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FLORIDA EDUCATION IDENTIFIER (FLEID)

Florida **A**ssociation of **M**anagement Information **S**ervices

FLEID Introduction Session

FAMIS Summer Conference 2024

Presenter: Stephanie Julmiste & Qian Liu

Agenda

- Housekeeping
- Introduction
- Tips
- Statistics
- Data Quality
- Questions
- 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 e-mails 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 sending Social Security numbers (SSN) in emails.



- Ensure subject lines in the email reflects FLEID [Request Type].
(Will be reviewed in more detail later in the 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

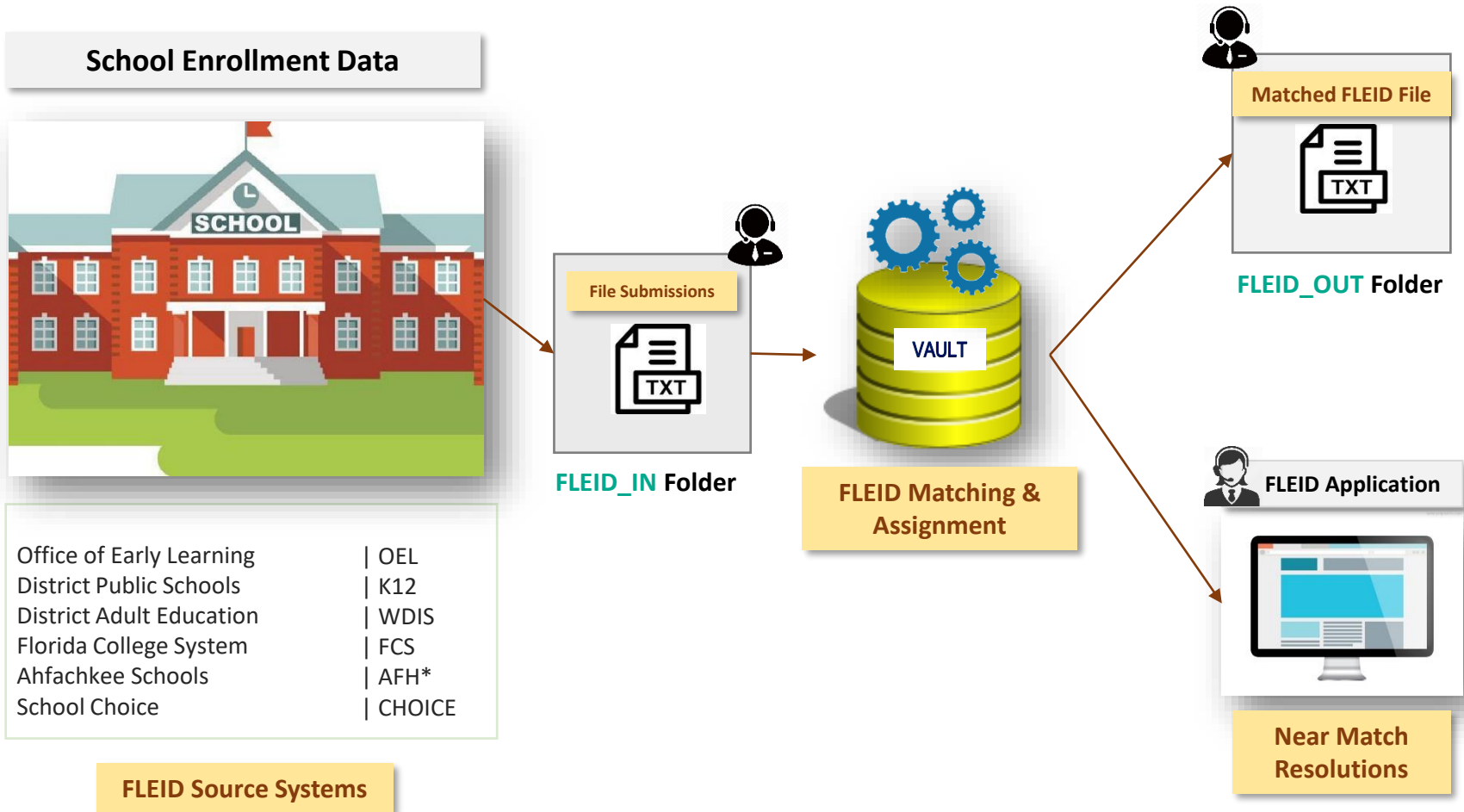
- Files are matched and the results are output with the FLEIDs found and new FLEIDs are generated.



FLEID Application

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

FLEID Processing Overview



FLEID Technologies



File Submissions



IBM Datastage

Pre-Processing Edits



Master Data Management

FLEID Assignment



ASP.NET

FLEID Application



File Load/Secure Vault

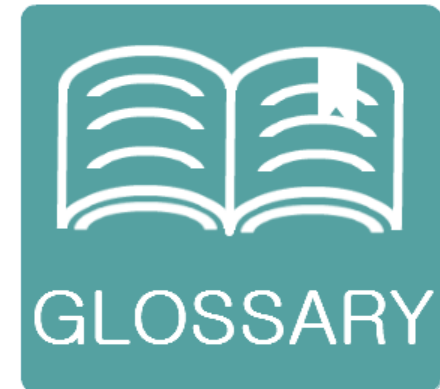
FLEID Milestones

- 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.**



FLEID Common Terms

- TIBCO® Transfers
- Pre-Processing Edits
- Assignment
- Near Matches
- Merge Errors
- Merges
- FLEID Vault
- Golden Record
- Corrections
- Legal Changes
- Verifications
- Retirements
- Splits
- Contributors
- Consensus
- PII





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Tips

FLEID Technical Tips

➤ Pre-Processing

- Non-printable characters are a pre-processing error that many need assistance to fix.
- We have a document that can be used as a reference to help you identify the source of the file rejection. We provide both an email attachment of the errors and an error code file on TIBCO®.
- This document, as well as the other documents mentioned, can be provided if you e-mail FLEIDProject@fldoe.org.

