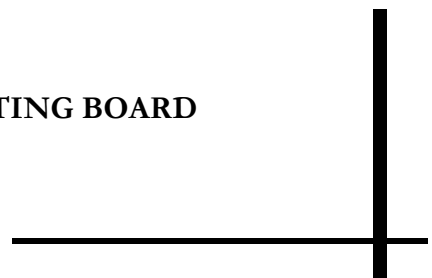# REPORTING and PROCEDURES MANUAL

for

Texas Health-Related Institutions

Summer 2012

TEXAS HIGHER EDUCATION COORDINATING BOARD
Educational Data Center

FOREWORD

The reports discussed in this **Health-Related Institution** manual fulfill provisions of the Higher Education Coordinating Act of 1965 as amended (codified as Subtitle B, Chapter 61, Texas Education Code, 1971).

All reports must be submitted electronically. (See detail in Electronic Data Transfer System section of manual.) Associated with each report is a set of instructions for preparing the data in the Coordinating Board format.

If you need to write to the Educational Data Center, the address is:

Educational Data Center
Texas Higher Education Coordinating Board
P.O. Box 12788
Austin, TX 78711

The fax number is (512) 427-6147.

If you have questions concerning the use or implementation of this manual, contact Tanya Trevino or Doug Parker at the above address or at the following telecommunication numbers:

	Regular Phone	INTERNET Address
Tanya Trevino	(512) 427-6123	Tanya.Trevino@thecb.state.tx.us
Doug Parker	(512) 427-6287	Doug.Parker@thecb.state.tx.us

Click on Memos Related to Changes to the CBM Manual for Health-Related Institutions for memos related to changes made to the *Reporting and Procedures Manual* prior to the memo(s) appearing in this manual.

The Texas Higher Education Coordinating Board does not discriminate
on the basis of race, color, national origin, gender, religion, age or disability
in employment or the provision of services.

Health-Related Institutions

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Nursing Shortage Reduction Program (NSRP) – CBM009 data submitted annually by October 1 of each year to count nursing graduates for funding; the nursing graduates must be error-free to be counted (for participating institutions)

Graduate Medical Education (GME) Funding – Certified CBM00R data submitted annually run in October of even years; must be certified by October 15 to be included in the formula calculation.

Cost Study – Certified fiscal year CBM001 data run in December of each year

Accountability – Certified fall CBM reports run December 1 of each year

Space Model – Certified fall CBM001, CBM008, and annual CBM00R run in December of each year

Formula Funding for Appropriations –
   - Initial run in October of even years using prior spring CBM001 hours; sent to the LBB in November
   - Final run in February of odd years using certified base year CBM001 hours

REPORTING PERIODS

The following is a schedule of due dates for the reports contained in this manual.

Fall Semester Reports (Fall Quarter)		Due Dates
Student Report	CBM001	October 15
Faculty Report	CBM008	October 15

Spring Semester Reports (Winter Quarter)		Due Date	Due Date in Odd Years
Student Report	CBM001	March 15	Mid February

Summer Semester Reports (Spring & Summer Qtrs)		Due Date
Student Report	CBM001	August 15

Annual Reports		Due Date
Graduation Report	CBM009	October 1
Residents/Fellows Report	CBM00R	October 1

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Student Number Change Report	CBM00N	Any Time
Facilities Room Inventory Report	CBM011	January – October certified by Nov. 1
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COORDINATING BOARD CONTACTS

I. CBM Reporting: Educational Data Center, 512-427-6302, FAX: 512-427-6147

   A. All Health-Related Institutions' CBM Reports
       Tanya Trevino, Data Analyst   512-427-6123
       INTERNET address: Tanya.Trevino@thecb.state.tx.us

   B. Electronic Data Transfer System - receipt and distribution
       Torca Bunton, Data Analyst   512-427-6532
       INTERNET address: Torca.Bunton@thecb.state.tx.us

   C. General Questions
       Doug Parker, Director 512-427-6287
       INTERNET address: Doug.Parker@thecb.state.tx.us

II. Program Inventory and CIP Questions: Graduate and Professional Education,
     FAX: 512-427-6168
     Chris Fowler, Program Director   512-427-6217
     INTERNET address: Chris.Fowler@thecb.state.tx.us

III. Financial Aid Database: Educational Data Center, FAX: 512-427-6147
      Tanya Trevino, Data Analyst   512-427-6123
      INTERNET address: Tanya.Trevino@thecb.state.tx.us

IV. Funding Questions: Finance and Resource Planning, FAX: 512-427-6147
     Ed Buchanan, Program Director 512-427-6138
     INTERNET address: Ed.Buchanan@thecb.state.tx.us

V. Residents and Postdoctoral/Research Fellows Questions: Finance and Resource Planning,
    FAX: 512-427-6147
    Ed Buchanan, Program Director 512-427-6138
    INTERNET address: Ed.Buchanan@thecb.state.tx.us

VI. Student Tuition and Residency Issues: Student Services, FAX: 512-427-6420
     Jane Caldwell, Director   512-427-6455
     INTERNET address: Jane.Caldwell@thecb.state.tx.us

ELECTRONIC DATA TRANSFER SYSTEM

The submission of CBM reports must be by electronic transfer. If any data items need to be changed, make the changes to your file and re-submit it as a complete report.

State and federal security requirements mandate that confidential data be transferred using a secure process. Since July 15, 2004 all files are required to be submitted or retrieved via SFTP (the secure FTP) server process. Connection to the SFTP File Server at the THECB is via the Internet.

You may create the data file containing a header record, data records, and a trailer record by whatever method available.

The header record contains information to identify the type of data in the file and the length of the data records. The trailer record contains a record count of the actual number of data records, not including the header and trailer records, in the file. The record count in the trailer record will be used to verify that all records were transferred through the communication system.

The actual file name is not critical. Information in the header record is used to identify data contained in the file. To avoid possible confusion or loss of file by writing over a previously transferred file of the same name, make each file transferred a unique name.

In order to submit EDC CBM files, you must log into the SFTP server, sftp.thecb.state.tx.us, with a username and password.

For USERID: Enter "edcNNNNNN" where "NNNNNN" is your six-digit FICE code. For example, "edc001234" (lower case 'edc'; leading zeros required in the FICE code).

For PASSWORD: Enter your password, case sensitive. Contact Torca Bunton at e-mail Torca.Bunton@thecb.state.tx.us for your password.

This password is unique for your FICE code. Guard it to prevent unauthorized access to your data.

The data sent to the Coordinating Board goes to the "INPUT" directory and the edit and summary report files are retrieved from the "OUTPUT" directory. Detailed instructions are located at Data Transfer Procedures for THECB Reports Using SFTP.

The data content of the files will be as defined in the Data Processing Record Layout of each report in this manual. The format and content of the HEADER and TRAILER records are critical and must be valid. Identification of the data depends totally on the accuracy of the information contained in the header record.

File Transfer System INPUT FILE FORMAT

HEADER RECORD		Beginning Position	Length
Item #1	File Label-ID – Always 'HY2K'	1	4
Item #2	Institution Code - FICE – Numeric	5	6
Item #3	Data Identifier, e.g., CBM001	11	6
Item #4	Semester – Numeric ('1', '2', '3', or '5')	17	1
Item #5	Year – Numeric - YYYY	18	4
Item #6	Record Type – C for a Complete report	22	1
Item #7	Length of data records within report – Numeric, leading zeros, i.e., "0080", "0102", "0120", "0136"	23	4
Item #8	Name and E-mail address of person submitting file	27	As Required

NOTE: Use a space (not a special character) to separate the name and e-mail address. The length of the record may extend up to 400 characters in order to contain the name and e-mail address.
- -
DATA RECORDS

For CBM Reports, data record formats must match the record formats specified in the documentation for each report.
- -

TRAILER RECORD		Beginning Position	Length
Item #1	File Label-ID – Always 'EOF1'	1	4
Item #2	Record Count – Numeric, leading zeros (Number of data records in file, not including "Header" and "Trailer" records)	5	5

Record size may be any length up to 400 characters

EDIT REPORT OUTPUT FILES

The following file name is an example of the naming convention used for the edit report output files:

CBM001_FALL_2010_H_002201_201010150136262.TXT

CBM001 – CBM report type
_ - used as a separator
FALL – the report semester (can also be SPRING, SUMMER, ANNUAL)
_ - used as a separator
2010 – Report Year
_ - used as a separator
H – Institution type
_ - used as a separator
002201– FICE code of institution
_ - used as a separator
201010150136262 – Date Time stamp (Year, Month, Day, Hour, Minute, Second, Tenth of Second)

EDC Data Report Processing Schedule

Reports in by	Edit run begins	Edit reports posted
6:00 a.m.	6:20 a.m. (M-F)	7:00 a.m.
8:00 a.m.	8:20 a.m. (M-F)	9:00 a.m.
10:00 a.m.	10:20 a.m. (M-F)	11:00 a.m.
1:00 p.m.	1:20 p.m. (M-F)	2:00 p.m.
3:00 p.m.	3:20 p.m. (M-F)	4:00 p.m.
6:00 p.m.	6:20 p.m. (M-Th)	7:00 p.m.

Edit Summary Report Year-to-Year Comparisons

The standard Summary Report is compared to the previous year to aid in early detection of potentially erroneously-reported data. It shows the percentage increase/decrease of items and evaluates the items identified with a Review message. If the absolute value of the difference between the current year and prior year item is:

1) less than 50, a Review message is not printed;
2) between 50 and 10,000, a percentage change greater than 25% is identified;
3) between 10,000 and 100,000, a percentage change greater than 20% is identified; or
4) greater than 100,000, a percentage change greater than 10% is identified.

If the original report had only one column, the comparison data is in the adjacent column. If the original report had multiple columns, the comparison data is in the next row and asterisks are printed below the column in question.

CERTIFICATION TRACKING

The goal of these procedures is to have the CBM reports collected by the Educational Data Center and certified by the institutions as available for use within <u>four</u> working weeks of the due date. Since there are six edit cycles each workday, turn-around time should be less of an issue. Also, the desire is to have the most current data available for formula committee work, accountability measures, and appropriation requests. The follow-up procedures for ensuring timely certification of the reports are:

1. The EDC Data Analyst will telephone or e-mail the Reporting Official if a specific report is not received within <u>two</u> days after the due date.

2. An email from the Director of the Educational Data Center will be emailed to the Reporting Official if the report has not been received and certified by the <u>seventh</u> working day after the due date.

3. An inquiry letter will be faxed to the Vice President for Academic Affairs, or the equivalent, from the appropriate Assistant Commissioner if the report has not been received and certified by the <u>twelfth</u> working day after the due date.

4. A letter indicating that the certification of the CB report is delinquent will be faxed to the President, or the equivalent, from the Deputy Commissioner if the report has not been certified by the <u>end of the third</u> working week after the due date.

CHANGES TO CERTIFIED REPORTS

A. Changes to certified data will not be permitted unless an executive officer of the reporting institution requests the change in writing and the reporting error would have a significant impact on future year funding or statistical analysis.

B. Requests made prior to the data being published may be approved by the Educational Data Center and must not delay standard publish dates.

C. Requests to change data which are already published must be approved by the Commissioner.

CERTIFICATION STATEMENT INSTRUCTIONS

When the edit materials for a CBM report are returned to the reporting institution for verification, one of two actions is required. If the edit reveals errors in the report, corrections should be submitted. Justification of all "Review" items is **required** before certification can be applied. When all the information is correct, the reporting official certifies the report by completing a certification statement and returning it to the Educational Data Center. An e-mail stating which report is certified is an acceptable alternative.

The example below shows the certification of Lone Star Health Science Center's Fall 2010 CBM001, CBM008, and CBM009.

CERTIFICATION STATEMENT

INSTITUTION: LONE STAR HEALTH SCIENCE CENTER   002201

DATE: DECEMBER 1, 2010

I hereby certify that the following report(s) is (are) correct and the data are usable in all output reports.

REPORT NUMBER   SEMESTER AND YEAR

CBM001   Fall 2010

CBM008   Fall 2010

CBM009   Fall 2010

Justification of Review items is as follows:

REPORTING OFFICIAL

STUDENT REPORT
<u>CBM001</u>

The health-related institution (HRI) CBM001 report reflects all students enrolled at the reporting institution as of the official census date, which is the 12th class day for the fall and spring semesters (16-week session) and the 4th class day for each of the summer terms (6-week session). To be counted for state funding, the students must be registered as of the official census date, and the institution must collect in full from the student (or have a valid accounts receivable on record) by the 20th class day or the 15th class day during summer sessions. Students are required to have a fully operational installment contract (in accordance with Chapter 54, Section 54.007 of the Texas Education Code) by the payment due date in order to be in good standing. This includes receipt of a first installment payment prior to the beginning of the semester.

Students who withdraw from the institution prior to or on the official census date will not be reported for that term. The CBM001 report provides an unduplicated headcount of all students registered at the reporting institution, whether a student's courses are taught on-campus or off-campus, or whether the student is in an academic or professional practice program.

Students who are participating in joint degree programs (e.g., MD/PhD) should be classified according to the majority of course work they are enrolled in during the semester. For example, if a jointly admitted student is completing the second year of medical school, the student should be reported in Item #5 as 'B.' However, if that student is enrolled primarily in PhD courses or lab work, the student should be reported in Item #5 as '7.'

Students will be reported in each term (fall, spring, or summer) if they have not withdrawn from classes by the census date of the term. Use the latest occurring academic census date as the census date for medical and dental programs. If other professional and academic programs have different start-dates, use the actual 12th class day in the fall and spring semesters as the census date for each program. Programs within a school/college may have different census dates.

All summer sessions will be combined into one report. When combined, the headcount reported should be <u>non-duplicative</u>. Combined reports should be coded as '3' (summer) in Item #14.

The student records for all components of the HRI will be submitted as one report under the FICE code of the health science center. The specific component in which each student is enrolled will be identified in Item #33.

Census Dates for other than 16 or 6 week terms are outlined below:

Fall and Spring Semesters		Summer Semester	
Length of Term (Weeks)	Census Date	Length of Term (Weeks)	Census Date
2 or less	1st Class Day	2 or less	1st Class day
3	2nd Class Day	3	2nd Class Day
4	3rd Class Day	4	3rd Class Day
5 – 6	4th Class Day	5 – 6	4th Cass Day
7	5th Class Day	7	5th Class Day
8	6th Class Day	8	6th Class Day
9 – 10	7th Class Day	9	7th Class Day
11	8th Class Day	10 or more	12th Class Day
12	9th Class Day		
13 – 14	10th Class Day		
15	11th Class Day		
16	12th Class Day		

Flexible Entry Students

Students enrolled in classes organized after the official census date should be included in the data submitted in the semester following; i.e., (1) students enrolled in the classes organized after the 12th class day of the fall semester will be reported in the following spring semester 12th class day report; (2) students enrolled in classes organized after the 12th class day of the spring semester will be reported in the summer semester report; etc. These students will be identified by inserting a '1' in Item #17 to denote "flexible entry."

NOTE: A class is organized when students have registered and have paid fees or established accounts receivable. Classes organized with regular semester classes, but whose first class day is not until after the term census date, may be reported as a regular class, except:

A. Students who register for the class after the term census date cannot have the hours reported for state funding on the CBM001;
B. Students who drop the class before its first class day cannot be reported for state funding on the CBM001.

Inter-institutional Credit Hours

If the instruction of a student is being provided by the faculty of another institution, both the institution in which the student is enrolled and the institution providing the faculty instruction cannot claim the credit hours attempted by the student. If the institution providing the instruction reports the student's credit hours, then the institution in which the student is enrolled shall report the student's credit hours as inter-institutional. Neither the location of the class nor the delivery mode affects the reporting.

<u>HRI Student Report (CBM001)</u>

<u>Remote Teaching Sites</u>

Use the assigned FICE codes below to identify the location of a remote teaching site on the student report in Item #34. Please contact Janice McIver at (512) 427-6298 or email at Janice.McIver@thecb.state.tx.us to make any changes to the following institution locations. Documentation, such as legislative authorization, is required for the addition of teaching sites.

The Texas A&M University System Health Science Center
- 000850 Dallas Campus (Baylor College of Dentistry, School of Graduate Studies)
- 000851 Austin (School of Rural Public Health)
- 000852 Houston Campus (Institute for Biosciences and Technology, School of Graduate Studies, School of Rural Public Health)
- 000853 Round Rock Campus (College of Medicine, College of Nursing, School of Rural Public Health)
- 000854 Temple Campus (College of Medicine, School of Graduate Studies, School of Rural Public Health)
- 000856 Kingsville Campus (Irma Rangel College of Pharmacy, School of Graduate Studies)
- 000857 McAllen Campus (School of Rural Public Health)

Texas Tech University Health Sciences Center
- 000860 Amarillo (Graduate School of Biomedical Sciences, School of Allied Health, School of Medicine, School of Pharmacy)
- 000861 Abilene (School of Nursing, School of Pharmacy)
- 000862 El Paso (Paul L. Foster School of Medicine, School of Medicine, School of Nursing)
- 000863 Midland (School of Allied Health)
- 000864 Odessa (School of Allied Health, School of Medicine, School of Nursing)
- 000866 Dallas (School of Pharmacy)

The University of Texas Health Science Center at Houston
- 000871 Austin (School of Public Health)
- 000872 Brownsville RAHC (School of Public Health)
- 000874 Dallas (School of Public Health)
- 000876 El Paso (School of Nursing, School of Public Health)
- 000878 San Antonio (School of Public Health)

The University of Texas Health Science Center at San Antonio
- 000880 Edinburg Research Division (Medical School)
- 000882 Harlingen Research Division (Medical School)
- 000884 Laredo Research Division (Medical School, School of Health Professions)
- 000886 McAllen Research Division (Medical School)

The University of Texas M.D. Anderson Cancer Center
- 000896 Veterinary Science Bastrop
- 000898 Science Park Operations Smithville

<u>HRI Student Report (CBM001)</u>

The University of Texas Medical Branch at Galveston
000870   Austin (Medical School)

<u>Reporting Semester Credit Hours</u>

Item #10 should be the total SCH a student attempted in the current term. For undergraduate students, Item #10 should equal the sum of the other SCH Items (#16, #22, #24, and #25):

Item #16 - SCH in inter-institutional courses that DO qualify for state funding
Item #22 - SCH in collegiate courses that DO NOT qualify for state funding
Item #24 - SCH in inter-institutional courses that DO NOT qualify for state funding
Item #25 - SCH in collegiate courses that DO qualify for state funding

These items are mutually exclusive. When combined, they represent the total semester credit hours for a student.

<u>Undergraduate Semester Credit Hours in Excess of State Limit</u> and <u>Formula Funding Exceptions for Repeated Courses</u>

See rules at <u>http://www.thecb.state.tx.us/Rules/</u>, Chapter 13, Subchapter F, Section 13.100-13.109.

<u>Undergraduate Students Approaching Funding Limit for a Baccalaureate Degree</u>

Six reports are produced each edit run – three for students affected by the 45-hour funding limit and three for students affected by the 30-hour funding limit. The reports identify those students who are approaching the funding limit (within 30 SCH of the limit), who will exceed the funding limit in the following semester, and who exceed the funding limit (prior to the semester reports). Item #28, Student Affected by Undergraduate Funding Limitation, will be used to determine the funding limit the student is affected by. The total number of undergraduate SCH the student has accumulated and Item #27, SCH of Undergraduate Degree Program, will be used to determine if the student will appear on any of the reports.

<u>Funding Limitation for Doctoral Students</u>

The statutory limitation of 99 funded SCHs per doctoral student and the allowable exceptions for funding up to 130 hours are described in the Texas Education Code (TEC), 61.059 (1) through (3). Two reports are provided during each CBM001 edit cycle. One report provides the students who have exceeded 70 doctoral SCHs, but who have not exceeded 99 doctoral SCHs. The other report identifies the students who have exceeded the 99 doctoral SCH limit. Prior to the formula runs each base year, each institution is given the opportunity to identify which of their doctoral students should be granted program or individual exceptions during the next funding period.

HRI Student Report (CBM001)

Distance Education

Institutions should not report non-resident students who are taking only distance education courses delivered outside the state (Texas Administrative Code, Title 19, Part 1, Chapter 4, Subchapter P).

INSTRUCTIONS FOR STUDENT REPORT

Note: The term "medical" used in the CBM001 refers to both MD and DO students.

Item #1 Record Code. Always enter '1' for all students.

Item #2 Institution Code. Enter the FICE Code of the health-related institution.

Item #3 Student Identification Number. Enter the social security number of the student. The institution will assign unique nine-digit identification numbers to students without social security numbers. A second record with the same student identification number will only be accepted if a student is being reported as a "flex-entry" student from a prior term and is enrolled in the current term being reported.

Item #4 Gender. Enter the gender of the student.

    M = Male   F = Female

Item #5 Classification. Enter the classification of the student.

1	Freshman	8	Doctor's Level-Professional Practice
2	Sophomore	A	First Year Medical/Dental
3	Junior	B	Second Year Medical/Dental
4	Senior	C	Third Year Medical/Dental
5	Post-Baccalaureate	D	Fourth Year Medical/Dental
6	Master's Level	M	Postdoctoral Specialty (Medical or Dental)
7	Doctor's Level-Research/ Scholarship		

Use the following guidelines to classify students:

1 Freshman
2 Sophomore   Institutions will use their guidelines
3 Junior   for these categories
4 Senior
5 Post-Baccalaureate – a student possessing a baccalaureate degree who has not been admitted to a graduate program and is not currently enrolled in an undergraduate degree program
6 Master's Level – a student possessing a baccalaureate degree or the equivalent or admitted to a master's degree program at the institution
7 Doctor's Level-Research/Scholarship – a student admitted to an approved research/scholarship doctoral degree program at the institution
8 Doctor's Level-Professional Practice – a student admitted to an approved doctoral level professional practice program at the institution
A First Year student in a Medical or Dental degree program
B Second Year student in a Medical or Dental degree program
C Third Year student in a Medical or Dental degree program
D Fourth Year student in a Medical or Dental degree program

1.6

M   Postdoctoral Specialty (Medical or Dental) – a post-medical or dental resident or student who is contractually obligated or admitted to a professional specialty program at the institution

Item #6   Date of Birth. Enter all four digits of the year and the two digits of the month and the day of birth for the student in the YYYYMMDD format.

YYYY = Year; MM = Month; DD = Day

NOTE: If the month of birth is known and the year is unknown, enter for unknown as '00000000'. If the year of birth is known and the month and day are unknown, code the month as '06' and the day as '01'.

Item #7   Tuition Status. Enter the code indicating the status of the student for tuition purposes.

1   Resident Tuition (regular)
2   Non-Resident Tuition (regular)
3   Tuition Exemption for Texas Resident
5   Thesis or Dissertation
A   Student classified as a resident based on Texas Education Code, Section 54.052(a)(3) who is not a U.S. citizen or permanent resident, but is allowed to pay resident tuition
C   An applicant for permanent resident status or holder of a visa that allows a person to domicile in the U.S. who is classified as a resident and is allowed to pay resident tuition
E   Tuition Waiver that allows non-resident or foreign students to pay the resident rate as well as recipients of Tuition Exemptions through Texas Education Code, Section 54.207 (Good Neighbor Scholarship)
N   Visiting student allowed to enroll due to Natural Disaster

NOTE:
a) Students who are allowed to pay the "Resident Tuition" rate due to a waiver should be coded 'E'.
b) Students who qualify as residents through the 36-months' residence in Texas and who are not U.S. citizens or permanent residents should be coded as 'A' if they are paying regular resident tuition. Students coded 'A' must complete the affidavit.
c) Students who are eligible for permanent resident status (whose I-485 applications have not been rejected and are being processed by BCIS) and students who hold visas that allow them to domicile in the U.S. should be coded 'C' if they actually established a domicile in Texas and have been classified as residents eligible to pay regular resident tuition.

Item #8   Residence. Enter the code representing the county, state, or foreign country of which the student is a resident as identified by the student as his/her permanent address at the time of application to the institution. See Appendix B for codes.

a.   Enter the Texas county code for students who are Texas residents

        b.   Enter the state code for students who are U.S. citizens or permanent residents and who are residents of other states

        c.   Enter the foreign country code for foreign country citizens who are not Texas residents

Item #9   <u>Transfer Student or First-Time-in-College</u>. Enter the FICE code (see Appendix A) of the institution of higher education from which a student transfers the first semester that the student enrolls at your institution. Enter '999999' for an out-of-state institution if the FICE code is not known. A transfer is a student entering the reporting institution for the first time, but who is known to have previously attended another postsecondary institution at the same level (e.g., undergraduate to undergraduate or graduate to graduate; not undergraduate to graduate). This does not include an institution's own graduates who enter for further education.

