



New LEA Data Managers Training

Office of the Chief Information Officer

2021-22 School Year

Agenda

- Meeting Participation
- LEA Data Manager & Data Liaison
- OSSE Support Tool
- Data Flows
- eSchoolPLUS
- Data Collection Templates, LEA Data Mapping Tool & Automated Data Transfer (ADT)
- Enrollment
- Statewide Longitudinal Education Data (SLED)
- Qlik
- Q&A
- Additional Resources
- Appendix

Meeting Participation

Two options for asking questions:

- Option 1 - Use the question/chat box to respond
- Option 2 - Raise your hand to be unmuted to speak

What to Expect:

- Questions are NOT visible on the screen for all attendees
- If you raise your hand, you will be identified and unmuted when it's your turn to speak

LEA Obligations:

- Ensure Timely and Accurate Data Submissions
- Attend Trainings and Monitor Communications
- Identify & Manage LEA Points of Contact
- Fulfill Records Requests by Parents, Guardians and Adult Students

Each LEA in the District is required to identify a **data manager** to serve as OSSE's main point of contact for data management and collections.



LEA Data Manager

[OSSE's LEA Data Management Policy](#)

OSSE's State Education Agency (SEA) Assurances:

- Maintain Data Systems and Infrastructure
- Support Data Quality and LEA Data Submissions
- Provide Training and Technical Support
- Reduce the Reporting Burden on LEAs

Every LEA has a **data liaison** assigned to support them for data systems managed by OSSE's Chief Information Officer (CIO).

- Throughout the school year, the data liaison will schedule check-ins at various intervals to review data and address any concerns.
- When an LEA submits a support ticket in the OSSE Support Tool (OST), most tickets are auto-assigned to the data liaison.



OSSE Data Liaison

OSSE Support Tool (via [QuickBase](#))

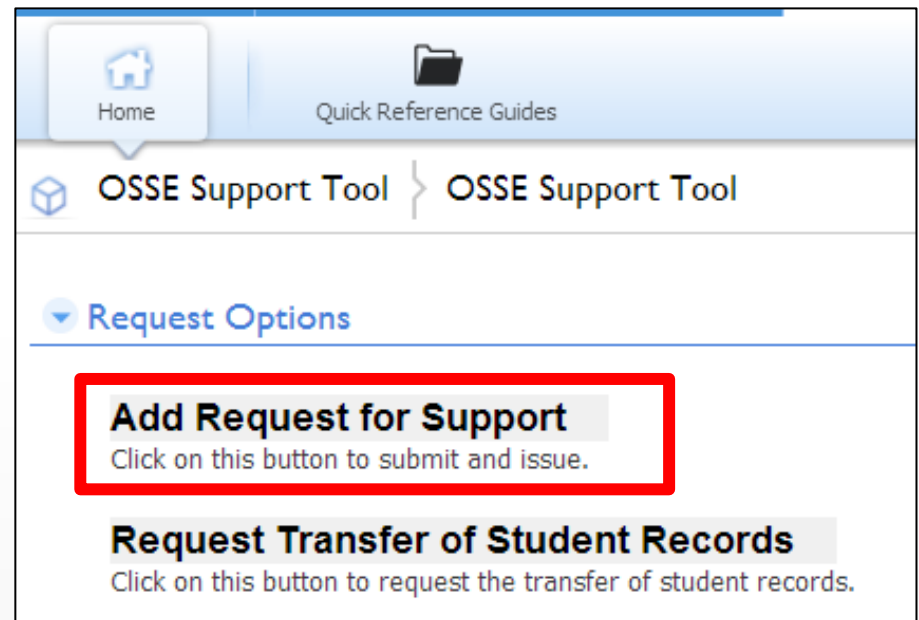
Who should have access to the OST?

- LEA Data Managers
- LEA Enrollment Audit POCs
- LEA Special Education POCs
- Nonpublic SEDS POCs
- LEA Transportation POCs
- LEA Assessment POCs

[LEAs' Data Liaison Assignment List](#)

OSSE Support Tool (OST)

- The [OST](#) is a bidirectional communications tool where LEAs can contact the state for support and technical assistance by submitting a “ticket.”
- It allows LEAs and OSSE to securely share **personally identifiable information (PII)** for **student-level data** related to data errors or system issues.
- Users are able to view the progress of the ticket and allows OSSE and the user to communicate back and forth.



