



# MLDS CENTER

Maryland Longitudinal Data System

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## MEMORANDUM

**TO:** Members of the MLDS Governing Board

**FROM:** Laia Tiderman, Data Management Coordinator  
Ross Goldstein, Executive Director

**DATE:** August 31, 2018

**SUBJECT:** MLDS Data Collection Calendar 2018-2019 Academic Year

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### Purpose

The purpose of this agenda item is to provide information to the Governing Board on the revised MLDS Data Collection Calendar for the 2018-2019 academic year.

### Background

The Maryland Longitudinal Data System Center receives data submissions from each of its partner agencies throughout the academic year. The Data Collection Calendar provides a comprehensive timeline of the files submitted to the MLDS Center by partner agencies and an accountability process if files are not received within the approved timelines.

### Creation of the Calendar

The Data Collection Calendar is revised annually in consultation with the Data Governance Advisory Board (Data GAB). Data GAB membership includes a data steward and data manager from each of the MLDS Center's partner agencies, including Maryland State Department of Education (MSDE); Maryland Higher Education Commission (MHEC); Department of Labor, Licensing and Regulation (DLLR); Maryland Department of Motor Vehicles (MVA).

MLDS Center staff work with the data managers and stewards in each of the partner agencies to set a data collection calendar that aligns with the needs of both the partner agency and MLDS.

### Action

We request the Governing Board approve the MLDS Data Collection Calendars for the 2018-2019 Academic Year.

### Attachment

MLDS Data Collection Calendars 2018-2019





# MLDS CENTER

Maryland Longitudinal  
Data System

Better Data • Informed Choices • Improved Results

## Data Collection Calendars

**2018-2019  
Academic Year**

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## 1. Overview

The Maryland Longitudinal Data System (MLDS) Center collects submissions from each of its partner agencies throughout the academic year. This document provides a comprehensive timeline of the files submitted to the MLDS Center by partner agencies and an accountability process if files are not received within the approved calendar. MLDS Center partner agencies include:

- Maryland State Department of Education (MSDE);
- Maryland Higher Education Commission (MHEC);
- Department of Labor, Licensing and Regulation (DLLR);
- Maryland Department of Motor Vehicles (MVA).

The calendar is revised annually through the Data Governance Advisory Board (Data GAB), to allow partner agencies to align the Calendar to their unique needs.

The MLDS Center staff appreciates the continued collaboration of staff at all our partner agencies and the Data Governance Advisory Board members.

## 2. Data Calendar Steps

Each submission in the Data Collection Calendar includes a number of steps that are part of the entire process. Each of those steps and the approximate time for completion of that step are detailed below. The specified time periods may be adjusted to accommodate agency needs and priorities.

### 1. Agency Data Verification Complete

Each agency has a collection and verification process that must be completed by the date established for this step. This date is set by the individual agencies, and is used as a benchmark to set the dates for subsequent steps.

### 2. MLDS Center Collection Window

This step represents the entire collection window for partner agencies to provide data to the Center. The subsequent steps are encompassed within the collection window. The window begins approximately 2 weeks after the Agency Data Verification due date and lasts approximately 60 days.

### 3. Data Submission and Feedback Period

As files are submitted, the Center provides feedback to the agency on data issues. This may include identity matching issues, data verification concerns, and general checks of the data as it is loaded into the System. This period allows the Center to work with the agency on data related issues. This period lasts approximately 45 days.

### 4. Comment Window

This window allows the Center and the agency to document any data anomalies discovered in the Data Submission and Feedback Period. This process lasts approximately 15 days.

### 5. Completion Date

The date all data are submitted to the Center and loaded into the system.

### 3. Accountability Process

Detailed below is the process implemented when files are not received within the timeline established in the Data Collection Calendar. The goal of this accountability process is to inform all data sharing partners of the process and create a uniform policy for handling late data submissions. This process was developed in partnership with MLDSC partner agencies through the Data Governance Advisory Board.

**1. Phone Call**

One week after the established due date, MLDSC Staff will contact the Data Owner, Data Steward, and/or Data Custodians at the partner agency.

**2. Email**

Two weeks after the established due date, MLDSC Staff will contact the Data Owner, Data Steward, and/or Data Custodians at the partner agency.

**3. Email of Notification to Agency Head**

Three weeks after the established deadline, MLDSC Staff will inform the Data Owner, Data Steward, and/or Data Custodians at the partner agency that a letter will be sent to the agency head of the partner agency.

