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Overview

SSIDs, which are unique to the state of Ohio, are used for funding and tracking longitudinal student data. The SSID system provides a way for ODE to collect student level data without jeopardizing student privacy. The SSID database is maintained by IBM separately from the ODE EMIS system. This presentation will provide an introduction to SSIDs and discuss resolution to common SSID situations.

Outline

- SSID Required Elements
- Accessing the IBM SSID Database
- Assigning SSIDs
- SSID Maintenance
- SSIDs, EMIS, and ODDEX
- Getting Help



SSID Required Elements

- Legal First, Middle, and Last Name
- Date of Birth
- Gender
- Native Language
- Ethnicity
- Birth Place City
- Admission Reason

Student Names

Report as they appear on the birth certificate, I-95 form, or passport

- Names can only contain letters A through Z
- If no middle name exists, enter *
- If two middle names exist, enter both
- Only hyphens and apostrophes are permitted
 - Other characters should be removed from names prior to the SSID assignment
- Prefixes and suffixes should not be submitted as part of a first or last name



Student with Only One Name

Student has only one name

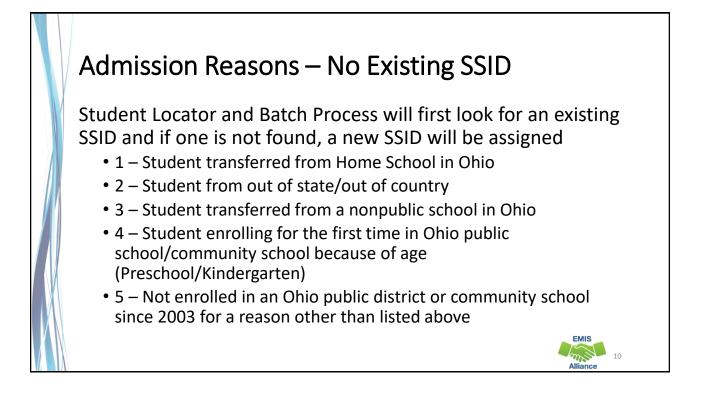
 If the immigration papers truly contain only one name, a district can ask where the parents may have applied for a social security card for the student or if there is any paperwork relating to a legal name change in court. If none of this documentation is available or has the requisite naming convention required for the SSID, then the district should use the father's last name since it is most often used when legal name changes occur in such situations. (IBM SSID FAQs – Policy)

Student Gender

- For the purposes of assigning an SSID, the gender should be reported as it appears on the birth certificate
- If the gender was incorrectly entered onto the birth certificate, report the value as per the parent/student
- For questions regarding transgender students, consult your legal counsel

Birth Place City

- Geographic location where the student was born as it appears on the birth certificate (if foreign born, provided by parent/guardian)
- Typically a city, however, it should be the most specific information that appears on the birth certificate, even if it just says "Ohio"
- Report exactly as it appears on the documentation, including misspellings
- Is used to assign an SSID and is not reported to EMIS



Admission Reasons – Existing SSID

Student Locator and Batch Process will look for an existing SSID and if one is not found, an SSID will not be assigned

- 6 Transferred from another Ohio public/community school
- 7 Not newly enrolled in this school district
- 9 Student previously enrolled in Early Childhood program (Prepreschool less than 3 years old)
- C BOR student previously enrolled in an Ohio higher education program

Quick Check

The accuracy of the IBM SSID database depends upon correct data when SSIDs are assigned. Be sure that school staff understand what data to use when assigning SSIDs.

- Who in your district is entering enrollment data?
- Are data elements being reported as they appear on the birth certificate?
- Are admission reasons being reported appropriately?





SSID Accounts

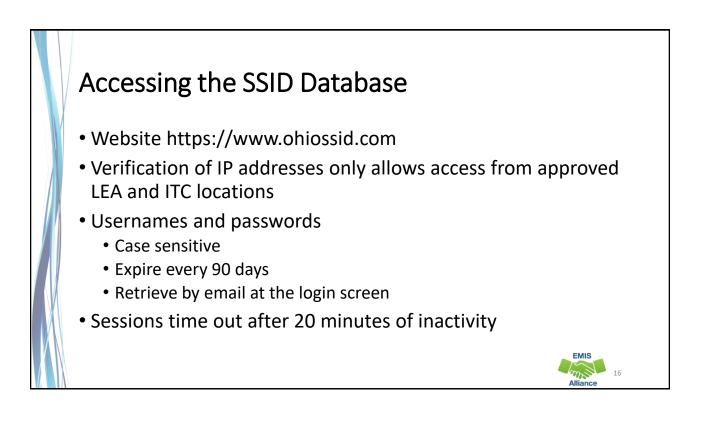
- EMIS reporting entities access the SSID database after obtaining a user account
- The Ohio Department of Health can assign SSIDs to infants
- The Board of Regents (BOR) can assign SSIDs to students attending post-secondary education
- ITCs request SSID accounts on behalf of their districts
 - First Name, Last Name, and Email address
 - District IRN and Building IRN (if applicable)
 - Account type (aka Role)

