

Thank you for joining us. The meeting will begin shortly.

*Please make sure you are on mute and if you have a question at this time,
please enter it in the chat box.*



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MJ Foster January 2024 Student Data Submission

Courtney Britton
Proprietary School and Licensure Program Administrator

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2024 Student Data Collection

Submission Period And Deadlines

- Reporting Period is from July 1, 2023 through December 31, 2023
- All MJ Foster Eligible Schools are required to submit data on their MJ Foster students to allow for Legislative reporting
- Submission portal will open on January 29, 2024 and close on February 19, 2024

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2024 Student Data Collection

Most Common Mistakes of 2023

- Program Information that does not match Program Inventory
- Using symbols in the SSN and Date Fields
- Having “extra, invisible” data because of not utilizing the template properly
- Not using the school’s license number
- Entering a completion date for non-completers
- Misunderstanding the External certification column
- Not understanding that all students who were engaged during this time frame regardless of their enrollment date or current should be included.
- Sending student PII data in an unsecured email!

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2024 Student Data Collection

Proprietary School Program Inventory

- Programs listed in the Enrollment & Completions File MUST match the programs on your institution's approved program inventory.
- The existing inventory will be used for data verification and will be updated continuously going forward.

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2024 Student Data Collection

Proprietary School Program Inventory

Institution_Code	Institution_Name	Program_Name	CIP6_Code	CIP6_Name
123X	Louisiana Career Proprietary College	Welding	480508	Welding Technology/Welder
123X	Louisiana Career Proprietary College	Dental Assistant	510601	Dental Assisting/Assistant
123X	Louisiana Career Proprietary College	Dental Assistant *Hybrid*	510601	Dental Assisting/Assistant
123X	Louisiana Career Proprietary College	Medical Office and Health Information Technician	510710	Medical Office Assistant/Specialist
123X	Louisiana Career Proprietary College	Medical Office and Health Information Technician *Hybrid*	510710	Medical Office Assistant/Specialist
123X	Louisiana Career Proprietary College	Medical Assistant	510801	Medical/Clinical Assistant
123X	Louisiana Career Proprietary College	Medical Assistant *Hybrid*	510801	Medical/Clinical Assistant
123X	Louisiana Career Proprietary College	Phlebotomy Technician Hybrid	511009	Phlebotomy Technician/Phlebotomist
123X	Louisiana Career Proprietary College	Massage Therapy	513501	Massage Therapy/Therapeutic Massage
123X	Louisiana Career Proprietary College	Nurse Aide Training	513902	Nursing Assistant/Aide and Patient Care Assistant/Aide
123X	Louisiana Career Proprietary College	Licensed Practical Nurse	513999	Practical Nursing; Vocational Nursing and Nursing Assistants; Other

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2024 Student Data Collection

Proprietary School Program Inventory

Modality	CIP Extra	# Clock Hours	Quarter Credit Hours	Total Cost to Student	Level Of Award	Award Code	BOR Authorized
S	AA	700		\$ 8,000	Certificate	81	Y
S	AA	756	42	\$ 12,000	Diploma	81	Y
H	AB	756	42	\$ 12,000	Diploma	81	Y
S	AA	786	46	\$ 11,500	Diploma	81	Y
H	AB	786	46	\$ 11,500	Diploma	81	Y
S	AA	786	47	\$ 11,500	Diploma	81	Y
H	AB	786	47	\$ 11,500	Diploma	81	Y
H	AA	150		\$ 2,000	Certificate	79	Y
S	AA	745	48	\$ 13,630	Diploma	81	Y
S	AA	100		\$ 1,200	Certificate	79	Y
S	AA	1530		\$ 16,000	Diploma	81	N

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2024 Student Data Collection


Proprietary School Program Inventory

Program_Name	CIP6_Code	Modality	CIP Extra	# Clock Hours	Total Cost to Student	Level Of Award	Award Code
Medical Assistant	510801	S	AA	786	\$ 11,500	Diploma	81
Medical Assistant - Nights	510801	S	AC	786	\$ 11,500	Diploma	82
Medical Assistant *Hybrid*	510801	H	AB	786	\$ 11,500	Diploma	81

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2024 Student Data Collection


Programmatic Data Variables

- Must Match the Program Inventory

Louisiana Proprietary Issued License Number	Institution Name	Institution's Common Id for Student	Student Identification Number (SSN)	Student Last Name	Student First Name	Student Race	Student Gender	U.S. Citizenship	Parish/State/Country of Student	Birth Date
CIP Code 6-Digit Program Code	Program Name	PROG CERT	CIP Extra	Program Modality	Enrollment Start Date	Student's Program Status	Actual Completion Date	Student's Program Certification Status	Received Certification	Work Based Training Component

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2024 Student Data Collection

Data Submission Errors

Error! x

At row 1, Please check the BirthDate column value. It should be numeric only.

