

Student Financial Aid Programs

Transform Thursday

Navigating the Financial Aid Database Landscape

June 6, 2024

Agenda

Overview

Reporting
Essentials

Data Analysis

Compliance
and Security

Portal Access

Deadlines and
Reminders

Questions



Overview

Purpose

The purpose of the **Financial Aid Database (FAD)** Report is to collect data used by the THECB to produce an annual statewide Financial Aid Report that helps in:

- determining state aid program allocations
- conduct compliance monitoring and
- generate statewide and institutional reports

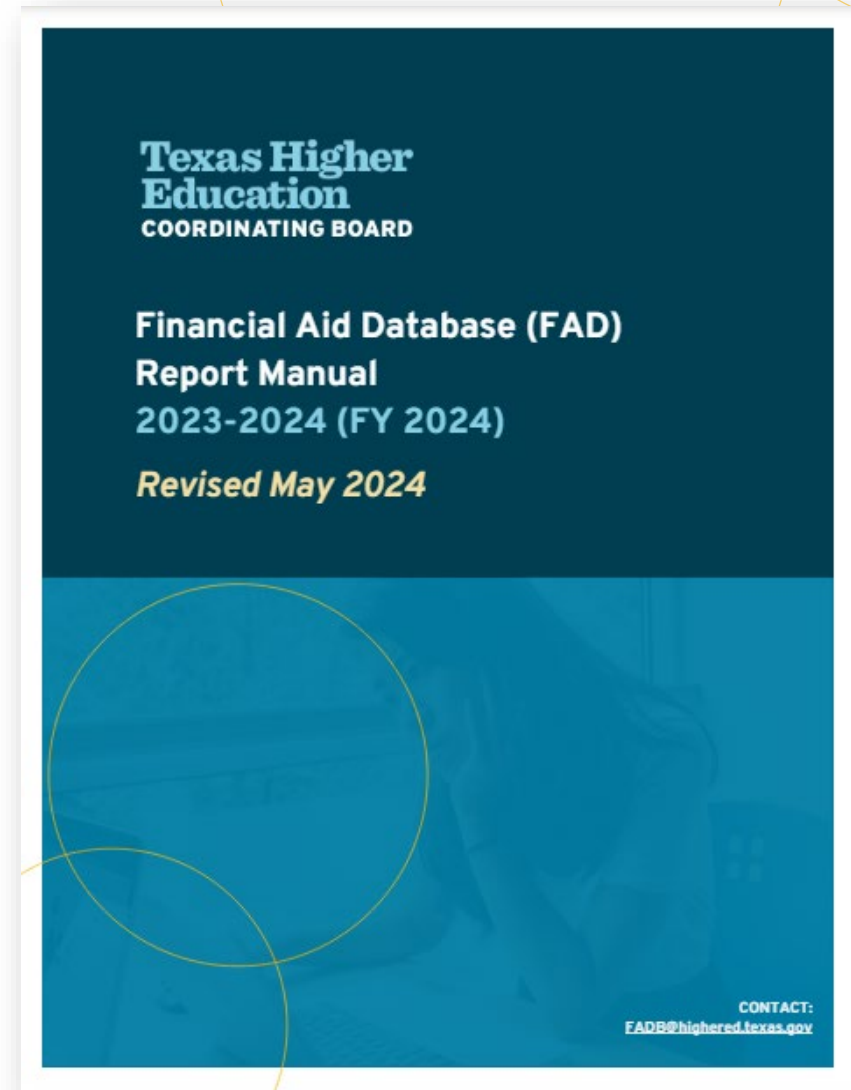
The FAD Report provides the state with a means of measuring and analyzing the funding resources available to students attending public and private/independent institutions of higher education in Texas.

Reporting Essentials

Reporting Manual

The FAD report manual for **FY 2024 (2023-24)** is available and posted on the Student Financial Aid Programs (SFAP) information webpage under [Program Resources](#).

Important: Discard any old copies of the manual. It is crucial to utilize the latest version to guarantee that all information submitted in the FAD Report is correct.



Reporting Cycle Dates

Note: Failure to adhere to the deadlines below will result in institutional holds that prevent the disbursement of program funds, including loan disbursements.

Reporting Cycle Dates

Reporting Cycle	First Day to Submit	Deadline to Submit Initial FAD File*	Deadline to Validate or Certify FAD file	Submission Requirements
First	Beginning 2023-24 (FY 2024), institutions are no longer required to submit Reporting Cycle One.			
Second	May 29, 2024	June 12, 2024	July 17, 2024	Deadline to validate student data.
Third	Sept. 18, 2024	Oct. 9, 2024	Nov. 20, 2024	Deadline to reconcile state program totals and certify student data.

