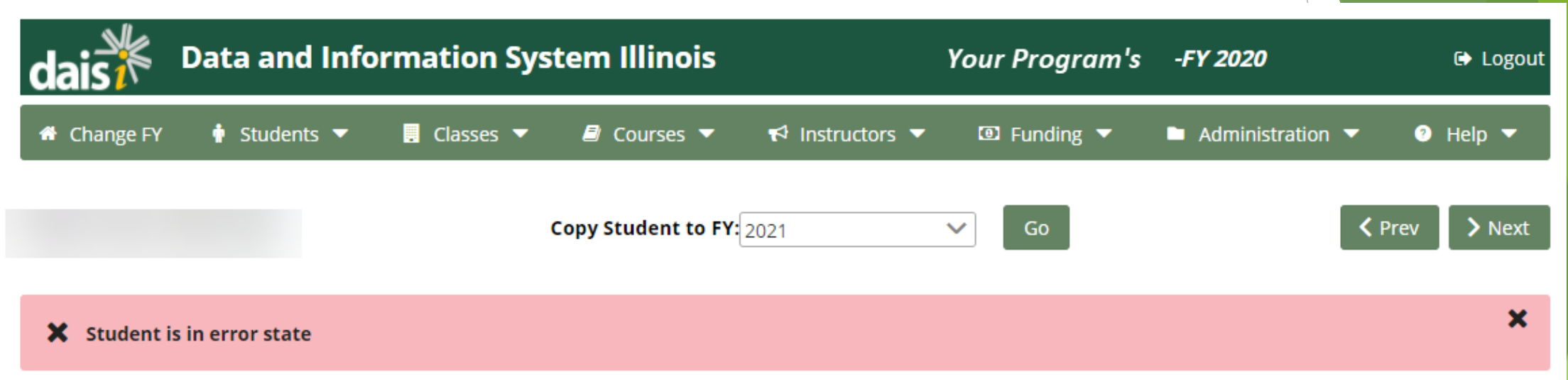


Identifying and Fixing Errors in DAISI

Agenda

- ▶ What are Errors? And why do they exist?
- ▶ Errors vs Warnings
- ▶ Identifying Errors
- ▶ Common Errors and How to Resolve Them

What are Errors? And Why do they Exist?




The screenshot displays the DAISI web application interface. At the top, a dark green header bar contains the DAISI logo, the text "Data and Information System Illinois", the user's session information "Your Program's -FY 2020", and a "Logout" link. Below the header is a navigation bar with icons and labels for "Change FY", "Students", "Classes", "Courses", "Instructors", "Funding", "Administration", and "Help". The main content area features a "Copy Student to FY:" label, a dropdown menu currently set to "2021", a "Go" button, and "Prev" and "Next" navigation buttons. A prominent pink error banner at the bottom of the content area displays the message "Student is in error state" with a close button (X) on the right.

Errors are messages programmed into DAISI to help you identify erroneous or missing data and instances in which you've defied state or federal policy guidelines.




ERRORS

- Indicate erroneous or missing data or policy issues
- Always “fixable”
- Prevent students from being counted towards generation and performance reports
- Denoted by red banner or 



WARNINGS

- Indicate erroneous or missing data or policy issues
- Sometimes not “fixable” (e.g., “warning.PreTest.NotDoneBy 3rdDay”)
- Always contain “warning” in text
- Denoted by gold banner or 

Identifying Errors

The background of the slide features abstract, overlapping green geometric shapes, primarily triangles and polygons, in various shades of green, creating a modern and dynamic visual effect.

[Student Error Summary](#)

[Student Error Details](#)

Required

[Enrollment Report](#)

[Program Status Report](#)

[NRS Performance Report PoP](#)

Static

[A1 Extract Report](#)

[AEFL Certification of Units Report](#)

[Cohort: Follow-up Measure 2-Retained Employment](#)

[Cohort: Follow-up Measure 3-Earned GED or Sec Cred](#)

[Cohort: Follow-up Measure 4-Entered Post-Sec](#)

[EL/Civics Report \(Program\)](#)

[HSE - Summaru Match bu Month](#)

Error Reports

- ▶ Student Error Summary: Provides an overview of the number of errors in your system of each type
 - ▶ *Note: # of Errors ≠ # of Students in Error State*
- ▶ Student Error Details: Provides a list of all errors and warnings by student
 - ▶ More filtering options to target the kinds of errors you want to see

Student Error Summary

File View Help
Home

Student Error Summary x Student Error Detail x

Row Limit: Maximum

Fiscal year: 2022 Program: General College Output Type: HTML (Single Page)

