IRP@FHDA

Introduction to the CCCCO MIS Data mart: **DSP&S**

The purpose of this document is to provide an overview of the information available at the California Community Colleges Chancellor's Office (CCCCO) MIS data mart, <u>http://datamart.cccco.edu/</u>; in specific, data related to the MIS Disabled Student Program & Services or Student Disabilities (SD)¹ quarterly report. This document illustrates step-by-step how to run basic queries and disaggregate student headcount data by group demographics or disability. The document also shows how to use the "Advance Layout" feature of the data mart, which allows users to drill down² or focus on selected subgroups in the report, and how to export the query results to Excel.

Section A. Access Queries in the Data Mart

Step A1. Go to http://datamart.cccco.edu and click on "Queries."

Figure A1



Because the data mart is almed at supplying information to a wide variety of users, the easy-to-use in

Step A2. Click on "Student Services"

Figure A2



The MIS Data Mart allows users to query the data submitted by their district to the CCCCO and compare figures with similar districts or colleges.

¹ "The DSP&S program provides support services, specialized instruction, and educational accommodations to students with disabilities so that they can participate as fully and benefit as equitably from the college experience as their non-disabled peers. A Student Educational Contract (SEC) is developed for each student which links student's goals, curriculum program, and academic accommodations to his/her specific disability related educational limitation." (http://extranet.cccco.edu/Divisions/StudentServices/DSPS.aspx)
² Drill down refers to moving from general information to more detailed information within the report.

Step A3. Within "Student Services," click on "Disabled Student Program & Services (DSP&S)" as shown below.

Figure A3



Step A4. Bookmark the web address for quick access in the future. (<u>http://datamart.cccco.edu/Services/DSPS_Status.aspx</u>).

Figure A4



Section B. Select Parameters and Run Query

Select parameters for your query using the drop down lists provided by the data mart. As shown below in Figure B1, these include: [1] type of query (state, district, or college level), [2] the name of the institution, [3] time period option (term or academic year), and [4] the specific term³ or year (one or more). After selecting all parameters, [5] click on the "View Report" button to run the query.

Figure B1



³ Data will only be available for those terms for which data have been submitted by the District, about a month after the end of the term. The term ID may show up in the drop down menu, but the query will produce no results.

Section C. DSP&S Basic Report

Step C1. The first image below (Figure C1.A) shows the main areas or columns in the basic report for DSP&S. The first one [1] identifies each of the disability categories. The second area [2] shows student headcount for the college and by each of the disabilities/categories; the third one [3] shows related percent figures (by disability). The second image (C1.B) shows results for a basic query for two academic years. Notice how the figures are arranged in columns by academic year.

Export To -> Excel	CSV Text Records Pe	r Page: 10	Simple Layout ^O Advanced Lay		
DSI port Area	PS (Disabled Students Programs & Servic	[2] Headcount	131 Percent		
	DSPS (Disabled Students Prog	rams & Serv ces) Status			
		Annual 2	014-2015		
		Student Count	Student Count (%)		
Deanza Total		1,526	100.00		
Acquired Brain Injury		107	7.01		
Developmentally Delayed Learn	ner	247	16.19		
Hearing Impaired	[1] Disability category	38	2.49		
Learning Disabled	[1] Disability category	104	6.82		
Mobility Impaired		269	17.63		
Other Disability		566	37.09		
Poychological Disability		171 11 21			

