

# How to Submit a Challenge to the GE Completers List

Webinar

November 19, 2015

**Federal Student Aid**  
An OFFICE of the U.S. DEPARTMENT of EDUCATION

PROUD SPONSOR of  
*the AMERICAN MIND™*

# Agenda

---

- Overview of Gainful Employment
- Introduction to DCAS
- Challenges to Draft Completers List
- Types of Adjustments
- What is a Case?
- Overview of Case Processing/Sample screens
- Draft Completer List Challenges – Important Points
- DCAS Reference Materials
- Questions

# Gainful Employment

---

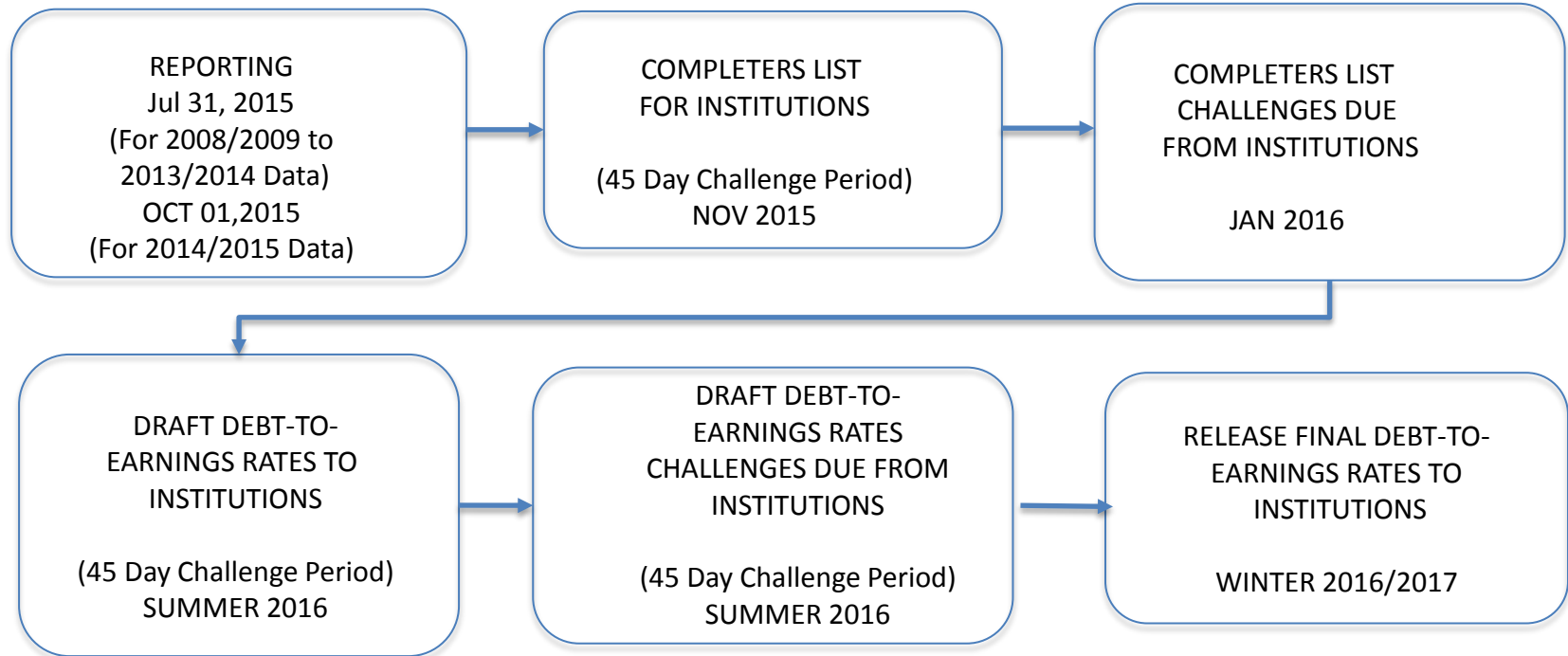
- Final Rule published October 31, 2014
- Effective Date is July 1, 2015
- Reporting
  - AY 08/09 – AY 13/14 due from schools by July 31, 2015
  - AY 14/15 due from schools by October 1, 2015
  - AY 15/16 due from schools by October 1, 2016
- Accountability metric
  - Debt-to-Earnings Annual
  - Debt-to-Earnings Discretionary
  - Transition Rates
- Disclosures (possible for January 2017)
  - pCDR
  - Other possibilities include Repayment Rates, Completion and Withdrawal Rates, and Median Loan Debt

