



# MLDS CENTER

Maryland Longitudinal Data System

Address 550 West Baltimore Street  
Baltimore, MD 21201  
Phone 410-706-2085  
Email [mlds.center@maryland.gov](mailto:mlds.center@maryland.gov)  
Website [www.MLDSCenter.org](http://www.MLDSCenter.org)

## MEMORANDUM

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

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

**DATE:** August 21, 2017

**SUBJECT:** MLDS Data Collection Calendar 2017-2018 Academic Year

---

### Purpose

The purpose of this agenda item is to provide information to the Governing Board on the revised MLDS Data Collection Calendars for the 2017-2018 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 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 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.

### Collections in Development

Included this year is a section in each of the calendars for "Collections in Development". 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. This change was a result of discussions from the Data Governance Advisory Board.

### Action

We request the Governing Board approve the MLDS Data Collection Calendars for the 2017-2018 Academic Year.

### Attachment

MLDS Data Collection Calendars for the 2017-2018 Academic Year



**MLDS CENTER**

Maryland Longitudinal  
Data System

Better Data • Informed Choices • Improved Results

# Data Collection Calendars

**2017-2018  
Academic Year**

---

**2017-2018 Data Collection Calendar**

## **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.

### **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.

**2017-2018 Data Collection Calendar**

**2017-2018 MSDE Collection Calendar**

MSDE Data Collection	Steps	Due Dates		Contact
		Begin	End	
<b>2018 School Data Set (SDS)</b>	MSDE Data Verification Complete		October 1, 2017	Laia Tiderman
	MLDS Center Collection Window	October 15, 2017	December 15, 2017	
	Data Submission and Feedback	October 15, 2017	November 30, 2017	
	Comment Window	November 30, 2017	December 15, 2017	
	Completion Date		December 15, 2017	
<b>2018 September Attendance</b>	MSDE Data Verification Complete		November 15, 2017	Laia Tiderman
	MLDS Center Collection Window	November 30, 2017	January 30, 2018	
	Data Submission and Feedback	November 30, 2017	January 15, 2018	
	Comment Window	January 15, 2018	January 30, 2018	
	Completion Date		January 30, 2018	
<b>2018 Staff</b>	MSDE Data Verification Complete		May 1, 2018	Laia Tiderman
	MLDS Center Collection Window	May 15, 2018	July 15, 2018	
	Data Submission and Feedback	May 15, 2018	June 30, 2018	
	Comment Window	June 30, 2018	July 15, 2018	
	Completion Date		July 15, 2018	
<b>2018 End-of-Year (EOY) Attendance</b>	MSDE Data Verification Complete		August 15, 2018	Laia Tiderman
	MLDS Center Collection Window	August 30, 2018	October 30, 2018	
	Data Submission and Feedback	August 30, 2018	October 15, 2018	
	Comment Window	October 15, 2018	October 30, 2018	
	Completion Date		October 30, 2018	
<b>2018 End-of-Year Student Course Grade Teacher (SCGT)</b>	MSDE Data Verification Complete		August 15, 2018	Laia Tiderman
	MLDS Center Collection Window	August 30, 2018	October 30, 2018	
	Data Submission and Feedback	August 30, 2018	October 15, 2018	
	Comment Window	October 15, 2018	October 30, 2018	
	Completion Date		October 30, 2018	
<b>2018 National Student Clearinghouse</b>	MSDE Data Verification Complete		August 15, 2018	Laia Tiderman
	MLDS Center Collection Window	August 30, 2018	October 30, 2018	
	Data Submission and Feedback	August 30, 2018	October 15, 2018	
	Comment Window	October 15, 2018	October 30, 2018	
	Completion Date		October 30, 2018	
<b>2018 MSDE Assessments (MSA, HSA, PARCC)</b>	MSDE Data Verification Complete		September 1, 2018	Laia Tiderman
	MLDS Center Collection Window	September 15, 2018	November 15, 2018	
	Data Submission and Feedback	September 15, 2018	October 31, 2018	
	Comment Window	October 31, 2018	November 15, 2018	
	Completion Date		November 15, 2018	
<b>2018 High School Status</b>	MSDE Data Verification Complete		September 15, 2018	Laia Tiderman
	MLDS Center Collection Window	September 30, 2018	November 30, 2018	

**Maryland Longitudinal Data System Center**

**2017-2018 Data Collection Calendar**

MSDE Data Collection	Steps	Due Dates		Contact
		Begin	End	
and Completers (HSSC)	Data Submission and Feedback	September 30, 2018	November 15, 2018	
	Comment Window	November 15, 2018	November 30, 2018	
	Completion Date		November 30, 2018	
2018 College Readiness Assessments (AP, SAT, PSAT, ACT, IB)	MSDE Data Verification Complete		September 15, 2017	Laia Tiderman
	MLDS Center Collection Window	September 30, 2017	November 30, 2017	
	Data Submission and Feedback	September 30, 2017	November 15, 2017	
	Comment Window	November 15, 2017	November 30, 2017	
	Completion Date		November 30, 2017	
2018 SASID/SATID Merges	MSDE Data Verification Complete		August 15, 2018	Laia Tiderman
	MLDS Center Collection Window	August 30, 2018	October 30, 2018	
	Data Submission and Feedback	August 30, 2018	October 15, 2018	
	Comment Window	October 15, 2018	October 30, 2018	
	Completion Date	October 30, 2018		
MSDE Collections Under Development				
Kindergarten Readiness Assessment (KRA)				
Early Childhood Data Collection				