- There are numeric only fields:
 - SSN
 - all date fields
 - CIP Codes
- Don't forget your leading zeros: 12052023
- Do not use any dot "." or dash "-" or slash "/" in these fields.
- Doing so causes either data to be lost from the end of a number or for you to get a row error message

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2024 Student Data Collection

Data Submission Errors

Error! At row 85, please check the LicenseNumber column value.

Error! At row 1, please check the LicenseNumber column value.

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2024 Student Data Collection

Data Submission Errors

- Having “extra, invisible” data because of not utilizing the template properly
 - At the end of rows
 - Or extra rows at the end of the data
- Not using the school's license number
- The invisible data moving data into the wrong columns

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2024 Student Data Collection

Definition Confusion

- Enrollments – All MJ Foster students who were enrolled in a program during the reporting period, even if they initially enrolled prior to the period.
- Completion dates listed for non-completers

Student Identification Number (SSN)	Student Last Name	Student First Name	Student Race	Student Gender	U.S. Citizenship	Parish/State/ Country of Student	Birth Date	CIP Code 6-Digit Program Code	Program Name	PROG CERT	CIP Extra	Program Modality	Enrollment Start Date	Student's Program Status	Actual Completion Date
1230X9873	Britton	Kira	1	N	Y	17	03032001	510801	Medical Assistant *Hybrid*	81	AB	H	07012023	W	
1230X9873	Britton	Kira	1	N	Y	17	03032001	510801	Medical Assistant - Nights	82	AC	S	12032023	E	
1230X6543	Britton	Jack	1	M	Y	17	09212004	510801	Medical Assistant - Nights	82	AC	S	07012023	CE	12172023

- External certification columns data

Student's Program Certification Status	Received Certification	Work Based Training Component
Does your program lead to an External certification, license, etc. in some manner for students who are enrolled? Y or N	Did the particular student receive the said external certification? This is NOT the same as the institution's Certificate of Completion.	Does your program include some sort of "real world" learning component. Should be the same for all students who are in the program.

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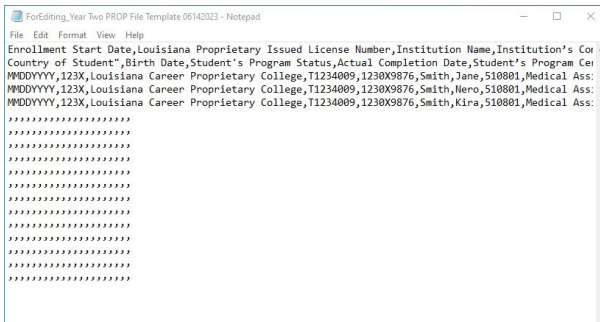
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2024 Student Data Collection

Check Your Data




- Check your programs against the program inventory
- Check that only students marked CE have completion dates
- Check on license numbers and numeric only fields
- If you get an error message, look for that invisible data in your CSV file

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2024 Student Data Collection


Don't Send Student PII Through Email



- If you have checked you data and are still having errors and want a staff person to review, please make that request.
- Do not send a file via email!
- Staff will set up a different file share to allow for a secure transfer of the data.
- If you have a question about a file you've emailed to us that does NOT include PII, please let us know in the text that it's been stripped of PII, as our policy is not to open files that might contains sensitive information.

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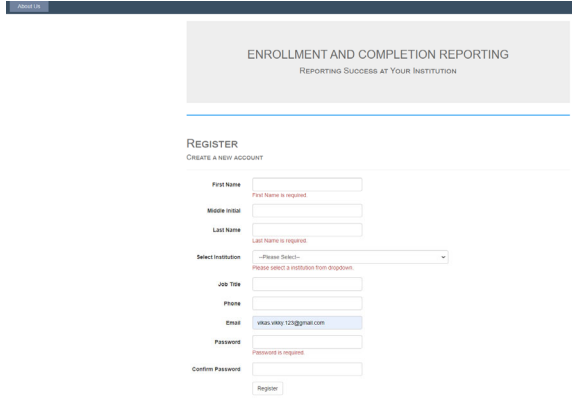
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2024 Data Collection


Portal Registration

- EC Portal is always open for registration and to download templates
- If a single individual needs to submit for multiple institutions, they must register under the parent institution
- Most of you will already be registered from the 2023 data submission.



