FLORIDA EDUCATION IDENTIFIER (FLEID)

FAMIS Summer Conference 2021

Presenter: Shawna Reid

June 29, 2021

Technical Session

Agenda

- FLEID Housekeeping

- FLEID Introduction

- FLEID Technical Tune-up

- Existing Processing

- New Process Refinements

- Upcoming Processes

- Matching & Verifications

Housekeeping

1

Housekeeping

FLEID Ave.

Technical Blvd.

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.

SURVEY

STAFF

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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.**

- Used to uniquely identify both students and staff within the educational system.

- Florida Education Identifier, 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 & college files can be processed numerous times a day Monday - Sunday.

- 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.

- The Training site is available to new local agents.

- The FLEID Technical Guide, which outlines the FLEID Process is available on request.

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FLEID Assignment Milestones

- Start – 2014:   Piloting Began

- 2014 – 2015:   Implemented FLEID Process

- 2015 – 2016:   District and college training and onboarding.

- Summer 2016:   Process refinements and automation initiated.

     FLEID required on all State Assessments in 2016.

- Early 2017:   Administrative rule draft creation in early 2017.

- 2017 – 2018:   Data quality analysis and feedback.

     Infrastructure upgrades and application enhancements.

- 2018 – 2019:   Implemented detailed pre-processing data quality validation checks

- 2019 – 2020:   Extensive data verifications and data quality processes established.

- July 1, 2020:   Implemented the administrative rule, effective July 1, 2020.
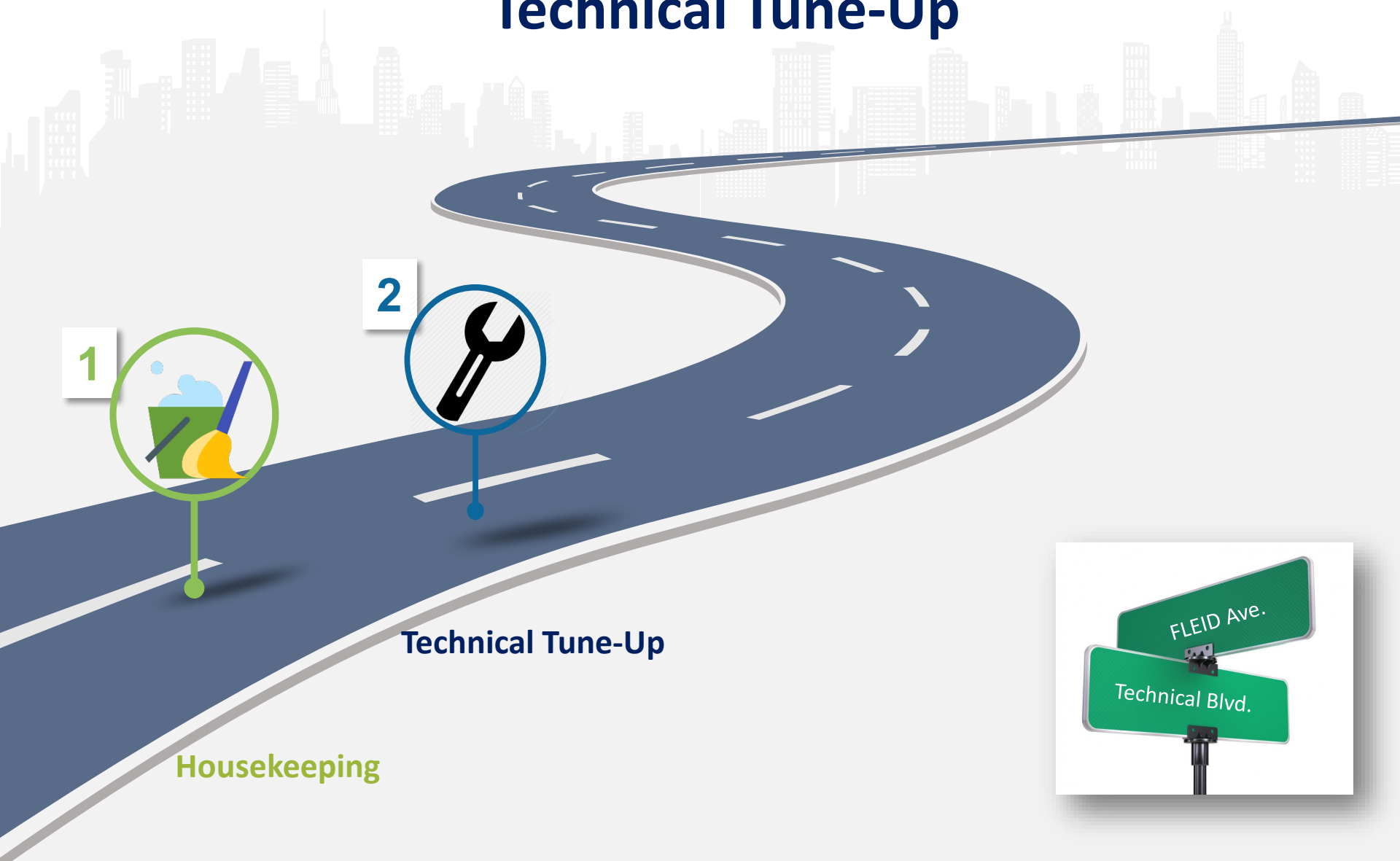

