



FLORIDA DEPARTMENT OF
EDUCATION
fldoe.org

FLORIDA EDUCATION IDENTIFIER (FLEID)

FAMIS Summer Conference 2021

June 29, 2021

Data Quality Session

Agenda

- FLEID Housekeeping
- FLEID Introduction
- FLEID Data Quality Gems
- FLEID Business Rules
- FLEID Vault Quality
- FLEID Vault vs Survey
- FLEID Matching/Verifications



Roadmap

Housekeeping

1



Housekeeping



FLEID Housekeeping



- ❖ **FDOE FLEID Sessions:**
 - Data Quality Session
 - Technical Session



- ❖ **FLEID Acceptance Parameters:**
 - Accepting 1415-2022
 - District/School Enrollments



- ❖ **FAMIS Survey Feedback:**
 - Provide helpful/constructive feedback
 - Provide the presenter name in the feedback



- ❖ **FLEID Contact List Updates:**
 - New Staff Contact Info
 - Near Match Directory

FLEID Quick Detour

How many of you are new to the FLEID Process?

Beginner User



Experienced User



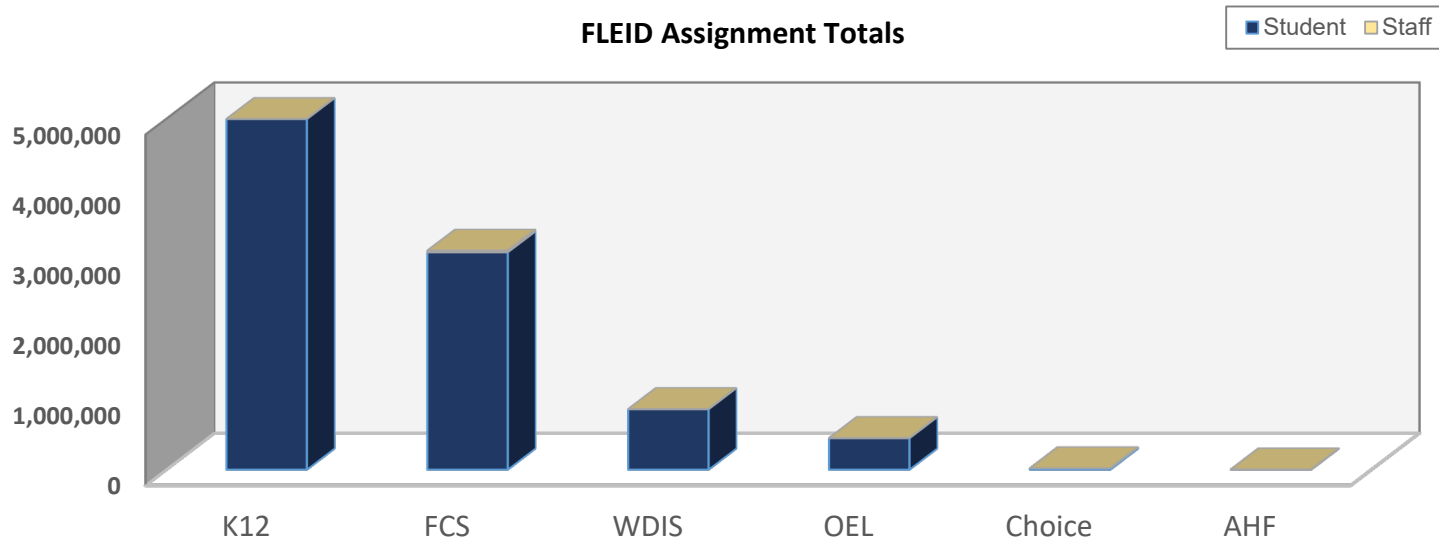
Introductory Cheat Sheet

- The FLEID is a 14-character alphanumeric unique identifier with the first two characters starting with “FL” followed by a series of 12 digits. **Example: FL000123456789.**
- It is used to uniquely identify both students and staff within the educational system.
- Florida Education Identifier is mandated by 2014 legislation (F.S. 1008.386).
- The FLEIDs are currently stored in a secure database known as the FLEID Vault.
- As of July 1st, 2020, the FLEID is the only identifier accepted on district data submissions.
- District and college files can be processed multiple times a day Monday-Sunday.
- FLEID reduces the usage and transferring of the SSN within educational systems.
- Identifier quality and accuracy is managed within FDOE.
- Verifications ensure local sources are providing consistent data.
- A training site is available to new FLEID local agents.
- The FLEID Technical Guide is available on request.

Beginner User



FLEID Statistics



| Number of FLEIDs Assigned | Source | Total FLEIDs | Student % | Staff % |
|---|--------|-------------------|-----------|---------|
| District Public Schools | K12 | 5,690,533 | 95.00% | 5.00% |
| Florida College System | FCS | 3,123,407 | 99.00% | 1.00% |
| Workforce Development Info System | WDIS | 858,379 | 100.00% | 0.00% |
| Office of Early Learning | OEL | 446,729 | 100.00% | 0.00% |
| School Choice Office | CHOICE | 17,391 | 100.00% | 0.00% |
| Ahfachkee Schools | AHF | 227 | 100.00% | 0.00% |
| Total Unique Count of FLEIDs Statewide | STATE | 10,136,666 | | |



Roadmap

Data Quality Gems



1



Housekeeping

2



Data Quality Gems



FLEID Data Quality Gems

In order to protect student and staff information, PII should not be included in emails to the FLEID team or to others while resolving FLEID discrepancies.

