



New LEA Data Manager Training

Office of the Chief Information Officer

2022-23 School Year

Agenda

- LEA Data Manager & Data Liaison
- Data Flow & Data Collection Templates
- LEA Data Mapping Tool
- ADT & API
- SLED
- Qlik
- eSchoolPLUS
- IDS
- Q&A
- Additional Resources
- 2022-23 Start of School
- Appendix



LEA Data Manager & Data Liaison



LEA Obligations:

- Ensure Timely and Accurate Data Submissions
- Attend Trainings and Monitor Communications
- Identify 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).

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



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

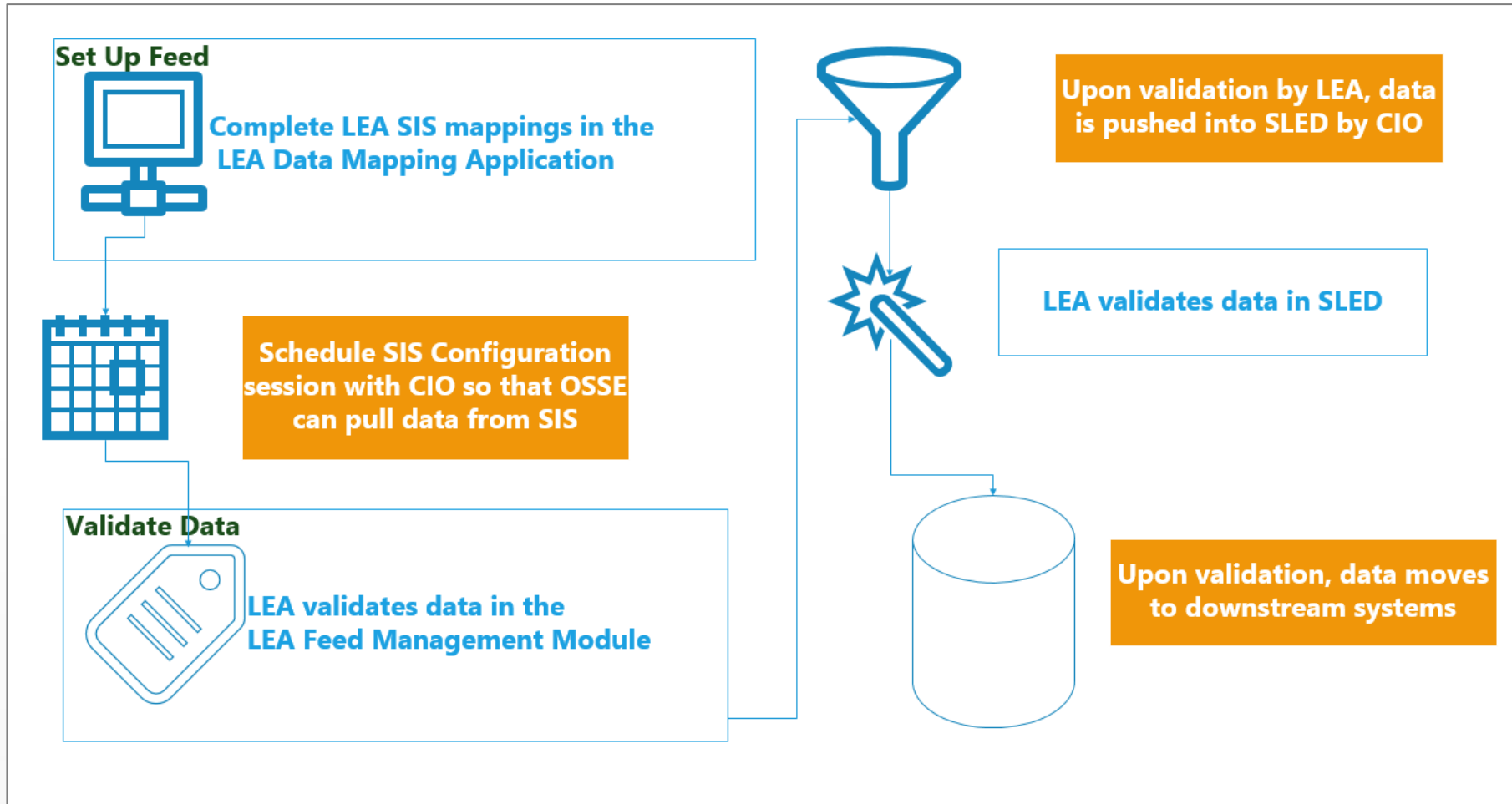
[LEAs' Data Liaison Assignment List](#)



