



# Open Office Hours

**Data Collections Team**

**3/1/22**

# March Data Collections

- Opens – Thursday, March 3
- Initial transmission deadline – Thursday, March 10
- Duplicate resolution deadline – Thursday, March 17
- Sign-off deadline – Thursday, March 24



# Personally Identifiable Information

# We are seeing Personally Identifiable Information (PII) in all the wrong places.

## How do I send requests to Data Collections that contain PII?

- Not through your regular district email. (@doe, @xxboe, @xschools.org, etc.)
- Not through your personal email (@gmail, @yahoo, etc.)
- Not through the Helpdesk ticketing system
- There are two places to send PII information.
  - In GUIDE
  - In Portal imail

# In GUIDE

- After you have claimed a student in GUIDE, the Update PII button will appear.

[Enrollment History](#)[Current Year Schedule](#)[Current Programs](#)[Guide Transaction Log](#)[Update PII](#)

**View Student Detail**

# In GUIDE

- You have 7 options available to submit requests. Here you can submit PII information.

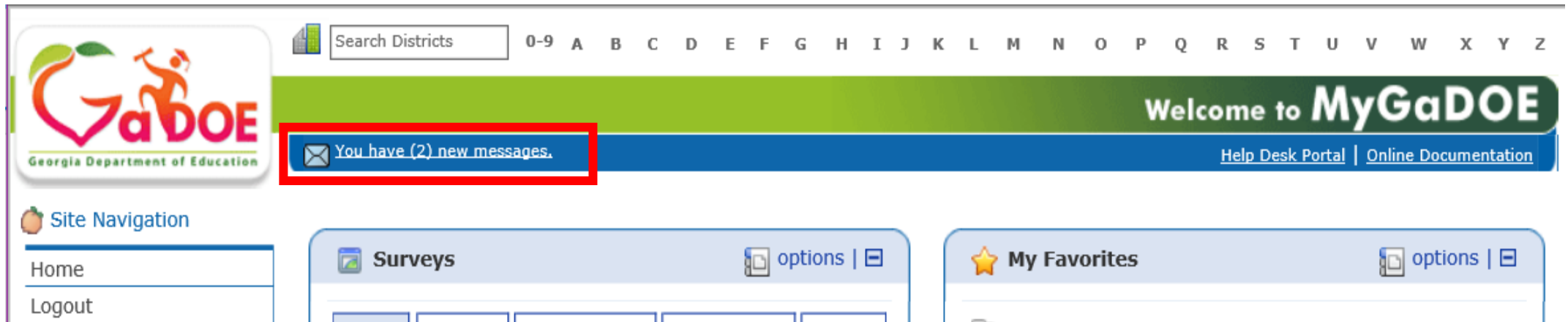
See the GUIDE Helpfile (in GUIDE) for information on submitting a PII request.

Reason	User Comment
Remove Middle Name	
Remove Suffix	
Change 999 to 999	
Change Student Status/Reactivate	

Change School Entry Date
Possible Multiple GTIDs for a student
Change SSN for inactive student (E8081-FTE/SR, E162-GUIDE)

# In Portal imail

- Once you have logged into the GaDOE Portal, Click on “You have (x) new messages”. This will bring you to the SecureXchange.




The screenshot displays the GaDOE Portal interface. At the top left is the GaDOE logo with the text "Georgia Department of Education". To its right is a search bar labeled "Search Districts" and a navigation menu with letters A through Z. A green banner across the top reads "Welcome to MyGaDOE". Below this banner, a blue notification bar contains the text "You have (2) new messages." which is highlighted with a red box. To the right of the notification are links for "Help Desk Portal" and "Online Documentation". On the left side, there is a "Site Navigation" menu with "Home" and "Logout" options. Below the navigation menu are two main sections: "Surveys" and "My Favorites", each with an "options" link and a menu icon.

# In Portal imail

- Once you are in SecureXchange you may compose a message including PII information. (Full Name, GTID, SSN, etc.) For information on using SecureXchange go to <https://www.gadoe.org/Technology-Services/Data-Collections/Pages/FY2022-New-Coordinator-Documentation.aspx> and review item 6.

