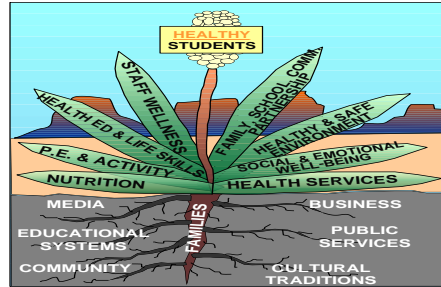


Coordinated School Health and Wellness



Direct Certification Guide

The purpose of this guide is to provide a step-by-step tutorial for the Direct Certification (DC) system reporting features. Please refer to the screen shots and their accompanying descriptions below as you read this guide.

Step 1:

Enter the URL <https://eui.ped.state.nm.us/sites/DirectCert/Reports/Forms/AllItems.aspx>

Enter your credentials and press “OK.” If you do not have credentials to access the DC System, please contact Barbara Vigil @ (505) 827-1821 or at Barbara.vigil@state.nm.us

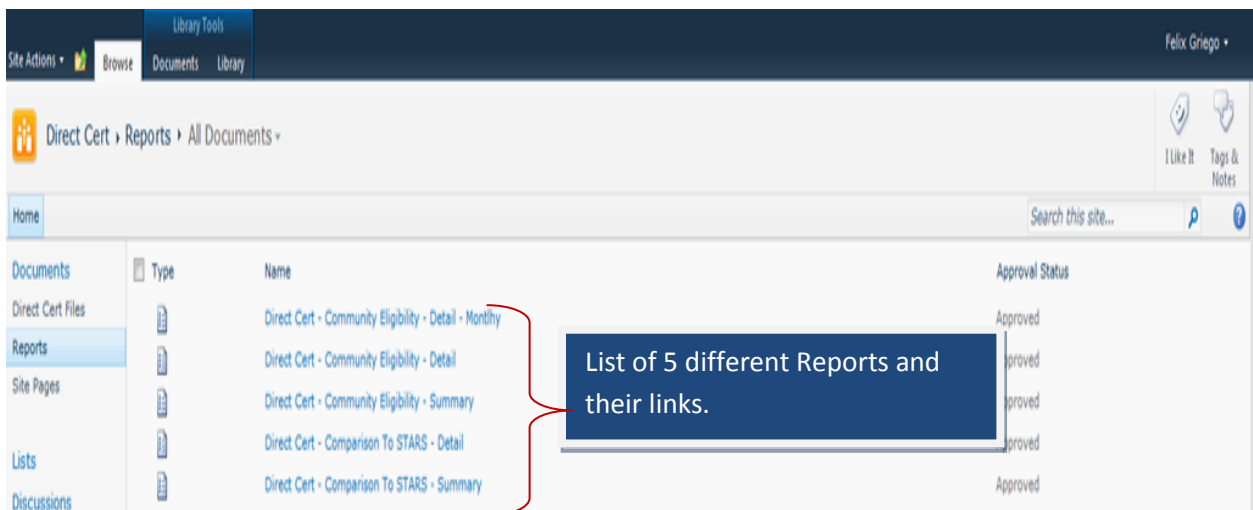
Step 2:

Once you enter your credentials, the DC home screen will appear where PED will post important reminders that apply to the DC system. Next, click on the “Reports” link on the upper left-hand side. If you are a BIE or Private School, contact Felix Griego at 505-827-1470. Felix will provide your student roster to the Coordinated School Health and Wellness Bureau, so he can match your students and you can use these reports.



