

# CertifySIRS

## K-12 District Data Validation

NEW YORK

*CertifySIRS validates the quality of data directly from administrative systems on a daily and continuous basis to the standard defined by the NYSED Level 0 validations.*

### Supported Systems

Following is a list of administrative systems supported by CertifySIRS.

#### Student Information Systems:

- SchoolPLUS
- SchoolData
- Infinite Campus
- PowerSchool
- schooltool

#### Special Education Systems:

- ClearTrack 200
- IEP Direct

### What is CertifySIRS?

CertifySIRS is a web-based data certification service that provides New York school districts with the ability to maintain the quality of the data in their administrative systems to the standard defined by the NYSED Level 0 validations— on a daily basis.

CertifySIRS, based on proven Certify™ district data certification software from Certica Solutions, is a highly automated, secure, easy-to-use service for checking data quality at any time, providing districts the ability to:

- Gain immediate access to school-specific data quality issues via email notifications and/or online data certification scorecards;
- Identify incomplete, inconsistent and inaccurate data in student information and special education systems; and
- Achieve a dramatic increase in productivity by maximizing the amount of time available to correct errors prior to submission.

### Why Should My District Be Concerned About Our Data?

New York State school districts are challenged by the need to maintain accurate and complete information for data reporting and policy compliance. Increasingly, districts are spending more time ensuring the quality of data—yet finding and correcting data errors takes time and resources away from important educational and operational tasks in districts. To help meet this challenge, CertifySIRS validates the data in a district's student information and special education systems, on a daily basis, that will ultimately be submitted to Level 0, ensuring that:

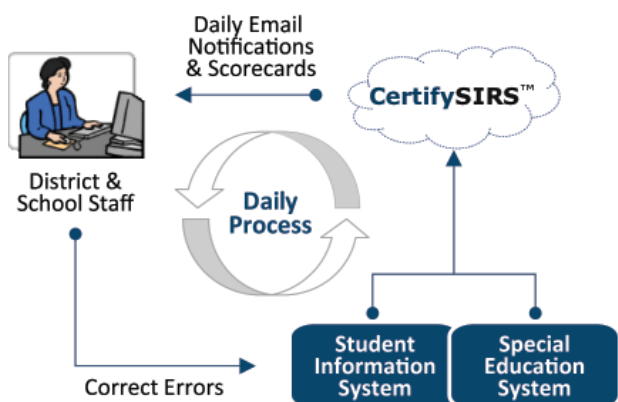
- Your district meets state and federal reporting requirements;
- The time that district and school staff spend validating, reconciling and cleaning up data is significantly reduced;
- School personnel better understand data entry procedures, especially as state data requirements can change frequently, so data accuracy and completeness can be maintained over time;
- Special programs, like English Language Learning and Special Education, are properly funded;

- Key metrics, like Average Yearly Progress (AYP), Academic Performance Index (API) and Graduation Rates are properly calculated and reported;
- Student sub-populations are appropriately represented and recorded, in accordance with state and federal guidelines; and
- District leadership has confidence in daily decision making as a result of accurate data.

## What Does “Data Certification” Mean?

Certica Solutions defines “data certification” as the process of validating, reporting and monitoring data in a manner that is objective, systematic and repeatable. Such a process leads to measurable sustained improvements in data quality, reporting processes, operational efficiency and funding attainment.

With CertifySIRS, the standard for “data certification” is the documented Level 0 validations for LEA data reporting, as published by the NYSED. CertifySIRS calculates a Data Certification Score (DCS) to summarize and reflect the overall accuracy and completeness of data for your district and each school. The DCS will change over time, based on your data’s compliance with the Level 0 validations, and the goal is for the DCS to reach 100% - reflecting no Level 0 validation errors.



## How Does CertifySIRS Work?

CertifySIRS is a hosted service that runs a battery of data certification rules against your administrative systems to check for data that is incomplete, inac-

curate or otherwise expected to compromise your Level 0 data submission. The data certification rules used in CertifySIRS have been authored and tested jointly by Certica Solutions and four Regional Information Centers in New York and are based entirely on the NYSED Level 0 data validations.

