

# PHEAA TRAINING

Grants Procedure • January 2014

**FILTERING TIPS**

# Table of Contents

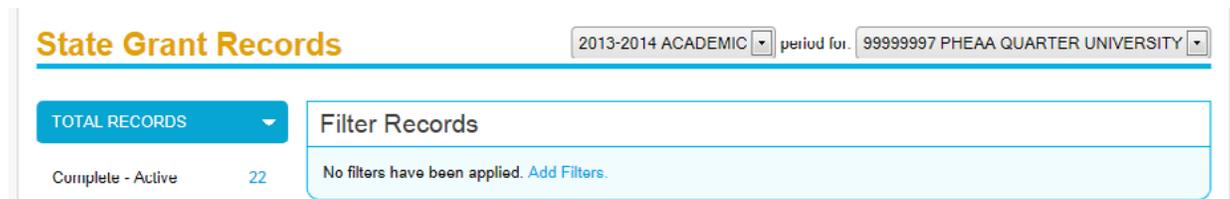
INTRODUCTION .....	3
GETTING STARTED .....	3
TOTALS (RECORD STATUS AND ALL RECORDS) .....	4
TERM LEVEL FILTERS .....	7
USING FILTERED RESULTS .....	11

# INTRODUCTION

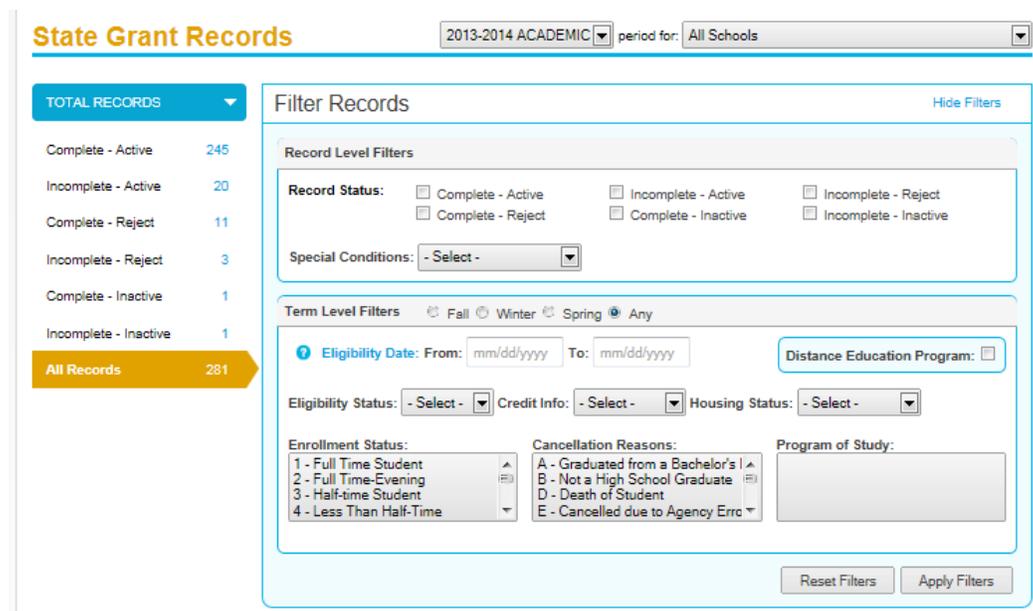
The purpose of this procedure is to provide financial aid administrators with information to explain filtering fields and expected results. This document serves as a complement to the User Guide.

# GETTING STARTED

State Grant Records Lists can be filtered to meet certain criteria. Partner Interface presents a collapsed Filter Records section to users that initially choose **View Records List** from the Dashboard. Users must choose **Add Filters** to display the filtering selections.



Counts for all records for the year/period and school selected appear in the left column. Records are categorized by State Grant record status along with an **All Records** category. There are two high level filtering options: **Record Level Filters** and **Term Level Filters**. The availability of these options is dependent upon the selection in the left column.