If the student has never attended college or other postsecondary institution, enter '000001' to indicate a first-time student. Also, include as first-time students those who entered with advanced standing (college credits earned before graduation from high school). For a first-time-entering medical or dental student (Item #5, Classification, coded an 'A') enter '000001' in this Item.

In the term that the student is accepted into a master's program, doctoral program, or doctoral professional practice program (e.g., AUD, PharmD, DNP, DRPH, DPT – refer to Item #35), enter '000001' in this item; otherwise, for a graduate or doctoral professional practice student leave blank, unless the student is a first-time transfer at that level. If the student is a first-time transfer, enter the FICE of the institution transferring from. This will allow the CB to determine time-to-degree of such students.

NOTE: A student should not be coded as first-time until he/she has completed high school.

Leave blank if not applicable.

Item #10   <u>Semester Credit Hour Load</u>. Enter the number of semester credit hours (SCHs) the student is registered for in the current semester. For undergraduate students, Item #10 should equal the sum of the other SCH items (#16, #22, #24, and #25). The SCHs attempted in courses that begin after the census date of the prior term, which are identified as flexible-entry, are to be reported in a separate record and a '1' entered in Item #17. Where applicable, convert quarter hours to semester hours – 3 quarter hours equal 2 semester hours; right justify with leading zeros. Do not enter decimals. Enter zeros for medical and dental students.

Item #11   <u>Semester Credit Hour Load, Remote Site</u>. Enter the number of SCHs the student is registered for in the current semester at a remote teaching site. Include these credit hours in Item #10 and in Items #16, #22, #24, or #25, as appropriate. Enter zeros for medical and dental students.

Item #12   <u>Unused</u>

HRI Student Report (CBM001)

Item #13   Unused

Item #14   Semester. Enter the appropriate code.

          1   Fall
          2   Spring
          3   Summer

Item #15   Year. Enter all four digits of the calendar year in which the semester occurs.

Item #16   Inter-institution SCH Load. Enter the number of semester credit hours (SCHs) in inter-institutional courses the student is registered for during the current semester that DO qualify for state funding. Exclude SCHs attempted in inter-institutional courses that do not qualify for state funding (Item #24) and all other collegiate-level courses (Items #22 and #25). Inter-institutional classes are those in which the faculty and courses of one institution are provided to another institution's students and there is an inter-institutional agreement on file at the CB. For additional information, see section Inter-Institutional Credit Hours in the introduction. Enter zeros for medical and/or dental students.

Item #17   Flexible Entry. Enter a '1' if the student is enrolled in a Flexible Entry (FE) class that is being reported this semester. Enter a '2' if a professional student is enrolled in academic class work as a "dual degree" student; item #33 will be the school code of the academic unit. Enter a '4' if an academic student is taking inter-institutional courses at a health science center. Leave the item blank if not applicable. Not required for medical and dental schools.

          Enter a '7' to identify a visiting (displaced) student who has been allowed to enroll in a regular (non-flex) class due to the natural disaster; otherwise, continue to code the flex-entry item with a '1' for a visiting (displaced) student who enrolls in a flex-entry class. Leave blank if not applicable. Required of academic and professional schools.

Item #18   Correctional Entity. If the student is confined in a correctional institution, enter a '5'. If not, leave the item blank. Not applicable for professional practice students.

Item #19   Major Area of Concentration. Enter the CIP code of the major area of concentration. See Appendix C. Undergraduate, graduate, and professional medical and dental students should be coded with an appropriate major area; not undeclared. Use the general CIP code for graduate students who have not identified their specialty.

Item #20   Unused

Item #21   Tuition Exemption/Waiver Code. When Item #7 is coded '3' and the student is a resident receiving a Hazlewood exemption (authorized in Texas Education Code 54.203), enter the code '01'; otherwise leave blank. When Item #7 is coded 'E' and the student is a nonresident eligible to pay the resident rate due to the state's

waiver for members of the military and their families (Texas Education Code 54.058), enter '21'; otherwise leave blank.

- 01 Exemption of certain veterans, dependents, etc. of the Armed Forces of the United States from payment of tuition
- 21 Application of resident rather than nonresident tuition to military personnel and dependents

Item #22   SCH Load - NOT State Funded. Enter the number of attempted semester credit hours (SCHs) the student is registered for that DO NOT qualify for state funding during the current semester. Include SCHs of undergraduate classes that are not allowed to be state-funded if attempted three or more times. Exclude SCHs attempted in courses that are state-funded (Item #25) and all inter-institutional courses (Items #16 and #24). Examples are attempted SCHs of an undergraduate student who has exceeded the state limit and attempted SCHs of a student in physical education courses that are not allowed for state funding (see discussion on SCHs that exceed state limits in the introduction). Enter zeros for medical and dental students.

Item #23   Unused

Item #24   SCH Load - Inter-Institutional NOT State Funded. Enter the number of semester credit hours (SCHs) in inter-institutional courses the student is registered for during the current semester that DO NOT qualify for state funding. Exclude SCHs attempted in state-funded inter-institutional courses (Item #16) and all other collegiate-level courses (Items #22 and #25). Enter zeros for medical and dental students.

Item #25   SCH Load - State Funded. Enter the number of attempted semester credit hours (SCHs) the student is registered for that DO qualify for state funding during the current semester. Exclude SCHs attempted in collegiate courses that are not state-funded (Item #22) and all inter-institutional courses (Items #16 and #24). For more information, see section Inter-institutional Credit Hours in the introduction. Enter zeros for medical and dental students.

Item #26   Unused

Item #27   SCH of Undergraduate Degree Program. Enter the number of semester credit hours (SCHs) the student is enrolled for in the undergraduate degree program. Enter '000' if the student is not classified as a senior. For students who have exceeded 100 hours and are not considered seniors, report the hours in the degree program. A student who is enrolled on a temporary basis or who has not enrolled in a degree program is considered to be enrolled in a degree program requiring a minimum of 120 SCHs. Enter zeros for students who are not undergraduates.

Item #28   Student Affected by Undergraduate Funding Limitation. Enter a '1' if the student first enrolled in an institution of higher education in fall 1999 through summer 2006 (45-hour rule). Enter a '2' if the student first enrolled in an institution of higher education in the fall 2006 semester or later (30-hour rule). Otherwise enter a '0'.

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Not required for graduate students.

Item #29   Last Name. Enter the student's last name. Truncate if the name contains more than 20 characters.

Item #30   First Name. Enter the student's first name. Truncate if the name contains more than 10 characters.

Item #31   Middle Name Initial. Enter the initial of the student's middle name.

Item #32   Full-Time Equivalency of Student. Enter the student's percent of time enrolled, in relation to a full or normal workload at the institution, during the reporting period. Each institution has a policy that determines a full or normal workload. For an undergraduate, a long term workload may be 18 credit hours and 12 credit hours in the summer. For a master's student, a long term workload may be 15 credit hours and 9 credit hours in the summer. For a doctoral student, a long term workload may be 12 credit hours and 6 credit hours in the summer. An equivalency for a medical or dental student should be entered by semester too. In calculating an annual FTE, the fall and spring FTEs will be divided by 2 and the summer FTE will be divided by 3 and added per student. A student who enrolls in several courses, and the sum of the credit hours is in excess of a "normal" workload, is coded as 100 percent. **A student may not be counted greater than 100 percent, or full-time.**

Item #33   School or College. Enter the six-digit assigned code of the school or college in which the student is to be funded, as identified in Appendix A.

Item #34   Remote Teaching Site. Enter the six-digit assigned code of the remote teaching site listed, if one has been identified in the Remote Teaching Site section in the introduction, or enter the FICE code of the institution if the remote site is another institution. Include the semester credit hours in Item #11. If the student is not at a remote teaching site, leave blank.

Item #35   Restricted Program Admission. The Coordinating Board uses restricted admission codes to distinguish students who have a declared major in a particular discipline from those who are actually admitted to a certificate or degree program through a restricted or separate admission process. The distinction provides more accurate enrollment and graduation numbers in key, high-demand occupations, and the data are often linked to special legislative initiatives.

To ensure accuracy of the number of students in these programs, enter the appropriate code for each student who is admitted to and continuing his/her enrollment in a certificate or degree program in the following areas or CIP codes. Leave blank if not. Not required for medical and dental students.

10   Nursing (51.3801.00) RN to BSN degree program
      12   Nursing (51.3801.00) Initial RN licensure, generic baccalaureate degree program
      13   Nursing (51.3801.00) Initial RN licensure, master's degree program

15   Nursing (51.3801.00) Initial RN licensure, LVN to BSN transition program

40   Doctor's Level-Professional Practice – Audiology (AUD)
44   Doctor's Level-Professional Practice – Pharmacy (PharmD)
45   Doctor's Level-Research/Scholarship – Doctor of Nursing Practice (DNP)
46   Doctor's Level-Professional Practice – Doctor of Physical Therapy (DPT)
47   Doctor's Level-Research/Scholarship – Doctor of Public Health (DrPH)

Definitions:

The Restricted Program Admission codes for Nursing are needed in the calculation of graduation rates (Education Code 61.0901) and for the distribution of funds under the Nursing Shortage Reduction Program (Education Code 61.9623).

10   Nursing (51.3801.00) RN to BSN degree program – a student admitted to and continuing his/her enrollment in an approved BSN nursing program who already possesses an ADN degree or a diploma in nursing and is a registered nurse. The Board uses the data to count graduates.

12   Nursing (51.3801.00) Initial RN licensure, generic baccalaureate degree program – a student admitted to and continuing his/her enrollment in an approved BSN nursing program who is not a registered nurse. (Previously reported as NL.) For the Board's purpose of counting graduates and calculating completion rates, this program is considered a two-year program.

13   Nursing (51.3801.00) Initial RN licensure, master's degree program – a student admitted to and continuing his/her enrollment in an approved MSN nursing program who is not a registered nurse. Report graduates in the nursing specialty. (Previously reported as NL.) The Board uses the data to count graduates.

15   Nursing (51.3801.00) Initial RN Licensure, LVN to BSN transition program – a student admitted to and continuing his/her enrollment in an approved BSN nursing program who already possesses an LVN certificate or degree and who is not a registered nurse. For the Board's purpose of counting graduates and calculating completion rates, this program is considered a two-year program.

40   Doctor's Level-Professional Practice – Audiology (AUD) – a student admitted to an approved Audiology program.

44   Doctor's Level-Professional Practice – Pharmacy (PharmD) – a student admitted to an approved PharmD program; prior to admission to pharmacy school, a student must complete at least 60 semester credit hours (SCH) of pre-pharmacy coursework.

45   Doctor's Level-Research/Scholarship – Doctor of Nursing Practice (DNP) – a student admitted to a doctoral program in Nursing Practice.

46   Doctor's Level-Professional Practice – Doctor of Physical Therapy (DPT) – a student admitted to an entry-level or post-professional practice-focused doctoral program in Physical Therapy.

47   Doctor's Level-Research/Scholarship – Doctor of Public Health (DrPH) – a student admitted to a doctoral program in Public Health.

Item #36   Non-Disclosure. Enter a '2' to indicate that the individual student has notified the institution of his/her refusal to have "directory information" disclosed; else zero fill.

Item #37   High School Code. Enter the College Board CEEB High School code of the high school that the student graduated from. Required for Texas high school graduates that are coded as First-time-in-College (Item #9 = 000001). The Texas CEEB codes are in Appendix M. Not required for students over the age of 25. Not required for medical and dental students or students in master's or doctoral programs for the first time. Leave blank if not applicable.

May be reported for all students. The high school codes for non-Texas schools can be found at http://www.collegeboard.com/student/testing/sat/codelist.html.

Item #38   PEIMS Identification Number. Enter the PEIMS identification number of the student if you collect this information. The PEIMS identification number is a state-approved alternative student identification number provided by TEA to the school districts that is to be used when the student does not provide an SSN. It may be found in the student's high school transcript. This number begins with an 'S' which is then followed by eight digits. Leave blank if you do not collect this information.

Item #39   Ethnic Origin. Enter the code indicating whether the student is of Hispanic or Latino origin or not.

    1   Hispanic or Latino origin
    2   Not Hispanic or Latino origin
    3   Not answered

Item #40   Race. Select one or more codes indicating the race of the student.

Item #40A	1	White
Item #40B	2	Black or African-American
Item #40C	4	Asian
Item #40D	5	American Indian or Alaskan Native
Item #40E	6	International
Item #40F	7	Unknown or Not Reported
Item #40G	8	Native Hawaiian or Other Pacific Islander

Definitions:

- Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

- American Indian or Alaskan Native: A person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.
- Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Black or African-American: A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- White: A person having origins in any of the original peoples of Europe, the Middle East or North Africa.
- International denotes a person who is not a citizen or permanent resident of the United States and who is in this country on a temporary basis and does not have the right to remain indefinitely.
- Unknown or Not Reported: The unknown classification should only be used if the student has not selected a racial designation.

Notes:

a) Even though a student is allowed to pay the "Resident Tuition" rate due to a waiver (coded 'E' in Item #7), report with the international code.
b) Report the ethnicity of students who were coded 'A' in Item #7.
c) Report the ethnicity of students who have applied to or have a petition pending with the Bureau of Citizenship and Immigration Services and students who base their residency on visas that allow them to domicile in the U.S.
d) Report students who are Refugees, asylees, parolees, and those who are here under Temporary Protective Status as international students.

DATA PROCESSING RECORD LAYOUT

		Beginning Position	Length
Item #1	Record Code - Always '1' – Numeric	1	1
Item #2	Institution Code - FICE – Numeric	2	6
Item #3	Student Identification Number – Alphanumeric	8	9
Item #4	Gender - 'M' or 'F' – Alpha	17	1
Item #5	Classification – Alphanumeric	18	1
Item #6	Date of Birth - YYYYMMDD – Numeric	19	8
Item #7	Tuition Status – Alphanumeric	27	1
Item #8	Residence – Numeric, leading zeros	28	3
Item #9	Transfer/First-Time-In-College – Numeric or blank	31	6
Item #10 *	SCH Load – Numeric - No decimals, zero fill	37	2
Item #11 *	SCH Remote Site – Numeric - No decimals	39	2
Item #12	Unused	41	2
Item #13	Unused	43	1
Item #14	Semester – Numeric	44	1
Item #15	Year - YYYY – Numeric	45	4
Item #16 *	Inter-institution SCH Load State Funded – No decimals	49	2
Item #17	Flexible Entry – Numeric or blank	51	1
Item #18 *	Correctional Entity – Numeric or blank	52	1
Item #19	Major Area of Concentration - CIP – Numeric	53	8
Item #20	Unused	61	2
Item #21	Tuition Exemption/Waiver Code – Numeric or blank	63	2
Item #22 *	SCH NOT State Funded – Numeric - No decimals	65	2
Item #23	Unused	67	2
Item #24 *	SCH - Inter-institutional NOT State Funded – Numeric	69	2
Item #25 *	SCH - State Funded – Numeric - No decimals	71	2
Item #26	Unused	73	2
Item #27 *	SCH - Undergraduate Degree Program – Numeric	75	3
Item #28 *	Student Affected by UG Funding Limit – Numeric	78	1
Item #29	Last Name	79	20
Item #30	First Name	99	10
Item #31	Middle Name Initial	109	1
Item #32	FTE Student – Numeric - 2 decimals	110	3
Item #33	School or College – Numeric	113	6
Item #34	Remote Teaching Site – Numeric or blank	119	6
Item #35 *	Restricted Program Admission	125	2
Item #36	Non-Disclosure – Numeric	127	1
Item #37 *	High School Code – Numeric	128	6
Item #38	PEIMS Identification Number	134	9
Item #39	Ethnic Origin – Numeric	143	1
Item #40	Race:		
Item #40A	White – '1' or blank	144	1
Item #40B	Black or African-American – '2' or blank	145	1
Item #40C	Asian – '4' or blank	146	1
Item #40D	American Indian or Alaskan Native – '5' or blank	147	1

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		Beginning Position	Length
Item #40E	International – '6' or blank	148	1
Item #40F	Unknown or Not Reported – '7' or blank	149	1
Item #40G	Native Hawaiian or Other Pacific Islander – '8' or blank	150	1

* Indicates item not required to be reported for medical and dental students.

QUESTIONABLE AND ERROR VALUES

The following values are used in the Coordinating Board's edit program to determine Questionable and Error Values of each element.

ITEM NUMBER		QUESTIONABLE VALUE	ERROR VALUE
1.	Record Code	N/A	Any value except '1'
2.	Institution Code	N/A	Must match value in header record and be on the list of valid FICE codes
3.	Student ID Number	N/A	Blank or duplicate entries; not alpha and/or numeric
4.	Gender	N/A	Any value except 'M' or 'F'
5.	Classification	N/A	Any value except '1' thru '8', 'A' thru' D', or 'M'; if coded '8', Item #35 must = '40', '44', or '46'
6.	Date of Birth	Value less than 16 or greater than 75 years of age	Any non-numerical data; month greater than '12' or less than '01'
7.	Tuition Status	N/A	Any value except '1', '2', '3', '5', 'A', 'C', or 'E'
8.	Residence	Not '001' thru '254' if Item #21 coded '01'	Not on residence file
9.	Transfer/First-Time-In-College	Zero students coded '000001'	Any non-numerical characters or embedded spaces or invalid FICE
10.	SCH Load	Value greater than 22	Any non-numerical value; unused positions should be zero-filled
11.	SCH Load – Remote Site	Value greater than 22	Any non-numerical value; unused positions should be zero-filled
12.	Unused	N/A	N/A
13.	Unused	N/A	N/A

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ITEM NUMBER		QUESTIONABLE VALUE	ERROR VALUE
14.	Semester	N/A record	Must match value on header
15.	Year	N/A	Must match value on header record
16.	Inter-Institution SCH	Sum of Items #16, #22, #24, and #25 less than 1 or greater than 22	Non-numerical
17.	Flexible Entry	N/A	Any value except spaces, '1', '2', or '4' when Item #33 is coded an academic school; any value except spaces when Item #33 is coded a professional school
18.	Correctional Entity	N/A	Any value except '5' or spaces
19.	Major (CIP)	N/A	Not numeric or '99999999' or '240101'; must be a valid CIP code; not '51380100' if Item #35 is coded '10', '12', '13','15'
20.	Unused	N/A	N/A
21.	Tuition Exemption/Waiver	Any value except '01' when Item #7 is coded '3' and Item #8 > '254'	Any value except '01' when Item #7 is coded '3' or '21' when Item #7 is coded 'E'
22.	SCH Load Not Funded	Sum of Items #16, #22, #24, and #25 less than 1 or greater than 22	Non-numerical
23.	Unused	N/A	N/A
24.	SCH Inter-Inst. Not Funded	See Item #22	Non-numerical
25.	SCH Load Funded	See Item #22	Non-numerical
26.	Unused	N/A	N/A

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ITEM NUMBER		QUESTIONABLE VALUE	ERROR VALUE
27.	SCH of UG Degree Program	Value less than 120	Non-numerical or greater than 195 when Item #5 is coded '4'
28.	Student Affected by UG Level	N/A	Any value except '0', '1', or '2'
29.	First Name	N/A	Blank or numerical
30.	Middle Initial	Blank	N/A
31.	Last Name	N/A	Blank or numerical
32.	FTE Student	N/A	Non-numerical; percentage greater than 100 percent
33.	School or College	N/A	Not on FICE file
34.	Remote Teaching Site	N/A	Not on FICE file
35.	Restricted Program Adm	N/A	Any value except blank or '10', '12', and '15' when Item #19 is coded '51380100' and Item #5 = '1' - '4' or '13' when Item #19 is coded '51380100' and Item #5 = '6' or '40', '44', and '46' when Item #5 = '8' or '45' and '47' when Item #5 = '7'
36.	Non-Disclosure	N/A	Any value except '2' or '0'
37.	High School Code	N/A	Blank if Item #9 = '000001' and Item #5 = '1', '2', or '3' and Item #8 = '001' thru '254'
38.	PEIMS Ident. Number	N/A	First position not 'S' with remaining positions not numeric
39.	Ethnic Origin	N/A	Value other than '1', '2', or '3'
40A.	White	N/A	Value other than '1' or space or value = '1' and '7'

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ITEM NUMBER	QUESTIONABLE VALUE	ERROR VALUE
40B. Black/African-Amer	N/A	Value other than '2' or space or value = '2' and '7'
40C. Asian	N/A	Value other than '4' or space or value = '4' and '7'
40D. Amer Ind/Alask Nat	N/A	Value other than '5' or space or value = '5' and '7'
40E. International	N/A	Value other than '6' or space or value = '6' and '7'
40F. Unknown/Not Rep	N/A	Value other than '7' or space; value = '7' plus value = '1', '2', '4', '5', '6', or '8'
40G. Nat Hawaiian/Pac Is	N/A	Value other than '8' or space or value = '8' and '7'

NOTE: The number of duplicate records is indicated.

DISCREPANCY: The number of records received in each submission is compared to the number in the trailer record (control total). The difference is shown on the edit report as a discrepancy.

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SUMMARY OF STUDENT DATA

Summaries are produced for each unit within each health science center, as well as the health science center as a whole. For this manual, the summary for the health science center will be shown as the example.

HEADCOUNT: The headcount is a summation of CBM001 records less the number of flexible entry students. The headcount is categorized by gender, age, first-time students, residence, ethnic origin, classification, tuition status, and non-disclosure.

AGE: The age distribution is calculated by subtracting the date of birth (Item #6) from the beginning date of the semester. For this report the beginning date of each semester is:

Fall	September 1
Spring	January 1
Summer	June 1

FIRST-TIME STUDENTS: The first-time-in-college student is based on a code of '000001' in Item #9. A first-time-entering medical and dental student is based on a code of '000001' in Item #9 and an 'A' in Item #5. All other numeric values are considered a transfer code and cause a counter to be incremented to show the number of students who have transferred to your institution. Item #37 is used for first-time students from Texas and out-of-state high schools.

SCH REGISTERED: Item #10 is summed to produce a total. Hours of flexible entry students are not included. Also Items #16, #22, #24, and #25 are summed for undergraduate students.

FLEXIBLE ENTRY: All records with a '1' in Item #17 are summed separately and are <u>not</u> included in the headcount summaries. Records coded '2' are summed as professional dual degree students; records coded '4' are summed as inter-institutional academic students.

DOCTORAL, 30-HOUR AND 45-HOUR-LIMIT REPORTS

These reports are generated each time the CBM001 edit report is generated in each semester and will appear on the edit. The reports are listed below.

