DATA DICTONARY

UNUSUAL ACTION CODE 1.4

Revisions

Change reference	Date	Version
Annual review and updated with PeopleSoft sources	1/28/2019	1.0
Added Ability to Benefit UA Code	1/21/2020	1.1
Updated Ability to Benefits codes	1/25/2021	1.2
Updated Early Achiever Grant codes	7/29/21	1.3
Updated SID section to state DW_KEY should be used for joins	6/9/22	1.4

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Table Description

The Student Management System (SMS) is a server based application used to facilitate the data collection of students and classes in the community and technical colleges in the state of Washington. Each quarter the colleges run their data through a program which translates the data into the Student Management Information System (SMIS).

The SMIS data is then sent as a quarterly extract to SBCTC during finals as per the MIS Reporting calendar. SBCTC then engineers the data to add reporting indicators. This information is subsequently made available to the community and technical colleges.

The Unusual Action Code table is used for tracking student activity such as participation in the Hospital Employees Education and Training program. Each student may have zero, one or more unusual action codes.

This table contains one record per SID, College, UACode and YRQ. The Unusual Action Code table is updated quarterly by data provided by the colleges through process SR1281J. This MIS job extracts all students with Unusual Action codes containing the characters "*","!","+" or UACode "F$".

New records are appended into the Data Warehouse Unusual Action Code table on a quarterly basis, regardless of the YRQ value. Many records contain a "Z999" in the YRQ field, so there is not always an accurate way to identify or select a quarter. UA records that may have been deleted or changed in SMS are never removed from the Data Warehouse UA table. A changed record will be appended to the UA table as a new record.

Data Elements

SID *(and EMPLID combined) (PK) (Use DW_KEY for joins)*
Data Type: Text

Size: 11

Definition: A unique identifier for the student. The identifier is assigned by the college.

Note: If the field length of the SID field is 11 characters, it contains both the SID and the EMPLID. If the length of the value of the SID is 11 characters, it represents the EMPLID. Because some EMPLID values matched the legacy SID values, the EMPLID is padded with leading zeros to 11 characters to enforce uniqueness. (Should not be used for joins; use DW_KEY)

Source: The SID field has been modified in most tables to contain both the legacy SID and the PeopleSoft EMPLID in an effort to retain the existing joins between tables and to include PeopleSoft colleges in the joins. If the PeopleSoft student record was converted with an SID in the EXTERNAL_SYSTEM_ID field, we retain the legacy SID on the record to allow for longitudinal analysis. If there is no legacy SID associated to a PeopleSoft EMPLID, the EMPLID is used to populate this field.

Data Classification: Category 3

Legacy Source: SMIS.SID

PeopleSoft Source: CS.EMPLID

UACODE (PK)

Data Type: TextSize: 2

Allow Null: No

Definition: The student's Unusual Action Codes. SBCTC has reserved codes with the following special characters: &, $, ! and + Colleges have been asked not to use these special characters.

Data Classification: Category 3

Legacy Source: SMIS. UNUSUAL-CD-M.UNUSUAL-ACTN

PeopleSoft Source: Derived during SBCTC Data Warehouse re-engineering.

PeopleSoft Student Groups, Student Attributes and Class Attributes for designated categories are cross-walked to the corresponding legacy Unusual Action Code in the Data Warehouse.

Valid Values:

Legacy UA Code	Description	PeopleSoft Coding
F!	First Generation Student	Student Group SFGN
F$	Foster Care	Student Group SFCY
B!	BFET	Student Group SBFT
A+	HEET	Student Group SHEE
V$	Veteran	Student Group SVET
W!	Worker Retraining Stop Gap Employment (work_attnd 81 as of B452)	n/a
C&	Competency Based Education	n/a
R+	RISE (Resources to Initiate Successful Employment) Treatment Group	n/a
M+	RISE Control Group	n/a
M-	RISE Non-study Group	n/a
!1, !2, !3 or !4	Pre-College Math Starting Level 1 thru 4; 4 = highest level	Set to !4 where class CIP = 330101 and Class Attribute = SOTH with Value SACC
+1, +2, +3 or +4	Pre-College English Starting Level 1 thru 4; 4 = highest level	Set to !4 where class CIP = 330103 and Class Attribute = SOTH with Value SACC
A!	AIR Washington	n/a
+C	Student has given consent to use their SSN for employment matching	n/a
!C	Student has not given consent to use their SSN for employment matching	n/a
P&	Student parents using campus childcare center	Student Group SCLD
M!	MESA student	Student Group SMSA
T!	ITT Tech transfer student	Student Group SITT
S!	Student Emergency Assistance Program	Student Group SEAP

