MSDS RESA Custom Reports Defined

Session: MSDS Custom Reports

Presented by: St Clair County RESA

The MSDS General Collection can be a time consuming stressful time for the districts. St. Clair County RESA currently uses Illuminate for Special Education. Working with our districts we have created a *MSDS Skyward Process – General Collection* guide as well as a handful of custom reports. These reports can be useful in helping troubleshooting issues, errors and the balancing of the submission data.

The area I will be focusing on for this session will be the RESA MSDS Custom Reports. We have reports that will aid in the finding of data entry issues, mismatches of special education merged fields, balancing reports and verification of overall data.

The following custom reports will be presented:

- MSDS Audit Report-
  - This report lists the active students with their FTE, residency code, non-traditional code, etc. This is similar to a Membership report. The records are sorted by school and grade with subtotals. The entire report is also summed in the format of page 1 of a DS4061 report.
- MSDS Exited Student Report –
  - This report lists the students that have exited the school since the last count date. These students should be included in the MSDS General Collection as exited students. The majority of the data is drawn from the Skyward Student Profile. Some data is drawn from the MSDS Extracted Data including the MSDS Exit Code and Date and Total FTE (which should be 0.00). The user will select the count range and the school prior to generating the report.
- MSDS DS4061 –
  - This report is a Michigan Department of Education DS4061 report. The report uses the data from the Skyward Maintain MSDS Data, General Collection. You will be prompted for the Submission Type (Fall, Spring, EOY). The data from the current school year is used.
- MSDS General Collection Details –
  - This report lists the students by school and includes FTE and indications of several program involvements. The idea is to give a snapshot of the MSDS Collection with detail and counts. The report should be downloaded as an RPT for viewing the using Crystal

Reports Offline Viewer to allow for filtering or perhaps hiding sections. The report also checks for a number of common MSDS errors. The data from the current school year is used.

- MSDS Non Resident FTE Summary –
    - o This report summarizes the Non-Resident FTE. It summarizes by Residency Code, Resident District and School. The report uses the data from the Skyward Maintain MSDS Data, General Collection. You will be prompted for the Submission Type (Fall, Spring, EOY). The data from the current school year is used.
- MSDS Worksheet B (created from the merge data from Illuminate) –
    - o This report uses the MSDS Extracted data along with the imported Illuminate providers to generate Worksheet Bs. These can be compared with the Worksheet Bs from Illuminate to assist with MSDS SE FTE balancing and quality assurance.
- MSDS Michigan Membership Report (generated from the MSDS extract) –
    - o This report is an alternative for the Skyward Membership report. The improvements include consolidating the student information to a single line and eliminating extraneous data. The majority of the data is drawn from the Skyward Student Profile, the exception include the 10/30 day rule and FTEs which are drawn from the MSDS Extracted data. The user will select the count day and the school prior to generating the report.
- Population 3 Student Report –
    - o This report consolidates the students who are in Population 3 categories. The report contains sections with student lists for each of the categories. Students may appear in multiple lists. The user will select the count day and the school prior to generating the report
- SE Detail by Student Report -
    - o This report details students' Special Education data. It reflects what is in Skyward and can be used to compare to what is in Illuminate.

The RESA is open to sharing our process manual as well as our custom reports. Please contact Robert Hanvey at hanvey.robert@sccresa.org if you would like any or all MSDS custom reports.