1. Doctoral Students Approaching Doctoral SCH Limit
2. Doctoral Students Exceeding Doctoral SCH Limit
3. UG Students Approaching 30-Hour Funding Limit
4. UG Students Who Will Exceed the 30-Hour Funding Limit After This Term
5. UG Students Exceeding 30-Hour Funding Limit
6. UG Students Approaching 45-Hour Funding Limit
7. UG Students Who Will Exceed the 45-Hour Funding Limit After This Term
8. UG Students Exceeding 45-Hour Funding Limit

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Edit00v00        TEXAS HIGHER EDUCATION COORDINATING BOARD      Page 1
HR-CBM001 EDIT SUMMARY FROM         RunDate: 10/15/2010 Time: 13:22:06
LONE STAR HEALTH SCIENCE CTR              002201     FALL    2010


                                        NORMAL QUESTIONABLE   ERROR
                                         RANGE      VALUES  VALUES
ITEM  1  RecordCode                      2,379          0       0
ITEM  2  INST. CODE                      2,379          0       0
ITEM  3  STUDENT ID                      2,379          0       0
ITEM  4  GENDER                          2,379          0       0
ITEM  5  Classification                  2,379          0       0
ITEM  6  DATE OF BIRTH                   2,379          0       0
ITEM  7  Tuition Status                  2,379          0       0
ITEM  8  Residence                       2,379          0       0
ITEM  9  Transfer                        2,379          0       0
ITEM 10  SCH Load - On Campus            2,379          0       0
ITEM 11  SCH Load - Remote Site          2,379          0       0
ITEM 14  Semester                        2,379          0       0
ITEM 15  Year                            2,379          0       0
ITEM 16  Interinstitution SCH            2,379          0       0
ITEM 17  Flexible Entry                  2,379          0       0
ITEM 18  Correctional Entry              2,379          0       0
ITEM 19  Major--Texas Cip                2,379          0       0
ITEM 21  Tuition Exemption               2,379          0       0
ITEM 22  SCH - College Not Fund          2,379          0       0
ITEM 24  SCH - InterInstitutional Not Fund  2,379       0       0
ITEM 25  SCH - UG College Funded         2,379          0       0
ITEM 27  SCH - UG Degree Pgm             2,379          0       0
ITEM 28  Students Affected by UG Limit   2,379          0       0
ITEM 29  Last Name                       2,379          0       0
ITEM 30  First Name                      2,379          0       0
ITEM 31  Middle Initial                  2,379          0       0
ITEM 32  FTE Student                     2,379          0       0
ITEM 33  School or College              2,379          0       0
ITEM 34  Remote Teaching Site            2,379          0       0
ITEM 35  RN Nursing Program              2,379          0       0
ITEM 36  Non Disclosure                  2,379          0       0
ITEM 37  CeebHsCode                      2,379          0       0
ITEM 38  Student Alternate Id            2,379          0       0
ITEM 39  Ethnic Origin                   2,379          0       0
ITEM 40A White                           2,379          0       0
ITEM 40B Black/African-Amer              2,379          0       0
ITEM 40C Asian                           2,379          0       0
ITEM 40D American Ind/Alask Nat          2,379          0       0
ITEM 40E International                   2,379          0       0
ITEM 40F Unknown/Not Reported            2,379          0       0
ITEM 40G Nat Hawaiian/Other Pac Is       2,379          0       0

Summary Report Input Record count:
102201 - LONE STAR GRAD SCH BIOMED SCI            1,232
202201 - LONE STAR MEDICAL SCHOOL                   923

TOTAL Report Records                      2,379
CONTROL TOTAL                             2,379      DISCREPANCY        0
Total Recs on Db                          2,379
Number Of Non-Unique/Duplicated Id's          0
Number Of Duplicate Records                   0
Number Of Relative Duplicate Questionable     0
Number Of Relative Duplicate Error            0
  149 derived IDs were found.  This is  6.2631%of the total records you submitted.
  0 of your students are identified as First time in college from a Texas High School.
  ----    This is  0% of the total records you submitted.
Total Error Recs on Db                        0
Total Questionable Recs on Db                 0
Total Non Error Records on Db             2,379
Total Rejected Records                        0
Total Flexible Entry Records                 39
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1.22

HRI Student Report (CBM001)

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            TEXAS HIGHER EDUCATION COORDINATING BOARD          Page 1
Percent Change Of HR-CBM001 Data From Prior Year    RunDate: 10/15/2010 Time: 13:22:06
LONE STAR HEALTH SCIENCE CTR                 002201      FALL   2010

Gender
                                     2010/1       2009/1       % Diff
        Male                          1,172        1,192       -1.68%
        Female                        1,168        1,137        2.73%
                Total                 2,340        2,329        0.47%

Age
                                     2010/1       2009/1       % Diff
        Under 17                          0            0        0.00%
        17                                0            0        0.00%
        18                                0            0        0.00%
        19-21                            28           36      -22.22%
        22-24                           677          684       -1.02%
        25-30                         1,000          991        0.91%
        31-35                           411          394        4.31%
        36-50                           217          217        0.00%
        51-64                             7            7        0.00%
        65 and Older                      0            0        0.00%
        UnReported(not in avg)            0            0        0.00%
        Average Age                      28           28       -0.25%
        Total                         2,340        2,329        0.47%

First Time In College
                                     2010/1       2009/1       % Diff
        From a Texas High School          0  *No Exact Historic Data Available
        From a Out of State High School   0  *No Exact Historic Data Available
        No  High School reported          0  *No Exact Historic Data Available
            Subtotal                      0  *No Exact Historic Data Available
        First Time Graduate/Professional Pgm  219  *No Exact Historic Data Available
        First Time Transfer student       8  *No Exact Historic Data Available
                Total                   227  *No Exact Historic Data Available

Residence
                                     2010/1       2009/1       % Diff
        Texas Counties                1,431        1,411        1.42%
        Other States                    323          336       -3.87%
        Foreign Countries               586          582        0.69%
                Total                 2,340        2,329        0.47%

SCH Registered Total                 10,667       10,802       -1.25%
SCH Load State Funded                10,649       10,790       -1.31%
SCH Load Not State Funded                 0            0        0.00%
Inter_Inst State Funded                  18           12       50.00%
SCH Load Remote Campus                    0            0        0.00%
Inter-Inst Not State Funded               0            0        0.00%

        Dual Degree SCH                  78           91      -14.29%

        SCH of RN Nursing Pgm Students    0            0        0.00%

Ethnic Origin
                                     2010/1       2009/1       % Diff
  Hispanic or Latino Origin             482  *No Exact Historic Data Available
  Not Hispanic or Latino Origin       1,832  *No Exact Historic Data Available
  Not Answered                          26  *No Exact Historic Data Available
            Total                     2,340  *No Exact Historic Data Available

Race
                                     2010/1       2009/1       % Diff
  Multi-racial                          100  *No Exact Historic Data Available
  White only                          1,600  *No Exact Historic Data Available
  Black only                            100  *No Exact Historic Data Available
  Hispanic only                         382  *No Exact Historic Data Available
  Asian only                             81  *No Exact Historic Data Available
```

HRI Student Report (CBM001)

```
American Indian/Alaskan Native only              42  *No Exact Historic Data Available
International only                                15  *No Exact Historic Data Available
Native Hawaiian/Other Pacific Islander only      10  *No Exact Historic Data Available
Ethnic Origin/Race Unknown                       10  *No Exact Historic Data Available
          Total                              2,340  *No Exact Historic Data Available
```

Races reported in Multi-racial

	2010/1	2009/1	% Diff
White	72	*No Exact Historic Data Available	
Black	65	*No Exact Historic Data Available	
Asian	42	*No Exact Historic Data Available	
American Indian/Alaskan Native	10	*No Exact Historic Data Available	
Native Hawaiian/Other Pacific Islander	14	*No Exact Historic Data Available	
International	4	*No Exact Historic Data Available	

Classification

	2010/1	2009/1	% Diff
Freshman	0	0	0.00%
Sophomore	0	0	0.00%
Junior	4	7	-42.86%
Senior	69	79	-12.66%
Post-Baccalaureate	57	64	-10.94%
Masters	769	757	1.59%
Doctor's-Research/Scholar	518	511	1.37%
Doctor's-Prof Practice(AUD)	0	0	0.00%
Doctor's-Research/Scholarship(DNP)	0	0	0.00%
Doctor's-Prof Practice(DPT)	0	0	0.00%
Doctoral-Prof Practice(PharmD)	0	0	0.00%
First Year Medical-Den	235	232	1.29%
Second Year Medical-Den	234	219	6.85%
Third Year Medical-Den	216	243	-11.11%
Fourth Year Medical-Den	238	217	9.68%
Postdoctoral Specialty Med-Den	0	0	0.00%
Total	2,340	2,329	0.47%
Remote Site	0	0	0.00%
Total	0	0	0.00%

Tuition Status

	2010/1	2009/1	% Diff
Resident Tuition	1,491	1,445	3.18%
Non-Resident Tuition	344	434	-20.74%
Tuition Exemption TX Res (3)	500	437	14.42%
Thesis/Dissertation	5	13	-61.54%
Resident Tuition (HB1403)	0	0	0.00%
Resident Tuition Pending	0	0	0.00%
Tuition Waiver Non-Res (E)	0	0	0.00%
Visiting Student (N)	0	0	0.00%
Total	2,340	2,329	0.47%

Non Disclosure

	2010/1	2009/1	% Diff
Non Disclosure	447	451	-0.89%
Total	447	451	-0.89%
Flexible Entry	0	0	0.00%
Professional Dual Degree	39	39	0.00%
Inter-Inst Academic	0	0	0.00%
Visiting Student (7)	0	0	0.00%
Total	2,379	2,368	0.46%

HRI Student Report (CBM001)

```
Edit00v00          TEXAS HIGHER EDUCATION COORDINATING BOARD      Page 1
                  Doctoral Students Approaching Doctoral SCH Limit
FALL   2010  LONE STAR HEALTH SCIENCE CTR 002201 RunDate: 10/15/2010 Time: 13:22:06

     College Student                      Rept Sem   Doctoral Hours On DB
       Fice  Number  Exempt  Major         SCH     Tot SCH  Thru Semester
       000101 012345675      26020300       09       120       3/2008
       000101 012345676      26020300       09       120       3/2008
       000101 012345677      26040600       02       123       3/2007
       000101 012345678      42020100       09       115       3/2008
       000101 012345679      26020300       09       120       3/2008


***Note   Students Approaching are within 15 SCH of their Limit of 130




Edit00v00          TEXAS HIGHER EDUCATION COORDINATING BOARD      Page 1
                  Doctoral Students Exceeding Doctoral SCH Limit
FALL   2010  LONE STAR HEALTH SCIENCE CTR 002201 RunDate: 10/15/2010 Time: 13:22:06

     College Student                      Rept Sem   Doctoral Hours On DB
       Fice  Number  Exempt  Major         SCH     Tot SCH  Thru Semester
       000101 112345678      26020300       09       123       3/2008
       000101 212345678      26020300       09       126       3/2008
       000101 312345678      26020300       02       136       3/2007
       000101 412345678      26040600       02       166       3/2007
       000101 512345678      42020100       09       178       3/2008


***Note   The  SCH Limit is 130.




Edit00v00          TEXAS HIGHER EDUCATION COORDINATING BOARD      Page 1
                  UG Students Approaching 30 Hour Funding Limit
FALL   2010  LONE STAR HEALTH SCIENCE CTR 002201 RunDate: 10/15/2010 Time: 13:22:06
              Hours On Database is Through Year 2010 Semester 1

  Student     Date          Sem Program
  Number    of Birth Gender Sch   SCH  Last Name          First Name
        No Students Approaching 45 Hour Funding Limit


***Note   Students Approaching are Within 30 sch of the undergraduate limit




Edit00v00          TEXAS HIGHER EDUCATION COORDINATING BOARD      Page 1
   UG Students that will exceed the 30 Hour Funding Limit after this term
FALL   2010  LONE STAR HEALTH SCIENCE CTR 002201 RunDate: 10/15/2010 Time: 13:22:06
              Hours On Database is Through Year 2010 Sem 1

  Student     Date          Sem Program
  Number    of Birth Gender Sch   SCH  Last Name          First Name
        No Students on this Report




Edit00v00          TEXAS HIGHER EDUCATION COORDINATING BOARD      Page 1
                  UG Students Exceeding 30 Hour Funding Limit
FALL   2010  LONE STAR HEALTH SCIENCE CTR 002201 RunDate: 10/15/2010 Time: 13:22:06
              Hours On Database is Through Year 2010 Sem 1

  Student     Date          Sem Program
  Number    of Birth Gender Sch   SCH  Last Name          First Name
        No Students Exceeded 45 Hour Funding Limit
```

1.25

HRI Student Report (CBM001)

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Edit00v00          TEXAS HIGHER EDUCATION COORDINATING BOARD          Page 1
                   UG Students Approaching 45 Hour Funding Limit
FALL   2010  LONE STAR HEALTH SCIENCE CTR 002201 RunDate: 10/15/2010 Time: 13:22:06
                   Hours On Database is Through Year 2010 Semester 1


  Student    Date          Sem Program
  Number    of Birth Gender  Sch   SCH  Last Name           First Name
          No Students Approaching 45 Hour Funding Limit



***Note   Students Approaching are Within 30 sch of the undergraduate limit




Edit00v00          TEXAS HIGHER EDUCATION COORDINATING BOARD          Page 1
    UG Students that will exceed the 45 Hour Funding Limit after this term
FALL   2010  LONE STAR HEALTH SCIENCE CTR 002201 RunDate: 10/15/2010 Time: 13:22:06
                   Hours On Database is Through Year 2010 Sem 1


  Student    Date          Sem Program
  Number    of Birth Gender  Sch   SCH  Last Name           First Name
          No Students on this Report




Edit00v00          TEXAS HIGHER EDUCATION COORDINATING BOARD          Page 1
                   UG Students Exceeding 45 Hour Funding Limit
FALL   2010  LONE STAR HEALTH SCIENCE CTR 002201 RunDate: 10/15/2010 Time: 13:22:06
                   Hours On Database is Through Year 2010 Sem 1


  Student    Date          Sem Program
  Number    of Birth Gender  Sch   SCH  Last Name           First Name
          No Students Exceeded 45 Hour Funding Limit
```

HRI Student Report (CBM001)

```
                                          1   1 1       1 1                       2                    3
1     2          3/29  4 5     6 /30 7 8  /31 9/38 0 11 3 4   15  16 7 8    19    21 22 24 25  27 8 32    33    34    35 6   37   Remarks
```

  149 derived IDs were found. This is 6.2631%of the total records you submitted.
  0 of your students are identified as First time in college from a Texas High School.
 ----   This is 0% of the total records you submitted.

There Were No Errors Detected For : LONE STAR HEALTH SCIENCE CTR

Items In Error Are Indicated By (*), Questionable By (-)

1.27

HRI Student Report (CBM001)

```
                                              1    1 1        1 1                    2                   3
1      2         3/29  4 5    6 /30 7 8  /31 9/38 0 11 3 4   15  16 7 8    19    21 22 24 25  27 8  32   33    34    35 6   37   Remarks
```

Items In Error Are Indicated By (*), Questionable By (-)

FACULTY REPORT
CBM008

   The purpose of this report is to collect data on each person who is an employee of the institution who is paid a salary or receives benefits associated with the institution, and who has any type of faculty appointment, regardless of their source of funds or their assignment, during the year. Submit all such persons who are on the payroll of the institution as of October 1. Include research faculty, librarians, and administrators if they have faculty titles. Do not include student assistants, laboratory assistants, and graders whose duties are limited to grading, clerical functions, store keeping, and preparations of class or laboratory or other subordinate functions. The report will include the annual budgeted salary or benefit for the employee and be due on October 15 each year.

INSTRUCTIONS FOR FACULTY REPORT

Item #1   Record Code. Always enter '8'.

Item #2   Institution Code. Enter the FICE Code of the Health Science Center. See Appendix A.

Item #3   Faculty Identification Number. Enter the social security number of the faculty member.

Item #4   Last Name. Enter the faculty member's last name.

Item #5   First Name Initial. Enter the initial of the faculty member's first name.

Item #6   Middle Name Initial. Enter the initial of the faculty member's middle name.

Item #7   Rank. Enter the code indicating the highest academic rank of the faculty member.

Rank	Definition
1 Professor	Include only faculty on tenure track or with tenure at your institution.
2 Associate Professor	Include only faculty on tenure track or with tenure at your institution.
3 Assistant Professor	Include only faculty on tenure track or with tenure at your Institution.
4 Instructor	Include all faculty on tenure track or with tenure at your institution who do not hold the rank of assistant professor, associate professor, or professor.
5 Other faculty	Includes faculty without tenure and not on tenure track including, but not limited to, adjunct, special, clinical, visiting, emeritus, and lecturer at your institution. Also include faculty with tenure or on tenure track from another institution.
6 Teaching Assistant	A graduate student who is teaching and/or assists a faculty member in teaching a class or laboratory. Exclude those who only serve as graders or who are included in one of the categories above.

Item #8   Tenure. Use the institution's criteria or requirements to determine tenure status.

   0   Non-tenured
   1   Tenured
   2   On tenure track

Item #9   <u>Gender</u>. Enter the appropriate code indicating the gender of the faculty member.

           M = Male   F = Female

Item #10   <u>Unused</u>

Item #11   <u>Unused</u>

Item #12   <u>Date of Birth</u>. Enter the year and month in which the faculty member was born in the YYYYMM format where

         YYYY = Century and Year; MM = Month; If unknown enter '000000'.

Item #13   <u>Percent of Time</u>. Enter the faculty member's percent of time, in relation to a full or normal workload at the institution, for each appointment (Items #13A-E) during the reporting period. Each institution has a policy that determines a full or normal workload (example, 12 semester credit hours, four classes, etc.). For multiple assignments, apportion the percent of time according to the contracted or required duties. The total percent time must never exceed 100 percent.

         NOTE: In this report the appointments are associated with a specific Item #13A-E so the appointment code will not be entered, only the percent of time.

Item #13A is related to the Instruction function:

Item #13A   <u>Appointment 01 Percent</u>. Instruction: Direct instructional activities which include interaction with students related to instruction, preparation for such instruction, and evaluation of student performance. Also include administrative assignments which directly supplement the teaching function, such as heads of teaching departments, coordinator of special programs or multi-section courses, etc., and any other professional assignments which an institution considers to be directly related to the teaching function.

Appointments related to functions other than Instruction:

Item #13B   <u>Appointment 03 Percent</u>. Patient Care: Faculty assignments for activities specifically organized for patient care.

Item #13C   <u>Appointment 11 Percent</u>. Academic Support: Assignments include activities in the offices of academic and graduate deans; directors of major teaching department groupings like colleges, schools, or divisions; and librarians. Not included are the offices of the heads of teaching departments which are included in Item #13A.

Item #13D   <u>Appointment 12 Percent</u>. Research: Faculty assignments for activities specifically organized to produce research outcomes.

Item #13E   <u>Appointment 13 Percent</u>. Public Service, Student Services, Institutional Support, Operation and Maintenance of Plant, Auxiliary Enterprise Operations: Activities

associated with admissions and registration, financial aid, student affairs, executive direction and control, business and fiscal management, personnel, administrative data processing, campus security, purchasing, physical plant administration, and auxiliary enterprise operations.

Item #14   Salary. Enter the annual budgeted salary and supplements (non-fringe benefits) of the faculty member based on the source of funds as identified in Items #14A thru #14X. Each amount must be entered in whole dollars, right justified, with leading zeros.

Item #14A   State Appropriations. Enter all funds from state appropriations including special items, whether funded by general revenue or other educational and general income.

Item #14D   Designated. Enter funds arising from sources that have been designated by the Board or management to be used for specific purposes. This fund distinguishes such internally designated funds from externally restricted funds as well as other current funds. Physician practice plan funds and revolving and clearing accounts are also included in this fund group.

Item #14R   Restricted. Enter funds available for current purposes, the use of which has been restricted by outside agencies or persons.

Item #14X   Auxiliary Enterprises. Enter funds for activities which furnish a service to students, faculty, or staff for which charges are made that are directly related to the cost of the service such as residence halls, bookstores, intercollegiate athletics, etc.

Item #14Z   Unused

NOTE: For the purposes of this report, annual salaries are to be computed as follows:

Salary Computations:
1. Sum the percent of time assigned for all appointments (Items #13A-13E).
2. Sum the salary amounts for all funds (Items #14A-X).
3. Divide the total percent of time assigned for all appointments (step 1) into the sum of all salary amounts (step 2) giving a full-time equivalent (FTE) salary for all appointments.
4. Summarize the FTE salaries (results of step 3) of ONLY the faculty who have percents of time assigned to appointment 01.
5. Tally all faculty with appointment code 01 where FTE salaries are greater than zero.
6. Divide the total faculty with appointment code 01 (results of step 5) into the total FTE salaries of faculty with 01 appointments (results of step 4) to yield the average FTE salaries.

Item #15   Appointment Length. Enter the number of months of the appointment. Enter a leading zero for an appointment of less than 10 months.

Item #16   New Hire. If the faculty member is full-time and is a "new hire" for the reporting

semester, enter a '3'. The new hire code is reported only the first semester that it occurs. Do not include persons who have returned from sabbatical leave or full-time faculty with less than 9-10 month contracts. Enter zero if the person is not newly hired.

Item #17   <u>Semester</u>. Enter a '1' indicating the Fall semester.

Item #18   <u>Year</u>. Enter the calendar year in which the semester occurred. Use the YYYY format. Example, 2010.

Item #19   <u>School or College</u>. Enter the six-digit school or college identifier which may be the FICE code of the entity or may be a number assigned by the Coordinating Board. When the assignments of a faculty member involve more than one school or college, choose the one in which the faculty is most closely associated.

Item #20   <u>Ethnic Origin</u>. Enter the code indicating whether the faculty member is of Hispanic or Latino origin or not.

    1   Hispanic or Latino origin
    2   Not Hispanic or Latino origin
    3   Not answered

Item #21   <u>Race</u>. Select one or more codes indicating the race of the faculty member.
Item #21A   1   White
Item #21B   2   Black or African-American
Item #21C   4   Asian
Item #21D   5   American Indian or Alaskan Native
Item #21E   6   International
Item #21F   7   Unknown or Not Reported
Item #21G   8   Native Hawaiian or Other Pacific Islander

Definitions:

- Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- American Indian or Alaskan Native: A person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.
- Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Black or African-American: A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- White: A person having origins in any of the original peoples of Europe, the Middle East or North Africa.

HRI Faculty Report (CBM008)

- International denotes a person who is not a citizen or permanent resident of the United States and who is in this country on a temporary basis and does not have the right to remain indefinitely.
- Unknown or Not Reported: The unknown classification should only be used if the faculty member has not selected a racial designation.

DATA PROCESSING RECORD LAYOUT

		Beginning Position	Length
Item #1	Record Code - Always '8' – Numeric	1	1
Item #2	Institution Code - FICE – Numeric	2	6
Item #3	Faculty Identification Number – Numeric	8	9
Item #4	Last Name – Alpha	17	10
Item #5	First Name Initial – Alpha	27	1
Item #6	Middle Name Initial – Alpha or blank	28	1
Item #7	Rank – Numeric	29	1
Item #8	Tenure - '0', '1' or '2' – Numeric	30	1
Item #9	Gender - 'M' or 'F' – Alpha	31	1
Item #10	Unused	32	4
Item #11	Unused	36	1
Item #12	Date of Birth - YYYYMM – Numeric	37	6
Item #13	Percent of Time:		
Item #13A	Appointment 01 % – Numeric, zero fill	43	3
Item #13B	Appointment 03 % – Numeric, zero fill	46	3
Item #13C	Appointment 11 % – Numeric, zero fill	49	3
Item #13D	Appointment 12 % – Numeric, zero fill	52	3
Item #13E	Appointment 13 % – Numeric, zero fill	55	3
Item #14	Salary Fields – Right justified, no decimals		
Item #14A	State Appropriations – Numeric, zero fill	58	7
Item #14D	Designated – Numeric, zero fill	65	7
Item #14R	Restricted – Numeric, zero fill	72	7
Item #14X	Auxiliary Enterprises – Numeric, zero fill	79	6
Item #14Z	Unused	85	6
Item #15	Appointment Length – Numeric, zero fill	91	2
Item #16	New Hire - '3' or '0' – Numeric	93	1
Item #17	Semester - '1' – Numeric	94	1
Item #18	Year - YYYY – Numeric	95	4
Item #19	School or College – Numeric	99	6
Item #20	Ethnic Origin	105	1
Item #21	Race:		
Item #21A	White – '1' or blank	106	1
Item #21B	Black or African-American – '2' or blank	107	1
Item #21C	Asian – '4' or blank	108	1
Item #21D	American Indian or Alaskan Native – '5' or blank	109	1
Item #21E	International – '6' or blank	110	1
Item #21F	Unknown or Not Reported – '7' or blank	111	1
Item #21G	Native Hawaiian or Other Pacific Islander – '8' or blank	112	1

QUESTIONABLE AND ERROR VALUES

The following values are used in the Coordinating Board's edit program to determine Questionable and Error Values for each faculty record.

ITEM NUMBER		QUESTIONABLE VALUE	ERROR VALUE
1.	Record Code	N/A	Any value except '8'
2.	Institution Code	N/A	Must match value in header record and be on the list of valid FICE codes
3.	Faculty ID	Alphanumeric	Blank or all zeros
4.	Last Name	Non-alphabetic	Numbers or spaces
5.	First Initial	N/A	Number or space
6.	Middle Initial	N/A	Number or special character
7.	Rank	N/A	Any value other than '1' thru '6'
8.	Tenure	N/A	Any value other than '0', '1', or '2'
9.	Gender	N/A	Any value other than 'M' or 'F'
10.	Unused	N/A	N/A
11.	Unused	N/A	N/A
12.	Date of Birth	'000000'	Non-numerical data; month less than '01' or greater than '12'
13A-E.	Percent of Time	Value of 0	Non-numerical; sum of time for all appointments is greater than 100

ITEM NUMBER	QUESTIONABLE VALUE			ERROR VALUE
14A-X. Salary	Rank	Salary		Non-Numerical
		Less than	Greater than	
	1	24,000	500,000	
	2	24,000	400,000	
	3,5	10,000	350,000	
	4	3,200	150,000	
	6	3,200	55,000	
14Z. Unused	N/A			N/A
15. Appointment Length	Value equal to '00'			Value greater than '12'
16. New Hire	N/A			Value other than '3' or '0'; not 100% assignment
17. Semester	N/A			Value other than '1'
18. Year	N/A			Non-numerical; must match header record
19. School or College	N/A			Must on the list of valid FICE codes
20. Ethnic Origin	N/A			Value other than '1', '2', or '3'
21A. White	N/A			Value other than '1' or space or value = '1' and '7'
21B. Black/African-Amer	N/A			Value other than '2' or space or value = '2' and '7'
21C. Asian	N/A			Value other than '4' or space or value = '4' and '7'
21D. Amer Ind/Alask Nat	N/A			Value other than '5' or space or value = '5' and '7'
21E. International	N/A			Value other than '6' or space or value = '6' and '7'
21F. Unknown/Not Rep	N/A			Value other than '7' or space; value = '7' plus value = '1', '2', '4', '5', '6', or '8'
21G. Nat Hawaiian/Pac Is	N/A			Value other than '8' or space or value = '8' and '7'

REPORTING EXAMPLES

NOTE: Items #1, #2, #20, and #21 will be omitted from the examples.

