DOC04 - CCAHS Checks

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Summary

Use the **DOC04 - CCAHS Checks** worksheet to review Dropout Program records, W2T withdrawal coding, and prior CCAHS records that may need to be rolled over for the current reporting cycle.

The worksheet may contain more than one result for a student. Review all related rows together because the results only identify conditions to investigate; they do not determine which record should be changed.

In this report, CCAHS is a Dropout Reason or Dropout Type value. **Previous CCAHS** is a Prior Enrollment Type value. These fields describe different parts of the student's record.

Severity

Warning

What to Review

Generate the (NC) Dropout Data Collection report and open the **DOC04 - CCAHS Checks** worksheet. Review the issue code, the student's prior enrollment type, and the currentValue and expectedValue fields.

Issue Code	What the result indicates
CCAHS_REASON_WITHOUT_W2T	A Dropout record has the CCAHS reason, but the student's prior enrollment exit code is not W2T.
W2T_CHANGE_REASON_TO_CCAHS	The student has a W2T exit code and a matching Dropout record, but the record's reason is not CCAHS.
W2T_ADD_CCAHS_RECORD	The student has a W2T exit code, but the audit did not find a matching Dropout record with the CCAHS reason.
CCAHS_REPORTING_YEAR_MISMATCH	The Dropout Year does not match the reporting year expected for the student's CCAHS reporting context.
CCAHS_PRIOR_RECORD_NEEDS_ROLLOVER	A prior CCAHS record is open and its Dropout Year does not match the expected prior reporting year. The expected value describes the rollover sequence.

Issue Code	What the result indicates
CCAHS_PRIOR_RECORD_OPEN	A prior CCAHS record is open and its Dropout Year matches the expected prior reporting year. The expected value indicates that the prior record should be ended before the next record is added.

Report Content

The worksheet includes student, ownership, enrollment, Dropout Program record, and issue information. The ownership fields identify the PSU and school associated with the Dropout record. For coding results, currentValue shows the value found on the record and expectedValue shows the value or condition the check expects.

Column	How to use it
ReportEndYear	Identifies the reporting year
studentUID	Student identifier for matching the result to NCSIS records
lastName, firstName	Student name
sex, raceEthnicity	Student demographic values
cleanupType	Identifies the edit check group - for this worksheet, the value is CCAHS
issueCode	Identifies the CCAHS or W2T condition - see specific issue codes in the Recommended Action section below
owningPSUCode, owningPSUName	PSU responsible for reviewing the Dropout record and result
owningSchoolCode, owningSchoolName	School associated with the Dropout record and result
lastEnrollmentYear	Most recent enrollment year available for the student - use as research context
priorEnrollmentType, priorEnrollmentExitCode	Prior enrollment type and exit code associated with the student's enrollment context
recordDropoutYear, dropoutType	Dropout Program record details, when available
subsequentEnrollmentPeriod	Subsequent enrollment period, when applicable - this field is generally blank for DOC04
currentValue	Value found by the check - depending on the Issue Code, this may be an exit code, Dropout Reason, reporting year, or open record status
expectedValue	Value or action expected by the check - for rollover results, it describes the prior record year, end date, and new record sequence

Column	How to use it
suggestedDate	Suggested date for the prior record rollover checks - review it with the student's record history before applying it
evidencePSUCode, evidencePSUName	PSU associated with evidence, when applicable - these fields are generally blank for DOC04 results
evidenceSchoolCode, evidenceSchoolName	School associated with evidence, when applicable - these fields are generally blank for DOC04 results
evidenceStartDate, evidenceEndDate	Evidence dates, when applicable -these fields are generally blank for DOC04 results

For W2T_ADD_CCAHS_RECORD, currentValue may display NO DROPOUT RECORD when the audit does not find a matching record. For rollover results, currentValue and expectedValue provide the record year and rollover context used by the audit.

Recommended Action

- Review the student's rows and identify the Issue Code for each result.
- Locate the student's Dropout (*Student Information > State Programs > Dropout*) and enrollment (*Student Information > General > Enrollments*) records in NCSIS for the relevant reporting period.
- Review the Dropout Program record information, PSU, school, grade, and enrollment evidence shown in the report with the student's enrollment history and supporting records. Confirm that they accurately reflect the student's history.
- See issue codes below for specific actions to take.
- Correct data in NCSIS only when available evidence and Dropout Data Manual (https://www.dpi.nc.gov/data-reports/discipline-alp-and-dropout-data) guidance supports the correction. For an open Dropout Program record with subsequent or current year enrollment evidence, determine whether the Dropout Program record should remain open or whether its end date or other information needs correction.
- After making any corrections, wait for the next nightly refresh. Generate the report again and review the student's DOC03 results. Confirm that the issue cleared or determine why it remains.

