



SCS & EPIMS Reporting

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01

General Reminders

Reminders

- Users must have 'SIMS Contact' (for SCS) and/or 'EPIMS Contact' (for EPIMS) functions associated with username in Directory Administration to be included in data collection related communication from DESE on these topics.
- **Support specialist assignments by district are posted here:**
[Data Collections Support Specialists by District - Information Services \(mass.edu\)](#)
- **Documentation is posted to our public sites**
 - Refer to SCS Data Handbook and Error list
 - Refer to EPIMS Data Handbook, Error list and Appendices

Reporting Schedule

[Reporting Schedule and Documentation - Data Collection/Information Services \(mass.edu\)](#)

Reporting Schedule and Documentation 2026–2027

Collection Name	What does it collect?	Level of Data	Data as of	Due Date	Certification Deadline	Sample Form	Collection Method
EPIMS October	District and school staff data by job assignment	Educator	Oct. 1	Dec. 11	Dec. 11	-	SIF or file upload
SCS October	Course level student data	Student	Oct. 1	Dec. 11	Dec. 11	-	SIF or file upload

02

SCS & EPIMS Reporting Process

Reporting windows and Important dates

There are two reporting windows each school year for SCS and EPIMS:
October 1 and EOY (last day of school)

Report date = data “as-of” date

Because SIF is a live feed of the data, dates are very important to determine what was true on the “as-of” report date. Business rules on DESE side compare things like section enrollment start and end dates to the report date to determine a student’s course enrollment status as of report date

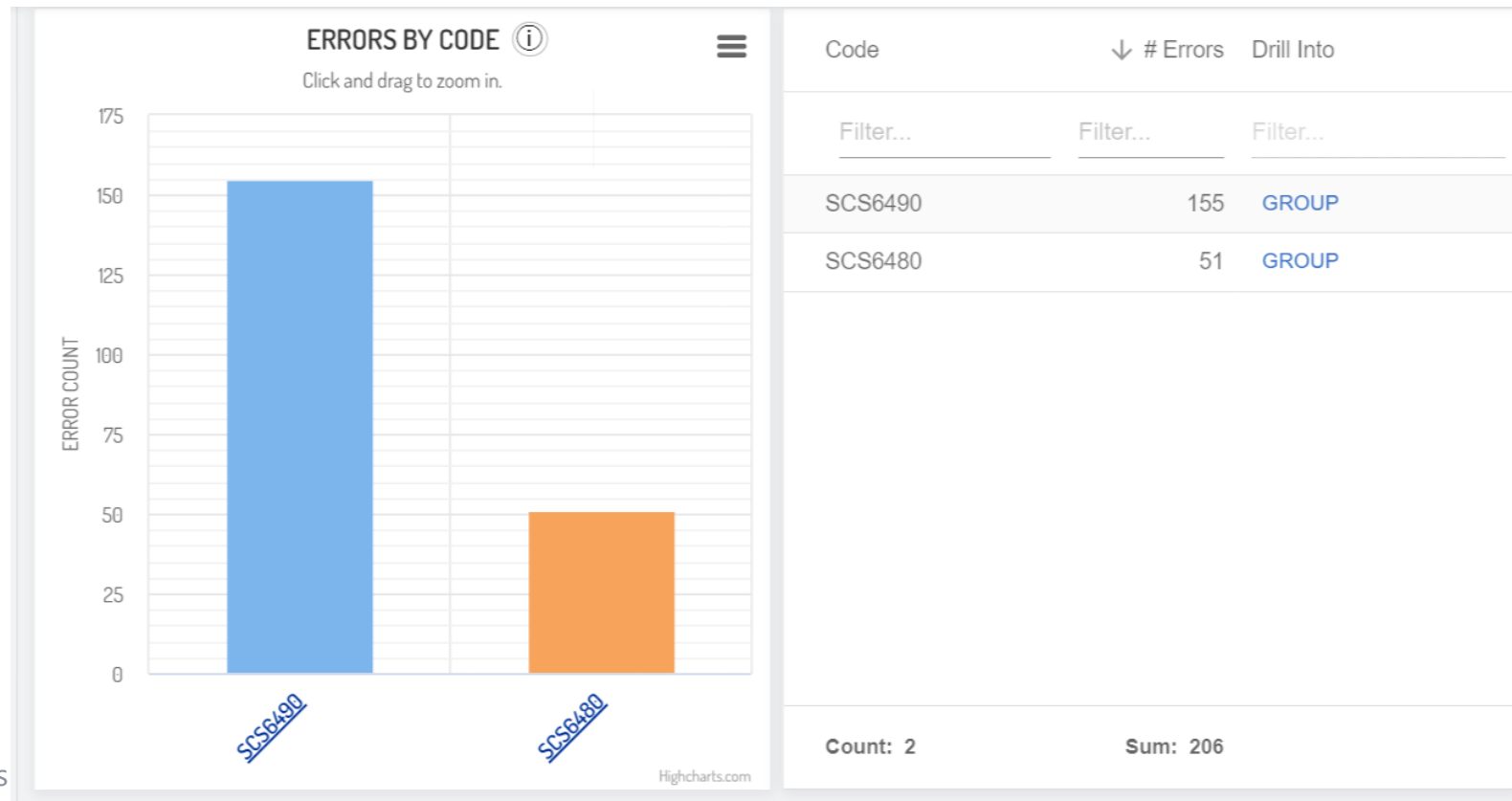
High level steps of the data reporting process