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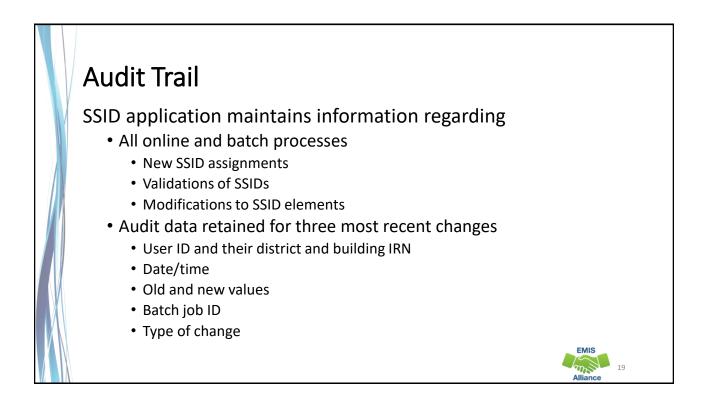
Types of SSID Accounts

- Read-Only
 - View SSIDs
- Data Entry
 - View and create SSIDs
- Data Entry Administrator
 - View, create, validate, modify, and delete SSIDs
- Administrator
 - View, create, validate, modify, delete SSIDs, and process batch files







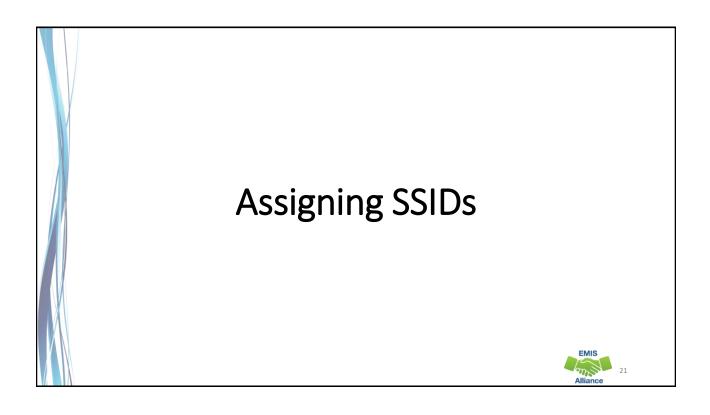


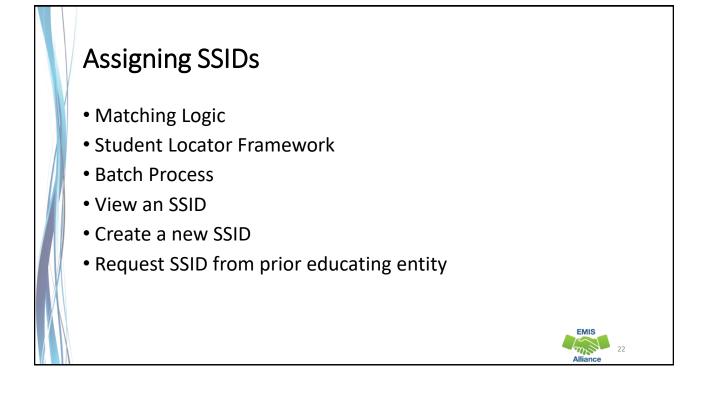


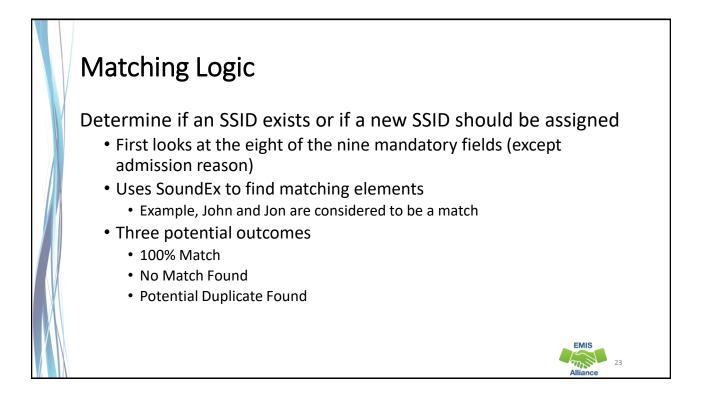
Access to the SSID website is account level based and accounts should be kept current. Be sure to let IBM know when user accounts for your school need to be deleted.

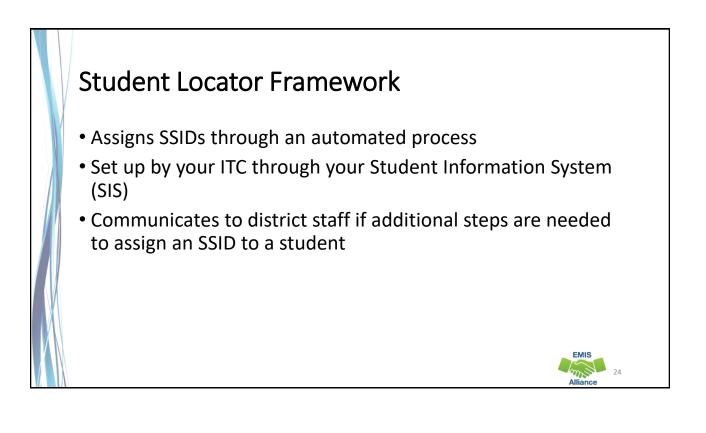
- Are you able to access the SSID website?
- Are there others in your district that could benefit from having access?
- Is someone keeping accounts up to date?