Note: PII should not be sent via email. Please submit an OST ticket.





eSchoolPLUS



eSchoolPLUS

- The below content is collected in eSchoolPLUS from all LEAs



POCS

Enter specific LEAs Points of Contact (POCs) organizational email addresses. The data are used to send communications to LEA staff and grant access to some applications.



CALENDARS

Document the instructional and non-instructional days at the LEA-, school- and/or program-level. The data are used to determine enrollment and attendance data as well as other reporting and analysis.



DC School Report Card

Captures data for the DC School Report Card on the School Profile, School Hours and Parent Engagement pages.

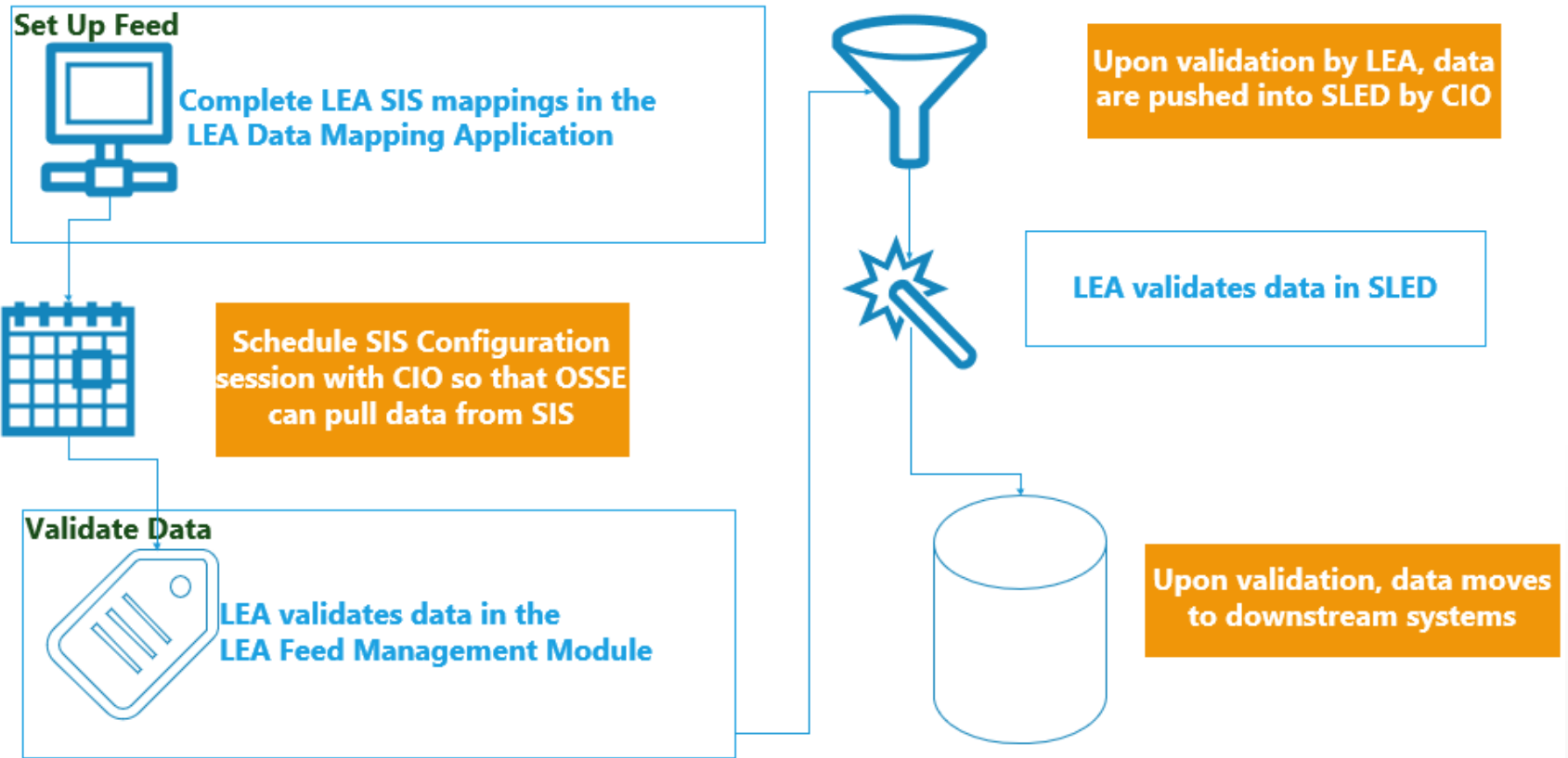
To access eSchoolPLUS: oss.eschoolplus.powerschool.com/eSchoolPLUS/Account/LogOn