**To ensure FAD files are validated/certified in a timely manner, institutions are required to submit their initial FAD file by the deadline listed.*

Validating vs Certifying Data

Validate

The process of checking data for accuracy, consistency, and completeness.

- Ensuring data meets criteria, such as:
 - Format
 - Range checks
 - Logical relationships
 - Suitable for its intended use and free from errors or inconsistencies.
- Common methods of data validation include automated checks, manual reviews, and comparing data against known standards or benchmarks.

Certify

Formally attesting to the accuracy and reliability of data.

- Includes:
 - A comprehensive review and verification of all data
 - validating the source of the data
 - ensuring adherence to relevant standards and regulations
 - verifying the integrity of the data collection and processing methods, including reconciling funding.
- Once certified, the data will be used in critical decision-making processes.

New Data Elements

Data Element	Type Length	Description	Edits
119) ^{New} Texas Transfer Grant POSITION 467-471	Numeric XXXXX	5 characters, right justified Range 0 - 16161	Error if non-numeric Error if > 0 and private/independent institution, public state college, public community college, or public technical institute Error if > COA (#46) - EFC (#47) & EAP (#93, #94) > 0 Error if > COA (#46) - EFC (#47) Error if > 0 and Residency (#36) = 2 or 3 Error if > 0 and classification (#33) = 1 or 2 or 3 or 5 or 6 Error if > 0 and TEXAS Grant (#68) > 0 and hardship provision (#58) ≠ 1 Error if > 16161
120) ^{New} Texas Leadership Scholars POSITION 472-476	Numeric XXXXX	5 characters, right justified Range 0 - COA	Error if non-numeric Error if > 0 and private/independent institution, public state college, public community college, public health-related or public technical institute Error if > 0 and Residency (#36) = 2 or 3 Error if > 0 and Enrollment Status (#42) = 2 or 3 or 4 Error if > 0 and classification (#33) = 2 or 3 or 4 or 6 Error if > COA
121) ^{New} Nursing Student Scholarship POSITION 477-481	Numeric XXXXX	5 characters, right justified Must enter "00000" Do not leave blank	Error if non-numeric Error if not 0

Update Data Elements

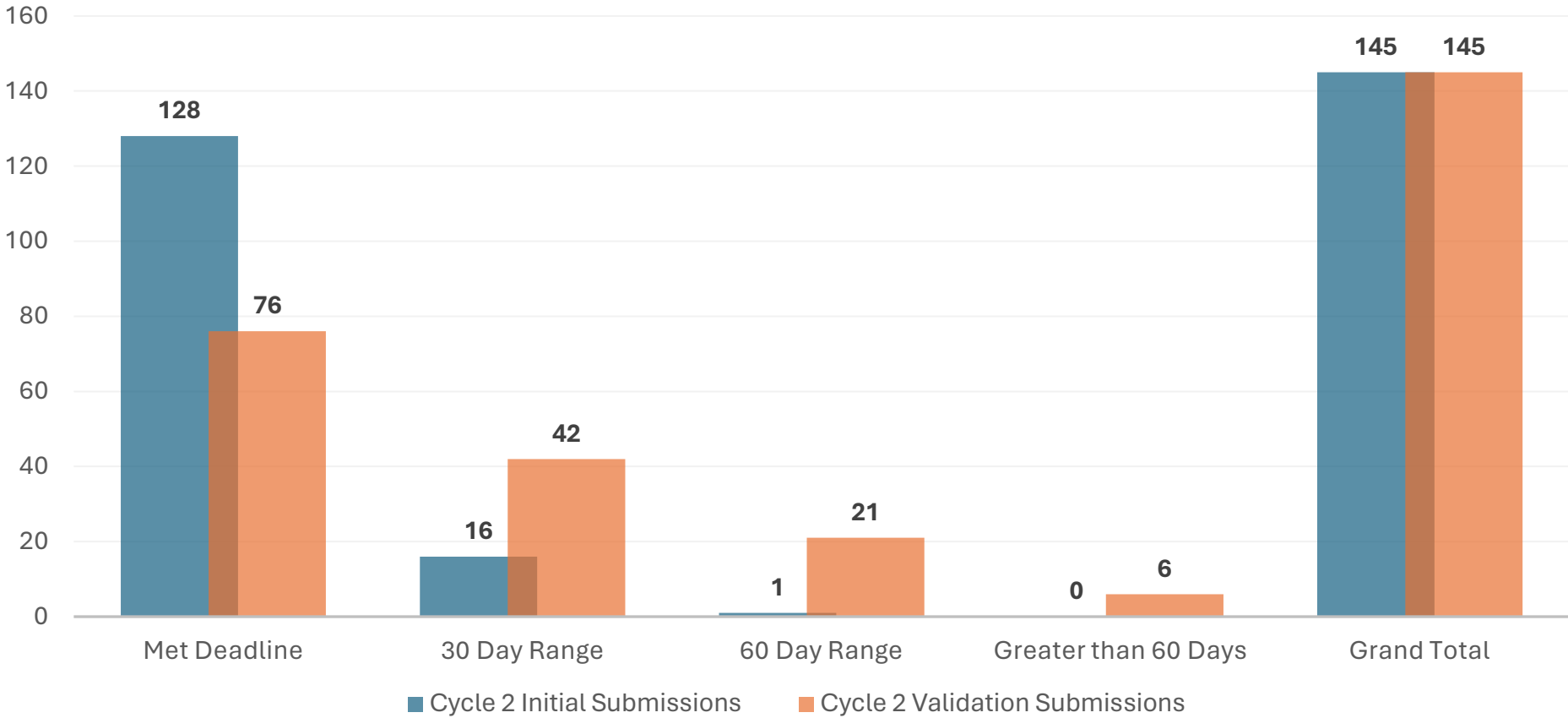
- Data Element #9 Exceptions renamed to Justifications.
- Data Element #58 renamed to Hardship Provisions for State Aid
- Data Element #59 renamed to Hardship Status for State Aid

