General Reminders
Reminders

• DESE Data Collection team supports four main collections – SIMS, SCS, EPIMS and SSDR

• Users must have ‘SIMS Contact’, ‘EPIMS Contact’, and/or ‘SSDR Contact’ functions associated with username in Directory Administration to be included in data collection related communication from DESE on these topics.

• Updated support specialist assignments are posted here:
  Data Collections Support Specialists by District - Information Services (mass.edu)

• New application where error reports can be found is called “DESE State Reporting”
Reminders

Each collection has a page on our public site: Data Collection - Information Services (mass.edu)

Information Services

Data Collection
- Data Collection Support
- Directory Administration
- EPIMS
- SIF
- SIMS
- SCS
- SSDR
- N or D
- Reporting Schedule

Data Collection

Terminology and Application Information

EPIMS: Education Personnel Information Management System
The Education Personnel Information Management System (EPIMS) collects demographic information for public school educators.

SIF: Schools Interoperability Framework
SIF is a standard structure for organizing and communicating education data. Since 2013, it has moved collection systems away from manual file upload and onto a real-time data exchange via SIF.

SIMS: Student Information Management System
The Student Information Management System (SIMS) is a student-level data collection system. It provides more accurate and comprehensive information, to meet federal and state reporting requirements and support key decision-making processes.
### Reporting Schedule and Documentation - Data Collection/Information Services (mass.edu)

#### Reporting Schedule and Documentation

<table>
<thead>
<tr>
<th>Collection Name</th>
<th>What does it collect?</th>
<th>Level of Data</th>
<th>Data as of</th>
<th>Due Date</th>
<th>Certification Deadline</th>
<th>Sample Form</th>
<th>Collection Method</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2023–2024</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SIMS October</td>
<td>Individual student data</td>
<td>Student</td>
<td>Oct. 2</td>
<td>Certify Oct. 27*</td>
<td>Recertify Nov. 3**</td>
<td></td>
<td>SIF or file upload</td>
</tr>
<tr>
<td></td>
<td>View Detailed SIMS Schedule</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EPIMS October</td>
<td>District and school staff data by job assignment</td>
<td>Educator</td>
<td>Oct. 2</td>
<td>Dec. 8</td>
<td>Dec. 8</td>
<td></td>
<td>SIF or file upload</td>
</tr>
<tr>
<td>SCS October</td>
<td>Course level student data</td>
<td>Student</td>
<td>Oct. 2</td>
<td>Dec. 8</td>
<td>Dec. 8</td>
<td></td>
<td>SIF or file upload</td>
</tr>
</tbody>
</table>
Evolution of State Reporting

- **2000**: SIMS collection established & file uploads introduced
- **2006**: EPIMS collection established
- **2010**: SCS collection established
- **2011**: SSDR collection established
- **2013**: SIF established as primary data collection method

October 1 enrollment reports submitted on paper
What is SIF?

SIF = School Interoperability Framework

It is a universal standard for organizing and communicating education data. MA uses SIF as the standard structure for collecting state reporting data electronically via XML messaging.

- Real time data transmission from local SIS to DESE applications
- Relies on and encourages data quality at the source (local SIS)
- Allows for integration across different applications
- Makes state reporting more efficient over time
Mechanics of SIF

All state reporting related information in the district SIS is transmitted to ESE. The data is packaged in SIF objects.

Publishing Agent
- District Student Information System

Subscribing Agent
- ESE SIF Database

Validations
- ESE Security Portal Applications

“Extract logic” refers to the filters and parameters that are applied to the received data to determine which records are relevant to a particular data submission.
What is collected via SIF?