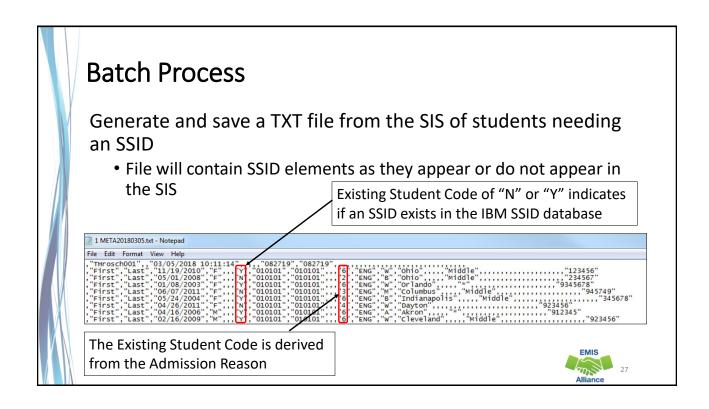


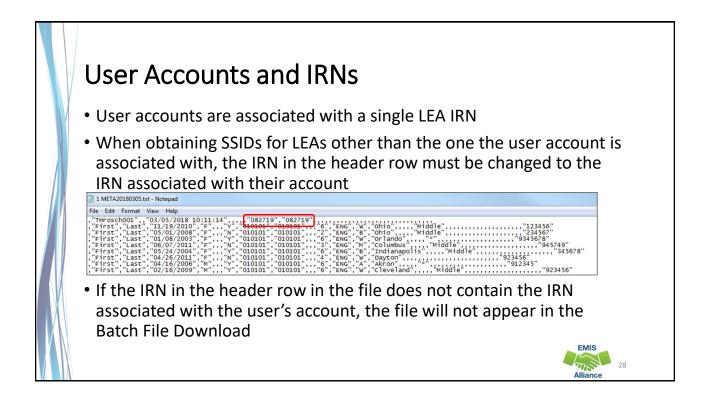
Student Locator Emails

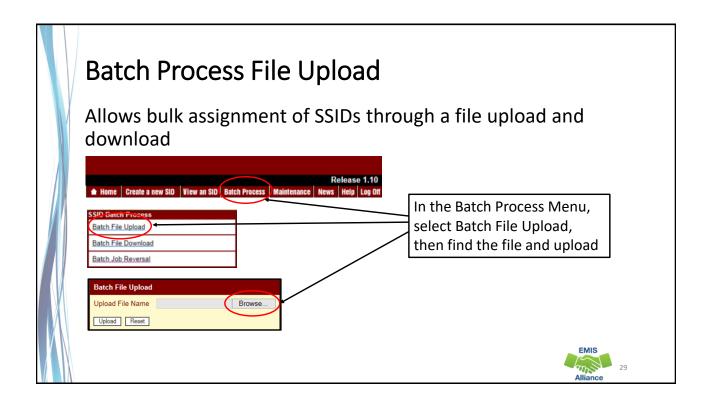
- Email notifications
 - Required fields are incorrect or incomplete
 - Multiple near matches are found
- In cases where student information is incomplete or inaccurate, district users can correct this in their SIS
- In cases where multiple near matches exist, resolve them manually via the SSID website

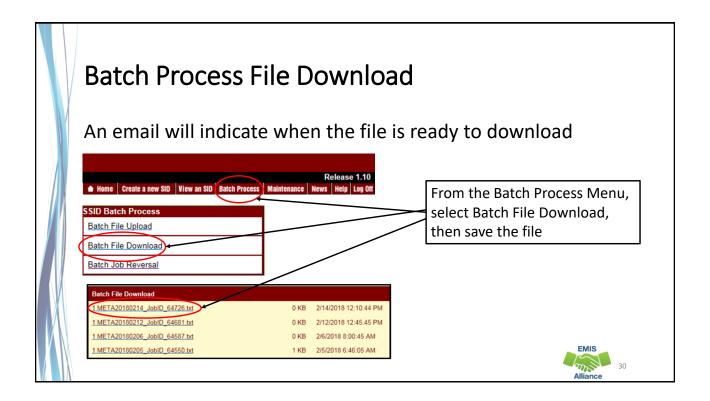
SSID Batch Process

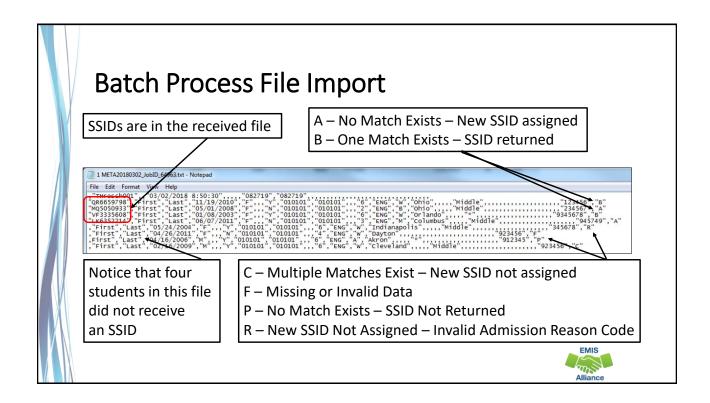
- Allows bulk assignment of SSIDs through a file upload/download process
 - A TXT file is generated in the SIS
 - The file is uploaded to the IBM SSID website
 - A file is generated by IBM
 - The file is downloaded from the SSID website
 - The file is loaded into the SIS
- Administrator account required to perform the batch process

