

ES3 Web Management System

User's Manual

EDFacts Shared State Solution



ESP Solutions Group

Authors: Steven King, Kathleen Browning,
Mary Dever
Date: 25 February 2022
Version: 2.0

Change History Log

| Date | Pages | Summary of Changes | Version | Authorized By |
|--------------|-------|---|---------|-------------------|
| 20-Apr-2014 | All | Initial Draft | v1.0 | Steven King |
| 02-Jun-2014 | | Added EDFacts Work Flow section, rearranged sections to follow work flow organization, and added sections for the new file due dates and file creation status reports | v1.01 | Steven King |
| 26-Feb-2015 | | Added descriptions of new features in version 1.1 <ul style="list-style-type: none">• Updated all screen shots to exclude the menu on the left so we don't have to update every screen shot as we add new features to the menu• Added SEA Directory Edit functionality• Added New LEA/School functionality• Added Export Staged Data functionality<ul style="list-style-type: none">○ Added root export folder to State Configuration screen• Added USED Validation reporting• Added Refresh button to SSIS Process Log page | v1.1 | Steven King |
| 27-June-2016 | | Update the Welcome Screen and Main Menu screen shot. Figure 2 | V1.1 | Kathleen Browning |
| 25-Feb-2022 | | Updated screens to reflect current modifications | V2.0 | Mary Dever |

Table of Contents

| | |
|---|----|
| Table of Contents | 1 |
| Table of Figures | 3 |
| Introduction | 4 |
| EDFacts Work Flow | 7 |
| Staging Data Review and Edit | 8 |
| SEA Directory | 9 |
| SEA General Info | 9 |
| SEA Chief School Officer Info | 9 |
| SEA Characteristics | 9 |
| LEA Directory | 10 |
| LEA and Charter Authorizer General Info | 10 |
| LEA Grades Offered | 11 |
| LEA Characteristics | 12 |
| School Directory | 12 |
| School General Info | 12 |
| School Grades Offered | 13 |
| School Characteristics | 14 |
| Export Staged Data | 14 |
| Configuration | 16 |
| Code Set Management | 17 |
| State Configuration | 18 |
| State Characteristics | 19 |
| Submission File Characteristics | 20 |
| Package Execution | 21 |
| Selecting a Package to Execute | 21 |
| Run-Time SSIS Package Configuration | 22 |
| Package Scheduling Results | 23 |
| Validation | 23 |
| Invalid Staging Records | 24 |
| USED Validation Reporting | 24 |
| USED Validation Rules Execution | 25 |
| USED Validation Rules Review | 27 |
| USED Validation Rule Error History | 28 |
| Management Reports | 29 |
| SSIS Package Log | 30 |
| SSIS Package Task Log | 31 |
| SQL Agent Job Status | 33 |
| SQL Agent Job Details | 34 |
| Email Log Review | 35 |
| Submission File Due Dates | 36 |
| Submission File Creation Status | 37 |
| Submission File Creation History | 38 |

| | |
|------------------------------|----|
| Submission Data Review | 39 |
| Export Submission Data..... | 39 |

Table of Figures

| | |
|--|----|
| Figure 1: System Architecture Overview..... | 4 |
| Figure 2: Welcome Screen and Main Menu..... | 5 |
| Figure 3: EDFacts Work Flow Diagram..... | 7 |
| Figure 4: Data Review and Edit menu..... | 8 |
| Figure 5: State Education Agency Basic Info screen | 9 |
| Figure 6: SEA Chief School Officer Info screen | 9 |
| Figure 7: SEA Characteristics screen..... | 9 |
| Figure 8: LEA and/or Charter Authorizer Basic Info screen..... | 10 |
| Figure 9: Agency Type Drop Down Menu..... | 10 |
| Figure 10: Welcome Screen Link for Full-screen Reports..... | 11 |
| Figure 11: Add New LEA screen | 11 |
| Figure 12: LEA Grades Offered..... | 11 |
| Figure 13: LEA Characteristics Screen | 12 |
| Figure 14: School Basic Info Screen | 12 |
| Figure 15: Add New School screen..... | 13 |
| Figure 16: School Grades Offered Screen | 13 |
| Figure 17: School Characteristics Screen..... | 14 |
| Figure 18: Staging Table Contents Data Flow diagram..... | 15 |
| Figure 19: Export Staged Data screen | 15 |
| Figure 20: Export Staged Data results screen..... | 16 |
| Figure 21: Code Set Translation Edit screen..... | 17 |
| Figure 22: State Configuration Edit Screen | 18 |
| Figure 23: State Characteristics Edit Screen | 19 |
| Figure 24: Submission File Characteristics Screen | 20 |
| Figure 25: SSIS Package Execution menu | 21 |
| Figure 26: SSIS Package Runtime Configuration Screen..... | 22 |
| Figure 27: Package Execution Start Result Screen..... | 23 |
| Figure 28: Invalid Staging Records..... | 24 |
| Figure 29: USED Validation Execution Selection | 25 |
| Figure 30: USED Validation Reporting..... | 25 |
| Figure 31: USED Validation Results screen..... | 26 |
| Figure 32: USED Validation Results expanded | 26 |
| Figure 33: USED Validation Results -Rules Executed | 27 |
| Figure 34: USED Validation Rules Review..... | 28 |
| Figure 35: USED Validation Rule Error History..... | 28 |
| Figure 36: SSIS Package Log | 30 |
| Figure 37: Typical Submission Package SSIS Control Flow | 31 |
| Figure 38: SSIS Package Process Log Screen | 32 |
| Figure 39: SQL Agent Job Status screen..... | 33 |
| Figure 40: SQL Agent Job Status screen footer | 33 |

| | |
|--|----|
| Figure 41: SQL Agent Job Details Screen..... | 34 |
| Figure 42: Email Log Review Screen..... | 35 |
| Figure 43: Submission File Due Dates..... | 36 |
| Figure 44: Submission File Creation Status..... | 37 |
| Figure 45: Submission File History Screen..... | 38 |
| Figure 46: Export Submission Screen..... | 39 |
| Figure 47: Populated Export Submission Screen..... | 40 |

Introduction

The EDFacts Shared State Solution (ES3) is a collaborative effort amongst states to coordinate and collaboratively build a common approach to building EDFacts files. ESP Solutions Group is the managing partner for the effort.

All states have to create files in a specified format for submission to the US Department of Education (ED). ES3 is a common approach for creating those files that attempts to maximize the shared code across states and to encapsulate state specific modifications and customizations.

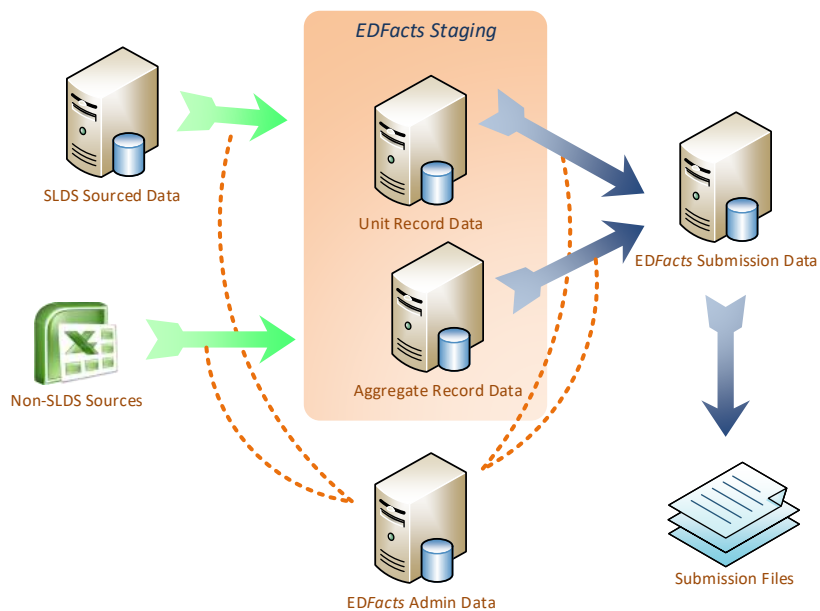


Figure 1: System Architecture Overview

The solution relies on the standard Microsoft SQL Server stack of applications.

State source data is read into a staging set of tables – the central box above and the left hand green arrows. The arrows in this diagram represent SQL Server Integration Services (SSIS) packages that perform the necessary Extract-Transform-Load (ETL) processes. These ETL processes are customized by necessity for each state partner.

The data are then moved to an EDFacts repository in the EDFacts format and the EDFacts submission files are generated and saved to a network folder. The right

hand blue arrow represent these SSIS ETL processes. These procedures are the same for all the state partners.

A set of tables in the EDFacts Admin Data repository hold state specific characteristics and customization data.

This document describes how to use the web management application that is built to allow an EDFacts Coordinator and designated program staff to manage this system.



Figure 2: Welcome Screen and Main Menu

The ES3 Web Management System application provides five high level functions as shown by the top level menu options.

- **Package Execution** – This allows a user to select, configure, and then execute one of the ETL processes (colored arrows from figure 1) in the system.
- **Staging Data Review** – This allows a user to add, review and edit SEA, LEA and School directory information and characteristics. This menu also has an option for exporting data from any of the ES3 staging tables to tab delimited files for review.
- **Validation** – This allows a user to access data validation reports. There is a report of staging records found to be invalid at the time a submission file creation was attempted. This also includes running of USED validation and business rules.
- **Configuration** – These options allow a user to review and modify the state specific characteristics and customizations needed for system operation.
- **Management Reports** – These options allow a user to review reports on what actions have been taken and the results of those actions

The ES3 Web Management System is a .NET Web Forms application installed on a state internal web server. System log-in procedures and security can be integrated with existing state web application environments. Thus, access to the application and the log-in process required varies by state.

EDFacts Work Flow

The figure below shows the basic EDFacts file creation workflow.

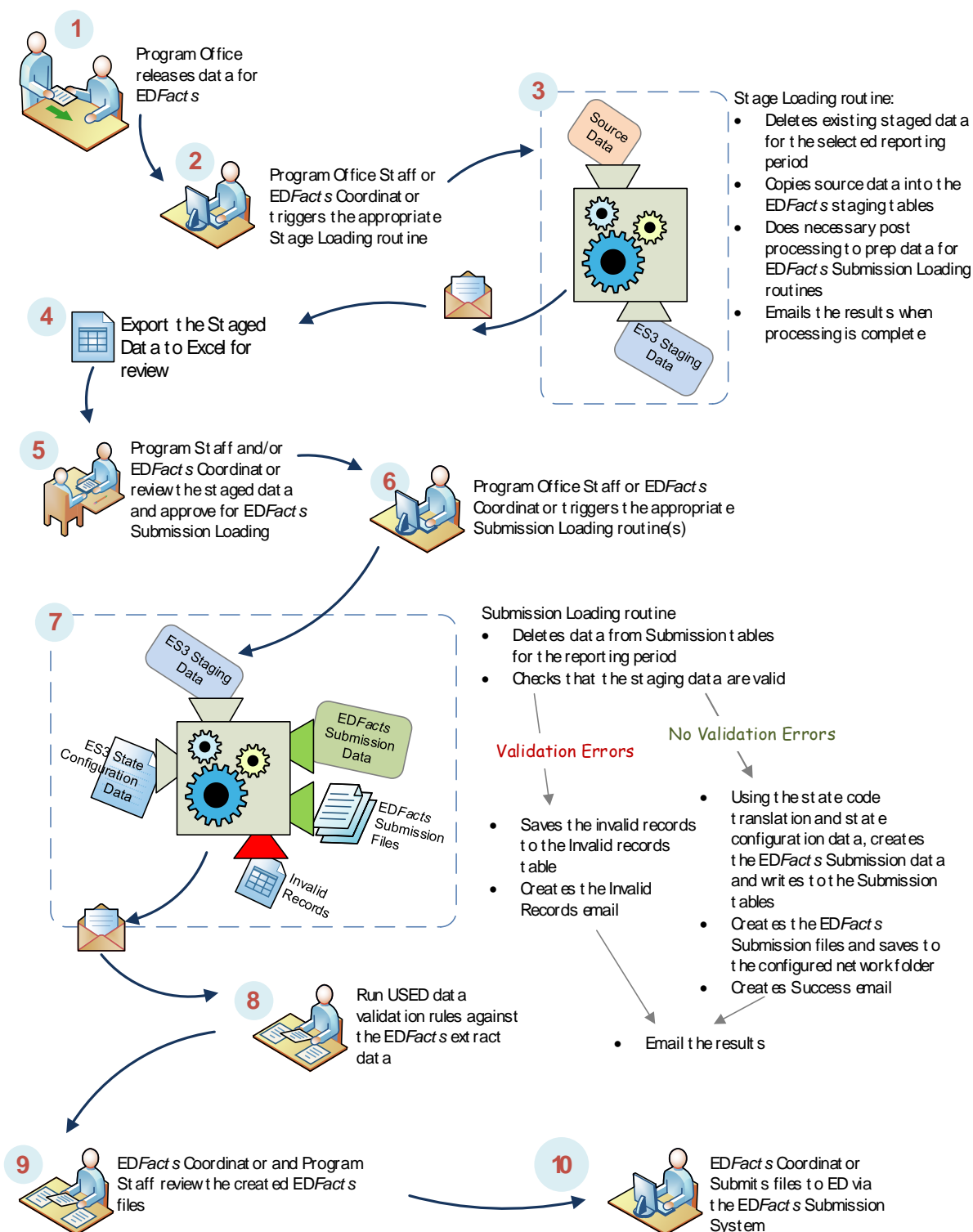


Figure 3: EDFacts Work Flow Diagram

Staging Data Review and Edit

ES3 is designed to build the EDFacts files from staging tables that have a common structure for all the states. There are some fields that may be added to the staging table that are specific for a state, that are used during the staging process to populate or update the fields that are common.

