

TITLE: *Elevate Data Quality* Data Tool Policy and Procedures

NUMBER: REF-6885.6

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Office of Data and Accountability

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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 *Elevate Data Quality* 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 student official enrollment counts, attendance, course enrollment, graduation rates, dropout rates, and EL program status to the state, in addition to being essential for state testing and accountability.

MAJOR CHANGES: This reference guide replaces REF-6885.5, *Elevate Data Tool Policy and Procedures*, dated August 1, 2022, and has been updated to reflect changes for the 2023-24 school year. In 2022-23, Instructure Inc. renamed the *Certify* data tool application to *Elevate Data Quality*. Only the name was changed. For 2023-24, data designees with multiple assigned subject areas will now receive distinct scorecards for each area.

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. Since 2016, the LAUSD has utilized data-validation software 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 *Elevate Data Quality* application 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 *Elevate Data Quality* to verify access, but the e-mail notifications and processing of data errors will officially begin the second week of school, August 21, 2023.

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 *Elevate Data Quality* data tool and have access to log on and use the tool. Beginning on August 21, 2023, the first *Elevate Data Quality* e-mail notifications will be sent to the new 2023-24 data designees assigned by the school principal using the Principal's Portal website (<https://principalportal.lausd.net/>). In the Principal's Portal website, the School Designee Form is located under the **Actions** menu options. After logging in, the principal can enter up to two (2) designees for each subject area below. If more are needed, contact the Elevate Support Unit to have them added (see contact number under the ASSISTANCE section below, page 6). It is recommended that principals enter their school data designees by August 14, 2023, to ensure they receive the first scorecards the following week.

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 designees and/or coordinators that do not receive *Elevate Data Quality* reporting or e-mail notifications, such as GATE/SAS coordinators, AP coordinators, and PSAT/NMSQT coordinators. *These other "designees" are unrelated to Elevate Data Quality access or reports. Only designees in the five above areas are Elevate Data Quality "data designees".*

Principals *do not* need to assign themselves to any of the areas. Principals

will receive a monthly, summary e-mail notification of *all* rules during the last week of each month to assist in monitoring, as well as have access to the *Elevate Data Quality* data tool directly at any time. The first e-mail notifications for principals will be sent during the last week of September.

II. DATA DESIGNEE RESPONSIBILITIES

Ensure staff selected as data designees are familiar with the *Elevate Data Quality* tool, login procedures, viewing the error results, as well as how to make the necessary corrections in MiSiS. For those who are new to the role, or want a refresher training, the archived online training video is available on the [Elevate 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) with the summary report and link to click through and log on to *Elevate Data Quality* (<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 *Elevate Data Quality* 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 *Elevate Data Quality* data tool are also communicated in the monthly newsletter.

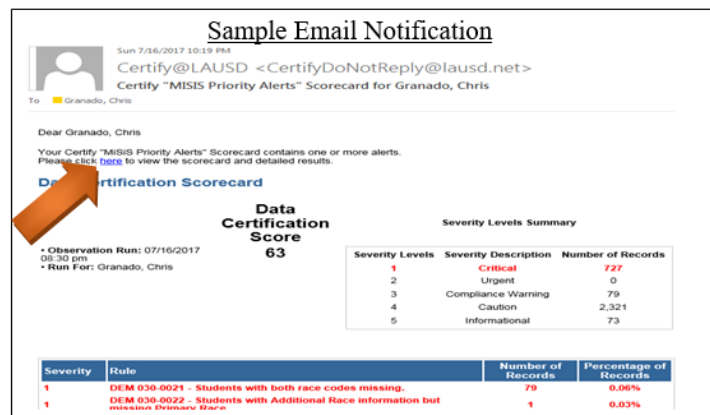
It is highly recommended that site administrators DO NOT take on these roles themselves but instead delegate the data designee roles to the appropriate personnel responsible for the daily entry and maintenance of data for the assigned area. This will help ensure those responsible for maintaining student 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 include:

- Enrollment & Demographics – Office Technician, School Administrative Assistant (SAA), Office Manager
- Scheduling – Secondary Counselors, Elementary Coordinators, Office Technicians, Assistant Principal, Secondary Counseling Services (APSCS)

- Attendance – Office Technicians, SAA, APSCS, Secondary Counselors
 - English Learner – EL Coordinators/Designees
 - Discipline – Deans, Site Administrators
- Important Note: Please do not assign PSA Counselors using the Principal’s Portal. Access for PSA counselors assigned to schools (sometimes multiple locations) will be done by the central office.**

On August 21, 2023, the first *Elevate Data Quality* e-mail notifications for the 2023-24 school year will begin appearing in data designees’ e-mail inboxes (see sample below). There is a link on each of the Data Certification Scorecard e-mails to login to the application, or users can log in directly to <http://datatool.lausd.net>. Designees assigned to multiple areas will receive a scorecard e-mail notification for each area they need to monitor.



Provide a copy of **Attachment A – Elevate Data Quality Quick Guide** for each of your data designees as needed. It has step-by-step instructions in addition to the link to the Elevate Support website resources.

Our student data support team is constantly monitoring *Elevate Data Quality* 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 *Elevate Data Quality* data tool or access please visit the support links on the log-on page at <https://datatool.lausd.net>. If you cannot find the answer there, do not hesitate to contact the Elevate Support Unit at the number below in the ASSISTANCE section on the last page of this reference guide.

III. *ELEVATE DATA QUALITY* DATA RULE CATEGORIES & SEVERITY LEVELS

The *Elevate Data Quality* 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 California School Dashboard, as well as for categorical program compliance, average daily attendance (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 *Elevate Data Quality* Support web page for the [Rule Inventory](#). Each rule is listed along with any known issues, changes, or reminders for use of the rule. For rules sourced from CALPADS data, for example, there may be a refresh date (see examples below). You can click on a Rule Description for the job aid.

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".

If a rule has changed, or is no longer used, a reference to the new rule will be found here. If there is a current issue with the rule not working properly, be sure to check here for updates.

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, SINF, CON, SPRG, CCE, IMM, SPED
Scheduling	SCH, EL (related to section data)
Attendance	ATT
English Learner-Master Plan	EL, SELA, ENR
Discipline	DIS

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

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 mis: 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 spec data issues, but data correction in MiSiS in 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 *Elevate Data Quality* report. Job Aids are also available on our support site (see attached Quick Guide).

RELATED
RESOURCES:

- *Elevate Data Quality* 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 the Data Tool (Previously known as Certify)* - <https://lausd.wistia.com/medias/x9wql9tru2>
- Attachment A – *Elevate Data Quality* Quick Guide

ASSISTANCE:

For further assistance or information related to understanding the *Elevate Data Quality* error reporting process or help with making data corrections, please contact State Reporting Services Branch, Elevate Support Unit at (213) 241-2081, option 1.