STATE OF SOUTH CAROLINA
DEPARTMENT OF EDUCATION

SUNS User Guide – Near Match Resolution Process

November 22, 2024

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SUNS TRAINING GUIDE - SUNS ID ASSIGNMENT PROCESS

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INTRODUCTION

A. Purpose of this Document

This guide describes how to use the South Carolina Department of Education's (SCDE) Student Unique Numbering System (SUNS). SUNS is designed to assign and maintain unique statewide person identifiers (also referred to as "SUNS numbers"). The term "person" is inclusive of Students, Staff Members, and other Person categories.

This guide has been created using the eScholar User Guide for Uniq-ID® Version 11 for guidance and, unless otherwise noted, all screenshots are copyrights of eScholar LLC © 2020 All Rights Reserved by eScholar LLC and were produced using demonstration data.

B. Points of Contact

For questions or issues, please use the following contact information:

Logins –

1. If an account is needed – see Logging into SUNS - Create an Account
2. If a password is forgotten – see Logging into SUNS – Forgot Password

Support – see Appendix F – Creating an E-Services Ticket

REQUIREMENTS

- Member Center access
- SUNS access.

VERSION CONTROL

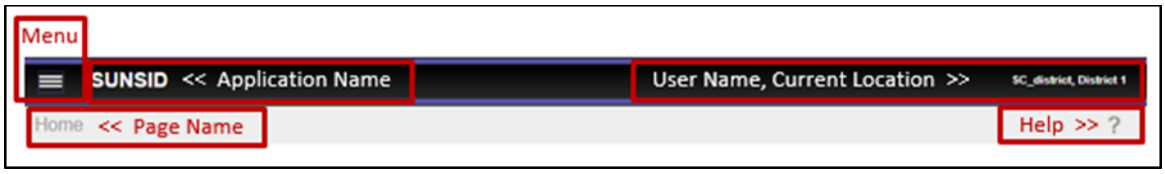
Version #	Date	Changes
1.0	07/27/2020	Original document
2.0	08/15/2022	Reviewed and edited based on changes found necessary during SUNS Early Childhood training. Also updates to SCDE website and Application Web Portal.
3.0	03/15/2024	Brought up to date to follow SCDE Guidelines. Removed Enrollment instructions, as they are not available in SUNS.
4.0	11/22/2024	Section B: An important note was added regarding early childhood SUNS numbers. Another note was added about using the Master Record not the Resolve Near Matches / Duplicates details page to resolve near matches. This includes looking at the district information to see if the Near Match is on a child entering kindergarten to see if the child was entered by an early childhood partner. Appendix E: modified for districts.

SUNS FEATURES

A. Header

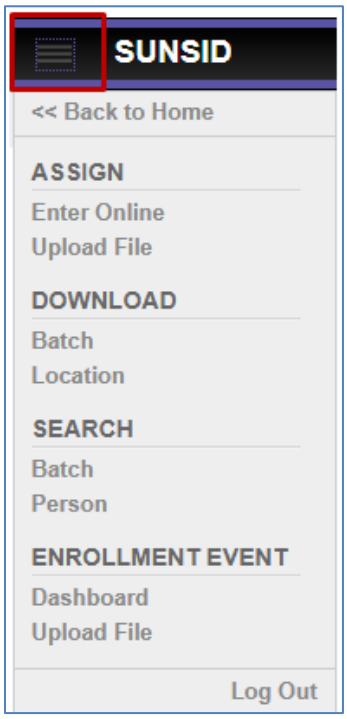
In addition to the Main Menu, the page Header also includes the following:

1. ***Application Name*** - displayed on every page next to the Main Menu link.
2. ***Page Name*** - The Page Name is displayed on every page under the Main Menu link and the Application Name.
3. ***Current Location*** - The user's location will always be displayed in the top right-hand corner of every page, above the Help (?) icon.
4. ***Help*** - The Help (?) icon will always be displayed in the top right-hand corner of every page, under the Current Location, if the page has help content available.



B. Main Menu

The main menu contains links that allow users to access SUNS features. The menu options are based on system roles and assigned privileges. Some menu items described throughout this manual may not be available for all users. It can be accessed by clicking the three horizontal lines next to the Application Name on every screen.

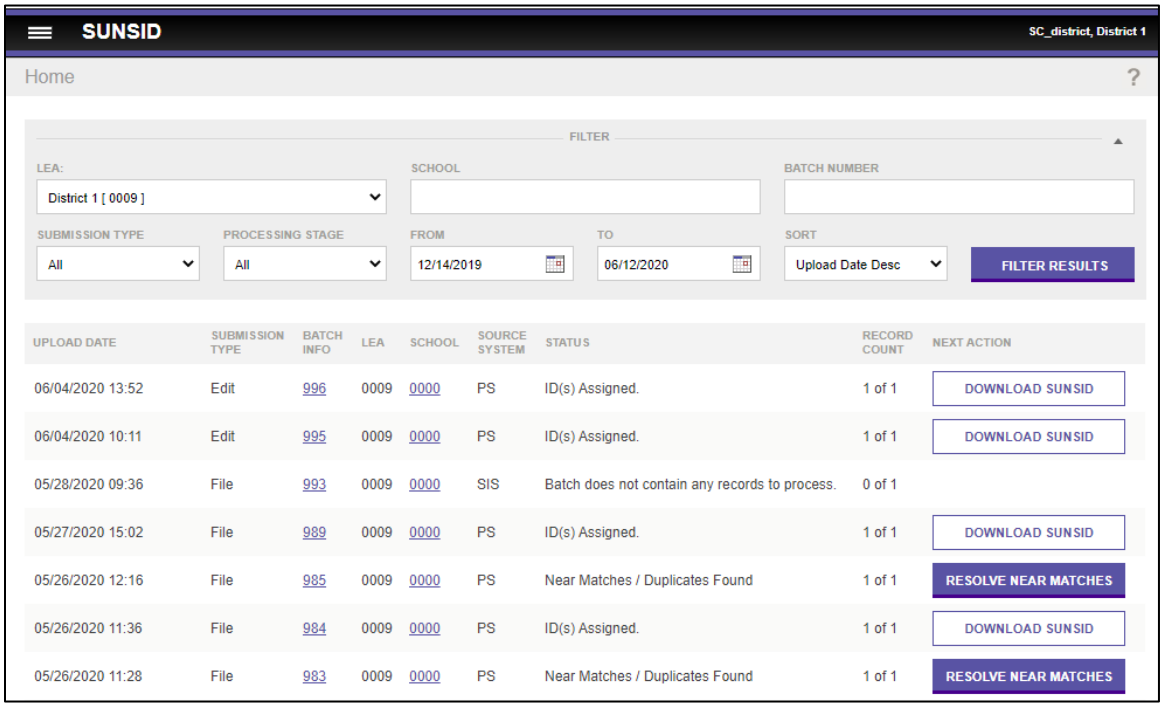


NOTE: Users should not use the REFRESH, BACK, or FORWARD browser buttons with SUNS. There are links on every page directing users to other screens and the Main Menu is available on every screen as well.

1. **Assign –** accessed through the Main Menu and used to enter a single submission or upload a batch.
   a. **Enter Online** - provides users the ability to input the information for one person at a time online and assign an ID.
   b. **Upload File** - allows users to upload a Person Batch File into SUNS for ID assignment.
2. **Download –** accessed through the Main Menu used for downloading various types of output files.
   a. **Batch -** provides users with the ability to extract and download seven different types of output files from SUNS:
      - IDs Assigned
      - Errors to Fix
      - Near Matches/Duplicates to Resolve
      - Canceled
      - Rejected
      - Fixed Records
      - Near Match Details
   b. **Location** - provides users with the ability to download person records for a specific location and allows the user to select options during the download process. These options include the field delimiter, field qualifier, date format, and whether to include the header/footer.
3. **Search**
   a. **Person** - allows a user to search for person records through an online interface. This function can be used to verify the details of a person already in SUNS.
   b. **Batch** - allows a user to search for person records with a batch file.
4. **Enrollment Event** - An enrollment occurs when students start new programs or have a significant change in cohort identification i.e., a grade-level change.
5. **Log Out** - allows users to log out of the application. By using the Log Out link, all sessions for the user are closed.

C. Home Page

Once a user successfully logs into SUNS, the Home Page will be displayed. The Home Page is also accessible from every page by clicking the "Main Menu" icon, and then selecting the "<< Back to Home" link at the top.



The Home Page allows users to:

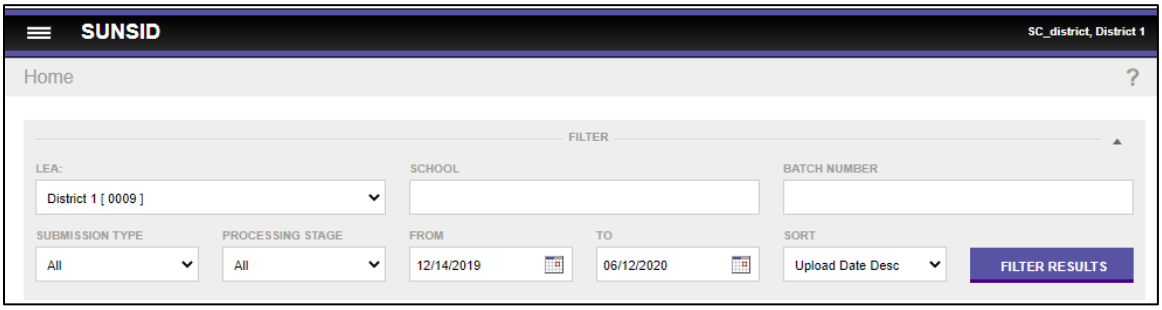
1. ***View Previously Submitted Batches*** - The bottom section of the Home Page provides users with a list of submissions to SUNS that have been uploaded via a batch file, entered online, submitted using SIF or Web Services, edited online, or were processed via Automatic File Processing (AFP). This list displays the following columns:

   - Upload Date – the date and time the file was uploaded.
   - Submission Type – Displays the type of submission. (i.e., Online or Web services)
   - Batch Info – Batch Number as a hyperlink.
   - District - District/County code
   - School – School/Facility code as a hyperlink
   - Source System – Selected by the User when using the Advanced Upload feature. If Basic is used, there is a system default configured in the source system table by an admin.
   - Status – Any Status messages will be displayed here.
   - Record Count – for a successful batch upload it will display the total number of records (i.e., 22 of 22). An unsuccessful batch will show the number of unsuccessful records in the batch (i.e., 2 of 22)
   - Next Action – displays a button to take the User to the next step to be completed.

The Results only display batches the user has access to for their current location. The button in the Next Action column allows the user to continue where they left off in the ID assignment process. Each action correlates to a step in the ID Assignment process.

NOTE: The status column always displays the status of the batch being processed and guides the user to the next action to be performed. The NEXT ACTION column has a button that enables the user to initiate the next action. For AFP batches there will be no Fix Errors Next Action button. These batches will include Resolve Near Matches and Download IDs.

2. ***Filter Batches*** **-** Users can narrow down the batch list by utilizing the batch filters.



The Home page includes the following filters:

a. **LEA/County**: The application will display all the LEAs/Counties that a user has access to so that the page can be filtered by a specific district/county.

b. **School/Facility**: A school/facility code for the selected district/county can be entered to filter by district/county and school/facility.

c. **Batch Number**: Entering a Batch ID in the filter allows users to view and work on a specific batch, independent of the other filter options. This Batch ID is unique to the batch and can be used for finding a batch.

d. **Submission Type**: The options are All, File, Online, SLF, Edit, WebService, and Automation.

e. **Processing Stage**: The options are All, Validate Data, Fix Errors, Assign State ID, Resolve Near Matches, Download State ID, Canceled, Validation in Progress, Assignment in Progress, Continue Validation, or Continue Assignment.

f. **Submission Date**: Expects valid date ranges.

g. **Sort**: Users can sort by Upload Date, Batch Number, or Batch Status.

NOTE: Searching for a specific Batch using the Batch Number filter will ignore all other filter options.

3. ***Results from Filtering*** **–** The application displays the following possible results after filtering.

a. **Found Batch -** If the application finds a matching batch, the application will display the page listing only that batch in the Batch List.

b. **No Batch Found** - If the application cannot find the batch the user specifies, the application will display a message stating that no batches were found.

c. **User Not Authorized -** If the user enters a Batch ID and the application finds the batch the user specifies but the user does not have the appropriate rights to view the batch, the application will display a message stating the user is not authorized to view the batch.

d. **Multiple District/Counties** - For those users who have access to more than one district, entering the Batch Number to find a specific batch has an additional feature. If the batch number submitted is for a district other than the user's current district and the user has access to that other district, the application will display a message stating that the user should change their current district setting.

   Example: The user is searching for a batch in another district/county. If that user is authorized to access that other district/county, they will get a message that states – "Click **here** to change your current district/county to: (district/county the batch is in) and go to batch: (batch number being searched for)". Users can switch to that other district/county automatically by clicking on the **here** link in the message. Upon doing so, the application will change the user's district and display the batch list for that district.

4. ***Next Action Buttons*** - These buttons walk a user through the steps of the ID Assignment process. They will each display the next step to be completed for the batch and will navigate the user to the page that needs to be completed. The steps include the following:

   - Submitting a batch
   - Validating the data
   - Fixing data errors
   - Assigning IDs
   - Resolving near matches/matches
   - Downloading IDs.

