



July 2009 Deployment Update

Michigan Student Data System (MSDS)

This document highlights the status of the MSDS development and deployment as of July 2009. The following topics are covered in this update:

- MSDS 1.0 in Production
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- MSDS Training

Resources on collections, timelines, training and security are available on the MSDS Web site at http://www.michigan.gov/cepi/0,1607,7-113-986_50502---,00.html.

MSDS 1.0 in Production

- MSDS 1.0 was moved into production in December 2008. This initial release included basic data collection functionality, basic reporting, data set downloads, new security roles and student search capability. All Unique Identification Code (UIC) functionality was moved from the Single Record Student Database (SRSD) to the MSDS, and the ability for users to create new UICs was changed to a request process when one or more possible matches are identified by the system.
- Deployed collections for the 2008-2009 school year included:
 - Early Childhood: The Early Childhood Collection is the reporting vehicle through which districts and grant recipients report all early childhood programs. This collection remains open throughout the school year for updates, with defined certification dates. The last certification date for the 2008-09 school year will be in August 2009.
 - Request for UIC: The Request for UIC collection is the mechanism districts can use to create, obtain and validate UICs for students. This collection also allows district users to update certain core demographics for students, which is critical for ensuring matches with other systems such as the Career and Technical Education Information System (CTEIS).

- Early Roster: The purpose of the Early Roster collection is to provide a mechanism for districts to submit enrollees for the upcoming school year and update grade and building information, without impacting accountability for those students. Those will be combined with data reported at the end of the year to compile a roster for direct certification reporting. Ultimately, the Early Roster collection will also replace the pre-ID process for assessments.
- Direct Certification Reports for the 2009-2010 school year will be made available in MSDS beginning August 3, 2009 with multiple refreshes scheduled. This report identifies, for each school participating in the National School Lunch Program, the students who qualify for free meals. The Direct Certification process eliminates the need to collect free meal applications from those students who are members of households receiving assistance under the Food Stamp Program administered by the Michigan Department of Human Services.

MSDS 2.0 Deployment

MSDS 2.0 is scheduled to be deployed into production in mid-September. The deployment of MSDS 2.0 is focused on critical functionality so that the SRSD can be decommissioned in August 2009 as planned. Testing is currently underway at the state level, and district testing runs from mid-July through late August.

2.0 New Collections (not deployed in MSDS 1.0)

- Fall General Collection: This replaces the fall SRSD collection. Full-time equivalency (FTE), enrollment, demographic and program participation data are reported in this collection for state and federal reporting purposes. This will be the official fall FTE count. This collection is due into the MSDS November 4 and must be certified by November 18, 2009.
- Supplemental Nutrition Collection: This collection is for districts to report students who are eligible for supplemental nutrition. The collection replaces the reporting of these data in both the Michigan Electronic Grants System (MEGS) and the SRSD. This collection must be submitted and certified by November 12, 2009.
- Student Record Maintenance: This optional collection is used to: submit any summer graduates for the “End of Summer Snapshot;” submit enrollment records between general collections; submit exit records; update student demographic and program data; and request changes to the primary education providing entity (PEPE). The End of Summer Snapshot is due October 14, 2009.

2.0 New Functionality

- Enhanced UIC Matching: The MSDS 2.0 matching process has been rewritten for efficiency and to enhance the quality of UIC matches. This includes the ability to utilize first-name pseudonyms, hyphenated last names, character removal (e.g., O'Brien = Obrien), multiple-birth order, middle names, and inverted first and last names.
- Enhanced Student Search: The student search functionality currently only looks for exact matches. This has been enhanced to include the option to run a search through the full matching algorithm. This can help users find UICs for students they know are in the system but cannot readily find using the basic student search functionality.
- Decertification: This allows users to decertify a collection before the end of the collection window without going through the CEPI. This functionality puts more control of the data back into the district users' hands. Users can decertify and recertify as often as they like during the collection window.
- Student History Reports: District users can now access a student history report for students currently enrolled within their district. This report provides information about program participation, enabling district users to identify potential needs for services more quickly upon students' enrollment, as well as their mobility history, which is critical for graduation rate calculations.
- FTE Conflict Resolution: This functionality enables the authorized users of a district to see when they have FTE conflicts for one of their students with another district (>1.0 FTE) and provides a mechanism for alerting the ISD auditor when those conflicts cannot be resolved prior to the audit. In the SRSD, these data were only made available to the ISD auditors. District users will have two weeks after the close of the fall and spring general collections to resolve conflicts before those conflicts move to the auditor for resolution.
- Audit: The basic audit functionality currently available in SRSD for intermediate school district (ISD) auditors will be deployed in the MSDS for the fall count.
- Reports: For the first time, MSDS will provide reports back to district users on data they have certified. For the initial deployment, reports will be limited to summary reports that were available in the Administrator Data Review application, alpha lists, submission summaries and key quality review reports (similar to existing error-check reports).
- Reusable Components: All collections have been structured around the use of components. Components are logical groupings of characteristics that are consistent across all collections. If the code or definition of a characteristic changes, it is changed once and applies to every collection. This will ensure consistency in definitions and codes across all collections.
- Usability Enhancements: The staging-area summary screen has been modified for usability; menu items have been changed to make it easier for users to navigate the system.