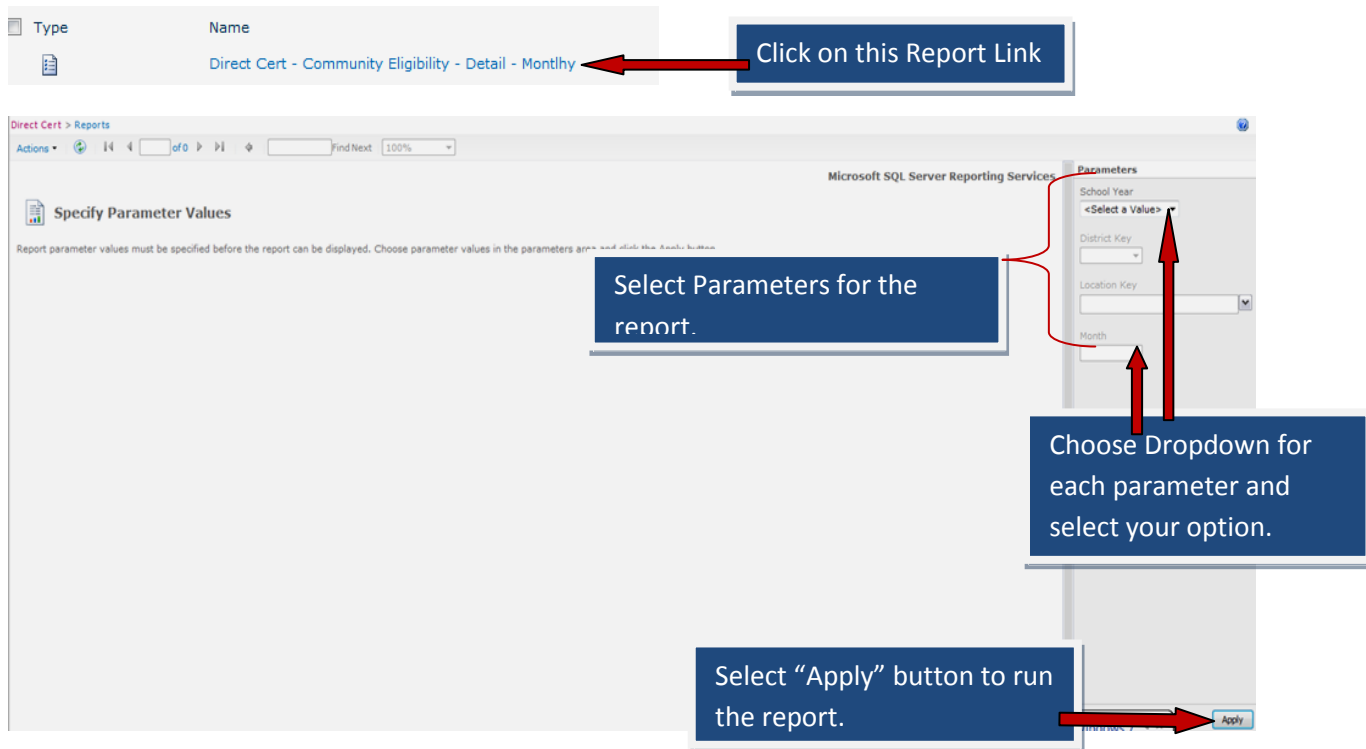
Step 3:

On the reports page, each SFA will have access to five different types of reports. The following instructions will show the different functionalities of each report and how to pull the report that fits each SFA's needs.



Direct Cert-Community Eligibility-Detail-Monthly

This is a student-level detailed report of enrollment based on STARS 40-day, 80-day, 120-day and end-of-year student data matched with monthly Human Services Department student benefit data. The matching is done once a month so that your SFA can tell which students are currently eligible for free lunches on a monthly basis. Select the parameters on the right-hand side that you would like included in the report.



Click on this Report Link

Select Parameters for the report.

Choose Dropdown for each parameter and select your option.

Select "Apply" button to run the report.

Example of DC Detailed Report (Monthly)



Identified student Free Categories ("Y" is the student is eligible under that category and "N" is not eligible)

STARS Data Year	SNAP Date	District Code	District Name	Location ID	School Name	Student ID	Last Name	First Name	Middle Initial	Birth Date	Grade	Headstart Even Start	Gender	Ethnicity	FRL	SNAP	TIC-Migrant	Home Less
415	1415		SCHOOLS	025	ELEMENTARY		Alon			2008				Y	Y	N	N	
415	1415		SCHOOLS	025	ELEMENTARY		Alon			2008				Y	Y	N	N	
415	1415		SCHOOLS	025	ELEMENTARY		Alon			2008				Y	Y	N	N	

Direct Cert – Community Eligibility - Detail

This report is a student-level detailed report of enrollment based on STARS 40-day, 80-day, 120-day, and end-of-year student data as matched with Human Services Department student benefit data. The data consists of students that become eligible for free lunches on a cumulative monthly basis during the school year. Select the parameters on the right-hand side that you would like included in the report. This report will help you see all indentified students that have been matched over the entire school year.