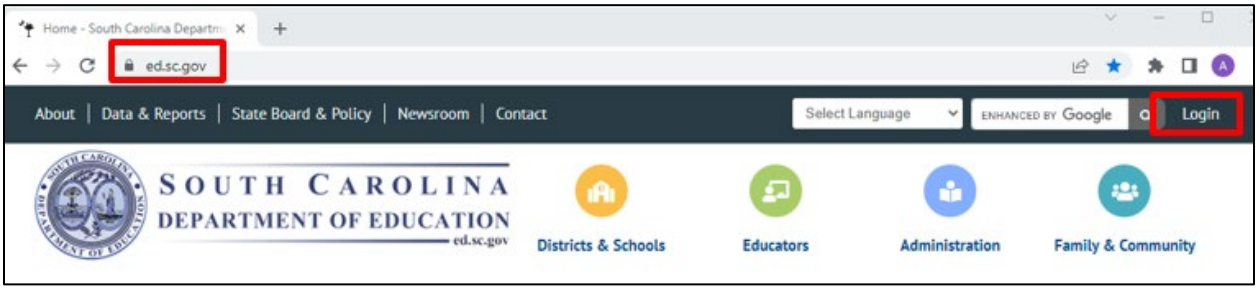
   NOTE: SUNS contains many pages that display lists of items. All lists are page loaded and may not show all records on one page. Users can navigate to other pages in a list using the FIRST, PREV, NEXT, and LAST buttons at the bottom of each list.

USING THE SUNS SYSTEM

A. Logging into SUNS

To access the SUNS System, users must first log in to the SCDE Member Center

1. Go to the SCDE website and click Login on the right side of the top Navigation bar.



2. This opens the Application Web Portal (AWP) page. Use the login information provided to log in to the AWP and access the SUNS application.

   a. **Create an Account** - If login information has not been provided, click the Create It link next to "Don't have an account?" underneath the login fields.

   b. **Lost Password** – If the password provided is forgotten or lost, click the Reset It link next to "Forgot your password?"

3. Once logged into the AWP, all available applications and resources will be listed. Locate the SUNS link and click it to open the SUNS application. As a single district user, the AWP will automatically log in to SUNS.

4. The application will open on the SUNS Home Page and any batches that need Near Match Resolution will show a Resolve Near Match button in the Next Action column.

B. Reviewing and Resolving Near Matches

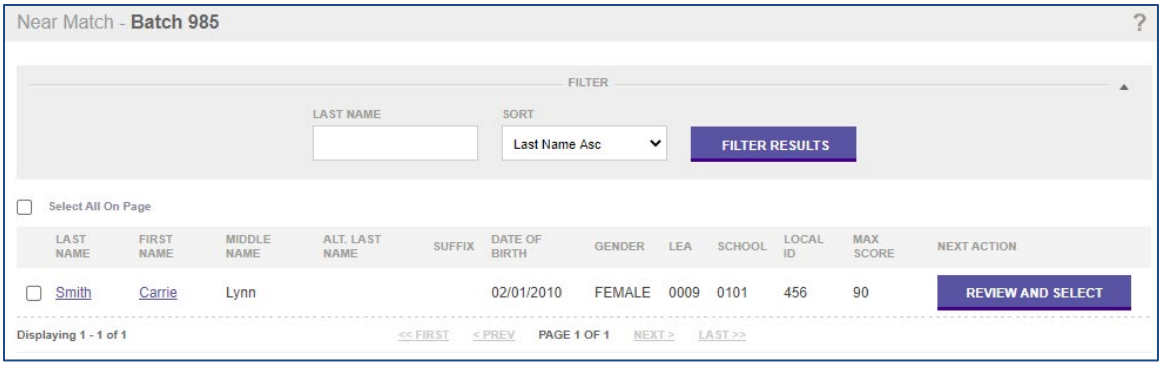
All Near Match records must be resolved before the user can continue to the next step in the ID Assignment process. Near Match records can be resolved by assigning an ID, creating a new ID, or by canceling the record(s). To resolve a near match, a user reviews the record and determines whether the submission record is either a match or not to any potential near matches.

The process of making a near match decision is important to uniquely identifying person records. Users must carefully review the information in detail to ensure correct decisions are being made. The following issues arise from poor near-match decisions:

- ***Shared Identifiers*** - Matching a submission record to the wrong master record creates a shared identifier. If the submission record is a different person than the one being compared and assigned, then the submission record is linked to the wrong master record and two different person records will share the same unique identifier. In this case, please alert the System Administrator by submitting an e-Services Ticket so they can review and resolve the identifier issue. (See Appendix F – Creating a SUNS E-Service Ticket)
- ***Duplicate Records*** - Creating a new identifier for a person when there is a match will create a duplicate record. If the submission record is the same person as a master record but the user clicks Create New ID, then the submission record becomes a new record with its own unique identifier. This means the same person has two different unique identifiers and the next time the person is submitted to the application, both records will appear as a near match. In this case, please alert the System Administrator by submitting an e-Services Ticket so they can review and resolve the identifier issue. (See Appendix F – Creating a SUNS E-Service Ticket)

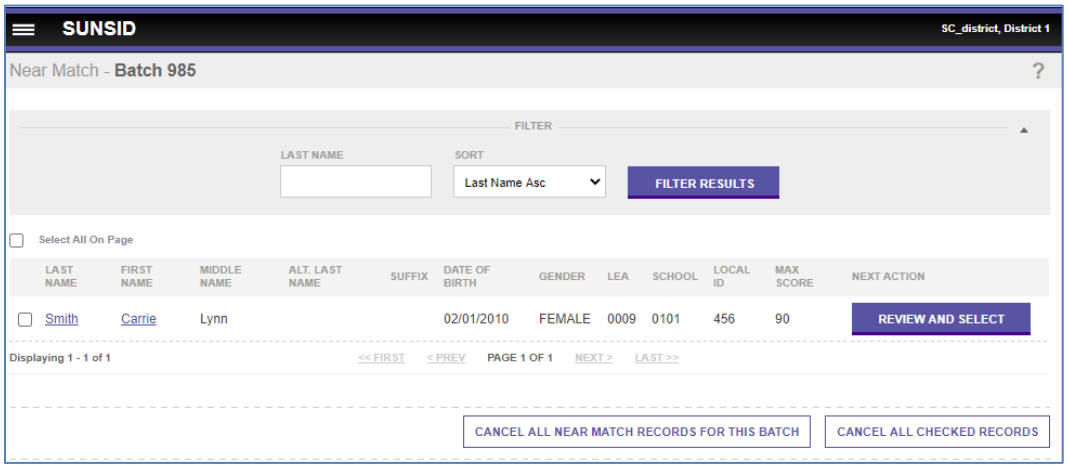
IMPORTANT: Do not assume when reviewing a Near Match on a child entering kindergarten that it is not a match. First Steps Private 4K children have been receiving SUNS numbers for many years and the SLDS FY19 grant will be allowing other early childhood partners to receive SUNS numbers. Check the District information under Location/ Enrollment in the master record to see if the child was enrolled in an early childhood program.

1. ***Reviewing a Near Match*** - To resolve near matches, click the Resolve Near Matches button in the Next Actions column next to the batch that needs resolving on the Home Page. The Near Match list page will open.



a. Review the Near Match List page for information about the records. This list can be filtered by typing the Last Name of the person in the Last Name field and clicking the Filter Results button. This filter allows the user to display only the results within that batch which meet the filter criteria. Portions of names can be used for this search.

   The results can be sorted by selecting Last Name Ascending or Descending or Max Match Score Ascending or Descending in the Sort dropdown before clicking the Filter Results button.



b. Click the Review and Select button in the Next Action column or the hyperlinked name on the record to be resolved to go to the Resolve Near Matches / Duplicates details page.

c. Review the Resolve Near Matches / Duplicates details page. The top section displays the submitted person, and the bottom section displays a list of matching person records. **DO NOT USE this page to resolve near matches**.

Resolve Near Matches / Duplicates - **Batch 985**

WARNING: A potential duplicate near match exists for this record in at least one other batch. Batch Number(s):983

PERSON RECORD TO REVIEW AND SELECT

LAST NAME	FIRST NAME	MIDDLE NAME	ALT. LAST NAME	SUFFIX	DATE OF BIRTH	GENDER	LEA	SCHOOL	LOCAL ID
Smith	Carrie	Lynn			02/01/2010	FEMALE	0009	0101	456

NEAR MATCHES / DUPLICATES FOUND

	LAST NAME	FIRST NAME	MIDDLE NAME	ALT. LAST NAME	SUFFIX	DATE OF BIRTH	GENDER	LEA	SCHOOL	LOCAL ID	MATCH PROBABILITY
○	Smith	Carrie Anne	Jody			10/01/2010	FEMALE	0009	0101	456	90 [NEAR MATCH]

d. Click the hyperlinked Last Name or First Name to view the Near Match Compare page.

The page displays the field names in the left column, the submitted person information in the "Submission Record" column in the center, and the matching person information in the "Master Person Record" column on the right. All fields are displayed; below is a partial screenshot.

90 MATCH SCORE

Carrie Lynn Smith *(SUBMISSION)*
GENDER: **FEMALE** DATE OF BIRTH: **02/01/2010** LOCAL ID: **456** SSN: **Not Present**

vs

Carrie Anne Jody Smith *(#2088280049)*
GENDER: **FEMALE** DATE OF BIRTH: **10/01/2010** LOCAL ID: **456** SSN: **Not Present**

COMPARE RECORDS

The different field values between the submission record and the master record are highlighted.

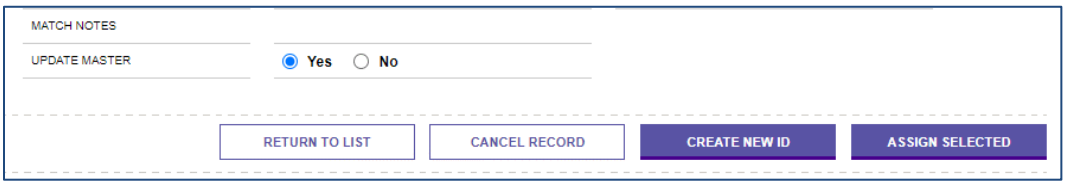
FIELDS	SUBMISSION RECORD	MASTER RECORD (SUNSID: 2088280049) VIEW NOTE | ADD NOTE
FIRST NAME	Carrie	Carrie Anne
LAST NAME	Smith	Smith
MIDDLE NAME	Lynn	Jody
SUFFIX		
ALT. LAST NAME		
DATE OF BIRTH	02/01/2010	10/01/2010
GENDER	FEMALE	FEMALE
SSN	Not Present	Not Present
ETHNICITY		
RACE/ETHNICITY	Non-Hispanic, Asian, Native Hawaiian or Other Pacific Islander, White	Non-Hispanic, Asian, Native Hawaiian or Other Pacific Islander, White

- All fields in which the information differs between two person records are highlighted.
- If a near match was forced by the application, the application will put the reason for the near match within the "Match Notes" row. This may include a note about the Twins Rule, SSN Rules or other forced near match scenarios.
- Whether the social security number is masked or not, the application will highlight that field with italics and render the background color yellow if it differs between the person records.
- For children enrolling in kindergarten who have gotten a near match, check the District information under Location/Enrollment in the master record to see if the child was enrolled in an early childhood program.

e. If the submission record matches the master record and the user has authorization to update the master data, the final field available on the Compare Person screen will be the Update Master selection. This option will only be applied to the record if the Assign Selected match decision button is clicked.

   i. Option "No" – The submission record will be assigned when the "Assign Selected" button is clicked, but the master data will not be updated with the submission record information.

   ii. Option "Yes" – The submission record will be assigned when the "Assign Selected" button is clicked, and the master data will be updated with the submission record information. When the master record is updated, the original data is moved to history so there is a record of that movement/update.



   The default selection is Yes so users must make sure they want this option when clicking Assign Selected. Matching a submission record to the wrong master record creates a shared identifier as noted in the beginning of this section. (Section B – Reviewing and Resolving Near Matches)

2. ***Resolving the Near Match***: After reviewing the Compare Person Data, users must decide how the near match should be resolved. To resolve a near match, a user can click one of the buttons at the bottom of the screen to Create a New ID (Step 3 below), Assign ID (Step 4 below), or Cancel Submission (Step 5 below).

   A near match is only resolved once, so once a decision button is clicked the near match is resolved and the decision cannot be reversed.

3. ***Create New ID*:** A User can create an ID on the Near Match Compare page or the Resolve Near Matches/Duplicates page.

   a. On the Near Match Compare page, if the near match record being reviewed is different from the master record -

   i. The user clicks the Create New ID button. Clicking this button indicates that the submitted record is different than the master record and a new ID will be created for the submission record.

ii. When Create New ID is clicked, a confirmation message will be displayed at the top of the page stating that the new ID was successfully assigned to the person and show the SUNS ID number.

iii. All other near matches for the submission record are removed.

b. If the User selected Return to List on the Details page and went back to the Resolve Near Matches/Duplicates page, they can check the box to the left of the record to have an ID created and then click the Create New ID button.

4. ***Assign ID*:** A User can Assign an ID on the Near Match Compare page or the Resolve Near Matches/Duplicates page.

a. On the Near Match Compare page, if the near match record being reviewed is the same as master record –

i. Double check the Update Master selection and make sure it is properly set as indicated in Section F Step 1e ii.

ii. Once the Update Master field is properly set, click the Assign Selected button. When Assign Selected is clicked, the user is indicating that the submitted person is the same as the master record and the unique identifier will be retrieved and linked to the submission record.

iii. When Assign Selected is clicked, a confirmation message will be displayed at the top of the page stating that the ID was successfully assigned, a match was found and shows the SUNS ID number.

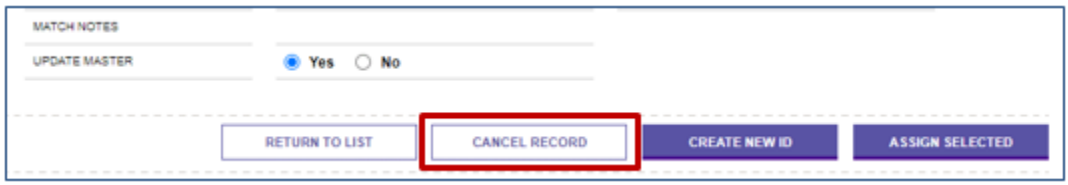
iv. All other near matches for the submission record are removed.

b. If the User selected Return to List on the Details page and went back to the Resolve Near Matches/Duplicates page, they can check the box to the left of the record to be assigned an ID and then click the Assign ID button.