**SIMS** - Student Information Management System

**SCS** - Student Course Schedule

**EPIMS** - Education Personnel Information Management System

**SSDR** - School Safety and Discipline

**SIMS, SCS, and EPIMS** are found in new application “DESE State Reporting”. **SSDR is coming soon!**

Other collections and activities are facilitated by SIF:

Homeless/Foster Care, Student Claiming, SASID Requests, Charter School sibling preference
Data reporting process
Reporting windows and Important dates

There are three reporting windows each school year that surround three key report dates: October 1, March 1 and EOY (last day of school)

Report date = data “as-of” date
Because SIF is a live feed of the data, dates are very important to determine what was true on the “as-of” report date

Reporting windows open several weeks prior to report date, so districts can begin reviewing errors and correcting them earlier if able

Certification deadlines are typically a month or more after report date
High level steps of the data reporting process

These steps apply to our main data collections (SIMS, SCS, EPIMS and SSDR):

1. Go to “DESE State Reporting”, select the collection to check error reports and clear errors in source system
2. Bring corrections over from “live” to “snapshot” – wholesale via “re-snapshot” button. Or update a single record or group of records.
3. Request and review Summary Reports
4. Cross Validate (where applicable*)
5. Certify

*Cross Validation is applicable to SIMS/SCS/EPIMS in October and EOY
Check Error Reports

• To check your errors, go to “DESE State Reporting” on your application list. Then click on the tab for the collection you’re working on. These errors should be corrected in your source system.
Request and Review Summary Reports

- Each collection has a series of reports that summarize the data in different ways for your review.
- Wherever possible, have administrator and/or department heads review the summary reports for accuracy prior to certifying.
The last step in each data collection is certification. This is the district signing off on and finalizing the data submission to DESE. When errors are all cleared and final summary reports are generated, the “certify” button will be enabled.
Tips and Support
## Error troubleshooting

The **Object Counts** can be found below the error reports, for each collection. This can be helpful on a high level to check for missing data.

<table>
<thead>
<tr>
<th>Collection Name</th>
<th>Live Record Count</th>
<th>Snapshot Record Count</th>
<th>Snapshot Errors</th>
</tr>
</thead>
<tbody>
<tr>
<td>SchoolInfos</td>
<td>7</td>
<td>7 RECORDS</td>
<td>0</td>
</tr>
<tr>
<td>SIMS</td>
<td>2290</td>
<td>2293 RECORDS</td>
<td>183 ERRORS</td>
</tr>
<tr>
<td>StudentAttendanceSummaries</td>
<td>2233</td>
<td>6706 RECORDS</td>
<td>0</td>
</tr>
<tr>
<td>StudentPersonals</td>
<td>2313</td>
<td>2313 RECORDS</td>
<td>0</td>
</tr>
<tr>
<td>StudentSchoolEnrollments</td>
<td>2844</td>
<td>2844 RECORDS</td>
<td>0</td>
</tr>
<tr>
<td>StudentSpecialEducationSummary</td>
<td>423</td>
<td>475 RECORDS</td>
<td>0</td>
</tr>
<tr>
<td>TermInfos</td>
<td>32</td>
<td>32 RECORDS</td>
<td>0</td>
</tr>
</tbody>
</table>
Error troubleshooting

The **Global Search** feature is helpful to lookup any specific record - SASID, RefID etc to see any records that contain that text. You can also see related records – any objects related to the SASID/RefID that was entered.
Exceptions

• Exceptions are an override of a particular validation in cases where there is a legitimate reason the data would not comply with the validation logic.

• To request an exception, reach out to your support specialist with the validation ID and the reason you need an exception.

• Exceptions are primarily for scenarios where the data represents reality and is accurate, but it falls outside of our business rules.

• Exceptions must be run toward the end of your error clean up. If applied too early in the process, the waiving of a particular validation could allow bad data to come through without error.
Resource Center

• Within the “DESE State Reporting” application, look for the Cedar Labs tree icon in the lower right corner

• This Resource Center contains support guides and product walk-throughs

• There are also pop-ups embedded in the application that guide users on the function of each page, these can be dismissed or snoozed
Who to call for support

Identify the issue you need help with:

- Is data not transmitting when it should?
  1. Check to make sure your SIF agent is on
  2. Check SIF Object Counts report to make sure data has been received recently
     If not, start with your SIS vendor. If so, start with DESE support specialist

- Need help understanding why something is producing an error, or how to correct a particular data error? Or need assistance with a security portal application or function?
  1. Start with your DESE support specialist
  2. If they are not available, submit a ticket to data collection support: [EOE Request Form - EOE Internal Portal (service-now.com)](https://service-now.com)
THANK YOU

Please reach out to DESE Data Collection with questions

781.338.6797
Melissa.r.marino@mass.gov

Data Collections Support Specialists by District