



MLDS CENTER

Maryland Longitudinal Data System

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MEMORANDUM

TO: Members of the MLDS Governing Board

FROM: Molly Abend, Data Management Coordinator
Ross Goldstein, Executive Director

DATE: May 29, 2020

SUBJECT: MLDS Data Collection Calendar 2020-2021 Academic Year

Purpose

The purpose of this agenda item is to provide information to the Governing Board on the revised MLDS Data Collection Calendar for the 2020-2021 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 the Maryland State Department of Education (MSDE); Maryland Higher Education Commission (MHEC); Department of Labor (Labor); Department of Juvenile Services (DJS); 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. Any new collections or collections in development are added to the calendar.

Action

We request the Governing Board approve the MLDS Data Collection Calendars for the 2020-2021 Academic Year.

Attachment

MLDS Data Collection Calendars 2020-2021



MLDS CENTER

Maryland Longitudinal
Data System

Better Data • Informed Choices • Improved Results

Data Collection Calendars

**2020-2021
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 (Labor);
- 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.

2020-2021 MSDE Collection Calendar

MSDE Data Collection	Steps	Due Dates
2021 School Data Set (SDS)	MSDE Data Verification Complete	12/1/20
	Data Received at MLDS Center	12/15/20
	Loading and Feedback Period	12/15/20 - 2/14/21
	Completion Date	2/14/21
2021 September Attendance	MSDE Data Verification Complete	12/15/20
	Data Received at MLDS Center	12/30/20
	Loading and Feedback Period	12/30/20 - 3/1/21
	Completion Date	3/1/21
2021 Staff	MSDE Data Verification Complete	6/1/21
	Data Received at MLDS Center	6/15/21
	Loading and Feedback Period	6/15/21 - 8/15/21
	Completion Date	8/15/21
2021 National Student Clearinghouse	MSDE Data Verification Complete	8/15/21
	Data Received at MLDS Center	8/30/21
	Loading and Feedback Period	8/30/21 - 10/30/21
	Completion Date	10/30/21
2021 SASID/SATID Merges	MSDE Data Verification Complete	8/15/21
	Data Received at MLDS Center	8/30/21
	Loading and Feedback Period	8/30/21 - 10/30/21
	Completion Date	10/30/21
2021 MSDE Assessments (MCAP)	MSDE Data Verification Complete	9/1/21
	Data Received at MLDS Center	9/15/21
	Loading and Feedback Period	9/15/21 - 11/15/21
	Completion Date	11/15/21
2021 End-of-Year (EOY) Attendance	MSDE Data Verification Complete	11/1/21
	Data Received at MLDS Center	11/16/21
	Loading and Feedback Period	11/16/21 - 1/16/22
	Completion Date	1/16/22

2020-2021 Data Collection Calendar

MSDE Data Collection	Steps	Due Dates
2021 End-of-Year Student Course Grade Teacher (SCGT)	MSDE Data Verification Complete	11/1/21
	Data Received at MLDS Center	11/16/21
	Loading and Feedback Period	11/16/21 - 1/16/22
	Completion Date	1/16/22
2021 College Readiness Assessments (AP, SAT, PSAT, ACT, IB)	MSDE Data Verification Complete	11/15/21
	Data Received at MLDS Center	11/30/21
	Loading and Feedback Period	11/30/21 - 1/30/22
	Completion Date	1/30/22
2021 Student Discipline Data Collection	MSDE Data Verification Complete	11/15/21
	Data Received at MLDS Center	11/30/21
	Loading and Feedback Period	11/30/21 - 1/30/22
	Completion Date	1/30/22
2021 High School Data Collection (HSDC)	MSDE Data Verification Complete	12/1/21
	Data Received at MLDS Center	12/15/21
	Loading and Feedback Period	12/15/21 - 2/15/22
	Completion Date	2/15/22
MSDE Collections Under Development		
Early Childhood Data Collection		
KRA Data Collection		