Click on this Report

Microsoft SQL Server Reporting Services

Specify Parameter Values

Report parameter values must be specified before the report can be displayed. Choose parameter values in the parameters area and click the Apply

School Year: <Select a Value>

District Key: [Dropdown]

Location Key: [Dropdown]

Apply

Select the parameters for the report using the drop down.

Select "Apply" to run the Report

Example of DC Detailed Report (Cumulative for School Year)

Direct Cert - Community Eligibility - Detail.rdl

School Year: 2014-2015

Months : Jul,Aug,Sep,Oct,Nov,Dec,Jan,Feb,Mar,Apr

STARS Data Year	SNAP Date	District Code	District Name	Location ID	School Name	Student ID	Last Name	First Name	Middle Initial	Birth Date	Grade	Headstart/EvenStart	Gender	Ethnicity	FRL	SNAP	TIC-Migrant	Home Les
1415	1415	C	SCHOOLS	**	HIGH	..	Moeala								Y		N	N

Direct Cert-Community Eligibility-Summary

This report is a school/district summary report based on STARS 40-day, 80-day, 120-day and end-of-year student data as matched with Human Services Department student benefit data. This report consists of students eligible for free lunches and takes students' eligibility from the detailed cumulative report and sums it up per site/per category. This report is a great resource if you need a quick summary in lieu of the longer detailed report.

Direct Cert - Community Eligibility - Summary

Click on this Report

Direct Cert > Reports

Microsoft SQL Server Reporting Services

Specify Parameter Values

Report parameter values must be specified before the report can be displayed. Choose parameter values in the parameters area and click the Apply button.

Select the Parameters for report using drop down.

Parameters

School Year: <Select a Value>

District Key: [Dropdown]

Location Key: [Dropdown]

Snapshot Date: [Dropdown]

Click "Apply"

Apply

Example of a Direct Certification-Community Eligibility-Summary Report

Direct Cert > Reports

Direct Cert - Community Eligibility - Summary

School Year: 2014-2015

Months: Jul, Aug, Sep, Oct, Nov, Dec, Jan, Feb, Mar, Apr

Summary per site and district per category

MIPED
New Mexico Public Education Department

STARS Data Year	SNAP Date	District Code	District Name	Location ID	School Name	Enrollment 120D	SNAP	Headstart/ EvenStart	T1C-Migrant	Home Less	Total Unduplicated	Percentage	Percentage with 1.6 Multiplier
1415	1415	0	VALLEY INDEP. SCHOOLS	036	ELEMENTARY		40	0	0	0	40		
				042	MIDDLE		15	0	0	0	15		
				165	MIDDLE-HIGH SCHOOL		32	0	0	0	32		
					VALLEY INDEP. SCHOOLS		87	0	0	0	87	Infinity	Infinity

Direct Cert – Comparison to STARS-Detail

Direct Cert > Reports

Microsoft SQL Server Reporting Services

Specify Parameter Values

Report parameter values must be specified before the report can be displayed. Choose parameter values in the parameters area and click the Apply button.

Select the parameters you wish to include in the report using

Parameters

School Year: <Select a Value>

District Key: [Dropdown]

Location Key: [Dropdown]

Snapshot Date: [Dropdown]

Click "Apply" to run the report.

Apply

This report is a student-level report that shows an individual student’s information, identified categories, what the district entered in the economic disadvantage code for the STARS reporting period, and an error code if applicable. If you entered the student incorrectly in STARS template field 88, you will see an error code on the far right column of the report. It is important to report the students correctly using code “1” (SNAP), “2” (other categories), and if they do not fall under those identified categories, report as “blank”. You can correct the field in STARS using this student report.

Direct Cert > Reports

Direct Cert - Comparison To STARS - Detail.rdl

School Year: 2014-2015

Error Code 11
 STARS incorrectly reports the student as SNAP, but student is not found in Direct Cert CEP report.

Error Code 12
 STARS does not report student as SNAP, but student is found in the Direct Cert CEP report.

