WISEdata Snapshot Preparation - Choice Schools

https://dpi.wi.gov/wisedata/schools/snapshot-prep

WISCONSIN DEPARTMENT OF
Public Instruction
Jill K. Underly, PhD, State Superintendent

Last update: Sept 2022

Reporting Deadlines and Snapshots

See the [WISEdata Events](#) page for the most up-to-date information.

- **Summer Data Quality Review - August 2022**
  - 2021-22 Year End Attendance & Completion

- **November 2022 - ~6 weeks prior to snapshot**
  - DPI Data Quality outreach begins

- **Tuesday, December 6, 2022 Snapshot**
  - 2021-22 Year End Attendance & Completion
  - 2022-23 Third Friday of September Enrollment
  - 2022-23 Graduation Requirements
  - 2022-23 Digital Equity Data (recommended, not required)

- **May 2023 Snapshot** *(TBD)*
  - 2022-23 Spring Demographics

Snapshot Purpose

Why We Collect the Data

The snapshots will serve as the permanent data source for certified reporting by DPI. Snapshot data is used for the following:

- Federal reporting, including ESSA
- Public Reporting in the Data Warehouse
- Accountability Report Cards
- Some funding determinations, such as IDEA, high poverty aid, maintenance of effort (MOE), and others.
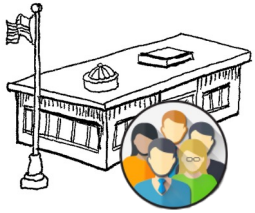
Data Flow for Snapshot

Data is:

- entered into your vendor tool (SIS)
- pushed to WISEdata and run through data quality checks (validations)
- validated in the system on the day and time of the snapshot, loaded to Data Warehouse, and "snapped" for reporting purposes
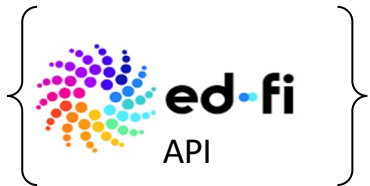
Users can use WISEdata Portal validation results to go back to their vendor tool to make corrections and push the corrected data to WISEdata through December 5.

WISCONSIN DEPARTMENT OF
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WISE System Applications

| WISEdash Public Portal | WISEdash for Districts | WISEdata Portal | WISEadmin | WISEid | WISEStaff | WISEsecure | Ed-Fi Credential* | WISEhome |

WISEsearch Student/Staff Identify API
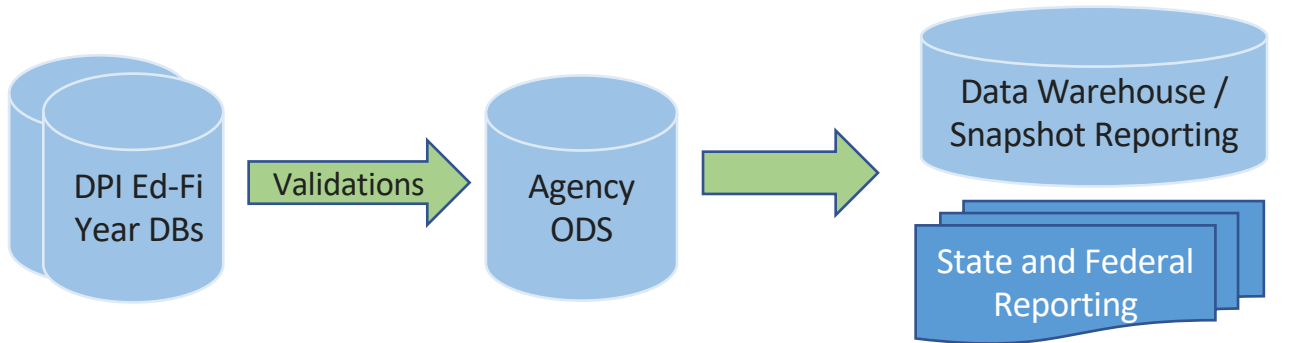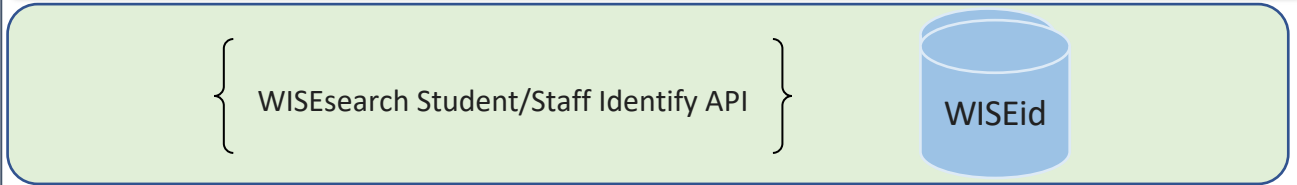
WISEid

