MHEC Data Collection Error & Discrepancy Reporting Form

IMPORTANT - PLEASE READ CAREFULLY BEFORE COMPLETING THE FORM.

If you are completing this form, DO NOT SUBMIT A REVISED FILE TO MHEC. Be advised that this form includes skip logic based on responses given regarding institution type and data collection.

WHAT TO DO BEFORE COMPLETING THIS FORM?
Before completing this form send an email to datadiscovery.mhec@maryland.gov briefly describing the discrepancy. MHEC will respond to offer guidance on the best method to report previous file discrepancies using the form. Please do not complete this form without MHEC's guidance.

WHY COMPLETE THIS FORM?
This form should be used to document and report details of data errors, missing data or data discrepancies that have been discovered in unit record file submissions for the current collection year or for prior years. Data concerns can be reported for multiple terms for one data collection system at a time. If you are documenting a discrepancy for more than one data collection, you'll need to submit this form multiple times. But if you are providing details for the same error condition for the same system over multiple years, all years can be selected on a single form.

WHEN TO COMPLETE THIS FORM?
Complete this form AFTER communicating with MHEC and receiving guidance.
With regard to timing, if the MHEC IT Data Verification Cycle close date has passed and an error or discrepancy is discovered, this form must be completed. DO NOT RESUBMIT a file. After the verification close date has passed and processing begins, revised files will not be accepted. Instead, institutions are required to complete and submit this form to inform MHEC and record the scope of the issue. To check the current year verification cycle close date for the collection in question, click the link below. You will see for example, that the end date for DIS MHEC IT Data Verification Cycle is October 31, 2021. Revised data files will NOT be accepted after that date.
http://data.mhec.state.md.us/MHEC_Data_Collections_Validations_Calendar_2021-2022.pdf.

WHAT IS NEEDED TO COMPLETE THIS FORM?
To complete this form you will need details of the original data reported, such as the total number of records, the total number of records of revised data, as well as specific details of the error or discrepancy for which you are reporting. Be prepared to include a summary with enough detail of the original data reported and the revised data so that MHEC researchers have an adequate record when performing analysis. There is also an opportunity to upload a file containing a detailed explanation of the data concern.

WHAT HAPPENS AFTER THIS FORM IS SUBMITTED AND HOW WILL INFORMATION BE USED?
MHEC will review your submission and reach out if clarification or additional detail is needed. MHEC may footnote or reference the issue in publications that contain the data. Depending on the results of this submission, it could inform further validations.

Thank you for your due diligence with file submissions, informing MHEC of data concerns, and your partnership.

parris.jackson@maryland.gov Switch account

The name and photo associated with your Google account will be recorded when you upload files and submit this form. Only the email you enter is part of your response.

* Required

Email *

Your email

First and Last Name *

Your answer

Telephone number (no dashes) *

Your answer

Institution Type *

○ Public 4-year

○ Public 2-year

○ Independent 4-year

○ Private Independent

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