Open Office Hours

Data Collections Team

3/1/22
March Data Collections

- Opens – Thursday, March 3
- Initial transmission deadline – Thursday, March 10
- Duplicate resolution deadline – Thursday, March 17
- Sign-off deadline – Thursday, March 24
Personally Identifiable Information
We are seeing Personally Identifiable Information (PII) in all the wrong places.

How do I send requests to Data Collections that contain PII?

- Not through your regular district email. (@doe, @xxboe, @xschools.org, etc.)
- Not through your personal email (@gmail, @yahoo, etc.)
- Not through the Helpdesk ticketing system
- There are two places to send PII information.
  - In GUIDE
  - In Portal imail
In GUIDE

• After you have claimed a student in GUIDE, the Update PII button will appear.
In GUIDE

- You have 7 options available to submit requests. Here you can submit PII information.

<table>
<thead>
<tr>
<th>Reason</th>
<th>User Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remove Middle Name</td>
<td></td>
</tr>
<tr>
<td>Change School Entry Date</td>
<td></td>
</tr>
<tr>
<td>Remove Suffix</td>
<td></td>
</tr>
<tr>
<td>Possible Multiple GTIDs for a student</td>
<td></td>
</tr>
<tr>
<td>Change 999 to 999</td>
<td></td>
</tr>
<tr>
<td>Change SSN for inactive student (E8081-FTE/SR, E162-GUIDE)</td>
<td></td>
</tr>
<tr>
<td>Change Student Status/Reactivate</td>
<td></td>
</tr>
</tbody>
</table>
In Portal imail

• Once you have logged into the GaDOE Portal, Click on “You have (x) new messages”. This will bring you to the SecureXchange.
In Portal imail

- Once you are in SecureXchange you may compose a message including PII information. (Full Name, GTID, SSN, etc.) For information on using SecureXchange go to https://www.gadoe.org/Technology-Services/Data-Collections/Pages/FY2022-New-Coordinator-Documentation.aspx and review item 6.
Free or Reduced Meal Eligibility
What’s the Difference Between the Free and Reduced Lunch Collection (FRL) and Collecting F/R Data in Student Record (SR)?

<table>
<thead>
<tr>
<th></th>
<th>Free and Reduced Lunch Collection</th>
<th>Collecting F/R data in Student Record</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>When</strong></td>
<td>November</td>
<td>June</td>
</tr>
<tr>
<td><strong>What</strong></td>
<td>Does the school have a school-wide program like CEP, Provision II both breakfast and lunch, or Provision II breakfast only; AND total F / total R eligible students.</td>
<td>F/R status on individual students BUT School-wide programs do not report individuals</td>
</tr>
<tr>
<td><strong>From What Source</strong></td>
<td>School Nutrition Program – collected in Free and Reduced Meal Collection</td>
<td>SIS – collected on individuals in the SR collection</td>
</tr>
</tbody>
</table>
The Difference Between Being Eligible for a Free or Reduced Meal vs. Eating Free of Charge

Last school year, 2020-2021, the U.S. School Nutrition Program still asked for students to complete the F/R Meal application, but then provided the money to allow all students to eat free of charge.

This school year, 2021-2022, the U.S. School Nutrition Program extended the Seamless Summer Option to allow all students to eat free of charge. They said that students did not have to complete the F/R Meal application.
The Difference Between Being Eligible for a Free or Reduced Meal vs. Eating Free of Charge

At schools that do not have a school-wide meal program, the accountability group of Economically Disadvantaged comes from the data element - eligible for a Free or Reduced-price meal.

At a school that does not have a school-wide meal program, DO NOT mark every student in the school eligible for a free meal because they were provided all meals free of charge.
The Difference Between Being Eligible for a Free or Reduced Meal vs. Eating Free of Charge

At a minimum, every student who comes through as ‘Directly Certified’ must be marked eligible for ‘F’ree meals.

Verify the percentages reported in November compared to the SR collection. Compare the FRL collection Eligibility Report – from the Free and Reduced Lunch data collection to SR026 Free and Reduced Lunch Eligibility Report

Do your best to collect those meal applications this year or use another of the allowable collection pathways.
On page seven of the Fact Sheet, it has a section related to Reporting and Accountability. I have copied this section below.
ED USDA Fact Sheet Revised 2022

Reporting and Accountability
The ESEA requires an SEA and LEAs to identify students who are in certain subgroups, including economically disadvantaged students, for purposes of reporting disaggregated data by subgroup and holding schools accountable based on subgroup performance for accountability purposes. To the extent that NSLP data from SY 2020-2021 and SY 2021-2022 are not available, and in order to identify students who are economically disadvantaged for the purpose of reporting and accountability based on data from SY 2020-2021 and SY 2021-2022, an SEA may use any of the following to identify economically disadvantaged students:

- Poverty data other than NSLP data;
- The best available NSLP data, which may be from SY 2019-2020;
- NSLP data from SY 2020-2021 or SY 2021-2022 that may be accessible (e.g., counts of children identified through direct certification);
- A combination of the best available NSLP data from SYs 2019-2020, 2020-2021, and 2021-2022; or
- Data from a poverty survey conducted by the SEA or LEA that replicate NSLP or other poverty data.
Cross-Checked Errors

