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FLORIDA EDUCATION IDENTIFIER (FLEID)

Florida Association of Management Information Services

FLEID Advanced Session

FAMIS Summer Conference 2024

Presenter: Qian Liu & Stephanie Julmiste

Agenda

- Housekeeping
- Introduction
- New Development
 - Implemented
 - Upcoming
 - Future
- Tips/General Information
- Open Discussion
- Contact Us





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Housekeeping

FLEID Housekeeping



❖ FLEID FAMIS Sessions

- Info/Updates Session.
- Meet us at the FDOE Lab.



❖ FLEID Acceptance Parameters

- District/School Enrollments.
- **2014-2015 through 2024-2025.**



❖ FAMIS Survey Feedback

- Provide helpful/constructive feedback.
- Provide the presenter's name in the feedback.



❖ FLEID Contact List Updates

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

FLEID Communication



- Ensure all emails are sent to FLEIDProject@fldoe.org.
- Refrain from sending direct emails to agents.
- The appropriate agent will respond and follow-up.
- Do not send Personally Identifiable Information (PII).
- If we provide instructions and they are not followed after multiple requests, we will suspend email communication and supervisors must contact us to address thereafter.
Ex. Repeatedly including Social Security numbers (SSN) in emails.



- Ensure the subject line of the email reflects FLEID [Request Type]. (We reviewed request types in the introductory presentation.)
- Allow 2-3 business days for request follow-up.
- You will receive immediate acknowledgement of requests.
- Please contact us in advance in order to make deadlines.
- We will request additional information, if needed.
- Ensure that you review your request in detail before submitting to the FLEID team. Verify FLEIDs in the FLEID application lookup.



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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.
- FLEID, mandated by 2014 legislation (Section 1008.386, Florida Statutes (F.S.)).
- 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.
- Reduces the usage and transferring of the SSN within educational systems.
- Identifier quality and accuracy is managed within the Florida Department of Education (FDOE).
- Identifier verifications ensure local sources are providing consistent data.
- District and college files can be submitted for processing daily, Monday - Sunday.
- Processing is halted daily from 5-10 p.m. to allow for maintenance and patching as needed.
- The FLEID training website is available to local agents.
- The FLEID Technical Guide, which outlines the FLEID process is available on request.
- Refer to the FLEID Application “Resources” tab for general information.

FLEID Processing Layers



File Submissions

- Submissions accepted Monday - Sunday.
- Daily Maintenance Window 5-10 p.m.



File Pre-Processing Validations

- File checks are completed to ensure the data aligns with the required values and formatting.
- 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. New FLEIDs are generated.



FLEID Application

- Users can view resources, processing statistics and complete outstanding near match resolutions.

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: Automated corrections and legal changes process and reports.
- 2023 - 2024: Automated merge process and reports development began.
- 2024 - 2025: **New data quality enhancements and communication refinements.**





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New Development

FLEID New Developments

Implemented Processes



Corrections



Legal Changes

These processes have been implemented within the last year and are actively available to Local Education Agencies.

- In-Depth Process Review
- Process Statistics Overview
- Common Issues Encountered
- Future Development & Updates
- General Process Feedback

Upcoming Implementation



Automated Merges



Vault Extracts

These processes are actively being developed by the FLEID team. We plan to implement them within the year.

- Anticipated Process
- Process Purpose Overview
- Current Development Status
- Remaining Development
- General Process Feedback

