



National Title IV-E Data Warehouse

USER GUIDE

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Background and Purpose

Over the years, representatives from various Title IV-E child welfare educational partnerships discussed the pooling of data from these partnerships to develop a bigger, and eventually, a national picture of these partnerships. These discussions resulted in the formation of a National Title IV-E Child Welfare Evaluation Taskforce at the 2011 Council on Social Work Education Annual Program Meeting. Taskforce members called for a National IV-E Child Welfare Evaluation in which partnerships could contribute data for their program's stipend recipients with a goal of building a national data set to better understand how Title IV-E stipend programs are structured, who stipend recipients are, and what we know about their use of the program. The following details procedures for participating programs.

The goal of the Taskforce has been to implement the National IV-E Child Welfare Evaluation by developing a national data management system and managing data relating to graduates of Child Welfare Educational Partnerships. The data management system, found on the www.iv-edata.com website, centralizes demographic and other data on Child Welfare Educational Partnership programs and their graduates, in an effort to develop a national picture of the workforce (e.g., who they are, where they are, how they are prepared for child welfare work, and how long they are staying).

The data management system sets the foundation for future research efforts that will include more complex analysis of student/alumni data, with the ultimate goal of a multi-state Title IV-E outcome study.

How We Do It

Data Use Procedures

The data use procedures outline the principles, procedures, and purposes of the National Title IV-E database. They are designed to list the actions and responsibilities taken by the Taskforce, the Data Manager, and participating Child Welfare Educational Partners. It reflects an understanding among all parties and describes the roles and activities expected to be taken by each; it is not intended to create any contractual obligations. The roles and activities within this document are not all exhaustive, but are meant to represent the minimum required for successful implementation of the National Title IV-E Child Welfare Evaluation. While not an agreement, partners should read and understand the Data Use Procedures prior to participation in the National Title IV-E database.

Memorandum of Agreement

The Memorandum of Agreement (MOA) serves as an agreement to share data between the Data Manager and participating Title IV-E partnerships. It ensures that student data is protected and sufficiently anonymized in accordance with FERPA. Before data can be uploaded to the database, an authorized party from the participating partnership must sign the MOA. Each party should

retain a copy for their records. The MOA will also be stored on the participating partner's user profile as part of the National IV-E Database website.

Website

The website serves as a publicly accessible data portal with aggregate data, as well as a privately accessible interface for the administrator(s) of participating schools or agencies to upload their student data and facilitate program-level reporting. The public side of the website will allow current and potential users to learn more about the database, learn about the participating partnerships, find out how to access technical assistance, and view aggregate student data by state.

The privately-accessible interface for participating schools or agencies requires log-in set up with the assistance of the Data Manager. Within this user portal, partners have the ability to upload student data, store the MOA for data sharing, and produce more detailed program-level reporting. The public aggregate data does not cross-tabulate the data in any way that could potentially re-identify an individual, but individual partners will have the ability to work with their own data to produce custom reports from student data.

Email

The Data Management System is also host to a unique email account, rather than using the personal email of the Data Manager. This will help facilitate continuity over time when and if the Data Management System is hosted by another institution.

The email account is national.ive.data@gmail.com – the Data Manager can be contacted directly via this account.

Technical Assistance

USER GUIDES

This User Guide is meant to serve as a starting point for participating partners, provide information on data preparation, and basic technical assistance in uploading data. The User Guide can be found and downloaded from several different spots on the IV-E website. Coding structure for database variables and instructions can also be found within the User Guide.

MODULES

Three short ‘how-to’ modules are available on the IV-E website as an additional resource for technical assistance. The modules walk users through website navigation, navigation and use of the user account and uploading data to the database, and how to run school- and agency-level reports.

DEDICATED PERSONNEL

The IV-E database has one dedicated personnel who works in collaboration with the Taskforce to manage the database, IV-E database website, new partner accounts, and provision of technical assistance to partners. The Data Manager can be reached via telephone (612-624-4282) or email (national.ive.data@gmail.com) to provide partners with assistance during regular business hours.

SUMMARY OF DATA COLLECTION

(uploaded to the data portal by dedicated school administrator)

Each participating partner retains ownership and control of its data, and any IV-E partnership may contribute data to the database whether or not they are able to collect all of the desired data elements. At a minimum, this should include all those currently receiving IV-E funding and those currently being tracked in their obligation. Public data on the website are reported in aggregate at the state and national level, but each partner will have access to their own data, with the ability to produce school- or agency-level reports from their private data portal. Data submission periods will occur in the fall each year, although partners will be able to make corrections to their upload/submission at any point during the year. Partners should also reference the Data Use Procedures (located under the ‘Resources’ tab on the website) for additional information on how data are being used by the database.