You have (2) new messages. Help Desk Portal | Online Documentation


SecureXchange
Inbox [Help](#)

✉ Compose
🔄 Get Emails
✉ Mark as Unread
🗑 Move to Trash
📁 Move to Folder ▾
Search Mail
🔍

1-20 of 4 < 1 > 20 ▾

			From	Subject	Sent Date ▾
<input type="checkbox"/>	!	★		E1143	01 Mar 22 09:31 AM
<input type="checkbox"/>		★		EHDI Feb 22 GTID requests	28 Feb 22 01:28 PM





# Free or Reduced Meal Eligibility

# What's the Difference Between the Free and Reduced Lunch Collection (FRL) and Collecting F/R Data in Student Record (SR)?

	Free and Reduced Lunch Collection	Collecting F/R data in Student Record
When	November	June
What	Does the school have a school-wide program like CEP, Provision II both breakfast and lunch, or Provision II breakfast only; AND total F / total R eligible students.	F/R status on individual students BUT School-wide programs do not report individuals
From What Source	School Nutrition Program – collected in Free and Reduced Meal Collection	SIS – collected on individuals in the SR collection

# The Difference Between Being Eligible for a Free or Reduced Meal vs. Eating Free of Charge

Last school year, 2020-2021, the U.S. School Nutrition Program still asked for students to complete the F/R Meal application, but then provided the money to allow all students to eat free of charge.

This school year, 2021-2022, the U.S. School Nutrition Program extended the Seamless Summer Option to allow all students to eat free of charge. They said that students did not have to complete the F/R Meal application.

# The Difference Between Being Eligible for a Free or Reduced Meal vs. Eating Free of Charge

At schools that do not have a school-wide meal program, the accountability group of Economically Disadvantaged comes from the data element - eligible for a Free or Reduced-price meal.

At a school that does not have a school-wide meal program, DO NOT mark every student in the school eligible for a free meal because they were provided all meals free of charge.

# The Difference Between Being Eligible for a Free or Reduced Meal vs. Eating Free of Charge

At a minimum, every student who comes through as 'Directly Certified' must be marked eligible for 'Free meals.

Verify the percentages reported in November compared to the SR collection. Compare the FRL collection Eligibility Report – from the Free and Reduced Lunch data collection to SR026 Free and Reduced Lunch Eligibility Report

Do your best to collect those meal applications this year or use another of the allowable collection pathways.

# ED USDA Fact Sheet Revised 2022

<https://oese.ed.gov/files/2022/01/ED-USDA-Fact-Sheet-Revised-1-12-2022.pdf>

On page seven of the Fact Sheet, it has a section related to Reporting and Accountability. I have copied this section below.

*OESE-2020-25 Other than statutory and regulatory requirements included in the document, the contents of this guidance do not have the force and effect of law and are not meant to bind the public. This document is intended only to provide clarity to the public regarding existing requirements under the law or agency policies.*



UNITED STATES DEPARTMENT OF EDUCATION

OFFICE OF ELEMENTARY AND SECONDARY EDUCATION

**UPDATED FACT SHEET**

January 12, 2022

**SUCCESSFULLY IMPLEMENTING STATE-ADMINISTERED PROGRAMS IN THE  
ELEMENTARY AND SECONDARY EDUCATION ACT OF 1965 WITHOUT  
COMPLETE NATIONAL SCHOOL LUNCH PROGRAM DATA FROM SCHOOL  
YEARS 2020-2021 AND 2021-2022**

*(UNDER THE NATIONWIDE WAIVER FROM THE U.S. DEPARTMENT OF AGRICULTURE TO  
ALLOW SCHOOLS TO OPERATE THE NATIONAL SCHOOL LUNCH PROGRAM SEAMLESS  
SUMMER OPTION THROUGH JUNE 2022)*

# ED USDA Fact Sheet Revised 2022

## Reporting and Accountability

The ESEA requires an SEA and LEAs to identify students who are in certain subgroups, including economically disadvantaged students, for purposes of reporting disaggregated data by subgroup and holding schools accountable based on subgroup performance for accountability purposes. To the extent that NSLP data from SY 2020-2021 and SY 2021-2022 are not available, and in order to identify students who are economically disadvantaged for the purpose of reporting and accountability based on data from SY 2020-2021 and SY 2021-2022, an SEA may use any of the following to identify economically disadvantaged students:

- Poverty data other than NSLP data;
- The best available NSLP data, which may be from SY 2019-2020;
- NSLP data from SY 2020-2021 or SY 2021-2022 that may be accessible (e.g., counts of children identified through direct certification);
- A combination of the best available NSLP data from SYs 2019-2020, 2020-2021, and 2021-2022; or
- Data from a poverty survey conducted by the SEA or LEA that replicate NSLP or other poverty data.





