FLORIDA EDUCATION IDENTIFIER (FLEID)

FAMIS Summer Conference 2022

Presenter: Shannon Stewart

July 12, 2022

Data Quality Session

Agenda

- ➢ Housekeeping
- ➢ Introduction
- ➢ Statistics
- ➢ Business Rules
- ➢ Data Quality
- ➢ Refinements
- ➢ Questions
- ➢ Contact Us

Florida Department of Education — fldoe.org

Housekeeping

FLEID Housekeeping

❖ **FLEID FAMIS Sessions**

- Data Quality Session
- Technical Session

❖ **FLEID Acceptance Parameters**

- District/School Enrollments.
- **2014-2015 through 2022-2023**

❖ **FAMIS Survey Feedback**

- Provide helpful/constructive feedback.

- Provide the presenter name in the feedback.

❖ **FLEID Contact List Updates**

- Reminder: Send an e-mail to FLEIDProject@fldoe.org in order to update local contact information as needed.

Introduction

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 (Florida Statute 1008.386).

- The FLEIDs are currently stored in a secure database known as the FLEID Vault.

- As of July 1, 2020 the FLEID is the only identifier accepted on district data submissions.

- District and college files can be processed throughout the day, Monday - Sunday.

- Reduces the usage/transferring of the social security number (SSN) within educational systems.

- Identifier quality and accuracy is managed within the Florida Department of Education (FDOE).

- Verifications ensure local sources are providing consistent data.

- The training website is available to local agents.

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

FLEID Data Quality Reminders

- As part of the FLEID Team's effort to protect student and staff data, PII shouldn't be included in the e-mails while resolving FLEID discrepancies or corrections. FLEID, Name, and DOB information cannot be shown in e-mails or disseminated.

  - SSN information cannot be shown in emails for updates or changes.
  - Screenshots of the FLEID application with students PII cannot be shown in emails or disseminated.
  - Please do not provide the FLEID agent's contact information to parents or others aside from the District FLEID agents.

- Districts have asked for additional information about our processes at a high level.
  - We have one-pagers to assist with submission automation parameters
  - The business rules document will be available and provided to the districts
  - Check out the technical session to discuss the new upcoming enhancements.

- New enhancements around data quality
  - Automating corrections process.
  - Providing corrections reports for districts review

FLEID Data Quality Reminders

- 1) Requests for retirements, merges, and splits should be sent via email using the FLEID only.

- 2) Before requesting a change to an FLEID or the associated information, ensure that your district has an active record tied to that FLEID.

- 3) If a consensus on a record modification can't be reached (when impacting multiple sources), then the request can't be completed (i.e. Merge).

- 4) Ensure that all districts and colleges that are impacted by a request submitted remain on the e-mail communications.