The application now has a feature allowing users to export staged data to Excel for review. State EDFacts data selection and business rules are applied during the staging process. This export allows states to review what records have been selected and how they will be used for reporting to EDFacts.

SEA, LEA, and School Directory tables can be edited directly by the ES3 application. The LEA and School directories are the first files submitted for an EDFacts reporting cycle. The data are central to the submission file creation process for many of the files.

Directory information for the SEA, LEAs and Schools is broken into three sections: general and contact information, grades offered, and additional characteristics. Each has its own data review and edit screen accessible from the main menu.

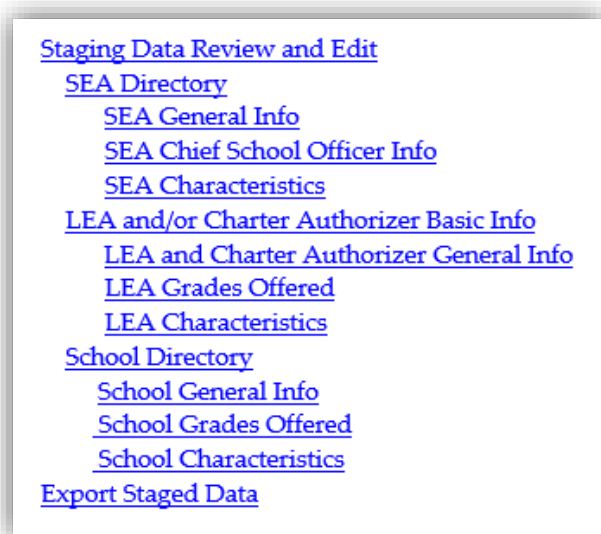


Figure 4: Data Review and Edit menu

SEA Directory

SEA General Info

SEA General Info

Select School Year: 2020-2021 ▼

| SEA Name | Mailing Address Line 1 | Line 2 | Line 3 | City | State | Zip | Zip+4 | Location Address Line 1 | Line 2 | Line 3 | City | State | Zip | Zip+4 | phone | Web Site Address |
|--------------------------------|------------------------|--------|--------|--------|-------|-------|-------|-------------------------|-----------|--------|--------|-------|-------|-------|----------------|-------------------|
| Edit Texas DOE | 1836 Government Blvd | | | Austin | TX | 78759 | ABCD | 1836 Government Blvd | Suite 400 | | Austin | TX | 78759 | | (512) 879-5300 | http://doe.tx.gov |

[New SEA Directory Entry](#)

Figure 5: State Education Agency Basic Info screen

SEA Chief School Officer Info

SEA Chief School Officer Info

Select School Year: 2020-2021 ▼

| Chief First Name | Chief Last Name | Chief Job Title | Chief Phone | Chief Email |
|--------------------------|-----------------|--|--------------|--------------------------|
| Edit Sam | Smith | State Superintendent of Public Instruction | 555-555-5555 | superintendent@espsg.com |

Figure 6: SEA Chief School Officer Info screen

SEA Characteristics

SEA Characteristics

Select School Year: 2020-2021 ▼

| AYP Status | LEP Language Progress (AMAO I) | LEP ELP Attainment (AMAO II) | LEP Academic Achievement (AMAO III) |
|----------------------|--------------------------------|------------------------------|-------------------------------------|
| Edit | METAMAOLEP | NOTITLEIII | NA |

Figure 7: SEA Characteristics screen

Clicking on the [Edit](#) link at the far left of any line allows the user to edit the individual fields. The link [Edit](#) changes to two links [Update](#) [Cancel](#). When the revised data for an agency are corrected, click [Update](#) to save the changes, or click [Cancel](#) to discard any edits.

LEA Directory

LEA and Charter Authorizer General Info

The LEA and Charter Authorizer General Info link brings up the LEA and/or Charter Authorizer Basic Info screen.

| LEA Name | State LEA Identifier | NCES ID | LEA Type | Charter Authorizer Type | Operational Status | Supervisory Union | Mailing Address Line 1 | Line 2 | Line 3 | City | State | Zip | Zip+4 | Location Address Line 1 | Line 2 | Line 3 | City | State | Zip | Zip+4 | Out of State LEA | phone | Web Site Address |
|--|----------------------|---------|----------|-------------------------|--------------------|-------------------|------------------------|--------|--------|---------------|-------|-------|-------|-------------------------|--------|--------|---------------|-------|-------|-------|--------------------------|-------|---------------------------|
| Edit LA GRANGE ISD | 030 | 4834567 | 1 | | 1 | | 1501 PLUM CHURCH RD | | | LA GRANGE | TX | 78945 | 5824 | 1501 PLUM CHURCH RD | | | LA GRANGE | TX | 78945 | 5824 | <input type="checkbox"/> | | www.la-grange-isd.edu |
| Edit MARBLE FALLS ISD | 020 | 4823456 | 1 | | 1 | | 1010 KINGSWOOD DR | | | MARBLE FALLS | TX | 78654 | 1340 | 1010 KINGSWOOD DR | | | MARBLE FALLS | TX | 78654 | 1340 | <input type="checkbox"/> | | www.marble-falls-isd.edu |
| Edit MUSTANG RIDGE ISD | 040 | 4845678 | 1 | | 1 | | 8775 OLD LOCKHART RD | | | MUSTANG RIDGE | TX | 78610 | 3012 | 8775 OLD LOCKHART RD | | | MUSTANG RIDGE | TX | 78610 | 3012 | <input type="checkbox"/> | | www.mustang-ridge-isd.edu |
| Edit SMITHVILLE ISD | 010 | 4812345 | 1 | | 1 | | 704 GAZLEY ST | | | SMITHVILLE | TX | 78957 | 3301 | 704 GAZLEY ST | | | SMITHVILLE | TX | 78957 | 3301 | <input type="checkbox"/> | | www.smithville-isd.edu |

Figure 8: LEA and/or Charter Authorizer Basic Info screen

This screen shows the basic identification and contact information for LEAs and Charter Authorizers in the state.

Charter Authorizers were new starting in the 2013-2014 school year, but the information needed for file 190 is similar to the directory information required on LEAs in file 029. ES3 stores the data for both of these files in the LEADirectory staging table.

A user selects the school year (reporting period) that they wish to review from the school year pick list.

A user can review All Agencies, LEAs Only, or the Charter Authorizers Only.

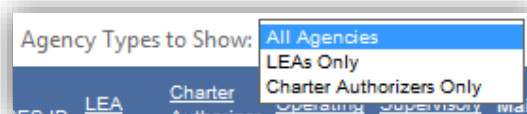


Figure 9: Agency Type Drop Down Menu

Clicking on the [Edit](#) link at the far left of any line allows the user to edit the individual fields for the selected agency. The link [Edit](#) changes to two links

[Update](#) [Cancel](#). When the revised data for an agency are corrected, click [Update](#) to save the changes, or click [Cancel](#) to discard any edits.

Click any of the underlined column titles to sort the agency records by that value.

Use the [Home](#) link at the left on the title bar to return to the Welcome screen and main menu.

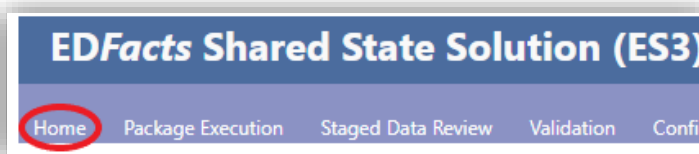


Figure 10: Welcome Screen Link for Full-screen Reports

Figure 11: Add New LEA screen

LEA Grades Offered

Selecting LEA Grades Offered from the main menu brings up the following screen.

| LEA Name | PK | KG | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | AE | UG |
|--|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|
| Edit LA GRANGE ISD | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Edit MARBLE FALLS ISD | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Edit MUSTANG RIDGE ISD | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Edit SMITHVILLE ISD | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Figure 12: LEA Grades Offered

This screen shows all the LEAs for the selected school year. It has a check for each grades offered by that LEA. Click the [Edit](#) button to make changes.

Click the underlined title text at the top of the LEA Name column to sort the agencies by the selected column.

LEA Characteristics

ES3 uses the LEADirectory staging table to hold information beyond that required for 029 or 039. We've already seen this table is also used for 190 – Charter Authorizers. The LEA Characteristics screen shows other characteristics that are stored and referenced in this staging table.

LEA Characteristics

Select School Year: 2020-2021

| State LEA Identifier | LEA Name | AYP Status | Alternate Approach Status | Charter LEA Status | Improvement Status | LEP Language Progress (AMAO I) | LEP ELP Attainment (AMAO II) | LEP Academic Achievement (AMAO III) | McKinney-Vento Subgrantee? | REAP Alternative Funding | Title III Subgrantee? | Title III Consortium Name | Parental Involvement Reservation | Immigrant Program Participant? |
|--------------------------|-------------------|------------|---------------------------|--------------------|--------------------|--------------------------------|------------------------------|-------------------------------------|----------------------------|--------------------------|-------------------------------------|---------------------------|----------------------------------|-------------------------------------|
| Edit 030 | LA GRANGE ISD | | | | N | | | | <input type="checkbox"/> | | <input checked="" type="checkbox"/> | | | <input checked="" type="checkbox"/> |
| Edit 020 | MARBLE FALLS ISD | | | | N | | | | <input type="checkbox"/> | | <input type="checkbox"/> | | | <input type="checkbox"/> |
| Edit 040 | MUSTANG RIDGE ISD | | | | N | | | | <input type="checkbox"/> | | <input type="checkbox"/> | | | <input checked="" type="checkbox"/> |
| Edit 010 | SMITHVILLE ISD | | | | N | | | | <input type="checkbox"/> | | <input type="checkbox"/> | | | <input type="checkbox"/> |

Figure 13: LEA Characteristics Screen

Many of these characteristics may only apply to a handful of LEAs, McKinney-Vento Sub-grantee, for example. This screen makes it easy to quickly edit that handful of records.

School Directory

School General Info

The main School Directory edit screen includes the core identification and contact information on schools.

By default, the screen comes up showing the most current school year and all districts. Users can use the “Select District (LEA)” drop down to restrict the school list to a specific LEA.

School General Info

Select School Year: 2020-2021

Select District (LEA): - Any District -

[\[Add New School \]](#) [\[Change School ID or LEA \]](#) [\[Delete a School \]](#)

| School Name | State LEA Identifier | State School Identifier | NCES LEA ID | NCES School ID | School Type | Operational Status | Mailing Address Line 1 | Line 2 | Line 3 | City | State | Zip | Zip+4 | Location Address Line 1 | Line 2 | Line 3 | City | State | Zip | Zip+4 | Out Of State School | phone | Web Site Address |
|------------------------------|----------------------|-------------------------|-------------|----------------|-------------|--------------------|------------------------|--------|--------|------|-------|-----|-------|-------------------------|--------|--------|------|-------|-------|-------|---------------------|-------|--------------------------|
| Edit PS 0100 | 010 | 0100 | 4812345 | 01001 | 1 | 1 | 1700 SE 4TH ST | | | | 78957 | TX | 78957 | 1700 SE 4TH ST | | | | TX | 78957 | | | | www.smithville-isd.edu |
| Edit PS 0110 | 010 | 0110 | 4812345 | 01002 | 1 | 1 | 1731 BRAZOS BEND AVE | | | | 78957 | TX | 78957 | 1731 BRAZOS BEND AVE | | | | TX | 78957 | | | | www.smithville-isd.edu |
| Edit PS 0111 | 010 | 0111 | 4812345 | 01003 | 1 | 1 | 1724 RIVERCHASE AVE | | | | 78957 | TX | 78957 | 1724 RIVERCHASE AVE | | | | TX | 78957 | | | | www.smithville-isd.edu |
| Edit PS 0200 | 020 | 0200 | 4823456 | 01004 | 1 | 1 | 1125 N US 281 STE 100 | | | | 78854 | TX | 78854 | 1125 N US 281 STE 100 | | | | TX | 78854 | | | | www.marble-falls-isd.edu |
| Edit PS 0210 | 020 | 0210 | 4823456 | 01005 | 1 | 1 | 506 TURKEY TROT | | | | 78854 | TX | 78854 | 506 TURKEY TROT | | | | TX | 78854 | | | | www.marble-falls-isd.edu |
| Edit PS 0211 | 020 | 0211 | 4823456 | 01006 | 1 | 1 | 818 ESPERANZA AVE | | | | 78854 | TX | 78854 | 818 ESPERANZA AVE | | | | TX | 78854 | | | | www.marble-falls-isd.edu |
| Edit PS 0300 | 030 | 0300 | 4834567 | 01007 | 1 | 1 | 1735 OLD PLUM HWY | | | | 78945 | TX | 78945 | 1735 OLD PLUM HWY | | | | TX | 78945 | | | | www.la-grange-isd.edu |

Figure 14: School Basic Info Screen

This screen behaves in a fashion similar to the LEA and/ Charter Authorizer Basic Info screen: click underlined column heads to sort by that column, use the [Edit](#) button to edit a particular record, and use the [Home](#) link to return to the Welcome screen.

| State LEA Identifier | State School Identifier | School Name |
|----------------------|-------------------------|-------------|
| 030 | 0300 | PS 0300 |
| 030 | 0310 | PS 0310 |
| 030 | 0311 | PS 0311 |

Figure 15: Add New School screen

School Grades Offered

The School Grades Offered menu option leads to the following screen

| State LEA Identifier | State School Identifier | School Name | School Number | PK | KG | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | AE | UG | Serves | No Grade |
|--------------------------|-------------------------|-------------|---------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Edit 010 | 0100 | PS 0100 | 010-0100 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Edit 010 | 0110 | PS 0110 | 010-0110 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Edit 010 | 0111 | PS 0111 | 010-0111 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Edit 020 | 0200 | PS 0200 | 020-0200 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Edit 020 | 0210 | PS 0210 | 020-0210 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Edit 020 | 0211 | PS 0211 | 020-0211 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Edit 030 | 0300 | PS 0300 | 030-0300 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Figure 16: School Grades Offered Screen

Use the Select School Year drop down to select a specific school year. Use the Select District (LEA) drop down to select a specific LEA. Click any of the underlined column titles to sort the list by that column. Use the [Edit](#) button to edit the grades offered for a specific school.