- **NEW 2021:**   Correction Process Phase 1

- **NEW 2021:**   Testing Simulations for New ERPs

- **NEW 2021:**   File Submission Duplication Checks

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Roadmap

Technical Tune-Up

1 Housekeeping

2 Technical Tune-Up

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FLEID Technical Tune-up

Common FLEID Issues Reported via Help Desk Tickets Submitted

➢ **IP Address Whitelisting | FTP Related -** Handled by the IENHelpdesk@fldoe.org.

   ❖ **Symptom:** FTP does not work as expected

   ❖ **Common Cause:** Usually needed when the following are implemented locally:

      • (1) New cloud-based system (2) New SIS (3) Recent server changes

   ❖ **Common Solution:** FDOE will have the IP address whitelisted on request.

➢ **Requests to Update User Access | Access Related** – Handled Locally

   ❖ **Inquiry:** Can someone please remove the old user in the application and add a new user?

   ❖ **Common Response:** Application access is managed locally by the district, please contact your local Single Sign-On admin for further assistance.

➢ **File Part Error | FTP Related** – Handled Locally

   ❖ **Symptom:** Unsuccessful file transfer/processing.

   ❖ **Common Cause:** Partial file transfer

   ❖ **Solution:** Varies depending on each districts system.

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FLEID Technical Tune-up

Important Tips from the Technical Team

- **Training Website**
  - New users contact us about needing assistance with the FLEID Process.
  - The FLEID Application Training Website will assist with questions and provide helpful video clips and walk-throughs.
  - The FLEID Technical Guide also provides insight into the process in more detail.

