OFFICE OF DATA SYSTEM MANAGEMENT

PRESENTED BY:
AMBER CASTLEMAN
ANGIE RINER-MOONEY

July 2016

Missouri Department of Elementary and Secondary Education

Office of Data System Management

- MCDS Portal
- MOSIS
- Core Data
- ePeGS
- User Manager

Timelines

- Data Acquisition Calendar

  http://k12reports.dese.mo.gov/Data_acquisition_calendar/

- Reporting Timelines

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

  - MOSIS
  - Core Data

MOSIS Data Reporting

CYCLE	COLLECTION	DUE BY
August	Student Enrollment and Attendance	August 15
October	Student Core	October 15
	Educator Core	
	Educator School	
	Course Assignment	
	Student Assignment	
December	Student Core	December 15
February	Student Core	February 15
	Graduate Follow-Up	
April	Student Core	April 30
June	Student Core	June 30
	Student Enrollment and Attendance	
	Student Discipline Incident	
	Summer Course Assignment	
	Summer Student Assignment	
	Student Course Completion	
	Career Tech Student Organizations	
	ASVAB	
Assessment Precode		As needed

Core Data Reporting

CYCLE	CD SCREEN	SCREEN NAME	DUE BY
August	02/02A	District Data/Charter Board Members	August 15
	03/03A	District Contact Personnel/Non LEA Contacts	
	04	District Directory	
	06	District Tax Data	
	08	Attendance Center	
	10	School Calendar	
	16	Enrollment/Membership/Summer School	
October	02	District Data	October 15
	15	Home School/Free Reduced Lunch	
	16	Enrollment/Membership/Summer School	
	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	December 15

Core Data Reporting

CYCLE	CD SCREEN	SCREEN NAME	DUE BY
February	08	Attendance Center (Follow-up data)	February 15
	15	Home School/Free Reduced Lunch (State FTE)	
	16	January Membership	
	26, 27, 29	Career Education Follow-up	
	35/35A	December 31 Fund Balance/Non LEA	
June	24A	Summer School Application	May 1
	08	Attendance Center (Safe School Violations)	June 30
	09	Discipline Incidents	
	10	School Calendar (Actual Calendar)	
	12	Special Education Exiter Counts	
	13	Secondary Headcount	
	14/14A/14B	Attendance	
	17	Physical Fitness Assessment	
	18A	Educator Evaluation	
	24	Summer School Courses/Enrollment	