View Report ☐ Auto-Submit

Run as HTML

Click to see each student with this error

Error Type	Error text	Error	Warning	Count
Attendance Error	Attendance Invalid (Attendance Record outside of Enrolled Date Ranges)	Yes	No	1
Class Student Error	Attendance Invalid	Yes	No	1
Class Student Error	Unit Of Instruction is more than Course's Maximum	Yes	No	12
Class Student Error	error.preTestNotFound	Yes	No	46
Class Student Error	warning.PreTest.NotDoneBy3rdDay	No	Yes	300
Class Student Error	warning.class.postTestNotFound	No	Yes	451
Class Student Error	warning.class.preTestNotFound	No	Yes	74
Student Record Error	Employment Status Not Set	Yes	No	3
Student Record Error	Insufficient EL/Civics competency	No	Yes	81
Student Record Error	Missing Career Cluster	No	Yes	330
Student Record Error	Student Primary Goal not set	No	Yes	486
Student Test Error	error.preTestNotFound	Yes	No	46

Student Error Details

Pro Tips:

- ▶ Set *Minimum AH* to 12 and *Minimum UI* to 0.5 to see students who might be otherwise NRS-eligible
- ▶ Set *Errors* to “Yes” to see only Errors (and no Warnings)
- ▶ Set *Number of Errors* to “All”
- ▶ Set *Output Type* to Excel or PDF so you can keep track of errors you’ve fixed

It can take up to **48 hrs** for error corrections to be reflected in DAISI!

FileViewHelp

Home

DAISI-CElhaddad

Student Error Summary

Student Error Detail

Fiscal Year

2022

Program

General College

Specific College

Minimum AH

0

Min UI

0

Include Restricted Funding

Include Unrestricted Funding

Errors

Yes

Warnings

Last Name (Begins with)

ALL

Number of Errors

All

Error Type

Attendance Error

Error Text

Attendance Invalid (Attendance Record outside of Enrolled Date Ranges)

Output Type

HTML (Single Page)

View Report

Data and Information System Illinois

Error Check

Fiscal Year: 2022

Program:

General College Activity: false

Specific College Activity: Not specified

Minimum AH: 0

Minimum UI: 0

Restricted Funding:

Unrestricted Funding:

Error Status: Yes

Error Warning:

Last Name (Begins with): ALL

Error Type: Attendance Error

Full Name	Student ID	Class Number	Warning	Error	Error Text	Error Type	AH	UI	AH Error	UI
			No	Yes	Attendance Invalid (Attendance Record outside of Enrolled Date Ranges)	Attendance Error	34	3.2	Yes	

Student List/Search Feature

Students: List/Search

Search Add New

Submit Clear List Current FY

View Previous Search Results Select Search Name View

> Basic Search

> Advanced Search

> Biographic / Demographic

> Classes & Enrollment

> Funding & Instructional Category

> Status

> Goals / Achievements

> Test

> Reports

> Custom Fields

> Student Error Status


☒ Overall Error State: ☒ Yes ☐ No

☐ Class Without Instructor- ERROR: ☐ Yes ☐ No

Set Overall Error State to "Yes" to retrieve a list of students in an Error State

Add 12 or more AH to only see students who might otherwise appear on NRS Reports!

Pro Tip: Save Your Search Settings!



nois

Logout

Change FY

es

Help

Students: List

Search

Add New

Submit

Clear

List Current FY

View Previous Search Results

Select Search Name

View

Global Filter

DATA MATCH

EXCEL

Search Result Name

Errors

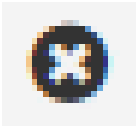
Save

Fiscal Year	SSN	Last Name	FirstName	MI	DOB	Status	Test Info	Class Info	Goals	Notes	Custom Fields	IEL/CE	Delete
-------------	-----	-----------	-----------	----	-----	--------	-----------	------------	-------	-------	---------------	--------	--------

Save your search settings here...

And duplicate them later here!

Follow the Error Icon!



Change FY

Students

Classes

Courses

Instructors

Funding

Administration

Help

Student Name: Bratton,James

Student is in error state

Search Results

Bio/Demo

Status

Test Info

Class Info

Goals/Achievements

Student Notes

Custom Fields

IEL/CE

Click on the tab with the error symbol

Cait Test Program -FY 2021

Logout

Instructors

Funding

Administration

Help

Prev

Next

Student is in error state

Search Results

Bio/Demo

Status

Test Info

Class Info

Goals/Achievements

Student Notes

Custom Fields

IEL/CE

Click Next and repeat

Current Class Information									
Class/Section No.	Course Name	Expected Start	Actual Start	Inst.Cat.	Fund Src	Exit Date	Exit Code	Attendance	
101	Test Course	2020-08-02	2020-08-03	ASE	3405	2020-08-26	Completed	Attendance Report	

Non-Adult Education Course Enrollments				
Course Title	Course End Date	Career Cluster	Course Completion Status	Delete

Look for the class with the error symbol, and click on it

Fix the error (and mark error tracker)

Error Description

Unit Of Instruction is more than Course's Maximum

Common Errors and How to Resolve Them

Missing Pre-test

Error text: error.preTestNotFound or error.preTestNotFound ESL

What does this mean?