Data Element	Type Length	Description
58) <i>Update</i> Hardship Provisions for State Aid (e.g. TEXAS Grant, TEOG, or TEG) <i>(formerly Justifications)</i> POSITION 214	Numeric X	1 character, right justified Range 0 – 4 0 = Not applicable 1 = One-term award recipient 2 = Student is a TEXAS Grant, TEOG, or TEG recipient who regained eligibility in a non-award period 3 = Student is a TEXAS Grant or TEG recipient and is enrolled in a degree or certificate program of more than four years; extension of five-year award maximum due to six years of eligibility 4 = Student is a TEXAS Grant or TEOG recipient who was issued a prorated award due to the program hour limitation
59) <i>Update</i> Hardship Status for State Aid (e.g. TEXAS Grant, TEOG, or TEG) <i>(formerly Hardship for State Aid)</i> POSITION 215	Numeric X	1 character, right justified Range 0 – 1 0 = Not applicable 1 = State aid recipient received a hardship
9) <i>Update</i> Justifications <i>(Formerly Exceptions)</i> POSITION 41-42	Numeric XX	2 characters, right justified Range 00 – 17 00 = No justification needed 01 = Student dropped all classes before/after census date in all terms in which he/she enrolled

Data Analysis

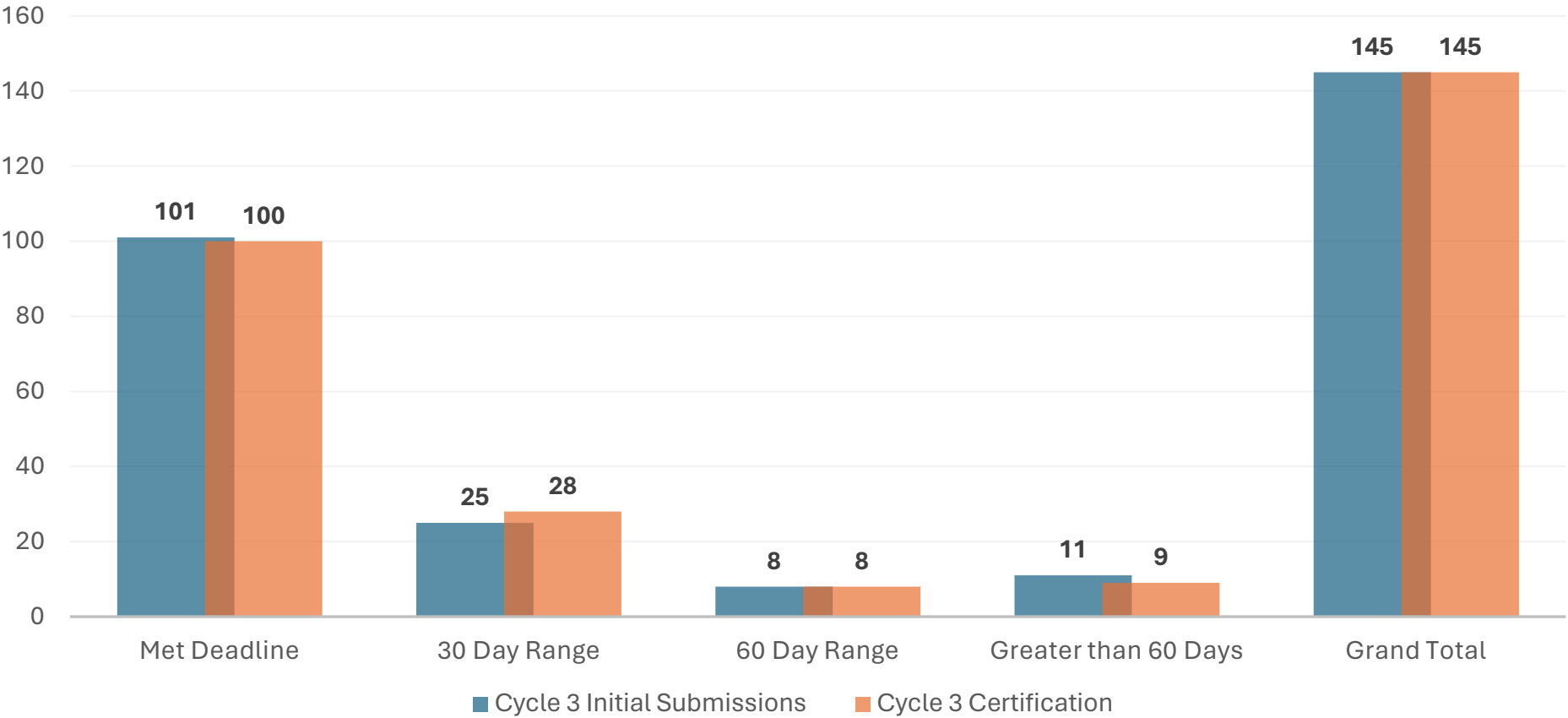
2022-23 Submission Analysis

Cycle 2 Submissions



2022-23 Submission Analysis

Cycle 3 Submissions



Timeliness Strategies

- ✓ Initial files do not need to be perfect
- ✓ Use the reconciliation report in cycle 2 to start reconciling your programs for cycle 3.
- ✓ Validated cycle 2 file can be used as an initial Cycle 3 submission
- ✓ Reach out to THECB if you have questions throughout the reporting process
- ✓ **Keep an open line of communication!**
Notify us of any potential concerns or delays affecting the submission of files.



Compliance and Security

Security Best Practices: Access Control

Implement strict access controls to ensure that only authorized personnel have access to sensitive data.

1. **Limit Access** - THECB recommends only two people have access to the Data Submission Portal. The Data Submission portal is a shared application with administrators that submit the CBM and FAD reports.
2. **Run Independent Audits** - Regularly review and update access permissions to reflect personnel changes and evolving security requirements.