When editing the grades offered for a particular school, the checkbox in the Serves No Grade column is disabled. This column gets set depending on if any of the other checkboxes are checked. That is, if no specific grade column is checked, then Serves No Grade becomes checked. Checking any specific grade for a school will result in the Serves No Grade column for that school becoming unchecked.

School Characteristics

Selecting the School Characteristics menu option displays the following screen.

School Characteristics

Select School Year: 2020-2021

Select District (LEA): -Any District-

| | State LEA Identifier | State School Identifier | School Name | AYP Status | AYP by All Approaches | Charter Status | Primary Charter Authorizer | Additional Charter Authorizer | Filed GSA Report | Improvement Status | Magnet Status | MCP Funds Matched with Title I | National School Lunch Program Status | Persistently Dangerous? | Persistently Lowest Achieving? | Poverty Quartile | Reconstituted? | Reward School | Shared Time? | SIG School? | State Defined Status | Title I Eligible Program | Title I Program | Migrant Count | Truant Count | Virtual Status | Include in EDFacts? |
|----------------------|----------------------|-------------------------|-------------|------------|-----------------------|----------------|----------------------------|-------------------------------|------------------|--------------------|---------------|--------------------------------|--------------------------------------|--------------------------|--------------------------------|------------------|--------------------------|--------------------------|--------------------------|--------------------------|----------------------|--------------------------|-----------------|---------------|--------------|--------------------------|---------------------|
| Edit | 010 | 0100 | PS 0100 | | NA | Y | | | | | NA | | Y | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | N | N | 0 | 0 | FACEVIRTUAL | <input type="checkbox"/> | |
| Edit | 010 | 0110 | PS 0110 | | | N | | | | | N | | Y | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | N | N | 0 | 0 | FULLVIRTUAL | <input type="checkbox"/> | |
| Edit | 010 | 0111 | PS 0111 | | | N | | | | | Y | | Y | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | N | N | 0 | 0 | VIRTUALNO | <input type="checkbox"/> | |
| Edit | 020 | 0200 | PS 0200 | | | N | | | | | N | | Y | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | N | N | 0 | 0 | | <input type="checkbox"/> | |
| Edit | 020 | 0210 | PS 0210 | | | N | | | | | N | | Y | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | N | N | 0 | 0 | | <input type="checkbox"/> | |
| Edit | 020 | 0211 | PS 0211 | | | N | | | | | N | | Y | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | N | N | 0 | 0 | | <input type="checkbox"/> | |

Figure 17: School Characteristics Screen

ES3 stores school information in a SchoolDirectory staging table. As with the LEA information, there are additional school characteristics in this table beyond those needed for the EDFacts directory submissions. The School Characteristics screen gives access to those additional fields.

Export Staged Data

The ES3 process, as noted above, is a two stage process: data are first staged into a set of ES3 staging tables, and then, secondly, are put into the EDFacts format.

State data selection rules and business rules for EDFacts are applied during the staging process. Most of the SSIS staging procedures are designed with a data selection step and then a post processing step.

The staging tables consist of a core set of fields that are common across all the ES3 states. The Submission Package procedures only refer to those common fields – that way the Submission Package procedures can be common for all ES3 states.

It is often the case that we will add state specific fields to a staging table. These fields are used during the Post Processing step and may be used to assist in setting values of the “core” staging table fields.

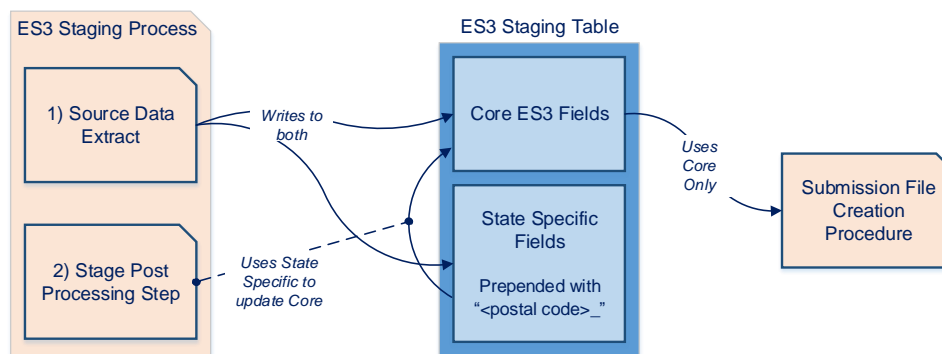


Figure 18: Staging Table Contents Data Flow diagram

For example, a state may have different “types” of student. The student type is used to determine where the student gets counted for membership. ES3 will stage the student type in a state specific field at the end of the Unit_StudentDemographics staging table, and then use that information during the post-processing to set the accountable LEA or accountable School field values. Post-processing may also use this information to determine whether the student gets counted at all: the staging table includeInSEA, includeInLEA, and includeInSCH field values. The post-processing procedure will often make notes about why a particular record was treated the way it was.

Program staff need to know how ES3 handled the records in their program. This “Export Staged Data” capability allows staff to export the records from the ES3 staging tables so they can review which records got loaded and how they will be treated during the Submission File creation process.

Selecting the Export Staged Data menu option brings up the following screen:

Figure 19: Export Staged Data screen

The Staging table pick list is generated “on the fly” from any tables in the EDFacts_Staging schema. The Reporting Period pick list is chosen from the reporting period defined in the State Configuration screen. The Export Location value comes from the “Export Directory Root Path” location on the State Configuration screen for the selected reporting period.

When the [Export] button is selected, the system reads the layout of the selected table and generates a header record from the column names. Then the system reads the data from the selected table for the selected reporting period/school year, and writes them out to the file.

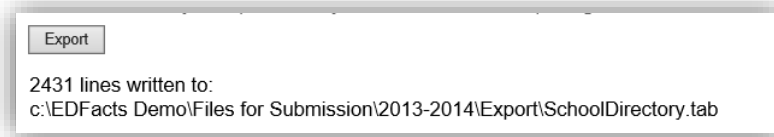


Figure 20: Export Staged Data results screen

When complete, the screen will update with the number of records written and the location of the generated file.

The file name is the same as the selected table name with a “.tab” extension. If a file exists with that name, it will be overwritten. That is, a second export of data will erase a prior export. If you want to save or archive a particular export set, then simply move or rename the file before exporting again.

The number of lines written is a count of the header record and the count of data records. Therefore, it is always one more than the actual record count. If the line written value is 1, then there was no data in the table for the selected reporting period – only the header record was written.

To facilitate the usefulness of staging data to program staff for review and auditing, the staging tables retain the state code values. The translation to EDFacts codes occurs during the Submission file creation process. Data in the staging tables, and thus in the exported data file, should look familiar to program staff.

Configuration

In order for the solution to work across multiple states easily, a significant effort has gone into extracting state customizations and configuration information into database tables. By making changes to those tables, the system is easily modified for a new state or school year.

There are four tables that hold all the configuration data:

- **StateCodeTranslation** – for each EDFacts option set and school year, this table holds the state codes and the EDFacts code to which it needs to translate.
- **StateConfig** – this table has a record for each school year and holds basic information about the state, such as the state name, state FIPS code, state

postal code, and the root folder where that school year's submission files should be stored.

- **StateCharacteristics** – this table holds any special flags or data that individual submission packages may require – typically information that state used EMAPS to tell ED. For example, the maximum age the state allows districts to classify special ed students with the DD disability.
- **SubmissionFileCharacteristics** – this table holds information on each of the submission files including the sub-folder to use for storing the submission files, and an optional password to use on the email attachments for that file

Each of these tables has a review and edit screen accessible from the main menu under the Configuration heading.

Code Set Management

The Code Set Translation option brings up the following screen

| | State Code | EDFacts Code | Description |
|---|------------|--------------|--------------------------------|
| Edit Delete | AUT | AUT | Autism |
| Edit Delete | DB | DB | Deaf-Blindness |
| Edit Delete | DD | DD | Developmental Delay |
| Edit Delete | EMN | EMN | Emotional Disturbance |
| Edit Delete | HI | HI | Hearing Impairments |
| Edit Delete | MD | MD | Multiple Disabilities |
| Edit Delete | MR | MR | Intellectual Disability |
| Edit Delete | OHI | OHI | Other Health Impairments |
| Edit Delete | OI | OI | Orthopedic Impairments |
| Edit Delete | SLD | SLD | Specific Learning Disabilities |
| Edit Delete | SLI | SLI | Speech or Language Impairments |
| Edit Delete | TBI | TBI | Traumatic Brain Injury |
| Edit Delete | VI | VI | Visual Impairments |

[New Code Value](#)

Figure 21: Code Set Translation Edit screen

A particular code set can be found by selecting a school year and then the option set to review.

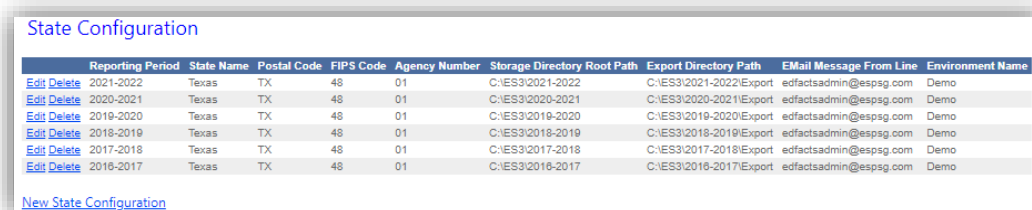
The list of current translations is shown in the table. In this example, that state codes for “Disability Category” are shown with the EDFacts equivalents.

Multiple state codes may translate to the same EDFacts code. Sometimes a state has code set values which are outside the EDFacts code set domain. In these cases, set the EDFacts code to the value “<ignore>”.

This translation process allows ES3 to stage data with state codes, but have a uniform cross-state ETL process for generating the EDFacts Submission data. Staging data with state codes, facilitates easier stage data audit and review by state program staff.

State Configuration

Selecting the State Configuration option brings up the following screen.



| | Reporting Period | State Name | Postal Code | FIPS Code | Agency Number | Storage Directory Root Path | Export Directory Path | Email Message From Line | Environment Name |
|---|------------------|------------|-------------|-----------|---------------|-----------------------------|-------------------------|-------------------------|------------------|
| Edit Delete | 2021-2022 | Texas | TX | 48 | 01 | C:\ES3\2021-2022 | C:\ES3\2021-2022\Export | edfactsadmin@espsg.com | Demo |
| Edit Delete | 2020-2021 | Texas | TX | 48 | 01 | C:\ES3\2020-2021 | C:\ES3\2020-2021\Export | edfactsadmin@espsg.com | Demo |
| Edit Delete | 2019-2020 | Texas | TX | 48 | 01 | C:\ES3\2019-2020 | C:\ES3\2019-2020\Export | edfactsadmin@espsg.com | Demo |
| Edit Delete | 2018-2019 | Texas | TX | 48 | 01 | C:\ES3\2018-2019 | C:\ES3\2018-2019\Export | edfactsadmin@espsg.com | Demo |
| Edit Delete | 2017-2018 | Texas | TX | 48 | 01 | C:\ES3\2017-2018 | C:\ES3\2017-2018\Export | edfactsadmin@espsg.com | Demo |
| Edit Delete | 2016-2017 | Texas | TX | 48 | 01 | C:\ES3\2016-2017 | C:\ES3\2016-2017\Export | edfactsadmin@espsg.com | Demo |

[New State Configuration](#)

Figure 22: State Configuration Edit Screen

There is one record for each year in which the ES3 is in operation. Each record holds core state information such as the state name and postal code.