Data Flows



Before the Start of School

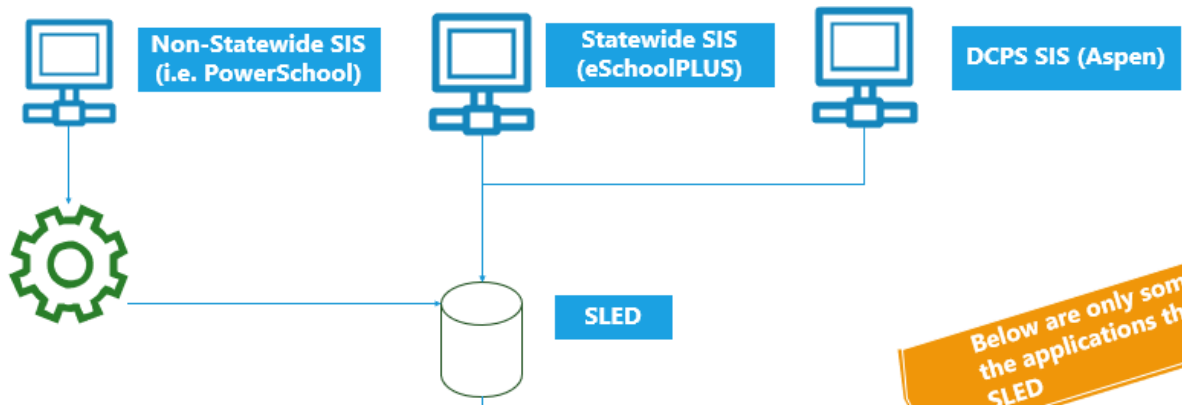


Before the Start of School

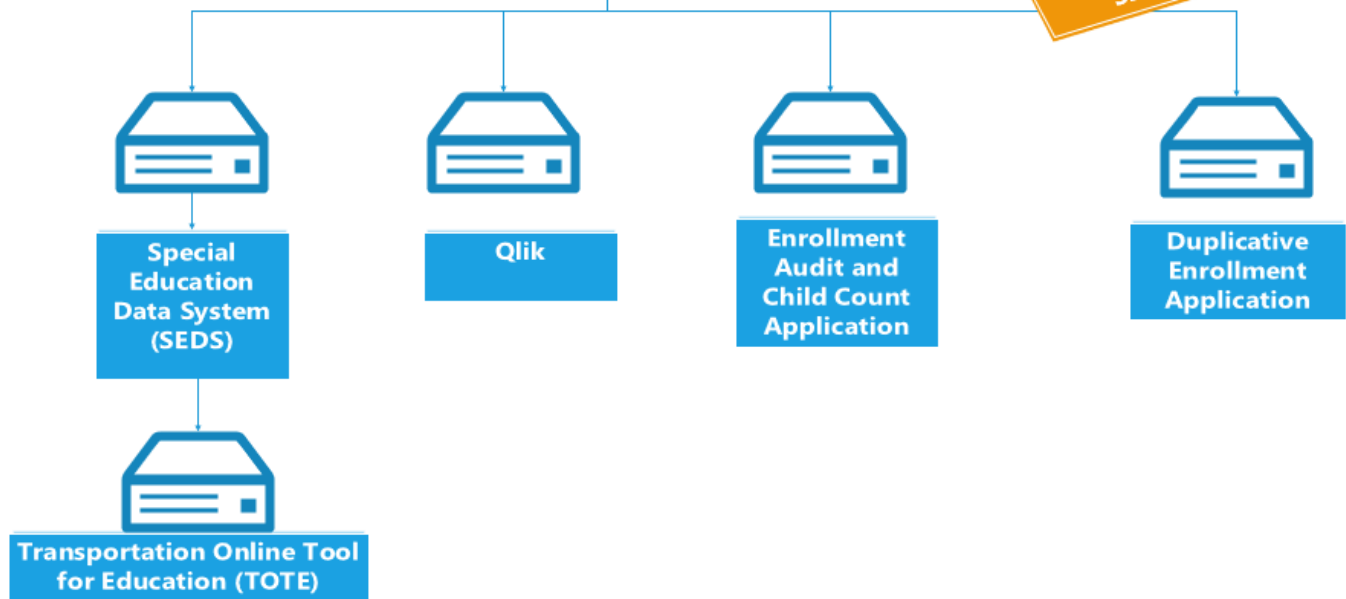


Daily LEA Feed

Source Systems



OSSE Applications



Below are only some of the applications that receive data from SLED



LEA Data Collection Template

There are four to five daily collections depending on LEA needs including demographic, enrollment, contacts, attendance, adult program and additional ancillary collections.

OSSE collects student-level data via five Data Collection Templates

- Demographic
- Contacts
- Enrollment
- Attendance
- Adult Program

OSSE collects four ancillary student-level data via four separate Data Collection Templates

- Discipline
- Certified Grad List
- Migrant Student
- Alternative Program Designation



Data Collection Templates

[2021-22 School Year OSSE LEA Data Collection Template](#)

LEA Data Mapping (LDM) Tool

LEA maps all data fields in the [LEA Data Collection Templates](#) to LEA student information system (SIS) values.

- LEA maps all data fields
- LEA enters SIS, Automated Data Transfer (ADT) client and query information
- LEA adds/updates SIS mappings to configure the ADT feed
- LEA views the below throughout the school year
 - Unmapped values
 - Incomplete data mappings
 - Errors

Each year, the LDM is rolled over with the previous school year mappings.

- LEAs only have to update changed values or enter data for any new data element.



URL: data.osse.dc.gov/ldm/#/login

LEA Data Mapping Tool

[LEA Data Mapping Tool Application](#)

Automated Data Transfer (ADT)

Acts as a bridge from the LEA SIS to OSSE systems using the LDM Tool via SQL queries that supports the daily data feeds.

When is data pulled from LEA SIS to OSSE?

- 2 p.m.
- 5 p.m.
