

Student Data – Child Nutrition View Training Notes

Glossary of Terms

ALSDE Identity Management (AIM) – ALSDE developed single sign on system that allows access to secured applications for ALSDE users and external users. Single Sign-On is a process whereby users only need to create a single username and password

ALSDE Nightly DC Process – An ALSDE controlled process that identifies DC students and creates the DC match file. The process compares students provided in the Department of Human Resources (DHR) file to enrolled students in the Accumulator, adding the matched students to a file that is sent to LEAs for import into their student management system instance.

Accumulator – Data repository populated each night with student level data from each LEAs student management system.

Community Eligibility Provision (CEP) - Section 104(a) of the Healthy, Hunger-Free Kids Act of 2010 (Act) amended section 11(a)(1) of the Richard B. Russell National School Lunch Act to provide an alternative that eliminates the need for household applications for free and reduced-price meals in high-poverty LEAs and schools. This alternative, which is now part of the NSLP, is referred to as the Community Eligibility Provision (Community Eligibility). *Per USDOE January 2014 CEP Guidance.*

Direct Certification (DC) - Process conducted by the states and by local educational agencies (LEAs) to certify eligible children for free meals without the need for household applications. *Per the FNS website.*

Identified Students - Students approved as eligible for free meals who are not subject to verification (i.e., in Community Eligibility schools, “directly certified” children). This definition includes students directly certified through SNAP, TANF, or the Food Distribution Program on Indian Reservations; children experiencing homelessness and on the local liaison’s list; Head Start children; migrant youth; runaways; and non-applicants approved by local officials. Foster children who are certified through means other than a household application and students who are certified for free meals based on a letter provided by SNAP to the household are also included. *Per USDOE January 2014 CEP Guidance.*

Matched Student – A student identified as DC by the ALSDE Nightly DC Process. Students in this category match on 5 (out of 6 possible) comparison fields. Comparison fields include:

SSN	DOB
Last Name	Gender
First Name	Race

UnMatched Student – A student that could not be matched during the ALSDE Nightly DC Process.

Extended Eligibility (SNAP and TANF) - Currently granted through the Custodial Parent(s) indicated in the Student Management System during the nightly matching process. Household information is not presently used.

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Agenda

- What is the Student Data - Child Nutrition View?
- What menu options are included in the view?
- How is the view accessed?
 - Permissions
 - Location (web address)
- Functions of the views.

What is the Student Data – Child Nutrition View?

- An area of the Student Data Application that allows LEA users to view summary and student level Child Nutrition data for individual schools and the LEA as a whole.
- The current view includes direct certification (DC) information including:
 - Matched DC Students
 - Unmatched DC Students
 - DC File Import Status
- A future release will include a CEP view that will list the identified students from the April 1st CEP data pull.

What are the Student Data - Child Nutrition Menu Options?

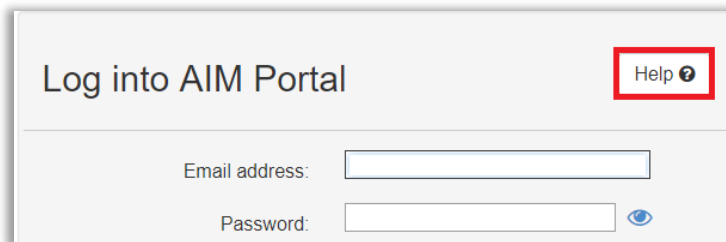
- **DC Students - Matched**
 - Provides LEAs with a list of students in their district that were identified as DC during the nightly Direct Certification Import process for the selected school year.
 - Matched students are those who were on at least one DC file and were positively matched (minimum five out of six match points) to a student currently enrolled in the student management system.
 - Provides LEAs with summary information on their DC students based upon their DC type and other student demographic data.
 - Gives the LEA users easy access to information that was previously inaccessible or difficult to compile
 - Extended Eligibility (SNAP and TANF) is currently granted through the Custodial Parent(s) indicated in the Student Management System during the nightly matching process. Household information is not presently used.
- **DC Students - Unmatched**
 - Provides LEAs with a list of all of the students that were not matched during the nightly process.
 - Unmatched students are those who were on the DC file but could not be positively matched (minimum five out of six match points) to a student currently enrolled in the student management system.
- **Reports – Direct Certification Import Status**
- **Coming Students – CEP**
 - Pulled from the Accumulator based upon April 1st data
 - Provides LEAs with a list of their Identified Students on April 1st

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How Do I Access the View?