Wisconsin Districts and Schools

- Student Information System (SIS)
- Special Education Information System
- Behavior & Discipline Systems
- College & Career Readiness Software
- School Finance Management System
- Student Assessment
- Student Immunization

ed-fi API

DPI Ed-Fi Year DBs → Validations → Agency ODS → Data Warehouse / Snapshot Reporting

State and Federal Reporting

* Ed-Fi Crendential uses the Ed-Fi
Tech stack security, not WISEsecure

Goal

All errors should be fixed and warnings either acknowledged or fixed prior to a snapshot to ensure the best possible data for reporting purposes.

Any data with a validation message has the potential to impact the snapshot data and subsequent reporting.

Snapshot Preparation Steps

- **Step 1: Your Vendor System**
- **Step 2: WISEdata Tasks**
- **Step 3: WISEdash Extracts**
- **Step 4: WISEadmin Portal**
- **Step 5: Final Tasks**

Step 1: Your Vendor System

At the beginning of the school year or earlier:

- Ensure the latest version of the SIS platform is installed - we recommend making any changes at least 6 weeks prior to the snapshot.

- Make sure that your **vendor can transmit the required data to DPI for required collections**. Confirm using the [Vendor WISEdata Status](#) webpage.

- Be sure to **attend any vendor provided training** so you are clear on **how to send required data to the DPI** within the vendor tool and basic troubleshooting steps (e.g., full synchronization).

Step 1: Your Vendor System

- **Begin submitting data** from your vendor tool (i.e., SIS) to WISEdata via Ed-Fi.

- Make sure all needed data is entered into SIS.
  - Keep non-reporting software products synced.

- **Resolve validation messages, errors, or alerts located in your SIS vendor tool.**

- **Points to remember:**
  - Missing data cannot be validated.
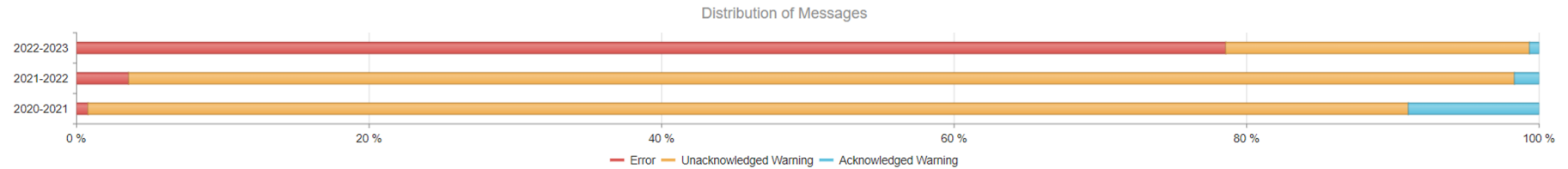
Step 1: Your Vendor System

- Review **WISEdata Ed-Fi API Level 1 (L1) errors** using your vendor report, vendor error logs, or the WISEdata Portal Home Page. These errors prevent the data from getting to DPI. If these errors aren't cleared, you will need to request assistance from your vendor. You can find more information about using the WISEdata Portal Home Page features in this [mini tutorial](#).

- **Resolve the WISEdata Ed-Fi API L1 errors in your vendor system** and **re-submit the data** to the WISEdata Ed-Fi API. **Repeat as needed**. Correct the data with errors in your vendor system.

Step 1: Your Vendor System
WISEdata Portal - Data Pipeline Status

Step 1: Your Vendor System
WISEdata Portal - Data Pipeline Status

Current School Year Transactions:
- "i" = none in past 24 hours
- Green = within past 24 hours and successful
- Red = within past 24 hours with some errors

Step 1: Your Vendor System
WISEdata Portal - Data Pipeline Status

WISEdata

STEP 1 - WISEdata API ⓘ

WISEdata API Database - Data Last Received   ✕

This section provides boxes for each data 'domain' (e.g. Enrollment, Program (SPED, etc.)) and the date/time we last received data from the vendor(s) responsible for sending that data to WISEdata on behalf of the school or district. Drill in to see the details at a more granular level.

