

# SMID Management FAQs

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**1. Question: Which staff members do we need to report to SMID Management?**

Answer: Per the [SMID Management Reporting Responsibilities](#) document, districts must submit both staff members on their payroll and contracted personnel (i.e., purchased services). Federal regulations require that submitted staff members include: teachers and non-instructional staff in LEAs and schools filled by direct hire or by contracting at the LEA and SEA levels; LEA administrators; school administrators; support staff (i.e., paraprofessionals, library aides, coaches); instructional coordinators/supervisors; and special education teachers/ staff, among others.

Contracted personnel included in this collection often include individuals who perform common purchased services (e.g., outsourced bus drivers, cafeteria workers, etc.) whom your LEA may not directly employ.

More details can be found on the [Resources & Trainings page](#) under Documents for Download within the [SMID Management Training PowerPoint](#). In addition, users can download the [Job Codes and Job Code Subcategories](#) document to review the list of acceptable Job Codes for a better idea of which positions need to be reported.

**2. Question: Why are we being asked to submit personnel to these collections?**

Answer: Federal requirements have not changed; New Jersey is improving its adherence to these requirements. Districts have always been expected to submit this information, including data for purchased services. Please review the Frequently Asked Questions in ED Facts report specifications [FS059](#) and [FS070](#) for more details.

**3. Question: What happens if two or more districts employ a staff member? Will the staff person be assigned two different SMIDs?**

Answer: No, each staff person will be assigned only one unique staff member identifier (SMID) that will be used regardless of the district in which they work. However, unlike SID Management, multiple districts may submit the same staff member without conflict.

**4. Question: Who would submit the staff member in the following scenario: District A pays staff to go out-of-district to District B, and District B pays an invoice to District A?**

Answer: In this scenario, District A would submit the staff member as they are paying this individual's salary although the staff member is physically located elsewhere. For this scenario, District A would submit the staff member and input District B's CDS code for the Assigned field.

In this case and similar scenarios, districts should consider the union contract assigned to that employee. This consideration will assist in determining reporting responsibilities.

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**5. Question: How can LEAs know whom to report if different personnel work each week and how can we obtain information on these personnel?**

Answer: For positions involving personnel that consistently alternate over time, LEAs may report the staff present during the week of the Snapshot. For example, if a district enlists new Occupational Therapists each week, the district should report the Occupational Therapist who's working during the week of the Snapshot and report the salary that is delegated to that position for all staff members who take on the role. Similarly, for non-certificated roles like a custodial person which may change each week, the custodian working during the Snapshot week should be reported. Districts should contact the company that provides the services to obtain information on the staff member's position being reported if they do not have information for that position.

**6. Question: What happens in the case of students attending County Special Services School Districts (SSSDs)? Do we need to report their staff?**

Answer: Yes, SSSDs are responsible for reporting their staff members to NJ SMART.

**7. Question: Do we need to report substitutes?**

Answer: Districts need to submit long-term substitutes who hold a certificate from the state and work in the same position for more than 20 days. Per-diem substitutes are not reported.

**8. Question: Are we responsible for reporting staff that work at a contracted preschool provider location?**

Answer: No, if the preschool provider staff are not employed by your LEA, these staff members should not be reported to SMID Management.

**9. Question: Do we need to submit the same data for contracted personnel that we submit for payroll employees?**

Answer: Yes, however there are a few differences. Salary is not required for contracted employees (i.e., bus drivers, etc.). Please refer to requirements outlined in the [SMID Management Data Handbook](#) for fields applicable only to certified staff. Data elements like Salary, Highest Education, etc. are required for certified instructional staff and not contracted services. Staff members such as bus drivers, crossing guards, or any staff submitted with a job code of 0100 or less do not need submit this information.

**10. Question: Who should be indicated as certificated in the Certification Status field?**

Answer: The value of Y (indicating that the staff member is certificated in the primary assignment) should be applied only to staff members serving in positions that require certification, such as **certificated teachers, nurses, media specialists, guidance counselors, child study team members, administrators, or psychologists**. Non-teaching staff such as paraprofessionals and bus drivers are not considered certified staff in this collection. They, therefore, should receive a value of N in the field for Certification Status.

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**11. Question: Is the Social Security element mandatory for all staff members?**

Answer: The Social Security data element is only required for certificated staff members (indicated by a value of Y in the Certification Status field). It is optional for all other staff members.

**12. Question: Should experience in a nonpublic setting be included in the fields for the data elements Years Of Prior Experience, Years In LEA, and Years In NJ?**

Answer: Nonpublic school experience may be included for APSSD submitters only. For all other submitters, only public-school experience should be reported.

**13. Question: How do I calculate Years of Prior Experience for staff?**

Answer: A staff member's Years of Prior Experience should capture all prior experience in one or more public education institutions within the United States. When making this determination, take into consideration the quantity of accumulated credits/ hours that your LEA considers equivalent to at least one year of experience. For example, if a staff member has worked part-time for 4 years, your LEA may consider this staff member as only having 2 years of experience based on the number of hours/credits this staff member has accumulated.

**14. Question: Is the Age Group Taught element applicable only to teachers?**

Answer: No, this element applies to all staff members who serve special education students. If the staff member works with more than one age group, report the most frequently worked with age group.

**15. Question: Assume the following scenario: District A pays a lump sum for their part-time administrators, payroll employees, and others. This prevents the district from determining individual salaries as a result. How should staff members be reported in this instance?**

Answer: Staff members that are part-time and paid through lump sums should be submitted with Purchased Services Job Codes in SMID Management. Salary information is optional when these codes are provided. If a district submits salary information for staff members with these codes filled in, they must input a Full Time Equivalency amount that indicates their part-time status (less than 1.00).

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**16. Question: How do I identify staff members that work in multiple assignments and/or locations?**

Answer: If a staff member fulfills multiple roles and/or works in multiple locations, additional data must be provided for that role or location separately for the following elements that are repeated 6 times in the file submitted to NJ SMART:

- |                        |                       |                  |
|------------------------|-----------------------|------------------|
| • CountyCodeAssigned   | • FullTimeEquivalency | • AgeGroupTaught |
| • DistrictCodeAssigned | • JobCode             | • CredentialType |
| • SchoolCodeAssigned   | • JobCodeSubcategory  |                  |

**17. Question: When should I inactivate a staff member who went on maternity leave?**

Answer: Districts should follow their local policies when reporting this data. If it is decided locally to inactivate maternity leave staff and report the most recent district employment begin date, you should follow the same guidelines. If you choose locally not to inactivate these staff, then you are not required to inactivate them within NJ SMART.

**18. Question: When should inactive staff members be removed from my SMID Management?**

Answer: A staff member record that has already been captured as inactive in an official Snapshot Period (Fall or End of Year) can be removed from SMID Management as long as the district does not expect to report this staff member to any submissions in the current school year. This includes staff members that will not be returning for the new school year that have been captured as inactive on the most recent End of Year Snapshot.

For those staff members who have been inactivated prior to the Fall SMID Snapshot but are expected to be reported to a submission such as the Course Roster Submission, their records should remain inactive in SMID Management for the End of Year Snapshot.

Staff members not returning for the following school year who were active for the End of Year Snapshot should be included in the Full File upload for the new school year as inactive and remain in SMID Management until after the Fall SMID Snapshot.