- Education Directory (Ed Dir) account
- AIM Account
- Student Data permissions assigned by the LEA Superintendent or designee through Ed Dir

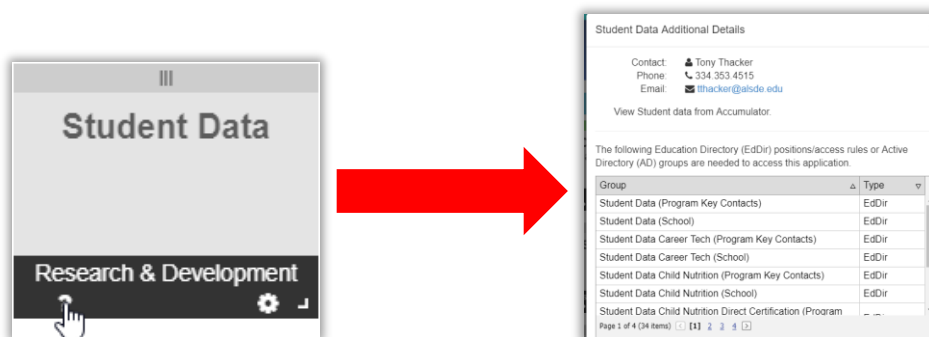
Note: Instructions on creating an AIM Account can be found on the AIM login (<https://aim.alsde.edu>) page under the Help button.



User Permissions

- LEA Users
 - Student Data (Program Key Contacts)
 - Grants general access to the Student Data app
 - Menu options include Student Enrollment Data, Others and Help
 - Student Data Child Nutrition (Program Key Contacts)
 - Grants specific access to the Child Nutrition menu
 - Menu options include Student Enrollment Data, **Child Nutrition**, Others and Help
 - Student Data Child Nutrition Direct Certification (Program Key Contacts)
 - Same as above plus access to the matched and unmatched screens
 - Can mark a student as Full Match
 - Student Data Child Nutrition Direct Certification (School). Similar to PKC except:
 - Can only see information for their school
 - Cannot mark a student for Full Match

Note: A list of the Ed Dir positions for the Student Data app can be found by clicking the question mark (?) on the Student Data tile.



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Accessing the Application

- Navigate to the ALSDE website
- Click the Application Login link in the top right hand corner of the screen
- Select ALSDE Identity Management (AIM) from the list of options
- Sign in to the portal and click the Student Data tile

Child Nutrition Menu

Note: If properly credentialed, the user should include the following menu items:

- DC Students – Matched
- DC Students – Unmatched
- Reports – Direct Certification Import Status

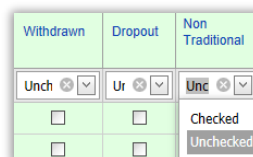
DC Students - Matched View

Note: All information presented in this view is LEA specific depending on the credentials of the user.

The screen is divided into three sections:

- Student demographic information (top of the screen)
 - As of the last successful file import by the LEA (usually the previous night)
 - Only displays **enrolled** students
 - Race/Ethnic, Gender and DC counts should match, student status data will not.
 - Each student must have a race and gender, but they may not be counted in any of the other reported demographic categories.
- Import Status (message in the center of the screen)
 - Tells the user the data of the last successful import, the number of imports completed for the school year and the number of days since the last import.
 - Good tool for troubleshooting issues at the LEA level. Ex. A new DC child enrolled a week ago, but they have not been flagged as DC in the Student Management System. A user could review the import status information and see that the last import was completed 10 days ago and the LEA is not up to date.
- All Student Data Grid (bottom of the page)
 - As of the last successful file import by the LEA (usually the previous night)
 - Displays all students who were enrolled at any point during the school year (cumulative).
 - The fields are in the pink area of the screen. The fields that a student matched on will have a check in them
 - Includes withdrawn and dropout students.
 - Can be sorted, filtered and exported to Excel.

The Withdrawn, Dropout and Non Traditional students can be filtered out by setting their column values to Unchecked.



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DC Students – Matched View Marking Students as Full Match

Note: To mark a student as requiring a Full Match to be considered DC:

1. Find the student in the All Student Data grid
2. Click the Edit button
3. In the screen that appears, check the Is Full Match Required checkbox.

Per CNP, the LEA must send a notice of adverse action to the family at least 10 days before checking the box.

The next time that the DC file is processed for that LEA, the student must match on all six fields to be considered DC. If they do not match on all six fields, the student will be changed to Paid by the process.

DC Students – UnMatched View

Note: Contains every student that was not matched during the nightly process for the selected school year (cumulative).

Since the records listed in this view could not be positively tied to a student currently enrolled in in the student management system, this data cannot be filtered by LEA. Therefore users are presented all students.

All of the data presented in the view (except the Date No Longer in File field) comes directly from the information provided by DHR.

The data in the grid can be sorted, filtered and exported to Excel.

This data and all data presented in the app should be handled with care due to the Personally Identifiable Information (PII) present.

Reports – Direct Certification Import Status

Note: Tells the user the data of the last successful import, the number of imports completed for the school year and the number of days since the last import.

Not filtered by LEA. Information on all LEAs is available.

Visible to CNP users that don't have the Student Data Child Nutrition Direct Certification (Program Key Contacts) Ed Dir position.

Good tool for troubleshooting issues at the LEA level. Ex. A new DC child enrolled a week ago, but they have not been flagged as DC in the Student Management System. A user could review the import status information and see that the last import was completed 10 days ago and the LEA is not up to date.

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Students - CEP View

Note: Pulled from the Accumulator based upon April 1st data.

Provides LEAs with a list of their Identified Students on April 1st.

Will be sortable, filterable and able to be exported to Excel.

More information on the functions of this application can be found in the User Guide located under the **Help** option of the menu bar.