Performance Reports Submission

2023-2024 Collection of Data during the 2024-2025 SY

• NJ SMART



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."



Performance Reports Submission Agenda

Introduction	Find resources to help you get startedLearn important dates and deadlines
Interpreting Reporting Responsibilities	 Why this data is collected Recognize which records need to be reported
	 How to review last year's data
Using Performance	 Learn how to use and navigate the Submission, including Sample Reports
Data	 Review Performance Reports Submission FAQs

Available Resources

NJ SMART Help Desk

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

Resources & Trainings

NJ SMART Resources & Trainings

www.publicconsultinggroup.com

Performance Reports Submission Overview

The Performance Reports Submission collects school and district narrative information to populate the **2023-2024** School Performance Reports.

• The data being collected this year is for the 2023-2024 School Year.

Home Upload your District and School Performance data file, correct errors, and release your data to the NJDOE. This tab i collection period.	Requires Attention 😯 May Rea	quire Attention 오 Good formance Reports Submission	A
Home Upload your District and School Performance data file, correct errors, and release your data to the NJDOE. This tab is collection period.	is available only during Perf	formance Reports Submission	61°
Upload collection period.			
	•- •		
Add Record	•- •		
History Record Submission Mor	nitoring	0 🚔	
Current Data 📀 Upload Available		6	
Last Year's Data	All R	lecords	
Errors Add Available			
Warnings			
Release Pocord Cloopsing			
Sample Reports			
Errors 5			
♥ Warnings 0			

Getting Started

It is **mandatory** for all districts to download the Performance Reports Submission Handbook for review of definitions, validation rules, additional notes, and common errors.

NJ SMART Resources & Trainings

About this Site

The NJ SMART Resources & Trainings website links users to important information occurring within NJ SMART, including downloadable resources and webinar and on demand trainings available to assist you throughout the data submission process.

Maintaining Security and Policy Compliance when working with Student and Staff Data

Users are reminded that NJ SMART is a secure data transfer and reporting site. 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 and the Federal Privacy Act regarding employee records collected by Federal agencies. Any suspected unauthorized use of this site should be reported immediately to NJ SMART at 800-254-0295.

Questions and Assistance

Questions about NJ SMART can be directed to the NJ SMART Help Desk by calling (800) 254-0295 or e-mailing NJSMART@pcgus.com.

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Update for this Year's Collection

• New Data Elements:

- **TieredModelIntervention** Indicator of whether school or district provides multiple levels/tiers of instruction or intervention that progressively provide all general and all special education students with support based on a response to instruction or intervention
- InterventionReferralModel Indicator of the model the school or district is using to implement a coordinated system for planning and delivering Intervention and Referral Services designed to assist all general and special education students who are experiencing learning, behavior, or health difficulties, and to assist staff who have difficulties in addressing students' learning, behavior, or health needs.
- PBSIS Indicator of whether school or district uses Positive Behavior Supports in Schools (PBSIS) or the New Jersey Positive Behavior Supports in Schools (NJPBSIS) in addition to the model(s) for intervention and referral services.
- UniversalScreeningKto3 Indicator of whether school or district uses Universal Screening instruments beyond a required Dyslexia screener in kindergarten through grade 3.
- UniversalScreening4to8 Indicator of whether school or district uses Universal Screening instruments in grades 4 through 8.
- UniversalScreening9to12 Indicator of whether school or district uses Universal Screening instruments in grades 9 through 12.

Update for this Year's Collection

Updates to Existing Data Elements

- The Additional Notes to the following data elements have been expanded:
 - RecordIndicator
 - SummaryHighlight1
 - SummaryHighlight2
 - SummaryHighlight3
 - MissionVisionTheme
 - AwardsRecognitionAccomplishments
 - CoursesCurriculumInstruction
 - SportsandAthletics
 - ClimateSurvey
 - BeforeandAfterSchoolPrograms
 - StaffandProfessionalLearning
 - Postsecondary
 - StudentSupportsandServices
 - StudentHealthandWellness
 - ParentCommunityInvolvement
 - Facilities
 - SchoolSafety
 - TechnologySTEM
 - EarlyChildhood
 - SpecialTopic

NJ SMART Submission Timeline

Any questions on what we have reviewed thus far?

Last Year's Data

After the opening of the Submission period, LEAs can access the 2022-2023 Narrative data from the Last Year's Data page.

 By exporting the data into Excel, LEAs can review and update for the 2023-2024 school year.

Performar	nce Reports Sub	omission			
Home Upload Add Record History Current Data	The Last Year's Data page shows a the current submission, where the	all the records in your LEA submitted data can be updated to reflect any c	l for the previous year. This hanges for the reported ye	data can be prepopulated into ar.	
Last Year's Data	Last Year's Data R	lecords		Export as Excel	
Errors Warnings	Column	• Operator	• Value	Apply Filter	
Release Sample Reports	RECORD INDICATOR	SCHOOL CODE	WEBSITE	FACEBOOK	
		No data			

Performance Reports Submission Records

A record should be submitted for your district and each school within your district that was open for the 2023-2024 SY. This data will be used to populate the Narrative section of the separate District and School level New Jersey School Performance Reports.

