

# Welcome to New Data Coordinator Review and Q & A



# Data Collections Team



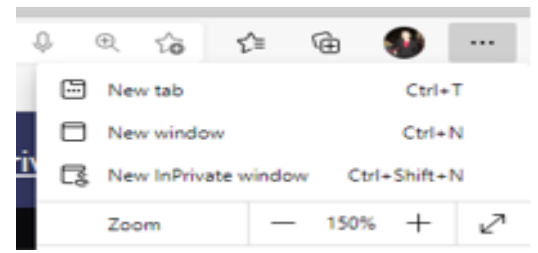
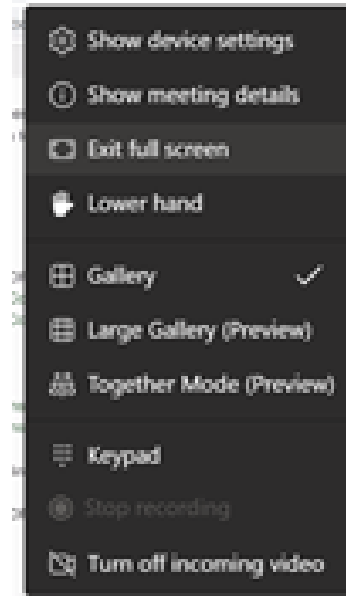
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# Agenda

## Review and Overview of the Data Collections Process

## Your Questions Answered



# Subscribing to Messages?

## Message tag instructions:

Please follow the instructions below to subscribe to messages that are sent out via the Portal for Data Collections.

Note: Each person needs to subscribe themselves.

1. Please Log into the Portal
2. Go to the Message Center on the left side of the screen. Then select Message Center.
3. Click on the 'Categories' tab.
4. Under Audience click the + to the left of Subscribe. (Audience is the main category we send to). This will expand the list of categories. The ones that are checked are what you are subscribe to.
5. Please go through all the available lists and subscribe to the messages you wish to receive.
6. Once you have selected all the messages you wish to receive, scroll to the bottom of the screen and click to save your changes.


These same procedures are followed to remove yourself from a message tag, simply uncheck the tag and save the request. You should now start receiving new messages for those categories. You will not receive any previously sent messages. They are however viewable under the 'Messages' tab.

# Submitting a Ticket for Assistance

To submit a ticket, click on Help Desk Portal in either location, then follow the steps on the next slide.

The screenshot displays the Georgia Department of Education (GaDOE) website interface. At the top left is the GaDOE logo. A search bar for districts is located at the top, with a dropdown menu showing letters A through W. A notification bar indicates "You have (2) new messages." and a "Help Desk Portal" link is visible in the top right corner. The left sidebar contains "Site Navigation" (Home, Logout) and "Information Technology" (Data Collection, Data Collection Survey, EOPA Reports). The user profile for Patricia Miller is shown, with a "Help Desk" menu item expanded to show "Help Desk Portal" and "Help Desk Portal Documentation". A red arrow points from the "Help Desk Portal" link in the top right to the "Help Desk Portal" option in the sidebar. Another red arrow points from the "Help Desk Portal" option in the sidebar to the "Transmission Cycles" list in the main content area. The main content area is titled "Data Collection Survey Reporting" and "Transmission Period", and lists various survey cycles from 2010-1 to 2022-1.


# Submitting a Ticket, con't.

- A. Select Service Catalog.
- B. Select Applications.
- C. Select the appropriate application:
  - 1. If you have a PC Genesis/Payroll question/issue select PC Genesis/Payroll (this is not for CPI).
  - 2. If you have a GUIDE/GTID question/issue select GUIDE/GTID.
  - 3. If you have a question not related to a Data Collection Application (i.e., portal login issue, SLDS, School Nutrition etc.) select MyGaDOE Portal Application.
  - 4. For FTE, SR, SC, EOPA, FRL, Private School, Data Collections Survey, select GaDOE Data Collection and Reporting Application.
- D. Fill in the form with as much information as possible without entering Personally Identifiable Information (PII) in the ticket.
- E. Add attachments if a you have any. 
- F. When complete click on the Request button.