The goal is to alert you if data hasn't been received for that domain within a reasonable period of time based on a setting maintained by the WISEdata DPI. Users will see a green 'checkmark', yellow 'caution' or red 'x' depending on the last time data was received for the specific data domain. Yellow 'caution' or red 'x' states could be the result of a problem with a vendor tool configuration or simply a process issue.

2022 - 2023	Enrollment ✓	Program ✓	Discipline ✓	Roster ✗	Parent ✓
Data Last Received	9/21/2022 3:14:48 PM	9/21/2022 3:18:48 PM	9/21/2022 12:19:50 PM	8/23/2022 1:46:11 PM	9/21/2022 3:06:48 PM

2021 - 2022	Enrollment ✓	Program ✓	Discipline ✓	Roster ✓	Parent ✓
Data Last Received	9/21/2022 2:31:47 PM	9/21/2022 2:47:49 PM	9/13/2022 2:59:44 PM	9/21/2022 8:25:55 AM	9/21/2022 3:06:47 PM

2020 - 2021	Enrollment ✓	Program ✓	Discipline ✓	Roster ✓
Data Last Received	9/21/2022 3:09:47 PM	9/21/2022 1:57:50 PM	1/18/2022 11:03:19 AM	9/21/2022 8:23:56 AM

Current School Year Data:
- Green = data < = 2 days old
- Red = data > 5 days old

Step 1: Your Vendor System
WISEdata Portal - API Error Drill Down

Infinite Campus - 2023 Transactions

Does NOT include API Read (GET) transactions

Transactions in the last 24 Hours

Aggregate Name ↑	HTTP Method ↑	~ Error Count*	~ Success Count*	Date/Time of Last Transaction
▶ DisciplineActions	POST	0	4	9/21/2022 12:19:50 PM
▶ DisciplineActions	PUT	0	4	9/21/2022 12:19:51 PM
▶ disciplineIncidents	POST	0	5	9/21/2022 12:19:50 PM

WISEdata Portal: Data Quality

Filters

School Year
2022 - 2023

School Type
All School Types

Schools ✖
All Schools

Reset

Validation Message Summary

ERRORS	1,662
Total data quality validations errors.	
Details	

% STUDENTS WITH ERRORS OR UNACKNOWLEDGED WARNINGS

12.7%

The percentage of students for the school year with an active validation error or unacknowledged warning.

WARNINGS - UNACKNOWLEDGED	439
Total data quality validation unacknowledged warnings.	
Details	

VALIDATION LAST RUN	9/20/2022 7:55:41 PM
The last time data quality validation ran successfully.	

WISEdata Portal: Data Quality
Data Quality Indicators
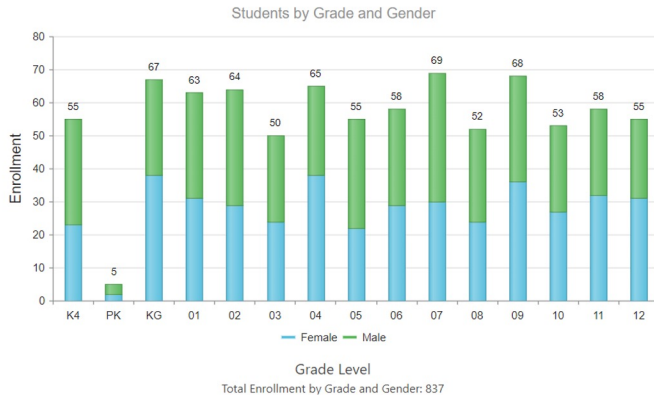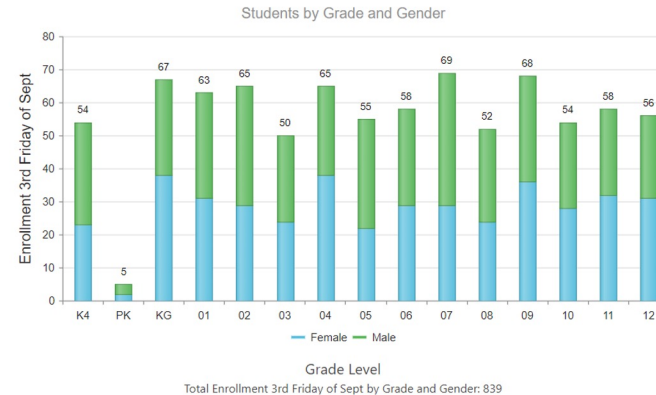
Click the ⓘ icon next to the Data Quality Indicator to get in-line help about the graphs. This help is specific to each Collection that is selected.

