



District of Columbia  
Office of the State Superintendent of Education

# LEA FEED MANAGEMENT

THINGS TO KNOW

# Table of Contents

Start of School Requirements ..... 2

After the Start of School..... 3

Prerequisites ..... 3

Data Flow Process ..... 3

Appendix A - Identifying and Resolving Errors ..... 4

Appendix B - Frequency Asked Questions..... 10

Appendix C - Resources..... 11

## Start of School Requirements

LEAs are required to use the LEA Feed Management module prior to the LEAs start of school. LEAs must review and verify the data in the module, prior to the data pushing into the SLED. Below are the start of school requirements for LEAs to utilize the LEA Feed Management module.

### eSchoolPLUS Calendar

- In [eSchoolPLUS](#), update the first and last school day. Those fields are displayed in the LEA Feed Management module.

### LEA Data Collection Template

- Review the current school year [LEA Data Collection Template](#) and ensure the LEA SIS has incorporated any new data elements.

**Note:** Historically, the data collection template is updated annually; therefore, LEAs are required to review and update the SIS to ensure all required student data are being captured.

### LEA SIS

- In the LEA SIS, ensure the entry and exit codes are updated with the current school year entry and exit codes.
- In the LEA SIS, enroll students using the proper entry and exit codes.
- **Note:** Periodically, new entry and exit codes are issues, therefore LEAs are required to review the current school year [Entry and Exit Code Guidance](#) and update the SIS to ensure all required student data are being captured accurately.

### LEA Data Mapping Application

- In the [LEA Data Mapping Application](#), ensure the new data elements in the LEA Data Collection template and the entry and exits are mapped to the LEA SIS.
- In the LEA Data Mapping Application, schedule the LEA SIS Configuration session.

### Work with Data Liaisons

- Each LEA has a data liaison, to find the liaison for your LEA check [here](#).

## After the Start of School

After the start of school, the module should be used as a tool to provide LEAs with details regarding the status of the daily LEA feed. The LEA Feed Management module can assist with troubleshooting errors received in other OSSE data applications. For example, enrollment or attendance errors in the Unified Data Errors Qlik application.

## Prerequisites

To receive access to the LEA Feed Management module in SLED, the user must have:

- SLED Credentials; and
- LEA Data Manager, LEA or School Approver role in eSchoolPLUS.

To receive SLED credentials, users must attend SLED training and complete the required tasks. For more information on receiving SLED credentials and eSchoolPLUS user roles, see [Appendix C - Resources](#).

## Data Flow Process

Below illustrates the daily data flow process. The LEA Feed Management process is housed in SLED.

