

APSSD Training

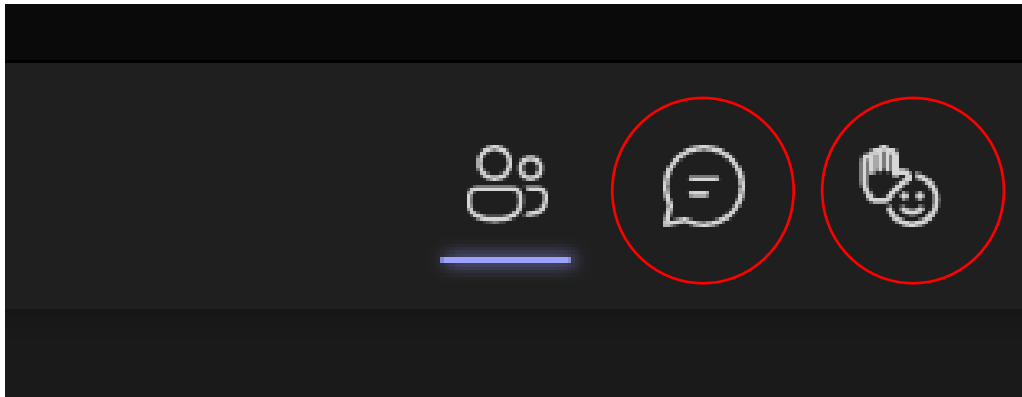
2021-2022 School Year

- *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?



Agenda

Introduction

- Find resources to help you get started
- Learn important Dates and Deadlines

Interpreting Reporting Responsibilities

- Recognize who needs to be reported

Using SMID Management Data

- View the different functionalities located within SMID Management and the Staff Submission
- Learn how the SMID Snapshot works with the Staff Submission



Available Resources

NJ SMART Helpdesk



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

Resources & Trainings



[NJ SMART Resources](#)
[& Trainings](#)

Getting Started

Download the latest version of the SMID Management and Staff Submission Handbooks and file templates found in their respective folders on the Help & Support tab of the NJ SMART portal.

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.

- ▶  Overview
- ▶  Background
- ▶  eLearning Videos & Webinars
- ▶  Documents for Download



Staff Data Permissions

Staff Data POC Accounts will be created by the Homeroom Administrator and have access specific to staff collections.

- APSSD Homeroom Administrators are responsible for creating these accounts.
- APSSDs should carefully consider who they make Staff Data POC's, due to the sensitive information involved.
- Only users with Staff Level Access permission will be able to access staff level data.



