

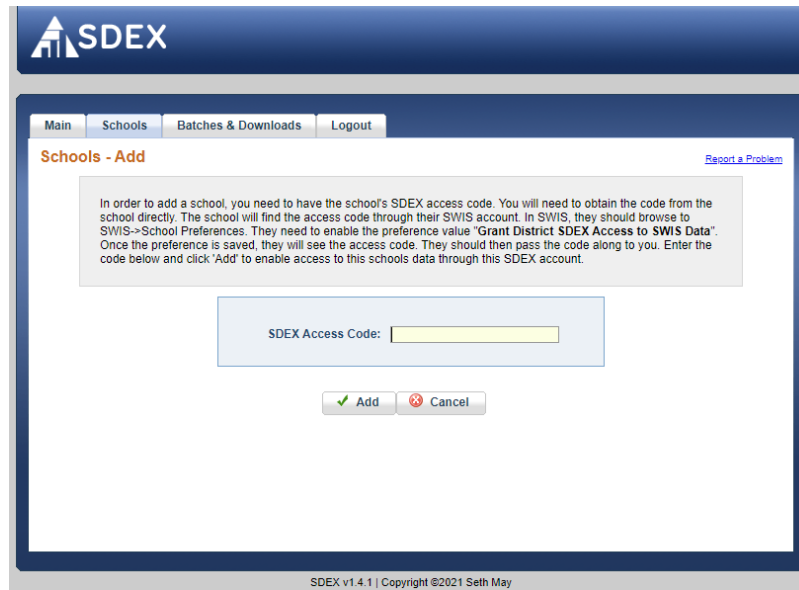
This configuration guide will walk MiDataHub users through the process of creating an inbound integration for importing SWIS referral data.

Start out by creating an account at the following website:

<https://sdex.swis.org/>

Complete these steps:

1. Create an Account from the SDEX homepage:
 - a. Click the Create Account button.
 - b. Type the email associated with the SDEX account in the Email field.
 - c. Type the password for the account in the Password field and retype it in the Verify Password field.
 - d. Fill out the account profile by typing in the First Name, Last Name, Organization Name, Phone Number, and School/District information system name (if appropriate) in the affiliated fields.
 - e. Click Create Account.
 - f. The application sends a verification email to the email address listed during account setup.
 - g. Follow the steps outlined in the email to verify the account.
 - h. Log in at the SDEX homepage to access the newly created account!
2. To log in, from the SDEX homepage:
 - a. Enter the email address and password associated with the SDEX account.
 - b. Click Login.
 - c. Click Continue
3. To add new schools to an SDEX account:
 - a. Click the Schools tab at the top of the application.
 - b. Click Add.



SDEX

Main Schools Batches & Downloads Logout

Schools - Add [Report a Problem](#)

In order to add a school, you need to have the school's SDEX access code. You will need to obtain the code from the school directly. The school will find the access code through their SWIS account. In SWIS, they should browse to SWIS->School Preferences. They need to enable the preference value "Grant District SDEX Access to SWIS Data". Once the preference is saved, they will see the access code. They should then pass the code along to you. Enter the code below and click 'Add' to enable access to this school's data through this SDEX account.

SDEX Access Code:

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- c. Enter the School Access Code provided by the school. Note: dashes and spaces in the code can be omitted.
- d. Click Add to add the school or cancel to return to the school's menu.
- e. A green notification appears when the school is added successfully.

SDEX

Main Schools Batches & Downloads Logout

Schools [Report a Problem](#)

Use this section to manage the schools you will be retrieving data from. Use the table to add and delete schools. In order to add a school, you will need the schools SDEX Access Code. The access code will be provided by the school at your request. They can find the access code in SWIS->School Preferences. Once they enable data sharing via SDEX, an Access Code will be displayed that they can then give you.

If Authorized is set to 'No', it means that the school has deauthorized SDEX from downloading data. You will need to talk to the school to re-authorize data downloads.

Schools

Add Delete

Id	School Name	Authorized
5131	Bowen Elementary School	Yes
5132	Brookwood Elementary School	Yes
5133	Crossroads Alternative High School	Yes
5134	East Kentwood Freshman Campus	Yes
5135	Endeavor Elementary School	Yes
5136	Explorer Elementary School	Yes
5137	Glenwood Elementary School	Yes
5138	Meadowlawn Elementary School	Yes
5139	Pinewood Middle School	Yes
5140	Southwood Elementary School	Yes
5141	Townline Elementary School	Yes
5142	Valleywood Middle School	Yes

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4. Add a Batch. From the Batches & Downloads tab:
 - a. Click Add.