CCAHS_REASON_WITHOUT_W2T

The evidence indicates that the Dropout Program record has the CCAHS reason, but the student's prior enrollment exit code is not W2T.

- Review the currentValue and the expectedValue fields to determine which value is correct.
- If the Dropout Program record is correct, no action is required.
- If the incorrect dropout year was chosen in the Dropout Program record, open *Student Information > State Programs > Dropout* and update **Dropout Year** on the record.
- If an additional Dropout Program record is needed for the correct dropout year, end the existing Dropout

Program record and create a new Dropout Program record with correct information.

W2T_CHANGE_REASON_TO_CCAHS

The evidence indicates that the Dropout Program record does not have the CCAHS reason, but the student's prior enrollment exit code is W2T.

- Review the currentValue and the expectedValue fields to determine which value is correct.
- If the Dropout Program record is correct, no action is required.
- If the incorrect dropout year was chosen in the Dropout Program record, open *Student Information > State Programs > Dropout* and update **Dropout Year** on the record.
- If an additional Dropout Program record is needed for the correct dropout year, end the existing Dropout Program record and create a new Dropout Program record with correct information.

W2T_ADD_CCAHS_RECORD

The evidence indicates that the student's prior enrollment exit code is W2T but there is no Dropout Program record associated with the student.

- Review the currentValue and the expectedValue fields to determine which value is correct.
- If the Dropout Program record is correct, no action is required.
- If the incorrect dropout year was chosen in the Dropout Program record, open *Student Information > State Programs > Dropout* and update **Dropout Year** on the record.
- If an additional Dropout Program record is needed for the correct dropout year, end the existing Dropout Program record and create a new Dropout Program record with correct information.

CCAHS_REPORTING_YEAR_MISMATCH

The evidence indicates that the student's Dropout Program record has a Dropout Year that is not consistent with the student's last enrollment.

- Review the currentValue and the expectedValue fields to determine which value is correct.
- If the Dropout Program record is correct, no action is required.
- If the incorrect dropout year was chosen in the Dropout Program record, open *Student Information > State Programs > Dropout* and update **Dropout Year** on the record.
- If an additional Dropout Program record is needed for the correct dropout year, end the existing Dropout Program record and create a new Dropout Program record with correct information.

CCAHS_PRIOR_RECORD_NEEDS_ROLLOVER

The evidence indicates that the student's Dropout Program record has a Dropout Year that is not consistent with the student's last enrollment.

- Review the currentValue and the expectedValue fields to determine which value is correct.
- If the Dropout Program record is correct, no action is required.

- If the incorrect dropout year was chosen in the Dropout Program record, open *Student Information > State Programs > Dropout* and update **Dropout Year** on the record.
- If an additional Dropout Program record is needed for the correct dropout year, end the existing Dropout Program record and create a new Dropout Program record with correct information.

CCAHS_PRIOR_RECORD_OPEN

The evidence indicates that the student's Dropout Program record has a Dropout Year that is not consistent with the student's last enrollment.

- Review the currentValue and the expectedValue fields to determine which value is correct.
- If the Dropout Program record is correct, no action is required.
- If the incorrect dropout year was chosen in the Dropout Program record, open *Student Information > State Programs > Dropout* and update **Dropout Year** on the record.
- If an additional Dropout Program record is needed for the correct dropout year, end the existing Dropout Program record and create a new Dropout Program record with correct information.

The report identifies a condition to review. Use the Dropout Data Manual (https://www.dpi.nc.gov/data-reports/discipline-alp-and-dropout-data) to determine the appropriate reporting treatment; do not make a code or record change based only on the Issue Code.

NEXT: Continue to **DOC05 - Graduation Checks.** (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/doc05-graduation-checks)

Return to **Dropout Edit Checks.** (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/dropout-edit-checks)

Return to **(NC) Dropout Data Collection.** (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/nc-dropout-data-collection)

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