The Art and Science of Error Checking
What You Don’t Know Will Hurt You!
Nebraska Student Staff Record System

Nebraska Department of Education

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Outline

• What’s in it for you?
• Getting the Data in ... Validating the Data
• **Fixing the Data**
• Support
What’s In It For You?

• Funding
• Accreditation
• Morale and Media
• Community Involvement and Community Development
Where do I start?

How Do I Know Something is Wrong?

The Intake Process Will Make or Break Your Data Quality

• Start with a review of the District’s processes and procedures

• SIS Management and Data Quality
Where do I start?
How Do I Know Something is Wrong?

- Student Unique Identifier (Uniq ID)
- NSSRS Data Manager
- NDE Staff ID and Staff Reporting
- NSSRS Validation (and Verification)
- Data Collections: Consolidated Data Collection
It’s the Way Education Does Business

• Whose Data is It?
  – The District Owns the Data

• Whose Job is It?
  – Data Quality is Everyone’s Job

• What are the attributes of good Data?
  – Timely
  – Scheduled
  – Accurate
  – Secured and Confidential
It Takes a Team… from Start to CIP

• Office Staff
• Parent/Guardian and Students
• Teachers
• ELL Director
• SPED Director
• Guidance Counselor
• Gifted Coordinator
• Food Program Coordinator
• Superintendent
• Building Principals
• Federal Programs (Title Programs)
• Curriculum Director
• Assessment Coordinator
• Early Childhood Director
• Technology Staff
• Consolidated Data Collections (CDC) Steward
• Human Resources
• Business Manager
• Other
Ensure That Quality Data is Submitted

• Work with the Data Steward and others submitting the data to complete a validation process
• Make sure data is complete and accurate
• Not only can inaccurate data cost you money but it can also lead to poor instructional decisions
• Poor data will lead you to false conclusions
Support for Data Quality

Instructions and Program Links

- [http://www.education.ne.gov/nssrs](http://www.education.ne.gov/nssrs)
  - Template Instructions for data requirements by field
  - “Who Reports What”
  - Guidance documents
  - Course Codes and Clearing Endorsements Document

NDE Submissions

- [https://portal.education.ne.gov](https://portal.education.ne.gov)
# STUDENT

## Templates Instruction Manual

Version 8.0.5 – October 1, 2013

### GENERAL INSTRUCTIONS

- **Scope**

### Conventions

- **File Names**
- **Data Element Names**
- **School Year**

### STUDENT AND STUDENT SNAPSHOT

- **County District Number** [Student:District Code (1)]
- **School Number** [Student:Location Code (2)]
- **School Year** [Student:School Year Date (3)]
- **NDE Student ID** [Student:Student ID (4)]
- **Middle Initial** [Student:Middle Initial (9)]
- **Grade Level** [Student:Current Grade Level (10)]
- **Birthdate** [Student:Birth Date (14)]
- **Gender** [Student:Gender Code (15)]
- **Race 1 Code** [Student:Race or Ethnic Code (27)]
- **LEP Participation** [Student:LEP Participation (41)]
- **LEP Duration** [Student:Duration of LEP (42)]
- **Nonpublic Targeted Assistance** [Student:Targeted Assistance (44)]
- **Expected Graduation Year** [Student:Expected Graduation Timeframe (53)]
Student Uniq-ID
Nebraska Student Staff Record System

NSSRS Data Manager

File Manager: Red Highlighted Fields
Batch Manager: Error.zip files

Question: Can you get a “Red X” and still have records upload?

YUP!!
Nebraska Student Staff Record System

Staff Reporting & NDE Staff ID

Staff IDs for paras, faculty, DL teachers, and post secondary staff

Staff Reporting: PACs, Completion Dates, and School Locations
NSSRS Validation

Multiple Detailed and Multiple Aggregate Reports Available for Data Quality Validation & Verification
Validation/Verification Talk to Each Other

• Within Templates, i.e. Student elements will argue amongst themselves, and

• Between Templates, e.g Student elements will pick a fight with the:
  • Student Snapshot
  • School Enrollment

  – School Enrollment will pick on
  • Student Snapshot, SPED and Early Childhood Program data amongst others...

• Across YEARS 😊

Watch Out for “Key Fields!!”
Validation/Verifications Talk to CDC
Static Reports Allow you to...

