



LOS ANGELES UNIFIED SCHOOL DISTRICT

REFERENCE GUIDE

TITLE: Certify Data Tool Policy and Procedures

NUMBER: REF-6885.2

ISSUER: Oscar Lafarga, Executive Director
Office of Data and Accountability

DATE: July 31, 2019

ROUTING

- Local District Administrators
- Principals
- Assistant Principals
- Census Coordinators
- EL Coordinators
- Categorical Program Coordinators
- MiSiS Coordinators
- School Administrative Assistants

PURPOSE: The purpose of this Reference Guide is to provide schools with instructions and policy guidelines related to the use of the *Certify* data tool to ensure student data is up-to-date, accurate and complete for reporting to CALPADS (California Longitudinal Pupil Achievement Data System). The data is used for reporting of student official enrollment counts, attendance, course enrollment, grad rates, dropout rates, EL program status to the state, in addition to being essential for state testing and accountability.

MAJOR CHANGES: This reference guide replaces REF-6885.1, *Certify Data Tool Policy and Procedures*, dated July 31, 2018, and has been updated to reflect changes for the 2019-2020 school year.

INSTRUCTIONS: BACKGROUND

Accurate student data is vital for personalized learning, assessments, program placement and services for students. Information entered in MiSiS is transmitted on a regular basis to the state system CALPADS and must be kept as accurate as possible. In 2016, the district acquired data-validation software called *Certify* to assist in the cleanup and maintenance of student data in MiSiS. The tool streamlines the process by scanning MiSiS twice a week, verifying key data elements against a set of “rules” and then emailing reports of data errors and issues that need to be corrected or monitored to the school data designees. Some rules only check for required or missing values, while others check for specific required codes, correct start/end dates, or other program compliance data.

The *Certify* data tool can be accessed from the URL, <http://datatool.lausd.net>. Responsibilities for Principals and their various subject area designees are outlined in this reference guide. Designees with access may start logging on to *Certify*, but the e-mail notifications and processing of data errors will not begin until August 26, 2019. Principals will also be given access to their school and their first e-mail notifications will be sent out the last week of September.



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I. PRINCIPAL'S RESPONSIBILITIES

Principals must make a concerted effort to ensure data accuracy by establishing ongoing procedures and processes to review and validate student and staff data throughout the year. To assist in this effort, principals must select data designees for the areas of Enrollment & Demographics, Attendance, Scheduling, English Learner, and Discipline to receive the twice weekly e-mail notifications sent by the *Certify* data tool and have access to log on to the tool. Beginning on August 26, 2019, the first *Certify* e-mail notifications will be sent to the new 2019-2020 data designees assigned via the Principal's Portal(<https://principalportal.lausd.net/>). In the Principal's Portal web page, the School Designee Form is located under the **Actions** menu options. After logging in, the principal can enter up to two (2) designees. If more are needed, contact *Certify* support to have them added (See contact numbers under ASSISTANCE section below, p.5)

In order to grant access to the tool and receive the twice weekly e-mail notifications, at least one data designee must be assigned to each of the following subject areas:

- Enrollment and Demographics
- Scheduling
- Attendance
- English Learner Master Plan
- Discipline

Please note that the online form in the Principal's Portal is also used to designate other school-level coordinators that do not receive *Certify* reporting or e-mail notifications, such as GATE/SAS coordinators, AP coordinators, and PSAT/NMSQT coordinators. They are currently un-related to *Certify* access or data rules. Only designees in the five above areas are *Certify* data designees.

Most reports will only display the rules for areas designees are assigned to, but due to the consolidation of Enrollment/Demographics and Scheduling scorecards to help speed the notification process, these data designees will see the *same* report with both areas. However, said designees only need to act on the data corrections for their respective area(s) of responsibility. Depending upon the size of the school and available personnel, some designees may need to be assigned to multiple subject areas.

Principals *do not* need to assign themselves to any of the areas. Principals will receive a monthly e-mail notification of *all* rules during the last week of each month to assist in monitoring, as well as have access to the *Certify* data tool directly at any time. The first e-mail notifications for principals will be sent during the last week of September.



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II. DATA DESIGNEE RESPONSIBILITIES

Ensure staff selected as data designees are familiar with *Certify* and how to log in and view the error results, as well as make the necessary corrections in MiSiS. For those that are new to the role, or want a refresher training, the archived online training video is available on the [Student Information Support](#) website.