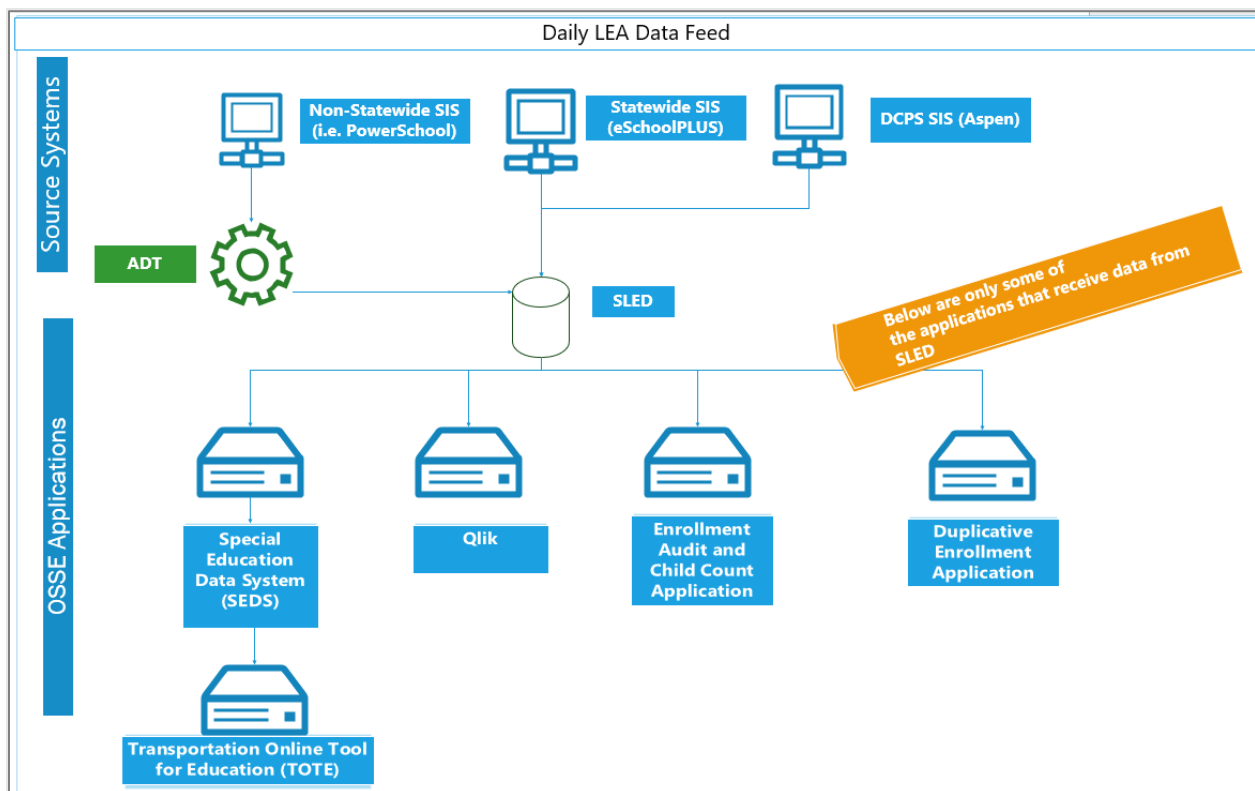


Figure 1: Data Flow Process

## Appendix A - Identifying and Resolving Errors

There are several ways to quickly identify errors with the feed and data throughout the application.

### LEA Feed Dashboard

**Confirm the dates are accurate for the start and end of the school year for the LEA.**

If the dates are **not** accurate, the dates must be corrected in [eSchoolPLUS](#). The start of school dates are used for enrollment, attendance, and validation purposes. If the dates are not accurate, the LEA may have invalid enrollments which will prevent the students from being present in the OSSE data systems. If the dates **are** accurate in eSchoolPLUS, either contact the [data liaison](#) or submit a ticket in the [OSSE Support Tool](#) for assistance.

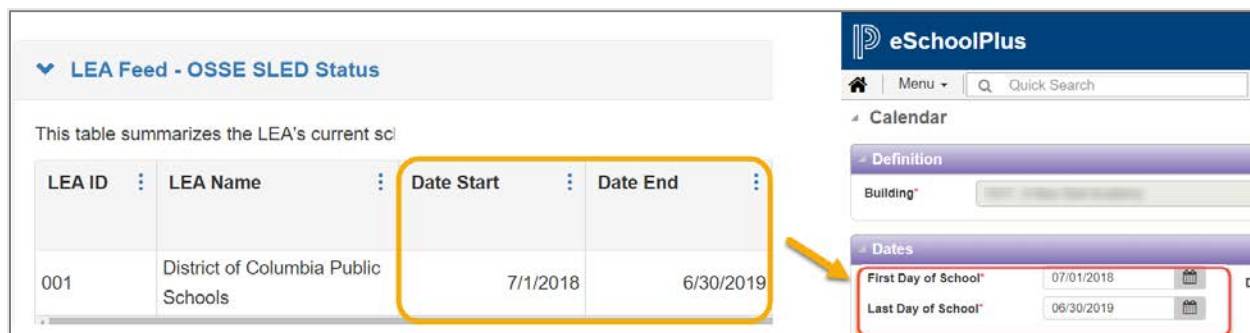


Figure 2: Validation check - eSchoolPLUS dates

**Confirm the Status column in The Last LEA Feed Processed table displays green (■).**

The status column will display red (■) if the records have not been received for more than two nightly feeds. To resolve the feed error, following the below steps.

1. Confirm the LEA's ADT Client is not turned off for a collection.
2. Confirm OSSE has access to the ADT machine via the Log me in Pro (LMIP).
3. Ensure that the ADT machine has power, an internet connection, and the LMIP application is enabled, if applicable.

If the LEA is unable to resolve the issue they should contact their [data liaison](#) to have the issue resolved.

