Spring Snapshot Preparation
SUPPORT doc

# Choice Schools, Text Only Document

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## WISEdata Spring Snapshot Preparation

* Last update; April 2024

## Snapshot Reporting Requirements

* **May 21st, 2024 Snapshot: 2023-24 Demographics**
	+ Economic Disadvantaged Status
	+ English Language Proficiency
	+ Special Education Services
	+ Digital Equity (*optional)*
	+ Choice Participant Indicator *(Choice Schools only)*

## Snapshot Purpose: Why We Collect 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 schools only*)
* Public Reporting in the WISEdash Public Portal (*public schools only*)
* [Accountability Report Cards](https://dpi.wi.gov/accountability/report-cards)
* Some funding determinations, such as IDEA, high poverty aid, maintenance of effort (MOE), and others (*public schools only*)

## Data Flow for Snapshot

Data is:

* entered into your vendor tool (SIS, Special Ed tool, etc.)
* pushed to WISEdata and run through data quality checks (validations)
* validated in the system on the day and time of the snapshot, loaded to WISEdash, 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 May 21st.

## Data Flow Diagram

***IMAGE***: An infographic showing data flow from LEA/School/District to Student Information System (SIS), to WISEdata Portal, to WISEdash for Districts, to Report Cards.

* LEAs, Data Entry: school/district collects student data and enter into the local SIS.
* LEAs, SIS Vendor Tool to WISEdata Portal: LEAs push data from their SIS to the WISEdata Portal for validation.
* WISEdata Portal, Validation Review: LEAs monitor and review the errors and warnings and make any necessary corrections in their SIS.
* Data Warehouse/WISEdash: Once the data is submitted correctly, it will flow into the date warehouse, also known as WISEdash for Districts. WISEdash Extracts are also available in WISEdata Portal for Choice schools.
* School and District Report Card: Calculations are based on the data in WISEdash.

## Goals for May 21st, 2024 Snapshot

* All demographic errors should be fixed, and
* All demographic warnings either acknowledged or fixed prior to the snapshot
* This ensures 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 Portal Tasks
* Step 3: WISEdash Extracts
* Step 4: Final Tasks

## Step 1: Your Vendor System

* Ensure the latest version of the SIS platform is installed.
* Make sure that your vendor can transmit the required data to DPI for required collections. Confirm using the [Vendor WISEdata Status](https://dpi.wi.gov/wisedata/schools/vendor-list) 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: Begin Submitting Data

* 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: Review and Resolve L1s

* 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.
* [WISEdata Portal Home Screen mini tutorial](https://dpi.wi.gov/wisedata/help/mini-tutorials/wdp-homepage).
* 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 ALL data with errors in your vendor system.

## Step 1: Your Vendor System to WISEdata Portal - Data Pipeline Status (*1 of 2*)

***IMAGE:*** *Screenshot of the WISEdata Portal Home screen, WISEdata API Transactions.*

## Step 1: Your Vendor System to WISEdata Portal – API Error Drill Down

***IMAGE*:** *WISEdata Portal: Home screen, Vendor Tool Transactions in the last 24 Hours.*

## Step 1: Your Vendor System to WISEdata Portal – Data Pipeline Status (1 of 2)

***IMAGE*:** *Screenshot of the WISEdata Portal Home screen, Data Out of Sync section.*

## Step 1: WISEdata Portal – Data Quality

***IMAGE*:** *Screenshot of the WISEdata Portal Data Quality screen, Filters and Validation Message Summary sections.*

## Step 1: WISEdata Portal - Data Quality Indicators

***IMAGE***: *Screenshot of the WISEdata Portal Data Quality screen, Data Quality Indicators section.*

## Step 2: WISEdata Tasks, Imports and Validations (*1 of 2*)

* [Run Import & Validation in the WISEdata Portal](https://dpi.wi.gov/wisedata/help/mini-tutorials/wdp-validations).

***IMAGE***: *Screenshot of the "Queue Import & Validation" section of WISEdata Portal. This can be located both on the Home screen and on the Validation Messages screen.*

* 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.

## Step 2: WISEdata Tasks, Imports and Validations (*2 of 2*)

* 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
* Validation Messages page

## Step 2: WISEdata Tasks: Review Validations

* Once the validation step is complete, [review data quality metrics and validation errors](https://dpi.wi.gov/wisedata/help/mini-tutorials/wdp-overview) in the WISEdata Portal on the Validation Messages page.
* Repeat as necessary.

## Step 2: WISEdata Tasks: Correct Validations in SIS

* 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 critical errors. Data with critical validation errors may not 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: Types of Validation Messages

***IMAGE*:** Screenshot of WISEdata Portal listing a series of validations.

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

## WISEdata Portal: Types of Validation Messages

* ~200 validation rules.
* User can manually trigger validation, or it runs overnight.
* [List of Validations](https://docs.google.com/spreadsheets/d/10Wk6o20-HSw6qed7EK7nso0-eK9n1W9Ped9MRcM_4Mo/edit).
* Critical icon (red filled in circle with a white exclamation point) indicates a severe error that will greatly impact snapshot data.
* Error icon (red outline circle with a red X in it) indicates data is submitted incorrectly.
* Warning icon (orange/yellow outline triangle with an exclamation point) indicates something may be wrong with the submitted data but not necessarily.

