

APSSD Training

2024-2025 School Year

- *NJ SMART*



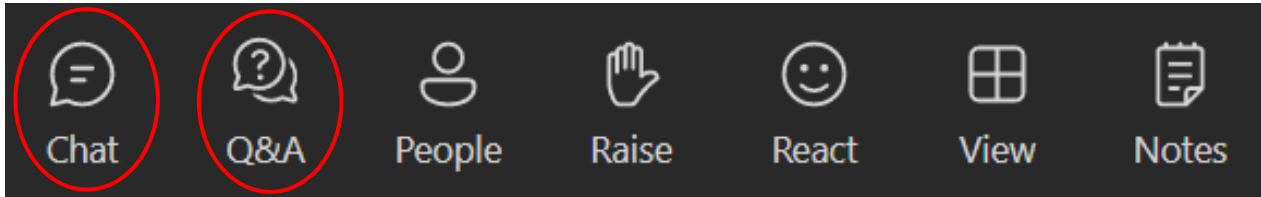
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Solutions that Matter

NJ SMART Webinar Etiquette

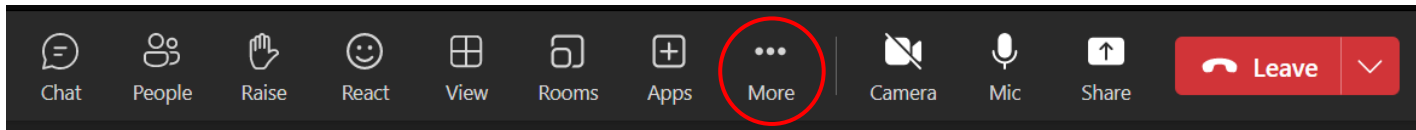
We want to ensure that all attendees connected to the call can easily hear the training and that all questions are answered.

How can I ask a question?

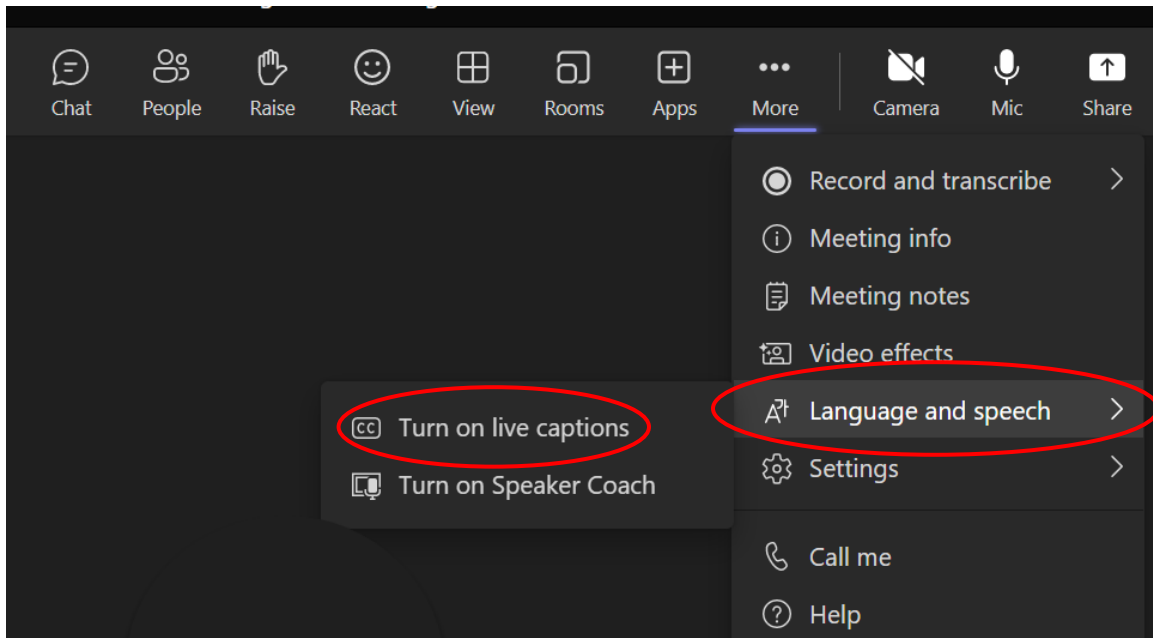


Webinar Feature: Live Captioning

- 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 | <ul style="list-style-type: none">• Find resources to help you get started• Learn important dates and deadlines |
| Interpreting Reporting Responsibilities | <ul style="list-style-type: none">• Recognize who needs to be reported• Learn how staff members are reported in SMID Management |
| Using SMID Management Data | <ul style="list-style-type: none">• View the different functionalities located within SMID Management• Review the most recent updates to SMID Management |