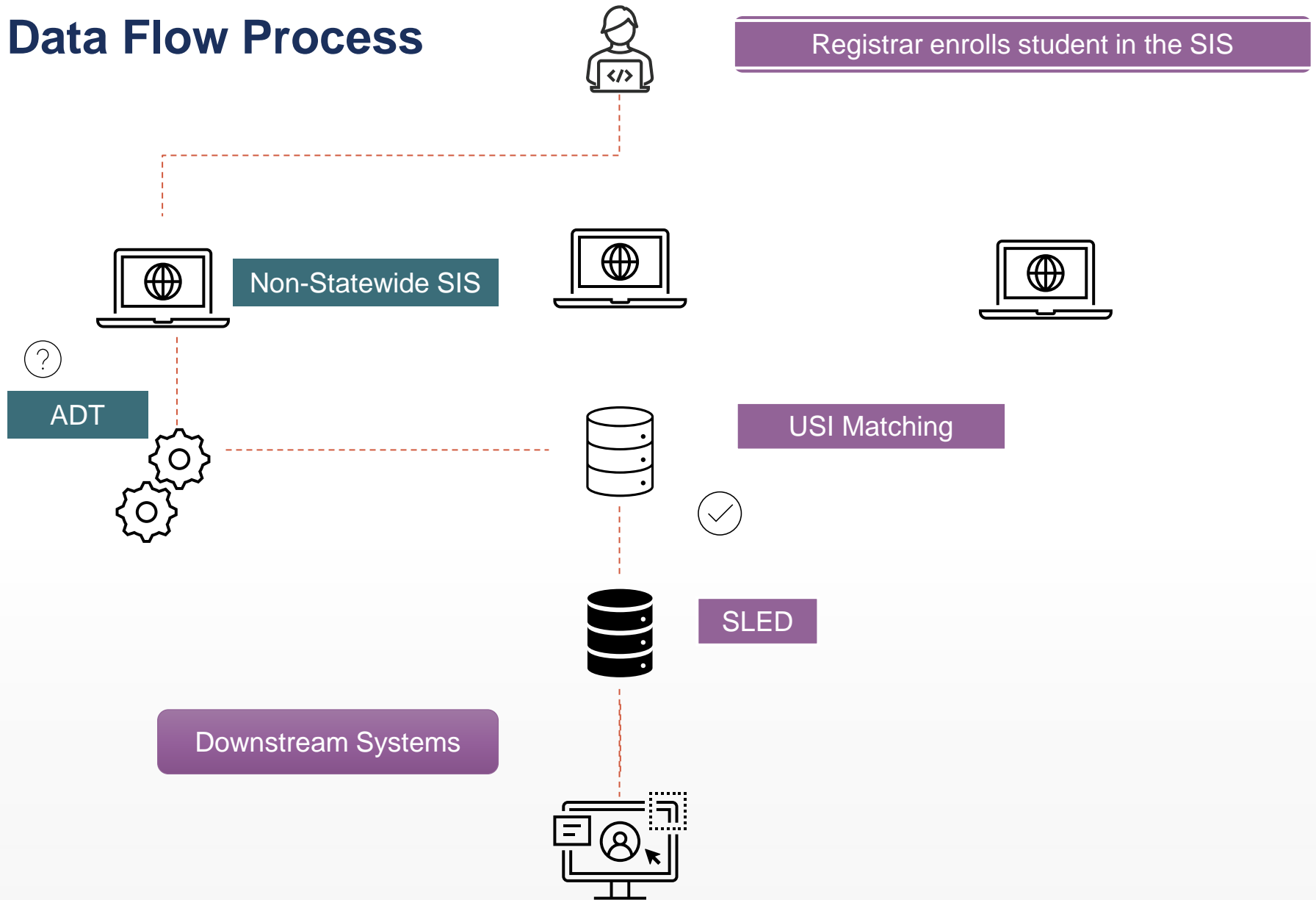
Data Flows



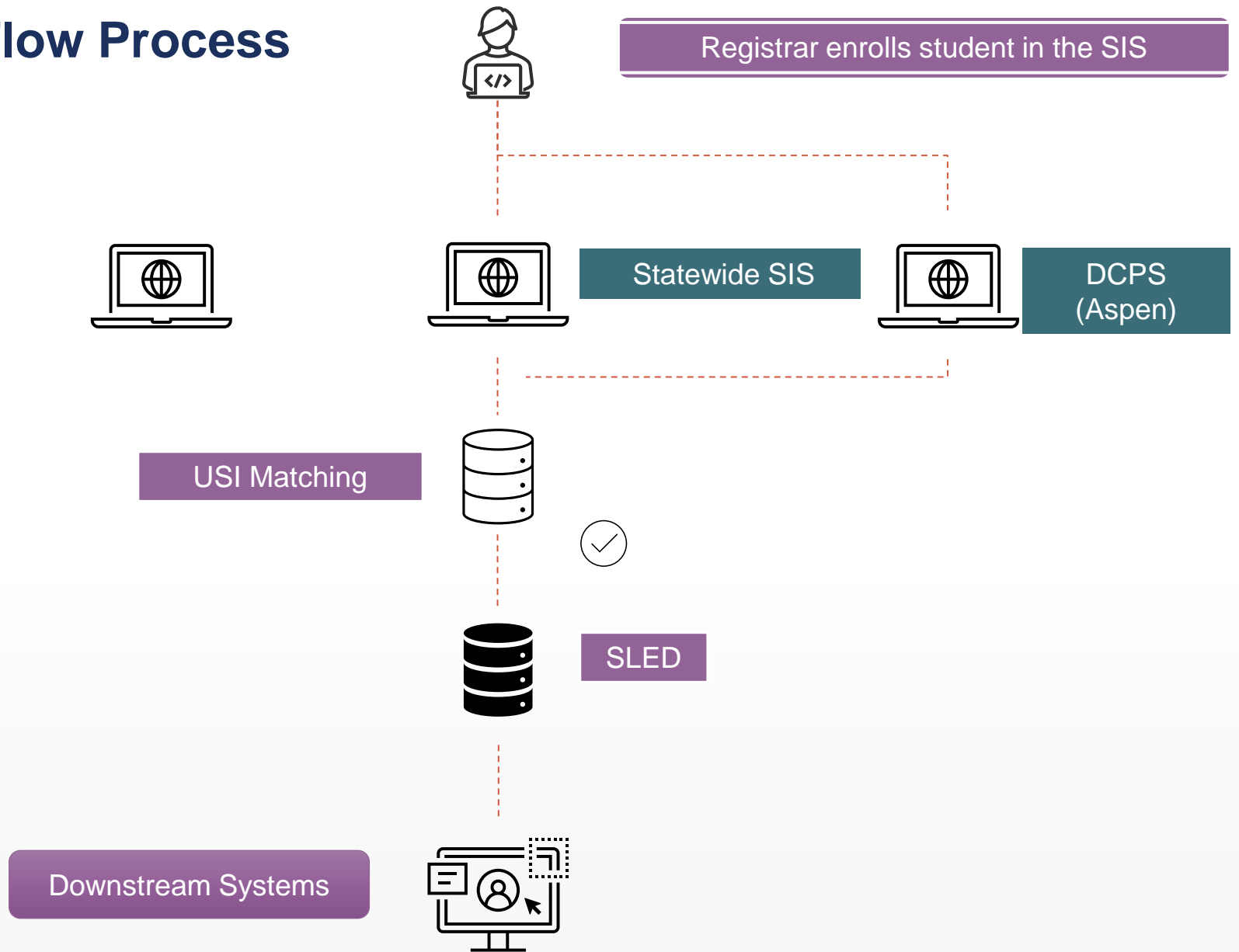
Before the Start of School



Data Flow Process



Data Flow Process



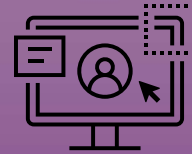
Data Flow Process: Downstream Systems



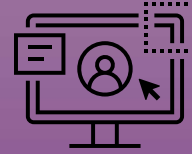
Special
Education Data
System (SEDS)



