MLDS CENTER
Maryland Longitudinal Data System

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MEMORANDUM

TO: MLDS Governing Board

FROM: Molly B. Abend, Data Management Coordinator

DATE: September 13, 2019

SUBJECT: MLDS 2019 Data Inventory and 2019-2020 Data Collection Calendar

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Purpose
The purpose of this agenda item is to provide information to the Governing Board on the proposed changes to the MLDS 2019 Data Inventory and additions to the 2019-2020 Data Collection Calendar for Governing Board approval at the September Governing Board Meeting.

Data Inventory
The MLDS Governing Board is required to create an inventory of individual student and workforce data proposed to be maintained in the system (Md. Ed. Art. §24-704(g)(6)). Additionally, the data inventory serves to inform the public about the contents of the MLDS.

Summary of Proposed Inclusions
A. PK12: Discipline

House Bill 704 - Student Data and Governing Board was passed in the 2019 legislative session and removes the restriction against including student discipline data records as "student data" in the MLDS. The Maryland State Department of Education has administered a student discipline data collection since 1999. The Discipline data include the following new data elements:

1. 504 Indicator	5. Disposition Code
2. Disability Code	6. Length of Removal
3. Offense Code	7. Physical Injury
4. Date of Offense	8. Type of Educational Services Provided

B. PK12: Gifted and Talented

The Maryland State Department of Education is adding a Gifted and Talented Student Indicator to the End of Year Attendance data collection in order to comply with accountability requirements. Beginning with the 2020-2021 academic year, the following data element will be provided from MSDE:

1. Gifted and Talented Student Indicator

C. Workforce: LACES

LACES (Literacy, Adult, and Community Education System) captures Adult Education data that is required for reporting to the Federal government pursuant to the Adult Education and Family Literacy Services (AEFLS) grant. The proposed data elements for inclusion are listed below.

1. First Name
2. Last Name
3. Middle Name
4. Social Security Number (SSN)
5. Birth Date
6. Student ID
7. Home Address
8. Home City
9. Home Zip Code
10. Home County
11. Gender
12. Hispanic/Latino Ethnicity
13. American Indian/Alaskan Native
14. Asian
15. Black or African American
16. Native Hawaiian or Other Pacific Islander
17. White
18. Program Type
19. Intake Date
20. Date Left
21. Employment Status Upon Entry
22. Highest Education Level Completed on Entry
23. Highest Ed. Level Completed on Entry Location
24. Current Level
25. Entry Level
26. Overall Status
27. Assessed Date
28. Instrument
29. Form
30. Level
31. Subtest
32. Scaled Score
33. Scaled Gain
34. SPL/GLE
35. SPL/GLE Gain
36. Raw Score
37. Assessed Level
38. Assessed Status in Subject Area
39. ESL Student
40. Scaled Gain in Subject
41. Current FY Instructional Hours
42. Instructional Hours Since Last Assessment in Subject Area
43. Instructional Hours Between Pre and Post in Subject Area
44. Enrollment Type
45. Match/Enroll Date
46. Instructional Start Date

56. Class End Date
57. Class Program
58. Instructor Type
59. Instructor Name
60. Min Required Days
61. Max Required Days
62. Days
63. Times
64. Weekly Time
65. Location
66. Class Instructional Area
67. Class Language of Instruction
68. Class Completion
69. Age
70. Birthplace
71. City of Birth
72. Born Outside of US
73. Country of Birth
74. Immigrant
75. US Citizen
76. F1 Visa
77. Country of Citizenship
78. Barrier - Homeless
79. Barrier - Public Assistance
80. Barrier - Dislocated Worker
81. Barrier - Displaced Homemaker
82. Barrier - Migrant Worker
83. Barrier - Single Parent or Guardian
84. Barrier - At Risk
85. Barrier - Abuse
86. Barrier - Correctional
87. Barrier - Institutional
88. Parents' Highest Education Completed
89. Military Service Experience
90. Family Income Range
91. Number of Dependents
92. Minor with Adult Status
93. Lifetime Hours
94. Hours Type
95. Hours Present
96. Hours Absent
97. Late
98. Cohort
99. Goal Status
100. Goal
101. Exempt from Assessment
102. Type
103. Date Earned

47. Instructional End Date
48. Enrollment
49. Max Enroll
50. Class ID
51. Term
52. Course Number
53. Class/Group/Workshop Title/Name
54. Class Status
55. Class Start Date

104. Name of Diploma/Credential
105. Description/Number
106. Person's Name Displayed on Diploma/Credential
107. Completed Requirements
108. By Exam Only
109. Diploma Record Creation Date