- Verify student counts by groups, grade, gender, ethnicity, etc.
- Check staff reported for accurate demographic information, endorsement status, multiple assignments etc.
- Review the accuracy and completeness of student grade reports
- Monitor the status of your graduation cohort four years in advance
- Verify special education counts
- Check your ADA/ADM for state aid purposes

...and more!!!
Dynamic Look Up Tools

• Search for students by name and examine demographic characteristics

• Identify, by name, special education services being delivered

• If you find extra or missing students on verification reports you can search by specific student names for groups in which they are included

• View what records have been submitted in detail by student

...and more!!!
How Do I Know What’s Going Wrong?

NSSRS Validation: Lookups by ID
- Enrollment History
- Expected Grad Year
- By Student Uniq ID

Warning: Validations do not **guarantee** data quality!!
Soooo...You Have an Error?

Step #1: Where is it found? What “clues” are provided by the system or NDE’s Instructions? Guidance? Calendar?

Step #2: What is the nature of the bad data: Missing? Timeliness? Inaccurate? Improperly Formatted? Key Field?

Step #3: What other data (*) could be impacting it...?

(*) Years, Template(s), Collection(s)
Example of a Complex Error

Validations (*) with “LEP” in the Error Message: 22 Instances

Let’s go through the Steps...
Soooo...You Have an Error?

Step #1: Where is it found? What “clues” are provided by the system or NDE’s Instructions? Guidance? Calendar?

Step #2: What is the nature of the bad data: Missing? Timeliness? Inaccurate? Improperly Formatted? Key Field?

Step #3: What other data (*) could be impacting it...?

(*) Years, Template(s), Collection(s)
Make Changes

- **Need to make changes BEFORE the Audit Window Close Date and you have already approved?**
  Contact the NDE Helpdesk at 888-285-0556 or nde.helpdesk@nebraska.gov

- **Need to make changes AFTER the Audit Window Close Date?**
  Requests to change data, after the Audit Window Close Date, require submission of “Request to Submit Data Late or Make Data Changes” available within the Consolidated Data Collection.
Data Collections Tab

- CDC Consolidated Data Collection
  - Request to Submit Data Late or Make Data Changes
  - Graduation Cohort Resolution Request

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**CDC Consolidated Data Collection**

Click To View Previous Data  |  Click for Instructions  |  Click to view C

Open Collections:

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>COLLECTION</th>
<th>SUBMITTED</th>
</tr>
</thead>
<tbody>
<tr>
<td>GENERAL</td>
<td>Postsecondary Terms</td>
<td>N/A</td>
</tr>
<tr>
<td>ASSESSMENT</td>
<td>State Of The Schools Report</td>
<td>N/A</td>
</tr>
<tr>
<td>GENERAL</td>
<td>Human Resources Director Contacts</td>
<td>N/A</td>
</tr>
<tr>
<td>GENERAL</td>
<td>Graduation Cohort Resolution Request (Optional)</td>
<td>N/A</td>
</tr>
<tr>
<td>GENERAL</td>
<td>Request To Submit Data Late Or Make Data Changes</td>
<td>N/A</td>
</tr>
<tr>
<td>FINANCIAL</td>
<td>School Age Final Financial Report (FFR)</td>
<td>N/A</td>
</tr>
<tr>
<td>STAFF</td>
<td>Substitute Teachers</td>
<td>N/A</td>
</tr>
</tbody>
</table>

*Enter the collection to view submission status.
Support for Data Quality

NDE Research Analysts:

- Help Desk
  - ESUs 1, 2, 3, 7, 8, 18 & 19
- Matt Heusman...402.471.3696
  - ESUs 4, 5, 6, & 9
- Rachael LaBounty...308.631.5117
  - ESUs 13, 15, 16 & 17
- Kathy Vetter...308.730.1949
  - ESUs 10 & 11

- WORKDAYS @ ESU FOR EACH COLLECTION
- SPECIAL PROGRAM EVENTS
- TRAINING: CENTRALIZED AND ON-LOCATION
How to contact the NDE Helpdesk

There are three ways to contact the NDE Helpdesk with questions. All three ways get to the same place, so please only use one of these options.

1. Submit a “Helpdesk Request” from your portal account. After logging into the NDE Portal, it is available in the upper right corner of the Collection Announcement page. This will be the fastest way to get your request to the NDE Helpdesk.

2. Email: nde.helpdesk@nebraska.gov

3. Call Toll Free: 888-285-0556 Please leave your full name, organization, call back number and a brief description of your question.
Please complete your feedback form.