FLORIDA EDUCATION IDENTIFIER (FLEID)

FAMIS Summer Conference 2022

Presenter: Shawna Reid

July 12, 2022

Technical Session

Agenda

- ➢ Housekeeping
- ➢ Introduction
- ➢ Milestones
- ➢ Resources
- ➢ New Processes
- ➢ Technical Tips
- ➢ Questions
- ➢ Contact Us

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 Processing Layers

File Submissions
- Submissions accepted Monday – Sunday
- Daily Maintenance Window 5:30 p.m. – 10:00 p.m.

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 | Newly Assigned**

File Results
- Files are matched and the results are output with the FLEIDs found and new FLEIDs are generated.

FLEID Application
- Users can view processing statistics and complete outstanding near match resolutions.
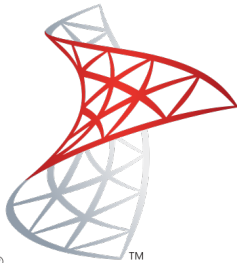
FLEID Technologies

File Submissions

Pre-Processing Edits

Master Data Management

FLEID Assignment

File Load/Secure Vault

FLEID Application

Milestones

FLEID Milestones

- Start – 2014:   FLEID 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.

- 2020 – 2021:   Implemented the administrative rule, effective July 1, 2020.

- 2021 – 2022:   Correction process phase 1 began and testing simulations available.

- 2022 – 2023:   NEW: Automated corrections process and reports.

   NEW: Near match purge maintenance.

   NEW: Documentation and resource documents created.
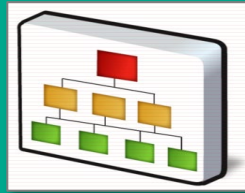
Resources

Resource Overview

One-Pagers

This document is a helpful reference that summarizes the:

- Process Purpose
- File Name
- File Format
- Process Steps
- Processing Times

Flow Charts

The flow charts help to provide a visual representation of what the process entails.

Business Rules

The business rules provides detailed information on the parameters required or expected during the process.

File Layouts

The file layout provides:
- Column Length/Type
- Column Names
- Column Descriptions
- Column Examples

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Process Overview

This guide outlines the procedure for submitting FLEID corrections. The purpose of this process is to allow local education agencies an opportunity to correct inconsistencies in previously submitted vault records in order to update typos or cleanup errors. This process will update the information in the vault for the source record provided. It will update records for the FLEID, district or college, and the year submitted only. The process will also flag records that are indicated as potential anomalies for review before correcting the record.

(1) Prepare File for Submission

- ✓ Files must meet the file formatting standards outlined in the **Appendix C** (page 3).
- ✓ **File Naming Convention:** DPS.FLEID**Corrections**.[########].Y[yyYY].**txt**
- ✓ **File Format:** Text File, Fixed Width, 575 Record Length, No Headers
- ✓ **File Values:** Refer to Appendix C of the guide for acceptable values.
- ✓ **File Requirements:** Updates submitted will only be applied for records from the source who submitted the file and will not impact other sources information.
- ✓ **Corrections Key:** FLEID, District or College, Year

