

FACILITY INVENTORY DATA SUBMISSIONS (F3,F6,B3 & R3 DATA)

Updated August 2014

Purpose of this Slideshow

- To remind districts of what edits and reports are available
- To highlight some potential problem areas as identified from past submissions
- To improve the quality of future data submissions
- To provide ICCB contact information for technical assistance



Why is the Facility Inventory Data Important and What is it Used For?

- Accountability to taxpayers (published in ICCB Data & Characteristics Manual and tells what the space is used for)
- Paints your picture--tells your story
- Funding implications (capital renewal fund allocations and space needs analysis)
- Empowers you with information for internal and external use

Why is the Facility Inventory Data Important and What is it Used For?

- Helpful for planning purposes (local level and state level)
- Necessary component to calculate utilization of instructional space

Due Date and Timeframe

- Submission of F3, F6, B3, & R3 records is due September 1st of each year (earlier submission is encouraged)
- September 1 submission is based on status of buildings in use at June 30 of the year just ended

Due Date and Timeframe

- New construction or remodeling in progress, at 6/30, should not be reported in the facility inventory since it is not completed and occupancy has not occurred or renovations may not yet be complete. It will be reported in a subsequent year.
- Completed new construction or remodeling, at 6/30, should be reported in the facility inventory data
- Facility inventory should be submitted when course offerings in the fall semester SU/SR submission require a matching S6 or S7 record for the location of the class

Facility Inventory Records/Layout

The record layout for the following data are found in the ICCB Management Information Systems (MIS) Manual

- F3 Facility Inventory Record
- F6 Facility Inventory Record
- B3 Building Inventory Record
- R3 Room Inventory Record

Facility Inventory Reports

- Reports are generated by the ICCB and placed on the ICCB FTP site for your retrieval each time you submit your facility inventory data
- Generally someone in the college's information technology, data processing or institutional research area has ready access to the ICCB FTP site; can retrieve these reports; and share them with facility personnel or others who review the accuracy and completeness of your data

Facility Inventory Reports

- Edit Report
- FIUS 30 Campus Report
- FIUS 35 Building Report
- FIUS 40 Room Report
- FIUS 45 Room Type Report
- C1- C3 Space Summary (on campus & off campus)
 Reports
- C4 - C8 Condition of Space Reports

Facility Inventory Reports - Continued

- C9 - C13 Facilities Condition Index Reports
- C14 - C15 Utilization Reports
- C16 Leased/Rented Property Report

(F6 item 12 ownership code =L)

Facility Inventory Reports - Comments

- The edit report assists you in identifying what record is generating a warning message or fatal error message
- A fatal error occurs when a record is not added to the ICCB facility inventory database
- Generally you should correct fatal errors

Facility Inventory Reports - Comments

- You should analyze the nature of a warning error message to determine whether or not a correction is needed
- FIUS reports are long standing reports published by the ICCB (FIUS 30 Facility Report, FIUS 35 Building Report, and FIUS 40 & 45 Room Reports)
- FIUS reports contain useful information about the facilities data submissions

Facility Inventory Reports - Comments

- C1- C16 reports generated by the ICCB and use the raw data submitted in the facility file data submissions (review edit checks within these reports)
- C1 - C16 reports created in the image of the IBHE space survey summary
- These reports eliminate the need for a separate college data submission to the IBHE
- C1 - C16 reports present college facilities inventory submissions in a practical format

Facility Inventory Reports - Comments

- C1 - C16 reports includes certain information not succinctly summarized on the FIUS reports such as 1) a summary of the condition of facilities (tabs C6), 2) calculated replacement value (C11), 3) calculated deferred maintenance costs (C11), or 4) utilization of owned space (tabs C-14 & 15)

Facility Inventory Reports - Comments

- C1- C16 reports should be comparable to internal college inventory reports, if available, otherwise the ICCB generated reports may become the college's primary facility inventory reports

ICCB Observations of Actual Data Submissions

- The next few slides highlight some problematic areas in past facility inventory data submissions (these areas are based on observations of data and discussions with various college staff)
- These observations are listed to help facilitate a better understanding of what the data should report and improve future data quality (not necessarily an all inclusive list)

ICCB Observations of Actual Data Submissions

- Not owned space is not being reported (F6 ownership codes of L,C,S,T,X) Space should be reported if leased or occupied a year or longer and is used for classes submitted on the SU/SR or N1 data submissions
- Blank data fields (F6 ownership codes, book value, estimated replacement costs, functional suitability, facility inventory date, local, state, federal funding, B3 area data items 9 -14, number of levels, structural type, initial occupancy date, building type)

ICCB Observations of Actual Data Submissions

- Numbers often don't foot
- The aggregate of assignable, non-assignable and structural space reported in the B3 record often don't equal the total gross square feet (GSF) reported on the F3/F6 record which generates error code 45 on the B3 section of the edit report
- The aggregate of the R3 records assignable and /or non-assignable square feet often don't equal the total of those categories reported in the B3 record which generates error code 46 on the R3 section of the edit report

Suggestions for Improving Facility Inventory Data Submissions

The next slide lists 5 areas where particular attention could be focused to improve facility inventory data submissions

Suggestions for Improving Facility Inventory Data Submissions

1. Need better systems/processes in place at the districts to capture the data
2. Need more complete and accurate submissions
3. Need better identification of problems in edit reports
4. Need better front end editing to prevent inaccurate data from posting to the database
5. Need more thorough review of the edit and data by colleges

Suggestions for Improving Facility Inventory Data Submissions

Let's look at each one of these suggestions individually in the next series of slides

1) Need better systems/processes in place at the districts to capture the data.