Legacy UA Code	Description	PeopleSoft Coding
H!	Supporting Students Experiencing Homelessness	Student Group SSEH
S+	Student has been solicited to submit their SSN or ITIN for the 1098T	n/a
E!	Early Achievers Grant Coding - Student working at a childcare center	Student Attribute SEAG Value SE01
E&	Early Achievers Grant Coding - Student working at a family home childcare business	Student Attribute SEAG Value SE02
E+	Early Achievers Grant Coding - Student working at an ECEAP program	Student Attribute SEAG Value SE03
E-	Early Achievers Grant Coding - Student working at a Head Start program	Student Attribute SEAG Value SE04
S$	ATB students using the state option (co-enrolled in HS+ and I-BEST)	Student Group SABS
T$	ATB students using the test (ED approved exam) option	Student Group SABT
C$	ATB students using the 6-credit (or equivalent) option	Student Group SABC

YRQ (PK)

Data Type: Text

Size: 4

Definition: The concatenation of YEAR and QUARTER. The first three characters are the YEAR, and the last character is the QUARTER.

Data Classification: Category 2

Legacy Source: SMIS.YRQ

PeopleSoft Source: Derived from the fourth character of CS.STRM and converted to the legacy quarter code.

COLLEGE (PK)

Data Type: Text

Size: 3

Definition: A three-digit code used to identify each community or technical college in the state of Washington. College codes begin with the two-digit district code.

Data Classification: Category 2

Legacy Source: SMIS.COLLEGE

PeopleSoft Source: The last three characters of CS.INSTITUTION.

Lookup/Crosswalk: LOOKUP.DW_REF_ENR.COLLEGE; LOOKUP.DW_REF_ENR.COLLEGE4RPT; LOOKUP.DW_REF_ENR.COL_CD

DW_KEY

Data Type: Text

Size: 10

Definition: The Data Warehouse system-wide unique identifier assigned to each student. This field is used to track students longitudinally across all colleges. This field is used across all student related tables in the Data Warehouse and *is not college specific*.

Data Classification: Category 3

Legacy Source: DW_KEY is retrieved based on available student identifiers in the following order: SID, SSN. If no identifier is found to exist in the Data Warehouse, a new DW_KEY is created.

PeopleSoft Source: DW_KEY is retrieved based on available student identifiers in the following order: CS.EMPLID, SID, and SSN. If no identifier is found to exist in the Data Warehouse, a new DW_KEY is created.

Examples of Use: A system identifier and the primary key on many tables. Used for system unduplicated headcounts.

Appendix: Data Classification Appendix

Each data element in the Data Warehouse is associated with a category classification that indicates the method of which to use and store the data.

For more information, see the Data Classification brief.

Category	Description
Category 1	**Public Information** SBCTC does not consider any Data Warehouse data to be category 1. SBCTC does not release data to the public unless specifically requested. The release of public information is reserved for the college's discretion based upon their FERPA directory information policies.
Category 2	**Sensitive Information** Student related information that is considered "directory information" under FERPA and is generally not considered harmful or to be an invasion of privacy if released. This information can be disclosed to outside organizations with the student's prior consent. This is information that would be released during a public records request of Data Warehouse data.
Category 3	**Confidential Information** Enrollment information protected under FERPA, personnel and financial data. Category 3 includes all data elements except those explicitly stated in categories 2 and 4. Category 3 data is not distributed unless governed by a contract or data sharing agreement.
Category 4	**Confidential Information requiring Special Handling** Highly confidential data that is exempt from disclosure under applicable state and federal laws such as personally identifiable data protected under FERPA. Category 4 data is information whose unauthorized use, access, disclosure, acquisition, modification, loss, or deletion could result in severe damage to SBCTC or colleges, students, employees or customers. This information has limited use per specific state and federal laws.