State Submission

2020-2021 School Year

- *NJ SMART*

PUBLIC CONSULTING GROUP

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.

Lines are muted upon entry:
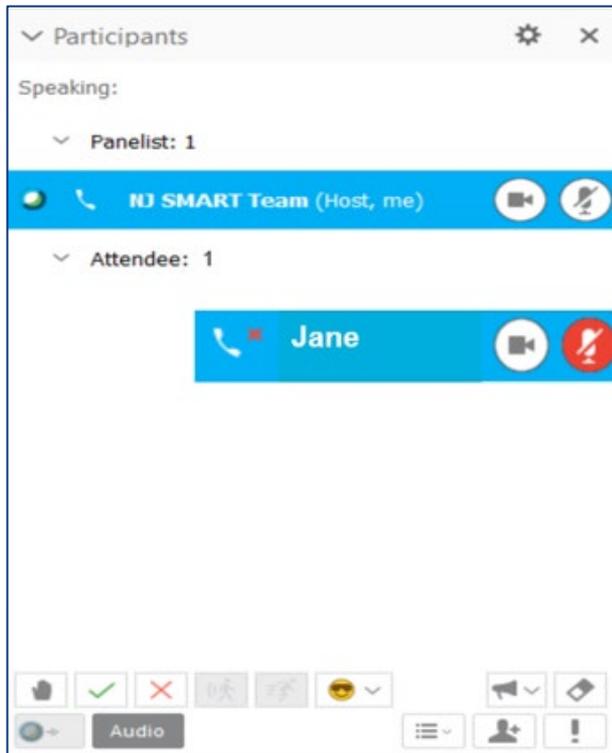
How can I ask a question?
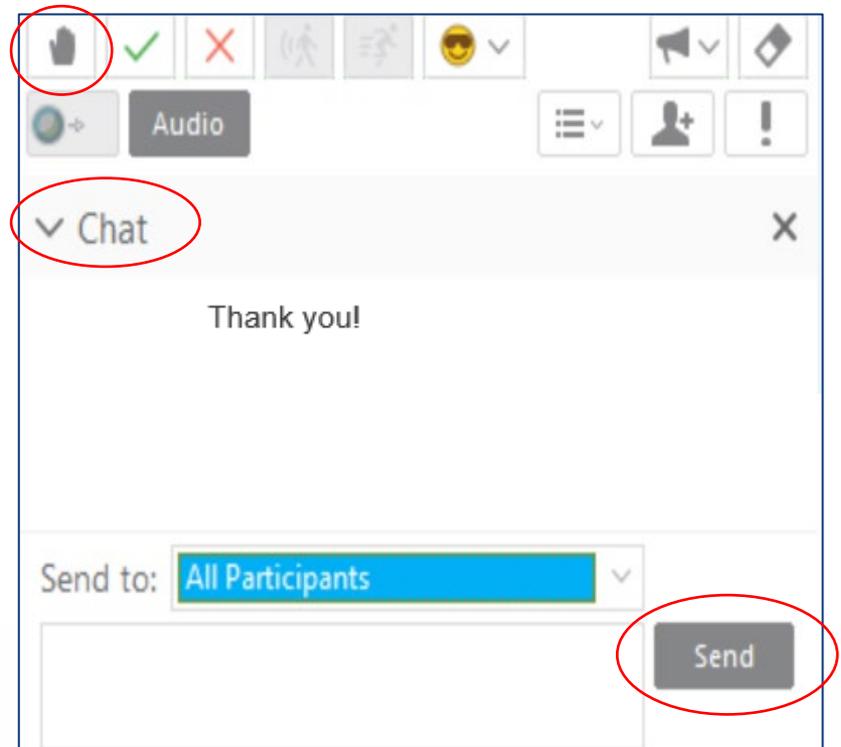
State Submission Agenda

Introduction	• Find resources to help you get started • Learn important Dates and Deadlines
Interpreting Reporting Responsibilities	• Recognize who needs to be reported
Using State Submission Data	• Learn how State Submission data works with the SID Snapshot Records • Review State Submission FAQs
Portal Features	• Learn how State Submission data works with District Reports

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 Student's name, SID 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

📄 message.html
72 KB

⬇ ☁
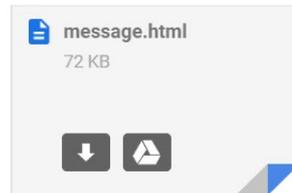
Security

2. Log in via a onetime passcode

➡ Use a one-time passcode

3. Reply to the secure email with your inquiry

State Submission Overview

US DOE has placed increasingly intensive reporting requirements on collecting student level data. State Submission collects a set of core data elements that provide a more comprehensive picture of a student, outside of demographic data.