- **Enrollment Current vs. Count Date**
- **Attendance**

Step 2: WISEdata Tasks

Run Import & Validation in the WISEdata Portal. This will import the data from WISEdata Ed-Fi into the WISEdata Portal and then run validations.

○ If the Import & Validation job is not manually queued, it runs for all agencies around 5pm.

Data isn't current and/or records are pending validation for 2022-2023 School Year.Click the 'Queue Import & Validation' button to initiate processing

Queue Import & Validation

Validation Run Status - Pending [Projected Start : 9/21/2022 3:30:12 PM]

Validation Last Run - 9/20/2022 7:55:41 PM

Validation Year: 2022-2023

☐ Notify me when validation is completed ⓘ   brittany.mueller@dpi.wi.gov

Step 2: WISEdata Tasks

■A validation request is queued with a projected time of processing; look to see that validation has completed… or use the email feature!

■This can be requested from either the Home page or the Validation Messages page

Step 2: WISEdata Tasks

■Once the validation step is complete, <u>review data quality metrics and validation errors</u> in the WISEdata Portal on the Validation Messages page.

■Repeat as necessary.

Step 2: WISEdata Tasks

● **In your vendor system, correct the data containing validation errors and warnings.**

○ Visualize the numbers of errors & warnings on the Data Quality page and utilize the metrics to look for odd or unusual patterns.

○ Prioritize <u>critical</u> errors. Data with critical validation errors <u>may not</u> be loaded to WISEdash or otherwise will have a large impact on your resulting data.

○ In the WISEdata Portal--Validation Messages page, utilize the **Validation Category filter** to focus on validations relating to topics the snapshot is capturing for the selected School Year.

WISEdata Portal: Validation Messages

	Code	Message		Total
▶ 🅾	6868 🔍	Services missing from sLIPA for a student with ELP Code 1-5 ⓘ		2
▶ 🅾	7052 🔍	Missing economic disadvantaged characteristics ⓘ		2
▶ ⊗	6394 🔍	Birth date does not match the current value in WISEid. ⓘ		3
▶ ⊗	6469 🔍	Enrollment overlap occurred. Review required ⓘ		2
▶ ⊗	6577 🔍	Invalid Exit Type for Expected Transfer with no evidence of move. ⓘ		1
▶ ⊗	6719 🔍	Exit Type, 'Transfer to another school covered by WISEdata; known to be continuing' (TC), should be used, as DPI has evidence of subsequent enrollment. ⓘ		4
▶ ⊗	6818 🔍	Student section begin date is outside the enrollment period. ⓘ		16
▶ ⊗	7110 🔍	Food Service Program begin or end date is not within the DPI school year ⓘ		1
▶ ⚠	6374 🔍	This enrollment period overlaps another enrollment period or is totally encompassed within another enrollment period. This enrollment is invalid. The enrollment must either be removed or revised such that it is not overlapping with or entirely encompassed within another enrollment period. ⓘ		7
▶ ⚠	6396 🔍	The first name OR last name OR suffix of the student does not match the value in WISEid. ⓘ		2
				Total: 235

Clear Grid Filter | Expand All | Collapse All | Export

Errors | Unacknowledged Warnings

- ~200 validation rules
- User can manually trigger validation, or it runs overnight
- List of Validations

🅾 Critical icon indicates a severe error that will greatly impact snapshot data

⊗ Error icon indicates data is submitted incorrectly

⚠ Warning icon indicates something may be wrong with the submitted data but not necessarily

Click the black ⓘ icon to see more information about the validation!