➤ FLEID Application Access

- Adding or removing users must be done via your local SSO administrator.
- Contacting your district Help Desk can help identify who your SSO administrator is locally.
- As users leave the district, it is your responsibility to request removal of those users.

➤ 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.

FLEID Data Quality Tips

➤ Bulk Data Quality Requests

- Bulk data quality requests can now be completed for corrections, legal changes and merges.
- These requests must be sent via TIBCO® in the file naming conventions and formats outlined in the documentation.
- For staff who do not have TIBCO® access readily available, ShareFile transfers can be completed as needed but require prior communication with the team so it can be setup.

➤ Mailbox Data Quality Requests

- Each mailbox communication must be limited to no more than 10 requests (e.g. retirements, merges, splits, corrections, legal changes, etc.).
- More than 10 requests per communication is considered bulk and we will ask for you to submit via TIBCO®.
- Please do not exceed more than 20 requests per day via email.
- These limits are in place to avoid delays, we process files in the order received and want to ensure everyone's requests are being processed in a timely manner.

File Processing Tips

➤ 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 emails and the FLEID application for the processing status. We have received emails asking about error notifications or whether files have been received.
 - Our notifications process manages all notifications and alerts to local users.
 - If you are not receiving emails, send a request to have your email address added.

➤ Near Match Resolution Files

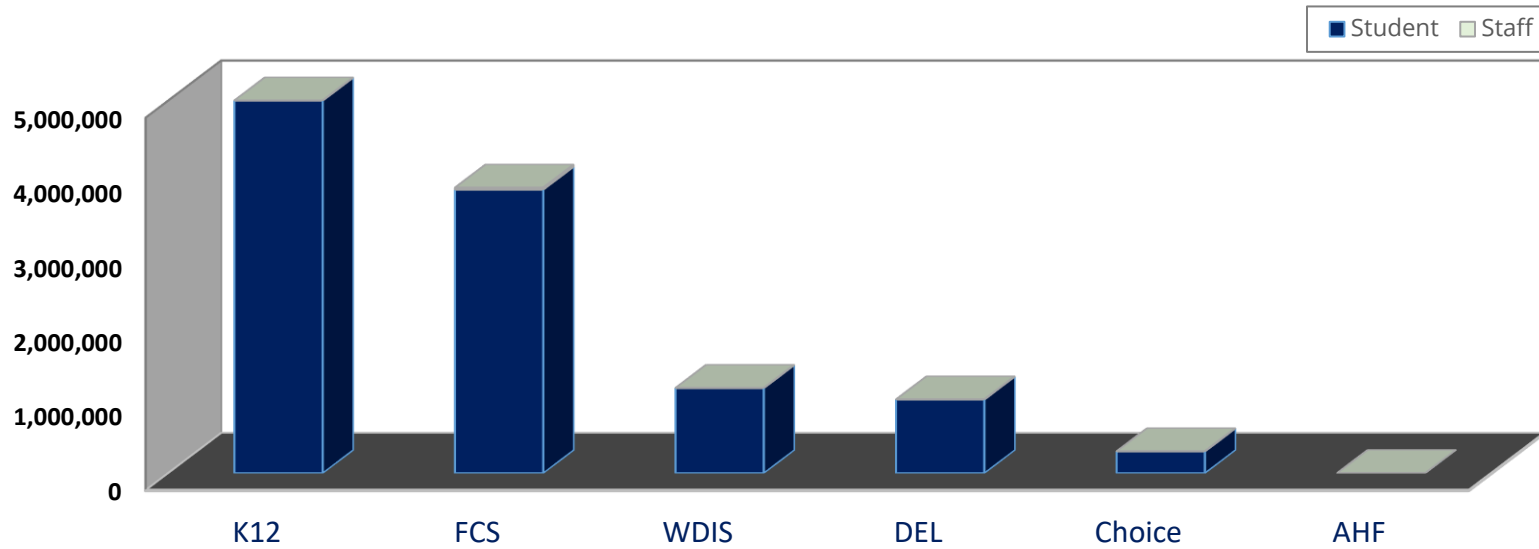
- Near match resolution files that are generated within the application should be retrieved immediately.
- We are receiving requests to provide the near match resolution file after they are no longer available.
- The files are available in TIBCO® for seven days.



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Statistics

FLEID Assignment Statistics



FLEID(s) Assigned	Source	Total FLEID's	Student %	Staff %
District Public Schools	K12	6,943,784	95%	5%
Florida College System	FCS	3,833,193	99%	1%
Workforce Development Info System	WDIS	1,142,952	100%	0%
Division of Early Learning	DEL	989,276	100%	0%
School Choice Office	CHOICE	292,826	100%	0%
Ahfachkee Schools	AHF	362	100%	0%
Total Unique Count of FLEID's Statewide	STATE	13,202,393		



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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 two 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 PII, never send any additional sensitive information in an email containing FLEIDs. We can access the associated information as needed.

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 a 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 email 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 are 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

- 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, birthplace, or demographics and would like it updated in the vault.

Corrections Changes:

- .corr file extensions will no longer be accepted.
- Reports will now be provided on completion (for review).

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

- 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.
- Reports will now be provided on completion (for review).

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.



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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