2020-2021 Data Collection Calendar

2020-2021 MHEC Collection Calendar

MHEC Data Collection	Steps	Due Dates
Semi-Annual Collections		
Enrollment Information System (EIS) Summer 2020 & Fall 2020	MHEC Data Verification Complete	2/9/21
	Data Received at MLDS Center	2/24/21
	Loading and Feedback Period	2/25/21 – 4/25/21
	Completion Date	4/27/21
Enrollment Information System (EIS) Winter 2021 & Spring 2021	MHEC Data Verification Complete	6/27/21
	Data Received at MLDS Center	7/12/21
	Loading and Feedback Period	7/13/21 – 9/11/21
	Completion Date	9/12/21
End of Term System (EOTS) Winter 2020 & Spring 2020	MHEC Data Verification Complete	1/10/21
	Data Received at MLDS Center	1/25/21
	Loading and Feedback Period	1/26/21 – 3/27/21
	Completion Date	3/28/21
End of Term System (EOTS) Summer 2020 & Fall 2020	MHEC Data Verification Complete	7/11/21
	Data Received at MLDS Center	7/26/21
	Loading and Feedback Period	7/27/21 – 9/25/21
	Completion Date	9/26/21
Course Information System (CIS) Winter 2020 & Spring 2020	MHEC Data Verification Complete	12/11/20
	Data Received at MLDS Center	12/26/20
	Loading and Feedback Period	12/27/20 – 2/25/21
	Completion Date	2/26/21
Course Information System (CIS) Summer 2021 & Fall 2021	MHEC Data Verification Complete	6/10/21
	Data Received at MLDS Center	6/25/21
	Loading and Feedback Period	6/26/21 – 8/25/21
	Completion Date	8/26/21
Student Registration System (SRS) Winter 2020 & Spring 2020	MHEC Data Verification Complete	12/11/20
	Data Received at MLDS Center	12/26/20
	Loading and Feedback Period	12/27/20 – 2/25/21
	Completion Date	2/26/21
Student Registration System (SRS) Summer 2021 & Fall 2021	MHEC Data Verification Complete	6/10/21
	Data Received at MLDS Center	6/25/21
	Loading and Feedback Period	6/26/21 – 8/25/21
	Completion Date	8/26/21
Annual Collections		
Financial Aid Information System (FAIS 2020)	Loading and Feedback Period	2/10/21
	Completion Date	2/25/21
	Loading and Feedback Period	2/26/21 – 4/27/21
	Completion Date	4/28/21
Degree Information System (DIS 2020)	MHEC Data Verification Complete	10/31/20
	Data Received at MLDS Center	11/15/20
	Loading and Feedback Period	11/16/20 – 1/15/21
	Completion Date	1/16/21

2020-2021 Data Collection Calendar

External Credit System (ECS 2020)	MHEC Data Verification Complete	10/31/20
	Data Received at MLDS Center	11/15/20
	Loading and Feedback Period	11/16/20 – 1/15/21
	Completion Date	1/16/21
Maryland Approved Program Completer System (MAPCS 2020)	MHEC Data Verification Complete	2/26/21
	Data Received at MLDS Center	3/13/21
	Loading and Feedback Period	3/14/21 – 5/13/21
	Completion Date	5/14/21
MHEC Collections Under Development July 1, 2020 to June 30, 2021		
None		

2020-2021 Labor 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 2020 Quarter 4	Labor Data Verification Complete	12/15/20
	Data Received at MLDS Center	3/15/21
	Loading and Feedback Period	3/15/21 - 5/15/21
	Completion Date	5/15/21
Workforce and Student Data 2021 Quarter 1	Labor Data Verification Complete	4/15/21
	Data Received at MLDS Center	7/15/21
	Loading and Feedback Period	7/15/21 - 8/1/21
	Completion Date	8/1/21
Workforce and Student Data 2021 Quarter 2	Labor Data Verification Complete	7/15/21
	Data Received at MLDS Center	9/15/21
	Loading and Feedback Period	9/15/21 - 11/1/21
	Completion Date	11/1/21
Workforce and Student Data 2021 Quarter 3	Labor Data Verification Complete	10/15/21
	Data Received at MLDS Center	12/15/21
	Loading and Feedback Period	1/15/22 - 2/1/22
	Completion Date	2/1/22
Workforce and Student Data Annual Cumulative Quarterly File	Labor Data Verification Complete	3/15/20
	Data Received at MLDS Center	3/15/21
	Loading and Feedback Period	3/15/21 - 5/15/21
	Completion Date	5/15/21

2020-2021 Data Collection Calendar

Apprenticeship Data 2021 February File	Labor Data Verification Complete	2/1/21
	Data Received at MLDS Center	2/15/21
	Loading and Feedback Period	2/15/21 - 4/15/21
	Completion Date	4/15/21
Apprenticeship Data 2021 August File	Labor Data Verification Complete	8/1/21
	Data Received at MLDS Center	8/15/21
	Loading and Feedback Period	8/15/21 - 10/15/21
	Completion Date	10/15/21
Labor Collections Under Development July 1, 2020 to June 30, 2021		
Business Licenses Data Collection		

2020-2021 DJS Collection Calendar

Data collection from the Department of Juvenile Services is forthcoming. Once established, the juvenile delinquency records data collection is anticipated to occur quarterly per year.

Current Data Collection	Steps	Due Dates
DJS Collections Under Development July 1, 2020 to June 30, 2021		
Juvenile Delinquency Records Data Collection		