

# IRP@FHDA

**To:** Marylyn Booye, DSPS Program Supervisor, De Anza  
**From:** Lourdes Del Rio-Parent, PhD, Sr. Research Analyst/Data Warehouse Coordinator FHDA  
**Date:** September 2, 2014  
**Re:** Clockworks: Issues related to data entry and import to Banner-SGADISA

The following are the key points we discussed during our meeting on August 27<sup>th</sup> and related issues to be resolved. Here is a list of preliminary decisions:

1. Clockworks will be the work area for the DSPS departments at De Anza College and Foothill College, and the Veterans Services office at Foothill College. Specific to DSPS, all data related to the documentation of students disability(ies) and related services provided to these students will be documented by the DSPS departments in Clockworks only. Once the data for the term have been validated, student and services data will be imported to Banner (tables shown in SGADISA) by the MIS Coordinator.
2. Demographic and academic data already collected by Admission & Records or the testing offices at each college (for example, address, education goal, major, test scores) will be accessible as read-only in Clockworks. DSPS or veteran students will always use the portal to update information such as address, education goal, or major on their own, or with the help of a counselor/advisor.
3. To avoid problems with the import of DSPS data into Banner from Clockworks, there needs to be a cross-validation of disability codes and disability services across systems. This relates specifically to the tracking of hours by service and disability code in Clockworks and how this relates to the data display in SGADISA. Also, codes to be used for the MIS Student Success report need to also be included for both De Anza and Foothill (orientation, development of education plan).
4. Because intake forms need to be updated and disability codes need to be approved by the deans, Clockworks need to include data fields that keep track of the date and the approval

signature. This is needed to be able to identify what data needs to be cleaned-up or is ready to import into Banner.

5. Similar to Banner, records for disability codes and services need a term or date.