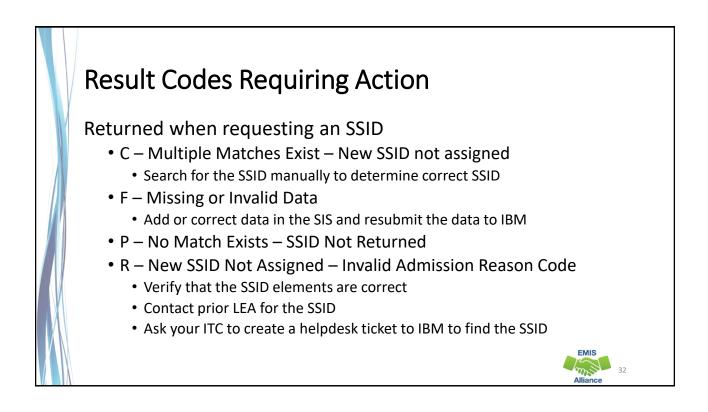








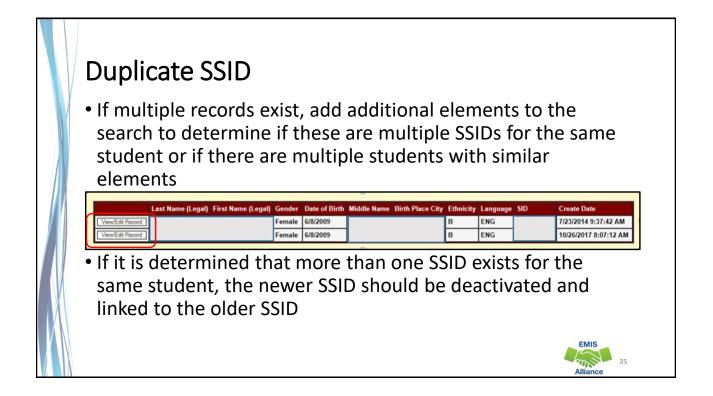




View an SSID

- Search by four or more elements
 - Last name, first name, gender, and DOB
 - DOB must be entered as mmddyyyy or mm/dd/yyyy
- Search by two elements
 - SSID and last name only
- If the SSID cannot be found
 - Contact the prior school for the SSID
 - Ask your ITC to put in a Helpdesk ticket with IBM
 - Do not create a new SSID if one is known to exist

	View an SSID, cont'o	<u></u>
		At a minimum enter Last Name,
	View an SID Record	First Name, Gender, and Date of Birth
	SID Last Name (Leg Gender Middle Name Ethnicity Optional Studen Social Security # *Mandatory Field	If the SSID is known, enter it along with the student's last name Native Language Mother's Maiden Name
		Alliance 34



Create a New	v SSID	Home Create a new SID	View an SID Batch Process M	Release 1.10 laintenance News Help Log Off
If you v		reate new SID numbers. nt information for an existing SID n under the Maintenance menu.	Only create a r there is no exis	iew SSID when sting SSID
	*Last Name (Legal) Gender Gender *Middle Name *Ethnicity *Admission Reason Optional Student Attribut Social Security # Mandatory Fields		irth	EMIS
				Alliance 36

Forced SSID Request When a matching set of elements exists for a student being assigned a new SSID, users will be prevented from creating a new SSID while verification is done to ensure this is a separate student An SID for the student potentially exists. Do you want to create a new SID or edit existing record? Last Name (Legal) First Name (Legal) Gender Date of Birth Middle Name Birth Place City Ethnicity Language SID Create Date Create SID W ENG W ENG 8/26/2014 11:53:53 AM Edit Existing Record EMIS m 37



Request SSID from Prior Educating Entity

- When a student moves from one Local Education Agency (LEA) to the next or is involved in multiple LEAs, the SSID should be shared through secure mechanisms that follow State and Federal law, as well as local district policy
- Each LEA should confer with their legal counsel as needed to ensure that student records are stored, maintained, and transferred appropriately and that the SSID is treated in the same secure manner as other confidential student records

