



2020 Data Reporting - April 2, 2020 Questions and Answers

NC-SARA staff is aware that Coronavirus (COVID-19) has had, and will continue to have, an impact at institutions and with SARA State Portal Entities. Please know that we are working diligently with our board, regional compacts, states, and institution to determine how we can help during this unprecedented time.

While NC-SARA's focus continues to be on consumer protection, program quality, and financial stability, we will work together to find solutions that support students, institutions, and states during this difficult time.

link to the NC-SARA announcement: <https://www.nc-sara.org/news-events/nc-sara-coronavirus-covid-19-responses-institution-payments-data-reporting-institution>

Important Items:

- 2020 [Data Reporting Handbook](#)
- 2020 [Data Sharing Agreement](#)
- Data Reporting Window: **May 15 – June 15, 2020**
- Reporting this year (May 15 – June 15, 2020):
 - For reporting enrollment data - institutions will submit disaggregated fall IPEDS 2019 data.
 - For reporting out-of-state learning placement (OOSLP) data - the learning placements reported will be from the 2019 calendar year.
- We will work together with representatives from states, institutions, and the regional compacts later this year about how we will deal with reporting for 2020.
- If after reading the 2020 Data Reporting Handbook you still have questions, please email data@nc-sara.org.

Questions:

Is there any plan to use the 4- or 6-digit CIP codes, instead of the 2-digit?

Not at the is time. Note that we do not ask you to report the program site in each state.

We are not required to use CIP 2020 for IPEDS until Fall 2020 and I would guess most institutions have not made the cut over yet.

Use the CIP codes used at your institution. There is very little change at the 2-digit CIP Codes from 2019 to 2020, therefore it should not affect your reporting.

How are other institutions asking students where they are taking the course each semester? I am getting a lot of push back on this requirement.

Institutions use a variety of ways in which to determine the location of their students; some institutions ask for students to disclose this information each term during registration, others ask for a bi-annual form to be submitted and still others have a process that they have instituted at the admission, registration or bursar's office.

Is it possible to complete the survey prior to May 15th?

No.

How will the new Federal Regulations (especially determining a student's location) impact this reporting?

It will not have an impact on SARA reporting requirements.

How can I update the contact information of the person who will submit the report?

Please contact your SARA State Portal Entity (SPE) as they have access to update contacts. You can find the contact information for SARA State Portal Entity staff at <https://www.nc-sara.org/state-portal-entity-contacts>

We are a religious school that has internship or practicums in churches. Do we report in this section similar with Clinicals etc.?

Yes, if it meets the requirements of reporting as defined in the 2020 Data Handbook report it.

How should I report a placement of a student that lives in a state outside of the institution's home state but completes their educational experience in a 3rd state?

Report the student in the state where the educational activity is taking place.

If a student is an out of state online student, participating in a virtual internship - would you report them as an OOSLP in their home state/physical location?

No, if the placement is fully online you would not report the placement.

We are a theological institution. Our OOSLP placements are either counseling internships or field education for ministry degrees. Do we need to report all the field education?

Yes, you need to report learning placements for all students – there is no exemption for ministry degrees.

Are we able to request a listing of all active users from our institutions to alert them to the notifications?

Yes, your SARA State Portal Entity staff can provide you with this information. You can find the contact information for SARA State Portal Entity staff at <https://www.nc-sara.org/state-portal-entity-contacts>

Is there going to be a way to save the report for our files?

Not at this time.

This is the first year that we have a branch campus. It is located in a different state than our home state (where we have our NC-SARA Membership). Can you explain the process?

You have the choice to report these enrollments. Please review the 2020 Data Reporting Handbook for more information.

Just to confirm... by "all active members", do you mean those identified as the official SARA contacts for each institution, or are you saying that anyone who has created an account will received the reporting link?

All SARA contacts listed for the institution will be notified. Please check with your state portal entity staff to determine who is listed. Only the SPE can adjust institution contacts. You can find the contact information for SARA State Portal Entity staff at <https://www.nc-sara.org/state-portal-entity-contacts>

Can you ask what is meant by unduplicated headcount?

For out-of-state learning placements – you are asked to disaggregate by state and CIP code. For more information on unduplicated headcount please see the Data Handbook.

Criteria 3 of OOSLP states physical presence of the student. Is the physical presence definition the same as in the *SARA Manual* (pg. 40)?

Physical presence for OOSLP purposes is about the student. If the student is participating in a virtual placement - you would not count that placement. The definition of physical presence in the *SARA Manual* is for institutions.

If for example, the school of business offers non-credit, out of state internships or volunteer programs does the activity need to be reported?

If the placement does not meet the criteria listed in the 2020 Data Reporting Handbook – you would not count it.

Slide 30—data criteria appear different than that of page 17 of the Data Reporting Handbook. Do ALL criteria need to be met or one or more?

The first three criteria have to be meet and then one or more of the four criteria subsections.

How do you treat non-credit courses that are required to be practiced in a religious setting?

You would count non-credit courses if they are required for professional licensure.