



MEMORANDUM

TO: MLDS Governing Board
FROM: Molly B. Abend, Data Management Coordinator
DATE: June 6, 2025
SUBJECT: MLDS 2025 Data Inventory

Purpose

The purpose of this agenda item is to provide information to the Governing Board on the proposed changes to the MLDS Data Inventory for Governing Board approval at the March 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 (Ed. Art. §24-704(g)(6) Md. Annotated Code). Additionally, the data inventory serves to inform the public about the contents of the MLDS.

Summary of Proposed Additions

A. Department of Service and Civic Innovation

The Maryland Department of Service and Civic Innovation (DSCI) is a new agency implementing two state funded service streams: Maryland Corps and the Service Year Option. The application portal for the first cohort of Maryland Corps/Service Year Option members opened in August of 2023. The identity-related data elements were approved in June 2024. The following content-related elements are proposed for addition in the MLDS Data Inventory are below.

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|---|------------------------------|
| 1. Member ID | 10. Pathway |
| 2. Member Program Status | 11. Operating Partner |
| 3. Host Site Partner | 12. Class Number |
| 4. Organization Type | 13. Program Class Start Date |
| 5. Worksite ID | 14. Program Class End Date |
| 6. Worksite Jurisdiction | 15. Separation Reason |
| 7. Worksite Zip Code | 16. Social Security Number |
| 8. Related Technical Instructions Hours | 17. Credential ID |
| 9. Volunteer Hours | 18. Credential Name |

B. Juvenile Delinquency Data from MSDE

The Department of Juvenile Services (DJS) captures administrative data on youth who are involved in the Maryland juvenile justice system. During the most recent data submission and loading process, the MLDS Center observed a small percentage of changes in the Alleged Offense Category and Adjudicated Offense Category. DJS explained that the changes are due to periodic legislative updates that may result in Offense Categories being reclassified. For example, an Offense Code categorized as a felony in one year may be reclassified as a misdemeanor the following year.

The MLDS Center is collaborating with DJS to determine the best approach for receiving and documenting these changes moving forward. The MLDS Center is proposing to capture additional data elements, specifically Alleged Offense Code and Adjudicated Offense Code which were not previously approved by the Governing Board. By including these codes, the MLDS Center will be able to identify Offense Categories using current or contemporaneous alignments. The four data elements proposed for inclusion in the Data Inventory are listed below.

1. Alleged Offense Code
2. Adjudicated Offense Code
3. Offense Key
4. Complaint Key

Action

We request the Governing Board approve the additions to the MLDS Data Inventory – June 2025.