• For example, if your district has 3 schools, you should have 4 total records submitted to your submission: one record for the district, and a record for each of the three schools:

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Pa	aste	Cali	bri <i>I</i> <u>U</u> ∽	 11 < A ↓ 4 ↓ 4 ↓ 4 	^ A* ∃	≡ <u>=</u> ≫~ = = = = = =	ab c⊋	General \$~%9	
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2	D								
3	S		010						
4	S		020						
5	S		030						
6									

File Upload

How do I upload my Narrative data to the Submission?

- Like other NJ SMART collections, two options are available:
 - File Upload
 - Add Record

Home	đ
Upload	Add Record allows you to add an individual district or school level record.
Add Record	Please Note: When adding a record, every required field must have a value. Select Add Record once all the necessary information is provided in the cells below.
History	The new "Pre-Populate Data" option now gives users the ability to pre-populate and edit data submitted to last year's submission with the click of a single button!
Current Data	
Last Year's Data	
Errors	Pre-Populate Data Upload Record
Warnings	
Release	Pequired Fields
Sample Reports	
	Record Indicator
	School Code

Data Elements

Which fields are required or optional?

- Required:
 - RecordIndicator
 - SchoolCode, if RecordIndicator = S
 - TieredModelIntervention
 - InterventionReferralModel
 - PBSIS
 - UniversalScreeningKto3, if school serves K to 3
 - UniversalScreening4to8, if school serves grades 4-8
 - UniversalScreening9to12, if school serves grades 9-12
- All other fields are optional.

Excluding Optional Sections

Not all sections apply to my LEA, how do I ensure that these sections do not appear in our Performance Report?

• If an optional field is left blank, the section will not be displayed within the Narrative Section of the Performance Report.

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Errors

How do I view and resolve errors in my submission?

 Navigate to the Errors page and drill down into a record to view the Errors by Error Type:

A Frrors: 2	
DATA ELEMENT	ERROR DESCRIPTION
SchoolCode	Field must be blank if Record Indicator is D
Website	Field cannot be left blank
Cancel PEdit Required Fields	
Record Indicator	School Code v 080

• Errors need to be resolved in your Information System and then uploaded into NJ SMART.

Warnings

Why am I receiving a warning?

 If a district or school record has not yet been submitted, you will receive a Warning.

Warnings				
Column • Operator	Value Apply Filter			
SCHOOL CODE	WARNING MESSAGE			
020	No data was submitted			
025	No data was submitted			
050	No data was submitted			
055	No data was submitted			

Sample Report

How do I preview how my data will look on the Performance Reports?

• Navigate to the Sample Reports page and select the school or district you wish to view.

Home		
Upload	Back to Sample Reports / Report	
Add Record	Customize the Report	47
History		
Current Data	I √ 1 of 2 > I Image: Document Map	
Last Year's Data	School Contact Info	
Errors	Faculty Attendance Type Contact Information County	
Warnings	Principal Name Address Phone Number	
Release	Email Address _ Website _	
Sample Reports		

Remove a Record

How do I remove a record from the Performance Reports Submission?

• To erase a record, drill down into the record by clicking on the Record Indicator Type and clicking the Erase button.

Record Details	
Cancel 🖋Edit	Erase
Required Fields	
Record Indicator	School Code
D	

Certify/Certify with Errors

Step 1:

Step 2:

Home

Upload

Add Record

History

Current Data

Last Year's Data

Errors

Warnings

Release

Certify Submission Records

You have reached the final step to release your data to the NJ Department of Education. By certifying your data as official for submitting to the NJDOE, you are acknowledging that the submitted data has been reviewed for accuracy and approved by all appropriate district and local staff.

Certify: If you have corrected all errors and are ready to submit your data to NJDOE, the Certify button will be enabled for you to select. By clicking this button, you are certifying that the data submitted has been reviewed and verified by appropriate district and local staff and is ready for official use by the NJDOE.

Certify Submission with Errors: This button will not become enabled until the only errors that remain are related to SID Management matching and cannot be corrected. If the Certify Submission with Errors button is disabled, this indicates that correctable errors remain in your submission and must be resolved. Districts that have corrected all errors should continue to use the Certify button.

Retract: Once you have released your file, you have until the Performance Reports Submission deadline to retract your data.

Release H	listory						
SUBMISSION	ACTION	TIME STAMP ¥	USER	TOTAL RECORDS	TOTAL ERRORS	TOTAL WARNINGS	SCHOOL YEAR
				No data			

Certify/Certify with Errors (Cont.)

Certify	Certify with Errors
Enabled for districts that have uploaded and corrected all errors in the NJ SMART Portal.	Only enabled for districts that have uploaded a Full File and errors remain in the Submission.
Certify and Certify Submission with Errors will not be enabled if you have not uploaded a file.	
Certify and Certify Submission with Errors is only enabled during the Official Submission Period. You can Certify your data at any time during the Official Submission Period. You do not need to wait for the day of the deadline to Certify.	

Any remaining questions before we adjourn the meeting?

Available Resources

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Resources & Trainings

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Please Provide your Feedback

We'd love to hear from you!

Solutions that Matter

