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MEMORANDUM

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To: Provosts/Vice Presidents, Academic Affairs
Associate Vice President, Graduate/Academic Programs
Deans, Education
Chairs & Directors of Nursing Programs
Enrollment Planning & Reporting Officers
Directors of Institutional Research
Directors of Admissions and Records

From: Philip Garcia 
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Subject: ERS CODING ISSUES FOR 2007-08 AND BEYOND

Analytic Studies is in the process of completing the 2007-08 version of the *CSU Operations Manual*. The problems we experienced with enumerating nursing enrollments for CY 2006-07 forced us to delay our original publication date. We will inform every one of the new release date as soon as our publication unit determines when it can deliver the final, hardcopy product.

In the meantime, we have summarized the most notable changes that will be appearing in the revised *CSU Operations Manual*.

I. How to Code Independent Doctorates

According to state regulations, a student enrolled in the CSU independent doctorate program must be pursuing either a P-12 education focus or a community college focus. The following CSU Major Codes have been created in COSAR Tables 03 (enrollment major) and COSAR Table 34 (degree major) to accommodate the requirement:

P-12 Education = 08272

Community College = 08273

At this time, the P-12 code is valid at 7 campuses and the community college code is valid at 5 campuses. The grid below shows which campuses have each version of the independent doctorate and thus they can legitimately use the new codes.

Educational Leadership Major	Fresno (25)	Fullerton (50)	Long Beach (40)	Sacramento (60)	San Bernardino (63)	San Diego (65)	San Francisco (75)
CSU Ed.D.- P-12 Education; Major Code = 08272	Ed.D.	Ed.D.	Ed.D.	Ed.D.	Ed.D.	Ed.D.	Ed.D.
CSU Ed.D.- Community College; Major Code = 08273	Ed.D.	N/A	Ed.D.	Ed.D.	N/A	Ed.D.	Ed.D.

The two new codes should be entered onto ERSA, ERSS, sERSS, and ERSD records. Any campus not noted above that submits an ERS file containing either "08272" or "08273" for a CSU Major will receive a catastrophic error message.

Another important thing to remember is that when Educational Leadership students advance to candidacy, campuses must recode the Student Standing element to reflect the changes. The appropriate code is "8." If you forget to enter the "8" code in ERSS, your campus will not receive supplementary funding for advanced to candidacy students. The exact details on the supplementary funding are still being worked out. See attachment 1.

II. How to Code Registered Nurse Status at Entry

In CY 2007-08, the element for at-entry registered nurse (RN) status must be properly populated for all nursing enrollees documented in selected ERS files. That means that new, continuing, and returning nursing students must have a value code for the at-entry RN status element, starting with the 2007 summer term. The RN identification should indicate a student's RN status at-entry into a nursing program (see Coded Memo AA-2007-15); that is, RN Status should denote whether a student entered a nursing program with a licensure objective (i.e., CSU Major = 12032) or without a licensure objective (i.e., CSU Major = 12031). **Once a verified at-entry RN Status code has been determined for a student it should not be changed.**

The grid below describes the column location for data entry onto ERSA, ERSS, and sERSS files.

Column Location	ERSA	ERSS/sERSS
Length	1	1
From	154	103
To	154	103

The self-reported licensure status for new students is now available from the *Fall 2007 CSU Application*:

23c. Are you a registered nurse (RN)? Yes No

The assumption is that all the self-reported “yes” responses will be verified and then entered onto the appropriate ERS files. The acceptable codes for ERSA files will mimic the codes listed on the *CSU Application*: “Y” (Yes) and “N” (No). A BLANK will not be an acceptable code in ERSA files.

The larger task at hand is documenting the at-entry RN status for **continuing and returning nursing students**. For CY 2007-08, licensure status must be determined from external information, that is, with data compiled by nursing departments. Since spring 2006, campuses have constructed several ad hoc files for the Chancellor’s Office that identified which nursing students found in ERS files entered nursing programs with or without licensure. The Chancellor’s Office initiated the identification process by making campus-specific lists of social security numbers (SSNs) representing nursing students found in ERSS term files; and then campuses flagged each SSN with a “Y” if the record represented someone with RN status or flagged the record with “N” if the record represented someone without RN status. This is the type of external data we expect campuses will use when they permanently code RN Status in ERS files for continuing and returning nursing students.

