

NJ SMART New User Training

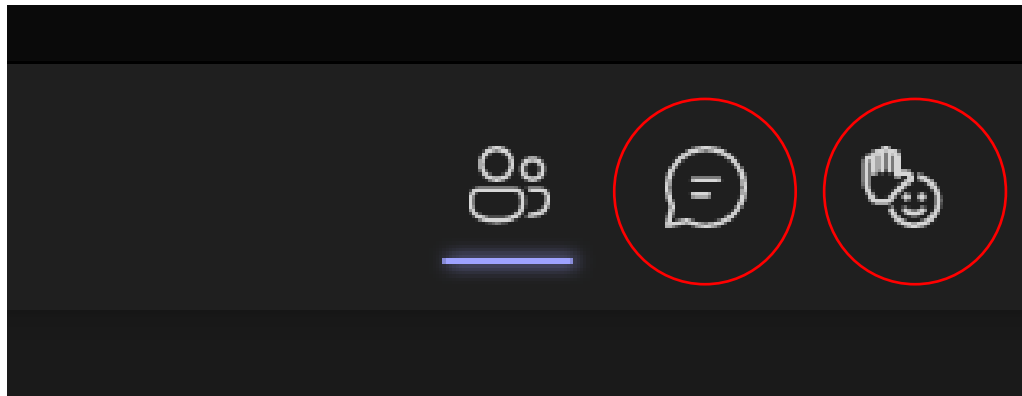
2021-2022 School Year

- *NJ SMART*

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?



Available Resources

NJ SMART Helpdesk



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

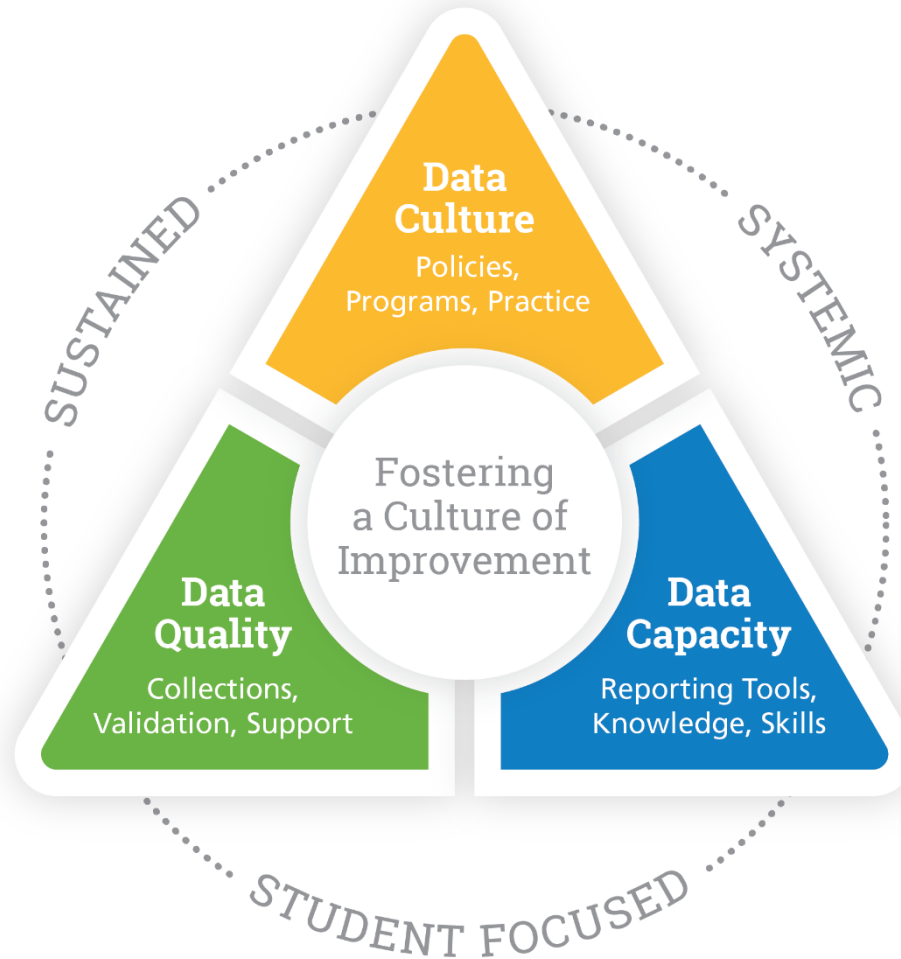


About PCG in New Jersey

PCG offers services in New Jersey at the state and district levels:

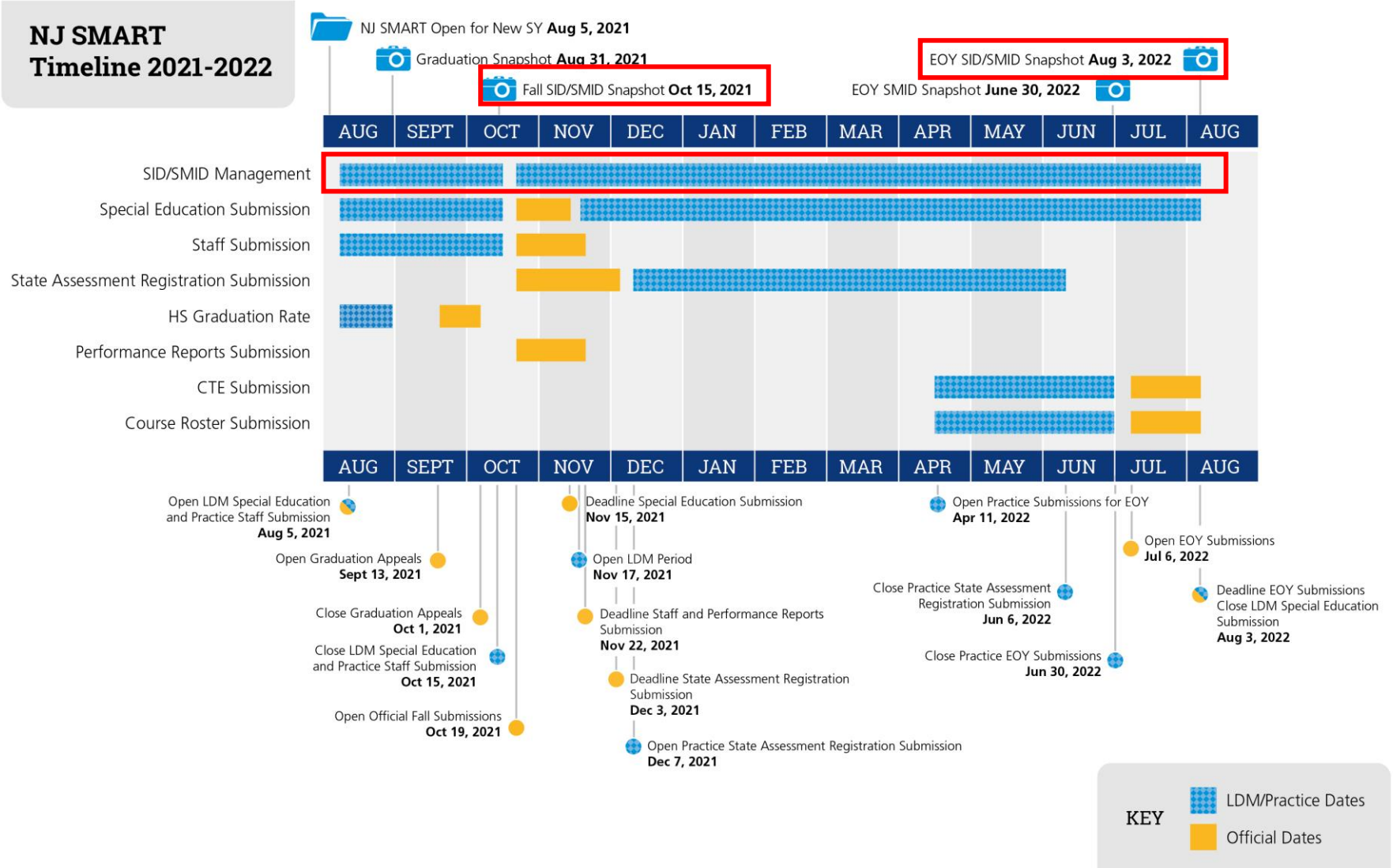
- State Agencies Served by PCG Education
 - Department of Education
 - Department of the Treasury
 - Division of Medical and Health Services
- Districts Served
 - 823 Districts Served by NJSMART (All)
 - Houses 1.5 Million Active Students & 230,000 Staff
 - 321 Participate in Medicaid & Cost Settlement
 - 60 Served by PCG EdPlan Solutions

What is the vision for NJ SMART?



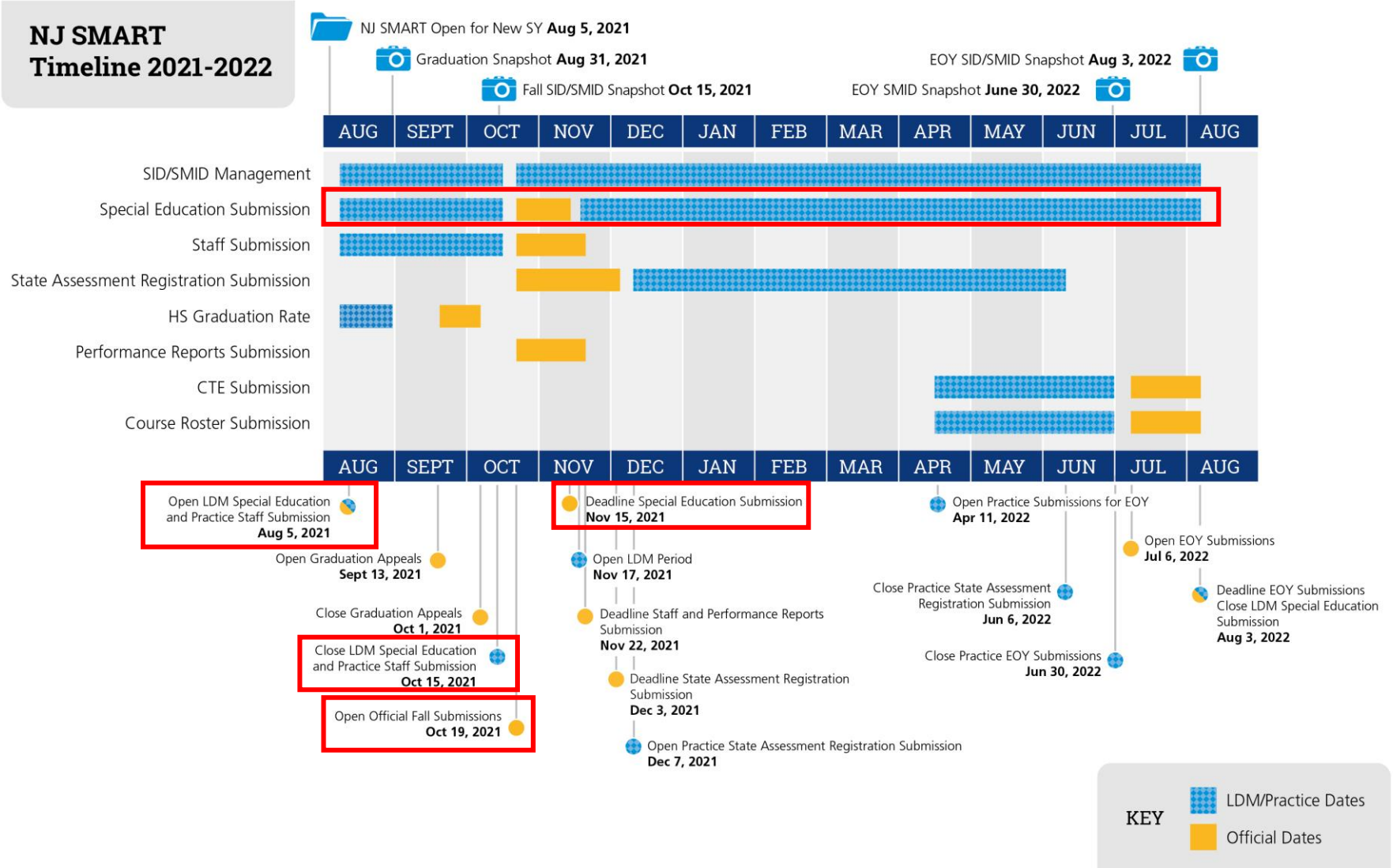
Overview of Student Submissions

NJ SMART Timeline 2021-2022



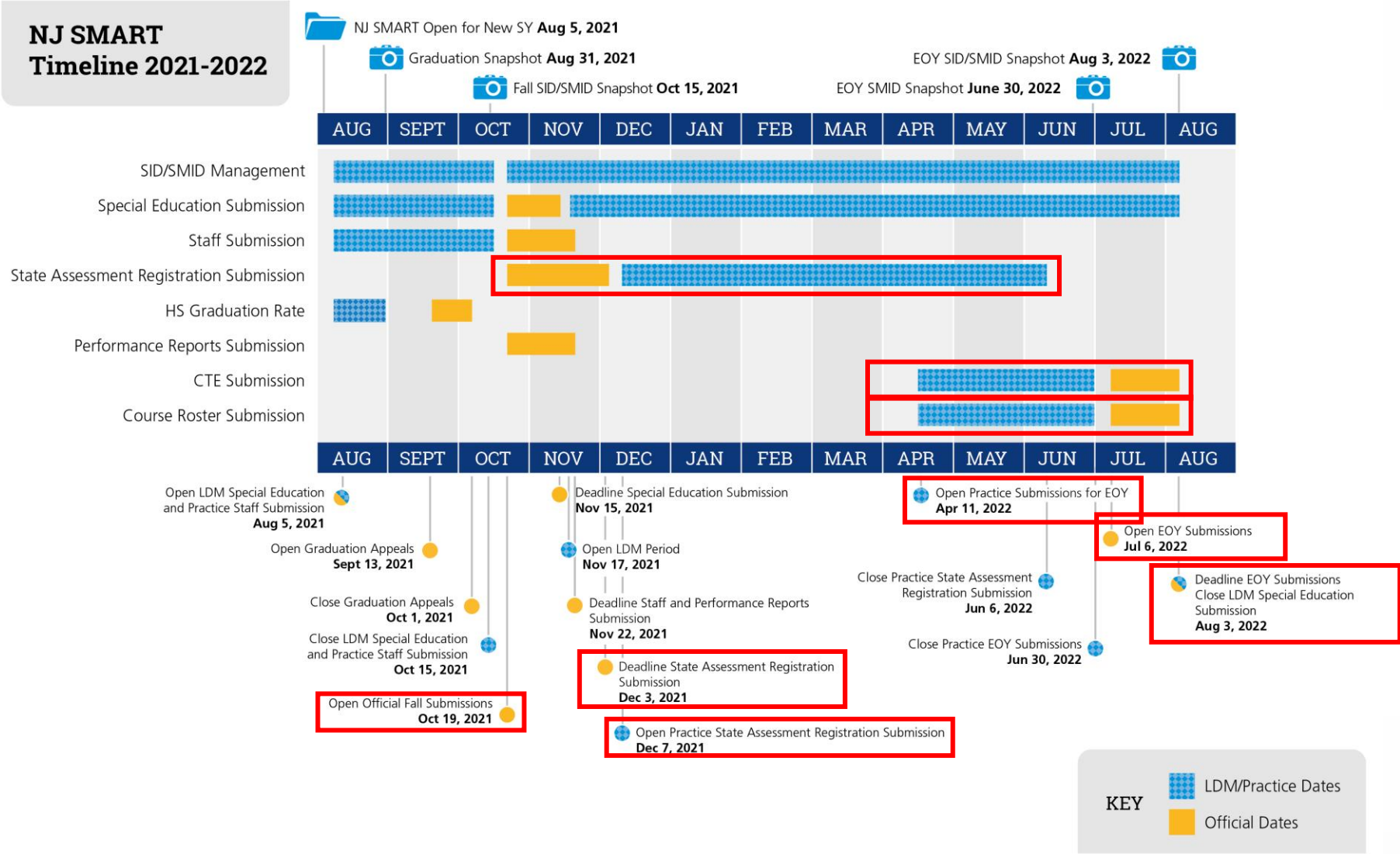
Overview of Student Submissions

NJ SMART Timeline 2021-2022



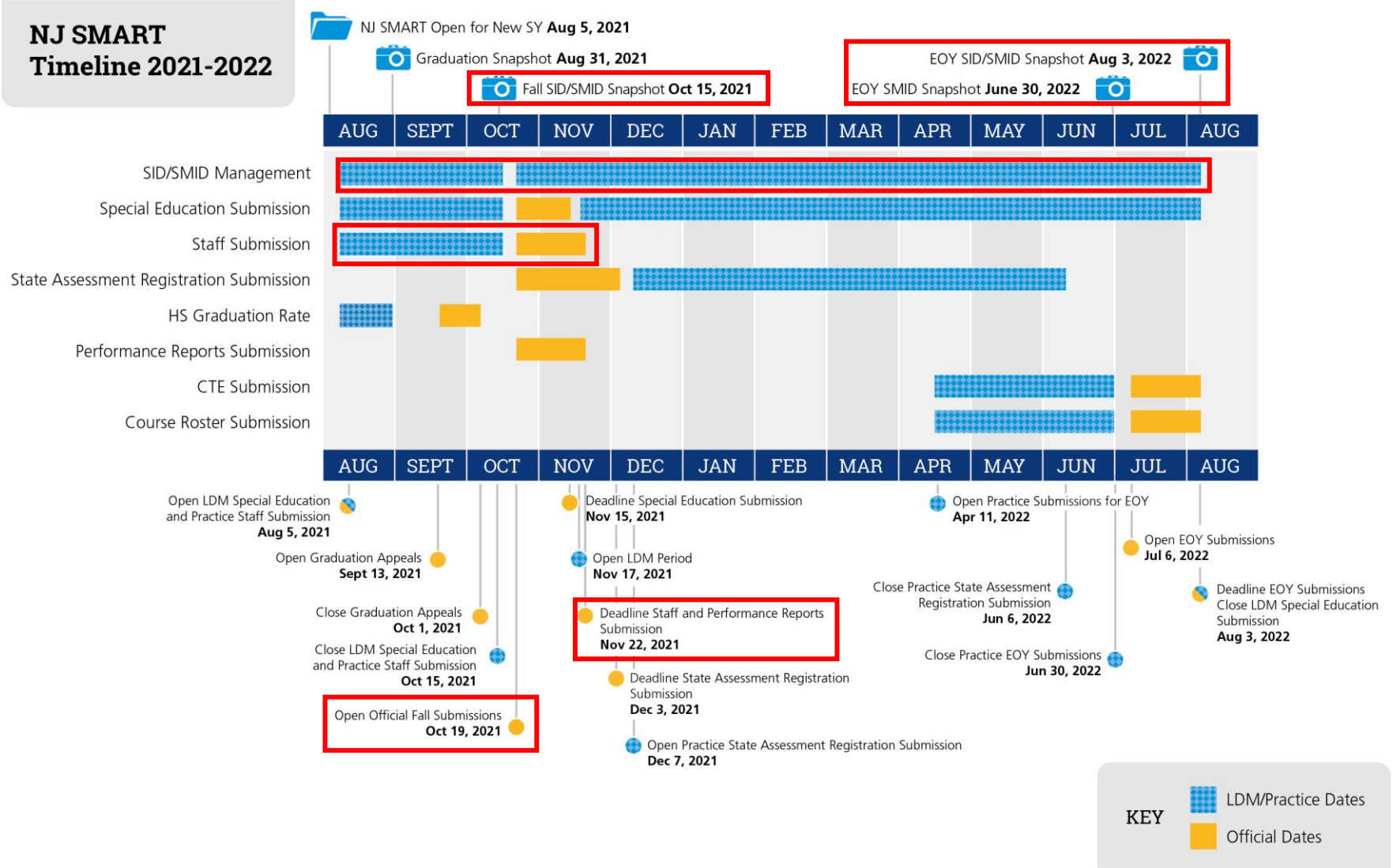
Overview of Student Submissions

NJ SMART Timeline 2021-2022



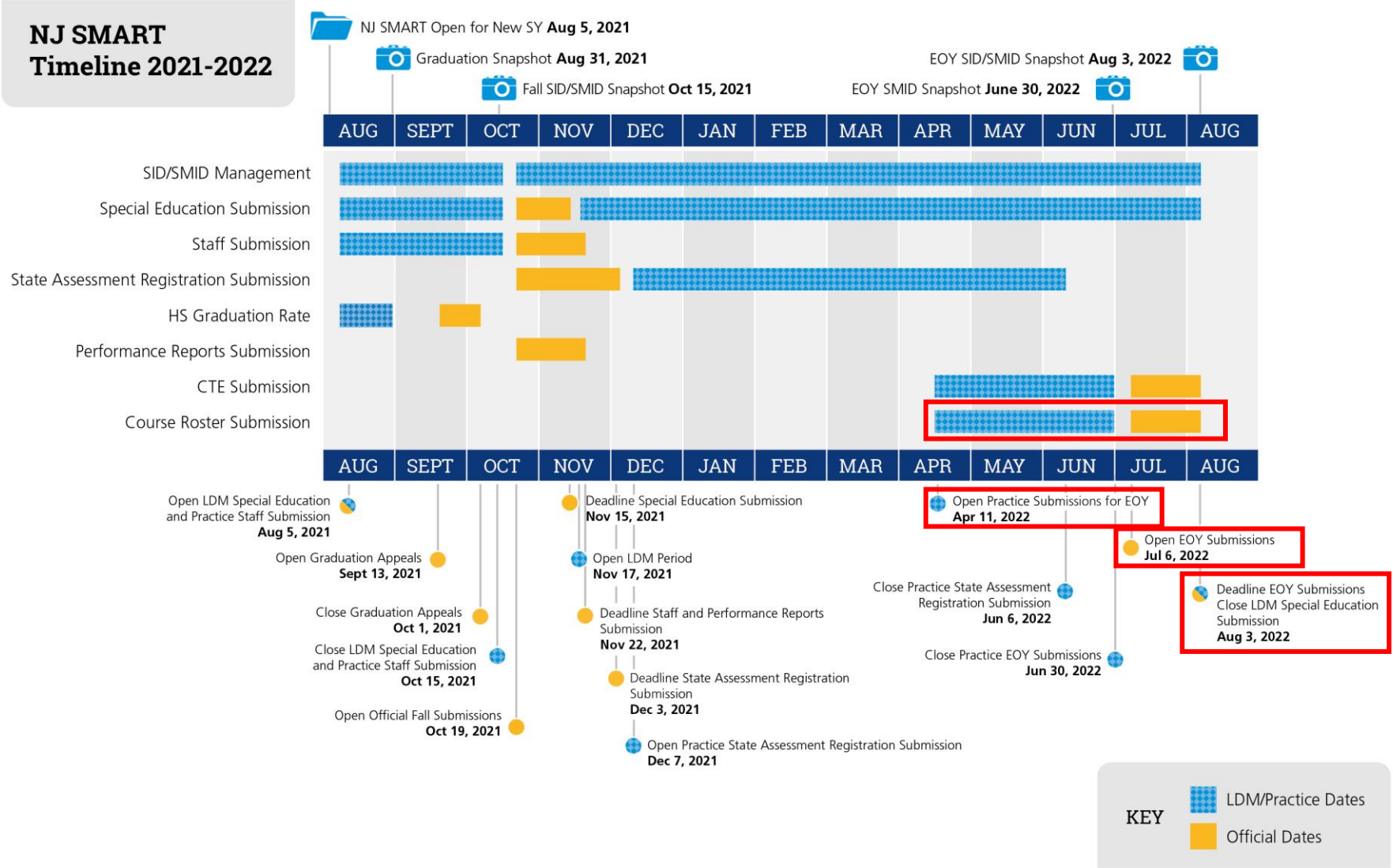
Overview of Staff Submissions

NJ SMART Timeline 2021-2022



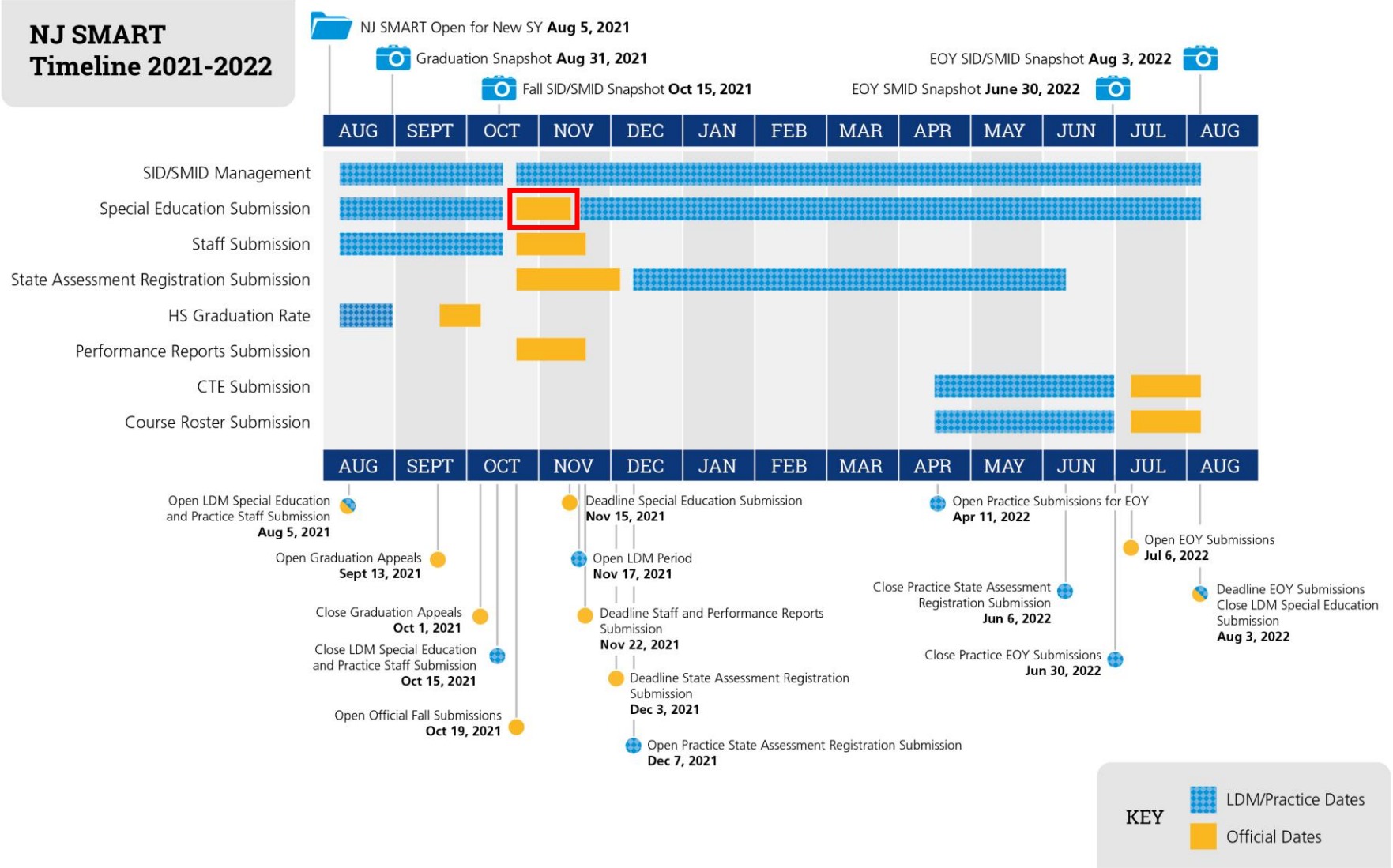
Overview of Staff Submissions

NJ SMART Timeline 2021-2022



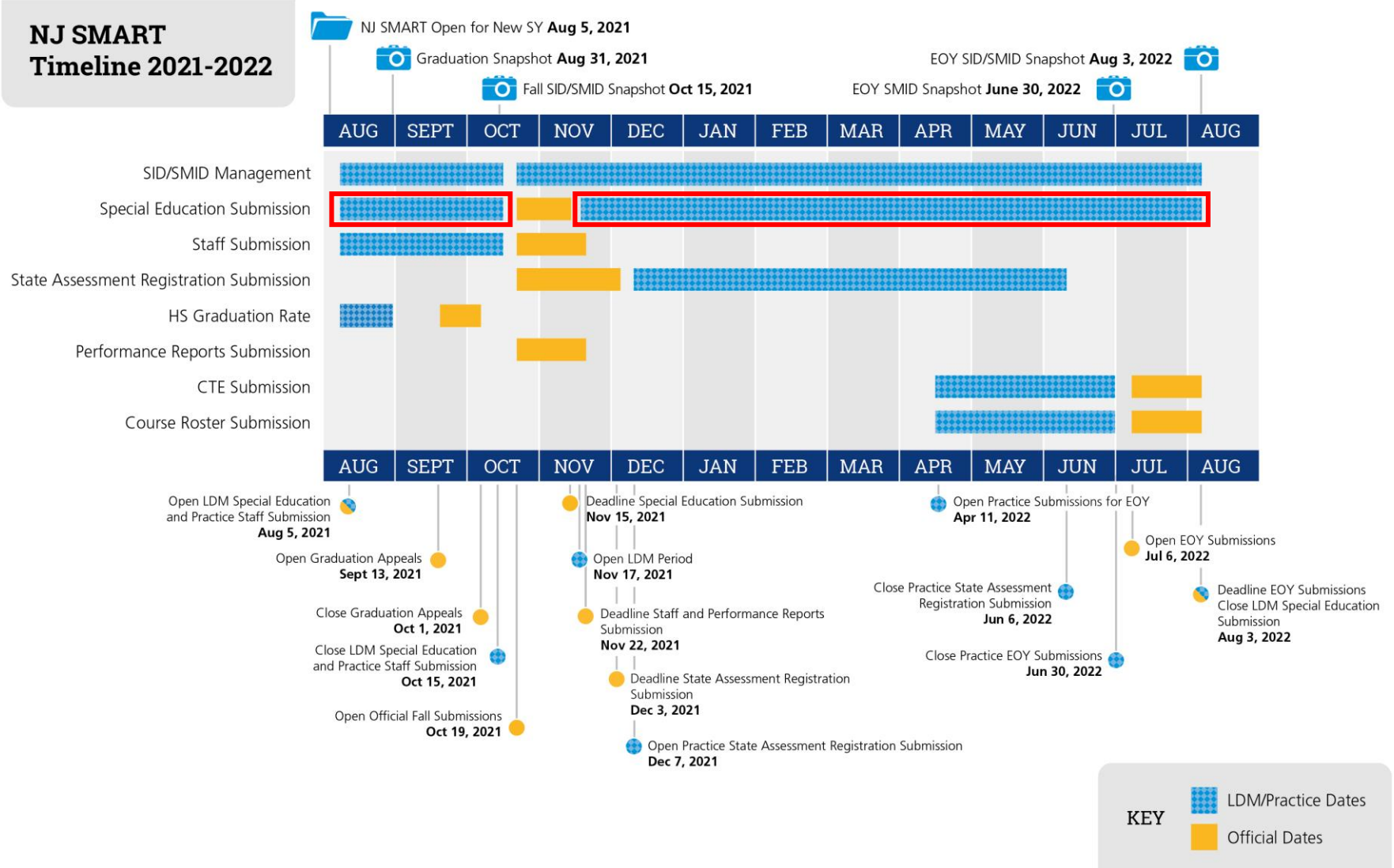
Official Periods vs. Local Data Mart

NJ SMART Timeline 2021-2022



Official Periods vs. Local Data Mart

NJ SMART Timeline 2021-2022



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 (10/15).



Step 2:

This data is placed in your

Snapshot

Pages in the SID/SMID portals.



Special Education Submission



CTE Submission



Staff Submission



Course Roster Submission

Step 3:

These Snapshot Records are used for the official reporting of other data submissions.





Questions?

Any questions on what we have reviewed thus far?

Importance of SID Numbers

Each student is given a SID number by the State that is used to track a student over time and across districts within NJ.

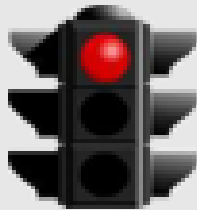
Assigning and maintaining one unique SID number for a student throughout that child's education is important for various reasons:

- 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 SID

To obtain a SID for a new student, the students record will need to be submitted to SID Management with the State Identification Number field left blank. Once the record processes through free of error a unique SID will be generated for the student.

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



- **Do not request a new SID for a student that 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. All rules are outlined in detail in the Student Data Handbooks.
- 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 the submission deadline.
- Each submission has its own handbook. It is mandatory to read these handbooks when completing a submission.



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	SID Management		Special Education Submission
LID	1111111111	=	1111111111
Date of Birth	123	=	123
	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.

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**
 - 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



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:

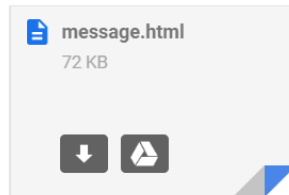
- A file attachment with Personally Identifiable Information
- Personal Identifiable Information like a Student's name, SID Number, and/or DOB

Our email encryption process has been updated:

1. Open the HTML attachment from Public Consulting Group

 Message encryption by Microsoft Office 365

PUBLIC CONSULTING
GROUP



2. Log in via a onetime passcode

 [Use a one-time passcode](#)

