Welcome to Validating your data.

This webinar follows our ‘Reporting with HEPCAT’ webinar and is targeted at those who have reported data to HEIMS via HEPCAT on at least one occasion.

We understand that validating your data can be challenging. This webinar will help you work through the validation processes when submitting your data. It will assist with understanding the error messages and reports. We will also be looking at validation rules in HEPCAT and HEIMS and will provide you with strategies to minimise your errors and give you some time saving tips.

Today’s webinar does not include detailed information on how to correct your reported data, please refer to our “Revising your data” presentation which you can access from the HEIMSHELP training page.

Please submit your questions during the webinar and we will do our best to address them all today. All information provided today is available on the supporting webpage, the address is on the screen.
We will reference the Validating your data toolkit during this webinar. It has everything you need to know about validating your data and I would recommend that after today’s session that you review the information provided on this page.
In today's presentation, we will provide an overview of the validation process which includes:

• What are validations?

• When does the system validate your data?
  - HEPCAT validations
  - HEIMS validations

• Understanding validations and their levels

• Controlling validations

• How to find and fix HEIMS errors

• Principles and tips
So what are validations?

- Validations are a set of rules that are applied by the system to check the accuracy and consistency of your data in line with policy and program conditions.

- For example, a validation rule can check that a student’s date of birth doesn’t change or calculates that a student’s reported debt aligns with what they have paid up front and what fees they have been charged.
When does the system validate your data?

There are two validation processes that will take place in each submission you report.

Firstly there is a set of validations within HEPCAT. As you know HEPCAT is the reporting tool that you use to prepare, validate and submit your data.

- **HEPCAT Validations** check that your coding is valid against the specifications for each data element. It performs other validations too – like checking that you have provided consistent information for a student for all records for that student - for example, their date of birth hasn’t changed.

Your data must pass all HEPCAT validation rules before you can report your data to HEIMS. As you know these checks are quite extensive.

- **HEIMS Validations**

Additional validations occur when you submit from HEPCAT to HEIMS which your data also needs to pass.

They occur when HEPCAT attempts to report your data to HEIMS. As you know HEIMS is the Higher Education Information Management System.

The HEIMS validations are a much smaller set of rules than the HEPCAT validations. These additional validations check that the data you are reporting is consistent with previously reported data on your students at your organisation.
The validation process checks your data against information provided in other submissions, files and data elements. Having an understanding of the relationships will help you with addressing your validation errors.

The Course submission supports all data reporting as it is the main submission. Most submissions reference information reported on your courses, as shown.

The validation process requires details of your courses prior to reporting information in other submissions.
Now we will look at the relationships for the student submission. This submission references data reported on your Course submission and your validated HELP Due file. As you know students who have a HELP debt their details must be added to your HELP Due file and this file is not submitted. It only requires a validated status.

The Student Submission contains two reportable files the Enrolment and the Load liability. When reporting details on your students, data must be provided on both files. The validation process checks that consistent information is being reported for the same student on both files.

If you are new to reporting it’s important to know how the HELP Due Snapshot works. Providers cannot import data into this file, the data comes from your validated HELP Due file. On submission of your student data HEPCAT will automatically upload the required records to the HELP Due Snapshot from your validated HELP Due file.

The Student Revision Submission works in the same way.
There are two types of HEPCAT validations.

- **Warning** errors alert you to possible inconsistencies, these may prevent your data from being accepted in HEIMS.

  This means that you may find that a warning in HEPCAT may result in a fatal error on submission to HEIMS.

To save you time check your warning messages and fix them where appropriate to avoid issues on submission to HEIMS.

- **Fatal errors** will not allow the incorrect data to be reported to the HEIMS database. You MUST fix these errors to allow the submission to validate in HEPCAT.

Remember that all errors can be fixed within HEPCAT to allow your data to be reported however it is important that this information is provided back to where the data was sourced from in most cases your student management systems. Otherwise the same errors can occur in future submissions.
Within HEPCAT there are different levels of validations performed on the students submission, there are 5 levels applicable to the enrolment file and 6 levels applicable to the Load Liability file.

In each of the HEPCAT Submission files there are a set of shared data elements used system to link the students enrolment, load and HELP Due records together. i.e. the Course code, Student ID and CHESSN. You will find that the validation process will check that the data entered for these shared elements have been reported consistently. For example details of a student’s HELP debt reported on the Load liability file will be matched against information about that student on the HELP Due file and if there is no record for the student on the HELP due file, a fatal error will occur.