Reminders

- 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

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

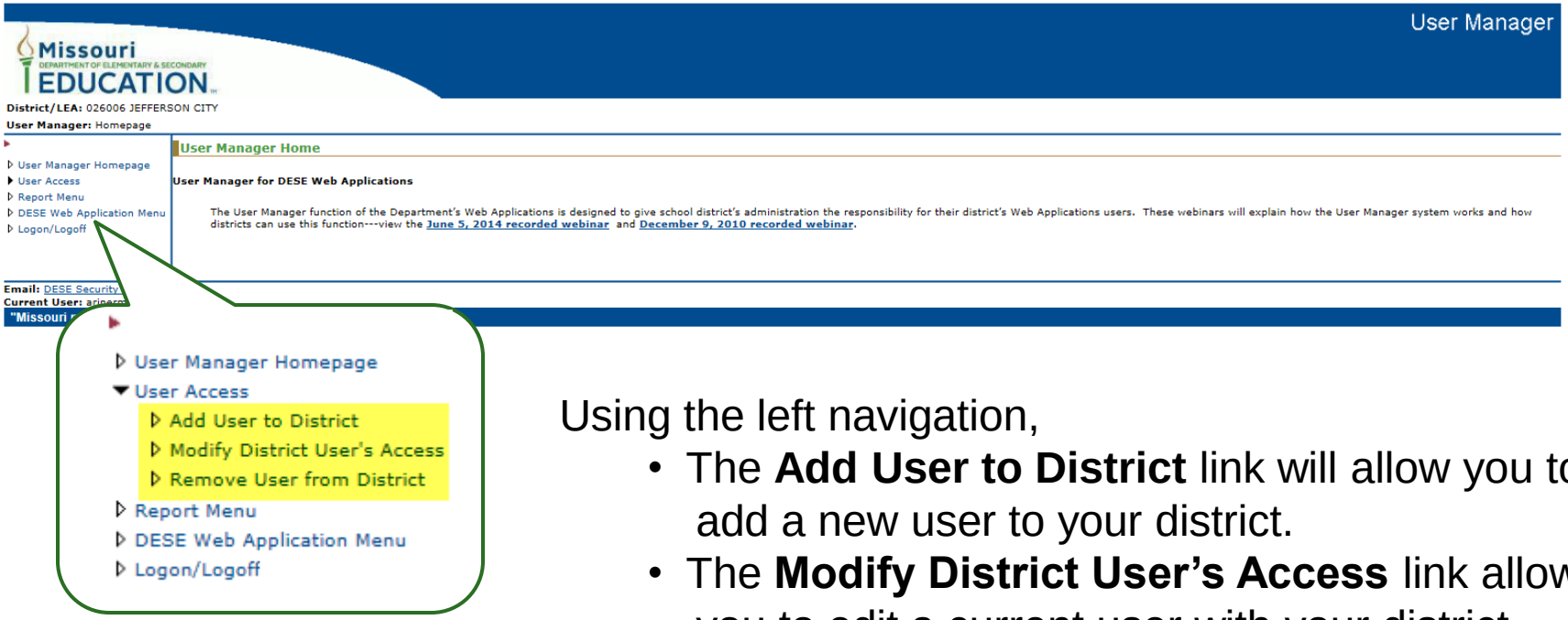
- Core Data/MOSIS
  - File Layouts
  - Manual
- Listserv
- MCDS Portal
- User Manager/Login Request Forms
- Webinars