# Gainful Employment

---

- Program leads to Gainful Employment if:
  - Debt to earnings ratio is no more than 8% of average annual income or 20% of average discretionary income.
- For 2014-2015 calculation year:
  - 2-year cohort is comprised of students completing in 2010-2011 and 2011-2012 award years
  - 4-year cohort is comprised of students completing in 2008-2009, 2009-2010, 2010-2011, and 2011-2012 award years
- Three levels: passing, zone, and failing
- Program ineligible if it fails two of three consecutive years or if it fails or is in the zone for four consecutive years

# Debt-To-Earnings Timeline



# DCAS

---

The Data Challenges and Appeals Solution (DCAS) is a new system that will allow institutions to challenge their self-reported data as well as Department calculated metrics. For the first release, DCAS will allow institutions to submit data challenges and corrections to the draft GE completers list.

DCAS provides institutions with ability to submit:

- Data corrections to the draft GE completers list
- Changes to the draft GE completers list to either add or remove students.

# DCAS Implementation Schedule

---

- High level implementation schedule of DCAS is as follows:
  - Draft Completers List (DCL) for Institutions – November 2015
  - Draft Completers List Challenges Due from Institutions – January 2016
    - The institutions get 45 calendar days to submit their DCL challenges
  - Future Releases – Debt-to-Earnings (D/E) Challenges – Summer 2016

# Challenges to Draft Completers List

---

- Types of adjustments:
  - Add Student
  - Change Student
  - Data Corrections



# Add Student Adjustment

---

- Add Program Student and Program GE Records for:
  - Title IV Programs Not in NSLDS
  - Person Data Conflict
  - Higher Credential Level Completers
  - CIP/CL Change
  - Add a GE Record (to correct an omission)

# Change Student Adjustment

---

- Change Exclusion Flag on the GE Completers List  
Back up file for:
  - Student is Dead
  - Student in Total and Permanent Disability, Pending or Granted
  - Student in Military-Related Deferment Status During Earnings Year
  - Student Enrolled in Another Title IV Program During Earnings Year
  - Student Completed Higher Credential GE Program
  - Person Data Conflict

# Data Correction Adjustment

---

- Submit Corrections to Program GE Record
  - Award Year
  - Program Attendance Begin Date
  - Program Attendance Begin Date for Award Year
  - Program Attendance Status Date
  - Program Attendance Status Date during Award Year
  - Private Loans Amount
  - Institution Debt
  - Tuition and Fees
  - Length of GE Program
  - Length of GE Program Measurement
  - Enrollment Status as of 1<sup>st</sup> Day of Enrollment in Program
  - Allowance for Books, Supplies and Equipment
- Data Correction – Also includes functionality to Delete GE Records
- NOTE: This is your last chance for this D/E calculation to correct data that your institution reported!

# What is a case?

---

- In order to challenge the GE completers list data, institutions will have to create a case.
- A case is defined as collection of student record(s) to be submitted for challenge and is maintained at an OPEID+CIP/CL level.

# What is a case?

---

- Case ID is a combination of the type of challenge, Award Year, OPEID (6 digit), CIP, CL and a 3 digit unique identifier e.g. DCL-2010-001047-030103-08-001.
- Adjustments to the draft GE completers list can be classified into three types:
  - Add Student
  - Change Student
  - Data Corrections

# DCAS Case processing steps

---

Two primary roles exist for the school user – School Case Preparer and School Case Manager.

Note : Certain actions can only be performed by School Case Managers.

1. Login to DCAS (Authentication of the user is performed by AIMS)
2. Select Perspective (i.e., user role)
3. Create a Case
4. Add adjustments to the case
  - a. SSN Search
  - b. Select/Create Record
  - c. Add/update data elements
  - d. Add attachments and/or comments
  - e. Save Record

# DCAS Case processing steps

---

5. Manage created case
6. Complete Case
7. Certify Case/Decertify a Case (School Case Manager only)
  - a. Performed when a case is ready to be submitted to FSA for processing (Certify); or
  - b. When a case previously certified, but not yet submitted, needs to be updated. (Decertify)
8. Transfer Case (School Case Manager only) - Performed if case needs to be transferred to a different preparer. This can happen only if the case is not yet certified and submitted
9. Submit Case (School Case Manager only) Once a case is submitted, school user can no longer edit the case.