In ERSS and sERSS files, the acceptable codes are: Y, N, and BLANK. In time, the numbers of BLANK responses will diminish as pre-summer 2007 entrants leave the university.

Registered Nurse status is not included in ESRD records because the CSU Degree Major from COSAR Table 34 now has values that denote whether a student began a nursing program with or without licensure. Again, the value “12031” equals enrolled without licensure; and the value “12032” equals enrolled with licensure.

Two things to remember are the importance of properly coding **pre-nursing students** and the necessity of timely recoding the CSU Major when pre-nursing students are officially enrolled into a nursing program. First, pre-nursing students should be coded “00121” in ERSS and sERSS files. The only campuses that should be using the “00121” code are those that offer a Basic/BSN nursing track (i.e., CSU Major = 12031; Degree Objective = 2). Annual counts for these students will be used to generate indicators of future demand for undergraduate nursing enrollments. Second, as soon as a pre-nursing student becomes a bona fide nursing student, that

change should be immediately recorded in ERSS files (i.e., the value for CSU Major changes from “00121” to “12031”). Only FTE associated with “12031” values will be used in the assessment of Budgeted Nursing FTE versus Observed Nursing FTE. See attachment 2.

III. Test Score SAT I Writing and ACT Writing

Last year campuses should have initiated the practice of collecting the test scores for the SAT I and ACT writing components. The writing scores have been added to examine their relationship to student proficiency at entry and subsequent progress. The range of valid scores coincides with the range of valid scores for the verbal and math components. The column locations for the required ERS files are as follows:

Column Location	SAT I Writing ERSA	SAT I Writing ERSS/sERSS	ACT Writing ERSA	ACT Writing ERSS/sERSS
Length	3	3	2	2
From	155	104	158	107
To	157	106	159	108

Neither component score is required for CSU admission; so neither is part of a composite test score computed for first-time freshmen. See attachments 3 and 4.

IV. How to Code U.S. Military Status

We are going to add a U.S. Military Status element to ERSA, ERSS, sERSS, and ERSD files. The new element will take effect summer 2008. The data will come from two questions that will be on the CSU application for new undergraduate and graduate students. For example, it appears as the following in the Undergraduate Application:

19. If you have ever been on active duty in the U.S. military services, enter a Y in the box.

19a. Are you a dependent of a U.S. active duty servicemember? If so, enter Y.

The binary responses from these two questions should be recoded to generate four mutually exclusive categories.

1 = Yes, have been on active duty in the U.S. military services, not a dependent of a US active duty service member (Y, N).

2 = Yes, have been on active duty in the U.S. military services, and a dependent of a US active duty service member (Y, Y).

3 = Yes, a dependent of a U.S. active duty service member (N, Y).

4 = No, have never been on active duty in the U.S. military services, and am not a dependent of a US active duty service member (N, N).

In all, acceptable codes for U.S. Military Status in ERSA will be 1, 2, 3, and 4. Please do not use a BLANK to signify the fourth category. Again, in ERSS and sERSS files, BLANK is an acceptable code. In time, the numbers of BLANK responses will diminish as pre-summer 2008 entrants leave the university.

The grid below describes the column location of U.S. Military Status for data entry into ERSA, ERSS, sERSS, and ERSD files.

Column Spec	ERSA	ERSS	sERSS	ERSD
Length	1	1	1	1
From	250	224	224	85
To	250	224	224	85

The U.S. Military Status variable will be used as a demographic indicator. It will not be used to signify any receipt of financial assistance or other special program participation. So, here, a self-reported response is all that is needed.

See attachment 5.

V. New codes for Credential Students

There are two new values associated with the Credential and Subject Matter Waiver Objective Code data element. They are:

190 = ASL or American Sign Language (Single Subject Credential)

912 = Speech Language Pathology (Clinical Rehabilitative Services Credential)

These additions have been added to the Credential Objective Table (COSAR Table 26).

The Credential Class data element now has a new code for English Language Authorization. It is:

20 = Initial English Learning Authorization added to a credential

The following graph outlines the valid combinations of Credential Class and Credential Subject Matter Waiver Objective for the three new values noted above.

Credential Class Code	Credential Subject Matter Waiver Objective
07, 18, 19	190
04	912
20	435, 460, 468, 469, 471 and 472.

An error message appears when the Credential Class and Credential and Subject Matter Waiver Objective value combination is not valid in the Enrollment Reporting System Teacher Credential (ERST) data file.

Attachments

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