Data Collection Calendar
Overview
The Center receives data submissions from each of its partner agencies throughout the academic year. The Data Collection Calendars provide 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 Calendars are revised in an annual process through 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 the 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 MLDSC.
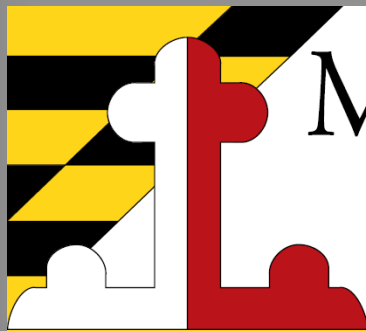
Summary of Data Collection Calendar Additions
The Apprenticeship and Discipline data collections are no longer under development and the partner agencies will now deliver data to the MLDS Center twice during 2019-2020. The due dates for each step in the data submission process have been added to the 2019-2020 data collection calendar.

Action
We request the Governing Board approve the additions to the MLDS Data Inventory – September 2019 and the additions to the 2019-2020 Data Collection Calendar.

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MLDS Center

Maryland Longitudinal Data System

Better Data • Informed Choices • Improved Results

Substantive Changes to the

MLDS Data Inventory

September 2019

Contents

Overview

The Maryland Longitudinal Data System (MLDS) is Maryland's central repository for comprehensive data from all levels of education and into the State's workforce. The MLDS Governing Board is required to create an inventory of individual student and workforce data proposed to be maintained in the system (Md. Ed. Art. §24-704(g)(6)). Additionally, the data inventory serves to inform the public about the contents of the MLDS database. This document provides a comprehensive summary of data elements proposed to be maintained, or removed from the System.

Process

The development of the Data Inventory is a collaborative process between DLLR, MSDE and MHEC, and the MLDS Data Governance Advisory Board. The MLDS Data Governance Advisory Board annually reviews the Data Inventory and identifies what data elements to propose for inclusion or remove from the System. All data must be relevant to answering one of the questions in the Research Agenda or generally identified as necessary for evaluating federal or State supported education programs. Data elements identified for inclusion or removal in the System are presented to the Governing Board for approval. Once approved, the requirements are developed with the agency and included in the data collection calendar.

Accessing the Data Inventory

As of December 2016, the MLDS Data Inventory is available online through the MLDS Center website. This change allows the inventory to be more dynamic, by presenting the inventory in a way that may be organized according to the user's needs.

Changes to the Data Inventory

As a result of publishing the Data Inventory in a dynamic format, this document will only include substantive changes for each of the domains. Substantive changes are inclusions or removals of data elements in the Data Inventory.

Administrative changes are made annually and include the following:
- Clarification to the database in which the data element is maintained (i.e. ODS or MDM)
- Corrections and consistency in the CEDS Global ID for the Data Element
- Consistency in reporting the Element Name

Student Data

State law (Education Article §24-701, Annotated Code of Maryland) defines student data to mean data relating to student performance. The law also lists specific data elements not considered student data. As of the 2019 legislative session, House Bill 704 authorizes the Center to include discipline data and juvenile delinquency records. By removing the restriction on these specific data elements, student data now includes:
- State and national assessments;
- Course-taking and completion;

- Grade point average;
- Remediation;
- Retention;
- Degree, diploma, or credential attainment;
- Enrollment;
- Demographic data;
- Juvenile delinquency records; and
- Elementary and secondary school disciplinary records.

The law continues to prohibit the Center from collecting data on students from criminal and Child In Need of Assistance records and medical and health records.

Workforce Data

State law (Education Article §24-701, Annotated Code of Maryland) defines workforce data as data relating to:
- Employment status;
- Wage information;
- Geographic location of employment; and
- Employer information.

Understanding the Fields in the Data Inventory

Approval Status – identifies the Governing Board approval status for the Domain, Entity, or Element.
- *Approved* – The element had been approved for inclusion in the MLDS by the MLDS Governing Board.
- *Proposed* – The element has been proposed for inclusion and is pending review by the MLDS Governing Board for collection by the MLDS Center.

Approval Date – date that the Governing Board approved the inclusion of the Data Element to be maintained in the System.

Availability – the earliest date that the Date Element is available to the MLDS.

CEDS Global ID – is the Common Education Data Standards unique identifier for the data element. Data elements in the MLDS database are mapped to the Common Education Data Standards (CEDS Version 6.0) when possible. CEDS represents a national, collaborative effort to develop voluntary, common data standards across the P-20W pipeline and provides nationally recognized naming conventions and definitions. Where data cannot be mapped to CEDS 6.0 standards, alternate domain, entity, and element names are provided, if applicable.

Database – an indication of the location of the data element within the MLDS. Data elements are either in the Operational Data Store (ODS) or the Master Data Management (MDM) database. The MDM database contains confidential and sensitive information on student and workers and is restricted to specified authorized staff of the MLDS Center. The ODS contains sensitive, de-identified information on students and workers and is restricted to authorized staff of the MLDS Center.