🔲 District Name 🔍 College Name 🔍 DSPS Status 🗐 Gender 👘 Age Group 🗐 Ethnicity

Figure C1.A

Figure	C1B
riguie	CI.D

Speech/Language Impaired

Report Format Selection Area - Check field to include in the report

Visually Impaired

	DSPS (Disable	ed Students Progra	Year 1	Status Report - Da	ata & Format Area	Year 2
ep	ort Area					
		DSPS (Disabled Stud	ent Progra	ams & Services) Status		
		Ann	ual 2013-2	2014	Annual	2014-2015
		Student Count	Stu	ident Count (%)	Student Count	Student Count
-	Deanza Total	1,63	14	100.00 %	1,526	1
	Acquired Brain Injury	11	.3	6.92 %	107	
	Developmentally Delayed Learner	27	75	16.83 %	247	
	Hearing Impaired	5	51	3.12 %	38	
	Learning Disabled	13	34	8.20 %	104	
	Mobility Impaired	28	33	17.32 %	269	
	Other Disability	57	76	35.25 %	566	
	Psychological Disability	17	75	10.71 %	171	
	Speech/Language Impaired		5	0.31 %	3	
	Visually Impaired	2	22	1.35 %	21	

3

21

0.20 %

1.38 %

Step C2. Users can also segregate or disaggregate (combine or separate into groups) the data using the plus (+) and minus (-) signs in the report. In the image below (Figure C2) data from the query was segregated at the college level. Compare this image to the prior image (C1.B). Explore this feature on your own by clicking on the plus (+) and minus (-) signs; notice how the report drills up or down within levels or categories in the report.



Keport Area							
		DSPS (Disabled Students Programs & Services) Status					
The +/- sign	Annu	al 2013-2014					
up or down	Count	Student Coun					
Deanza through lowele	1,634	100.00 %					
Report Format Sele	field to include	e in the report					
🗆 District Name 🛛 🖉 College Na	ame 🕑 DSPS	Status 🔲 Gender 🔲 Age Grou	p 🔲 Ethnicity				

Step C3. As shown in the picture below (Figure C3.A), users can also disaggregate the data using the section "Report Format Selection Area" by one or more of the following demographics: [1] gender, [2] age group, or [3] ethnicity. District and college name options are also available. After selecting demographics or categories, click on "Update Report" [4] to see results. The image below (Figure C3.B) shows figures by gender and ethnicity. Try selecting or unselecting categories; then, click on "Update Report" and notice changes.

Figure C3.A

Area	DSPS (Disabled Students Programs & Services)	Status
	Annual 20	014-2015
	Student Count	Student Count (%)
2072	1,526	100.00 9
Format Selection Area - Check fi	ield to include in the report	
ianza Format Selection Area - Check fi	1,526	

Figure C3.B

	DSPS (Disable	ed Students Programs & Services) Status	
		Annual 20	14-2015
		Student Count	Student Count (%)
D	anza Total	1,526	100.00 9
E	Female Total	739	48.43
	African-American	39	5.28 9
	American Indian/Alaskan Native	6	0.81 9
	Asian	104	14.07
	Filipino	16	2.17 9
	Hispanic	172	23.27
	Two or More Races	37	5.01
	Unknown/Non-Respondent	33	4.47
	White Non-Hispanic	332	44.93
E] Male Total	779	51.05
	African-American	32	4.11
	American Indian/Alaskan Native	2	0.26
	Asian	145	18.61
	Filipino	21	2.70
	Hispanic	175	22.46
	Pacific Islander	3	0.39
	Two or More Races	35	4.49
	Unknown/Non-Respondent	35	4.49
	White Non-Hispanic	331	42.49
6] Unknown	8	0.52

Step C4. The image below (Figure C4.A) shows a report in which the data were disaggregated by gender and ethnicity within each disability category. The plus (+) and minus (-) signs were used to further aggregate/disaggregate the data. In the second image (Figure C4.B) the length of the report was modified by using the area "Records Per Page" [1]. Try selecting new parameters or categories [2] and changing the length of the report using different number of records per page. Remember to click on "Update Report" to implement changes.



DSPS (Disabled Students Programs & Servic	es) Status Report - Data & Fo	rmat Area
leport Area		
DSPS (Disabled Students Prog	rams & Services) Status	
Page 1 of 8 (149 items) < 1 2 3 4 5 6 7 8 >		
	Annu	ual 2014-2015
	Student Count	Student Count (%)
Deanza Total	1,528	1
E Acquired Brain Injury Total	107	
E Female Total Use	e plus (+) or 34	
African-American drill	IS (-) signs to	
American Indian/Alaskan Native	he report. 1	
Asian	. 5	
Hispanic	3	
Two or More Races	1	
Unknown/Non-Respondent	6	
White Non-Hispanic	17	
Male Total	73	
African-American	3	
Asian	13	
Filipino	2	
and the second se		

Figure C4.B

20	
	2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2
30	
grams & S 40 5	
> 50	
A	annual 2014-2015
Student Count	Student Count (%)
1,5	26 100.00 %
1	07 7.01 9
	34 31.78 9
[1]	1 2.94 9
elect number	1 2.94 %
page (page	5 14.71 9
ngth of report)	3 8.82 9
nd then click	1 2.94 9
Report."	6 17.65 9
	17 50.00 9
0	
	grams & S 40 50 Student Count 1,5 1 [1] elect number frecords per bage (page ngth of report) nd then click on "Update Report."

Section D. Advance Layout for DSP&S Report

In this section we will discuss the "Advance Layout" option, which allows users to drill up or drill down the data or change the format of the report. As shown in the "Parameter Selection Area" in the picture below (Figure D), the query in this example is a districtwide and term search for FHDA CCD, including the four quarters of 2014-15 [1]. The report uses the "Simple Layout" [2] and includes data for the whole district [3], which is disaggregated by term [4]. Using the bar at the bottom [5], users can scroll right and left to see all figures (student counts and related percentages by disability category) for all terms identified in the "Parameter Selection Area."

Figure D

DSPS (Dis	sabled Stu	idents Programs &	Services)	Status Report - Pa	rameter S	Selection Area	[1]	
Select State-District-College Select District-College Select Term-Annual Option Select Term Districtwide Search Foothill CCD Term Search Winter 2016;Spring 2015;W Select Term-Annual Option Select Term Select Term								
View Report								
Export To -> © Excel © CSV © Text Records Per Page: 10								
DSPS (Disabled Students Programs & Services) Status Report - Data & Format Area								
eport Area		DSPS (Disabled Stu	dents Proc	grams & Services) Stat	us	[4		
	S	ummer 2014		Fall 2014	1	Winter 2015		Spring 20
	Student Count	Student Count (%)	Student Count	Student Count (%)	Student Count	Student Count (%)	Student Count	Student
Foothill CCD Total	1,199	100.00 %	1,826	100.00 %	1,894	100.00 %	1,748	
Acquired Brain Injury	121	10.09 %	170	9.31 %	159	8.39 %	149	
Developmentally Delayed Learner	226	18.85 %	255	13.96 %	248	13.09 %	240	
Hearing Impaired	52	4.34 %	91	4.98 %	94	4.96 %	84	
Learning Disabled	43	3.59 %	124	6.79 %	145	7.66 %	123	
Mobility Impaired	274	22.85 %	337	18.46 %	321	16.95 %	342	
Other Disability	355	29.61 %	631	34.56 %	690	36.43 %	600	
Psychological Disability	85	7.09 %	160	8.76 %	184	9.71 %	153	
Speech/Language Impaired	6	0.50 %	7	0.38 %	7	0.37 %	11	
Visually Impaired	37	3.09 %	51	2.79 %	46	2.43 %	46	
port Format Selection Area - Check fi	eld to inclu	ude in the report				[5]		_
District Name College Name	e 🗹 DS	PS Status 🗌 Gend	ler 🗆 🗸	Age Group 🗌 Ethni	city		Upd	ate Report

Step D1. Click on the button for "Advanced Layout" [1], and notice the new section that appears below. In this new section, there are four areas. The "Filter Area" [2], "Row Area" [3] and "Column Area" [4] allow users to select or 'filter out' specific subgroups. An additional feature of the "Row Area" and "Column Area" is to change the format of the report. Notice the worksheet symbol for each of these two areas. Both features will be illustrated in the following steps; however, users are encouraged to explore on their own to have a better understanding of how these features work.