I will explain each of the validation levels;

Level 1 – The system checks for valid codes and correct formatting within each field. A value must be entered into each of the data fields, any missing values will cause issues when validating your submission.

Level 2 or X–Field validations, will check for consistency against codes reported for other elements within the students record. i.e. If a HELP debt amount has been entered for Element 558 then a CHESSN must be provided in the data cell for Element 488 - CHESSN. This will cause a validation problem with the CHESSN is not provided.

The next validation level is Level 3 – X–Record. Where there are multiple records for the same student in the file HEPCAT will check that the key elements used to identify the student have been reported the same. For example the CHESSN, date of birth and gender. If the key values are omitted from one of the students this will fail validation.
The Level 4 or X–File validations check for a matching record across files when a submission has more than one file.

As you know the Student submission has two files so there must be a record on the Enrolment file and also on the Load liability file for the same student.

The next is a Level 5 – X–Sub: Time: The system checks against data in similar submissions – for example data entered into a student submission data is checked against other student submissions which you may have already submitted. It will be checking for inconsistent reporting of the students key elements such as a different CHESSN for the same Student ID.

The last is the Level 6 – X–Sub: Type: The system checks against data provided in different submissions for example - Course, Student and HELP due. As mentioned the submission files include shared data elements used to unique identify the students record and link the data together.

You will find that most validation errors will occur when the data for these share elements is not reported correctly across the submission files.

As you can see there are several validation checks within HEPCAT to ensure that your data has been coded correctly and consistently. To help you with identifying the the main issues that are causing your errors it’s recommended that preliminary checks are performed, which I will now explain.
By doing preliminary checks on your data, selecting validation levels 1 and 2, you may uncover coding or formatting issues that you can fix easily in your student system or manual entry of your data. As mentioned, by undertaking these checks you will control the number of errors, which will save you time and make validating your data easier.

By selecting Levels 1 & 2 on both the Enrolment and Load liability files you are in fact conducting a preliminary validation of your data that will save you time because you are potentially addressing the main issues that are causing your errors.

As we have suggested if preliminary validations are performed they will help to reduce the number of errors. One error can easily multiply into several errors when all validation levels have been selected. Validation errors have a cascading affect when the data is checked against all validation levels. By selecting levels 1 & 2 validations for each file allows you to focus on the main issues that are potentially causing the majority of validation problems.

After all errors have been fixed with the preliminary check you will need to run all validations otherwise you will not be able to submit your data.
HEPCAT can assist you with validating your data as error reports provide the details.

There are two types of error reports in HEPCAT.

Summary Reports: These reports provide a summary of the errors that have occurred at each validation level. They list the validation error, validation ID, the file that the error occurred on, details of the validation rule, the error type whether a fatal or a warning, the rule description and also lists the number of errors for each validation ID.

Detailed Reports: They provide the individual records that caused the validation error and displays the record in the same format as they were reported in your file. A detailed error report may exists for multiple files for example, the Student submission could have two detailed reports one for the VET Enrolment file and another for the VET Load liability file.

To assist you with investigating and resolving your validation errors your error reports in HEPCAT can be exported.

The reports in conjunction with the Filter Errors function within HEPCAT will help you with identifying the specific cause of an error.

Before you can report your data to the department all fatal validation errors are to be addressed and any warning errors reviewed.
There are many functions that HEPCAT provides to allow you to manipulate or view the data you have entered or imported into your submission.

The filter error buttons allows you to select a validation rule to view the records that failed on that particular rule. HEPCAT will display the records that match your selection. This button becomes available after the file has been validated and errors have occurred.

The HEPCAT User guide part 2 provides more details on performing the functions within HEPCAT, you can access this guide from the “Reporting with HEPCAT” toolkit.
HEIMS validations are automatically undertaken by the system on submission of your data from HEPCAT to HEIMS.

HEIMS validations check for consistency against previously reported information on your students, courses and units of study.

HEIMS validation checks a much smaller set of rules compared with HEPCAT.
Similar to HEPCAT there are two error types in HEIMS which are treated in the same way as HEPCAT.

- Warnings errors alert you to possible inconsistencies. These errors will not prevent your data from being accepted in HEIMS but may cause issues in future submissions.

- Fatal errors occur when incorrect data is being reported. Fatal errors will not allow the incorrect data to be accepted by HEIMS. Your data will be rejected and corrections will be required in HEPCAT.
When a fatal error occurs in HEIMS, the person who submitted the data will be notified that the submission has been rejected as it failed HEIMS validations.