Observations (not an all inclusive list)

- Colleges can only report what they know
- In many instances districts have not maintained good information relative to facilities inventory changes from year to year
- Examples of data which may change from year to year -new construction, remodeled space that results in a room type classification change, updated estimated replacement costs, condition of facilities

1) Need better systems/processes in place at the districts to capture the data.

Questions to ask yourself

- How does the college keep track of changes in facilities inventory data from year to year? Is it clear who has primary responsibility for tracking these changes?
- Who is the primary person in charge of updating the information? Is it the most appropriate person?
- How and when is the data transmitted to the MIS/data reporting persons for the September 1st ICCB facilities data submission due date?

2) Need more complete and accurate submissions.

Observations (not an all inclusive list)

- Colleges submit incomplete and inaccurate data
- For Example - zero gross square feet reported in the F6 record, zero net assignable square feet reported in the B3 and R3 records, not owned space not being reported (F6 ownership codes L,C,S,T,X), owned space not being reported (ownership codes of O, A, & H), F6 ownership codes, book value, estimated replacement costs, functional suitability, facility inventory date, local, state, federal funding, B3 area data items 9 -14, number of levels, structural type, initial occupancy date, building type either being left blank or incorrect data submitted

2) Need more complete and accurate submissions.

Questions to ask yourself

- Have we reviewed the section titled What to Submit and What Not to Submit? This section will help explain that not all the same data collected for owned spaces are required to be submitted for not owned spaces.
- What internal edit check do we have on data before it is submitted to the ICCB?

2) Need more complete and accurate submissions.

Questions to ask yourself

- Who is responsible for making certain that data fields subject to change are the most accurate? (replacement costs, functional suitability, & building type to name a few)
- Do we thoroughly review all the ICCB FIUS reports, particularly the edit report, for errors in need of correction after each submission?

2) Need more complete and accurate submissions.

Questions to ask yourself

- Do we review edit checks in the C1-C16 reports?
- Do we thoroughly review the ICCB C1-C16 reports and other FIUS reports (30 facility ; 35 Building; and 40 and 45 for rooms) for reasonableness of data?
- Who is responsible for keeping track of new space (owned or not owned)? Is the appropriate person notified when space is added or deleted?

2) Need more complete and accurate submissions.

Questions to ask yourself

- Did you know, in most instances, new space or changes in existing space must receive ICCB approval?
- Did you know that leases (ownership code = L in item 12 of the F6 record) less than five years do not require ICCB approval?
- Did you know that leases (ownership code = L) five years or longer require ICCB approval?

3) Need better identification of problems in edit reports

Observations (not an all inclusive list)

- Colleges don't seem to understand the nature of data problems
- Data errors often go undetected and uncorrected

3) Need better identification of problems in edit reports

Questions to ask yourself

- Does our staff understand how to use the ICCB reports?
- Does our staff understand what errors exist in the data submission?
- Does our staff understand how to correct errors either with our existing internal college inventory system, if available, or our resubmission of data to the ICCB?

4) Need better front end editing to prevent inaccurate data from posting to the database

Observations (not an all inclusive list)

- Incomplete data is posted to the database
- Condition of your facilities may have change but are not updated in the facility inventory data
- Unbalanced data is posted to the database
- Sometimes rooms are submitted for which no facility or building record is submitted

4) Need better front end editing to prevent inaccurate data from posting to the database

Questions to ask yourself

- Can we readily identify data with problems before we make our ICCB submission?
- Do we apply any edits to data before submitted to the ICCB?
- Does our staff understand deficiencies within our own data collection systems?
- Does our staff know who the primary contact person is at the college that understands the data to be reported?

5) Need more thorough review of the edit and data by colleges

Observations (not an all inclusive list)

- Incomplete and inaccurate data go uncorrected
- General lack of understanding about interdependence of facility data
- Miscommunication or lack of communication regarding the facility inventory data elements

5) Need more thorough review of the edit and data by colleges

Questions to ask yourself

- What is the process for reviewing ICCB reports once the data has been processed?
- Who is involved in the review process?
- Is the data review done in a timely fashion while the data issues are fresh in staffs' minds?
- If we have internal facilities inventory reports, do we compare to the ICCB generated reports for accuracy and completeness?

Why is it Important and What is it Used for?

- Accountability to taxpayers
- Paints your picture--tells your story
- Funding implications
- Empowers you with information for internal and external use
- Helpful for planning purposes
- Necessary component to calculate utilization of space

In Summary about Facility Inventory Data Submissions

- Take a critical look at how and when the district obtains information to report to the ICCB
- Take a look at the ICCB Data and Characteristics Manual (section V) to see how we use your facilities inventory data in that section of the report
- Carefully review the edit reports the district receives after a facility inventory data submission

In Summary about Facility Inventory Data Submissions

- Carefully review the FIUS reports after a facility inventory data submission (pay attention to the error messages and incomplete information)
- Carefully review the C1-C16 reports after a facility inventory data submission (pay attention to the error messages)

THE END

- Feel free to share this training document with all college staff involved with the facility inventory update process. Contact one of the following ICCB staff if you have a question regarding the data to be reported or evaluation of the reports sent to the college:
 - **Ed Smith (217) 785 0173** or ed.s.smith@illinois.gov
 - **Kris Pickford (217) 558-4680** or kris.pickford@illinois.gov
 - **Candy Tempel (217) 524-6894** or candy.tempel@illinois.gov
 - Candy can also help you if you have a technical question regarding the electronic submission of the flat file data