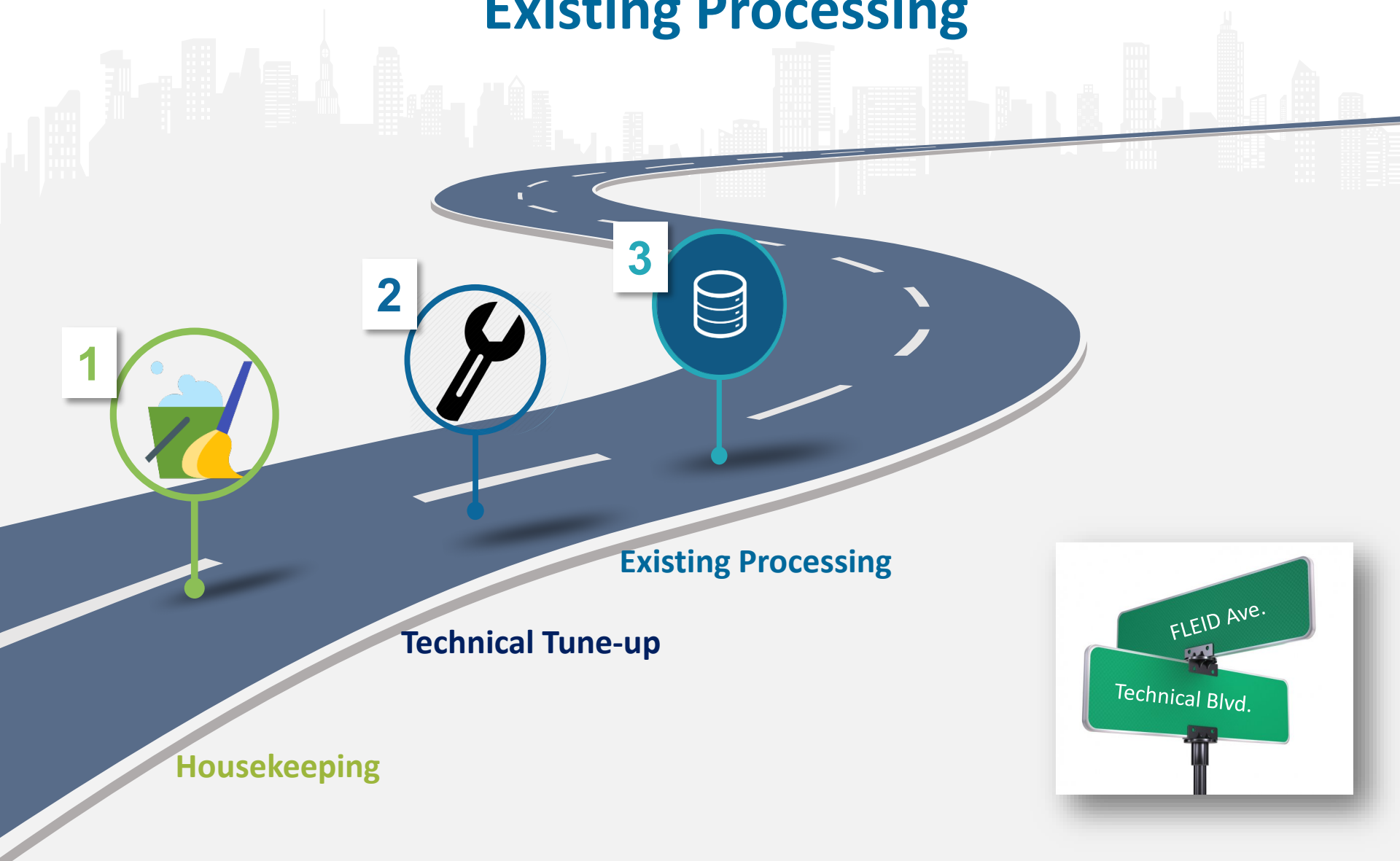- **Special Characters & Pre-Processing**
  - Non-printable characters tend to be a pre-processing error that many need assistance with.
  - We have a document that can be used as a reference to help you identify the source of the file rejection.
  - This document (as well as the other documents mentioned) can be provided if you e-mail FLEIDProject@fldoe.org

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FLEID Technologies

TIBCO™

File Submissions

IBM Datastage

Pre-Processing Edits

sas

Master Data Management

FLEID Assignment

Microsoft® **SQL Server**™

File Load/Secure Vault

ASP.NET™

FLEID Application

FLEID Processing Steps

FLEID processing has three primary objectives:

| Data Quality Checks	FLEID Assignment	Near Matches
To help local FLEID submission agents understand whether the data provided meets the *quality* standards outlined.	Once files have been submitted for student or staff and meet the quality standards, an FLEID will be *assigned* to the records based on outlined rules.	For records that closely match existing records, the information will be made available to the district via the application for *near matching* locally.

