AUTOMATED STUDENT & STAFF INFORMATION DATABASES:

2019-20 UPDATES & REPORTING ANOMALIES

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2019 FAMIS CONFERENCE

Orlando, Florida

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FLORIDA DEPARTMENT OF EDUCATION
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SUMMARY OF REVISIONS FOR 2019-20 **STUDENT**

Components impacted:

➢ DATA ELEMENTS

➢ EDITS

➢ FORMATS

➢ APPENDICES

UPDATES for 2019-20

Data Element Name	Description of Updates
Course Flag (*#109125*) (<u>Format</u>: *Student Course Transcript*)	• Deleted the entire section of "Obsolete Codes"
Course Number (*#109525*) (<u>Formats</u>: *Student & Teacher Course, Student Course Transcript, CTE Student & Teacher Course, & Industry Certification*)	• Added code ZZV9999 to capture career dual enrollment credits earned at private colleges or universities. • **<u>EDITS:</u>** Updated Student Course Schedule edit #53 and Industry Cert edits #11 & #41 with revised courses and additional guidance.
Course, State Subject Area Requirements (*#109625*) (<u>Format</u>: *Student Course Transcript*)	• Updated definitions for Codes AG & AH to align with state law and the CCD. • In the 'Notes' section replaced word 'American' with *United States* for both History & Government.
Course Substituted, State Subject Area Requirements (*#109675*) (<u>Format</u>: *Student Course Transcript*)	• Updated definitions for Codes AG & AH to align with state law and the CCD. • In the 'Notes' section replaced word 'American' with *United States* for both History & Government.

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Data Element Name	Description of Updates
Diploma Type *(#114025)* (<u>Format</u>: *Student End of Year Status*)	• Deleted code 'WPR' – no longer valid • **EDITS:** Updated Student End of Year edits #9 & #32 w/removal of 'WPR'. Updated Prior School Status edits #17 & 35 w/removal of 'WPR'. • **APPENDIX:** Updated Appendix A w/removal of 'WPR.'
Disaster Affected Student *(#131545)* (<u>Format</u>: *Prior School Status/Student Attendance*)	• Added clarifying language to the Definition per federal reporting requirements • Deleted Code 'B' – no longer valid • Added language to Codes E, Q, W & Y to align w/Definition • Added new Codes F, O, P, R, V & X to align w/Definition • **EDITS:** Updated Prior School Status edit #37 to align with new code options
District Number, Where Discipline/ Referral Action Occurred *(#115628)* (<u>Format</u>: *None, not state reported*)	• Updated Data Element name, and in Definition as well, to match name change made years back. ***District Number, Where Discipline/<u>Resultant</u> Action Occurred***

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Data Element Name	Description of Updates
Dropout Prevention/Juvenile Justice Outcomes *(#115664)* (<u>Format</u>: *None, not state reported*)	• Deleted Code "X" • Added clarifying language to Code "Y"
Dropout Prevention/Juvenile Justice Programs *(#115680)* (<u>Formats</u>: *Dropout Prevention Program Data, Federal/State Indicator Status*)	• Added clarifying language to Code "D"
English Language Learners, PK-12 *(#144025)* (<u>Formats</u>: *Student Demographic Information; Student Discipline/Resultant Action*)	• Included language in the Definition section on the "Code" progression for students in the ELL program • Added Code "LA" for former ELL students per ESSA • Added clarifying language to definition for Codes LF & LZ • <u>**EDITS:**</u> Updated Student Demographic edit #27 and Student Discipline edit #26 to align with new code options
Federal/State Model *(#197285)* (<u>Format</u>: *Federal/State Compensatory Project Evaluation*)	• Changed the number '1' to read with an "I" for Title I in Codes 10 & 11

