

COD Report Changes Effective October 2017
Attachment to July 2017 Electronic Announcement (Updated September 2017)

Since July 2017, Federal Student Aid determined that additional reports required layout changes that were not originally listed. On September 28, 2017, we updated this attachment to include information about the layout changes for three additional reports. The updated text appears in red and is marked with an asterisk ().

In this attachment, we highlight the COD System changes specific to school reports that will be made during the period October 13-15, 2017. While the changes will not occur until October 13-15, 2017 (and will not be evident until the first iteration of a report is generated after October 15, 2017), schools should read through this summary of changes and work with their technology support teams or software vendor to determine the impact to their systems in advance of October 15, 2017.

We cover the information in the following order:

- COD Report Access and COD Report Web Screens
- COD School Report Changes
- COD School Report Changes October 2017 – Summary Table

Detailed information about all school reports produced and sent by the COD System is available in Volume VI, Section 8 of the [2017-2018 COD Technical Reference](#).

COD Report Access and COD Report Web Screens

Effective October 15, 2017, we will upgrade the COD Web Reporting platform. With the upgrade, we will change how schools access and view web versions of COD System reports. There is no change to how schools retrieve reports sent via the Student Aid Internet Gateway (SAIG).

Currently, authorized users access COD System reports via the COD Web Reporting link under the “Services” tab after signing in to the COD Web Site. Beginning October 15, 2017, access to the COD Web Reporting link will remain in the current location within the COD Web Site; however, the URL for the COD Web Reporting link will change. All reports generated after October 15, 2017 will be available from the new COD Web Reporting link. **Note:** Reports generated prior to October 13, 2017 will be available from the former URL. The former URL will be available on the COD Web Site for one month following implementation. After that time, the former URL will be removed and the old report versions (covering the previous six months) will only be available by request. After six months (April 2018), the reports will be deleted.

While the COD Web Reporting link will change, we will not change individual COD user access. Users with access to specific reports will continue to have access to those same reports.

COD Web Reporting Portal Screens – Viewing Reports

The COD Web Reporting Portal will have a new look and feel and authorized users will access and view reports differently. Once on the COD Web Reporting Portal, authorized users will retrieve reports by clicking on the “Team Content” link and then the “School Reports” link. From there, authorized users can select the report’s program (Direct Loan, Pell Grant, TEACH Grant, or Non-

Program Specific). Once the program is selected, each of the different reports will have a respective folder (for example, Direct Loan Actual Disbursement List reports will be found in the folder of the same name).

Authorized users can also search for specific reports by using the School Report Search feature. Users will be able to search by OPE ID, Report Name, Award Year, Program Type, and by Date Range.

Note: Authorized users who have access to multiple schools (such as third party servicers or multi-campus schools) will access reports in the same way. However, these users will not see individual school reports until they select the folder for a specific report. Once the report is selected, users will see that same report for each of the schools associated with a particular user. As a result, we encourage these users to use the search function (by OPE ID) to return only the reports for a specific school.

COD Web Report Selection Screens

Additionally, beginning October 15, 2017, COD Web Site report selection/option screens (Report Selection, SAS Options, New Report Request) will be modified. Specifically, the drop-down options for school report formats will be changed to reflect the updated report options for each report. If a report format will be added, the new format option will be added to the drop-down list. Conversely, if a report format will be removed, the format option will be removed from the drop-down list.

COD School Report Changes

We will make changes to COD School reports in the following ways:

- Format Changes – Some report formats will be retired and, in some cases, an existing report will be available in a new format
- Report Layout Changes – *Six reports will be updated with additional data elements and will require layout changes
- Retired Reports – Nine reports will be retired and no longer produced
- New MPN Status Report – One new report will be available

Format Changes

We are changing the availability of report formats as follows:

- We will continue to send reports in fixed length format or comma-delimited with headers format.
- We will retire the preformatted, pipe-delimited, and comma-delimited without headers formats. **Note:** The COD School Monitoring Report will be the only report available as preformatted text.
 - If a school has selected one of the retired formats as its default format on the COD Report Selection screen, we will automatically update the default format to comma-delimited with headers as of October 15, 2017.
- All web reports (except the COD School Monitoring Report) will only be available in comma-delimited with headers format.