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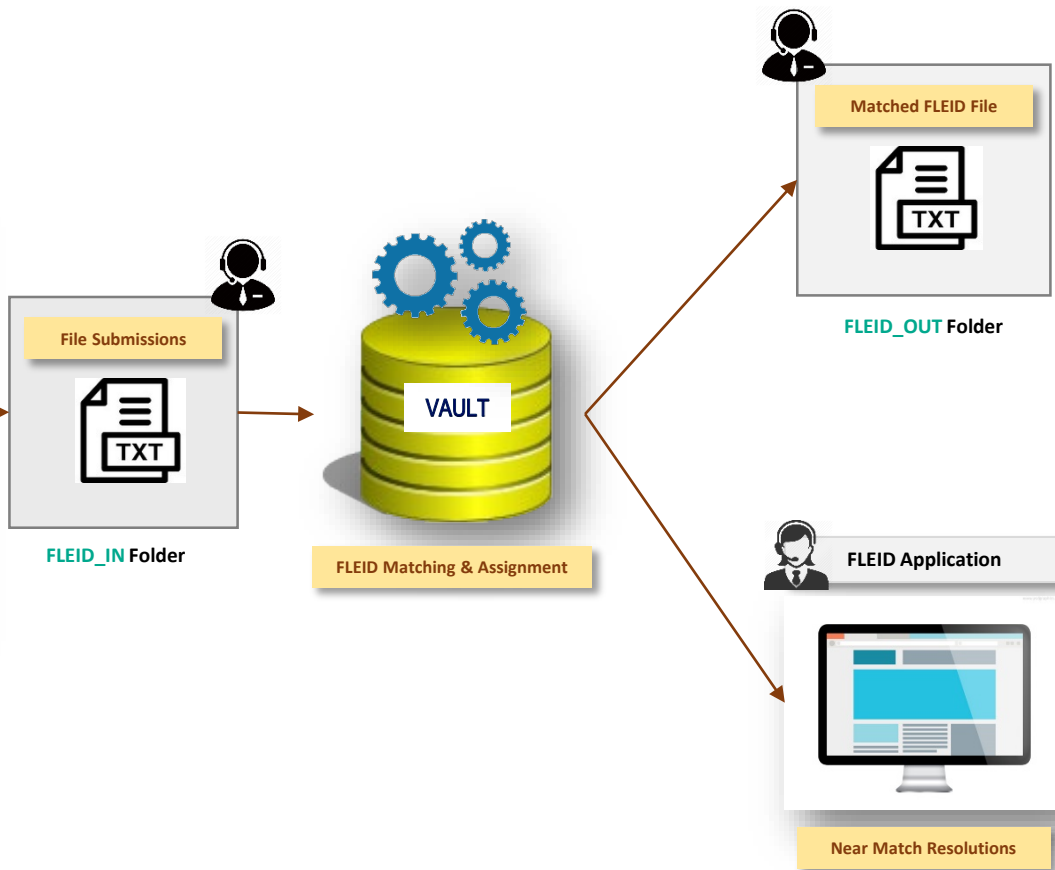
FLEID Processing Layers

File Submissions
- Submission accepted Monday – Sunday
- Daily Maintenance Window 5:30pm-10pm

File Pre-Processing Validations
- File checks are completed to ensure the data aligns with the required values.
- Files are rejected and codes are added to the file to assist users with pinpointing the errors found.