Qlik



Enrollment Audit
and Child Count
Application



Duplicative
Enrollment
Application



LEA Data Mapping Tool,
Data Collection Templates,
Automated Data Transfer (ADT) &
Application Programming Interface (API)



LEA Data Collection Template

There are 4-5 daily collections depending on LEA needs including demographic, enrollment, contacts, attendance, adult program, and additional ancillary collections.

LEA Data Mapping (LDM) Tool

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

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.

NEW Application Programming Interface (API)

Acts as a bridge from the LEA SIS to OSSE systems using a direct connection that supports the daily data feeds.



LEA Data Collection

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

Data Collection Templates

OSSE collects student-level data via five Data Collection Templates

Data Collection Templates

Demographic

- Local ID
- Student Name
- Date of Birth
- Ethnicity/Race
- Address
- Residency/Housing
- Language
- FARMS
- Universal Health
- 504 Plan
- Military Family
- First Ninth Grade Year
- & more fields

Contacts

- Primary Guardian
- Contact Type
- Contact Name
- Contact Number
- Contact Email Address
- Contact Address

Enrollment

- LEA ID
- School Code
- School Year
- Attending School Code
- Grade Level
- Stages of Enrollment Dates
- Enrollment Code
- Exit Date
- Exit Code



Data Collection Templates

OSSE collects student level data via five Data Collection Templates

Data Collection Templates

Attendance

- Attendance Date
- Attendance Status Code
- Attendance Absence Reason

Adult Program

- Calendar Program Code
- Calendar Program Description
- Start Date
- End Date
- Class Name
- Class Start Date
- Class End Date



LEA Data Mapping

The LEA Data Mapping (LDM) is an application that allows the following:

- LEA maps all data fields in the [LEA Data Collection Templates](#)
- LEA enters SIS, ADT client and query information
- LEA adds/updates SIS mappings to configure the ADT feed; and
- LEA views the below throughout the school year.
 - Unmapped values
 - Incomplete data mappings
 - Errors

Each year, the LDM is rolled over.

- LEAs only must update all changed values or enter data for any new data element.

To request access to the LDM, the LEA Data Manager must submit a ticket in the OST.

ADT and API Processes

- **ADT Process**
 - Review LEA Data Collection Template
 - Complete LEA Data Mapping Tool
 - Attend Configuration Session:
 - Held at the beginning of the school year
 - SQL queries are then implemented in ADT
 - The data feed is enabled or turned on
 - Data are sent daily

- **API Process**
 - Confirm LEA SIS vendor supports APIs for OSSE to connect to
 - Define API schema, test API end points in lower environments (i.e., test, development, staging)
 - Once testing is complete, push data to production and OSSE pulls data on a daily schedule
 - OCIO is moving from ADT towards API connections
 - Switching to a new SIS will require an API connection
 - Meetings with the LEA SIS vendor, LEA Data Manager and OCIO are required



Daily Feeds

- **When is data pulled from LEA SIS to OSSE?**
 - 2 p.m.
 - 5 p.m.
- **Why two data pulls?**
 - For redundancy, in case of failed or timed out feeds
- **How are data pulled for the 2022-23 school year?**
 - **API** : SIS vendor
 - OSSE pulls data from LEA SIS using an API end point provided by LEA/SIS vendor
 - Direct connection to LEA SIS, data is pulled either in JSON/XML format.
 - **ADT**: LEA host or OSSE host
 - Direct connection to LEA SIS or LEA export data to .csv
 - eSchoolPLUS (directly to SLED)
- **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.



