# **SMID Management**

2024-2025 School Year

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 the webinar:

1. Click the "More" option along the Teams webinar control panel.



2. Click on "Language and speech" and then "Turn on live captions".

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# Agenda

#### Introduction:

- Find resources to help you get started
- Learn important dates and • deadlines

#### Interpreting Reporting Responsibilities:

Recognize who needs to be reported and how to maintain SMID Management

#### Using SMID Management Data:

- Learn how SMID Management • Snapshot data works with the **Course Roster Submission**
- **Review SMID Management** • FAQs





#### **Available Resources**



#### **NJ SMART Help Desk**

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



#### **Resources & Trainings**

Click the Help tab within NJ SMART Open the <u>Documents for Download</u> section



# **Contacting the Help Desk – Secure Emails**

Please call or email the Help Desk to request a Secure Email if your email to the Help Desk contains:

- A file attachment
- Personal Identifiable Information like a Student's name, SID Number, and/or DOB

Our email encryption process:

1. Open the email and click the blue "Read the message" button.



- 2. This will open your browser. Click "Sign in with a One-time passcode."
- 3. Reply to the secure email with your inquiry





# **SMID Management Overview**

The 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 staff identifier (SMID)
- All LEAs must submit a SMID Management record for every staff member who was employed by their district during the 2024-2025 SY.
- NJ SMART takes two Snapshots each year: Fall and End of Year





## **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. **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 SMID Management

Users are reminded that NJ SMART is a secure data transfer and reporting site. By NJ SMART is subject to the rules and requirements of the Family Educational Right records and the Federal Privacy Act regarding employee records collected by Feder reported immediately to NJ SMART at 800-254-0295.

#### Ouestions and Assistance

Questions about NJ SMART can be directed to the NJ SMART Help Desk by calling

- Overview
- Background
- Learning 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 9/13/24
- 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



# **Reporting Responsibilities**

All staff members who are employed by your district and working within your district should be reported to SMID Management. This includes:

- Staff that your district is responsible for paying the salary of, even if they are physically located elsewhere
- Certificated and non-certificated employees ۲
- Staff employed within your district by contracting (not paid directly, but your LEA is paying another company for their services)
- Long-term substitutes

Note: Per diem substitutes are not reported to SMID Management





#### **Full File Upload**

During each school year, record updates and file uploads should be performed as necessary to keep SMID Management updated.

Full File uploads should include the records of:

- All continuing active staff members
- Any new staff who have been employed within your district for the 2024-2025 SY
- The inactive records for any staff member that worked for any part of the 2024-2025 SY



# **Staff Data Permissions**

Staff Data POC (Point of Contact) Accounts are created by the Homeroom Administrator and will have access specific to staff collections.

- District Homeroom Administrators (WUA) are responsible for creating these accounts
- Districts should carefully consider who they assign as Staff Data POCs, due to the sensitive information involved
- Only users with Staff Level Access permission can access staff level data such as SMID Management



#### PERMISSIONS

Staff and Student Level Access District Reports Operational Reports Performance Reports CTE State Assessment Registration DCA Appeals Decision



#### **Questions?**

Any questions on what we have reviewed thus far?



# **Maintaining SMID Management**

Keeping SMID Management up-to-date is an important step in ensuring a clean snapshot. Each record uploaded to SMID Management will reflect a SMID Status. Records with the following SMID Statuses need to be resolved prior to the End of Year Snapshot.

• Sync

Sync							Exp	bort as CSV Export as Excel
Column	•	Operator	▼ Value		Apply Filter			
LOCAL STAFF ID &	STAFF ID	FIRST NAME	MIDDLE NAME	LAST NAME	DATE OF BIRTH	SEX	STATUS	SMID STATUS
4855	86617781	Ruloe		Rqvcdb	19850911	F	А	Sync
4855	86617781	Ruloe		Rqvcdb	19850911	F	А	Sync

Error





# **Staff Sync**

How do I remove staff members from Sync?