▼ The Last LEA Feed Processed		
The Last LEA Feed Processed table summarizes the status, feed date, and count of the LEA's latest data of last day. The status column will display red if the records have not been received for more than two nightly f		
Template Type	Feed Date	Status
Enrollment	07/07/2021	■
Demographics	07/07/2021	■
Contacts	07/07/2021	■
Attendance	07/07/2021	■
Adult Program	07/07/2021	■

Figure 3: The Last LEA Feed Processed Table – Feed Issues

**Review The Last LEA Feed Processed Summary and the LEA Enrollment Roster Summary table to confirm there are no Enrollment Sticky, Invalid Enrollments or Errors.**

An enrollment record is considered “**sticky**” if the LEA sent an enrollment record for a student and, in the current cumulative feed the enrollment record for the student is no longer present.

A record can also be “**sticky**” for the below reasons.

1. The student record was deleted from the SIS.
2. The student record has a missing or incomplete demographic record, but an enrollment record was received.
3. The student record has a missing enrollment record, but a demographic record was received.

Typically, a sticky enrollment is discovered when a student appears with a duplicative enrollment or is still enrolled at a school and the school does not have the student in the SIS. This is due to the student record being deleted.

To resolve, the LEA must re-enroll the student using the same SIS ID and properly exit the student.

▼ The Last LEA Feed Processed Summary	
The Last LEA Feed Processed Summary lists the enrollment data collection from the last feed by Enrollment Sticky, Enrollment from Current Feed and Total Number Enrollment Processed.	
Processed Item	Record Count
Enrollment Sticky ⓘ	863
Enrollment from Current Feed ⓘ	63,541
Total Number Enrollment Processed ⓘ	64,404

▼ LEA Enrollment Roster Summary	
The LEA Enrollment Roster Summary table displays the enrollment by categories and total number of records for the current school year.	
Enrollment Roster	Record Count
Enrolled ⓘ	52,229
Withdrawn ⓘ	11,811
Invalid Enrollment(s) ⓘ	24
Error ⓘ	265
Total ⓘ	64,394

Figure 4: Enrollment Data Errors

The reason for the **Invalid Enrollment** and/or **Error** is available on the LEA Roster Feed page. In the screenshot below the student’s, enrollment dates were outside of the current school year. To resolve, the LEA must correct the student’s enrollment dates in the LEA SIS.

Feed Status	Error Reason(s)
Error	This enrollment feed has error(s):The stage 4 or stage 5 date must fall into current school year.

Figure 5: Error reason

### Student Summary Page

If an error is identified in a data collection (enrollment, demographics, and/or contacts), the record will be highlighted in **red** on the student's summary page. To view the error, click on the student's SIS ID. In the below screenshot, the error was due to the student's enrollment dates were outside of the current school year. The school year is 2021-2022 and the student's enrollment dates are in 2016.

**Enrollment Collection Details**

This table summarizes the student's current enrollment details received from the LEA SIS.

SIS ID	LEA ID	Local School ID	Local School Type	School Year	Enrollment Period	Collection Date	Collection Type	Grade Level
20011205	001	302	01	2021-2022	REG	7/26/2021	Enrollment	04

**Enrollment 3: Slot Accepted**

**Enrollment 4: Student Registration**

08/05/2016

**Enrollment 5: Educational Services Received**

08/08/2016

**Enrollment Code** 1810

**Exit/Withdrawal Date**

**Exit/Withdrawal Code**

**Enrollment Transaction ID**

Figure 6: Student Summary - Error

As a result, the student's record is not in SLED.

**View in SLED**

This table summarizes if the enrollment data is displayed in SLED.

Is this enrollment feed in SLED	View in SLED
No	

Figure 7: Record not in SLED Due to Enrollment Error

## Identifying Feed and Data Errors in other OSSE Data Systems

### Unified Data Errors (UDE) Qlik Application

The [Unified Data Errors](#) Qlik application displays student enrollment, demographic, contacts errors, in addition to other data error types.

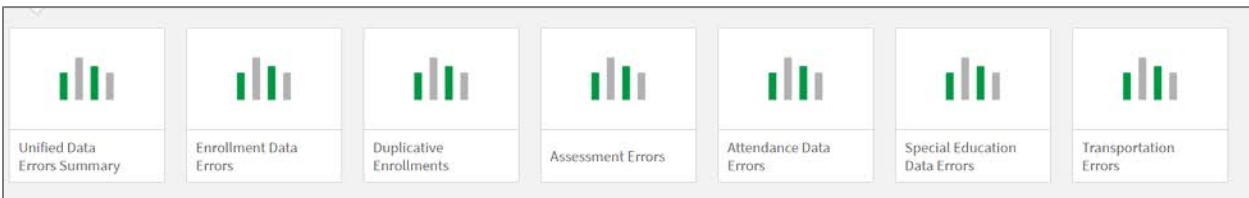


Figure 8: UDE Sheets

The LEA Feed Management module can assist LEAs in resolving data errors by viewing the data that OSSE received and what the LEA mapped to OSSE.