## TOTALS (RECORD STATUS AND ALL RECORDS)

In order to understand what status will yield the desired results, please keep these important points in mind:

1. Records that have **pending eligibility** may be counted based upon a previous record status for all categories. However, this may not reflect what the record status will be once the pending status is removed.
2. Record status is determined at a **record level NOT a term level**. Please read each status to understand how State Grants classifies record status when terms meet different conditions.

The following table provides State Grant Need Analysis Reject translations referenced in the record status explanations.

Reject Code	Explanation
E	High EFC
M	No Financial Need or Insufficient Financial Need
Y	Maximum Number of Payments for Program

**Complete-Active** – Records in this category include those where eligibility has been determined including those that have been awarded, rejected for a need-based reason (E, M, or Y), cancelled, or adjusted to zero (which results in Reject M).

Examples	Fall Eligibility	Spring Eligibility
1	Award	Ineligible – High EFC
2	Award	Award
3	Cancelled – Not Enrolled	Cancelled – Not Enrolled
4	Ineligible - No Financial Need or Insufficient Financial Need	Ineligible - No Financial Need or Insufficient Financial Need
5	Cancelled – Not Enrolled	Award
6	Ineligible – High EFC	Cancelled – Not Enrolled
7	Award	Ineligible - Maximum Number of Payments for Program

Note: This table does not list every possible combination

 **TIP** – On Complete-Active, filter on **Eligibility Status** 'Reject'. This will result in records that are ineligible for E, M, or Y for at least one term and remove those in a pending status for all terms.

### State Grant Records

2013 2014 ACADEMIC period for: 99999997 PHEAA QUARTER UNIVERSITY

**TOTAL RECORDS**

Complete - Active 22

Incomplete - Active 4

**Complete - Reject 6**

Incomplete - Reject 2

Complete - Inactive 0

Incomplete - Inactive 0

All Records 34

Hide Filters

**Filter Records**

Record Level Filters

Special Conditions: - Select -

---

Term Level Filters  Fall  Winter  Spring  Any

Eligibility Date: From: mm/dd/yyyy To: mm/dd/yyyy Distance Education Program:

Eligibility Status: **Reject** Credit Info: - Select - Housing Status: - Select -

Enrollment Status:

- 1 - Full Time Student
- 2 - Full Time-Evening
- 3 - Half-time Student
- 4 - Less Than Half-Time

Cancellation Reasons:

- A - Graduated from a Bachelor's I
- B - Not a High School Graduate
- D - Death of Student
- E - Cancelled due to Agency Error

Program of Study:

- A - 5 Year Co-op Work-Study (All
- B - Bachelor's Degree (Religion I
- C - Bachelor's Degree (All Other I
- F - 5 Yr Bona Fide Program

**Results: 5 Records**

Reset Filters Apply Filters

**Incomplete-Active** – Records in this category include those where eligibility cannot be determined due to missing data. These may include records that have a need-based reject reason E but no other ineligibility reasons.

**Complete-Reject** – Records in this category include those where data is complete, eligibility has been determined and at least one term is ineligible for a non-need-based reason.

Examples	Fall Eligibility	Spring Eligibility
1	Ineligible - Less than Half-Time	Award
2	Ineligible - High EFC	Ineligible - Less than Half-Time
3	Ineligible - Less than Half-Time	Cancelled - Not Enrolled
4	Ineligible - Less than Half-Time	Ineligible - Less than Half-Time