- In some cases, we will send a new comma-delimited with headers version of a report to a school's Student Aid Internet Gateway (SAIG) mailbox. In those cases, we will send the report in a new message class.
- To allow schools the ability to easily import numbers with leading zeros (0), we will update several numeric fields in all reports in comma-delimited with headers format by adding an equal sign (=) at the beginning of the field and enclose the number in quotation marks. This will apply to SSN, External School ID, OPE ID, and Pell ID fields. As an example, an SSN of 000123456 will be displayed as ="000123456". **Note:** This formatting change will not apply to any version of the School Account Statement (SAS) or any fixed length report.
- We will also change the format for dates in all reports in comma-delimited with headers format. Dates will be formatted as YYYY-MM-DD. **Note:** This formatting change will not apply to the School Monitoring Report or any fixed length report.
- With the exception of a few reports (noted below), the data contained in the reports, the layout of the reports, and the frequency of the reports will not change.

Note for EDEExpress Users: EDEExpress users will be impacted by some of the reports changes. Specifically, preformatted versions of all reports (except the COD School Monitoring Report) will be retired. As a result, EDEExpress will no longer import preformatted reports. In addition, EDEExpress will not be updated to import the new comma separated value (CSV) version of the preformatted reports. However, EDEExpress will continue to import reports that are currently available in CSV format or fixed-length format.

Reports with Layout Changes

We will make changes to the Duplicate Student Borrower Report, the Direct Loan Actual Disbursement List Report, the Direct Loan Counseling Report, ***the Pell Grant Pending Disbursement List, * the Pell Verification Status Report, and *the TEACH Grant Pending Disbursement List**. As a result of the changes, the report layouts for each report will be updated. To be able to import the reports after October 15, 2017, schools will need to prepare for the updated layout.

- For the Duplicate Student Borrower Report, we will change the criteria to populate the data of the report. In addition, we will add new data elements, delete unnecessary ones, and reposition and/or rename several other data elements.
- For the Direct Loan Actual Disbursement List, we will add nine new data elements.
- For the Direct Loan Counseling Report, we will add OPE ID as a new data element.
- ***For the Pell Grant Pending Disbursement List, we will change the combined "CityStateZip" field to be three separate fields: City, State, and Zip Code.**
- ***For the Pell Verification Status Report (both SAIG and Web Requests), we will change the Student Name field to be three separate fields: Student Last Name, Student First Name, and Student Middle Initial.**
- ***For the TEACH Grant Pending Disbursement List, we will change the combined "CityStateZip" field to be three separate fields: City, State, and Zip Code.**

***Note:** The updated layout for the last three reports will be available with the next update of the COD Technical Reference planned for November 2017.

Retired Reports

The following reports will be retired and no longer produced.

- Direct Loan Booking Warning Report
- Direct Loan Expired MPN Report
- Direct Loan Inactive Loans Report
- Direct Loan MPN Discharge Report
- Direct Loan MPNs due to Expire Report
- Direct Loan SSN/Name/Date of Birth Change Report
- Pell Grant SSN/Name/Date of Birth Change Report
- TEACH Grant Inactive Grant Report
- TEACH Grant SSN/Name/Date of Birth Change Report

New MPN Status Report

We will replace the three retired MPN reports with a new MPN Status Report. This report will be produced weekly and contain information about MPNs that—

- Became inactive within the last 30 days due to discharge (Death, Unauthorized Signature or Identity Theft)
- Expired (become inactive) within the last 30 days due to a PLUS loan linked with an endorser.
- Expired (become inactive) within the last 30 days and the next 60 days due to the following reasons:
 - No award linked within 1 year of date receipt
 - No actual disbursement on a linked award within one (1) year of the date receipt
 - 10 years passing since the date of receipt
- Closed within the last 30 days

The report will be available on the COD Web Site in comma-delimited with headers format. It will also be sent to a school's SAIG mailbox (using message class MPNSTAOP).

Detailed information about this report, including the report layout, will be provided in the next update of the COD Technical Reference, planned for late August/early September.

COD School Report Changes October 2017 – Summary Table

In a separate attachment, we provide a table which summarizes the changes to school reports that will be made during the period October 13-15, 2017.