Description – a description of the Data Element that provides additional information related to how the data element is collected, used, or defined in the System.

Domain – Domains indicate the sectors that are part of the MLDS. The Data Inventory contains both internal and external domains. Internal domains relate to the MLDS partner agencies that provide student and workforce data directly to the MLDS through a memorandum of understanding. MLDS partners include: Maryland State Department of Education (MSDE), Maryland Higher Education Commission (MHEC), and Maryland Department of Labor, Licensing and Regulation (DLLR). External domains include publicly available data or data provided through a memorandum of understanding with the external entity. Data from external sources are used to enhance the data received from internal sources, and provide additional context to the data in the System.

Internal domains include:
- Workforce,
- Postsecondary,
- PK12.

External Domains include:
- U.S. Census Bureau (CENSUS), and
- Motor Vehicle Administration (MVA).

Element Name – describes the data element provided to the MLDS. These are attributes of the Entity. This may be the name used by the partner agency, or a standard name used by CEDS.

Entity – Entities represent persons, places, events, objects or concepts about which the data is collected or shared. The Entities in the MLDS Data Inventory are:

- Address
- AE Student
- Assessments
- Authentication and Authorization
- EL Child
- EL Organization
- EL Staff
- Financial Aid
- Institutional Characteristics
- K12 Class/Section
- K12 Course
- K12 Organizations
- K12 School
- K12 Staff
- K12 Student
- LEA
- NA
- PS Institution
- PS Student
- Quarterly Employment
- Tuition
- W Employer
- W Person

Load Status – provides an indication of the status of the data element within the MLDS.
- *Active* data elements are loaded into the System and are currently in use.
- *Inactive* data elements were approved for inclusion in the MLDS by the Governing Board, but are not currently loaded into the MLDS or have not yet been provided to the MLDS from the source agency.
- *Removed* data elements that have been eliminated from the MLDS even though they were approved by the Governing Board for use.
- *Obsolete* data elements were approved for collection but are no longer available from the source. Data remains active in the System for the years the data element was available.

Source – indicates the origin of the data for the specific Domain. This may be the name of the data collection administered by the agency or the table name. The source is specific to the agency providing the data to the MLDS.

PK12

PK12 domain data is provided to the MLDS from the Maryland State Department of Education (MSDE).

Proposed Sources

Discipline

House Bill 704 - Student Data and Governing Board was passed in the 2019 legislative session and removes the restriction against including elementary and secondary student discipline data records as "student data" in the MLDS. The MLDS Center and MSDE staff discussed MSDE's Discipline collection and what data elements were available. The data elements for inclusion in the Data Inventory are detailed in the table below.

CEDS Global ID	Entity	Element Name	Approval Status	Availability	Source	Database
000249	K12 Student	504 Indicator	Proposed	2008	Discipline	ODS
000218	K12 Student	Disability Code	Proposed	2008	Discipline	ODS
000509	K12 Student	Offense Code	Proposed	2008	Discipline	ODS
000502	K12 Student	Date of Offense	Proposed	2008	Discipline	ODS
000488	K12 Student	Disposition Code	Proposed	2008	Discipline	ODS
000511	K12 Student	Length of Removal	Proposed	2008	Discipline	ODS
000545	K12 Student	Physical Injury	Proposed	2008	Discipline	ODS
000578	K12 Student	Type of Educational Services Provided	Proposed	2008	Discipline	ODS

Gifted and Talented

MSDE added a Gifted and Talented Student Indicator to the End of Year Attendance data collection in order to comply with accountability requirements. Beginning with the 2020-2021 academic year, the following data element will be provided from MSDE:

CEDS Global ID	Entity	Element Name	Approval Status	Availability	Source	Database
000122	K12 Student	Gifted and Talented Student Indicator	Proposed	2008	Attendance	ODS

Proposed Removals - None

There are no removals of PK12 data elements at this time.

Workforce

Workforce domain data is provided to the MLDS from the Department of Labor (DoL).

Proposed Sources

LACES

LACES (Literacy, Adult Education, and Community Education System) from the Division of Workforce Development and Adult Learning (DWDAL) captures Adult Education data that is required for reporting to the Federal government pursuant to the Adult Education and Family Literacy Services (AEFLS) grant. MLDS Center staff worked with DWDAL staff to identify data elements needed for identity resolution purposes and data elements deemed useful for research purposes. The data elements for inclusion in the Data Inventory are detailed in the table below and categorized by content.