You should receive various emails (when the ticket is created, acknowledged, updated) and you can provide updates and view your tickets. Questions about the use of the Help Desk Portal should be directed to the Technology Services – Service Desk at 1-800-869-1011.

# Sending Secure Email for Data Collections

The secure method of sending email to Data Collections is to use the MyGaDOE Portal Imail system. This is the only authorized avenue to send Personally Identifiable Information (PII) to Data Collections personnel.

1. Log into the MyGaDOE Portal.
2. Click on the link for “You have (0) new messages”.
3. Select Compose.
4. Select To: so that you can search for the person you need to send email to. You will need to Search for the person, then select the person from the list provided. Complete this process if sending to more than one individual, for the CC and BCC.
5. Enter the Subject.
6. Include any necessary attachments using the “Files”  Files option.
7. Enter your message text.
8. Select “Send” from the top or bottom of the form.
9. Any email you send will be saved in the “Sent” folder.
10. You can also create folders to organize your emails.

Questions about the use of the Imail system should be directed to the Technology Services - Service Desk at 1-800-869-1011.



# Data Collections

## GUIDE

- GUIDE is the GADOE application that contains all student identity information.
- GUIDE is available 24/7 with the exception of the first two weeks of July.



# Data Collections

## FTE

- Data collected for state funding that is based on student enrollment and education services provided by local school systems to students. FTE is a “snapshot” of services regularly scheduled to be provided on a specific date  
Collected in October and March

## CPI

- CPI is a collection for the reporting of certified and classified personnel based on their role within the district. Includes everyone employed by the school system - except board members and short-term substitutes.
- Collected in October, March and July

## STUDENT CLASS

- Student Class is a data collection of student schedules. The Student Class collection links students and teachers to a class.
- Collected in October, March and June

# Data Collections

## STUDENT RECORD

- Student Record provides a year-end, cumulative record of student program participation and various activities for the fiscal year.
- Collected from February - June

# Data Collections

## EOPA

- End of Pathway Assessment: information for CTAE course pathways
- Begins after Student Class Sign off

# Data Collections

## PRIVATE SCHOOL

- The number of students that live within your geographic area that are not attending public school, they are attending a private school.
- Collected in November