Note: This table does not list every possible combination

 **TIP** - On Complete-Reject filter on **Eligibility Status** 'Reject'. This will eliminate records that are:

- » Cancelled but would be ineligible if reinstated (refer to screenshot below)
- » Pending for all terms

```

FOSS ID: XXXXXXXX(0013)ALSTUDENT STATE GRANT APPLICANT DISPLAY
COMPLETE/REJECT DEPENDENT PAGE 01 OF 13
SSN XXX-XX-XXXX JAMEL D STUDENT ACCT# XX XXXX XXXX
RECD 01/01/2013
1ST 99999999 01 PHEAA UNIV PHEAA LAST UPDATE 10/30/2013
EST ALT AWD: F-N/A S-N/A
* * * * * 2013-14 PA STATE GRANT ELIGIBILITY INFORMATION * * * * *
INSTITUTION CS/TYP AWARD DATE TYPE AMOUNT HOUS PRINT CANC ADJ
PHEAA UNIV G 10/30/2013 CANCELLED $ 0 DORM LTR PENDING G
PHEAA UNIV G 10/30/2013 CANCELLED $ 0 DORM LTR PENDING G
REJECT REASONS BY ITEM NUMBER - 465, 467
    
```

**Incomplete-Reject** – Records in this category include those where eligibility cannot be determined due to missing data. These include records that have a non-need-based reject reason for at least one term. These may include records that have a need-based reject reason E (High EFC) along with another ineligibility reason.

Examples	Fall Eligibility	Spring Eligibility
1	Ineligible – High EFC	Ineligible – High EFC
2	Ineligible – Pennsylvania Domicile	Ineligible – Pennsylvania Domicile
3	Ineligible – Pennsylvania Domicile and High EFC	Ineligible – Pennsylvania Domicile and High EFC

**Inactive Categories** – Records may be inactivated for a variety of reasons such as non-deliverable postal mail. Additional filtering is not available on inactive records.

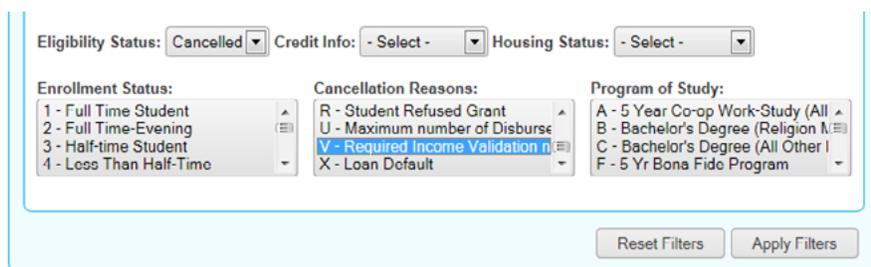
**Complete-Inactive** – Displays total records that are complete but inactivate.

**Incomplete-Inactive** – Displays total records that are incomplete but inactivate.

### RECORD LEVEL FILTERS

- Record Status** – Only displays upon selection of **All Records** since other categories displayed in the left hand totals on the Interface are already pre-sorted by record status: **Complete-Active**; **Incomplete-Active**; **Complete-Reject**; **Incomplete-Reject**; **Complete-Inactive**; and **Incomplete-Inactive**.
- Special Conditions** – Displays upon selection of **All Records**, **Complete-Active** or **Complete-Reject**. Special Conditions are as follows:
  - A. Collectibles** – Records where PHEAA is collecting a State Grant award directly from the student. These are records that are sorted by last name at the beginning of disbursement rosters. Individual records display a message regarding the collectible above the tabs.
  - B. Validation Processing** – Records that have been cancelled for PHEAA’s Income Validation and records where Income Validation has been completed.

 **Tip** - Users may refine the list to just cancellations for Income Validation by using the **Eligibility Status** filter (choose *Cancelled*) and **Cancellation Reasons** filter (Choose *V-Income Validation*) instead of the **Special Condition** filter.



A **PageCenter** report, *Validation/Other Review*, is available and lists records that are in Income Validation review (not completed) or are cancelled for Income Validation. That report provides students that may be under review but are not yet cancelled. The **Validation Processing** filter does not show these students.

**C. Late Processing** – Records where the student was processed initially as ineligible due to filing past the deadline but where PHEAA had extended the deadline for all students and reprocessed the student as on-time. For example, in 2012-13, PHEAA extended the May 1, 2012 deadline to June 12, 2012 and the August 1, 2012 deadline to September 12, 2012.