Reporting Responsibilities

As noted, the rule of thumb is to submit all active students to the State Submission. There are two exceptions to this rule.

Non Public Students
- ✓ SID Management
- ✗ State Submission
- ✗ Special Education Submission

Preschool Referral Students
- ✓ SID Management
- ✗ State Submission
- ✓ Special Education Submission

Additional Notes

Regular Special Education students, *including all preschool students* must also be reported to the State Submission.

All tuition paid preschool students and those attending a *State Mandated Preschool Program* must be reported to the State Submission.

NJ SMART EOY Submission Timeline

EOY SID/SMID Snapshot **Jun 30, 2021**

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG
SID/SMID Management								
State Submission								
Special Education Submission								
Staff Submission								
State Assessment Registration Submission								
HS Graduation Rate								
Performance Reports Submission								
CTE Submission								
Course Roster Submission								

JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG

Open Practice Submissions for EOY
Apr 12, 2021

Open EOY Submissions
Jul 6, 2021

Close Practice State Assessment
Registration Submission
Jun 7, 2021

Deadline EOY Submissions
Close LDM Special Education Submission
Aug 3, 2021

Close LDM State Submission
Close Practice EOY Submissions
Jun 30, 2021

KEY
- LDM/Practice Dates
- Official Dates

How the Snapshot works

Step 1:
We take a picture of how your records appear in SID Management at the Snapshot deadline (6/30).
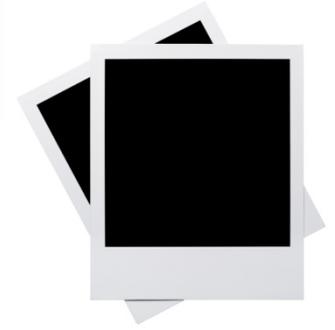
Step 2:
This data is placed in your

Snapshot

Page in the portal.

State Submission

CTE Submission

Course Roster Submission

Step 3:
These Snapshot Records are used for the official reporting for State and Special Education Submissions.

Data Elements Overview

It is **mandatory** for all districts to download the State Submission Student Data Handbook for review of definitions, validation rules, 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.

- ▶ ❶ Overview
- ▶ 🎓 Background
- ▶ 👤 eLearning Videos & Webinars
- ▶ 📖 Documents for Download

State Submission

- NJ SMART State Submission Handbook v6.6 *Updated 8/5/19
- State Submission FAQ *Updated 8/5/19
- State Submission Training (Online Webinar)
- State Submission Template A *Updated 8/5/19
- State Submission Template B *Updated 8/5/19
- State Submission Guide *Updated 12/19/19

Questions?

Any questions before we review FAQs relevant to the data elements?

SID Snapshot Records

A student's First Name was captured inaccurately on the Snapshot. Can I change that?

- **LDM State Submission**: compares against current SID Management data in the All Student Records page.
  - LDM runs from Nov 18th to June 30th
- **Official State Submission**: compares against your June 30th SID Snapshot, **NOT** your current SID Management data.
  - Official runs from: July 6th to Aug 3rd
- **Data captured on June 30th** in SID Management is considered final, you are not able to change this data.

Home

Upload

Add

History

Sync

All Records

Snapshot

Errors

Unresolved

Reports

QSAC
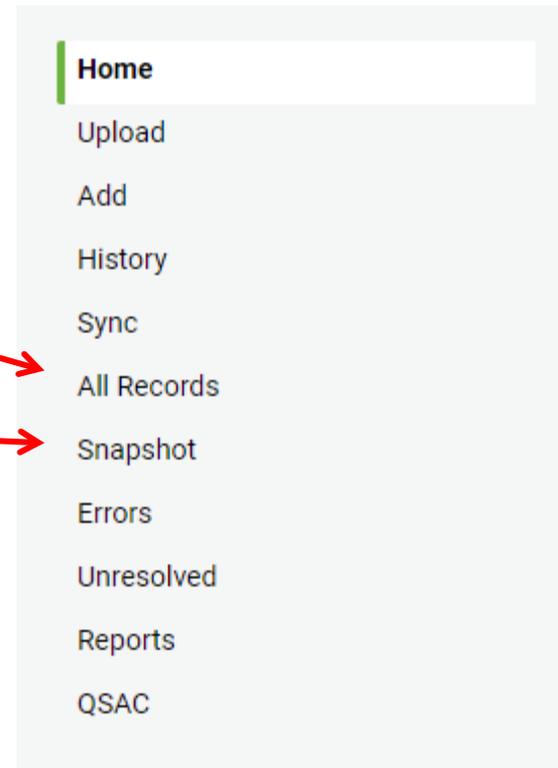
Identifying Elements

Why am I receiving a combination error?