Errors already existed

Created Exception Reports in CPI, FTE, and SC to show all cross-checked errors

These errors must be cleaned up before FTE or CPI sign-off will be available.
Cross-Checked Errors
CPI - SC
## CPI – SC Cross-Checked Errors

### CPI Main Menu

- **Report Menu**
- **CPI File Upload**
- **CPI Add/Edit/Delete**
- **Delete All Data for this System**
- **Validation Routing**
- **Manual Relief Request**
- **CPI Overview of Data**
- **Nurses License Verification**
- **AP Professional Development Verification-Confirmed**
- **IB Professional Development Verification**
- **ADHOC Query**
- **CPI Primary Contacts**
- **SC096-Missing Teacher/Missing Assignment**
- **SC020-EIP Class without Teacher with EIP Job Code**
- **CP111-SC Error Exception Report**
- **PSC Data Request**
- **Transmission System**
- **Transmission Status**
- **Admin/Helpdesk Menu**
CPI – SC Cross-Checked Errors

E5019: COURSE TEACHER CODE not reported in CPI (Cycle 1 or 2) with a teaching assignment.
E5083: The COURSE TEACHER CODE is not found in CPI. (Cycle 1 or 2).
E7028: If EIP DELIVERY MODEL = '4' (Reduced Class Size), then the teacher in CPI must have FUND CODE = '03' (paid by CARES I, II, or ARP/ESSER funds, not state T&E funded).
E7031: EIP DELIVERY MODEL '2' (Self-contained) or '4' (Reduced Class Size) reported on this class in SC. The teacher (COURSE TEACHER CODE) must have an assignment Job Code = '131', '132', or '133' (EIP job codes) in CPI.
E7032: EIP DELIVERY MODEL '1' (Augmented), '3'(Pull-out), '5'(Reading Recovery), or '6' (Innovated) reported on this class in SC. A teacher (COURSE TEACHER CODE or ADDITIONAL COURSE TEACHER CODE 1, 2, or 3) of this class must have an assignment Job Code = '131', '132', or '133' (EIP job codes) in CPI.

Links to SC006 report in SC and CPI

Links to SC020 report in SC and CPI
Cross-Checked Errors
FTE - SC
FTE – SC
Cross-Checked Errors
FTE – SC
Cross-Checked Errors

Links to SC001 report in SC and FTE
All errors are in one report

E6022: GTID was reported in FTE. This student must have course records reported in Student Class. See Report SC001 under Student Class Reports for FTE Funding detail.

E6044: One or more PROGRAM CODES = '6' or '7' was reported for this student in FTE, at least one Dual Enrollment COURSE NUMBER should be reported for this student in Student Class.

E6071: Student was reported with PROGRAM CODE = 'J' in FTE, at least one Remedial (xx.1) COURSE NUMBER should be reported in the student's schedule reported in Student Class.

E6072: Student was reported with a PROGRAM CODE = 'I' in FTE, at least one (Gifted) COURSE NUMBER must be reported with GIFTED DELIVERY MODEL in the student's schedule reported in Student Class.

Etc.
Presents for YOU
CPI

- New Overview of Data on the Main Menu

CPI Main Menu

- Report Menu
- CPI Overview of Data
- Nurses License Verification
- AP Professional Development Verification
- IB Professional Development Verification
- ADHOC Query
- CPI Primary Contacts
- SC006-Missing Teacher/Missing Assignment
- SC020-EIP Class without Teacher with EIP Job Code
- CP111-SC Error Exception Report

- PSC Data Request
- Transmission System
- Transmission Status
- Admin/Helpdesk Menu
FTE

• New HELP document on the Transmission Period menu under Current Documents.

<table>
<thead>
<tr>
<th>Transmission Cycles</th>
<th>Current Documentation</th>
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</thead>
<tbody>
<tr>
<td>FTE2022-3</td>
<td>• FTE File Layout</td>
</tr>
<tr>
<td>FTE2022-1</td>
<td>• FTE Help Document</td>
</tr>
<tr>
<td>FTE2021-3</td>
<td>• FTE Updates</td>
</tr>
<tr>
<td>FTE2021-1</td>
<td>• FY2021 Data Collection FAQs</td>
</tr>
<tr>
<td>FTE2020-3</td>
<td></td>
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<tr>
<td>FTE2020-1</td>
<td></td>
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<tr>
<td>FTE2019-3</td>
<td></td>
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<tr>
<td>FTE2019-1</td>
<td></td>
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<td>FTE2018-3</td>
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<td>FTE2018-1</td>
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<td>FTE2017-3</td>
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<td>FTE2015-3</td>
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<td>FTE2013-3</td>
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<td>FTE2013-1</td>
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<tr>
<td>FTE2012-3</td>
<td></td>
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<tr>
<td>FTE2012-1</td>
<td></td>
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</tbody>
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More OOH

• Data Collections Open Office Hours

• On Tuesdays, from 1:30 – 2:30 p.m:
  • 2/22/22 (looking forward 2 seeing you there)
  • 3/1/22
  • 3/8/22
  • 3/15/22

• If you have a topic for a ‘deep dive’ discussion, send an email asking your question to kaspy@doe.k12.ga.us.
# Data Collection Team

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nicholas Handville</td>
<td>Chief Data and Privacy Officer</td>
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<td><a href="mailto:nhandville@doe.k12.ga.us">nhandville@doe.k12.ga.us</a></td>
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