1. Go to “DESE State Reporting”, select the collection to check error reports and clear errors in source system (SIS)
2. Bring corrections over from “live” to “snapshot” – wholesale via “re-snapshot” button. Or update a single record or group of records.
3. Request and review Summary Reports
4. Cross Validate (where applicable*)
5. Certify

*Cross Validation is applicable to SIMS/SCS/EPIMS in October and EOY

Check Error Reports

- To check your errors, go to “DESE State Reporting” on your application list. Then click on the tab for the collection you’re working on. These errors should be corrected in your source system



Check Error Reports

The **Object Counts** can be found below the error reports, for each collection. This can be helpful on a high level to check for missing data

Record Summary		
Collection Name	Live Record Count	Snapshot Record Count
EPIMS-ROSTERS	304	304 RECORDS 
EPIMS-WORKASSIGNME...	1,049	1,049 RECORDS 
LEAInfos	1	1 RECORDS 
EmploymentRecords	323	323 RECORDS 
SchoolCourseInfos	442	442 RECORDS 
SchoolInfos	7	7 RECORDS 
SectionInfos	1,144	1,144 RECORDS 
SectionMarkInfos	4,607	4,607 RECORDS 

Massachusetts Department of Elementary and Secondary Education

Record Summary		
Collection Name	Live Record Count	Snapshot Record Count
 SCS	16,377	16,384 RECORDS 
 LEAInfos	1	1 RECORDS 
 SchoolCourseInfos	576	576 RECORDS 
 SchoolInfos	8	8 RECORDS 
 SectionInfos	1,318	1,322 RECORDS 
 SectionMarkInfos	1,319	1,319 RECORDS 
 StudentPersonals	2,748	2,743 RECORDS 
 StudentSectionEnrollments	16,714	16,641 RECORDS 
 StudentSectionMarkss	13	1 RECORDS 
 TermInfos	25	26 RECORDS 

Snapshot vs validate

- The concept of “re-snapshot” is taking a new static copy of the SIF data and running validations against it. This takes the data from the “live” table and copies it over to the snapshot table (where validations are run)
- “Re-validate” is not taking a new snapshot, it is re-running validations against the same snapshot again. This is useful when changes/updates occur in DESE systems to clear an error (examples: student or staff demographic update in state directory, DA

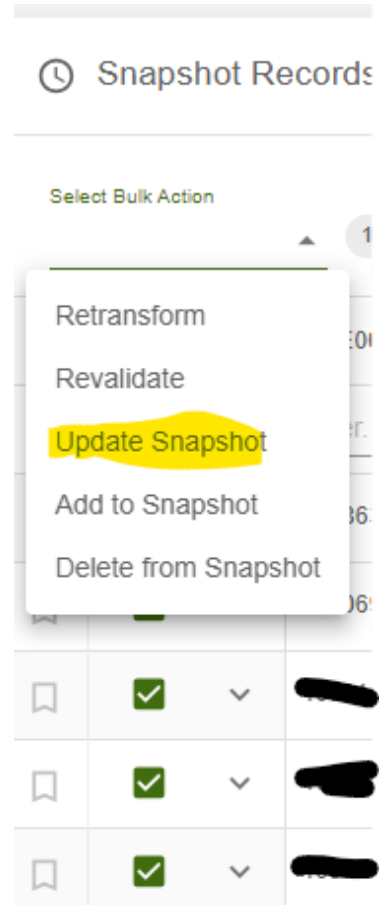
RE-SNAPSHOT DATA 

RE-RUN VALIDATIONS (FULL, QUICK, SIF)

