



Utah Operational Data Source (ODS) FAQs for LEAs

How do I access the ODS?

Users can access the ODS 24/7 through an easy-to-use active web interface that tracks day-to-day memberships of students in LEAs.

How do I find students in the ODS?

Use the search form to search for students by last name, first name, middle name, date of birth, SSID, or organization within their organization.

What if I only have some of the student's information?

You can search for a student if you know at least one of the following: the student's last name, first name, middle name, date of birth, SSID, or organization.

Can I edit student information through the ODS web interface?

To protect the accuracy of the data, you cannot edit any student information. The data has to be edited in the source system and sent through the data collector.

What membership information can I see?

Users can view the Demographic, Grade, Facility, SCRAM-related information that pertains to a student.

How do I know which students are actively registered?

The Reports section of the ODS web interface gives you access to several reports related to student details, such as Mainstream Membership Generation, Resource Membership Generation, Self Contained Membership Generation, and more.

How do I download membership data?

You can download student membership data in comma delimited file (.CSV) format from the Download section of the ODS.

Once the Data Collector validates the data, does the system do any additional validations?

The ODS performs Level 2 validations once the Data Collector validates data. You can view the results of these validations in the Case Management section.



What is Case Management?

When the system identifies a data error that it cannot resolve without user intervention, it marks it as a case. Case management allows users to view these cases and make the necessary decisions to resolve it.

How do I correct errors generated by Level 2 validations?

The system returns Level 2 errors to the Data Collector. You must then correct them in the source system and resubmit the data through Data Collector portal.

How do I manage my contact information details?

Use the **My Profile** link to add or update your contact information.

How do organizations get access to the ODS web interface?

The Directory Manager application, part of the Choice Solutions portal, allows authorized users to manage which LEAs can access the ODS.

How do I as a user get access to the ODS web interface?

The Directory Manager application also allows authorized users to grant individual users access to the ODS, with different levels of permissions.

Who creates ODS roles?

Authorized Directory Manager users determine which users have which roles; for example, an administrator versus a regular LEA user.