Available Resources

NJ SMART Help Desk



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

Resources & Trainings



[NJ SMART Resources & Trainings](#)

Getting Started

Download the latest version of the SMID Management Data Handbook and submission templates found on the Resources & Trainings page under the Documents for Download tab.

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 800.254.0205.

Questions and Assistance

Questions about NJ SMART can be directed to the NJ SMART Help Desk by calling (800) 254

SMID Management

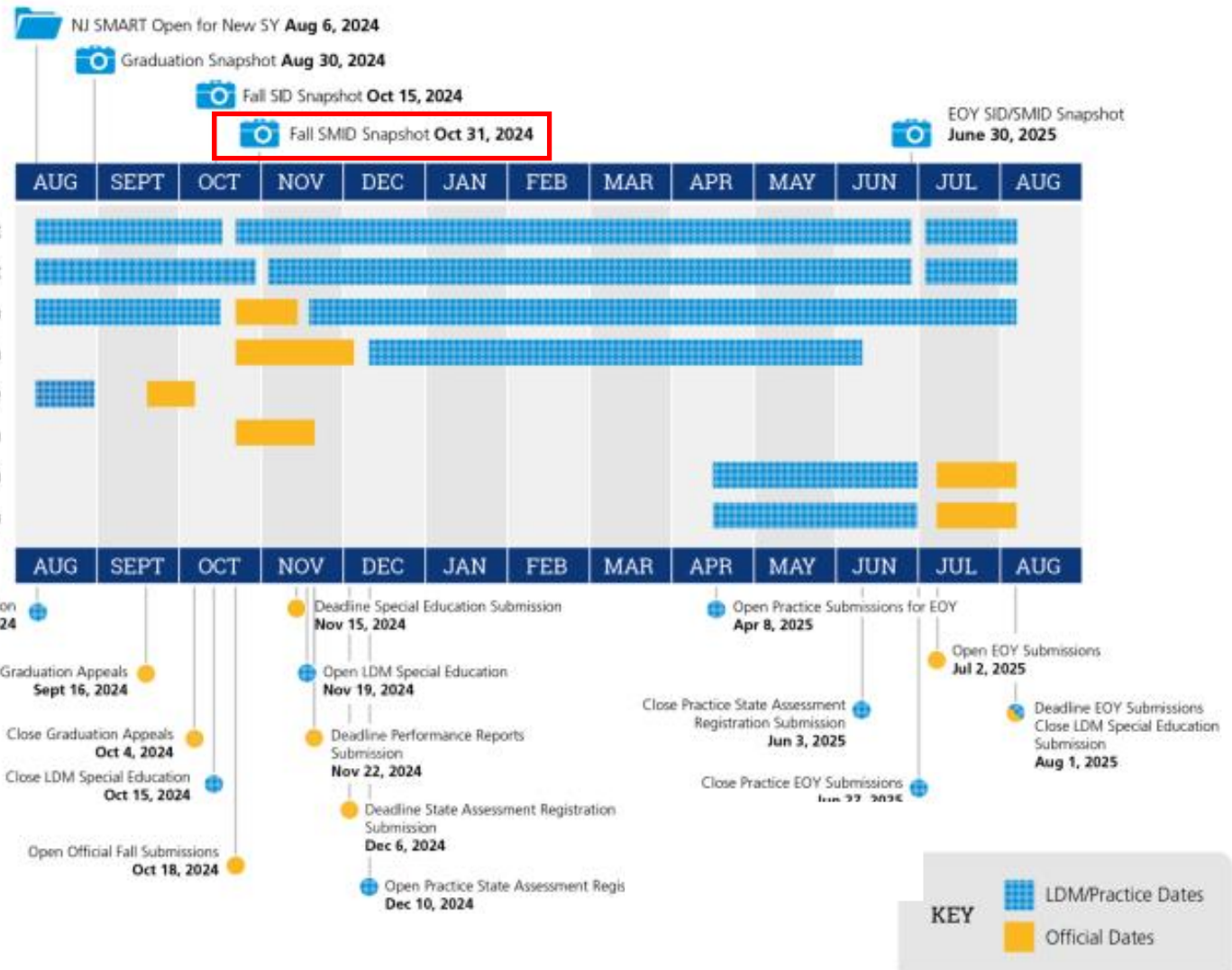
- ▶  Overview
- ▶  Background
- ▶  eLearning Videos & Webinars
- ▶  Documents for Download