## TERM LEVEL FILTERS

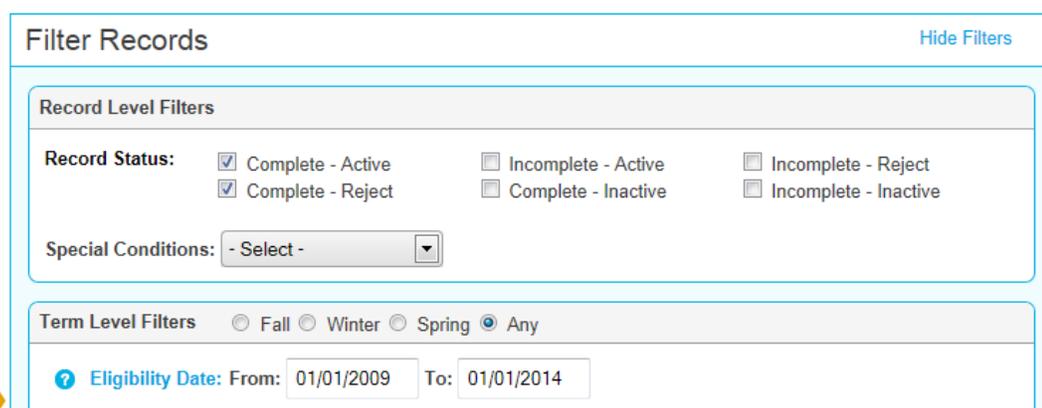
**IMPORTANT!** For best results, PHEAA recommends filtering term-by-term. Choosing 'Any' may produce unexpected results.

Housing Status and Enrollment Status filters do not have any special instructions and are not detailed in this document.

- 1. Eligibility Date** – The date when eligibility (award or reject) was determined or the date an award was cancelled or adjusted. In general, incomplete records do not have this date. This is the same date that is labeled *Award Date* in other sections. It is viewable on the Award tab in the **Student Record** and in a student listing that has been downloaded into a Comma Separated Value (CSV) file.

Please note that the proper date format is MM/DD/CCYY and that the 'From' and 'To' Dates are inclusive. For example, selecting the Fall term and entering From 10/02/2013 To 10/04/2013 will result in records where the Fall eligibility was determined on October 2nd, 3rd or 4th.

-  **TIP** – For best results, enter your filter on **All Records**. If **All Records** is too large, place a check in the **Record Level Filters** *Complete-Active* and *Complete-Reject* before entering your **Eligibility Date** range under the **Term Level Filters**.



The screenshot shows the 'Filter Records' interface. At the top right is a 'Hide Filters' link. Below is a 'Record Level Filters' section with a 'Record Status' group containing six checkboxes: 'Complete - Active' (checked), 'Complete - Reject' (checked), 'Incomplete - Active', 'Incomplete - Reject', 'Complete - Inactive', and 'Incomplete - Inactive'. There is also a 'Special Conditions' dropdown menu set to '- Select -'. Below that is the 'Term Level Filters' section with radio buttons for 'Fall', 'Winter', 'Spring', and 'Any' (selected). At the bottom, there is an 'Eligibility Date' section with 'From' and 'To' input fields, both containing '01/01/2009' and '01/01/2014' respectively.