File Matching & Assignment
- **Exact Matches | Near Matches | New Matches**

File Results
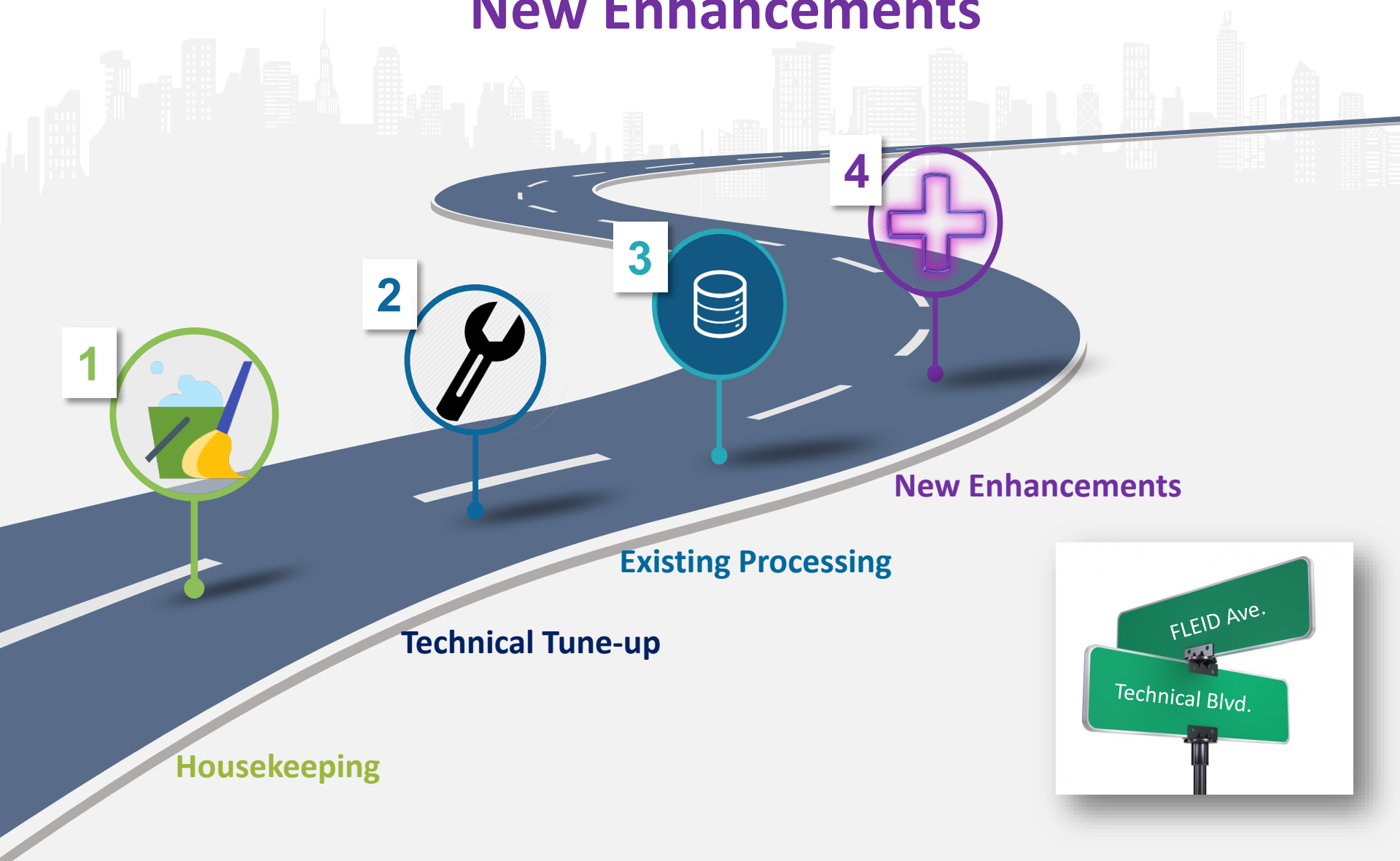- Files are matched and the results are outputted with the FLEID's found.

FLEID Application
- Users can view processing statistics and complete outstanding near matches.

New Enhancements

File Submission Testing for New ERP's or Systems

Open One-Pager w/ Process Flow

File Type & Naming Conventions	Special Considerations	Process Flows

File formatting, data values and naming conventions are critical for processing.