Participating partners will provide de-identified, individual student data for enrollment, graduation, obligation fulfillment, and ongoing workforce retention. The table below briefly describes the 4 sections of data being collected:

Enrollment Data	12 items to report for all NEW IV-E students
Graduation Data	3 items to report as students graduate; 4 enrollment items to re-report
Obligation Tracking Data	3 items to report as students complete their repayment obligation; 4 enrollment items to re-report
Post Obligation/Ongoing Data	2 items to report for students tracked post-obligation; 4 enrollment items to re-report

Memorandum of Agreement (MOA)

Templates

A template for the MOA can be found on www.iv-edata.com under the Resources tab. This template has been drafted by the Taskforce and approved by the host institution’s (University of Minnesota’s Center for Advanced Studies in Child Welfare) General Counsel. Each participating partnership will need to submit the

MOA to their own General Counsel (or similar authority) to approve the data sharing language.

Process

Once the template has been downloaded from the IV-E database website, each participating partner will need to have the MOA approved by the General Counsel (or

other similar authority). Once both parties (the Data Manager and participating partner) have agreed to the document, it can be signed and submitted. Partners should keep a copy of the document, and the document can be uploaded to the IV-E database website user portal for storage.

Creating a new user account

User Profile

New partner users will work with the Data Manager to create a new user profile by providing information about the school to create an account. The information listed below will be populated by the Data Manager and will appear as pre-filled when users log in to the school account. When the new account profile is created, the user will receive an assigned password, which should be changed by the user as soon as possible.

INSTITUTION/SCHOOL NAME

School name is the name of the institution where the IV-E program resides.

SCHOOL CODE

Educational institutions typically have colloquial acronyms for their institution (e.g., University of Minnesota Twin Cities – UMNTC), but due to overlap in their use, schools will use their unique Federal School Code (i.e., the alpha-numeric code used by FAFSA) as the school code. The Data Manager can provide that code to users when the account is set up if the partner does not know the FAFSA code.

SCHOOL STATE

School state is the 2-letter postal code commonly used for individual states.

SCHOOL ADMINISTRATOR & CONTACT INFORMATION

(phone, email, mailing address, title)

The contact person for the partner school/agency should be the same person who is responsible for the school/agency IV-E recipient data. This will help streamline verification of data, identification of errors in the data, etc.

Submission/document storage

The MOA will be signed by all parties, uploaded to the partner user portal on iv-edata.com. Copies of the MOA should be retained by the participating partner and will also be stored on the data warehouse website.

ALTERNATE SCHOOL ADMINISTRATOR & CONTACT INFORMATION

(phone, email, mailing address, title)

Schools or agencies should provide alternate contact information in case the primary contact cannot be reached by the Data Manager. This information is also helpful in the event of staffing changes that are not communicated to the data manager.

IV-E SUPPORTED PROGRAM TYPE(S)

- BSW (pre-filled by Data Manager)
- MSW (pre-filled by Data Manager)
- PhD (pre-filled by Data Manager)

Any of these three program types can be chosen. Partners should indicate only the degree programs for which IV-E stipends are provided.

Member of Consortium (pre-filled)

Consortiums may be formal or informal groups of IV-E schools or agencies. Either one may be indicated for purposes of the database. However, partners will only have access to consortium data if they are designated to have access to the schools in their consortium. Any access to data from other schools/agencies in the consortium will need to follow the procedures for other research projects as outlined in the Data Procedures.

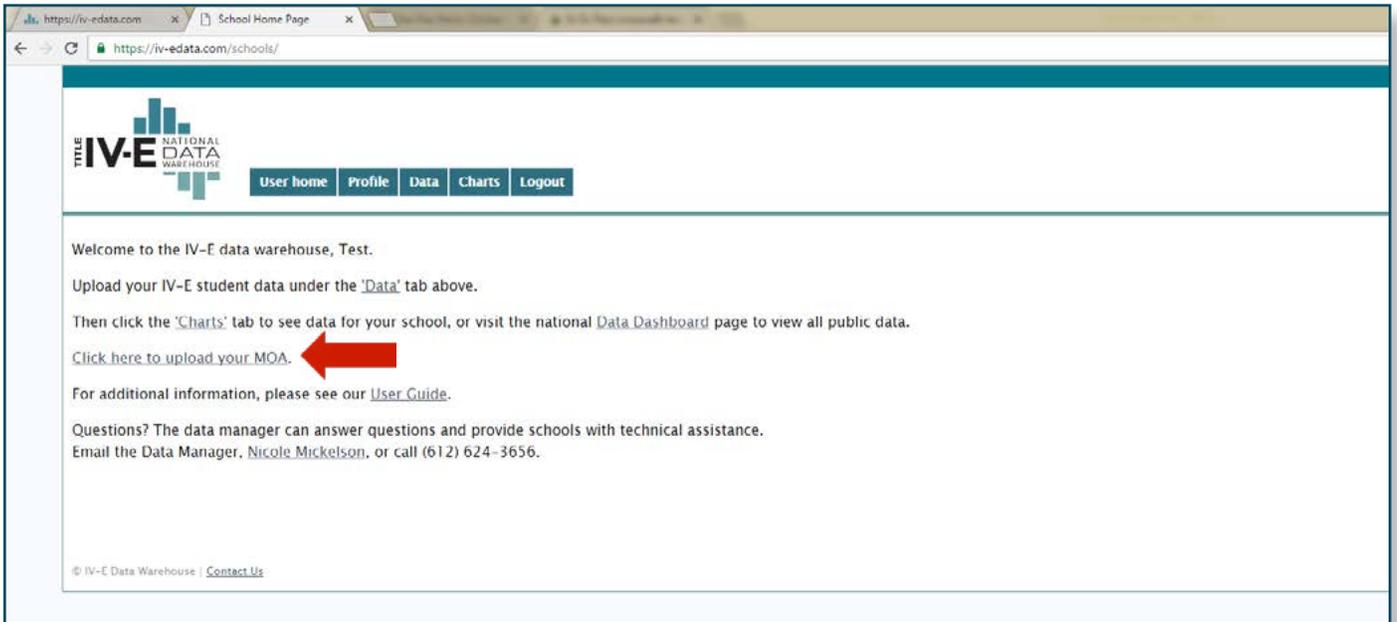
Use IV-E for other education/training activities beyond student stipends (pre-filled)