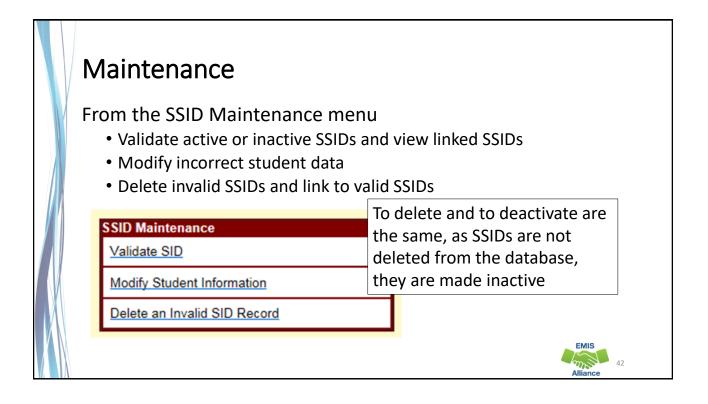
Quick Check

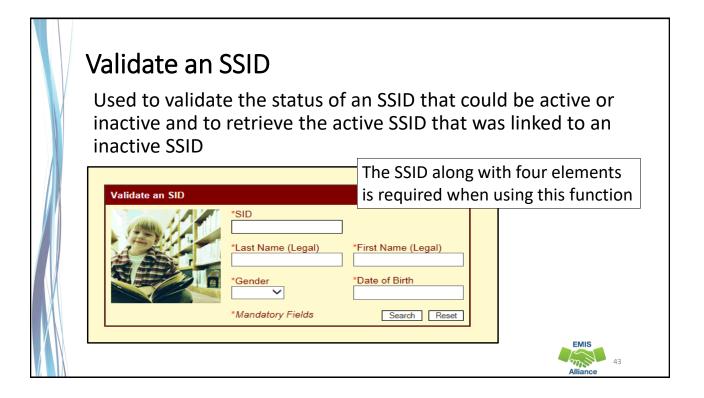
SSIDs can be assigned using a variety of methods, however, the method chosen should be assigning an existing SSID to the correct student. Duplication of SSIDs is to be prevented.

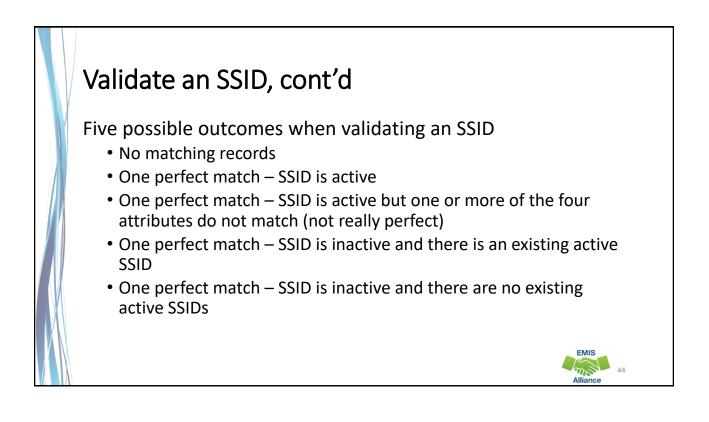
- Which SSID assignment methods do you currently use?
- When assigning new SSIDs, how are you ensuring that an SSID does not already exist?
- What steps do you follow when you are unable to find an SSID that is known to exist?