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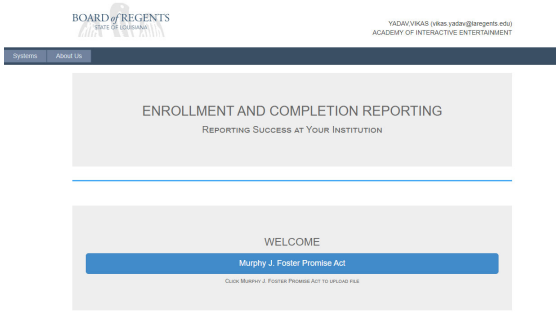


2024 Data Collection

Portal Submission


- Once there, an individual will select the submission category.
- All schools on this call will be submitting as an MJ Foster Promise Act school

[Logout](#)



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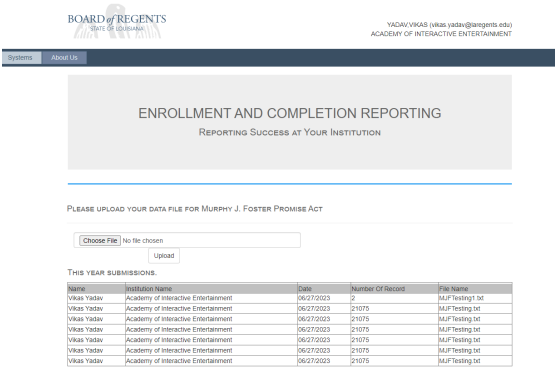


2024 Data Collection

Portal Submission

- You will be able to upload your file as a **CSV file only.**
- Data has been reset, so you will not see any of your 2023 submissions.
- If you must resubmit a file, please note that it will overwrite all previous submissions.

[Logout](#)



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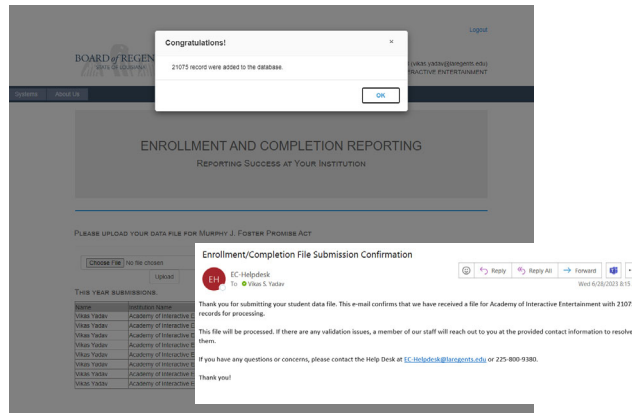
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2024 Data Collection

Portal Submission

- After your file is uploaded you will receive a notification of how many records were uploaded.
- A confirmation email will also be sent.
- If you get an error message please correct and resubmit your data, or contact EC-Helpdesk@laregents.edu for clarification.



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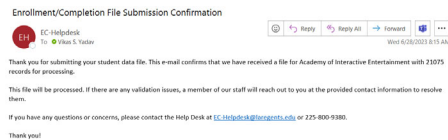
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2024 Data Collection

Portal Submission

- Your file will go through additional validation and if staff find errors you will be contacted and asked to reupload a file after corrections are made.
- Please be sure @laregents.edu is set as a safe sender as you could be contacted by Donald, John, or another member of the IT/IR team and not one of the proprietary school team members.



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2024 Student Data Collection

After the Webinar You will Receive the Following:

- A recording of this webinar and a PDF of the Slides
- A PDF template file with sample data
- A copy of the Complete File specs for 2024
- A copy of the File Spec Chart
- A copy of the Digital Portal Guide
- A copy of the Program Inventory

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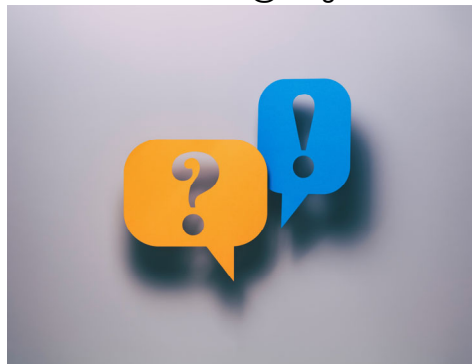
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2024 Student Data Collection

Final Questions?

Email EC-Heldks@laregents.edu



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