Statewide Student Identifiers (SSIDs or SIDs)

EMIS Alliance

The Ohio Department of Education funds development of EMIS training materials as part of the EMIS Alliance grant. There is an expectation that ITCs will utilize these materials in training provided to your districts. That said, there are restrictions on use of the EMIS Alliance materials as follows: Materials developed as part of the EMIS Alliance program must be provided at no cost to your training participants. If you utilize the EMIS Alliance training materials – in whole or in part – you must not charge participants a fee to attend the class where the materials are used. Likewise, you may not use the materials or any portion thereof in any event where a fee is charged to attend. Exceptions must be approved in writing by the Department of Education in advance of scheduling/promoting any event which may violate these restrictions.

Questions regarding appropriate use of EMIS Alliance materials, or requests for exception to the restrictions noted above, should be directed to Melissa Hennon [Melissa.Hennon@education.ohio.gov].

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2

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.

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Outline

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

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SSID Required Elements

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

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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

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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)

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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

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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

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Admission Reasons – No Existing SSID

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

- 1 – Student transferred from Home School in Ohio
- 2 – Student from out of state/out of country
- 3 – Student transferred from a nonpublic school in Ohio
- 4 – Student enrolling for the first time in Ohio public school/community school because of age (Preschool/Kindergarten)
- 5 – Not enrolled in an Ohio public district or community school since 2003 for a reason other than listed above

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1/10/2020

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 (Pre-preschool less than 3 years old)
- C – BOR student previously enrolled in an Ohio higher education program

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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?

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Accessing the IBM
SSID Database

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)

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

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Accessing the SSID Database

- Website https://www.ohiossid.com
- Verification of IP addresses only allows access from approved LEA and ITC locations
- Usernames and passwords
  - Case sensitive
  - Expire every 90 days
  - Retrieve by email at the login screen
- Sessions time out after 20 minutes of inactivity

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SSID Login Screen

SSID website https://ohiossid.com

Password reset

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SSID Website Home

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18

Audit Trail

SSID application maintains information regarding

- All online and batch processes
    - New SSID assignments
    - Validations of SSIDs
    - Modifications to SSID elements
- Audit data retained for three most recent changes
    - User ID and their district and building IRN
    - Date/time
    - Old and new values
    - Batch job ID
    - Type of change

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19

Quick Check

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?

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20

Assigning SSIDs

21

Assigning SSIDs

- Matching Logic
- Student Locator Framework
- Batch Process
- View an SSID
- Create a new SSID
- Request SSID from prior educating entity

22

Matching Logic

Determine if an SSID exists or if a new SSID should be assigned

- First looks at the eight of the nine mandatory fields (except admission reason)
- Uses SoundEx to find matching elements
  - Example, John and Jon are considered to be a match
- Three potential outcomes
  - 100% Match
  - No Match Found
  - Potential Duplicate Found

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Student Locator Framework

- Assigns SSIDs through an automated process
- Set up by your ITC through your Student Information System (SIS)
- Communicates to district staff if additional steps are needed to assign an SSID to a student

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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

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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

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Batch Process

Generate and save a TXT file from the SIS of students needing an SSID

- File will contain SSID elements as they appear or do not appear in the SIS

Existing Student Code of "N" or "Y" indicates if an SSID exists in the IBM SSID database

The Existing Student Code is derived from the Admission Reason

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27

User Accounts and IRNs

- User accounts are associated with a single LEA IRN

- When obtaining SSIDs for LEAs other than the one the user account is associated with, the IRN in the header row must be changed to the IRN associated with their account

- If the IRN in the header row in the file does not contain the IRN associated with the user's account, the file will not appear in the Batch File Download

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28

14

Batch Process File Upload

Allows bulk assignment of SSIDs through a file upload and download

In the Batch Process Menu, select Batch File Upload, then find the file and upload

Batch Process File Download

An email will indicate when the file is ready to download

From the Batch Process Menu, select Batch File Download, then save the file

Batch Process File Import

SSIDs are in the received file

A – No Match Exists – New SSID assigned
B – One Match Exists – SSID returned

Notice that four students in this file did not receive an SSID

C – Multiple Matches Exist – New SSID not assigned
F – Missing or Invalid Data
P – No Match Exists – SSID Not Returned
R – New SSID Not Assigned – Invalid Admission Reason Code

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Result Codes Requiring Action