- Local Identification Number (LID)

- State Identification Number (SID)

- First Name

- Last Name

- Date of Birth

- These elements should already be established for the student in SID Management

- These elements cross validate with the SID Snapshot Records page and the State Submission. When in error check all five fields against your SID Snapshot Records to make sure they match.

- The SID Snapshot Record and the State Submission Record must be free of Error, Unresolved, Sync, and Conflict.

Combination Errors

What does a combination error look like in the State Submission?

Student Details - Local ID #00216

⚠ Errors: 1 ▲

DATA ELEMENT	ERROR DESCRIPTION
StateIdentificationNumber	Combination of Local ID, State ID, First Name, Last Name, and Date of Birth does not match data submitted during SID Management.

Cancel ✏Edit

Student

Local Identification Number
00216

State Identification Number
1108734936 ⚠

First Name
Vdpeo

Last Name
Hcsegvaojaocj

Date of Birth
20001011

City of Residence
Nocknbmgu

Migrant Status
N

Eighth Technological Literacy

Adding New Students to State Submission

When should I add new students to the State Submission that enter the district after the Snapshot?

> End of Year Snapshot taken without Student A (student has not yet entered district)

> Student A enters district on July 6th

> Student A should not be uploaded to the State Submission until State LDM Period re-opens

Submit Data Accurately

What should I do in an event where a Date of Birth is submitted incorrectly in my SID Snapshot? Should I submit the incorrect Date of Birth to State Submission?

No- do not falsify data to have a clean submission

State Submission Out-of-Sync

How do I remove students from Out-of-Sync?

The Out-of-Sync page displays student records that are active in SID Management, but have not yet been submitted to State Submission.

A student will not fall into the State Submission Out-of-Sync for one of two reasons:

- The student is 6 years of age or younger

And/or

- NREC or REC has been reported in the NonPublic field collected in SID Management

Eighth Technological Literacy

When is this field required?

- Field is required for students in Grade Level = '08'. For all other students, this field must be left blank.

- Since students may not have been evaluated as of the Fall Official State Submission collection, all student with a Grade Level of '08' that are not yet evaluated, should have had 'NE' filled in for this field at that time.

- **The results of the technological literacy assessment need be reported in the EOY State Submission file for those 8th grade students.**

Immigrant Status and First Entry Date Into A US School

Which students should have the Immigrant Status and First Entry Date Into A US School fields reported?

Country of Birth Outside of US/Puerto Rico → Immigrant Status/First Entry Date Into A US School is required
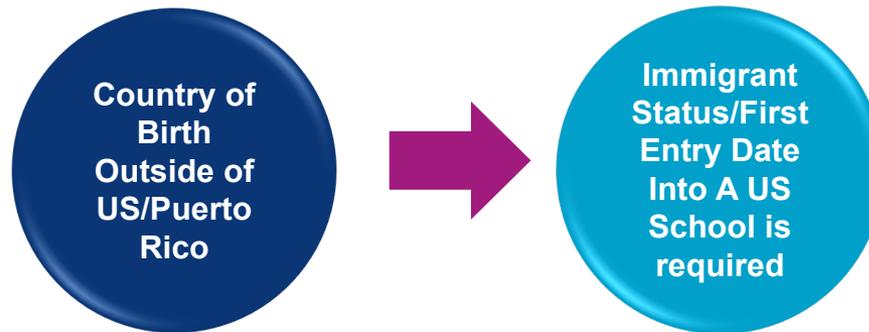
- Immigrant Status cross validates against the First Entry Date Into A US School field in the State Submission.
  - Field must have a value of Y if First Entry Date Into A US School is less than 3 years.

- Immigrant Status must be left blank if Country Of Birth is blank (meaning the student was born in the US), or if Country of Birth is one of the following: 2330 & 1790.

Remove A Student

How do I remove a student from the State Submission?

Questions?

Any questions on what we have reviewed thus far?

Certify/Certify with Errors

Certify	Certify with Errors
Only 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.

Certify and Certify with Errors will not be enabled if there are records in the Out-of-Sync records page.

Out-of-Sync records are active students in your SID Management that were not included in your State Submission.

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.

Certify/Certify with Errors (cont.)

State Submission

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

Release Official State Snapshot Data

| Certify | Certify Submission with Errors | Retract |

Release History

Step 1

Step 2
**Only enabled during the Official Submission

*You can check the Release History section of the Refresh/Release page to see if and when your data was Certified and Released.

Local Data Mart

LEAs have the opportunity to submit State Submission data to their LDM in order to refresh data that are typically only collected twice every school year.

NJ SMART Portal Features

In order to pull the State data to the District Reports, the submission needs to be refreshed. Once the data is uploaded into the State Submission.