1. Mary A. Jones, a professor of Clinical Medical Technology, is chairman of the Department of Medical Technology and also teaches Medical Lab Technology. Professor Jones is paid $62,000 for the 12-month period. Professor Jones's workload is distributed as follows: three fourths of her time in direct instructional activities and one-fourth as departmental chair. CBM008 would be coded:

Item #3	787676392
Item #4	Jones
Item #5	M
Item #6	A
Item #7	1
Item #8	1
Item #9	F
Item #10	blank
Item #11	blank
Item #12	194405
Item #13A	100
Item #13B,C,D,E	000,000,000,000
Item #14A	062000
Item #14D,R,X	000000, 000000, 000000
Item #15	12
Item #16	0
Item #17	1
Item #18	2010
Item #19	000222

HRI Faculty Report (CBM008)

2. Professor John E. Smith, is chair of Health Services, teaches, and is involved with Patient Care 25% of his time. Professor Smith is paid $48,000 for the nine-month period. Professor Smith's workload is distributed as follows: three fourths of his time in direct instructional activities and one-fourth to Patient Care. CBM008 would be coded:

Item #3	368927181
Item #4	Smith
Item #5	J
Item #6	E
Item #7	1
Item #8	1
Item #9	M
Item #10	blank
Item #11	blank
Item #12	194003
Item #13A	075
Item #13B	025
Item #13C,D,E	000,000,000
Item #14A	048000
Item #14D,R,X	000000,000000,000000
Item #15	09
Item #16	0
Item #17	1
Item #18	2010
Item #19	000222

3. Dr. William E. Frederickson is a visiting teacher in the Department of Allied Health Science on special assignment as follows: Teaching - ten percent; Research - ninety percent. All of Dr. Frederickson's salary of $90,000 is paid from a federal grant. CBM008 should be coded:

Item #3	000000029
Item #4	Fredericks (only 10 characters allowed)
Item #5	W
Item #6	E
Item #7	5
Item #8	0
Item #9	M
Item #10	blank
Item #11	blank
Item #12	194210
Item #13A	010
Item #13B,C	000,000
Item #13D	090
Item #13E	000
Item #14A,D	000000,000000
Item #14R	090000
Item #14X	000000
Item #15	10
Item #16	0
Item #17	1
Item #18	2010
Item #19	000222

HRI Faculty Report (CBM008)

4. Charles Martin has been hired to teach in the spring term, teaching half-time in occupational therapy and half-time in physical therapy, each of which is administered in separate departments. Assistant Professor Martin's nine-month salary of $42,000 is budgeted equally between the two departments. Choose the department with which Dr. Martin is most closely associated. CBM008 for the fall semester would be coded:

Item #3	452687912
Item #4	Martin
Item #5	C
Item #6	blank
Item #7	3
Item #8	1
Item #9	M
Item #10	blank
Item #11	blank
Item #12	195108
Item #13A	050
Item #13B,C,D,E	000,000,000,000
Item #14A	021000
Item #14D,R,X	000000,000000,000000
Item #15	05
Item #16	3
Item #17	1
Item #18	2010
Item #19	000222

5.   Associate Professor A. B. Jarrold is a full-time librarian who is teaching one class this semester in medical records. His eleven-month salary is $45,000. He receives no extra salary for teaching. CBM008 is coded:

Item #3	234567891
Item #4	JARROLD
Item #5	A
Item #6	B
Item #7	2
Item #8	1
Item #9	M
Item #10	blank
Item #11	blank
Item #12	194702
Item #13A,B	000, 000
Item #13C	100
Item #13D,E	000, 000
Item #14A	045000
Item #14D,R,X	000000, 000000, 000000
Item #15	11
Item #16	0
Item #17	1
Item #18	2010
Item #19	000222

6. Dr. D. R. Frank is a Research Professional with an academic rank of assistant professor. During the fall semester she was conducting research 100 percent of her time. Her nine-month salary of $38,000 is from a federal grant. She also teaches a class in medical pharmacology, which is an overload, for which she is paid $2,500 from state appropriations. CBM008 is coded:

Item #3	888654321
Item #4	FRANK
Item #5	D
Item #6	R
Item #7	3
Item #8	2
Item #9	F
Item #10	blank
Item #11	blank
Item #12	195706
Item #13A,B,C	000, 000, 000
Item #13D	100
Item #13E	000
Item #14A	002500
Item #14D	000000
Item #14R	038000
Item #14X	000000
Item #15	09
Item #16	0
Item #17	1
Item #18	2010
Item #19	000222

SUMMARY OF FACULTY DATA

NOTE: Error records are not included in the summary counts. There will be a report for each college/school and one summed for the health science center.

TOTAL FACULTY: The total faculty headcount is a summation of all CBM008 records. The headcount is summed by gender, ethnic origin, faculty age, tenure, and rank.

FACULTY AGE: The faculty age distribution is calculated using the date of birth (Item #12) of the faculty member and the date of the beginning of the fall semester, which is considered September 1.

SALARIES BY SOURCE: These summaries are compiled from the values summed from Items #14A-X.

FACULTY FTE BY APPOINTMENT: Sum the percents from all faculty reported at the institution for each appointment code (Items #13A-E) and divide the results by 100.

HRI Faculty Report (CBM008)

```
Edit00v00         TEXAS HIGHER EDUCATION COORDINATING BOARD      Page 1
HR-CBM008 EDIT SUMMARY FROM          RunDate: 10/15/2010 Time: 13:37:21
LONE STAR HEALTH SCIENCE CTR                 002201     FALL     2010


                                       NORMAL QUESTIONABLE   ERROR
                                        RANGE      VALUES   VALUES
ITEM  1   RecordCode                    1,959           0        0
ITEM  2   INST. CODE                    1,959           0        0
ITEM  3   Faculty Id                    1,959           0        0
ITEM  4   Faculty Last Name             1,959           0        0
ITEM  5   Faculty First Initial         1,959           0        0
ITEM  6   Faculty Middle Initial        1,959           0        0
ITEM  7   Rank                          1,954           5        0
ITEM  8   Tenure                        1,959           0        0
ITEM  9   Gender                        1,959           0        0
ITEM 12   Date Of Birth                 1,954           5        0
ITEM 13A  Appointment 01 %              1,959           0        0
ITEM 13B  Appointment 03 %              1,959           0        0
ITEM 13C  Appointment 11 %              1,959           0        0
ITEM 13D  Appointment 12 %              1,959           0        0
ITEM 13E  Appointment 13 %              1,959           0        0
ITEM 14A  Salary - State App            1,954           5        0
ITEM 14D  Salary - Designated           1,954           5        0
ITEM 14R  Salary - Restricted           1,954           5        0
ITEM 14X  Salary - Aux Enter            1,954           5        0
ITEM 15   Appointment Length            1,959           0        0
ITEM 16   New Hire                      1,959           0        0
ITEM 17   Semester                      1,959           0        0
ITEM 18   Year                          1,959           0        0
ITEM 19   School or College             1,959           0        0
ITEM 20   New Ethnic Origin             1,959           0        0
ITEM 21   Race                          1,959           0        0
ITEM 21A  White                         1,959           0        0
ITEM 21B  Black/African-Amer            1,959           0        0
ITEM 21C  Asian                         1,959           0        0
ITEM 21D  American Ind/Alask Nat        1,959           0        0
ITEM 21E  International                 1,959           0        0
ITEM 21F  Unknown/Not Reported          1,959           0        0
ITEM 21G  Nat Hawaiian/Other Pac Is     1,959           0        0

Summary Report Input Record count:
102201 - LONE STAR GRAD SCH BIOMED SCI          110
202201 - LONE STAR MEDICAL SCHOOL             1,764
302201 - LONE STAR SCH OF ALLIED HLTH            85


TOTAL Report Records                      1,959
CONTROL TOTAL                             1,959      DISCREPANCY      0
Total Recs on Db                          1,959
Number Of Non-Unique/Duplicated Id's          0
Number Of Duplicate Records                   0
Number Of Relative Duplicate Questionable     0
Number Of Relative Duplicate Error            0
Total Error Recs on Db                        0
Total Questionable Recs on Db                 9
Total Non Error Records on Db             1,959
Total Rejected Records                        0
```

HRI Faculty Report (CBM008)

```
            TEXAS HIGHER EDUCATION COORDINATING BOARD          Page 1
Percent Change Of HR-CBM008 Data From Prior Year     RunDate: 10/15/2010 Time: 13:37:21
LONE STAR HEALTH SCIENCE CTR                    002201         FALL   2010

Gender
                                        2010/1        2009/1       % Diff
        Male                             1,210         1,203        0.58%
        Female                             749           696        7.61%
                    Total                1,959         1,899        3.16%

Age
                                        2010/1        2009/1       % Diff
        Unknown                              0             0        0.00%
        Under 20                             0             0        0.00%
        20 - 30                             71            79      -10.13%
        31 - 40                            647           616        5.03%
        41 - 50                            611           606        0.83%
        51 - 60                            411           389        5.66%
        61 - 65                            103           101        1.98%
        Over 65                            116           108        7.41%
        UnReported(not in avg)               0             0        0.00%
        Average Age                         46            46        0.30%
        Total                            1,959         1,899        3.16%

Tenure
                                        2010/1        2009/1       % Diff
        Tenured                            289           291       -0.69%
        Not Tenured                      1,536         1,478        3.92%
        On Tenure Track                    134           130        3.08%
                    Total                1,959         1,899        3.16%

Rank
                                        2010/1        2009/1       % Diff
        Professors                         247           250       -1.20%
        Associate Professors                51            48        6.25%
        Assistant Professors               125           123        1.63%
        Instructor                           0             0        0.00%
        Teaching Assistants                  6             7      -14.29%
        Other Faculty                    1,530         1,471        4.01%
                    Total                1,959         1,899        3.16%


Salaries By Source
                                        2010/1        2009/1       % Diff
Salaries By Source                  60,351,635    59,293,421        1.78%
Salaries By Source                 184,226,245   161,711,088       13.92% *** Review
Salaries By Source                  51,006,159    49,404,258        3.24%
Salaries By Source                     264,150       256,588        2.95%
                    Total           295,848,189   270,665,355        9.30%




Faculty FTE By Appointment
                                        2010/1        2009/1       % Diff
Pct01                                   412.40        419.08       -1.59%
Pct03                                   466.38        424.29        9.92%
Pct11                                    20.17         21.77       -7.35%
Pct12                                   638.79        629.38        1.50%
Pct13                                   193.12        174.74       10.52%
                    Total             1,730.86      1,669.26        3.69%

New Ethnic Origin                       2010/1        2009/1       % Diff
  Hispanic or Latino Origin                229   *No Exact Historic Data Available
  Not Hispanic or Latino Origin          1,708   *No Exact Historic Data Available
  Not Answered                              22   *No Exact Historic Data Available
            Total                        1,959   *No Exact Historic Data Available
```

8.18

HRI Faculty Report (CBM008)

```
Race                                            2010/1        2009/1          % Diff
  Multi-racial                                      64  *No Exact Historic Data Available
  White only                                     1,487  *No Exact Historic Data Available
  Black only                                       132  *No Exact Historic Data Available
  Hispanic only                                    165  *No Exact Historic Data Available
  Asian only                                        77  *No Exact Historic Data Available
  American Indian/Alaskan Native only               10  *No Exact Historic Data Available
  International only                                  7  *No Exact Historic Data Available
  Native Hawaiian/Other Pacific Islander only       15  *No Exact Historic Data Available
  Ethnic Origin/Race Unknown                         2  *No Exact Historic Data Available
            Total                                1,959  *No Exact Historic Data Available

Races reported in Multi-racial                  2010/1        2009/1          % Diff
  White                                             69  *No Exact Historic Data Available
  Black                                             17  *No Exact Historic Data Available
  Asian                                              8  *No Exact Historic Data Available
  American Indian/Alaskan Native                     0  *No Exact Historic Data Available
  Native Hawaiian/Other Pacific Islander             0  *No Exact Historic Data Available
  International                                     40  *No Exact Historic Data Available

        Total Faculty                            1,959         1,899           3.16%
        Duplicates                                   0             0           0.00%
                Total                            1,959         1,899           3.16%
```

HRI Faculty Report (CBM008)

AVERAGE ANNUAL FACULTY SALARIES BY GENDER WITHIN ETHNICITY

RANK	WHITE M	WHITE F	BLACK M	BLACK F	HISPANIC M	HISPANIC F	ASIAN M	ASIAN F	NATIVE AM M	NATIVE AM F	INTERNATL M	INTERNATL F	TOTAL M	TOTAL F	AVG
Prof	178	32	---	---	7	1	25	4	---	---	---	---	210	37	247
	277,166	225,785	---	---	252,971	96,100	223,422	177,325	---	---	---	---	269,961	217,041	262,034
Assc Prof	30	8	2	1	---	1	6	3	---	---	---	---	38	13	51
	131,057	123,063	192,600	110,000	---	107,300	131,057	108,833	---	---	---	---	134,296	117,562	130,030
Asst Prof	51	17	2	---	5	1	39	10	---	---	---	---	97	28	125
	114,247	95,653	142,850	---	145,560	92,600	101,408	104,690	---	---	---	---	111,289	98,771	108,485
Instr	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
T/A	5	---	---	---	---	---	1	---	---	---	---	---	6	---	6
	23,684	---	---	---	---	---	23,684	---	---	---	---	---	23,684	---	23,684
Other Fac	570	440	30	21	51	38	205	165	1	3	2	2	859	669	1,528
	190,665	143,651	183,624	145,900	192,610	136,099	134,317	127,627	68,700	105,419	116,605	53,625	176,773	138,900	160,191

```
NOTE: SALARIES ARE COMPUTED TO 9-MONTH EQUIVALENTS. THE LIMITS FOR THE OUT OF RANGE SALARIES ARE:
     PROFESSOR                        GREATER THAN 500,000 OR LESS THAN 24,000
     ASSOCIATE PROFESSOR              GREATER THAN 400,000 OR LESS THAN 24,000
     ASSISTANT PROFESSOR, OTHER       GREATER THAN 350,000 OR LESS THAN 10,000
     INSTRUCTOR, LECTURER             GREATER THAN 150,000 OR LESS THAN  3,200
     TEACHING ASSISTANTS              GREATER THAN  55,000 OR LESS THAN  3,200
```

```
OUT OF RANGE SALARIES
Rank SSN      Salary Rank SSN      Salary Rank SSN      Salary Rank SSN      Salary Rank SSN      Salary Rank SSN      Salary
5 111111111 $412,000  5 025643958 $375,000  5 035463711 $393,900  5 052348107 $585,000  5 066603588 $375,000  1 108340913 $510,000
1 222222222 $583,500  5 117364318 $450,200  5 123032644 $375,000  5 123445163 $360,000  5 136583268 $391,400  5 154449837 $475,000
5 333333333 $357,200  5 180745636 $380,000  5 188364258 $434,700  1 196368794 $680,300  5 212687930 $487,500  5 215507631 $500,000
5 444444444 $475,000  5 225194755 $390,000  1 242499384 $528,300  1 248286716 $585,000  5 254191550 $400,000  5 262136749 $450,000
5 555555555 $350,100  5 264134840 $650,000  5 267475638 $954,800  5 272587619 $500,000  5 313680120 $418,000  5 315502923 $384,700
```

HRI Faculty Report (CBM008)

```
                                               1                                                          1 1
1     2      3         4        56 7 8 9 1   12   13A 13B 13C 13D 13E   14A    14D    14R    14X  15 6 7  18    19        Remarks


8 000030 010467467 SOUZA         RF 5 0 F 1 196509 000 000 000 004 000 000000 000000 009235 000000 12 0 1 2010 003660      Q
                                  -                                          ------ ------ ------ ------
                                                                               Total salary < 10,000 for Rank = (3,5)! REF0121
8 000030 013302477 PISTENMAA  DA 1 1 M 1 193109 095 000 000 005 000 000000 345600 015200 000000 12 0 1 2010 003660      Q
                                  -         ------                           ------ ------ ------ ------
                                                                               Total salary > 350,000 for Rank = 1! REF0116
                                                                             Dob(Item12), is < 16 or > 75. Questionable. REF0017
8 000030 016541593 LEMACK       GE 5 0 M 1 196510 025 045 000 014 016 085235 186670 028695 000000 12 0 1 2010 003660      Q
                                  -                                          ------ ------ ------ ------
                                                                               Total salary > 270,000 for Rank = (3,5)! REF0122
8 000030 019780886 YU           W  5 0 M 4 196209 000 081 019 000 000 000000 325000 000000 000000 12 0 1 2010 003660      Q
                                  -                                          ------ ------ ------ ------
                                                                               Total salary > 270,000 for Rank = (3,5)! REF0122
8 000030 020682805 ARENAS       JD 5 0 M 3 196303 027 073 000 000 000 112500 299500 000000 000000 12 0 1 2010 003660      Q
                                  -                                          ------ ------ ------ ------
                                                                               Total salary > 270,000 for Rank = (3,5)! REF0122
8 000030 021585811 WALLACE      DH 5 0 M 1 193012 000 005 000 000 000 000000 012463 000000 000000 12 0 1 2010 003660      Q
                                  ------
                                                                             Dob(Item12), is < 16 or > 75. Questionable. REF0017
8 000030 059209815 COMBES       B  1 1 M 1 192706 005 000 000 045 000 000000 010020 090180 000000 12 0 1 2010 003660      Q
                                  ------
                                                                             Dob(Item12), is < 16 or > 75. Questionable. REF0017
8 000030 073184544 UNGER        RH 1 2 M 1 192403 000 000 000 061 000 000000 025203 144197 000000 12 0 1 2010 003660      Q
                                  ------
                                                                             Dob(Item12), is < 16 or > 75. Questionable. REF0017
8 000030 123032644 SELDIN       DW 5 0 M 1 192010 000 000 000 050 000 156500 000000 031000 000000 12 0 1 2010 003660      Q
                                  ------
                                                                             Dob(Item12), is < 16 or > 75. Questionable. REF0017


Total Rejected Records                         0
Total Records on DataBase                  1,959
Total Non Error Records                    1,959
Total Error Records                            0
Total Questionable Records                     9
Total Rejected Records                         0



Items In Error Are Indicated By (*), Questionable By (-)
```

8.21

GRADUATION REPORT
CBM009

 This report will reflect degrees conferred during the fiscal year immediately preceding the fall semester in which the report is submitted. The initial report and any updates should be transmitted using the Electronic Data Transfer System.

 Only degrees listed in the institution's Inventory of Approved Degree Programs are to be reported.

 If a student is awarded more than one degree in a reporting period, enter separate records for each degree.

 The CBM009 Appendix is extracted from the current Degree Program Inventory file. It contains (a) the degree designation to be reported, (b) the level, and (c) the CIP code of each program authorized by the Texas Higher Education Coordinating Board. The data submitted in Items #7, #8 and #9 of each CBM009 record correspond to (a), (b), and (c) above, and will be validated against the Degree Program Inventory file.

 For the academic units, this report will include all students who have been awarded an Associate Degree or above during the fiscal year.

 For the professional schools, this report will include all students who have been awarded a professional degree ('DDS', 'DO', 'MD', 'PharmD') during the fiscal year.

Nursing Shortage Reduction Program

 Institutions participating in the Nursing Shortage Reduction Program (NSRP) are required to submit their nursing graduates on the CBM009 by October 1. The nursing records must be error-free to be included in the count for funding.

INSTRUCTIONS FOR GRADUATION REPORT

Item #1   Record Code. Always enter '9'.

Item #2   Institution Code. Enter the FICE Code of the institution.

Item #3   Student Identification Number. Enter the social security number of the student or the nine-digit identification for students without a social security number.

Item #4   Gender. Enter the gender of the student.

                    M = Male   F = Female

Item #5   Unused

Item #6   Date of Birth. Enter all four digits of the year, the two digits of the month, and the day of birth for the student.

                    YYYY – Year   MM – Month   DD – Day

NOTE: The CBM009 Appendix containing the information for each institution regarding Items #7, #8, and #9 will be provided. ONLY the authorized degrees listed in the Appendix will be accepted. If your degree inventory is incomplete, you must communicate with the Universities and Health-Related Institutions Division.

Item #7   Degree Conferred. Enter the abbreviation of the degree (e.g., 'CER', 'BS', 'MS', 'DDS', 'MD', 'PharmD') as it appears on the institution's CBM009 Appendix; left justified and space filled. The degree conferred for baccalaureate-level and graduate-level certificates will be identified with 'CER'. Do not include certificates that are awarded to continuing education students and to not include students who have taken courses toward their teacher certification.

Item #8   Level of Degree Conferred. (i.e., '1' - Associate, '2' - Baccalaureate, etc.) See CBM009 Appendix for level of degree. The level of the courses dictates the certificate level.

                    1   Associate (Certificate only)
                    2   Baccalaureate
                    3   Master's
                    4   Doctor's Degree-Research/Scholarship
                    5   Doctor's Degree-Professional Practice (AUD, DDS, DO, DPT, MD, PharmD)
                    6   Baccalaureate-Level Certificate
                    8   Graduate-Level Certificate

            NOTE:
            Baccalaureate-Level Certificate – An upper-level undergraduate certificate requiring completion of an organized program of study that includes 21-36 hours in

disciplinary areas where the institution already offers an undergraduate degree program.

Graduate-Level Certificate – a graduate-level certificate that requires the completion of an organized program of study that includes 16-29 hours in disciplinary areas where the institution already offers a graduate program at the same level as the certificate. Use this code to identify the certificates that previously were coded '3'.

Item #9   Major. Enter the eight-digit CIP code in which the degree was earned. (See CBM009 Appendix for authorized CIP code of degree.) The CIP classification you will provide for baccalaureate-level and graduate-level certificates must be the same as the baccalaureate or graduate level degree program on the Program Inventory to which they support, unless the certificate program is on the Program Inventory.

Item #10   Reporting Period. Always enter '1'.

Item #11   Year. Enter all four digits of the year in which the report is submitted.

Item #12   School or College. Enter the six-digit school or college identifier which may be the FICE code of the entity or may be an assigned number by the Coordinating Board.

Item #13   Non-Disclosure. Enter a '2' to indicate that the individual student has notified the institution of his/her refusal to have "directory information" disclosed; else zero fill.

Item #14   Month of Award. Enter the two-digit number for the month in which the award was conferred (e.g., '05' for May).

Item #15   Last Name. Enter the student's last name. Truncate if the name contains over 20 characters.

Item #16   First Name. Enter the student's first name. Truncate if the name contains over 10 characters.

Item #17   Middle Name Initial. Enter the initial of the student's middle name.

Item #18   Ethnic Origin. Enter the code indicating whether the student is of Hispanic or Latino origin or not.

        1   Hispanic or Latino origin
        2   Not Hispanic or Latino origin
        3   Not answered

Item #19   Race. Select one or more codes indicating the race of the student.

Item #19A   1   White
Item #19B   2   Black or African-American
Item #19C   4   Asian

HRI Graduation Report (CBM009)

Item #19D   5   American Indian or Alaskan Native
Item #19E   6   International
Item #19F   7   Unknown or Not Reported
Item #19G   8   Native Hawaiian or Other Pacific Islander

Definitions:

- Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- American Indian or Alaskan Native: A person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.
- Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Black or African-American: A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- White: A person having origins in any of the original peoples of Europe, the Middle East or North Africa.
- International denotes a person who is not a citizen or permanent resident of the United States and who is in this country on a temporary basis and does not have the right to remain indefinitely.
- Unknown or Not Reported: The unknown classification should only be used if the student has not selected a racial designation.

Notes:

a) Even though a student is allowed to pay the "Resident Tuition" rate due to a waiver (coded 'E' in Item #7 on the CBM001), report with the international code.
b) Report the ethnicity of students who were coded 'A' in Item #7 on the CBM001.
c) Report the ethnicity of students who have applied to or have a petition pending with the Bureau of Citizenship and Immigration Services and students who base their residency on visas that allow them to domicile in the U.S.
d) Report students who are Refugees, asylees, parolees, and those who are here under Temporary Protective Status as international students.

