

10-08-2009

Good morning,

As you know, in Muskegon County we use MI-CIS for the day-to-day maintenance of records on students receiving special education services. At count days, we have always imported MI-CIS data to CIMS to ensure accurate reporting on those students; this data includes FTE, services and referral information. For the September 30 General Collection, our target date to retrieve the file from MI-CIS was this Friday, October 9th, getting the data imported into CIMS next Monday morning.

Yesterday afternoon I participated in a Webinar hosted by the MI-CIS folks regarding the changes to MI-CIS for MSDS reporting. Due to the extensive changes required as a result of MSDS, MI-CIS is anticipating that the very earliest we will be able to produce the data export files containing all of the new characteristics in the new layout will be on Friday, October 16. I cannot postpone the whole count day process as we know it until that time. With this being an entirely new process at MI-CIS, I will not count on things going smoothly the very first time.

I've had conversations with CEPI and have been thinking things over; here is our Plan B:

Since MSDS and the General Collection are entirely new processes and the due date to have *any* data in the Staging Area is November 4, I think we should concentrate on putting CIMS files into MSDS, getting them uploaded and running through the validation and quality review (error checking) processes. Any corrections or changes found as a result of this should be made in CIMS so that the "source" will be correct. At this stage, we will not be overly concerned with FTE's on students who are being counted for any special education FTE. This will also give us a chance to become familiar with the available reports and functionality of the MSDS site.

Once the MI-CIS export is available, we may have a couple of options, but I believe the end result will be the import of the data to CIMS so that proper student demographic information is submitted to MSDS. I have contacted CMT and asked them to make sure my import program will work with the new XML file layout.

During the import of that data, FTE's in CIMS will be recalculated based on what is in BOTH the General Ed FTE and Special Ed FTE fields in MI-CIS; this is how we have done it in the past but **you should confirm** with your special education staff that the proper school hours are in MI-CIS so that the automatic calculation occurs correctly. Matching will again be by the CIMS Student ID number.

At that point, we will delete the General Collection in MSDS and resubmit the combined data. In theory, issues that come up with validation and data errors at that point should be on special education students.

This shift in procedure means that the FF.214E Official Initial Enrollment Reports in CIMS will not reflect correct FTE numbers until AFTER the MI-CIS import occurs. Special Education Worksheet B's should be available at any time your special education staff feels they are up to date – these can and should be used for your initial calculations and verification purposes. I would NOT suggest that you spend the time to enter Special Education FTE in CIMS as the MI-CIS import will overwrite anything in those fields in CIMS.