Demographics

CEDS Global ID	Entity	Element Name	Approval Status	Availability	Source	Database
000115	AE Student	First Name	Proposed	2008	LACES	MDM
000172	AE Student	Last Name	Proposed	2008	LACES	MDM
000184	AE Student	Middle Name	Proposed	2008	LACES	MDM
000259	AE Student	Social Security Number (SSN)	Proposed	2008	LACES	MDM
000033	AE Student	Birth Date	Proposed	2008	LACES	MDM
001071	AE Student	Student ID	Proposed	2008	LACES	MDM
000269	AE Student	Home Address	Proposed	2008	LACES	MDM
000040	AE Student	Home City	Proposed	2008	LACES	ODS
000214	AE Student	Home Zip Code	Proposed	2008	LACES	MDM
000190	AE Student	Home County	Proposed	2008	LACES	ODS
000255	AE Student	Gender	Proposed	2008	LACES	ODS
000144	AE Student	Hispanic/Latino Ethnicity	Proposed	2008	LACES	ODS
000016	AE Student	American Indian/Alaskan Native	Proposed	2008	LACES	ODS
000020	AE Student	Asian	Proposed	2008	LACES	ODS
000034	AE Student	Black or African American	Proposed	2008	LACES	ODS
000192	AE Student	Native Hawaiian or Other Pacific Islander	Proposed	2008	LACES	ODS
000301	AE Student	White	Proposed	2008	LACES	ODS
NA	AE Student	Age	Proposed	2008	LACES	ODS

000051	AE Student	Birthplace	Proposed	2008	LACES	ODS
000426	AE Student	City of Birth	Proposed	2008	LACES	ODS
NA	AE Student	Born outside US	Proposed	2008	LACES	ODS
000051	AE Student	Country of Birth	Proposed	2008	LACES	ODS
000291	AE Student	Immigrant	Proposed	2008	LACES	ODS
000299	AE Student	US Citizen	Proposed	2008	LACES	ODS
000196	AE Student	F1 Visa	Proposed	2008	LACES	ODS
000050	AE Student	Country of Citizenship	Proposed	2008	LACES	ODS
000149	AE Student	Barrier - Homeless	Proposed	2008	LACES	ODS
000777	AE Student	Barrier - Public Assistance	Proposed	2008	LACES	ODS
000776	AE Student	Barrier - Dislocated Worker	Proposed	2008	LACES	ODS
000084	AE Student	Barrier - Displaced Homemaker	Proposed	2008	LACES	ODS
000189	AE Student	Barrier - Migrant Worker	Proposed	2008	LACES	ODS
000580	AE Student	Barrier - Single Parent or Guardian	Proposed	2008	LACES	ODS
NA	AE Student	Barrier - At Risk	Proposed	2008	LACES	ODS
NA	AE Student	Barrier - Abuse	Proposed	2008	LACES	ODS
NA	AE Student	Barrier - Correctional	Proposed	2008	LACES	ODS
NA	AE Student	Barrier - Institutional	Proposed	2008	LACES	ODS
000141	AE Student	Parents' Highest Education Completed	Proposed	2008	LACES	ODS
001578	AE Student	Military Service Experience	Proposed	2008	LACES	ODS
000332	AE Student	Family Income Range	Proposed	2008	LACES	ODS
001415	AE Student	Number of Dependents	Proposed	2008	LACES	ODS
NA	AE Student	Minor with Adult Status	Proposed	2008	LACES	ODS

Class/Course Information

CEDS Global ID	Entity	Element Name	Approval Status	Availability	Source	Database
000324	AE Student	Match/Enroll Date	Proposed	2008	LACES	ODS
000054	AE Student	[Instructional] Start Date	Proposed	2008	LACES	ODS
000059	AE Student	[Instructional] End Date	Proposed	2008	LACES	ODS
000055	AE Student	Enrollment ID	Proposed	2008	LACES	ODS
001655	AE Student	Max Enroll	Proposed	2008	LACES	ODS
000978	AE Student	Class ID	Proposed	2008	LACES	ODS
000254	AE Student	Term	Proposed	2008	LACES	ODS
001314	AE Student	Course Number	Proposed	2008	LACES	ODS
000067	AE Student	Class/Group/Workshop Title/Name	Proposed	2008	LACES	ODS
NA	AE Student	Class Status	Proposed	2008	LACES	ODS
000054	AE Student	Class Start Date	Proposed	2008	LACES	ODS
000059	AE Student	Class End Date	Proposed	2008	LACES	ODS
001077	AE Student	Class Program	Proposed	2008	LACES	ODS
000622	AE Student	Instructor Type	Proposed	2008	LACES	ODS
000647	AE Student	Instructor Name	Proposed	2008	LACES	ODS
001748	AE Student	Min Required Days	Proposed	2008	LACES	ODS
001746	AE Student	Max Required Days	Proposed	2008	LACES	ODS
000521	AE Student	Days	Proposed	2008	LACES	ODS
000519	AE Student	Times	Proposed	2008	LACES	ODS
000519	AE Student	Weekly Time	Proposed	2008	LACES	ODS
001309	AE Student	Location	Proposed	2008	LACES	ODS
000066	AE Student	Class Instructional Area	Proposed	2008	LACES	ODS
000448	AE Student	Class Language of Instruction	Proposed	2008	LACES	ODS