In the screenshot below, the LEA has a UDE for **City Missing**.

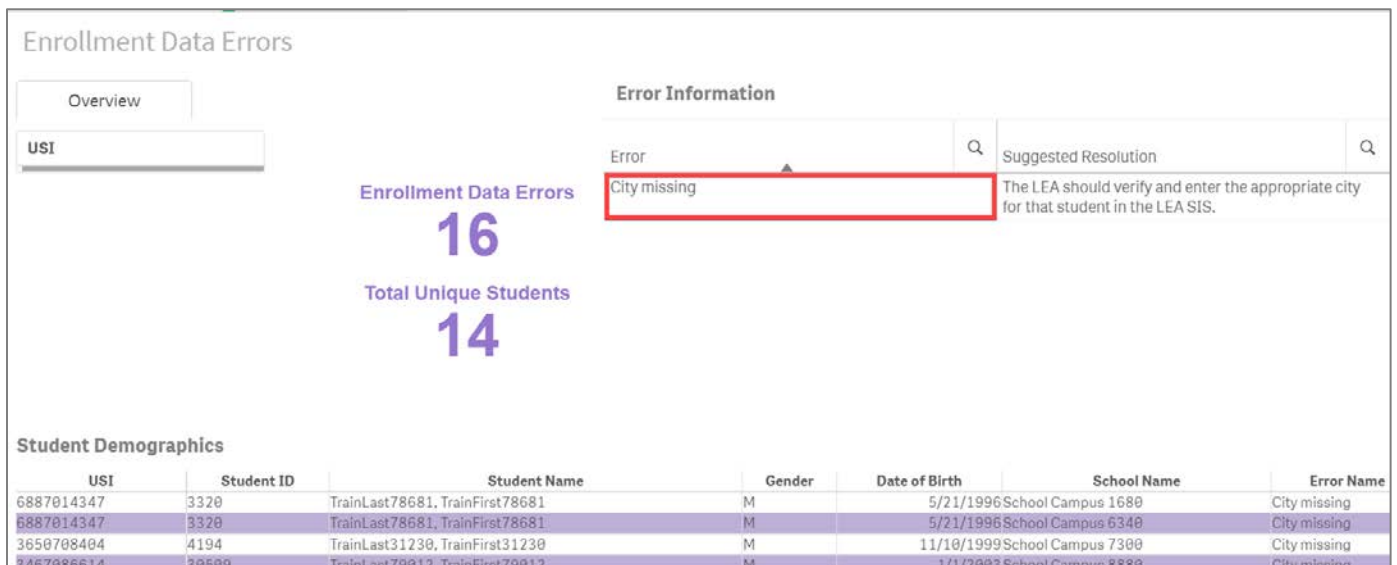


Figure 9: UDE - Missing City

To investigate the error, the LEA can log into the LEA Feed Management module, navigate to the student's Student Summary page. On the Demographics Collection Details, click on the SIS ID.



In the below screenshot, the LEA Feed Value is missing for City. To resolve the error, the LEA should enter the city for the student in the LEA SIS.

<u>Feed Field</u>	<u>LEA Feed Value</u>	<u>OSSE System Value</u>
City		
State	DC	
Zip Code	20001	20001
Residency Status	R	R

Figure 10: LEA Feed Value – City Missing

In the below screenshot, the LEA has 202 attendance data errors. The LEA should confirm in the LEA Feed Management module, that the attendance feed was processing.



Figure 11: Missing Attendance Code UDE

If the feed was processing, then the LEA should review the students with attendance missing and enter the student's attendance in the LEA SIS.

In the screenshot below, the attendance feed was **not** received. To resolve the feed error, following the below steps.

1. Confirm the LEA's ADT Client is not turned off for a collection.
2. Confirm OSSE has access to the ADT machine.
3. Ensure that the ADT machine has power and an internet connection.

If the LEA is unable to resolve the issue contact them, they should contact their [data liaison](#) to have the issue resolved.