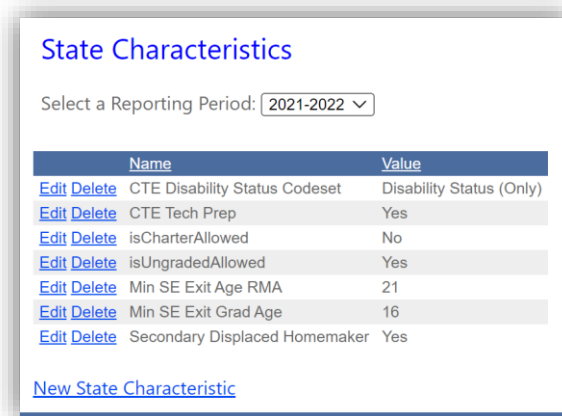
Each record also stores the full path to root folder where submission files for that school year are saved. This should be a path that is understood by the ETL package system account on the SSIS repository server (typically the database server).

In this example, a folder on the database server's C: drive is specified – that is not common nor recommended. UNC paths can be used and may be more reliable.

Lastly, these records store the "From:" email address that should be used in all the emails that the system generates. Each of the SSIS packages finish by generating and sending an email that summarizes the processing results. This entry tells those processes what email account should be used on the From: line of the emails. This account must have rights to send email through the email server that is used by the ES3.

State Characteristics

Selecting the State Characteristics menu option brings up the following screen.



| | Name | Value |
|-----------------------------|-------------------------------|--------------------------|
| Edit Delete | CTE Disability Status Codeset | Disability Status (Only) |
| Edit Delete | CTE Tech Prep | Yes |
| Edit Delete | isCharterAllowed | No |
| Edit Delete | isUngradedAllowed | Yes |
| Edit Delete | Min SE Exit Age RMA | 21 |
| Edit Delete | Min SE Exit Grad Age | 16 |
| Edit Delete | Secondary Displaced Homemaker | Yes |

[New State Characteristic](#)

Figure 23: State Characteristics Edit Screen

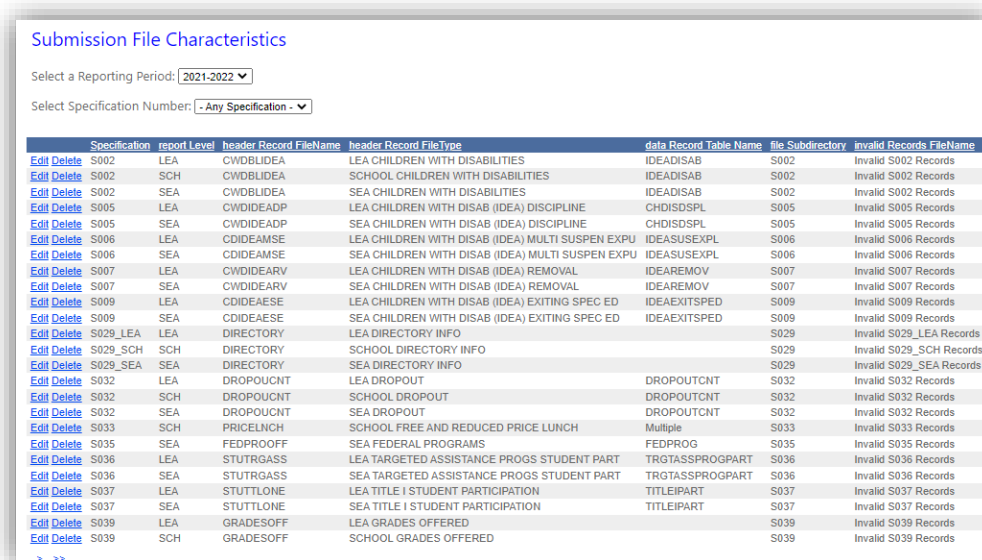
Users can select the school year of interest; these characteristics can have different values in different school years.

The characteristics are name-value pairs that some of the SSIS packages reference as part of their processing. The names used are unique for a given school year. The packages that reference state characteristics are looking for specific names; that is, spelling is important.

The values also have specific ranges or data types that SSIS will expect. This screen does not have any data validation nor verification. Changes should be made with caution.

Submission File Characteristics

Selecting the Submission File Characteristics option from the main menu brings up the following screen.



Submission File Characteristics

Select a Reporting Period: 2021-2022

Select Specification Number: - Any Specification -

| | Specification | report Level | header Record FileName | header Record File Type | data Record Table Name | file Subdirectory | Invalid Records FileName |
|---|---------------|--------------|------------------------|--|------------------------|-------------------|--------------------------|
| Edit Delete | S002 | LEA | CWDBLUDEA | LEA CHILDREN WITH DISABILITIES | IDEADISAB | S002 | Invalid S002 Records |
| Edit Delete | S002 | SCH | CWDBLUDEA | SCHOOL CHILDREN WITH DISABILITIES | IDEADISAB | S002 | Invalid S002 Records |
| Edit Delete | S002 | SEA | CWDBLUDEA | SEA CHILDREN WITH DISABILITIES | IDEADISAB | S002 | Invalid S002 Records |
| Edit Delete | S005 | LEA | CWDIDEADP | LEA CHILDREN WITH DISAB (IDEA) DISCIPLINE | CHDISDSP | S005 | Invalid S005 Records |
| Edit Delete | S005 | SEA | CWDIDEADP | SEA CHILDREN WITH DISAB (IDEA) DISCIPLINE | CHDISDSP | S005 | Invalid S005 Records |
| Edit Delete | S006 | LEA | CDIDEAMSE | LEA CHILDREN WITH DISAB (IDEA) MULTI SUSPEN EXPU | IDEASUSEXP | S006 | Invalid S006 Records |
| Edit Delete | S006 | SEA | CDIDEAMSE | SEA CHILDREN WITH DISAB (IDEA) MULTI SUSPEN EXPU | IDEASUSEXP | S006 | Invalid S006 Records |
| Edit Delete | S007 | LEA | CWDIDEARV | LEA CHILDREN WITH DISAB (IDEA) REMOVAL | IDEAREMOV | S007 | Invalid S007 Records |
| Edit Delete | S007 | SEA | CWDIDEARV | SEA CHILDREN WITH DISAB (IDEA) REMOVAL | IDEAREMOV | S007 | Invalid S007 Records |
| Edit Delete | S009 | LEA | CDIDEASE | LEA CHILDREN WITH DISAB (IDEA) EXITING SPEC ED | IDEAEXITSPED | S009 | Invalid S009 Records |
| Edit Delete | S009 | SEA | CDIDEASE | SEA CHILDREN WITH DISAB (IDEA) EXITING SPEC ED | IDEAEXITSPED | S009 | Invalid S009 Records |
| Edit Delete | S029_LEA | LEA | DIRECTORY | LEA DIRECTORY INFO | | S029 | Invalid S029_LEA Records |
| Edit Delete | S029_SCH | SCH | DIRECTORY | SCHOOL DIRECTORY INFO | | S029 | Invalid S029_SCH Records |
| Edit Delete | S029_SEA | SEA | DIRECTORY | SEA DIRECTORY INFO | | S029 | Invalid S029_SEA Records |
| Edit Delete | S032 | LEA | DROPOUCNT | LEA DROPOUT | DROPOUTCNT | S032 | Invalid S032 Records |
| Edit Delete | S032 | SCH | DROPOUCNT | SCHOOL DROPOUT | DROPOUTCNT | S032 | Invalid S032 Records |
| Edit Delete | S032 | SEA | DROPOUCNT | SEA DROPOUT | DROPOUTCNT | S032 | Invalid S032 Records |
| Edit Delete | S033 | SCH | PRICELNCH | SCHOOL FREE AND REDUCED PRICE LUNCH | Multiple | S033 | Invalid S033 Records |
| Edit Delete | S035 | SEA | FEDPROOFF | SEA FEDERAL PROGRAMS | FEDPROG | S035 | Invalid S035 Records |
| Edit Delete | S036 | LEA | STUTRGASS | LEA TARGETED ASSISTANCE PROGS STUDENT PART | TRGTASSPROGPART | S036 | Invalid S036 Records |
| Edit Delete | S036 | SEA | STUTRGASS | SEA TARGETED ASSISTANCE PROGS STUDENT PART | TRGTASSPROGPART | S036 | Invalid S036 Records |
| Edit Delete | S037 | LEA | STUTTLONE | LEA TITLE I STUDENT PARTICIPATION | TITLEIPART | S037 | Invalid S037 Records |
| Edit Delete | S037 | SEA | STUTTLONE | SEA TITLE I STUDENT PARTICIPATION | TITLEIPART | S037 | Invalid S037 Records |
| Edit Delete | S039 | LEA | GRADESOFF | LEA GRADES OFFERED | | S039 | Invalid S039 Records |
| Edit Delete | S039 | SCH | GRADESOFF | SCHOOL GRADES OFFERED | | S039 | Invalid S039 Records |

Figure 24: Submission File Characteristics Screen

Users can select specific school years, and optionally specific submission numbers.

Each submission should have a row in this table. That is, if a submission is reported at all three levels – SEA, LEA and School – then there will be three records in this table.

The first five columns have the data specified in the EDFacts submission documentation and should not require modification.

The last two columns store:

- File Subdirectory – the subdirectory into which this submission file should be saved. This subdirectory is relative to the root directory specified the state configuration for the given school year.
- Invalid Records File Name – if during the submission file creation process validation errors were detected, then what name should go on the file that will store those errors. This file will be save into the subdirectory specified above. Typical validation errors include staged records where a state code cannot be found in the code set translation, or a necessary code set is missing altogether.

Package Execution

Package Execution is the core function of the ES3. The ES3 Web Management System gives a user the capability of:

- 1) seeing what SSIS packages have been deployed to the package store
- 2) selecting a package for execution
- 3) setting runtime configuration values
- 4) executing the package

Traditionally, SSIS ETL processes are built to either run on a regular recurring schedule or built for database administrators to run for within database management tools. The ES3 Web Management System lets *EDFacts* coordinators and selected program staff run these without requiring them to have expensive tools nor learn their operation.

Selecting a Package to Execute

ES3 ETL packages are deployed to an SSIS package repository on the *EDFacts* database server. As in a file system, this repository can be organized into folders and subfolders. All the ES3 packages are stored in an “EDFacts” folder in the repository. This prevents the ES3 Web Management System from exposing non-ES3 SSIS jobs.

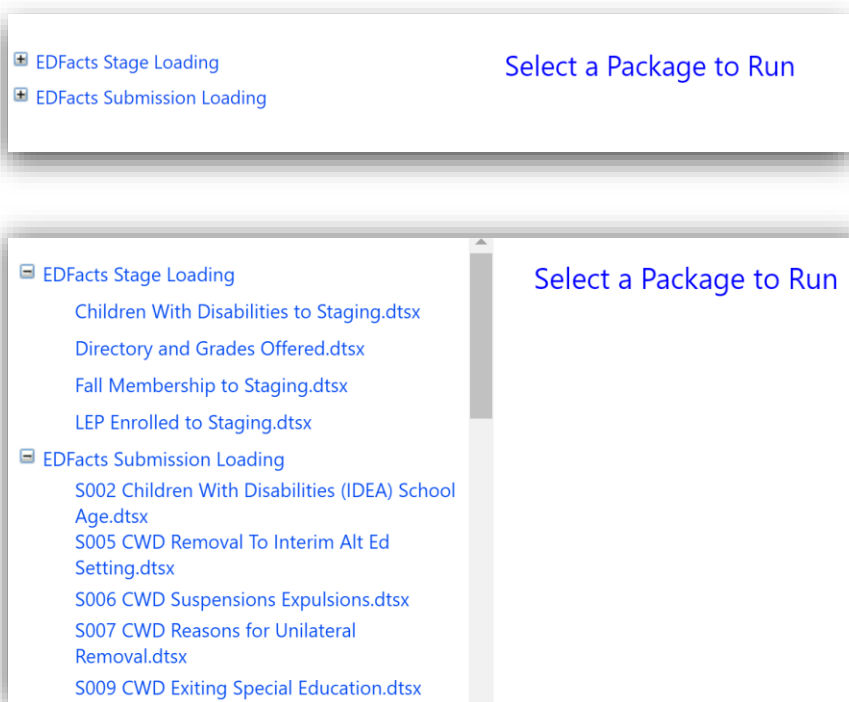


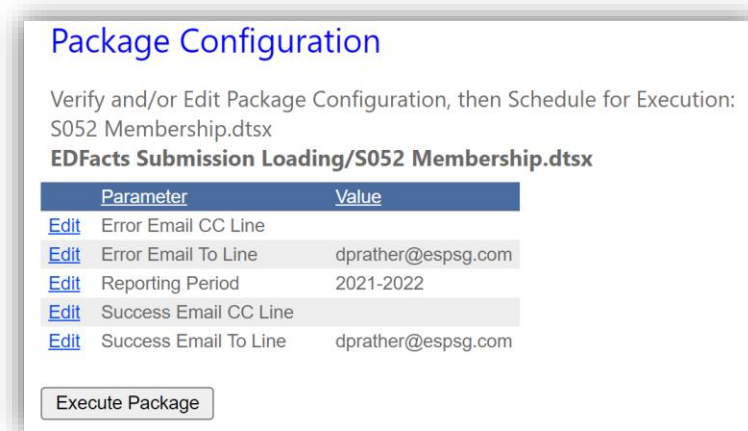
Figure 25: SSIS Package Execution menu

By default, the EDFacts folder contains a “Stage Loading” and a “Submission Loading” folders. All the ES3 packages are deployed into these two folders as appropriate. This folder structure can be modified, but the web app can deal with any organization scheme as long as “EDFacts” is the root folder for all ES3 SSIS packages.