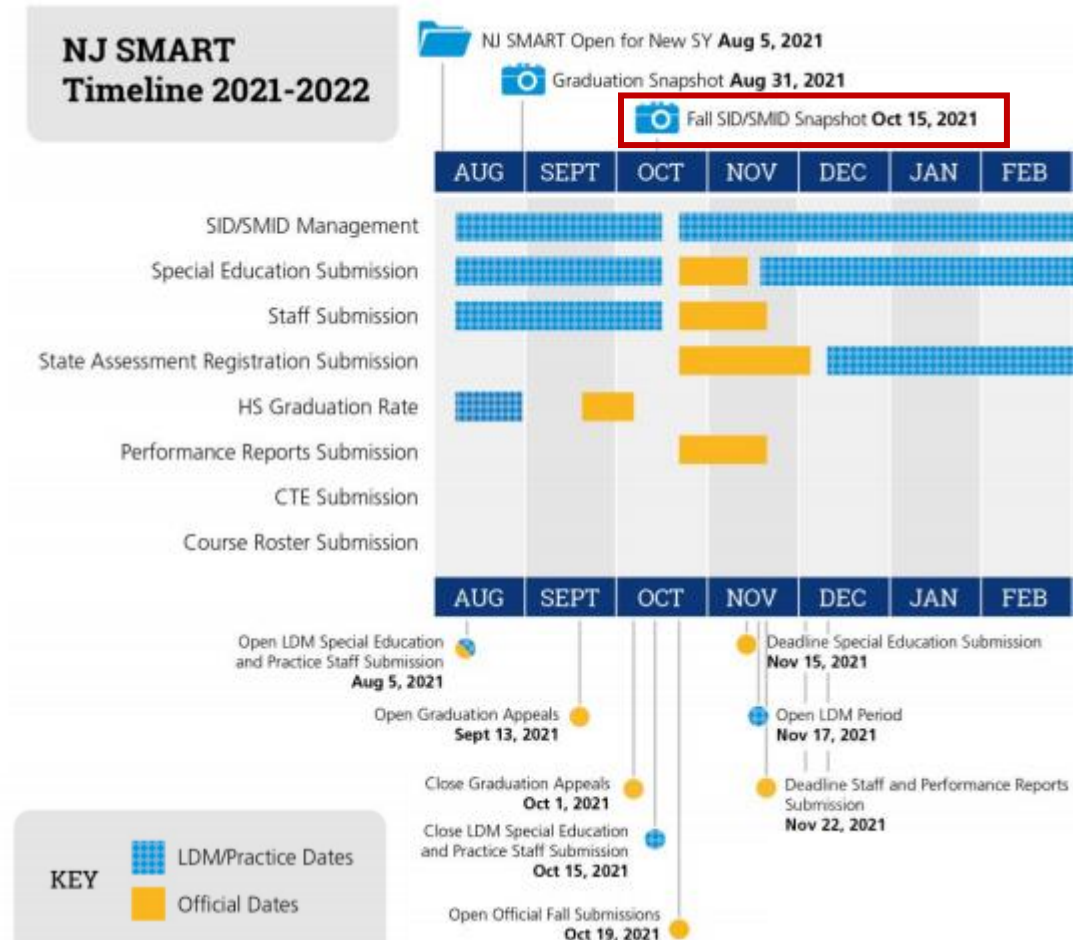
SMID Management Overview

US DOE has placed increasingly intensive reporting requirements on collecting staff level data.

- SMID Management collects a set of core demographic data elements that provide a comprehensive picture of your staff members.
- Every staff member will be assigned a unique state identifier (SMID).
- NJ SMART will take **two** snapshots per year: The Fall Snapshot and the End of Year Snapshot.
 - APSSDs are only responsible to report to the Fall SMID Snapshot on October 15th
- All LEAs must submit a SMID Management record for every active staff member.



NJ SMART Fall Submission Timeline



Reporting Requirements

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 SMID Management Handbook and consist mainly of:
 - Minimum and maximum character length requirements
 - Date formatting requirements
 - Acceptable code values
 - Special rules that enforce NJDOE policies and guidelines
- 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 specified deadlines in order to be counted in official NJDOE reports.



List of Submitted Staff

Each APSSD must submit both **staff members on their payroll** and **contracted personnel** (i.e., purchased services).

- Federal regulations require that submitted staff members include: direct hire and contracted teachers, school administrators, support staff and non-instructional staff.
- Contracted personnel who are included in this collection often include individuals who perform common purchased services (e.g. outsourced bus drivers, cafeteria workers, etc.) who may not be directly employed by your school.



2021-2022 School Year

A Full File Upload will be Mandatory to submit to SMID Management in order for the editing functionality to be enabled.