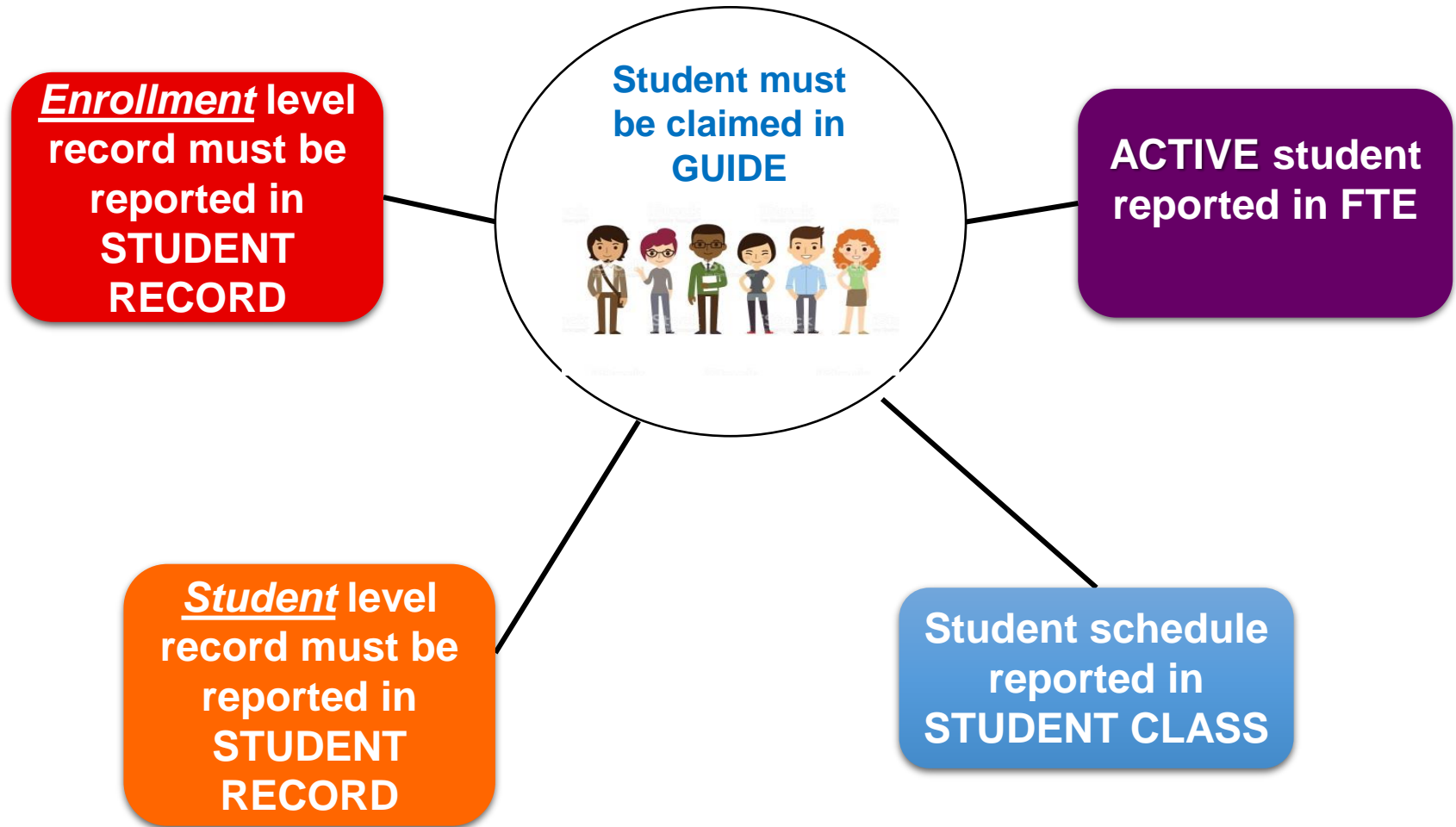
## FREE and REDUCED MEAL

- The Free and Reduced Meal data collection is an annual reporting process that collects information on the percentage of students eligible for free and/or reduced meals at a school.
- Collected in November