5. ***Cancel Submission*** - User can cancel submissions on the Near Match Compare page, the Resolve Near Matches/Duplicates page, or on the Near Match List page –

a. On the Near Match Compare page, click the Cancel Record button. When this button is clicked, the pending near match is canceled. This only cancels the specific near match the user is reviewing and does not impact other pending near matches in the batch.

b. If the User selected Return to List on the Details page and gone back to the Resolve Near Matches/Duplicates page, they can check the box to the left of the record to be canceled and then click the Cancel Record button.

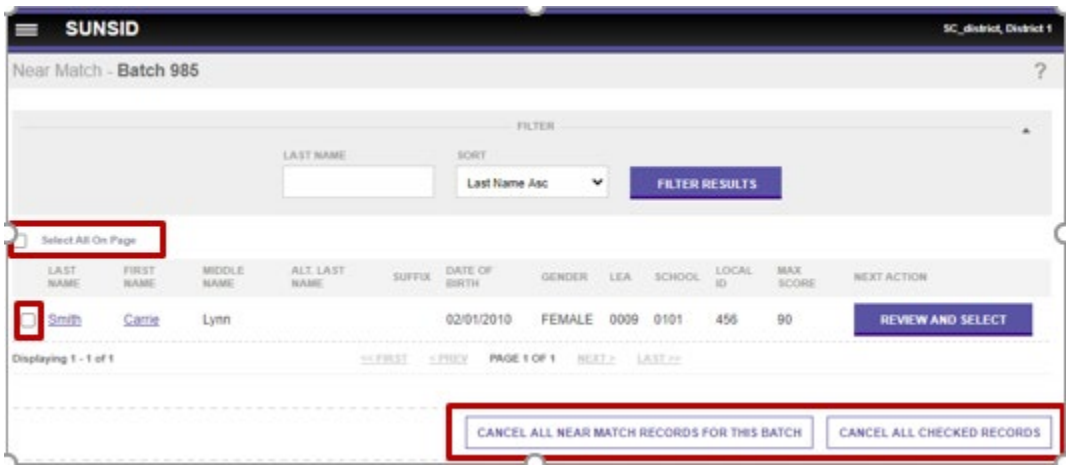


c. If the User is on the Near Match list page, they have three cancellation options -

i. *Individual or Multiple Records in a Batch* - check the box to the left of the record(s) to be canceled and then click the Cancel All Checked Records button.

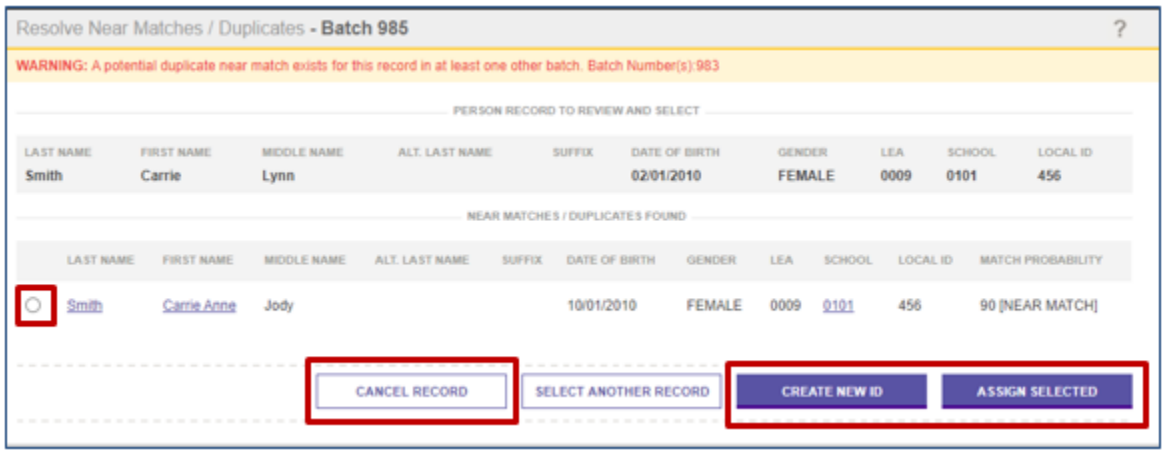
ii. *All Records on a Page* - check the Select All on Page checkbox and then click the Cancel All Checked Records button. This would be applicable if the batch is more than one page. The Cancel All Checked Records button only cancels those batches that are selected.

iii. *All Records in a Batch* - click the Cancel All Near Match Records for the Batch button. The list of Near Match records may span two or more pages. The Cancel All Near Match Records for This Batch button cancels all near matches in the batch list, not just the batches displayed on an individual page.



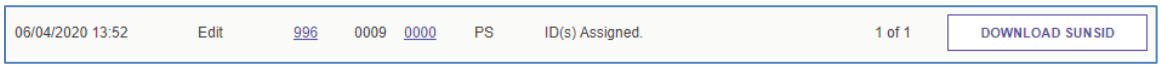
6. ***Return to List***: When this button is clicked, the User is returned to the Resolve Near Matches / Duplicates details page.

If the User selected Return to List, the decision can be made on the Near Match Summary page by clicking the radio button next to the record and clicking Create New ID (Step 3b above), Assign ID (Step 4b above), or Cancel Record (Step 5b above).



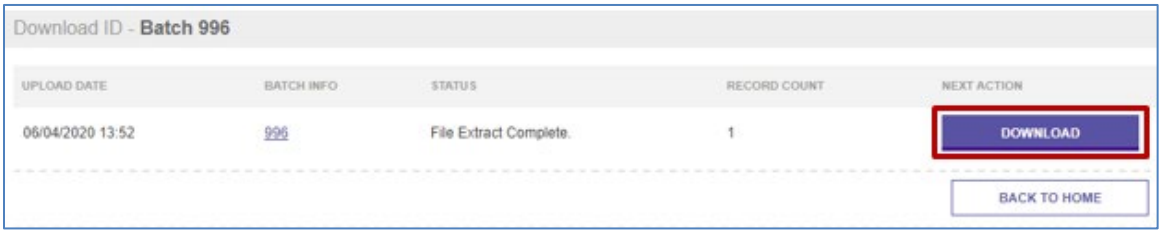
C. Downloading IDs

Once the batch has been uploaded, errors fixed, data validation completed and near matches resolved, the home page will display the status of the batch as "ID(s) Assigned" and a Download SUNSID button in the Next Action column.



To download the IDs for the batch, users should perform the following steps:

1. Click the Download SUNSID button on the application home page for the appropriate batch to open the Download ID page for that batch.

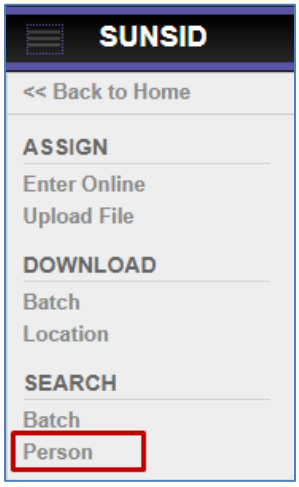


2. Click the Download button to download the IDs Assigned file.
3. Depending on set up, either a File Download dialogue box will open that enables users to either open the file or save it to your local computer.
4. The format of the downloaded file will be the same as the Person Batch File and each person record will include the ID that was assigned to that person.

NOTE: The downloaded file can be used to update a user's Student Information System or other data systems.

D. Search > Person

Users can search for person records online by clicking the Person (or whatever name has been selected by your organization for Person) link under SEARCH from the Main Menu.

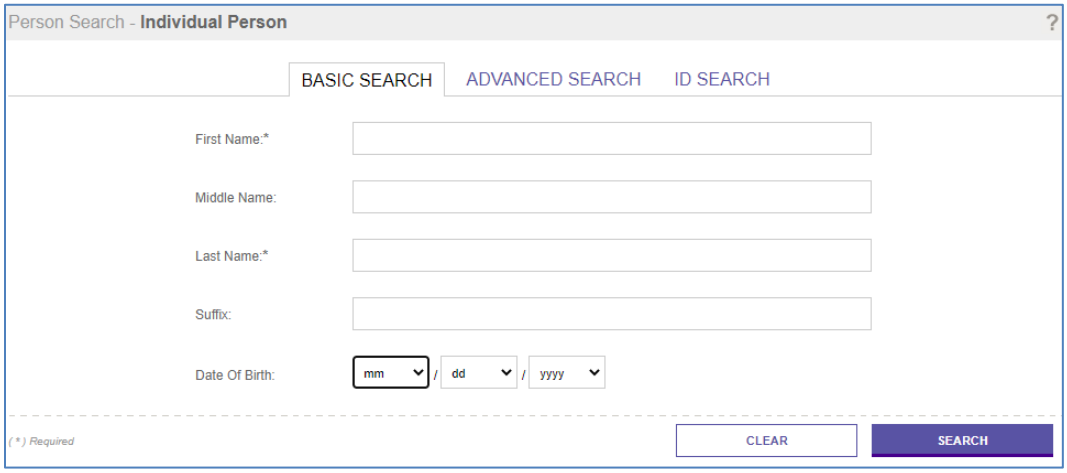


This feature allows users to:

- Search for person records online.
- View Person information.
- Edit Person information – if a user has multi-district access, the user must select the correct district prior to searching.
- Add a Person note.
- View Person notes.

1. ***Search by Person:*** To search for person records using this feature, users should perform the following:

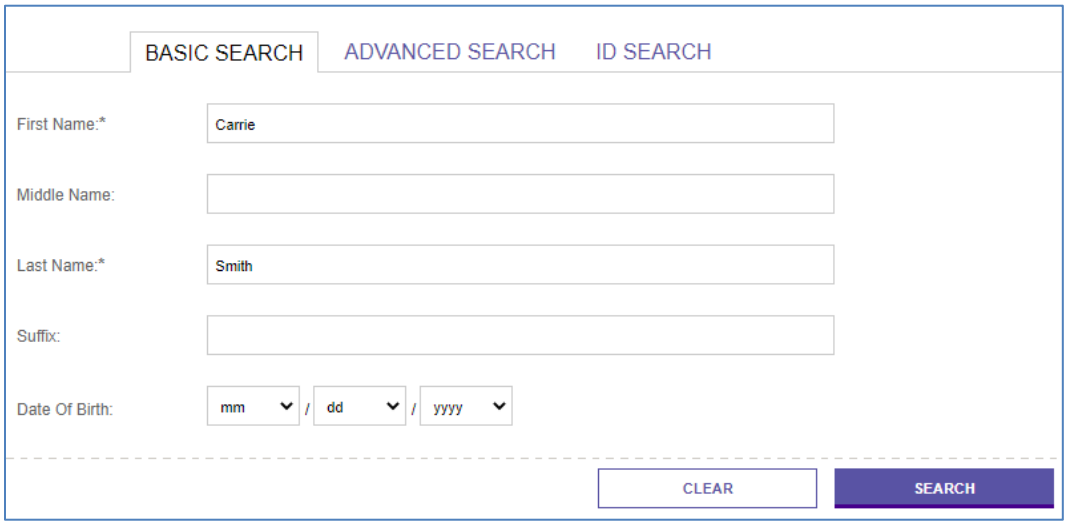
   a. Click on the Person link under SEARCH from the Main Menu to open the Person Search – Individual Person page.



b. Click on the appropriate search tab. This module has three types of searches available: Basic Search, Advanced Search, and ID Search

c. **Basic Search** allows users to search for a person using basic demographic information. Required fields are denoted by an asterisk.

NOTE: First Name and Last Name are required for both Basic and Advanced Search. Wild card characters (e.g., *, %, _ ,?) are not supported.



i. Enter First Name and Last Name at a minimum as these are required fields.

ii. Click the Search button for results. The application will display the results of the search. When one or more person records are found, the application displays the matching records. The match probability will be displayed if the Matching Engine is the search type defined by the system administrator. The closest match displays as the first result in the list.

- If searching without a birthdate, the search results will come back with just a percentage in the Match Probability column.

SEARCH RESULTS

SUNSID	LAST NAME	FIRST NAME	MIDDLE NAME	SUFFIX	DATE OF BIRTH	GENDER	LEA	SCHOOL	ETHNICITY	RACE(S)	SSN	MATCH PROBABILITY
55255-44008	Smith	Carrie	Lynn		02/01/2010	FEMALE	0009	0101		Non-Hispanic, Asian, Native Hawaiian...	Not Present	77
31583-18008	Smythe	Carrie			03/01/2010	FEMALE	0009	0102		Non-Hispanic, Asian, Native Hawaiian...	Not Present	76
20882-80049	Smith	Carrie Anne	Jody		10/01/2010	FEMALE	0009	0101		Non-Hispanic, Asian, Native Hawaiian...	Not Present	75

- If searching with a birthdate, the search results will come back with a percentage and Match or Near Match in the Match Probability column.

SUNSID	LAST NAME	FIRST NAME	MIDDLE NAME	SUFFIX	DATE OF BIRTH	GENDER	LEA	SCHOOL	ETHNICITY	RACE(S)	SSN	MATCH PROBABILITY
55255-44008	Smith	Carrie	Lynn		02/01/2010	FEMALE	0009	0101		Non-Hispanic, Asian, Native Hawaiian...	Not Present	97 [MATCH]
31583-18008	Smythe	Carrie			03/01/2010	FEMALE	0009	0102		Non-Hispanic, Asian, Native Hawaiian...	Not Present	94 [MATCH]
86353-12929	Smith	Carry			02/01/2010	FEMALE	0009	0101		Non-Hispanic, Asian, Native Hawaiian...	Not Present	89 [NEAR MATCH]
20882-80049	Smith	Carrie Anne	Jody		10/01/2010	FEMALE	0009	0101		Non-Hispanic, Asian, Native Hawaiian...	Not Present	87
18634-31705	Smith	Kory			05/20/1988	FEMALE	0009	0101	Hispanic	HISPANIC	Not Present	74

- Results could include a "No Records Found" status. If no matches are found for the search criteria, the application displays a message under the search form. When this occurs, adjust the search criteria if necessary and click the Enter New Person button.

