

APSSD Training

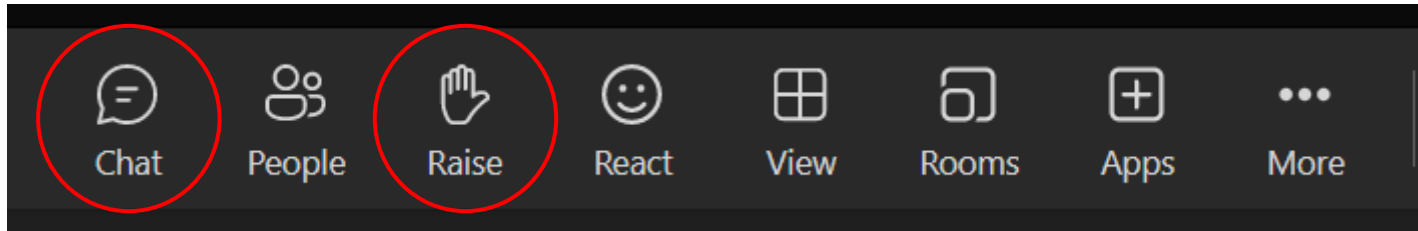
2023-2024 School Year

- *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.

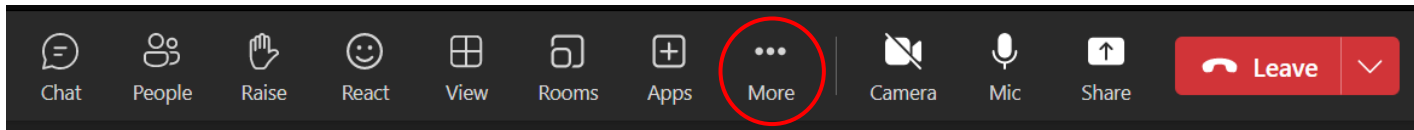
How can I ask a question?



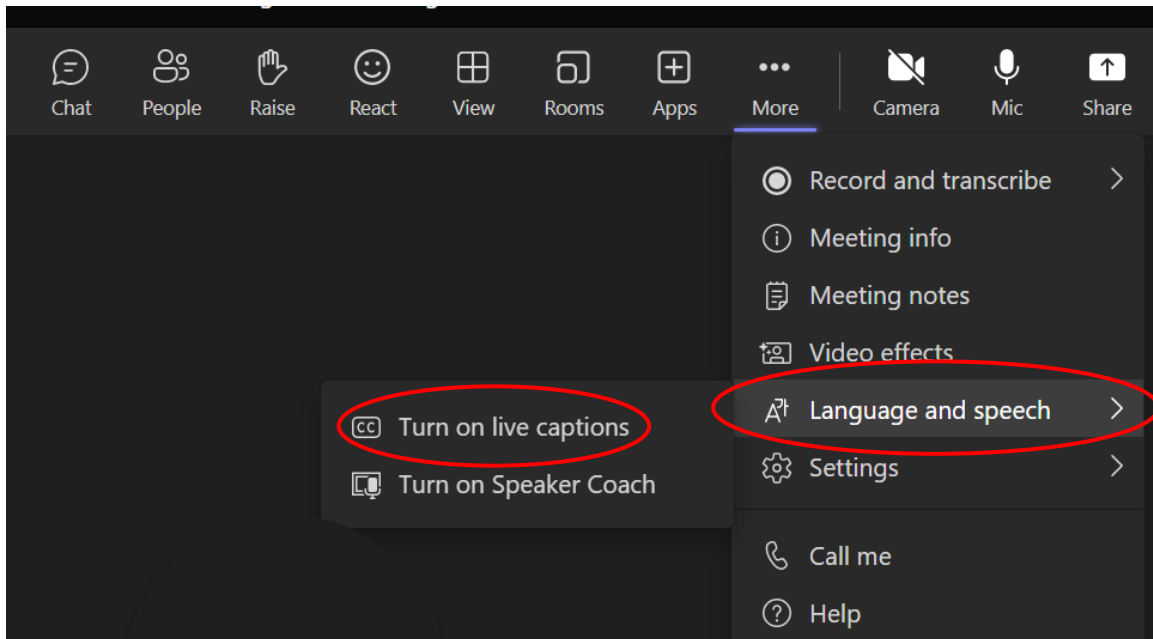
Webinar Feature: Live Captioning

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 who needs to be reported
- Learn how staff members are reported in SMID Management

Using SMID Management Data

- 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 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.


