Charter School Training

2023-2024 School Year

- *NJ SMART*

PUBLIC CONSULTING GROUP

Solutions that Matter
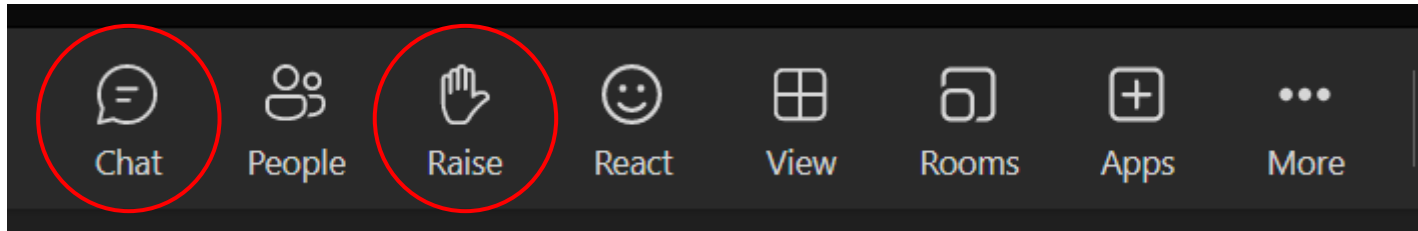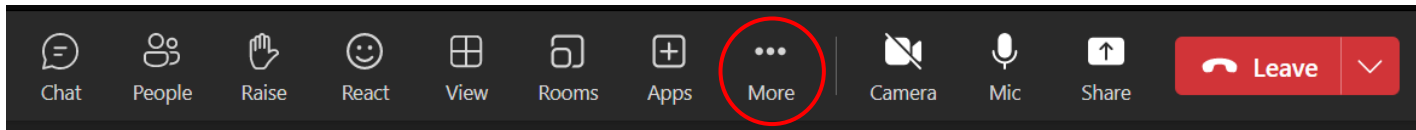
NJ SMART Webinar Etiquette

We want to ensure that all attendees connected to the call can easily hear the training and that all questions are answered.

How can I ask a question?

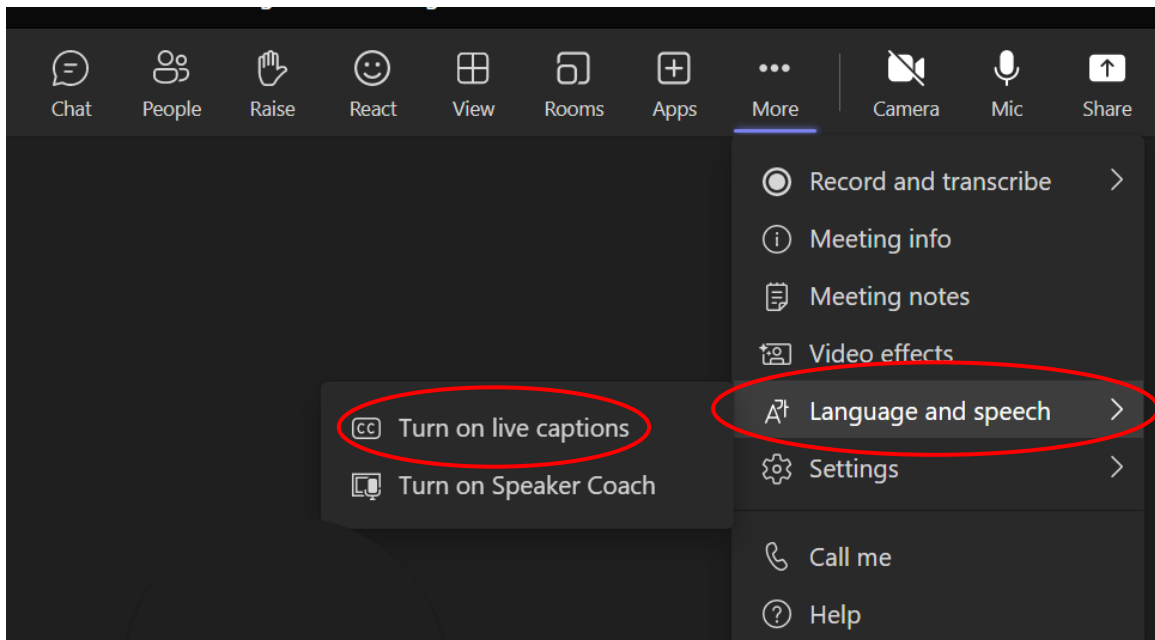# Webinar Feature: Live Captioning

- To use live captions during this webinar:

  1. Click the "More" option along the Teams webinar control panel (top of your screen).

  2. Click on "Language and speech" and then "Turn on live captions."

Agenda

Introduction	• Find resources to help you get started • Learn important dates and deadlines
Interpreting Reporting Responsibilities	• Recognize which students/staff to report • Learn how to maintain your SID/SMID Management
Using SID/SMID Management Data	• Uploading SID/SMID data for the current school year • How to prepare for the upcoming Snapshots • Review FAQs • Learn how the SID Snapshot works with Fall Submissions