Future Enhancements



Data Quality

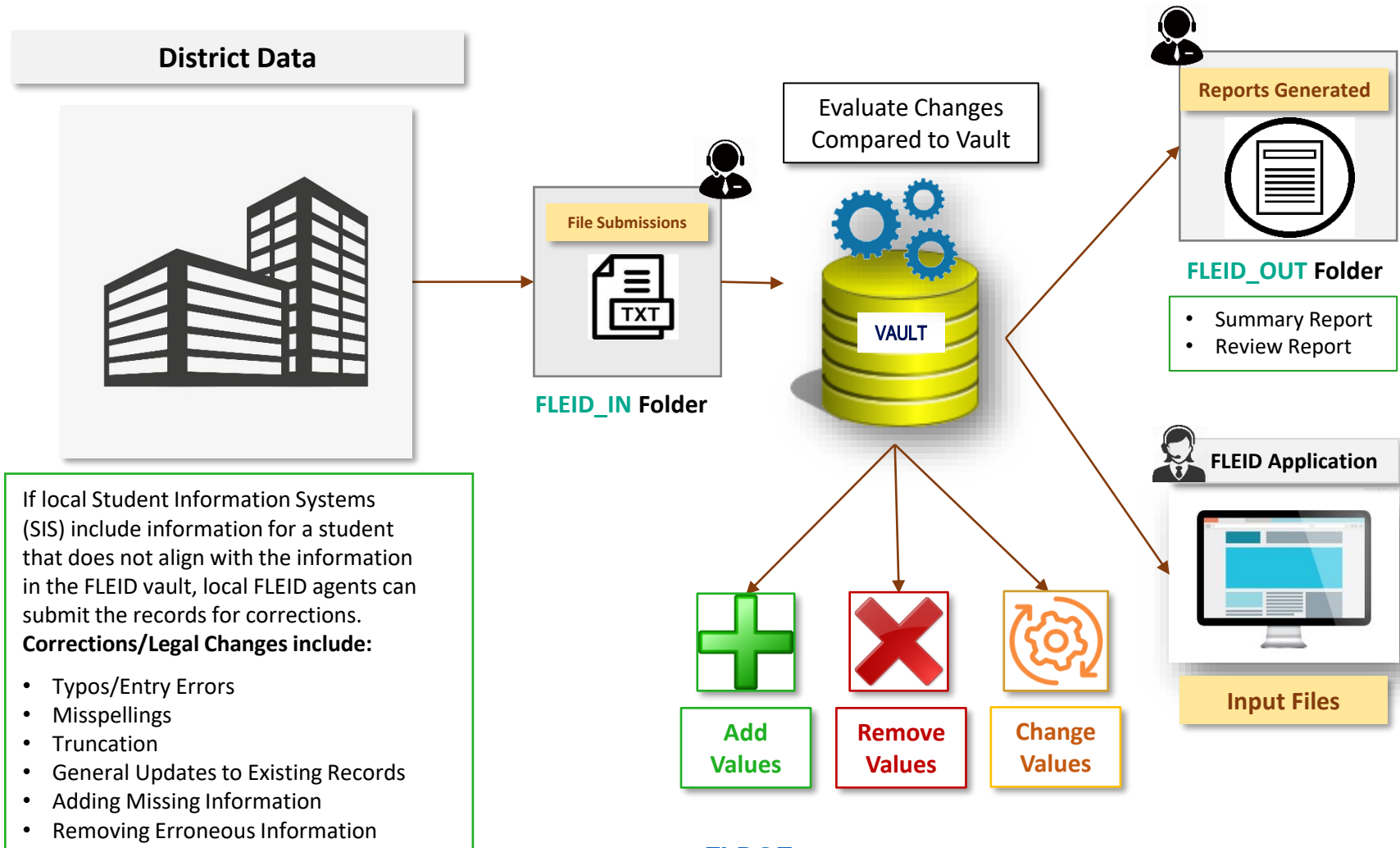


Application

These items are enhancements that will provide additional support and information to FLEID users.

- Review Anticipated Enhancements
- Discuss Report Templates
- Discuss Application/Resolution Changes
- Current Development Status
- General Enhancement Feedback

Corrections/Legal Changes Overview



File Naming Conventions

Corrections File Naming Convention

Legal Changes File Naming Convention

Appendix C: FLEID Corrections Reference



(1) Input File Naming Conventions

Source	Source Abbreviation	Record Type	File Naming Convention
School Choice Office	CHOICE	Scholarship Participants	DPS.FLEIDCorrections.K12D[96].Y[yyYY].txt
Division of Early Learning	DEL	1-3 yrs. old	DPS.FLEIDCorrections.K12D[97].Y[yyYY].txt
Ahfachkee Schools	AHF	3-18 yrs. old	DPS.FLEIDCorrections.K12D[98].Y[yyYY].txt
District Public Schools	PK12	3-18 yrs. old	DPS.FLEIDCorrections.K12D[##].Y[yyYY].txt
District Adult Education	WDIS	Varying Ages	DPS.FLEIDCorrections.WDIS[##].Y[yyYY].txt
Florida College System	FCS	Varying Ages	DPS.FLEIDCorrections.[#####].Y[yyYY].txt

Note: The year in the naming convention must be in the following format:

Field Name	Field Description	Required Format/Example
Year	School Year	Format: [yyYY] Example: 2223

Appendix D: FLEID Legal Changes Reference



(1) Input File Naming Conventions


Source	Source Abbreviation	Record Type	File Naming Convention
School Choice Office	CHOICE	Scholarship Participants	DPS.FLEIDLegalChanges.K12D[96].Y[yyYY].txt
Division of Early Learning	DEL	1-3 yrs. old	DPS.FLEIDLegalChanges.K12D[97].Y[yyYY].txt
Ahfachkee Schools	AHF	3-18 yrs. old	DPS.FLEIDLegalChanges.K12D[98].Y[yyYY].txt
District Public Schools	PK12	3-18 yrs. old	DPS.FLEIDLegalChanges.K12D[##].Y[yyYY].txt
District Adult Education	WDIS	Varying Ages	DPS.FLEIDLegalChanges.WDIS[##].Y[yyYY].txt
Florida College System	FCS	Varying Ages	DPS.FLEIDLegalChanges.[#####].Y[yyYY].txt

Note: The year in the naming convention must be in the following format:

Field Name	Field Description	Required Format/Example
Year	School Year	Format: [yyYY] Example: 2223

One Pagers


Corrections One Pager



Florida Education Identifier (FLEID) Process Information
Corrections Process
File Submission & Processing Parameters

Process Overview

This guide outlines the procedure for submitting FLEID corrections. The purpose of this process is to allow local education agencies (LEA) 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 based on the FLEID and district or college submitted only. The process will also flag records that are indicated as potential anomalies for review before correcting the record.
Note: Do not include legal changes as they should be sent via the legal change process.



(1) Prepare File for Submission

- ✓ Files must meet the file formatting standards outlined in the Appendix C.
- ✓ **File Naming Convention:**
 - K12: DPS.FLEIDCorrections.K12D##.Y[yyYY].txt
 - WDIS: DPS.FLEIDCorrections.WDISD##.Y[yyYY].txt
 - FCS: DPS.FLEIDCorrections.#####.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 and DistrictNumber (District) or OPEID (College)

Corrections Processing Window:
Mon-Sun | Notification on Completion

(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, you will be notified on completion.
- ✓ **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 file formatting standards.
- ✓ **STEP 3:** The file will be compared to the vault to identify corrections: "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) Review Report – Displays a summary of records for secondary review prior to correcting.

Note: Specified records will be flagged for *local* review based on the business rules in Appendix C (#7).

(3) Review the Results

- ✓ If the file or records within the file do not meet the file formatting 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.


Legal Changes One Pager



Florida Education Identifier (FLEID) Process Information
Legal Changes Process
File Submission & Processing Parameters

Process Overview

This guide outlines the procedure for submitting FLEID legal changes. The purpose of this process is to allow local education agencies (LEA) an opportunity to update previously submitted vault records due to legal changes to name and/or demographics. This process will update the information in the vault for the source record provided. It will update records based on the FLEID and district or college submitted only. The process will also flag records that are indicated as potential anomalies for review before updating the record.
Note: Do not include corrections as they should be sent via the corrections process.



(1) Prepare File for Submission

- ✓ Files must meet the file formatting standards outlined in the Appendix D.
- ✓ **File Naming Convention:**
 - K12: DPS.FLEIDLegalChanges.K12D##.Y[yyYY].txt
 - WDIS: DPS.FLEIDLegalChanges.WDISD##.Y[yyYY].txt
 - FCS: DPS.FLEIDLegalChanges.#####.Y[yyYY].txt
- ✓ **File Format:** Text File, Fixed Width, 575 Record Length, No Headers
- ✓ **File Values:** Refer to Appendix D 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 and DistrictNumber (District) or OPEID (College)

Legal Change Processing Window:
Mon-Sun | Notification on Completion

(2) Submit Legal Changes 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, you will be notified on completion.
- ✓ **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 file formatting standards.
- ✓ **STEP 3:** The file will be compared to the vault to identify changes: "Added", "Removed", or "Changed".
- ✓ **STEP 4:** Reports will be generated for your subsequent review.
 - 1) Summary Report – Displays a summary of the changes submitted compared to the vault.
 - 2) Review Report – Displays a summary of records for secondary review prior to updating.

