REFERENCE FILE SPECIFICATIONS

Reference cohort

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General Information

This document describes the data elements collected by the Nebraska Statewide Workforce & Educational Reporting System (NSWERS). Valid values and data validation rules that can be performed prior to data submission are listed where appropriate.

High-Level Data Collection Workflow

Scope

All students enrolled in courses (for credit AND/OR noncredit) at the institution for given academic year.

File Names

File Specification	*File Name*
Reference cohort	#####_reference_cohort_YYYY_##.csv

Where	Represents
#####	IPEDS Institution ID
YYYY	Academic Year Ending
##	Optional sequence Number

Data Element Names

The following syntax is used throughout this document when referencing data elements.

Format: *NSWERS Field Name [File Specification: Field Name (Field Number)] where:

- An asterisk (*) indicates the data element is a mandatory field. A non-blank or non-null value must be supplied in all mandatory fields for each record, or the data loading process will reject the record.
- NSWERS Field Name represents the name of the data element commonly used by the Nebraska Statewide Workforce & Educational Reporting System (NSWERS).
- File Specification indicates the formal name of the file specification.
- Field Name indicates the formal name of the field within the file specification.
- Field Number indicates the position of the field within the file specification.

Academic Year Ending

The academic year is understood as July 1 – June 30. Postsecondary data will be organized by academic year using Academic Year Ending. For example, the

Academic Year Ending field for 2020 – 2021 will simply read: “2021”.

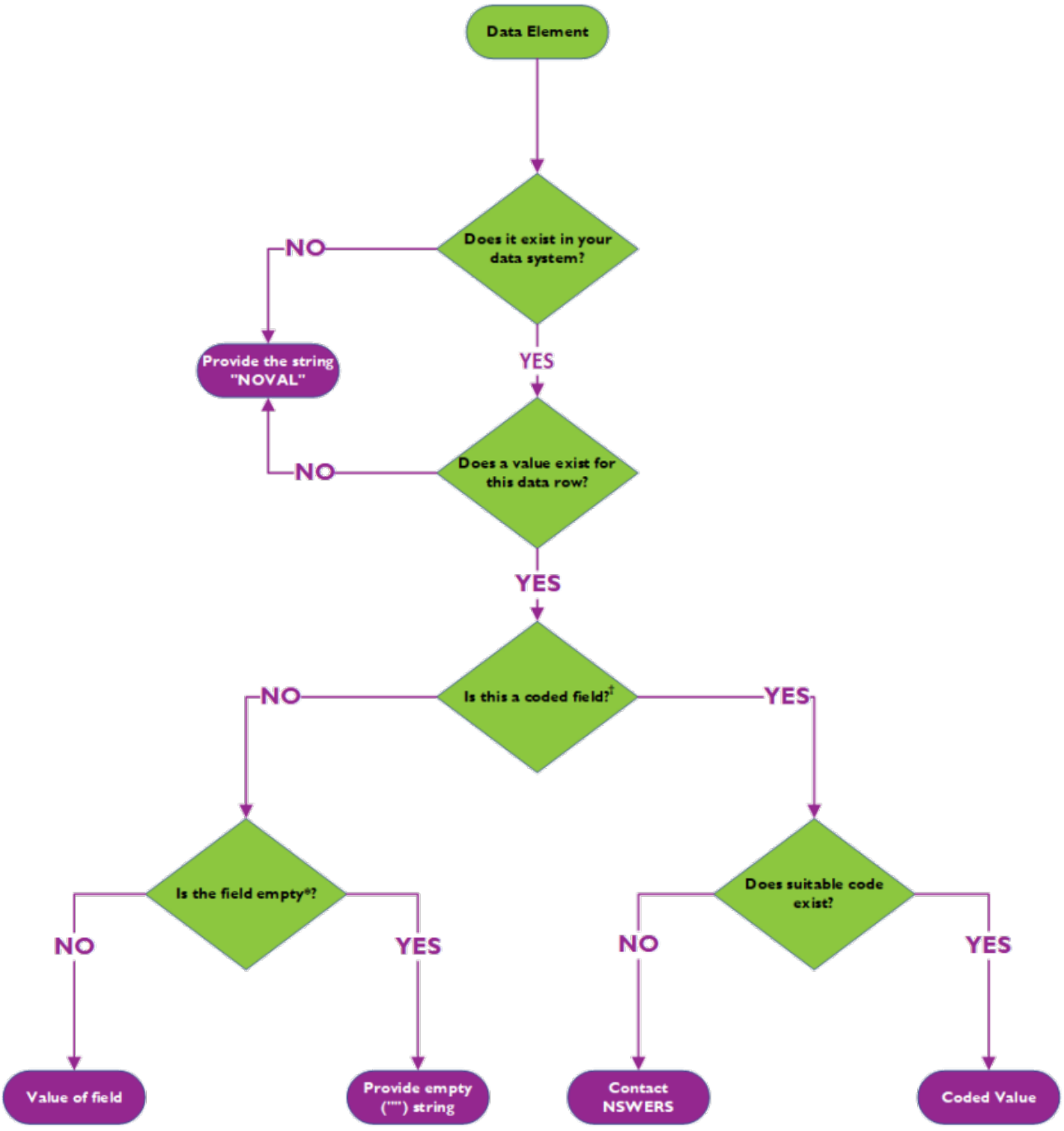
Notes of Importance

- Any values that contain a comma must be enclosed with quotes.
- Data fields should be ordered in the same sequence as identified in this document.

All files should be submitted in .csv format.

To maintain data privacy and security, and to preserve the informational chain of custody, NSWERS staff cannot edit original source data files. It is the responsibility of each data contributing partner to resolve errors discovered during data submission, validation, and certification processes. Corrected data files should be re-uploaded by partners into the NSWERS data system.

Decision Tree: Reporting for Nonmandatory Data Elements



†The field is represented by a code in the data specifications (e.g. gender, GED Status, etc)

*The field is blank or represented by a blank placeholder in your data system

Reference cohort

Additional details can be found on our website at
https://nswers.orgs/insights/data-dictionary-and-elements/

Id [Reference cohort:id (1)]

Stable cohort slug used by cohort_member, cohort_count, and related loader logic to identify the cohort definition.

Type [Reference cohort:type (2)]

Education or workforce domain assigned to the cohort definition: high school, postsecondary, or workforce.

Code	*Description*	*Explanation of Use*
HS	High school	Cohort is defined from K-12 or high-school records.
PS	Postsecondary	Cohort is defined from postsecondary records.
WF	Workforce	Cohort is defined from workforce records.

Name [Reference cohort:name (3)]

Human-readable cohort name displayed in reporting products.

Status [Reference cohort:status (4)]

Activation flag for the cohort definition. Loader and reporting processes use active definitions and may retain inactive definitions for history.

Code	*Description*	*Explanation of Use*
0	Inactive	Definition is retained but not active for current use.
1	Active	Definition is active for current use.

Description [Reference cohort:description (5)]

Narrative population definition explaining the inclusion rule represented by id; maintained as reference metadata rather than calculated.

Sortkey [Reference cohort:sortkey (6)]

Optional display-order value used to arrange cohort definitions within a

reporting group; maintained directly in the reference table.

Reference cohort

Key	*Position*	*Name*	*Type*	*Length*	*Format*
	1	Id	String		
	2	Type	String	2	(one of set)
	3	Name	String		
	4	Status	Integer	1	(one of set)
	5	Description	String		
	6	Sortkey	Integer		