The student does not have a valid pre-test for **all** instructional categories in which they are enrolled.

Solutions:

- ✓ Administer an ICCB-approved assessment (or assessments) and record in DAISI
- ✓ Apply the 120-day rule to an existing test (if applicable)

Max UI Exceeded

Error text: Unit Of Instruction is more than Course's Maximum

What does this mean?

The number of UI the student has accrued in the course is greater than the Max UI indicated on the course page.

$$\text{Max UI} = \frac{\# \text{ hrs per day} \times \# \text{ days per week} \times \# \text{ weeks}}{15} \times (\# \text{ course repeats} + 1)$$

Example:

Intensity and Duration (Hrs. per Day/Days per Week/Number of Weeks): 3 hrs/day, 2 days/week, 16 weeks

Population the Course is Expected to Serve:

Credit Hour Total:

Fixed:

Units of Instruction Minimum:

Units of Instruction Maximum:

Times Course Can Be Repeated: 3

$$\text{Max UI} = \frac{3 \times 2 \times 16}{15} \times (3 + 1)$$

$$\text{Max UI} = \frac{96}{15} \times (4)$$

$$\text{Max UI} = 25.6$$

Max UI Exceeded (continued)

Solutions:

- ✓ Check the Max UI calculation. If it's incorrect (which is usually the case) edit the course details.
- ✓ Drop the student from the course

Instructors ▾ Funding ▾ Administration ▾ Help ▾

All ▾ REFRESH HEL

Date: mm/dd/yyyy Attendance Code: P ▾ Generate

Nov 2, 2020	Nov 4, 2020	Nov 9, 2020	Nov 11, 2020 (U)	Nov 16, 2020	Nov 18, 2020	Nov 23, 2020	Nov 25, 2020
Mo	We	Mo	We	Mo	We	Mo	We
E	P	P	U	P	P	P	C

If this is the date on which the student exceeds UI for the course...

Enter a "D" on this date

and clear out all of these attendance codes

Missing Employment Status

Error text: Employment Status Not Set

What does this mean?

The student's record was saved without employment information

Solution: Complete the student's employment information on their Status page

daisi Data and Information System Illinois *Cait Test Program -FY 2021* Logout

Change FY Students Classes Courses Instructors Funding Administration Help

Student Name: Dali,Vasudha < Prev > Next

✕ Student is in error state ✕

Search Results Bio/Demo **Status** Test Info Class Info Goals/Achievements Student Notes Custom Fields IEL/CE

✕ Student Employment Status is missing; ✕

Update

Disability status Select

Resides in
☐ Rural Area ☐ Urban Area with High Unemployment ☐ Neither

How did you hear about the program: Select

Yearly household income

*Employment status Select Employment Status is required!

Employment Status

Invalid Attendance

Error text: Attendance Invalid (First Enrollment Record has unexpected Enrollment Type)

What does this mean?

Attendance errors are tricky. A lot of different things can go wrong, and there is a set number of error messages, so sometimes, the error message doesn't perfectly describe the problem causing the error.

Usually, one of the following has occurred:

- × The class enrollment type (Regular, Fixed, Individualized) was changed after the course was created
- × The start date of the class was changed after the class was created

Solutions:

- ✓ Check to ensure the first attendance code in the (Regular) attendance grid is either E, ET, or AW
- ✓ Duplicate the class, transfer all the data from the old class to the new class, and delete the old class

Invalid Attendance

Error text: Attendance Invalid (Attendance Record outside of Enrolled Date Ranges)

What does this mean?

There is an attendance record either before the start date of the class or after the end date of the class. This usually happens when the start or end date of the class changes after someone has already entered data into the attendance grids.

Solution: Delete the out-of-range attendance record.

Invalid Attendance

Error text: Attendance Invalid (Given Day Not Scheduled)

What does this mean?

- ▶ The Given/Unscheduled code of the date does not match the attendance code entered (e.g., the user entered “U” on a “GH” day)
- ▶ The Given/Unscheduled code of the date at the Administration level does not match the Given/Unscheduled code of the date at the class level (e.g., the class designates 12/25 as an Unscheduled Day while 12/25 is designated as a Given Holiday at the Administration level)

Solutions

- ✓ Change the attendance code or Given/Unscheduled Day designation so the two match
- ✓ Change the Given/Unscheduled Day designation at the class or institution level so the two match

Questions?

Resources

- ▶ DAISI 2.0 Online User Guide
 - ▶ Recordings and slides posted to Training page!
- ▶ DAISI Office Hours
- ▶ Regional Support