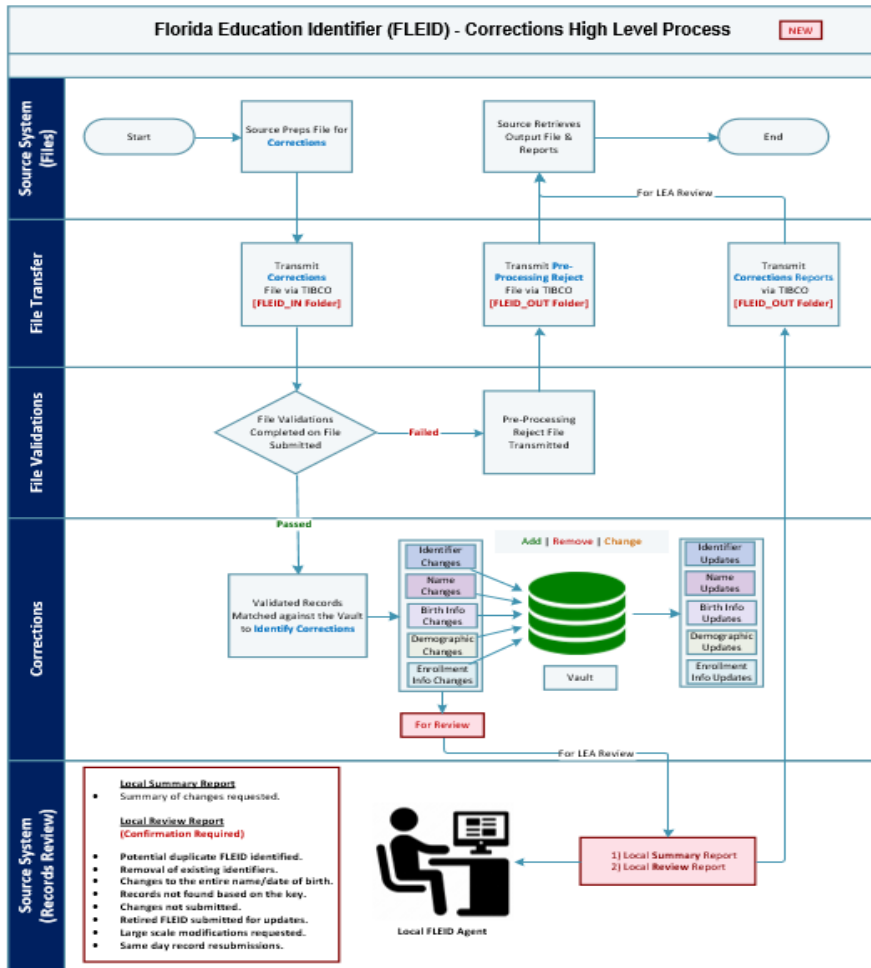
Note: Specified records will be flagged for *local* review based on the business rules in Appendix D (#7).

(3) Review the Results

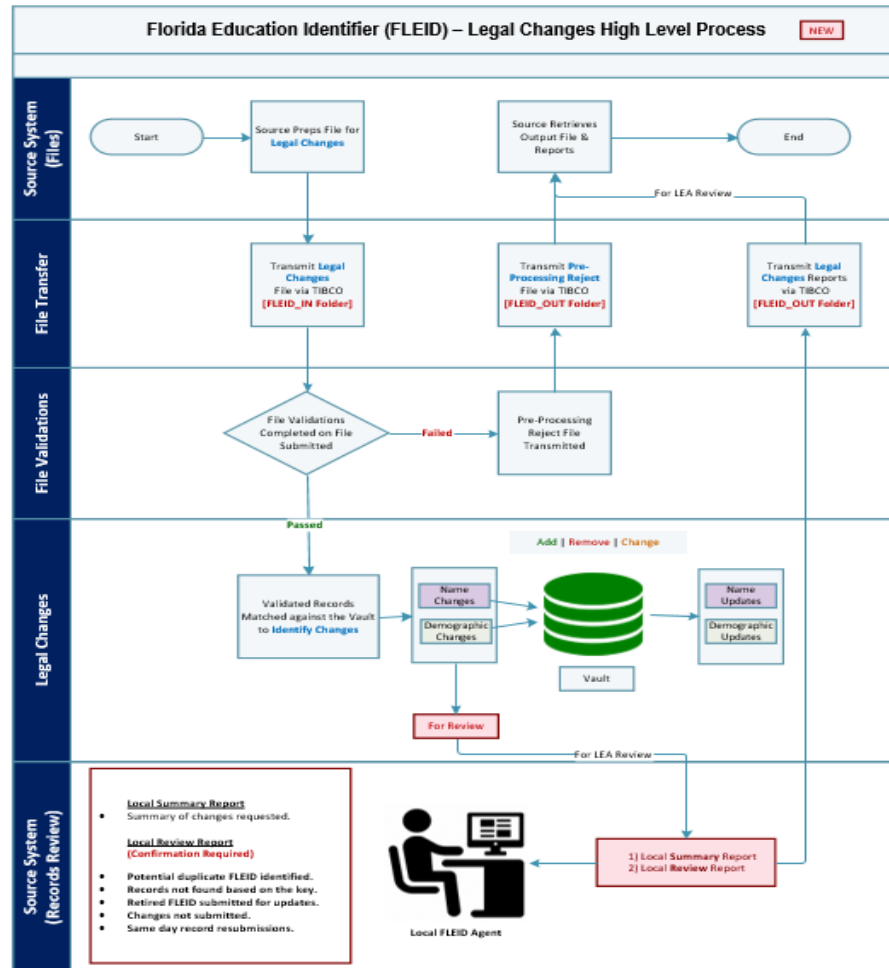
- ✓ If the file or records within the file do not meet the file formatting standards, a **reject file** will be generated and the user will be notified of the file issues encountered.
- ✓ Once the reports have been generated and records in the file have been updated, an e-mail will be sent out notifying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