- ❖ **Gem:** FLEID, name and DOB information cannot be shown in emails or disseminated.
- ❖ **Gem:** This will be discussed as part of the vault quality section.
- ❖ **Gem:** Potential ideas will be discussed in the technical session.

Users have asked for additional information about our processes at a high level.

- ❖ **Gem:** We will have one-pagers to assist with submission parameters and steps.
- ❖ **Gem:** The business rules draft document will be available for your review.
- ❖ **Gem:** Check out the technical session to discuss a new resource page in the application.

What's coming up this year around Data Quality?

- ❖ **Gem:** Streamlining the existing corrections process.
- ❖ **Gem:** Source system verification process.
- ❖ **Gem:** Providing data quality reports.





Roadmap

Business Rules



FLEID Business Rules

FLEID Business Rules have three objectives:

User Clarity

To assist local FLEID submission agents with *clarity* around processing parameters and provide guidance for daily operations.



Data Quality

To establish *data quality* standards and help users understand the source of data rejections due to not meeting outlined requirements.



File Standards

To outline *file standards* that are required for submission and are essential to the FLEID assignment processing.



FLEID Business Rules

Time for review – open the draft document provided

Technology Planning Mgmt. (TPM)

Division of Technology Innovation

Draft v1.1 - 5/29/2021 8:32 PM

----- DRAFT -----

Florida Education Identifier (FLEID) - Business Rules

| Process | Rule # | Rule Name | Business Rule |
|------------|--------------|---|--|
| Submission | BR_SUBMIT_01 | File Transmission <i>Secure File Transfers</i> | Files must be submitted for FLEID processing via the secure TIBCO FTP process In order to protect student/staff information. |
| Submission | BR_SUBMIT_02 | File Transmission <i>File Requirements</i> | Files must be provided as fixed-width text files (.txt) in the required format outlined in the technical guide . If the file requirements are not met, the file will be rejected on submission. |
| Submission | BR_SUBMIT_03 | File Transmission <i>File Naming Conventions</i> | <p>Files must be named as required for subsequent processing. If the file names are provided in an invalid format, the file will be rejected on submission</p> <ol style="list-style-type: none"> 1) DPS.FLEID[RequestType].K12D[##].Y[yyYY].txt --> Where [##] is the District Number and [yyYY] is the school year for District Public Schools 2) DPS.FLEID[RequestType].K12D[96].Y[yyYY].txt --> Where [96] is the Designated Number and [yyYY] is the school year for School Choice. 3) DPS.FLEID[RequestType].K12D[97].Y[yyYY].txt --> Where [97] is the Designated Number and [yyYY] is the school year for Office of Early Learning 4) DPS.FLEID[RequestType].K12D[98].Y[yyYY].txt --> Where [98] is the Designated Number and [yyYY] is the school year for Ahfachkee Schools 5) DPS.FLEID[RequestType].WDISD[##].Y[yyYY].txt --> Where [##] is the District Number and [yyYY] is the school year for District Adult Institutions 6) DPS.FLEID[RequestType].[#####].Y[yyYY].txt --> Where [#####] is the College OPEID and [yyYY] is the school year for Florida Colleges <p>[RequestType] - Assignment, Corrections, LegalChanges, Retirements, Merges, Splits, NMPurges, and Testing</p> |

OPEN DISCUSSION





Roadmap

Vault Quality



FLEID Vault Quality

✓ FLEID Retirements

- Occurs when FLEIDs are created in error or records have been found with substantial issues and must be subsequently removed from the vault.

✓ FLEID Merges

- Occurs when two or more records that have been assigned multiple FLEIDs and after review by the LEA are deemed to be the same person. The FLEIDs represented can be merged into a single FLEID.

✓ FLEID Splits

- Occurs when two or more records that have been assigned one FLEID and after review by the LEA are deemed to be different people. The individuals tied to that ID can be split into separate FLEIDs.

FLEID Vault Quality

Resolution Checklist

- ✓ For Retirements, Merges and Splits, send requests via email.
- ✓ You will only need to send the FLEID for the resolution unless the FDOE FLEID agent requests additional information.
- ✓ Please do not provide the FLEID agent's contact information to parents or others aside from the District FLEID agents. We interface with the district to provide assistance.
- ✓ Ensure that all districts, colleges and/or sources that are impacted by a request submitted remain on the email communications.
- ✓ Before requesting a change to an FLEID or the associated information, ensure that your district has an active record tied to that FLEID.
- ✓ If a consensus on a record modification can't be reached, then the request can't be completed (i.e. Merge).

FLEID Vault Quality

✓ FLEID Corrections

- Occurs when a district, college or source submits a record and determines there is an error in the Identifiers, First Name, Last Name, Middle Name/Initial, Appendage, Date of Birth, Birth Place or Demographics and would like it updated in the vault.