Available Resources

NJ SMART Help Desk

1-800-254-0295
njsmart@pcgus.com

Resources & Trainings
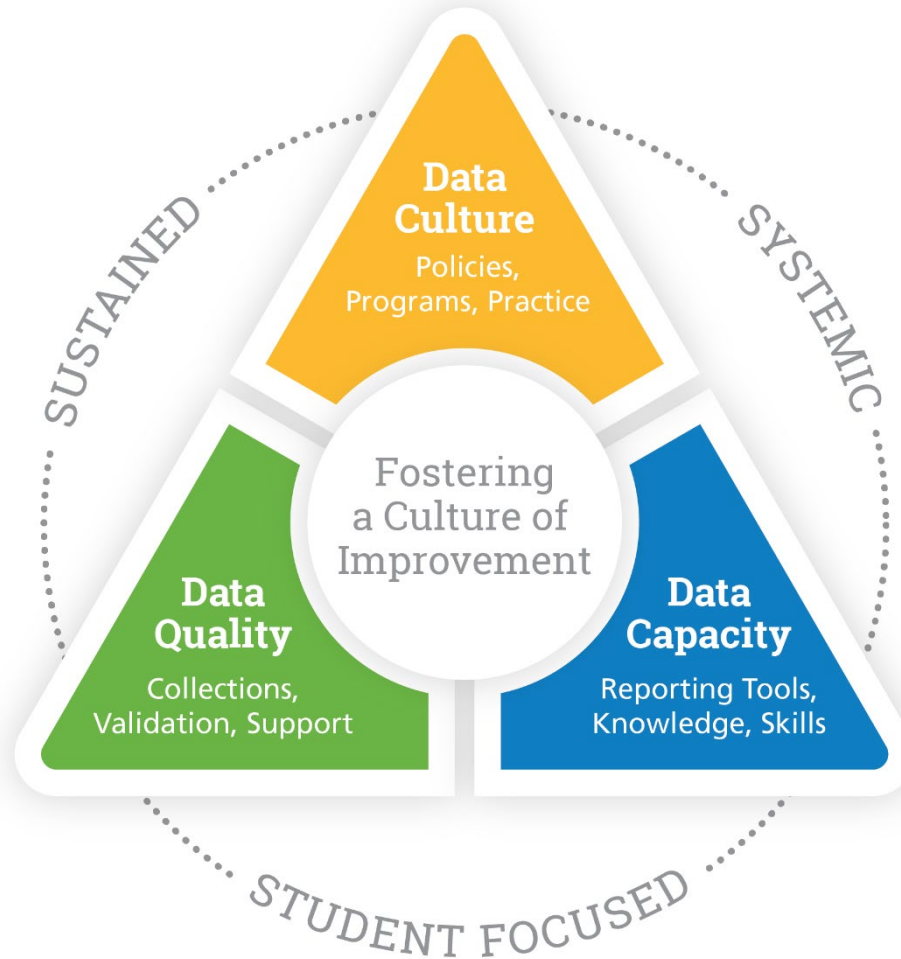
NJ SMART Resources & Trainings

About Us

Public Consulting Group (PCG) is a privately held management consulting firm offering a wide range of management consulting and technology services to help public sector education, health, human services, and other government clients achieve performance goals and better serve populations in need.
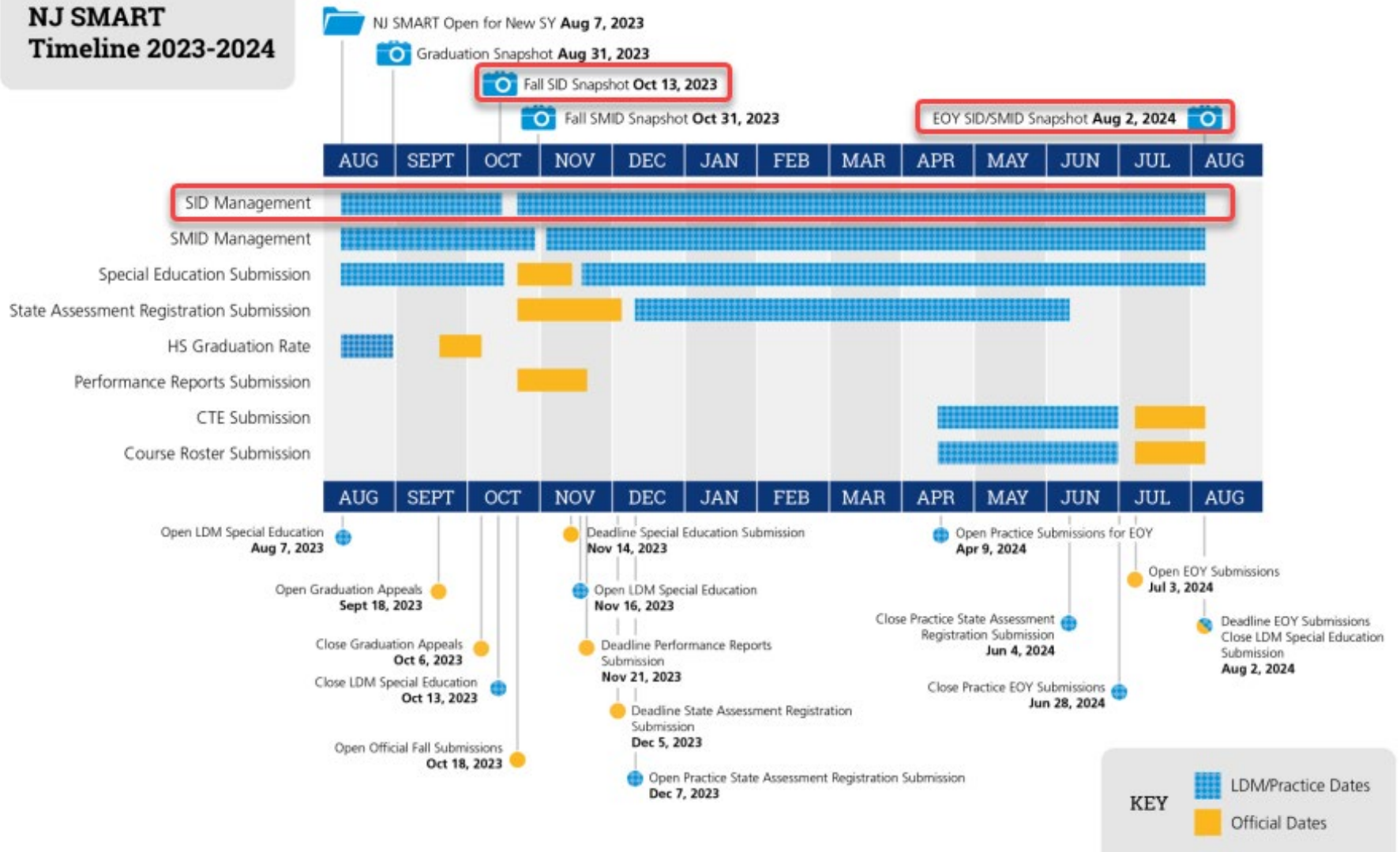