- For redundancy, in case of failed or timed out feeds

How are data pulled for the school year?

- ADT: LEA host or OSSE host
direct connection to LEA SIS or LEA export data to
.CSV
- eSchoolPLUS (directly to SLED)
- Application Programming Interface (API)

What happens after data are pulled from the LEA SIS?

- Nightly jobs are processed
- Downstream data systems are populated
- Data are displayed the following day in all downstream data systems by 10 a.m. but many are completed by 9 a.m.



Automated Data Transfer

Know your data. To be success with managing your data is to know your data.



Enrollment



Enrollment Stages

Stage	Description
Stage 1	Application by student to attend the LEA.
Stage 2	Acceptance and notification of an available slot for the student by the LEA.
Stage 3	Acceptance of slot by student and submission of enrollment information often identified through My School DC (MSDC)
Stage 4	Registration of the student in the Student Information System (SIS) by LEA.
Stage 5	Receipt of educational services, meaning the student is physically attending the LEA either in-person or distance learning
Stage 6	The LEA's obligation to determine eligibility for special education services or to provide special education services on an existing individualized education program (IEP) is triggered upon completion of registration (stage 4).

Enrollment: Entry & Exit Guidance

The LEA is responsible for:

- Ensuring accurate and timely data entry for enrollment and withdrawal.
- Recording at least one valid entry or exit code per student in the SIS that reflects student enrollment and disenrollment.
- Collecting and retaining documentation to support the codes being used.
- Providing documentation for exit codes for **ALL** students within five days of student exit.