WISEdata Portal
Student Detail Example: Student

School Year: 2021 - 2022

⊕ Expand All ⊖ Collapse All

Demographics ⌃

Parent/Guardian ⌃

Enrollments ✉ ⌄

	Enroll Date	Exit Date	District / Agency	School	PrimarySchool	Enrollment Type	Grade Level	Included in 3rd Fri Sept count	Included in Oct 1st Child Count	Overlapping Enrollment
▼ ✉	09/01/2021	06/03/2022	███████	███████	True	Primary	08	True	True	Not Set

Validation Messages ⌄

- **Error 6719** 🔍 - Exit Type, 'Transfer to another school covered by WISEdata; known to be continuing' (TC), should be used, as DPI has evidence of subsequent enrollment. ⓘ
- **Unacknowledged** **Warning 6769** 🔍 - Enrollment exists for the student, but the student has 'Zero' student Section Associations. ⓘ [Acknowledge]

General ⌄

GradeLevel: 08

ActualDaysAttendance: 173.5

PossibleDaysAttendance: 178.0

EffectiveBeginDate: 09/01/2021

EffectiveEndDate: 06/03/2022

Create Date: 8/18/2021 4:40:50 PM

Last Modified Date: 6/6/2022 8:30:25 AM

WISEdata Portal Exports

Exports
- Multiple export files
- Tool to view data comparisons
- Files for each data collection

Exports

Category Type ↑	Export Type ↑	Description		
All Enrollment	Mass Enrollment Export	All student enrollments	Download	Definitions
All Enrollment	Pupil Count Mass Export	All pupil count enrollments	Download	Definitions
Attendance - YE	Attendance - YE	Attendance data for primary enrollments	Download	Definitions
Enrollment - 3rd Friday September	Enrollment - 3rd Friday September	Student enrollment records submitted by your district that cover the 3rd Friday of September.	Download	Definitions
High School Completion	High School Completion	Student enrollment records exited as high school completion with academic record submitted	Download	Definitions
Programs	Student School Food Service Program Associations	Student School Food Service Program Associations with at least one association existing for each student enrollment. The program association includes an indication of whether or not the student receives full-priced, reduced-priced, or free lunch under the National School Lunch Program (NSLP) or has an unknown eligibility status. This must be reported for all students regardless of whether or not the school participates in the NSLP.	Download	Definitions
Student Demographics	Student Characteristics	Demographic data for enrolled students	Download	Definitions
Validation Message	Validation Message - Demographics, Enrollment and Academic record	This export shows the validation message code and additional details required to troubleshoot the errors and warnings that fall under demographics, enrollment, year-end, attendance and high school completion. If the rule only requires enrollment information to fix the error this export will only include details for those enrollment columns. If the error or warning may be resolved by changing either enrollment or demographics information, then this export includes details for both the enrollment and demographics related columns	Download	Definitions
Validation Message	Validation Messages	This export includes all validation messages that currently exist for the selected school year.	Download	Definitions

|◄ ◄ **1** ► ►|

1 - 9 of 9 items

Step 2: WISEdata Data Quality Alerts

■ To cut down on the number of data quality emails from the Customer Services team, Data Quality alerts are displayed in WISEdata Portal.

Alerts - There are 2 system alerts and 1 unacknowledged data alerts. Learn More

■ Click the 'Learn More' button to be taken to the Alert page to see the details.

Step 2: WISEdata Data Quality Alerts

Follow the instructions in the alert to investigate, review, and/or correct your data.

Data Quality Alerts

Important Information

To acknowledge the alert in the following list will identify to DPI that your District or School (1) has reviewed the alert text, (2) agrees to review the data in question in the alert, and (3) agrees to correct locally and push to WISEdata any necessary updates to data. Alert messages are as of the date noted and do not refresh as corrected data is pushed to WISEdata. Use the review tasks outlined in the alert to resolve corrected data.

Unacknowledged

Expulsion data are missing for 2019-20. Your district was identified by the Data Warehouse and Decision Support as having either zero expulsions or no discipline data in the data warehouse for 2019-20 as of 08/21/2020. Review in WISEdash for Districts the Discipline Snapshot dashboard for more information.

[Acknowledge]

Acknowledged

Attendance data needs review in some schools for 2019-20. One or more schools within your district were identified by the Data Warehouse and Decision Support as having large increase in actual days of attendance in the data warehouse for 2019-20 as of 08/21/2020. Review in WISEdash for Districts the Attendance Snapshot dashboard for more information.