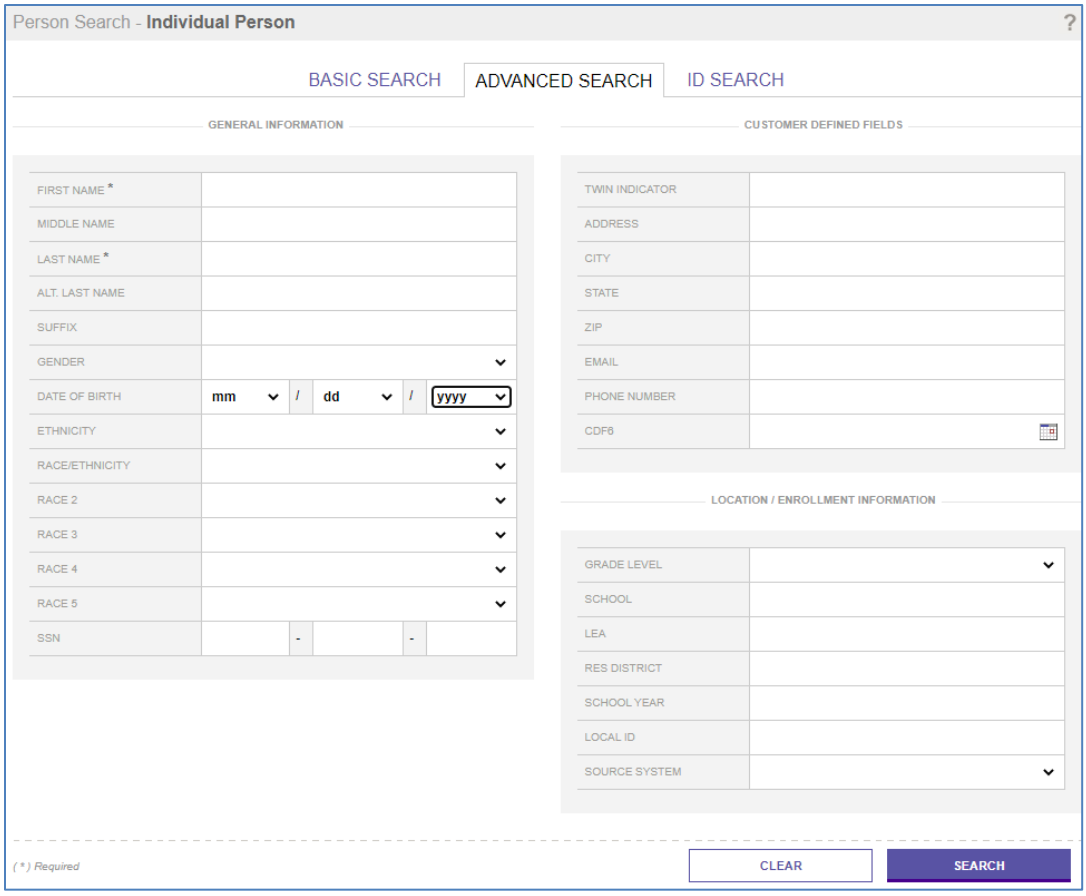
SEARCH RESULTS

No records found.

NOTE: The Match Probability generated in the Person Search component could differ from that in the ID Assignment process based on System Configurations and matching fields provided by the user.

d. **Advanced Search** allows users to search for a person using all available fields. This includes any Customer Defined Fields, Address Information, and Additional Information that have been configured by the System Administrator. Required fields are denoted by an asterisk.

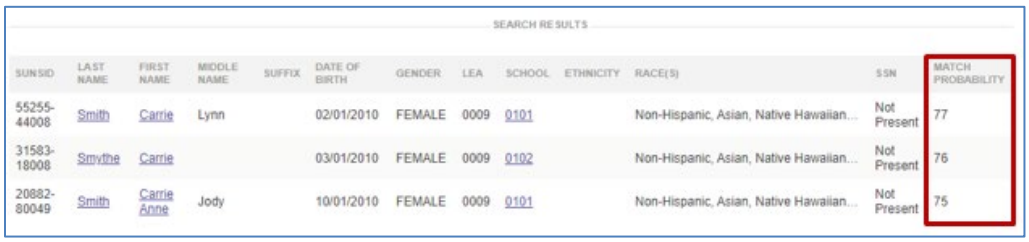
NOTE: The Matching Engine uses First Name, Middle Name, Last Name, Alternate Last Name, Gender, Date of Birth and SSN to determine a match score. Any additional fields will be used to filter out results after a match score has been generated. Users should first search using the matching fields and then use the other fields to narrow down the results.



i. Enter First Name and Last Name at a minimum as these are required.

ii. Click the Search button for results.

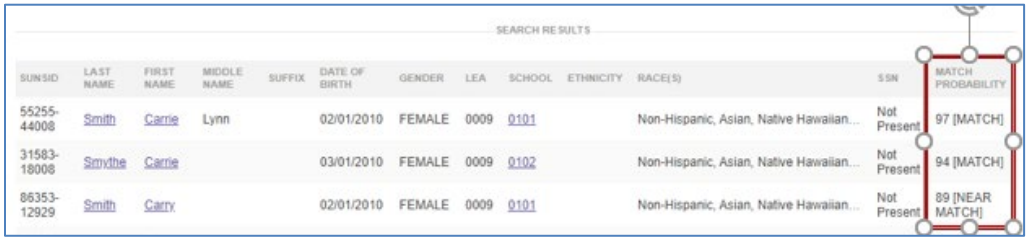
- If searching without a birthdate, the search results will come back with just a percentage in the Match Probability column.



SEARCH RESULTS

SUNSID	LAST NAME	FIRST NAME	MIDDLE NAME	SUFFIX	DATE OF BIRTH	GENDER	LEA	SCHOOL	ETHNICITY	RACE(S)	SSN	MATCH PROBABILITY
55255-44008	Smith	Carrie	Lynn		02/01/2010	FEMALE	0009	0101		Non-Hispanic, Asian, Native Hawaiian...	Not Present	77
31583-18008	Smythe	Carrie			03/01/2010	FEMALE	0009	0102		Non-Hispanic, Asian, Native Hawaiian...	Not Present	76
20882-80049	Smith	Carrie Anne	Jody		10/01/2010	FEMALE	0009	0101		Non-Hispanic, Asian, Native Hawaiian...	Not Present	75

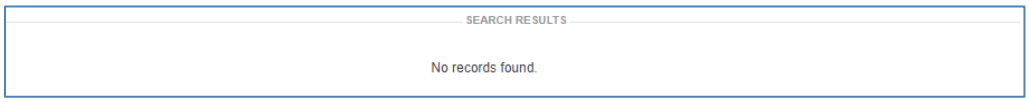
- If searching with a birthdate, the search results will come back with a percentage and Match or Near Match in the Match Probability column.



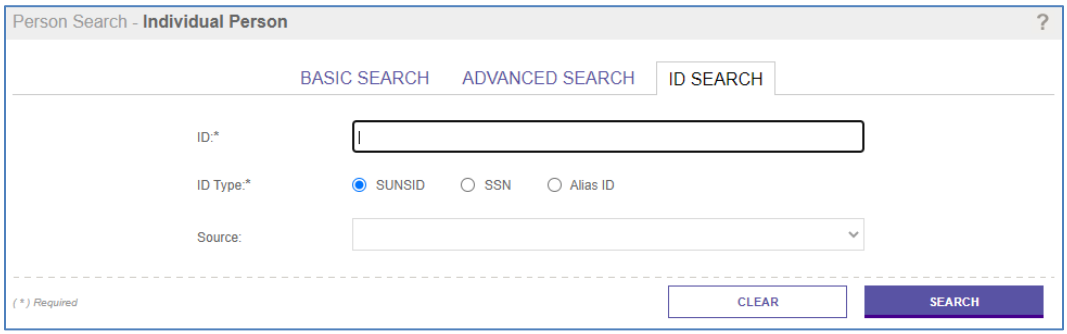
SEARCH RESULTS

SUNSID	LAST NAME	FIRST NAME	MIDDLE NAME	SUFFIX	DATE OF BIRTH	GENDER	LEA	SCHOOL	ETHNICITY	RACE(S)	SSN	MATCH PROBABILITY
55255-44008	Smith	Carrie	Lynn		02/01/2010	FEMALE	0009	0101		Non-Hispanic, Asian, Native Hawaiian...	Not Present	97 [MATCH]
31583-18008	Smythe	Carrie			03/01/2010	FEMALE	0009	0102		Non-Hispanic, Asian, Native Hawaiian...	Not Present	94 [MATCH]
86353-12929	Smith	Carry			02/01/2010	FEMALE	0009	0101		Non-Hispanic, Asian, Native Hawaiian...	Not Present	89 [NEAR MATCH]

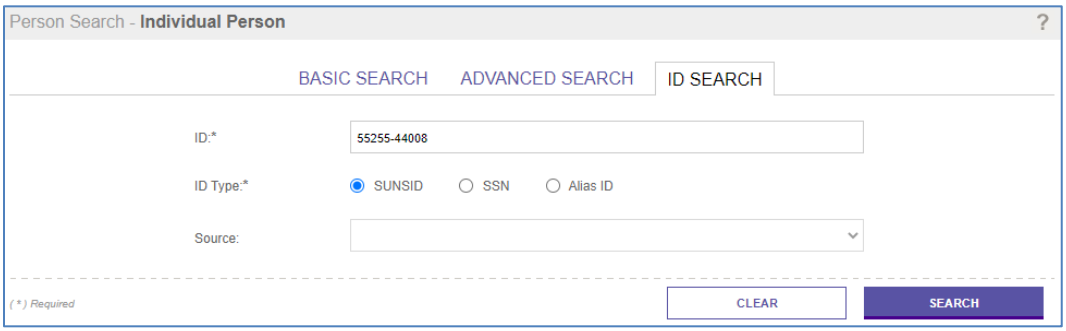
- Results could include a "No Records Found" status. If no matches are found for the search criteria, the application displays a message under the search form. When this occurs, adjust the search criteria if necessary and click the Enter New Person button.



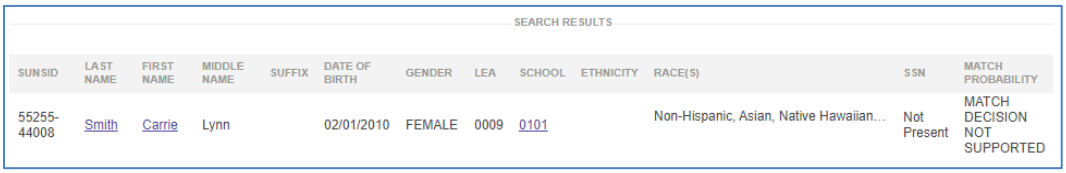
e. **ID Search** allows users to find person records using various IDs. Users will be able to search using State ID, SSN, and/or Alias ID, all from the same page. Required fields are denoted by an asterisk.



i. Enter ID and ID Type at a minimum as these are required.



ii. Click the Search button for results. The application will search against the current information for person records who have been assigned an ID. The match probability will not be displayed when using the ID Search tab.

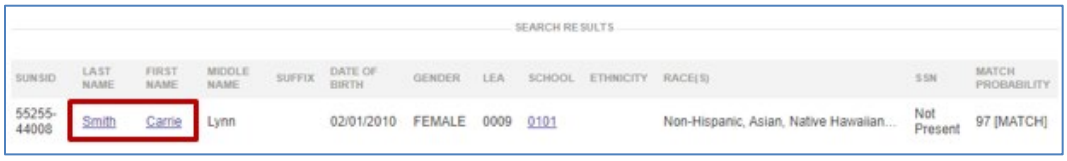


NOTE: Users can also search for Retired IDs using the ID Search page and entering the SUNSID. The results will be displayed in the Search Results List highlighted in Red. Searching by SSN or Alias ID will not return retired records.

To view the Retired ID record, click on the name hyperlink. The Retired Person Information page will be displayed with "RETIRED ID" noted in red next to the SUNSID. All associated Active ID information will be listed in the bottom section of the page.

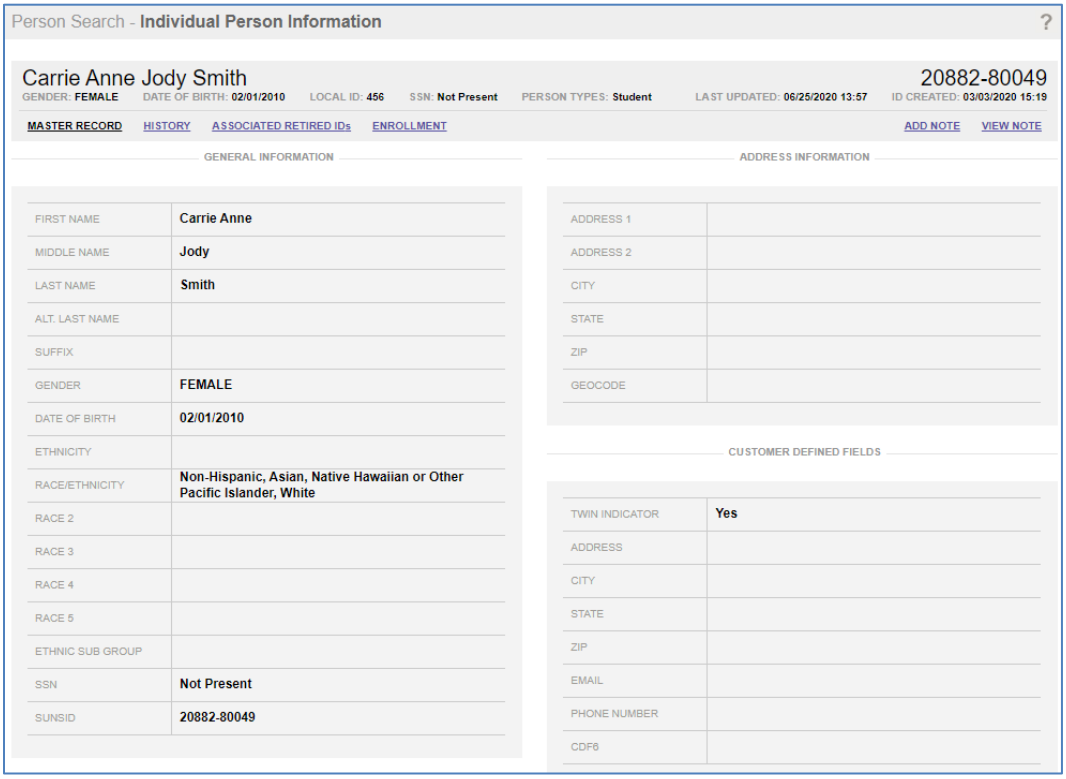
2. ***View Person Information -*** Once Search Results are returned, a User can view detailed information about the person.

   a. Click either the "Last Name" or the "First Name" hyperlinks of the record to open the Person Search – Individual Person Information page**.**



   b. The Person Search – Individual Person Information page displays the person's Master Record with hyperlinks to the person's History, Associated Retired IDs (if any), and Enrollment information.

      i. **Master Record** – Top half includes General Information, Address Information and Customer Defined Fields.



