

Transcript for UIC Request Tutorial

Welcome

Andrew Neumann: Welcome, everyone to the kickoff of the Race to the Top Pilot. In this webinar, we're going to be discussing the Unique Identification Code request, or UIC for short, and to discuss this is going to be Jaci Leonard, who is our Collections Analyst from CEPI, so, I'll let her take it from here.

Introduction to Unique Identification Codes

Jaci Leonard: Okay. As you heard, a UIC is a Unique Identification Code, which is the unique ten-digit code assigned to each student enrolled in Michigan's public schools. It provides a student with an exclusive, single identifier for their entire education in Michigan. It improves the privacy and security of student's data.

For example, Tommy Tutone. There's his UIC. Students are identified by their UIC number rather than their name or social security number, keeping their identity secure.

UIC's are generated, assigned, and resolved in the Request for UIC Collection in the Michigan Student Data System, or you've also heard us refer to it as MSDS.

UIC Request Method 1: Online Entry

So, there's two methods. We're going to discuss the first method, which is online entry, using Michigan Student Data System, or MSDS. So, once you guys have...I think there's just one person they hasn't filled out the security. Have you gotten a chance? Has anyone gotten a chance to log in, or no? Okay.

Well, here's how you're going to log in, once you're on the Michigan Student Data System. You click the "Authorized User Login." You're going to see a screen like this. You're going to enter your User ID and password, and log in. And, if you have access to more applications, through the single sign on, you'll see something like this. But, you just want to make sure that you select the Michigan Student Data System, or MSDS link. And, then...the left hand side, you'll see on this PowerPoint is going to be a little bit more in depth than the menu that'll be available to you, just different privileges and what not, or different profiles. So, just keep in mind that yours will be a lot shorter on the left. You'll have less to choose from. But you're going to want to go under the "Student Data Submission," on the left hand side there and then click the data staging area. You'll see a screen, a staging area, and you'll enter your submitting entities. The collection has a drop-down, and you'll pick the "Request for UIC Collection." You don't worry about the certification status, and click "filter."

This particular entity that we used for this example didn't have a collection existing already. So, as you can see, that arrow is pointing to the "Add New Collection." You'll want to select that. And, again, it's kind of repetitive but it's just letting you know this entity is requesting to have this new collection added. So, then, "Add Collection" once you've selected it from the drop-down. It'll appear like this. As you can see, it shows the collection and that's a hyperlink. So, you can click on that. The submitting entity, and there's zero students at this time. Certification status, and some others. We'll get into that later.

So, right now, we're going to go ahead and search and add a student to my request for UIC collection. So, I'm going to enter a partial name. In this case, we entered the full name to search for the student. My suggestion would be on to broaden your search to use partial names. So, a partial last name, partial first name, and maybe just limit it to the year of birth. That way, you're really making sure that the student does not exist. Quick filter.

In this particular case, the student does not exist, so we're going to click "Add This Student" And, again. Here's our student. That's the student I want. So, we're going to "Select Student."

Here's the student's core information. It shows the date of birth. Now, if I want to just add this particular student, then I'm going to click "Submit." If I'm going through a list of students, then I'll click "Submit," and add another. So, now we've added this student to our request for UIC collection. As you can see, the UIC is in there, last name, first name, all the information, is in there that's needed.

Live Demonstration-UIC Request Method 1: Online Entry

Now the live demonstration. I'm going to go ahead and log in. Okay. So, there's MSDS, and, obviously, this is a testing environment right now. So, this isn't live data, nothing you see here. This is all just a testing environment, or will be referred to as the QA environment.

We're going to "Student Data Submission" on the left. "Data Staging Area." And, I'm going to use...And, I'm going to select from the dropdown "Request for UIC Collection." Filter. State of Michigan is the entity. "Request for UIC" is the collection. I'm going to go ahead and hit the hyperlink for the collection, and I do already have one student in here, but we're going to go ahead and search and add to add another student. And let's just do like I said--the partial, so we can see if the student actually exists because you can always run into where somebody, a previous entity may have misspelled the name. It may have been a typing error. It may have been just a record wrong that they had in the system. So, we definitely do not want to create multiple UICs if we can help it.

So, then the student already exists. There's the UIC, and this is my student because that's the date of birth. And, I'm going to select the student, and, in this case, I'm going to add another one right after this student.

So, I'm going to go ahead and submit this student into my request for UIC collection, and add another. So, you'll see. It'll take me right to the, back to the search screen. Where I can go ahead and search for my next student. This student luckily is already in here, too.

So, we're going to add this student. And, I just want to submit. I'm done entering my students for now. And, at any time to go back to the staging area of the "Request for UIC Collection," you can just hit "Cancel." And, then you'll see in the staging area these three students.

As you can see, the resolution status over here. There's a difference down here, which we're going to get into that example later. But as for the live demonstration of that part. We're all done. Is there any questions on the data entry? Online entry portion of the UIC?