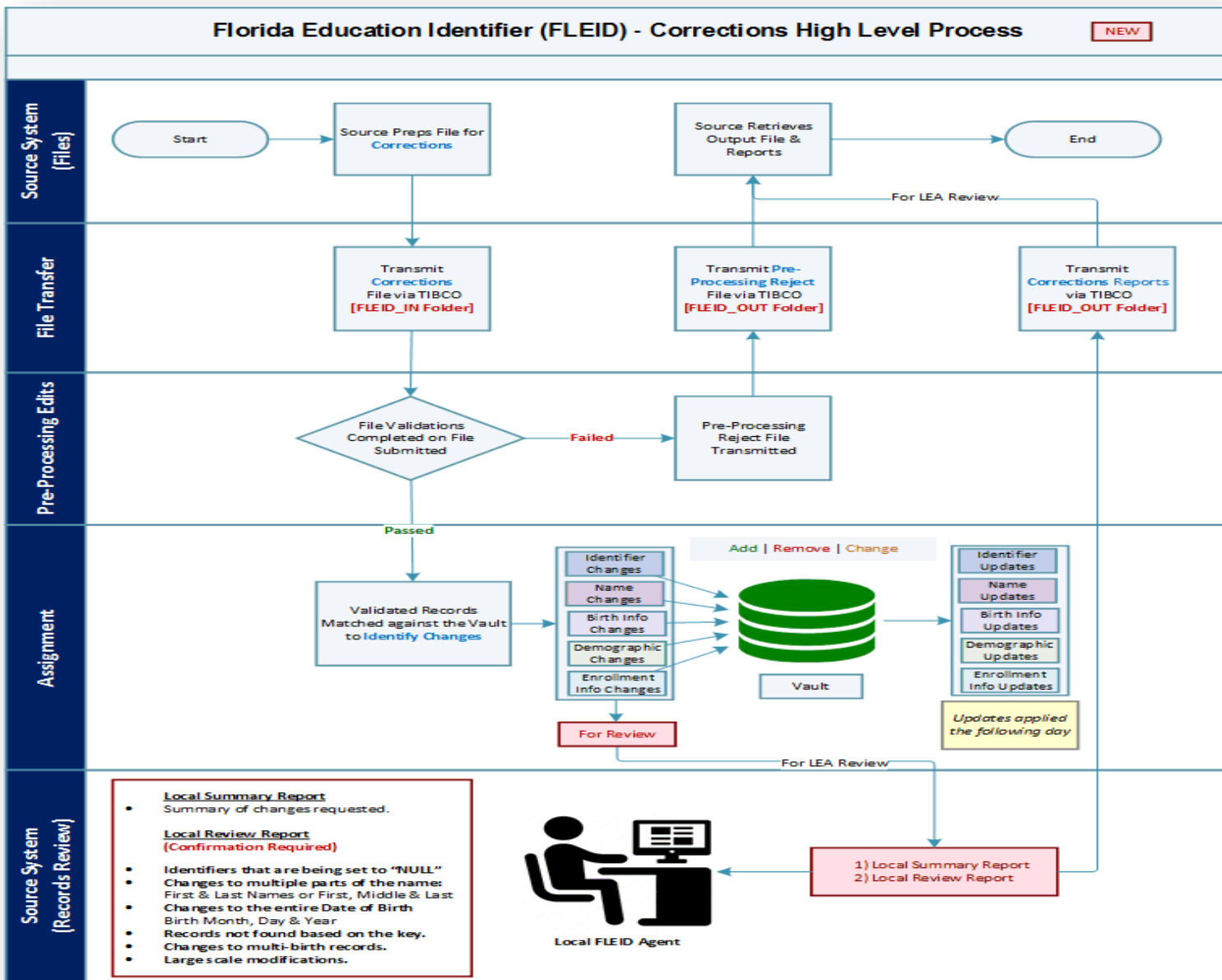**Report Review Window:**
Mon-Sun | 6a – 5p (Every 5 mins)

Corrections Processing Window:
Mon-Sun | Available Next Morning

(2) Submit Correction File

- ✓ Once the file meets the submission parameters above, it is ready to be transferred to the FDOE.
- ✓ The files should be transmitted via the TIBCO process using a secure file transfer protocol (FTP).
- ✓ Files can be sent throughout the day however, processing will be completed by the following morning.

- ✓ **STEP 1:** Submit the file via the secure TIBCO FTP to the FDOE for processing.
- ✓ **STEP 2:** Files will be programmatically validated to ensure it meets pre-processing data quality standards.
- ✓ **STEP 3:** The file will be compared to the vault to identify values: "**Added**", "**Removed**", or "**Changed**".
- ✓ **STEP 4:** Reports will be generated for your subsequent review.
  - ○ 1) Summary Report — Displays a summary of the corrections submitted compared to the vault.
  - ○ 2) Local Review Report — Displays a summary of records for secondary review <u>prior to correcting</u>.
    Note: Specified records will be flagged for **local** review based on predefined criteria (page 5).