In the example above, the two subfolders have been expanded to display their full contents. To run a package, simply click on its name.

Run-Time SSIS Package Configuration

When a package is stored, certain package variables are set to be editable at runtime. These settings are grouped into “package configurations.” When a package is selected to be executed, the web app reads the package configuration and displays the editable settings.



Package Configuration

Verify and/or Edit Package Configuration, then Schedule for Execution:
S052 Membership.dtsx

EDFacts Submission Loading/S052 Membership.dtsx

| Parameter | Value |
|--|--------------------|
| Edit Error Email CC Line | |
| Edit Error Email To Line | dprather@espsg.com |
| Edit Reporting Period | 2021-2022 |
| Edit Success Email CC Line | |
| Edit Success Email To Line | dprather@espsg.com |

Figure 26: SSIS Package Runtime Configuration Screen

In this example, the package for the S052 Membership file has been selected.

Almost all of the submission file loading routines expose these five settings. There are four values for setting email recipients, and then the core setting for ReportingPeriod. In this case, the user had clicked the [Edit](#) link and had selecting the dropdown value for the Reporting Period of '2021-2022'. When [Update](#) is clicked then that new value will be saved and used by the next execution of the S052 Membership package.

If the configuration settings are acceptable, then click the [Execute Package] button to start the process.

Package Scheduling Results

When the [Execute Package] button is clicked, the ES3 Web Management System does several things.

- 1) Create a SQL Server Agent job with the same name as the SSIS Package
- 2) Add 1 step to that job of running our SSIS Package
- 3) Set other settings to get the job ready
- 4) Schedule the job to run immediately

The result of these steps will be displayed on a screen like the following

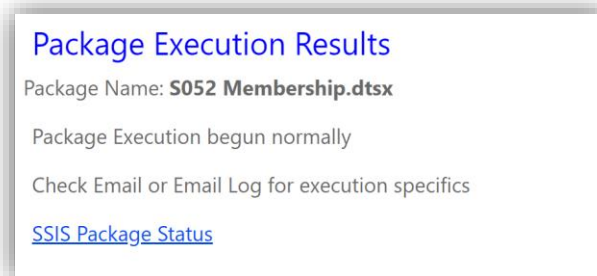


Figure 27: Package Execution Start Result Screen

It is important to note, this just means a job was successfully created and scheduled to run. It does not mean the package execution is complete nor that the job ran successfully.

If there was a problem in trying to create the SQL Agent job, then that information will be displayed on this screen.

Typical issues include things like trying to schedule a new job before a current job is complete.

The SSIS Package Execution Log monitoring and SQL Agent Job History screens are used to follow the actual package execution steps and results. These are explained in detail in the next section.

Validation

ES3 includes procedures that validate system data in relation to EDFacts requirements. There are two types of validations in ES3: Staging Data Validation and USED Validation.

Staging Data Validation occurs during the Submission File Creation process. This validation ensures that ES3 can translate staged data correctly to EDFacts format. For example, that a particular code in the staged data for a field is

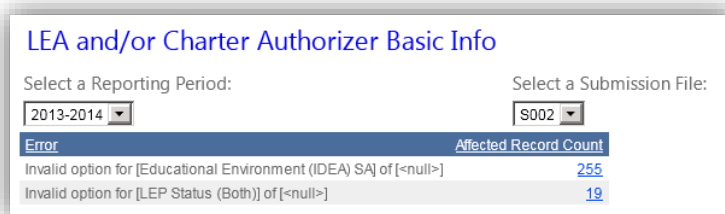
defined in the appropriate code set translation table. Records that fail this validation prevent a submission file from being generated by ES3.

EDFacts coordinators are all well-aware that USED has their own set of business rules that they apply to submitted files each night – generating error reports the following day. This overnight turn-over can be frustrating at crunch –time. ES3 has begun the implementation of the USED business rules reporting, allowing a user to see relatively quickly what USED would be telling them tomorrow.

Invalid Staging Records

In the process of creating the submission files, the data in the staging tables are validated. Typically there are two types of tests, both related to the translation of codes from state options to those to be required by EDFacts.

As part of validation process, ES3 needs entries in the State Code Set Translation table for the various options. The first test is that the necessary code set tables exist. The second test is that the state codes in each record of the staged data have matching entries in the code set.



| LEA and/or Charter Authorizer Basic Info | |
|--|---------------------------|
| Select a Reporting Period: | Select a Submission File: |
| 2013-2014 | S002 |
| Error | Affected Record Count |
| Invalid option for [Educational Environment (IDEA) SA] of [<null>] | 255 |
| Invalid option for [LEP Status (Both)] of [<null>] | 19 |

Figure 28: Invalid Staging Records

Use the pick lists to filter results. Users can filter by reporting period, submission file, and/or type of validation error found. Pick lists to the right depend on choices in pick lists to the left.

This report only includes records in the underlying invalid records table. That table is only populated as part of the Submission File loading routines.

That means, if you are looking for errors for a particular submission file, and the file is not listed in the “Submission File” pick list, then either you have not attempted to create the submission file, or no validation errors were found.

If validation errors are found, the submission files will NOT be created.

USED Validation Reporting

Note: Not all of the USED business rules have been implemented. Only those rules that have been implemented can be applied, but the

system is designed in such a way that as rules are implemented they will show up without the need for Web App updates.

USED Validation Rules Execution

The USED Validation Reporting process runs against the EDFacts Submission file data stored in the ES3 Submission File tables. That means, the submission file creation process must be run prior to running the USED Validation Reporting process.

Select Validation -> USED Validation Reporting -> USED Validation Rules Execution to execute the validation rules.

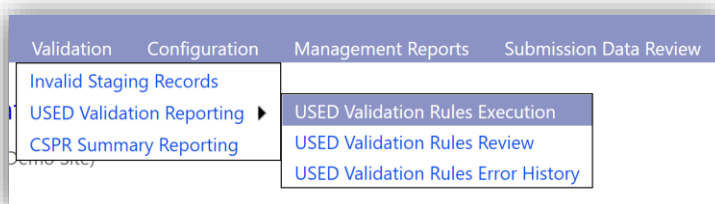


Figure 29: USED Validation Execution Selection

When the USED Validation Rules Execution menu option is selected, a screen like the following appears.

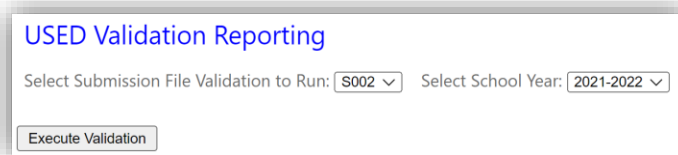


Figure 30: USED Validation Reporting

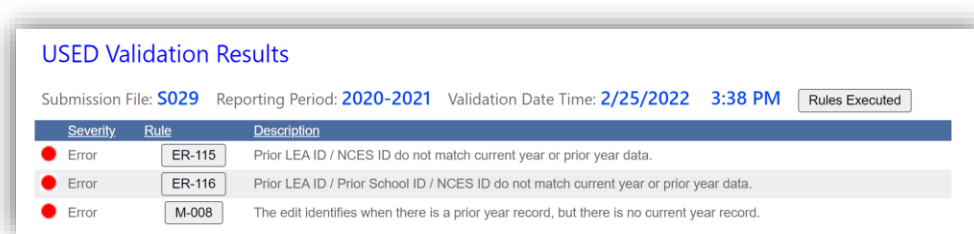
The list of Submission File numbers that are available is generated “on the fly” from validation stored procedures that have been deployed. That means as new submission file rule sets come on line, they will appear in this interface.

A rule set stored procedure consists of calls to the individual rule procedures that have been defined. Not all of the rules that USED applies to a given file have been written at this time, so rule set for a given file may not include all of the rules USED will apply.

The school year list come from the values defined in the State Configuration screen. It is possible to attempt to run rules for a file and year combination that have not yet been generated.

When the [Execute Validation] button is selected, then the system calls the stored procedure that runs the rules for that file. The results from the individual rules

are stored in a table. At the end of processing, a report like the following is shown.



| USED Validation Results | | |
|--|--------|---|
| Submission File: S029 Reporting Period: 2020-2021 Validation Date Time: 2/25/2022 3:38 PM Rules Executed | | |
| Severity | Rule | Description |
| Error | ER-115 | Prior LEA ID / NCES ID do not match current year or prior year data. |
| Error | ER-116 | Prior LEA ID / Prior School ID / NCES ID do not match current year or prior year data. |
| Error | M-008 | The edit identifies when there is a prior year record, but there is no current year record. |

Figure 31: USED Validation Results screen

This report shows:

- **Severity:** The level of severity of the rule violated, Error with a red dot or Warning with a yellow dot
- **Rule Number:** the USED rule number as found in the EDFacts Business Rules spreadsheet
- **Description:** the description of the problem, again from the EDFacts Business Rules spreadsheet

USED Validation Results

Submission File: S029 Reporting Period: 2020-2021 Validation Date Time: 2/25/2022 3:38 PM Rules Executed

| Severity | Rule | Description |
|----------|--------|--|
| Error | ER-115 | Prior LEA ID / NCES ID do not match current year or prior year data. |

| Category | LEA Id | School Id | Additional Info |
|----------|--------|-----------|--------------------------|
| | 010 | 0100 | Current NCES ID: 4812345 |
| | 010 | 0110 | Current NCES ID: 4812345 |
| | 010 | 0111 | Current NCES ID: 4812345 |
| | 020 | 0200 | Current NCES ID: 4823456 |
| | 020 | 0210 | Current NCES ID: 4823456 |
| | 020 | 0211 | Current NCES ID: 4823456 |
| | 030 | 0300 | Current NCES ID: 4834567 |
| | 030 | 0310 | Current NCES ID: 4834567 |
| | 030 | 0311 | Current NCES ID: 4834567 |
| | 040 | 0400 | Current NCES ID: 4845678 |
| | 040 | 0410 | Current NCES ID: 4845678 |
| | 040 | 0411 | Current NCES ID: 4845678 |

| | | |
|-------|--------|---|
| Error | ER-116 | Prior LEA ID / Prior School ID / NCES ID do not match current year or prior year data. |
| Error | M-008 | The edit identifies when there is a prior year record, but there is no current year record. |

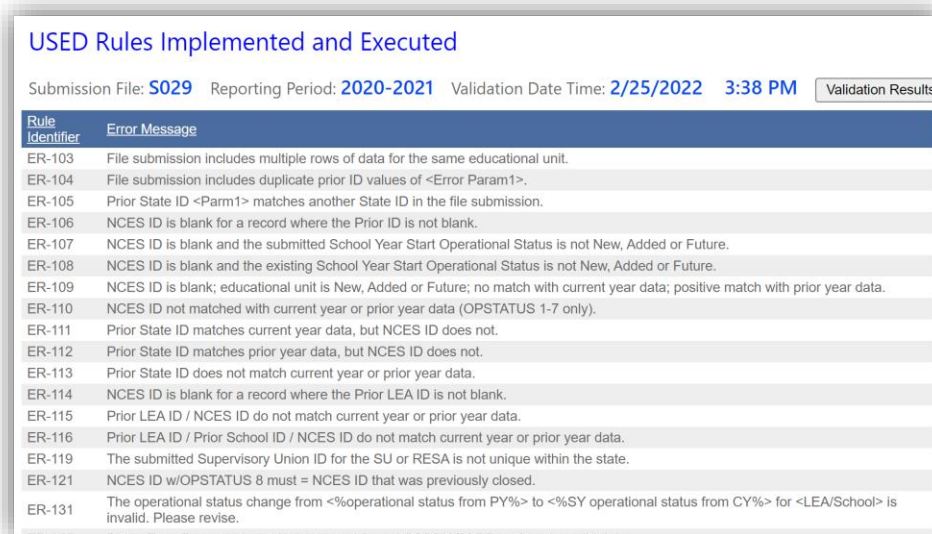
Figure 32: USED Validation Results expanded

Selecting the rule will give additional information on errors for that rule.

- **Category Set:** The category set/sub-total group in the file that is associated with the violation
- **SEA:** the text "SEA" if the offending record is a state level record

- **LEA Identifier:** the state identifier of the LEA if the offending record is an LEA level or school level record
- **School Identifier:** the state school identifier if the offending record is an school level record. The LEA identifier will also be supplied to assist in finding the offending record in the submission file
- **Additional Information:** We are making every effort to supply additional information for the violated rules that shows exactly what is wrong, why it is wrong, and in some cases what to do to correct the issue.