Reference the [Entry and Exit Guidance](#) for more details



Enrollment: Entry & Exit Guidance

Entry Codes Categories

Continuation

- Remain in same LEA
- No interruption in education services received

Transfer

- Changes LEA
- Remains enrolled in a District LEA

Original Entry

- First time enrollment in a U.S. school

Entry

- First time enrollment in a District LEA or re-entry after interruption

Exit Codes Categories

Credential

- Completion of a required program of study

End of Year

- Completion of last grade offered
- Remains enrolled in a District LEA

Transfer

- Change in LEA during the school year

Exit State

- Leaves the District for another state or country

Discharge

- Exits due to LEA disciplinary or other policy reason

Disengagement

- Discontinued schooling before maximum age

Enrollment: Entry & Exit Guidance

Exit Codes

- Impacts of documentation
 - Some exit codes require supplemental documentation to fully exit a student from SLED and SEDS – e.g., exit state
- Impacts to reporting
 - [Statewide Longitudinal Education Data \(SLED\)](#)
 - LEA Key Dates and Data Dashboard
 - [Adjusted Cohort Graduation Rate \(ACGR\)](#)
 - Special Education Data System (SEDS)
 - [DC School Report Card](#)
 - And other reporting

Reference the [Entry and Exit Guidance](#) for the school year for more details

Enrollment: Duplicative Enrollment

Duplicative Enrollment application resolves stage 5 duplicative enrollments year-round.

Duplicative Enrollment within the same LEA

- LEA should exit the incorrect enrollment from the SIS

Duplicative Enrollment between two LEAs

- Review their student rosters daily
- Collaborate to quickly resolve duplicative enrollments
- Impacts students with disabilities ability to receive services and/or transportation

Reference the [Duplicative Enrollment Resolution Policy](#) for the 2021-22 school year for more details

Enrollment: Overlapping Enrollment

Overlapping Enrollment

- Reflects the number of enrollments at the LEA that are overlapping with another enrollment at the same or different school in the District.
- The student has an exit date which overlaps with entry date of another school.
- It is the responsibility of the LEAs to determine the correct exit and entry date of the student.

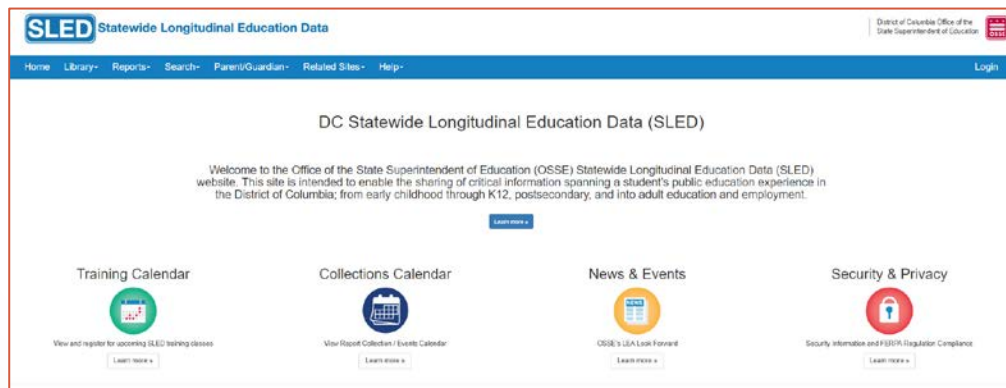
Status

- Remain on the LEA's SLED roster
- Are not counted in the duplicative enrollment number since the student has received an exit code

Exceptions

- Enrolled at a High School and Adult School.
- Enrolled at a two Adult Schools

- SLED is a comprehensive repository of student data – from early learning to postsecondary.
- SLED provides extensive educational data to schools, LEAs and OSSE to enable better planning, trend analysis, performance projections, which, in turn, will help improve the educational outcomes of District of Columbia students.



Statewide Longitudinal Education Data (SLED)

OSSE moves to the new school year after the second Friday in July.

Prior to receiving login credentials, users must attend a mandatory training session on the navigation and data displays found within SLED.

To register for SLED trainings, go to the OSSE Data Systems Training Registration Site at octo.quickbase.com/db/bj339wdcr.

Users are given either LEA or school-level access based on their role.

The Data Management module is comprised of four modules in SLED.