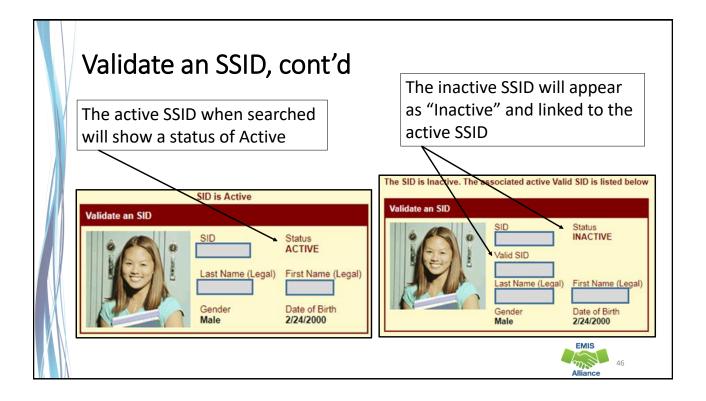


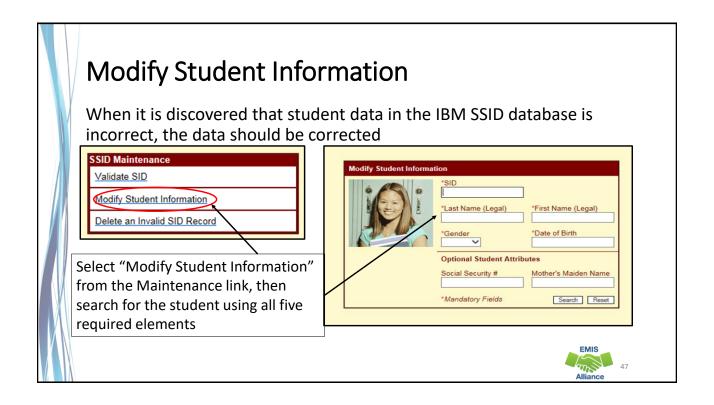


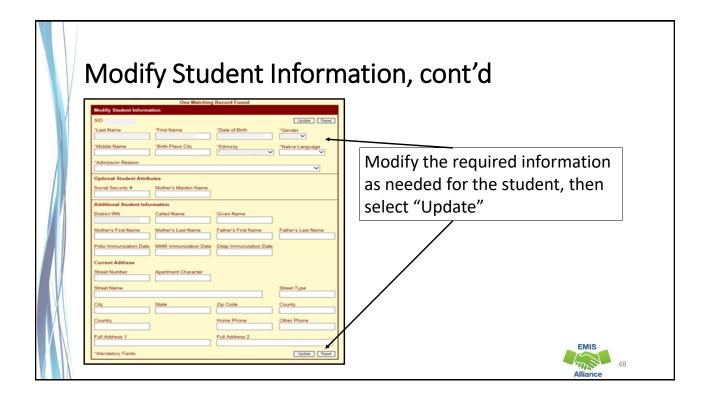


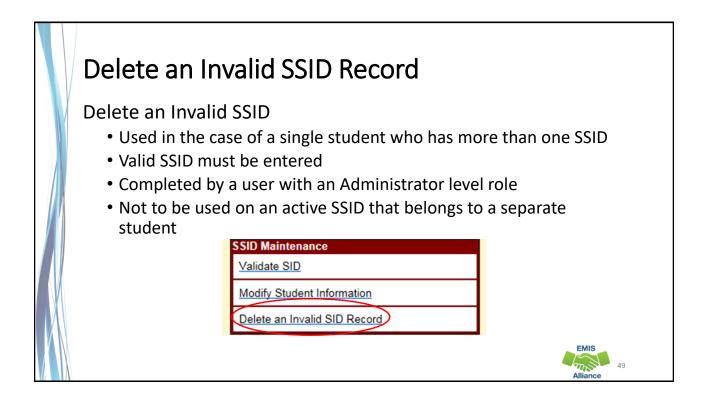


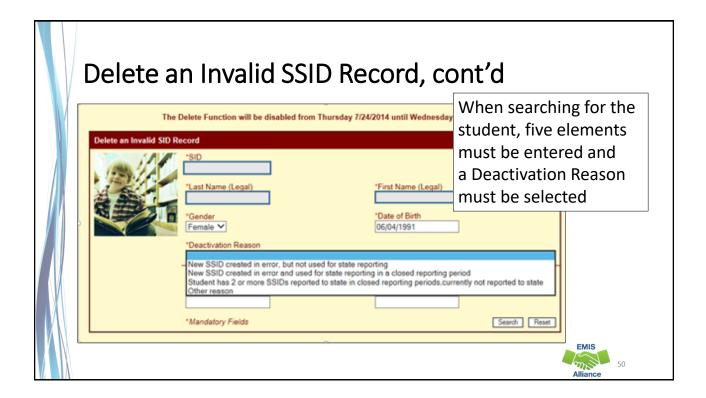
Gender) do not match screen. You may view	SID. However, one or more of h the attributes associated v v the SID through the 'Modif one of the following option Enter the four attribute	with the SID. Please ify an SID' or 'View an is: es (Last Name, First	validate the attribut n SID' screens. In or Name, DoB, and Ge	es entered on the rder to view the SID	
	Enter the SID and the to resolve the issue, please @us.ibm.com to resolve the Validate an SID	e contact your POC	at your DA Site and Status ACTIVE	If the studen but their dat use the "Mo	a is incorrect dify Student
	IMA	Gender	Date of Birth	correct the d	



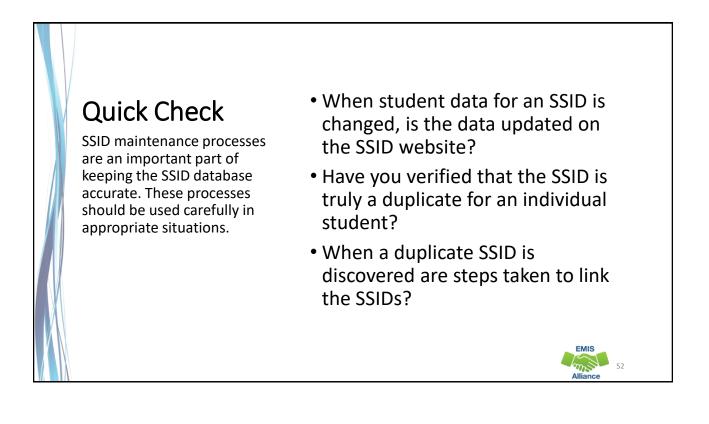


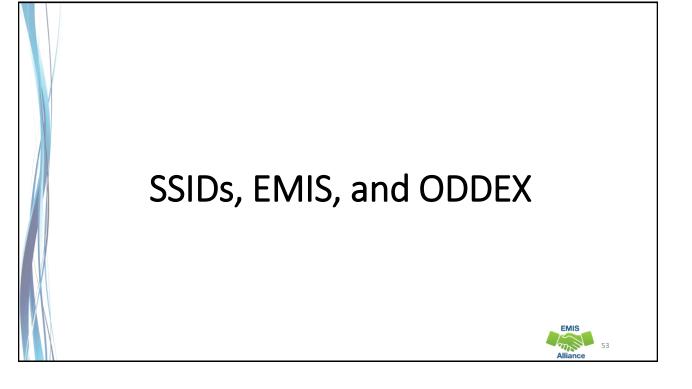






Link to a Valid SSID								
One Matching Record For Delete an Invalid SID Record - Delete "SID "VALID SID " "Last Name "First Name "Date of "Middle Name "Birth Place City "Ethnic	of Birth *Gender							
[•] Deactivation Reason Other reason If an SSID is incorrectly deactivated, contact the POC at your ITC to create an SSID Helpdesk ticket to request that the SSID be reactivated •Mendetory Fields	Once a match is found, a valid SSID must be entered before selecting "delete"							