IV-E partner programs may or may not use IV-E funds for activities beyond student stipends. If other education or training activities applying to a partner's program, it is helpful to know about these activities. Examples of such activities may include: creating training modules for continuing education credits, community engagement, etc.

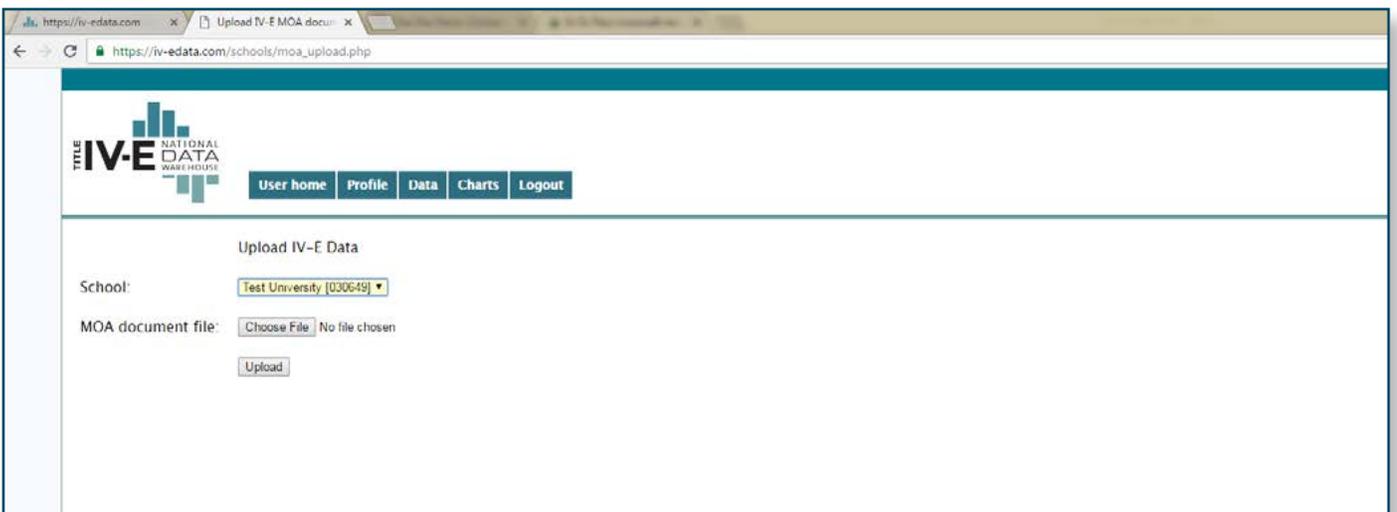
Upload Documents

MEMORANDUM OF AGREEMENT (MOA)

After logging into the user portal, the user will see a link to upload a copy of the MOA. Click on the link.



On the new screen, click on 'Choose File'. The MOA can only be uploaded as a PDF file. Under the school drop-down, select the school for which you are uploading the MOA (note: multiple schools will only be visible if the user is associated with more than one school).



General Data Preparation

Overview

TYPES OF DATABASES

Partners may use a variety of different databases in which they track IV-E student data, ranging from commercially-developed databases, relational databases (e.g., Access), or simply tracking student information in spreadsheets. Data extraction from these sources is the responsibility of the individual school or agency.