- **LEA Feed Management**
 - Review data provided to OSSE and the OSSE mapped values.
- **Demographic Conflicts Management**
 - Provides documentation to resolve demographic conflicts (First Name, Last Name, Gender, Date of Birth, Race and Ethnicity)
- **Characteristics Conflict Management**
 - Provides document to resolve student characteristics data elements for English learner and homeless Indicator.
- **Exit Management**
 - Provides documentation for exit codes to remove students from the SLED roster.
- **Prior Year Exit Management**
 - Provides a mechanism to update and/or provide exit codes for students for prior years.

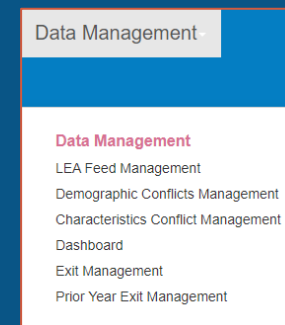


Reference the [SLED Library](#) for user guides and related documents for more details

SLED Data Management Modules

Access to the modules are granted to persons with SLED credentials and one of the below eSchoolPLUS POCs.

- LEA Approver
- School Approver



LEA Feed Management

The LEA Feed Management module allows LEAs to view the status of the below data feeds:

- Daily Enrollment;
- Demographic;
- Contacts;
- Attendance; and
- Adult program data feeds.

Template Type	Feed Date	St...	D... si... last up...	C...
Enrollment	06/14/2021		1	63,541
Demographics	06/14/2021		1	58,056
Contacts	06/14/2021		1	130,997
Attendance	06/14/2021		1	968,046
AdultProgram	06/14/2021		1	54,440

Provides data feed insight

- Data Transparency
- Easier resolution of feed errors by LEAs
- Ability to see the feed data prior to pushing to SLED
- View into which students do not make it to SLED
- Ongoing view into daily feed status
- View students on the sticky roster*

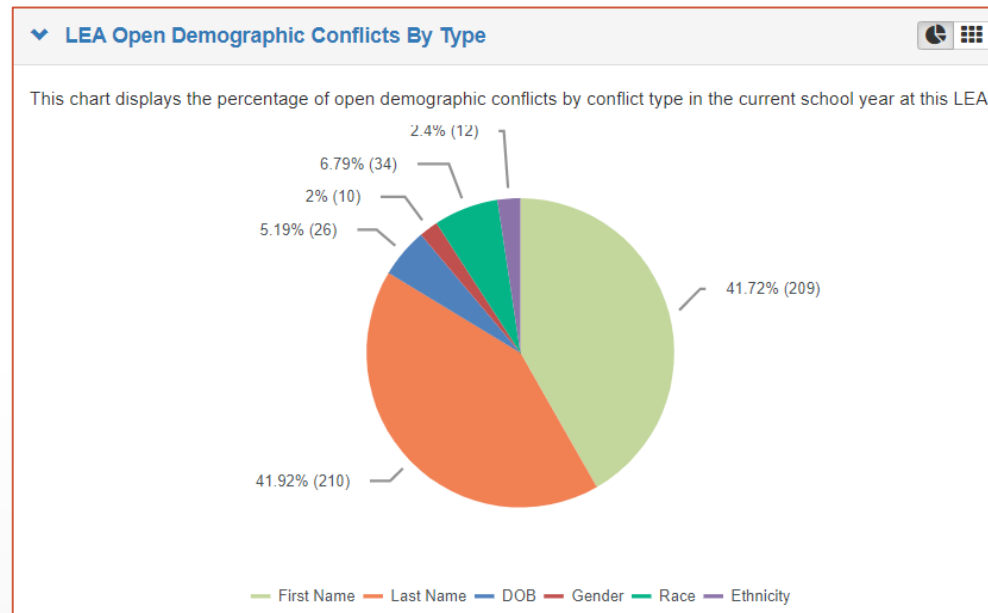


* Sticky Roster indicates when a student's enrollment record has been deleted in the LEA SIS. OSSE requires a cumulative data feed to be sent from the first day of school to the end of the school year. No enrollment records should be deleted.

Demographic Conflicts Management

- Demographic Conflicts Management ensures accurate data in near real-time and improves data systems for a student's authoritative data.