### 2. Eligibility Status

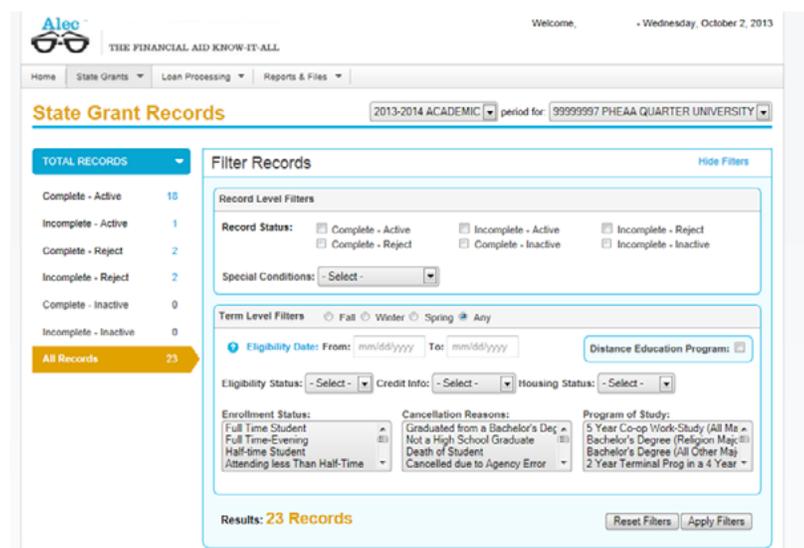
- A. Awarded** – Records that have an award greater than zero in the term or terms being filtered.
- B. Reject** – Records that have an ineligibility reason in the term or terms being filtered.
- C. Cancelled** – Records that have been cancelled and have an award of zero in the term or terms being filtered. Results will show any cancellation reason.
- D. Pending** – Records that have pending eligibility for the term or terms being filtered. Records in this status may be: 1) under review for Income Validation; 2) under review for another audit; or 3) a nominated Distance Education Pilot Program (DEPP) record that has not been evaluated for eligibility.

-  **TIP** – To narrow your results to a specific reason, choose a reason in the [Cancellation Reasons](#) dropdown in conjunction with selecting *Cancelled* in this dropdown.

 **TIP** – Results will be more successful with an understanding of **Record Status** versus **Eligibility Status**.

This example shows **Total Records** of 2 in the **Complete-Reject** category and 2 in the **Incomplete-Reject** category (Figure 1.a). Figure 1.b shows results using **Reject** in the **Eligibility Status** filter which yields 3 records. Figure 1.c shows the student who was not identified in the filter due to pending status in each term.

**FIGURE 1.A**

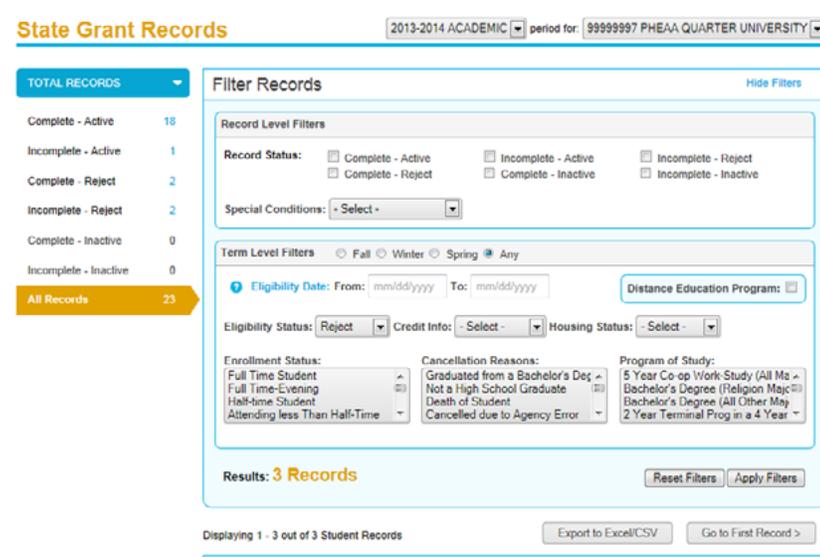


The screenshot shows the 'State Grant Records' interface for the 2013-2014 academic year at PHEAA Quarter University. The 'TOTAL RECORDS' sidebar on the left lists the following counts: Complete - Active (18), Incomplete - Active (1), Complete - Reject (2), Incomplete - Reject (2), Complete - Inactive (0), and Incomplete - Inactive (0). The 'All Records' button is highlighted with 23 records. The 'Filter Records' section includes:
 