Records that show in Staff Sync were previously reported as Active in your district but were not included in your most recent Full File upload to SMID Management. Records in Sync should be:

- Re-activated
- Inactivated
- In some cases, Erased
  - When a record does not represent an actual Staff member
  - When a staff member was uploaded in error and is not the district's reporting responsibility





# **SMID Management Dashboard**

#### SMID Management

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Home Upload	Manage your staff records by adding new staff, inactivating staff who ha identifiers (SMIDS) and resolving any staff records that were not issued	ave left your LEA, updating demogra a SMID. This section of the portal is	phic information about a staff me available seven days a week, 24 h	mber, accessing your state-wide staff nours a day.			
Add							
History	Record Submission		Monitoring 1	24 🚔 Dave left until Spanshot			
All Records	Record Submission		Monitoring				
Snapshot	🕑 Upload	Completed		653			
Sync		Accellette	All Staff Records				
Errors	Add	Available	571	82			
Warnings	Pending	0	Active Records	Inactive Records			
Unresolved							
Reports	Sync Sync	0					
QSAC			Monitoring Links				
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Note: The Unresolved counter in the center displays an Unresolved count for Active records only. You may still have inactive Unresolved records, which can be viewed by selecting Unresolved to view all records.



#### **Unresolved Records**

**Resolving Unresolved Records:** 

- Allows you to view records with or without SMIDs that could not be uniquely identified
- You can also view the Potential Match(s) to determine if a staff member has been reported by another district

#### Some things to keep in mind:



- Do <u>not</u> select Request Association if the potential matching record is not the same staff member.
- If you are unsure which staff member should own the existing SMID number, contact the previous submitting district.



 Do select Request Association if the potential matching record is the same staff member.



#### **2025 End of Year Snapshot**

For the June 30th, 2025, Snapshot at 5:00PM, your SMID Management must include:

- Active records for staff members ٠ who are currently working in your district
- Inactive records of staff members ٠ that were active for any part of the 2024-2025 SY. (Do not exclude these records from SMID Management)
- Active records of new staff ٠ members who have transferred into your LEA after the Fall SMID Snapshot





#### How the SMID Snapshot Works



#### Step 1:

We take a picture of how your records appear in SMID Management at the Snapshot deadline (6/30).

#### Step 2:

This data is placed in your

Snapshot

Page in the portal.



Note: The SMID Management Snapshot data is used to validate the Course Roster Submission



#### **Official Periods vs. Practice Periods**

NJ SMART runs on two cycles: the Official Period and the Practice Period

- Official: The Official Period collects staff data via a Snapshot. This data is submitted to the NJDOE as your official data. Snapshots occur twice a year: Fall and End of Year.
- **Practice**: Takes place before the SMID Snapshot is taken. This year, the Practice Period for End of Year Submissions runs from April 8th to June 27th.





**Reminder:** The Course Roster Submission now validates against the End of Year SMID Management Snapshot.



#### **Questions?**

Please post your questions in the Q&A section. Next, we will review some FAQs.

## **Identifying Elements**

#### How do I obtain a SMID Number for a staff member?

- To generate a new SMID Number, the record must be uploaded with a blank StaffMemberIdentifier field.
- The SMID record must be free of Error, Unresolved, and Sync, to be moved to Pending status where a SMID number will be assigned.
- As a reminder, staff members <u>must only have one SMID Number</u> while working for school districts in New Jersey.

Note: It is imperative that all LEAs work together to retrieve a staff member's SMID number when an employee is employed 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.





## **SMID Snapshot Records**

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



<u>Note:</u> It is imperative that the SMID Management Snapshot data is accurate to ensure a clean Course Roster collection



## **Submit Data Accurately**

What should I do if a Last Name was submitted incorrectly in my SMID Snapshot? Should I submit the incorrect Last Name to the Course Roster Submission?