**4. Notification to Agency Head**

Four weeks after the established deadline, a letter from MLDSC Executive Director will be sent to the agency head of the partner agency. The letter will include dates from the established Data Collection Calendar, and a summary of steps 1-3.

**5. Notification to Governing Board**

After the completion of step 4, the Governing Board will be notified in the next Monthly Report to the Governing Board.

#### Request for Extension

In recognition of the many demands and competing priorities of the partner agencies, MLDS Center will work with agencies to establish an extension of the deadline to submit the required files. Once a new deadline has been established, the above notification process will be halted. If the extended deadline is not met, the notification process begins with Step 4. Except in cases of extreme hardship, deadlines will not be extended beyond two weeks.

### 4. Collections in Development

MLDS Center partner agencies continuously review the data they collect to ensure the needs of the agencies are met. The cycle from implementation to collection is long and varied. As part of the collection development cycle, MLDS Center partner agencies will include information on the "Collections Under Development" in their Data Collection Calendars. This ensures that stakeholders are aware of the data that will be provided to the MLDS Center, without placing unreasonable restraints on our partner agencies to deliver data that may not meet the agency's data quality standards.

## 2018-2019 MSDE Collection Calendar

MSDE Data Collection	Steps	Due Dates	
		Begin	End
<b>2019 School Data Set (SDS)</b>	MSDE Data Verification Complete		10/1/2018
	MLDS Center Collection Window	10/15/2018	12/15/2018
	Data Submission and Feedback	10/15/2018	11/30/2018
	Comment Window	11/30/2018	12/15/2018
	Completion Date		12/15/2018
<b>2019 September Attendance</b>	MSDE Data Verification Complete		11/15/2018
	MLDS Center Collection Window	11/30/2018	1/30/2019
	Data Submission and Feedback	11/30/2018	1/15/2019
	Comment Window	1/15/2019	1/30/2019
	Completion Date		1/30/2019
<b>2019 Staff</b>	MSDE Data Verification Complete		5/1/2019
	MLDS Center Collection Window	5/15/2019	7/15/2019
	Data Submission and Feedback	5/15/2019	6/30/2019
	Comment Window	6/30/2019	7/15/2019
	Completion Date		7/15/2019
<b>2019 End-of-Year (EOY) Attendance</b>	MSDE Data Verification Complete		8/15/2019
	MLDS Center Collection Window	8/30/2019	10/30/2019
	Data Submission and Feedback	8/30/2019	10/15/2019
	Comment Window	10/15/2019	10/30/2019
	Completion Date		10/30/2019
<b>2019 End-of-Year Student Course Grade Teacher (SCGT)</b>	MSDE Data Verification Complete		8/15/2019
	MLDS Center Collection Window	8/30/2019	10/30/2019
	Data Submission and Feedback	8/30/2019	10/15/2019
	Comment Window	10/15/2019	10/30/2019
	Completion Date		10/30/2019
<b>2019 National Student Clearinghouse</b>	MSDE Data Verification Complete		8/15/2019
	MLDS Center Collection Window	8/30/2019	10/30/2019
	Data Submission and Feedback	8/30/2019	10/15/2019
	Comment Window	10/15/2019	10/30/2019
	Completion Date		10/30/2019

2018-2019 Data Collection Calendar

MSDE Data Collection	Steps	Due Dates	
		Begin	End
<b>2019 MSDE Assessments</b>	MSDE Data Verification Complete		9/1/2019
	MLDS Center Collection Window	9/15/2019	11/15/2019
	Data Submission and Feedback	9/15/2019	10/31/2019
	Comment Window	10/31/2019	11/15/2019
	Completion Date		11/15/2019
<b>2019 High School Data Collection (HSDC)</b>	MSDE Data Verification Complete		9/15/2019
	MLDS Center Collection Window	9/30/2019	11/30/2019
	Data Submission and Feedback	9/30/2019	11/15/2019
	Comment Window	11/15/2019	11/30/2019
	Completion Date		11/30/2019
<b>2019 College Readiness Assessments</b> (AP, SAT, PSAT, ACT, IB)	MSDE Data Verification Complete		9/15/2018
	MLDS Center Collection Window	9/30/2018	11/30/2018
	Data Submission and Feedback	9/30/2018	11/15/2018
	Comment Window	11/15/2018	11/30/2018
	Completion Date		11/30/2018
<b>2019 SASID/SATID Merges</b>	MSDE Data Verification Complete		8/15/2019
	MLDS Center Collection Window	8/30/2019	10/30/2019
	Data Submission and Feedback	8/30/2019	10/15/2019
	Comment Window	10/15/2019	10/30/2019
	Completion Date	10/30/2019	
<b>MSDE Collections Under Development</b>			
<b>Kindergarten Readiness Assessment (KRA)</b>			
<b>Early Childhood Data Collection</b>			

