



FAQs for Spring 2020 Data Submission

Begin Initial Data Submission of 5 years historical data plus current cohort	Post-Certification Data Quality Checks Complete	Effective Date for Enrollment and Degree data	Final Processing / Data Quality Review with Degree & Enrollment Data Begins	Analysis Ready Files Delivered*	Tableau Refresh
January 27 th , 2020	Certification Date + 5 business days	March 13 th	After March 13 th	April 2020	May 4 th , 2020

*Assuming no data resubmission is required based on issues found in the data quality checks. If a resubmission is required, reports will be available 30 days after the latest certification date.

[Q. Can my institution submit and certify data after March 13 and still receive an Analysis Ready Report and Tableau dashboards?](#)

Answer: Yes! If you submit and certify your data after March 13, your data will be processed in the order that it was received after all the data certified by March 13 are processed.

[Q. If I am asked to resubmit data, when will I get my Analysis Ready file and updated Tableau KPI Dashboards?](#)

Answer: When you resubmit the requested data, you will need to certify that submission. The Clearinghouse will process your newly certified data as quickly as possible. Assuming there are no other issues with your data that require resubmission, you will receive your Analysis-Ready file within 30 days of the new certification date. Your Tableau KPI Dashboards will be updated about a week after you receive your Analysis-Ready file.

[Q. If I am asked to resubmit data, how long will I have to complete the resubmission?](#)

Answer: There is no time limit for resubmitting your data. However, the sooner you complete the resubmission, the sooner you will get your reports. For instance, if you are asked to resubmit data on Wednesday, April 1 and you submit and certify the requested data by Friday April 3rd, you will receive your Analysis-Ready file the week of May 4th.

[Q. Does the Clearinghouse contact me to tell me my data passed all data quality checks?](#)



Answer: No! If your data passes all data quality checks, you will hear from the PDP Service team when we are ready to send your Analysis-Ready file via FTP.

[Q. If I am asked to resubmit data in mid-late April, I won't be able to complete the data resubmission until mid-May. When will I receive my reports?](#)

Answer: If you certify your data resubmission in mid-May, you will receive your Analysis-Ready file and updated Tableau KPI Dashboards in mid-June.

[Q. Does every data quality issue found in processing data result in a request for resubmission of data before reports can be generated?](#)

Answer: No! Many data quality alerts are generated due to idiosyncrasies in an institution's data that are not data errors. The Clearinghouse works with each institution to understand their data. In many cases, the PDP Service team and the submitting institution agree on how the data will impact the reports and the submitting institution instructs the Clearinghouse to move forward with the submitted data.

[Q: What is the Effective Date?](#)

Answer: The Effective Date is the date on which the Degree and Enrollment data that will be merged with your certified data submission is pulled. Any Degree or Enrollment data submitted by your institution after March 13th will not be reflected in the reports processed with the March 13th Effective Date.

[Q: As a data submitter, will I be able to review my reports before any of my support organizations review them?](#)

Answer: Yes! The Clearinghouse will send your Analysis Ready file via FTP before your Tableau dashboard are refreshed with the data that was submitted during Spring 2020.

[Q: What happens if a data quality issue is discovered during the final processing and how will I know if I need to re-submit data?](#)

Answer: During the month of March and April, the Clearinghouse PDP team will review the results of the data quality checks that are performed after your submitted data is merged with the Degree & Enrollment data. If there are anomalies with your data, the PDP team will reach out to you via email to discuss the issues and determine the next steps. If resolution of the issue requires a resubmission of the data to the PDP, your reports will be available 30 days after the



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required data resubmission is certified. It is very important that you watch your inbox between mid-March and April for notice of data irregularities that require your review.

Q: As a new data submitter, can I submit the latest term/year course and cohort file plus 3 years of historical data with my first PDP submission?

Answer: Yes! Your reports will provide better information with at least five years of historical data, but reports can be produced with just 3 years of historical data plus the latest available term/year course and cohort files.