Please keep the items listed below in mind. These special notes will guide you locally.

Process flows will provide additional visual context for the process steps.

File Format:
Text File, Fixed Width, 575 Record Length, Column Headers

File Name:
DPS.FLEIDMaster.[########].Y[yyYY].**test**

File Values: Refer to Appendix A of the guide for acceptable values.

File Size:
Test files should not include **more than 100 records**.

File Processing:
During testing, the records will not be processed against the live vault. Fake FLEID's will not be generated for this process.

(1) **Prepare File for Submission**

(2) **Submit the test file**

(3) **Check test results**

- TEST 1: File Transfer
- TEST 2: Pre-processing Validations
- TEST 3: Emails Received

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New Enhancements

Corrections Process – Phase 1

Open One-Pager w/ Process Flow

File Type & Naming Conventions	Special Considerations	Process Flows

File formatting, data values and naming conventions are critical for processing.

Please keep the items listed below in mind. These special notes will guide you locally.

Process flows will provide additional visual context for the process steps.

File Format:
Text File, Fixed Width, 575 Record Length, Column Headers

File Name:
DPS.FLEIDMaster.[########].Y[yyYY].**corr**

File Values: Refer to Appendix A of the guide for acceptable values.

Excel Format vs Text File:

We will continue to accept excel files however, they can contain no more than 30 records and must meet both file naming convention & file layout. Records are manually processed w/ agent review. The text files will continue to be accepted and will be processed programmatically.

(1) Prepare File for Submission

(2) Submit the corrections file

Identifiers, Name, Date of Birth, Birth place, Gender, Race are the only elements that can be updated. The FLEID can't be corrected.

(3) Review corrected records.

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New Enhancements

Duplicate File Submission Rejections

Open One-Pager w/ Process Flow

- Files that have been previously submitted for FLEID assignment will be flagged and rejected on submission.

- Submitting duplicate files with records previously processed will no longer be accepted due to the increase in record growth for existing records.

- Local users should not submit the same file daily. In some cases there are records from the same district with up 25+ records for the same student.

- Please refrain from creating un-needed duplication in the vault, it not only impacts your district but every source participating in the FLEID process.

OPEN DISCUSSION

10:00

Roadmap

Upcoming Enhancements

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5 — Upcoming

4 — New Enhancements

3 — Existing Processing

2 — Technical Tune-up

1 — Housekeeping

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Upcoming Enhancements

✓ **Resource Page**

- The resource page will be available to users via the FLEID application.

- The page will include important reference documents and helpful links.
    - Business Rules
    - Technical Guide
    - One Pagers
    - Training Site Link
    - Pre-Processing Error Codes

- Users currently request all documentation via the FLEIDProject@fldoe.org.

- This enhancement will allow for quicker access to documents needed for daily operations and can be used by new staff as a point of reference.

Upcoming Enhancements

Resource Page Mockup

Ahfachkee School

Welcome,
Anthony Davis

FLEID Management Application

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| Near Match Resolution | Look-up | Near Match Directory | File Management ▾ | Report | Resource | Log Out |

Resources

FLEID Resources:

- FLEID Technical Guide   For a complete guide to FLEID file processing, including file layouts and file naming conventions.
- FLEID Training Site   User training site to navigate FLEID application.
- FLEID Business Rules   Comprehensive list of business rules for FLEID.
- FLEID Pre-Processing Error Codes   Rubric detailing FLEID pre-processing error codes with explanations.
- FLEID Administrative Rule   Administrative rules governing FLEID.
- FLEID Testing for New Systems   Procedures to test file submissions.

Upcoming:

- Procedures to make corrections to existing FLEID record(s).
- Procedures for full/partial legal name changes.
- Procedures for retiring FLEIDs.
- Procedures for FLEID verifications.
- Procedures for merging FLEIDs and merge error resolution.