Changes to databases

ADDING A UNIQUE IV-E STUDENT ID

(NOT actual student ID assigned by the school/institution)

Due to student data privacy laws, the University-assigned student identification number cannot be used for the IV-E database, in order to protect the identity of students. Partners should create a new ID for students (a unique ID that will follow the student through enrollment, graduation, obligation fulfillment, etc.). The new ID should be 5-10 digits long, and the Data Manager can provide partners with suggestions for creating the ID.

One example of this would be within databases that already have the ability to create and assign individuals a new, unique ID. For example, Access databases have the

ability to create a record number for entries. The record number could be combined with the academic year of entry into a IV-E program (in order for it to be 5-10 digits) or the number could be multiplied by an integer to create a longer identifier (e.g., multiply the record number by 1,000). An additional idea would be to take the last 5 digits of the actual student ID and consistently apply an algorithm to those 5 digits to further de-identify the ID.

Extracting & Recoding Data

Prior to uploading data to the database, relevant indicators will need to be extracted and likely need to be recoded prior to submission to the IV-E database. Participating partners may provide as much data as they are able; if partners do not collect some of the indicators, they can still provide the data they do collect to the database.

On the next page, the data codebook is provided for guidance in recoding data elements for the database. In order to avoid errors when uploading data to the database, data files should be recoded according to the coding structure for each indicator.

Enrollment Data

Variable	Coding	Description	Notes
State	MN, CA, OR, etc.	Two letter state abbreviation	
School Code	6-character code	Alpha-numeric FAFSA code	FAFSA code can be provided by the Data Manager
Student Number	5-10 digits	Designated or assigned by the program	Cannot be student ID, but a portion of student ID or randomly assigned number; Data Manager can provide guidance for creation of IDs
Program Enrollment Date	MM/DD/YYYY	Date student enrolled in IV-E program	
Gender	M, F, T, Missing	Male, Female, or Transgender	
DOB	MM/DD/YYYY	Date of Birth	
Race	1) White; 2) African American/Black; 3) American Indian or Alaska Native; 4) Asian or Pacific Islander; 5) Multi-racial; 99) Missing	Number or DNC	
Ethnicity	1) NOT of Hispanic, Latino, or Spanish origin; 2) Hispanic, Latino, or Spanish origin; 99) Missing	Number or DNC	
Languages	1) Spanish; 2) Chinese; 3) Tagalog; 4) French; 5) Vietnamese; 6) German; 7) Korean; 8) Russian; 98) Other; 99) Missing	Fill in up to 3 boxes with Number, DNC, or NA	Up to 3 languages student speaks fluently other than English
Prior Degree	1) AA Human Services; 2) AA Other Social Sciences; 3) AA Other; 4) BSW; 5) BA Other Social Sciences; 6) BA Other; 7) MA Other Social Sciences; 8) MA Other; 9) JD	Number, DNC, or NA	Degree earned prior to becoming a Title IV-E scholar; Most recent degree or highest
Prior CW Experience	# of months, DNC, NA	Prior to Title IV-E, # of months paid CW experience	Experience prior to current IV-E receipt
Funded Degree Program	BASW, BSW, MSW, MSSW, PhD	Degree funded by Title IV-E dollars	Degree program that student is enrolled in while receiving Title IV-E funding

Graduation Data

Variable	Coding	Description	Notes
State	MN, CA, OR, etc.	Two letter state abbreviation	
School Code	6-character code	Alpha-numeric FAFSA code	FAFSA code can be provided by the Data Manager
Student Number	5-10 digits	Designated or assigned by the program	Same ID assigned in the enrollment data
DOB	MM/DD/YYYY	Date of Birth	Must match DOB in enrollment data
Enrollment Status	PT, FT, Other	Student enrollment status prior to graduation	
Graduation Date	MM/DD/YYYY	Date of Graduation	Date the repayment clock starts
Obligation Length	# of months	Length in # of months of employment obligation	

Obligation Tracking Data

Variable	Coding	Description	Notes
State	MN, CA, OR, etc.	Two letter state abbreviation	
School Code	6-character code	Alpha-numeric FAFSA code	FAFSA code can be provided by the Data Manager
Student Number	5-10 digits	Designated or assigned by the program	Same ID assigned in the enrollment data
DOB	MM/DD/YYYY	Date of Birth	Must match DOB in enrollment data
Date Obligation Fulfilled	MM/DD/YYYY	Date of graduate's fulfillment of work commitment	
Fulfillment Status	IPSearching; IPEmployment; IPDeferred; IPRepayment; FFEmployment; FFRepayment; FFDefault; FFWaived	How did the graduate fulfill their work commitment?	IP=In Progress; FF=Fulfilled If obligation is being fulfilled through more than one way (e.g., employment and repayment), code using whichever method was the majority of the fulfillment (i.e., total obligation=18 months 10 months paid in employment and 8 in money, then code as FFEmployment). If equal time and money, use the most recent
Obligation Setting	Public, Private, Tribal, Missing	Where the graduate fulfilled his/her work commitment	If the graduate was employed in multiple settings, choose the one where the most time was spent , or the most recent, if equal