Statistics

FLEID Assignment Statistics
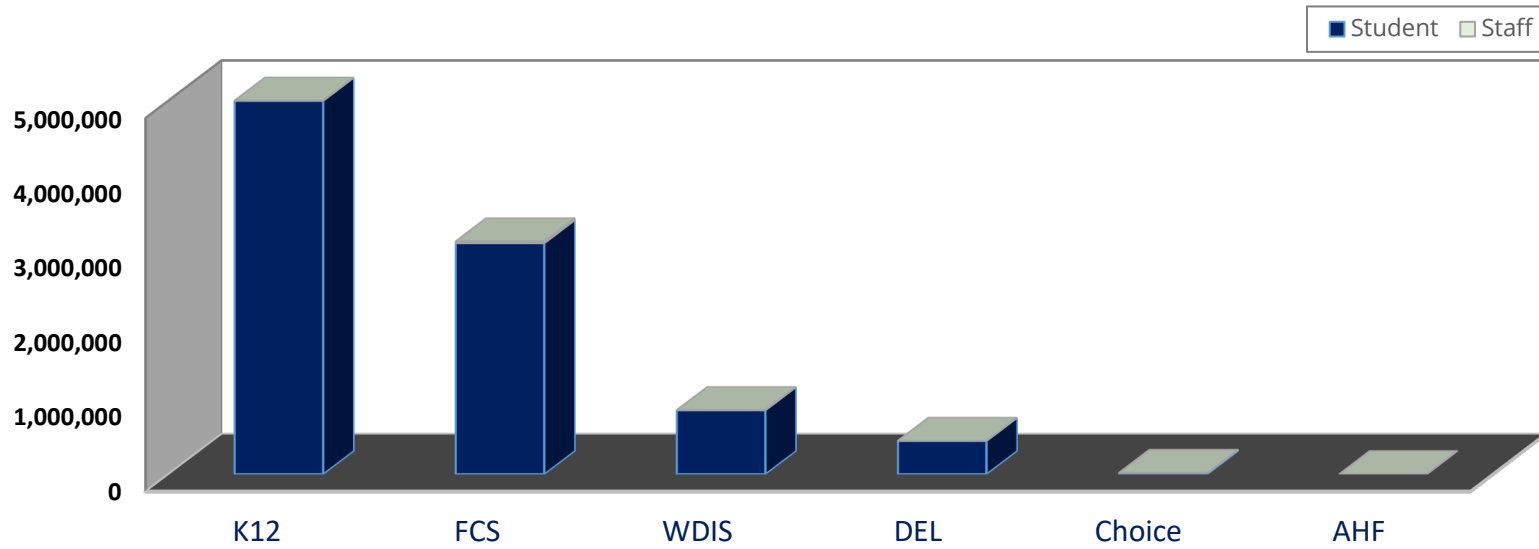
Number of FLEID(s) Assigned	Source	Total FLEID's	Student %	Staff %
District Public Schools	K12	6,167,410	95.32%	5.00%
Florida College System	FCS	3,368,803	99.20%	0.70%
Workforce Development Info System	WDIS	939,805	100.00%	0.00%
Division of Early Learning	DEL	607,895	100.00%	0.00%
School Choice Office	CHOICE	72,087	100.00%	0.00%
Ahfachkee Schools	AHF	227	100.00%	0.00%
Total Unique Count of FLEID's Statewide	**STATE**	**11,156,227**		

Business Rules

FLEID Business Rules

FLEID Business Rules have three objectives:

User Clarity	Data Quality	File Standards
To assist local FLEID submission agents with clarity around processing parameters and provide guidance for daily operations.	To establish data quality standards and help users understand the source of data rejections due to not meeting outlined requirements.	To outline file standards and parameters that are required for submission and are essential to the FLEID assignment processing.

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Appendix C: Corrections Process Business Rules

Business Rule Description

1) All participating entities in the FLEID process can submit a corrections request for their records only.

DEL	Division of Early Learning
AHF	Ahfachkee Schools
CHOICE	School Choice Office (Office of Independent Education)
K12	District Public Schools
WDIS	Workforce Development Information Systems
FCS	Florida College System

2) This process allows local education agencies an opportunity to correct inconsistencies in previously submitted vault records.

Parameters	Currently accepting 2020-21 and 2021-22 records.

3) Records will be corrected in the vault based on the following key: FLEID, District or OPEID and Year submitted.

Key (1):	FLEID
Key (2):	District (for District Records)
Key (2):	OPEID (for College Records)
Key (3):	Year

4) When an identified issue has been found for an existing vault record, a modification may be completed on:

Identifiers	Person Number, Alias Number, Local Number, SSN, Certificate Number
Name	First Name, Last Name, Former/Maiden Name, Middle Name/Initial, Appendage
Birth Info	Date of Birth, DOB Year, DOB Month, DOB Day, Multi-Birth Indicator, Birth Place
Demographic	Gender, Race, RaceH, RaceW, RaceA, RaceB, RaceP, RaceI
Enrollment Info	1st Time Entered Florida Institution, 1st Time Entered U.S., Prior School of Enrollment

5) The identified issues can include:

Typos/Mis-keying	When a local FLEID agent identifies a typo or keying error in the vault.
Truncation of Info	When a local FLEID agent identifies part of a value that has been cut-off in the vault.
Erroneous Values	When a local FLEID agent identifies a value that needs to be removed from the vault.
Missing Values	When a local FLEID agent identifies a missing value to be populated in the vault.

6) Preliminary review of changes requested will be assessed programmatically.

Add	Adding a new value when it was previously blank or NULL.
Remove	Removing an existing value when it was previously populated.
Change	Changing an existing value to a new value.

7) The following will be flagged for local review.