Returned when requesting an SSID
- C – Multiple Matches Exist – New SSID not assigned
  - Search for the SSID manually to determine correct SSID
- F – Missing or Invalid Data
  - Add or correct data in the SIS and resubmit the data to IBM
- P – No Match Exists – SSID Not Returned
- R – New SSID Not Assigned – Invalid Admission Reason Code
  - Verify that the SSID elements are correct
  - Contact prior LEA for the SSID
  - Ask your ITC to create a helpdesk ticket to IBM to find the SSID

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32

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*

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View an SSID, cont'd

At a minimum enter Last Name, First Name, Gender, and Date of Birth

If the SSID is known, enter it along with the student's last name

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Duplicate SSID

- If multiple records exist, add additional elements to the search to determine if these are multiple SSIDs for the same student or if there are multiple students with similar elements

	Last Name (Legal)	First Name (Legal)	Gender	Date of Birth	Middle Name	Birth Place City	Ethnicity	Language	SID	Create Date
View/Edit Record			Female	6/8/2009			B	ENG		7/23/2014 9:37:42 AM
View/Edit Record			Female	6/8/2009			B	ENG		10/26/2017 8:07:12 AM

- If it is determined that more than one SSID exists for the same student, the newer SSID should be deactivated and linked to the older SSID

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35

Create a New SSID

Release 1.10

🏠 Home | Create a new SID | View an SID | Batch Process | Maintenance | News | Help | Log Off

This function allows you to Create new SID numbers.
If you would like to modify the student information for an existing SID please go to the Modify SID function under the Maintenance menu.

Only create a new SSID when there is no existing SSID

Create a New Student ID (On-Line Form)

*Last Name (Legal)

*First Name (Legal)

*Gender

*Date of Birth

*Middle Name
*

*Birth Place City

*Ethnicity

*Native Language

*Admission Reason

Optional Student Attributes

Social Security #

Mother's Maiden Name

*Mandatory Fields   Create SID   Reset

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36

18

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		
Edit Existing Record							W	ENG		8/26/2014 11:53:53 AM

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37

Forced SSID Request, cont'd

There are potential matching SIDs for the student attributes that you entered.
The Help Desk must first review your request prior to creating a new SID.
Please provide your contact information so that we may contact you upon review.

Add contact information and submit

Create a New Student ID (User Contact Information)

*User Last Name ✕   *User First Name

*Phone Number   *Regional Site
None ▾

*Email Address

*Mandatory Fields   [Submit] [Reset]

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38

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

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39

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?

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SSID Maintenance

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41

Maintenance

From the SSID Maintenance menu
- Validate active or inactive SSIDs and view linked SSIDs
- Modify incorrect student data
- Delete invalid SSIDs and link to valid SSIDs

SSID Maintenance

Validate SID

Modify Student Information

Delete an Invalid SID Record

To delete and to deactivate are the same, as SSIDs are not deleted from the database, they are made inactive

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42

Validate an SSID

Used to validate the status of an SSID that could be active or inactive and to retrieve the active SSID that was linked to an inactive SSID

The SSID along with four elements is required when using this function

Validate an SID

*SID

*Last Name (Legal)   *First Name (Legal)

*Gender   *Date of Birth

*Mandatory Fields   Search   Reset

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43

Validate an SSID, cont'd

Five possible outcomes when validating an SSID
- No matching records
- One perfect match – SSID is active
- One perfect match – SSID is active but one or more of the four attributes do not match (not really perfect)
- One perfect match – SSID is inactive and there is an existing active SSID
- One perfect match – SSID is inactive and there are no existing active SSIDs

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44

Attributes Do Not Match

The SID is an Active SID. However, one or more of the four attributes (Last Name, First Name, Date of Birth, and Gender) do not match the attributes associated with the SID. Please validate the attributes entered on the screen. You may view the SID through the 'Modify an SID' or 'View an SID' screens. In order to view the SID record, please follow one of the following options:

- Enter the four attributes (Last Name, First Name, DoB, and Gender)
- Enter the SID and the Last Name of the student

If you are still unable to resolve the issue, please contact your POC at your DA Site and request that they submit an email to SSIDHelp@us.ibm.com to resolve the issue

Validate an SID

SID | Status ACTIVE
Last Name (Legal) | First Name (Legal)
Gender | Date of Birth

If the student is correct but their data is incorrect use the "Modify Student Information" function to correct the data

Point of Contact (POC) at your ITC will submit a Helpdesk ticket

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45

Validate an SSID, cont'd

The active SSID when searched will show a status of Active

The inactive SSID will appear as "Inactive" and linked to the active SSID

SID is Active

Validate an SID

SID | Status ACTIVE
Last Name (Legal) | First Name (Legal)
Gender Male | Date of Birth 2/24/2000