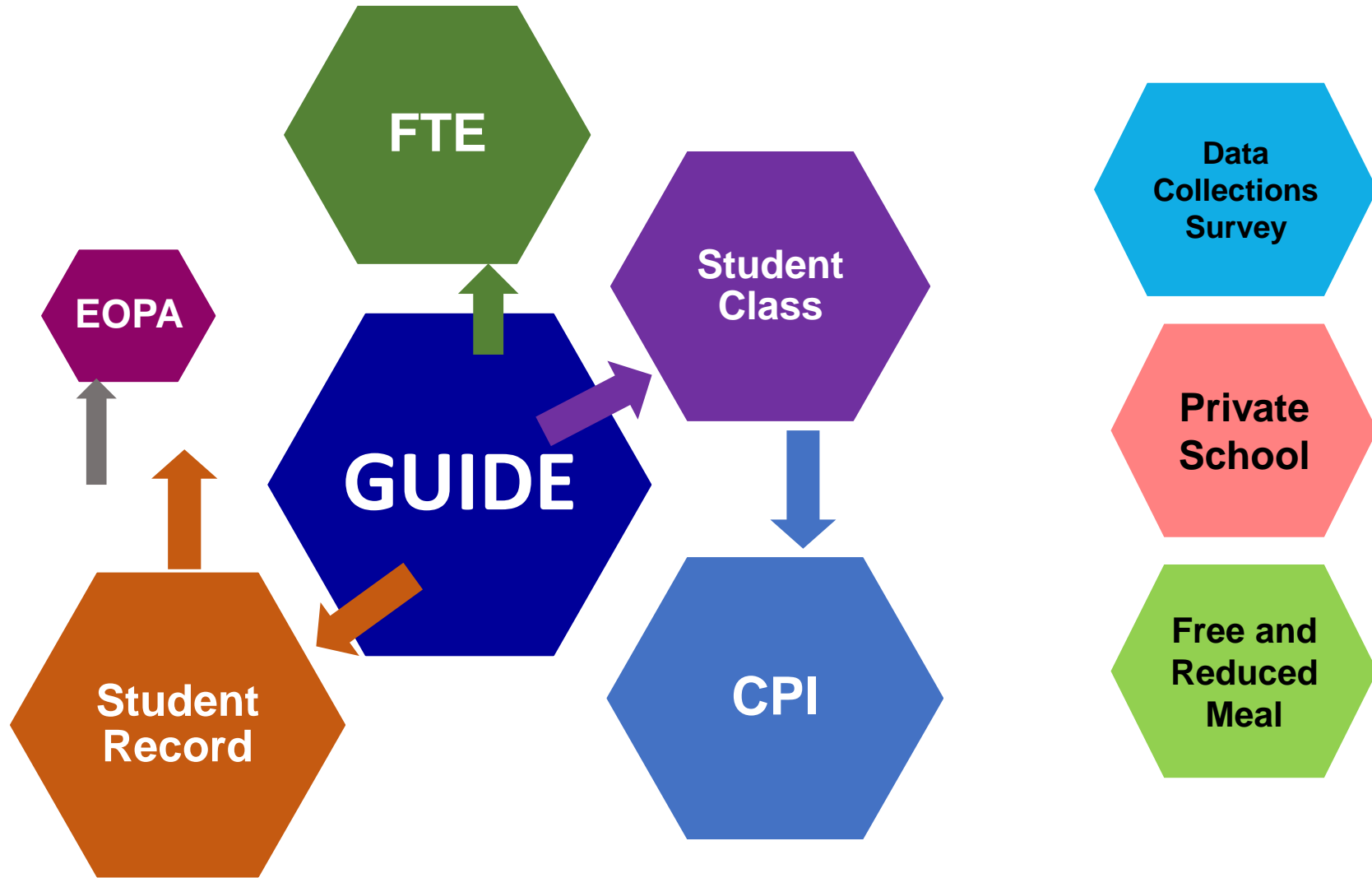
## DATA COLLECTION SURVEY

- The Data Collection Survey collects general data used to support other data collections. The Data Collection Survey is completed annually preceding FTE Cycle 1.
- Collected in July

# How is a **STUDENT** connected in the collections?



# Overview of Data Collections





# Timelines

# Data Collection Timelines

## Ways to Create Internal Timelines

1. Transmission Deadline: Add intermediate deadlines
2. Checklist - Add intermediate deadlines that are earlier than due date
3. Be proactive – let us know you need assistance
4. Stay on top of SC, FTE and CPI (faced-paced short data collections)
5. Print out timelines – so you stay aware of opening and sign off dates
6. Reports spreadsheet: Add responsibility for sign-off



# Data Collection Timelines

## Timelines and Deadlines are important!

- Set internal deadlines that are earlier than the states collection deadlines
- Create check-lists to help keep the collection on track
- Strive to make the **Initial Transmission** deadlines – falling behind may be holding up other data collections
- Set times-frames to review the data and reports – *prior* to sign off.
- Allow additional time to handle the unexpected – because the unexpected *will* happen!

Please contact the Help Desk via the Help Desk portal or the Data Collection team ASAP if the district is having local system problems that will prevent the district from meeting the deadline.

# The Data Collections Process



# The Basic Building Block of Data Collections

What is a data element?

**One piece/unit of data; a defining piece of information;**

Any unit of **data** defined for processing is a **data element**; for example, **FIRST NAME, GENDER, BIRTHDATE, ADDRESS** and **CITY**. A **data element** is defined by size (number of characters long) and type (alphanumeric, numeric only, date, etc.). A specific set of values or range of values may also be part of the **definition**.