Step 1

Step 2

** The data will be processed overnight, and the changes will be reflected in the District Reports the following morning
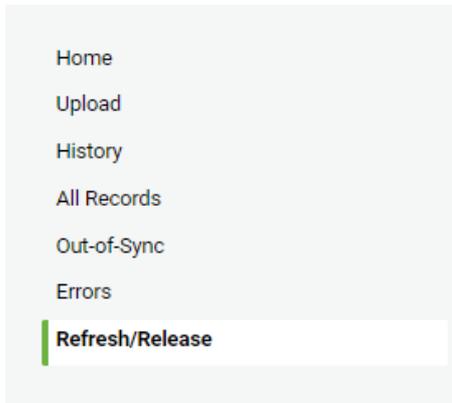
Home
Upload
History
All Records
Out-of-Sync
Errors
Refresh/Release
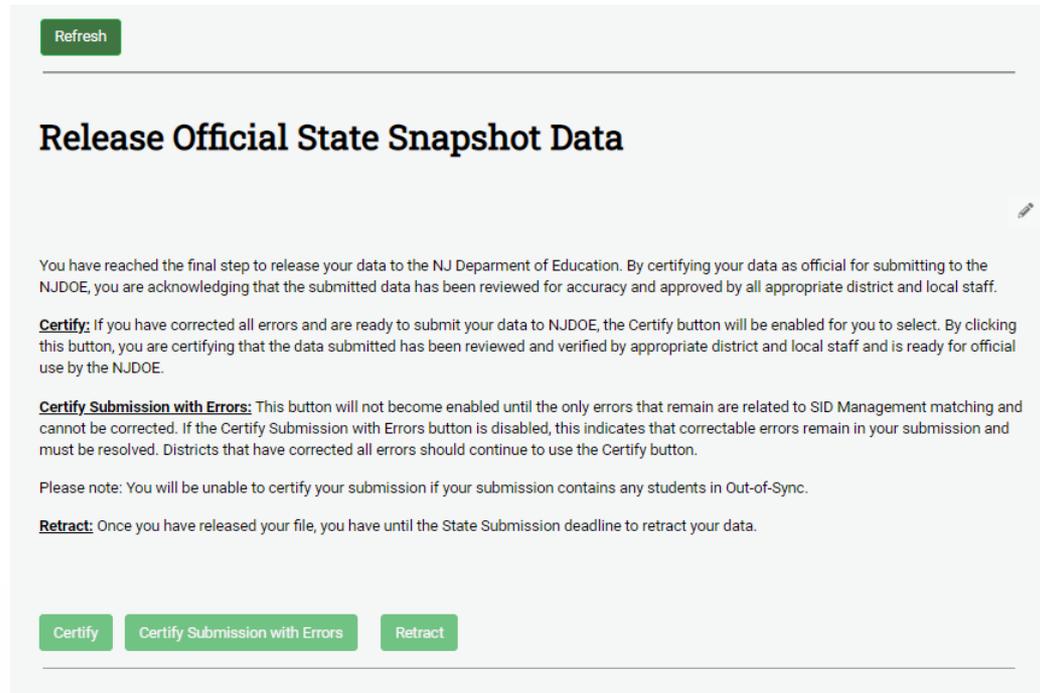
Refresh

Release Official State Snapshot Data

You have reached the final step to release your data to the NJ Deparment of Education. By certifying your data as official for submitting to the NJDOE, you are acknowledging that the submitted data has been reviewed for accuracy and approved by all appropriate district and local staff.

Certify: If you have corrected all errors and are ready to submit your data to NJDOE, the Certify button will be enabled for you to select. By clicking this button, you are certifying that the data submitted has been reviewed and verified by appropriate district and local staff and is ready for official use by the NJDOE.

Certify Submission with Errors: This button will not become enabled until the only errors that remain are related to SID Management matching and cannot be corrected. If the Certify Submission with Errors button is disabled, this indicates that correctable errors remain in your submission and must be resolved. Districts that have corrected all errors should continue to use the Certify button.

Please note: You will be unable to certify your submission if your submission contains any students in Out-of-Sync.

Retract: Once you have released your file, you have until the State Submission deadline to retract your data.

Certify   Certify Submission with Errors   Retract

General Types of District Reports

District Reports contain…

To help you answer questions like…

Aggregate reports	How many students in my district decreased in LAL growth from the 2015 Grade 7 PARCC to the 2016 Grade 8 PARCC assessment?
Student lists	Who are these students?
Student enrollment records	What other information can I learn about individual students?
Student assessment records	How has this student performed on other assessments he's taken?

Questions?

Any remaining questions before we adjourn the meeting?

Available Resources

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njsmart@pcgus.com

Resources & Trainings

NJ SMART Resources &
Trainings

Solutions that Matter