Process Flows

Corrections High Level Process Flow



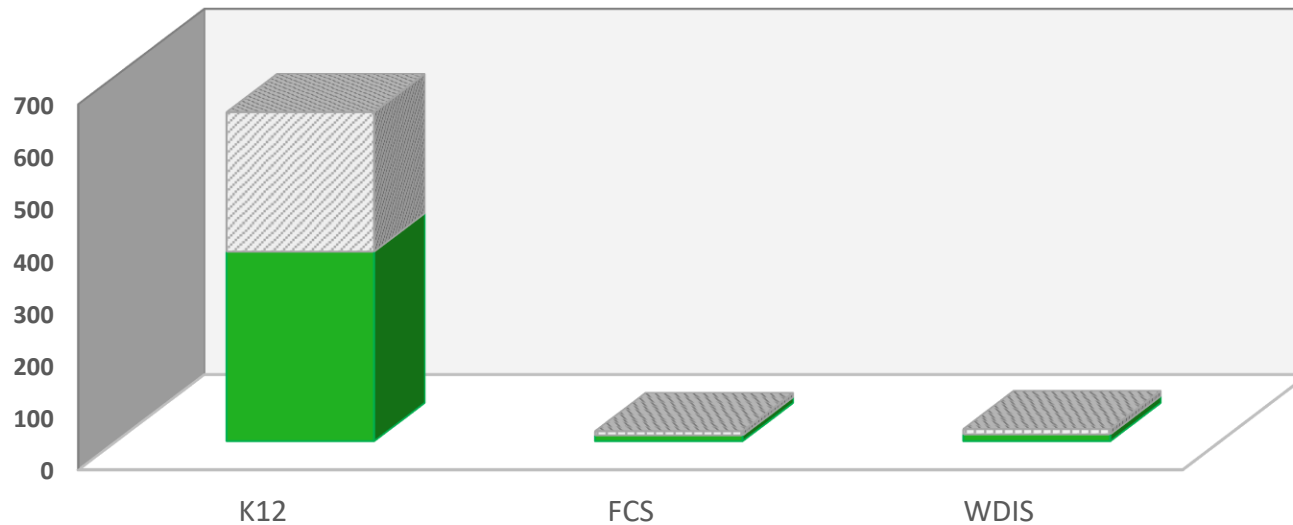
Legal Changes Process Flow



Data Quality Statistics

FLEID Corrections & Legal Changes Statistics

■ Corrections ■ Legal Changes



Number of Participants	Source	Total Participants	Files Processed			Records Processed
			Total	Corrections	Legal Changes	
District Public Schools	K12	26	630	363	267	19,569
Florida College System	FCS	9	19	11	8	1,614
Workforce Development Info System	WDIS	4	23	13	10	1,981
Total Participants	STATE	39	672	387	285	23,164

Common Questions/Issues

- **Processing Times**

- Why aren't my files processed immediately on submission?
- Files are processed 3 days after submission to allow users to review updates identified before applying them in the FLEID vault. Users can cancel file submissions by contacting the FLEID team.

- **Review Files**

- Why isn't the information in the review files that's provided to and returned by local agents applied to the FLEID vault?
- We were initially focusing on updates and the review files were put on hold. We will begin processing them.



Common Questions/Issues

- **File Sizes**

- Why can't I submit a file with 3,000 records for processing?
- The FLEID corrections/legal changes process has a record limit of 500 records in order to avoid large-scale updates potentially submitted in error.

- **Summary Reports**

- What is the purpose of the summary reports?
- The summary reports are generated for each file submission and provided to local users for an overview of the updates when compared against the FLEID vault. It shows how the values will be updated.