Error Code 13
 STARS incorrectly reports student as OTHER, but student is either a SNAP or is not found in Direct Cert CEP report.

Error Code 14
 STARS does not report student as OTHER, but student is found in the Direct Cert CEP report as OTHER and not as SNAP.

STARs Data Year	SNAP Date	District Code	District Name	Location ID	School Name	Student ID	Last Name	First Name	M.I.	Birth Date	Grade	Headstart/Even Start	Gender	Error Code		
1415	1415	053	VALLEY INDEP. SCHOOLS	0	ELEMENTARY			Emily				F	C	Y	N	N
1415	1415	053	VALLEY INDEP. SCHOOLS	0	ELEMENTARY			Isabelle				F	H	Y	N	N

Error code descriptions
 Error code type for student
 Identified categories student is eligible for

Export Reports

Once you pull a report using the steps above, you can export the report into different formats, (recommend Excel or CSV). Once your report is displayed on the screen, look at the top left-hand side of your screen. There you will find an “Actions” button with a drop-down list. From the drop-down list, you can select the file format to export the report. You will then get a pop-up window asking you to save or open the file. Click on “open.” The report will open in the format that you selected from the drop-down list.

Direct Cert > Reports

Actions

Print

Export

School Year: 2

- XML file with report data
- CSV (comma delimited)
- PDF
- MHTML (web archive)
- Excel
- TIFF file
- Word

Click on “Actions” drop down

STARS Data Year	SNAP Date	District Code	District Name	Location ID	School Name
2015	2015	000	QUINN VALLEY JUNIOR COLLEGE	000	QUINN ELEMENTARY

Click “Open” to finish the export

Do you want to open or save Direct Cert - Comparison To STARS - Detail.xls from eui.ped.state.nm.us?

Open Save Cancel

Direct Cert-Comparison to STARS-Summary

This report will provide a comparison of STARS “economic disadvantaged” against the number of students that the Direct Certification system has found per site or the STARS reporting period. In the STARS student template field 88, you will code students certified for SNAP as a “1”, all other categories (i.e., homeless, migrant, head-start, Temporary Assistance to Needy Families or TANF, and Food Distribution Program on Indian Reservation or FDPIR) will be coded as a “2”. If the student is not an identified student, leave the category blank.

This report will show what you reported in STARS, what PED matched in the Direct Certification system, and the difference between the two data sets. If you find a negative number, it means you reported fewer than what the DC system matched. If there is a positive number, then you reported more than we matched. Keep in mind, PED matches the eligible identified students for you, but each SFA representative must do the work to certify the students. If there is a big difference between STARS reporting and the DC column, you may want to review the detailed report in step 4B to see what errors you may have for each student.

Direct Cert > Reports

Microsoft SQL Server Reporting Services

Specify Parameter Values

Report parameter values must be specified before the report can be displayed. Choose parameter values in the parameters area and click the Apply button.

Select the parameters you wish to include in the report using the drop down.

Click "Apply" to run the report.

Parameters

- School Year: <Select a Value>
- District Key: [Dropdown]
- Location Key: [Dropdown]
- Snapshot Date: [Dropdown]

Apply

Example of a Direct Certification-Comparison To Stars-Summary

Direct Cert > Reports

Direct Cert - Comparison To STARS - Summary.rdl

School Year: 2014-2015

Months: Jul, Aug, Sep, Oct, Nov, Dec, Jan, Feb, Mar, Apr



STARS Data Year	SNAP Date	District Code	District Name	Location ID	School Name	Enrollment	STARS Direct Cert Status Code	Unduplicated Direct Cert	* STARS minus Direct Cert
1415	1415	01	VALLEY INDEP. SCHOOLS	036	ELEMENTARY	91	32	37	-5
				042	MIDDLE	39	11	12	-1
				165	HIGH SCHOOL	151	32	31	1
				064	ELEMENTARY	99	26	29	-3
					VALLEY INDEP. SCHOOLS	380	101	109	-8

Parameters

- School Year: 2014-2015
- District Key: VALLEY INDEP. SCHOOLS
- Location Key: ELEMENTARY, CHAMA
- Snapshot Date: 2014-12-15 - 800

What you reported in STARS

What the Direct Certification matched.

Difference between the two