

Nursing Student Admissions Database Project

2009 Data Submission Instructions



Questions about the Nursing Student Admissions Database Project?

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Dear Nursing Student Admissions Database Project Partners:

On behalf of the Oregon Center for Nursing and the Nursing Student Admissions Database (NSAD) Advisory Panel, I would to thank you for your time, insights, and willingness to participate in the NSAD Project. The data collected during 2008 revealed findings that were quite unexpected and will be incredibly useful in advocating for additional nursing education funds and diversifying the nursing workforce. This year, we will build on the first year's work by continuing to track the accurate number of applicants, beginning to track retention rates of nursing students and begin to track multi-year applicants.

This will be the second year of the NSAD Project. The NSAD Advisory Panel using feedback from our invaluable partner has identified several problems encountered in the first year and created strategies to address these issues in our second year. I will be asking for your feedback on this year's data submission process during the month of November, so that any necessary changes can be made for future data collection.

Thank you for your time, commitment, and patience during the second year of this important project!

Regards,

*Lyzz Caley Stewart
Project Manager*

NURSING STUDENT ADMISSIONS DATABASE (NSAD) PROJECT ADVISORY PANEL

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Questions, comments, or suggestions about the NSAD Project, can be directed to Lyzz Caley Stewart, Project Manager.

NURSING STUDENT ADMISSIONS DATABASE PROJECT

Project Need: Oregon has seen an 80% increase in the number of pre-licensure RN graduates between 2001 and 2007. In 2006, the Oregon State Board of Nursing reported that there were six qualified nursing school applicants for each available seat among the state's 15 Associate Degree of Nursing (ADN) programs and six Bachelor of Science in Nursing (BSN) schools of nursing. However, many speculated that this number was inflated as it did not account for students who applied to multiple schools. The NSAD used a unique applicant-level cross-referencing process to account for students who applied to multiple nursing programs. The pilot year data established that there are 2.2 applicants per nursing school seat, much lower than previous reports of 3-6 applicants per seat. This project will continue to monitor the accurate number of Oregon pre-RN licensure applicants in order to provide data on how to plan for future recruitment and retention trends.

As Oregon's population becomes more diverse, it is important to increase the diversity and cultural competence of Oregon's nursing workforce. In order to make significant progress on improving nursing workforce diversity, Oregon's nursing programs and schools must successfully recruit and retain a diverse student population. The pilot year data established that nursing programs are admitting students from under-represented groups at similar rates to Caucasian students. However, nursing school applicants from under-represented groups were over-represented as non-qualified applicants compared to their Caucasian counterparts. The second year of the NSAD program will continue to track the demographics of nursing school applicants. It will also begin to track the retention of nursing school students from 2008-2009.

Project description: The aim of the NSAD project is to collect reliable data that describes the true number and select demographic characteristics of applicants applying to Oregon's 21 ADN and BSN programs in order to accurately track and report admissions and enrollment data.

In time, it is hoped that the NSAD project's data will serve as the impetus for targeted outreach to increase diversity and cultural competence in Oregon's nursing workforce as well as provide necessary information for nursing programs and policy makers to increase nursing career pathways and workforce training for this demand occupation while at the same time ameliorating Oregon's nursing shortage.

2009 NSAD Pilot Project Goals

- Collect demographic information on the 2009 pre-RN licensure nursing program/school applicant pool to build on previously collected data.
- Continue tracking "qualified applicant not accepted" (QANA) pool (defined as applicants who meet or surpass minimum program requirements and would be offered a seat if there were no limit on capacity)
- Publish a second report with information including:
 - The accurate number of nursing school applicants in Oregon (duplicate applicants will be detected)
 - Selectivity (acceptance) rate of applicants
 - Yield (enrollment) rate of applicants
 - QANA pool of applicants
 - Applicant demographics (age, gender, race/ethnicity)

- Number, if any, of empty nursing program/school seats
- Begin tracking nursing student retention
- Begin tracking multi-year applicants

DATABASE SUBMISSION INSTRUCTIONS

2009 submission period: Submission of 2009 data will occur during two periods—a primary and secondary period.

The **primary period** for schools with June, August and September 2009-2010 academic year start dates, will be **Monday September 28, 2009 through Friday October 30, 2009.**

The **secondary period**, which will occur during the **month of February 2010**, will be for the schools with January start dates, and for the small number of schools with additional January cohorts to provide enrollment information and/or to provide any updates that may be needed.

File formats for submission: We anticipate that most schools will want to send their data in an Excel spreadsheet. If there is an easier file format for your school, please let Lyzz Caley Stewart know prior to the submission period, as we will likely be able to accommodate other standard formats such as CSV.

For those schools entering applicant data manually, we are happy to provide an **Excel template**, designed to accurately and efficiently meet the data needs of the NSAD Project. The 2009 Excel template can be obtained from Lyzz Caley Stewart, at 503-943-7495.

Lastly, we understand that not every school will be able to supply the NSAD Project with all of the data fields we are requesting as some schools do not currently ask applicants for this information. If your school does not currently collect data on one or more of the NSAD Project data fields, simply label a column for the field and leave it blank.