- First Name
- Last Name
- Date of Birth
- Gender
- Race
- Ethnicity



- Authoritative dataset is comprised of demographic data since the 2015-16 school year and historic demographic data received from LEAs, CBOs and other agencies.

Exit Management

- Exit Management provides near real-time notification to LEAs of finalizing and addressing discrepancies for a student's stage 5 enrollment record between the LEA's SIS and enrollment data maintained by OSSE.
- It focuses on students' exits from the LEA and sorts exits into the following three categories:
 - **Completed Exits** – records OSSE considers exited and no further actions are required by the LEA;
 - **Incomplete Exits** – records requiring LEAs to submit documentation to certify an exit, waiting for enrollment at public school in the District or waiting certified graduates status, students will remain on SLED roster; and
 - **Exceptions** – records resulting in a Unified Data Error (UDE), overlapping enrollments or inappropriate use of exit codes.

Prior Year Exits

- Prior Year Exit Management (PYE) module facilitates the process for LEAs to update students' stage 5 exit code for prior school years.
 - SLED only has a data feed for the current school year
 - For the 2021-22 school year:
 - **2020-21 school year** – all enrollment records for all students are listed
 - **2016-17 to 2019-20 school years** – only enrollment records for students in the adjusted cohort graduation rate (ACGR) population and/or student with disabilities (SWD) receiving services under IDEA remaining on the LEA's Special Education Data System (SEDS) roster

Prior Year Exits

- **When to Use PYE?**
 - Are any students missing an exit code?
 - Are there students with exit code 9888 “OSSE Administrative Code - Status unknown” requiring an exit code – *i.e., student did not reenroll at a public and public charter school in the District or completed the last grade offered at the school?*
 - Did the student exit reason change – *i.e., student did not reenroll but moved out of state?*
 - Does the student’s exit code need to be updated for Report Card purposes – *i.e., enrolled at a school in another state?*
 - Does the student’s exit code need to be updated for ACGR purposes – *i.e., enrolled at a diploma granting school in another state?*
 - Did the SWD exit in a previous school year and did not reenroll but remains on the LEA’s SEDS roster?

Characteristics Conflict Management

- Characteristics Conflict Management module displays discrepancies by conducting a daily comparison of the two characteristics data elements.
 - English Learner (EL) Indicator
 - Homeless Indicator
- The daily comparison uses the below data sources
 - LEA
 - SIS
 - Authoritative databases
 - Enrollment audit
- How are data compared?
 - English learner data are compared over several school years regardless of LEA
 - Homeless data are only compared for the current school year within the LEA
 - Both data elements will be compared against the current Enrollment Audit data for any discrepancies



Qlik



Qlik

Qlik Sense is an application used for interactive reports and dashboards with charts and graphs. It serves as a visualization software to simplify data analysis and helps make informed business decisions.

- OSSE has created several Qlik applications such as:
 - Early Access to EL Data
 - Early Access to SWD Data
 - Early Access to Immunization Data
 - OSSE Subsidy Residency
 - Entity Management
 - DCPS/Charter Sector Attendance
 - Chronic Absenteeism
 - Unified Data Errors (UDE)
 - Data Validation
 - Metric Calculation Confirmation
 - & many more





Q&A



LEA Look Forward Weekly Newsletter

- Weekly newsletter provides:
 - Announcements of changes to laws or policies, grant opportunities
 - Important dates, deadlines and reminders
 - Professional development and training opportunities
- Updated and distributed every Wednesday
- Subscribe to receive the weekly newsletter by emailing a request to OSSE.Communications@dc.gov. Provide your name, LEA, job title and official work email address.
- View current and past newsletters at any time by visiting osse.dc.gov/newsroom/newsletters.



Monthly Data Discussion Meeting

Monthly Data Discussion meeting provides updates and key announcements to LEA Data Managers regarding data systems, processes, data collections, and training.

- Held monthly and typically occurs on the fourth Thursday of the month.
 - In person
 - Webinar
 - All webinar recordings and materials will be available [here](#).
- Register for the webinar [here](#).



Additional Resources



Additional Resources

Below are resources described in the presentation.