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Data Element Name	Description of Updates
Federal/State Project Type *(#120425)* (<u>Format</u>: *Federal/State Compensatory Project Evaluation*)	• Added clarifying language to Codes 1, 2 & 5
Federally Connected Student Indicator *(#197265)* (<u>Format</u>: *Federal/State Indicator Status*)	• Updated language in Definition to clarify student population to report is the same as those reported for Federal Impact Aid Program funds.
FTE Earned, AICE Diploma *(#122525)* (<u>Format</u>: *Student Additional Funding*)	• Removed decimals and revised language in Coding Example
FTE Earned, AICE Score *(#122575)* (<u>Format</u>: *Student Additional Funding*)	• Added clarifying language to the Definition; and removed decimals and revised language in the Coding Examples
FTE Earned, CEEB AP Test *(#122625)* (<u>Format</u>: *Student Additional Funding*)	• Removed decimals and revised language in Coding Example
FTE Earned, IB Diploma *(#122850)* (<u>Format</u>: *Student Additional Funding*)	• Removed decimals and revised language in Coding Example
FTE Earned, IB Score *(#122875)* (<u>Format</u>: *Student Additional Funding*)	• Removed decimals and revised language in Coding Example

Data Element Name	Description of Updates
FTE Earned, Early Graduates *(#197238)* (<u>Format</u>: *Student Additional Funding*)	• Updated the format for reporting FTE in the Definition; and removed decimals and revised language in the Coding Examples
Fund Source *(#123150)* (<u>Format</u>: *Dropout Prevention Program Data, English Language Learners & Federal/State Indicator Status*)	• Revised definition to Code "I" that requires reporting for all students now; with or without a disability.
Fund Source: NCLB Title III *(#123193)* (<u>Format</u>: *Teacher Course*)	• Replaced 'NCLB' with new reporting act – "Every Student Succeeds Act (ESSA)" / **Fund Source: ESSA Title III** • **EDIT:** Updated Teacher Course edit #37 to reflect 'ESSA.'
Graduation Option *(#126513)* (<u>Format</u>: *Student Demographic Information*)	• Deleted Code 'P' – no longer valid • **EDITS:** Updated Student Demographic edit #31 to remove code 'P' and Deleted edit #5H altogether.
Homeless Student, PK-12 *(#129525)* (<u>Format</u>: *Federal/State Indicator Status*)	• Revised the Definition to quote the actual McKinney-Vento Act. • Added clarifying language to Codes A & E

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Data Element Name	Description of Updates
Homeless Unaccompanied Youth *(#130275)* (Format: *Federal/State Indicator Status*)	• Added clarifying language to the Definition
Homelessness Cause *(#129150)* (Format: *Federal/State Indicator Status*)	• Removed word "Natural Disaster" from Codes E, F, H, N, S, T & W • Deleted Code 'O' which is included in Code 'N' • **EDITS:** Updated Fed/St Indicator Status edits #25 & #26 to remove Code 'O'
Reading Intervention Component *(#168521)* (Format: *Student Course Schedule*)	• Updated language in Definition • Deleted Code 'Y' and Replaced with Codes 'A' & 'B' • Added to the Notes section for reporting guidance • Survey Periods 1 & 4 are now required reporting • **EDITS:** Updated Student Course Schedule edits #25, #96 & #AA to reflect new 'A & B" codes and survey periods; and Deleted edit #26 altogether

Formats, Edits, Appendices	Description of Updates
Dropout Prevention Program Data	• Added language to Note #5 on this format page to accept zero as an acceptable length to align with the format edits #15 & #39 • For Edit #6 made the annual update to "date ranges" for the DOP Enrollment Date for specific DOP/DJJ Codes
Federal/State Compensatory Project Evaluation	• Revised the language for Note #3 on this format page to provide more guidance on reporting for data element: Federal/State Project Type
Student Course Schedule	• Updated Edit #59 with Code "Y" to indicate if school is a year-round school replacing Codes 'S & M' to align with definition of 'year-round' school per the Year-Round/Extended School Year FTE Indicator definition • Updated Edit #84 for Dual Enrollment Indicator of E (early admission student) where all course numbers for this type student must be that of a postsecondary course number • Added Edit #2M for data quality so that any course number identified for Dual Enrollment must be alphanumeric