# Cross-Checked Errors

Errors already existed

Created Exception Reports in CPI, FTE, and SC to show all cross-checked errors

These errors must be cleaned up before FTE or CPI sign-off will be available.

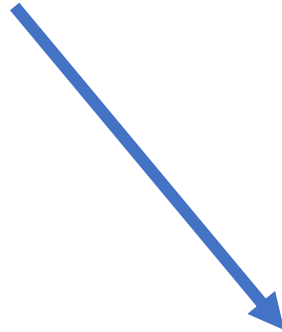




# Cross-Checked Errors CPI - SC

# CPI – SC

## Cross-Checked Errors



**CPI Main Menu**

*Data have Errors.*

- [Report Menu](#)
- [CPI File Upload](#)
- [CPI Add/Edit/Delete](#)
- [Delete All Data for this System](#)
- [Validation Routine](#)
- Manual Relief Request
- [CPI Overview of Data](#)
- [Nurses License Verification](#)
- [AP Professional Development Verification-Confirmed](#)
- IB Professional Development Verification
- [ADHOC Query](#)
- [CPI Primary Contacts](#)
- [SC006-Missing Teacher/Missing Assignment](#)
- [SC020-EIP Class without Teacher with EIP Job Code](#)
- [CP111-SC Error Exception Report](#)
- [PSC Data Request](#)
- [Transmission System](#)
- [Transmission Status](#)
- [Admin/Helpdesk Menu](#)

# CPI – SC

## Cross-Checked Errors

Links to SC006 report in  
SC and CPI

Links to SC020 report in  
SC and CPI

[Return to Menu](#)

CP111-SC Transmission on 02/24/2022 08:37:29 am - Data Have Errors

Georgia Department of Education

Student Class (SC 2022-A)

[click here to print](#)

SC/CPI Error Exception Report

This report is a list of errors E5019, E5083, E7028, E7031, E7032 that are cross-checked errors between SC and CPI. These errors must be corrected in SC or CPI (wherever the data is incomplete or incorrect) before sign-off in SC and CPI.

SYSTEM_ID	SYSTEM_NAME	E5019	E5083	E7028	E7031	E7032
623	Catoosa County	68	68	1	2	129

**E5019: COURSE TEACHER CODE** not reported in CPI (Cycle 1 or 2) with a teaching assignment.

**E5083:** The **COURSE TEACHER CODE** is not found in CPI. (Cycle 1 or 2).

**E7028:** If **EIP DELIVERY MODEL** = '4' (Reduced Class Size), then the teacher in CPI must have **FUND CODE** = '03' (paid by CARES I, II, or ARP/ESSER funds, not state T&E funded).

**E7031: EIP DELIVERY MODEL** '2' (Self-contained) or '4' (Reduced Class Size) reported on this class in SC. The teacher (**COURSE TEACHER CODE**) must have an assignment Job Code = '131', '132', or '133' (EIP job codes) in CPI.

**E7032: EIP DELIVERY MODEL** '1' (Augmented), '3'(Pull-out), '5'(Reading Recovery), or '6' (Innovated) reported on this class in SC. A teacher (**COURSE TEACHER CODE** or **ADDITIONAL COURSE TEACHER CODE 1, 2, or 3**) of this class must have an assignment Job Code = '131', '132', or '133' (EIP job codes) in CPI.



# Cross-Checked Errors FTE - SC

# FTE – SC

## Cross-Checked Errors

FTE Report Menu

FTE Main Menu

Data have Errors.

- [FTE Reports Menu](#)
- [FTE File Upload](#)
- [FTE Validate Data](#)
- [FTE Add/Edit/Delete Student Data](#)
- [FTE Delete All System Data](#)
- [Invalid GTID/School ID](#)
- [FTE Individual Student Report](#)
- [ADHOC Query](#)
- [Duplicate GTID Report by 03/17/2022 12:00:00 am](#)
- [Manual Relief Request will be available on 03/17/2022 12:00:00 am](#)
- [Status Check List](#)
- [FTE111-SC Error Exception Report](#)
- [SPEDHIST-GTID Claimed Student Sp. Ed. History Report](#)
- [FTE Primary Contacts](#)
- [FTE Admin Menu](#)
- [FTE Transmission Status](#)
- [FTE Transmission System](#)

# FTE – SC Cross-Checked Errors

Links to SC001 report in SC and FTE  
All errors are in one report

[Go To MainMenu](#)

FT111-SC Transmission on 02/24/2022 08:37:29 am - Data Have Errors

Georgia Department of Education  
Student Class (SC 2022-A)

SC/FTE Error Exception Report  
623-Catoosa County

This Report is available in Student Class and FTE. The Student Class, FTE Exception Report is a report that cross-check errors between FTE and Student Class. Please review this report and clear up any errors that appear on this report. This report contains errors in SC related to the Program Codes Reported in FTE. The errors in this report must be corrected or relieved in SC before signing off in FTE.