Resource	Location
OSSE Website	osse.dc.gov
LEA Data Management Policy	osse.dc.gov/publication/lea-data-management-policy
Contact Information for Data Liaisons	osse.dc.gov/publication/data-assessment-and-research-lea-liaisons
OSSE Support Tool	octo.quickbase.com/db/main?a=signin
OSSE Data Systems Training Registration application	octo.quickbase.com/db/bj339wdcr
Data Management and Applications	osse.dc.gov/service/office-data-management-and-applications
LEA Data Collection Template	osse.dc.gov/publication/2020-21-school-year-osse-lea-data-collections-template



Appendix



Student Characteristics

Homeless

- An indication of whether the student was identified as experiencing homelessness at any point during the school year.
 - This indicator will persist for the entire school year.

- Derived from the following:
 - **LEA SIS** Homeless status; and
 - **The Community Partnership** (TCP) data feed.

Student Characteristics

At-Risk

- Defined as a student who possesses one of the below characteristics at any point during the given school year.
 - Temporary Assistance for Needy Families (**TANF**)
 - Supplemental Nutrition Assistance Program (**SNAP**)
 - **Homeless**
 - LEA SIS Homeless status
 - TCP data feed
 - Under the care of the Child and Family Services Agency (**CFSA**)
 - **Over Age** (high school only): A high school student is over age by being at least one year older than the expected age for their grade.

DCMR & Department of Education

The DC Municipal Regulations (DCMR) is the official compilation of the permanent rules, statements, and legal documents circulated by DC government executive agencies and departments, the Council of the District of Columbia, and independent entities.

The Regulations that are pertinent to OSSE are found in **Title 5: Education**.

The Department of Education mission is to promote educational excellence and help all students—regardless of their race, religion, income level, sex, first language, ability status, or any other demographic factor—have equal access to educational opportunity.

OSSE primarily reports to the Department of Education via the annual **EdFacts** reporting.



Enrollment – Stage 4

Enrollment – Student Withdrawal

What happens if the student never attends after the LEA stage 4 enrolled the student?

LEA Responsibilities

Follow LEA policy on the number of days the student can be a non-show before initiating the student exit procedure

Determine the reason for the no-show

Update LEA SIS with appropriate stage 4 exit code.
Refer to the latest [Entry and Exit Guidance](#).

If the student was a student with a disability, provide supporting evidences in SEDS.

Implications of not exiting a student properly

- ▶ Student remains active student on the LEA roster in SLED
- ▶ Possible duplicative enrollment in SLED
- ▶ If the student is a student with a disability, the LEA may be responsible for the student under IDEA.

Applications Impacted

- Qlik: Unified Data Errors (only if duplicative enrollment)
- SLED
- SEDS

Enrollment – Stage 5

Enrollment – Student Withdrawal

What happens if the student stops attending after the LEA stage 5 enrolled the student?

LEA Responsibilities

Follow LEA policy on the number of days the student can be absent before initiating the student exit procedure

Determine the reason for the no-show

Update LEA SIS with appropriate stage 5 exit code.
Refer to the latest [Entry and Exit Guidance](#).

Provide documentation in Exit Management, if necessary

If the student was a student with a disability, provide supporting evidences in SEDS.

Implications of not exiting a student properly

- ▶ Student remains active student on the LEA roster in SLED
- ▶ Impact to the school's Adjusted Cohort Graduation Rate (ACGR)
- ▶ Possible duplicative enrollment
- ▶ If the student is a student with a disability, the LEA may be responsible for the student under IDEA.

Applications Impacted

- Duplicative Enrollment Application
- Qlik: Unified Data Errors (only if duplicative enrollment)
- SLED
- SEDS

Tips

- Attend the Enrollment Audit and Child Count policy and application training for the 2021-22 school year.
- Work with other LEAs to resolve Duplicative Enrollments between LEAs.

ADT & Data Feed Issue Resolution Checklist

How-to Troubleshooting Data Feed Issues

- Log in to the LEA Data Mapping Tool**
 - Check for any errors
 - Validate mappings are accurate

- Log in to SLED to access the LEA Feed Management module**
 - Check for any Errors
 - Check for any failed data feeds

- Log in to Qlik to access the Unified Data Errors application**
 - Check for any related errors

- Contact your Data Liaison to have the ADT configurations and data pull verified**



Thank you!