DATA PROCESSING RECORD LAYOUT

		Beginning Position	Length
Item #1	Record - Always '9' – Numeric	1	1
Item #2	Institution Identifier - FICE – Numeric	2	6
Item #3	Student Identification Number – Alphanumeric	8	9
Item #4	Gender - 'M' or 'F' – Alpha	17	1
Item #5	Unused	18	1
Item #6	Date of Birth - YYYYMMDD – Numeric	19	8
Item #7	Degree Conferred - Left justified – Space filled, alpha	27	8
Item #8	Level of Degree Conferred – Numeric	35	1
Item #9	Major – Numeric	36	8
Item #10	Reporting Period - Always enter '1' – Numeric	44	1
Item #11	Year - YYYY – Numeric	45	4
Item #12	School or College – Numeric	49	6
Item #13	Non-Disclosure – Numeric	55	1
Item #14	Month of Award	56	2
Item #15	Last Name – Alpha	58	20
Item #16	First Name – Alpha	78	10
Item #17	Middle Name Initial – Alpha	88	1
Item #18	Ethnic Origin	89	1
Item #19	Race:		
Item #19A	White – '1' or blank	90	1
Item #19B	Black or African-American – '2' or blank	91	1
Item #19C	Asian – '4' or blank	92	1
Item #19D	American Indian or Alaskan Native – '5' or blank	93	1
Item #19E	International – '6' or blank	94	1
Item #19F	Unknown or Not Reported – '7' or blank	95	1
Item #19G	Native Hawaiian or Other Pacific Islander – '8' or blank	96	1

QUESTIONABLE AND ERROR VALUES

The following values are used in the Coordinating Board's edit program to determine Questionable and Error Values of each data element.

ITEM NUMBER		QUESTIONABLE VALUE	ERROR VALUE
1.	Record Code	N/A	Any value except '9'
2.	Institution code	N/A	Must match value in header record and be in list of valid FICE codes
3.	Student ID Number	Duplicate entries	Blank, special characters
4.	Gender	N/A	Any value except 'M' or 'F'
5.	Unused	N/A	N/A
6.	Date of Birth	Value less than 16 or greater than 75 years of age	Any non-numerical data; month greater than '12' or less than '01', day greater than '31'
7.	Degree/Certificate	N/A	Must match institution's inventory of approved degree programs
8.	Level of Award	N/A	Must match institution's inventory of approved degree programs
9.	Major	N/A	Must match institution's inventory of approved degree programs
10.	Reporting Period	N/A	Any value except '1'
11.	Year	N/A	Must match value in header record
12.	School or College	N/A	Must be on list of valid FICE codes
13.	Non-Disclosure	N/A	Any value except '2' or '0'
14.	Month of Award	N/A	Any value other than '01' thru '12'

HRI Graduation Report (CBM009)

ITEM NUMBER		QUESTIONABLE VALUE	ERROR VALUE
15.	Last Name	N/A	Blank, numerical
16.	First Name	N/A	Blank, numerical
17.	Middle Name Initial	N/A	Numerical
18.	Ethnic Origin	N/A	Value other than '1', '2', or '3'
19A.	White	N/A	Value other than '1' or space or value = '1' and '7'
19B.	Black/African-Amer	N/A	Value other than '2' or space or value = '2' and '7'
19C.	Asian	N/A	Value other than '4' or space or value = '4' and '7'
19D.	Amer Ind/Alask Nat	N/A	Value other than '5' or space or value = '5' and '7'
19E.	International	N/A	Value other than '6' or space or value = '6' and '7'
19F.	Unknown/Not Rep	N/A	Value other than '7' or space; value = '7' plus value = '1', '2', '4', '5', '6', or '8'
19G.	Nat Hawaiian/Pac Is	N/A	Value other than '8' or space or value = '8' and '7'

DISCREPANCY: The number of records received in each submission is compared to the number in the trailer record (control total). The difference is shown on the edit report as a discrepancy.

SUMMARY OF DEGREES CONFERRED DATA

Error records are not included in the summary counts. There will be a report for each college/school and one summed for the health science center.

HEADCOUNT: The headcount is a summation of non-duplicative CBM009 records.

TOTAL DEGREES: The total number of degrees is the summation of all CBM009 records. The degrees are summed by gender, age, non-disclosure, ethnic origin, and degree level.

AGE: The age distribution is calculated by subtracting the date of birth from September 1 of the fiscal year in which the data were collected.

HRI Graduation Report (CBM009)

```
Edit00v00          TEXAS HIGHER EDUCATION COORDINATING BOARD        Page 1
HR-CBM009 EDIT SUMMARY FROM            RunDate: 10/01/2010 Time: 13:20:46
LONE STAR HEALTH SCIENCE CTR                  002201      FALL      2010

                                       NORMAL QUESTIONABLE    ERROR
                                        RANGE       VALUES   VALUES
ITEM  1  RecordCode                       588            0        0
ITEM  2  INST. CODE                       588            0        0
ITEM  3  STUDENT ID                       578            3        0
ITEM  4  GENDER                           588            0        0
ITEM  6  DATE OF BIRTH                    588            0        0
ITEM  7  Degree Confered                  588            0        0
ITEM  8  Level of Degree                  588            0        0
ITEM  9  Major                            588            0        0
ITEM 10  Semester                         588            0        0
ITEM 11  Report Year                      588            0        0
ITEM 12  School or College                588            0        0
ITEM 13  Non Disclosure                   588            0        0
ITEM 14  Month of Award                   588            0        0
ITEM 15  Last Name                        588            0        0
ITEM 16  First Name                       588            0        0
ITEM 17  Middle Initial                   588            0        0
ITEM 18  Ethnic Origin                    588            0        0
ITEM 19  Race                             588            0        0
ITEM 19A White                            588            0        0
ITEM 19B Black/African-Amer               588            0        0
ITEM 19C Asian                            588            0        0
ITEM 19D American Ind/Alask Nat           588            0        0
ITEM 19E International                    588            0        0
ITEM 19F Unknown/Not Reported             588            0        0
ITEM 19G Nat Hawaiian/Other Pac Is        588            0        0


Summary Report Input Record count:
102201 – LONE STAR GRAD SCH BIOMED SCI          248
202201 – LONE STAR MEDICAL SCHOOL               219
302201 – LONE STAR SCH OF ALLIED                 25


TOTAL Report Records                    588
CONTROL TOTAL                           588        DISCREPANCY       0
Total Recs on Db                        588
Number Of Non-Unique/Duplicated Id's      0
Number Of Duplicate Records               0
Number Of Relative Duplicate Questionable 3
Number Of Relative Duplicate Error        0
Total Error Recs on Db                    0
Total Questionable Recs on Db            10
Total Non Error Records on Db           588
Total Rejected Records                    0
```

HRI Graduation Report (CBM009)

```
                TEXAS HIGHER EDUCATION COORDINATING BOARD          Page 1
Percent Change Of HR-CBM009 Data From Prior Year      RunDate: 10/01/2010 Time: 13:20:46
LONE STAR HEALTH SCIENCE CTR                    002201          FALL   2010

Gender
                                         2010/1        2009/1        % Diff
        Male                               281           329         -14.59%
        Female                             307           280           9.64%
                 Total                     588           609          -3.45%

Age
                                         2010/1        2009/1        % Diff
        Under 17                             0             0           0.00%
        17                                   0             0           0.00%
        18                                   0             0           0.00%
        19-21                                2             1         100.00%
        22-24                               40            24          66.67%
        25-30                              329           336          -2.08%
        31-35                              137           137           0.00%
        36-50                               76           109         -30.28%
        51-64                                3             2          50.00%
        65 and Older                         1             0         100.00%
        UnReported(not in avg)               0             0           0.00%
        Average Age                         30            31          -1.51%
        Total                              588           609          -3.45%

Non Disclosure
                                         2010/1        2009/1        % Diff
        Non Disclosure                     135           145          -6.90%
                 Total                     135           145          -6.90%

Classification
                                         2010/1        2009/1        % Diff
        Associate (Certificate only)         0             0           0.00%
        Baccalaureate                       46            44           4.55%
        Masters                             97            90           7.78%
        Doctor's-Research/Scholarship       82            88          -6.82%
        Doctor's-Professional Practice     219           226          -3.10%
        Baccalaureate-Level Cert.            7           161         -95.65% *** Review
        Graduate-Level Certificate         137             0         100.00% *** Review
                 Total                     588           609          -3.45%

Ethnic Origin                            2010/1        2009/1        % Diff
  Hispanic or Latino Origin                103     *No Exact Historic Data Available
  Not Hispanic or Latino Origin            480     *No Exact Historic Data Available
  Not Answered                               5     *No Exact Historic Data Available
           Total                           588     *No Exact Historic Data Available

Race                                     2010/1        2009/1        % Diff
  Multi-racial                              99     *No Exact Historic Data Available
  White only                               359     *No Exact Historic Data Available
  Black only                                75     *No Exact Historic Data Available
  Hispanic only                            103     *No Exact Historic Data Available
  Asian only                                21     *No Exact Historic Data Available
  American Indian/Alaskan Native only        0     *No Exact Historic Data Available
  International only                         21     *No Exact Historic Data Available
  Native Hawaiian/Other Pacific Islander only 7    *No Exact Historic Data Available
  Ethnic Origin/Race Unknown                 2     *No Exact Historic Data Available
           Total                           588     *No Exact Historic Data Available

Races reported in Multi-racial           2010/1        2009/1        % Diff
  White                                     79     *No Exact Historic Data Available
  Black                                     88     *No Exact Historic Data Available
  Asian                                     12     *No Exact Historic Data Available
  American Indian/Alaskan Native             3     *No Exact Historic Data Available
  Native Hawaiian/Other Pacific Islander     0     *No Exact Historic Data Available
  International                              5     *No Exact Historic Data Available
```

HRI Graduation Report (CBM009)

```
* Items*    Item    **  Items **     Item    Item  Item  Item Item Item   Items       Item        Item       Item
1   2        3       4 5   6           7       8     9    10   11   12    13  14         15          16         17   Remarks

9 002201  111111111 M 1 19761203  PHD        4 26080600  1 2010  000101  2  05   STUDENT1         MITCH       A
          ---------
9 002201  111111111 M 1 19761203  MD         5 51120100  1 2010  003660  2  05   STUDENT2         MITCH       A   Q
          ---------
                                                                                Mult. Degree Records. REF0418
9 002201  333333333 M 1 19771202  PHD        4 26020200  1 2010  000101  0  05   STUDENT3         DANNY       L
          ---------
9 002201  333333333 M 1 19771202  MD         5 51120100  1 2010  003660  0  05   STUDENT3         DANNY       L   Q
          ---------
                                                                                Mult. Degree Records. REF0418
9 002201  777777777 M 7 19760605  MD         5 51120100  1 2010  003660  0  05   STUDENT4         BOGA
          ---------
9 002201  777777777 M 7 19760605  PHD        4 30240100  1 2010  000101  0  05   STUDENT4         BOGA            Q
          ---------
                                                                                Mult. Degree Records. REF0418


Total Rejected Records                      0
Total Records on DataBase                 588
Total Non Error Records                   588
Total Error Records                         0
Total Questionable Records                  3
Total Rejected Records                      0


Items In Error Are Indicated By (*), Questionable By (-)
```

9.11

FACILITIES ROOM INVENTORY REPORT
<u>CBM011</u>

This manual supersedes the Texas Higher Education Coordinating Board (THECB) 2005 Facilities Inventory Procedures Manual. The THECB implemented the coding structure outlined in this manual on November 1, 2008. The changes implemented in this manual are auditable effective November 1, 2009. All certified inventory reports prior to November 1, 2009 will be audited under the 2005 Facility Inventory Manual. Compatibility and reporting procedures in the 2005 manual have mostly been retained. The primary purpose of this manual is to provide a uniform physical facilities coding system that prevails between higher education institutions in Texas and across the nation for data included in a building and room inventory. It provides a current and common framework for terms and definitions around which to compile data systems for physical facilities. The majority of the data codes are based on definitions and standards established by the National Center for Education Statistics, *Postsecondary Education Facilities Inventory and Classification Manual*, U. S. Department of Education, NCES 92-165, 2006, but some data codes are unique to Texas higher education institutions. The guidelines established by this manual may only be part of an institution's total facilities and capital asset inventory.

Sections 61.0572 and 61.058 of the Texas Education Code define THECB duties and its essential responsibilities to Texas higher education institutions. Basically, the THECB must assist institutions in efficient use of its construction funds and the orderly development of physical plants to accommodate projected college student enrollments.

This report includes distinctions for all types of space within a building and its intended design function. Space Use Codes and Functional Category Codes are found in Appendices F and G, respectively. See Appendix I for a Glossary of Facilities Terms. Visit <u>http://www.txhighereddata.org/ReportingManuals.cfm</u> to view the appendices.

<u>Basis for Classification</u>

Information to code rooms according to architectural features can best be obtained by a visual inspection of each room, but may also be obtained from as-built drawings. The evaluation of a room's Space Use Code and Functional Category Code should be based on the judgment of a departmental representative, facility planning, or physical plant personnel who are familiar with the coding structure in this manual. A room's Space Use Code and Functional Category Code can change between inventories or audit dates. A room's Space Use Code does not change until its basic design function has changed. Space Use Code 060 can be used temporarily to reflect non-assigned space while it is undergoing a conversion by remodeling.

<u>Rooms to be Included</u>

Space Use Codes for cubicle space are regarded as Office Facilities (300) that can be assigned to academic, administrative, or service functions of an institution. Each defined workspace can be considered a room. Operations independent of an institution's mission are to be reported under Functional Category Codes 91 and 92. The Appendices to this manual include Space Use Codes for circulation areas, building service, mechanical, and structural areas, which are classified as non-assigned space.

HRI Facilities Room Inventory Report (CBM011)

Rooms Not to be Included

Residential rooms in a facility with Building Type Codes 6 or 7 (Residence/Single and Residence/Family) need not be reported except for rooms used for non-residential purposes. Residential rooms in a facility with Building Type Code 2 (Academic/Residence) need not be reported except for rooms within the building that are used for non-residential purposes. Space within a leased facility that is not used by the institution need not be reported. Covered play areas and covered walkways are not considered rooms.

Addition of Rooms

The addition of rooms should be reported on an on-going basis.

CIP Code and Functional Category Limitations

The CIP code is a required field within a room record that may be prorated up to three times, based on percent of use with different CIP codes, precisely to identify space being used by a particular discipline, department, or function. A six-digit CIP code corresponds to a single instructional program and its first two digits correspond to a group of instructional programs. If an exact CIP code cannot be determined, assign the most accurate code available.

Academic CIP codes should not be used with Institutional Support Functional Category Codes (60 series). These two areas are fundamentally different. Space for academic administration is Functional Category Code Academic Administration (46) and it must be combined with an academic CIP, as in the case of the space devoted to department heads.

Descriptive information on NCES CIP codes can be obtained from the following NCES web address: http://nces.ed.gov/pubsearch/pubsinfo.asp?pubid=2002165. The Coordinating Board has an index of the current and deleted NCES CIP codes on its web site at http://www.txhighereddata.org/Interactive/CIP/. A list of codes unique to Texas higher education institutions is in Appendix C of this manual.

 Basis for Room Measurement

Room area is measured to the nearest square foot in accordance with parameters established by the facilities audit protocol.

Space Use Codes

Primary Space Use/Design Use: Each room has one best Space Use Code based on its exclusive or predominant design/use. Primary activity areas (Space Use Codes) always end with "0". For a room used as an office (Space Use Code 310) and a research/non-class laboratory (Space Use Code 250), a single determination for primary activity should be made. It is recommended that primary be evaluated in terms of time, the human activity that focuses on use, rather than space. Space Use Codes change when a room's predominant use or physical characteristics have been changed and/or remodeled.

Service Codes: Determine whether the existence of a particular room, with its specific design/function and use, is dependent upon or justified by another room (usually nearby) and its specific use. If a significant degree of dependency exists, an appropriate service

code should be used. Support or service space is identified by Space Use Codes ending with "5".

Proration of Use

Up to three Functional Category Codes may be assigned to a single room: primary, secondary, and remaining. Where a room serves several purposes or uses, it may be reported based on time spent on each activity. Overall, the total percent of use/proration for primary, secondary, and remaining use must always total 100 percent. Only a room's function (Functional Category Code) and program area (CIP Code) may be prorated since its space use (Space Use Code) cannot be prorated.

Floor (optional)

Floor numbers are two characters in length. Zero fill the first position of the Floor field for floors less than 10 (01, 02, etc.). A basement should be coded as '00'. Sub-basements should be coded with an 'S' in the first position and the sub-basement number in the second position (S1, S2, etc.). Mezzanines should be coded with an 'M' in the first position and the mezzanine number in the second position (M1, M2, etc.). See illustration.
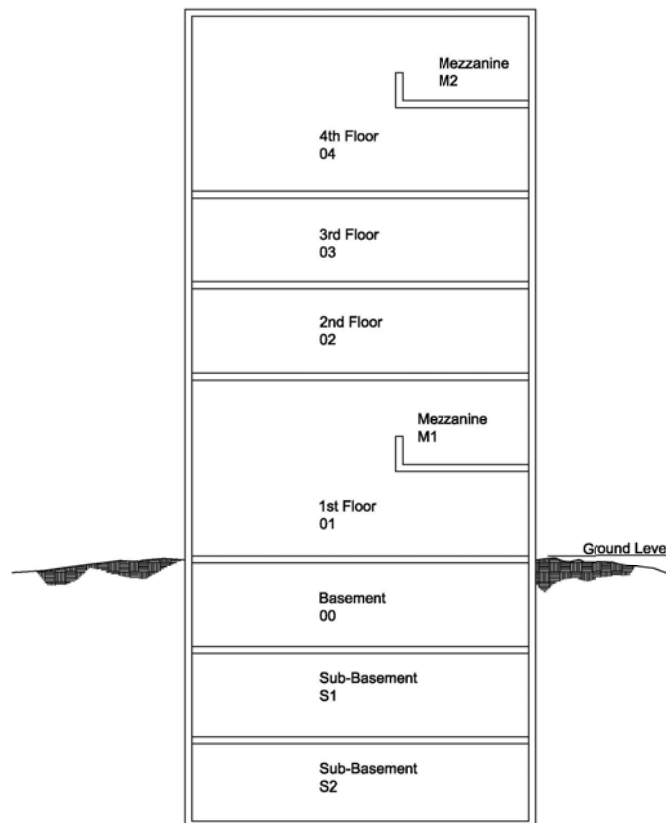
HRI Facilities Room Inventory Report (CBM011)

INSTRUCTIONS FOR FACILITIES ROOM INVENTORY REPORT

Item #1   Record Code. Always enter 'R'.

Item #2   Institution Code. Enter the FICE code of the institution. See Appendix A.

Item #3   Report Year. Enter all four digits of the calendar year in which the inventory occurs.

BUILDING IDENTIFICATION

Each room is uniquely identified as a separate record by a combination of building, floor, and room number. Each room within a building should have a unique alpha or numeric code to identify the room. The building identification must be the same as the building identification used in the CBM005 and the CBM014 reports.

Item #4   Building Number. Enter the assigned building number.

Item #5   Room Number. Enter the assigned room number.

Item #6   Primary CIP Code. Enter the primary classification of an instructional program (CIP) code associated with this room. Use the first six digits of the codes listed in Appendix C.

Item #7   Omitted.

Item #8   Space Use Code. Enter the space use code based on the room's exclusive or predominant design or use. See Appendix F.

Item #9   Primary Functional Category Code. Enter the primary functional category code. See Appendix G.

Item #10   Primary CIP Percent. Enter the percentage of the primary CIP code reported in Item #6.

Item #11   Room Area. See Glossary of Facilities Terms (Appendix I).

Item #12   Omitted.
Item #13   Omitted.
Item #14   Omitted.
Item #15   Omitted.
Item #16   Omitted.

Item #17   Student Station Capacity. This is based on the number of occupants the room is designed to accommodate; only required of certain space uses.

Item #18   Secondary CIP Code. Enter the secondary CIP code associated with this room. Use the first six digits of the codes listed in Appendix C.

Item #19   Omitted.

HRI Facilities Room Inventory Report (CBM011)

Item #20   Secondary Functional Category Code. Enter the secondary functional category
             code. See Appendix G.

Item #21   Secondary CIP Percent. Enter the percentage of the secondary CIP code reported
             in Item #18.

Item #22   Remaining CIP Code. Enter the remaining CIP code associated with this room.
             Use the first six digits of the codes listed in Appendix C.

Item #23   Omitted.

Item #24   Remaining Functional Category Code. Enter the remaining functional category
             code. See Appendix G.

Item #25   Remaining CIP Percent. Enter the percentage of the remaining CIP code reported
             in Item #22.

Item #26   Record Identification. Always enter '11'.

Item #27   Floor. Optional. Floor number (01, 02, 03, etc.)

DATA PROCESSING RECORD LAYOUT

		Beginning Position	Length
Item #1	Record Code – Always 'R'	1	1
Item #2	Institution Code – FICE – Numeric	2	6
Item #3	Report Year – Numeric	8	4
Item #4	Building Number – Alphanumeric	12	6
Item #5	Room Number – Alphanumeric	18	16
Item #6	Primary CIP Code – Numeric	34	6
Item #7	Omitted	40	2
Item #8	Space Use Code – Alphanumeric	42	3
Item #9	Primary Functional Category Code – Numeric	45	2
Item #10	Primary CIP Percent – Numeric	47	3
Item #11	Room Area	50	8
Item #12-16	Omitted	58	12
Item #17	Student Station Capacity – Numeric	70	4
Item #18	Secondary CIP Code – Numeric	74	6
Item #19	Omitted	80	2
Item #20	Secondary Functional Category Code – Numeric	82	2
Item #21	Secondary CIP Percent – Numeric	84	3
Item #22	Remaining CIP Code – Numeric	87	6
Item #23	Omitted	93	2
Item #24	Remaining Functional Category Code – Numeric	95	2
Item #25	Remaining CIP Percent – Numeric	97	3
Item #26	Record Identification – Always '11'	100	2
Item #27	Floor	102	2

HRI Facilities Room Inventory Report (CBM011)

QUESTIONABLE AND ERROR VALUES

The following values are used in the Coordinating Board's edit program to determine Questionable and Error Values of each data element.

ITEM NUMBER		QUESTIONABLE VALUE	ERROR VALUE
1.	Record Code	N/A	Any value except 'R'
2.	Institution Code	N/A	Must match value on header record and be on the list of valid FICE codes
3.	Report Year	N/A	Must match value in header record
4.	Building Number	N/A	Must match CBM014
5.	Room Number	N/A	Special characters
6.	Primary CIP Code	N/A	Must be on list of valid CIP codes; CIP not = 000000 if Item #8 = 110 or 115
7.	Omitted		
8.	Space Use Code	N/A	Value less than 040 or greater than 970; value not = M10, U10, WWW, XXX, YYY, ZZZ, W01-W07, X01-X04, Y01-Y04 when Item #9 = 02-07
9.	Primary Functional Cat Code	N/A	Value less than 02 or greater than 92; value not = 02-07 when Item #8 = M10, U10, WWW, XXX, YYY, ZZZ, W01-W07, X01-X04, Y01-Y04; blank if Item #6 filled
10.	Primary CIP Percent	N/A	Not numeric if Item #6 filled
11.	Room Area	N/A	Not numeric if Item #6 filled
12.	Omitted		
13.	Omitted		
14.	Omitted		
15.	Omitted		
16.	Omitted		

HRI Facilities Room Inventory Report (CBM011)

ITEM NUMBER	QUESTIONABLE VALUE	ERROR VALUE
17. Student Station Capacity	N/A	Value of 0000 if Item #8 = 110, 210, 220, 350, 410, 430, 610, 680
18. Secondary CIP Code	N/A	Must be on list of valid CIP codes; CIP not = 000000 if Item #8 = 110 or 115
19. Omitted		
20. Secondary Functional Cat Code	N/A	Value less than 02 or greater than 92; value not = 02-07 when Item #8 = M10, U10, WWW, XXX, YYY, ZZZ, W01-W07, X01-X04, Y01-Y04; blank if Item #18 filled
21. Secondary CIP Percent	N/A	Not numeric if Item #18 filled
22. Remaining CIP Code	N/A	Must be on list of valid CIP codes; CIP not = 000000 if Item #8 = 110 or 115
23. Omitted		
24. Remaining Functional Cat Code	N/A	Value less than 02 or greater than 92; value not = 02-07 when Item #8 = M10, U10, WWW, XXX, YYY, ZZZ, W01-W07, X01-X04, Y01-Y04; blank if Item #22 filled
25. Remaining CIP Percent	N/A	Not numeric if Item #22 filled
26. Record Identification	N/A	Any value except '11'
27. Floor (optional)	N/A	N/A

SPACE EXCLUDED FROM E&G SPACE CALCULATION

When determining the amount of assignable Educational and General Space (E&G) square footage of a building, the following Building Types, CIP, Space Use Codes, and Functional Category Codes are excluded.