- [NJ SMART SMID Management Data Handbook v2.9](#) *Updated 8/05/24
- [SMID Management FAQ](#) *Updated 8/05/24
- [Job Codes and Job Code Subcategories](#) *Updated 2/5/2024
- [SMID Management Training \(Online Webinar\)](#) *Updated 8/7/24
- [APSSD Fall Training \(Online Webinar\)](#) *Updated 9/19/23
- [SMID Management Template A](#) *Updated 8/05/24
- [SMID Management Template B](#) *Updated 8/05/24
- [SMID Management Guide](#) *Updated 8/19/24
- [SMID Reporting Responsibilities](#) *Updated 8/19/24



NJ SMART Fall Submission Timeline

NJ SMART Timeline 2024-2025



How the SMID Management Snapshot works



Step 1:

We take a picture of how your records appear in SMID Management at the Snapshot deadline (10/31).



Step 2:

This data is placed onto your

Snapshot

page in the portal.



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 POCs due to the sensitive information involved.
- Only user accounts with Staff Level Access are 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** snapshot per year: The Fall Snapshot and the End of Year Snapshot.
 - **APSSDs are only responsible for reporting to the Fall SMID Management Snapshot on October 31st**

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.

2024-2025 School Year

A Full File Upload is **mandatory as the first upload of the new school year** and will allow the record editing functionality to be enabled.

- Your SMID Management data will be carried over from the 2023-2024 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 2023-2024 SY.
 - The active records for continuing staff members who your LEA is responsible for reporting in the 2024-2025 SY.
 - The active records of new staff members for the 2024-2025 SY.



SMID Management Fall Snapshot

For the October 31st, 2024, Snapshot at 5:00PM, your SMID Management should include:

1. Active records of continuing staff members who returned for the 2024-2025 school year
2. Active records of new staff members who have been employed with your district since July 1st, 2024
3. Inactive records of staff members who ended employment with your district on or after June 30th, 2024
 - Do not leave these records out of your SMID Management



Note: Data collected for this Snapshot should represent staff data as of October 15th to align with the SID Management Snapshot



Identifying Elements

How do I obtain a SMID for a staff member?

- For a SMID to be assigned to a record, it must be uploaded with the StaffMemberIdentifier field left blank.
- The record must be free of Error/Unresolved/Sync to be assigned a SMID.
 - Staff that cannot be uniquely identified and may have already been assigned a SMID will fall into Unresolved
- As a reminder, staff members should have **ONE SMID** that is maintained on their record across their employment with any district that reports to NJ SMART.



Note:

- It is imperative that LEAs work together to retrieve a staff member's SMID number when an employee begins working in a new district. If a staff member is assigned an additional SMID number in error, please reach out to the NJ SMART Help Desk to request a SMID Merge.

Inactivating Staff Members

How do I inactivate a staff member?

- All staff members not actively working on October 15th, 2024, should appear as Inactive in SMID Management.
- You should do this by updating all staff information in your local data system first before uploading the updated information to SMID Management.
- Before inactivating the District and School Status, you must fill in the **District Employment Exit Date**, **District Employment Exit Reason**, as well as the **Employment Separation Type**.

| | |
|-------------------------------|---------------------------------|
| District Employment Exit Date | District Employment Exit Reason |
| <input type="text"/> | <input type="text"/> |
| Employment Separation Type | |
| <input type="text"/> | |

Unknown Names

What should I do if I don't have a staff member's full name?