000976	AE Student	Class Completion	Proposed	2008	LACES	ODS
000782	AE Student	Hours Type	Proposed	2008	LACES	ODS
NA	AE Student	Hours Present	Proposed	2008	LACES	ODS
NA	AE Student	Hours Absent	Proposed	2008	LACES	ODS
000076	AE Student	Late	Proposed	2008	LACES	ODS

Assessments

CEDS Global ID	Entity	Element Name	Approval Status	Availability	Source	Database
000962	AE Student	Assessed Date	Proposed	2008	LACES	ODS
000466	AE Student	Instrument	Proposed	2008	LACES	ODS
000366	AE Student	Form	Proposed	2008	LACES	ODS
NA	AE Student	Level	Proposed	2008	LACES	ODS
000578	AE Student	Subtest	Proposed	2008	LACES	ODS
000369	AE Student	Scaled Score	Proposed	2008	LACES	ODS
000369	AE Student	Scaled Gain	Proposed	2008	LACES	ODS
000369	AE Student	SPL/GLE	Proposed	2008	LACES	ODS
000369	AE Student	SPL/GLE Gain	Proposed	2008	LACES	ODS
000245	AE Student	Raw Score	Proposed	2008	LACES	ODS
000779	AE Student	Assessed Level	Proposed	2008	LACES	ODS
NA	AE Student	Assessment Status in Subject Area	Proposed	2008	LACES	ODS
000273	AE Student	ESL Student	Proposed	2008	LACES	ODS
000369	AE Student	Scaled Gain in Subject	Proposed	2008	LACES	ODS
000362	AE Student	Current FY Instructional Hours	Proposed	2008	LACES	ODS
NA	AE Student	Instructional Hours Since Last Assessment in Subject Area	Proposed	2008	LACES	ODS
NA	AE Student	Instructional Hours Between Pre and Post in Subject Area	Proposed	2008	LACES	ODS

| NA | AE Student | Exempt from Assessment | Proposed | 2008 | LACES | ODS |

Outcomes

CEDS Global ID	Entity	Element Name	Approval Status	Availability	Source	Database
NA	AE Student	Lifetime Hours	Proposed	2008	LACES	ODS
000711	AE Student	Cohort	Proposed	2008	LACES	ODS
001703	AE Student	Goal Status	Proposed	2008	LACES	ODS
001079	AE Student	Goal	Proposed	2008	LACES	ODS
NA	AE Student	Type	Proposed	2008	LACES	ODS
NA	AE Student	Date Earned	Proposed	2008	LACES	ODS
NA	AE Student	Name of Diploma/Credential	Proposed	2008	LACES	ODS
000138	AE Student	Description/Number	Proposed	2008	LACES	ODS
000081	AE Student	Person's Name Displayed on Diploma/Credential	Proposed	2008	LACES	ODS
000003	AE Student	Completed Requirements	Proposed	2008	LACES	ODS
000625	AE Student	By Exam Only	Proposed	2008	LACES	ODS
NA	AE Student	Diploma Record Creation Date	Proposed	2008	LACES	ODS

Intake/Enrollment

CEDS Global ID	Entity	Element Name	Approval Status	Availability	Source	Database
001077	AE Student	Program Type	Proposed	2008	LACES	ODS
000324	AE Student	Intake Date	Proposed	2008	LACES	ODS
000107	AE Student	Date Left	Proposed	2008	LACES	ODS
001343	AE Student	Employment Status Upon Entry	Proposed	2008	LACES	ODS
000141	AE Student	Highest Education Level Completed on Entry	Proposed	2008	LACES	ODS

NA	AE Student	Highest Education Level Completed on Entry Location	Proposed	2008	LACES	ODS
000779	AE Student	Current Level	Proposed	2008	LACES	ODS
000779	AE Student	Entry Level	Proposed	2008	LACES	ODS
NA	AE Student	Overall Status	Proposed	2008	LACES	ODS
001161	AE Student	Enrollment Type	Proposed	2008	LACES	ODS

Proposed Removals - None

There are no removals of workforce data elements at this time.

Postsecondary

Postsecondary domain data is provided to the MLDS from the Maryland Higher Education Commission (MHEC).

Proposed Sources - None

There are no proposed postsecondary data elements at this time.