Building Condition 7	Mothballed facility currently excluded from routine operation and maintenance expense
Building Type 6 or 7	Residence, Single and Resident, Family
Building Type 8 or 9	Non-institutional Agency Buildings and Rental Property
Building Type R	Renovations that cause the entire building to be temporarily out of service
CIP 720000 – 739999	Intercollegiate Athletics and Support Facilities (food, health, housing, parking, retail, and childcare services)
CIP 817500	Alumni Relations
CIP 999999	Unknown use by External Agencies with Functional Category Code 92
Space Use Code 523	Indoor Athletic Facilities Spectator Seating
Space Use Code 630 – 635	Food Facility and Food Facility Service
Space Use Code 660 – 665	Merchandising and Merchandising Service
Space Use Code 670 – 675	Recreation (non-athletic/PE) and Recreation Service
Space Use Code 750 – 755	Central Food Store and Central Food Store Service
Space Use Code 810 – 895	These Space Use Codes include Health Care Facilities (unless with Functional Category Codes 11, 12, 15, 21, or 22)
Space Use Code 910 – 970	Residential Facilities
Space Use Code 050 – 070	Inactive areas permanently or temporarily incapable of use
Space Use Code M10, U10, and W10	Men's, Unisex, and Women's public restrooms
Space Use Code WWW, XXX, YYY, and ZZZ	Circulation, Building Service, Mechanical, or Structural Areas (non-assignable space)
Functional Category Codes 02 – 07	Unclassified or non-assignable space necessary for the general operation of a building (custodial, mechanical, mothballed, public restrooms, shell space, circulation area)
Functional Category Codes 31 – 35	Public Service
Functional Category Code 42	Museums and Galleries
Functional Category Code 52	Social and Cultural Development outside the degree curriculum

<u>HRI Facilities Room Inventory Report (CBM011)</u>

Functional Category Codes 55 – 57	Student Service (Student Auxiliary Service, Intercollegiate Athletics (except with CIP Student Health/Medical Services) (740000 – 745000)
Functional Category Codes 65 – 66	Faculty and Staff Auxiliary Services and Alumni Records
Functional Category Code 91	Independent Operations/Institutional
Functional Category Code 92	Independent Operations/External Agencies (Use CIP 999999 for unknown use)

HRI Facilities Room Inventory Report (CBM011)

```
Edit00v00          TEXAS HIGHER EDUCATION COORDINATING BOARD        Page 1
CBM011 Room  EDIT SUMMARY FROM          RunDate: 09/15/2010 Time: 18:15:08
LONE STAR HEALTH SCIENCE CTR                      002201     ANNUAL     2010

                                         NORMAL QUESTIONABLE   ERROR
                                         RANGE        VALUES  VALUES
ITEM  1  RecordCode                         36            0       0
ITEM  2  Inst. Code                         36            0       0
ITEM  3  Report Year                        36            0       0
ITEM  4  Building Number                    35            0       1
ITEM  5  Room Number                        35            0       1
ITEM  6  Primary CIP Code                   36            0       0
ITEM  8  Space Use Code                     36            0       0
ITEM  9  Primary Funct Cat Code             36            0       0
ITEM 10  Primary CIP Percent                36            0       0
ITEM 11  Room Area                          36            0       0
ITEM 17  Student Station Capacity           36            0       0
ITEM 18  Secondary CIP Code                 36            0       0
ITEM 20  Secondary Funct Cat Code           36            0       0
ITEM 21  Secondary CIP Percent              36            0       0
ITEM 22  Remaining CIP Code                 36            0       0
ITEM 24  Remaining Funct Cat Code           36            0       0
ITEM 25  Remaining CIP Percent              36            0       0
ITEM 26  Record Identification              36            0       0
ITEM 27  Floor                              36            0       0


TOTAL Report Records                    36
CONTROL TOTAL                           36        DISCREPANCY       0
Total  Recs on Db                       36
Number Of Non-Unique/ Duplicated Id's    0
Number Of Duplicate Records              1
Number Of Relative Duplicate Questionabl  0
Number Of Relative Duplicate Error       0
Total Error Recs on Db                   1
Total Error Other                        3
Total Questionable Recs on Db            0
Total Non Error Records on Db           35
Total Rejected Records                   0
```

11.11

HRI Facilities Room Inventory Report (CBM011)

```
                      FACILITIES ROOM INVENTORY REPORT (CBM011) EDIT FEEDBACK SUMMARY


        The following is an example of the edit feedback summary generated automatically when an institution submits their inventory
database via the secure file transfer protocol. The report is recorded in the institutions' "output" folder at the secure site and may
be retrieved via the secure file transfer protocol process. Note that records with errors are listed within the summary with the
specific error field underlined by asterisks and the error explained below the record. The feedback summary also identifies
significant changes in square footage data. Review significant changes; typographical errors within the submitted text data are a
common cause of unintended large changes in square footage.



              TEXAS HIGHER EDUCATION COORDINATING BOARD           Page 1
EDIT OF  CBM011 Room  DATA                 RunDate: 09/15/2010 Time: 18:15:08
LONE STAR HEALTH SCIENCE CTR                              002201      ANNUAL   2010


Updated Building Record From Room Records.
Updated Institution Record From Building Records.


             Building Space Error Report

   Building      Gross Area  Assignable Area     E and G Area  Error

     0037            34.0        2,691.0              0.0    GrossArea Is Smaller than Assignable Area
     0038         1,701.0        1,740.5            585.6    GrossArea Is Smaller than Assignable Area
     0047         1,080.0        1,148.2              0.0    GrossArea Is Smaller than Assignable Area
      ***Note:  Totals are net errors.
```

HRI Facilities Room Inventory Report (CBM011)

Building Size and Cost Data

BUILDING NUMBER	NAME	GROSS AREA	ASSIGN AREA	E & G SQ.FT.	OCCUP DATE	FLOORS	N D	W N	O C	Y P	N S
0001	HARDIN ADMINISTRATION BUILDING	71,594	0	0	1937	3	2	1	1	1	3
0004	BRIDWELL HALL	42,260	0	0	1998	3	1	1	1	1	4
0005	UNIVERSITY PRESS	4,965	4,869	1,079	1940	1	2	1	1	1	3
0006	MEMORIAL BUILDING	7,019	0	0	1945	2	2	1	1	1	3
0007	FERGUSON HALL	16,896	0	0	1947	3	1	1	1	1	3
0010	MARTIN HALL	10,278	9,414	5,886	1946	2	1	1	1	1	2
0011	FAIN FINE ARTS CENTER	98,805	0	0	1978	2	1	1	1	1	5
0012	DANIEL BUILDING	46,335	39,566	34,335	1990	2	1	1	1	4	4
0013	FOWLER HALL	22,896	20,464	13,755	1949	2	1	1	1	1	3
0015	BEYER GREENHOUSE	2,398	2,236	2,162	1983	1	1	1	1	1	8
0017	MERCANTILE BUILDING	10,608	8,828	1,662	1989	2	2	1	1	1	3
0021	MCCULLOUGH HALL	9,449	6,162	6,162	1949	1	1	1	1	1	2
0022	ENGINEERING LABORATORIES	2,443	1,738	1,526	1949	1	1	1	1	1	2
0023	BOLIN HALL	99,529	0	0	1966	3	1	1	1	1	3
0024	CLARK STUDENT CENTER	70,890	0	0	1951	1	1	1	1	3	3
0025	MOFFETT LIBRARY	93,676	59,181	58,484	1964	3	1	1	1	1	3
0026	KILLINGSWORTH HALL	68,658	41,195	0	1965	6	1	1	1	6	3
0027	RESIDENCE HALL MECHANICAL BUILDING	1,296	0	0	1965	1	1	1	1	4	3
0029	PIERCE HALL	49,913	29,948	0	1966	3	1	1	1	6	3
0033	TENNIS CENTER	560	463	134	1984	1	1	1	1	1	2
0034	D.L. LIGON COLISEUM	117,048	112,836	91,991	1969	3	2	1	1	1	3
0035	PHYSICAL EDUCATION RESTROOMS	2,336	2,199	296	1970	1	1	1	1	3	3
0036	OUTDOOR RECREATION CENTER	5,000	4,903	0	1982	1	1	1	1	4	7
0037	SOCCER TICKET BOOTH	34	2,691	0	1982	1	1	1	1	3	1
0038	PHYSICAL TRAINING BUILDING	1,701	1,741	586	1970	1	1	1	1	3	3
0039	SOCCER PRESS BOX	943	806	0	1982	2	1	1	1	3	1
0044	SIKES HOUSE	9,626	5,776	0	1938	3	1	1	1	7	2
0045	GUEST HOUSE	1,530	918	0	1937	1	1	1	1	7	2
0046	ALUMNI CENTER	2,800	1,680	0	1938	2	1	1	1	7	2
0050	BRIDWELL COURTS	22,243	13,346	0	1964	2	2	1	1	7	2
0051	MCCULLOUGH-TRIGG HALL	46,086	27,652	0	1994	6	1	1	1	6	4
0052	JAN THACKER FANTASY OF LIGHTS WKSHP	7,356	2,251	0	1986	1	1	1	3	8	7
0053	BEAWOOD-O'DONOHOE HALL	65,060	35,371	32,408	1950	2	1	1	1	1	3
0054	UNIVERSITY POLICE	2,536	1,390	0	1997	1	1	1	1	3	2
0055	BIOLOGY HOUSE	3,778	2,267	0	1953	1	1	1	1	6	2
0056	HONORS HOUSE	3,395	2,037	0	1961	2	1	1	1	6	2
0060	SIKES LAKE RESTROOM	612	508	0	2005	1	1	1	2	3	2
	TOTALS	1,080,064	483,853								

11.13

HRI Facilities Room Inventory Report (CBM011)

```
                        PART D, HIGHER EDUCATION FACILITIES INVENTORY FOR - 2010
                             002201   LONE STAR HEALTH SCIENCE CTR
                        PREPARED BY THE TEXAS HIGHER EDUCATION COORDINATING BOARD     09/15/2010 06:15:09
CAMPUSWIDE SPACE SUMMARY
```

```
                                                           SQUARE
                                                            FEET
            GROSS SQUARE FEET                            1,080,064
            TOTAL EXISTING FACILITIES (ASSIGNABLE SQUARE FEET)   441,788
            NON ASSIGNABLE SQUARE FEET                    638,276
            NET ASSIGNABLE SQUARE FEET RENTED AND/OR SHARED     308
            TOTAL SQUARE FEET - EDUCATIONAL AND GENERAL USE   264,689
```

```
                        TOTAL CAMPUS SPACE BY INSTITUTIONAL CATAGORIES
                                                      NET
                        FUNCTION              ASSIGNABLE SQ. FT.
            10 INSTRUCTION                          164,349
            20 RESEARCH                                   0
            30 PUBLIC SERVICE                           169
            40 ACADEMIC SUPPORT                           0
            41 LIBRARY                               57,322
            50 STUDENT SERVICE                      167,963

               SUBTOTAL                             389,803

            60 INSTRUCTIONAL ADMINISTRAATION         4,028
            70 PHYSICAL PLANT OPERATIONS            47,649
            80 STUDENT FINANCIAL SUPPORT                 0
            90 INDEPENDENT OPERATIONS                  308
```

11.14

HRI Facilities Room Inventory Report (CBM011)

```
TYPE OF ROOM                                    NASF        E&G NASF
110   CLASSROOM                               28,730         28,730
115   CLASSROOM SERVICE                           916            916
                              SUBTOTAL         29,646         29,646


210   CLASS LABORATORY                          7,857          7,857
215   CLASS LABORATORY SERVICE                    213            213
220   SPECIAL CLASS LABORATORY                  2,996          2,996
225   SPECIAL CLASS LABORATORY SERVICE          1,789          1,191
230   INDIVIDUAL STUDY LABORATORY                 678            678
                              SUBTOTAL         13,533         12,935


250   NON-CLASS LABORATORY                      1,493          1,493
255   NON-CLASS LABORATORY SERVICE                173            173
                              SUBTOTAL          1,667          1,667

OFFICE SPACE WITHOUT 41 ROOM USE-LIBRARY
310   OFFICE                                   49,250         41,512
315   OFFICE SERVICE                            9,107          5,337
350   CONFERENCE ROOM                           5,623            581
355   CONFERENCE ROOM SERVICE                     343            343
                              SUBTOTAL         64,323         47,773

OFFICE SPACE WITH 41 ROOM USE-LIBRARY
310   OFFICE                                    4,095          4,095
315   OFFICE SERVICE                              547            547
350   CONFERENCE ROOM                             326            326
                              SUBTOTAL          4,968          4,968


410   READING/STUDY ROOM                        9,986          9,124
420   STACK                                    10,141         10,141
430   OPEN STACK STUDY ROOM                    31,209         31,063
440   PROCESSING ROOM                           1,063          1,063
455   STUDY SERVICE                             1,272            964
                              SUBTOTAL         53,671         52,355


520   ATHLETIC/PHYSICAL EDUCATION              70,092         56,163
523   ATHLET. FACIL. SPECTATOR SEATING            662              0
525   ATHLETIC/PHYSICAL EDUCATION SVC.         21,450         15,818
530   MEDIA PRODUCTION                            163            163
580   GREENHOUSE                                1,525          1,525
585   GREENHOUSE SERVICE                          637            637
```

590	OTHER	76	76
	SUBTOTAL	94,605	74,382
630	FOOD FACILITIES	658	0
635	FOOD FACILITIES SERVICE	704	0
650	LOUNGE	518	289
655	LOUNGE SERVICE	440	65
660	MERCHANDISING FACILITIES	1,323	0
665	MERCHANDISING FACILITIES SERVICE	129	0
675	RECREATION SERVICE	12,053	0
690	LOCKER ROOM	230	230
	SUBTOTAL	16,055	584
715	COMPUTER/TELECOMMUNICATIONS SVC.	299	102
720	SHOP	17,107	13,783
725	SHOP SERVICE	2,787	2,787
730	CENTRAL STORAGE	22,220	22,220
745	VEHICLE STORAGE FACILITY SERVICE	1,417	1,417
760	HAZARDOUS MATERIALS	72	72
	SUBTOTAL	43,902	40,381
810	PATIENT BEDROOM	272	0
850	TREATMENT/EXAMINATION	339	0
880	PUBLIC WAITING	308	0
895	STAFF ON-CALL FACILITY SERVICE	592	0
	SUBTOTAL	1,510	0
920	SLEEP/STUDY WITH TOILET/BATH	108,440	0
970	HOUSE	21,719	0
	SUBTOTAL	130,160	0

		NON-SASF	
050	INACTIVE AREA	1,848	
060	ALTERATION OR CONVERSION AREA	0	
070	UNFINSHED AREA	0	
M10	MENS BATHROOM	3,771	
U10	UNISEX BATHROOM	175	
W10	WOMENS BATHROOM	3,658	
WWW	CIRCULATION AREA	13,358	
XXX	BUILDING SERVICE AREA	1,950	
YYY	MECHANICAL AREA	4,013	
ZZZ	STRUCTURAL AREA	1,042	
	SUBTOTAL	0	0

	NON-SASF	NASF	E&G NASF
TOTAL	29,815	454,038	264,689

HRI Facilities Room Inventory Report (CBM011)

TEXAS HIGHER EDUCATION COORDINATING BOARD
                               PART F, HIGHER EDUCATION FACILITIES INVENTORY FOR - 2010
                                     002204   LONE STAR HEALTH SCIENCE CTR
                              PREPARED BY THE TEXAS HIGHER EDUCATION COORDINATING BOARD   09/15/2010 06:15:10

BUILDING NUMBER	NAME	INSTRUCT	RESEARCH	PUBLIC SERVICE	ACADEMIC SUPPORT	STUDENT SERVICE	INST SUPPORT	PHY PLT OPER	TOTAL NASF	TOTAL E&G NASF
SATISFACTORY CONDITION										
0010	MARTIN HALL	5,886	0	0	0	0	0	0	9,414	5,886
0012	DANIEL BUILDING	0	0	0	0	0	0	34,335	39,566	34,335
0013	FOWLER HALL	13,755	0	0	0	0	0	0	20,464	13,755
0015	BEYER GREENHOUSE	2,162	0	0	0	0	0	0	2,236	2,162
0019	INSTRUMENTAL MUSIC HALL	1,539	0	0	0	0	0	0	2,505	1,539
0020	PAINT SHOP	0	0	0	0	0	0	1,732	1,884	1,732
0021	MCCULLOUGH HALL	6,162	0	0	0	0	0	0	6,162	6,162
0022	ENGINEERING LABORATORIES	1,526	0	0	0	0	0	0	1,738	1,526
0025	MOFFETT LIBRARY	1,162	0	0	57,322	389	0	0	59,181	58,484
0026	KILLINGSWORTH HALL	0	0	0	0	41,195	0	0	41,195	0
0029	PIERCE HALL	0	0	0	0	29,948	0	0	29,948	0
0031	VINSON HEALTH CENTER	0	0	0	0	1,804	0	0	1,804	0
0032	CENTRAL PLANT	230	0	0	0	0	0	7,961	8,192	8,192
0033	TENNIS CENTER	134	0	0	0	0	0	0	463	134
0036	OUTDOOR RECREATION CENTER	0	0	0	0	0	0	0	4,903	0
0037	SOCCER TICKET BOOTH	0	0	0	0	2,691	0	0	2,691	0
0038	PHYSICAL TRAINING BUILDING	586	0	0	0	0	0	0	1,741	586
0039	SOCCER PRESS BOX	0	0	0	0	806	0	0	806	0
0044	SIKES HOUSE	0	0	0	0	5,776	0	0	5,776	0
0046	ALUMNI CENTER	0	0	0	0	1,680	0	0	1,680	0
0047	CARRIAGE HOUSE	0	0	0	0	0	0	1,073	1,148	0
0048	MARCHMAN HALL	0	0	0	0	5,342	0	0	5,342	0
0049	SIKES LAKE CENTER	0	0	0	0	0	0	0	8,558	0
0051	MCCULLOUGH-TRIGG HALL	0	0	0	0	27,652	0	0	27,652	0
0052	JAN THACKER FANTASY OF LIGHTS WKSHP	0	0	0	0	0	0	2,251	2,251	0
0053	BEAWOOD-O'DONOHOE HALL	34,326	0	0	0	0	178	0	35,371	32,408
0054	UNIVERSITY POLICE	0	0	0	0	1,390	0	0	1,390	0
0055	BIOLOGY HOUSE	0	0	0	0	2,267	0	0	2,267	0
0056	HONORS HOUSE	0	0	0	0	2,037	0	0	2,037	0
0060	SIKES LAKE RESTROOM	0	0	0	0	0	0	0	508	0
	SUBTOTAL	70,202	0	0	57,322	130,428	205	47,648	343,976	169,956
REMODELING A CONDITION										
0005	UNIVERSITY PRESS	0	0	169	0	0	3,824	0	4,869	1,079
0017	MERCANTILE BUILDING	1,494	0	0	0	4,006	0	0	8,828	1,662
0034	D.L. LIGON COLISEUM	92,653	0	0	0	20,183	0	0	112,836	91,991
	SUBTOTAL	94,147	0	169	0	37,535	3,824	0	139,879	94,733
	INSTITUTION TOTAL	164,349	0	169	57,322	167,963	4,029	47,648	483,855	264,689

HRI Facilities Room Inventory Report (CBM011)

```
                                             EDIT OF  CBM011 Room  DATA
ANNUAL   2010                           LONE STAR HEALTH SCIENCE CTR          002201          RunDate: 09/15/2010 Time:
18:15:08


Item Item Item Item   Item         Item   Item Item Item Item Item Item Item Item Item   Item Item Item Item
1    2    3    4      5             6      8    9    10   11   17   18   20   21   22      24   25   26   27   Remarks

 R 002201 2010 0010   00VST3       832000 WWW  72   100  0052 0000 000000 00  000 000000  00   000  11   01   A E Add Rec Rej
              ****   **************
**************************** 
                                                                                       Duplicate Record. REF0713
                                                                           Duplicate Record Questionable. REF0716!


Total Rejected Records                          0
Total Records On DataBase                      36
Total Records Other Errors                      3
Total Non Error Records                        35
Total Error Records                             1
Total Questionable Records                      0
Total Rejected Records                          0


Items In Error Are Indicated By (*), Questionable By (-)
```

11.18

FACILITIES BUILDING INVENTORY REPORT
CBM014

This manual supersedes the Texas Higher Education Coordinating Board (THECB) 2005 Facilities Inventory Procedures Manual. The THECB implemented the coding structure outlined in this manual on November 1, 2008. The changes implemented in this manual are auditable effective November 1, 2009. All certified inventory reports prior to November 1, 2009 will be audited under the 2005 Facility Inventory Manual. Compatibility and reporting procedures in the 2005 manual have mostly been retained. The primary purpose of this manual is to provide a uniform physical facilities coding system that prevails between higher education institutions in Texas and across the nation for data included in a building and room inventory. It provides a current and common framework for terms and definitions around which to compile data systems for physical facilities. The majority of the data codes are based on definitions and standards established by the National Center for Education Statistics, *Postsecondary Education Facilities Inventory and Classification Manual*, U. S. Department of Education, NCES 92-165, 2006, but some data codes are unique to Texas higher education institutions. The guidelines established by this manual may only be part of an institution's total facilities and capital asset inventory.

Sections 61.0572 and 61.058 of the Texas Education Code define THECB duties and its essential responsibilities to Texas higher education institutions. Basically, the THECB must assist institutions in efficient use of its construction funds and the orderly development of physical plants to accommodate projected college student enrollments.

This report includes facilities under the jurisdiction or control of the institution's governing board, regardless of location and encompasses different types of structures, including marine/research vessels; aquarium structures; animal quarters; and trailers on wheels that are not mobile. If a building is not owned by the institution or is shared with other tenants, include only the portion of the building leased or controlled by the institution and it's pro rata share of gross, assignable area and non-assignable area.

The report includes minor structures or temporary facilities that meet all of the following criteria:

- the structure is attached to a foundation,
- the structure is roofed,
- the structure is serviced by a utility (exclusive of lighting), and
- the structure is a source of maintenance and repair activities.

Refer to Appendix H for building data file codes and definitions, and Appendix I for a Glossary of Facilities Terms located at http://www.txhighereddata.org/ReportingManuals.cfm.

Addition of Buildings

The addition of buildings should be reported on an on-going basis.

Building Demolition

A building must be on the inventory with the appropriate Building Condition and Functional Category Codes until demolition is completed; at which time the building and room records may be deleted.

<u>HRI Facilities Building Inventory Report (CBM014)</u>

<u>Exclusions</u>

      Do not include buildings intended as investment properties, which are used only for revenue generation and not for institutional purposes. Additionally, exclude hospitals not owned by the institution (except for any space in the hospital leased or controlled by the institution), public schools not owned by the institution, but used for practice teaching, and federal contract research centers identified by the Federal Office of Management and Budget (OMB).

<u>Basis for Building Measurement</u>

      Compute gross area using an accurate and verifiable means to the nearest whole square foot.

NOTES:

Building Type code 2 (Academic/Residence) is a mixed-use facility and only nonresidential rooms should be included in the facilities inventory room file.

Building Type codes 6 and 7 (Residence/Single and Residence/Family) do not require residential rooms to be included in the facilities inventory room file. The building's assignable space will automatically be calculated at 60 percent.

Building Type codes 8 and 9 (Non-institutional Agency Buildings and Rental Property) are not required to be included in the facilities inventory room file that serves non-institutional functions.

HRI Facilities Building Inventory Report (CBM014)

INSTRUCTIONS FOR FACILITIES BUILDING INVENTORY REPORT

Item #1   Record Code. Always enter 'B'.

Item #2   Institution Code. Enter the FICE Code of the institution. See Appendix A.

Item #3   Report Year. Enter all four digits of the calendar year in which the inventory occurs.

BUILDING IDENTIFICATION
Each building should be assigned a unique alpha or numeric code to identify its record. The building identification used to identify a room in this report must be the same as the building identification used on the CBM005, Building and Room Report.

Item #4   Building Number. Enter the assigned building number.

Item #5   Building Name. Enter the assigned name of the building.

Item #6   Condition Code. Enter the condition code based on the physical status of the building at the time of the report. See Appendix H.

Item #7   Ownership Code. Enter the ownership code that represents the agency with which the ownership of the building resides. See Appendix H.

Item #8   Location Code. Enter the location code that represents the physical location of the building in relation to the main campus. See Appendix H.

Item #9   Type Code. Enter the type code that represents the purpose-function category that best describes its primary use. See Appendix H.

Item #10   Omitted.

Item #11   Initial Occupancy Date. Enter the four-digit calendar year of the initial occupancy of the building by the building's original owner, whether the institution owns it or not.

Item #12   Number of Floors. Enter the number of floors in the building, including basements, penthouse, half-basements, mezzanines, and assignable attic space. Example: 9 floors = 09.

Item #13   Gross Area. Enter the sum of the floor areas within the exterior walls of the building for all stories or areas that house floor surfaces. Round to the nearest whole square foot, right justified, leading zeros.