## 2018-2019 Data Collection Calendar

## 2018-2019 MHEC Collection Calendar

MHEC Data Collection	Steps	Due Dates	
		Begin	End
Semi-Annual Collections			
Enrollment Information System (EIS 2018) Summer/Fall (Summer 2018 & Fall 2018)	MHEC IT Data Verification Cycle	11/15/2018	1/3/2019
	MHEC Research Data Validation Cycle: CSV	1/4/2019	1/25/2019
	MHEC IT File Creation Cycle (Legacy)	1/26/2019	3/2/2019
	MHEC IT File Release	3/3/2019	3/10/2019
	MLDSC Collection Window	3/11/2019	5/6/2019
	MLDSC Data Submission and Feedback	3/11/2019	4/25/2019
	MLDSC Comment Window	4/25/2019	5/10/2019
	MLDSC Completion Date		5/10/2019
Enrollment Information System (EIS 2019) Winter/Spring (January to May/June 2019)	MHEC IT Data Verification Cycle	4/1/2019	5/27/2019
	MHEC Research Data Validation Cycle: CSV	5/28/2019	6/25/2019
	MHEC IT File Creation Cycle	6/26/2019	8/7/2019
	MHEC IT File Release	8/8/2019	8/15/2019
	MLDSC Collection Window	8/16/2019	10/11/2019
	MLDSC Data Submission and Feedback	8/16/2019	9/30/2019
	MLDSC Comment Window	9/30/2019	10/15/2019
	MLDSC Completion Date		10/11/2019
End of Term System (EOTS 2018)  Summer/Fall (Summer 2018 & Fall 2018)	MHEC IT Data Verification Cycle	4/15/2019	6/10/2019
	MHEC Research Data Validation Cycle: CSV	6/11/2019	7/9/2019
	MHEC IT File Creation Cycle (Legacy)	7/10/2019	8/21/2019
	MHEC IT File Release	8/22/2019	8/29/2019
	MLDSC Collection Window	8/30/2019	10/25/2019
	MLDSC Data Submission and Feedback	8/30/2019	10/14/2019
	MLDSC Comment Window	10/14/2019	10/29/2019
	MLDSC Completion Date		10/25/2019
End of Term System (EOTS 2019)  Winter/Spring (January-May/June 2019)	MHEC IT Data Verification Cycle	10/15/2018	12/10/2018
	MHEC Research Data Validation Cycle: CSV	12/11/2018	1/8/2019
	MHEC IT File Creation Cycle (Legacy)	1/9/2019	2/20/2019
	MHEC IT File Release	2/21/2019	2/28/2019
	MLDSC Collection Window	3/1/2019	4/26/2019
	MLDSC Data Submission and Feedback	3/1/2019	4/15/2019
	MLDSC Comment Window	4/15/2019	4/30/2019
	MLDSC Completion Date		4/26/2019



