

FY 2015 USM Reporting Notes (Updated July 25, 2014)

(This document will be continuously updated and posted on USM website)

Resources:

1. <http://www.usmd.edu/usm/adminfinance/IR/IRInfo.html>
2. <https://data.mhec.state.md.us/> (This site is undergoing updates)

Process for unit-record files:

1. Review file MHEC file layouts for data definitions.
2. Upload to MHEC and clear all MHEC edit checks.
<https://data.mhec.state.md.us/>
3. After file passes MHEC Edit Checks, upload to USM and convert file to clear edit checks.
<http://warehouse.usmd.edu/InstRsch/index.php/> (The “covert” or edit check function creates an MHEC formatted file with headers that we send to MHEC.)
4. Once file passes USM edit checks, USM will upload official submission to MHEC. This submission is expected to clear MHEC edit checks (step 2).
 - a. Note—any invalid/not-applicable errors need to have explanation sent to Becky Bell or Chad Muntz.

USM Changes:

1. ALL Submissions can be uploaded to one site. This includes unit record (for example, DIS) and aggregate reports (for example, S-11):
<http://warehouse.usmd.edu/InstRsch/index.php/>
2. New USM “Term Credit Hour and FTE by Level” form.

DIS/ECS/NTS Notes:

1. Teacher candidate codes are still being finalized. These codes will, hopefully, align with MSDE’s Title II and teacher workforce.
2. Double check “Prior Degree” instructions for DIS
3. “Credit Hours Required to Earn Degree” a ‘blank’ is valid for ‘above master’s level programs.’
4. All DIS updates will need a corresponding ECS update
5. Submit “blank” text file for any submission without records. (This is for log purposes.)
6. New aggregate Mid-Year Degree Information Form (TBD) for February.

7-25-14 NEW DIS/NTS NOTES FOR TEACHER CANDIDATE CODES:

Please follow the codes very strictly and emphasize accuracy when matching the names of your certification areas and levels to the codes provided. Liberally use the code for “Other/Unknown” when the name or level you have does not match the naming convention or levels in the code list provided by MHEC.

For example, if the certification area you have is listed as Guidance Counselor, please use the code 9999 and do not code them under School Psychologists. Also, if the level you have is listed for grades 4-9 or the area is Middle School Mathematics, use the code 9999 since no codes for Middle School areas or levels were provided.

Any benefit of reporting these codes will only be gained if they *accurately*** correspond with the categories of data already being collected in the aggregate form by MSDE in the Teacher Staffing and Title II Reports.

Also be aware that a few certification areas that previously had specific codes (such as Guidance Counselor) are now listed with the 9999 code for other/unknown.

RHEC Notes:

1. New file layout.
2. Note: Aligning MHEC’s RHEC Center Designation Codes
3. Provide aggregate headcounts and FTE if unable to submit final unit record file by deadline (Applies to UMCP Summer and UMUC all terms).

EOTS Notes:

1. Note: USM will accept ‘+’ and ‘-’ on grades. USM will strip out for MHEC submission. Please include plus/minus if applicable.

AIS Notes:

1. New file layout

EIS Notes:

FAIS Notes:

CIS/SRS Notes:

1. CIS and SRS will be required in FY 2015

Aggregate Files:

1. New Mid-Year Degree Report
2. S-11—Currently working with MHEC to see if it can be created from EIS