(3) Review the Results

- ✓ If the file does not meet the pre-processing standards - a **reject file** will be generated and the user will be notified of the file issues encountered.
- ✓ Once the reports have been generated and records in the file have been **corrected**, an e-mail will be sent out notifying the current contacts on completion.

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Florida Education Identifier (FLEID) - Corrections High Level Process

NEW

Source System (Files)
Start → Source Preps File for Corrections → Source Retrieves Output File & Reports → End

For LEA Review

File Transfer
Transmit Corrections File via TIBCO [FLEID_IN Folder]

Transmit Pre-Processing Reject File via TIBCO [FLEID_OUT Folder]

Transmit Corrections Reports via TIBCO [FLEID_OUT Folder]

Pre-Processing Edits
File Validations Completed on File Submitted — Failed → Pre-Processing Reject File Transmitted

Passed

Assignment
Validated Records Matched against the Vault to Identify Changes

Add | Remove | Change

Identifier Changes
Name Changes
Birth Info Changes
Demographic Changes
Enrollment Info Changes

Vault

Identifier Updates
Name Updates
Birth Info Updates
Demographic Updates
Enrollment Info Updates

Updates applied the following day

For Review

For LEA Review

Source System (Records Review)

Local Summary Report
- Summary of changes requested.

Local Review Report
(Confirmation Required)

- Identifiers that are being set to "NULL"
- Changes to multiple parts of the name: First & Last Names or First, Middle & Last
- Changes to the entire Date of Birth Birth Month, Day & Year
- Records not found based on the key.
- Changes to multi-birth records.
- Large scale modifications.

Local FLEID Agent

1) Local Summary Report
2) Local Review Report

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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

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Appendix C: Corrections Input File Format

The required file format for submission is provided below as a reference. Files submitted that do not comply with this format will be rejected based on the formatting requirements shown and the validation rules.

Item No.	Begin – End Point	Field Length	Field Type	Field Name	Field Description	Required Format/Example
1	1-4	4	Char	Year	School Year	Format: yyYY Example: 2021
2	5-6	2	Char	DistrictNumber	PK-12 District Number	Format: ## Example: 13 (Dade)
3	7-10	4	Char	SchoolNumber	PK-12 School Identification Number	Format: #### Example: 2501 (Holmes Elem)
4	11-18	8	Char	OPEID	Post-Secondary School Identification Number	Format: ######## Example: 00148900 (FSU) 00150600 (MDC)
5	19-28	10	Char	PersonNumber	District Student/Staff Identifier, Florida College Student/Staff Identifier, Florida	PK12 **Student** Identifier Florida FCS Person Identifier Florida
6	29-38	10	Char	AliasNumber	District Student/Staff Identifier, Florida College Student/Staff Identifier, Florida	PK12 **Alias** Identifier Florida FCS Person Identifier Florida
7	39-48	10	Char	LocalNumber	District Local Student/Staff Identifier, Local College Local Student/Staff Identifier, Local	PK12 **Local** Identifier Florida FCS Person Identifier Florida
8	49-57	9	Char	SSN	Student/Staff Social Security Number	Format: ######### Example: 012345678
9	58-67	10	Char	CertificationNumber	PK12 Florida Educators Certificate Number	Format: ########## Example: 0123456789
10	68-167	100	Char	FirstName	First Name	Example: John
11	168-267	100	Char	LastName	Last Name	Example: Smith
12	268-367	100	Char	Former/MaidenName	Maiden Name	Example: Doe
13	368-397	30	Char	Appendage	Suffix	Example: Jr., Sr.
14	398-447	50	Char	MiddleName	Middle Name	Example: Malcom
15	448-448	1	Char	MiddleInitial	Middle Initial	Example: M
16	449-456	8	Char	DateofBirth	Date of birth	Format: MMDDYYYY Example: 01301996
17	457-460	4	Char	DOBYear	Year of birth	Format: YYYY Example: 19## | 20##
18	461-462	2	Char	DOBMonth	Month of birth	Format: MM Example: 01-12
19	463-464	2	Char	DOBDay	Day of birth	Format: DD Example: 01-31
20	465-465	1	Char	Gender	Gender Code	F = Female M = Male X = Not Provided O= Other