## 2018-2019 Data Collection Calendar

MHEC Data Collection	Steps	Due Dates	
		Begin	End
Annual Collections			
<b>Financial Aid Information System (FAIS 2018)</b> (July 1, 2016 to June 30, 2018)	MHEC IT Data Verification Cycle	11/15/2018	1/10/2019
	MHEC Research Data Validation Cycle: CSV	1/11/2019	2/8/2019
	MHEC IT File Creation Cycle (Legacy)	2/9/2019	3/23/2019
	MHEC IT File Release	3/24/2019	3/31/2019
	MLDSC Collection Window	4/1/2019	5/27/2019
	MLDSC Data Submission and Feedback	4/1/2019	5/16/2019
	MLDSC Comment Window	5/16/2019	5/31/2019
	MLDSC Completion Date		5/27/2019
<b>Degree Information System (DIS 2018)</b> (July 1, 2017 to June 30, 2018)	MHEC IT Data Verification Cycle	8/5/2018	9/2/2018
	MHEC Research Data Validation Cycle: CSV	9/3/2018	9/17/2018
	MHEC IT File Creation Cycle (Legacy)	9/18/2018	10/9/2018
	MHEC IT File Release	10/10/2018	10/17/2018
	MLDSC Collection Window	10/18/2018	12/13/2018
	MLDSC Data Submission and Feedback	10/18/2018	12/2/2018
	MLDSC Comment Window	12/2/2018	12/17/2018
	MLDSC Completion Date		12/13/2018
<b>External Credit System (ECS 2018)</b> (July 1, 2017 to June 30, 2018)	MHEC IT Data Verification Cycle	8/15/2018	10/10/2018
	MHEC Research Data Validation Cycle: CSV	10/11/2018	11/8/2018
	MHEC IT File Creation Cycle (Legacy)	11/9/2018	12/21/2018
	MHEC IT File Release	12/22/2018	12/29/2018
	MLDSC Collection Window	12/30/2018	2/24/2019
	MLDSC Data Submission and Feedback	12/30/2018	2/13/2019
	MLDSC Comment Window	2/13/2019	2/28/2019
	MLDSC Completion Date		2/24/2019
<b>Maryland Approved Program Completer System (MAPCS 2018)</b> (September 1, 2017 to August 31, 2018)	MHEC IT Data Verification Cycle	12/1/2018	1/26/2019
	MHEC Research Data Validation Cycle: CSV	1/27/2019	2/24/2019
	MHEC IT File Creation Cycle (Legacy)	2/25/2019	4/8/2019
	MHEC IT File Release	4/9/2019	4/16/2019
	MLDSC Collection Window	4/17/2019	6/12/2019
	MLDSC Data Submission and Feedback	4/17/2019	6/1/2019
	MLDSC Comment Window	6/1/2019	6/16/2019
	MLDSC Completion Date		6/12/2019
MHEC Collections Under Development July 1, 2018 to June 30, 2019*			
Course Information System (CIS) Summer/Fall			
Course Information System (CIS) Winter/Spring			
Student Registration System (SRS) Summer/Fall			
Student Registration System (SRS) Winter/Spring			
Employee Data System (EDS)			
*first collection to be release to MLDSC will be the 2018-19 collection, prior collections will be release if data are quality is satisfactory			

## 2018-2019 DLLR Collection Calendar

**Workforce Data includes the following from DLLR:**

- Quarterly Wage Data
- UI Claim Demographic Information
- Employer Information
- Quarterly Census of Employment Wage (QCEW)

**Student Data includes the following from DLLR:**

- Literacy, Adult, and Community Education System (LACES)
- GED
- National External Diploma Program (NEDP)
- Correctional Education Data

Current Data Collection	Steps	Due Dates	
		Begin	End
<b>Workforce and Student Data 2018 Quarter 4</b>	DLLR Data Verification Complete		12/15/2018
	MLDS Center Collection Window	3/15/2019	5/15/2019
	Data Submission and Feedback	3/15/2019	5/1/2019
	Comment Window	5/1/2019	5/15/2019
	Completion Date		5/15/2019
<b>Workforce and Student Data 2019 Quarter 1</b>	DLLR Data Verification Complete		4/15/2019
	MLDS Center Collection Window	6/15/2019	8/1/2019
	Data Submission and Feedback	6/15/2019	7/15/2019
	Comment Window	7/15/2019	8/1/2019
	Completion Date		8/1/2019
<b>Workforce and Student Data 2019 Quarter 2</b>	DLLR Data Verification Complete		7/15/2019
	MLDS Center Collection Window	9/15/2019	11/1/2019
	Data Submission and Feedback	9/15/2019	10/15/2019
	Comment Window	10/15/2019	11/1/2019
	Completion Date		11/1/2019
<b>Workforce and Student Data 2019 Quarter 3</b>	DLLR Data Verification Complete		10/15/2019
	MLDS Center Collection Window	12/15/2019	2/1/2019
	Data Submission and Feedback	12/15/2019	1/15/2019
	Comment Window	1/15/2019	2/1/2019
	Completion Date		2/1/2019
<b>DLLR Collections Under Development</b>			
<b>Workforce and Student Data Annual Cumulative Quarterly File</b>			