

FACILITY FILE DATA SUBMISSIONS

Due
September 1, 2002

District staff should already be in the process of updating facility information for this submission

Purpose of this slideshow

- To remind districts that the IBHE is conducting a biennial space survey study (2002 is the year!...last one was 2000)
- To remind districts that the ICCB relies on your accurate submission of data
- To remind districts the facility data is used as the basis to allocate ICCB Capital Renewal Grants and the GSF portion of the Base Operating Grants

Purpose of this slideshow

- To remind districts the facility data is used to create tables in Section V of the Data & Characteristics Manual
- To remind districts of what edits and reports are available
- To highlight some problematic areas of past data submissions
- To improve the quality of future data submissions

Why is the facility file data important and what is it used for?

- Basis to create tables in section V of the Data & Characteristics Manual
- Accountability to taxpayers
- Paints your picture--tells your story
- Empowers you with information for internal and external use and is the basis for other statewide reporting (i.e. IBHE Space Survey)
- Helpful for planning purposes
- Necessary component to calculate utilization of space

Due date and timeframe

- September 1st is the date finalized data is due
- Submission of F3, F6, B3, & R3 records should begin in August to allow time for corrections before September 1, 2002
- September 1 submission is based on status of buildings in use at June 30, 2002

IBHE Space Survey Update

- The ICCB facility file data will be the basis for the IBHE Space Survey
- Estimated transmittal date to IBHE is October 2002

Facility File Records/Layout

The next slide lists the facility data submissions record layout as found in the ICCB Management Information Systems (MIS) Manual

Facility File Records/Layout

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

Facility File Data Reports

The next 2 slides list the data reports generated by the ICCB and placed on the FTP site for your retrieval each time you submit your facility file data

Facility File Data Reports

- FIUS 10 Edit Report
- FIUS 20 Update 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 File Data Reports - Continued

- C9 - C13 Facilities Condition Index Reports
- C14 - C15 Utilization Reports
- C16 Leased/Rented Property Report
- Edit report tab- highlights problem areas

Facility File Data Reports - Comments

- FIUS reports are long standing reports published by the ICCB
- FIUS reports contain useful information about the facilities data submissions
- FIUS edit report has undergone a facelift to 1) assist you in identifying what item in a record is generating a warning or fatal error message and 2) to make it more “readable”

Facility File Data Reports - Comments

- C1- C16 reports generated by the ICCB and use the raw data submitted in the facility file data submissions (watch for edit checks within these reports including the edit check tab)
- 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

Facility File Data Reports - Comments

- C1 - C16 reports present the facilities data submissions in a practical more useful format
- ICCB edits do not check for all possible errors. Limitations based on record layout

ICCB observations of actual data submissions

The next few slides point out some problem areas with past facility file data submissions (these comments 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)

Problem Areas

- 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)
- Book value of owned space (F6 ownership codes O, A, & H) *often does not* = the sum of local funds, state funds, federal funds, and other funds as reported in the F6 record for detail of book value of owned space

Problem Areas

- Incomplete cost fields in the F6 record result in inaccurate classification of gross square feet (state built vs. locally built)
- Assignable square footage in R3 records don't equal reported assignable square footage for a building in the B3 record
- Facility and building identifiers not consistent between F3, F6, B3, & R3 records for the same structure
- Facility and building identifiers not consistent between facility (F3, F6, B3, & R3) records and the S6 & S7 records

Problem Areas

- Invalid room use codes being used
- Temporary space not properly identified because a separate F6 (facility record) does not exist to correspond to each Building record (B3)
- Leased (not owned) space not being reported (F6 ownership codes of L,C,S,T,X) Space should be reported if leased or occupied a year or longer

Impact of Inaccurate/Incomplete Data

- Unable to create accurate Data & Characteristic Manual tables in section V
- Credibility of system data is undermined
- Uncertainty about state funded or locally funded gross square feet classification when ownership codes, book value, and cost information fields in F6 record are incomplete
- Misstatement of data will *impact* formula calculations of deferred maintenance found in IBHE space summary tables

Impact of Inaccurate/Incomplete Data

- Uncertainty about state funded or locally funded construction when ownership codes and book value fields are incomplete
- Inaccurate facility usage calculations if facility, building, and room identifiers aren't consistent between facility records and S3/S6 records

What needs to be accomplished

The next slide lists 5 things that we as a system need to accomplish with regard to improving facility file data submissions

What needs to be accomplished

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

What needs to be accomplished

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

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

- Colleges can only report what they know
- In many instances districts have not maintained good information relative to facilities 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 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.