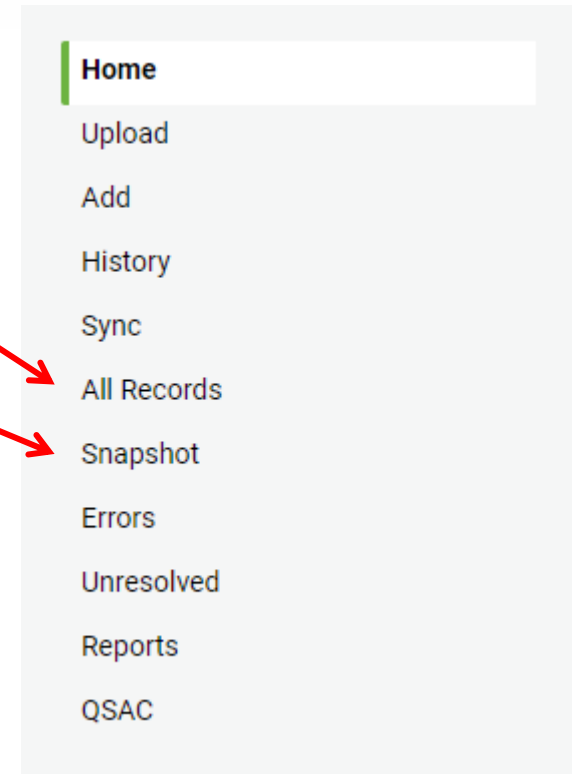
- Your SMID Management data will be carried over from the 2020-2021 SY in a read only format.
- Your Full File Upload should include:
 - The inactive records of those staff members who transferred out of your school after the end of the 2020-2021 SY.
 - The active records for those staff members who you are responsible for in the 2021-2022 SY.
 - The active records of new staff members for the 2021-2022 SY.



SMID Snapshot Records

A staff member's Last Name was captured inaccurately on the Snapshot.
Can I change that?

- **Practice Staff Submissions:** compare against current SMID Management data in the All Staff Records page.
- **Official Staff Submissions:** compare against your Fall SMID Snapshot, **NOT** your current SMID Management data.
- To view the Fall Snapshot, please refer to the SMID Snapshot Records page in SMID Management the day after the Snapshot is taken. This page will provide a summary of all staff SMID Management data as it appeared on October 15th at 5PM.



How the SMID Snapshot works

Step 1:

We take a picture of how your records appear in SMID Management at the Snapshot deadline (10/15).



Step 2:

This data is placed in your

SMID Snapshot Records

Pages in the portal.



Staff Submission

Step 3:

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

Certification Status

An indication that the educator holds the certification required by his or her assignment.

Helpful tips

- Field should be marked 'N' for all staff members unless they are a certificated teacher, nurse, media specialists, guidance counselor, child study team member, administrator, or psychologist.



Staff Submission Overview

The Fall SMID Management Snapshot will support the Staff Submission.

- The staff collection opened for its practice period beginning on August 5, 2021.
- The collection will mirror elements that are already being collected and maintained by schools, districts, and the NJDOE.
- Collected elements include: Job Codes, Language Spoken By Teacher, and Years of Prior Experience.
- Every staff member that has been reported as active to SMID Management must be reported to the Staff Submission.



Identifying Elements

- Local Staff Identification Number (LSID)
 - Staff Member Identification Number (SMID)
 - First Name
 - Last Name
 - Date of Birth
- SMID numbers are generated in SMID Management. No nicknames or abbreviated names should be reported.
 - These elements should already be established for the staff member in SMID Management records once they are uploaded.
- These elements will cross validate with your other submissions. When in error, check all five fields against your various submissions such as SMID, Staff, and Staff Evaluation to make sure all five elements match.
 - The Record must be free of Error, Unresolved, and Sync status when validating.



Cross Validation

When submitting staff members to Staff Submission, values for the following data elements must match exactly as they were submitted to SMID Management or an error will occur: Local Staff ID, Staff Member ID, First Name, Last Name, and Date of Birth.

- The Staff Submission is a collection of those active employees as of the snapshot date.

	SMID Management		Staff Submission
SMID	11111111	=	11111111
LSID	123	=	123
Date of Birth	19720302	≠	19750302
First Name	Mark	=	Mark
Last Name	Smith	=	Smith





Questions?

Any questions before we get into the live demonstration?

Live Demonstration

This is a live demonstration of the SMID Management and the Staff Submission. You will need to participate in a scheduled training to view this portion of the training.





Questions?

Any remaining questions before we adjourn the meeting?

Available Resources

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Solutions that Matter