Data Designees are responsible for the following:

1. Review the twice weekly (Monday and Wednesday mornings) e-mail notifications for his/her subject area(s), providing summary report and link to click through and log on to *Certify* (<http://datatool.lausd.net>)
2. Prioritize the correction of errors based on the severity levels (see descriptions below).
3. Update in MiSiS the incorrect, out-of-date, or missing data indicated in the *Certify* reports.
4. Consult the monthly [Data Points newsletters](#) for tips and suggestions for accurate data entry and to keep track of upcoming deadlines. Ongoing issues and improvements to the *Certify* data tool are also communicated in the monthly newsletter.

It is highly recommended that site administrators DO NOT take on these roles themselves but instead delegate the role of data designee for any area to the appropriate personnel responsible for the daily entry and maintenance of data for the assigned area. This will help ensure those responsible for maintaining student records are kept aware of current errors and can be held accountable for monitoring and correcting them. In smaller schools, it may be necessary to assign the same person to multiple data designee areas.

Some possible suggestions for data designees:

- Enrollment & Demographics – Office Technician, SAA
- Scheduling – Secondary Counselors, Elementary Coordinators, Office Technicians
- Attendance – PSA Counselors, Office Technician, SAA
- English Learner – EL Coordinators/Designees
- Discipline – Deans, Site Administrators

On August 26, 2019, the first *Certify* e-mail notifications for the 2019-2020 school year will begin appearing in data designees' e-mail inboxes (see sample below). There will be a link on the Data Certification Scorecard e-mail to login to the application, or users can log in directly to <http://datatool.lausd.net>. Provide a copy of **Attachment A – Certify Quick Guide** for each of your data designees as needed for step by step instructions in addition to the training video.

If a designee is having problems with access, not receiving e-mails or if there is an



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issue with incorrect errors reported, out of date rules, or other “bugs” in the *Certify* reports, please contact the MiSiS Help Desk at 213-241-5200, Option 5 or via the online ITD help options at <http://techsupport.lausd.net> to report these technical issues.

Our student data support team is constantly monitoring *Certify* error reports. One of our helpful support team assistants may call you if high error counts are discovered for one or more rules, or no corrections are made for over a week to Severity Level 1 and 2 items. For any specific questions you may have regarding the *Certify* reporting process or if you require guidance or assistance with fixing the errors in MiSiS, please contact your student data support team member listed by Local District in the ASSISTANCE section on the last page of this reference guide.

III. CERTIFY DATA RULE CATEGORIES & SEVERITY LEVELS

The *Certify* data rules are designed to identify missing or incorrect student or section data elements that are required for correct reporting to CALPADS. Many of these data elements are used in computing the various metrics used for the new California School Dashboards, as well as for categorical program compliance, ADA, and other funding provided to schools.

Each rule has a *rule number* used to label the rule. A list of all the rules currently used by the data tool, along with descriptions and solutions can be found on the *Certify* Support web page for the [Certify Rule Inventory](#). Each rule is listed along with any known issues or reminders for use of the rule. For rules sourced from CALPADS data, for example, there may be a refresh date (see example below).

Rule Number	Rule Description (click on title for Job Aid)	Known Issues / Reminders
CCE 100-0010	Concurrent Enrollment Anomalies(CCE) Report	Report is refreshed with data from CALPADS once every two weeks if possible. See column "DATE_REFRESHED".

Below are the rule number prefixes that correspond to each of the data designee subject areas:

Rule Subject Area	Rule Number Prefixes
Enrollment & Demographics	ENR, DEM, SENR, SINP, CON, ERD, SPRG, CCE, IMM, SPED
Scheduling	SCH, CTE, EL (related to section data)
Attendance	ATT
English Learner-Master Plan	EL, SELA
Discipline	DIS

The rules are also classified into five *severity* levels. These levels indicate the priority in which they should be addressed:



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1. **Critical** – These data exceptions need to be cleaned up IMMEDIATELY as they may impact funding.
2. **Urgent** – Fix these exceptions AS SOON AS POSSIBLE after critical rules have been addressed. These may also impact funding.
3. **Compliance** – The school may be out of compliance regarding the missing or bad data if not fixed ASAP. Funding may also be impacted.
4. **Caution** – Fix as soon as possible to clear the error and avoid possible future issues related to the data, i.e. graduation and dropout rates, attendance, incorrect student placement, etc.
5. **Informational** – These rules are here to simply keep you aware of specific data issues, but data correction in MiSiS is not required or not possible.

During the school year, some rules may change severity based on the current data needs. In other cases, rules that have too many exceptions (special cases where there is no error but *should not be or cannot be* corrected) may be viewed under the informational category but require no action.

Every effort should be made to address *all Severity level 1 and 2* data issues weekly. Step by step instructions for making corrections for each rule can be found in the Job Aid link in the “More Info” section of the *Certify* report. Job Aids are also available on our support site (see below).