3. **THECB Annual User Access Review** - THECB requires a review of user accounts to properly remove or update levels of access to our secure web portals for institutional staff annually.



Security Best Practices: Data Classification

Organizing and categorizing data based on its sensitivity, importance, and predefined criteria.

1. **Classify data based on its sensitivity level** (e.g., public, internal, confidential) to prioritize security measures especially when communicating to a third-party.
2. **Protect Personal Identifiable Information (PII) when transmitting data across networks.** Email FADB@highered.texas.gov with any FADs inquiries. If the email contains SSNs, classify the email as FERPA-Confidential.



Security Best Practices: Vendor Risk Management

Evaluate the risk postures of business partners, suppliers, or third-party vendors both before a business relationship is established and for the duration of your business contract.

Assess and monitor the security practices of third-party vendors and service providers that handle or have access to sensitive data to ensure they meet your organization's security standards.



Security Best Practices: Employee Training and Awareness

Security awareness training teaches employees how to protect their organization's assets, data and financial resources.

1. **Attend trainings and awareness** programs to educate employees about data, policies & procedures, and best practices.
2. **Request a THECB training** for your staff on the Financial Aid Database and other reporting requirements. **To request a training, scan the QR code on this slide!**



Portal Access

Retired Portals

The following portals are no longer used in the FAD Reporting Process:

CBPASS Financial Aid Certification

The screenshot shows the CBPASS Financial Aid Certification portal. At the top, there is a dark blue header with the text "CBPASS Financial Aid Certification". Below the header is a navigation bar with two tabs: "Home" and "History". The main content area is light yellow and contains a link "Return to the main menu" and a section titled "FADS Validation/Certification" with two checkboxes: "FADS Validation" and "FADS Certification".

