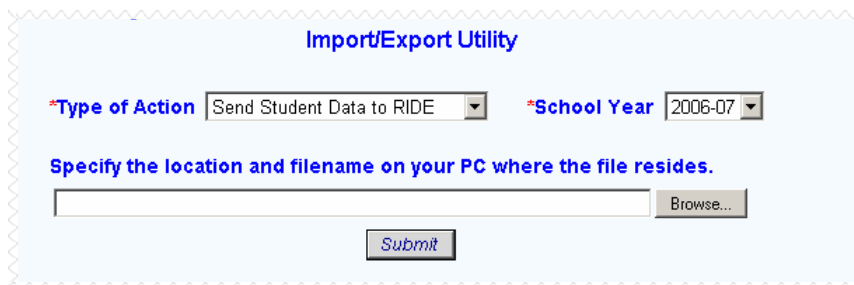


Figure 1-7. Import/Export Utility Screen

Press the BROWSE button to locate and identify the spreadsheet file that you wish to upload, via the Choose file window (Figure 1-8).

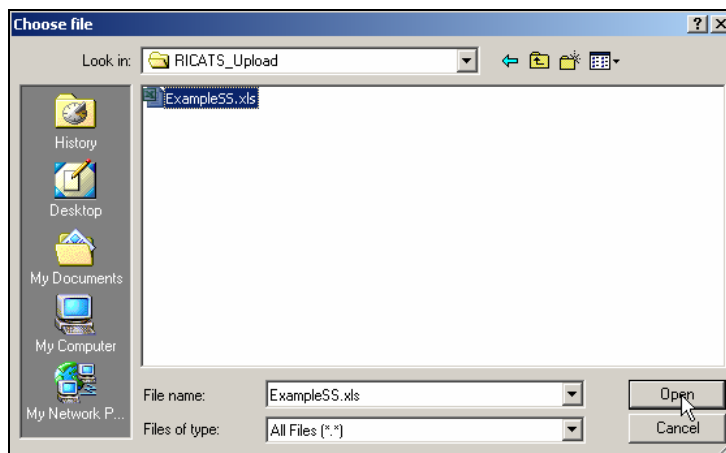
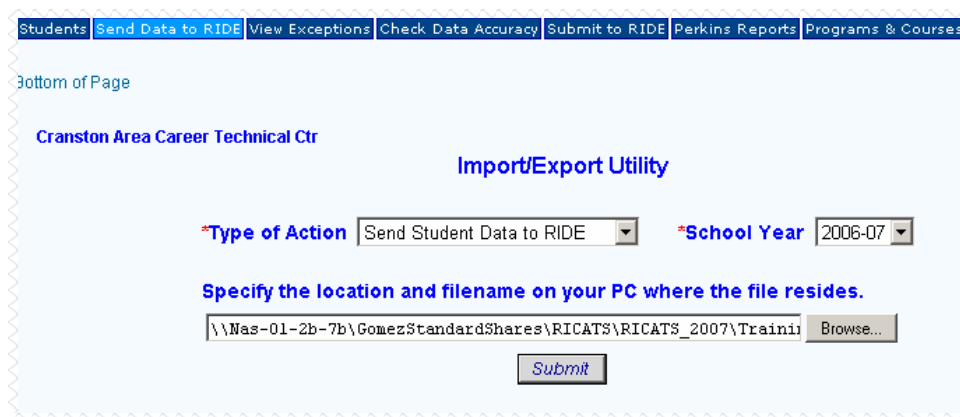


Figure 1-8. Choose File Window

Press the SUBMIT button.



You will be prompted with the following message.

Input Validation		
Type	Number	Description
Information	RC-10032	Your request to process Student/Program records has been submitted. This import is a scheduled process. Please check the status of your import by running the View Exceptions. When the import has been completed, you will find a record with the current date indicating the number of records processed, as well as any errors or warnings encountered during the match process.

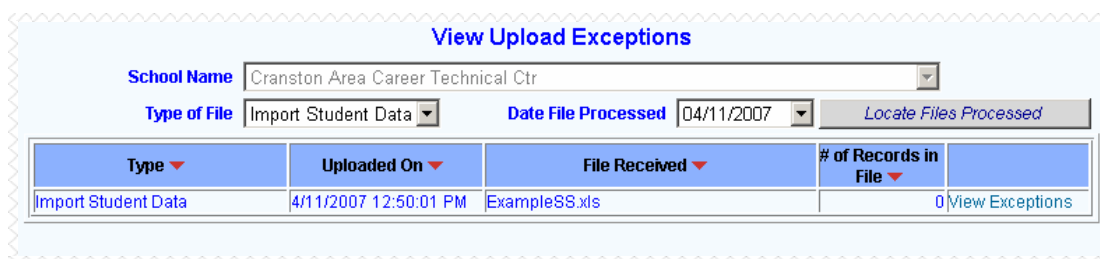
[Back](#)

The above errors and warnings were encountered during the verification of the information on this page. Errors must be corrected before this information can be saved. Warnings are conditions that should initiate review of the noted situation.