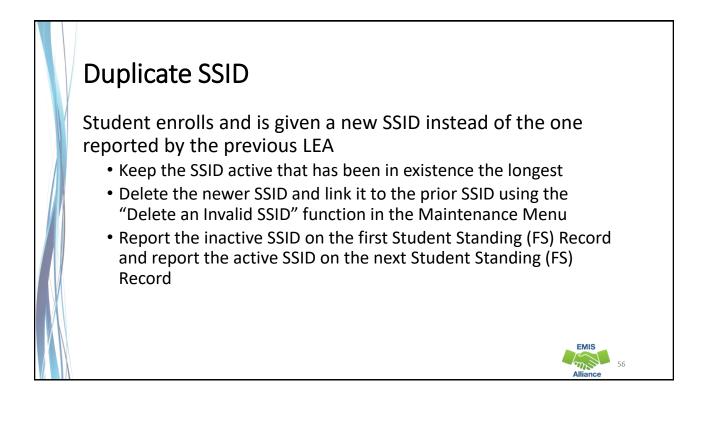


SSIDs in ODDEX

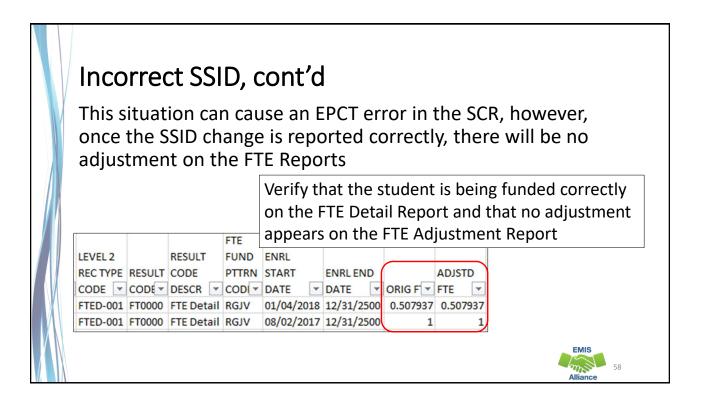
- Once an SSID is reported to EMIS, that SSID must be reported for the remainder of the fiscal year
- The SCR and Records do not remove incorrectly reported SSIDs
 - Assessments reported with an incorrect SSID may still appear under the incorrect SSID
 - Grad Cohort will include data from both SSIDs when the student had an SSID change
- LEAs cannot see the student in ODDEX unless the SSID is reported to EMIS by that LEA with the exception of SCR mismatches, resident students in SOES, resident students in Tuition, and students reported as taking CCP courses by a college
- IBM does not know if an SSID is being reported to EMIS