- Record Level Filters:** Record Status (Complete - Active, Complete - Reject, Incomplete - Active, Incomplete - Reject, Complete - Inactive, Incomplete - Inactive), Special Conditions (Select).
- Term Level Filters:** Term (Fall, Winter, Spring, Any), Eligibility Date (From/To), Distance Education Program (checkbox).
- Eligibility Status:** (Select), Credit Info (Select), Housing Status (Select).
- Enrollment Status:** Full Time Student, Full Time-Evening, Half-time Student, Attending less Than Half-Time.
- Cancellation Reasons:** Graduated from a Bachelor's Degree, Not a High School Graduate, Death of Student, Cancelled due to Agency Error.
- Program of Study:** 5 Year Co-op Work-Study (All Majors), Bachelor's Degree (Religion Major), Bachelor's Degree (All Other Majors), 2 Year Terminal Prog in a 4 Year.

 The results show 23 records, with 'Reset Filters' and 'Apply Filters' buttons at the bottom.

**FIGURE 1.B**



This screenshot shows the same interface as Figure 1.A, but with the 'Eligibility Status' filter set to 'Reject'. The 'TOTAL RECORDS' sidebar now shows: Complete - Active (18), Incomplete - Active (1), Complete - Reject (2), Incomplete - Reject (2), Complete - Inactive (0), and Incomplete - Inactive (0). The 'All Records' button now shows 23 records. The 'Filter Records' section shows:
 

- Eligibility Status:** (Reject), Credit Info (Select), Housing Status (Select).

 The results now show 3 records. At the bottom, it says 'Displaying 1 - 3 out of 3 Student Records' and includes 'Export to Excel/CSV' and 'Go to First Record >' buttons.

FIGURE 1.C

**Student Record: Mabon J Student**

Prior Name(s):

SSN: XXX-XX-XXXX    ACCT#: XX XXXX XXXX    Award Counter (Grand Total): 0       

---

2013-2014 ACADEMIC ▾    Record Status: Complete    Last Update: 10/02/2013    School Status: Primary ⓘ  
 Dependency Status: Financially Independent    Last User: PHEAA    Received Date: 01/01/2013

**Student Information**

Address: 1200 North 7th Street  
Harrisburg, PA 17102    Phone: (717) 555-1212    Email: student@pheaa.org    H.S. Graduation: 2005

**Grant Information**

	Fall	Winter	Spring	Academic Year Total
School Name (OE Code):	9999997-01 Pheaa Quarter University	9999997-01 Pheaa Quarter University	9999997-01 Pheaa Quarter University	
Program of Study:	Distance Education	Bachelor's Degree (All Other Majors)	Bachelor's Degree (All Other Majors)	
Award Date:	09/07/2013	09/07/2013	09/07/2013	
Housing Status:	Commuter	Off Campus	Dormitory	
Enrollment Status:	Full Time Student	Full Time Student	Full Time Student	
Award/Reject:	Pending	Pending	Pending	
Alternate Award (AA)	Pending	Pending	Pending	

### 3. Credit Info

- a. **Reported** – Displays records where both online and classroom components have been reported.
- b. **Unreported** – Displays records where one or both components have not been reported.

 **TIP** – These filters will list the students but do not provide the attempted credit fields as part of the output. You should refer to the **PageCenter Attempted Credits Report** for that detail.

### 4. Distance Education Pilot

Checking this box will produce a list of all students who have been nominated for the DE Pilot for the term or terms selected. The detail of data reported (GPA, etc.) is not part of the filtered list output.

### 5. Cancellation Reasons

This produces a list of records that have been cancelled and have an award of zero in the term or terms being filtered. Results will show only the cancellation reason chosen. PHEAA highly recommends making the selection of *Cancelled* in the **Eligibility Status** filter in conjunction with choosing a reason. Otherwise, unexpected results may occur such as records that are in a pending status.