✓ FLEID Full or Partial Legal Name Changes

- Occurs when students or staff have full or partial legal name changes. Examples include: adoption or marriage.

FLEID Vault Quality

Corrections and Legal Changes



- New changes to the existing corrections process:
- **Phase 1: Implementation begins July 1, 2021.**
 - All corrections requests will go through TIBCO and will no longer be accepted via email to avoid PII exchange.
 - There is a new file format for the Excel sheets.
 - There are new file naming convention and submission parameters.
 - We will still be accepting the text file in the master file format with the .corr extension.
 - This process will still be partially manual as we finalize the corrections process.
 - **Timeframe:** Will vary depending on the queue.

FLEID Vault Quality

Corrections & Legal Changes



- New changes to the existing corrections process:
- **Phase 2: Implementation begins July 1, 2022.**
 - All corrections requests will go through TIBCO and will no longer be accepted via email to avoid PII exchange.
 - Excel sheets will no longer be accepted.
 - New file naming convention instead of extension.
 - Will only be accepting the text file in the master file format.
 - This process will be completely automated.
 - **Timeframe:** Will establish a timeframe during piloting.

OPEN DISCUSSION



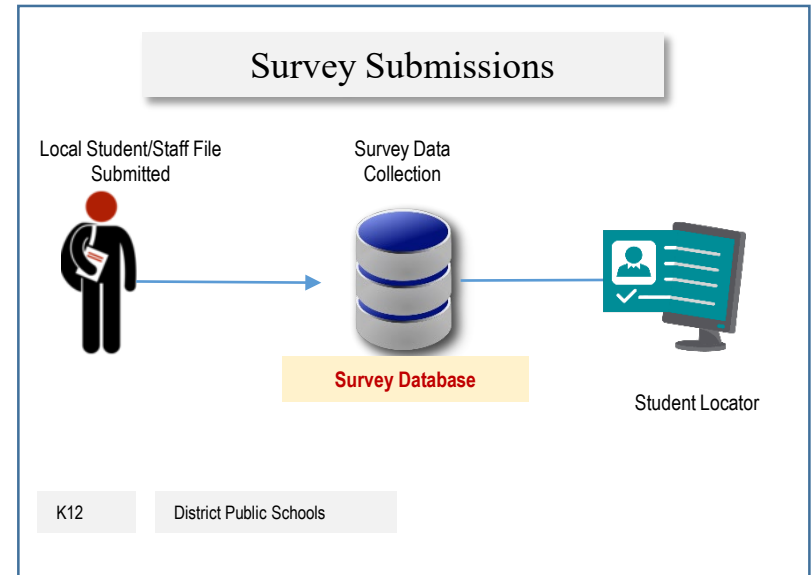
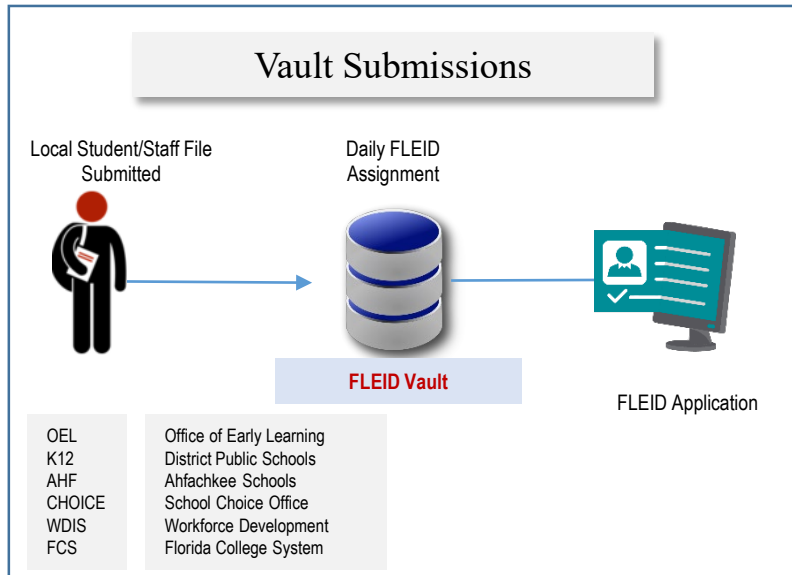


Roadmap

Versus



FLEID Vault Versus Survey



- **There is no direct link between the FLEID Vault and the Survey Data Collection.**
- If you make a change in the vault, it is not automatically cascaded to the survey (or vice versa).
- When finding errors on the survey or potential FLEID duplication, please ensure that is the case in the vault.
- Use the FLEID lookup to validate that potential issues don't **only** exist on the survey submission.
- For FTE purposes, please ensure that when near matching students you pay attention to the middle initial.
- During the FTE reporting period we get an influx of emails requesting splits of an FLEID.

OPEN DISCUSSION





Roadmap



Matching/Verifications

- Source Submission Verifications
- Internal Verifications
- Process Refinements
- Potential Application Enhancements
- Establishing Clear Business Rules