FLEID Automated Merge Process

Purpose

The purpose of the **FLEID Automated Merge** process is to complete merges programmatically by reviewing the records submitted for merging, identifying discrepancies between records and contacting all impacted sources. This process will programmatically notify all sources and will require the latest two contributors to confirm the merge in order to complete. All contributors will be notified. However, the latest two contributors will decide on the merge. Districts that are continually non-responsive will be routed to local leadership as this is a data quality process that impacts all sources in the FLEID vault.

Timeframe

Proposed implementation: August 2025

Proposed Frequency: Daily

Proposed Piloting: August 2024 - July 2025



FLEID Automated Merge Process

Merge File

- **Proposed Format:**
 - Excel Spreadsheet (.xlsx) | Includes column headers
 - Text File (.txt) | Fixed Width
 - File must be submitted in the requested format or they will be rejected.
- **FLEID Source Information (Columns):**
 - FLEID1
 - FLEID2
- **FLEID Record Validations:**
 - Records will only be considered for merging if the source is tied to either of the FLEIDs submitted. If the requestor is not a contributor to any of the FLEIDs submitted, it will not be processed.
- **File Transfer:**
 - Files will be transmitted via TIBCO®.

NEW

FLEID Data Extraction Files

Purpose

The purpose of the **FLEID Data Extraction** process is to provide each district with a copy of their records from the FLEID vault. This can be used as a point of reference or for validation purposes (as needed). This process does not require Local Education Agencies (LEA) to return anything, it's solely for informational purposes. The data will reflect information through the date of extraction. This will be provided each academic year and cannot be requested. On review of the file, all differences identified should be updated using the FLEID corrections or legal changes processes.

Timeframe

Proposed implementation: August 2024

Proposed Frequency: Once Annually

Proposed Piloting: June 2024



FLEID Data Extraction Files

Extract File

- **Proposed Format:**
 - Excel Spreadsheet (.xlsx) | Includes column headers
 - Text File (.txt) | Fixed Width
- **FLEID Source Information (Columns):**
 - FLEID
 - District Number
 - School Number
 - Name (First Name, Middle Name, Middle Initial, Last Name and Appendage)
 - Date of Birth
 - Local Number
 - Person Type
 - Processing Date
- **File Transfer:**
 - Files will be transmitted via TIBCO®

NEW

Division of Early Learning (DEL) Resolution Process

Proposed Process Enhancement

Traditionally, when LEAs encounter data quality issues/discrepancies with DEL, local agents contact the DEL FLEID agent for assistance. However, there has been some difficulty with resolving those discrepancies. Therefore, we are discussing implementation of a new process which includes local DEL FLEID (Coalition) agents assisting with discrepancy resolution.

Current Issues

1. One DEL FLEID agent to correspond and follow-up with all districts (large volume).
2. DEL FLEID agent is unable to modify or cleanse records, they can only validate system information if potential issues identified.

Potential Resolution

1. Work with DEL on developing a new process.
2. Incorporate Local DEL Coalition contacts similar to districts and colleges.
2. Modify the FLEID backend processes to accommodate for the updates.
3. Onboard DEL Coalitions/Districts.

NEW

Division of Early Learning (DEL) Resolution Process

Proposed Process Enhancement

We are also considering implementing an auto-merge process for high confidence matches between DEL and districts to resolve the issue we've been having with near matches created when DEL submits their records. This occurs because DEL does not share a common identification (ID) with districts. When the district submits the student after DEL, they encounter in some cases thousands of near matches because the IDs that do not align automatically create near matches.

Current Issues

1. Large scale near matches created for the district due to most (90%+) DEL local IDs not aligning with district submitted local IDs.
2. We are processing auto merges manually on request only.

Potential Resolution

1. Implement auto merging as a standard step for assignment for high confidence matches only.
2. Include DEL district information for additional information when resolving discrepancies when auto merging is not an option (due to multiple discrepancies).



Application Updates

Ahfachkee School

K-12



FLEID Management Application

Home Near Match Resolution Look-up Near Match Directory File Management Report Resources Log Out

Welcome to Florida Education Identifier (FLEID) Application!

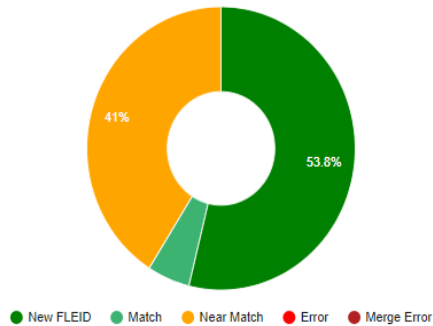
The FLEID application is available to districts, colleges and internal FDOE staff in order to provide FLEID information and status details. Within this application users have access to the Local Education Agency (LEA) file submission status, near matches, record searches (lookup), reports, resources and contact information. For application questions, please contact FLEIDProject@fldoe.org

- This is the second testing message
- Testing message to display in FLEID Application landing page.