Upcoming Enhancements

✓ **Secure Communication & Information Exchange**

- Currently Brainstorming

- The team and I have discussed ideas for communicating securely within the application.

- There is a large amount of communication that takes place post FLEID assignment around vault quality – for example: FLEID merges that impact multiple sources.

- Many are calling/emailing one another to confirm information prior to completing merges that impact records across districts, colleges, Office of Early Learning, etc.

- There is also discussion between local agents and the FDOE FLEID agents and having a secure communication process may be ideal for these types of processes.

- Discussions around this enhancement are still in progress.

Upcoming Enhancements

✓ **Near Match Purge Screen**

- Currently Near Matches that are deemed no longer needed, or that have not been completed for an extended period of time can be purged or removed on request.

- Near matches can only be completed by the FDOE FLEID agent at this time.

- We would like to provide a tab within the application which will allow users the ability to purge your own obsolete near matches daily or as needed.

- In order to avoid overlapping processing during our daily assignment processing, we'll allow users to flag near match records for purging and it will be purged during our maintenance window in the afternoon.

- For purges needed immediately, special requests can be sent and we will complete them as soon as possible. However, this is only in the event of urgent need.

Upcoming Enhancements

Near Match Purge Screen Mockup

Upcoming Enhancements

✓ **Automated Corrections – Corrections Phase 2**

- The technical team is currently working towards fully automating the corrections process.

- Only one format will be accepted and a new naming convention will be provided.

- Local agents will only have the ability to correct, modify or update their records only.

- Pre-processing data validations will be completed similar to the assignment process.

- Users will be able to update errors in the following columns:
    - Identifiers
    - Names
    - Birthdate
    - Birthplace
    - Demographics

Upcoming Enhancements

✓ **Automated Corrections – Corrections Phase 2**

- The requestor of the correction or record modification will be logged in the database in addition to the record prior to the change and after the change.

- It will be imperative for local agents to ensure that they are sending the information as specified by the FLEID Team.

- There will be a programmatic review of the correction prior to updating the vault.
    - This review will simulate all of the checks that the FLEID agents currently complete manually. However, ultimately it is the districts responsibility to ensure they are correcting and updating a record appropriately.
    - If the correction is flagged, it will be returned to the user for additional review.

- Notifications will be sent out similar to the assignment process.

- Corrections will no longer be accepted via e-mail to avoid information transferring.

Data Visualizations

- We will be working on data visualizations in Tableau.

- We will be exploring & brainstorming visualizations around:
    - FLEID Vault Assignment Statistics
    - FLEID SSN Submission Statistics
    - FLEID Duplication Statistics
    - FLEID File Submission Statistics
    - FLEID Correction/Modification Statistics