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New Processes

FLEID Behind the Scenes

NEW

Verifications Process

Corrections Process
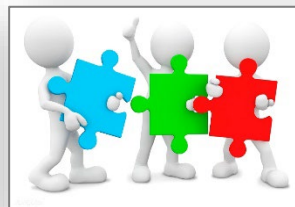
Matching Process
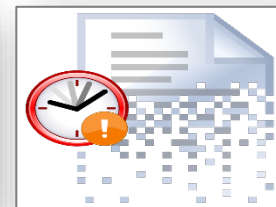
Near Match Purges

Testing Simulations

One Pagers
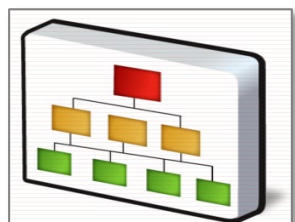
Flow Charts

Application Updates
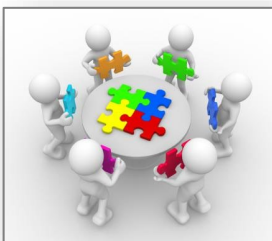
New Groups
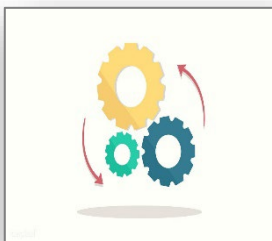
Refinements

Reports

Business Rules

New Processes

Source Verifications Process   *Active Process*

Process to verify data on submission to the Source System (e.g. Florida College System)
The FLEID, name and date of birth (DOB) information that has been submitted by Florida Colleges to the FLEID vault is also validated against standard FDOE data collection to ensure data consistency across FDOE collection processes. Warning messages are provided to Colleges to reconcile data discrepancies.

Vault Corrections Process   *Piloting in Progress*

Process to correct typos, truncation or cleanup of data values
Local or internal FLEID agents can submit files for records requiring corrections or modifications in the vault. Each district/college can correct their records only. Records can be corrected by FLEID, District/OPEID and Year. All corrections will be documented and archived to capture the record edit history.

FLEID Matching Process   *Work in Progress*

Process to determine if records sent will be a near, exact or new match
Allows local agents an opportunity to see if records already exist in the vault and if so, the matching strength and potential matching status. This will allow agents the ability to see the impact of adding the records before assignment.
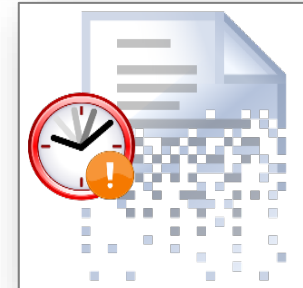
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New Processes

Near Match Purge Process
Active Process

Process to purge unresolved near matches (older than 30 days)
The FLEID Team has created a maintenance process that will purge unresolved near matches that are older than 30 days from the vault. Near matches should be regularly resolved or this process will purge them automatically.

Testing Simulations
Active Process

Process which allows local agents to test the FLEID Process
If local sources implement new Student Information Systems (SIS), this will allow them the opportunity to submit records and confirm 1) the file transfers are received 2) FLEID notifications are being sent to the specified contacts 3) and the formatting meets the standards outlined for submission.