Batches - Add/Modify

When add/modifying a batch, be sure to use a name that is descriptive and meaningful. This will be your only real way of determining which batch contains which data. A security code is necessary for auto downloads.

If a school name has a strike through it, it means that the school has deauthorized SDEX from downloading data. You will need to talk to the school to re-authorize data downloads.

<p>Batch Name All Schools</p> <p>Download Type CSV v2 (Swis 5)</p> <p>Security Code: </p> <p>Earliest Download Date: 08/23/2021</p> <p>Include Student/Staff Names: <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Include NCES School Id: <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Include Other, Extra Info and Custom Fields: <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Use Old CSV Column Ordering (CSV v1 only): <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p><small>Note: If Other & Extra Info is set to 'No', and Old Column Ordering is set to 'Yes' Other Info will not be included, but Extra Info columns will be.</small></p>	<p>Schools Included In This Batch</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Bowen Elementary School <input checked="" type="checkbox"/> Brookwood Elementary School <input checked="" type="checkbox"/> Crossroads Alternative High School <input checked="" type="checkbox"/> East Kentwood Freshman Campus <input checked="" type="checkbox"/> Endeavor Elementary School <input checked="" type="checkbox"/> Explorer Elementary School <input checked="" type="checkbox"/> Glenwood Elementary School <input checked="" type="checkbox"/> Meadowlawn Elementary School <input checked="" type="checkbox"/> Pinewood Middle School <input checked="" type="checkbox"/> Southwood Elementary School <input checked="" type="checkbox"/> Townline Elementary School <input checked="" type="checkbox"/> Valleywood Middle School <input checked="" type="checkbox"/> Challenger Elementary School <input checked="" type="checkbox"/> Crestwood Middle School <input checked="" type="checkbox"/> Discovery Elementary <input checked="" type="checkbox"/> East Kentwood High School
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- b. Give the batch a name by typing the name in the Batch Name field.
- c. Select the CSV v2 (SWIS 5) file type from the Download Type drop-down menu. (See note about file types.)
- d. Security Code: Leave this field blank.
- e. Select the earliest date from which data will be included in the file.
 - i. The date entered in this field represents the starting date data will be exported from.
- f. Select yes for each of the three items below to include in the file:
 - i. Student/Staff Names
 - ii. School NCES ID
 - iii. Other, Extra Info, and Custom Fields
- g. Leave the Use Old CSV Column Ordering option set to No.

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- h. Check the box next to the name of authorized schools to add them to the batch. Note: Select as many schools as needed. At least one school must be included for data to download.
 - i. Click Add to add the batch or cancel to return to the batch list.
5. Download a Batch file:
- a. SDEX accommodates both manual, ad hoc downloads as well as automated, recurring downloads. To download a file manually refer to page 3 in the [SDEX User’s Manual](#):
 - i. Click Batches & Downloads.
 - ii. Click to select the batch to download.
 1. **Note:** Downloading batches with 0 records results in an error.
 - iii. Click Download.
 - iv. A ZIP file downloads with the following files:
 1. CSV data
 2. SWIS lookup values – all referral categories and label IDs.
 3. Layout Reference – description of each referral field

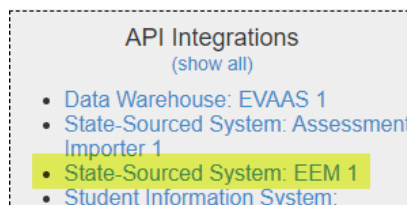
At this point, the files downloaded from SDEX can be uploaded into the MiDataHub.

NOTE: Please follow this [link](#) if you are interested in learning how to automate the exporting of referral data from SDEX. This documentation assumes you have already downloaded Powershell and have experience using this technology.

Please follow the steps below to configure the SWIS Referral data import to MiDataHub:

Step 1: Ensure the EEM API integration is configured in MiDataHub. (To complete this step, you will need to have authorization in MiDataHub as a technical contact. Individuals with this authorization are typically individuals within technology or data teams.) If you need assistance with determining who in your district has this level of permission, please contact support@midatahub.org.