Latest Input File Stats

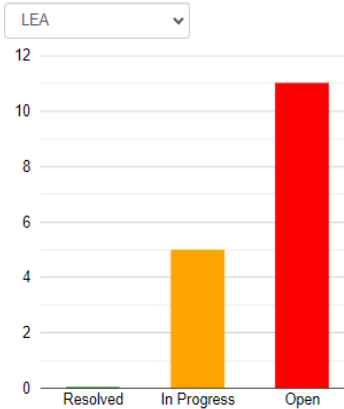
Statistics for the latest FLEID file processed.

File: DPS FLEIDMaster.K12D01.Y2324.txt
Received: 01/18/24 01:43 PM
Processed: 03/06/24 10:12 AM
Total: 39 records



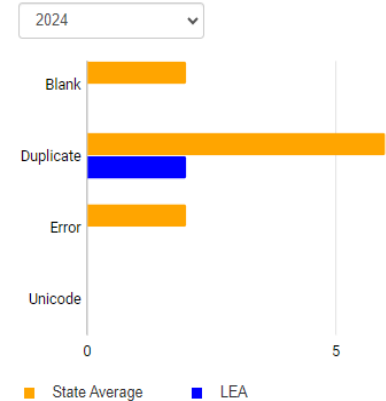
My Latest Near Match Resolution Stats

Near match status & statistics for the latest FLEID file processed. User and LEA shown for comparison.



State Average vs LEA (Input File Error Status)

Annual FLEID File Errors, LEA vs statewide average for comparison.





Application Updates

FLEID Management Application

- Home
- Near Match Resolution
- Look-up
- Near Match Directory
- File Management ▾
- Report
- Resources
- Log Out

Search Criteria Search

FLEID:

OR

First: Last: Date of Birth:
 SSN*: Alias ID*: Local ID*: Person ID*:

The name and DOB columns are required in addition to at least one of the identifier columns (indicated with an asterisk).

Search Results

FLEID	District	School	OPEID	First	Middle	Last	Appendage	Date of Birth	Sex	Race	SSN	Person ID	Alias ID	Local ID	Add'l Info

NEW

FLEID Reports

We would like to increase the reports provided to assist users with monitoring and managing data quality. The FLEID Team is going to start escalating unaddressed data quality issues to local and internal leadership as FLEID accuracy is the basis of identification across the state and should be managed as a priority.

- **Survey & Vault Verification Report**

Purpose: Allow users to compare survey data to the vault to identify discrepancies.

- **Potential Merges Report**

Purpose: Allow users to review and combine records that could potentially be the same person.

- **DOB/SSN Discrepancies Report**

Purpose: Allow users to review records submitted with Birthdate vs Birth Day, Birth Month and Birth Year discrepancies. It will also identify invalid SSNs or records with the same SSN but tied to different FLEIDs.





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Tips/General Information

FLEID Tips

➤ Technical Tips

- ❖ Pre-processing error codes are attached to email notifications and sent via TIBCO®.
- ❖ Adding or removing users must be done by your local SSO admin.
- ❖ The FLEID team can only update contact information for users for notification purposes.
- ❖ Use the FLEID Technical guide and training site as a resource for standard FLEID processing steps.



➤ Data Quality Tips

- ❖ Bulk data requests can now be completed for specified data quality processes.
- ❖ For bulk corrections, legal changes and merges, files must be transmitted via TIBCO®.
- ❖ ShareFile can be used as an alternate transfer method for those with limited access to TIBCO®.
- ❖ Mailbox requests are limited to 20 requests per day to avoid delays.

➤ General Resources/Tips

- ❖ We do not process identical file submissions.
- ❖ Please ensure that you check your emails and the FLEID application for the processing status.
- ❖ Files are available in TIBCO® for seven days.

FLEID Team

Technical Team



The **Technical Team** can assist users with processing issues related to file submissions, contact updates, application issues, Help Desk inquiries and provide updates on outages. Inquiries must be submitted to FLEIDProject@fldoe.org.

Data Quality Team



The **Data Quality Team** can assist users with FLEID requests including but not limited to: merges, splits, retirements, corrections, legal changes, source communication coordination and general processing inquiries. Inquiries must be submitted to FLEIDProject@fldoe.org.

Management Team



The **Management Team** can assist users with FLEID escalations, policy questions or processing procedures. Inquiries must be submitted to FLEIDProject@fldoe.org.

