



Maryland Annual Collection Systems

Maryland Approved Program Completer System

(MAPCS)

Maryland Higher Education Commission
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Data Web Site: <https://data.mhec.state.md.us>

Document Control

A. Document Information

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B. Document History

Document Version:	Date:	Summary of Change
Version 1	3/30/2018	Piloted MAC2 MAPCS manual
Version 2	7/17/2019	Revised MAC2 MAPCS manual
Version 3	7/03/2020	Revised MAC2 MAPCS manual
Version 4	7/08/2022	Revised MAC2 MAPCS manual

C. For Assistance

Name	Phone	Email
		cc: mac2help.mhec@maryland.gov

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I. Maryland Approved Program Completer System

A. Data Use

The purpose of this annual collection, the Maryland Approved Program Completer System (MAPCS), is to identify students who complete a Maryland State Approved Professional Education Program. Any student (degree-seeking or non-degree seeking) who completes a Maryland State Approved Professional Education Program will be reported in this collection. This collection centralizes data collected and aims to help answer questions of interest to institutions and the State regarding Maryland approved teacher program completion.

These include accountability measures included in the agency's Managing for Results as well as research projects as a result of collaboration with the Maryland Longitudinal Data System Center (MLDSC) on such issues as teacher pipeline and teacher workforce outcomes.

B. Southern Regional Education Board (SREB)

This aggregated collection supports MHEC's requirement to report to SREB. SREB is a non-profit organization that works to improve education at every level. The southern region covers 16 states.

II. Collection Requirements

A. Overview

MAPCS was piloted in 2018. Changes were made to the file layout based upon the pilot. The first official year for MAPCS was 2019.

B. Due Date, Record Frequency and Collection Period

Annual Due Date: December 1st

Record Frequency: One record per student per program completion code. There can be multiple records for the same student if the student completes more than one program within the submission year.

Collection Period: September 1st of the prior year to August 31st of the current year. For example, the MAPCS 2019 should be inclusive of those with a completion date (degree date) between 9/1/18 and 8/31/19.

C. Selection Criteria

a. Who to include:

Degree-seeking students: For students who are degree-seeking at an institution, report any Maryland Approved Program Completion(s) as of the end of the collection period even if the student has not yet fulfilled all requirements to graduate, unless graduation is a requirement for the Approved Program. If graduation is a requirement above and beyond course work, then that student will not be defined as a MAPCS completer and will not be included in the collection until such time as the student graduates. Only report students in MAPCS who have completed all requirements for a Maryland State Approved Professional Education Program. Once a student graduates, if he/she returns to complete additional Maryland State Approved Professional Education Programs that are non-degree, follow the "Non-Degree" reporting instructions. See below in "Who to exclude" for more clarification.

Non-degree students: For students who are non-degree-seeking at an institution, report each Maryland State Approved Professional Education Program completion as it occurs. Specifically, if a student completes a program BUT is still in progress for another program, report only the completed program. See below in "Who to exclude" for more clarification.

b. Who to exclude:

Degree-seeking students: If a student is ready to graduate, but will not complete the program requirements by graduation, then report the student as a graduate in DIS, but not as a completer in MAPCS. The student should be included in the MAPCS collection the year she completed the MAPCS program rather than the year she fulfills requirements to graduate.

Non-degree students: Do not report students who are in progress to completing a program. Only report completed programs.

E. Data Cookbook Link

<https://community.datacookbook.com/institutions/mhec>

Data Cookbook is MHEC's MAC2 on-line data dictionary. At the site on the "Functional Areas" tab, select the appropriate definitions link in the right column under sharing to view the data elements for one of the MAC2 collections. Each data element name is listed in **alphabetical order** with its functional definition