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.
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.
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



eSchoolPLUS

- The below contents are collected in eSchoolPLUS from all LEAs



CALENDARS

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



DC REPORT CARD

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

To access eSchoolPLUS:

<https://oss.eschoolplus.powerschool.com/eSchoolPLUS/Account/LogOn>



Integrated Data System (IDS)

- IDS collects in points of contacts from all LEAs via an Excel file upload



POCS

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

To access IDS: <https://ids.osse.dc.gov>





Statewide Longitudinal Education Data (SLED)



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

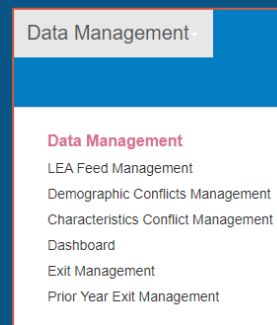
- **LEA Feed Management**
 - Review data provided to OSSE and the OSSE mapped values.
- **Demographic Conflicts Management**
 - Provide documentation to resolve demographic conflicts (First Name, Last Name, Gender, Date of Birth, Race and Ethnicity)
- **Characteristics Conflict Management**
 - Provide document to resolve student characteristics data elements for English learner and homeless Indicator.
- **Exit Management**
 - Provide 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.



SLED Data Management Modules

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

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



Qlik



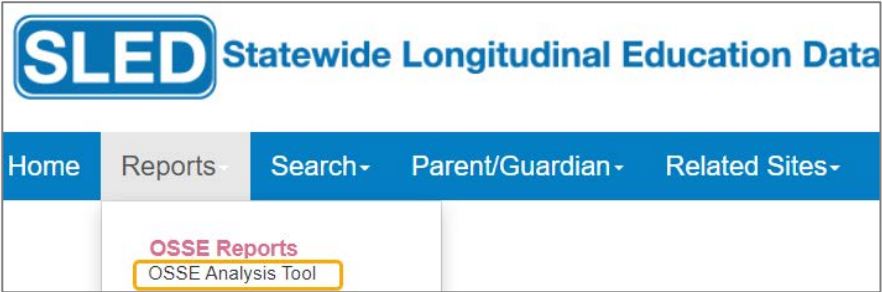
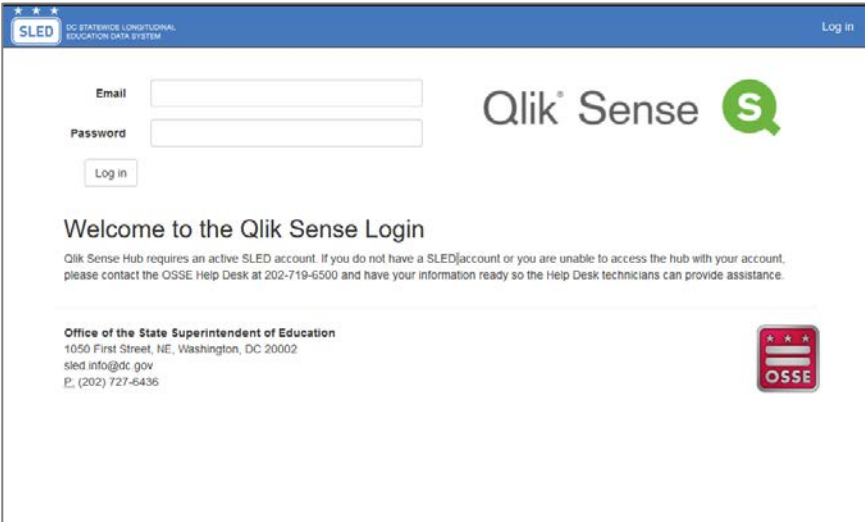
Qlik

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.

There are two ways to access Qlik.