- Colleges submit incomplete and inaccurate data
- For Example - zero gross square feet reported in the F6 record
- For Example - zero net assignable square feet reported in the B3 and R3 records
- For Example - leased space not being reported (F6 ownership codes L,C,S,T,X)
- For Example - F6 owned space not being reported (ownership codes of O, A, & H)
- For Example - F6 book value being left blank
- For Example - F6 estimated replacement costs being left blank

2) Need more complete and accurate submissions.

- For Example - F6 functional suitability being left blank
- For Example - F6 facility inventory date is being left blank
- For Example - local, state, federal funding cost field are being left blank
- For Example - B3 area data items 9 -14, number of levels, structural type, initial occupancy date, building type either being left blank or incorrect data submitted
- For Example - assignable square footage reported on the B3 (building) record is different than the sum of the assignable square footage reported for the rooms in the same building

2) Need more complete and accurate submissions.

Questions to ask yourself

- What internal edit check do we have on data before it is submitted to the ICCB?
- 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)
- Does college staff thoroughly review the ICCB FIUS reports , particularly the FIUS 10 report, for errors in need of correction after each submission?

2) Need more complete and accurate submissions.

Questions to ask yourself

- Does college staff review edit checks in the C1-C16 reports?
- Does college staff thoroughly review the ICCB C1-C16 reports and other FIUS reports for reasonableness of data?
- Who is responsible for keeping track of new space (leased or 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 new space or changes in existing space must receive ICCB approval?
- Did you know that leases less than five years do not require ICCB approval?
- Did you know that leases five years or longer require ICCB approval?
- What analytical review is performed to ensure the assignable square footage of building in the R3 record equals the assignable square footage reported for the building in the B3 record?

3) Need better identification of problems in edit reports

- Colleges don't seem to understand the nature of data problems
- Data errors often go undetected and uncorrected
- Edit report references column numbers but column numbers aren't readily identifiable on the FIUS 10 report --(this is being corrected)

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 the relational nature of the F3, F6, B3, R3 records?
- Does our staff understand how to correct the errors? With existing internal systems and processes as well as resubmission of the data to the ICCB?

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

- Total gross square feet change without adding new buildings or without demolishing old buildings
- Incomplete data is posted to the database
- Unbalanced data is posted to the database

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

Questions to ask yourself

- Can you readily identify data with problems before you make your ICCB submission?
- Do you 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

- Incomplete and inaccurate data go uncorrected
- General lack of understanding about interdependence of facility data
- Miscommunication or lack of communication regarding the facility 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 you have internal facilities reports....do you compare to the ICCB generated reports for accuracy and completeness?