 **TIP** – To locate all records that have been cancelled for less than 50% classroom attendance:

- Select **All Records**
- Select **Complete-Active** and **Complete-Reject** from the **Record Level Filters**
- Select a term from the **Term Level Filters** – *Fall, Winter or Spring*
- Choose *Cancelled* from **Eligibility Status**
- Choose *L-Less Than 50% Classroom Attendance* from the **Cancellation Reasons**

## 6. Program of Study

This produces a list of records where the student is enrolled in the program of study selected. For schools that have more than one campus, selections are not available under the All Schools category. A campus must be selected in order to populate selections. Selections are related the campus chosen.

 **TIP** – To locate all records where distance education was previously reported and remains in the program of study:

- Select the **Record Status** you wish to filter on from the left OR select **All Records** and choose multiple categories from **Record Level Filters**
- Select a term from the **Term Level Filters** – *Fall, Winter or Spring*
- Choose *DE* from **Program of Study**

### State Grant Records

2013-2014 ACADEMIC period for: 99999999 PHEAA UNIVERSITY OF HARRISBURG

TOTAL RECORDS

Hide Filters

<div style="background-color: #0070c0; color: white; padding: 5px; margin-bottom: 5px;">All Records 243</div> <div style="background-color: #e6f2ff; padding: 5px; margin-bottom: 5px;">Complete - Active 213</div> <div style="background-color: #e6f2ff; padding: 5px; margin-bottom: 5px;">Incomplete - Active 19</div> <div style="background-color: #e6f2ff; padding: 5px; margin-bottom: 5px;">Complete - Reject 7</div> <div style="background-color: #e6f2ff; padding: 5px; margin-bottom: 5px;">Incomplete - Reject 2</div> <div style="background-color: #e6f2ff; padding: 5px; margin-bottom: 5px;">Complete - Inactive 1</div> <div style="background-color: #e6f2ff; padding: 5px; margin-bottom: 5px;">Incomplete - Inactive 1</div>
--

 **Record Level Filters** **Record Status:**  Complete - Active  Incomplete - Active  Incomplete - Reject   Complete - Reject  Complete - Inactive  Incomplete - Inactive  **Special Conditions:** - Select -  **Term Level Filters**  Fall  Winter  Spring  Any   **Eligibility Date:** From:  To:   Distance Education Program  **Eligibility Status:** - Select - **Credit Info:** - Select - **Housing Status:** - Select -  |  |  |   | |--|--|---| | <b>Enrollment Status:</b><br><div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">1 - Full Time Student</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">2 - Full Time-Evening</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">3 - Half time Student</div> <div style="border: 1px solid #ccc; padding: 2px;">4 - Less Than Half-Time</div> | <b>Cancellation Reasons:</b><br><div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">A - Graduated from a Bachelor's I</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">B - Not a High School Graduate</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">D - Death of Student</div> <div style="border: 1px solid #ccc; padding: 2px;">E - Cancelled due to Agency Errc</div> | <b>Program of Study:</b><br><div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">H - Prog of Less Than 2 Academi</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">I - College Transferrable Program</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px; background-color: #e6f2ff;">DE - Distance Education</div> <div style="border: 1px solid #ccc; padding: 2px;">00 - OTHER</div> | |--|--|---| |

Results: 0 Records

Reset Filters
Apply Filters

 **TIP** – To locate all records where program of study is other such as Summer term records that were reported as not meeting the minimum term-length requirement, choose *'00 - Other'*.

# USING FILTERED RESULTS

The data that is output to a filtered Student List is the same regardless of the selected criteria.

- 1. Display data:** Student name, address, SSN, award counter, term eligibility, term enrollment, term housing, and academic year eligibility total.