Maintaining Security and Policy Compliance when working with Student and


Users are reminded that NJ SMART is a secure data transfer and reporting site. By accessing this site you acknowledge your understanding of the NJ SMART Privacy Policy (FERPA) regarding the confidentiality of student records and the Federal Privacy Act regarding employee records.


Questions and Assistance

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

▶  Overview

▶  Background

▶  eLearning Videos & Webinars

▶  Documents for Download

SMID Management

- [NJ SMART SMID Management Data Handbook v2.6](#) *Updated 8/7/23
- [SMID Management FAQ](#) *Updated 8/4/22
- [Job Codes and Job Code Subcategories](#) *Updated 8/21/23
- [SMID Management Training \(Online Webinar\)](#) *Updated 8/14/23
- [APSSD Fall Training \(Online Webinar\)](#) *Updated 9/21/22
- [SMID Management Template A](#) *Updated 10/5/22
- [SMID Management Template B](#) *Updated 8/4/22
- [SMID Management Guide](#) *Updated 8/7/23
- [SMID Reporting Responsibilities](#) *Updated 8/4/22



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 users with Staff Level Access permission will be able to access staff level data.



SMID Management Overview

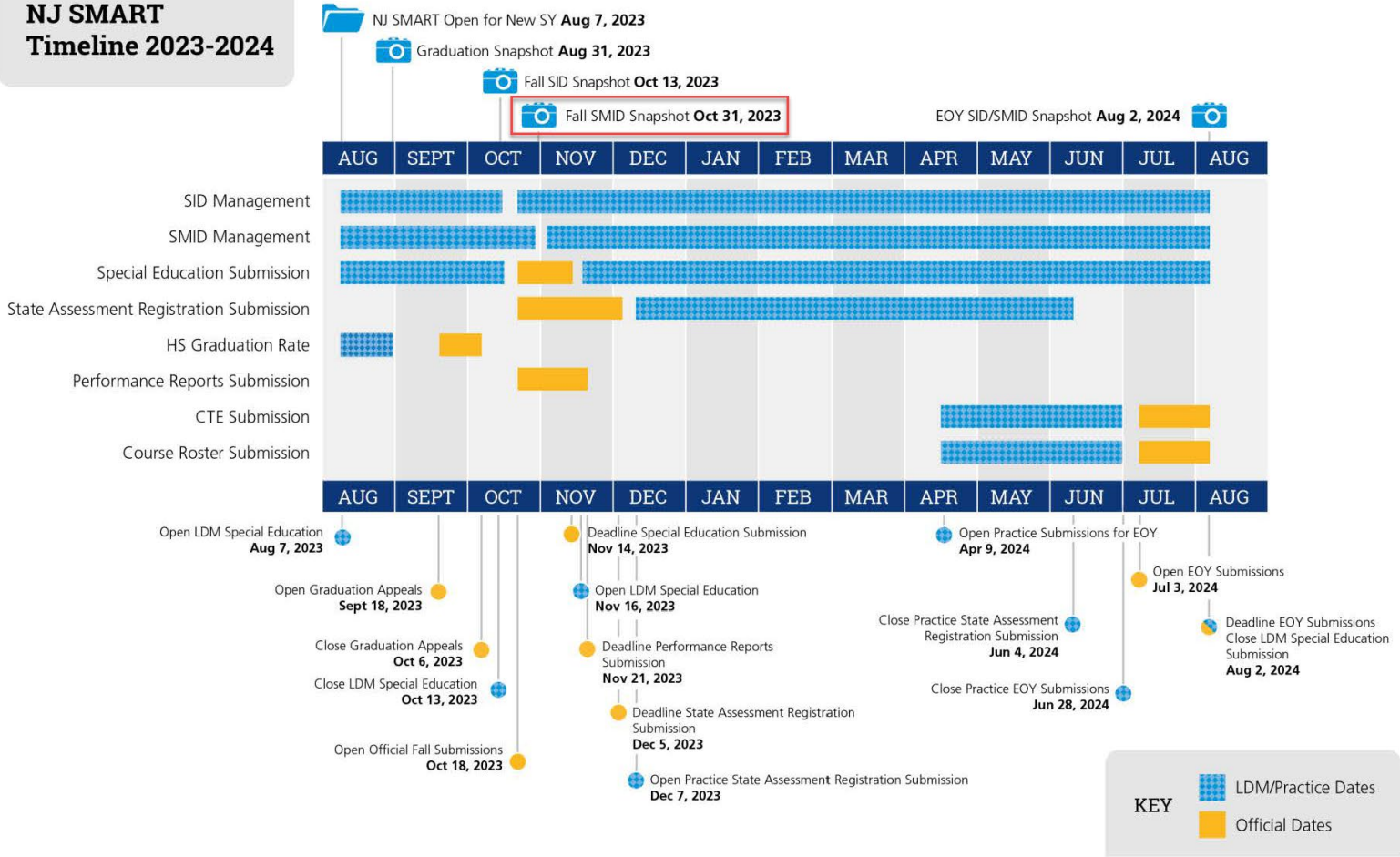
US DOE has placed increasingly intensive reporting requirements on collecting staff level data.

