



OFFICE OF DATA SYSTEM MANAGEMENT

**PRESENTED BY:
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November 2016

Missouri Department of Elementary
and Secondary Education

Timelines

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❑ Data Acquisition Calendar

https://apps.dese.mo.gov/DataAcquisitionCalendar/Data_Cal.aspx

❑ Reporting Timelines

<http://dese.mo.gov/data-system-management/core-datamosis/timelines>

❑ MOSIS

❑ Core Data

Current Reporting

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CYCLE	MOSIS COLLECTION	CORE DATA SCREENS	DUE
October	Student Core	Populates 02, 15, 16	October 15
	Educator Core	Populates 18	
	Educator School	Populates 18	
	Course Assignment	Populates 20, 22	
	Student Assignment	Populates 20, 22	
		Manual Entry 21	
		Manual Entry 25	

Upcoming Reporting

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CYCLE	MOSIS COLLECTION	CORE DATA SCREENS	DUE
December	Student Core	Populates 11	December 15
February	Student Core	Populates 15, 16	February 15
	Graduate Follow-Up	Populates 08, 26, 27, 29	
		Manual Entry 15	
		Manual Entry 35	

Core Data Screens

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CYCLE	SCREEN	SCREEN NAME
October	02	District Data (English Learner counts)
	15	Home School/Free Reduced Lunch (Federal Programs Headcount)
	16	September Enrollment/Membership
	18	Educator Data
	20	Course Assignment Data
	21	Educator Vacancy
	22	Sending School Courses and Enrollment
	25	Gifted Education
December	11	Special Education Student Counts by Age
February	08	Attendance Center (Follow-up data)
	15	Home School/Free Reduced Lunch (State FTE, Home School Students)
	16	January Membership
	26, 27, 29	Career Education Follow-Up
	35/35A	December 31 Fund Balance/Non LEA

December Cycle

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□ **Student Core**

- Special Education Child Count
- Report students with IEP as of December 1
- Core Data Screen 11

February Cycle

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□ Student Core

- January Membership
 - Count Date (last Wed in January)
 - Membership – student enrolled on count date and in attendance one of ten prior school days
 - Core Data Screen 16
- Free/Reduced Lunch Counts (State FTE)
 - Count Date (last Wed in January)
 - K-12 resident students, enrolled on count date and in attendance one of ten prior school days
 - Core Data Screen 15
- English Learner Counts
 - Core Data Screen 02

February Cycle

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□ **Student Graduate Follow-up**

- 180 day follow-up
- Graduates from prior school year
- Core Data Screens 08, 26, 27, 29

- National Student Clearinghouse Report
 - MCDS Portal
 - Guided Inquiry
 - District and School Information
 - Graduates found in Higher Ed (NSC) Report

Updates

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- ❑ MOSIS ID System Upgrade
 - Upgrade to Version 10
 - Recorded Webinar: October 27

- ❑ Foster Care
 - Added to MOSIS Student Core file

Reminders

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Attendance Center Changes

http://dese.mo.gov/sites/default/files/dac_forms/MO5003067.pdf

Core Data Screen 3 – District Contacts

User Manager

<http://dese.mo.gov/data-system-management/user-managerlogin-request-forms>

Web Resources

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ODSM <http://dese.mo.gov/data-system-management>

- ❑ Core Data/MOSIS
 - File Layouts
 - Manual
- ❑ FAQs
- ❑ Listserv
- ❑ MCDS Portal
- ❑ User Manager/Login Request Forms
- ❑ Webinars

User Manager

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- ❑ Allows district User Managers ability to securely grant district/LEA staff access to DESE's web applications.
- ❑ Typically there are at least 2 User Managers at each district/LEA, one of which is the Superintendent.

Locating or Selecting a User

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Missouri
DEPARTMENT OF ELEMENTARY & SECONDARY
EDUCATION™

District/LEA: 026006 JEFFERSON CITY

User Manager: Homepage

User Manager Home

User Manager for DESE Web Applications

The User Manager function of the Department's Web Applications is designed to give school district's administration the responsibility for their district's Web Applications users. These webinars will explain how the User Manager system works and how districts can use this function---view the [June 5, 2014 recorded webinar](#) and [December 9, 2010 recorded webinar](#).

Email: [DESE_Security](#)

Current User: [aripen](#)

*Missouri

- ▶ User Manager Homepage
- ▶ User Access
- ▶ Report Menu
- ▶ DESE Web Application Menu
- ▶ Logon/Logoff

- ▶ Add User to District
- ▶ Modify District User's Access
- ▶ Remove User from District

Using the left navigation,

- The **Add User to District** link will allow you to add a new user to your district.
- The **Modify District User's Access** link allows you to edit a current user with your district.
- The **Remove User from District** link will remove all access for the user from the district.

Granting Access

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In order to see the roles or to grant access to Personally Identifiable Information (PII) applications, the correct PIN code must be entered and verified. Each district has a unique PIN code.



District/LEA:

User Manager: User Access - Access Request

- ▶ User Manager Homepage
- ▼ User Access
 - ▶ Add User to District
 - ▶ Modify District User's Access
 - ▶ Remove User from District
- ▶ Report Menu
- ▶ DESE Web Application Menu
- ▶ Logon/Logoff

[-District Level Access-]

Enhanced Security: Prior to viewing or changing Personally Identifiable Information (PII) or security permissions, a valid Security PIN Code must be entered. The Security PIN Code is required for granting MOSIS access and all applicable applications that have PII. (Case Sensitive)

User Access Request

User ID: Request ID:

First Name: Last Name: Birth Date: Mother's Maiden Name:

Email:

Click [HERE](#) for a detailed description of each security Role that is currently available.