**2017-2018 Data Collection Calendar**

**2017-2018 MHEC Collection Calendar**

Data Collection	Steps	Due Dates		Contact
		Begin	End	
Semi-Annual Collections				
Enrollment Information System (EIS) Summer/Fall	MHEC IT Data Verification	November 15, 2017	April 15, 2018	Ann Kellogg
	MHEC Research Data Quality Analysis	April 16, 2018	May 31, 2018	
	MLDS Center Collection Window	June 1, 2018	August 1, 2018	
	Data Submission and Feedback	June 1, 2018	July 16, 2018	
	Comment Window	July 17, 2018	July 31, 2018	
	Completion Date	July 31, 2018		
Enrollment Information System (EIS) Winter/Spring	MHEC IT Data Verification	April 1, 2018	August 1, 2018	Ann Kellogg
	MHEC Research Data Quality Analysis	August 2, 2018	September 16, 2018	
	MLDS Center Collection Window	September 17, 2018	November 17, 2018	
	Data Submission and Feedback	September 17, 2018	November 1, 2018	
	Comment Window	November 2, 2018	November 16, 2018	
	Completion Date	November 16, 2018		
End of Term System (EOTS) Summer/Fall	MHEC IT Data Verification	April 15, 2018	July 15, 2018	Ann Kellogg
	MHEC Research Data Quality Analysis	July 16, 2018	August 30, 2018	
	MLDS Center Collection Window	August 31, 2018	October 31, 2018	
	Data Submission and Feedback	August 31, 2018	October 15, 2018	
	Comment Window	October 16, 2018	October 30, 2018	
	Completion Date	October 30, 2018		
End of Term System (EOTS) Winter/Spring	MHEC IT Data Verification	September 15, 2017	December 15, 2017	Ann Kellogg
	MHEC Research Data Quality Analysis	December 16, 2017	January 30, 2018	
	MLDS Center Collection Window	January 31, 2018	April 2, 2018	
	Data Submission and Feedback	January 31, 2018	March 17, 2018	
	Comment Window	March 18, 2018	April 1, 2018	
	Completion Date	April 1, 2018		
Annual Collections				
Financial Aid Information System (FAIS)	MHEC IT Data Verification	November 15, 2017	April 15, 2018	Ann Kellogg
	MHEC Research Data Quality Analysis	April 16, 2018	May 31, 2018	
	MLDS Center Collection Window	June 1, 2018	August 1, 2018	
	Data Submission and Feedback	June 1, 2018	July 16, 2018	
	Comment Window	July 17, 2018	July 31, 2018	
	Completion Date	July 31, 2018		
Degree Information System (DIS)	MHEC IT Data Verification	August 5, 2017	December 15, 2017	Ann Kellogg
	MHEC Research Data Quality Analysis	December 16, 2017	January 30, 2018	
	MLDS Center Collection Window	January 31, 2018	April 2, 2018	
	Data Submission and Feedback	January 31, 2018	March 17, 2018	
	Comment Window	March 18, 2018	April 1, 2018	
	Completion Date	April 1, 2018		
External Credit System (ECS)	MHEC IT Data Verification	August 15, 2017	November 15, 2017	Ann Kellogg
	MHEC Research Data Quality Analysis	November 16, 2017	December 31, 2017	
	MLDS Center Collection Window	January 1, 2018	March 3, 2018	

**Maryland Longitudinal Data System Center**

**2017-2018 Data Collection Calendar**

Data Collection	Steps	Due Dates		Contact
		Begin	End	
	Data Submission and Feedback	January 1, 2018	February 15, 2018	
	Comment Window	February 16, 2018	March 2, 2018	
	Completion Date	March 2, 2018		
MHEC Collections Under Development July 1, 2017 to June 30, 2018*				
Course Information System (CIS) Summer/Fall				
Course Information System (CIS) Winter/Spring				
Student Registration System (SRS) Summer/Fall				
Student Registration System (SRS) Winter/Spring				
*First collection to be release to MLDSC will be the 2018-19 collection, prior collections will be release if data are quality is satisfactory				



2017-2018 Data Collection Calendar

## 2017-2018 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

DLLR Data Collection	Steps	Due Dates		Contact
		Begin	End	
<b>Workforce and Student Data 2017 Quarter 4</b>	DLLR Data Verification Complete		December 15, 2017	Charles Singfield
	MLDS Center Collection Window	March 15, 2018	May 15, 2018	
	Data Submission and Feedback	March 15, 2018	May 1, 2018	
	Comment Window	May 1, 2018	May 15, 2018	
	Completion Date		May 15, 2018	
<b>Workforce and Student Data 2018 Quarter 1</b>	DLLR Data Verification Complete		April 15, 2018	Charles Singfield
	MLDS Center Collection Window	June 15, 2018	August 1, 2018	
	Data Submission and Feedback	June 15, 2018	July 15, 2018	
	Comment Window	July 15, 2018	August 1, 2018	
	Completion Date		August 1, 2018	
<b>Workforce and Student Data 2018 Quarter 2</b>	DLLR Data Verification Complete		July 15, 2018	Charles Singfield
	MLDS Center Collection Window	September 15, 2018	November 1, 2018	
	Data Submission and Feedback	September 15, 2018	October 15, 2018	
	Comment Window	October 15, 2018	November 1, 2018	
	Completion Date		November 1, 2018	
<b>Workforce and Student Data 2018 Quarter 3</b>	DLLR Data Verification Complete		October 15, 2018	Charles Singfield
	MLDS Center Collection Window	December 15, 2018	February 1, 2018	
	Data Submission and Feedback	December 15, 2018	January 15, 2018	
	Comment Window	January 15, 2018	February 1, 2018	
	Completion Date		February 1, 2018	