The rules that were executed can be viewed by selecting 'Rules Executed' in figure 30A. This will bring up a list of all the USED rules that were executed. To return to the validation results, select 'Validation Results' from the USED Rules Implemented and Executed screen.



| USED Rules Implemented and Executed | |
|--|--|
| Submission File: S029 Reporting Period: 2020-2021 Validation Date Time: 2/25/2022 3:38 PM Validation Results | |
| Rule Identifier | Error Message |
| ER-103 | File submission includes multiple rows of data for the same educational unit. |
| ER-104 | File submission includes duplicate prior ID values of <Error Param1>. |
| ER-105 | Prior State ID <Parm1> matches another State ID in the file submission. |
| ER-106 | NCES ID is blank for a record where the Prior ID is not blank. |
| ER-107 | NCES ID is blank and the submitted School Year Start Operational Status is not New, Added or Future. |
| ER-108 | NCES ID is blank and the existing School Year Start Operational Status is not New, Added or Future. |
| ER-109 | NCES ID is blank; educational unit is New, Added or Future; no match with current year data; positive match with prior year data. |
| ER-110 | NCES ID not matched with current year or prior year data (OPSTATUS 1-7 only). |
| ER-111 | Prior State ID matches current year data, but NCES ID does not. |
| ER-112 | Prior State ID matches prior year data, but NCES ID does not. |
| ER-113 | Prior State ID does not match current year or prior year data. |
| ER-114 | NCES ID is blank for a record where the Prior LEA ID is not blank. |
| ER-115 | Prior LEA ID / NCES ID do not match current year or prior year data. |
| ER-116 | Prior LEA ID / Prior School ID / NCES ID do not match current year or prior year data. |
| ER-119 | The submitted Supervisory Union ID for the SU or RESA is not unique within the state. |
| ER-121 | NCES ID w/OPSTATUS 8 must = NCES ID that was previously closed. |
| ER-131 | The operational status change from <%operational status from PY%> to <%SY operational status from CY%> for <LEA/School> is invalid. Please revise. |

Figure 33: USED Validation Results -Rules Executed

USED Validation Rules Review

The USED Validation Rules Review list all the validation rules that are defined for the EDFacts Submission file. Selecting the Reporting Period and Submission File number will list all the ES3 defined USED validation rules for that file submission. Clicking a column title will sort the screen by that value.

USED Validation Rules Review

Select a Reporting Period: **2021-2022** Select a submission file: **S052**

| Submission | Rule ID | ES3 Procedure Name | Error Message | Error Type | General Edit | Severity | Year To Year | SEA | LEA | SCH | Final ESS Release | Begin Reporting Period | End Reporting Period | Additional File 1 | Additional File 2 | Additional File 3 |
|------------|----------|--------------------|--|------------|--------------|----------|--------------|-----|-----|-----|-------------------|------------------------|----------------------|-------------------|-------------------|-------------------|
| S052 | ER-103 | efbr_S052_ER_103 | File submission includes multiple rows of data for the same educational unit. | Validation | YES | Error | NO | YES | YES | YES | Release 5.0 | 2000-2001 | 9998-9999 | | | |
| S052 | S052-R00 | efbr_S052_R00 | Submission file has not been created. | Submission | YES | Error | NO | YES | NO | NO | Release 6.0 | 2017-2018 | 9998-9999 | | | |
| S052 | S052-R52 | efbr_S052_R52 | Student to teacher ratio is more than 50:1 or less than 5:1. | Submission | NO | Warning | NO | NO | YES | NO | Release 4.0 | 2000-2001 | 9998-9999 | S052 | | |
| S052 | S052-R55 | efbr_S052_R55 | Student teacher ratio is less than 5 or greater than 50. | Submission | NO | Warning | NO | NO | NO | YES | Release 4.0 | 2000-2001 | 9998-9999 | S052 | S029 | S129 |
| S052 | S052-R61 | efbr_S052_R61 | Membership file includes a non-zero student count while Classroom Teachers (FTE) (N/X059) is zero or has not been submitted. | Submission | NO | Error | NO | NO | NO | YES | Release 4.0 | 2000-2001 | 9998-9999 | S052 | | |
| S052 | S052-R63 | efbr_S052_R63 | Student teacher ratio compared to prior year has changed by 30% or more. | Submission | NO | Warning | YES | NO | NO | YES | Release 4.0 | 2000-2001 | 9998-9999 | S052 | | |
| S052 | S052-R64 | efbr_S052_R64 | Student teacher ratio is less than 10:1 for the current year and greater than 15:1 for the prior year. | Submission | NO | Warning | YES | NO | NO | YES | Release 4.0 | 2000-2001 | 9998-9999 | S052 | | |

Figure 34: USED Validation Rules Review

USED Validation Rule Error History

The USED Validation Rule Error History shows the warnings and errors associated with the latest run of the USED Validation rules for the Reporting Period and Submission File selected. list all the validation rules that are defined for the EDFacts Submission file. Clicking a column title will sort the screen by that value.

USED Validation Rule Error History

Select a Reporting Period: **2019-2020** Select a submission file: **S089**

| Reporting Period | Submission Number | Rule Number | Severity | SEA Identifier | State LEA Identifier | State School Identifier | Category Sort Order | Error Description | Additional Info | Execution Time |
|------------------|-------------------|-------------|----------|----------------|----------------------|-------------------------|---------------------|---|--------------------------------------|---------------------|
| 2019-2020 | S089 | S089-R32 | Error | SEA | | | | One or more Educational Environments identified through EMAPS as permitted for all age children in your state was not reported. | Educational Environment H | 7/7/2021 9:59:53 AM |
| 2019-2020 | S089 | S089-R32 | Error | SEA | | | | One or more Educational Environments identified through EMAPS as permitted for all age children in your state was not reported. | Educational Environment REC09YOTHLOC | 7/7/2021 9:59:53 AM |
| 2019-2020 | S089 | S089-R32 | Error | SEA | | | | One or more Educational Environments identified through EMAPS as permitted for all age children in your state was not reported. | Educational Environment REC09YSVCS | 7/7/2021 9:59:53 AM |
| 2019-2020 | S089 | S089-R32 | Error | SEA | | | | One or more Educational Environments identified through EMAPS as permitted for all age children in your state was not reported. | Educational Environment REC10YOTHLOC | 7/7/2021 9:59:53 AM |
| 2019-2020 | S089 | S089-R32 | Error | SEA | | | | One or more Educational Environments identified through EMAPS as permitted for all age children in your state was not reported. | Educational Environment REC10YSVCS | 7/7/2021 9:59:53 AM |
| 2019-2020 | S089 | S089-R32 | Error | SEA | | | | One or more Educational Environments identified through EMAPS as permitted for all age children in your state was not reported. | Educational Environment RF | 7/7/2021 9:59:53 AM |
| 2019-2020 | S089 | S089-R32 | Error | SEA | | | | One or more Educational Environments identified through EMAPS as permitted for all age children in your state was not reported. | Educational Environment SC | 7/7/2021 9:59:53 AM |
| 2019-2020 | S089 | S089-R32 | Error | SEA | | | | One or more Educational Environments identified through EMAPS as permitted for all age children in your state was not reported. | Educational Environment SPL | 7/7/2021 9:59:53 AM |
| 2019-2020 | S089 | S089-R32 | Error | SEA | | | | One or more Educational Environments identified through EMAPS as permitted for all age children in your state was not reported. | Educational Environment SS | 7/7/2021 9:59:53 AM |

Figure 35: USED Validation Rule Error History

Management Reports

The ES3 Web Management System includes a set of management reports screens. These screens allow the EDFacts coordinator to keep tabs on the results and status of the various processes of ES3. It includes screens for reviewing:

- SSIS Package Log: Lists the SSIS Package runs associated with the EDFacts Shared State Solution and the result of their last execution.
- SSIS Package Task Log: Lists all the tasks completed as part of the SSIS package execution.
- SQL Agent Job Status: history and detailed status results
- Email Log Review: All the emails generated and sent by the SSIS procedures.
- SSIS Staging Package History: complete logs of the staging SSIS package executions.
- SSIS Submission Package History: complete logs of the submission SSIS package executions.
- Submission File Due Dates: Lists due dates for file submissions.
- Submission File Creation Status: Shows EDFacts submission files by reporting period and whether a submission file has been created.
- Submission File Creation History: History review of the creation of EDFacts Submission Files

Each is described in more detail below.

SSIS Package Log

The ES3 package log shows the latest staging or submission package executions. The run status, package name, start time, end time and duration are displayed. Click any of the underlined column titles to sort the agency records by that value. Carrots at the bottom of the screen allow scrolling through additional executions.

| Run Status | Package Name | Start Date/Time | End Date/Time | Run Duration (hh:mm:ss) |
|------------|--|-----------------------|-----------------------|-------------------------|
| Error | S029-S039 LEA Directory and Grades Offered | 3/1/2022 1:19:50 PM | 3/1/2022 1:19:50 PM | 00:00:00 |
| Error | S052 Membership | 2/25/2022 3:29:56 PM | 2/25/2022 3:29:56 PM | 00:00:00 |
| Error | S029-S039 School Directory and Grades Offered | 2/9/2022 11:44:12 AM | 2/9/2022 11:44:12 AM | 00:00:00 |
| Success | Directory and Grades Offered | 2/9/2022 11:40:43 AM | 2/9/2022 11:40:43 AM | 00:00:00 |
| Error | S089 Children with Disabilities IDEA Early Childhood | 9/3/2021 10:06:29 AM | 9/3/2021 10:06:30 AM | 00:00:01 |
| Success | Children With Disabilities to Staging | 9/3/2021 9:55:33 AM | 9/3/2021 9:55:33 AM | 00:00:00 |
| Error | S002 Children With Disabilities IDEA School Age | 7/16/2021 4:33:24 PM | 7/16/2021 4:33:25 PM | 00:00:01 |
| Success | Fall Membership to Staging | 6/9/2021 11:46:44 AM | 6/9/2021 11:46:44 AM | 00:00:00 |
| Error | S007 CWD Reasons for Unilateral Removal | 3/26/2021 2:03:55 PM | 3/26/2021 2:03:56 PM | 00:00:01 |
| Error | S118 Homeless Students Enrolled | 10/2/2020 5:43:07 PM | 10/2/2020 5:43:07 PM | 00:00:00 |
| Error | S033 Free and Reduced Price Lunch | 7/13/2020 11:14:10 AM | 7/13/2020 11:14:10 AM | 00:00:00 |
| Error | S005 CWD Removal To Interim Alt Ed Setting | 7/9/2020 6:31:02 PM | 7/9/2020 6:31:03 PM | 00:00:00 |
| Success | LEP Enrolled to Staging | 6/23/2020 11:20:11 AM | 6/23/2020 11:20:11 AM | 00:00:00 |
| Success | Fall Student Membership to Staging | 5/13/2020 3:40:23 PM | 5/13/2020 3:40:24 PM | 00:00:00 |
| Success | S004 CWD Not Participating in Assessments | 5/7/2020 1:35:00 PM | 5/7/2020 1:35:00 PM | 00:00:00 |
| Success | Basic Staff FTE Data Package Deployment | 11/8/2019 10:04:56 AM | 11/8/2019 10:04:56 AM | 00:00:00 |
| Success | Basic Staff FTE Data | 11/8/2019 9:14:39 AM | 11/8/2019 9:14:39 AM | 00:00:00 |
| Success | S059 Staff FTE | 10/4/2019 10:58:04 AM | 10/4/2019 10:58:04 AM | 00:00:00 |
| Success | S029 SEA Directory | 10/3/2019 10:10:08 PM | 10/3/2019 10:10:08 PM | 00:00:00 |
| Success | S032 Dropouts | 10/3/2019 8:05:50 PM | 10/3/2019 8:05:50 PM | 00:00:00 |
| Success | S141 LEP Enrolled | 6/5/2019 2:14:20 PM | 6/5/2019 2:14:20 PM | 00:00:00 |
| Error | S138 Title III LEP English Lang Proficiency Test | 2/13/2019 3:03:00 PM | 2/13/2019 3:04:45 PM | 00:01:45 |
| Error | S137 LEP English Language Proficiency Test | 2/13/2019 2:55:24 PM | 2/13/2019 2:57:09 PM | 00:01:45 |
| Error | S116 Title III LEP Students Served | 2/13/2019 2:49:54 PM | 2/13/2019 2:51:40 PM | 00:01:45 |
| Error | S139 LEP English Language Proficiency Results | 2/12/2019 4:29:48 PM | 2/12/2019 4:31:33 PM | 00:01:45 |

Figure 36: SSIS Package Log

SSIS Package Task Log

SQL Server Integration Services ETL packages consist of a set of tasks that can be organized into “control flows.” All of the submission loading SSIS packages have a control flow similar to the following.