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Formats, Edits, Appendices	Description of Updates
Student Demographic Information	• For Edits #15 & 41 made the annual update to "Birth Date" ranges for select Migrant Status Term Codes & Sch 9995 • For Edit #38 made the annual update to "Qualifying Arrival Date" ranges for select Migrant Status Term Codes
Student End of Year Status	• **APPENDIX:** Updated Appendix A with new Withdrawal Code "WHP" to identify those students who received the HOPE scholarship to transfer • Updated Edit #16 to include the new Withdrawal Reason Code 'WHP'
APPENDIX N: Language Codes	• Added two new codes to the Indigenous Languages of the Americas section: Chuj (JU) & Ixil (IX)
APPENDIXES S & V: Class Size Reduction & AP/IB/AICE Courses	• Deleted – Course lists no longer generated • Courses uniquely identified in the Course Code Directory
APPENDIX GG: Online Course Providers	• Added new provider - EdisonLearning = Code 317 • Reactivated Edmentum = Code 310 • Deactivated Florida Connections Academy = Code 301 • **EDIT:** Updated Student Course Schedule Edit #4E with accurate Codes per revised Appendix GG

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SUMMARY OF REVISIONS FOR 2019-20 **STAFF**

Components impacted:

➢ DATA ELEMENTS

➢ EDITS

➢ FORMATS

UPDATES for 2019-20

STAFF DATABASE REPORTING via the **DATA QUALITY 2** (DQ2) **SYSTEM**

- **The major update for the Staff Database for 2019-20 and forward is that database reporting will be <u>exclusively</u> via the new DQ2 Staff reporting system.**

- Correspondence regarding this update was provided to District MIS Directors and Staff Database Contacts on May 20, 2019.

- Required reporting via DQ2 commences with Survey 8, 2019-20

- The DQ2 Staff Pilot was made available for districts use to submit 1819 Staff files which has the look and feel of the actual production site for 1920.

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UPDATES for 2019-20

DQ2 STAFF SYSTEM:

- Staff files submitted via the NWRDC mainframe system will not be processed.

- A session at FAMIS discussing this new DQ2 Staff System (*DOE DQ2*) is scheduled for the following dates and times:
  - Monday, June 24, 2019 / 3:00 pm – 4:00 pm
  - Tuesday, June 25, 2019 / 1:50 pm – 2:50 pm

UPDATES for 2019-20

Data Element Name	Description of Updates
Duty Days (*#203810*) (<u>Formats</u>: *Staff Payroll Information & now, Staff Fiscal Year Salaries*)	• Added this data element to the Staff Fiscal Year Salaries (FYS) format (Item #13) • Updated "Formats Required" section on the data element to include FYS • Revised the Definition & Survey Periods to include reporting in Survey 5 as well • <u>EDITS:</u> New FYS edits #37 & #38 were added as a result of the new data element to format
Job Code FTE (*#208950*) (<u>Formats</u>: *Staff Additional Job Assignments, Staff Payroll Information & now, Staff Fiscal Year Salaries*)	• Added this data element to the Staff Fiscal Year Salaries (FYS) format (Item #12) • Updated "Formats Required" section on the data element to include FYS • Revised Survey Periods to include reporting in Survey 5 as well • <u>EDITS:</u> New FYS edits #1A, #35 & #36 were added as a result of the new data element to format

UPDATES for 2019-20

Data Element Name	Description of Updates
Qualified Paraprofessional (*#207395*) (Formats: *Staff Additional Job Assignments and Staff Demographic Information*)	• Renamed data element to "**Paraprofessional Qualification**" to align with the Definition on the qualification for employment as a paraprofessional • Added Code E (High School Diploma/Equivalent) • Deleted Code D "Not Qualified" • Deleted the 2nd & 3rd Notes re: non-instructional paraprofessionals • **FORMATS:** Updated name on Staff Add'l Jobs format (Item #10) as well as Staff Demo format (Item #34) • **EDITS:** Updated Staff Add'l Jobs edits #11, 12, 13, 14 and Staff Demo edits #2H, 2I, 2J, 2K, 33, 34, 35 and 36 to reflect changes to 2data element
Salary Schedule Pay Type (*#217265*) (Format: *Staff Payroll Information*)	• Revised the definition for Code 'O' by removing the word 'and' from 'and/or'.