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

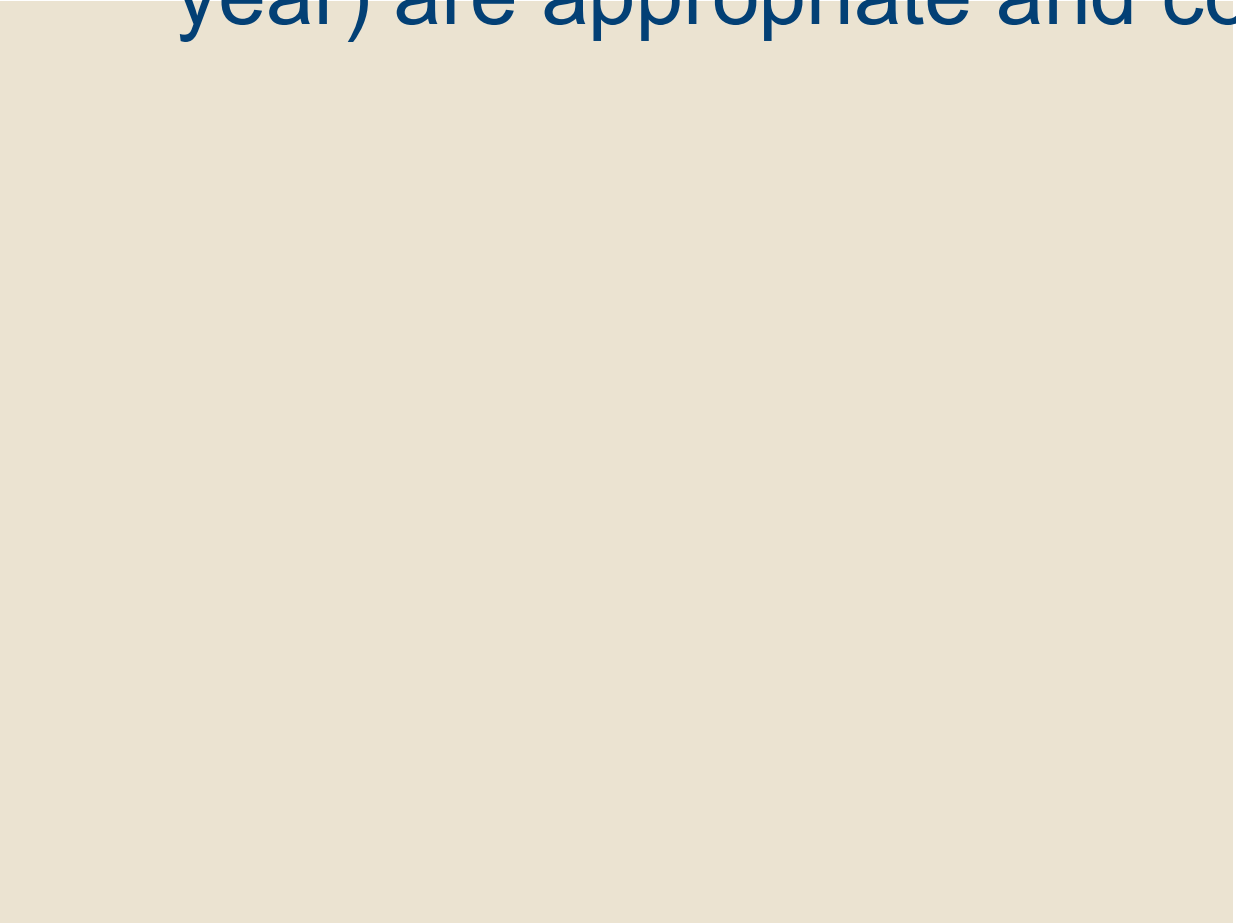
Questions to ask yourself

- Do district staff compare last year gross square feet totals to this year's gross square feet totals for reasonableness?
- Are unexplained changes assignable square feet and gross square feet properly reconcile and subsequently explained?

In Summary About Facility Data Submissions

- Take a critical look at how and when the district obtains information to report to the ICCB
- Carefully review the edit reports the district receives after a facility data submission
- Carefully review the FIUS reports after a facility data submission (pay attention to the error messages and incomplete information)
- Carefully review the C1-C16 reports after a facility data submission (pay attention to the error messages)

In Summary About Facility Data Submissions

- Make certain any fluctuations in reported assignable or gross square feet (from year to year) are appropriate and correct
- 

THE END

- Feel free to share this training document with all college staff involved with the facility file update process
- Contact any ICCB System Finances staff member 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 esmith@iccb.state.il.us
Bruce Bennett (217)785-0089 or bbennett@iccb.state.il.us
Scott Richardson (217) 558-4680 or srichardson@iccb.state.il.us
Don Wilske (217) 785-0087 or dwilske@iccb.state.il.us
- Contact Candy Tempel, ICCB Technology Services, if you have a technical question regarding the electronic submission of data
(217) 524-6894 or ctempel@iccb.state.il.us