- No do not falsify data to achieve a clean submission
- Ensure that the data reported to Course Roster is accurate, and you will be able to Certify with Errors even with the Combination Errors that occur



#### **Cross Validation**

What does it mean when I receive an error message that says, "Combination of LSID, SMID, First Name, Last Name and Date of Birth does not match data submitted during SMID Submission?"

A Combination Error will occur

	SMID Management		Staff Course Roster Submission
SMID	11111111		11111111
LSID	123		123
Date of Birth	19720302	¥	19750302
First Name	Mark		Mark
Last Name	Smith		Smith



# **Inactivating Staff Members**

How do I inactivate a staff member?

 All staff members who were actively employed as of the last day of school should remain active in SMID Management. Staff who were not active in your district as of the last day of school should be inactivated.

**Note:** It is recommended that staff information is updated in your local data system before being uploaded to NJ SMART

- When inactivating the staff member in your local data system, the following fields must be updated:
  - Status
  - District Employment Exit Date
  - District Employment Exit Reason
  - Employment Separation Type





## **District Employment Exit Reason**

How do I know which code to use for the District Employment Exit Reason field?

- Acceptable values for this field will be found in the <u>SMID Management Handbook</u>
- Use your professional judgement to select the code that best fits for the staff member's situation
  - Ex. If a staff member has left your district for maternity leave, you would use District Employment Exit Reason '30'
  - Ex. If a staff member has left your district due to a family or medical emergency, you would use District Employment Exit Reason '32'





# **Removing Inactive Staff**

When should Inactive staff members be removed from my EOY SMID Management?

- If a staff member was not active for ANY part of the 2024-2025 SY, their record can be removed from SMID Management, on this condition:
  - The inactive record was captured on the Fall Snapshot
  - Verify that the record meets or does not meet this condition by searching for it within the Snapshot tab



• If the staff member was active for the current school year and has left before the last day school, inactivate their record but maintain it in your SMID Management



# **Reactivating Staff Records**

How do I reactivate a staff member's record that has returned to my district after leaving?

- Reupload the record to SMID Management as Active.
- Complete a Partial File upload of the record with Status = A for active, removing the exit and separation information. The Active record will then overwrite the Inactive record.

- Be sure to use the same Local Staff Identifier and Staff Member Identifier.
- Leave the fields required for inactivating a staff member blank.





#### Weekly Basis Personnel

How can LEAs know who to report if different personnel work each week and how can we obtain information on these personnel?

- For positions involving personnel that consistently alternate over time, LEAs should report the staff member that is present during the week of the Snapshot
- Contact the company providing the services to obtain information on the staff member if necessary





# **Staff Employed by Multiple LEAs**

What happens if a staff member is employed by two or more districts? Will the staff person be assigned two different SMIDs?

- No each staff member must be assigned to <u>one unique Staff Member Identifier (SMID</u> <u>Number)</u>
- Unlike SID Management, more than one district can report the same active staff member to SMID Management





# **Staff Employed by Multiple LEAs**

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?

- 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. District A would submit the staff member and input District B's CDS code for the Assigned fields.
  - In this case and similar scenarios, districts should take into consideration the union contract that the employee is assigned to. This will assist in determining submitting responsibilities.





## **Certification Status**

Who should be indicated as certificated in the Certification Status field?

- 'Y' must be reported for all staff members serving in teaching positions that require certification
  - This includes: certificated teachers, nurses, media specialists, guidance counselors, child study team members, administrators, or psychologists
- Field must be marked 'N' for all non-certificated staff members





## **Social Security Number**

Is the Social Security Number field mandatory for all staff?

- This field is required for all Certificated staff and optional for all non-Certificated staff
- Make sure 'dummy data' is not used for this field and that this information is • accurate for each staff member being reported
- The Social Security Number must be entered in an XXX-XX-XXXX format
- SMID Management exports can also show a value of XXX-XX-XXXX if necessary ۲





#### **Questions?**

Any remaining questions before we wrap up?



#### **Available Resources**



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#### **Please Provide your Feedback**



We'd love to hear from you!





**Solutions that Matter**