

Staff Submission

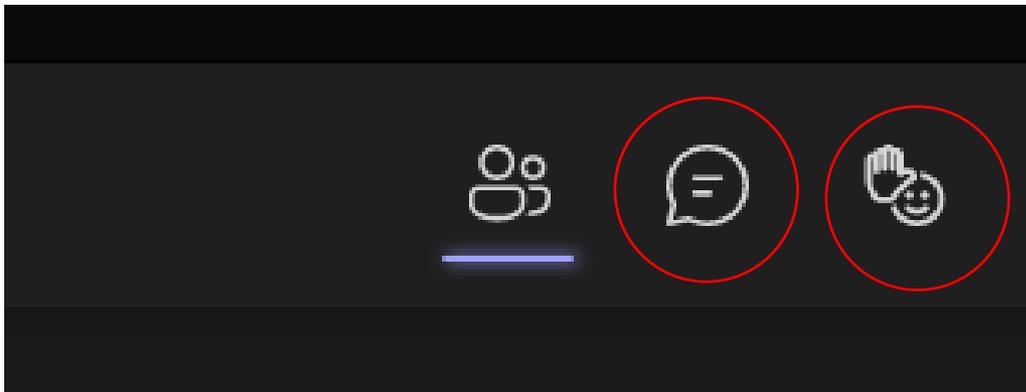
2021-2022 School Year

- *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?



Staff Submission Agenda

Introduction

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

Staff Submission Concepts

- Understand the importance of collecting staff level data

Using Staff Submission Data

- Review Staff Submission FAQs
- Learn how the Staff Submission works with the SMID Snapshot records page



Available Resources

NJ SMART Helpdesk



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

Resources & Trainings



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

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:

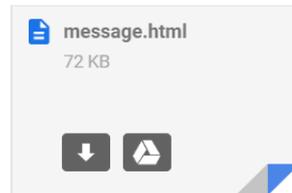
- A file attachment
- Personal Identifiable Information like a Staff member's name, SMID Number, and/or DOB

Our email encryption process has been updated:

1. Open the HTML attachment from Public Consulting Group

 Message encryption by Microsoft Office 365

PUBLIC CONSULTING
GROUP



2. Log in via a onetime passcode

 Use a one-time passcode

3. Reply to the secure email with your inquiry



Security

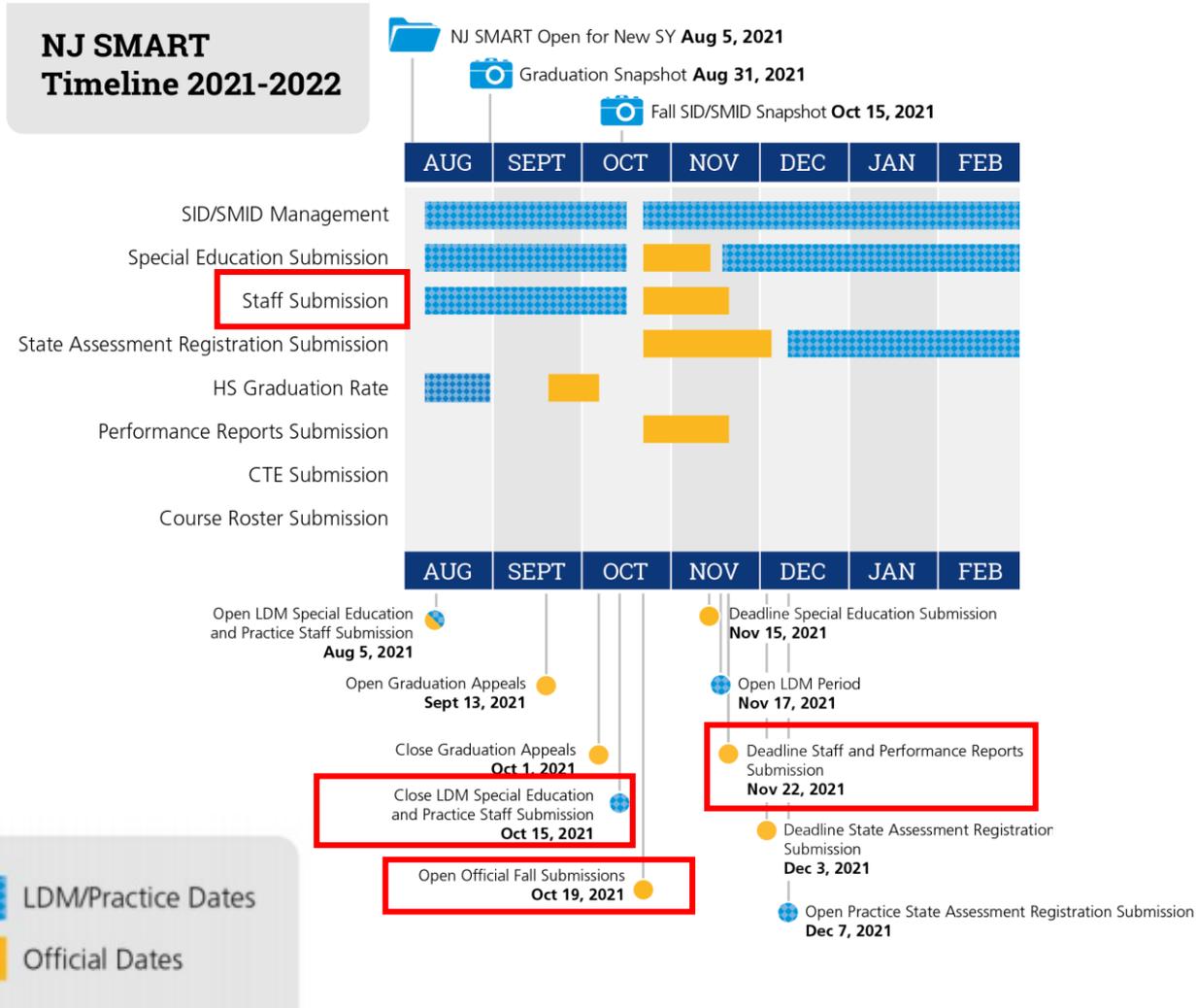
Summary

US DOE has placed increasingly intensive requirements on collecting staff level data. Federal reports are under greater scrutiny than ever before.

- The Staff Submission in NJ SMART replaces other state collections capturing job types, credentials, and experience levels.
- LEAs must submit a Staff Submission record for every active staff member in SMID Management.
 - The collection will mirror elements that are already being collected and maintained by schools, districts, and the NJDOE.
- Staff Submission is only collected once per year based on the Fall SMID Snapshot data.



NJ SMART Fall Submission Timeline



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.



Questions?

Any questions on what we have reviewed thus far?

Data Elements Overview

It is **mandatory** for all districts to download the Staff Submission Data Handbook for review of definitions, additional notes, and common errors.

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.

▶ **i** Overview

▶ **📁** Background

▶ **👤** eLearning Videos & Webinars

▶ **📄** Documents for Download

Staff Submission

- [NJ SMART Staff Submission Handbook v3.4](#) *Updated 8/5/20
- [Staff Submission FAQ](#) *Updated 8/6/18
- [Staff Submission \(Online Training\)](#)
- [Staff Submission Template A](#) *Updated 8/5/20
- [Staff Submission Template B](#) *Updated 8/5/20
- [Staff Submission Guide](#) *Updated 8/5/20
- [Job Code and Job Code Subcategory List](#) *Updated 8/5/20
- [Alternate Route Providers](#) *Updated 8/5/20
- [Traditional Route Providers](#) *Updated 10/23/19



Staff Submission Out-of-Sync

How do I remove staff members from Out-of-Sync?