# Login

Test Case: 6569: DCAS Manage ... x 58667: DCAS Supplementar... x Federal Student Aid - Login x +

https://testsa.ed.gov/cas/CASWeb/pages/Authentication.faces

START HERE  
GO FURTHER  
FEDERAL STUDENT AID

FSA Login

**Login - FSA Access and Identity Management System** \* Required

[Edit Account](#) [Change Password](#) [Register/Maintain Token](#) [Help](#)

\* User ID:  [Forgot User ID?](#)

\* Password:  [Forgot Password?](#)

US Clear

1 2 3 4 5 6 7 8 9 0 - = Bksp

Tab q w e r t y u i o p [ ] \

Caps a s d f g h j k l ; ' Enter

Shift z x c v b n m , . / Shift

[About Virtual Keyboard](#)

This is a U.S. Federal Government owned computer system, for the use by authorized users only. Unauthorized access violates Title 18, U.S. Code Section 1030 and other applicable statutes. Violations are punishable by civil and criminal penalties. Use of this system implies consent to have all activities on this system monitored and recorded, which can be provided as evidence to law enforcement officials.



# Select Perspective

## DCAS Case Management - Perspective Selection

### Welcome to DCAS Case Management!

To get started please select the challenge cycle, school and role you wish to access for this session. Then click *Proceed*.

Select Challenge Cycle

Select Perspective

Logout

Proceed

# Creating a Case

As part of creating a case, the school user who has logged in should enter a valid CIP and CL.

The screenshot shows a web interface titled "Create New Case". It contains several data fields and a form for input. The data fields are as follows:

Challenge Cycle Name	Challenge Cycle Year	Challenge Cycle Start Date	Challenge Cycle End Date	Challenge Cycle Days Remaining
Draft Completers List	2014	10/24/15	12/8/15	37

OPEID	School Name
101664	University of Saint Francis

Below the data fields, there are two input fields: "CIP" (a text box) and "CL" (a dropdown menu). A blue "Create" button is located in the bottom right corner of the form area.

# Adding Adjustment(s)

After a case has been created, the school user has to add one or more adjustments to the case that has been created.

The screenshot displays a web application interface for case management. The main section is titled "Case Overview" and contains the following information:

- Case Name:** DCL-2014-101664-030103-03-002
- Challenge Cycle Days Remaining:** 37
- CIP:** 030103
- CL:** 03
- Challenge Cycle Start Date:** 10/24/15
- OPEID:** 101664
- School Name:** University of Saint Francis
- Challenge Cycle End Date:** 12/8/15
- Challenge Cycle Name:** Draft Completers List
- Challenge Cycle Year:** 2014
- Case Status:** INITIATED
- Cycle Status:** Challenge Cycle Open

Below the "Case Overview" section, there are three sections for adding adjustments:

- Add Student:** No Record Is Found. [Add Adjustment](#)
- Change Student:** No Record Is Found. [Add Adjustment](#)
- Data Correction:** No Record Is Found. [Add Adjustment](#)

At the bottom, there is a "Document List and Comment" section with a "Case Level Document List" area. It shows "No documents were found." and includes buttons for "Upload Document" and "Refresh". Below this is a "Comments" section with a text input field. At the bottom right, there are "Exit" and "Complete" buttons.

---

# Add Student Adjustment

# Adding Student who exists in GE backup File

Scenario -1 – School User performs SSN search and DCAS system displays the results.

The screenshot displays the 'Add Student' interface in the DCAS system. The main window is titled 'Add Student' and contains several fields for student information. A modal dialog box titled 'SSN Search Dialog Add Student' is open, showing the results of an SSN search. The dialog box includes a table with the following data:

SSN	Last Name	First Name	Date of Birth	Enroll Begin	CIP	CL
<input type="checkbox"/>	777086283	NAME154	NAME154	7/23/08	110101	04

Below the table, the dialog box asks: 'Do you want to Add this Student record?' with 'Cancel' and 'Yes' buttons. The main window also shows a 'Search by SSN' section with an input field containing '777086283' and a 'Search' button. Other fields in the main window include Case Name, CIP, OPEID, Challenge Cycle Name, and Challenge Cycle Year.

# Adding Student who exists in GE backup File

School user adds Program Student and Program GE Record.