Master Record – Bottom half includes the Additional Information, Batch Information, and Location/Enrollment Information.

ADDITIONAL INFORMATION

MOTHER'S MAIDEN NAME	
FULL NAME	
NICKNAME	
BIRTH LOCATION	
RESIDENCY STATUS	
RESIDENCY EXPIRATION DATE	
HIGHEST DEGREE	
SUBJECT MATTER AREA	
DEGREE PROVIDER	
CERTIFICATE NUMBER	
CERTIFICATE TYPE	
ITINERANT FLAG	

BATCH INFORMATION

LAST BATCH #	1007
LAST UPDATED	06/25/2020 13:57
UPDATE REFERENCE #	69813
INPUT TYPE	EDIT
CREATED BY	$C_district
EMAIL ADDRESS - CREATED BY	
CREATED	06/25/2020 13:57
STATUS	Person Updated and History Created - Direct Edit
COMMENTS	ID Updated - Direct Edit

LOCATION / ENROLLMENT INFORMATION

	LAST UPDATED	LEA	SCHOOL	PERSON TYPE	LOCAL ID	SOURCE SYSTEM	GRADE LEVEL	SCHOOL YEAR	LOCATION ACTIVE FLAG
◉	06/25/2020 13:57	0009	0101	Student	456	PS	Grade Level 4	2020	
○	05/26/2020 11:36	0009	0301	Student	456	PS	Grade Level 4	2020	Active

In order to edit a person record, you must select a location from the enrollment information above if you are authorized to do so.

BACK TO SEARCH RESULTS | ADD LOCATION | EDIT PERSON

ii. **History link** – View additional information from History records for that person record. Users can click another hyperlink or click Back to Search Results to leave the page.

Carrie Anne Jody Smith 20882-80049

GENDER: FEMALE DATE OF BIRTH: 02/01/2010 LOCAL ID: 456 SSN: Not Present PERSON TYPES: Student LAST UPDATED: 06/25/2020 13:57 ID CREATED: 03/03/2020 15:19

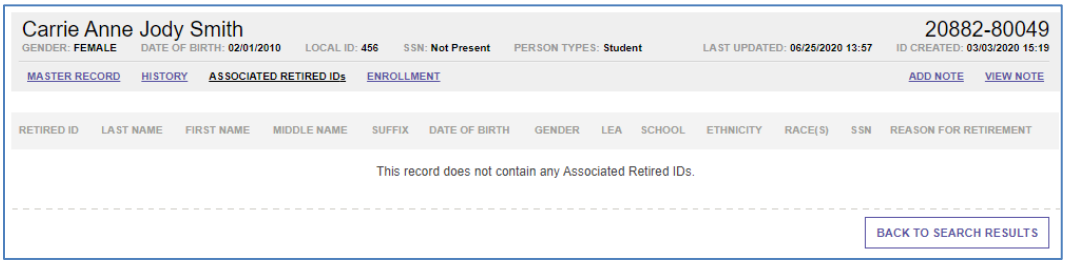
MASTER RECORD | HISTORY | ASSOCIATED RETIRED IDs | ENROLLMENT | ADD NOTE | VIEW NOTE

LAST UPDATED	LAST NAME	FIRST NAME	MIDDLE NAME	SUFFIX	DATE OF BIRTH	GENDER	LEA	SCHOOL	ETHNICITY	RACE(S)	SSN
06/04/2020 13:52	Smith	Carrie Anne	Jody		10/01/2010	FEMALE	0009	0101		Non-Hispanic, Asian, Native Hawaiian...	Not Present
06/04/2020 10:11	Smith	CarrieAnne	J		01/01/2010	FEMALE	0009	0101		Non-Hispanic, Asian, Native Hawaiian...	Not Present
05/28/2020 09:26	Smith	Carrie			01/01/2010	FEMALE	0009	0101		Non-Hispanic, Asian, Native Hawaiian...	Not Present
05/26/2020 11:36	Smith	Carrie			01/01/2010	FEMALE	0009	0301		Non-Hispanic, Asian, Native Hawaiian...	Not Present
04/15/2020 12:51	Smith	Carrie			01/01/2010	FEMALE	0009	0101		Non-Hispanic, Asian, Native Hawaiian...	Not Present
03/11/2020 11:58	Smith	Carrie			01/01/2010	FEMALE	0009	0101		Non-Hispanic, Asian, Native Hawaiian...	Not Present
03/11/2020 11:34	Smith	Carrie			01/01/2010	FEMALE	0007	0000		Non-Hispanic, Asian, Native Hawaiian...	Not Present
03/03/2020 15:19	Smith	Carrie			01/01/2010	FEMALE	0009	0101		Non-Hispanic, Asian, Native Hawaiian...	Not Present

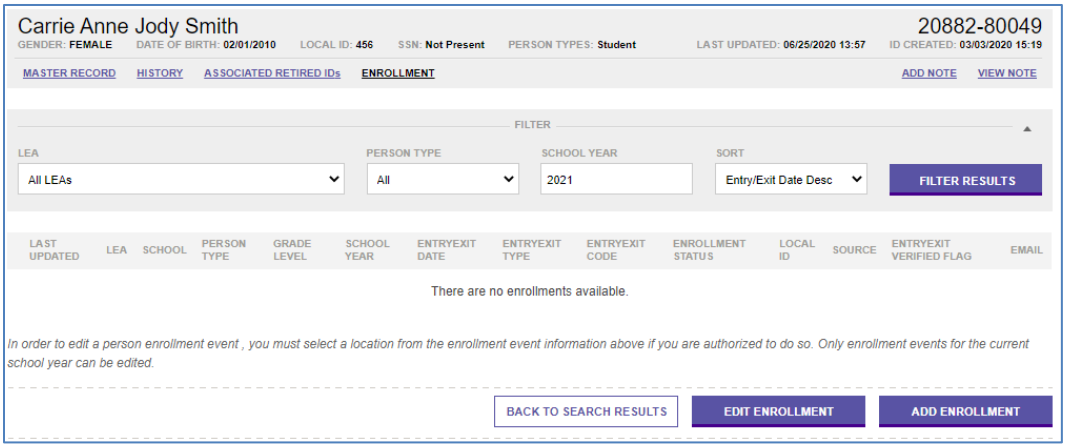
BACK TO SEARCH RESULTS

iii. **Associated Retired IDs link** - Displays any Person information that has been retired and associated to that person record. If there are no associated retired IDs,

the page will display a message stating This Record does not contain any Associated Retired IDs. Users can click another hyperlink or click Back to Search Results to leave the page.



iv. **Enrollments link** – Displays any associated enrollments. Users can click another hyperlink or click Back to Search Results to leave the page.



3. ***Edit Person Information*** – On the Person Search Individual Person Information page, a User can also edit a person record without uploading a Batch file. (See Section H Step 2 for detailed instructions to get to the Individual Person Information page.)

   a. Perform a Person Search for the Person to be edited.

   b. Click on the hyperlinked first or last name to open the Person Search Individual Person Information page.

   c. Scroll to the bottom of the page to click the Edit Person button to open the record for editing.

   d. Review the Edit Person page which displays the person record and allows the user to correct and/or add to the existing information.

   e. Update as needed. Other than the School Code and District Code, all fields can be updated or completed.

      NOTE: If the SSN is masked it will also not be editable

   f. Click either the Update Person Record button to save changes or the Back to Search Results button to cancel changes.

g. The system will validate the changes made to the Person information.

   i. If a value entered by the user is invalid, the application will display the record with an error message and the invalid field(s) highlighted.

   ii. If the changes pass validation, a message will be displayed stating that the record was updated along with the batch number and information on extracting the data.

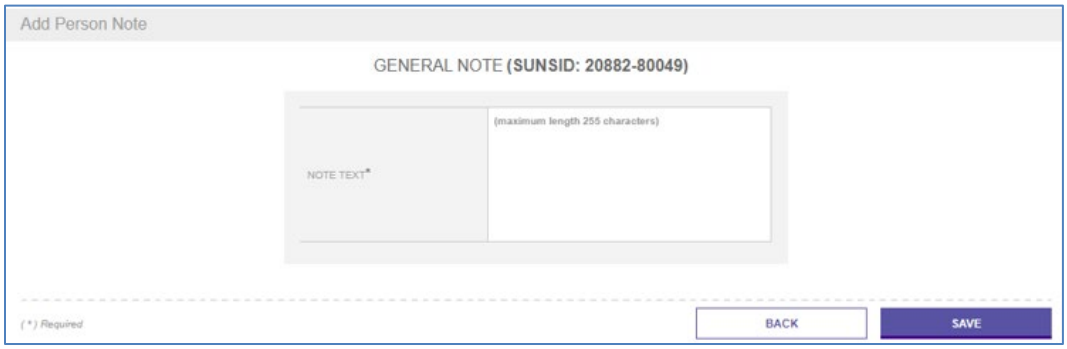
   For every Person edit, the application will generate a batch number for that change. Batches generated via this feature will always contain one record and the status for that single record will always be "Person Updated and History Created - Direct Edit." In addition, users can download the record they updated in the Download Batch module.

4. ***Add a Person Note*** - On the Person Search Individual Person Information page, a User can also edit a person record without uploading a Batch file. (See Section H Step 2 for detailed instructions to get to the Individual Person Information page.)

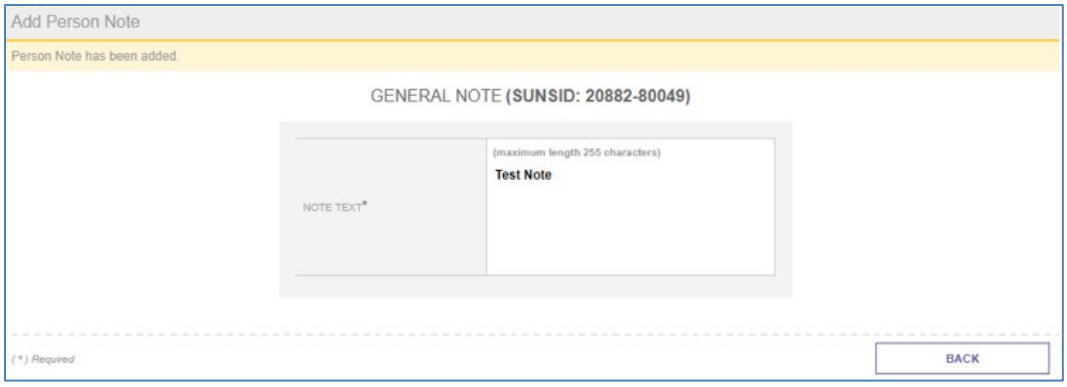
   a. Perform a Person Search for the Person to be edited.

   b. Click on the hyperlinked first or last name to open the Person Search Individual Person Information page.

   c. Click on the Add Note link at the top of the Individual Person Information page to open the Add Person Note page.



   d. Type a note in the Note Text box – maximum length is 255 characters.



e. Click Save to save the note. The application will display the note added with a message stating the Person Note has been added.

f. Click the Back button to go back to the Individual Person Information page.

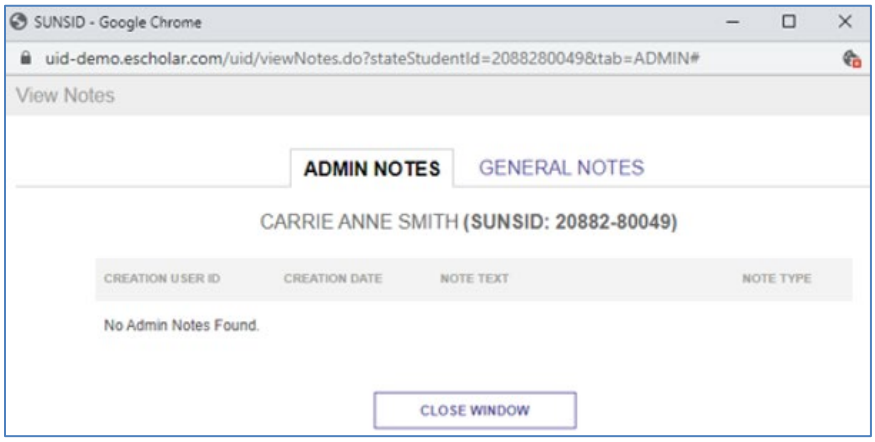
5. ***View Person Notes*** - On the Person Search Individual Person Information page, a User can also edit a person record without uploading a Batch file. (See Section H Step 2 for detailed instructions to get to the Individual Person Information page.)

a. Perform a Person Search for the Person to be edited.

b. Click on the hyperlinked first or last name to open the Person Search Individual Person Information page.

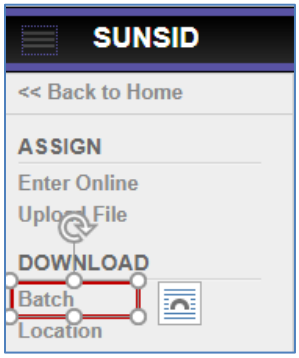
c. Click on the View Note link at the top of the Individual Person Information page to open. This link will only be available if a Note(s) has been added.

d. A pop-up window will open that allows a user to view Admin notes or User added General Notes.