Login to the MiDataHub Cockpit and navigate to the API Integration section, located in the bottom right corner of the screen, and confirm the EEM integration is configured. If the EEM integration is configured, you will see a listing titled State-Sourced System: EEM 1 as below. If this is configured, please proceed to step **1B**. If you do not see the EEM integration proceed to step **1A**.



MiDataHub - Inbound Integration for Importing SWIS Referral Data

Step 1A: Configure the EEM Integration.

Click Add integration under the API Integrations and configure the EEM integration by selecting the following options:

System Type: State Sourced Systems

Vendor: State of Michigan

System: EEM – V1

Profile: EEM

After selecting only those options, click the submit button and wait 24 hours before proceeding to step 1B.

Step 1B: Confirm the EEM integration has completed the required mappings required by the SWIS Referral Data Import

Login to the MiDataHub Cockpit and navigate to Reports> View District Reports > Data Quality Reports > and select the EEM Entity Mapping Report. After the report has loaded, ensure the mappings for each category are populated. The example below shows a fully populated report. If you login and do not see this completed, please email support@midatahub.org before proceeding to the next step.

Name Of Institution	Ed Org Id	SEA Id Code	State Org Id	EEM Entity Id	EEM Official Name	EEM Agreement Number	Current	Combined	Exchange
MSDS Test District	900025	80120	900025	80120	Hartford Public Schools	80120	Yes	No	Primary
Pembroke Public School	951292	1598	951292	1598	Hartford High School	801201598	Yes	No	Primary
Palm Valley Public School	950795	2868	950795	2868	Hartford Alternative Education	801202868	Yes	No	Primary
Youngs Public School	950847	1000	950847	3202	Redwood Elementary	801203202	Yes	No	Primary
Kitchens Public School	951390	6343	951390	6343	Hartford Middle School	801206343	Yes	No	Primary

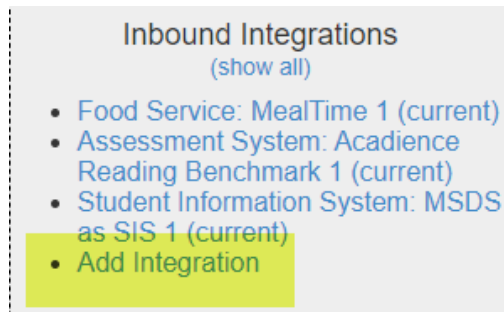
MiDataHub - Inbound Integration for Importing SWIS Referral Data

After the EEM Mapping has been completed per the above steps please proceed to the steps below:

Login to the MiDataHub Cockpit for your district and locate the Inbound Integration section (bottom left corner). Once there, click “(show all)” and review the list of integrations to ensure the SWIS Integration is not currently configured or disabled.

If integration is available, please proceed to step 3

If the integration is not available proceed forward (Step 2) by selecting the Add Integration link.



Step 2: Configure the integration using the settings below:

System Type: Behavior Tracking System

Vendor: University of Oregon

System: SWIS – v1

Profile: Type – None

Year: Current Year

Source:

Location Type: Local

User ID: This will be a default user id, no need to edit

User Password: This can be any password you would like to use. For my example I used DataHub01!

Schedule:

Schedule Type: One-Time

*****NOTE:** You have multiple options under this pull-down menu. As a user you can select the file to import on a one-time basis, daily, weekly, or monthly basis. For my example we are going to select the One-Time option as we will only be importing the data one time for this example.

Start Date: This is the date when the scheduled imports will begin. For this example, I will set the date for one day prior to the day I will be importing the data for the first time. This is done so that the import will not execute on a scheduled basis.

Start time: This is the time the import will start. For this example, I am using 2:00 PM

Upon completing the integration your screen should look similar to below. Click Submit and proceed to next step.

MiDataHub - Inbound Integration for Importing SWIS Referral Data

MICHIGAN DataHub Management Portal
Michigan Data Hub > State of Michigan > Grand Bend > Add Integration Hello kevin.bullard@kresa.org! Log off

Add Inbound Integration

System Type: Behavior Tracking System
Vendor: University of Oregon
System: SWIS - v1
Profile Type: None
Year: Current Year

Source

Location Type: Local
 Remote
* File will be dropped into the root of the home directory using SFTP address:
User Id: 255901-BEHAVIOR-I-1
User Password: DataHub01! Integration SFTP Folder

Upload to Local SFTP

Upload or drag and drop a file (4 MB maximum file size, zip file only)
Save changes made before uploading.