User Manager

- 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

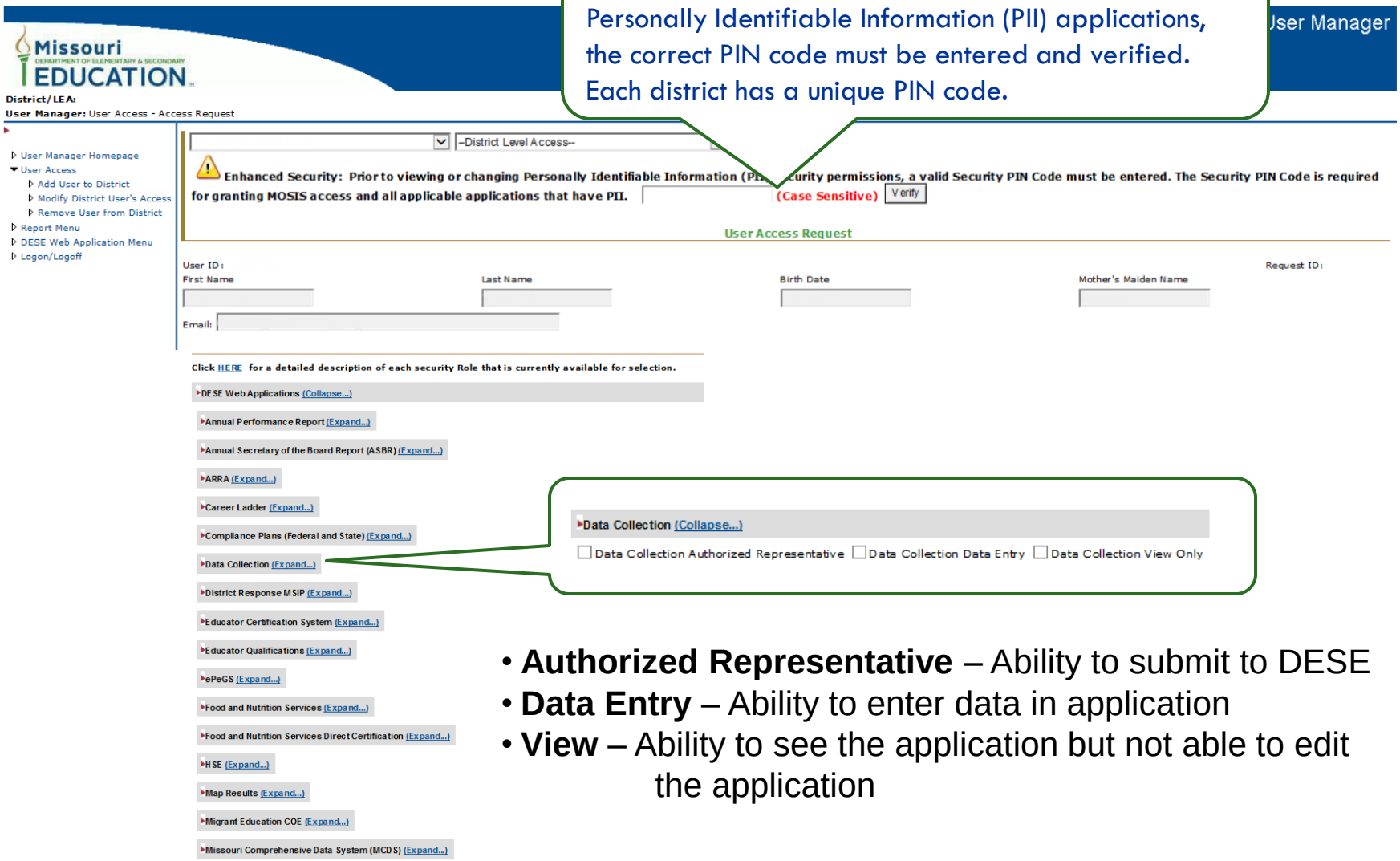


Using the left navigation,

- 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

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.



- **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

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

1 of 1 100% Find | Next

District Code User:

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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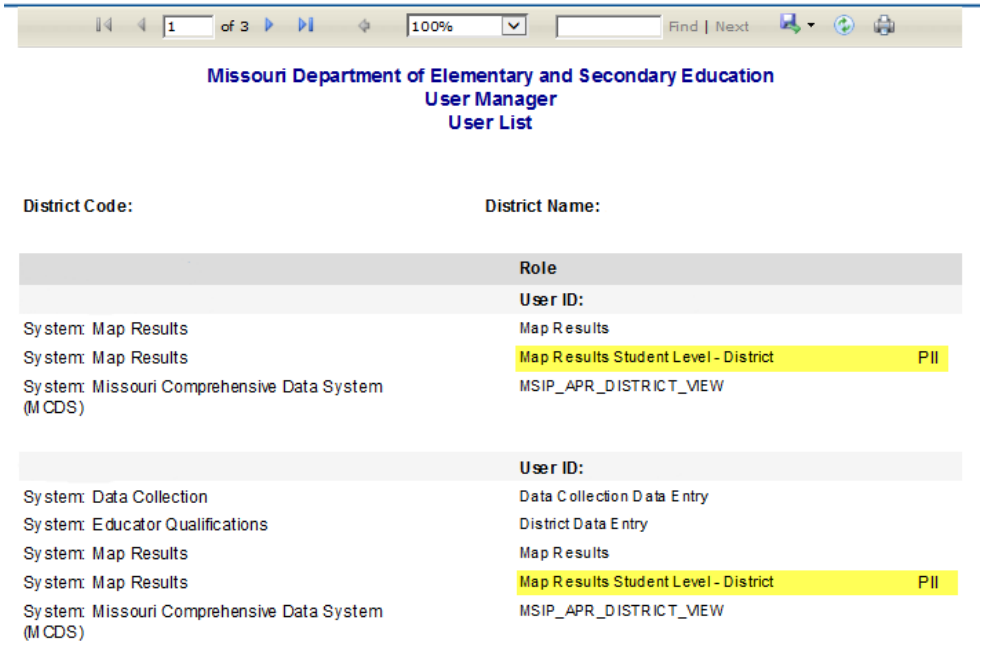
Reports