E. Download > Batch

Download Batch works similarly to Extract & Download Batch under Download > Batch. Open the Extract and Download page by clicking Download > Batch in the Main Menu



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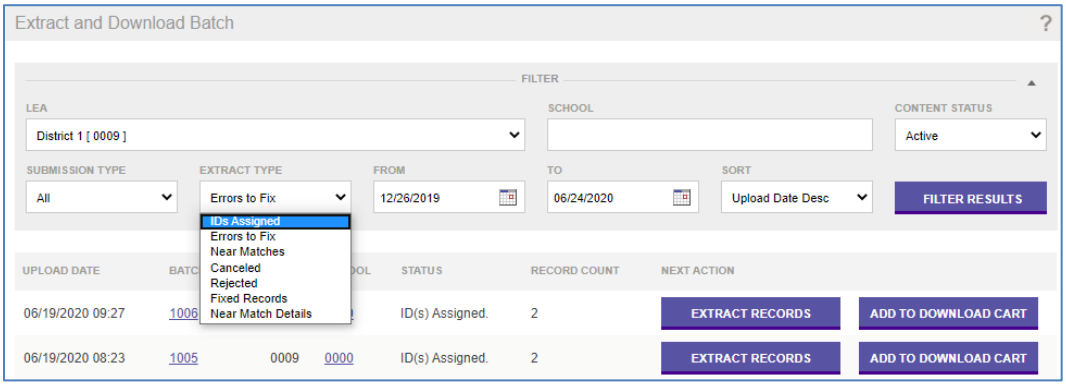
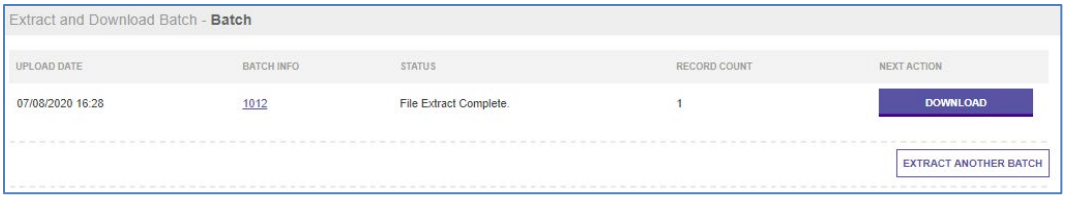
1. ***Using Filters*** - Use the filter function to find batches to extract and download. The filters available are:

   - *Submission Type*: The options are All, File, Online, SLF, Edit, Web Service, or Automation.
   - *Extract Type*: The options are IDs Assigned, Errors to Fix, Near Matches, Canceled, Rejected, or Fixed Records.
   - *Sort*: Users can sort by Upload Date or Batch Number
   - *Batch Upload Date:* From and To Dates are available.



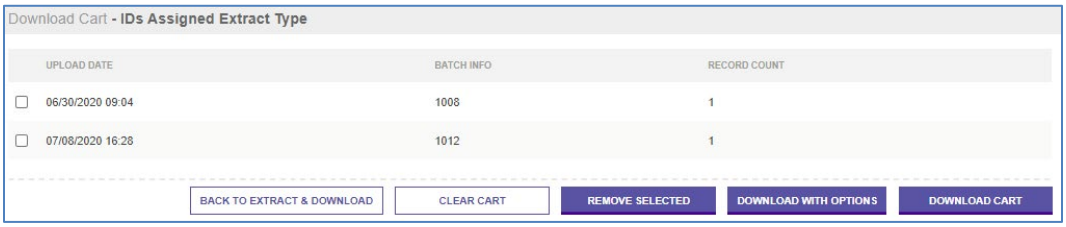
   After setting the filters, click the Filter Results button to apply the filter. The page will display the Upload Date, Batch Info link, LEA, School, Status, Record Count, and Extract Records and Add to Download Cart buttons in the Next Actions column.

2. ***Download Single Batch*** - Users can download a file for a single batch by clicking Extract Records. When the Extract Records button is clicked, the application will display the file download page allowing the user to download the file by clicking the Download button.

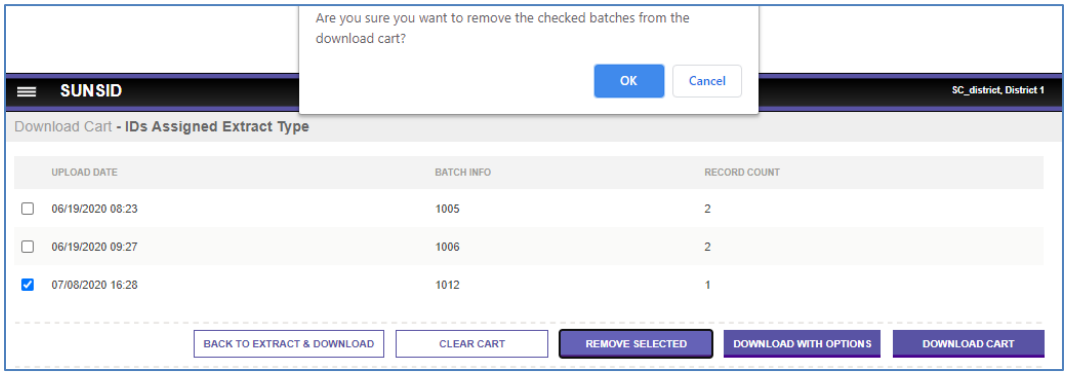


Once the file is downloaded, users can return to the home page using the Back to Homepage on the Main Menu or click the Extract Another Batch button to go back to the Extract & Download results page.

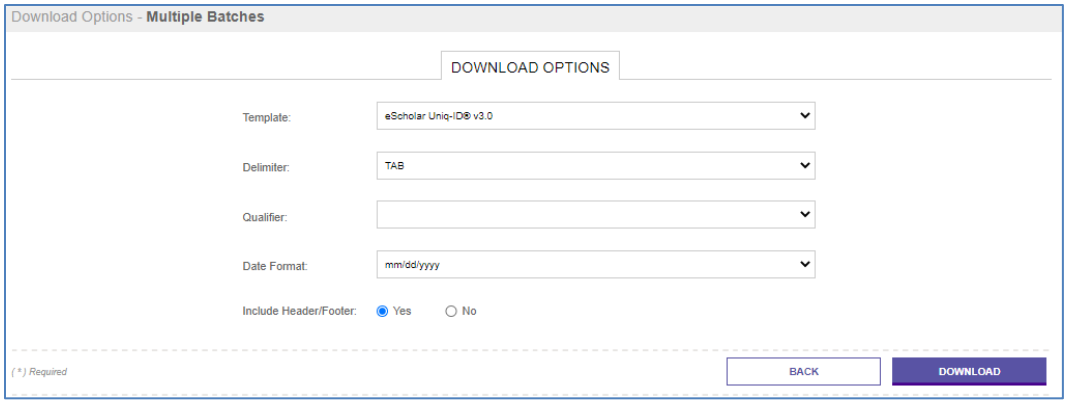
3. ***Download Multiple Batches*** - Users can combine multiple files together by using the Download Cart feature. Each file must be added to the download cart separately by going back to Extract & Download after each file.



a. **Remove Selected** - To remove a file added to the Download Cart in error or if a file is selected that came from a different source system, click the checkbox next to the file and click the Remove Selected button. A popup asking if the user wants to remove the selected batches will open. Click OK and continue to Step 3b Download with Options or 3c Download Cart.



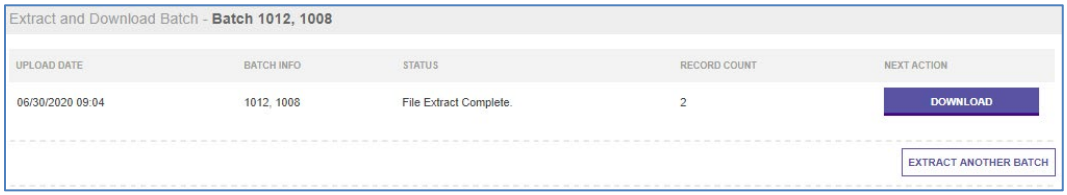
b. **Download with Options** - Files download in the default file format configured application-wide. To download in a different file format, use the Download with Options functionality.



- Template – The default template is v3.0
- Delimiter – select a different delimiter. Default is TAB and the other option is Comma.
- Qualifier – add a qualifier “or ‘
- Date Format – Default is mm/dd/yyyy. Other options are.
  - mm/d/yyyy
  - ISO Format (YYYY-MM-DD)
  - m/d/yyyy
  - m/dd/yyyy
- Include Header/Footer: Yes/No radio buttons. Default is No

Select the options needed and click Download.

c. **Download Cart** – Click the Download Cart button and the system will combine the batches and extract the files. Click the Download button to complete the Download Batch process.



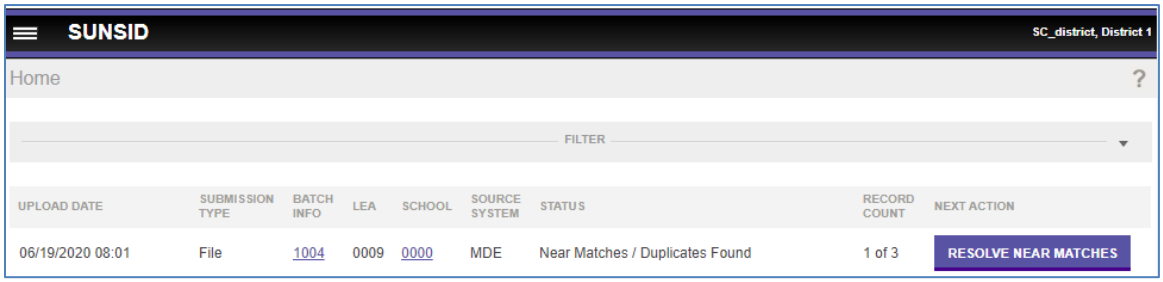
Once the files are downloaded, users can return to the home page using Back to Homepage on the Main Menu or click the Extract Another Batch button to go back to the Extract & Download results page.

APPENDIX A – DEFINITIONS, ACRONYMS, AND ABBREVIATIONS

ITEM	DEFINITION/MEANING
AFP	This is used throughout the document to reference Automatic File Processing.
Assign Selected	This button is available within the Near Match pages. The label on the button may vary by application. It may also be labeled Match.
CDF	This is used throughout the document to reference Customer Defined Fields.
Create New ID	This button is available within the Near Match pages. The label on the button may vary by application. It may also be labeled No Match.
eScholar UniqID®	eScholar UniqID® is the name of the application from eScholar.
History Record	When a master record is updated, the original data is moved to history and the new data becomes the master data. The application retains all History information for a person. Typically, data is updated when a record is submitted, unless the Authoritative Source feature is enabled.
ID Assignment Process	The SUNS process of assigning IDs to person records. This process includes the following steps: (1) submitting a batch (2) validating the data (3) fixing data errors (4) assigning IDs (5) resolving near matches/matches (6) downloading IDs.
Local ID	The identifier that is created by the source of the data. For example, if the data is generated by the SIS, the Local ID would be the internal identifier created by that SIS.
Master Data	This is the active record for the person and includes the ID and all the latest data.
Match Probability	The probability that two person records are the same person.
SIS	Student Information System.
SLF	Student Locator Framework using SIF
SUNS	The SUNS abbreviation is used throughout this document and stands for Student Unique Identification System.
SUNS Number	The internal person identifier generated by SUNS
Upper and Lower Near Match Thresholds	Application-level properties that will help determine match decision classification. The value for each property must be between 88 and 93

APPENDIX B – BATCH INFO WINDOW

Throughout the SUNS application, users can view detailed information about a particular submission by clicking on the Batch Number listed in the *Batch Info* column.

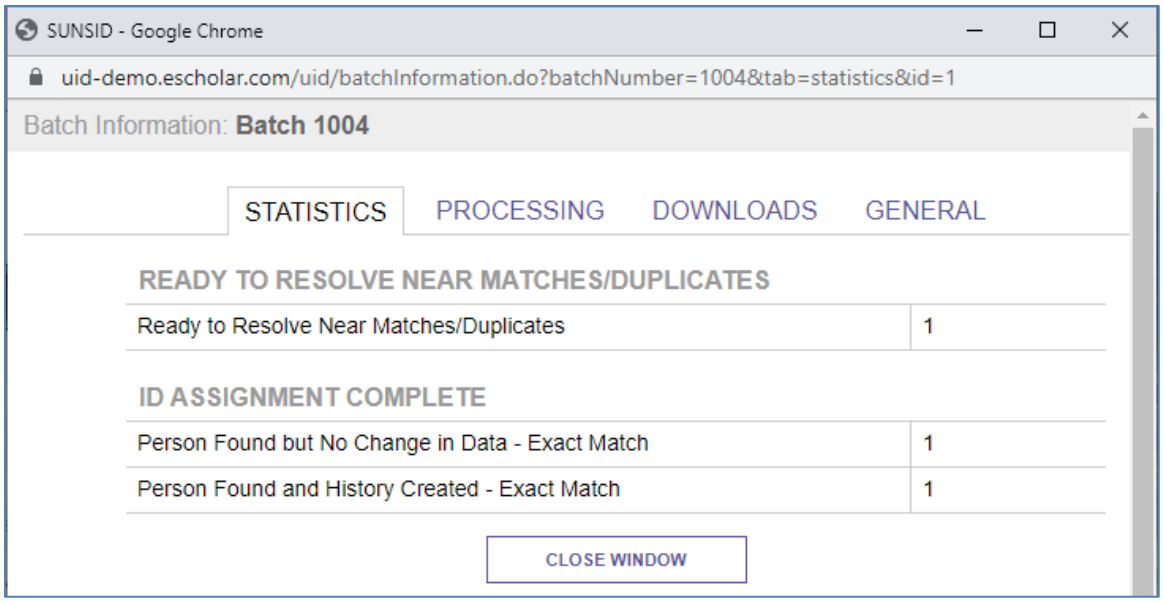


Batch Information pop-up opens that displays four tabs:

- Statistics
- Processing
- Download
- General

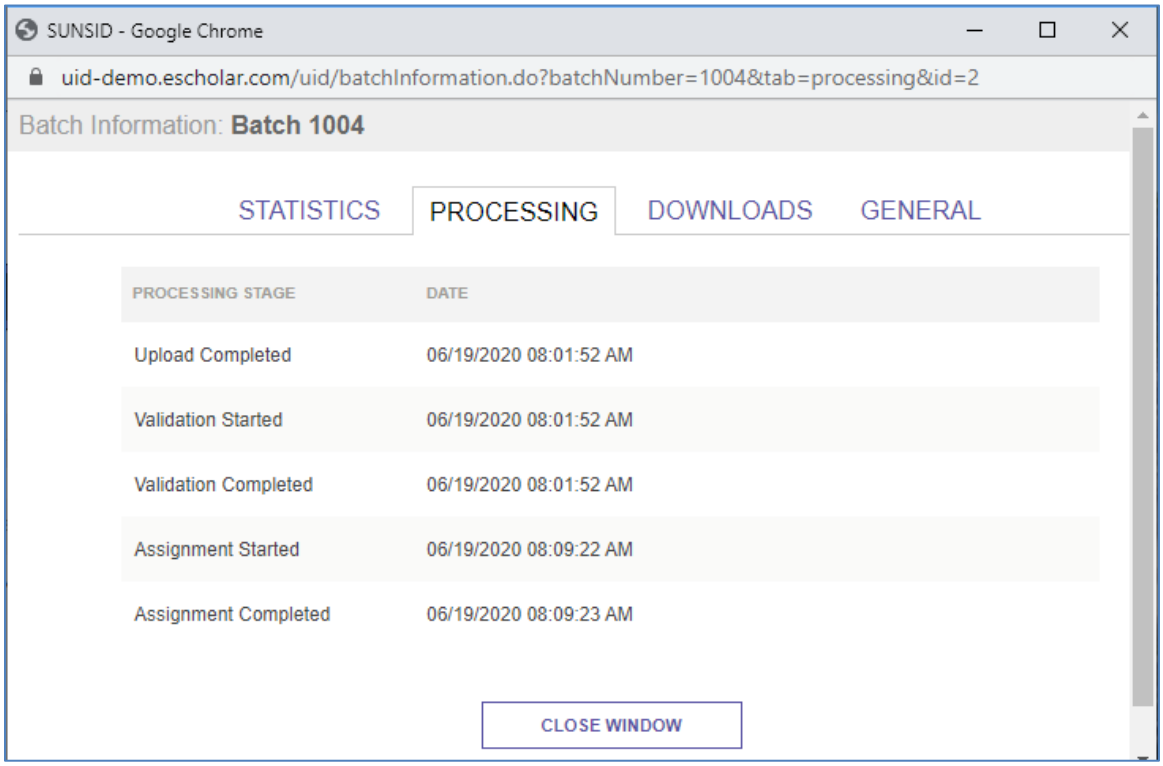
Statistics Tab

The Statistics tab displays where each record in a submission is within the ID Assignment Process or a Batch Search



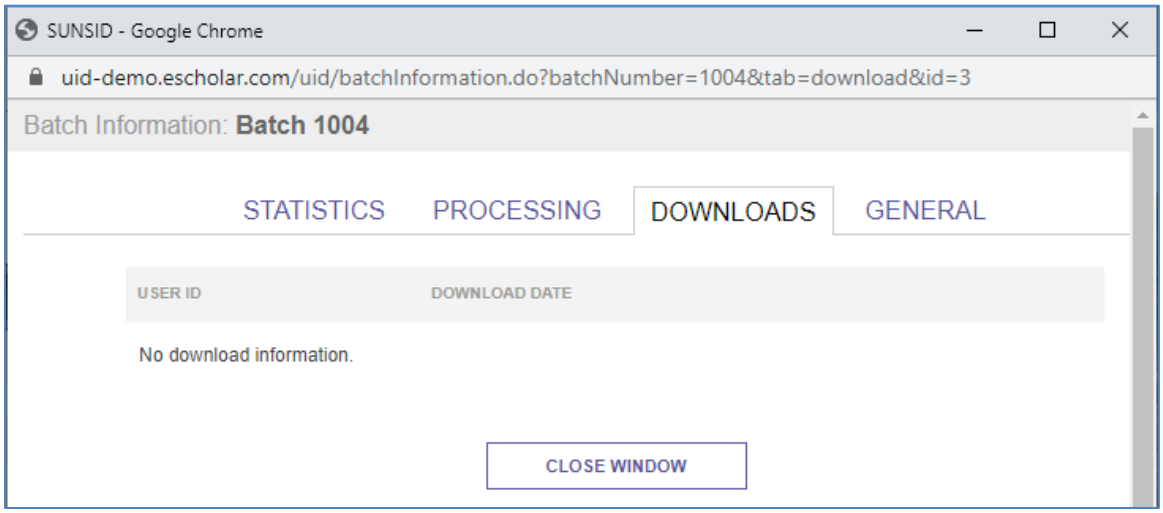
Processing Tab

The Processing tab displays a timeline of each step in the ID Assignment Process or a Batch Search. Each step, except the Upload Completed step, will contain a Start date/time and a Completed date/time.



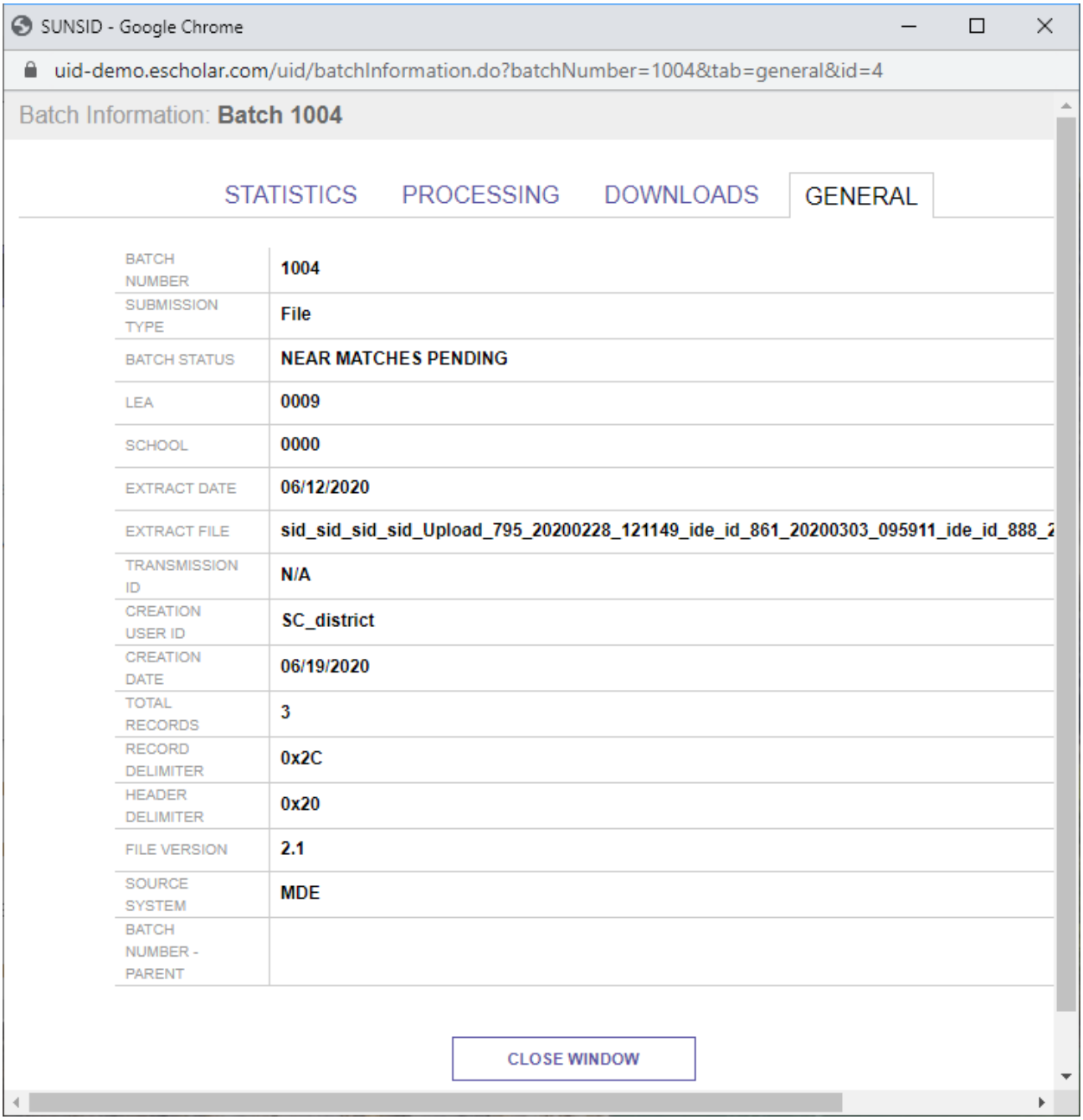
Downloads Tab

The Downloads tab will display information about who downloaded the IDs for the submission and when the download occurred. Each time someone downloads IDs for a particular batch, a new entry will appear in the list:



General Tab

The General tab will display basic information about a submission



APPENDIX C – BATCH RECORD STATUSES

Below is a list of all statuses that an individual record can have. A record status indicates exactly where in the ID Assignment or Batch Search process a particular record is.

Included in the list are the **Status Title**, a **Description**, and what the **Grouping** for the record is. The actual **Status Titles** can be found in the application whenever a user clicks the Batch Info link in the **Batch Info** column.

Status Message (used in output file)
Canceled During Fix Errors Stage
New ID Assigned - No Matching Record Found
Ready to Resolve Near Matches/Duplicates
New ID Assigned During Match Resolution Stage
Person Found and History Created During Match Resolution Stage
Canceled During Match Resolution Stage
Person Found and History Created - Exact Match
Person Found but No Change in Data - Exact Match
Canceled During Data Validation Stage - ID Contained in Record Not Found in System
Canceled During Data Validation Stage
Canceled During Assign ID Stage
Person Found During Assign ID Stage but History Not Created
Person Found During Match Resolution Stage but History Not Created
Person Found and History Created During Assign ID Stage
Existing ID Assigned During Match Resolution Stage - No Exact Match
New ID Created During Match Resolution Stage - No Exact Match

APPENDIX D – CANCELLED RECORDS ERROR MESSAGES

When a record cancellation occurs, the application will include the reason for cancellation in the Record Comments field in the output file. If a required field is not submitted, the application will return the field name and "is not present" in the Record Comments. If a field does not match the field specifications such as length, data type, or valid values, the application will return the field name and "is not valid ()." The invalid value is provided in the parenthesis.

Canceled Record Comments
Alternate ID is invalid at validation.
Date Of Birth is not present.
Date Of Birth is not valid. (XXXinvalid valueXXX)
District Code is not present.
District Code is not valid. (XXXinvalid valueXXX)
First Name is not present
First Name is not valid. (XXXinvalid valueXXX)
Gender is not present.
Gender is not valid. (XXXinvalid valueXXX)
Grade Level is not present.
Grade Level is not valid. (XXXinvalid valueXXX)
Last Name is not present.
Last Name is not valid. (XXXinvalid valueXXX)
Local Person ID is not present.
Local Person ID is not valid. (XXXinvalid valueXXX)
Middle Name is not valid. (XXXinvalid valueXXX)
Name Suffix is not valid. (XXXinvalid valueXXX)
Race/Ethnic Code is not present.
Race/Ethnic Code is not valid. (XXXinvalid valueXXX)
Residential District is not valid. (XXXinvalid valueXXX)
School Code is not present.
School Code is not valid for the specified district. (XXXinvalid valueXXX)
School Year is not present.
School Year is not valid. (XXXinvalid valueXXX)
SSN is not present.
SSN is not valid. (XXXinvalid valueXXX)

Canceled Record Comments
User is not authorized to submit person for the specified district. (XXXinvalid valueXXX)
Record Type is not present.
Record Type is not valid. (XXXinvalid valueXXX)
Data not valid in a customer defined field.
Alternate Last Name is not valid. (XXXinvalid valueXXX)
Alternate Last Name is not present.
Data not present in a required customer defined field.
Alternate source is not present.
Alternate ID is not present.

Where (XXXinvalid valueXXX) appears in a comment, XXXinvalid valueXXX = the actual invalid value. For example, School Year is not valid (2A09)

* The exception to this rule is if the field includes the word “Current.” The message will not include “Current” in the message.

APPENDIX E – BATCH FILE FORMAT

Batches are created automatically for districts and consist of the following sections.

A. Header Record

The Header record is always the first record. Each of the fields in the Header are delimited by a single tab or space character.

B. Trailer Record Layout

The Trailer record is always the last record in the file. The Trailer record is delimited by a single tab or space character and there should be no extra space or data after the last column in the Trailer Record.

C. Detail Record Layout

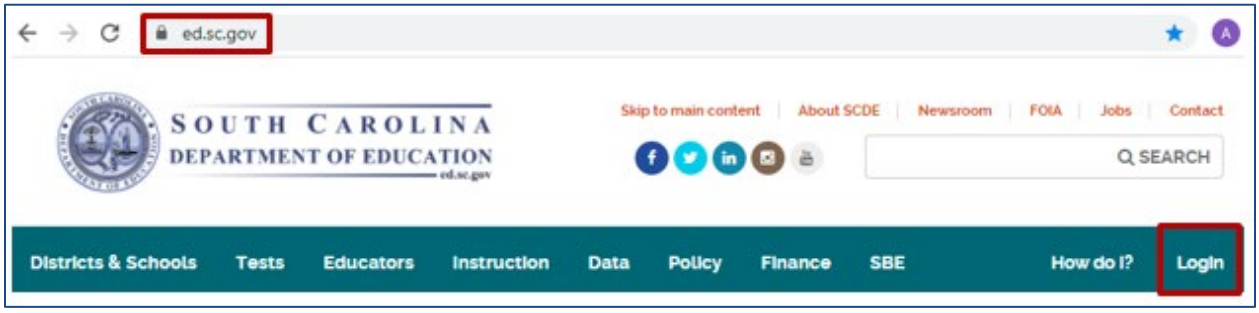
The Detail records appear between the Header and Trailer records and represent individual person data. Each of the fields is delimited even if data is not available for certain fields. All State-defined fields and codes are defined during system set-up and configuration.