<https://analysis.osse.dc.gov>

<https://sled.osse.dc.gov>

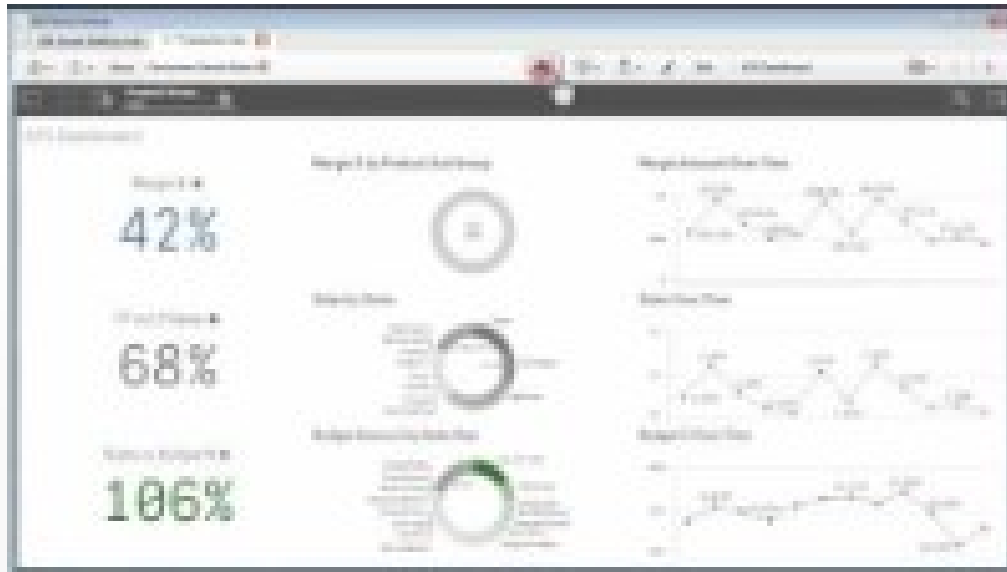


Navigating within Qlik

For a quick tutorial on the Qlik Interface Orientation and Navigation, view the video below.



Note: Users are unable to modify and edit applications created by OSSE. Some features displayed in the video are not available.



Commonly Used Applications

Below are a few commonly used applications created by OSSE.

Name of Application	Description
Entity Management	Serves as the LEA repository for LEA and school information, points of contact and District-wide LEA data managers.
OSSE Residency Verification	Serves as a resource to LEAs to view students OSSE has confirmed the student's residency via data sharing agreements with partner DC Government agencies.
Early Access to EL Data	Provides a preview of student-level EL-related data for students pre-enrolled in the LEA for the next school year via My School DC (MSDC).
Early Access to SWD Data	Allows LEAs to have access to special education information for students with disabilities who are pre-enrolled in the LEA for the next school year via My School DC (MSDC).
Early Access to Immunization Data	Support schools with adhering to District law and regulations that require all students to be fully immunized as part of school enrollment and attendance. By providing a preview of student-level immunization data for students who have enrolled for the next school year, the application allows schools to conduct outreach efforts throughout the spring and summer to ensure students are up-to-date on all required pediatric immunizations before the start of school.
Unified Data Errors (UDEs)	Serves as the hub for data errors. LEAs are expected to resolve all data errors within five business days of its creation.
Data Validation	Serves as a repository for LEAs in the certification of accurate and valid demographic, enrollment, attendance, and assessment information for all students attending school during the current school year.