RELATED RESOURCES:

- *Certify* Support Website - <https://lausd.sharepoint.com/sites/oda/student-information-support/SitePages/Home.aspx>
- *Data Points* newsletters – <https://lausd.sharepoint.com/sites/oda/student-information-support/SitePages/DataPoints/Newsletters.aspx>
- MiSiS Job Aids - <https://achieve.lausd.net/misisjobaids>
- Training Video: *Data Validation Process Overview using Certify* - <https://lausd.wistia.com/medias/x9wql9tru2>
- Attachment A – *Certify* Quick Guide

ASSISTANCE:

For further assistance or information related to understanding the *Certify* error reporting process or help with making data corrections, please contact the data team assistant assigned to your local district in the table below.

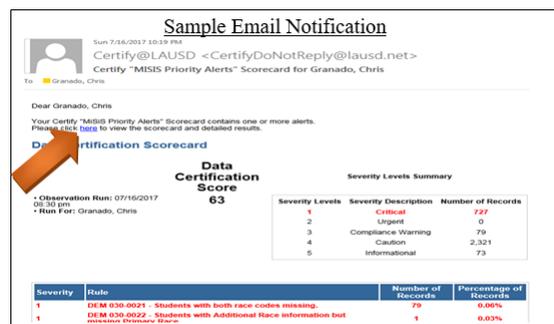
Local District	Phone Number
Northeast	213-241-2593
Northwest	213-241-5350
West	213-241-4294
Central	213-241-2451
East	213-241-6731
South	213-241-5391
LD “XS” schools	213-241-5350

Certify Data Tool – Quick Guide

Once your principal has assigned you as a data designee for one or more subject areas, you will receive an automated e-mail notification every Monday and Wednesday with your scorecard and the rules that display data errors that need correction. You can get to the lists of students, sections, or other records that require correction by following these three easy steps:

STEP 1 – Log on to the *Certify* data tool

In the E-mail notification you receive you will see your scorecard with the list of rules and the total errors for each. In the header you will see a link to “[click here](#)” to log onto the Certify data tool. You can also create a favorite link in your browser and log on directly at any time at: <https://datatool.lausd.net>



STEP 2 – Select the rule from your Data Certification Scorecard

If you do not navigate directly to your Data Certification Scorecard, after logging on click on the  **Scorecard** button. If you get multiple scorecards, you may need to select one.

You can click on the **Number of Violations** or the rule text itself to open the Data Certification Results page for that rule with the list of students, sections, or other records that have the data errors and/or omissions that require correction.

Group By: **Severity** and then by: [View Scorecard](#) [Download Scorecard](#)

Severity	Rule	Number of Records	Percentage of Records
1	DEM 030-0021 - Students with both race codes missing.	3	<0.01
1	DEM 030-0022 - Students with Additional Race information but missing Primary Race.	1	<0.01
1	ENR 020-0150 - Student was previously reported as a diploma graduate.	108	<0.01

STEP 3 – Download the Data Certification Results for the rule

The list identifies every record that has a data error or omission that requires correction. Each list has a standard column format and includes the Student ID or other column to indicate which record you need to look for in MiSIS (or other system, if a different source, such as Welligent or CALPADS).

You can work from this list on screen, print it out, or opt to click on the **Download Result Table** button located above or below the list of results to export to a Microsoft Excel file. This also allows you to save the list and keep an electronic, annotated copy to document the corrections, or notate those that cannot be corrected due to a bug or other known issue.

You will be prompted with an Export Data screen to select or de-select columns you want to see in your export. Click on the Export Data button to download.

Data Certification Results

Rule: DEM 030-0021 - Students with both race codes missing.

Summary: 3 rows failed (0.00%) out of 1,296,818 total.

[More Info...](#)

[Download Result Table](#)

Select column(s) below and then:
[Run Frequency Distribution](#)

ID	SCHOOL_NUMBER	SCHOOL_NAME	STUDENT_CODE	LAS
NW	8816	Zane Grey Continuation High	VILLE
XS	1944	Berenece Carlson Home Hospital School	DIAZ
XS	2092	Berenece Carlson Home School	JONE

Displaying rows 1 through 3 of 3.

Jump to row: Number rows per page: [Update](#)

[Download Result Table](#)

Depending upon your web browser settings, you will be prompted to save to a folder on your computer or open the file to view in Microsoft Excel. Click on the **More Info** button to see a link to the job aid specific to the rule.

Need Help?

Go to Student Information Support website:

<https://bit.ly/ODA-SIS>

for the latest release notes and *Data Points* newsletters.