The capabilities of CertifySIRS include:

- **DAILY VALIDATION** Automated, scheduled, daily validation of district applications with a battery of rules that give assurance that your district meets Level 0 data standards at any point during the year – not just when Level 0 is ready to process data.
- **PERSONALIZED SCORECARDS** Automated, daily, online scorecards, personalized for each school administrator or program coordinator, displaying a summary of school-specific and department-specific validation results– for just the data in their purview. For example, a data clerk at the Big City High School in the Anytown School District will see only student, teacher and school data for that particular school, whereas a special education coordinator for the district would see only special education data, but for all schools in the district.
- **DATA CERTIFICATION SCORE** A proprietary data certification score, represented as a percentage, which reflects the accuracy and completeness of the data being validated for a specific user. The data certification score provides a useful benchmark for users to track how the quality of their data is either improving or degrading over time, as well as how the quality of their data compares to that of their peers in other buildings.
- **EMAIL NOTIFICATION** The ability to notify users via a daily email of the scorecard. The email notification allows a user to size the problem and invest the appropriate amount of effort on resolution.
- **PRESCRIPTIONS** 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 should be remedied.

- **SEVERITY** Each validation rule is assigned a severity level which matches the Level 0 severity rating. The rules are grouped by severity so that end users can prioritize data remediation efforts.
- **SECURITY** Unlike other error reporting mechanisms where sensitive data is often emailed in spreadsheets between district and school personnel, the email notifications do not include sensitive student data, but only a link to a login screen. Users need a password to login to see the actual data.

## What data areas does CertifySIRS address?

### CertifySIRS certifies data to the Level 0 standards in these domains:

- Demographics
- Entry / Exit
- Enrollment
- Program Services
- Special Education Snapshot
- Special Education Events
- Assessment
- Student Grades
- Staff Snapshot
- Course

### Examples of CertifySIRS Rules

CertifySIRS provides hundreds of data certification rules, based directly on the Level 0 validations, to certify your data every day of the year. Following are a few examples:

#### Student Enrollment

- The **student ID** must have data, must not exceed 9 characters in length, and each character must be numeric.
- The **current grade level** must have data and must be found in the STUDENT\_GRADE\_LVL lookup table
- The **Homeless Primary Nighttime Residence code**, if provided, must be found in the DWELLING\_ARRANGEMENT lookup table.

#### Special Education Snapshot

- **Snapshot Date** must be "BEDS Day Date" or "First date in Selected School Year" for this school year.
- A **School aged indicator** = "N" must have an associated 5786 **program record**.

## How do I get started?

1. Once your district subscribes to CertifySIRS, you decide which individuals in your district and/or schools should receive CertifySIRS Data Certification Scorecards, e.g., CIO, program directors, data clerks, etc. This information is communicated to Certica Solutions via a confidential questionnaire.
2. Certica Solutions will setup CertifySIRS to automatically access data from your student and special education systems. CertifySIRS will run an "observation" of Level 0 data certification rules against the data nightly, producing email notifications and scorecards the next morning.

3. Certica Solutions will provide an easy, online training session to give district and school personnel the information they need to login, access and use the CertifySIRS Scorecards.
4. The individuals you've authorized will receive email notifications when data errors have been detected. Email recipients will see a scorecard showing the data certification rules which have been violated, and can easily login to view the full CertifySIRS Data Certification Scorecard, to see the detailed records in error – i.e., the data certification results. The online Data Certification scorecards are available to users each day.

## For More Information

***If you would like to learn more about how to get started with CertifySIRS, please contact Certica Solutions:***

- Email us at [info@certicasolutions.com](mailto:info@certicasolutions.com) or
- Click the "Sign Up" button at [www.CertifySIRS.com](http://www.CertifySIRS.com).

***If you're a member district of one of the following RICS, CertifySIRS is offered to you through your RIC as the "New York Data Validation Service". To learn more, please contact the appropriate representative:***

- ▶ Eastern Suffolk BOCES
- ▶ Lower Hudson RIC
- ▶ Mid-Hudson RIC
- ▶ Nassau BOCES

## About Certica Solutions, Inc.

Certica Solutions provides compliance and accountability solutions for the P-12 education system. The company's data certification software, called Certify, enables education agencies to maximize funding, optimize regulatory reporting, and ensure compliance with education policies and mandates. Founded in 2001, Certica counts among its customers several state departments of education, educational service agencies, and numerous school districts nationwide.

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