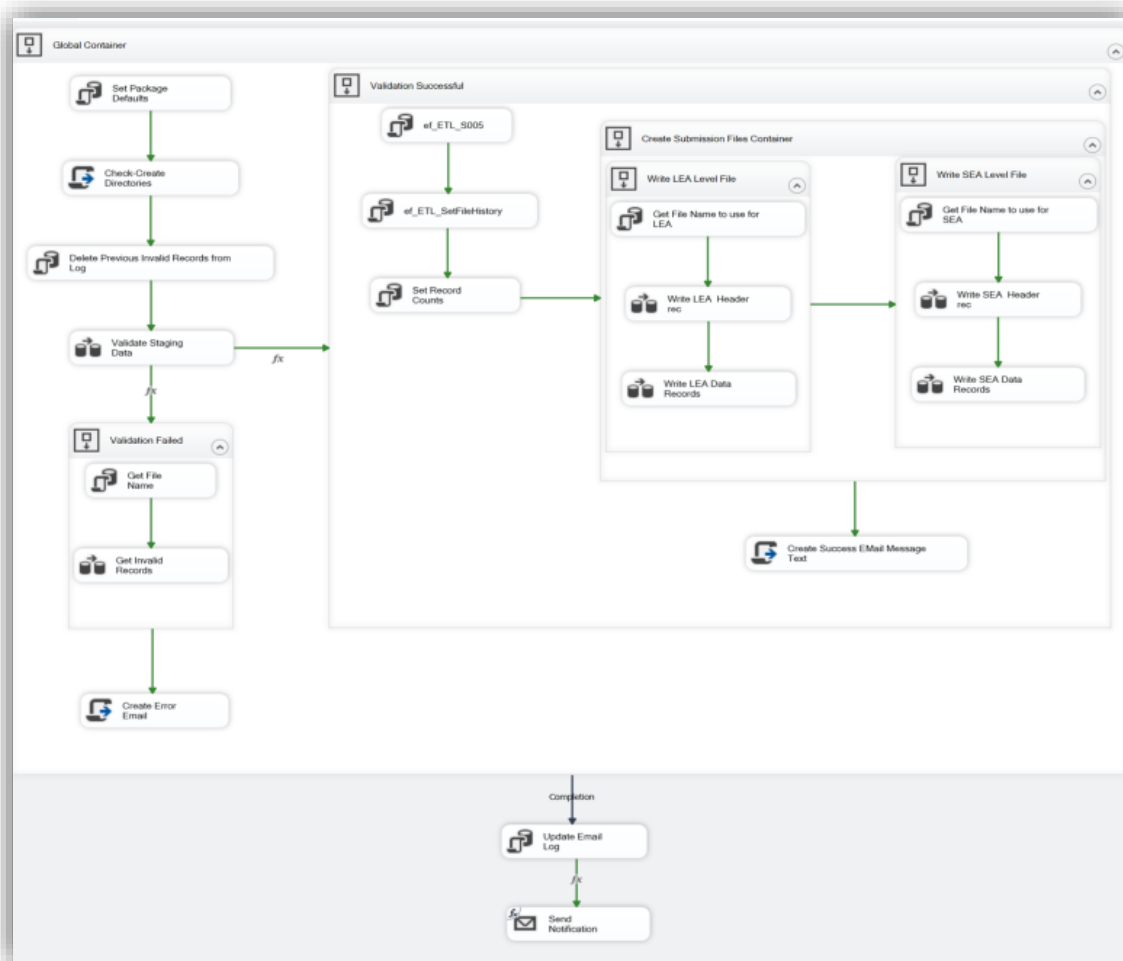


Figure 37: Typical Submission Package SSIS Control Flow

The flow begins at the upper left with “Set Package Defaults” and follows the appropriate arrows until “Send Notification.”

ES3 logs every time one of the labeled boxes start and stops. The SQL Package Execution Log menu option brings up a screen that allows a user to review that process log.

SSIS Package Task Log

Select a Package Name: Select an execution instance:

Process Log Entries

[Refresh](#)

| Package Task Name | Start Time | End Time | Elapsed Time | Task End Status |
|--|---------------------|---------------------|------------------|-----------------|
| S005 CWD Removal To Interim Alt Ed Setting | 7/9/2020 6:31:01 PM | 7/9/2020 6:31:03 PM | 00:00:02.0466667 | Success |
| Global Container | 7/9/2020 6:31:01 PM | 7/9/2020 6:31:02 PM | 00:00:01.6100000 | Success |
| Set Package Defaults | 7/9/2020 6:31:01 PM | 7/9/2020 6:31:01 PM | 00:00:00.0333333 | Success |
| Check-Create Directories | 7/9/2020 6:31:01 PM | 7/9/2020 6:31:01 PM | 00:00:00.0333333 | Success |
| Delete Previous Invalid Records from Log | 7/9/2020 6:31:01 PM | 7/9/2020 6:31:01 PM | 00:00:00.0300000 | Success |
| Validate Staging Data | 7/9/2020 6:31:01 PM | 7/9/2020 6:31:01 PM | 00:00:00.1566667 | Success |
| Validation Successful | 7/9/2020 6:31:01 PM | 7/9/2020 6:31:02 PM | 00:00:01.0966667 | Success |
| ef_ETL_S005 | 7/9/2020 6:31:01 PM | 7/9/2020 6:31:02 PM | 00:00:00.2666667 | Success |
| ef_ETL_SetFileHistory | 7/9/2020 6:31:02 PM | 7/9/2020 6:31:02 PM | 00:00:00.0300000 | Success |
| Set Record Counts | 7/9/2020 6:31:02 PM | 7/9/2020 6:31:02 PM | 00:00:00.0800000 | Success |
| Create Submission Files Container | 7/9/2020 6:31:02 PM | 7/9/2020 6:31:02 PM | 00:00:00.5800000 | Success |
| Write LEA Level File | 7/9/2020 6:31:02 PM | 7/9/2020 6:31:02 PM | 00:00:00.2500000 | Success |
| Get File Name to use for LEA | 7/9/2020 6:31:02 PM | 7/9/2020 6:31:02 PM | 00:00:00.0466667 | Success |
| Write LEA Header rec | 7/9/2020 6:31:02 PM | 7/9/2020 6:31:02 PM | 00:00:00.0466667 | Success |
| Write LEA Data Records | 7/9/2020 6:31:02 PM | 7/9/2020 6:31:02 PM | 00:00:00.0933333 | Success |
| Write SEA Level File | 7/9/2020 6:31:02 PM | 7/9/2020 6:31:02 PM | 00:00:00.2500000 | Success |
| Get File Name to use for SEA | 7/9/2020 6:31:02 PM | 7/9/2020 6:31:02 PM | 00:00:00.0166667 | Success |
| Write SEA Header rec | 7/9/2020 6:31:02 PM | 7/9/2020 6:31:02 PM | 00:00:00.0933333 | Success |
| Write SEA Data Records | 7/9/2020 6:31:02 PM | 7/9/2020 6:31:02 PM | 00:00:00.0633333 | Success |
| Create Success EMail Message Text | 7/9/2020 6:31:02 PM | 7/9/2020 6:31:02 PM | 00:00:00.0300000 | Success |
| Update Email Log | 7/9/2020 6:31:02 PM | 7/9/2020 6:31:02 PM | 00:00:00.0300000 | Success |
| Send Notification | 7/9/2020 6:31:02 PM | 7/9/2020 6:31:03 PM | 00:00:00.2966667 | Error |

Figure 38: SSIS Package Process Log Screen

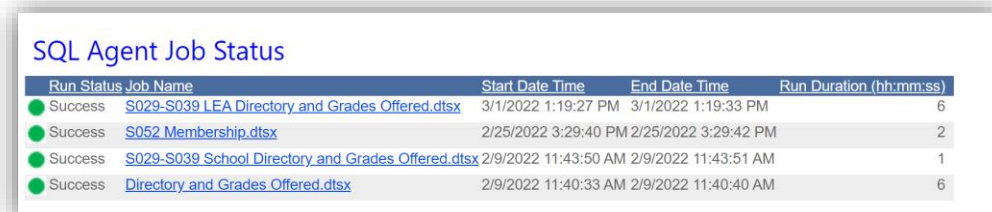
As shown in the example above, the report has a drop down for the package name, and then a drop down showing every time the selected package was executed.

The body of the report shows the results of the selected execution. The report fields are:

- **Package Task Name** – The name of box in the package control flow diagram. As shown in the generic package, tasks can be grouped within a containing box. When this occurs, those tasks appear indented below the containing task name.
- **Start Time** – the date and time the task execution started
- **End Time** – the date and time the task execution ended
- **Elapsed Time** – the elapsed time from start to end in hours, minutes and seconds. The seconds are shown including seven decimal places
- **Task End Status** – the final status for the particular task: Success, Failed, or, if a task is still running, Incomplete.

SQL Agent Job Status

The ES3 package execution routine functions by creating a SQL Agent Job named the same as the package name. That job has a single task of running the SSIS package. The SQL Agent Job Status menu option brings up a screen like the following that shows all the EDFacts Jobs and the status of their last execution.

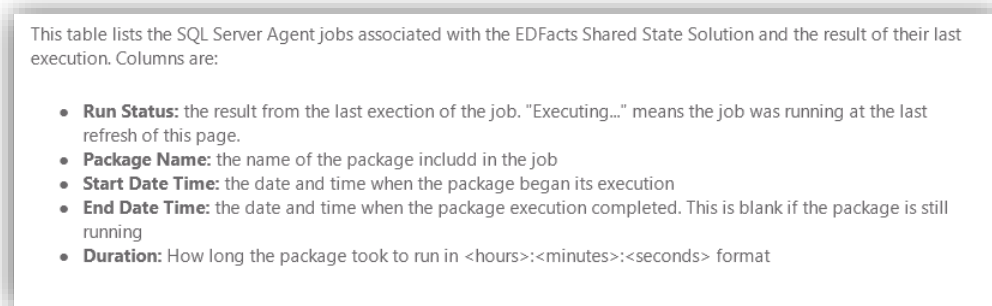


| Run Status | Job Name | Start Date Time | End Date Time | Run Duration (hh:mm:ss) |
|------------|--|----------------------|----------------------|-------------------------|
| Success | S029-S039 LEA Directory and Grades Offered.dtsx | 3/1/2022 1:19:27 PM | 3/1/2022 1:19:33 PM | 6 |
| Success | S052 Membership.dtsx | 2/25/2022 3:29:40 PM | 2/25/2022 3:29:42 PM | 2 |
| Success | S029-S039 School Directory and Grades Offered.dtsx | 2/9/2022 11:43:50 AM | 2/9/2022 11:43:51 AM | 1 |
| Success | Directory and Grades Offered.dtsx | 2/9/2022 11:40:33 AM | 2/9/2022 11:40:40 AM | 6 |

Figure 39: SQL Agent Job Status screen

The top of the screen shows the SQL agent jobs associated with ES3. By default the screen shows the most recent jobs first. Clicking a column title will sort the screen by that value.

There is a footer that describes the contents of the screen's report.



This table lists the SQL Server Agent jobs associated with the EDFacts Shared State Solution and the result of their last execution. Columns are:

- **Run Status:** the result from the last execution of the job. "Executing..." means the job was running at the last refresh of this page.
- **Package Name:** the name of the package included in the job
- **Start Date Time:** the date and time when the package began its execution
- **End Date Time:** the date and time when the package execution completed. This is blank if the package is still running
- **Duration:** How long the package took to run in <hours>:<minutes>:<seconds> format

Figure 40: SQL Agent Job Status screen footer

There is always only one job for a given package and by default we do not keep prior job execution history for these jobs.

When ES3 creates jobs, it assigns them to a SQL Agent Job Category of "EDFacts Shared Solution Jobs." This report only shows the status of jobs in that category. This prevents the status of other agent jobs from being exposed through this application.

This report shows the following information for all EDFacts Agent Jobs.

- **Run Status** – the final status for the Job. Statuses are either:
 - Success – the job ran as expected and finished without error
 - Failed – some error occurred during execution and the job did not exit normally
 - Executing – the job is still running
- **Job Name** – the name of the job, which will be the name of the package that it needs to run
- **Start Date Time** – the date and time at which the agent job began running. This is from the system clock on the server running the job
- **End Date Time** – the date and time at which the agent job completed running. This will be blank if the job is still running
- **Run Duration** – the hours, minutes, and seconds that the job ran from start to finish

It is important to note that a job can finish successfully without creating submission files. If validation errors occur during the package execution, and the invalid records are identified and logged, the SSIS package execution will finish “successfully” and the agent job finish “successfully.” It is important to review the generated email and/or SSIS Package Execution Log to see the package results.

This screen automatically refreshes every 10 seconds. That means if a job is shown as “Executing...”, the screen will continue to update until the status changes to “Success” or “Failed”.

If a user clicks on a Job Name, then the SQL Agent Job Detail report is shown.

SQL Agent Job Details

SQL Agent Job Details, accessed by clicking a Job Name link on the SQL Agent Job Status screen, results in a report like the following.

Figure 41: SQL Agent Job Details Screen

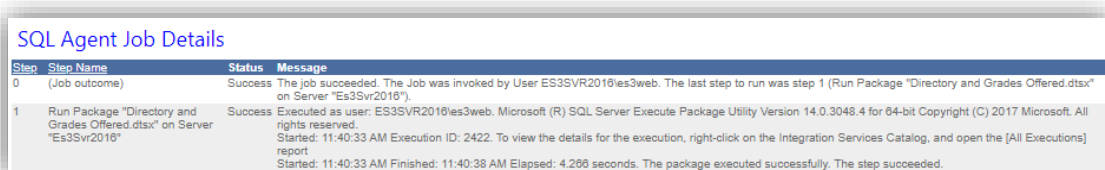
This report show the results of a job’s execution. The fields in the report are:

- **Step** – all the ES3 jobs have two steps: step 0 with the overall job status, and step 1 which is the SSIS package execution results.
- **Step Name** – The step name: either “(Job Outcome)” or our package name

- **Status** – The status results of pertinent job step: Success or Failed
- **Message** – the logged detailed results returned to the SQL agent by the job step. This information is useful for debugging when a package does not run as expected, but can otherwise be ignored.