F. Sample Record Submissions (note: not all required elements are listed).

Field#	Data Element Name	Sample Data Set#1	Sample Data Set#2
1.	Collection Term	8	8
2.	Collection Year	2019	2019
3.	OPEID+2	00205700	00205700
4.	Sub-Campus Code		
5.	Identification Number	123456789	123456789
6.	Identification Number Type	1	1
7.	Local Campus Student Identifier	0279853	0254017
8.	SASID	125789529	201459801
9.	Gender	1	2
10.	US Citizen	1	1
11.	Hispanic/Latino Ethnicity	N	Y
12.	White		1
13.	Black/African American	2	
14.	Asian		
15.	American Indian/Native Alaskan		
16.	Native Hawaiian/Pacific Islander		
17.	Entry Term	1	3
18.	Entry Year	2016	2015
19.	Degree Date	20190501	20190605
20.	Degree Sought	40	60
21.	Birthdate	19960820	19950705
22.	Program Completion Code	0321.00	0517.02
23.	Geographic Origin	210	131
24.	Residency Code	1	1
25.	Military Status	5	4

26.	CIP Code	13.0301	13.1318
27.	Last Name	Doe	Due
28	First Name	John	Jane
29	Capstone Location	203	215

Data sets are to be submitted without blank spaces between the commas. If you have a field with no data like the sample data below, the commas will be side by side with no embedded space in between.

Sample Data Set 1

8, 2019, 00205700, , 123456789, 1, 0279853, 125789529, 1, 1, N, , 2, , , , 1, 2016
, 20190501, 40, 19968020, 0321.00, 210, 1, 5, 13.0301, Doe, John, 203

Sample Data Set 2

8, 2019, 00205700, , 123456789, 1, 0254017, 201459801, 2, 1, Y, 1, , , , , 3, 2015
, 20190605, 60, 19950705, 0517.02, 131, 1, 4, 13.1318, Due, Jane, 215

III. Requirements for Data Submission

A. MHEC Secure Data Website

The Secure Data Website (<http://data.mhec.state.md.us/>) is the starting point for all files and survey submissions. All uploaded unit files MUST be a comma separated value (csv) file and have a .csv extension for a successful submission. Files with any other extension will not upload successfully. The site provides calendars with due dates, file layouts, documentation and the secure area for file transfers. Auxiliary files such as program inventory, trend data and institution codes, are available as well. The site is updated each year to reflect current due dates and updated guidance on documentation and file submissions. For technical issues, guidance and questions/comments, please send an email to mac2help.mhec@maryland.gov.



B. Header Record

The header record is required as part of the uploaded csv file and can be retrieved from the data website for each unit record system
http://data.mhec.state.md.us/mac2_documentation.asp.

C. CSV File

All uploaded unit record files MUST be a comma-separated value (csv) file and have a .csv extension for a successful submission. All records in the file are to be submitted WITHOUT blank spaces between the commas. If there is a field with no data, the commas will be side by side with no embedded space in between.

The csv format is important because it allows flexibility for importing and exporting data with ease. Embedded spaces between commas cause data to be misaligned which cause erroneous results when processing files.

D. File Transfer Process

Once the collection file is ready for submission, upload using the Commission's Data Web Site. This is the most secure and only method for file transfers. The site requires an MHEC supplied USER Name and password.

The USER Name structure for submitting a unit record file is the institution 6-digit code prefaced with a 'P' followed by lower case 'a'. Example: P123456a.

The MAPCS collection requires a FINAL submission only at this time. When submission edits are in place you will be notified. In response to the submission, an email is sent as verification and receipt. The on-line form completed as the final or Official Submission, serves as your official Institutional Certification and Specification form. This form certifies that data submitted is accurate.