Post Obligation/Ongoing Data

Variable	Coding	Description	Notes
State	MN, CA, OR, etc.	Two letter state abbreviation	
School Code	6-character code	Alpha-numeric FAFSA code	FAFSA code can be provided by the Data Manager
Student Number	5-10 digits	Designated or assigned by the program	Same ID assigned in the enrollment data
DOB	MM/DD/YYYY	Date of Birth	Must match DOB in enrollment data
Continued Public/tribal Employment	Y, N, DNC, NA	If service is completed, is the graduate still employed in public/tribal child welfare?	
Promotion	Y, N, DNC, NA	Did the graduate receive a promotion at that agency?	

Preparing files for data upload to website

4 MAIN SPREADSHEETS

(Excel .csv files with variables listed)

Each data file must be saved in a .csv Excel file in order to be uploaded to the database. Data files should be saved in four separate files and spreadsheet columns must be in the order shown below to facilitate smoother uploads and reduce errors in the upload.

EXAMPLES

Sample spreadsheets (.csv files) are available to be downloaded on the on the data upload screen of a user account.

Enrollment Data

Student Number	School Code	State	Program Enrollment Date	Gender	DOB	Race	Ethnicity	Languages	Prior Degree	Prior CW Experience	Funded Degree Program
123456	030649	MD	09/01/2008	F	03/26/2011	1	1	2 NA NA	1	6	MSW

Graduation Data

Student Number	School Code	State	DOB	Enrollment Status	Graduation Date	Obligation Length
123456	030649	MD	03/26/1977	FT	06/30/2010	12

Obligation Tracking Data

Student Number	School Code	State	DOB	Date Obligation Fulfilled	Fulfillment Status	Obligation Setting
123456	030649	MD	03/26/1977	07/30/2011	FFEmployment	Public

Ongoing Data

Student Number	School Code	State	DOB	Continued Public/tribal employment	Promotion
123456	030649	MD	03/26/1977	Y	DNC