UPDATES for 2019-20

Formats and Edits	Description of Updates
Staff Demographic Information	• Updated Edits #2C and #2D for quality reporting where values for Days Present, as well as the sum of Days Present and Days Absent should be 'greater than' zero for the majority of employees • Updated Edit #55 for consistency in language involving totaling values

DATABASE REPORTING ISSUES

- Disaster Affected Student reporting
  (Prior School Status/Student Attendance format; Data element *#131545*)

  - Reporting for this data element should not roll-over from year to year
  - Status of reporting is what has happened in the current school year
  - Example of data issues: some districts were still reporting students relocating as a result of the 2010 Gulf Oil Spill.

- GEFE (F62801) report -vs- GQUH (F71251) report
  (Student Demographic Information format; Lunch Status data element *#146025*)
  GEFE: Lunch Status Data by Programs / GQUH: Title I Public School Eligibility Survey Data

  - Both reports display Lunch Status data by programs
    (Programs: Eligibility by Survey Application / Provision 2 / CEP)
  - GEFE report displays Lunch Status data for all students
  - GQUH report displays Lunch Status data for students ages 5-17

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GEFE vs GQUH [Read-Only] - Excel

2018-19 Survey 3 As of 04/15/19 FINAL Data

GEFE F62801 - Lunch Status Data by Programs

District Number	District Name	School Number	School Name	Member-ship	# Free (F)	# Free Direct Cert. (D)	# Reduced (3)	# Reduced Direct Cert. (E)	# FRL (F+D+3+E)	% FRL	Provision 2 (4)	% Provision 2	#Free Direct Cert. (C)	# Reduced Direct Cert (R)	# Not Direct Cert. (N)	Total All CEP (C+R+N)	Total Direct Cert. Free & Direct Cert. Reduced	% FRL (Factor not applied)
							Eligibility Determined by Survey Application					Provision 2		Community Eligibility Provision				
XX	DISTRICTX	0000	STATE HIGH SCHOOL	1,894	0	0	0	0	0	0	0	0	652	40	1,202	1,894	692	36.54

GQUH F71251 - Title I Public School Eligibility Survey Data

District Number	District Name	School Number	School Name	Grade Code	Grade Combination	School Type Code	School Type	Neglected or Delinquent Code	Neglected or Delinquent Yes/No	New School Yes/No	Charter Status Code	Charter Yes/No	Membership (Ages 5-17)	# Reduced (3)	# Reduced Direct Cert. (E)	# Free Direct Cert. (D)	# Free (F)	Provision 2 (4)	#Free Direct Cert. (C)	# Reduced Direct Cert. (R)
														Eligibility Survey Application				Provision 2	CEP	
XX	DISTRICTX	0000	STATE HIGH SCHOOL	85	9-12	3	Senior High	Z	NO	NO	Z	NO	1,345	0	0	0	0	0	457	24

		Members	CEP (C)	CEP (R)
	GEFE	1,894	652	40
	GQUH (ages 5-17)	1,345	457	24
	DIFFERENCE	549	195	16

Sheet1

Lunch Status Database Reporting Issues

Lunch Status issues happen often in database reporting. The main discrepancy is the National School Lunch Program (NSLP) code designated for a school.

For Survey Periods 2 & 3 the Florida Department of Agricultural and Consumer Services (DOACS) provides a list of NSLP codes for Florida's public schools to the department. This list creates the F71447 Reference File used in the Database process.

The DOACS file may show a school as an "Application" school, whereas the district's Food Service office may have the school listed as a "CEP" or "Provision 2" school. Once the student records for that school are submitted to the Database for processing the records are flagged with errors because their data is contrary to the DOACS reference file.

At that point districts must work with their Food Service Office and DOACS to verify the NSLP program of the school and correct the records accordingly.

The following slides show the valid Lunch Status codes that apply to each NSLP program – Survey Application, CEP & Provision 2.