- If the staff member's only form of ID is their passport (no birth certificate or State ID available) and their first/last name is presented as "FNU/LNU" or "Unknown" on the passport, then "Unknown" should be reported as the staff member's first/last name. If the staff member has one name on another form of ID, the staff member's one name should be reported in the correct field, and the other field should be reported as "Unknown."

First Name

Unknown

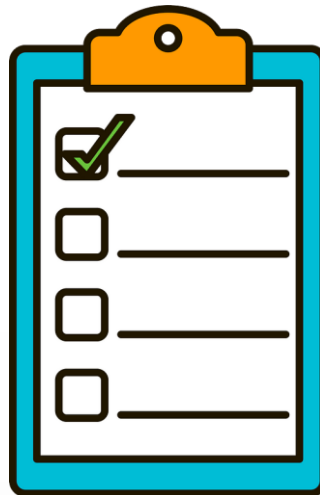
Last Name

Unknown

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.



Updates to SMID Management

The following updates have been made for the 2024-2025 SY:

ELL  ML

- **ELLInstructorCredentialType** is now **MLInstructorCredentialType**.
- The Acceptable Value Maximum for **NamePrefix** has been updated from 11 to 10.
- The Acceptable Value Maximum for **GenerationCodeSuffix** has been updated from 3 to 4.
- The Acceptable Value Type for the following data elements has been updated to Character:
 - **CountyCodeAssigned**
 - **DistrictCodeAssigned**
 - **SchoolCodeAssigned**



SMID Management Webinars and Resources

For more information on the NJ SMART submissions your LEA is required to complete:

- We host webinars for all NJ SMART submissions throughout the school year
- If you would like a detailed review of a submission, please register for that specific webinar and download the related handbook and submission guide
- The schedule for upcoming webinars and all webinar slides are available on the [Resources and Trainings](#) page

NJ SMART Resources & Trainings

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Questions and Assistance

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[Resources on FERPA and the Protection of Pupil Rights Amendment \(PPRA\)](#)

►  Overview

►  Background

►  eLearning Videos & Webinars

▼ eLearning Videos & Webinars

Each year, the New Jersey Department of Education provides NJ SMART trainings via webinars on a variety of topics. In addition, new supplemental eLearning videos have been created to assist in self-paced learning. Each on demand eLearning video is designed to give a high level review of each topic and should be used in conjunction with the other NJ SMART tools and resources. Please see below for the links to the eLearning videos, trainings offered, their descriptions, and how individuals may participate in trainings. For documented resources, please see the Documents for Download section below.

NJ SMART eLearning Videos

Click on the links below to access the eLearning topic:

- **Submissions Overview:** This 5-minute video provides a detailed timeline and overview of ID Managements and Submissions collected through NJ SMART.
- **New User Training:** This 20-minute video provides a functional overview of NJ SMART, including how to get started and how to navigate the portal to manage your LEA's data.
- **District Reports:** This 20-minute video provides an overview of District Reports, how data is populated within the reports, and a functional review of how to run and read District Reports.
- **High School Graduation Training:** This 20-minute video covers how the High School graduation rate is calculated, the importance of reporting student data to NJ SMART, how to track cohort statuses, and how to submit a Graduation Appeal.
- **SID Management:** This 6-minute video covers why student level data is collected, who and what should be reported, when official data is collected, and the uses of SID Management data.
- **SMID Management:** This 5-minute video reviews why staff level data is collected, who and what should be reported, and when official data is collected.
- **Special Education Submission:** This 5-minute video reviews who should be reported to the Special Education Submission and how the data works with SID Management throughout the school year.
- **State Assessment Registration:** This 5-minute video looks at why State Assessment Registration data is being collected, who should be reported, when official data is collected, and how the Submission works with SID and SMID Management.
- **Course Roster Submission:** This 5-minute video provides an overview of why the student and staff course data is collected, what should be reported to the submission, and how the submission works with the End of Year SID and SMID Snapshot.
- **Course Roster Technical:** This 5-minute video covers the process of uploading and managing records to the Course Roster Submission and creating a successful link between the staff and student records.





Questions?

Any remaining questions before we adjourn the meeting?

Available Resources

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njsmart@pcgus.com

Resources & Trainings



[NJ SMART Resources & Trainings](#)

Please Provide your Feedback



We'd love to hear
from you!



Solutions that Matter