The upload process is a scheduled process that is run approximately every 30 minutes. However, depending on the size of your file and the number of other files being uploaded, it may take longer than 30 minutes before your file is processed.

### 1.3.4 Step 4 – View Exceptions

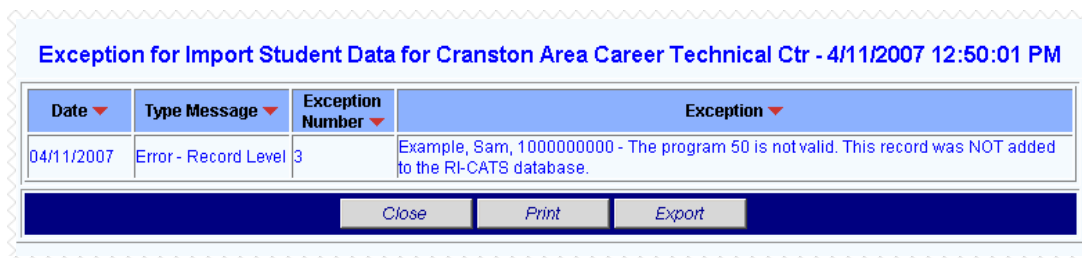
Once your file has been processed, you can view existing data exceptions. To do so, select the **View Exceptions** menu option. The View Upload Exceptions page will display (Figure 1-9).



**Figure 1-9. View Upload Exceptions**

- If you log in as a school DISTRICT, the schools within your district will be available for selection in the School Name drop-down combo box.
- If you log in as a SCHOOL, your school name will be displayed.
- A number of improvements have been made to this page:
  1. Processed files are listed in descending order by date.
  2. Sortable columns
  3. Improved help. The Help page has been updated to provide further information on error resolution. This has been done in response to user requests.
- The EXPORT button allows you to export the list into a file in csv format. The exported data can then be accessed through a tool such as Microsoft Excel.

Click on the View Exceptions hyperlink to view a list of import exceptions. This list will be loaded into a new browser window. The Exceptions page has been improved to include sortable columns. This allows you to easily see all Error level messages, for example, or to see entries listed in order by student.



**Figure 1-10 . Exceptions List**

The list of exceptions should be far shorter than in previous years, due to new validation rules and the elimination of unnecessary messaging.

#### 1.3.4.1 What to Check For

You should check the exception report and focus on any messages indicating that a record was not added. A message indicating that a student record wasn't added to the system because it already existed doesn't require action on your part. However, if a record is not added because a program doesn't exist, action **is** required.

### 1.3.5 Step 5 – Fix Exceptions

At this point in the process, you only want to correct those exceptions that resulted in records not getting added that should have been. Don't attend to any other errors that you may have noted, and do NOT update student records at this point.

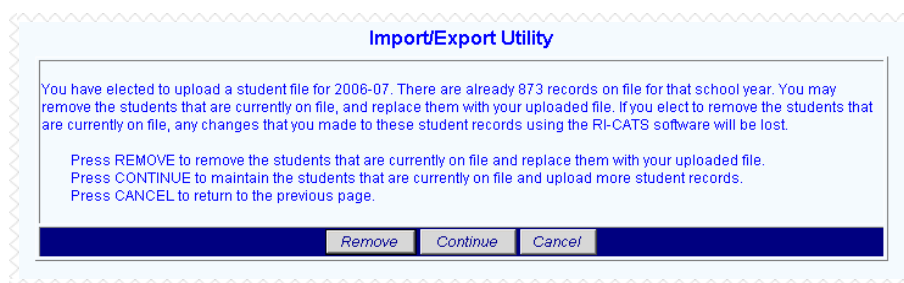
**Q:** Is the program number incorrect?

**A:** Select the **Programs & Courses** menu option. Look for the program on the Program List screen. Retrieve the correct program number and correct your local copy of the spreadsheet.

**Q:** Is the program number correct, but the record still didn't get added?

**A:** Select the **Programs & Courses** menu option. Look for the program on the Program List screen. If it is not there, contact the RI-CATS administrator to have the program added to the listing.

After making corrections to your spreadsheet, select the **Send Data to RIDE** menu option from the RI-CATS Perkins Data Collection & Reporting menu. Locate and identify your corrected spreadsheet. After you press the SUBMIT button, you will be prompted with the following message:



**Figure 1-11. Import/Export Utility Message**

#### **Remove**

This option will remove all records on file for the selected School Year and School.