**Add Student Record Detail**

Reason for Updating the Student Record:

- Person Data Conflict (PDC)
- Higher Credential GE Program
- CIP/CL Correction
- Add GE Records

**Program Student Record Details**

Data Element	GE Backup Value	Value Entered By School
Institution Code (OPEID)	101064	101064
Debt Measure Year (DMFYR)	2012	2012
Classification of Instructional Program (CIP) Code	110101	110101
Credential Level (CL)	04	04 - Post baccalaureate certificate
Student Social Security Number	777666203	777666203
Student First Name	FNAME104	FNAME104
Student Middle Name	MNAME104	MNAME104
Student Last Name	LNAME104	LNAME104
Student Date of Birth	7/30/58	7/30/58
Excluded, in School Indicator	N	No
Excluded, in Military Indicator		Yes
Excluded, Death or Disabled Indicator	Y	Yes
Excluded, Completed Higher Credential Program	N	No

**Program GE Record**

Data Element	GE Backup Value	Value Entered By School
Institution Code (OPEID)	101064	101064
Debt Measure Year (DMFYR)	2012	2012
Classification of Instructional Program (CIP) Code	110101	110101
Credential Level (CL)	04	04 - Post baccalaureate certificate
Award Year	20082009	20082009
Program Attendance Begin Date	7/23/08	7/23/08
Program Attendance Begin Date for This Award Year	7/23/08	7/23/08
Program Attendance Status Date	7/30/08	7/30/08
Program Attendance Status During Award Year	03	03 - Graduated
Private Loan Amount	0	0
Institutional Date	0	0
Tuition and Fees Amount	0	0
Reported Under CIP		
Reported Under Credential Level		
Length of GE Program Measurement	✓	✓ - Years
Length of GE Program	✓	✓
Enrollment Status as of the 1st day of Enrollment in Program		
Absence for Books, Supplies, and Equipment	200000	200000

**Document List and Comment**

**Add Student Record Document List**

Comments

Save Record

User must then select one of the options.

The options are:

1. Person Data Conflict
2. Higher Credential GE Program
3. CIP/CL Correction
4. Add GE Records (to correct an omission)

Data in GE  
completers list

Data entered  
by the user

# Adding Student not already on GE backup File

Scenario 2 – School user performs SSN search and no results are returned

The screenshot displays the 'Add Student' web application interface. At the top, the 'Add Student' header is visible. Below it, a form displays various fields for a student record, including Case Name, CIP, OPEID, Challenge Cycle Name, School Name, and Challenge Cycle Year. A 'Challenge Cycle Days Remaining' indicator shows 37 days. A table titled 'Prepared Records for Add Student Adjustment' is present, but it is empty. A 'Search by SSN' section at the bottom left has an input field containing '777660364' and a 'Search' button. A modal dialog box titled 'SSN Search Dialog Add Student' is open in the center, asking 'Do you want to Add this Student record?' with 'Cancel' and 'Yes' buttons.

# Adding Student not already on GE backup File

## Add Student

<b>Case Name</b> DCL-2014-101664-030103-03-002	<b>CL</b> 03	<b>Challenge Cycle Days Remaining</b> 37
<b>OIP</b> 030103	<b>School Name</b> University of Saint Francis	<b>Challenge Cycle Start Date</b> 10/24/15
<b>OPEID</b> 101664	<b>Challenge Cycle Year</b> 2014	<b>Challenge Cycle End Date</b> 12/6/15
<b>Challenge Cycle Name</b> Draft Completers List		<b>Case Status</b> INITIATED
		<b>Cycle Status</b> Challenge Cycle Open

### Prepared Records for Add Student Adjustment

Student Social Security Number	Student First Name	Student Last Name	Student Date of Birth	Enrollment Date	Linked Record
--------------------------------	--------------------	-------------------	-----------------------	-----------------	---------------

[Edit Selected Record](#) [Delete Selected Record](#)

### Search by SSN

Enter SSN:  [Search](#)

### Add Student Record Detail

Reason for Adding a Student:

- Federal Work Study (FWS)
- Federal Supplemental Education Opportunity Grant (FSEOG) program
- Iraq and Afghanistan Service Grant (IASG)
- Pell Grant
- Federal Loan
- Person Data Conflict (PDC)

**User selects one or more reasons to proceed to add a student who does not exist in GE completers list. The reasons are:**

1. Student received aid in one of the listed federal aid programs; or
2. There is a Person Data Conflict



---

# Change Student Adjustment

# Change Student Adjustment

School User may change the exclusion flags on the draft GE completers list. The reasons for changing the exclusion flags are listed below.

