Guidance for the PLS FY 2019 Data Collection: Import File and Edit Check Specifications

Date: July 15, 2019

To: Institute of Museum and Library Services (IMLS) and State Data Coordinators (SDCs)

From: American Institutes for Research (AIR)

To help you and your libraries prepare for the PLS FY 2019 data collection in early 2020, this memo provides an overview of the following information:

1. Import file specifications
2. Edit check specifications

The two specifications documents and this memo are also available on the IMLS website: https://www.imls.gov/research-evaluation/surveys-data/public-libraries-survey/report-your-pls-data/fy-2019-pls-data. **Please provide these files to your vendor if you have one.**

1. Import File Specifications (FY 2019 PLS Import Specs Final.xlsx)

No data elements have been changed for FY 2019. Therefore, the import file specifications for FY 2019 are the same as those used for FY 2018.

2. Edit Check Specifications (FY 2019 PLS Edit Changes to SDCs Final.xlsx)

The first tab in the edit check specification document, labeled "Edit Changes FY19," lists one changed edit check for FY 2019. As noted in the "Description of Change" column, the change involves:

- Existing non-critical edit check 25314 has been revised so that it only identifies AEs with reported Total Paid Employees (TOTSTAFF ≥ 0). Most other edit checks of this logic type included the condition that the total should not be missing, so this edit check is now consistent with the others.

The "All Edits FY19" tab includes both the unaltered edit checks brought forward from FY 2018 and the revised edit check from FY 2019 changes. We provide definitions for each column header in the "Edit Changes FY19" and "All Edits FY19" table below:

- **Description of Change** (*"Edit Changes FY19" tab only*): Provides a detailed explanation of the new and revised edit checks.

- **Pubord**: Indicates the broad type of edit; "C" means a current year edit, and "H" means a historical edit (comparing current year and prior year values).

- **Critical**: Indicates if the edit is a critical, non-critical, or internal[1] edit. "Y" indicates a critical edit, "N" indicates non-critical, and "I" indicates internal (which is also non-critical.

- **Code**: Presents the edit check code, a five-digit number, which is assigned in the following manner:
    - First three digits refer to the data element number being checked. (If there are multiple data elements for the check it is typically the number of the data element that is a sum of the detail variables.)
    - Last two digits usually refer to the specific type of logic. (The list of these edit type codes is available in the Web Portal under the Help menu: "Edit Messages and Conditions".)

- **Flag Condition**: Presents edit check logic expression.

- **Edit Message**: Presents text that is displayed in the Edit Report associated with this edit.

- **Edit Condition**: Provides detailed explanation of the edit check that lists the data element numbers associated with this edit. This is not displayed in the Edit Report.

Need Help?

Please contact us at PLS@air.org and/or 1-866-744-5746, option 1 (open from 9 am to 5 pm ET) if you have any questions.

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[1] Beginning in FY 2017, internal edits were incorporated into the Web Portal Edit Report. In prior cycles, internal edits were run only in the Post-Lock Edit Report and were not part of the Web Portal Edit Report.