Submitting the data: *(Note: Applicant data file(s) must be completed before logging in to the database.)*

The data submission process should take you 15 minutes or less and consists of the following five steps:

1. Go to the NSAD Project login webpage at <https://www.ocndatabase.org>.
2. Login to the secure database with the login and password that will be provided in mid-September 2009.
3. Answer the institutional questions.
4. Securely upload (attach) the applicant data file and retention data file and wait for the prompt that transmission was successful.
5. Securely upload (attach) the current enrollees (retention) data file and wait for the prompt that transmission was successful.
6. ****Note: Remember let us know in the “comments” box if your school has left any columns of data requested blank before logging out.***
7. Logout.

INSTITUTIONAL QUESTIONS

The NSAD Project will be collecting the following information from each school. , which your school will provide after logging in to the project database during the submission period: (**Note: all institutional questions can be answered by filling in a blank.*)

- School name
- Number of available seats for the academic year (For schools with multiple academic year start dates, please enter the **total** number for your academic year)
- Number of alternate/wait list seats offered for the academic year
- Description of alternate/wait list process.
- Number of “unfilled” or “empty” seats for the academic year (For example, if a student enrolled, attended class for several days, but dropped before the census date, the NSAD Project will consider this an “empty” seat)
- Program start dates (A few schools with multiple academic year start dates will select two options: June, August or September, **and** January)
- Name and contact information of person submitting the data
- Number of students pre-admitted prior to the completion of their pre-requisites who have started the nursing program this academic year.

NURSING SCHOOL/PROGRAM APPLICANT DATA REQUESTED FOR 2009 APPLICANT COHORTS

Applicant data: Please provide the NSAD project with the following information on *each applicant* to your nursing school and program.

- Name (last, first, MI)
- Previous last names (if not applicable, leave blank)
- Date of birth (mm/dd/year)
- City (listed on most recent application)
- State (listed on most recent application)
- Gender
- Race/ethnicity (if your school does not currently ask applicants to voluntarily provide this information, then leave blank)
- Previous degrees earned (if not applicable, or if your school currently does not ask applicants this question, then leave blank)
- Admission decision status (Description below)

Admissions decision status: In addition to the above information, the NSAD project needs to collect information on your school’s “**admission decision status**” for *each applicant*. You should have three columns on your Excel file. The three categories used in determining an applicant’s admission decision status are:

1. Qualified (defined as ALL applicants who meet the MINIMUM requirements at your school; a viable applicant)

Yes = applicant met all minimum requirements and all application materials submitted by deadline date.

No = applicant **ineligible** (not a viable applicant) for a variety of reasons such as did not meet the minimum requirements (GPA, pre-requisite courses, timeframe expired for transfer courses); application was incomplete (application not completed, missing transcripts, missing references); and/or didn't pass the background check (if required by your school prior to enrollment).

2. Offer made (for admission OR as an alternate/wait list candidate)

Yes = received offer of admission OR as an alternate/wait list candidate

No = Qualified Applicant Not Accepted (QANA).

**Note: You do not need to distinguish between types of offers*

3. Enrolled (matriculated and in seat after census date; this will capture any alternates/waitlist applicants who moved up).

Yes = applicant matriculated and is in his/her seat after your school's census date.

No = the applicant did not matriculate

Below is an example of an applicant data file using **three columns** to report on admission decision status:

Applicant Data

Admission Decision Status

Name	Previous Last Name	DOB	City	State	Gender	Race/Ethnicity	Previous Degree	Qualified	Offer	Enrolled
James, Robin L.	N/A	02/24/73	Medford	OR	F	White	BA	Yes	Yes	Yes
Smith, Ken J.	N/A	11/2/68	Portland	OR	M	African American	AA	Yes	Yes	No
Brown, Sara K.	Johnson	1/14/82	Seattle	WA	F	Hispanic	N/A	No	No	No
Coons, Carol S.	Myer, Black	2/23/61	Salem	OR	F	Asian/Pacific Islander	MS	Yes	No	No

****NEW** NURSING SCHOOL RETENTION DATA REQUESTED**

This year, NSAD will analyze the retention of nursing students who matriculated in fall 2008 or spring 2009. Please provide a list of those students who are currently enrolled in your nursing program in the fall 2009 (for most programs this is the beginning of year 2) or have graduated from the nursing program since matriculation in fall 2008/spring 2009. This list should include their name, date of matriculation and their current status (Enrolled or Graduated).

This list should be submitted in an Excel format. Please separate it from the applicant data.

Do not include the following types of students in your list:

- Students who are on a leave of absence.
- Students who are withdrawn from the School of Nursing.

Here is an example of an Excel worksheet with the current enrollees.

Name	Date of Matriculation	Status
James, Robin L.	9/21/2008	Enrolled
Mason, Patrick J.	9/21/2008	Enrolled
Proust, Karyn	1/14/2009	Enrolled

Thank you, again, for participating in the Oregon Center for Nursing's Nursing Student Admissions Database project.