1. Final Submission

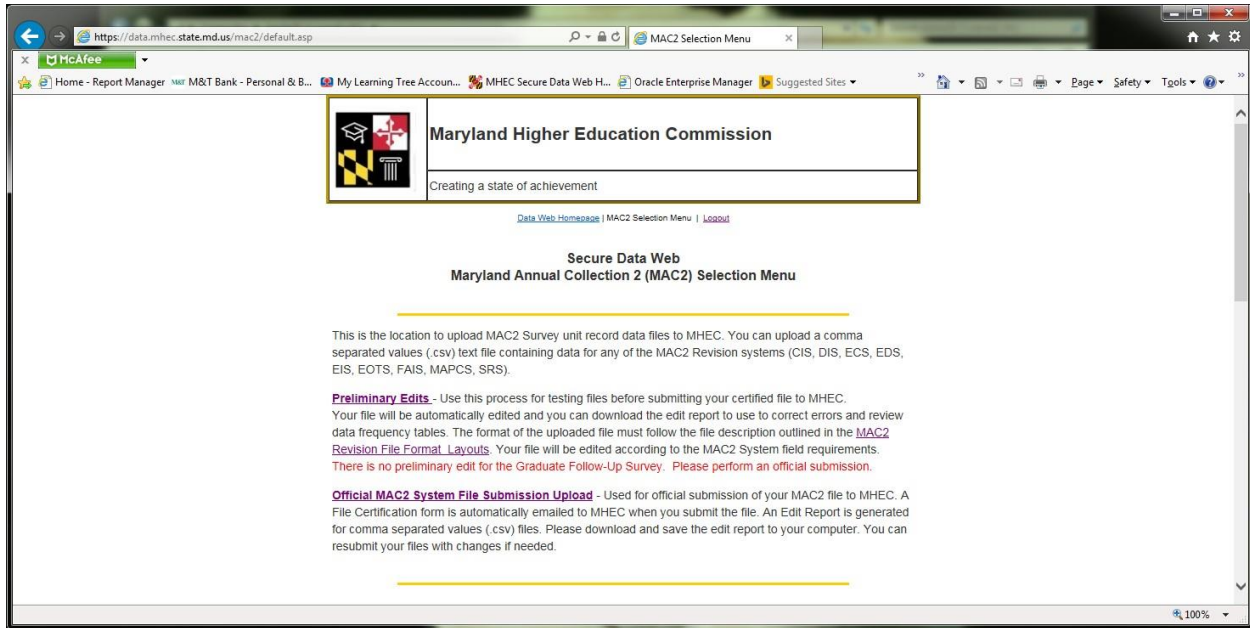
The OFFICIAL MAC2 System File Submission Upload is used for the official submission of the MAC2 file to MHEC. A File Certification form is automatically emailed to MHEC when the file is submitted. An Edit Report is generated for comma separated values (.csv) files. Please download and save the edit report to your computer. The files may be resubmitted with changes if needed.

The steps to submit the Official/Final collection file are:


- a. Under secure file transfer on the left panel of the home screen, select “MAC2 Unit Record.”
- b. The authentication box will open for your User name and Password.



- c. Once logged in, the file upload screen will display.



Once on this screen, select the Official MAC2 System File Submission option to submit the file. A certification form will be automatically emailed when the file is submitted.



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Secure Data Web
Maryland Annual Collection 2 (MAC2) - File Certification Form

Upload File for Maryland Higher Education Commission

It is important that all information is completed to ensure accurate transfer of data from your network to the MHEC secure data web. Use the "Browse" button to locate the file on your network that you want to upload. After completing the file certification form use the "Submit" button to initiate the upload .

Submission Date 1/30/2019 for Maryland Higher Education Commission

The file submission upload is for the system indicated below in the standard MHEC record format and prepared in accordance with MHEC instructions and data definitions.

Name:
 Title:
 Email:
 Phone:

Please supply information about system file submitted.

Select System Name	Year	Term	Number of Records
Collection Type	Year	Choose Term	

Select Choose File button below to find the file on your network:

No file selected.

Please enter any notes or comments here:

By submitting this form you certify that the information submitted on this file is correct and true to the best of your knowledge. Click the submit button to continue with the upload.

There is a comment box on the screen that can be used to convey messages to the MHEC staff. Typical uses of the comment are to document if there is a valid reason why a fatal error(s) cannot be resolved.

Complete the form and select submit.

IV. Frequently Asked Questions

A. MAPCS FAQs

1. Which institutions are required to submit MAPCS files to MHEC?

Only four-year public and independent institutions that have Maryland Approved Programs are required to submit a MAPCS file.

2. How many times is MAPCS collected during the year?

MAPCS is collected once per year. The file is due around December 1st each year. See the Collections Calendar for specific due dates. The file should contain one record per student per program completion code. There can be multiple records for the same student if the student completes more than one program within the submission year.