Student Social Security Number	Student First Name	Student Last Name	Student Date of Birth	Enrollment Date
777666167				08

**DCAS will allow change student adjustment to be performed only if the SSN already exists on the draft GE completers list**

Reason for Changing the Student

- Person Data Conflict (PDC)
- Student is Dead
- Student is not Dead
- D** Student in Total and Permanent Disability, Pending or Granted
- Student not in Total and Permanent Disability, Pending or Granted
- Student in a Military-Related Deferment Status During Earnings Year
- Student not in a Military-Related Determent Status
- C** Student Enrolled in Another Program During Earnings Year
- Student not Enrolled in Another Program During Earnings Year
- Student Completed a Higher Credential GE Program
- N** Student did not Complete a Higher Credential GE Program

**Refresh** **Create Document**

---

# Data Correction Adjustment

# Data Correction Record

School User may correct data on the Program GE records. The correction can:

- 1. Modify existing data for the GE Record
- 2. Delete existing GE record

**Data Correction Record Detail**

Do you want to mark this record for deletion?  
 Yes  No

**Program GE Record**

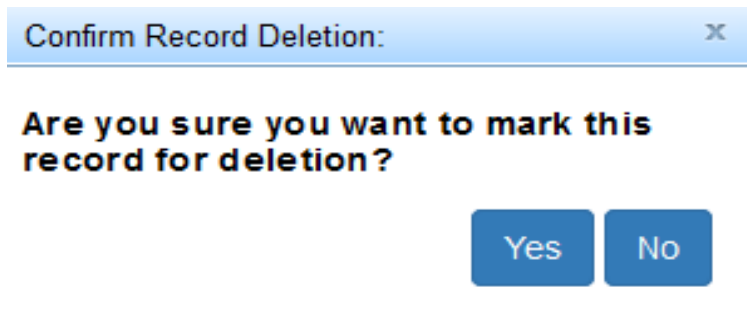
Data Element	GE Backup Value	Value Entered By School
Institution Code (OPEID)	001047	001047
Debt Measure Year (DMYR)	2013	2013
Classification of Instructional Program (CIP) Code	030103	030103
Credential Level (CL)	03	03

# Deleting a GE Record

When a GE Record is marked for deletion, the record will be excluded and will no longer be associated with the Program Student record



A screenshot of a web application dialog box titled "Data Correction Record Detail". The dialog box has a light blue header and a white body. The main text asks, "Do you want to mark this record for deletion?". Below the text are two radio buttons: "Yes" (which is selected) and "No".



A screenshot of a web application dialog box titled "Confirm Record Deletion:". The dialog box has a light blue header with a close button (X) in the top right corner. The main text asks, "Are you sure you want to mark this record for deletion?". Below the text are two blue buttons: "Yes" and "No".

# Case Certification, Transfer & Submission

**Case Overview**

<b>Case Name</b> DCL-2012-101664-030103-03-001	<b>CL</b> 03	<b>Challenge Cycle Days Remaining</b> 4
<b>CIP</b> 030103	<b>School Name</b> University of Saint Francis	<b>Challenge Cycle Start Date</b> 10/7/15
<b>OPEID</b> 101664	<b>Challenge Cycle Year</b> 2012	<b>Challenge Cycle End Date</b> 11/5/15
<b>Challenge Cycle Name</b> Draft Completers List		<b>Case Status</b> COMPLETED
		<b>Cycle Status</b> Challenge Cycle Updated

**Add Student**  
No Record is Found [Add Adjustment](#)

**Change Student**  
Number of Records: 1  
Comments:   
[Edit Adjustment](#) [Delete Adjustment](#)

**Data Correction**  
Number of Records: 1  
Comments:   
[Edit Adjustment](#) [Delete Adjustment](#)

**Document List and Comment**

**Case Level Document List**  
No documents were found. [Refresh](#)

**Comments**

**Case Status**  
[Certify](#) [De-Certify](#) [Transfer](#) [Submit](#) [Exit](#)

# DCAS - Important to Remember

---

1. A new program cannot be added to your Draft Completer List using the DCAS Challenge Process.
2. For Person Data Conflicts, if the incorrect record for the Student is on the GE Back-up File, the incorrect record must be excluded from the file using a Change Student Adjustment. The new “corrected” Student record can be added using the Add Student Adjustment.
3. For students identified as completing a Higher Credentialed GE program, the existing record on the GE Back-up file will require a Change Student adjustment to exclude the record from the Completer List. The Higher Credentialed GE program student will need to be added using the Add Student Adjustment.
4. For a CIP/CL change, both a Change Student and Add Student Adjustment will be required.
5. When submitting challenges to Draft Completer List and data corrections, you also need to remember to correct the GE data on NSLDS.
6. Data Corrections submitted through DCAS is your last chance to correct data reported by your institution for the D/E metric.

# References

---

- GE Operations Manual
- DCAS User Manual
- DCAS Training Material
- NSLDS Gainful Employment User Guide

All materials can be found on the IFAP Gainful Employment Page  
(<https://www.ifap.ed.gov/GainfulEmploymentInfo/indexV2.html>)



# Questions?

---