Year: **2019-20**
Data Element Number: **146025**
Data Element Name: **Lunch Status**

Lunch Status is defined as the student's eligibility status for participation in the National School Lunch Program. Eligibly status is based upon the type of National School Lunch Program Provision offered in the student's School Number, Current Enrollment.

Code   Definition/Example

Community Eligibility Provision
C   The student is enrolled in a USDA – approved Community Eligibility Provision (CEP) school and is identified as eligible for free meals based upon the Direct Certification… (Only FL Department of Agriculture and Consumer Services (FDACS) - approved CEP schools use this code.)
N   The student is enrolled in a USDA – approved Community Eligibility Provision (CEP) school and is NOT identified as eligible for free or reduced priced meals based upon the Direct Certification (Only FDACS - approved CEP schools use this code.)
R   The student is enrolled in a USDA – approved Community Eligibility Provision (CEP) school and is identified as eligible for reduced price meals based upon the Direct Certification… (Only FL Department of Agriculture and Consumer Services (FDACS) - approved CEP schools use this code.)

Eligibility Status Determined by Survey Application
0   The student did not apply for free or reduced price meals.
1   The student applied for free or reduced price meals but is not eligible.
3   The student is eligible for reduced-price meals. (Based on FRL eligibility survey only.)
D   The student is identified as eligible for free meals based upon the Direct Certification determination…
E   The student is identified as eligible for reduced price meals based upon the Direct Certification determination…
F   The student is eligible for free meals. (Based on FRL eligibility survey only.)

Provision 2
4   The student is enrolled in a USDA-approved Provision 2 school.

Z or Not Applicable
Z   Unknown. This code should be used only for private school students participating in Title I programs and (optionally) for reporting survey 6 information.

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STUDENT DEMOGRAPHIC – STATE VALIDATION RULES

5E. For Survey Periods 2 and 3, if the District Number, Current Enrollment and the District Number, Current Instruction/Service are equal and the School Number, Current Enrollment is found on the **National School Lunch Program (NSLP) Reference file - F71447 (provided by the Florida Department of Agriculture and Consumer Services),** these are the conditions for reporting…..

- If the NSLP designated at the school is determined by collection of **Free or Reduced Priced Lunch Eligibility Applications**, then Lunch Status <u>must equal 0, 1, 3, D, E or F</u>.

- If the NSLP is designated as a school providing **Provision 2**, then Lunch Status <u>must equal 4</u>.

- If the NSLP is designated as a school providing **Community Eligibility Provision (CEP)**, then Lunch Status <u>must equal C, R or N</u>.

-state validation-

The match should be made using Year; District Number, Current Enrollment; and School Number, Current Enrollment.

DATABASE REPORTING ISSUES

- ## Student Attendance reporting:
  (Prior School Status/Student Attendance format; Days Present Annual *(#113225)* and Days Absent, Annual *(#112025)*)

  - Report available for districts' download & review –

    F70488 Student Average Attendance / Membership
  - Particular attention should be given those schools where % Present is 100% or less than 85%, as well where the Days Absent column shows '0.'

- ## Teacher Attendance reporting:
  (Staff Demographic Information format; Days Present *(#203140)*, Days Absent, Personal *(#203080)* / Sick *(#203090)* / Temporary Duty Elsewhere *(#203100)* / Other *(#203070)*)

  - Issue: districts 'default' data *('0' / '180')* in these fields & forget to update
  - There is no 'one' answer; districts must be diligent in reporting accurate data.

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DATABASE MANUALS UPDATES
~ *REMINDER* ~

- Changes to Student and Staff database manuals are posted on Fridays to the Database Manuals Update page at:

  http://www.fldoe.org/accountability/data-sys/database-manuals-updates/updates.stml

- It is recommended that districts include the regular review of the Update page on a weekly or biweekly schedule.

- NO email notifications are sent regarding changes to the database throughout the year, unless it is a major change.

2019-20 Database Info

Database Manuals website
http://www.fldoe.org/accountability/data-sys/database-manuals-updates/

Survey Dates
http://www.fldoe.org/core/fileparse.php/7574/urlt/1920-surveydates.pdf

CONTACT INFORMATION

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