District of Columbia
Office of the State Superintendent of Education

INTEGRATED DATA SUBMISSIONS

User Guide and Best Practices

June 21, 2023

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Overview

The Office of the State Superintendent of Education (OSSE) has a critical long-term goal of modernizing data collection, storage and usage. In order to streamline the data collection process, OSSE is launching the Integrated Data Submissions Application. By virtue of this application, OSSE envisions consolidating all ad hoc/manual collections into this robust application that facilitates data providers in reporting data. The application not only supports data uploads but also provides near real-time error validation that gives the data providers an insight into data errors instantaneously. Furthermore, data providers will have the opportunity to correct the errors and upload their data until all validation issues are resolved.

Support

If you have any issues logging into the application or need any other technical support related to the application, please follow the below pathways:

For Community-based organizations (CBOs)

- ***Comprehensive Literacy State Development** (CLSD) Grant, please contact Megan Dumond at Megan.Dumond@dc.gov.*

For local education agencies (LEAs) and non public schools, please submit a ticket via the OSSE Support Tool.

Using the Application

Logging In

This is a web-based application that is designed to work best on the Chrome browser. To access the Integrated Data Submission application, <u>click here</u>. All you need is your OSSE-provided credentials. To log in, you will need to accept a confidentiality agreement. **Please read and digest the privacy policy.** It is there for a reason.

Once you're logged in, the application takes you to the main landing page. Take note of the moving notification bar at the top of the page. It includes deadline details for various data collections supported by the application.

Login

Email *

Password *

Login   Clear

Getting Started

The landing page allows you to identify the *Entity* you belong to and the collection for which you would like to provide data to the agency. By default, the *Entity* value will be populated to represent your agency and the section underneath will highlight all relevant collections that apply to your agency. You can also use the dropdown icon beside *Collection* field to select the desired collection.

Please be mindful of the listed *Due Date* for the collection. You will not be able to provide data for the collection once the due date has passed.

Download Template

Locate the *Download* button in the collection row and click on it. Select *"Template."* Application downloads the template. Open the file. Review all the fields listed in the *Template* sheet. You can refer to the definitions of these fields in the *Data Elements Defintions* sheet in the same workbook. Likewise, for some of these fields you can only enter predefined allowable values from an option set. Refer to the *Option values* sheet to know more about the option set.
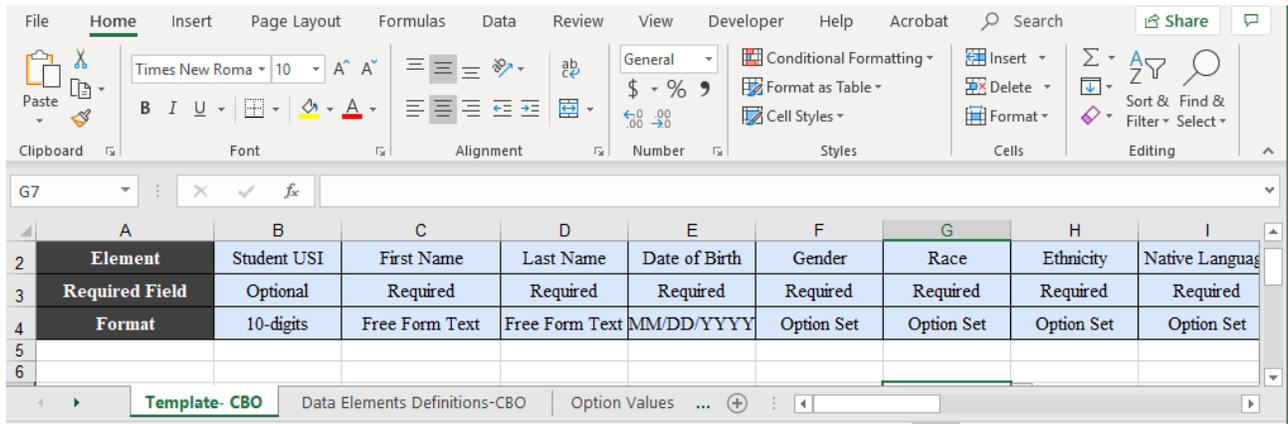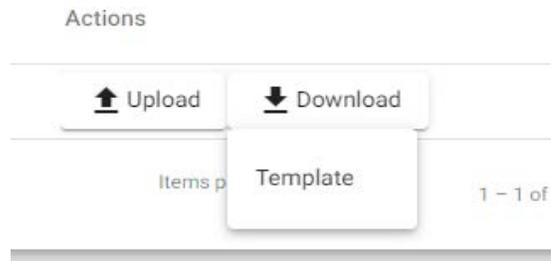
Populate data in the template. Save the file in your local folder.

