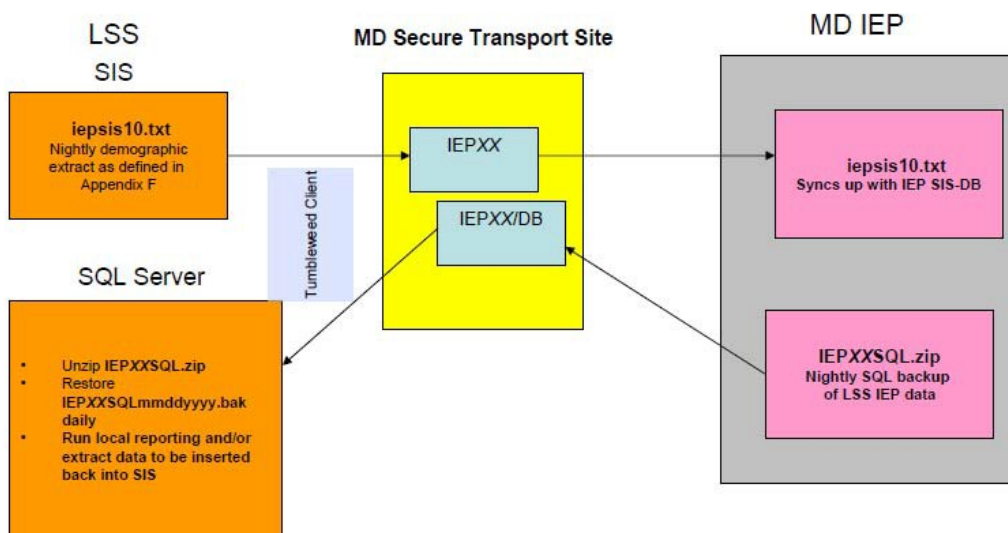# Using the MD Online IEP Nightly Database SQL Snapshot

Refer to IEP File Transfer diagram below to see how information flows back and forth between LSS and IEP Online. The top half illustrates the daily Student Demographic upload from LSS to the MD Online IEP. The bottom half illustrates the download of the nightly IEP Database snapshot (scrubbed for IEP and Users info specific to an LSS). Only data for students who were at case level in your LSS at the time of the snapshot are included. If a case is transferred from your LSS to another LSS in the MD Online IEP, then that student's data is no longer present in subsequent nightly snapshots.

To use the database nightly MD OIEP snapshot, an LSS should follow the steps below.

1. On LSS Microsoft SQL 2016 server create a new Database named IEP_XX (where XX=LEA #)
2. Download IEPXXSQL.zip from MD Secure Site IEPXX\DB folder. *The Tumbleweed Client application can be used to set up a daily scheduled download of this file. When you download a file in Tumbleweed you can choose the Schedule tab. CTE can provide you with this application installer on request.*
3. Extract IEP_XXmmddyyy.bak from zip
4. Restore IEP_XXmmddyyy.bak over existing IEP_XX in SQL Enterprise Manager/Management Studio
5. Run scripts/procedures to extract the data you wish to examine/extract locally. *CTE can provide you with scripts to generate the "dbo.zzActiveExitInitDisability" table on request. After running the series scripts you will have generated a table that contains key information on all closed IEPs (active and exit) in your LSS. The fields in the "dbo.zzActiveExitInitDisability" table are…*

- ***active_meeting_id*** *- can be used to join on other DB tables' MeetingID. Every IEP is a MeetingID*
- ***caseid*** *-can be used to join on other DB tables' CaseID. Every student brought to case level is a CaseID*
- ***first_name***
- ***last_name***
- ***dob***
- ***ssn***
- ***countyid***
- ***schoolid***
- ***county_name***
- ***school_name***
- ***iep_approval_date*** *– from v1, v2, v3 IEPs (for v4+ this date = iep_date)*
- ***iep_closed_date*** *– when the IEP was closed in the MD OIEP application.*
- ***iep_date*** *– This is the date that is sent to SSIS*

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- ***iep_version*** *– 1, 2, 3, 4, etc.*
- ***is_addendum*** *– Yes or No*
- ***iep_closed_by*** *– the user that closed the OIEP*
- ***init_iep_implementation*** *– the IEP In Effect By Date from Initial Eligibility page if provided*
- ***exit_date*** *– if exited*
- ***exit_category*** *– if exited*
- ***Disability*** *– text description*
- ***Disability_Code***

You are free to modify the "dbo.zzActiveExitInitDisability" scripts to meet your LSS's needs. On request, CTE can assist with identifying other fields you wish to extract and/or run queries against.

6. Decide which clients (if any) need access to DB and set up ODBC connection on client to SQL Server (IEP_XX DB permissions may need to be modified after each daily restore to allow this connection to work daily for ODBC users).
7. Repeat steps 2-6 as often as daily.

If an LSS wishes to use the nightly snapshot but does not have access to a Microsoft SQL Server, Microsoft SQL Server 2016 Evaluation installer is available at https://www.microsoft.com/en-us/evalcenter/evaluate-sql-server-2016. In addition, SQL Server Management Studio 17.8.1 installer is available at https://docs.microsoft.com/en-us/sql/ssms/download-sql-server-management-studio-ssms?view=sql-server-2017.