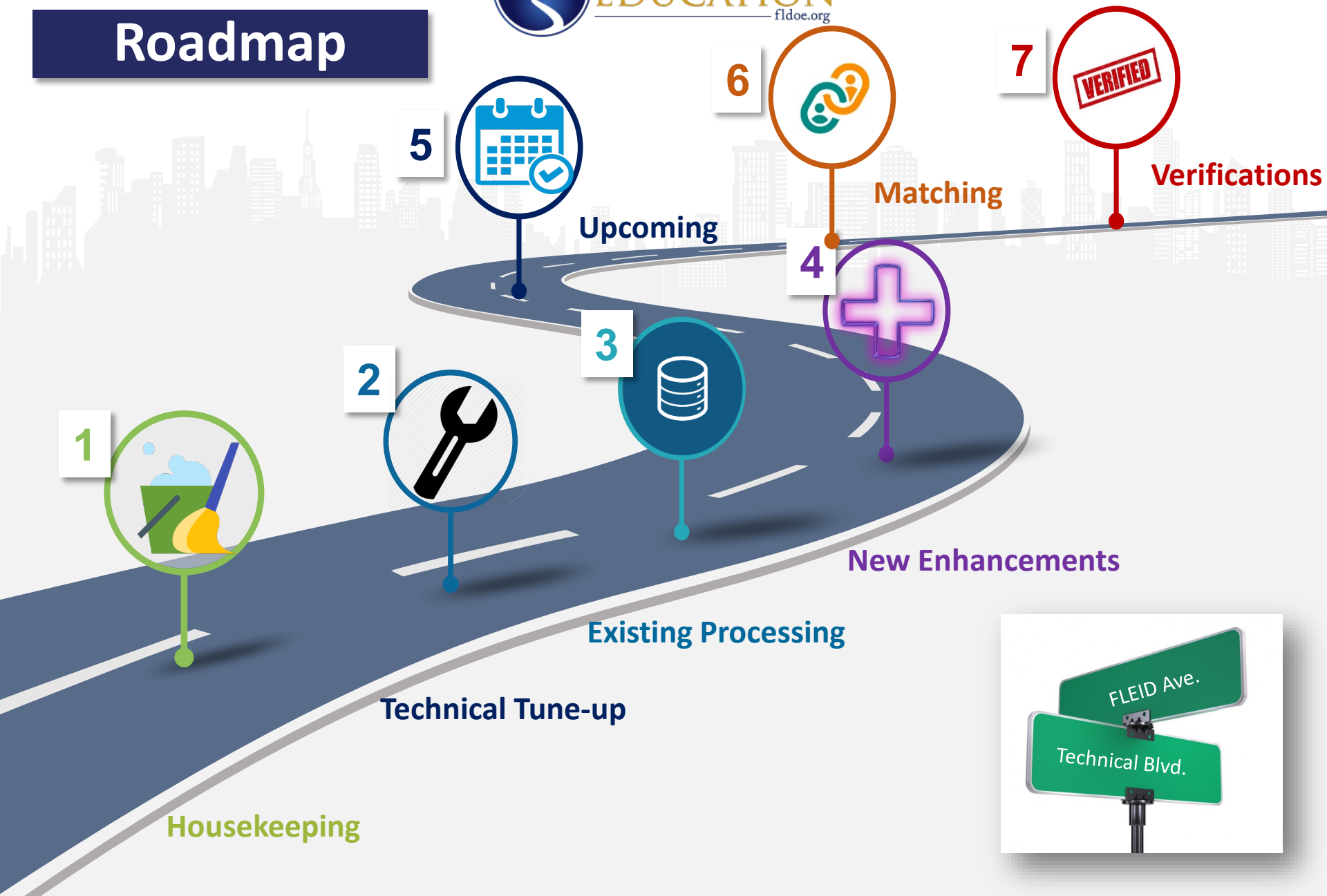- If you have ideas on what information will be interesting to see, please let us know.

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OPEN DISCUSSION

10:00

Roadmap

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1 Housekeeping

2 Technical Tune-up

3 Existing Processing

4 New Enhancements

5 Upcoming

6 Matching

7 Verifications

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FLEID Matching & Verifications

- FLEID Matching will allow users to check for an existing FLEID in the vault.
- This doesn't eliminate the need to assign an FLEID but will allow you an opportunity to simulate assignment prior to actually assigning an FLEID.
- Required on Submission: The requirements will mirror assignment.
- Although records will be matched against the vault, they won't be assigned an ID.
- This will assist with current issues that users are having with searching the vault.
- This is currently only available to internal offices within the FDOE.

- FLEID Verifications will allow users to check and validate information associated with an FLEID prior to survey submission.
- Currently we receive requests to validate whether the FLEID the district is using for a student is accurate.
- This process will allow the user to validate the FLEIDs and information from your district SIS and determine whether the record aligns with the vault (as needed).
- This typically comes up during the assessment windows or during the FTE reporting periods. This can allow users the flexibility to validate the FLEID being used is accurate for their district.

OPEN DISCUSSION

10:00