If there is a need to create a manual batch, submit a ticket requesting a template and instructions. (See Appendix F – Creating a SUNS E-Service Ticket)

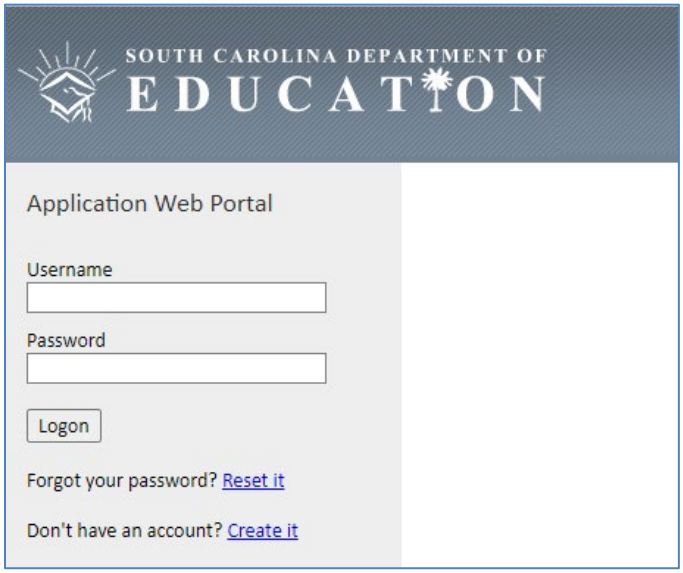
Appendix F - Creating a SUNS eservice Ticket.

To create a SUNS eService ticket, users must first log in to the SCDE Member Center

1. Go to the SCDE website and click Login on the right side of the top Navigation bar.



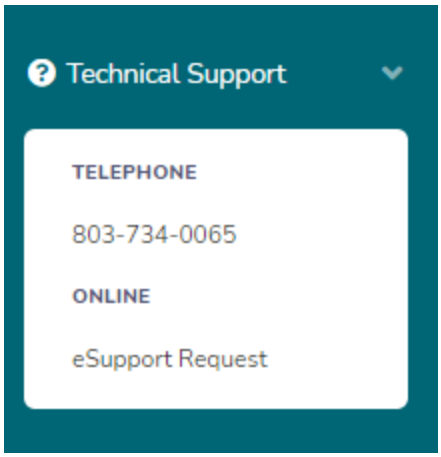
2. This opens the Application Web Portal Login page. Use the login information provided after training has been completed to log in to the Member Center.



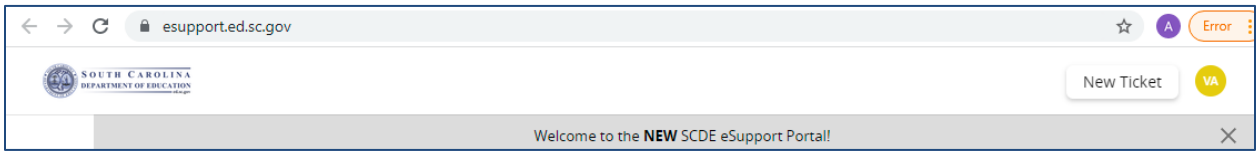
   a. **Create an Account** - If login information has not been provided, click the Create It link next to "Don't have an account?" underneath the login fields.

   b. **Lost Password** – If the password provided is forgotten or lost, click the Reset It link next to "Forgot your password?"

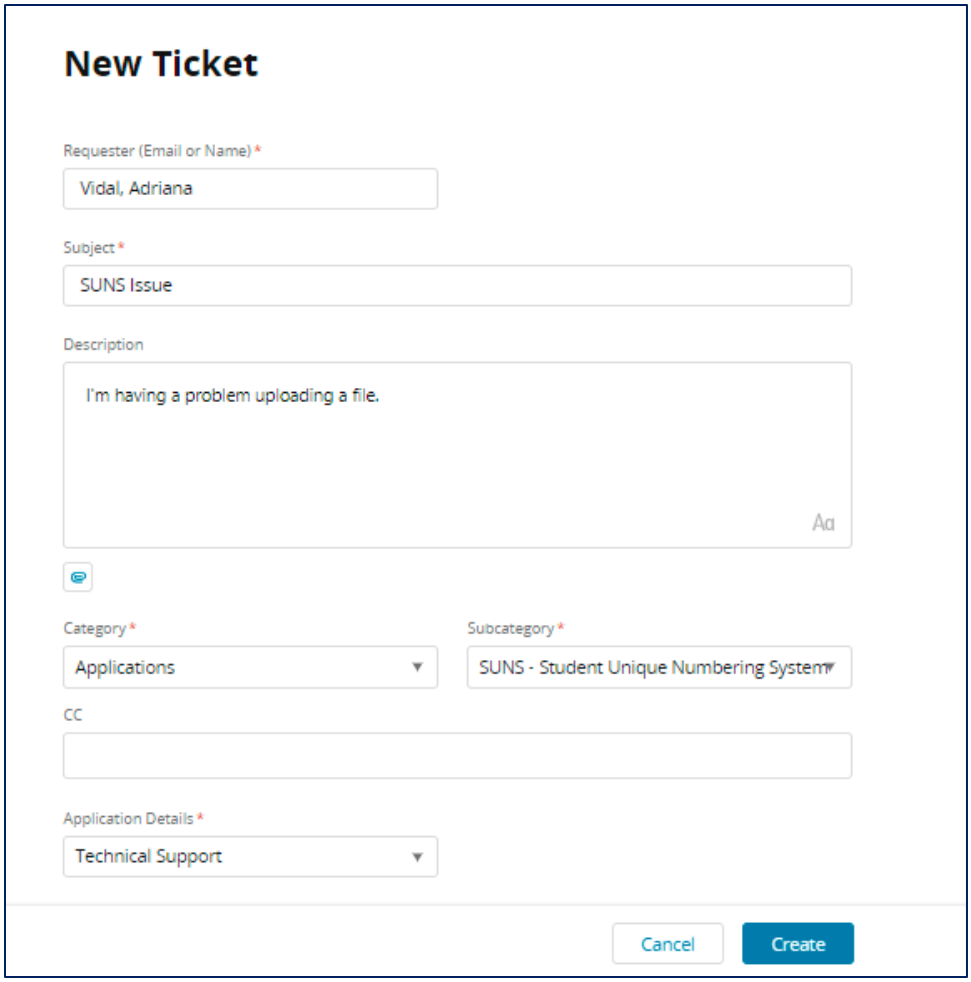
3. Once logged in to the Member Center, click the dropdown arrow next to Technical Support in the left Navigation menu and select eSupport Request.



4. The SCDE eSupport Portal page will open. Click the New Ticket button at the top of the page.



5. Enter all the required fields. Required fields are in Red with an asterisk (*).
   a. Requestor (Email or Name) * - prefilled from login.
   b. Subject* – a very brief description of the issue.
   c. Description – not required but always helpful. A more detailed description of the issue. There is the option to attach a file using the paperclip icon under the Description box.
   d. Category* – Select Applications
   e. Subcategory* – Select SUNS –Student Unique Numbering System
   f. CC – add additional email addresses if you need the ticket responses to go to additional people.
   g. Application Details* - the choices are Grant/Remove Access and Technical Support. Please note: Access to the SUNS application can only be granted if training has been completed and a certificate is on file.
6. Click the Create button at the bottom right side of the screen to submit the eSupport ticket.


New Ticket
Requester (Email or Name) *
Vidal, Adriana
Subject *
SUNS Issue
Description
I'm having a problem uploading a file.
Category *
Applications
Subcategory *
SUNS - Student Unique Numbering System
CC
Application Details *
Technical Support
Cancel
Create

Appendix G – SUNS Matching Logic

A. Matching Overview

During the matching process, the SUNS matching engine completes a three-step process:

1. searching / indexing;
2. scoring; and
3. producing a decision.

In the first step, the matching engine searches the Master database and builds a highly compressed index. The highly compressed index is generated using the first name, last name, and middle name. Using a simplified phonetic representation, the system generates an index for each student being matched and utilizes processing rules, such as mixed usage, spelling errors, nicknames, or multi-part, to find name combinations for the index. These algorithms with phonetic and spelling correction allow for variations in the data. For example, if the name Amelia Jenna Cathcart is passed to the matching engine, along with the other required fields, the index for this could include the following combinations:

Amelia Jenna Cathcart
Jen Amelia Cathcart
Amelia J Cathcart
Cathcart Amelia Jenna

This allows the search portion of the matching engine to account for the transposition of names, missing data, data errors and data variations. Because the system utilizes this index, rather than querying against the entire table for each piece of matching logic, the performance of the match is improved. Once the index is created, the matching engine proceeds to the scoring phase of the process and performs additional matching logic /algorithms on the index to find the matching scores.

When processing through the logic, the matching engine uses the name, birth date, social security number and gender for matching. Each field is assigned a weight that helps determine the final Match Score. The Field Weight Scores are as follows:

Field Weight	Score
Name (First Name, Middle Name, Suffix and Last Name)	High
Social Security Number	Medium *
Birth Date	Medium
Gender	Low

Based upon the weight and the probability of the match, the system assigns the Match Score.

B. Matching Outcomes

Once the matching engine has analyzed the incoming record, it returns the Match Score as described above. This score is always between 0 and 100. In addition to the matching processing logic, additional configuration and/or business rules may be applied to the data to determine the

matching outcome. This includes the Near Match Threshold settings in the System Properties, Twins Rule, and Social Security Number Rules. For more details about these items, please refer to the Match Configuration & Rules section below. Based upon the Match Score, Near Match Thresholds, and other business rules, the SUNS application generates one of three matching outcome decisions: Match, Near Match, or No Match.

1. ***Match***

A record will be classified as a Match if the Match Score is above the Upper Near Match Threshold. In this case, the system will compare the input record to the master record to determine if updates to the data are required. If the data is different, the system will update the master record with the new information and move the old master record to history.

2. ***Near Match***

A record will be classified as a Near Match if the Match Score is above the Lower Threshold and below the Upper the Threshold, the Twins Rule and Social Security Number Rule apply, or multiple matches/near matches are found for the same record.

3. ***No Match***

A record will be classified as a No Match if the Match Score is below the Lower Threshold.

C. Matching Fields

1. ***First Name***

First Name is a ***required*** field and has a weighting of High as part of the Name.

Examples of business rules for this field:

- First Names match/differ.
- Nicknames/Abbreviations
- Middle Name is included in the First Name field.
- Last Name and First Name are transposed.
- First Name spelling variations (e.g., Christine vs. Christina)
- Multi-part names
- Spelling errors (e.g., John vs Jonh)
- Uncommon name leniency

2. ***Last Name***

Last Name is a required field and has a weighting of High as part of the Name.

Examples of business rules for this field:

- Last Names match/differ.
- Suffix is included in the Last Name field.
- Last Names that sound the same but are spelled differently.
- Last Name and First Name are transposed.

- Last Name overlap (e.g., Peters vs. Peterson)
- Multi-part names
- Uncommon name leniency

3. Alternate Last Name

Alternate Last Name is an optional field and has a weighting of High as part of the Name. It is passed to the matching engine as a Last Name.

Examples of business rules for this field:

- Last Names match/differ.
- Suffix is included in the Last Name field.
- Last Names that sound the same but are spelled differently.
- Last Name and First Name are transposed.
- Last Name overlap (e.g., Peters vs. Peterson)
- Multi-part names
- Uncommon name leniency

4. Middle Name

Middle Name is an optional field and is part of the Name.

Examples of business rules for this field:

- Middle Names match/differ.
- Nicknames/Abbreviations
- Middle initial (John Thomas Smith vs. John T Smith)
- First Name is included in the Middle Name field.
- Middle Names spelling variations.
- Multi-part names

5. Suffix

Suffix is an optional field and is part of the Name.

Examples of business rules for this field:

- Suffixes match/differ.
- Last Name and Suffix are transposed.
- Variations (II or I I)

6. Social Security Number

Social Security Number (SSN) is an optional field and should have a Medium/Low weighting. The SUNS application is configured to not store SSNs, so they are not used for matching.

Examples of business rules for this field:

- Social Security Numbers match/differ.
- Social Security Numbers are close (e.g., 123-45-#### vs. 123-44-####).
- If the Social Security Number is provided, the system assigns a weighting of Medium, but if it is not provided it has a weighting of Low.

7. Gender

Gender is a required field and has a Low weighting.

Examples of business rules for this field:

- Genders match/differ.

8. Date of Birth

Date of Birth is a required field and has a weight of Medium.

Examples of business rules for this field:

- Dates of Birth match/differ.
- Two-part date matches. When two out of the three elements (month, day, year) are the same, it increases the match probability.

D. Matching Rules

1. Twins Rule

This is a Custom Field in the SUNS application.

Conditions:

- The decision outcome has to be a Match.
- The School Districts must be the same.
- Local Student IDs (identifiers for the School District) must be different.

Action:

- Ignores match decision.
- Transforms the match pair into a Near Match.

2. Multiple Matches

Conditions:

Two matches or near matches exist for the incoming record.

Action:

- Ignores match decision.
- Transforms the match group into a Near Match.

3. Back-to-Back Matches

Conditions:

- Two records with the same last name, first name and date of birth as another record in the same file.
- The decision outcome is a No Match.

Action:

- Ignores match decision.
- Transforms the match group into a Near Match.

4. Exact Match Rule

If a State ID is submitted with the record, the system passes the record through the Exact Match Rule. The process is as follows:

- The application compares the submitted State ID to existing valid State IDs.
- If the State ID is valid, the application compares the fields configured in the Exact Match Rule.
- If there are any differences in those fields, the application will send the record through the normal match process and will produce Near matches.
- If there are no differences in those fields, the application bypasses the matching engine and will update the master record.

If the State ID is not passed or there was no Exact Match, all information is passed to the Match Engine (First Name, Last Name, Middle Name, Suffix, Gender, SSN and Birth Date).