▼ The Last LEA Feed Processed		
The Last LEA Feed Processed table summarizes the status, feed date, and count of the last day. The status column will display red if the records have not been received for m		
Template Type	Feed Date	Status
Enrollment	07/07/2021	
Demographics	07/07/2021	
Contacts	07/07/2021	
Attendance	07/07/2021	
Adult Program	07/07/2021	

Figure 12: Attendance Feed Not Received

## Appendix B - Frequency Asked Questions

Questions	Answers
<b>When do we need to use the LEA Feed Management?</b>	<p>All LEAs are required to use the LEA Feed Management module prior to the start of school to verify the data are accurate before OSSE pushes the data to SLED.</p> <p>After the start of school, LEAs should review the LEA Feed Management when data are not feeding properly to OSSE (i.e., errors are appearing in the unified data errors application in Qlik, attendance data are not displayed in Qlik, etc.)</p>
<b>What is a downstream system?</b>	Some of OSSE's downstream systems are Qlik, Special Education Data System (SEDS), QuickBase and Transportation Online Tool for Education (TOTE)
<b>I am listed as an LEA Data Manager, but I cannot view the LEA Feed Management module in SLED?</b>	<p>Please confirm that you have LEA-level SLED credentials. School-level data managers will not have access to the module. If you have confirmed that you have LEA-level access, reach out to your data Liaison. Your data liaison can be located at <a href="https://osse.dc.gov/publication/data-assessment-and-research-lea-liaisons">https://osse.dc.gov/publication/data-assessment-and-research-lea-liaisons</a>.</p>
<b>There is a red box for a data collection, how do I resolve it?</b>	<p>Confirm the following:</p> <ol style="list-style-type: none"> <li>1. The LEA's ADT Client is not turned off for a collection,</li> <li>2. OSSE does not have access to your ADT machine.</li> <li>3. Ensure that the ADT machine has power and an internet connection.</li> </ol>
<b>If a student withdraws and re-enrolls at another school within the same LEA, will they count as both enrolled and withdrawn?</b>	Yes, the student will have two enrollment records but one demographic record.

## Appendix C - Resources

The table below contains resources listed in the guide.

Topic	Location
Contact information for data liaisons	<a href="https://osse.dc.gov/publication/data-assessment-and-research-lea-liaisons">https://osse.dc.gov/publication/data-assessment-and-research-lea-liaisons</a>
Data Collection Template	<a href="https://osse.dc.gov/publication/osse-lea-data-collections-template">https://osse.dc.gov/publication/osse-lea-data-collections-template</a>
Entry and Exit Code Guidance	<a href="https://osse.dc.gov/service/entry-codes-exit-codes-and-enrollment">https://osse.dc.gov/service/entry-codes-exit-codes-and-enrollment</a>
eSchoolPLUS POC User Guide	<a href="https://osse.dc.gov/sites/default/files/dc/sites/osse/service_content/attachments/eSchoolPLUS%20-%20Point%20of%20Contact%20User%20Guide%20v3.pdf">https://osse.dc.gov/sites/default/files/dc/sites/osse/service_content/attachments/eSchoolPLUS%20-%20Point%20of%20Contact%20User%20Guide%20v3.pdf</a>
LEA Data Mapping Application	URL: <a href="https://data.osse.dc.gov/ldm/#/login">https://data.osse.dc.gov/ldm/#/login</a>  User Guide: <a href="https://osse.dc.gov/sites/default/files/dc/sites/osse/publication/attachments/LEA%20Data%20Mapping%20Application%20User%20Guide%20v1.2_Aug.1.2016.pdf">https://osse.dc.gov/sites/default/files/dc/sites/osse/publication/attachments/LEA%20Data%20Mapping%20Application%20User%20Guide%20v1.2_Aug.1.2016.pdf</a>
Qlik	<a href="https://analysis.osse.dc.gov/hub/">https://analysis.osse.dc.gov/hub/</a>
To attend a SLED Training	<a href="https://octo.quickbase.com/db/bj339wdcr">https://octo.quickbase.com/db/bj339wdcr</a>
Resources on Data Applications	<a href="https://osse.dc.gov/service/office-data-management-and-applications">https://osse.dc.gov/service/office-data-management-and-applications</a>
To submit OSSE Support Tool tickets for assistance	<a href="https://octo.quickbase.com/db/bh9ehz85s">https://octo.quickbase.com/db/bh9ehz85s</a>