Figure D1

DSPS (Disabled	Students Programs	s & Servic	es) Status Report -	Data & F	ormat Area		[1]
		DSPS (Disabled Stu	dents Proc	arams & Services) Stat	us			_
	S	ummer 2014		Fall 2014		Winter 2015		Spring 201
	Student Count	Student Count (%)	Student Count	Student Count (%)	Student Count	Student Count (%)	Student Count	Student
Foothill CCD Total	1,199	100.00 %	1,826	100.00 %	1,894	100.00 %	1,748	
Acquired Brain Injury	121	10.09 %	170	9.31 %	159	8.39 %	149	
Developmentally Delayed Learner	226	18.85 %	255	13.96 %	248	13.09 %	240	
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Learning Disabled	43	3.59 %	124	6.79 %	145	7.66 %	123	
Mobility Impaired	274	22.85 %	337	18.46 %	321	16.95 %	342	
Other Disability	355	29.61 %	631	34.56 %	690	36.43 %	600	
Psychological Disability	85	7.09 %	160	8.76 %	184	9.71 %	153	
Speech/Language Impaired	6	0.50 %	7	0.38 %	7	0.37 %	11	
Visually Impaired	37	3.09 %	51	2.79 %	46	2.43 %	46	
ort Format Selection Area - Drag fiel P Filter Area	d to chang	ge the format of the re	eport	Column Area				
College Name				Term	[4]			• 💌
Gender		8	~	L				
Age Group		ē	•					
Row Area			Σ	Data Area				
[3]				Student Count				
District Name						15		

Step D2. In this example, we will explore the extent to which student headcounts across disability categories differ when taking account gender and age. More specific, we want to get student headcount and percentage figures by disability category for males and females of 18 to 24 years old.

Step D3. Click on the [V] symbol for "Age Group" and select the target subgroups, as shown in the image below (Figure D3).



Figure D3

Step D4. With your mouse pointer, drag the "Gender" field or box from the "Filter Area" to the "Column Area." Notice in the image below (Figure D4) that once "Gender" is placed in the "Column Area" the labels appear as part of the column headings in the report, which will then show figures dissegregated by gender.

Figure D4

	USPS (UISADIED STUDENTS PROGRAMS & SERVICES) STATUS								
		🖃 Sumr	mer 2014			□ Fall 2014			
			Female		Male		Female		Male
Student Count		Student Count	Student Count (%)	Student Count	Student Count (%)	Student Count	Student Count (%)	Student Count	Student Co
Ε	Foothill CCD Total	112	100.00 %	124	100.00 %	252	100.00 %	306	1
	Acquired Brain Injury	1	0.89 %	4	3.23 %	1	0.40 %	9	
	Developmentally Delayed Learner	5	4.46 %	7	5.65 %	7	2.78 %	10	
	Hearing Impaired	2	1.79 %	3	2.42 %	4	1.59 %	8	
	Learning Disabled	15	13.39 %	3	2.42 %	38	15.08 %	33	
	Mobility Impaired	8	7.14 %	5	4.03 %	13	5.16 %	9	
	Other Disability	64	57.14 %	81	65.32 %	141	55.95 %	204	
	Psychological Disability	16	14.29 %	18	14.52 %	43	17.06 %	29	
	Speech/Language Impaired	1	0.89 %	2	1.61 %	1	0.40 %	3	
	Visually Impaired		0.00 %	1	0.81 %	4	1.59 %	1	
4									

Report Format Selection Area - Drag field to change the format of the report

💡 Filter Area	📰 Column Area
College Name	Term 🔺 💌
Age Group	Gender 🔶 🔹 💌
Ethnicity	

Step D5. Drag the "Age Group" field or box from the "Filter Area" to the "Row Area." Notice in the image below the new labels at the left side showing the subgroups previously selected and the data at the right side segregated by the term (top heading) and gender (lower heading).