Proposed Removals - None

There are no removals of postsecondary data elements at this time.

External Domains

External domain data is acquired by the MLDS from:

- U.S. Census Bureau (Census); and
- Maryland Department of Transportation, Motor Vehicle Administration (MVA).

Proposed Sources - None

There are no proposed external data sources at this time.

Supporting Information For more information on the MLDS Center please visit the MLDS Center website at mldscenter.maryland.gov.

For additional information on CEDS 6.0 Data Standards visit ceds.ed.gov.
CEDS 101 describes what the CEDS standard is, why it is needed, and the parts of the CEDS standard.

Contributors and Change History

Date	Description/Reason for change	Authors/Contributors	Version
07/25/2012	Initial Draft	John Bruns	1.0
09/1/2012	Revision of content, addition of tables	John Bruns, Rob London	1.0
10/2/2013	Revision of content, addition of person, organization data elements; mapping to CEDS workforce elements added	John Bruns	2.0
10/29/2013	Added CEDS 4.0 details and data elements planned for the MLDS Master Data Management system	John Bruns	2.0
10/31/2013	Review and update	Chandra Haislet	2.0
11/1/2013	Updates to sections 2.0-5.0	Ross Goldstein	2.1
11/1/2013	Inactive CEDS 4.0 elements removed from Appendix B	John Bruns	2.2
11/15/2013	Active and Approved elements added to Appendix B and C; reserved elements removed	John Bruns	2.3
11/20/2013	Removed Appendices related to elements by policy question and system source; added active and Approved elements; denoted elements not mapped to CEDS 4.0	John Bruns	2.4
11/25/2013	Defined Approved elements as those approved by agencies for submission; removed Approved elements not approved	John Bruns	2.5
12/13/2013	All "Approved" data elements in Version 2.5 marked as active following MLDS Board approval	John Bruns	2.6
1/4/2014	Initial Draft of CEDS Elements	John Bruns (MSDE)	3.1
1/31/2014	Research Request of CEDS Elements	Mike Woolley (UMB)	3.1
2/28/2014	Availability of Data Alignment – K12	Janice Johnson (MSDE)	3.2
2/28/2014	Availability of Data Alignment – Workforce	Donni Turner (DLLR)	3.2
2/28/2014	Availability of Data Alignment – Postsecondary	Andrew Nichols (MHEC)	3.2
3/13/2014	Approved Items for Inventory	Chandra Haislet (MLDS Center)	3.3
5/28/2014	Availability of Data Alignment – Postsecondary	Jon Enriquez (MHEC)	3.4
6/2/2014	Approved Items for Inventory (Data Gab)	Chandra Haislet (MLDS Center)	3.5
6/6/2014	Availability of Data Alignment – Early Learning	Phil Koshkin (ECE)	3.6
6/6/2014	Additional Postsecondary Data	Jon Enriquez (MHEC)	3.7
6/9/2014	Availability of Data Alignment – Workforce	Donni Turner (DLLR)	3.8
12/8/2014	Availability of Data Alignment – Governing Board Meeting 12/16/2014	Laia Tiderman (MLDS Center)	4.0
12/18/2014	Proposed Data Elements Approved by the Governing Board 12/16/2014	Laia Tiderman (MLDS Center)	4.1

Date	Description/Reason for change	Authors/Contributors	Version
11/10/15	Inclusion of Data Elements approved in previous versions (MHEC and DLLR) Inclusion of MVA Data Elements for approval by the MLDS Governing Board	Laia Tiderman (MLDS Center)	4.2
12/8/2015	Revisions by MHEC to Postsecondary Data Elements	Parris Jackson	4.3
12/9/2015	Final Revisions prior to presentation at the MLDS Governing Board	Laia Tiderman	4.5
12/15/2015	Final with approval from Governing Board	Laia Tiderman	4.5
10/13/2015	Revisions for Data GAB 10/19/2016	Laia Tiderman	4.7
11/1/2016	Published Data Inventory on MLDS Website Revised document to include substantive changes Included definitions for all fields included in online Data Inventory	Laia Tiderman	5.0
11/21/2016	Changes to proposed workforce sources and elements	Laia Tiderman	5.1
12/2/2016	Updates to *Overview*, inclusion of *Process*, *Student Data* and *Workforce Data* definitions, updates to *Understanding* the Fields in the Data Inventory	Laia Tiderman	5.2
5/16/2017	Proposed and Removed data elements for 2017 June Governing Board Meeting	Laia Tiderman	6.0
5/24/2018	Proposed removal of IPEDS Data and Inclusion of Publicly Available Aggregate Data; Annual updates for 2018 June Governing Board Meeting	Laia Tiderman	7.0
6/14/2018	Changes requested during 2018 June Governing Board Meeting	Laia Tiderman	7.5
11/29/2018	Additions to PK12 data in alignment with changes to data collections made by MSDE	Laia Tiderman	8.0
05/21/2019	Additions to Workforce data due to the new Apprenticeship Program data collection from DLLR; Annual updates for 2019 June Governing Board Meeting	Molly Abend	9.0
09/03/2019	Additions to PK12 data from Discipline data and Gifted and Talented Indicator. Workforce additions to LACES.	Molly Abend	9.1