Removing Identifiers	Setting identifiers to 'NULL'
Changing Entire Name	Changing the First and Last Names or First, Middle and Last Names or First, Last Names and Middle Initial
Changing Entire DOB	Changing the entire Date of Birth, DOB Month, DOB Day and DOB Year
Record Not Found	Records that are not found based on the key.
Validate Multi-Birth	The corrected record is tied to a multi-birth record, validate changes.
Large Scale Modifications	Completing a large-scale correction/modification - changing Identifiers, Name, Birth Info **and** Demographic

Data Quality

Data Quality - Merges

What is a Merge?

- Occurs when two or more records that have been assigned multiple FLEIDs and after review by the Local Education Agency (LEA) are deemed the same person.
- The FLEIDs will be merged to reflect one active FLEID. One FLEID will be set to inactive (retired).
- When a district or college identifies 2 FLEIDs for one person, it is important for the LEA to verify that the person is the same with all parties that are tied to the FLEIDs to be merged (college or district).

Merge Request Steps:

- Send a notification email to FLEIDProject@fldoe.org requesting a merge.
- Include both FLEIDs to be merged and highlight the FLEID with the information that should be reflected in the vault where discrepancies exist.
- The e-mail must show consensus from all parties (colleges/districts) tied to the FLEIDs.
- The earliest FLEID is typically retained but this can vary depending on the scenario.
- To protect Personally Identifiable Information (PII), we transmit FLEIDs in the email only, we can access the associated information as needed - do not send additional info via email.

Data Quality - Retirements

What's a Retirement?

- Occurs when FLEIDs are created in error or records have been found with substantial issues and must be subsequently removed from the vault.
- The FLEIDs will be permanently removed from the vault and will no longer be considered an active FLEID within the vault. The record is set to inactive once completed.
- Impact must be determined locally before submitting a retirement request.
- The entire FLEID can be retired or one record tied to an FLEID can be retired.

Retirement Request:

- Send a notification email to FLEIDProject@fldoe.org requesting a retirement.
- Include the FLEID(s) to be retired.
- FLEIDs can only be retired by the source(s) that are tied to the FLEID.
- The e-mail must show consensus from all parties (colleges/districts) tied to the FLEID.
- Without consensus when multiple sources are tied to an FLEID, it will not be retired.
- Records contributing to the FLEID can be retired by that source (no consensus needed).

Data Quality - Splits

What is a Split?

- Occurs when two or more records that have been assigned one FLEID and after review by the LEA deemed different people.
- The individuals tied to the one FLEID can be split into separate FLEIDs.
- Impact must be determined locally before submitting a split request.

Split Request:

- Send a notification email to FLEIDProject@fldoe.org requesting a split.
- Include the FLEID with records requiring a split.
- The earliest record information will be retained and the other record deemed to be another person will be retired from the existing FLEID.
- The other record will then need to be dropped for assignment of a new FLEID.
- FLEID agent will provide or request additional information as needed.

Data Quality – Corrections

FLEID Corrections   *Piloting in Progress*

- 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.

Corrections Changes:
- .corr file extensions will no longer be accepted.
- Excel sheets will no longer be accepted.
- Corrections requests via e-mail will no longer be accepted .
- Reports will now be provided on completion (for review).

New Corrections Automation:
- All corrections requests will go through TIBCO.
- File Naming Convention: DPS.FLEIDCorrections.[########].Y[yyYY].txt
- Text file must be in the master file format.
- The files will be programmatically validated and updated based on the source record.
- The technical session will dive deep into the parameters of the new automation process.

Data Quality – Legal Changes

FLEID Legal Changes   *Work in Progress*

- Occurs when a district or college has received legal changes for students/staff.
  Examples include: Adoption, marriage, etc.

Legal Changes:
- .fnc file extensions will no longer be accepted.
- Excel sheets will no longer be accepted.
- Corrections requests will no longer be accepted via e-mail.
- Reports will now be provided on completion (for review).