**In all of our Data Collections documentation, you will find the name of a data element in all caps and bolded.**

# The Basic Building Block of Data Collections

## How is a data element defined?

## From the FTE Data Element Detail:

### SYSTEM

**SYSTEM** is a three-digit numeric code that identifies each school district. See the GaDOE *Facilities Database* for a list of all the valid system codes. **SYSTEM** is reported in all FTE cycles.

### SYSTEM OF RESIDENCY

**SYSTEM OF RESIDENCY** is the home system number of any non-resident student where the **RESIDENT STATUS CODE** = '2', '3', '4', '6', or '8'. If student's home residence is out-of-state, the **SYSTEM OF RESIDENCY** must = '800'. If **RESIDENT STATUS CODE** = '7', **SYSTEM OF RESIDENCY** must = '801'. If **RESIDENT STATUS CODE** = '8', **SYSTEM OF RESIDENCY** must equal the Georgia **SYSTEM CODE** if the student was displaced from a Georgia School District or must equal a valid state code authorized by GADOE if the student was displaced by another state.

### TOTAL SERVICE MINUTES

**TOTAL SERVICE MINUTES** represents the total number of minutes for all IEP services provided the week of the FTE count. Districts should report the total number of minutes for all IEP services which were in effect the week of the FTE count. Report for active students only.

Exception: Students that meet the following criteria should not report **TOTAL SERVICE MINUTES**. Leave field null.

- Students in grade level PK
  - Students with a service plan (ISP) or No IEP
  - Students reported by State Schools

Georgia Department of Education  
Mr. Richard Woods, State School Superintendent  
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# Basic Process for Student and Personnel Data Collections

- Enter data into your SIS
- Extract a file of data from SIS
- Sign into/tunnel into the Portal & Upload
- Check data and reports at DOE
- Fix data errors and check warnings in SIS
- Repeat until error-free
- Sign-off

# Getting Started

Determine the Responsibilities of Your “Team”

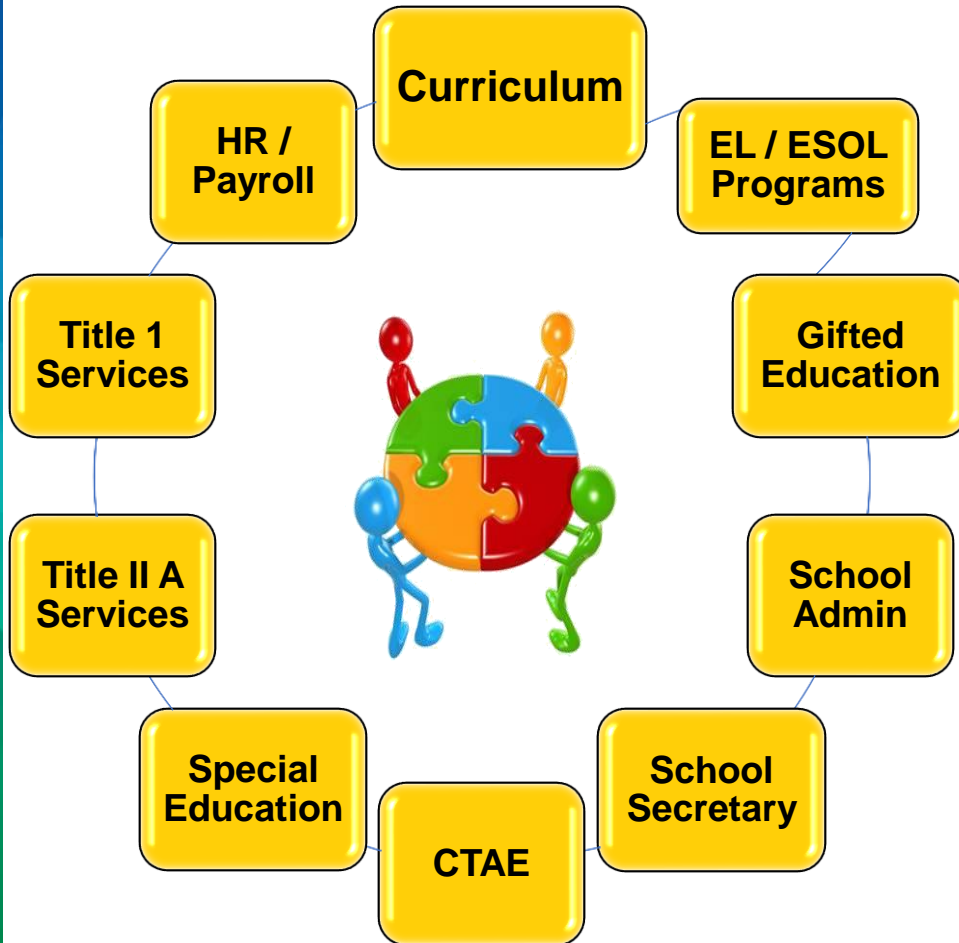
**Who is responsible for putting in student information data?**