[Unacknowledge]

WISEdash Analytics & Snapshot Dashboards

[Login to WISEdash]   WISEdash 2.0 How-to: Snapshot Data   Snapshot Preparation Detailed Guide

Step 2: WISEdata Data Quality Alerts

- **Acknowledge the alert once you follow the Instructions in the Important Information section of the page.**

- **Only the Primary or Secondary WISEdata contact can acknowledge the alerts.**

Important Information

To acknowledge the alert in the following list will identify to DPI that your District or School (1) has reviewed the alert text, (2) agrees to review the data in question in the alert, and (3) agrees to correct locally and push to WISEdata any necessary updates to data. Alert messages are as of the date noted and do not refresh as corrected data is pushed to WISEdata. Use the review tasks outlined in the alert to resolve corrected data.

Step 2: WISEdata Tasks

- Make sure that all errors are resolved and warnings either acknowledged or resolved prior to a snapshot.

- In addition to the Data Quality Alerts in WISEdata Portal, pay attention to notifications from the DPI Customer Services Team. They are doing several operational data quality checks and may be reaching out to you to help you with specific issues they find, especially in the 6-8 weeks leading up to the snapshot.

Snapshot Preparation Summary

Use WISEdata regularly.

- You and your team should be checking the WISEdata Portal weekly, if not daily.
- It's critical that this is a team process, not just one person in the office.

Remember!
Frequent, regular review means less burden at snapshot time.

Use WISEdata in preparation for a snapshot.

- In the 6-8 weeks prior to a snapshot, review the data weekly.
- Include anyone who has reason to use or know about the data: assessment, accountability directors, principals, food service directors, special ed directors, etc.

Step 3: WISEdash Extracts

WISEdash Extracts

School Year 2022 - 2023 ▼

Data As Of: 9/29/2022 10:29:01 PM

Category Type	Export Type	Description		
High School Completion	Graduation & HS Completion Rate	This report shows students included in the numerator and denominator of the Graduation Rate (Regular Diploma) and High School Completion Rate. For detailed information on calculating the rate from this report review the 'Details' link to the right of the 'Download' button.	Download	Details
High School Completion	Graduate Future Cohorts	This report shows the cohort for high school completion in which a student is placed based onto grade level and school year of first entry into high school. For detailed information on this report review the 'Details' link to the right of the 'Download' button.	Download	Details
Dropouts	Dropout Rate	This report shows student records which are included in the numerator and denominator of the annual dropout rate. For detailed information on how to calculate dropout rate from this report review the 'Details' link to the right of the 'Download' button.	Download	Details
Attendance	Absenteeism	This report shows student status regarding chronically absenteeism under the WI state definition. For detailed information on the definition of Chronically Absent and calculating the rate from this report review the 'Details' link to the right of the 'Download' button.	Download	Details
Enrollment	Enrollment Certified Economic Data Change	This report lists students included in the certified Third Friday of September enrollment who were affected by the Statewide 2020-21 TFS Enrollment Economic Status Data.Disclaimer.	Download	

Step 4: WISEadmin Portal

Are you a District Administrator or DSA?

Log into WISEhome and select "WISEadmin Portal"

WISEadmin Portal

- WISEadmin Portal gives administrative users, such as District or Choice administrators, a centralized location for reviewing administrative snapshot acknowledgments, agency contacts, and key performance indicators.

- WISEadmin Portal also includes the process for submitting data errata letters.

WISEadmin Portal

WISEadmin: Administrator Acknowledgement

On the Administrator Acknowledgment page, you can review your responsibilities as district administrator over snapshot duties, as well as which contacts have acknowledged each data snapshot.

Data Snapshot Acknowledgment

Each year WISEdata contacts are asked to acknowledge that data will be submitted accurately by the snapshot date. Below you will find information on if your WISEdata contacts have completed the acknowledgment yet for this school year or not. For any areas not acknowledged please follow-up with your data team.

Snapshot - Winter

SY:2021-2022 3rd Friday September Enrollment	**Not Acknowledged** Contacts
SY:2021-2022 October 1st Child Count	**Not Acknowledged** Contacts
SY:2020-2021 Graduation, Dropout, Discipline and Attendance	Acknowledged by Kelly Ryder, Jessica Karabelnik

Snapshot - Spring

SY:2020-2021 Spring Student Demographics	Acknowledged by Kelly Ryder, Jessica Karabelnik

Administrator Acknowledgement

At the bottom of the page, fill out the Data Quality Acknowledgment form to acknowledge your administrative responsibilities for the snapshot, click the check box, then click **Submit**.