#### **Continue**

This option will upload the identified file. It will NOT remove any of the records that you previously uploaded. It will NOT update any of the records that you previously uploaded. It will add any new records that were not previously uploaded.

#### **Cancel**

This option will return you to the Import/Export Utility.

### 1.3.6 Step 6 – Check Data Accuracy

When you select the **Check Data Accuracy** menu option, the Verify Data Accuracy screen (Figure 1-12) displays in a separate instance of the browser. This report lists errors on those records that were successfully added to the database. This part of the process includes more detailed validations of the data than previously performed. To see only errors, check the 'Errors Only' checkbox and press the CONTINUE button.

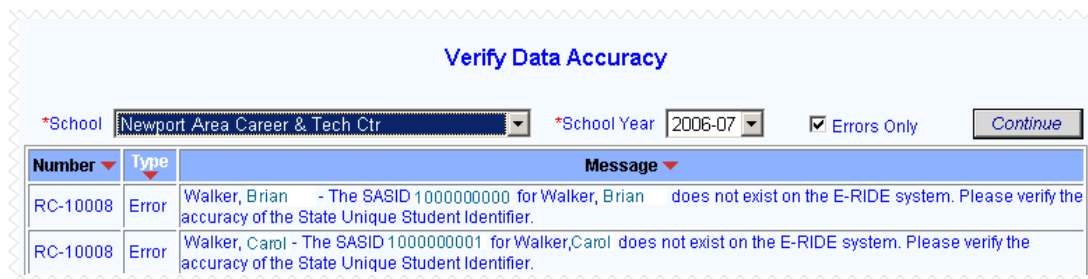


Figure 1-12. View Data Accuracy Screen

If you have errors to resolve, you still have the choice to correct the spreadsheet and upload again or to fix the individual student records.

### 1.3.7 Step 7 – Fix Data Accuracy Issues

Your decision concerning how to correct any outstanding data issues depends on the number of errors reported.

#### Many errors?

If you have many errors, it will probably be easiest to correct your spreadsheet and then upload again. Please remember that your student records will be *replaced* with the ones in your spreadsheet.

#### Few errors?

If you have few errors, it may be easiest to correct the individual student records. Remember that if you subsequently decide to upload a spreadsheet, any of the errors that you corrected through the RICATS software will be lost.

#### 1.3.7.1 How to Correct a Student Record

Select the **Students** menu option. The Student List screen (Figure 1-13) will display.

Select School Year 2006-07. Locate and select the student record to be updated.

To help with your search, you may use wildcard searching on the last name search field. The wildcard character is “%”. In the example below, all students for school year 2006-07 with a last name that begins with the letters “fre” will be listed.

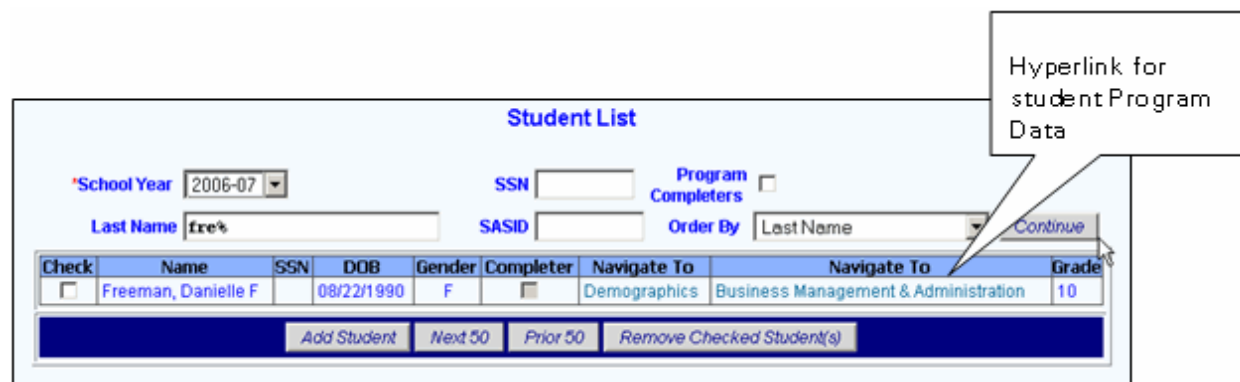


Figure 1-13. Student List Screen

To update demographics data, press the Demographics hyperlink to load the Student Detail screen (Figure 1-14).

Student Detail			
<b>Demographics</b>			
*Last	Freeman	*Birth Date	09/16/1992
*First	Danielle	Social Security Number	
Middle Name	F	*SASID (State Identifier)	1000100000
Address	3 Western Ave #2		
*Resident Community	Newport	*State	RI Zip 02840
Phone	555-1255		
*Gender	Female	*Disabled	N
*Ethnicity	White Not Hispanic	*Economically Disadvantaged	N
		*Single Parent	N
		*Displaced Homemaker	N
		*IEP/ESL	N
<input type="button" value="Save"/> <input type="button" value="Return to Student List"/>			

Figure 1-14. Student Detail Screen

To update program data, press the hyperlink on the program name associated with the student (see Figure 1-13).