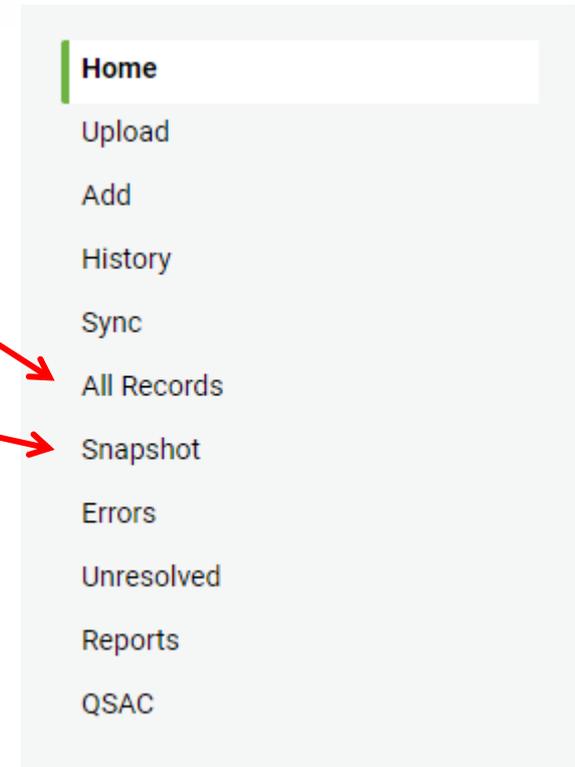
- Out-of-Sync indicates that the staff member is active in SMID Management but has not yet been submitted to the Staff Submission.
- Upload the staff member's record to the Staff Submission.



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.



Identifying Elements

Why am I receiving a combination error?

- Local Staff Identifier (LSID)
 - Staff Member Identifier (SMID)
 - First Name
 - Last Name
 - Date of Birth
- These elements should already be established for the staff member in SMID Management



- These elements will cross validate with your SMID Snapshot Records page. When in error, check all five fields against your SMID Snapshot Records page to make sure they match.
- The Record has to 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.

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

Submit Data Accurately

What should I do in an event where a Last Name is submitted incorrectly in my SMID Snapshot? Should I submit the incorrect Last Name to Staff Submission?



No – do not falsify data just to have clean Submission!

Contracted Personnel

Do we need to submit the same data for contracted personnel that we submit for payroll employees?

- For the most part, collected fields are the same
- Fields that are not required for contracted services include:
 - Salary
 - Highest Education
 - Years of Prior Experience
- Mandatory fields are outlined in the Staff Submission Data Handbook



Years of Prior Experience

How do I calculate Years of Prior Experience?

- This is determined at the local level.
- Take into consideration the quantity of accumulated credits/hours that are considered equivalent to a year of experience.

Helpful tips

- As of the October 15, 2014 Staff Submission, nonpublic school experience may be included in this field for **APSSD submitters only**.
 - **All others should report public experience only.**



Repeating Data Elements

How do I identify staff members that work in multiple assignments and/or locations?

- If a staff member fulfills another role or has assignments in multiple locations, additional data must be provided for that role or location.
- To accommodate the reporting of the multiple roles, the following elements are repeated 6 times in the file submitted to NJ SMART, followed by number 1 through 6:
 - CountyCodeAssigned
 - DistrictCodeAssigned
 - SchoolCodeAssigned
 - FullTimeEquivalency
 - JobCode
 - JobCodeSubcategory
 - AgeGroupTaught
 - CredentialType
 - TeacherPrep



Job Code

What Job Code should I use?

- Values can be found in the Job Codes and Job Codes Subcategory List on the Help & Support tab.
- Please use your best judgment when assigning the code to each staff member. This list is compiled by the DOE.

	A	B	C	D
1	Job Code	Purchased Services Job Code**		Corresponding Job Code Subcategory
2	Administrators			
3	0102		Chief School Administrator/District Superintendent	6
4	0103		Administrative Assistant to District Superintendent	6
5	0104		Interim Superintendent	6
6	0112		School Business Administrator	6
7	0114		Assistant School Business Admin	6
8	0120		Assistant Superintendent	6
9	0121		Assistant Superintendent Business	6
10	0122		Assistant Superintendent Curriculum Instruction	6
11	Principals			
12	0201		High School Principal	6
13	0202		Assistant Principal High School	6
14	0211		Junior High School Principal	6
15	0212		Assistant Principal Junior High School	6
16	0221		Middle School Principal	6
17	0222		Assistant Principal Middle School	6
18	0231		Elementary School Principal	6
19	0232		Assistant Principal Elementary School	6
20	0241		Vocational School Principal	6
21	0242		Assistant Principal Vocational School	6
22	0251		Principal Handicapped School	6
23	0252		Assistant Principal Handicapped School	6



Age Group Taught

Is the Age Group Taught element applicable only to teachers?