**Are they trained to correct the errors?**

**Who is responsible and accountable for resolving errors at the school?**

**What procedures can be developed to resolve errors?**

**How can you make error resolution fun?**



# Getting Started

- At the beginning of the school year, run reports out of your local system based on data that will be submitted in state reporting. This will help clear up issues early.
- Prior to the collection have meetings with admins and anyone else that will be involved in data collection at the school level. This includes program managers (i.e. Special Ed Director, Gifted Director, ESOL, EIP, etc).
- Review all Data Collection documentation.
  - ✓ Data Collection File Layout
  - ✓ Data Element Detail Document

# Getting Started

## Working with your Team

- Meet with Program Managers in your district prior to collection. Go over new, modified or deleted data items. This will help your Program Managers i.e., Gifted, Special Ed, ESOL understand what is going on for the current fiscal year.
- Make sure the Program Managers understand their role and responsibilities.
- Print reports after your first upload and send to Data Managers/ Program Managers.



# Getting Started

- Train your Program Managers and schools.
- Set your target dates prior to state dates.
- Give your 'go-to' folks deadlines.
- Use checklists for meeting your targets.
- Start early in the cycle to see what issues you may need to resolve.
- Join a User Group

# What is an ERROR or a WARNING?

## ERROR:

An error is generated when the data does not conform to the business rules for the data element. This could include invalid values or data outside the expected data range. In almost all cases, errors must be corrected before sign-off. On rare occasions, the error may reflect accurate data and the error may need to be relieved.

## WARNING:

A warning indicates a possible issue or problem with the data reported. Warnings are meant to call your attention to data that is outside the expected data range. Warnings do not have to be 'corrected' if the data reported is correct.

# Types of Errors

## Valid Value Checks

### Valid Value Check

Is a rule stating a data value must equal one of a set of specified values.

For example:

**GENDER** must equal 'M' or 'F'.

**STATE** must equal 'GA', 'NC', 'SC', or 'FL'

**E115:** Invalid code for **SST** (Student Support Team) participation. Must be 'Y' or 'N' for all students.

# Types of Errors

## Data Comparison Checks

### Data Comparison Checks

Compares data reported in one collection to the same data reported in a different collection to ensure the data matches.

For example, the **DATE BIRTH** reported in Student Class compared to the **DATE OF BIRTH** reported in GUIDE.

**E024: DATE OF BIRTH** reported for active student does not match the **DATE OF BIRTH** in GUIDE. Verify data and correct in either the SIS or GUIDE.

# Types of Errors

## Across Application Checks

### ❑ Cross-Application Checks

Based on the data reported in one collection, a particular set of data is expected to be reported in another collection.

- For example, in Student Record if **DUAL LANGUAGE IMMERSION** equals 'Y', then Student Class is expecting to see at least one class with an **IMMERSION LANGUAGE**.

**E9122: DUAL LANGUAGE IMMERSION = 'Y'**. An **IMMERSION LANGUAGE** must be reported in Student Class for at least one of the student's reported courses.

# Error Corrections

- Determine why the record received the error:

**What is the error message *really* telling you?**

- Tools:

- ✓ File Layout
- ✓ Data Element Detail (Data Definitions)
- ✓ Check at the source data (SIS) for data entry errors



- Local software issue – contact the SIS vendor
- Not sure what the problem is – contact the Help Desk