		SC/FTE Error Exceptions Report							
SYSTEM_ID	SYSTEM_NAME	E6022	E6044	E6071	E6072	E6073	E6074	E6094	E7006
623	Catoosa County	<a href="#">6,044</a>	<a href="#">216</a>	<a href="#">885</a>	<a href="#">489</a>	<a href="#">38</a>	<a href="#">915</a>	<a href="#">329</a>	<a href="#">2</a>

**E6022:** GTID was reported in FTE. This student must have course records reported in Student Class. See Report SC001 under Student Class Reports for FTE Funding detail.

**E6044:** One or more **PROGRAM CODES** = '6' or '7' was reported for this student in FTE, at least one Dual Enrollment **COURSE NUMBER** should be reported for this student in Student Class.

**E6071:** Student was reported with **PROGRAM CODE** = 'J' in FTE, at least one Remedial (xx.1) **COURSE NUMBER** should be reported in the student's schedule reported in Student Class.

**E6072:** Student was reported with a **PROGRAM CODE** = 'I' in FTE, at least one (Gifted) **COURSE NUMBER** must be reported with **GIFTED DELIVERY MODEL** in the student's schedule reported in Student Class.

Etc.



















# Presents for YOU

# CPI

- New Overview of Data on the Main Menu



**CPI Main Menu**

 <a href="#">Report Menu</a>
 <a href="#">CPI Overview of Data</a>
<a href="#">Review and Verify</a>
 Nurses License Verification
 AP Professional Development Verification
 IB Professional Development Verification
 <a href="#">ADHOC Query</a>
 <a href="#">CPI Primary Contacts</a>
 <a href="#">SC006-Missing Teacher/Missing Assignment</a>
 <a href="#">SC020-EIP Class without Teacher with EIP Job Code</a>
 <a href="#">CP111-SC Error Exception Report</a>
 <a href="#">PSC Data Request</a>
 <a href="#">Transmission System</a>
 <a href="#">Transmission Status</a>
 <a href="#">Admin/Helpdesk Menu</a>



# FTE

- New HELP document on the Transmission Period menu under Current Documents.

Transmission Period	
Transmission Cycles	Current Documentation
<a href="#">FTE2022-3</a>	• <a href="#">FTE File Layout</a>
<a href="#">FTE2022-1</a>	• <a href="#">FTE Help Document</a> <b>NEW</b>
<a href="#">FTE2021-3</a>	• <a href="#">FTE Updates</a>
<a href="#">FTE2021-1</a>	• <a href="#">FY2021 Data Collection FAQs</a>
<a href="#">FTE2020-3</a>	
<a href="#">FTE2020-1</a>	
<a href="#">FTE2019-3</a>	
<a href="#">FTE2019-1</a>	
<a href="#">FTE2018-3</a>	
<a href="#">FTE2018-1</a>	
<a href="#">FTE2017-3</a>	
<a href="#">FTE2017-1</a>	
<a href="#">FTE2016-3</a>	
<a href="#">FTE2016-1</a>	
<a href="#">FTE2015-3</a>	
<a href="#">FTE2015-1</a>	
<a href="#">FTE2014-3</a>	
<a href="#">FTE2014-1</a>	
<a href="#">FTE2013-3</a>	
<a href="#">FTE2013-1</a>	
<a href="#">FTE2012-3</a>	
<a href="#">FTE2012-1</a>	

# More OOH



- Data Collections Open Office Hours
- On Tuesdays, from 1:30 – 2:30 p.m:
- 2/22/22 (looking forward 2 seeing you there)
- 3/1/22
- 3/8/22
- 3/15/22
- If you have a topic for a ‘deep dive’ discussion, send an email asking your question to [kaspy@doe.k12.ga.us](mailto:kaspy@doe.k12.ga.us).

# Data Collection Team

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**OUR TEAM**