Updating the snapshot

- There are 3 ways to update your snapshot:
 - UPDATE ALL.** Click the re-snapshot data button. This updates all records in the snapshot – takes new copy of the data and re-runs validations against every record
 - UPDATE ONE.** Click on an individual record and click “UPDATE SIMS RECORD” from the side-by-side detail screen. This updates just that individual record in the snapshot.
 - UPDATE SELECT GROUP.** Go to the RECORD DETAIL tab and select several records, then select “Update Snapshot” from the Bulk Actions menu

RE-SAPSHOT DATA 



Request and Review Summary Reports

- Each collection has a series of reports that summarize the data in different ways for your review.
- Wherever possible, have administrators and/or department heads review the summary reports for accuracy prior to certifying

Collections - EPIMS

OPEN

Select District
Abington Public Schools (00010000)

Select Collection
EPIMS October 2023-2024 (OPEN)

CURRENT COLLECTION

RECORD DETAIL

OVERVIEW

DISTRICT PROGRESS

SUMMARY REPORTS

Summary Reports

Snapshot last updated: 11/12/2023 1:39 PM EST (2 days ago)

Reports generated:  11/12/2023 1:41 PM EST (2 days ago)

REFRESH DATA

EPIMS Report 1

Full Time Equivalent (FTE) by Job Classification (District Summary)

Cross validate

- Cross validate is available in the SCS screen. This can be run at any time to view cross validation errors.
- Cross validate will check the SCS data against both SIMS and EPIMS

[Redacted] - SCS October 2023-2024

Collection Snapshot Taken: [Redacted]

District Collection Status: **OPEN**

 **WARNING:** Your district has not completed certification of one or more of the underlying collections (SIMS or EPIMS) required to certify Cross-Validations. You will still be able to view and correct Cross-Validations here, but cannot certify until these underlying collections have also been certified.

RE-SNAPSHOT DATA  **RE-RUN VALIDATIONS (FULL, QUICK, SIF)** **RUN CROSS VALIDATIONS**

RUN FINAL CHECKS AND CERTIFY 

Certify

- The last step in each data collection is certification. This is the district signing off on and finalizing the data submission to DESE. When errors are all cleared and final summary reports are generated, the “certify” button will be enabled.

Abington Public Schools (00010000) - EPIMS October
2023-2024 Collection

 District Collection Status: **OPEN**

RE-SNAPSHOT DATA 

RE-RUN VALIDATIONS (FULL, QUICK, SIF)

RUN FINAL CHECKS AND CERTIFY 

03

Tips and Support

Error troubleshooting

The **Global Search** feature is helpful to lookup any specific record - SASID, MEPID, RefID etc to see any records that contain that text

You can also see related records – any objects related to the SASID/MEPID/RefID that was entered

The screenshot displays the 'Operational Dashboard' interface. On the left sidebar, under the 'SEARCH' section, 'Global Search' is highlighted in yellow. Below it are 'Targeted Search' and 'By Message Id'. Under the 'COLLECTIONS' section, 'Dashboard' is visible. The main content area shows 'ACTIVE FILTERS:' with a green box containing 'Districts' and 'ALL DISTRICTS'. Below this is a green 'FILTER' button with a funnel icon. At the bottom, there is a search bar with the placeholder text 'Enter search terms (e.g. student name, localId, etc.)' highlighted in yellow. To the right of the search bar is a yellow 'SEARCH' button and a save icon.

Misfires

- When you look up a SASID or MEPID in Global Search, you'll see all the related SIF objects. There may also be a category called "misfires".

