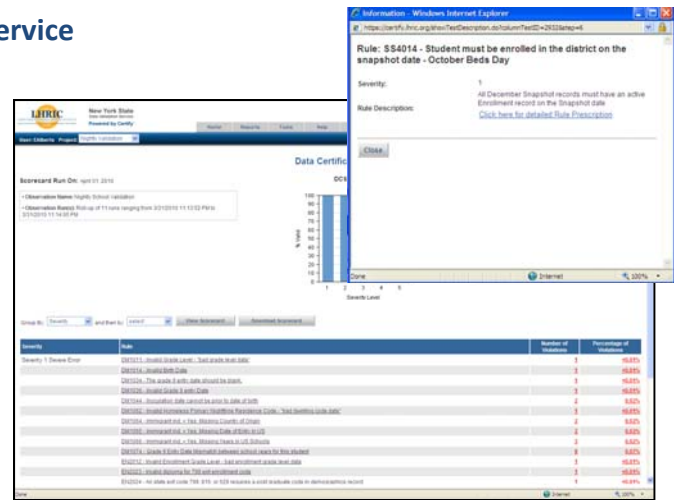


Prescription Capability in the New York State Data Validation Service

For a subset of the validation rules, an instruction sheet, or “prescription,” guides users through the process of how to fix a data error pertaining to that rule. The prescriptions, which are being progressively authored for all rules, include screen shots, and show where in an administrative system the error can be remedied. When a user views their scorecard, they can drill down on a particular rule to view the records that violated that rule. Further, the user can click the rule name to open a prescription window, shown in the screenshot at right. The prescription window contains a link to a PDF that shows screen shots and step by step instructions on how to fix the error in the administrative system.

The following screenshots show a prescription for a Special Education Snapshot validation rule in the New York State Data Validation Service.



**SS 4014: Student Must Be Enrolled in the District on the Snapshot Date**

SE Snapshot errors may have a root cause in IEP Direct or your SMS. Prescriptions A and B remedy a problem in IEP Direct. Prescriptions C and D describe enrollment problems.

Prescription A: Exit information needs to be entered or updated in IEP Direct.

1. Log in to IEP Direct and click on Maintenance.

2. Click on Manage Student Records.

3. Make sure the School Year is set to the current year and the View is set to All. Click on the icon next to the Student's name to view the Student's documents.

4a. No Exit Document Exists. Click on the middle icon to access the student's latest document in the current school year.

4b. Exit document exists. Click on the middle icon to access the student's Exit document in the current school year. (Skip to step 6).

Using Prescriptions to Aid Process Change

Without providing district and building personnel the ability to understand how to fix data in administrative systems, it is very difficult to create process change around improving data quality. Using the prescriptions in the New York State Data Validation Service, your district can:

- Provide end users with user friendly instructions on how to fix data errors in their administrative systems;
- Minimize that number of calls coming into district staff from buildings asking how to resolve data problems;
- Reduce the overall number of data errors created in the first instance by reinforcing correct use of the administrative systems.

More Information

If you are a district member of one of the four RICs that currently offer the New York State Data Validation Service and would like more information on how your district can get started, please contact the appropriate representative listed below. If your RIC does not currently offer the service, please contact them to find out how the service can be brought to your RIC or how you might be able to cross-contract with another RIC to access the service.

- Eastern Suffolk BOCES
  - Joseph Stern: 631.419.1676; [jsfern@esboces.org](mailto:jsfern@esboces.org)
- Lower Hudson RIC
  - Joe Fitzgerald: 914.592.4203 x3233; [jfitzgerald@lhric.org](mailto:jfitzgerald@lhric.org)
- Mid-Hudson RIC
  - Lisa Pullaro: 845.255.1450 x1246; [lpullaro@mhric.org](mailto:lpullaro@mhric.org)
- Nassau BOCES
  - Patricia Reinhardt: 516.832.2737; [preinhar@mail.nasboces.org](mailto:preinhar@mail.nasboces.org)