New Legal Changes Automation:
- All legal change requests will go through TIBCO.
- File Naming Convention: DPS.FLEIDLegalChanges.[########].Y[yyYY].txt
- Text file must be in the master file format.
- The files will be programmatically validated and updated based on the source record.
- The technical session will dive deep into the parameters of the new automation process.
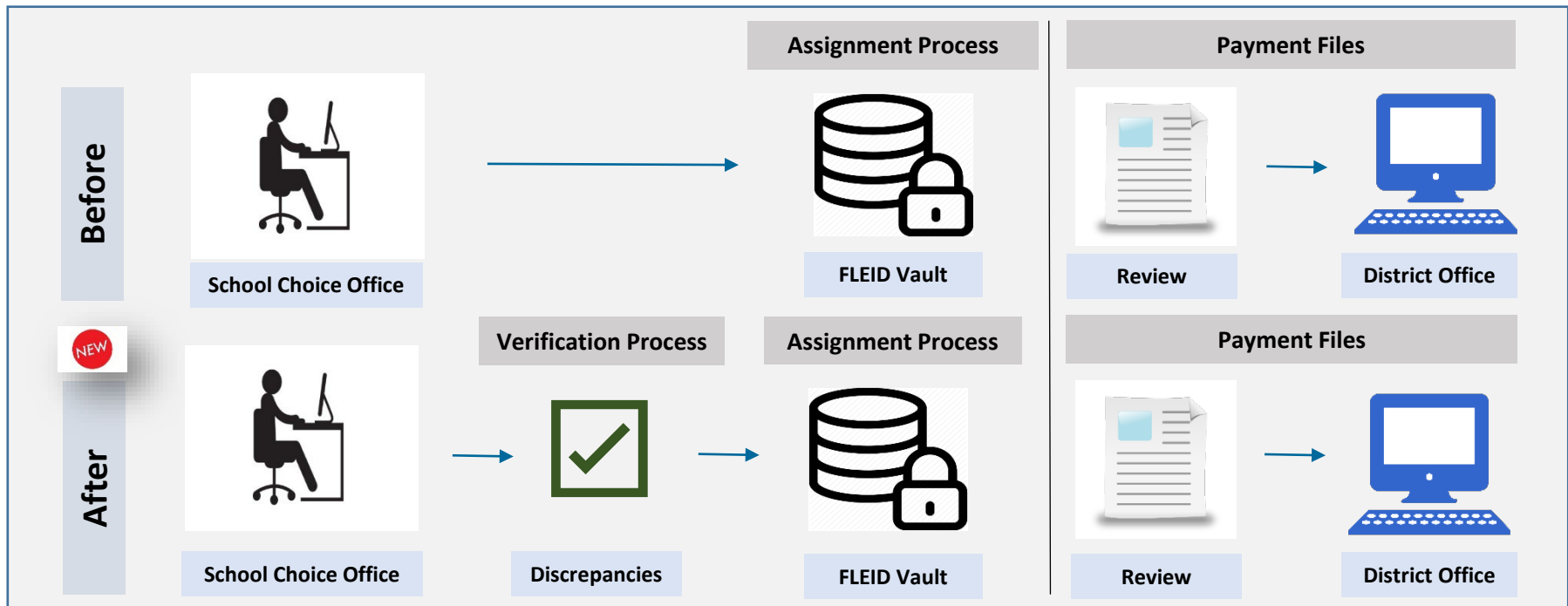
Refinements

FLEID Refinements

NEW

Florida Empowerment Scholarship (FES) Participant Assignment Process
School Choice Office/FLEID

- **Feedback:**   **Misalignment of information between School Choice Office and the District.**
  Problem: Multiple FLEIDs created for the same person.
  Solution: Prior to School Choice Office assigning an FLEID, they will now reconcile differences.

- **Feedback:**   **Districts have mentioned they don't have date of birth (DOB) in the payment file.**
  Problem: DOB is needed for the verification process with the School Choice Office.
  Solution: School Choice Office has indicated that files with the full student information is available.

- **Feedback:**   **School Choice Office does not have a record tied to the FLEID when matched.**
  Problem: When changes or merges are identified, School Choice Office can't provide confirmation.
  Solution: School Choice Office records will be merged into existing FLEIDs when exactly matched.

FLEID Refinements

		Assignment Process	Payment Files
Before	School Choice Office	FLEID Vault	Review → District Office

		Verification Process	Assignment Process	Payment Files
After	School Choice Office	Discrepancies	FLEID Vault	Review → District Office

Feedback: **Misalignment of information between School Choice Office and the District.**

Problem: Multiple FLEID's created for the same person.

Solution: Prior to School Choice Office assigning an FLEID, they will now reconcile differences with the district.

Contact Us

FLEID Team
FLEIDProject@fldoe.org

Division of Technology & Innovation

Bureau of Technology, Planning & Management (TPM)

FDOE Lab Sessions

Please come meet us in the FDOE Lab Sessions!

We are available to answer questions and provide assistance.

www.FLDOE.org