WHAT IS A FACILITY ID AND WHY IS CONSISTANCY IMPORTANT?

Facility ID (or Location ID in the 25Live and DirectLine) represents a specific building and room used, owned or leased by an institution within the community and technical college (CTC) system. The system of record for this information is DirectLine, a core CTC application.

Facility information is present in several applications in the CTC system including ctcLink, 25Live, DirectLine and the SBCTC Data Warehouse. Building and room location data must be consistent throughout these applications in order to facilitate accurate reporting, work order tasks, and data analysis used in capital funding requests. See Appendix B for a listing of specific data element names per application.

Facility ID is used in ctcLink Campus Solutions and 25Live to designate the location of a class. Location code is used in ctcLink Finance to designate the location of state-tagged and/or depreciated assets.

The SBCTC Data Warehouse contains a monthly snapshot of the data that resides within DirectLine. This data is then linked to the other systems to extract the needed information. For example, The Data Warehouse facility data can be linked to class characteristics to determine the intent of the course as well as the classification of instruction (CIP).

Background

The State Board formed an internal working group to discuss how we can facilitate consistent coding across all systems that contain Facility ID information to allow the linking of information between these systems. The working group consists of representatives from the State Board Capital, ctcLink Support, ctcLink Project and Data Services departments.

The Data Governance Committee voted and approved this proposal at their December 2020 meeting.

Proposed New Process

After much consideration and analysis, the working group decided to implement a process to limit the number of ctcLink users who have access to add or modify facility information. These users will be trained on the importance of maintaining facility coding prior to being assigned the needed security roles that will allow for adding or updating the record within ctcLink. Users will also be provided edit check reports to identify potential coding problems in the State Board's Quality Assurance Reporting System (QARS).

The proposed process consists of:

1) College designates authorized staff who may add or modify facility ID information.
2) The authorized staff completes and passes a Canvas course that emphasizes the need for consistent coding and explains the business process that should be used.

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3) The authorized staff is granted the appropriate security role in ctcLink Campus Solutions to add or modify facility Id information.
4) The authorized staff maintains accurate coding aided by edit check reports in the SBCTC Quality Assurance Reporting System (QARS)

How is the Facility ID / Location code determined?

The facility ID / location code is created by combining:

The two character college code + 3 character building code + 4 character room code + 1 optional suffix code

The two character college codes can be found in Appendix A.

Both the facility ID and location code represent the same building and room. More information on how codes are derived is contained within the Canvas class.

What training is required to become an authorized user?

A Canvas class has been created to provide the needed information to the authorized user as to the importance of consistent coding, how the facility ID and location codes are derived as well as information about additional resources.

A second Canvas class is required for authorized users of the ctcLink Campus Solutions pillar.

Additional one-on-one training is available for authorized users of 25Live and DirectLine.

End users of the ctcLink Finance pillar are required to submit a service desk ticket in order to request additional location codes.

How will users be restricted from making modifications if they are not authorized?

A new security role will be developed that will allow users, when assigned, to add or update the facility ID in Campus Solutions. Previous roles that include this ability will be modified to remove this level of access once training has been implemented. All non-authorized staff who currently have access to Facility ID information will continue to have access to view, but not add or update.

What is the implementation plan?

1) A new security role for Campus Solutions will be created.
   a. This new roll will allow designated users to add or update facility data in Campus Solutions. Only SBCTC staff will be allowed to grant this role once the user has completed the required training.
2) SBCTC staff will identify users who currently have access to the facility ID information in CS and will work with the colleges to determine which users should be authorized for add or update.
3) Once the college users are trained the new role will be assigned and the old roles modified to change access to the facility id pages from add/update to read only.

How does this impact me if my college is still on the legacy system?

There will be minimal impact to users on the legacy system. SBCTC staff work with colleges and ctcLink Project staff on the configuration of facility ID and location codes in ctcLink.
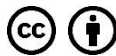
Appendix A

Below is the listing of two character codes used for creating the ctcLink Facility ID and Location codes.

College Code	College	2 Character Code
WA280	Bates TC	BA
WA080	Bellevue College	BV
WA250	Bellingham TC	BH
WA180	Big Bend CC	BB
WA300	Cascadia CC	CC
WA121	Centralia College	CN
WA140	Clark College	CL
WA290	Clover Park TC	CP
WA190	Columbia Basin	CB
WA230	Edmonds CC	ED
WA050	Everett CC	EV
WA020	Grays Harbor CC	GH
WA100	Green River	GR
WA090	Highline	HL
WA260	Lake Washington IT	LW
WA130	Lower Columbia	LC
WA063	North Seattle	NS
WA030	Olympic	OL
WA010	Peninsula	PE
WA110	Pierce	PI
WA270	Renton TC	RE
WA062	Seattle Central	SC
WA065	Seattle Vocational Inst	VI
WA070	Shoreline	SL
WA040	Skagit Valley	SK
WA240	South Puget Sound CC	SO
WA064	South Seattle CC	SS
WA171	Spokane	SP
WA172	Spokane Falls	SF
WA890	State Board	SB - to be used for global names
WA220	Tacoma CC	TC
WA200	Walla Walla	WW
WA150	Wenatchee Valley	WN
WA210	Whatcom	WH
WA160	Yakima Valley CC	YK

Appendix B

Below is a listing of data elements per application considered as Facility ID information.

Application	Field Name
DirectLine	Location ID
PeopleSoft Finance	Location Code
PeopleSoft Campus Solutions	Facility ID
25-Live	Location Name
Data Warehouse	Facility ID

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