MLDS CENTER

Maryland Longitudinal Data System

Better Data • Informed Choices • Improved Results

Data Collection Calendars

2019-2020 Academic Year

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);
- Department of Juvenile Services (DJS).

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. **Data Received**
   The date all data are submitted to the Center. Agencies will provide data within 2 weeks after the Agency Verification Complete due date.

3. **Data Loading and Feedback Period**
   This step represents the entire collection window for partner agencies to provide data to the Center. 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 60 days.

4. **Completion Date**
   The date all data are loaded into the system.

Note: If an issue is identified after the Completion Date, the MLDS Center will work with an agency to discuss the situation and, if necessary, come to an agreement on a timeline for resubmission.

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. **Reminder Emails Scheduled**
   Two weeks prior to the established due date, MLDSC Staff will send an email reminder about the upcoming data due date to the Data Owner, Data Steward, and/or Data Custodians at the partner agency.

2. **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.

3. **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.

4. **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.

5. **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.

6. **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.

2019-2020 MSDE Collection Calendar

MSDE Data Collection	Steps	Due Dates
2020 School Data Set (SDS)	MSDE Data Verification Complete	10/1/19
	Data Received at MLDS Center	10/15/19
	Loading and Feedback Period	10/15/19 - 12/15/19
	Completion Date	12/15/19
2020 September Attendance	MSDE Data Verification Complete	11/15/19
	Data Received at MLDS Center	11/30/19
	Loading and Feedback Period	11/30/19 - 1/30/20
	Completion Date	1/30/20
2020 Staff	MSDE Data Verification Complete	5/1/20
	Data Received at MLDS Center	5/15/20
	Loading and Feedback Period	5/15/20 - 7/15/20
	Completion Date	7/15/20
2020 End-of-Year (EOY) Attendance	MSDE Data Verification Complete	10/15/20
	Data Received at MLDS Center	10/30/20
	Loading and Feedback Period	10/30/20 - 12/30/20
	Completion Date	12/30/20
2020 End-of-Year Student Course Grade Teacher (SCGT)	MSDE Data Verification Complete	10/15/20
	Data Received at MLDS Center	10/30/20
	Loading and Feedback Period	10/30/20 - 12/30/20
	Completion Date	12/30/20
2020 National Student Clearinghouse	MSDE Data Verification Complete	8/15/20
	Data Received at MLDS Center	8/30/20
	Loading and Feedback Period	8/30/20 - 10/30/20
	Completion Date	10/30/20
2020 MSDE Assessments (MCAP)	MSDE Data Verification Complete	9/1/20
	Data Received at MLDS Center	9/15/20
	Loading and Feedback Period	9/15/20 - 11/15/20
	Completion Date	11/15/20

2019-2020 Data Collection Calendar

MSDE Data Collection	Steps	Due Dates
2020 High School Data Collection (HSDC)	MSDE Data Verification Complete	10/15/20
	Data Received at MLDS Center	10/30/20
	Loading and Feedback Period	10/30/20 - 12/30/20
	Completion Date	12/30/20
2020 College Readiness Assessments (AP, SAT, PSAT, ACT, IB)	MSDE Data Verification Complete	9/15/20
	Data Received at MLDS Center	9/30/20
	Loading and Feedback Period	9/30/20 - 11/30/20
	Completion Date	11/30/20
2020 SASID/SATID Merges	MSDE Data Verification Complete	8/15/20
	Data Received at MLDS Center	8/30/20
	Loading and Feedback Period	8/30/20 - 10/30/20
	Completion Date	10/30/20
2020 Student Discipline Data Collection (Mid-Year)	MSDE Data Verification Complete	4/15/20
	Data Received at MLDS Center	4/30/20
	Loading and Feedback Period	4/30/20 - 6/30/20
	Completion Date	6/30/20
2020 Student Discipline Data Collection (End-of-Year)	MSDE Data Verification Complete	10/15/20
	Data Received at MLDS Center	10/30/20
	Loading and Feedback Period	10/30/20 - 12/30/20
	Completion Date	12/30/20
MSDE Collections Under Development		
Early Childhood Data Collection		
KRA Data Collection		