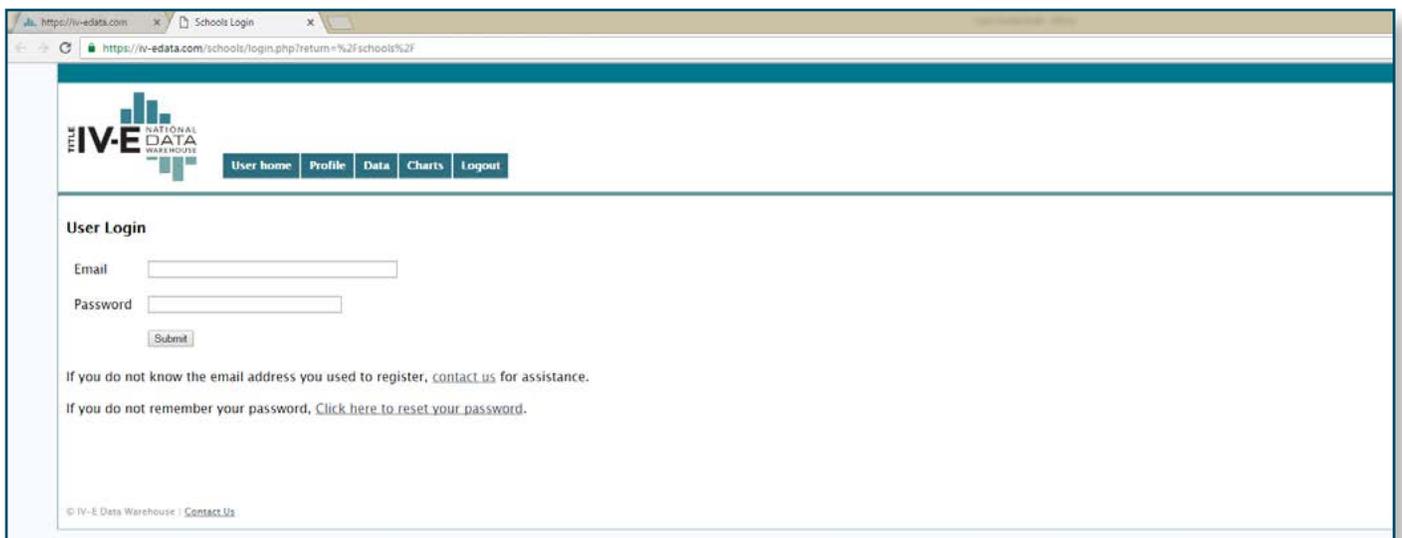
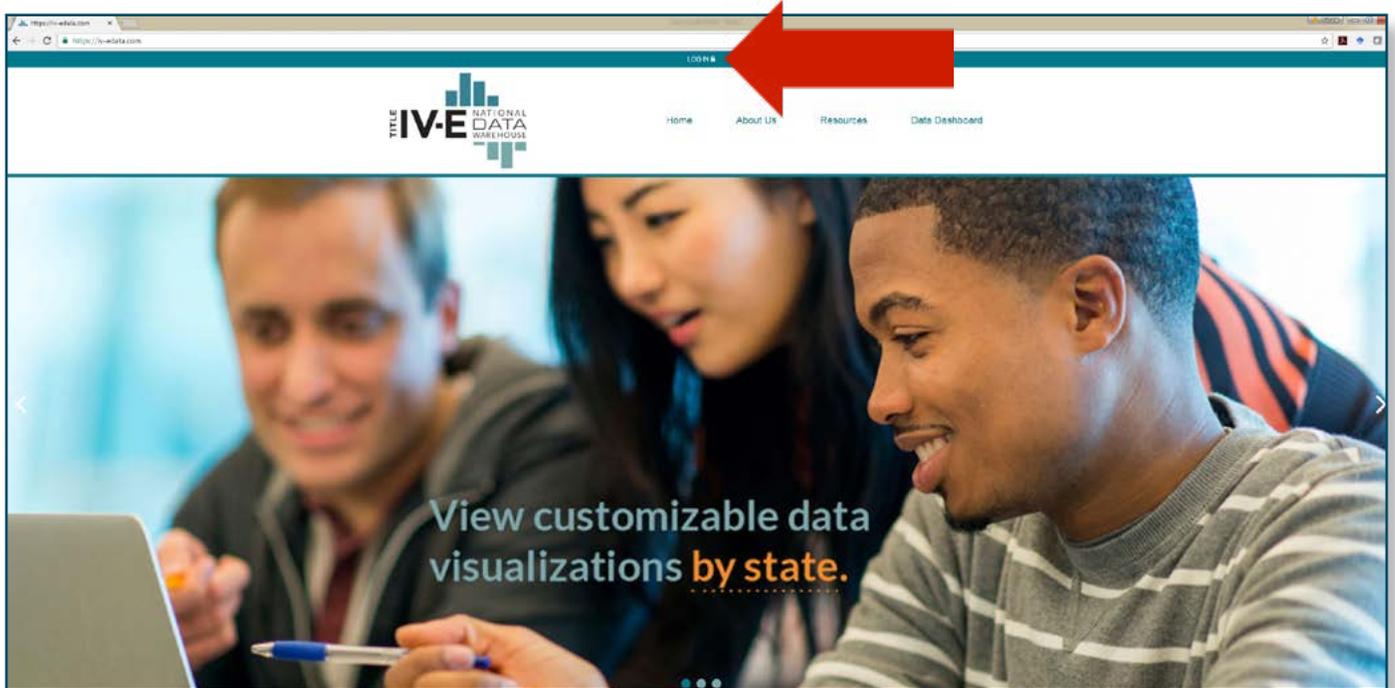
Using a User Account