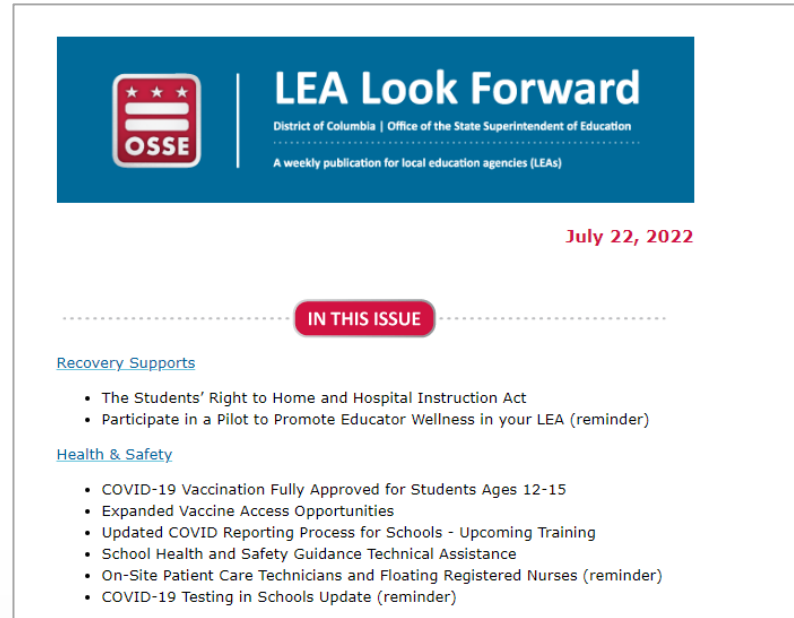


Additional Resources



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 <http://osse.dc.gov/newsroom/newsletters>.



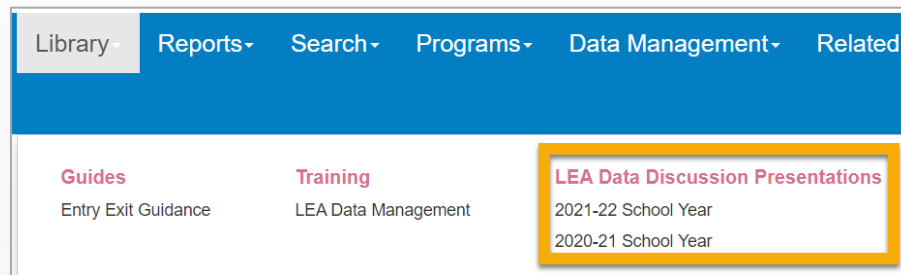
Monthly Data Discussion Meeting

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.
- Registration is available in the OSSE Training Registration site.

Topic	Division	Course Title	Session Start Date	Session End Date	Start Time	End Time	Facility - Location Name	Facility - Location Address	Registration Capacity	Spaces Remaining	Registration Status	Add Registration
 SLED	DAR	Monthly LEA Data Discussion Meeting (WEB-BASED)	07-28-2022	07-28-2022	11:00 am	12:30 pm	Webinar	Online	200	181		Add Registration

- Current and past webinar recordings and materials are available at any time by logging into SLED and navigating to the Library tab.



Library | Reports | Search | Programs | Data Management | Related S

Guides
Entry Exit Guidance

Training
LEA Data Management

LEA Data Discussion Presentations
2021-22 School Year
2020-21 School Year

Additional Resources

Below are resources described in the presentation.

Resource	Location
OSSE Website	https://osse.dc.gov
LEA Data Management Policy	https://osse.dc.gov/publication/lea-data-management-policy
Contact Information for Data Liaisons	https://osse.dc.gov/publication/data-assessment-and-research-lea-liaisons
OSSE Support Tool	https://octo.quickbase.com/db/main?a=signin
Subscribe to LEA Look Forward weekly newsletter	Send email to osse.communications@dc.gov and state your name, job title, LEA and school email address, and state that you'd like to subscribe to the LEA Look Forward
OSSE Training Registration application	https://octo.quickbase.com/db/bj339wdcr
Data Management and Applications	https://osse.dc.gov/service/office-data-management-and-applications
OSSE LEA Data Collection Template	https://osse.dc.gov/publication/osse-lea-data-collections-template

Additional Resources

Below are resources described in the presentation.

Resource	Location
eSchoolPLUS	https://oss.eschoolplus.powerschool.com/eSchoolPLUS
eSchoolPLUS Calendars	<ul style="list-style-type: none">• eSchoolPLUS LEA Calendars User Guide• Extended School Year and Summer School Calendar Guide
LEA Data Mapping Tool	Website: https://data.osse.dc.gov/ldm Guide: https://osse.dc.gov/publication/lea-data-mapping-application Video: https://osse.dc.gov/publication/lea-data-mapping-application
SLED	Website: https://sled.osse.dc.gov Assistance: Sled.info@dc.gov



Thank you!

