

Nebraska Department of Education

301 Centennial Mall South • P.O. Box 94987 • Lincoln, Nebraska

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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NEBRASKA DEPARTMENT OF EDUCATION

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**

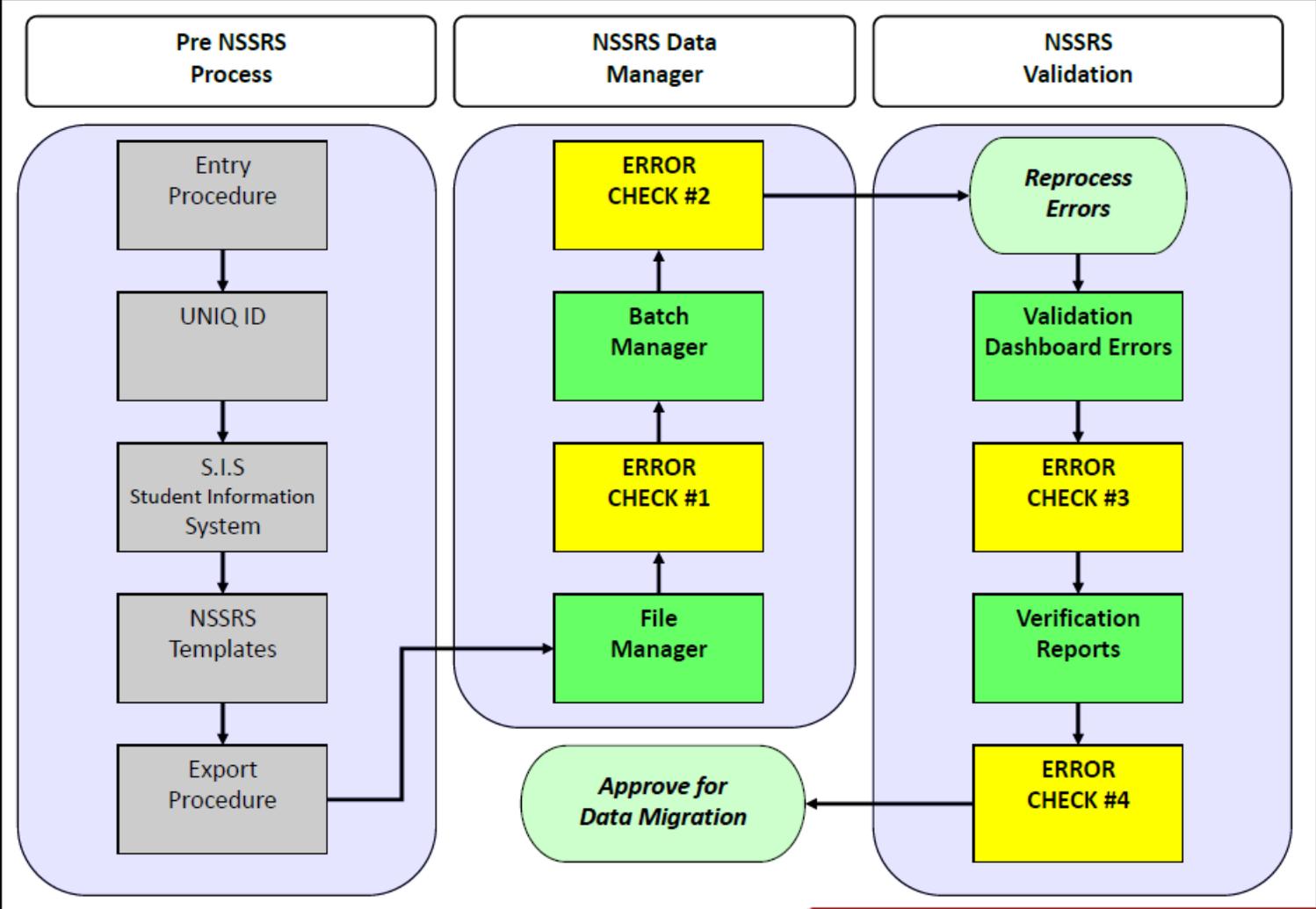


It's the Way Education Does Business

- 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

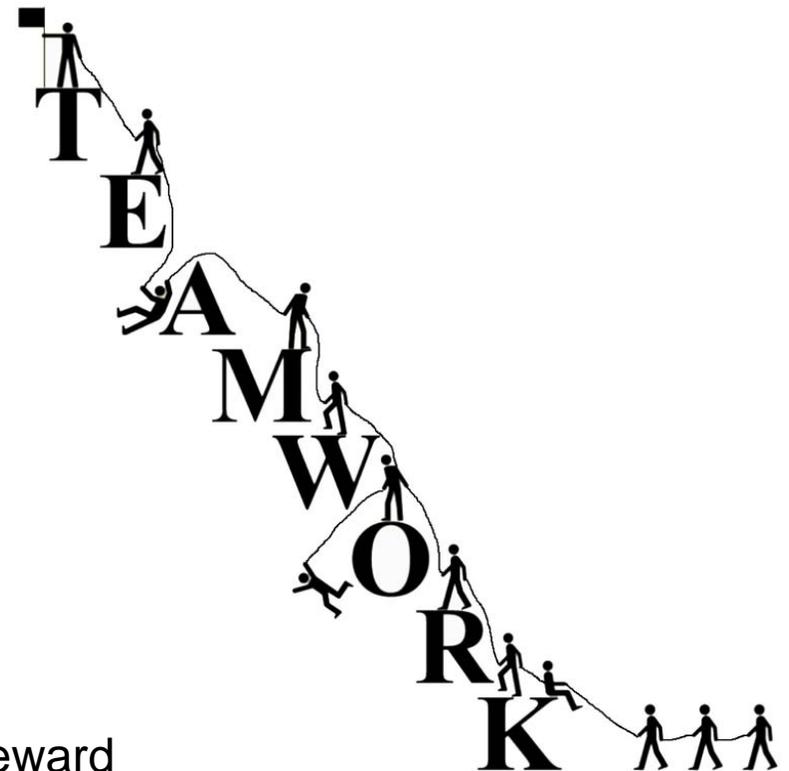


Nebraska Student and Staff Record System (NSSRS)



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>
 - 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>



STUDENT

Templates Instruction Manual

Version 8.0.5 – October 1, 2013

GENERAL INSTRUCTIONS	1
Scope.....	1
Conventions	2
File Names	2
Data Element Names	2
School Year	2
STUDENT AND STUDENT SNAPSHOT	4
* County District Number [Student:District Code (1)]	4
School Number [Student:Location Code (2)].....	4
* School Year [Student:School Year Date (3)]	4
* NDE Student ID [Student:Student ID (4)].....	4
Middle Initial [Student:Middle Initial (9)]	4
Grade Level [Student:Current Grade Level (10)]	5
Birthdate [Student:Birth Date (14)].....	5
Gender [Student:Gender Code (15)]	5
Race 1 Code [Student:Race or Ethnic Code (27)]	6
LEP Participation [Student:LEP Participation (41)]	7
LEP Duration [Student:Duration of LEP (42)]	7
Nonpublic Targeted Assistance [Student:Targeted Assistance (44)].....	7
Expected Graduation Year [Student:Expected Graduation Timeframe (53)]	8



Student Uniq-ID



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NSSRS Uniq-ID

Helpdesk (888) 285-0556

State ID Home ? ! Current Login: Location:

MENU

- Upload Batch File
- Enter Individual Student
- Student Search
- Batch Search
- Extract & Download Batch
- Download By Location
- Exit Application

ADMIN MENU

- Change District

Submission Type: Processing Stage: Sort:

From: To:

District: School:

Find Batch:

Upload Date	Batch Info	District	School	Status	Record Count	Next Action
04/04/2013	<input type="text" value="138258"/>		0000	ID Assigned.	1	<input type="button" value="Download State ID"/>
03/25/2013	<input type="text" value="138048"/>		0000	ID Assigned.	1	<input type="button" value="Download State ID"/>
03/25/2013	<input type="text" value="138046"/>		0000	ID Assigned.	1	<input type="button" value="Download State ID"/>

Displaying 1 to 3 of 3



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



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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...

*Watch Out for
"Key Fields!!"*

- Across YEARS



Validation/Verifications Talk to CDC



NEBRASKA DEPARTMENT OF EDUCATION NSSRS Validations

Current District: NEBRASKA DEPARTMENT OF EDUCATION [00-0000] [\(Change District\)](#)
Year: 2014-06-30 [\(Change Year\)](#)

Current User: rlabount
User Access: [NDE Super User](#)

[Home](#) [Errors](#) [Verification Reports](#) [Lookups by ID](#) [System Lookups](#) [Data Downloads](#) [Admin](#) [Exit](#)

NSSRS Validation Home

NEBRASKA DEPARTMENT OF EDUCATION CDC Consolidated Data Collection Helpdesk (888) 285-0556

[Click To View Previous Data](#)

[Click for Instructions](#)

[Click to view C](#)

Open Collections:

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

*Enter the collection to view submission status.



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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



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?

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(*) 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

NEBRASKA DEPARTMENT OF EDUCATION CDC Consolidated Data Collection Helpdesk (888) 285-0556

[Click To View Previous Data](#)

[Click for Instructions](#)

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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.



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