SCS & EPIMS Reporting

Melissa Marino – DESE Data Collection
General Reminders
Reminders

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

• 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”
## 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>2023–2024</td>
<td></td>
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<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>View Detailed SIMS Schedule</td>
<td></td>
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<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>
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SCS & EPIMS Reporting Process
Reporting windows and Important dates

There are two reporting windows each school year for SCS and EPIMS: October 1* and EOY (last day of school)

*This year report date is October 2, because the first is a Sunday

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. Business rules on DESE side compare things like enrollment start and end dates to the report date to determine a student’s enrollment status as of 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.
The concept of “re-snapshot” is taking a new static copy of the SIF data and running validations against it. This replaces the old concept of “freeze” in which data had to be error free to be frozen.

“Re-validate” is not taking a new snapshot, it is re-running validations against the same snapshot again. This is useful when changes/updates occur in DESE systems to clear an error (examples: student or staff demographic update in state directory, DA characteristic update, exception etc).
Updating the snapshot

- You can bring updates over from “live” to “snapshot” for any records, not just records with errors. Go to the “record detail” tab, and toggle to “live record mode”. Then you can filter by any record(s) and update the snapshot.
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.
Cross validate

- Cross validate is available in the SCS screen. This can be run at any time to view cross validation errors.
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
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.
Error troubleshooting

The **Global Search** feature is helpful to lookup any specific record - SASID, MEPID, RefID etc to see any records that contain that text
You can also see related records – any objects related to the SASID/MEPID/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.
• 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)
04 Updates
Known issues and Open questions

• Staff summer exits – make sure the exit date on the employment record is between 7/1 and the earliest term start date (first day of school) so that our logic interprets the record as a summer event

• EPIMS6700 missing work assignments – we are compiling some tips and common root causes for these, stay tuned

• Educator Evaluations can be submitted in October if needed (to correct ratings submitted in EOY, or if ratings weren’t submitted in EOY)

• MEPID Mentor errors (EPIMS7410) – issue was fixed with this validation
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