Upload options

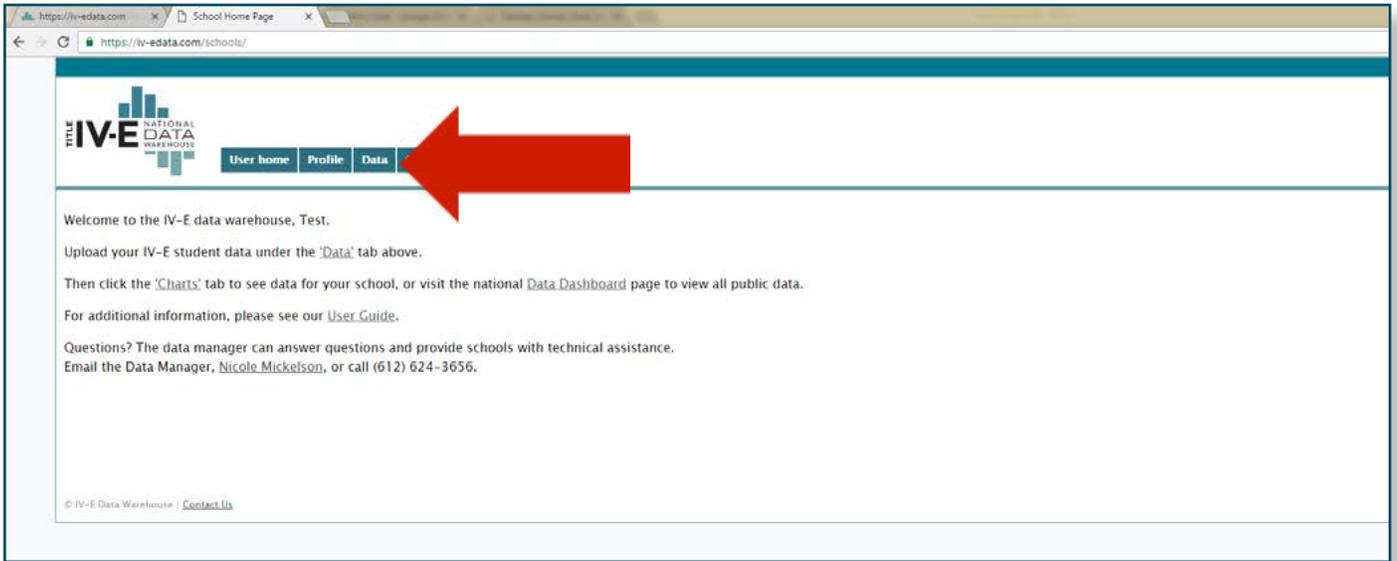
BATCH UPLOAD

(enrollment, graduation, obligations, ongoing)

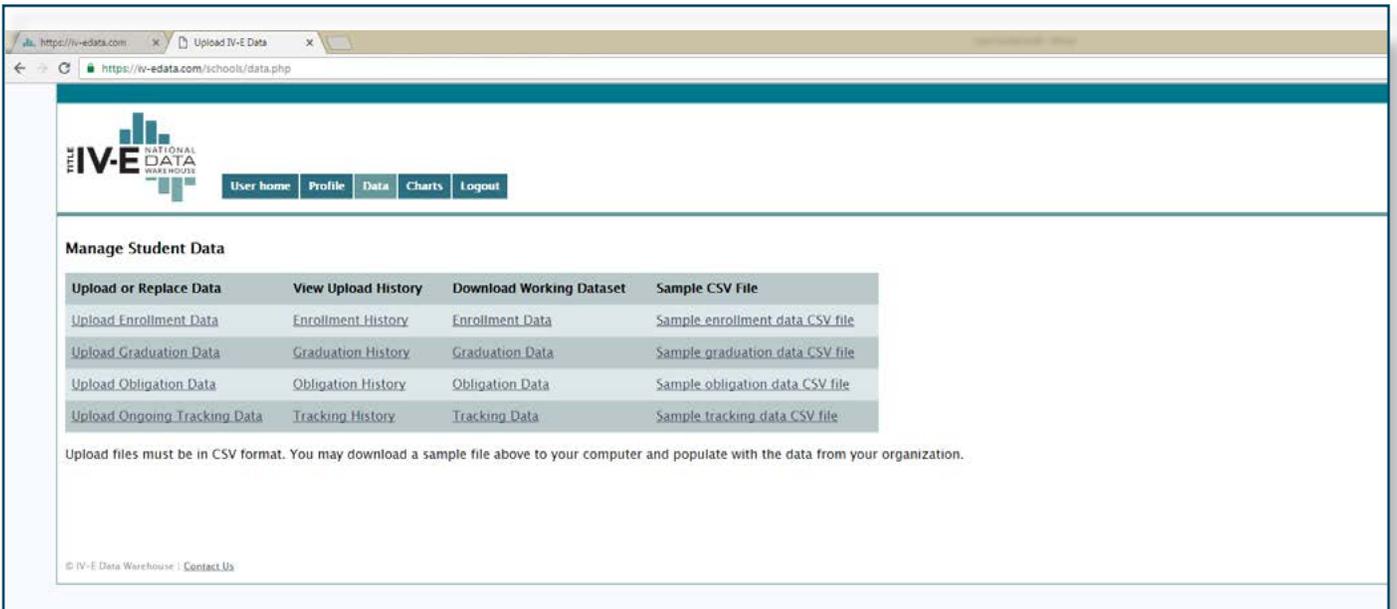
Once data files are prepared and ready for upload, the school's data administrator will login to the user portal via the website.



Once logged in, the school data administrator will see the User Homepage. To upload data files, click the 'Data' tab.



The user will see four separate links to upload data, titled 'Upload Enrollment Data', 'Upload Graduation Data', 'Upload Obligation Data', and 'Upload Ongoing Data'. Click on the file type being uploaded.



Users will only see the school for which they are authorized to upload files. For data administrators uploading files for multiple schools, the School drop-down will list all the schools associated with that data administrator. If multiple schools are being uploaded, they must be done one at a time. The database will automatically validate that the correct school the submission using the School Code (FAFSA code).

1. Click the 'Choose File' button (Files MUST be in .csv format) and the file window will open and allow the user to select which file will be used for the upload.
2. Select file, click 'Open', and the file will upload and the file name will appear next to the 'Choose File' button. Click 'Submit'.
3. Once the user submits the data, a view of the data will appear on the webpage, giving the user the ability to review the file contents prior to completing the file submission. If any fields look incorrect, cancel the file submission, correct the error in the .csv file, and start the submission process over. Click 'Submit' if the data fields look correct.
4. After clicking on 'Submit', the user will be redirected back to the 'Data' tab, where another type of data submission can be selected.

Data Correction/Update

CORRECTION/UPDATE

(enrollment, graduation, obligations, ongoing)

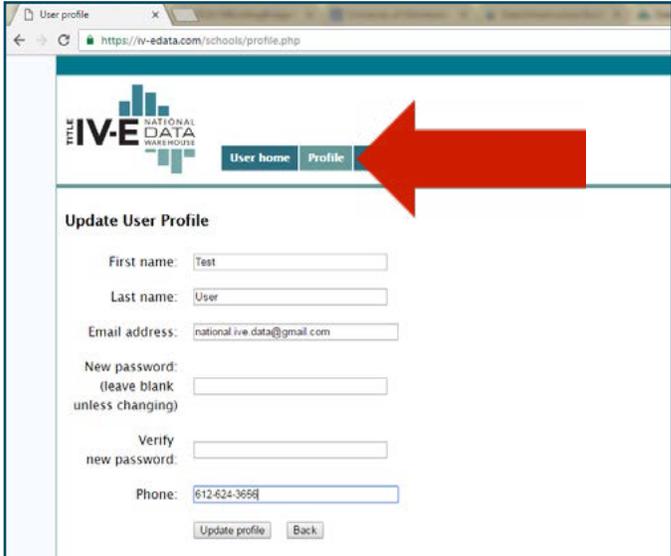
Uploaded spreadsheets may be corrected after being submitted to the database. A corrected file should be the same as the original file, but corrections should be made to the records of the necessary individuals. When the corrected file is uploaded to the database, it will indicate that records have been added and/or changes have been made to those individual records (as well as indicating that unchanged records remain unchanged).

Reports

As soon as spreadsheets have been successfully uploaded to the database, the charts and graphs on both the public and user data dashboards are updated to reflect the new data. The public dashboard does not allow data to be cross-tabulated in a way that data could be identifiable. Charts and graphs in the user profile allow users to cross-tabulate data and drill down to produce more specific reports that are not available to the public.

Update contact information

Users can update their school/agency's contact information and account password under the "Profile" tab in the user profile.



The screenshot shows a web browser window with the URL <https://iv-edata.com/schools/profile.php>. The page header includes the logo for 'TITLE IVE NATIONAL DATA WAREHOUSE' and navigation tabs for 'User home' and 'Profile'. A large red arrow points to the 'Profile' tab. Below the header is the 'Update User Profile' form with the following fields:

- First name:
- Last name:
- Email address:
- New password: (leave blank unless changing)
- Verify new password:
- Phone:

At the bottom of the form are two buttons: 'Update profile' and 'Back'.

Technical Assistance

Contacting IV-E Database Manager

To contact the National IV-E Database Manager, please send an email to:

National.ive.data@gmail.com

For more immediate assistance or to speak with the Data Manager, call (612) 624-4282 during regular business hours (CST).

Frequently Asked Questions

What data are collected for the Database?

Schools do not need to collect all the desired indicators in order to contribute data. The current variables being collected in the database are: State, school code, student number, program enrollment date, gender, DOB, race, ethnicity, languages, prior degree, prior CW experience, funded degree program, enrollment status, graduation date, obligation length, date obligation fulfilled, method of fulfillment, obligation setting, continued public/tribal employment, promotion. Data from the previous academic year are uploaded on a yearly basis to update each school's data.

What format do data files need to be in to be uploaded to the Database?

The upload function of the Database supports .csv Excel files. Variables within the data files should be prepared according to the format & coding in the data codebook and instructions.

How do I contribute my school's data to the Database?

If your school is interested in contributing data to the Database, please review the User Guide and then contact the Data Manager. The Data Manager can be contacted at national.ive.data@gmail.com or 612-624-4282. The Data Manager will be able to provide further information and can set up a user account for the participating school.

Resources

MODULES

Video modules are available on the IV-E database website as a starting point for technical assistance. The modules were created to provide an overview of basic database functions to guide users through the data upload process.

Who gets to see the data?

The Database will provide publicly-available data on the National IV-E data website. Data on the public site will be basic demographic, aggregate data and designed so that individuals cannot be re-identified. Participating schools have the ability to produce unique reports for their school(s). Data from these reports will not be publicly-available, as the data can be cross-tabulated in different ways and may be identifiable.

What is the benefit of contributing data to the database?

The benefit of contributing data to the National IV-E database is to create a national picture of Title IV-E stipend recipients. The Database will centralize demographic and other information on Child Welfare Educational Partnership graduates and program information in an effort to develop a national picture of the child welfare workforce. It will also serve as the foundation for the next phase of work, including a more complex analysis of student/alumni data and possible multi-state outcome studies.