MSDS Post-September Deployment Items

There are features and collections scheduled for MSDS that have been deferred because they are not considered critical-path items for the September deployment. These items will be moved into production as soon as testing has been completed (unless otherwise stated).

2.x Collections

- Spring General Collection/End-of-Year General Collection: These collections include the reporting of FTE for the supplemental count day, enrollment / exit, demographic, program participation and school year closeout data.
- Migrant Curriculum Collection: The collection of migrant curriculum data is scheduled to begin for the 2009-2010 school year in late winter. District users will be expected to report data from the start of the school year forward. The data elements to be collected and corresponding business rules have been posted on the CEPI Web site.
- Special Education December 1 Count: The collection of the special education periodic count data is scheduled to move from the Michigan Compliance Information System (MI-CIS) into the MSDS in December 2010.

2.x Functionality

- UIC Linking/Unlinking: The MSDS will include functionality to enable district users to request linking of records (or unlinking if erroneously linked) in the system. This functionality is expected to be deployed in fall 2009.
- UIC Splitting: This functionality enables the state to work with districts to split apart student records when two different students have been erroneously reported with the same UIC.
- Primary Education Providing Entity (PEPE)/Accountability: This new functionality provides a process for identifying a single accountable entity for a student. This includes a mechanism for CEPI and the Michigan Department of Education (MDE) to resolve questions regarding PEPE when the system cannot determine it; and for districts to request changes to the PEPE. Only the PEPE will be able to update a student's personal core data in the student master record. The "Accountable for AYP" flag is set by the MDE in the Educational Entity Master. This functionality is expected to be deployed in fall 2009.
- Graduation Cohort: The assignment of students to a graduation cohort and the reporting on the status of those students is being moved into the MSDS. This will enable districts to easily pull graduation cohort status reports. This functionality is expected to be deployed in fall 2009.
- FTE Audit Narrative: The FTE audit narrative will be integrated with the FTE audit in the MSDS. This process includes providing drill-downs to student lists from the FTE reports (4061/4120), entering findings while making FTE adjustments, automatically populating the narrative form and ensuring that the narrative balances with the FTE report. The functionality is expected to be moved into production for the Spring General Collection (February 2010).

- **To-Do List:** The MSDS includes “to-do list” functionality that provides users with action items to complete. For example, the MSDS will receive information from the Migrant Education Data System (MEDS) as students enroll and exit the migrant program. To-do actions will direct users to report course enrollments and history for these students in the MSDS. This functionality is expected to be deployed in fall 2009.
- **UIC Web Services:** The MSDS is built to enable the use of automated Web services. This functionality enables direct system to system communication between the MSDS and other external systems to validate and/or obtain UICs for students. This functionality is currently being deployed with other State of Michigan managed systems with the expectation that it will also be available for LEA student information system use.
- **E-mail Notification:** The MSDS will provide e-mail notifications for certain activities, such as notification when the upload process has fully completed.
- **More Detailed Reporting:** Additional reports will be added to the MSDS for data quality checks in the staging area, as well as reports on certified data.
- **Resolution for Direct Certification:** While CEPI can confidently match a large percentage of the records from DHS to the MSDS, there may be records that potentially match but still require user intervention to affirmatively state that these are in fact the same children. In a process similar to that used for UIC resolution, these potential records will be provided to districts for resolution.

MSDS Collection/Characteristic Changes

The MSDS has necessitated some changes to the data elements collected on students. These changes improve data quality (such as moving from text fields to codes); accommodate the collection of only those data relevant to the student (as opposed to every field being submitted for every student in the SRSD); and take advantage of the flexibility of XML (submitting multiple instances of a single component). Changes have been minimized to the SRSD over the past year in anticipation of this move to the MSDS. Fields that have been changed are identified in the Component Presentation, which can be found on the CEPI Web site on the MSDS page in the Resources section. This can be cross walked to the business rule specification spreadsheets by component for the specific codes and rules.