Robert Dickenson: Just a little additional context information if I can provide it. Jaci's made a couple of references to the staging area. The way we work with data in MSDS is you have this opportunity to enter data and work with it before you certify it, and tell us, "Okay. This is right. It's official." When Jaci talks about the staging area, this is your working area to enter students, manipulate the data, make sure you've got everything right, remove a student if you pick the wrong one, that sort of thing before you certify the data and tell us, "Okay. I believe it's correct. I've now officially submitted it to you." So, this is your sandbox, if you will, to work on your data before submitting it to us.

UIC Request Method 2: XML Upload

Jaci Leonard: Okay. Now moving on to the second method, which is using an XML upload. Is anybody familiar with XML, or worked with XML at all? Okay. We're just going to give a brief overview. XML can be confusing.

Brief XML Overview

Andrew Neumann: I'm going to talk about XML real quick. Now this is going to be a very, very short example of XML because XML is incredibly difficult and complex once you get into it, and if anyone wants more information, I'll be happy to provide it, but we could probably talk hours and hours about just XML. So, instead we're going to talk about it for two minutes.

XML stands for "Extensible Markup Language," and it's been designed to simplify data transfer between databases. Most importantly, though, it's the file that's used by the MSDS to upload multiple records simultaneously.

So, basically, instead of going one at a time, you can have multiple records, put it in, and, as long as the XML is correct, which shouldn't be difficult to do, it will provide the UICs and do what we need to for all the students at once.

So, here's an example of an XML, a very small piece of XML. And, I'm going to highlight some of the parts of it. First thing you've got is start tags. You see. The red. And, they say what the data is. So, this

whole chunk is part of the personal core, which you see at the very top there. Next line is UIC. That number would be the UIC number for the students, or if they don't have it, it would be blank, or not in there. Last name first name, middle name refers to (Click Next) the data, which is the green highlight now, and that's actual data I can put in there.

So, for UIC, it's that number. For last name, it's "Duran." First name is Duran. Whoever created this PowerPoint obviously likes the 80s. And, lastly you have the end tag. So, this is what's really important because it says that whatever is between the start tag and end tag is the UIC. If you don't have the end tags, it's going to think that's all part of it.

So, this is your very, very brief tutorial about XML. And, like I said, if anyone has more, wants to know more about it and more in depth, please let me know. Phone, email, or let Matt Farmer know. I'd be happy to provide you with some more information on that. So, with practical use, we're going to return back to Jaci, and she's going to talk about how we use the XML files.

Jaci Leonard: So, instead of going to the data staging area, which we went to, to add students, we're going to go to the same selection, which is the "Student Data Submission." And, instead we're going to go to the upload file. You'll see the MSDS file upload screen show. You can see the title in the blue. The collection dropdown you want to pick again the "Request for UIC Collection." And, then you'll see once that collection is populated with "Request for UIC Collection," you'll see the description. You can also enter user notes if you choose to. That's up to you.

The upload file status, you can check for once you actually upload the file. It should give you whether the file failed or whether the file was successful. That just shows that that file was successful, and I'm going to go through this in a live demonstration, as well. Let me pull up MSDS again. Hopefully, it didn't time me out.

Live Demonstration-UIC Request Method 2: XML Upload and Resolving UICs

So, we're going to go to "Upload File." Select the collection, which will be "Request for UIC Collection." You'll see the description populate.

I'll just put "test" for the notes, and then I'm going to browse. And, then, once I've selected my file, upload file. It was uploaded successfully, but I still want to double check. So, I'm going to go to the "Upload File Status" screen, and select from the dropdown the collection--"Request for UIC Collection." Filter.

And, then, as you'll see, at, you know, uploaded date was 4/30 at 2:18, and you'll see processing detail UIC resolution, so that's in the status of being processed. So, that's a good sign. That's what we want to see. And, then, you can either refresh, or F5 to change.

Sometimes the QA environment is a little bit slower, but, depending on how many students you have, and now, you'll see the status as "Processed Successfully."

Now when we go to that staging area, to view the students that we just uploaded. Again, I'm going to pick the "Request for UIC Collection." Filter. There's the three students that I uploaded. And, I can view them, again, like Rob was mentioning, in the staging area or in my working environment.

So, going back. So this is UICs that require resolution, which you'll probably run across. Resolving UICs is a process of ensuring each student is correctly associated with a particular UIC.

The MSDS application matches every submitted record against the student master record table. So, as you can see in this example here, there is one student that is under the hyperlink of required resolution.

So, I definitely want to check that out because they have to be addressed before I can get a UIC assigned to my student. And, as you'll see, the resolution status shows "Requires Resolution" for this student. So, once I hit that link. I have the option to, to request a new UIC if I verify that the potential match is not my student. Then, I can request a new UIC to be created.

If I do notice that "Oh, this is my student," but the information's different. "Use This Potential Match," and then you'll be given the option to update the master record with the information that you submitted.

So, just because the information doesn't match exactly, if you know that that is your student, you definitely want to use the potential match. And, this again is just outlined in this screen.