Displaying 1 - 20 out of 34 Student Records Export to Excel/CSV Go to First Record >

Records Selected (0) Add to New Mass Update

Name/Address	SSN	Award Counter	Fall	Winter	Spring	Academic Year Total
<input type="checkbox"/> STUDENT, ABABUO C 1200 NORTH 7TH STREET HARRISBURG, PA 17102	XXX.XX.XXXX	0	Rejected-I Less Than Half-Time Dormitory	Rejected-I Less Than Half-Time Dormitory	Rejected-I Less Than Half-Time Dormitory	
<input type="checkbox"/> STUDENT, BANDANA D 1200 NORTH 7TH STREET HARRISBURG, PA 17102	XXX.XX.XXXX	1	\$100 Full Time Student Commuter	\$1,313 Full Time Student Commuter	\$1,313 Full Time Student Commuter	\$2,726

- 2. Exported data:**

Excel columns	Comma Separated Value (CSV) file columns
School code	SSN
SSN	Last Name
Name	First Name
Address	Middle Initial
Award Counter (Total)	Street Address
(term) Award/Reject	City
(term) Enrollment Status	State
(term) Housing Status	Zip Code
(term) DE Nomination Indicator	Academic year Award Counter
Total	(term) College Code
	(term) Award Amount
	(term) Reject Code
	(term) Award/Reject Date
	(term) Cancellation Code
	(term) Enrollment Status
	(term) Housing Status
	(term) DE Nomination Indicator

Once filtering is complete, there are 3 basic courses of action. Refer to the Partner Interface User Guide for additional information.

1. Export the results to Excel or a Comma Separated Value (CSV) file for further analysis.
  - Both options open using Microsoft Excel.
  - Excel - List will be exported with descriptions instead of codes. This will be similar to the Student Records List. For column data, refer to the [Exported Data](#) table.
  - CSV - List will be exported with codes in the Grant Applicant Status Transmission format. This file can be imported into your FAMS system. For column data, refer to the [Exported Data](#) table.
2. Cycle through the results on the Partner Interface display.
3. Select up to 100 records for inclusion in a Mass Update Queue.

Created in 1963 by the Pennsylvania General Assembly, the Pennsylvania Higher Education Assistance Agency (PHEAA) has evolved into one of the nation's leading student aid organizations. Today, PHEAA is a national provider of student financial aid services, serving millions of students and thousands of schools through its loan guaranty, loan servicing, financial aid processing, outreach, and other student aid programs.

PHEAA's earnings are used to support its public service mission and to pay its operating costs, including administration of the Pennsylvania State Grant and other state-funded student aid programs. PHEAA continues to devote its energy, resources and imagination to developing innovative ways to ease the financial burden of higher education for students, families, schools, and taxpayers.

PHEAA conducts its student loan servicing activities nationally as American Education Services (AES) and FedLoan Servicing.

### BOARD OF DIRECTORS

**Representative William F. Adolph, Jr.**  
Chairman, Springfield

**Senator Wayne D. Fontana**  
Vice Chairman, Pittsburgh

**Representative Matthew Bradford**  
Worcester

**Representative Mike Carroll**  
Avoca

**Representative Paul I. Clymer**  
Sellersville

**Senator Edwin B. Erickson**  
Newtown Square

**Senator Lawrence M. Farnese, Jr.**  
Philadelphia

**Senator Mike Folmer**  
Lebanon

**Representative Jaret Gibbons**  
Ellwood City

**Senator Vincent J. Hughes**  
Philadelphia

**Representative Sandra J. Major**  
Montrose

**Representative Michael Peifer**  
Greentown

**Mr. D. Raja**  
Pittsburgh

**Honorable Roy Reinard**  
Holland

**Representative James R. Roebuck, Jr.**  
Philadelphia

**Mr. Timothy R. Thyreen**  
Waynesburg

**Senator Robert M. Tomlinson**  
Bensalem

**Senator John N. Wozniak**  
Johnstown

**PA Secretary of Education**

### PENNSYLVANIA HIGHER EDUCATION ASSISTANCE AGENCY

1200 North Seventh Street, Harrisburg, PA 17102-1444 · Phone: 800.692.7392

These materials have been developed and paid for by the Pennsylvania Higher Education Assistance Agency (PHEAA) for informational purposes. Although the Information contained in this document is believed to be accurate at the time of printing, PHEAA does not guarantee its accuracy. You should independently verify that this information is correct.

GR-PINQA  
123113

