

## Addressing Duplicates in the MD Online IEP Student Information System Database (SIS\_DB)

Please note that student records in the Online IEP's SIS\_DB can be updated or added to as often as nightly by syncing with an LSS's SIS file (iepsis10.txt).

The first step in each LSS's nightly sync excludes certain records from moving to the next step of the sync. Any record that duplicates on either a combination of "first name/last name/DOB" or State Assigned Student Identification (SASID) (with another record in the same iepsis10.txt file) is excluded from the sync.

The second step in each LSS's nightly sync matches and updates/adds records to the SIS\_DB. The matching criteria used to sync the iepsis10.txt file's records to records already in the SIS\_DB is the combination of "first name/last name/DOB". If that combination of fields exactly matches an existing record, then the existing record can be updated if any new demographic information exists. If a combination of "first name/last name/DOB" for a record in the iepsis10.txt file doesn't match an existing record in SIS\_DB, then it is added to SIS\_DB as a newly created record. *Note that State Assigned Student Identification (SASID) is not a matching criterion for determining whether a record for a student already exists in the SIS\_DB.*

Therefore, if a change is made to a student's "first name/last name/DOB" in the LSS's SIS then it follows that the edited record will be included the next iepsis10.txt file. If a corresponding change in the SIS\_DB record is not made manually, then during the next nightly sync the changed record will not match the existing SIS\_DB record on "first name/last name/DOB". This scenario allows a new record to be created in the SIS\_DB, and effectively creates a duplicate.

When duplicates are found at the SIS\_DB level, use the corrective action listed below that matches the duplication scenario encountered:

1. Duplicates at SIS\_DB level but no IEP for either duplicate  
Action: Remove the record that does not match "first name/last name/DOB" in LSS SIS
2. Duplicates at SIS\_DB level and an IEP exists for correct record (as compared to the "first name/last name/DOB" in current LSS SIS)  
Action: Remove the record without the IEP
3. Duplicates at SIS\_DB level and IEP exists for the incorrect record (as compared to the current LSS SIS)  
Action:
  - a. Remove the good record that matches LSS SIS "first name/last name/DOB" from SIS\_DB (the one without an IEP)
  - b. Edit SIS\_DB level demographics to match current "first name/last name/DOB" in LSS SIS
  - c. Update to IEP Demographics (Case) Level
  - d. If draft has been started then copy demographics into the IEP
4. Duplicates at SIS\_DB level and both students have been brought to IEP level, but only one has a closed IEP.
  - a. Remove the student that doesn't have a closed IEP
  - b. If the record you removed matched the LSS SIS "first name/last name/DOB" then modify the remaining student as follows:
    1. Edit SIS\_DB level demographics to match current "first name/last name/DOB" in LSS SIS
    2. Update to IEP Demographics (Case) Level
    3. Copy demographics into the draft IEP
5. Duplicates at SIS\_DB level and both students have been brought to IEP level, and both have a closed IEP.
  - a. Determine which record is more recent. The more recent record will be the one that you want to remain active moving forward.
  - b. Handling the old record and inactivating
    1. Edit the last name of the older record to "<LastName> DO NOT USE" and remove SASID
      1. Edit the last name and remove SASID in SIS\_DB search results
      2. Update to IEP Demographics (Case) Level
    2. Click the "Inactivate" link for this record in the Search for a Case results screen
  - c. Handling the more recent record, if necessary:
    1. Edit SIS\_DB level demographics to match current "first name/last name/DOB" in LSS SIS
    2. Update to IEP Demographics (Case) Level
    3. Copy demographics into the draft IEP