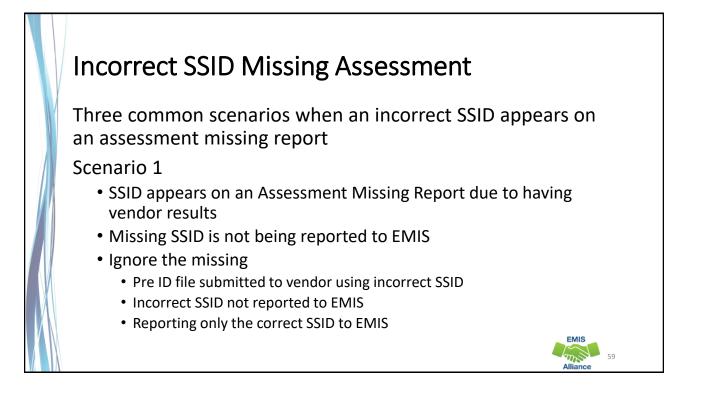


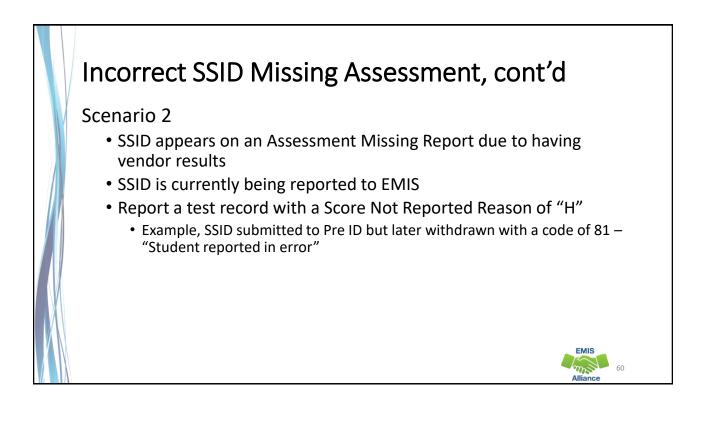
New SSIDs Newly created SSIDs will not be immediately valid in the Data Collector and will appear as Level 1 fatal errors A file of valid SSIDs from the IBM SSID database is updated nightly in the Data Collector Level 1 errors appear to indicate that the SSID value is missing when it's actually not validating against the SSID table of valid SSIDs FN.0007/FD.0007/GI.0007, for FN050/FD050/GI050 Missing value for State Student ID Newly reported SSIDs must be processed in a Student collection before the SSID can be processed through the Staff and Course or Assessment Collections



Incorrect SSID Student enrolls and is given an SSID that belongs to another student Find the correct SSID for the student If this incorrect SSID has been reported to EMIS, it must be reported for the remainder of the fiscal year Do not delete/deactivate the incorrect SSID on the SSID website Report the incorrect SSID on the first Student Standing (FS) record and report the correct SSID on the next Student Standing (FS) record and report the correct SSID on the next Student Standing (FS) record and report the correct SSID on the next Student Standing (FS) record and report the correct SSID on the next Student Standing (FS) record and report the correct SSID on the next Student Standing (FS) record and report the correct SSID on the next Student Standing (FS) record and report the correct SSID on the next Student Standing (FS) record and report the correct SSID on the next Student Standing (FS) record and report the correct SSID on the next Student Standing (FS) record and report the correct SSID on the next Student Standing (FS) record and report the correct SSID on the next Student Standing (FS) record and report the correct SSID on the next Student Standing (FS) record and report the correct SSID on the next Student Standing (FS) record and report the correct SSID on the next Student Standing (FS) record and report the correct SSID on the next Student Standing (FS) record and report the correct SSID on the next Student Standing (FS) record and report the correct SSID on the next Student Standing (FS) record and report the correct SSID on the next Student Standing (FS) record and report the correct SSID on the next Student Standing (FS) record and report the correct SSID on the next Student Standing (FS) record and report the correct SSID on the next Student Standing (FS) record and report the correct SSID on the next Student Standing (FS) record and report the correct SSID on the next Student Standing (FS) record and FSID on the next Standing (FS) record an







Incorrect SSID Missing Assessment, cont'd

Scenario 3

- SSID appears on the Missing Report due to having vendor results
- Student is being reported with both SSIDs (two Student Standing FS records)
- Confirm that the scores are being reported using the correct SSID
- Ignore the missing

SSIDs and the Graduation Rate

- When a student moves from one LEA to another, the subsequent LEA must report the student with the same SSID as the prior district
- When a different SSID is reported by the subsequent LEA, the student will appear in both LEA graduation rates as he or she appears to be two different students
- If the prior district discovers that the withdrawn student remains in their graduation rate after their ability to report the student to EMIS has closed, they should delete their SSID and link it to the SSID being reported by the subsequent educating district



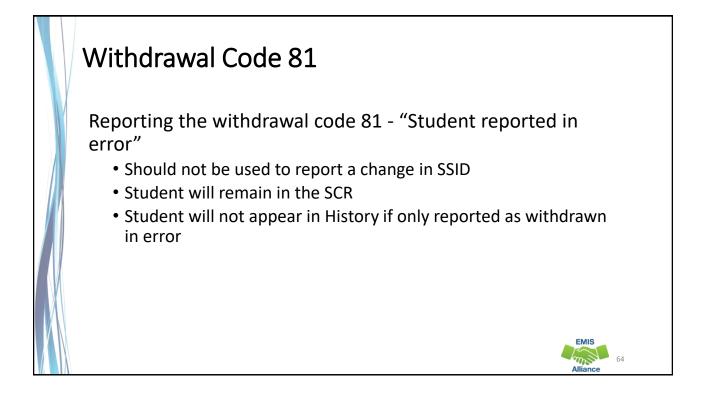
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SSID Found to be Inactive

An SSID that has been actively reported by an LEA is suddenly appearing as an invalid SSID in an EMIS Collection

- Use the "Validate an SSID" option in the Maintenance Menu to see if the SSID is appearing as inactive
- When an SSID that should be active is found to be inactive, contact your POC at your ITC to have a helpdesk ticket created to IBM to reactivate the SSID
- The audit process within the SSID database should allow IBM to provide information as to who deleted the SSID



Quick Check

When SSIDs are misreported in EMIS, funding and accountability could be impacted. It is critical to remediate each situation and then verify that funding and accountability are appearing correctly after changes are made.

- Are all steps being completed when SSID changes are made?
- Are students with SSID changes appearing correctly on FTE reports?
- Are students with SSID changes counting correctly in accountability measures?



Summary

The SSID database relies on proper use and maintenance for accuracy. Understanding how to use the system and when to create new SSIDs, update existing SSIDs, or delete incorrect SSIDs is critical. When you are in doubt of the appropriate steps needed to address a specific situation contact your ITC for assistance.