The following is a summary of some of the changes.

- ***Discipline:*** The reporting of discipline data has been standardized for both general education students and students receiving special education services. This change will help district users report data consistently, regardless of a student’s special services. Multiple incidents can now be reported accurately for a single student. It also allows the state to more nimbly respond to federal reporting changes without necessitating district change.

- **Adult Education:** The XML format allows district users to submit multiple instances of services for a student receiving adult education services, providing the mechanism to accurately report adult education FTE counts without adding additional collections.
- **Initial IEP:** The reporting on the Initial IEP has been modified to accurately capture when a student first received his or her initial IEP for that incident of special education services or programs.
- **Program Participation:** This component combines SRSD Field 25: Reserved Field and Field 125: Program Eligibility/Participation II into a single component and now uses standard codes instead of the string of 1s and 0s. These codes have been standardized to map to the chart of accounts where possible.
- **Attendance:** The reporting of attendance data has changed to only be required at the end of the year, or when a student has exited from the district.
- **Middle Name/Initial:** The Middle Initial field has been modified to accept either the middle name or initial.
- **Suffix:** The suffix has been removed from the Last Name field and will now be collected separately in a suffix field. This will reduce issues with name matching because of concatenated suffixes.
- **Multiple Birth Order:** This field has been changed to "optional" and is only to be used with students who are part of a multiple birth. This change will improve data quality and allow this field to be used for matching.
- **Personal Curriculum:** Data are now being collected regarding the modification made to the curriculum and the reason for the modification. These data are required for legislative compliance.
- **Supplemental Nutrition Eligibility:** Only eligible students are now reported in a separate collection, eliminating duplicative reporting of these data.

MSDS Role Changes

The MSDS provides additional levels of rights, enabling districts to distribute or centralize their work. This additional granularity provides flexibility for districts to determine where additional MSDS users are required. A crosswalk mapping the SRSD roles to MSDS has also been made available on the MSDS page with the security information. This document provides information on the roles and uses, as well as information on how to continue "business as usual" between the LEA and the ISD.

- **Certifier Role:** There is now a role in the system for designating the user who will be certifying collections on behalf of the superintendent/administrator. This user has access to all staging-area and certified data reports.
- **UIC Resolvers:** UIC resolvers no longer have the ability to create new UICs. New UICs can be requested and all requests will be reviewed prior to approval or denial by CEPI.
- **Additional Security for Supplemental Nutrition:** Because of the sensitivity around supplemental nutrition eligibility data, districts must now explicitly request rights for users to view and/or edit supplemental nutrition eligibility data, including direct certification status.

- **Intermediate School Districts:** In the SRSD, all submissions were required to go through the ISD for upload to CEPI regardless of the levels of service provided by the ISD. The MSDS now allows districts to determine how to continue the relationship with their ISDs. If districts want to continue working with their ISDs to upload their data into the MSDS, each district will need to provide its ISD with uploader rights, or any other additional rights, for the district. ISD auditors will still have rights to view certain district data to conduct audits.

MSDS Training

CEPI continues to provide multiple venues for authorized users to obtain training on the new application. Training tools are posted on the MSDS Web site and currently include Web based modular training, covering various system modules; the MSDS training manual; and a copy of the September 2008 training Webinar. In addition, the following resources are also being made available for the MSDS 2.0 release:

- **Vendor Webinar:** CEPI hosted a vendor Webinar on June 9, 2009, to answer technical questions related to the upload process, components and business rule validations. The presentation has been posted on the MSDS Web page under Resources, identified as the Component Presentation.
- **Online Training/Documentation:** CEPI will be providing updated system user manuals and Web-based training modules for the MSDS. Web-based training modules are currently available on the CEPI Web site for base-system functionality.
- **Face-to-Face Training:** CEPI has partnered with the Michigan Pupil Accounting and Attendance Association (MPAAA) to deliver the most up-to-date MSDS information to guide district personnel through the application and provide ISD personnel with the tools to assist in the training of local district users. This training will be provided in late August in Lansing and Escanaba. Online registration is available at <http://www.mpaaa.org>. These sessions will be recorded and posted on the MPAAA and CEPI Web sites.

For users already planning to attend the MPAAA fall conferences in September at the Bay City or Escanaba location, CEPI will present and train on the MSDS on those occasions as well.