The SID is Inactive. The associated active Valid SID is listed below

Validate an SID

SID | Status INACTIVE
Valid SID
Last Name (Legal) | First Name (Legal)
Gender Male | Date of Birth 2/24/2000

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46

Modify Student Information

When it is discovered that student data in the IBM SSID database is incorrect, the data should be corrected

Select "Modify Student Information" from the Maintenance link, then search for the student using all five required elements

Modify Student Information, cont'd

Modify the required information as needed for the student, then select "Update"

Delete an Invalid SSID Record

Delete an Invalid SSID
- Used in the case of a single student who has more than one SSID
- Valid SSID must be entered
- Completed by a user with an Administrator level role
- Not to be used on an active SSID that belongs to a separate student

SSID Maintenance

| Validate SID |
| Modify Student Information |
| Delete an Invalid SID Record |

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49

Delete an Invalid SSID Record, cont'd

The Delete Function will be disabled from Thursday 7/24/2014 until Wednesday

Delete an Invalid SID Record

*SID

*Last Name (Legal)   *First Name (Legal)

*Gender   *Date of Birth
Female   06/04/1991

*Deactivation Reason

New SSID created in error, but not used for state reporting
New SSID created in error and used for state reporting in a closed reporting period
Student has 2 or more SSIDs reported to state in closed reporting periods, currently not reported to state
Other reason

*Mandatory Fields   Search   Reset

When searching for the student, five elements must be entered and a Deactivation Reason must be selected

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50

25

Link to a Valid SSID

One Matching Record Found

Delete an Invalid SID Record - Delete

*SID

*VALID SID

*Last Name   *First Name   *Date of Birth   *Gender

*Middle Name   *Birth Place City   *Ethnicity   *Native Language

*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

Once a match is found, a valid SSID must be entered before selecting "delete"

*Mandatory Fields   Delete Cancel

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Quick Check

SSID maintenance processes are an important part of keeping the SSID database accurate. These processes should be used carefully in appropriate situations.

- When student data for an SSID is changed, is the data updated on the SSID website?

- Have you verified that the SSID is truly a duplicate for an individual student?

- When a duplicate SSID is discovered are steps taken to link the SSIDs?

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SSIDs, EMIS, and ODDEX

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53

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

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54

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

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Duplicate SSID

Student enrolls and is given a new SSID instead of the one reported by the previous LEA

- Keep the SSID active that has been in existence the longest
- Delete the newer SSID and link it to the prior SSID using the "Delete an Invalid SSID" function in the Maintenance Menu
- Report the inactive SSID on the first Student Standing (FS) Record and report the active SSID on the next Student Standing (FS) Record

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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

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57

Incorrect SSID, cont'd

This situation can cause an EPCT error in the SCR, however, once the SSID change is reported correctly, there will be no adjustment on the FTE Reports

Verify that the student is being funded correctly on the FTE Detail Report and that no adjustment appears on the FTE Adjustment Report

LEVEL 2 REC TYPE CODE	RESULT CODE	RESULT CODE DESCR	FTE FUND PTTRN CODI	ENRL START DATE	ENRL END DATE	ORIG F	ADJSTD FTE
FTED-001	FT0000	FTE Detail	RGJV	01/04/2018	12/31/2500	0.507937	0.507937
FTED-001	FT0000	FTE Detail	RGJV	08/02/2017	12/31/2500	1	1

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58

Incorrect SSID Missing Assessment

Three common scenarios when an incorrect SSID appears on an assessment missing report

Scenario 1

- SSID appears on an Assessment Missing Report due to having vendor results
- Missing SSID is not being reported to EMIS
- Ignore the missing
  - Pre ID file submitted to vendor using incorrect SSID
  - Incorrect SSID not reported to EMIS
  - Reporting only the correct SSID to EMIS

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Incorrect SSID Missing Assessment, cont'd

Scenario 2

- SSID appears on an Assessment Missing Report due to having vendor results
- SSID is currently being reported to EMIS
- Report a test record with a Score Not Reported Reason of "H"
  - Example, SSID submitted to Pre ID but later withdrawn with a code of 81 – "Student reported in error"

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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

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61

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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62

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

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Withdrawal Code 81

Reporting the withdrawal code 81 - "Student reported in error"

- Should not be used to report a change in SSID
- Student will remain in the SCR
- Student will not appear in History if only reported as withdrawn in error

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64

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?

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65

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.

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66

Resources

- Your ITC
  - ITCs have IBM helpdesk accounts to inquire about SSIDs
- SSID Website Help Menu

LEA Account Help Menu

ITC Account Help Menu

Questions?