They will be directed to view details of the errors in HEIMS Online – Submission Reports.

- A detailed description of your HEIMS validation errors are provided with any inconsistent data highlighted in red.

- A carefully review of your error messages will be required as the details will help explain why the error occurred.

You will also need to check the TFN Revision Report. This can be found in HEIMS Online – HEIMS data view – TFN reports.

This report provides a list of students whose TFN details could not be verified by the ATO on submission of their HELP Data. The details for the students in this report must be updated before their HELP debt can be sent to the ATO. If you would like to create a TFN Revision flat file to import these records to HEPCAT, click the ‘Generate TR Flat File’ button below. You can then correct the record in HEPCAT and resubmit to HEIMS. Please ensure that you update your student administration system with the correct student details prior to any future submissions of HELP data.

If you need assistance with validating or revising your data please check out our toolkits - “Validating your data” and our webinar on “Revising your data” it can be found on the HEIMSHELP training page.
To correct your HEIMS errors you will be required to log into HEPCAT and re-open your submission. You will continue to work in this submission until the errors have been resolved and this submission has been accepted.

All submissions containing HEIMS fatal errors will appear in HEPCAT under the status of rejected. To correct your data the status of your submission will need to be reset to in progress. You do this by making a small change to one of the values and then click on save. The status of your submission will change from rejected to in progress.

The incorrect values in your submission will need to be updated in HEPCAT and it’s essential that these changes are provided back to your student management system. Otherwise the same errors can occur in future submissions.

If your data is sourced from your student management system, correct the values in your system first and then re-import your data file into the submission. Once your data has been corrected follow the steps to validate and submit your submission.

You will be notified if your submission has been accepted or failed. If further HEIMS validation errors have occurred you will need to continue until all errors have been resolved.

Do a final check of your submission report.

So in summary the validation principles covered today are:

• Collect the information that you need to report – it is important that your enrolment processes capture the data you require for reporting.

• Conduct a preliminary validation of your data using levels one and two. This will potentially save you a lot of time and stress in trying to resolve validation errors.

• Always review your HEPCAT warnings as they can often turn into a fatal error on submission to HEIMS.

• Always review you HEIMS warnings as they may impact on your data quality at a later point.

• Always ensure if you resolve issues in HEPCAT that your student management system is updated to reflect the changes made. This is important when you come to verify your reported data against the data in your own student management system.
Here are some time saving tips that you will find useful.

- Save your error reports for future reference, the information from this submission will help with your next submission.

- Validation rules are easier to interpret if broken down into the IF, THEN and MUST phrases. The rules may look complex but sometimes they are straightforward if you work through the rules in a logical sequence.

- Remember that files share unique identifiers. Validation rules will look for any inconsistencies across the unique identifier for a student, course or unit of study.

- The element documents can help you understand the validation rules. If you are unsure of the codes referred to in a validation rule you can always check the details for the coding on the element.

- And the HEPCAT training videos, User Guides and “Validating your Data” toolkit will give you the tools to assist with validating your data and you can use them at any time.
So what are the next steps?

There are certain checks that the system cannot perform. You need to check your data as well to ensure that the data you have reported to HEIMS reflects the information about your students.

It is the next step in the reporting process. It will help to minimise reporting errors in future submissions and assist with verifying the accuracy of your data.

Your data can be checked the day after you have reported using HEIMS Online Data View Reports.

Fix errors that you find as soon as possible after checking. Some errors may impact on your students or your organisation – for example incorrect debt information.

Then you will be well prepared to verify or certify the accuracy of your reported data. Higher education providers have two verification periods each year and VET providers your CEO is required to confirm the accuracy of your reported data at time of reporting by uploading a signed statutory declaration to the HITs system.
Who to contact at the department.

If you have any policy and program management for the new VET student loans please contact our VET colleagues at VET Student Loans

For your questions in relation to your provider payments for VET student loan scheme please direct them to the VFH and VSL Payments team.

Any questions relating to using the electronic Commonwealth Assistance Form please contact the team at HE Enquiries.
Policy queries

✓ Policy and program management
✓ Administration of FEE-HELP
✓ Financial estimates and payments
✓ HELP IT System (HITS)

Contact

TSEnquiries@education.gov.au

If you have any policy or program questions please contact our colleagues in the HELP Operations & Student Support Team.
Please do not hesitate to contact us if you need further assistance with reporting, our contact details are on the screen.

Before we close today's session, we would like to thank you for participating in this webinar. We hope that this session has improved your understanding on how to successfully report your data.