- **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



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Missouri Department of Elementary and Secondary Education
User Manager
User List

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 (MCDS)	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 (MCDS)	MSIP_APR_DISTRICT_VIEW	

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

Updates to the Application

- Effective September 1, 2016, a new function to User Manager is an Assurance Agreement. Each district will be required to review the district staff and ensure their access is correct.

  Securing student-level data is of the utmost importance for the state and for local school districts and charter LEAs. In an effort to ensure that student information is protected, districts and LEAs will annually review and validate user manager accounts for accessing the data network. Districts and LEAs must ensure that all Users are still employed and have data access rights matching their current job responsibilities.

  Selecting the "Agree to Assurance" button below indicates that the User Manager has reviewed the User Report and verified the security roles and access for all Users associated with this district are correct for the 2016-2017 school year.

Assurance Agreement

- Each district will have 15 calendar days from September 1, 2016, to agree to the assurance. The User Manager will get a pop-up message when they log into User Manager:

  - Choosing yes will take the User into the Assurance Page
  - Choosing Later will allow the User to continue with regular business until ready to agree to the assurance.

Assurance Agreement

Missouri DEPARTMENT OF ELEMENTARY & SECONDARY EDUCATION

User Manager

District/LEA:

User Manager: Assurance Agreement

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

User Manager Assurance Agreement

Assurance Agreement Year: 2016-2017

User Manager Assurance Agreement for DESE Web Applications 2016-2017

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Agree to Assurance

User Report

Select the User Report link to review staff and their access. This report will display who has access at the time the Assurance was agreed too.

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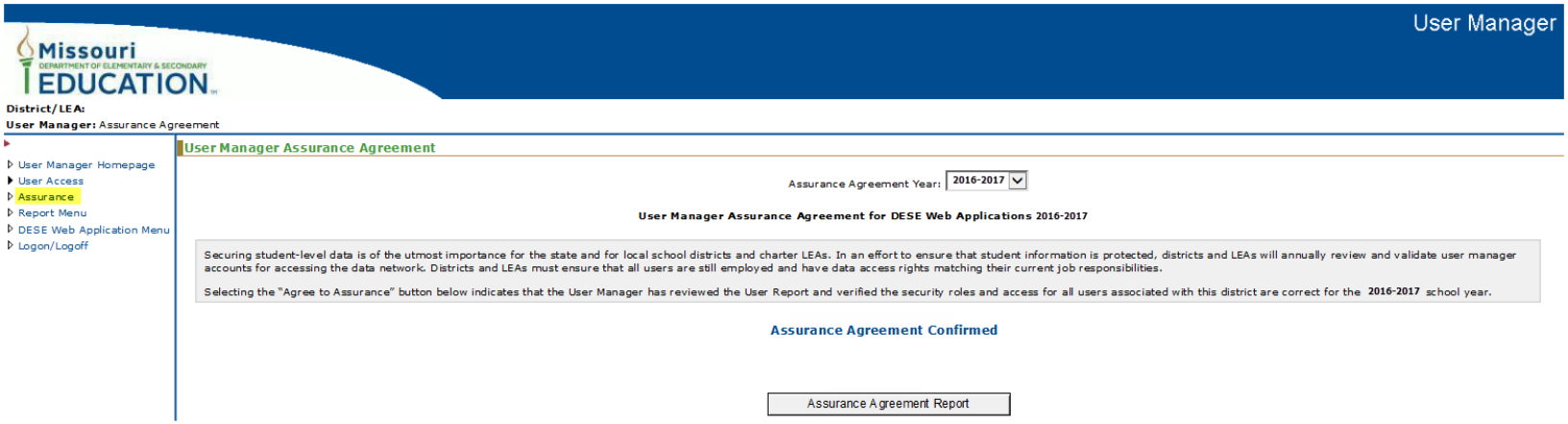
Missouri Department of Elementary and Secondary Education
User Manager
User List