Misfires are a log of anytime the system failed to create a record. In EPIMS, these are helpful for errors like 6170 or 6700 – where the staff roster or work assignment records are missing

Object Name ↑		Count
Filter...		Filter...
▼	StaffAssignments	3
▼	StaffPersonals	1
▼	misfires	4
▼	statereporting.epims-workassignments	1
▼	validation.results	1

Common Misfires

- Enter the MEPID in Global Search and open the latest 'misfire' for some context on the root cause
- Missing sectionassignment objects:

```
"invalid": {  
  "msg": "Invalid: The job function code of 2305 is a teaching assignment, but no valid StaffSectionAssignments were found for MEPID
```

- Misaligned dates on employment record and assignment objects:

```
"invalid": {  
  "msg": "Invalid: The EmploymentRecord HireDate (09/22/2025) is greater than StaffAssignment JobEndDate (06/30/2025).",
```

Common SCS questions

- For course enrollments that are dropped or switched after October 1 - make sure they are not simply deleted from the SIS. To avoid lookback errors in EOY, remember to withdraw the student from the original course and then enroll them in the new course.
- If just section ID or just term code changes, that will not generate a look-back error in EOY

Common EPIMS questions

- **Staff summer exits:** make sure the exit date on the employment record is between latest term end date from prior year, and the earliest term start date (first day of school) so that our logic interprets the record as a summer event
- **Educator Evaluations:** can be submitted in October if needed (to correct ratings submitted in EOY, or if ratings weren't submitted in EOY) **To be in scope in October, the evaluation date must be 7/1 or after**
- **FTE assignments:** in SIF, the FTE is reported at the staff assignment level. For instructional assignments with sections, our business rules break out the FTE equally amongst all underlying sections. If FTE is not calculated correctly (EPIMS6830 error), ask your support specialist for a regeneration of the data. This will re-run all sections through our business rules to re-distribute the FTE correctly

Who to call for support

Identify the issue you need help with:

- Is data not transmitting when it should?
 1. Check to make sure your SIF agent is on
 2. Check SIF Object Counts report to make sure data has been received recently

If not, start with your SIS vendor. If so, start with DESE support specialist
- Need help understanding why something is producing an error, or how to correct a particular data error? Or need assistance with a security portal application or function?
 1. Start with your DESE support specialist
 2. If they are not available, submit a ticket to data collection support:

Additional Resources for State Reporting

- **Data Collection Office Hours**

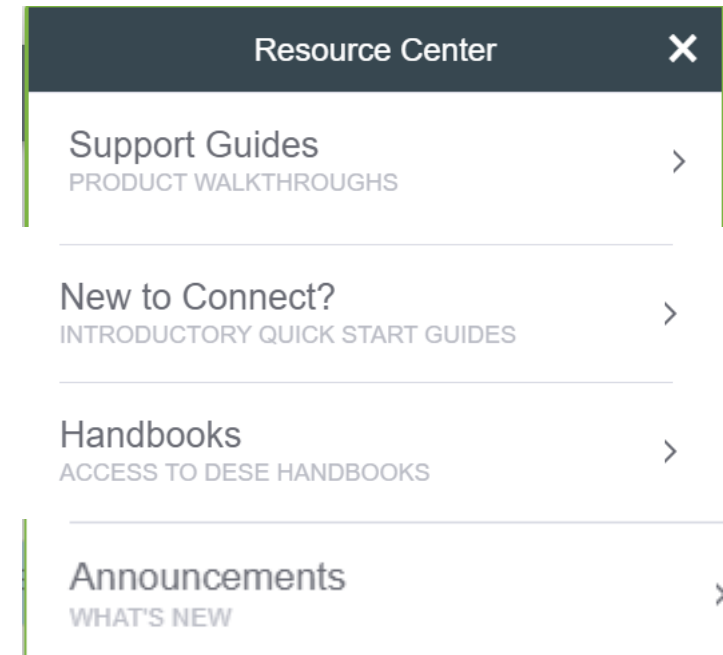
Weekly 1 hour session hosted by DESE Data Collection (Tuesdays at 11am-12pm) where users can drop in and ask questions. Register here: [Meeting Registration - Zoom](#)

- **METAA Data Specialists page** [Data Specialists – METAA](#)

Join the data specialists group, register for state reporting training webinars and SIS-specific sessions (for Aspen, Powerschool, SchoolBrains, and Rediker)

- **Resource Center**

The announcements tab is where we post updates. Look for the red notification that shows an unread update. There are also user guides on how to use the application



THANK YOU

Please reach out to DESE Data Collection with questions



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[Data Collections Support Specialists by District](#)



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