Email Log Review

Each of the SSIS ETL packages concludes by sending an email with the status of the processing. The Email Log Review menu option shows a screen like the following.



| SQL Agent Job Details | | | |
|-----------------------|--|---------|---|
| Step | Step Name | Status | Message |
| 0 | (Job outcome) | Success | The job succeeded. The Job was invoked by User ES3SVR2016\es3web. The last step to run was step 1 (Run Package "Directory and Grades Offered.dtsx" on Server "Es3Svr2016"). |
| 1 | Run Package "Directory and Grades Offered.dtsx" on Server "Es3Svr2016" | Success | Executed as user: ES3SVR2016\es3web. Microsoft (R) SQL Server Execute Package Utility Version 14.0.3048.4 for 64-bit Copyright (C) 2017 Microsoft. All rights reserved. Started: 11:40:33 AM Execution ID: 2422. To view the details for the execution, right-click on the Integration Services Catalog, and open the [All Executions] report Started: 11:40:33 AM Finished: 11:40:38 AM Elapsed: 4.266 seconds. The package executed successfully. The step succeeded. |

Figure 42: Email Log Review Screen

The "Select an Email" drop down shows all the emails generated by the system, sorted with the most current at the top of the list.

The next to last step in each package execution is to log these emails. That means even if the email sending fails due to email server issues, the package results summary still gets logged and can be reviewed here.

Submission File Due Dates

This screen shows the EDFacts collection calendar. The screen shows the reporting period, file number and name, due date, and the submission levels included.



| | Reporting Period | Number | Name | Due Date | SEA | LEA | SCH | Not Reported by ES3 |
|----------------------|------------------|--------|---|-------------|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|
| Edit | 2021-2022 | 002 | Children with Disabilities (IDEA) School-Age | 06 Apr 2022 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Edit | 2021-2022 | 089 | Children with Disabilities (IDEA) Early Childhood | 06 Apr 2022 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Edit | 2021-2022 | 033 | Free and Reduced Price Lunch | 29 Apr 2022 | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Edit | 2021-2022 | 052 | Membership | 29 Apr 2022 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Edit | 2021-2022 | 129 | CCD School | 29 Apr 2022 | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Edit | 2021-2022 | 059 | Staff FTE | 24 Jun 2022 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Figure 43: Submission File Due Dates

he last column in the screen is for whether the particular file is to be created and tracked in ES3. For example, states that have flexibility waivers releasing them from the AYP requirements of NCLB, may not have to report files 128, 152, nor 153 that are related to tracking the consequences of not making AYP. Alternatively, states that don't have such waivers don't have to report files 171 – 174 since they have not identified flexibility subgroups.

The report can be filtered for a particular reporting period and/or files that are due in the next 30, 60, 90, 180, or 365 days.

Submission File Creation Status

The EDFacts submission file creation status tracks submission file creation against the EDFacts calendar.

Submission File Creation Status

Select a Reporting Period: Files Due in the Next days

| Reporting Period | Number | Name | Due Date | SEA Status | SEA File Created | LEA Status | LEA File Created | SCH Status | SCH File Created |
|------------------|---------|---|-------------|------------|------------------|------------|------------------|------------|------------------|
| 2021-2022 | 130 | ESEA Status | 09 Feb 2022 | ○ | | ○ | | ● | |
| 2021-2022 | 206 | School Support and Improvement | 09 Feb 2022 | ○ | | ○ | | ● | |
| 2021-2022 | 212 | Comprehensive Support and Targeted Support Identification | 09 Feb 2022 | ○ | | ○ | | ● | |
| 2021-2022 | 054 | MEP Students Served - 12 Months | 21 Feb 2022 | ● | | ○ | | ○ | |
| 2021-2022 | 145 | MEP Services | 21 Feb 2022 | ● | | ○ | | ○ | |
| 2021-2022 | 029_SEA | SEA Directory | 25 Feb 2022 | ● | | ○ | | ○ | |
| 2021-2022 | 029_LEA | LEA Directory | 25 Feb 2022 | ○ | | ● | | ○ | |
| 2021-2022 | 029_SCH | SCH Directory | 25 Feb 2022 | ○ | | ○ | | ● | |
| 2021-2022 | 039 | Grades Offered | 25 Feb 2022 | ○ | | ● | | ● | |
| 2021-2022 | 190 | Charter School Authorizer Directory | 25 Feb 2022 | ● | | ○ | | ○ | |
| 2021-2022 | 196 | Management Organizations Directory | 25 Feb 2022 | ● | | ○ | | ○ | |
| 2021-2022 | 197 | Crosswalk of Charter Schools to Management Organizations | 25 Feb 2022 | ○ | | ○ | | ● | |
| 2021-2022 | 198 | Charter Contracts | 25 Feb 2022 | ○ | | ○ | | ● | |
| 2021-2022 | 207 | State Appropriations for Charter Schools | 25 Feb 2022 | ○ | | ○ | | ● | |
| 2021-2022 | 002 | Children with Disabilities (IDEA) School-Age | 06 Apr 2022 | ● | | ● | | ● | |
| 2021-2022 | 089 | Children with Disabilities (IDEA) Early Childhood | 06 Apr 2022 | ● | | ● | | ○ | |
| 2021-2022 | 033 | Free and Reduced Price Lunch | 29 Apr 2022 | ○ | | ○ | | ● | |
| 2021-2022 | 052 | Membership | 29 Apr 2022 | ● | | ● | | ● | |
| 2021-2022 | 129 | CCD School | 29 Apr 2022 | ○ | | ○ | | ● | |

Figure 44: Submission File Creation Status

The report can be filtered by reporting period and/or files due in the next 30, 60, 90, 180, or 365 days.

For each of the reported files the report shows the reporting period, file number and name, and due date. Then for each report level, the report show the creation status and last file creation date, if any.

Report content can be sorted on any column by simply clicking the column header.

Report status is shown by the colored dots in the respective column report level column. The color and meaning for the dots is:

- Green dot – a file for the respective report level and reporting period has been created for that submission file number. The created file has more than on data record.

A green dot does not mean the file has been sent to the EDFacts Submission System, nor that the file has been accepted by the state.

- Red dot – a file for the respective level has not been created and the file due data is prior to today.

- Orange dot – a file for the respective level has not been created and the due date of the file is in the next 14 days.
- Yellow dot – a file for the respective level has not been created but the due date is more than 14 days away from today
- Blue dot – a file for the respective level is not planned to be created by ES3. This might be because the state is not required to submit the reference file, or that the state will report that particular file using a legacy process.
- White dot – EDFacts does not include this report level for the referenced submission file.

If a file has been created for the respective level, the date of the file creation is shown next to the colored dot.

Submission File Creation History

The ES3 submission loading packages store the EDFacts data in the EDFacts Submission tables and then create the submission files. We log the details of those created files in the SubmissionFileHistory table. The Submission File Creation History menu option brings up the following screen that reviews the file history.

Submission File Creation History

Select a Reporting Period: Select a submission file:

| Specification Number | Report Level | File Type | Last File Created | File Name | Identifier | Version ID | Record Count |
|----------------------|--------------|-------------------------|----------------------|---|---------------------|------------|--------------|
| S029_LEA | LEA | LEA DIRECTORY INFO | 2/9/2022 11:44:18 AM | C:\ES3\2020-2021\S029\TXLEADIRECTORY0209112.tab | 09Feb22 1144 es3web | 0209112 | 4 |
| S039 | LEA | LEA GRADES OFFERED | 2/9/2022 11:44:18 AM | C:\ES3\2020-2021\S039\TXLEAGRADES0209112.tab | 09Feb22 1144 es3web | 0209112 | 56 |
| S052 | LEA | LEA MEMBERSHIP TABLE | 2/25/2022 3:29:55 PM | C:\ES3\2020-2021\S052\TXLEAMEMBERSHP0225151.tab | 25Feb22 1529 es3web | 0225151 | 56 |
| S052 | SCH | SCHOOL MEMBERSHIP TABLE | 2/25/2022 3:29:55 PM | C:\ES3\2020-2021\S052\TXSCHMEMBERSHP0225151.tab | 25Feb22 1529 es3web | 0225151 | 0 |
| S052 | SEA | SEA MEMBERSHIP TABLE | 2/25/2022 3:29:55 PM | C:\ES3\2020-2021\S052\TXSEAMEMBERSHP0225151.tab | 25Feb22 1529 es3web | 0225151 | 1 |

Figure 45: Submission File History Screen

The user of this report selects the school year/reporting period of interest. This defaults to the most current school year.

By default all the submission files for the selected year are shown, but the user can select a specific submission file set, if desired.

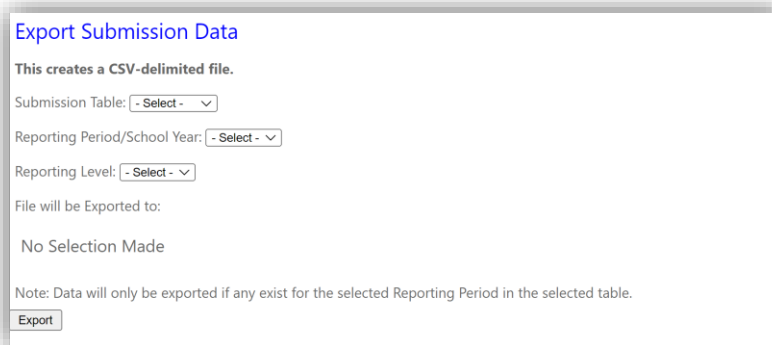
This report shows the information included in the header record of each of the submission files. That information includes:

- **Specification Number** – the EDFacts file specification number
- **Report Level** – the level of the report: SEA, LEA or SCH
- **File Type** – The file type as specified in the file specifications documents
- **Last File Created** – The last date on which this file was created. ES3 logs all file creations, but this report only shows the most current
- **File Name** – The full file path to the submission file
- **Identifier** – The file identifier that was written to the header record
- **Version ID** – The “version” that was written to the header record
- **Record Count** – The number of data rows written in the file

Submission Data Review

Export Submission Data

The Submission table pick list is generated “on the fly” from any tables in the EDFacts_Submission schema. The Reporting Period pick list is chosen from the reporting period defined in the State Configuration screen. The Reporting Level will allow for SEA, LEA or SCH based on the report levels associated with the file submission. The Export Location value comes from the “Export Directory Root Path” location on the State Configuration screen for the selected reporting period.



Export Submission Data

This creates a CSV-delimited file.

Submission Table: - Select -

Reporting Period/School Year: - Select -

Reporting Level: - Select -

File will be Exported to:

No Selection Made

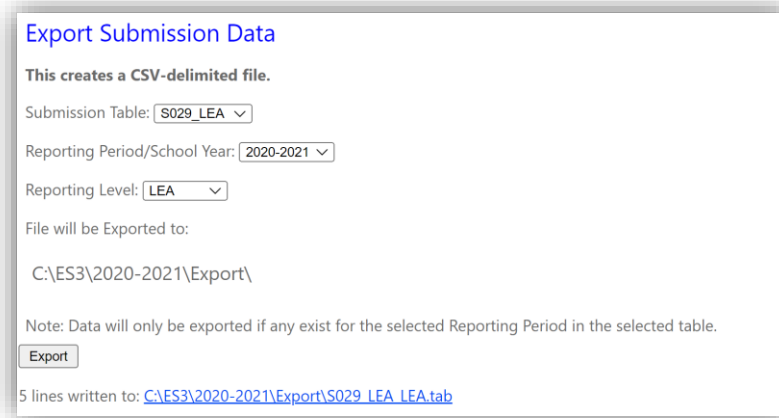
Note: Data will only be exported if any exist for the selected Reporting Period in the selected table.

Export

Figure 46: Export Submission Screen

When the [Export] button is selected, the system reads the layout of the selected table and generates a header record from the column names. Then the system

reads the data from the selected table for the selected reporting period/school year and writes them out to the file.

A screenshot of a web interface titled "Export Submission Data". The interface includes a heading "This creates a CSV-delimited file." followed by three dropdown menus: "Submission Table:" with "S029_LEA" selected, "Reporting Period/School Year:" with "2020-2021" selected, and "Reporting Level:" with "LEA" selected. Below these is the text "File will be Exported to:" followed by the path "C:\ES3\2020-2021\Export\". A note states: "Note: Data will only be exported if any exist for the selected Reporting Period in the selected table." There is an "Export" button. At the bottom, it says "5 lines written to: [C:\ES3\2020-2021\Export\S029_LEA_LEA.tab](#)".

Export Submission Data

This creates a CSV-delimited file.

Submission Table:

Reporting Period/School Year:

Reporting Level:

File will be Exported to:

C:\ES3\2020-2021\Export\

Note: Data will only be exported if any exist for the selected Reporting Period in the selected table.

5 lines written to: [C:\ES3\2020-2021\Export\S029_LEA_LEA.tab](#)

Figure 47: Populated Export Submission Screen