- 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 for reporting to the Fall SMID Management Snapshot on October 31st
- All LEAs must submit a SMID Management record for every active staff member.



NJ SMART Fall Submission Timeline

**NJ SMART
Timeline 2023-2024**



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.



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.



Identifying Elements

How do I attain a SMID Number for a staff member?

- In order to receive a new SMID Number, the record should be uploaded with the StaffMemberIdentifier field left blank.
- The SMID Record must be free of Error, Unresolved, and Sync in order to be assigned a SMID number.
- As a reminder, staff members should **ONLY** have one SMID Number while working within school districts in New Jersey.



Inactivating Staff Members

How do I inactivate a staff member?

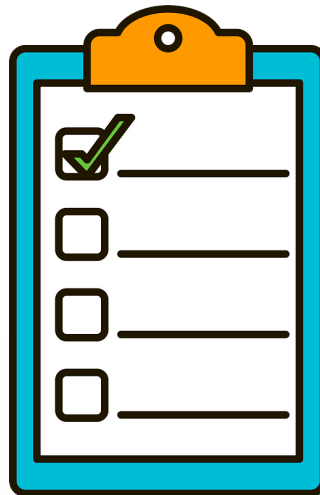
- All staff members not actively working on October 13th, 2023 should appear as Inactive in SMID Management.
- You should do this by updating all staff information in your local data system first before uploading the updated information to SMID Management.
- Before inactivating, you must fill in the **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"/>	

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.



2023-2024 School Year

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

- Your SMID Management data will be carried over from the 2022-2023 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 2022-2023 SY.
 - The active records for continuing staff members who your LEA is responsible for in the 2023-2024 SY.
 - The active records of new staff members for the 2023-2024 SY.



Updates to SMID Management

The following updates have been made to this year's SMID Management:

Updates to existing data elements:

- JobCode
 - Several JobCode values have been added to the [Job Code List](#).
 - Job Codes 0700 – 0763 have been added for APSSD/Private School use only.
- Added two additional notes to StaffCompensationAnnualSupplement for better reporting clarity.
 - StaffCompensationAnnualSupplement should not include retroactive pay from previous school years.
 - Funds that are paid to the staff member directly from the district should be reported. External compensation, such as stipends from the PTA/PTO, should not be reported.



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





Questions?

Any remaining questions before we adjourn the meeting?

Available Resources

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Please Provide your Feedback



We'd love to hear from you!





Solutions that Matter