3. Reply to the secure email with your inquiry

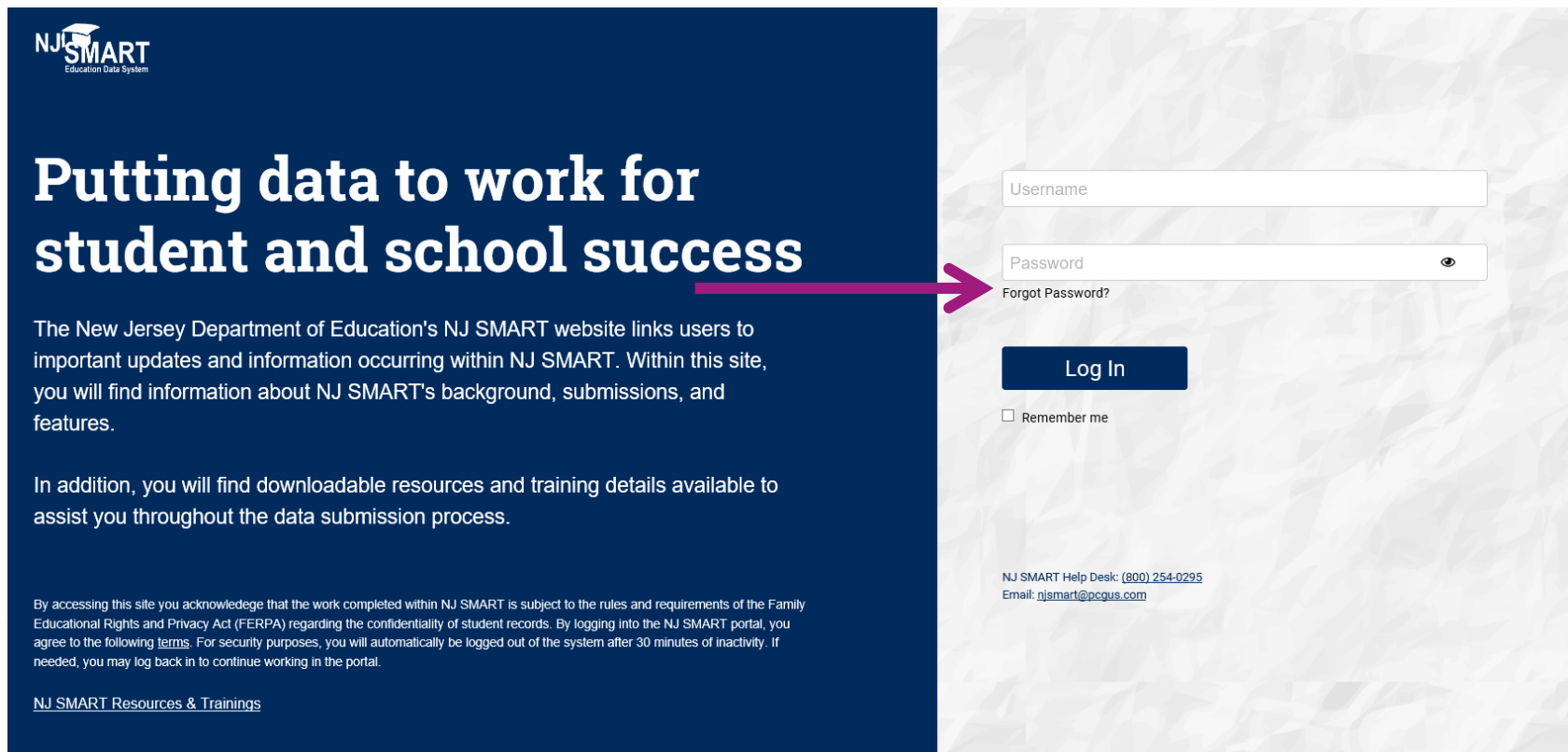


Security

Lost or Forgotten Password?

Forgot Password?

- On the Log-in Page of NJSMART, click the Forgot Password link and the system will issue you a new password to the email address on file.



NJ SMART
Education Data System

Putting data to work for student and school success

The New Jersey Department of Education's NJ SMART website links users to important updates and information occurring within NJ SMART. Within this site, you will find information about NJ SMART's background, submissions, and features.

In addition, you will find downloadable resources and training details available to assist you throughout the data submission process.

By accessing this site you acknowledge that the work completed within NJ SMART is subject to the rules and requirements of the Family Educational Rights and Privacy Act (FERPA) regarding the confidentiality of student records. By logging into the NJ SMART portal, you agree to the following terms. For security purposes, you will automatically be logged out of the system after 30 minutes of inactivity. If needed, you may log back in to continue working in the portal.

[NJ SMART Resources & Trainings](#)

Username

Password

[Forgot Password?](#)

Log In

☐ Remember me

NJ SMART Help Desk: [\(800\) 254-0295](tel:8002540295)
Email: njsmart@pcgus.com



Questions?

Any remaining questions before we adjourn the meeting?

Live Demonstration

This is a live demonstration of the New User training. You will need to participate in a scheduled training to view this section of the training. Please see the NJ SMART Home Page for training dates.



Available Resources

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Resources & Trainings



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Solutions that Matter