Data Quality Acknowledgment

First Name

Last Name

Email

Phone Number

Ext.

☐ As the District Administrator I acknowledge that I have read and understood the information above and will collaborate with district contacts on the snapshot

Submit

WISEadmin: Snapshot Calendar

The Snapshot Calendar tile is a quick link to the snapshot calendar on the DPI website so you can quickly check on upcoming important dates for annual snapshots.

WISEdata Events - Month

November 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	**1** PowerSchoc WISEstaff User WISE User	**2** New User Career	**3** CTE Data	4	5
6	**7** Regional	**8** WISEstaff User WISE User	9	10	11	12
13	**14** Regional	**15** Wisconsin Regional WISEstaff User WISE User New Career	**16** Snapshot Prep Snapshot Prep	**17** Career	18	19
20	**21** Regional	**22** Regional WISEstaff User WISE User	23	24	25	26
27	28	**29** WISEstaff User WISE User	30	1	2	3

Step 5: Final Tasks

Collection Acknowledgment

- [Acknowledge](#) each data collection in the WISEdata Portal before the snapshot of that particular data collection.
- Acknowledgments are important to ensure you have taken all the steps needed to send DPI correct data.

Final Tasks

Final Days Prior to Snapshot

- Double check that **your errors and warnings are resolved**. Even though all errors may be resolved at one point, check daily in the time before the snapshot-- changes other agencies make may change your data!
- Double check that you have **enrollment for all schools and in all grade levels in WISEdata** for both the current year and the prior year.

Final Tasks

Some common issues to watch for include:

- Economic Disadvantaged status

- TFS Inclusion status

- Choice Participant Indicator

- ELL status

Final Tasks

WISEdata Annual Tasks Checklist

https://dpi.wi.gov/wisedata/schools/annual-tasks-checklist

Final Tasks

- **Snapshot Preparation Help Docs**
  - Knowledge Base Articles (KBAs)
  - Mini Tutorials
  - Snapshot Preparation Guidance webpage

- **Notifications from the DPI Customer Services Team**
  - ~6-8 weeks before snapshot DPI will begin program area data quality checks and may find specific issues to reach out to you on.
  - Review Data Quality alerts in WISEdata Portal

- **Help Tickets**
  - Create a help ticket, so the DPI Customer Services Team can help you resolve issues, including those that may be vendor related.

Post-Snapshot

Data Errata Letters

- Once the snapshot is taken the data in the WISEdash database cannot be changed.
- Data errors after snapshot are addressed with a Data Errata Letter submitted via the WISEadmin Portal.
- Remember: no PII!
- The most common issues are enrollment, for example TFS counts and Choice Participant, or demographics therein (ELL, Econ Disadv, etc.).
- More info: https://dpi.wi.gov/cst/data-collections/data-errata

Data Privacy

Data Privacy Resources
- ○ Select Data Privacy from
  http://dpi.wi.gov/wise/data-privacy

Data privacy is of the utmost priority to us, and we take it very seriously.

Helpful Resources

WISEdata Annual Tasks Checklist: An organized checklist of items that need to be completed for WISEdata reporting annually.

WISEdata Flyer: High level overview describing how WISEdata has improved our data collection process, data quality, and system integration.

Info for Schools: Basics of getting started with WISEdata

WISEdata Help: Links to WISE help pages and useful resources

Data Elements: List of links to all WISEdata data elements and their descriptions, uses, and codes

Knowledge Base Articles: Useful articles on validations and other related topic

Google+ Community: WISEdata community to view and post questions and comments to fellow users

Getting Help

- **WISEhome / WISEsecure Help Ticket**

  - https://dpi.wi.gov/wise/secure-home-info/wisehome-wisesecure-help-ticket

- **Help Ticket for WISEdata**

  - https://dpi.wi.gov/wisedata/help/request

Giving Feedback

- **Within most DPI applications you can**

  - provide feedback directly.

  - enter a new suggestion.

  - vote on suggestions made by other people.

feedback.dpi.wi.gov

Thank You!

Thanks for all that you do!

Questions

Q&A Document: