

PSC Solution: TIP0008a

Date: 7/21/2010

Application: ESS

School Year: N/A

File Specifications: N/A

Solution Type: Technical Tip

Title: Addressing Results of the Submission Error Report in ESS

Issue Description:

State users sometimes have questions regarding when and how to address errors shown on the Submission Error Report in ESS. This solution article provides guidance on what ED expects of states to address the errors.

Solution:

Generated within a few hours after data is submitted to ESS, the Submission Error Report uses the logic contained in the ESS Business Rules Guide to check the data against predetermined error criteria. The first three tabs listed under the Submission Error Report are the State Data, LEA Data, and School Data tabs. These display two types of exceptions: Errors and Warnings. Errors need to be corrected or addressed by the state in some way.

SEAs should view the Reports tab first. This tab contains the Match Error Report and Summary Report, plus the State Edit, Agency Edit and School Edit Reports which are displayed here after all the Match errors have been resolved.

The Match Error Report shows the errors identified about the current school year's directory data (universe). For example, it identifies schools with *NCES* School IDs that are different from the previous year's ID. States need to immediately resolve all Match Errors under the Agency Match Problems and School Match problems tabs within the Excel spreadsheet. This is done with resubmission of the N/X029 Directory file(s).

The Summary Report shows all of the CCD data your state has submitted, summarized in various ways. The report is not complete until all data is submitted, but preliminary pieces of information, such as Membership and Staff FTE, are available as soon as they are submitted to ESS. The Summary Report is available for you to review the data submitted for consistency and data quality.

Action to take when the Submission Error Report displays the following:

1. Errors – ED expects the state to correct the underlying data causing each error (prior to the file due date). The reason for the error can be viewed on the Detail page within the report, or by consulting the latest version of the Business Rules Guide (BRG) to isolate the criteria that is causing the error to activate. Note that errors concerning 'no xxx data for this LEA/School' will clear from the report once the data for the associated

LEAs/Schools is submitted.

2. Warnings - ED would like the state to either correct the underlying data causing each warning or include a comment explaining why the data is indeed accurate (prior to the file due date). Warnings remain displayed on the report even if the state has entered explanatory comments on them. Warnings are not typically turned off.

For situations in which a warning or error seems to be improperly occurring, please search the current PSC knowledgebase of solution articles for guidance on the error. If this does not solve the problem, contact the PSC.

The State Edit, Agency Edit and School Edit Reports (also called the CCD Workbooks) contain critical and non-critical errors. In the past states were required to annotate non-critical errors and email the annotated Workbooks to Census. States are no longer required to annotate non-critical errors but they do need to address the critical errors by commenting within the files themselves under the explanation section and submitting the files through ESS. States will need to reference these workbooks in case someone from CCD contacts you about an error.