Item #14   Omitted.
Item #15   Omitted.
Item #16   Omitted.

Item #17   Record Identification. Always enter '14'.

Item #18   Zip Code. Enter the five-digit zip code of the building's **physical** address.

DATA PROCESSING RECORD LAYOUT

		Beginning Position	Length
Item #1	Record Code – Always 'B'	1	1
Item #2	Institution Code – FICE – Numeric	2	6
Item #3	Report Year – Numeric	8	4
Item #4	Building Number – Alphanumeric	12	6
Item #5	Building Name – Alphanumeric	18	50
Item #6	Condition Code – Numeric	68	1
Item #7	Ownership Code – Numeric	69	1
Item #8	Location Code – Numeric	70	1
Item #9	Type Code – Numeric	71	1
Item #10	Omitted	72	1
Item #11	Initial Occupancy Date – Numeric	73	4
Item #12	Number of Floors – Numeric	77	2
Item #13	Gross Area – Numeric	79	7
Item #14	Omitted	86	10
Item #15	Omitted	96	4
Item #16	Omitted	100	6
Item #17	Record Identification – Always '14'	106	2
Item #18	Zip Code	108	5

QUESTIONABLE AND ERROR VALUES

The following values are used in the Coordinating Board's edit program to determine Questionable and Error Values of each data element.

ITEM NUMBER		QUESTIONABLE VALUE	ERROR VALUE
1.	Record Code	N/A	Any value except 'B'
2.	Institution Code	N/A	Must match value on header record and be on the list of valid FICE codes
3.	Report Year	N/A	Must match value in header record
4.	Building Number	N/A	Special characters
5.	Building Name	N/A	Blank
6.	Condition Code	N/A	Any value except 1 thru 7
7.	Ownership Code	N/A	Any value except 1 thru 8
8.	Location Code	N/A	Any value except 1 thru 3
9.	Type Code	N/A	Any value except 1 thru 9, H, or R
10.	Omitted		
11.	Initial Occupancy Date	N/A	Non-numeric; value less than 1840 or greater than current year
12.	Number of Floors	Value greater than 25	Non-numeric; value less than 00
13.	Gross Area	N/A	Value less than 0000000
14.	Omitted		
15.	Omitted		
16.	Omitted		
17.	Record Identification	N/A	Any value except '14'
18.	Zip Code	N/A	Not on zip code file

HRI Facilities Building Inventory Report (CBM014)

```
Edit00v00        TEXAS HIGHER EDUCATION COORDINATING BOARD       Page 1
CBM014 Building  EDIT SUMMARY FROM            RunDate: 09/15/2010 Time: 19:13:44
LONE STAR HEALTH SCIENCE CTR                      002201      ANNUAL    2010
```

			NORMAL RANGE	QUESTIONABLE VALUES	ERROR VALUES
ITEM	1	RecordCode	58	0	0
ITEM	2	Inst. Code	58	0	0
ITEM	3	Report Year	58	0	0
ITEM	4	Building Number	58	0	0
ITEM	5	Building Name	58	0	0
ITEM	6	Condition Code	58	0	0
ITEM	7	Ownership Code	58	0	0
ITEM	8	Location Code	58	0	0
ITEM	9	Type Code	58	0	0
ITEM	11	Initial Occupancy Date	58	0	0
ITEM	12	Number of Floors	58	0	0
ITEM	13	Gross Area	58	0	0
ITEM	17	Record Identification	58	0	0
ITEM	18	Zip Code	58	0	0

```
TOTAL Report Records                       58
CONTROL TOTAL                              58      DISCREPANCY       0
Total Recs on Db                           58
Number Of Non-Unique/Duplicated Id's        0
Number Of Duplicate Records                 0
Number Of Relative Duplicate Questionable   0
Number Of Relative Duplicate Error          0
Total Error Recs on Db                      0
Total Questionable Recs on Db               0
Total Non Error Records on Db              58
Total Rejected Records                      0
```

14.6

HRI Facilities Building Inventory Report (CBM014)

```
                 TEXAS HIGHER EDUCATION COORDINATING BOARD        Page 1
EDIT OF  CBM014 Building  DATA           RunDate: 09/15/2010 Time: 19:13:44
LONE STAR HEALTH SCIENCE CTR                          002201        ANNUAL   2010


Updated Building Record From Room Records.
Updated Institution Record From Building Records.


             Building Space Error Report

                                    NASF/
  Building         Gross Area  Assignable Area     E and G Area  Error

    There are No entries for this report.
     ***Note:  Totals are net errors.
```

HRI Facilities Building Inventory Report (CBM014)

```
Item Item Item Item  Item                           ***Item*** Item Item  Item      Item    Item Item
1    2    3    4     5                               6 7 8 9 10 11   12    13        14      15   17      Remarks
```

There Were No Errors Detected For : LONE STAR HEALTH SCIENCE CTR

Items In Error Are Indicated By (*), Questionable By (-)

STUDENT NUMBER CHANGE REPORT
CBM00N

The Texas Education Code, Sections 54.068 and 61.0595, sets an undergraduate funding limit for universities and health-related institutions equal to length of degree plus 45 semester credit hours. The limit applies to students who first enroll in an institution of higher education in the 1999 fall semester and later. The academic semester credit hours attempted at community, technical, and state colleges affect this limit. In order for the Coordinating Board to maintain a database indicating the number of hours an eligible undergraduate student has accumulated toward the limit, student identifying numbers (social security numbers), birth dates, and gender must be as accurate as possible. These changes can be submitted through the electronic data transfer system using the format identified in this report.

When the current change is applied to the database at the Coordinating Board, any number that generates a conflict with a student number that already exists on the database, will require that a copy of the student's social security card be sent to the Educational Data Center so conflicts can be resolved.

The CBM00N database is operational. This report can be submitted at any time. The date that the CB applies the change will be maintained in the database.

INSTRUCTIONS FOR STUDENT NUMBER CHANGE REPORT

Item #1   Record Code. Always enter 'N'.

Item #2   Institution Code. Enter FICE Code of the institution (see Appendix A).

NOTE: All three items: student number, birth date, and gender will be used to uniquely
            identify a student. All three items of the prior number must match to a record in the
            database before the current number will be used as a replacement.

Item #3   Current Student Identification Number. Enter the current Social Security Number
            of the student. This should not be an assigned identification number except in
            infrequent occasions.

Item #4   Current Date of Birth. Enter all four digits of the year and the month and day of
            birth of the student in format YYYYMMDD.

                   YYYY = Year   MM = Month   DD = Day

Item #5   Current Gender. Enter the gender of the student.

                   M = Male   F = Female

Item #6   Prior Student Identification Number. Enter the prior identifying number of the
            student. If the student identifier did not change, it will be the same as the current
            student identifier.

Item #7   Prior Date of Birth. Enter all four digits of the year and the month and day of birth
            of the student in format YYYYMMDD. If the birthday did not change, enter the
            current date of birth to uniquely identify to which student the change applies.

                   YYYY = Year   MM = Month   DD = Day

Item #8   Prior Gender. Enter the gender of the student. If the gender of the student did not
            change, enter the current gender to uniquely identify to which student the change
            applies.

                   M = Male   F = Female

Item #9   Last Name. Enter up to 20 characters of the student's current last name.

Item #10   First Name. Enter the first 10 digits of the student's first name.

Item #11   Middle Initial. Enter the initial of the student's middle name.

<u>HRI Student Number Change Report (CBM00N)</u>

DATA PROCESSING RECORD LAYOUT

		Beginning Position	Length
Item #1	Record Code - Always 'N'	1	1
Item #2	Institution Code - FICE – Numeric	2	6
Item #3	Current Student Identification Number – Numeric	8	9
Item #4	Current Date of Birth - YYYYMMDD – Numeric	17	8
Item #5	Current Gender - 'M' or 'F'	25	1
Item #6	Prior Student Identification Number – Numeric	26	9
Item #7	Prior Date of Birth - YYYYMMDD – Numeric	35	8
Item #8	Prior Gender - 'M' or 'F'	43	1
Item #9	Last Name – Alpha	44	20
Item #10	First Name – Alpha	64	10
Item #11	Middle Name Initial – Alpha or blank	74	1

RESIDENTS/FELLOWS REPORT
CBM00R

Public health-related institutions and certain private independent institutions and organizations report medical/dental residents and postdoctoral/research fellows to the Coordinating Board for purposes of reporting to state officials and state funding. The records for all components of the health-related institution will be submitted as one report under the FICE code of the health science center. The categories of data collected are as follows:

- Residents
  - Medical (GME)
  - Dental
  - Pharmacy
- Postdoctoral/Research Fellows
  - Biomedical Science
  - Allied Health
  - Public Health
  - Nursing

The majority of data collection relates to Medical (GME) Residents. These data are used for verification purposes, input for determining Health-Related Institutions' Graduate Medical Education (GME) and Infrastructure formula funding, and for allocation of GME funds trusteed to the Coordinating Board.

The terms Graduate Medical Education and Residency are interchangeable and describe the final stage of formal education a physician must complete prior to receiving state licensure, entering independent practice, and obtaining board certification in a medical specialty area. Residency training is a three- to seven-year process of focused education and training offered by nationally-accredited programs, typically in large hospital settings. Residency programs are accredited nationally either by the Accreditation Council for Graduate Medical Education (ACGME) or the American Osteopathic Association (AOA), depending on whether the residency program accepts physicians holding Doctor of Medicine (MD) or Doctor of Osteopathic Medicine (DO) degrees.

The term Postdoctoral/Research Fellow refers to individuals who have earned a doctoral degree and are continuing their training or research at a health-related institution.

These data are used to support health-related institutions' formula calculations in the following areas:

For GME funding purposes:

- **GME Resident counts** – Used as input into the Graduate Medical Education formulas for the health-related institutions' appropriation requests. The appropriations related to this request are detailed as follows:

  o **Formula Funding - Graduate Medical Education –** Appropriations for state health-related institutions

- o **Trusteed Funding - Graduate Medical Education –** Appropriations for Coordinating Board trusteed programs

  - Graduate Medical Education for Baylor College of Medicine
  - Graduate Medical Education for Independent Residency Programs
  - Family Practice Residency Program
  - Primary Care Residency Program

  For Infrastructure funding purposes:

  - **GME Resident and Postdoctoral/Research Fellows counts** – Used as input into the health-related institutions' Space Model. The output of the Space Model is used as input for calculating the Infrastructure Formula for the Infrastructure appropriations request. These counts include only the state public health-related institutions. The appropriations related to this request are bill pattern appropriations labeled as Infrastructure – E & G Space Support.

The reporting of data is dependent upon each institution/organization and the programs it offers. Appendix J provides a table of allowable reporting categories for data submissions for each institution/organization. These reporting categories are used to track the programs offered by each institution and mirror allowable data entry categories used for the Instruction and Operations formula.

Data will be submitted electronically in the prescribed format described in this manual.

Timing Considerations for Reporting Data

All institutions/organizations must report headcount and related information on residents as of September 1 of each year. Each institution/independent organization must have its data show a "Certified" status by October 15 of each year in order to have its count included in the formula funding calculations. Failure to achieve a "Certified" status could result in loss of formula funding appropriations.

In accordance with Coordinating Board policy, any request for waiver of the October 15 deadline should be submitted by the institution/organization President or Chief Executive Officer in writing to Susan Brown, Assistant Commissioner, for approval. In order for a waiver to be approved, the letter must provide substantive reasons for granting the request.

Resident/Postdoctoral/Research Fellows Qualifications

The following qualifications apply to all Medical (GME) residents and postdoctoral/research fellows reported:

- All required data fields must be submitted in order for a resident/postdoctoral/research fellow to be counted for formula funding. Do not include residents/fellows with Doctor of Chiropractic (DC) or Doctor of Optometry (OD) degrees.

- A given resident/postdoctoral/research fellow that is an enrolled student is

reported on the CBM001 Student Report, and should not be reported on the CBM00R. That individual will be counted on the CBM001 report. Reporting a student on both will result in an error on the CBM00R edit report.

- A given resident/postdoctoral/research fellow can only be claimed and reported by one institution/organization for a given year. No duplicate reporting will be allowed. Any duplication in reporting is the responsibility of each institution/organization to resolve. The data collection system will consider the first reporting of a resident/postdoctoral/research fellow as the authorized entry. Any subsequent reporting of the same person by another institution/organization will be flagged as an error. If the first reporting is in error, it is the responsibility of the first institution/organization reporting that person to remove it from its list so another institution/organization may report that person.

- For Medical (GME) residents, only MDs or DOs that are training in residency programs affiliated with either the Accreditation Council for Graduate Medical Education (ACGME) for MDs or the American Osteopathic Association (AOA) for DOs will be accepted.

- Only postdoctoral/research fellows that have earned a PhD or DVM, DPT, AUD, DRPH, DNP, DMP, or MDPHD will be accepted.

- Only certain degrees are eligible to be counted in a given category. If an ineligible degree is reported for a category, it will be rejected as an error on the edit report. The following table of Reporting Categories outlines the required degree selection for each category.

    - Residents
        - Medical (GME) – MD, DO, MDPHD, MBBS, or MC
        - Dental – BDS, DDS, DMD, or DDSPHD
        - Pharmacy – PHARMD
    - Postdoctoral/Research Fellows
        - Biomedical Science – PHD, MDPHD, DVM, DMP, or MD
        - Allied Health – PHD, DPT, AUD, or MD
        - Public Health – PHD, MDPHD, DRPH, or MD
        - Nursing – PHD, DNP, or MD

- The maximum number of years that a resident/postdoctoral/research fellow can be reported is seven. Residents/postdoctoral/research fellows whose total of "Prior Cumulative Residency/Research Years," Item #16, plus "Years Completed in Current Residency/Research Program," Item #15, exceeds seven years will be rejected.

- Residents or postdoctoral/research fellows whose school of graduation appears on the Coordinating Board's list of "Institutions Whose Degrees are Illegal to Use in Texas" will not be considered in the counts used for formula funding purposes and will be rejected as an error on the edit report. This list can be viewed on the Coordinating Board's website at

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http://www.thecb.state.tx.us/AAR/PrivateInstitutions/NoTX.cfm.

Institution/Organization Point of Contact

Each health-related institution or other independent organization will designate a specific person to be the primary contact for handling all communication regarding this data with the Texas Higher Education Coordinating Board. The person assigned to be the primary contact needs to be of a level and position that can effectively deal with the respective units of your institution/organization to compile the data required and be responsible for answering any questions in its regard.

It is the responsibility of the institution/organization to provide revised information to the Coordinating Board whenever a change is made in the point of contact. The Coordinating Board is not responsible for missed data submission deadlines due to use of point of contact information that is no longer current or has not been updated.

The following point of contact information is required:

- Name and Title
- Department
- Institution/Organization Name
- Mailing Address
- Email Address
- Telephone Number

Send the required contact information to Tanya Trevino in the Educational Data Center of the Texas Higher Education Coordinating Board at Tanya.Trevino@thecb.state.tx.us.

Contact Ed Buchanan, Program Director in the Division of Planning and Accountability, with general questions and concerns at Ed.Buchanan@thecb.state.tx.us.

INSTRUCTIONS FOR RESIDENTS/FELLOWS REPORT

Item #1 Record Code. Always enter 'R'.

Item #2 Institution Code. Enter the six-digit FICE code of the health-related institution or independent organization. See Appendix A.

Item #3 Individual Identification Number. Enter the social security number of the resident or fellow.

Item #4 Reporting Category. Enter the appropriate code for the type of program.

        00 Medical (GME) Residents
        05 Dental Residents
        10 Pharmacy Residents
        15 Biomedical Science Postdoctoral/Research Fellows
        20 Allied Health Postdoctoral/Research Fellows
        25 Public Health Postdoctoral/Research Fellows
        30 Nursing Postdoctoral/Research Fellows

Item #5 Gender. Enter the gender of the resident or fellow.

        M = Male F = Female

Item #6 Unused

Item #7 First Name. Enter the first name of the resident or fellow, left justified.

Item #8 Middle Initial. Enter the middle initial of the resident or fellow.

Item #9 Last Name. Enter the last name of the resident or fellow, left justified.

Item #10 Degree. Enter the degree of the resident or fellow, left justified.

        AUD   Doctor of Audiology
        BDS   Bachelor of Dental Science
        DDS   Doctor of Dental Surgery
        DDSPHD Doctor of Dental Surgery/Terminal Doctoral Degree
        DMD   Doctor of Dental Medicine
        DMP   Doctor of Medical Physics
        DNP   Doctor of Nursing Practice
        DO   Doctor of Osteopathy
        DPT   Doctor of Physical Therapy
        DRPH Doctor of Public Health
        DVM   Doctor of Veterinary Medicine
        MBBS Bachelor of Medicine/Bachelor of Surgery
        MC   Master's in Counseling
        MD   Medical Doctor

MDPHD	Medical Doctor/Terminal Doctoral Degree
PHARMD	Pharmacy Doctorate
PHD	Terminal Doctoral Degree

Item #11   Unused.

Item #12   Type of License. Enter the code for the type of license held. Codes are unique to each type of degree; left justify. Not required for DRPH, PHD, or DMP degrees.

If degree is AUD, then report:
LAU   Texas State Board of Examiners for Speech-Language Pathology and Audiology licensed Audiologist

If degree is BDS, DDS, DMD, or DDSPHD, then report:
LD   Texas State Board of Dental Examiners licensed Dentist
NL   No License
OOS   Out-of-State License

If degree is DNP, then report:
LRN   Texas Board of Nursing licensed Registered Nurse

If degree is DO, MBBS, MC, MD, or MDPHD, then report:
TML   Texas Board of Medical Examiners fully-licensed Doctor
BP1   Texas Board of Medical Examiners Basic Permit 1
BP2   Texas Board of Medical Examiners Basic Permit 2
BP3   Texas Board of Medical Examiners Basic Permit 3
BP4   Texas Board of Medical Examiners Basic Permit 4
BP5   Texas Board of Medical Examiners Basic Permit 5
TP1   Texas Board of Medical Examiners Temporary Permit 1
TP2   Texas Board of Medical Examiners Temporary Permit 2
IP   Institutional Permit
MDN   No License – MD only

If degree is DPT, then report:
LPT   Texas Executive Council of Physical Therapy & Occupational Therapy Examiners licensed Physical Therapist

If degree is DVM, then report:
LV   Texas State Board of Veterinary Medical Examiners licensed Veterinarian
NL   No License

If degree is PHARMD, then report:
LP   Texas State Board of Pharmacy licensed Pharmacist
NL   No License (due to testing delays)

Item #13   Program Code. Enter the appropriate 10-digit code for the medical (GME) residency program. See Appendix K. Required for medical (GME) residents only. Leave blank if not applicable.

HRI Residents/Fellows Report (CBM00R)

Note: In July of each year, the ACGME provides us a data file of all of the approved medical residency programs for Texas institutions. This data file is Appendix K. The THECB uses that data file to validate the data reported by the institutions. Since the ACGME data provides a snapshot in early July, any residency programs approved in July or August will have to be communicated to the THECB to add them to our database and allow the institution to report complete and accurate residency counts. Given this process, institutions are encouraged to seek ACGME approval of their programs as early as possible so that the number of new programs approved in July and August is kept to a minimum. **Should you encounter a medical (GME) resident that is in an approved ACGME or AOA program that is not on the program code listing, please contact the Coordinating Board and request that it be added.**

Sponsoring Institution as shown in Appendix K - In the great majority of cases, the sponsoring institution for a given medical (GME) residency is one of the ten health-related institutions that report their residents for those programs they sponsor. In a few cases, a hospital is shown by ACGME as the program sponsor. In those situations it will be necessary for the reporting institution to contact the THECB and let us know that your institution will be claiming that program for the purposes of reporting residents. **This process will need to be done annually, since data are run with a new program listing every year. Due to the changing nature of residency programs, the THECB cannot rely on last year's affiliations.**

Item #14   Residency/Research Program Length. Enter the code that corresponds with the total number of years for the current program.

Note: This field is not reported for Medical (GME) Residents since the program length for Medical (GME) Residents is obtained from the ACGME or AOA (see Appendix K). Enter zero for Medical (GME) Residents.

1	One year	5	Five years
2	Two years	6	Six years
3	Three years	7	Seven years
4	Four years		

NOTE: The following note applies to Items #15 and #16. The sum of Items #15 and #16 cannot exceed 6. The Coordinating Board will add one year to the total for the current year. The record will be flagged as an error if the sum of Items #15 and #16 plus 1 is greater than 7. Item #15 plus 1 cannot exceed the program length in Item #14.

Item #15   Years Completed in Current Residency/Research Program. Enter the cumulative number of years completed for the **current** program at the **current** institution. If the current year is the first year in the currently reported program (regardless of program level) at your institution for this resident (Item #13), enter 0.

0	No years	4	Four years
1	One year	5	Five years
2	Two years	6	Six years
3	Three years		

Item #16   Prior Cumulative Residency/Research Years. Enter the code that corresponds

with the cumulative number of residency years at any institution, including the current institution, in all programs that the resident/fellow had completed ***prior*** to admission to the current resident/research program.

0	No prior years	4	Four years
1	One year	5	Five years
2	Two years	6	Six years
3	Three years		

Item #17   Medical School of Graduation. Enter the 5-digit code of the medical school from which the resident graduated, leading zeros. Required for medical residents only; leave blank if not applicable. See Appendix L.

Item #18   Date of Medical School Graduation. Enter the 4-digit year and 2-digit month in which the resident graduated from medical school. **Required for medical (GME) residents only**; leave blank if not applicable.

YYYYMM

Item #19   Non-disclosure. Enter a '2' to indicate that the individual resident or fellow has notified the institution/organization of his/her refusal to have "directory information" disclosed; else zero fill.

Item #20   Reporting Period. Always enter '5' for annual report.

Item #21   Year of Report. Enter the 4-digit academic year the report covers using an 'as of' date of September 1.

YYYY

Example: For 2009-2010 academic year (as of September 1, 2009) enter '2009'.

Item #22   License/Permit Number or Institutional Permit Number. Enter the license/permit number or an institutional permit number, left-justified. Not required for DRPH, DMP, or PHD degrees. Leave blank if not applicable.

If BDS, DDS, DMD, DDSPHD, DVM and no license, or MDN, leave blank.

Item #23   State of License. Enter the 2-letter U. S. Postal Service abbreviation for the state from which the license was issued.

Item #24   Ethnic Origin. Enter the code indicating whether the student is of Hispanic or Latino origin or not.

1   Hispanic or Latino origin
2   Not Hispanic or Latino origin
3   Not answered

Item #25   Race. Select one or more codes indicating the race of the student.

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Item #25A	1	White
Item #25B	2	Black or African-American
Item #25C	4	Asian
Item #25D	5	American Indian or Alaskan Native
Item #25E	6	International
Item #25F	7	Unknown or Not Reported
Item #25G	8	Native Hawaiian or Other Pacific Islander

Definitions:

- Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- American Indian or Alaskan Native: A person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.
- Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Black or African-American: A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- White: A person having origins in any of the original peoples of Europe, the Middle East or North Africa.
- International denotes a person who is not a citizen or permanent resident of the United States and who is in this country on a temporary basis and does not have the right to remain indefinitely.
- Unknown or Not Reported: The unknown classification should only be used if the student has not selected a racial designation.

HRI Residents/Fellows Report (CBM00R)

DATA PROCESSING RECORD LAYOUT AND FIELD REQUIREMENTS

R = Required   N/A = Not Collected from Institution   O = Optional

Item Number	Field Name	Field Type	Beginning Position	Length	Residents Medical 00	Dental 05	Pharmacy 10	Postdoctoral/Research Fellows Biomed Sci 15	Allied Health 20	Public Health 25	Nursing 30
1	Record Code - Always 'R'	Alpha	1	1	R	R	R	R	R	R	R
2	Insitution Code	Numeric	2	6	R	R	R	R	R	R	R
3	Individual ID Number	Alphanumeric	8	9	R	R	R	R	R	R	R
4	Reporting Category	Numeric	17	2	R	R	R	R	R	R	R
5	Gender	Alpha	19	1	R	R	R	R	R	R	R
6	Unused		20	1							
7	First Name	Alpha	21	10	R	R	R	R	R	R	R
8	Middle Initial	Alpha	31	1	R	R	R	R	R	R	R
9	Last Name	Alpha	32	20	R	R	R	R	R	R	R
10	Degree	Alpha	52	6	R	R	R	R	R	R	R
11	Unused		58	5							
12	Type of License	Alphanumeric	63	3	R	R	R	N/A	N/A	N/A	R
13	Program Code	Numeric	66	10	R	N/A	N/A	N/A	N/A	N/A	N/A
14	Program Length	Numeric	76	1	N/A	R	R	R	R	R	R
15	Yrs Comp In Current Program	Numeric	77	1	R	R	R	R	R	R	R
16	Prior Cumulative Years	Numeric	78	1	R	R	R	R	R	R	R
17	Medical School of Graduation	Numeric	79	5	R	N/A	N/A	N/A	N/A	N/A	N/A
18	Date of Medical School Grad	Numeric	84	6	R	N/A	N/A	N/A	N/A	N/A	N/A
19	Non-disclosure	Numeric	90	1	R	R	R	R	R	R	R
20	Reporting Period - Always '5'	Numeric	91	1	R	R	R	R	R	R	R
21	Year of Report	Numeric	92	4	R	R	R	R	R	R	R
22	License/Permit Number	Alphanumeric	96	12	R	R	R	N/A	N/A	N/A	R
23	State of License	Alpha	108	2	R	R	R	N/A	N/A	N/A	R

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HRI Residents/Fellows Report (CBM00R)

Data Processing Record Layout and Field Requirements (cont.)