3. Who should be included?

Degree-seeking students: For students that are degree-seeking at an institution, report any Maryland Approved Program Completion(s) as of the end of the collection period. Only report students in MAPCS that have completed all requirements for a Maryland State Department of Education (MSDE) Approved Professional Education Program. Once a student graduates, if he/she returns to complete additional Maryland State Department of Education (MSDE) Approved Professional Education Programs, follow the "Non-Degree" or "Degree" reporting instructions depending on if the student has returned to complete an additional degree or a nondegree track. If a degree-seeking student has completed the Approve Program requirement in a collection year, but, is not yet ready to graduate, INCLUDE that student in the MAPCS collection, but not in the DIS collection, unless graduation is a requirement for the Approved Program. If graduation is a requirement above and beyond course work, then that student will not be defined as a MAPCS completer and will not be included in the collection until such time as the student graduates.

Non-degree students: For students who are non-degree-seeking at an institution, report each Maryland State Approved Professional Education Program completion as it occurs. Specifically, if a student completes an Approve Program BUT is still in progress for another program, report only the completed program.

4. Who should be excluded?

Degree-seeking students: If a student is ready to graduate, but will not complete the Approve Program requirements by graduation, then report the student as a graduate in DIS, but not as a completer in MAPCS. If a degree-seeking student has completed the Approve Program requirement in a collection year, but, is not yet ready to graduate, INCLUDE that student in the MAPCS collection, but not in the DIS collection.

Non-degree students: Do not report non-degree seeking students who are in-progress to completing an Approved Program. Only report non-degree seeking students with completed Approved Programs.

5. What if there is no program completion code or CIP code that aligns with the student's program?

If there is no program completion code that aligns with the student's program, the records should be submitted with a code of 9999.00. If there is no CIP code that aligns with the student's program, the record should be submitted with a CIP code of 13. 9999.

6. What entry term and entry year am I to use?

The entry term and entry year recorded with the each record should correspond to the term and year the student began that specific Approved Program, not the degree program. This is not the term and year a student first enrolled at an institution. It is the term and year each Approved Program was begun.

7. What geographic code and residency code am I to use?

The geographic code should correspond to the student's legal resident location status at the time the student was admitted to the Approved Program, not when the student was admitted to the institutions or degree program. The residency code should reflect the student's residency as of the MAPCS reporting period.

8. What degree date should I enter?

Degree date (DD112) is included in MAPCS. Despite the use of the word "degree", this field is intended to capture data on degree and non-degree seeking program completers. Use the degree date field to provide the completion date of the MAPCS being reported.

9. How are data used from this collection?

These include accountability measures included in the agency's Managing for Results as well as research projects as a result of collaboration with the Maryland Longitudinal Data System Center (MLDSC) on such issues as teacher pipeline and teacher workforce outcomes.

B. General FAQs

1. What should I do if my submission will be late?

You may send an email to the data collection manager and to mac2help.mhec@maryland.gov to request an extension up to two weeks beyond the established calendar due date. If the extension is granted, you must keep the data collection manager abreast of the progress of your file submission. It often results in missed deadlines, and extra time and effort to accommodate a late submission.

Institutions are encouraged to submit data by the deadline to avoid the need for extensions.

2. What happens with a re-submitted file?

Institutions are encouraged to validate and submit the best quality data by the deadline to minimize the need for file changes and resubmissions.

3. If I resubmit a file after the collection window closes what happens with my submitted changes?

MHEC will accept the file with the changes. MHEC will review the discrepancy between the old and new submissions to determine whether the errors are substantial enough to warrant updating the data tables and reports.

4. What should I do if I have a social security number correction?

Notify the data collection manager for the system immediately as a revised file may be requested.

5. What if I cannot resolve a fatal error?

If a fatal error cannot be resolved, then an explanation must be documented in the comment box on the official file submission page. MHEC may have follow-up questions regarding the explanation and a revised file could be requested.

6. Why is it important to use the same student identifier with each file submission?

MHEC produces trend analyses and reports that link identifiers from year to year and it is important to ensure that the identifier is consistent with the prior year for an accurate results. In addition, MHEC links identifiers from one data collection to another; again, it is important that identifiers are consistent across collections for accurate results. When a student moves from one institution to another, MHEC must be able to detect the movement and the only way to do so is through the use of a universally available identifier which is why social security number is the preferred identifier for all submissions. An institutionally assigned identified should only be used for students without social security numbers.