FLEID Communication Standards

Communication Standards

The communication standards below have been established by the team to ensure that everyone is clear on the expectations and to limit the exchange of record information via email. We are moving toward ShareFile for secure record transfers.

- **Email Communication**

- Please refrain from sending images of record information.
- We ask that local FLEID agents type in the information sent in emails in order to expedite request completion.
- For daily requests for multiple records, agents should now compile all information in the template provided and transmit via ShareFile.
- We are limiting data exchange via email unless needed for immediate resolution or containing 10 requests per communication (max of 20 requests daily).
- Do not resend requests that haven't been processed. Instead, reach out to FLEIDProject@fldoe.org to follow-up on previous request status.

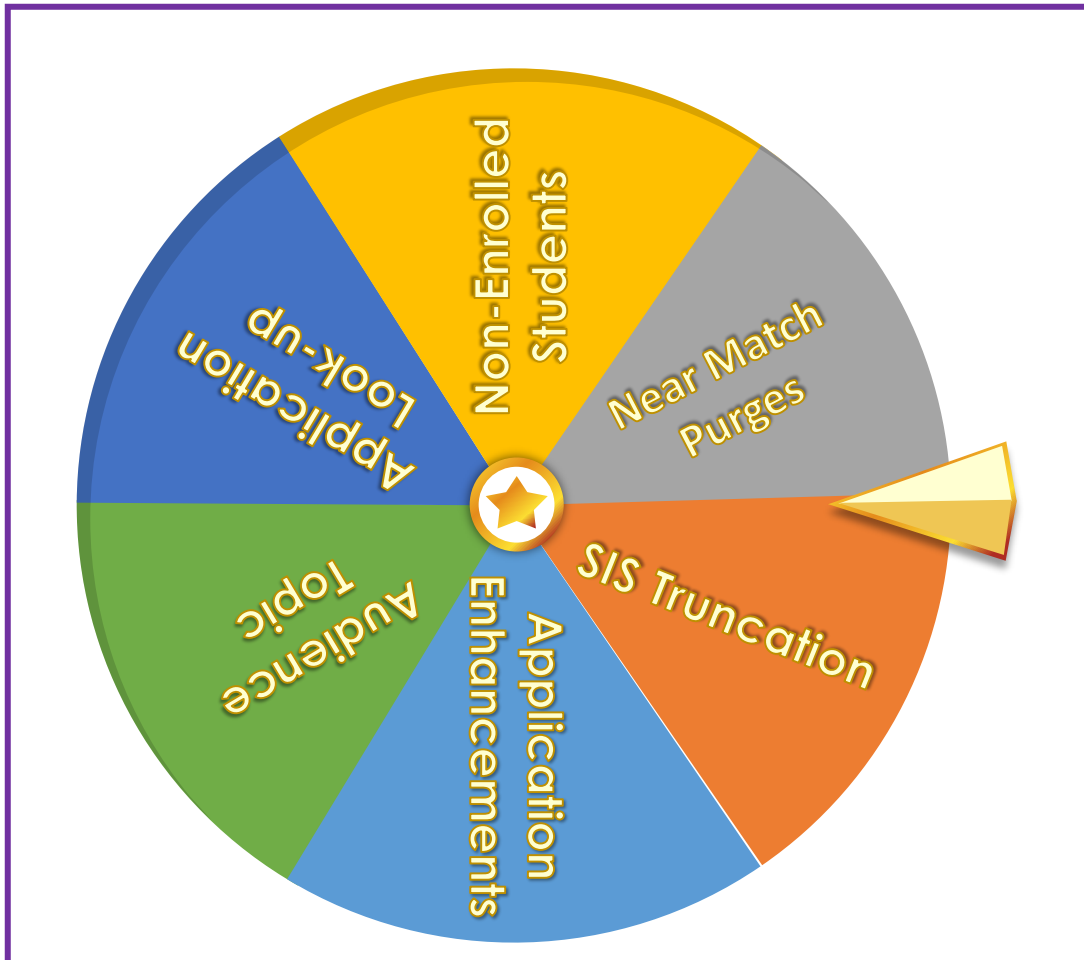


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Open Discussion

Discussion Topics

FLEID Team Discussion Spinner



- 1) Audience Topic
- 2) SIS Truncation
- 3) Near Match Purges
- 4) Non-Enrolled Students
- 5) Application Enhancements
- 6) Application Look-up

Three topics will be selected depending on remaining presentation time.



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.



Thank you for attending our session!





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