2006-07 Program Data for Danielle F. Freeman			
<b>Program</b>			
*Program		*Participation Level	
Program Entry Date		*Grade	
Initiated Date			
Program Exit Date		Program Status	
<b>Program Terminate Data</b>			
Termination Date		Termination Reason	
<input type="button" value="Save"/> <input type="button" value="Return to Previous Page"/>			

Figure 1-15. Student Program Data

Update the student's program data as applicable. SAVE and return to the Student List screen.

### 1.3.8 Step 8 – Submit Data to RIDE

When all changes have been completed, you must do a final Check Data Accuracy. It must be error free in order to submit to RIDE.

Once your data is error free:

- Select the **Submit to RIDE** menu option. The Status of Submission to RIDE screen will be loaded.
- Select School Year 2006-07 and press the CONTINUE button.

If the Data Verification Status is ERRORS, you will be unable to submit until you run a Check Data Accuracy check that is free of errors.

- Press the SUBMIT button.

Check Data Accuracy **Submit to RIDE** Perkins Reports Programs & Courses Course List

**Status of Submission to RIDE**

\*School Year

Last Update of Data		4/9/2007 3:23:46 PM
Data Verification Status	Complete	4/11/2007 1:36:36 PM
Status of Submission		Not Submitted

**Figure 1-16. Status of Submission to RIDE Screen**

## 2 Completer Data

If you have program COMPLETER information for students who completed their program in school year 2005-06, you should supply placement information for those students as you receive it. To do so, you will need to update the individual student data.

Locate and select the student.

Go to the Student List screen. Check the Program Completers checkbox. Enter additional search criteria as may be required, and press the CONTINUE button.

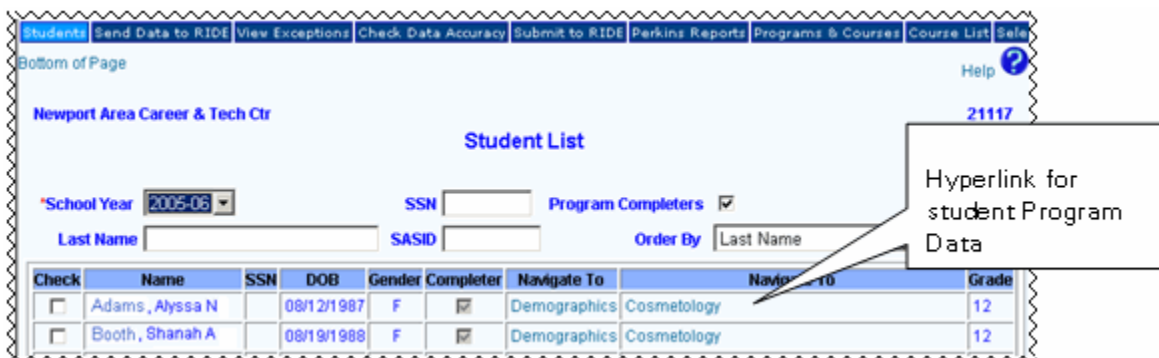


Figure 2-1. Student List Screen

Press the hyperlink on the student's program to navigate to the student's Program screen. Complete Placement information and SAVE.

<b>Placement - * required for Program Completers only</b>			
Placement	<input type="text"/>		
DLT/Initial Placement SIC Code Match	<input type="text"/>		
DLT/Subsequent (Retention) SIC Code Match	<input type="text"/>		
<b>Academic/Skills Attainment - * required for Program Completers only</b>			
<input type="checkbox"/> High School Diploma/Equivalent	<input type="checkbox"/> Academic Attainment		
<input type="checkbox"/> Completed Technical Skills Requirements	<input type="checkbox"/> Skills Attainment		
	<input type="text" value="0"/>	Calc Academic Score	
<b>Math Achievement Scores</b>		<b>Reading/Writing Scores</b>	
Math Skills	<input type="text"/>	Reading BASL	<input type="text"/>
Concepts	<input type="text"/>	Reading INSL	<input type="text"/>
Problem Solving	<input type="text"/>	Writing SCSL	<input type="text"/>
		Writing COSL	<input type="text"/>
* Full Time Equivalent FTE	<input type="text" value="0.23"/>	* Hrs/Day	<input type="text" value="1.6"/>
		* Days/Week	<input type="text" value="5"/>
		* Weeks/Month	<input type="text" value="4"/>

Figure 2-2. Program Completers' Placement Information