



TO 123 Data Strategy: Common Student Identifier (CSID) High Level Design Deliverable

Introduction:

The CSID initiative seeks to establish a simple framework by which FSA and Delivery Partners can consistently identify applicants and/or borrowers, across all phases of the student aid lifecycle. Such consistency will contribute to greater customer data integrity.

Business Problem Overview:

Currently, a lack of enterprise-wide ID standards prevents FSA from viewing data about a customer across all phases of the lifecycle.

Lack of enterprise-wide ID standards enables identification errors:

- Unique customer records can be inappropriately merged creating privacy concerns.
- A customer's records cannot be linked accurately preventing FSA from viewing data about a customer across all phases of the life cycle.

The CSID is a strategic component of the overall FSA Enterprise Architecture. The CSID initiative will help FSA view data across the student aid lifecycle, by isolating a combination of common identifiers, accompanied by consistent business rules, which can be used by all FSA systems. The use of a uniform identifier solution will improve data integrity and reduce the current problem of merging and splitting student/borrower records due to identifier inconsistencies.

The CSID effort will:

- Define the high-level CSID design. This does not include a detailed-level design; rather, it will define the CSID solution for the implementation across FSA. (Delivery Date – May 30, 2003)
- Define the implementation strategy for the CSID. (Delivery Date – August 30, 2003)

Work effort completed during January - May:

Conclusion of Current State Analysis– January 30, 2003

Completion of CSID Current State Assessment

High Level Design Phase – February to May 2003

Core Team Kick-Off	February 20, 2003
Solution Options Working Sessions	February 23 – March 25, 2003
CSID Consensus Meeting	March 28, 2003
Solution Design Sessions	April – May 15, 2003
Delivery of High Level Design	May 30, 2003

Note: The CSID team will present the initiative's progress to the Business Integration Group on June 19, 2003.

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Preferred Solution Summary:

The CSID Core Team has selected a three-pronged solution that capitalizes on effective, proven identifier solutions already being used in some parts of the FSA lifecycle. Roll-out of these tools and processes consistently to all systems should tighten controls and improve data integrity/consistency.

Each portion of the solution is used in some process throughout the FSA lifecycle; however, the CSID Core Team recommends employing these solutions enterprise-wide to reduce or eliminate the identifier problems currently experienced. In addition several system improvements have been identified to support the CSID solution. These recommendations are documented in the deliverable.

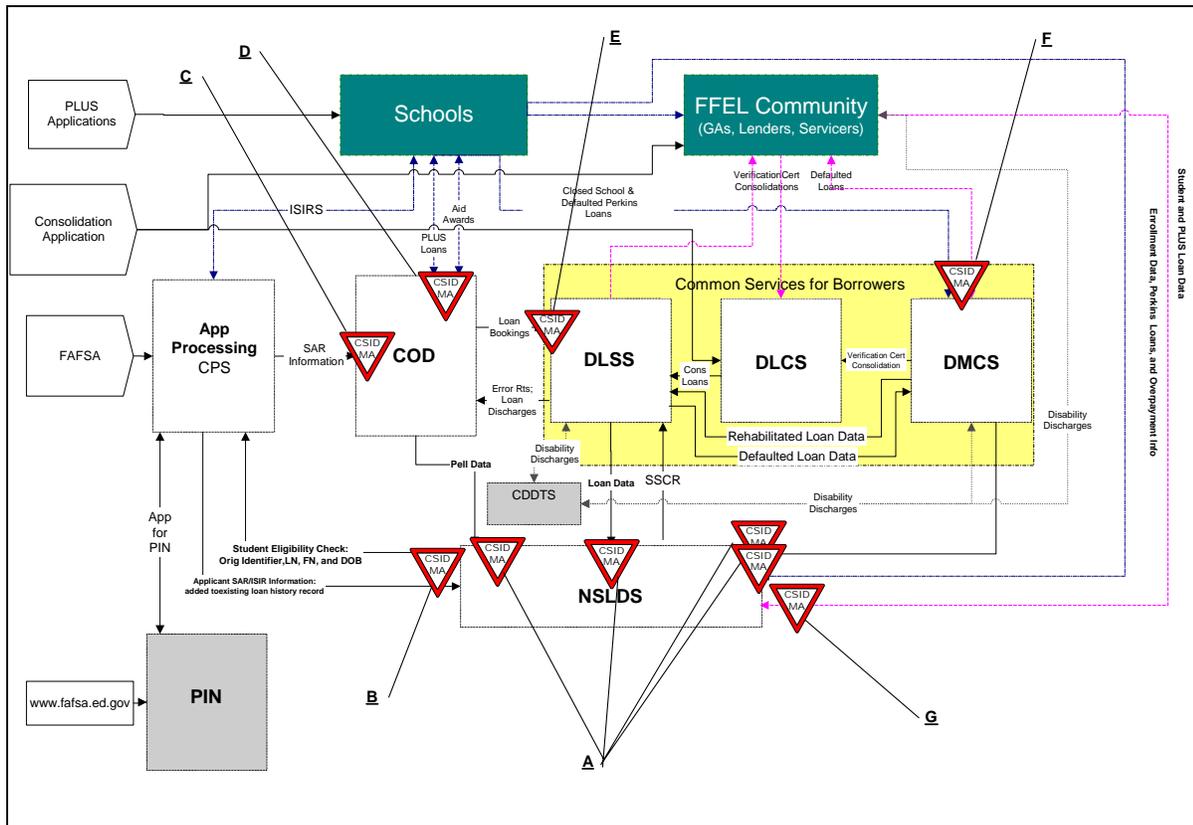
Part One: Primary Identifier Verification with the Matching Algorithm:

The common identifier is made up of the Social Security Number, First Name, Last Name, and Date of Birth; the primary identifier is a data field common to all systems (SSN), verified with additional data already held in the systems through enterprise-wide business rules and tolerances. (Section 2.2)

Comparison	SSN	First Name	Date of Birth	Last Name
1 st SSN, First Name, and DOB	Current SSNs must match exactly on all 9 digits of the SSN on the student record.	3 of the first 4 significant characters of the first name must match in sequence* (in current or history), or alias matches exactly. Names of 3 characters or less must match exactly.	Year matches exactly; or Year matches plus or minus one, with month matching exactly; or Year matches plus or minus ten, with month and day matching exactly; or Date is an acceptable plug date	N/A
2 nd Transposed First and Last Names	Current SSNs must match exactly on all 9 digits of the SSN on the student record.	Three of the first four significant characters of <i>last name on incoming record</i> must match in sequence (in current or history), the first name on the receiving record. or alias matches exactly. Names of 3 characters or less must match exactly.	Year matches exactly; or Year matches plus or minus one, with month matching exactly; or Year matches plus or minus ten, with month and day matching exactly; or Date is an acceptable plug date	N/A
3 rd First Initial Provided for First Name w/ exact DOB	Current SSNs must match exactly on all 9 digits of the SSN on the student record.	First name begins with same letter as first initial (a name that is an initial only or an initial followed by a period, not a comma).	<i>Day, Month, and Year Match Exactly</i>	N/A
4 th First Initial Provided for one of the First Names w/ check on Last Name	Current SSNs must match exactly on all 9 digits of the SSN on the student record.	First character of first name matches first character of first name or first initial (current or history).	Year matches exactly; or Year matches plus or minus one, with month matching exactly; or Year matches plus or minus ten, with month and day matching exactly; or Date is an acceptable plug date	Five of first seven significant characters of last name match in sequence (current or history). If fewer than five characters, all characters must match.

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Once the Matching Algorithm was determined, the CSID Core Team considered where the algorithm should be inserted into the FSA lifecycle. Each system that collects or maintains student demographic data will be required to modify their interfaces with other systems, specifically the interfaces that enable the loading or updating of customer records. The following image illustrates the recommended changes to system interfaces and processes.



Current:

- A. NSLDS runs the matching algorithm for all new loan information entering NSLDS from the FSA systems and FFEL Community.

Proposed:

- B. CPS checks newly loaded FAFSA identity information against identification information in NSLDS; this interface already occurs, but could be modified to flag identification problems for exception processing.
- C. COD checks the Abbreviated Applicant Record (AAR) from CPS against existing COD records using the matching algorithm.
- D. COD runs the matching algorithm to verify the COD Aid Award records are updating the same identity (in addition to matching the Transaction number, as necessary). This data exchange may also provide opportunity to tighten the controls on the acceptance of records with an SSA match flag less than four.
- E. DLSS (CSB) runs the matching algorithm to match records received from COD, DMCS, and DLCS with those existing in DLSS.
- F. DMCS (CSB) runs the matching algorithm to match debts received from FSA systems or the FFEL community with those existing in DMCS (in collections situations, debts with errors may be loaded to enable collection while completing exception processing).
- G. NSLDS verifies matching identifiers when matching ISIR records to loan records received from the FFEL community.

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Part Two: Additional SSA Verification:

The common identifier will be verified with additional checks against the Social Security Administration. (Section 2.3)

Current SSA Matches:

- 1. CPS Receipt of student FAFSA
- 2. PIN Receipt of application for the PIN

Proposed Matches:

- 3. COD Receipt of Direct PLUS Aid Award from schools
- 4. DLCS Receipt of the Consolidation Application
- 5. DMCS Receipt of New Debt being loaded into the system
- 6. NSLDS Receipt of FFEL PLUS records from the FFEL community

Part Three: Consistent Change/Exception Processing:

The commonly experienced identifier corrections and changes will be resolved and communicated uniformly across all systems. (Section 2.4)