One-Pagers
Available for Specific Processes

Resource that provides process information at a glance for users
The FLEID Team has condensed process information into one page and provides users the ability to see the core information. We provide the submission parameters, high level steps and pertinent processing information. They will be provided with flow charts, file layouts and business rules.
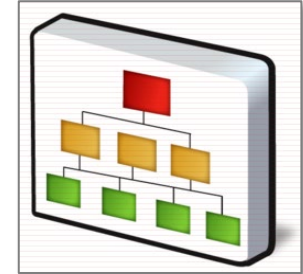
New Processes

Process Flow Charts
Available for Specific Processes

Resource that provides a high level process flow visually
In addition to the one pagers, we will also include a high level process flow so users can visually walk-through the process and identify critical areas. These flows align with the one pagers and can support the information detailed.

Business Rules
Available for Specific Processes

Resource that provides the business logic for each of the processes
The business rules document will accompany the one pagers, flow charts, and file layouts for each process. The document outlines the important considerations around processing. The will guide you on how the process works and special considerations.

Application Enhancements
Work in Progress

Application refinements in order to provide/capture additional info or functionality.
The application is the primary area that the local user interfaces with in order to complete FLEID processing. However, key information that isn't currently available will be captured and functionality needs are being reviewed for potential incorporation into the existing application or creation of a new application.

New Processes

Process Refinements   *Work in Progress*

Process to identify existing processing gaps and work on resolutions
The FLEID Team is actively reviewing your e-mails and backend processing to identify areas that require additional review and potential updates or modifications to how they currently work (e.g. Manual processing transitioning to automated).
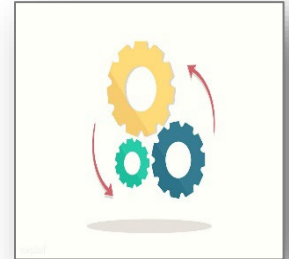
FLEID Reports   *Work in Progress*

Resource available to provide additional information for local review and analysis
We will begin providing processing reports to summarize FLEID activities or detailed reports for local review. These reports will assist users in identifying potential issues or areas or concern.

New Groups or Active Discussion   *Work in Progress*

Working with new sources for onboarding or an opportunity to participate
There are new groups that will be participating in the FLEID process or that have shown interest in participation. We will keep all current participants updated on any new source groups and any subsequent impact these records will have on the vault (e.g. Charter Districts).
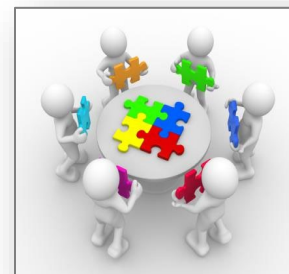
Technical Tips

FLEID Technical Tips

Common FLEID Issues Reported via Help Desk Tickets Submitted

➢ **IP Address Whitelisting | File Transfer Related -** Handled by the IENHelpdesk@fldoe.org.
  - ❖ **Symptom:** File Transfer Protocol (FTP) does not work as expected.
  - ❖ **Common Cause:** Usually occurs when the following are implemented locally:
    - • (1) New cloud-based system (2) New SIS (3) Change in the local IP address or range
  - ❖ **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:** Settings can be checked against the FTP document to correct this issue.

FLEID Technical Tips

Important Tips from the Technical Team

➤ **Training Website**

- Users contact us when 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 and 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.

FLEID Technical Tips

Important Tips from the Technical Team

➢ **Near Match Resolution Files**

- Near match resolution files that are generated within the application should be retrieved immediately.
- We are receiving requests to provide the near match resolution file after they are no longer available.
- The files are available in TIBCO for 7 days.

➢ **Duplicate File Submissions**

- We do not process identical file submissions.
- After the file has been sent and processed, identical submissions will be rejected thereafter.

➢ **File Status**

- Please ensure that you check your e-mails and the FLEID application for the processing status.
- If you are not receiving e-mails, send a request to have your e-mail address added.
- We have received e-mails asking about error notifications or whether files have been received.
    - Our notifications process manages all notifications and alerts to local users.
    - If they have not been received, contact us and we will update the information.

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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.

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