Schedule

Run at next available cycle:
Schedule Type: One-Time
Start Date: 02/12/2022
Start Time: 2:00 PM

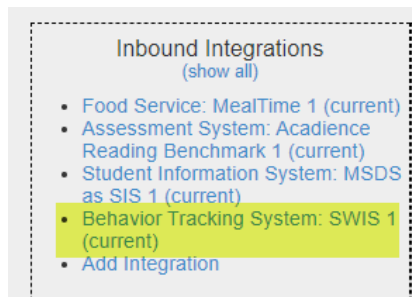
Notification Email(s):
* Enter multiple addresses separated by a semi-colon

Include Log with Notification:

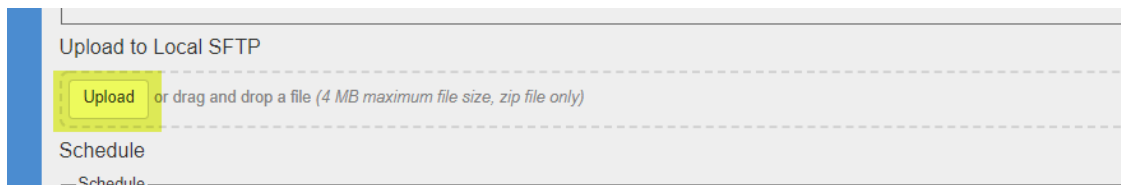
Submit Cancel

Step 3: After clicking the Submit button in the previous step, you should return to the MiDataHub Cockpit. From here, navigate back to the Inbound Integrations, and select the newly created Behavior Tracking System: SWIS 1 (current) integration by clicking it.

*****NOTE:** This step needs to be completed every time a user would like to import an updated file to MiDataHub.

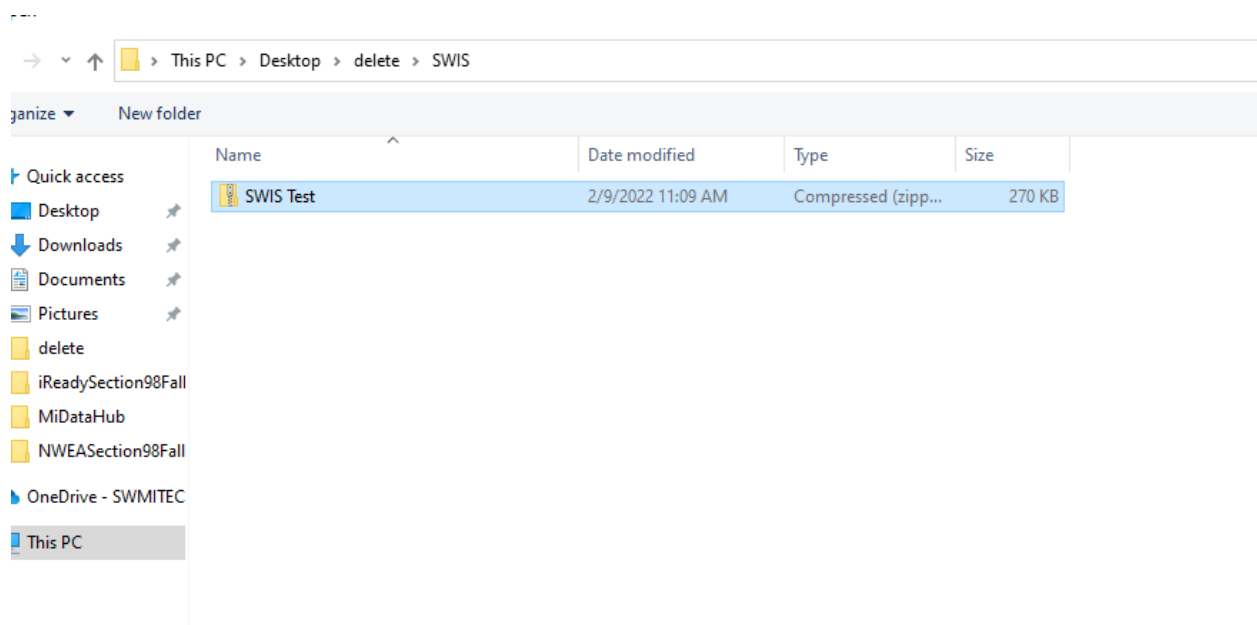


Step 4: Select the upload button



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Step 5: Locate and select the previously downloaded SWIS file. **This file needs to be in a ZIP format.**



Step 6: After selecting the file you should be redirected back to the screen below. Upon a successful import of the SWIS data file you will notice a complete indication along with a 100% green bar.