Documents In Progress

Section Title	Summary	% Complete
CSID Consensus Milestone Document	Documents identifier options and implementation methods available Documents results, concerns, and the preferred solution from Working Sessions	100%
CSID High Level Design Deliverable	Explains the approach used to select the CSID solution Describes components of the solution and its impacts on current systems Documents the initial CSID solution design enabling detailed design in the future Documents the preliminary implementation concerns that will be elaborated in the Implementation Approach Deliverable	100%
Privacy White Paper	Document current policies, laws, and other restrictions regarding the privacy of student information, specifically SSN use by FSA.	100%
Implementation Approach	Documents the sequencing plan, dependencies and key milestones for implementing the CSID solution	5%

CSID Next Steps:

- Incorporate comments for the High Level Design Deliverable (Comments due 6/13/03)
- Kick off the Implementation Approach phase
- Complete the Implementation Approach Deliverable (8/30/03)

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Working Session Details

Members of the FSA, Integration Partner and Operating Partners participated in the working sessions.

Working Session	Dates	Purpose/Accomplishments	Status
Core Kick-Off Meeting	2/21/03	Familiarize CSID team members with the CSID initiative to date; agree to approach and timeline for Conceptual Design phase.	Complete
Application Processing Session	2/25/03	Conduct half-day working session with system representatives to evaluate CSID options to date based on documents above. Outcomes include: Socialize the CSID concept with remaining Business owners. Evaluate and determine a preferred option for each business area.	Complete
Application Processing Follow Up	3/13/03		Complete
NSLDS Session	3/10/03		Complete
Common Services for Borrowers Session	3/20/03		Complete
COD Session	3/17/03		Complete
Core Team Consensus Preparation	3/25/03	Familiarize CSID team members with the CSID working session outcomes; brief team on Consensus meeting structure and objectives.	Complete
CSID Consensus Meeting	3/27/03	Half-day working session to review the outcomes of individual sessions and determine the single preferred CSID solution. Outcomes will include: Determine the preferred CSID solution. Document analysis and evaluation for the Conceptual Design.	Complete
High Level Design Phase Core Team Session	4/17/03	Familiarize CSID team members with the CSID High Level Design Phase going forward – particularly the definition of the Matching Algorithm.	Complete
CSID Matching Algorithm Meeting	4/28/03	Session with groups of system experts and representatives to define detailed Matching Algorithm rules.	Complete
CSID Solution Design Session	5/5/03	Core team session to discuss important implementation concerns: interfaces, testing, exception processing, etc. Included participation from multiple system experts within FSA and Operating Partners.	Complete
CSID Solution Design Follow Up	5/15/03		Complete
CSID Core Team Deliverable Review	5/19/03	Core team session to review and contribute comments to the first version of High Level Design deliverable.	Complete

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Working Session Attendance:

The following individuals contributed to at least one of the CSID working sessions. In most cases, additional system representatives contributed to sessions pertaining to their area of expertise. CSID Core Team members were participants in the majority of the CSID sessions. Specific attendance sheets available upon request.

<i>System/Group</i>	<i>Core Team Participants</i>	<i>Participants</i>
Application Processing and PIN	Jeanne Saunders, Daria Adams	Angeline Iwanicki, Bill Schulte, Cheryl Tilsdale, Dan Butler, Ginger Klock , Gregory James, Ida Mondragon, Jacqueline Strickland, Maria Carmona, Marilyn LeBlanc, Marya Dennis, Mike Cline, Nancy Reynolds, Nina Colon, Pat Struve, Paul Steinhauer, Paula Valentin, Priscilla Mulford, Robert Berry, Sandy Weldon Sherlene McIntosh, Teri Hunt, Yvette Payne, Yvonne Somerville, Yateesh Katyal
Common Services for Borrowers	Denise Lefeiste, Steve Martus, Randall Bowman, Allen Prodgers	Heather Stevens, Gregory Plenty, Tim Pape, Doug Tinder, Terry Shaffer, Brian Darcy, Adele Gabrialli, Karen Buckler
COD	Lisa DiCarlo	James Crown, Nichelle Boone, Traci Meadows, Roy Williams, Lori Clemmensen, Sharon Barfield, Jim McMahan
NSLDS	Pam Eliadis	Larry Parker, Lynn Alexander, Jeffrey Fitter, Don Holec, Judy Martin
Portals		Mary K Muncie, Adam Essex, Robert Lawrence, W. Carl Hammack, Chris Paladino,
Financial Partners	Mike Sutphin	
Policy		Jeff Baker, Harold McCullough, Tamala Terry
Security		Andy Boots, Bob Ingwalson
Overall Data Strategy	Keith Wilson	Carol Seifert, Sandra Fowler, Jesse Bowen, Katie Crowley, Nate Brown
Add'l FSA Stakeholders		Jennifer Douglas, Corwin Jennings
Facilitators		Roy Wright, Katie Malague