

# P-12 District Data Certification

CERTIFY

*Continuous attention to data quality means that district administrators and teachers will have a greater degree of confidence in decisions based on data in their systems.*

## What does your data say about your district?

P-12 school districts have a data compliance burden that has increased over time, with changes in legislation, reform initiatives, funding obligations and reporting mandates. At the same time, districts are increasingly able to use data to their advantage, to make informed decisions which boost student achievement and teacher performance.

Your data reflects your district's performance, funding needs, and compliance with state and federal mandates. Inaccurate or incomplete data can cause your district to misreport, be penalized or audited, or lose necessary funding.

## How effective are your data management processes?

- Do district staff have confidence in data used for analysis and decision-making?
- How long does it take to validate and prepare data for reporting?
- Can you measure and monitor the quality of your district's data?
- Can your schools take an active role in keeping data clean and up-to-date?
- Are you receiving all the state and federal funding your district is entitled to?

Since 2006, Certica Solutions has helped more than 100 school districts improve the accuracy and completeness of data –saving valuable time and resources by automating and streamlining data validation and correction.

## Certify: Hosted Data Certification

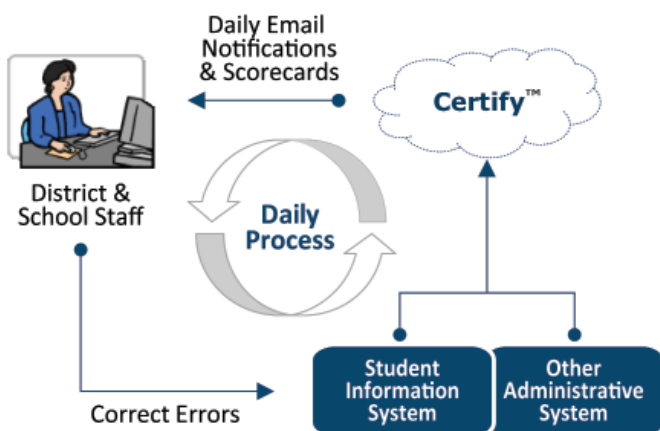
Certify™ is Certica's hosted data certification service, which provides districts with an easy, cost-effective method for automatically validating and monitoring data on a daily basis – a process which Certica calls "data certification."

Certify ensures that student, school and district data are complete, accurate and up-to-date, by providing an easy and streamlined process. Using Certify, school staff – such as registrars, attendance clerks and administrative staff – are alerted each day of specific data “rules” which have been violated, so staff can take action to research, reconcile or correct data in their student information system, or other administrative system.

District staff can monitor data across groups of schools – whether for a specific program (such as English Language Learning), for a particular compliance area (such as Discipline), or across the entire district.

Certify’s capabilities include:

- **DAILY CERTIFICATION** Certify runs a battery of data certification rules each night against the district’s student information system and alerts designated staff each day if errors are found. This daily, pro-active process of data certification has been proven to raise overall levels of data quality, shorten the time spent validating and correcting data, and reduce the cost and stress of compliance reporting.
- **EMAIL NOTIFICATIONS** Designated school and district staff are automatically alerted each day when data errors are identified. Email Notifications are personalized, so they include just the data certification rules for which that recipient has responsibility, e.g., student attendance rules for an attendance clerk in a middle school. Email Notifications provide a summary of errors with a link to a secure Data Certification Scorecard, so no private student data is ever sent in email or in spreadsheets.



- **DATA CERTIFICATION SCORECARD** Each Certify user has a personalized, online Data Certification Scorecard which displays the data errors in that user’s area of responsibility, such as a school or program. Certify runs a battery of rules against the district’s student information system, or other administrative system, on a daily basis, and generates the Data Certification Scorecard automatically – eliminating the need for staff to run separate error reports. The Data Certification Scorecard allows users to “drill down” and see details for each record in error – expediting the process of error review and correction.
- **DATA CERTIFICATION SCORE** The Data Certification Score is a dynamic metric which summarizes the overall condition of the data being certified, and reflects the general work effort required to bring the Score to 100%, which equates to no errors in the data. The Data Certification Score allows school and district users to gauge their progress on a daily basis.
- **CERTIFY RULE LIBRARY** The Certify Rule Library™ is Certica’s collection of data certification rules which have been gathered from school district implementations of Certify nationwide. The rules represent the most widely used, top-priority data validations applied to data in district information systems – to ensure accurate calculation of FTE and ADA, demonstrate accountability and maximize funding. The rules are hosted and maintained by Certica and are mapped to the nation’s most widely used student information systems. See the “Certify Rule Library” fact sheet for more information.
- **PRESCRIPTIONS** Data Certification Rule Prescriptions provide explanatory information about each rule, and can guide school and district staff about how to correct errors and enter data correctly. Districts can author individualized Prescriptions for their district or collaborate with other districts to author Prescriptions that are common to a student information system. Rule Prescriptions are configurable and can contain text, html, pdfs, or links to online sources.
- **TREND REPORTS** Trend Reports allow district staff, such as department heads and program coordinators, to view the improvement in data over time, and identify the schools which have the most improvement or least improvement.

- **SECURITY** The Certify hosted environment is completely secure, and unlike other error reporting mechanisms where sensitive data is often emailed in spreadsheets between district and school personnel, Certify's Email Notifications do not include sensitive student data, but only a link to a secure login screen. Users need a password to view actual data records.
- **EASE OF PROVISIONING** Getting started with Certify takes just a few days. Because the Certify Rule Library contains all the necessary database mappings for your district's systems, it's easy to get started with Certify, and your district does not need to create data extraction programs.

## About Certica Solutions

Certica Solutions provides performance management solutions to P-12 school districts, giving district administrators and school staff the easy ability to analyze, track and improve performance through better use of student, school and teacher data. The company's data certification software, called Certify, enables districts to maximize funding, optimize regulatory reporting, and ensure compliance with education policies and mandates. Founded in 2001, Certica counts among its customers over 100 school districts and several educational consortia nationwide. For more information, go to [www.CerticaSolutions.com](http://www.CerticaSolutions.com) or email [info@certicasolutions.com](mailto:info@certicasolutions.com).

## How is Certify Different from Your Current Data Validation Process?

### With Certify, your district can:

- Automate the process of data validation so school and district staff don't need to run reports manually – it's all done for them, every day. They just need to review their Email Notification and login to view their detailed data errors.
- Empower schools to manage their own data verification and clean-up process – with daily, online Data Certification Scorecards that give them a detailed view of the data errors for their individual schools.
- Streamline the process of error review by showing just the rules that have exceptions, and just the exceptions to the rules, with a non-technical, online user interface that is easy for school staff to use.
- Take advantage of high-priority data validation rules in the Certify Rule Library, contributed by scores of districts nationwide.
- Ensure the quality of data every day – not just at state submission time. Daily, year-round attention to data accuracy helps to reinforce standards, spread the data correction workload out over time, and make high levels of data quality easy to monitor and sustain. Further, continuous attention to data quality means that district administrators and teachers will have a greater degree of confidence in decisions based on data in their systems.
- Reduce the time your technology department spends training, emailing and supporting schools, especially as state data standards change, through the use of Rule Prescriptions which reinforce training, standards and correct data entry procedures.