



## POLICY STATEMENT 87 STANDARDIZED REPORTING DATA REVIEW

### POLICY DIGEST

Primary Monitoring Unit: Information Technology  
Initially Issued: May 30, 2013  
Last Revised: none (format updated March 22, 2022)

### I. POLICY

All standardized reporting required for Grad Act, including State Student Profile System, State Completers System, etc. will be subject to the guidelines of this Standardized Reporting Data Review.

The data review for Grad Act reporting will be completed by the department that is responsible for inputting and correcting the data. The reviewing department will be independent of the department that is producing and running the queries. Examples: any data reported that includes financial aid information will be reviewed by the financial aid department, enrollment data reported will be reviewed by the admissions office. The specific steps are:

- A. The independent, designated person, who has no access to change the script or the data, will run a program through records management system to create the data files. The program will automatically deposit the file to a read only directory
- B. Each independent department, with data ownership, will validate the data and make changes to the student data records through the records management system.
- C. The same independent person from step one will rerun and deposit files in the read only directory and upload the file to the Board of Regents.
- D. If the Board of Regents returns any edit report, that report will be distributed to the appropriate data owner for correction and the process will start over.

The programmer with rights to change the script will not have access to the read only data storage area.

In the event that query changes are required due to data request changes, the independent departments will review the new data and compare to data prior to query changes. All data changes will follow the data change request process.

LSU Eunice's Records Management System (Jenzabar CX) includes a revision control module. When an Informer or Ace report is created the source code is checked into the revision control system and a version number is issued. When changes are required the source code must be

39 checked out of revision control and changes made. Once changed source is checked in a new  
40 version number is issued. The revision control system will track the changes and the user who  
41 implemented the changes. It is a business rule in the Office of Information Technology (OIT)  
42 that when possible files are created through the revision control system. In the event that scripts  
43 have not been created through revision control system, OIT will make every effort to convert all  
44 source code into the revision control, and insist the code go through the technical review  
45 process. There are two programmer positions at LSU Eunice and each is responsible for  
46 reviewing and validating the other programmer's changes. In the event that Grad Act reporting  
47 guidelines change reporting requirements, a work request will be used to track the reasoning  
48 and changes made.