					R = Required	N/A = Not Collected from Institution		O = Optional			
					Residents			**Postdoctoral/Research Fellows**			
Item		Field	Beginning		Medical	Dental	Pharmacy	Biomed Sci	Allied Health	Public Health	Nursing
Number	Field Name	Type	Position	Length	00	05	10	15	20	25	30
24	Ethnic Origin	Numeric	110	1	R	R	R	R	R	R	R
25	Race:										
25A	White	Numeric	111	1	R	R	R	R	R	R	R
25B	Black/African American	Numeric	112	1	R	R	R	R	R	R	R
25C	Asian	Numeric	113	1	R	R	R	R	R	R	R
25D	American Indian/Alask. Nat.	Numeric	114	1	R	R	R	R	R	R	R
25E	International	Numeric	115	1	R	R	R	R	R	R	R
25G	Unknown/Not Reported	Numeric	116	1	R	R	R	R	R	R	R
25G	Native Hawaiian/Other Pac. Is.	Numeric	117	1	R	R	R	R	R	R	R

Eliglble Degree for Given Category:

MD	DDS	PharmD	PhD	Phd	PhD	PhD
DO	DMD		DVM	DPT	DrPH	DNP
MDPhD	DDSPHD		DMP	AuD	MDPhD	MD
MBBS	BDS		MDPhD	MD	MD	
MC			MD			

Please refer to the above table for rquired vs. optional reporting requirements, depending on the Reporting Category involved, as well as eligible degrees
for a given category.

R.11

QUESTIONABLE AND ERROR VALUES

The following values are used in the Coordinating Board's edit program to determine Questionable and Error Values of each element.

ITEM NUMBER	QUESTIONABLE VALUE	ERROR VALUE
1. Record Code	N/A	Any value except 'R'
2. Institution Code	N/A	Must match value on header record and be on the list of valid FICE codes
3. Individual ID Number	Alpha characters	Blank or special characters; if on CBM001 and CBM00R
4. Reporting Category	N/A	Blank or special characters; not 00 if Item #10 = DO, MBBS, MC, MD, or MDPHD; not 05 if Item #10 = BDS, DDS, DDSPHD, or DMD; not 10 if Item #10 = PHARMD; not 15 if Item #10 = DMP, DVM, MD, MDPHD, or PHD not 20 if Item #10 = AUD, DPT, MD, or PHD; not 25 if Item #10 = DRPH, MD, MDPHD, or PHD; not 30 if Item #10 = DNP, MD, or PHD; not 15, 20, 25, or 30 if Item #12 = MDN
5. Gender	N/A	Any value except 'M' or 'F'
6. Unused	N/A	N/A
7. First Name	N/A	Blank or numerical
8. Middle Initial	N/A	N/A
9. Last Name	N/A	Blank or numerical
10. Degree	N/A	Blank or any value not on list of approved degrees; not DO, MBBS, MC, MD, or MDPHD when Item #4 = 00; not BDS, DDS, DDSPHD, or DMD

ITEM NUMBER	QUESTIONABLE VALUE	ERROR VALUE
		when Item #4 = 05; not PHARMD when Item #4 = 10; not DMP, DVM, MD, MDPHD, or PHD when Item #4 = 15; not AUD, DPT, MD, or PHD when Item #4 = 20; not DRPH, MD, MDPHD, or PHD when Item #4 = 25; not DNP, MD, or PHD when Item #4 = 30
11. Unused	N/A	N/A
12. Type of License	N/A	Value other than LAU if Item #10 = AUD; value other than LD, NL, or OOS if Item #10 = BDS, DDS, DDSPHD, or DMD; value other than LRN if Item #10 is = DNP; value other than TML, BP1-BP5, TP1, TP2, or IP if Item #10 = DO, MBBS, MC, MD, or MDPHD; value other than MDN if item #10 = MD and Item #4 = 15, 20, 25, or 30; value other than LPT if Item #10 = DPT; value other than LV or NL if Item #10 = DVM; value other than LP or NL if Item #10 = PHARMD; not blank if Item #10 = DRPH, DMP, or PHD
13. Program Code	N/A	Not on program file; blank if Item #4 = '00'
14. Program Length	N/A	Any value other than '1'-'7'; not 0 if Item #4 = '00'
15. Yrs Completed Curr Prog	N/A	Any value other than '0'-'6'; sum of Item #15 and #16 + 1 > 7; sum of Item #15 + 1 > Item #14

HRI Residents/Fellows Report (CBM00R)

ITEM NUMBER	QUESTIONABLE VALUE	ERROR VALUE
16. Prior Cum Years	N/A	Blank or any value other than '0'-'6'; sum of Item #15 and #16 + 1 > 7; if value of '0' and prior training required = 'y'; value < sum of previous years
17. Med Sch of Graduation	N/A	Not on medical school list; blank if Item #4 = '00'
18. Date of Med Sch Grad	N/A	Month < 01 or > 12; month not > 08 if year = Item #21; blank if Item #17 filled in
19. Non-disclosure	N/A	Any value except '0' or '2'
20. Reporting Period	N/A	Any value except '5'
21. Year of Report	N/A	Must match value on header record
22. License/Permit Number	N/A	Blank unless Item #10 is DMP, DRPH, or PHD; blank unless Item #12 is NL or MDN and Item #10 is BDS, DDS, DDSPHD, DMD, DVM, or MD
23. State of License	N/A	Blank unless Item #10 is DMP, DRPH, or PHD; blank unless Item #12 is NL and Item #10 is BDS, DDS, DDSPHD, DMD, or DVM
24. Ethnic Origin	N/A	Value other than '1', '2', or '3'
25A. White	N/A	Value other than '1' or space or value = '1' and '7'
25B. Black/African-Amer	N/A	Value other than '2' or space or value = '2' and '7'
25C. Asian	N/A	Value other than '4' or space or value = '4' and '7'
25D. Amer Ind/Alask Nat	N/A	Value other than '5' or space or value = '5' and '7'
25E. International	N/A	Value other than '6' or space or value = '6' and '7'

HRI Residents/Fellows Report (CBM00R)

ITEM NUMBER	QUESTIONABLE VALUE	ERROR VALUE
25F. Unknown/Not Rep	N/A	Value other than '7' or space; value = '7' plus value = '1', '2', '4', '5', '6',' or '8'
25G. Nat Hawaiian/Pac Is	N/A	Value other than '8' or space or value = '8' and '7'

DISCREPANCY: The number of records received in each submission is compared to the number in the trailer record (control total). The difference is shown on the edit report as a discrepancy.

HRI Residents/Fellows Report (CBM00R)

Use of ACGME Program Information

The medical (GME) resident data that is provided by the institution is validated against the program data provided to the THECB by the ACGME. This validation process is necessary in order to ensure that the CBM00R is accurate. If an edit that is based upon ACGME data fails, it is because the reported data does not agree with the ACGME data. Compare your entered data with Appendix K to determine the problem.

ACGME Program Prerequisites

The THECB is not involved with making any determinations in regard to qualifications necessary to meet ACGME prerequisites for a medical (GME) residency program. It is the responsibility of each institution to evaluate an applicant's qualifications to determine if they meet the prerequisites, if any, for a medical (GME) residency program. Once that determination has been made, and you know the total number of prior cumulative years of medical (GME) residency, you have the necessary information to report that item for a resident. **Please note that if an ACGME/AOA residency program has a prerequisite for a given medical (GME) residency program, Item #16, Prior Cumulative Years, must equal or exceed the prerequisite in order to pass the edit.**

Prerequisite Year

We have noted a couple of medical (GME) residency programs where the prerequisite year is under the oversight of the management responsible for the related medical (GME) residency program. This has been confusing in that it might appear that the prerequisite year is a year of the program vs. being a prerequisite. In these particular cases, the reporting institution did not have an ACGME program available to report residents that were in the prerequisite year.

In order for the CBM00R to be an automated process that performs edit checks on your data submissions, the following guidance was provided for reporting in fall 2009:

- The program length for this type of program will be considered to be the "Accredited Program Length" as posted on the ACGME program web site and listed in Appendix K.

- The number of prerequisite years will be considered to be the "Number of Prior or Additional Years Required" as posted on the ACGME program web site and listed in Appendix K.

- For CBM00R reporting process and GME formula funding purposes, the THECB is requiring that any prerequisite requirement be completed in order to report a resident in a medical (GME) residency program.

- Institutions with this type of situation will need to contact the ACGME and establish a program in which to report residents completing their prerequisite year or years. Failure to have this program available may result in residents being rejected by the CBM00R edits. **While the THECB made adjustments for this type of situation in 2008, no adjustments or waivers will be made for the reporting cycle in the fall of 2009 and forward.**

<u>HRI Residents/Fellows Report (CBM00R)</u>

<u>Residents from Foreign Countries</u>

This past reporting cycle we have had some medical (GME) residents that were from foreign countries that failed the edit process due to the lack of a Social Security number. Please be advised that in order to receive GME formula funding, it is necessary that we require a Social Security number of the residents that are reported.

We would recommend that to minimize this situation each institution review the information that they provide prospective residents to ensure that these prospects are advised at the earliest possible time that they will need a Social Security number. They need to understand that the application process can be slow and that they need to apply for a number without delay.

<u>International Physicians Entering Residency Programs</u>

We have identified two situations that involve international physicians entering into a residency program:

- **Starting Over** – In the case of an international physician starting over in the United States, those physicians should be reported just like a U.S. physician medical graduate. As long as the physician has an SSN, there are no unusual reporting issues.

- **Direct Entry into a Residency Program** – In the case of an international physician admitted directly into a residency program, the following reporting guidance is provided:
  - o Entry in Year 1 of the residency program – Presuming that the international physician meets prerequisites for the residency program, the institution should report an **equal or greater number of years** than the prerequisite in Item #16, Prior Cumulative Residency/Research Years.
  - o Entry in a year other than Year 1 of the residency program – The institution should report the same as the Entry in Year 1 of the residency program to include any other prior residency/research years plus reporting the appropriate number of years for Item #15, Years Completed in Current Residency/Research Program, assuming the resident is continuing in the same type of program that was being taken in a foreign residency program.
  - o The prior years reported will count against the total seven year limit for GME residency funding.
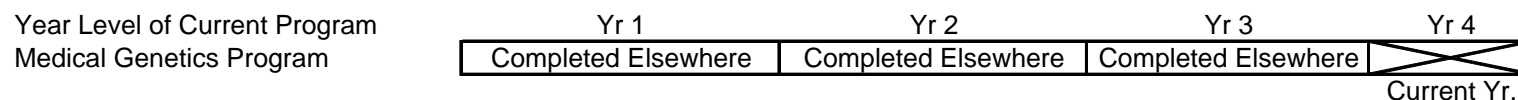
REPORTING EXAMPLES

The following examples are provided to explain Items #15 and #16.

Example 1 – Medical (GME) Resident:

Resident A has completed three years of residency training in two previous programs prior to the current program Resident A is undertaking at the BCM. Resident A has been admitted to the Medical Genetics program, Code 1304821012, a 4 year program for the current year. Due to the resident's prior experience, the resident has been admitted into the fourth year of the Medical Genetics program.

Based upon the facts, the following graphical example is provided.

Year Level of Current Program	Yr 1	Yr 2	Yr 3	Yr 4
Medical Genetics Program	Completed Elsewhere	Completed Elsewhere	Completed Elsewhere	✕
				Current Yr.

For purposes of determining how to code Item #15, Years Completed in Current Residency/Research Program, the resident has not completed any years of the program at the current institution, so the value to enter for Item #15 is "0".

For purposes of determining how to code Item #16, Prior Cumulative Residency/Research Years, the resident has completed three years of prior residency. Use the value of 3. (These years of residency training could have been in any program at some other institution or the BCM, it doesn't matter. It doesn't matter whether or not a Resident completed all years of those two prior programs or not. **The key data item sought is the fact that the Resident did complete three prior residency years before joining the current program**.)

	Item #15 Yrs. Completed in Current Program		Item #16 Prior Total Years Previous		Total Prior Years		CB Adds 1 for Current Year		Total Years for Edit Evaluation	Edit Status Relative to Over 7 Yrs.
Example 1 - Resident A	0	+	3	=	3	+	1	=	4	Resident Accepted

R.18

HRI Residents/Fellows Report (CBM00R)

Example 2 – Medical (GME) Resident:

Resident B is admitted to the same program at BCM as shown in Example 1. Resident B is in year level 3 of the Medical Genetics program having completed years one and two of this program at BCM. The number of residency years for Resident B in prior programs was 3 years.

Year Level of Current Program	Yr 1	Yr 2	Yr 3	Yr 4
Medical Genetics Program	Completed at BCM	Completed at BCM		

Current Yr.

For purposes of determining how to code Item #15, Years Completed in Current Residency/Research Program, the resident has completed 2 years of the program, so the value to enter for Item # 15 is "2".

For purposes of determining how to code Item #16, Prior Cumulative Residency/Research Years, the resident has completed three years of prior residency. Use the value of "3".
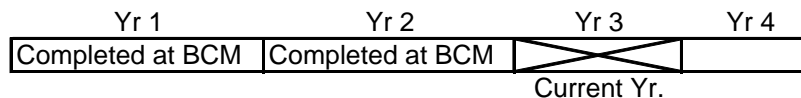
	Item #15 Yrs. Completed in Current Program		Item #16 Prior Total Years Previous		Total Prior Years		CB Adds 1 for Current Year		Total Years for Edit Evaluation	Edit Status Relative to Over 7 Yrs.
Example 2 - Resident B	2	+	3	=	5	+	1	=	6	Resident Accepted

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HRI Residents/Fellows Report (CBM00R)

Example 3 – Medical (GME) Resident:

Resident C is admitted to the same program at BCM as shown in Example 1. Resident C is in year level 3 of the Medical Genetics program having completed years one and two of this program at BCM. The number of residency years for Resident C in prior programs was 5 years.

Year Level of Current Program	Yr 1	Yr 2	Yr 3	Yr 4
Medical Genetics Program	Completed at BCM	Completed at BCM		

Current Yr.

For purposes of determining how to code Item #15, Years Completed in Current Residency/Research Program, the resident has completed 2 years of the program, so the value to enter for Item #15 is "2".

For purposes of determining how to code Item #16, Prior Cumulative Residency/Research Years, the resident has completed five years of prior residency. Use the value of "5".

	Item #15 Yrs. Completed in Current Program		Item #16 Prior Total Years Previous		Total Prior Years		CB Adds 1 for Current Year		Total Years for Edit Evaluation	Edit Status Relative to Over 7 Yrs.
Example 3 - Resident C	2	+	5	=	7	+	1	=	8	Resident Rejected - Over 7 Yrs.

HRI Residents/Fellows Report (CBM00R)

Example 4 – Postdoctoral/Research Fellow:

A Postdoctoral/Research Fellow is being reported. If a fellow is working in a program that does not have an assigned length, we require Item # 14 to be 1. Every year is considered a new program, with a one year length. This fellow had worked in this unassigned length program for the prior three years.
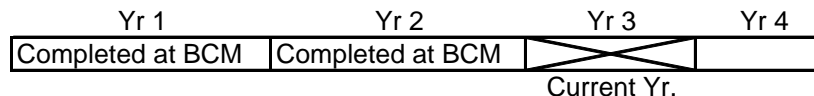
	Item # 14 Program Length	Item #15 Yrs. Completed in Current Program		Item #16 Prior Total Years Previous	Total Prior Years		CB Adds 1 for Current Year		Total Years for Edit Evaluation	Edit Status
Example 4 - PostDoc/Fellow D										
Edit for Total Years	N/A	0	+	3	= 3	+	1	=	4	Fellow Accepted 4 < 7
Edit for Total Years over Program Length (sum of Item #15 + 1 > Item #14)										
	1	0	+	N/A	N/A		1	=	1	Total 1 = #14 - Ok

If the program does not have an assigned length, then Item # 15, Years Completed in Current Residency/Research Program, must be "0". If it has a value greater than "0", the fellow will be rejected by the edit check.

In the next year when this resident is reported, they would need to increment Item # 16, Prior Cumulative Residency/Research Years, because every year is considered a new program in this situation.

HRI Residents/Fellows Report (CBM00R)

```
Edit00v00          TEXAS HIGHER EDUCATION COORDINATING BOARD        Page 1
HR-CBM00R EDIT SUMMARY FROM              RunDate: 10/01/2010 Time: 10:44:39
LONE STAR HEALTH SCIENCE CTR                 002201    ANNUAL    2010


                                       NORMAL QUESTIONABLE   ERROR
                                        RANGE       VALUES  VALUES
ITEM  1  Record Code                    1,277            0       0
ITEM  2  Institution Code               1,277            0       0
ITEM  3  ID Number                      1,277            0       0
ITEM  4  Reporting Category             1,277            0       0
ITEM  5  Gender                         1,277            0       0
ITEM  7  First Name                     1,277            0       0
ITEM  8  Middle Initial                 1,277            0       0
ITEM  9  Last Name                      1,277            0       0
ITEM 10  Degree                         1,277            0       0
ITEM 12  Type License                   1,277            0       0
ITEM 13  Program Code                   1,277            0       0
ITEM 14  Program Length                 1,277            0       0
ITEM 15  Yrs Completed in Current Pgm   1,277            0       0
ITEM 16  Prior Cumulative Years         1,277            0       0
ITEM 17  Med School of Graduation       1,277            0       0
ITEM 18  Med School Graduation Date     1,277            0       0
ITEM 19  Non-Disclosure                 1,277            0       0
ITEM 20  Report Period                  1,277            0       0
ITEM 21  Report Year                    1,277            0       0
ITEM 22  License/Permit Number          1,277            0       0
ITEM 23  State of License/Permit        1,277            0       0
ITEM 24  Ethnic Origin                  1,277            0       0
ITEM 25  Race                           1,277            0       0
ITEM 25A White                          1,277            0       0
ITEM 25B Black/African-Amer             1,277            0       0
ITEM 25C Asian                          1,277            0       0
ITEM 25D American Ind/Alask Nat         1,277            0       0
ITEM 25E International                  1,277            0       0
ITEM 25F Unknown/Not Reported           1,277            0       0
ITEM 25G Nat Hawaiian/Other Pac Is      1,277            0       0


TOTAL Report Records                    1,277
CONTROL TOTAL                           1,277       DISCREPANCY        0
Total Recs on Db                        1,277
Number Of Non-Unique/Duplicated Id's        0
Number Of Duplicate Records                 0
Number Of Relative Duplicate Questionable   0
Number Of Relative Duplicate Error          0
Total Error Recs on Db                      0
Total Questionable Recs on Db               0
Total Non Error Records on Db           1,277
Total Rejected Records                      0
```

HRI Residents/Fellows Report (CBM00R)

```
          TEXAS HIGHER EDUCATION COORDINATING BOARD          Page 1
Percent Change Of HR-CBM00R Data From Prior Year     RunDate: 10/01/2010 Time: 10:44:39
LONE STAR HEALTH SCIENCE CTR                   002201        ANNUAL   2010
```

Reporting Category

	2010/5	2009/5	% Diff
Medical Residents	1,277	1,200	6.42%
Dental Residents	0	0	0.00%
Pharmacy Residents	0	0	0.00%
Biomedical Science Postdoctoral/Research Fellows			
	0	5	-100.00%
Allied Health Postdoctoral/Research Fellows			
	0	0	0.00%
Public Health Postdoctoral/Research Fellows			
	0	0	0.00%
Nursing Postdoctoral/Research Fellows	0	0	0.00%
Total	1,277	1,205	5.98%

Gender

	2010/5	2009/5	% Diff
Male	683	665	2.71%
Female	594	540	10.00%
Total	1,277	1,205	5.98%

Degree

	2010/5	2009/5	% Diff
AUD	0	0	0.00%
BDS	0	0	0.00%
DDS	0	0	0.00%
DDSPHD	0	0	0.00%
DMD	0	0	0.00%
DMP	0	0	0.00
DNP	0	0	0.00%
DO	85	63	34.92%
DPT	0	0	0.00%
DVM	0	0	0.00%
DRPH	0	0	0.00%
MBBS	0	0	0.00%
MC	0	0	0.00%
MD	1,192	1,137	4.84%
MDPHD	0	0	0.00%
PHARMD	0	0	0.00%
PHD	0	5	-100.00%
Total	1,277	1,205	5.98%

Yrs Completed in Current Pgm

	2010/5	2009/5	% Diff
0 Year	444	430	3.26%
1 Years	369	336	9.82%
2 Years	332	310	7.10%
3 Years	103	103	0.00%
4 Years	29	26	11.54%
5 Years	0	0	0.00%
6 Years	0	0	0.00%
Total	1,277	1,205	5.98%

Type of License

	2010/5	2009/5	% Diff
TBME Basic Permit 1	1,010	*No Exact Historic Data Available	
TBME Basic Permit 2	102	*No Exact Historic Data Available	
TBME Basic Permit 3	12	*No Exact Historic Data Available	
TBME Basic Permit 4	6	*No Exact Historic Data Available	
TBME Basic Permit 5	1	*No Exact Historic Data Available	
TBME Institutional Permit	0	*No Exact Historic Data Available	
Licensed Audiologist	0	*No Exact Historic Data Available	
Licensed Dentist	0	*No Exact Historic Data Available	
Licensed Pharmacist	0	*No Exact Historic Data Available	
Licensed Physical Therapist	0	*No Exact Historic Data Available	

HRI Residents/Fellows Report (CBM00R)

```
        Licensed Registered Nurse                      0  *No Exact Historic Data Available
        Licensed Veterinarian                          0  *No Exact Historic Data Available
        NO License                                     0  *No Exact Historic Data Available
        Out Of State                                   0  *No Exact Historic Data Available
        TBME Licensed Doctor                         146  *No Exact Historic Data Available
        TBME Temporary Permit 1                        0  *No Exact Historic Data Available
        TBME Temporary Permit 2                        0  *No Exact Historic Data Available
        MD NO License                                  0  *No Exact Historic Data Available
                Total                              1,277  *No Exact Historic Data Available
```

```
Non Disclosure
                                            2010/5       2009/5       % Diff
        Non Disclosure                           0            4      -100.00%
                Total                            0            4      -100.00%
```

```
Ethnic Origin                               2010/5       2009/5       % Diff
  Hispanic or Latino Origin                    195  *No Exact Historic Data Available
  Not Hispanic or Latino Origin              1,077  *No Exact Historic Data Available
  Not Answered                                   5  *No Exact Historic Data Available
                Total                        1,277  *No Exact Historic Data Available
```

```
Race                                        2010/5       2009/5       % Diff
  Multi-racial                                  27  *No Exact Historic Data Available
  White only                                   831  *No Exact Historic Data Available
  Black only                                   108  *No Exact Historic Data Available
  Hispanic only                                168  *No Exact Historic Data Available
  Asian only                                    72  *No Exact Historic Data Available
  American Indian/Alaskan Native only            3  *No Exact Historic Data Available
  International only                             59  *No Exact Historic Data Available
  Native Hawaiian/Other Pacific Islander only    7  *No Exact Historic Data Available
  Ethnic Origin/Race Unknown                     2  *No Exact Historic Data Available
                Total                        1,277  *No Exact Historic Data Available
```

```
Races reported in Multi-racial              2010/5       2009/5       % Diff
  White                                         28  *No Exact Historic Data Available
  Black                                         12  *No Exact Historic Data Available
  Asian                                          1  *No Exact Historic Data Available
  American Indian/Alaskan Native                 0  *No Exact Historic Data Available
  Native Hawaiian/Other Pacific Islander         0  *No Exact Historic Data Available
  International                                 13  *No Exact Historic Data Available
```

HRI Residents/Fellows Report (CBM00R)

```
* Item *    Item    * Items * Item    Item Item                Item        Item Item  Item      *Items*  Item  Item  Item  *Items*
1     2       3       4  5 6    7      8    9                   10          12   13    14 15 16  17       18    19    20 21 22          23 24
```


There Were No Errors Detected For : LONE STAR HEALTH SCIENCE CTR

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