## WISEdata Portal Example: Student Detail Validation

***IMAGE*:** *A screenshot of a specific Student Detail screen from WISEdata Portal. There are two different levels of demographic data: student specific demographic data, located at the top of the screen. below a sub-header, Demographic - School Level is the school level demographic data for that student. Validations fall under school level demographics.*

## WISEdata Portal: Exports

***IMAGE*:** *A screenshot of the Exports screen on WISEdata Portal. Selecting the Student Demographics export will be helpful for your auditing for the spring snapshot.*

**Exports:**

* Multiple export files.
* Tool to view data comparisons.
* Files for each data collection.

## Step 2: WISEdata Data Quality Alerts (1 of 3)

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

***IMAGE*:** Screenshot of a WISEdata Portal Data Quality Alert.

* Click the ‘Learn More’ button to be taken to the Alert page to see the details.

## Step 2: WISEdata Data Quality Alerts (2 of 3)

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

***IMAGE*:** *A screenshot of the WISEdata Portal Data Quality Alert instructions.*

## Step 2: WISEdata Data Quality Alerts (3 of 3)

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

***IMAGE*:** *Screenshot of a Data Quality Alert reminder in WISEdata Portal.*

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

## Step 2: Reviewing WISEdata Tasks

Prior to a snapshot: make sure that:

* all demographic errors are resolved.
* all demographic warnings are either acknowledged or resolved.

Look for and read notifications from the DPI Customer Services Team.

* Operational data quality checks.
* May reach out to you to help with specific issues they find.

## 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 to prep for Snapshot:

* In the weeks prior to a snapshot, review the data frequently.
* 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

***IMAGE*:** *Screenshot of the "WISEdash Extracts" Export made available to Choice schools in lieu of not having access to WISEdash for Districts.*

## Spring Demographics (1 of 2)

* Use filters to disaggregate the data into more manageable size (grade, school, race) to review against SIS reports
* Use filters to review totals for important demographics
* Economic Disadvantaged
* English Learners
* Students with Disabilities

## Spring Demographics (2 of 2)

* If the totals are incorrect, view the student list to see the discrepancy. Once determined,
* Review the student(s) in WISEdata to see if a validation message is impacting data
* Review the student(s) in your SIS to see if the demographics are reported and sending correctly

## Step 4: Final Tasks – Snapshot help Docs

* [WISEdata Annual Tasks Checklist webpage](https://dpi.wi.gov/wisedata/schools/annual-tasks-checklist): An organized checklist of items that need to be completed for WISEdata reporting annually.
* [Knowledge Base Articles (KBAs)](https://dpidynamicsprd.powerappsportals.com/articles-search-page/): Useful articles on validations and other related topic
* [Mini Tutorials](https://dpi.wi.gov/wisedata/help/mini-tutorials): Cover a variety of topics you may have questions on
* [Snapshot Preparation Guidance webpage](https://dpi.wi.gov/wisedata/schools/snapshot-prep): Provides in-depth guidance on snapshot information

## Final Tasks: Getting Help

* Notifications from the DPI Customer Services Team
* ~3 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](https://dpi.wi.gov/wisedash/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!
* WISEdash Public Portal now provides higher visibility for Data Errata.
* The most common issues are enrollment, for example Oct. 1 and TFS counts, or demographics therein (SPED, ELL, Econ Disadvantaged, etc.).
* More info: <https://dpi.wi.gov/cst/data-collections/data-errata>

## Year End tasks (1 of 2)

* Exit Student Enrollments: [Exit Date](https://dpi.wi.gov/wise/data-elements/enrollment-and-exit-date), [Exit Type](https://dpi.wi.gov/wise/data-elements/exit-types) and [Term Completion Indicator](https://dpi.wi.gov/wise/data-elements/completedschoolterm)
* High School Completers: [HSC exit type](https://dpi.wi.gov/wise/data-elements/exit-types) and [Academic Record (diploma)](https://dpi.wi.gov/wise/data-elements/credential-type)

## Year End tasks (1 of 2)

* Exit Program Records: [Food Service eligibility](https://dpi.wi.gov/wise/data-elements/ssfspa-begin-end-dates)

## More Helpful Resources

* [WISEdata Flyer](https://dpi.wi.gov/sites/default/files/imce/wise/WISEdata_flyer_3_WEB.pdf):  High level overview describing how WISEdata has improved our data collection process, data quality, and system integration.
* [Info for Schools](https://dpi.wi.gov/wisedata/schools): Basics of getting started with WISEdata.
* [WISEdata Help](https://dpi.wi.gov/wisedata/help): Links to WISE help pages and useful resources.
* [Data Elements](https://dpi.wi.gov/wise/data-elements): List of links to all WISEdata data elements and their descriptions, uses, and codes.
* NEW Microsoft Teams WISE Community: WISEdata community to view and post questions and comments to fellow users
* Please submit a Help Ticket if you would like to join WISE Community

## Help Ticket

* [Help Ticket](https://dpi.wi.gov/wisedata/help/request)

***IMAGE*:** Screenshot of the WISE Help Ticket.

## 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](https://widpiprd.sharepoint.com/sites/O365CG-CustomerService/DocLibDocumentationExternalFacing/Training%20Materials/Snapshot%20Prep/feedback.dpi.wi.gov)

## Thank You!

* Thanks for all that you do!

## Questions

* Link to Q&A document



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