Upload Data

In the landing page of the application, locate the *Upload* button for the desired collection. Click on the button and upload the saved file from your local folder. Application displays a window requesting the user to confirm the import. Please read the statement carefully because once the data is imported it will overwrite all existing data for that collection. Type IMPORT in the given field and click *OK.*
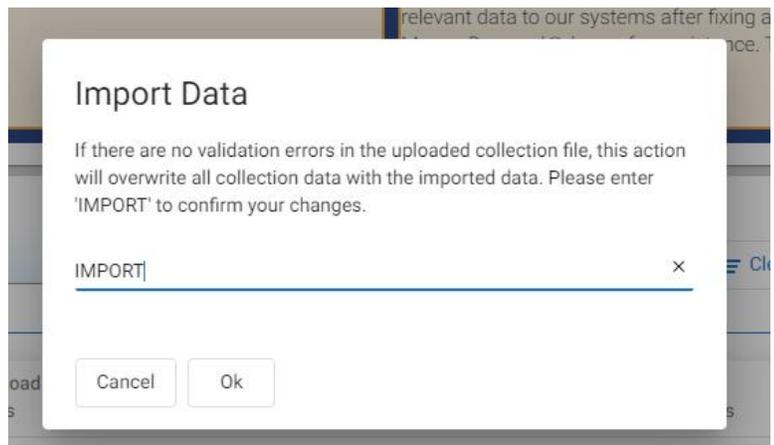
Upon successful upload, the application provides message *"File Submitted. Status will be updated soon."* The landing page will automatically refresh to log the upload attempt and sets the *Last Upload Status* as "In Process." If there are no errors, the Last Upload Status will reflect "Success" along with a green check at the beginning of the row to reflect a successful data upload with 0 errors.

If there are errors, *Last Upload Status* will indicate "Failure" along with number of errors in parenthesis and a red warning symbol at the beginning of the row.
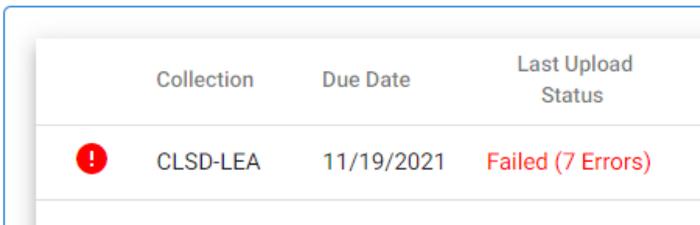
Resolve Errors

To view the erroneous records, click on the *Download* button again and select *"Last Result File."*
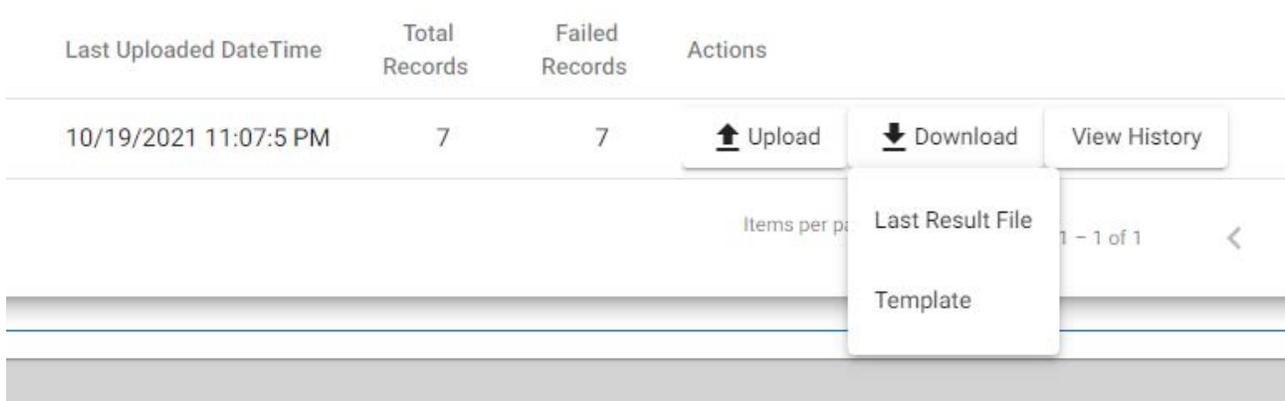
The application will download the processed file. Open the file and scroll to the right until you reach the column that includes the error messages. Review the errors and fix the data accordingly. Save the file and upload the data file in the application.

View Historical Uploads

After you upload your data file for the first time, the application will provide you with a *View History* button for that particular collection. Click on the button and the application will display a window with all update attempts. Hence, everytime you upload a data file for the collection, the upload efforts will be logged in and can be viewed via this window.

CLSD Collection Upload History

File Name ↑	Last Upload Status	Uploaded DateTime	Uploaded By	
CLSD_LEA_Data_Collection_Templates_cleanFile.xlsx	Failed (7 Errors)	10/19/2021 11:07:5 PM	irina.badu@dc.gov	⬇ Download
CLSD-CBO.xlsx	Failed (1 Errors)	10/19/2021 10:57:46 PM	irina.badu@dc.gov	⬇ Download
Copy_of_CLSD_CBO_Data_Collection_Template_Testfile_(1).xlsx	Failed (1 Errors)	10/19/2021 10:57:21 PM	irina.badu@dc.gov	⬇ Download

To view the file that was uploaded as part of each attempt, click on the *Download* button and select *Uploaded File.* Likewise, in order to view the processed file provided by the application after each upload attempt select the "Result File."

⬇ Download

Result File

Uploaded File

⬇ Download