2019-2020 MHEC Collection Calendar

MHEC Data Collection	Steps	Due Dates
Semi-Annual Collections		
Enrollment Information System (EIS) Summer 2019 & Fall 2019	MHEC Data Verification Complete/Data Release	2/23/20
	Data Received at MLDS Center	2/24/20
	Loading and Feedback Period	2/25/20 – 4/25/20
	Completion Date	4/26/20
Enrollment Information System (EIS) Winter 2020 & Spring 2020	MHEC Data Verification Complete/Data Release	7/11/20
	Data Received at MLDS Center	7/12/20
	Loading and Feedback Period	7/13/20 – 9/11/20
	Completion Date	9/12/20
End of Term System (EOTS) Winter 2019 & Spring 2019	MHEC Data Verification Complete/Data Release	1/24/20
	Data Received at MLDS Center	1/25/20
	Loading and Feedback Period	1/26/20 – 3/26/20
	Completion Date	3/27/20
End of Term System (EOTS) Summer 2019 & Fall 2019	MHEC Data Verification Complete/Data Release	7/25/20
	Data Received at MLDS Center	7/26/20
	Loading and Feedback Period	7/27/20 – 9/25/20
	Completion Date	9/26/20
Annual Collections		
Financial Aid Information System (FAIS 2019)	MHEC Data Verification Complete/Data Release	2/24/20
	Data Received at MLDS Center	2/25/20
	Loading and Feedback Period	2/26/20 – 4/26/20
	Completion Date	4/27/20
Degree Information System (DIS 2019)	MHEC Data Verification Complete/Data Release	10/30/19
	Data Received at MLDS Center	10/31/19
	Loading and Feedback Period	11/1/19 – 12/31/19
	Completion Date	1/1/20
External Credit System (ECS 2019)	MHEC Data Verification Complete/Data Release	11/24/19
	Data Received at MLDS Center	11/25/19
	Loading and Feedback Period	11/26/19 – 1/25/20
	Completion Date	1/26/20
Maryland Approved Program Completer System (MAPCS 2019)	MHEC Data Verification Complete/Data Release	3/11/20
	Data Received at MLDS Center	3/12/20
	Loading and Feedback Period	3/13/20 – 5/12/20
	Completion Date	5/13/20
MHEC Collections Under Development July 1, 2019 to June 30, 2020		
Course Information System (CIS)* Summer/Fall and Winter/Spring		
Student Registration System (SRS)* Summer/Fall and Winter/Spring		
Business Licenses Data Collection		
*This year's collection and prior year collections will be released to MLDSC if data quality is satisfactory.		

2019-2020 DLLR Collection Calendar

Each Workforce and Student Data collection will contain 6 total files as listed below.

Workforce Data includes the following:

1. Quarterly Wage Data
2. Unemployment Insurance (UI) Claim Demographic Information
3. Employer Information

Student Data includes the following:

4. Literacy, Adult, and Community Education System (LACES)
5. General Education Development (GED)
6. National External Diploma Program (NEDP)

The Apprenticeship Data Collection will occur twice a year, in February and August.

Current Data Collection	Steps	Due Dates
Workforce and Student Data 2019 Quarter 4	DLLR Data Verification Complete	3/1/20
	Data Received at MLDS Center	3/15/20
	Loading and Feedback Period	3/15/20 - 5/15/20
	Completion Date	5/15/20
Workforce and Student Data 2020 Quarter 1	DLLR Data Verification Complete	6/1/20
	Data Received at MLDS Center	6/15/20
	Loading and Feedback Period	6/15/20 - 8/15/20
	Completion Date	8/15/20
Workforce and Student Data 2020 Quarter 2	DLLR Data Verification Complete	9/1/20
	Data Received at MLDS Center	9/15/20
	Loading and Feedback Period	9/15/20 - 11/15/20
	Completion Date	11/15/20
Workforce and Student Data 2020 Quarter 3	DLLR Data Verification Complete	12/1/20
	Data Received at MLDS Center	12/15/20
	Loading and Feedback Period	12/15/20 - 2/15/21
	Completion Date	2/15/21
Workforce and Student Data Annual Cumulative Quarterly File	DLLR Data Verification Complete	2/1/20
	Data Received at MLDS Center	2/15/20
	Loading and Feedback Period	2/15/20 - 4/15/20
	Completion Date	4/15/20

Apprenticeship Data 2020 February File	DLLR Data Verification Complete	2/1/20
	Data Received at MLDS Center	2/15/20
	Loading and Feedback Period	2/15/20 - 4/15/20
	Completion Date	4/15/20
Apprenticeship Data 2020 August File	DLLR Data Verification Complete	8/1/20
	Data Received at MLDS Center	8/15/20
	Loading and Feedback Period	8/15/20 - 10/15/20
	Completion Date	10/15/20