- ▶ DESE Web Applications [\[Collapse...\]](#)
- ▶ Annual Performance Report [\[Expand...\]](#)
- ▶ Annual Secretary of the Board Report (ASBR) [\[Expand...\]](#)
- ▶ ARRA [\[Expand...\]](#)
- ▶ Career Ladder [\[Expand...\]](#)
- ▶ Compliance Plans (Federal and State) [\[Expand...\]](#)
- ▶ Data Collection [\[Expand...\]](#)
- ▶ District Response MSIP [\[Expand...\]](#)
- ▶ Educator Certification System [\[Expand...\]](#)
- ▶ Educator Qualifications [\[Expand...\]](#)
- ▶ ePeGS [\[Expand...\]](#)
- ▶ Food and Nutrition Services [\[Expand...\]](#)
- ▶ Food and Nutrition Services Direct Certification [\[Expand...\]](#)
- ▶ HSE [\[Expand...\]](#)
- ▶ Map Results [\[Expand...\]](#)
- ▶ Migrant Education COE [\[Expand...\]](#)
- ▶ Missouri Comprehensive Data System (MCDS) [\[Expand...\]](#)

- ▶ Data Collection [\[Collapse...\]](#)
 - Data Collection Authorized Representative
 - Data Collection Data Entry
 - Data Collection View Only

- ▶ Map Results [\[Collapse...\]](#)
 - Map Results
 - Map Results Student Level - District
- ▶ Missouri Comprehensive Data System (MCDS) [\[Collapse...\]](#)
 - Inactive
 - MCDS_DISTRICT_ACCESS
 - MSIP_APR_STUDENT_ACCESS
 - Inactive
 - MSIP_APR_DISTRICT_VIEW
- ▶ MOSIS: Data Collection System [\[Collapse...\]](#)
 - MOSIS_DCS_VIEW
- ▶ MOSIS: ID Assignment [\[Collapse...\]](#)
 - MOSIS_IDA_VIEW

What access means...

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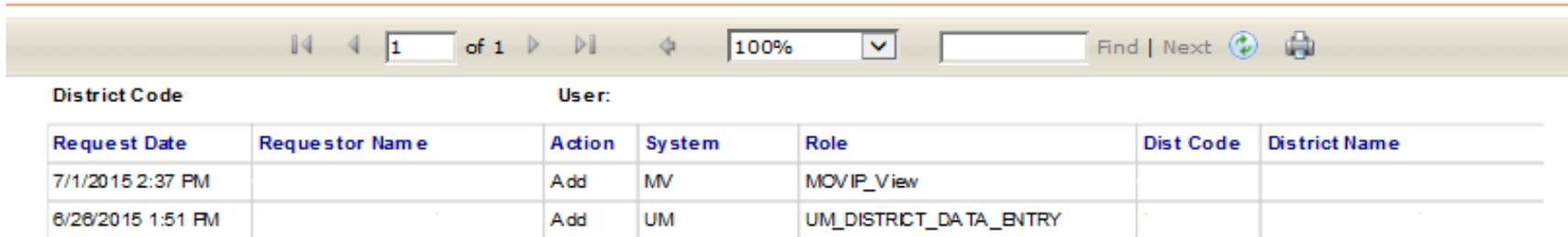
- ❑ Granting access to users for student level access in reports is the highest level of access and should not need to add the user to building level access.

- ❑ For access that requires someone to submit information to DESE:
 - **Authorized Representative** – Ability to submit to DESE
 - **Data Entry** – Ability to enter data in application
 - **View** – Ability to see the application but not able to edit the application

Review Access

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- Once the access has been granted and processed, the Audit Trail report will provide a list of accesses the user has been granted and a timeline of when access was granted.



Request Date	Requestor Name	Action	System	Role	Dist Code	District Name
7/1/2015 2:37 PM		Add	MV	MOVIP_View		
6/26/2015 1:51 PM		Add	UM	UM_DISTRICT_DATA_ENTRY		

Report as of: 7/8/2016

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Reports

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There are 2 reports:

- The User Report displays the User with the access they have been granted.
- The System Report displays the application and who has access.

District Code:	District Name:
	Role
	User ID:
System: Map Results	Map Results
System: Map Results	Map Results Student Level - District PII
System: Missouri Comprehensive Data System (M CDS)	MSIP_APR_DISTRICT_VIEW
	User ID:
System: Data Collection	Data Collection Data Entry
System: Educator Qualifications	District Data Entry
System: Map Results	Map Results
System: Map Results	Map Results Student Level - District PII
System: Missouri Comprehensive Data System (M CDS)	MSIP_APR_DISTRICT_VIEW

The security roles that would have access to Personally Identifiable Information (PII) are identified on both reports.

Assurance Agreement

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- ❑ A new assurance agreement page was added to the application which required district User Managers to annually review their staff and ensure their access was correct.

**Thank
YOU!**

A big **THANKS** to all district User Managers for completing this task prior to the due date. There were no users that were blocked from access to DESE Web Applications.

Questions

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