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 (MCDS)	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 (MCDS)	MSIP_APR_DISTRICT_VIEW	

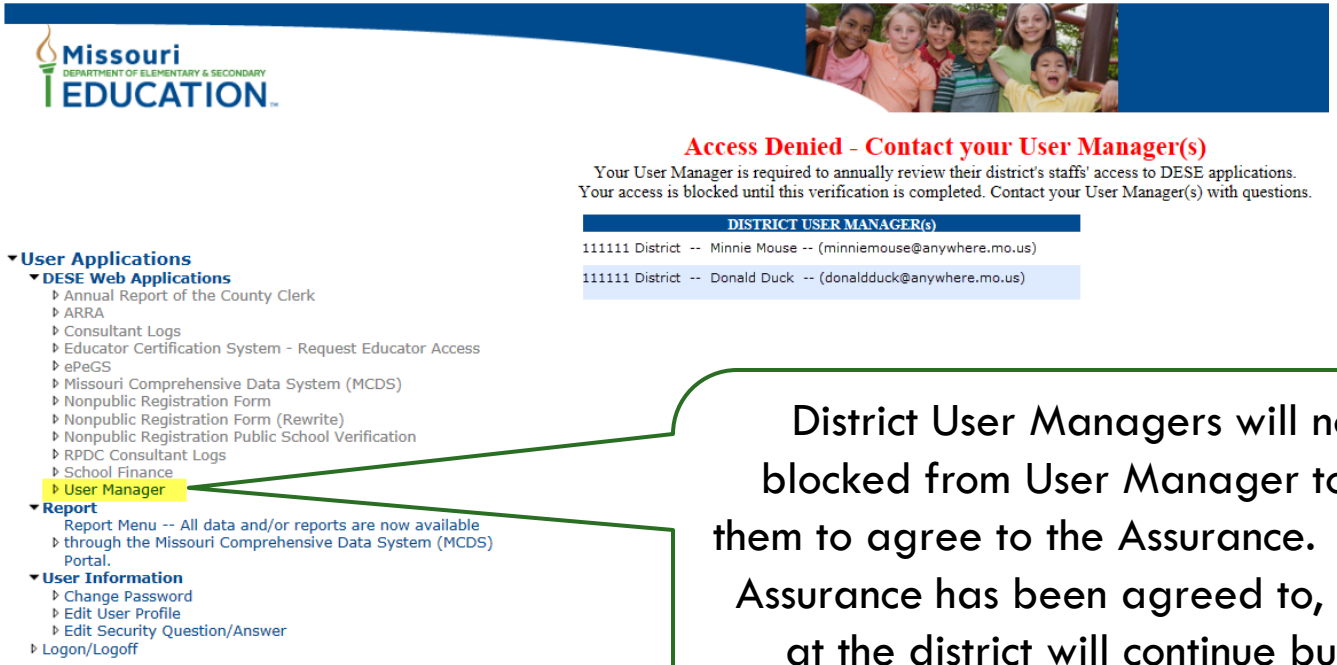
Agreed to Assurance

- The Assurance page will be updated to reflect that the assurance has been agreed to and the Assurance Agreement Report will only display who had access at that time



Blocked Users for the District

- If the User Manager does not agree to the Assurance by the due date all Users, except for User Managers, at the district will be blocked from accessing web applications.



District User Managers will not be blocked from User Manager to allow them to agree to the Assurance. Once the Assurance has been agreed to, all users at the district will continue business as usual.

Questions

Contact Information:
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