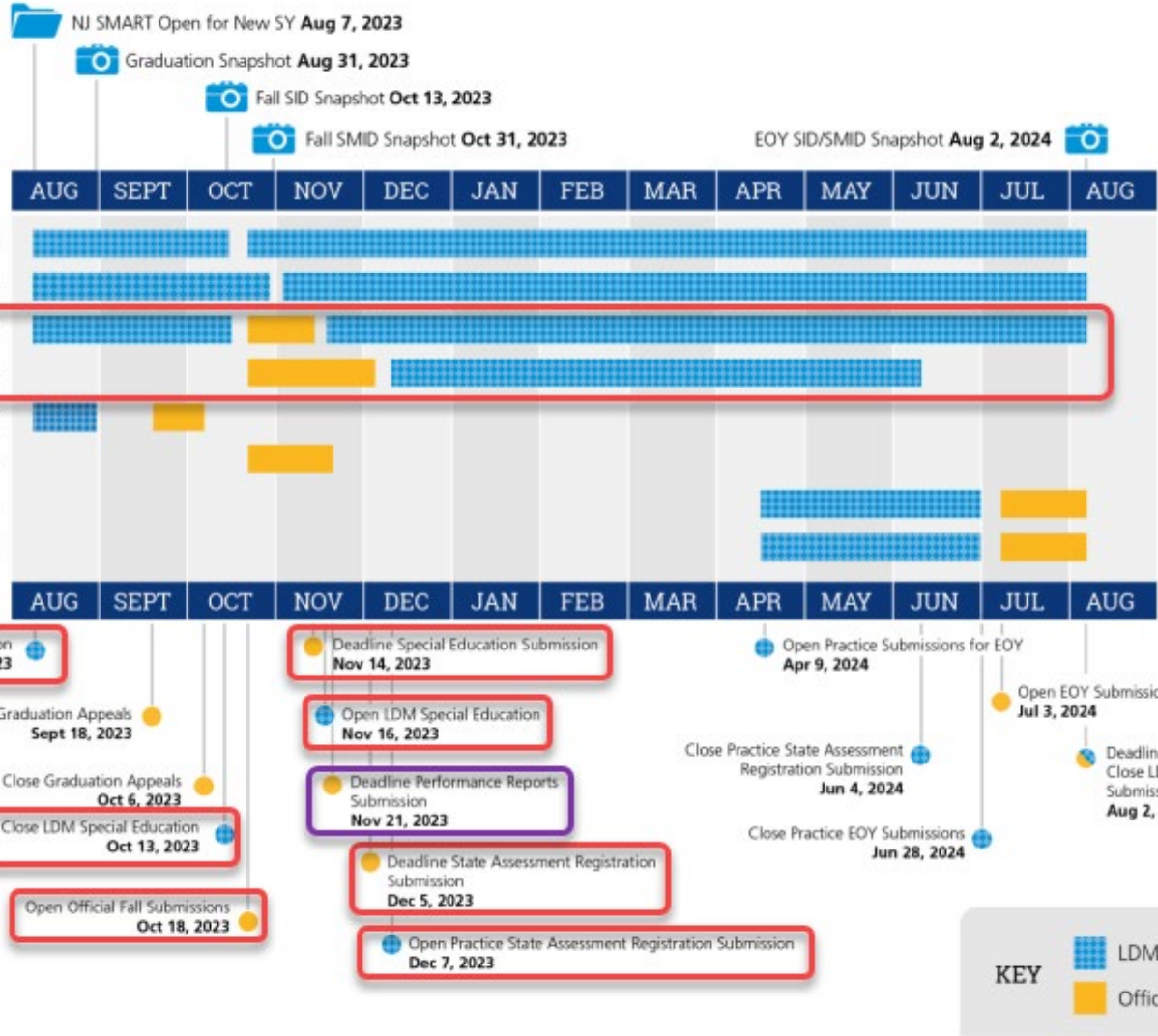
Solutions that Matter

What is the vision for NJ SMART?
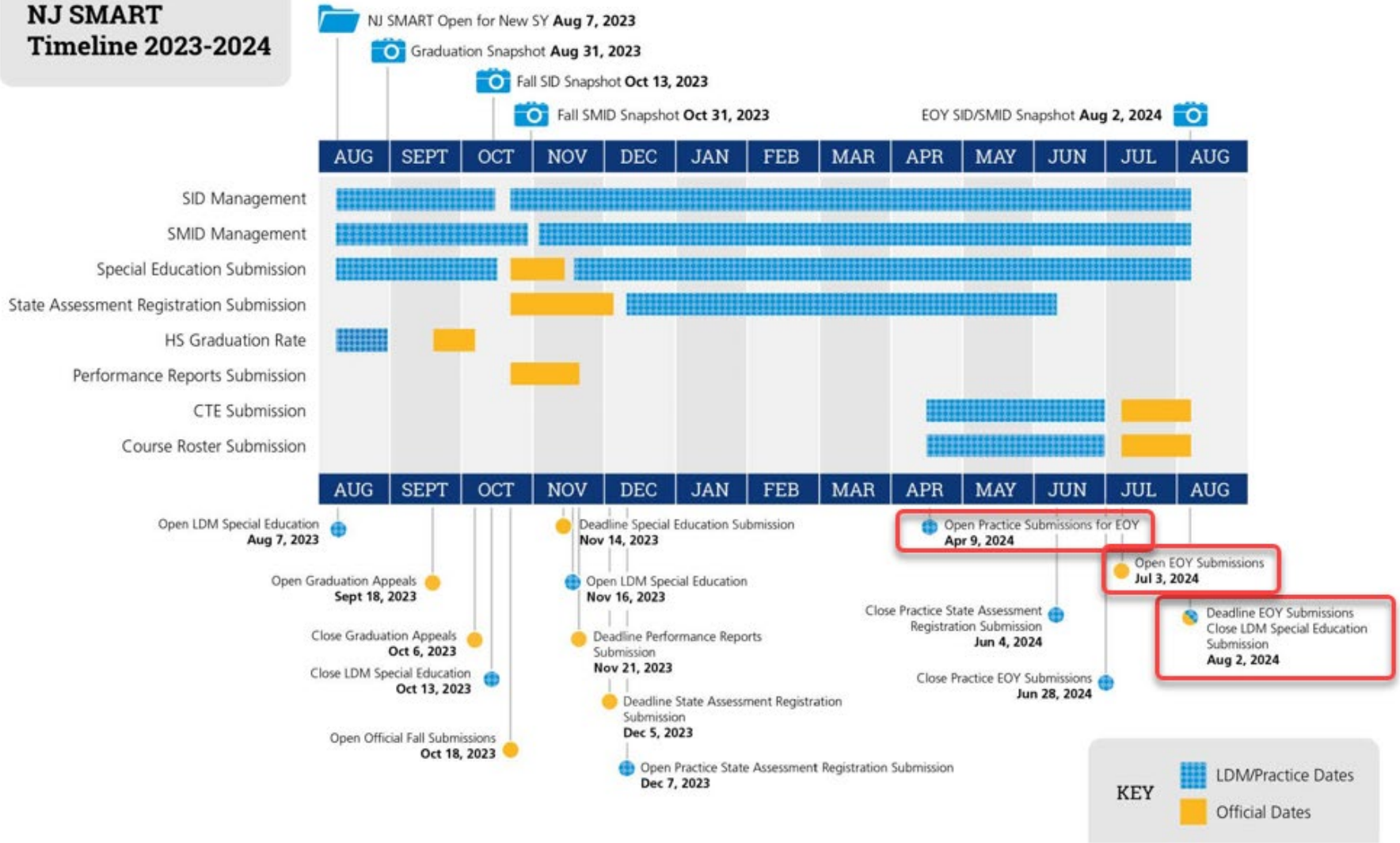
Overview of Student Submissions

Overview of Student Submissions

NJ SMART Timeline 2023-2024

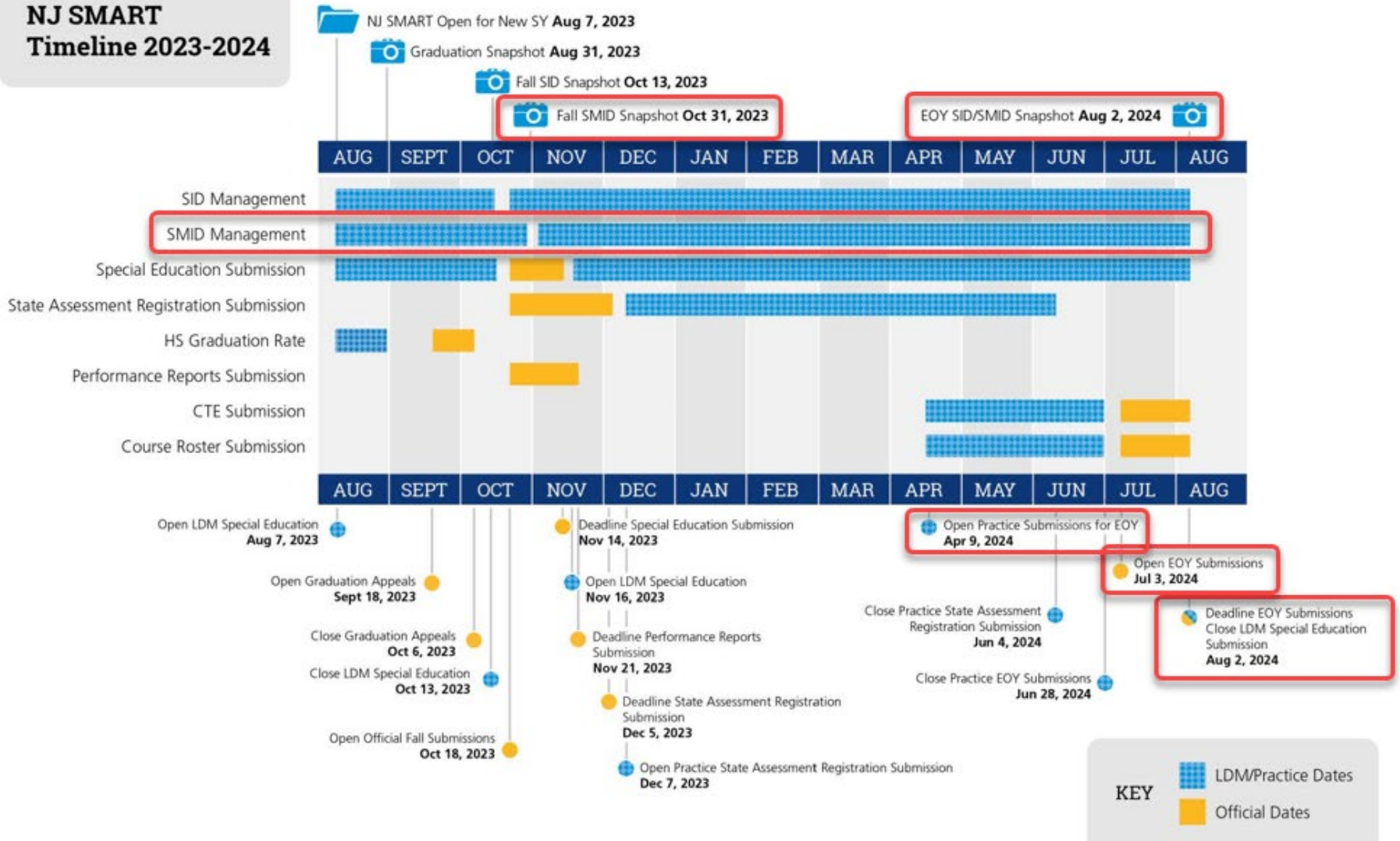NJ SMART Open for New SY **Aug 7, 2023**
Graduation Snapshot **Aug 31, 2023**
Fall SID Snapshot **Oct 13, 2023**
Fall SMID Snapshot **Oct 31, 2023**
EOY SID/SMID Snapshot **Aug 2, 2024**

| | AUG | SEPT | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG |

SID Management
SMID Management
Special Education Submission
State Assessment Registration Submission
HS Graduation Rate
Performance Reports Submission
CTE Submission
Course Roster Submission

Open LDM Special Education
Aug 7, 2023

Deadline Special Education Submission
Nov 14, 2023

Open Practice Submissions for EOY
Apr 9, 2024

Open Graduation Appeals
Sept 18, 2023

Open LDM Special Education
Nov 16, 2023

Open EOY Submissions
Jul 3, 2024

Close Graduation Appeals
Oct 6, 2023

Deadline Performance Reports Submission
Nov 21, 2023

Close Practice State Assessment Registration Submission
Jun 4, 2024

Deadline EOY Submissions
Close LDM Special Education Submission
Aug 2, 2024

Close LDM Special Education
Oct 13, 2023

Deadline State Assessment Registration Submission
Dec 5, 2023

Close Practice EOY Submissions
Jun 28, 2024

Open Official Fall Submissions
Oct 18, 2023

Open Practice State Assessment Registration Submission
Dec 7, 2023

KEY
LDM/Practice Dates
Official Dates

Overview of Student Submissions

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KEY
LDM/Practice Dates
Official Dates

Overview of Staff Submissions

Official Periods vs. Local Data Mart

NJ SMART Timeline 2023-2024

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KEY
LDM/Practice Dates
Official Dates

Official Periods vs. Local Data Mart

How the SID/SMID Snapshots Work

Step 1:
We take a picture of how your records appear in SID/SMID Management at the Snapshot deadlines (SID - 10/13, SMID – 10/31).

Step 2:
This data is placed onto your

Snapshot

pages in the portal.

Special Education Submission

CTE Submission

Course Roster Submission

Step 3:
These Snapshot records are used for the official reporting of other data submissions.

Maintaining NJ SMART

The Submission Guides found under the Help & Support tab in NJ SMART provide a recommended timeline check list of each Snapshot and Submission.

SID Management User Resource Guide

NJ SMART Timeline – August 2023

DATE	EVENT
Monday, August 7, 2023	Open: SID and SMID Management, Local Data Mart Special Education Submission
Thursday, August 31, 2023	Graduation Snapshot: SID Management

August Action Items

Task	Area of Focus	Recommended Completion Date	Task Completed?
Download and review the SID Management Student Data Handbook	Fall Submissions	August 7, 2023	☐ Completed
Attend a High School Graduation Webinar	Graduation Cohort	See the eLearning Videos & Webinars for training dates	☐ Completed
Attend a SID Management Webinar for SY 2023-2024 updates	Fall Submissions	See the eLearning Videos & Webinars for training dates	☐ Completed
Complete the required Full File Upload to SID Management for the 2023-2024 SY	Fall Submissions	August 18, 2023	☐ Completed
Upload to inactivate any summer school graduates and 2022-2023 graduates	Fall Submissions	August 18, 2023	☐ Completed
Make sure all records are free of Error, Unresolved, Sync, or Conflict	Fall Submissions	August 25, 2023	☐ Completed
Run the LDM High School Graduation Cohort Status Profile for the 2023 Cohort to view how the 2023 Cohort currently stands	Graduation Cohort	August 25, 2023	☐ Completed
Investigate any Transfer Out – Unverified students for the 2023 Cohort	Graduation Cohort	August 25, 2023	☐ Completed
Upload all students who are or were homeless during the current school year	Fall Submissions	August 25, 2023	☐ Completed

Questions?

Any questions on what we have reviewed thus far?

County, District, and School Codes

Each Charter School is assigned its own County, District, and School Code (CDS) combination.

Two Digit County Code   Four Digit District Code   Three Digit School Code

80-8000-800

The NJ SMART County District School Code List is located on the Resources & Trainings Page

Key Documents

- NJ SMART County District School Code List *Updated Daily
- POC List *Updated 8/22/23
- NJ SMART SCED Course Code List *Updated 3/28/23
- NJ SMART Timeline 2023-2024 *Updated 6/21/23
- NJ SMART Data Collections 2023-2024- Excel *Updated 8/3/2023
- NJ SMART New User Training (Online Webinar) *Updated 6/12/23
- NJ SMART Charter School Training (Online Webinar) *Updated 6/16/22
- NJ SMART Update Review (Online Webinar) *Updated 8/8/23
- NJ SMART Country Codes
- Home Language Codes *Updated 8/5/22
- NJ SMART OPE ID List *Updated 3/28/23

Charter School Reporting Responsibility

The NJ SMART Reporting Responsibilities document indicates how students attending a charter school should be reported to SID Management.

- Reporting Responsibility #10:

  - Charter School students are NOT reported by the Resident School District

  - The Charter School should be reported as the Receiving and Attending CDS Codes

Scenario 10:
Student's resident district/school is District 1 (School A); however, student attends a school in District 2 (School B) a **Charter or Renaissance school**. For guidance on Tuition Codes, please refer to the Tuition Code page of the SID Management Handbook.

District 1:
Regular School A

Resident

District 2:
Charter or Renaissance School B

Receiving
Attending

Submitting District
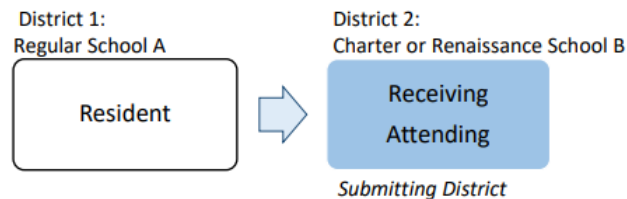
- Reporting Responsibilities #21:

  - If the student is enrolled at the Charter School, and attends another district with an appropriate program, please follow:

District 1:
Regular
School A

Resident

District 2:
Charter or Renaissance
School B

Receiving

Submitting District

District 3:
Special Education
School C
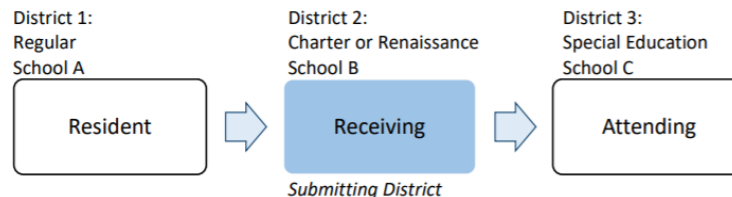
Attending

Reporting to SID Management

Example of a student residing in Big City District and attends Sample Charter School:

Sample Charter School	Big City District
• County School Code = 80	• County School Code = 10
• District Code = 8000	• District Code = 1000
• School Code = 800	• School Code = 100

Codes

County Code Resident	District Code Resident	School Code Resident
10	1000	100

County Code Attending	District Code Attending	School Code Attending
80	8000	800

County Code Receiving	District Code Receiving	School Code Receiving
80	8000	800

Importance of SID Numbers

Each student is given a SID number via NJ SMART that is used to track a student over time and across districts within NJ.

A student should have the same SID when transferring from one LEA to another. Assigning and maintaining one unique SID number for a student throughout that child's education is important for various reasons:

- The SID links the student's history within NJ longitudinally.

- If a SID assigned to one student is then used for a different student, the historical and assessment data could be connected to the wrong student.

- A unique SID for each student is needed to accurately track a district's graduation rate.

- The SID is needed in order to calculate a student's growth percentile.

Obtaining and Maintaining a Unique SID

How do I get a SID Number for a student?

- To obtain a SID Number for a new student, the student's record will need to be submitted to SID Management with the State Identification Number filed left blank.

- Tips on maintaining a Unique SID:
  - Make sure your Student Information System (SIS) is synced with SID Management

Student

Local Identification Number	State Identification Number	Status
53419		A

First Name	Middle Name	Last Name
Urbcmkn		Afnbeb

- Do not request a new SID for a student who already has a SID
- Review all potential matching records in detail prior to resolving a record

Data Elements

When submitting data to any NJ SMART submission, the data must meet specific requirements set forth by the NJDOE and NJ SMART **validation rules.**

- Validation rules are put into place to help increase overall data quality.

- Any field that fails to meet the outlined validation rules is given an Error status in the NJ SMART portal and must be resolved prior to all submission deadlines.

- Each submission has its own Data Handbook. It is mandatory to read these Handbooks when completing a submission. Validation rules are outlined in detail in the Handbooks.

    - Located on NJ SMART's <u>Resources & Trainings</u> page

Common Errors- Repeating Elements

Cross Validation Error

- Error description: Combination of LID/LSID, SID/SMID, First Name, Last Name, and Date of Birth do not match what was submitted to SID/SMID Management

Ex. Submitting a Student to SID Management and Special Education Submission

	SID Management		Special Education Submission
SID	1111111111	=	1111111111
LID	123	=	123
Date of Birth	20050302	=	20050302
First Name	Mark	≠	Marcus
Last Name	Smith	=	Smith

These data elements need to match across student and staff submissions. Inconsistently reporting student or staff information can result in errors for your LEA. Records in error will not be pulled when reporting to the NJDOE and could affect funding.

SMID Management

Each Charter School must submit **all staff members** who are employed by your district and working within your district to SMID Management. This includes:

- Employees that your district contracts out and still pays for their services

- Certificated and non-certificated employees are reported, including lunch aids and bus drivers

- Contracted employees

- Long-term substitutes

Please refer to the SMID Management Reporting Responsibilities document on the Resources & Trainings page for a complete list of all necessary submitted staff.

- SMID Management works similarly to SID Management as there is a unique Staff Member Identifier (SMID number) assigned to each staff member.

Getting Started – Account Creation

Each district will be assigned a Homeroom Administrator in cooperation with the NJDOE.

- The Homeroom Administrator is responsible for creating, editing, and deleting accounts within their respective district.

- Only one account per LEA will have Homeroom Administrator access.

Once a Homeroom Administrator has been assigned, NJ SMART will email their portal username and password.

- Homeroom Administrators can then begin to create accounts for other staff members by visiting the **Account Management** tab in the NJ SMART portal.

- It is the responsibility of the Homeroom Administrator to delete any accounts that should no longer be active.

Account Management

- Please check that all of the contact information in your account is accurate:
  - Email address
  - Phone numbers and, if applicable, **extensions**
  - Cell phone numbers, if you would like to use your cell phone to verify your identity when logging into NJ SMART
  - Spelling of your name

- This information is used for sending out monthly NJ SMART email notifications, making outreach calls, and sending new passwords for users who have selected the Forgot Password link in the portal.

Account Privileges

User Roles

- Homeroom Administrator: Administrator of all district accounts
- Read Only: Can view data but does not have the ability to update data
- Analytics Only: Can run District Reports only
- Data POC: Is considered the point of contact for the district and has the ability to edit and update data

Access Permission
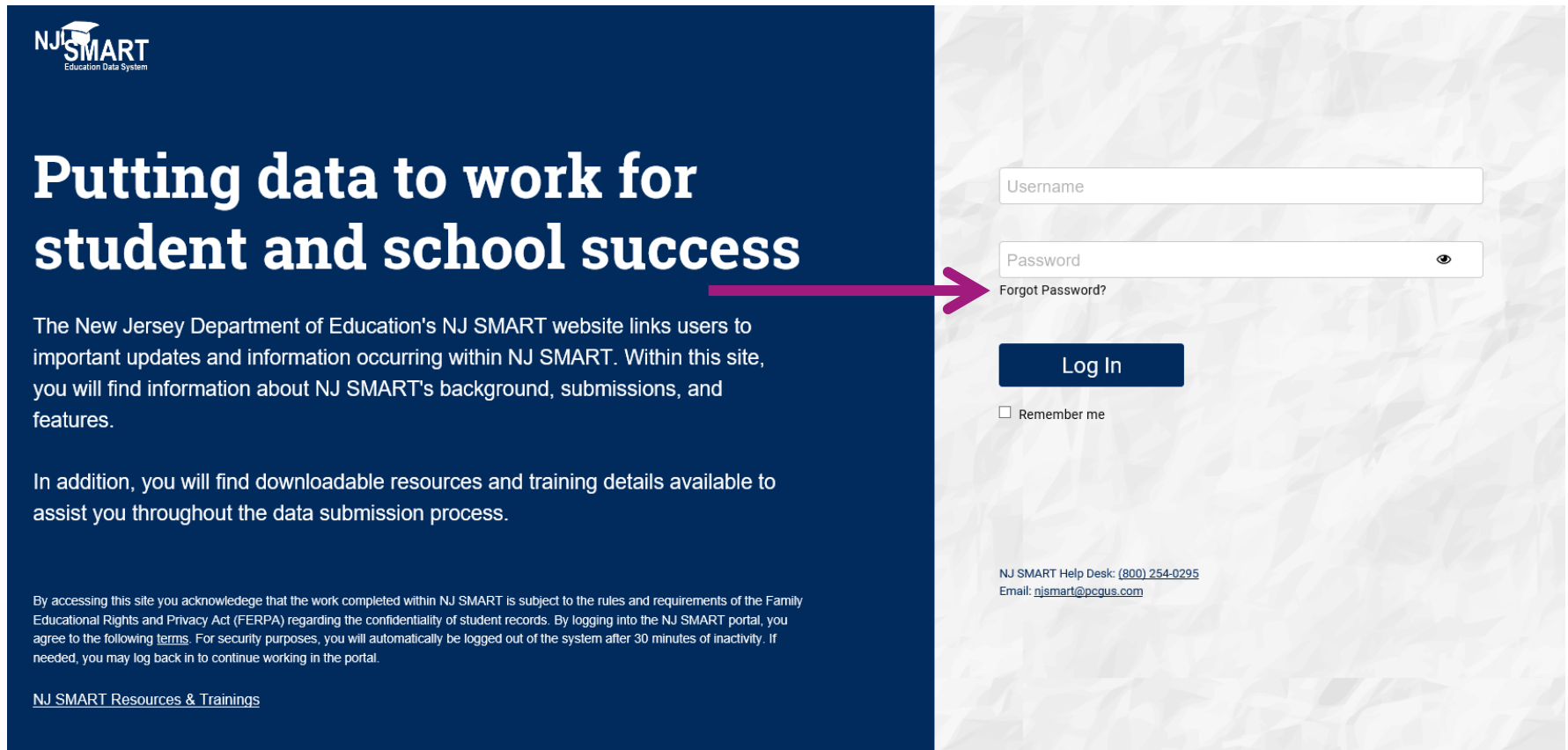
- Student Level Access: Can view Student Level information on NJSMART
- Staff Level Access: Can view Staff Level information on NJSMART
- District Report Access: Can run all district reports

Lost or Forgotten Password?

Forgot Password?
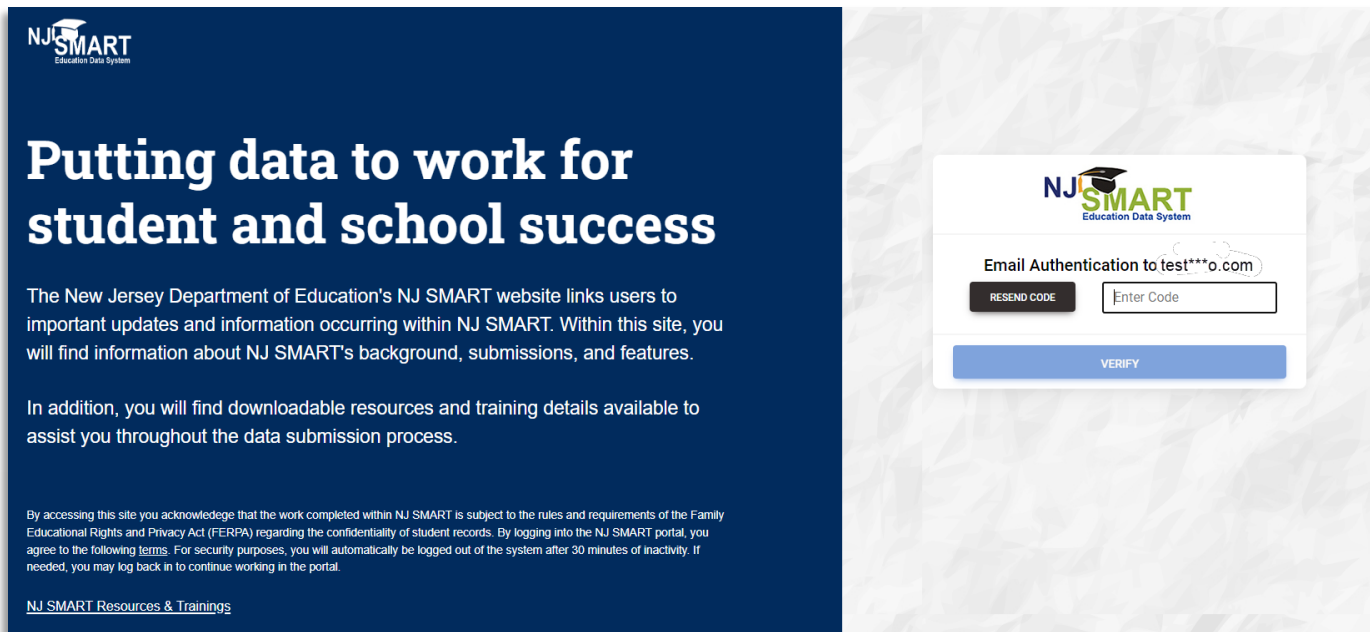
- On the Log-in Page of NJSMART, click the Forgot Password link and the system will send password reset link to the email address on file.

New! Multifactor Authentication

NJ SMART has now introduced a more secure login method!

- In order to keep the sensitive information collected in NJ SMART more secure, we have now enabled Multifactor Authentication when signing into the NJ SMART portal.

- When signing in, users are now required to enter a one-time verification code.

  - One-time verification codes are sent to users by either email or the mobile phone number listed on your Account page.

New! Multifactor Authentication Cont'd

Multifactor Authentication is configurable!

- Users can configure the Multifactor Authentication in two ways:

    - In the dropdown menu for your Account (click your name in the top-right of the portal and click Configure MFA)
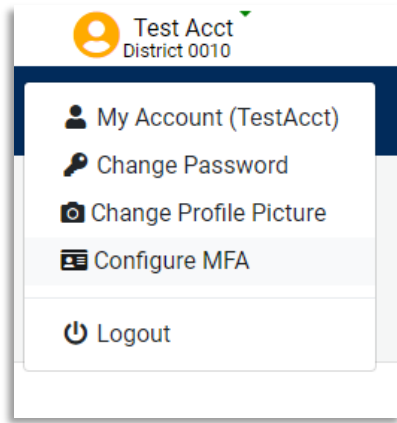
    - You will also find the Configure MFA page on the My Account page
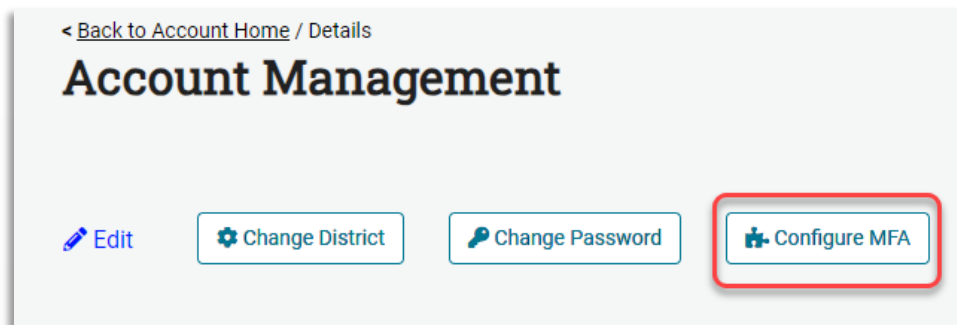
New! MultifAuthentication Cont'd

Multifactor Authentication is configurable!

- From the Configure MFA page, users are given the ability to enroll in additional MFA services.

    - If a user has their mobile phone number listed, MFA will allow you to choose your mobile number as an alternative verification method. This will send the one-time verification code to your mobile phone number instead of your email.

Contacting the Help Desk – Secure Emails

Please call or email the Help Desk to request a Secure Email if your email to the Help Desk contains:
- A file attachment
- Personal Identifiable Information like a Student's name, SID Number, and/or DOB

Our email encryption process has been updated:
1. Open the email and click the blue "Read the message" button.

2. This will open your browser. Click "Sign in with a One-time passcode."

3. Reply to the secure email with your inquiry

Security

Questions?

Any remaining questions before we adjourn the meeting?

Available Resources

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1-800-254-0295
njsmart@pcgus.com

Resources & Trainings

NJ SMART Resources &
Trainings

Please Provide your Feedback

We'd love to hear from you!

Solutions that Matter