- No, this element applies to all staff members serving special education students, including instructional and non-instructional paraprofessionals.



Remove A Staff Member

How do I remove a staff member from the Staff Submission?

Staff Submission

- Home
- Upload
- History
- All Records**
- Out-of-Sync
- Errors
- Warnings
- Refresh/Release

All Staff Records

Export as CSV Export as Excel

Column Operator Value Apply Filter

LOCAL STAFF ID	STAFF ID	FIRST NAME	LAST NAME	DATE OF BIRTH	RECORD STATUS
7958	35210552	Bqnenm	Kmvaaf	19770103	Pending
7057	10406975	Gvjoytom	Ojgwsvghr	19820812	Pending
7955	78974336	Cfljfb	Umwzcizgab	19880507	Pending
7756	89134143	Aoabyrhb	Xraxzbu	19880808	Pending
7557	59448840	Qqfbh	Lrjgws	19641204	Pending



	LocalStaffID	StaffMem	FirstName	LastName	DateOfBir	Salary	Language	MigrantEc	MEPSessic	Title	Progr
1											
2	7958	35210552	Bqnenm	Kmvaaf	19770103	1234	Eng				
3	7057	10406975	Gvjoytom	Ojgwsvghr	19820812	1234	Eng				
4	7955	78974336	Cfljfb	Umwzcizgab	19880507	1234	Eng				
5	7756	89134143	Aoabyrhb	Xraxzbu	19880808	1234	Eng				
6	7557	59448840	Qqfbh	Lrjgws	19641204	1234	Eng				
7	7354	52304578	Akbbxljlj	Xrqpm	19900113	1234	Eng				
8	7659	74798133	Xpvoa	Szpbby	19650201	1234	Eng				
9	7559	34466803	Xpvoa	lofjgkh	19720501	1234	Eng				
10	7359	39061787	Febffya	Enerxyd	19800706	1234	Eng				
11	7046	57049327	Rrdeo	lmbxydpb	19671201	1234	Eng				
12	7957	78836518	Aolf	Afnbdm	19710802	1234	Eng				
13	6651	96577894	Cnkniua	Xaqbf	19900510	1234	Eng				
14	7757	63692121	Qolf	Gldmaxcc	19890501	1234	Eng				
15	7357	45618075	Fbncfbn	Dmjyysbm	19850609	1234	Eng				
16	7854	65151302	Cpdeo	Qlgbhcbht	19920418	1234	Eng				
17	1448	50174309	Qfdjdf	Bjhstajrwi	19831101	1234	Eng				
18	7557	59448840	Qqfbh	Lrjgws	19641204	1234	Eng				

Cut
Copy
Paste Options:
Paste Special...
Insert
Delete
Clear Contents
Format Cells...
Row Height...
Hide
Unhide



Certify/Certify with Errors

Certify	Certify with Errors
Enabled for districts that have uploaded and corrected all errors in the NJ SMART Portal.	Only enabled for districts that have uploaded a full file and the only remaining errors are Combination Errors. All errors related to data elements other than the 5 identifying elements must be resolved.
<p>Certify and Certify with Errors will not be enabled even if there are records in the Out-of-Sync records page.</p> <p>Out-of-Sync records are Active staff members in your SMID Management that were not yet uploaded to the Staff Submission.</p>	
<p>Certify and Certify with Errors is only enabled during the Official Submission Period. You do not need to wait until the deadline date to Certify your data.</p>	



Certify/Certify with Errors (cont.)

Step 1

Staff Submission

- Home
- Upload
- History
- All Records
- Out-of-Sync
- Errors
- Warnings
- Refresh/Release**



Step 2 **Only enabled during the Official Submission

Release Official Staff Snapshot Data

Certify



Certify Submission with Errors

Retract

Release History

SUBMISSION	ACTION	TIME STAMP	USER	TOTAL RECORDS	TOTAL ERRORS	SCHOOL YEAR
Staff Submission - Oct 15	Retracted	10/22/2015 9:10:36 AM	lpanagia	1023	0	2015-2016





Questions?

Any remaining questions before we adjourn the meeting?

Available Resources

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[& Trainings](#)



Solutions that Matter