If you do select the option to request a new UIC, the justification we're looking for is, "I've verified that this student is not the same student as the potential match, or my student came from out of state. Obviously these kids are young, so they probably won't be in school prior to. You know we're not working with older kids, but... So, just a justification reason needs to be something that describes how you know why this isn't the student that the potential match that MSDS found, or that they're different students.

You can always view your managed requests for UICs to see the status. By the left hand side under "Manage Requests," and then, of course, "Manage Requests for UIC." That will bring up a list to all the, of all the UICs that I've requested, or the user that's using the MSDS requested. So now. So, let me go back to the example where that UIC needed resolve.

Robert Dickinson: While, Jaci's bringing up the file, let me add a little bit of comments in here...When a student is submitted for UIC matching, there's typically one of three resolutions. Either, we found a good enough match in the system, the computer system finds a good enough match that it believes that this is the same child you've submitted as this child that's already in the system. We assigned that UIC to that student, and it's done. You don't need to interact with it any further. It's already assigned and matched. The other side is, we didn't find any other

student in the record that had data similar to this enough that we don't believe that there is a match for the student. So, we just assign, then, a new UIC to that student, and, again, you receive that UIC without having to do any manipulation. When we get into resolution is when that middle ground comes around. Either we found...It's that we found what we think is a good match, but it isn't such a strong match that we're willing to let the computer just go ahead and assign it without some intervention on the part of the user. So, that's what Jaci's talking about. Here's that middle ground, where you have these students that we think may be a student we've already identified in our system, but we're not sure enough to go ahead and do it ourselves, so we're asking for your help in resolving to make sure that we're assigning the UIC to the right student.

Jaci Leonard: Thank you. So, then, if you have a list of student's it is easy, easier sometimes to go to the actual required resolution hyperlink, and then that'll bring up just the list of those students requiring resolution. So, here's the student that's requiring attention. So, I'm going to click on the hyperlink under "Resolution Status."

So, now I see the potential match. As you can see one's a female, one's a male. Well, let's just say for this example this was entered in wrong. So, this is actually my student, but somebody listed them as a male. So, I'm going to go ahead and use this potential match, and it says do you want to replace the student master record with the information from your submitted record. Yes, I do because this is actually a female. So, yes, and then you'll see the message that record it now set to match found, which Rob was just talking about one of the statuses: All fields have been updated to the student master record, and all pending requests for new UICs have been automatically denied. Now, I just want to go back to the staging area. Do you guys have any questions?

And, I know there was a question earlier about users that use MSDS or that have the data, and anybody who accesses MSDS has to fill out a security agreement, and is actually approved security clearance to access the data, so I'm not sure if that helps answer one of the questions that came up earlier.

Questions and Answers

Andrew Neumann: Anyone have any questions?

Ursula Hines: I have a question. When you just replaced the data with the newer data, what if some of the data is different besides just the sex? What if you have new data for the new record that you are uploading? Will they merge? How does that work?

Jaci Leonard: It'll update as long as it's in the submitted record. So, as long as you submit that new data with that student, all that will update on the student master record, as well.

Ursula Hines: So, anything that's in the old record is lost basically?

Jaci Leonard: Correct.

Robert Dickenson: Keep in mind the data that we just talked about is only the data that's being used to associate a UIC with a student. So, the fact there there's gender in there and there's typically ethnicity in some cases, those are just tools we're using to help try and match students together.

When you are actually submitting data into the early childhood data collection unit, we're not taking this data and putting it in there for you.

At that point, you'll be submitting this information on the student as part of the official certified quote data collection for the student. This is just a working file to help try and track students as they move throughout their educational career. So, it's going to change from time to time after they move from place to place.

Andrew Neumann: Okay. If anyone has any questions after this webinar, list of resources for help. First off is the CEPI customer supports. We have somebody manning that every day. They do a wonderful job. If they can't get you the answer or find the answer you're looking for, contact me by phone or by email.

Contact me. I'm Andy Neumann. I'm the CEPI coordinator for Race to the Top. Here's my phone number and e-mail. Contact me anytime about any questions about anything relating to this, and, also, Jaci's information is up there. She is our UIC guru. She can tell you anything you need to know about UICs, or, at the very least, find it out. There's your lifeline.

Anyone have any more questions?

Grantee: So, once you get in and you get their UIC, say, later on down the road, something in the child's core changes--last name beginning or last name or whatever. You have the ability to change that?

Jaci Leonard: You would, basically in your student information system, or I'm not sure what you be using, but whatever you keep record of that student, you would update that, and then when the student is uploaded into MSDS the next time, that would upload that record. By using that UIC, that would tell the system this is the new information. Online, doing it gets a little bit more complicated.

Robert Dickinson: You just then would have to make sure if you change the data online, you want to change data in your course system, as well, to keep everything in sync.

Jaci Leonard: Right. We recommend changing it in your student information system first and then the next time it's uploaded for a collection, or entered for that purpose, it would be updated. Does that answer your question?

Grantee: Yes.

Andrew Neumann: Okay. Anybody have anything else? Alright.