Figure D5

			🖃 Sumr	ner 2014			- F
				Female		Male	
			Student Count	Student Count (%)	Student Count	Student Count (%)	Stud Cou
-	Foo	thill CCD Total	112	100.00 %	124	100.00 %	
	-	Acquired Brain Injury Total	1	0.89 %	4	3.23 %	
		18 & 19		0.00 %	1	25.00 %	
		20 to 24	1	100.00 %	3	75.00 %	
	Ξ	Developmentally Delayed Learner Total	5	4.46 %	7	5.65 %	
		18 & 19	3	60.00 %	2	28.57 %	
		20 to 24	2	40.00 %	5	71.43 %	
	Ξ	Hearing Impaired Total	2	1.79 %	3	2.42 %	
		18 & 19		0.00 %		0.00 %	
		20 to 24	2	100.00 %	3	100.00 %	
•		•					
Pad	ie 1	of 3 (28 items) < 1 2 3 >					

Report Format Selection Area - Drag field to change the format of the report

💡 Filter Area		Column Area
College Name		Term
Ethnicity		Gender
Row Area		∑ Data Area
District Name	▲ ▼	Student Count
Primary Disability Status	▲ ▼	Student Count (%)
Age Group	▲ ▼	
Defer Layout Update		

Step D6. Let's now show how to further explore the data within the report. Select "Acquired Brain Injury" for disability category [1], all age subgroups [2], only fall term data [3], and deselect or exclude "Unknown" in "Gender" [4]. By clicking on the "Defer Layout Update" bottom, users can make all choices and then click on "Update" before the data shows on the top section [6].

Figure D6

port Area						
	DSPS (Disabled St	udents Pro	grams & Services) Sta	itus		
	- Fall 2014					
	Female			N	Male	
	Student Count	Stude	nt Count (%)	Student Count	Student Count (%)	
- Foothill CCD Total	71		100.00 %	96	100.00	
 Acquired Brain Injury Total 	71		100.00 %	96	100.00	
18 & 19	1		1.41 %	2	2.08	
20 to 24			0.00 %	7	7.29	
25 to 29	3		4.23 %	8	8.33	
30 to 34			0.00 %	5	5.21	
35 to 39			0.00 %	1	1.04	
40 to 49	1		1.41 %	9	9.38	
50 +	66		92.96 %	64	66.67	
port Format Selection Area - Drag field	to change the format of the i	report				
💡 Filter Area			Column Area		_	
College Name			Term		[3] 🛌 🖂	
The sister			Candau			
Eurnicity			Gender			
Row Area			∑ Data Area			
District Name	_	~	Student Count			
Primary Disability Status	[1]		Student Count (%)			
Age Group	[2]	~				

Section E. Exporting Data from Report

Results from any query can be exported to Excel, CSV (comma delimited), or a text file. In this section results from the query in the previous section (headcount for students reported in the fall term with an "Acquired Brain Injury" segregated by gender on Figure D6) will be exported to an Excel document and formatted to facilitate the analysis of data.

Step E1. Select the Excel format [1] and then click on the "Export To" button, as shown in the image below (Figure E.1).



Export To ->	• Excel • Cs [1] • xt	Records Per Page: 10
	[2] DSPS (Disabled Students	Programs & Services) Status Report - Data
	[2] DSPS (Disabled Students)	Programs & Services) Status Report - Da

Step E2. Once the data is exported to Excel, it is recommended highlighting the worksheet and darkening the cell lines [1], as shown in the image below (Figure E2), for this will help detect merged cells and facilitate formatting the report. Coloring cells to identify groups and key statistics will also help analyzing data [2]. After formatting the report, users may notice that the data in Figure E2 suggests a relationship among "Acquired Brain Injury," gender, and age; males seem more likely to acquire a brain injury earlier in life than females. The data showed that more than 90% of the females with acquired injury were at least 50 years old; compared to about 67% for males in the same age group [3]. Using figures in the report, cumulative percentages were calculated for each group within the Excel document [4]. These figures suggest that for females the risk of acquiring a brain injury begins to significantly increase after age 50; while for males, at least by age 20.

Figure E2