Since we are importing this data manually (and not setting a schedule), you will need to select the Run at the next available cycle checkbox. Click the submit button after selecting the Run at the next available cycle checkbox. Your file will begin processing within the next few minutes. The amount of time required for the import is dependent upon the size of the file. Larger files will take longer to load.

The screenshot shows the MiDataHub integration interface. At the top, there are fields for 'User Id' (255901-BEHAVIOR-I-1) and 'User Password'. Below this is the 'Upload to Local SFTP' section, which includes a file upload area and a progress bar for 'SWIS Test.zip' showing 'Complete' and '100.00%'. The 'Schedule' section has the 'Run at next available cycle' checkbox checked. Other options include 'Schedule Type' (One-Time), 'Start Date' (02/12/2022), 'Start Time' (2:00 PM), 'Reset Status' (No Reset), 'Status' (Active), and 'Notification Email(s)'. A 'Submit' button is visible at the bottom.

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Step 7: To verify the status of the integration you can select it from the Inbound Integration section. After clicking the integration, and at the bottom of this screen, under the Runbook Activities section you will be able to verify the import. There is a brief period (up to 5 minutes) after clicking the Submit button that this import process will begin. We recommend refreshing/reloading the browser to ensure the browser window is up to date.

The three statuses are listed below:

Blank: indicates the import is still running

Green Checkmark: successful import

Red X: unsuccessful import, suggest reaching out to support@midatahub.org for assistance

Runbook Activities

Date:

Status	Phase Name	Start Time (Eastern)	End Time (Eastern)	Duration
	⊕ Integration Instance Id 11814757	02/10/22 3:03 PM	N/A	
✓	⊕ Integration Instance Id 11772754	02/09/22 2:34 PM	02/09/22 2:51 PM	00:17:12
✗	⊕ Integration Instance Id 11766068	02/09/22 11:11 AM	02/09/22 11:21 AM	00:10:13
✗	⊕ Integration Instance Id 7995962	11/05/21 10:51 PM	11/05/21 10:53 PM	00:02:18

Verifying the referral data:

Under the Manage Custom Exports functionality in the MiDataHub Cockpit a user can verify the imported SWIS Referral Data by running the SWIS Referral Data QA School Year Custom Script.

Michigan DataHub
Michigan Data Hub > Kent ISD > Kentwood Public Schools > Custom Exports

Export Manager

Manage Export Sets Select ODS Year:
2021-2022

Export Set Name	Date Created	Last Submitted	Actions
Check (Ready Assessment Metadata)	10/07/2019 12:36 PM		Delete - Create Download File for 2021-2022
Data Validation Queries	12/04/2018 11:02 AM		Delete - Create Download File for 2021-2022
Grades	12/19/2018 03:51 PM		Delete - Create Download File for 2021-2022
Incident Date Check	01/09/2020 02:37 PM		Delete - Create Download File for 2021-2022
Ready Scale Score	10/07/2019 08:53 AM		Delete - Create Download File for 2021-2022
Mode of Instruction Verification Query	01/21/2022 02:34 PM		Delete - Create Download File for 2021-2022
parents	01/07/2019 02:32 PM		Delete - Create Download File for 2021-2022
Student	01/09/2019 09:19 AM		Delete - Create Download File for 2021-2022
StudentSchoolAssoc	01/09/2019 09:20 AM		Delete - Create Download File for 2021-2022
SWIS Education Organization ID Validation	02/10/2022 03:04 PM		Delete - Create Download File for 2021-2022
SWIS Referral Data QA	02/10/2022 01:56 PM		Delete - Create Download File for 2021-2022

Add New Export Set

Select Query Tag:

In the query output there will be a combination of behavior/discipline data provided from the SWIS Referral System and similar data from your Student Information System.

If you need any assistance navigating this process, please refer to the link below that walks through the steps of using the manage custom exports functionality. Please do not hesitate to reach out to support@midatahub.org with any questions or obstacles, you encounter.

Credit to Brey Neville, Kentwood Public Schools for his valuable contribution to this document, testing of the import process, and the documentation (and process) found at the link below which describes using Powershell to automate the export process from SDEX

[MiDataHub - Powershell Script for exporting data from SDEX](#)