MOVEit FADs_Output folder

The screenshot shows the MOVEit FADs_Output folder interface. At the top, there is a dark blue header with the text "MOVEit FADs_Output folder". Below the header is a navigation bar with the text "Folders". The main content area is white and contains a search bar with the text "Find:" and a search icon. Below the search bar is a table with columns "Name", "Size/Contents", and "Creator". The table lists several folders, including "Parent Folder", and has checkboxes for each row.

Requesting Access: Step 1

Create a CBPASS account at <https://www1.highered.texas.gov/cbpass>

CBPass Login

Sign in with your CBPass Account

*Username:

*Password:

[Forgot your Username or Password?](#)

don't have an account? **create one now!**

[Sign In](#)

Account Information

*First Name [required]:

Middle Initial:

*Last Name [required]:

*Begin typing to enter/modify your affiliation or type "Other" [required]:
Affiliated with an elected official? Begin typing the title ("Senator," "Representative," "Governor," "Lieutenant"), then select from the drop-down.

*Physical Address [required]: TX -

*Telephone Number [required]: () - -

*E-Mail Address [required]:

*Re-Type E-Mail Address [required]:

*User Name [required]: (Used for login)

*Password [required]:
Passwords must be at least eight (8) characters and contain at least 3 of the 4 following attributes: uppercase letter, lowercase letter, number, special character.

Password Strength:

*Re-Type New Password [required]:

*Enter the answer to the math problem [required]: 0+7=

☐ [required] I agree to the [CBPass Account Agreement](#) (link opens in a new window)

[Register](#)

Requesting Access: Step 2

The Director of Financial Aid must send a request through Contact Us * with the following information:

Name:

Institution Name and FICE:

Title:

Email

Phone Number:

Contact Us

*An asterisk * by the field indicates a required field!*

Received From* INSTITUTION ▼

Institution

Contact Reason* *Financial Aid Question ▼

Description* 3825 characters left

I am requesting the following staff member access to the data submission portal:

John Smith
Financial Aid Coordinator
ABC University
John.Smith@ABUniversity.edu
000-000-0000

Please do NOT include your full Social Security Number inside the issue description. If you have a question about the status of a new loan application, accounts in repayment, or deferments, please use the last four digits of your SSN instead.

*select “Financial Aid Question” as the contact reason.

Deadlines and Reminders

Deadlines, Reminders, & Notifications

Deadlines To Submit

- Initial file for FY2024 FAD Cycle 2 - [6/12](#)
- Authority To Transfer Request - [7/1](#)
- Summer 2024 FAST Eligible Recipient Roster - [7/8](#)
- Net Price Calculator File - [7/10](#)

Reminders

- Setup Recurring Transfer Index (RTI) codes for Unified State Accounting System (USAS) to receive payments for FAST program
- We are aware of technical issues affecting output data from the 2024-25 Online TASFA and we will notify institutions once resolved.

Recent Notifications

- 2024-25 (FY 2025) Program Guidelines – CAL and FORWARD Loan- [6/6](#)
- 2024-25 (FY 2025) Bilingual Education Program Final Allocations - [6/6](#)
- Educational Aide Exemption 2024-25 Application and FAQs Memo – [6/5](#)
- TEXAS Grant 2024-25 (FY 2025) Final Allocations Memo - [6/5](#)
- 2023-24 (FY 2024) Texas Transfer Grant Program - Fact Sheet-[6/4](#)
- State Net Price Calculator (NPC) Annual Update Memo-[6/4](#)
- Transfer Grant 2023-24 (FY 2024) & 2024-25 (FY 2025) Final Allocations Memo – [5/13](#)
- Educational Aide Exemption 2024-25 (FY 2025) Final Allocations Memo – [5/13](#)

Stay Connected

Contact Student Financial Aid Programs

For Borrowers and the Public:

Borrower Services

- Student Borrowers (Cosigners): (800) 242-3062

Texas Financial Aid Information Center (TFAIC)

- Public Line: (888) 311-8881

For Institutions:

FAS Institutional Phone Line

- Institutions Only: (844) 792-2640

For Everyone:

Email

- Submit inquiries online through the [CONTACT US](#) web form.

All Phone Lines
Hours of Operation:
Mon-Fri
8 AM to 5 PM
(Closed Daily from 12-1)



Thank you!

We appreciate your feedback.
Please take a moment to
complete our survey.





Texas Higher Education

COORDINATING BOARD

Questions?