



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).

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 MLDS Center partner agencies through the Data Governance Advisory Board.

1. Reminder Emails Scheduled

Two weeks prior to the established due date, MLDS Center 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, MLDS Center 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, MLDS Center 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, MLDS Center 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 MLDS Center 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
MSDE Collections Under Development		
Early Childhood Data Collection		
KRA Data Collection		
Student Discipline 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 MLDS if data quality is satisfactory.		

2019-2020 DLLR Collection Calendar

Each 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)

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 - 2/15/20
	Completion Date	2/15/21
Workforce and Student Data Annual Cumulative Quarterly File	DLLR Data Verification Complete	12/1/20
	Data Received at MLDS Center	12/15/20
	Loading and Feedback Period	12/15/20 - 2/15/20
	Completion Date	2/15/21

DLLR Collections Under Development

Apprenticeship Data Collection

