

# DE ANZA DSPS MIS DATA CLEANUP

Meeting at De Anza; August 22, 2018—1:00 PM  
FHDA Institutional Research & Planning, De Anza DSPS

Issues: Upload and cleanup of DSPS data, MIS SD De Anza

## SGADISA

- Two tables in the back-end: disability codes (parent) and services (child). Prior to entering services/hours, there needs to be a disability code. DSPS services data will identify students to be included in MIS SD (DSPS)

## DISABILITY CODES DATA

- ClockWork data upload
- Manual entry

## DSPS SERVICES DATA

- Manual entry (current)
- Based on registration on DSPS courses for the term (proposed):
  - Default number of hours (e.g., 4) for census courses or attendance hours for positive attendance courses
  - Use course subject as service code in SGADISA (e.g., “EDAC”)
- SARS upload (proposed)
  - Default or meeting time
  - Use SARS location or reason code to identify DSPS meetings
  - Use ‘SARS-DA’ as service code in SGADISA

## DATA CLEAN-UP REPORTS UPDATE

- Master list, including department/course subject codes and total hours
- Students enrolled in DSPS courses missing disability code
  - NC (not claimable) for the academic year list to keep track of these students
- Students in DSPS SARS locations missing disability code
  - NC (not claimable) for the academic year list to keep track of these students
- Others? (versions of current reports)

## COMMENTS