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COMPREHENSIVE MANAGEMENT INFORMATION SYSTEM (CMIS) OVERVIEW

**2023-24 Florida Charter School Conference &
School Choice Summit**

Presenters: Shawna Reid & Dr. Andre Smith

Agenda

- Introduction
- CMIS Summary
- Data Quality Reporting
- Charter Authorizing
- Charter District Onboarding
- Questions





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Introduction

CMIS Statute

Florida Statutes: Section 1008.385(1)(a) **Comprehensive Management Information Systems**

The Commissioner of Education is responsible for all planning functions for the department, including collection, analysis, and interpretation of all data, information, test results, evaluations, and other indicators that are used to formulate policy, identify areas of concern and need, and serve as the basis for short-range and long-range planning. Such planning shall include assembling data, conducting appropriate studies and surveys, and sponsoring research and development activities designed to provide information about educational needs and the effect of alternative educational practices.

<http://www.flsenate.gov/Laws/Statutes/2023/1008.385>

CMIS Rule

State Board Rule: 6A-1.0014 Florida Administrative Code (F.A.C) Comprehensive Management Information System

(1) Each school district and the department shall develop and implement an automated information system component which shall be part of, and compatible with, the statewide comprehensive management information system. Each information system component shall contain automated student, staff and finance information systems and shall include procedures for the security, privacy, and retention of automated records.

<https://www.flrules.org/gateway/ruleNo.asp?ID=6A-1.0014>



Outlines the rule parameters & guidelines



Includes security & privacy expectations.



Provides references to documentation.



Clarifies process, procedures and timelines.

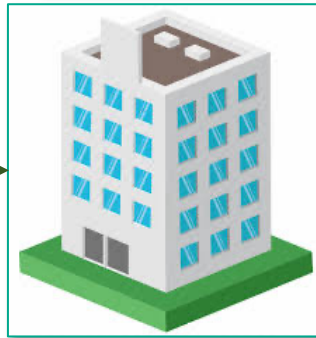
CMIS Overview (Data Flow)

PK-12 School Data



Daily School Data Management

District Data



District-wide Data Collection

Fl. Department of Education (FDOE)



Statewide Data Collection



State Reporting

- **Database Manuals** - Outlines database reporting guidelines and requirements.
- **Data Elements** – Displays each column collected for a specific file format.
- **Survey Dates** – Provides the data collection dates and deadlines.
- **User Manual** – A resource for new users as an operational reference guide.



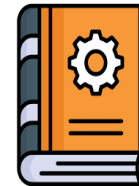
Database Manuals



Data Elements

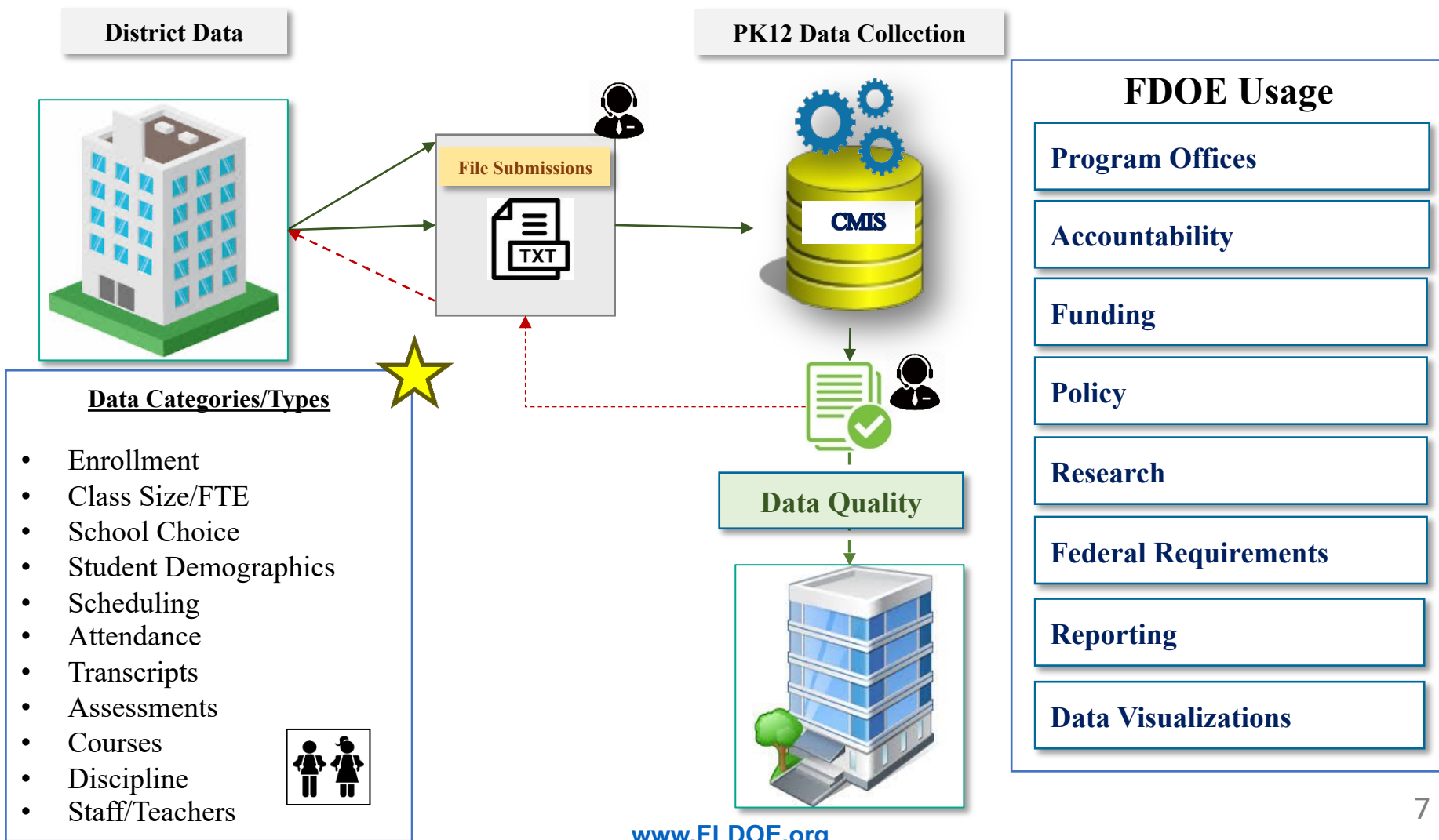


Survey Dates



User Manual

CMIS Process Overview



CMIS Processing Layers



File Submissions

- Submissions: Each Survey
- State Processing
- Amendment Window



Edits, Validations and Rejections

- 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.



Data Loading

- Once files meet the criteria outlined in the database manuals they are loaded and subsequently validated.



Data Quality Reports

- Data quality reports are generated and provided to the district based on anomalies or discrepancies identified.



DQ2 Application

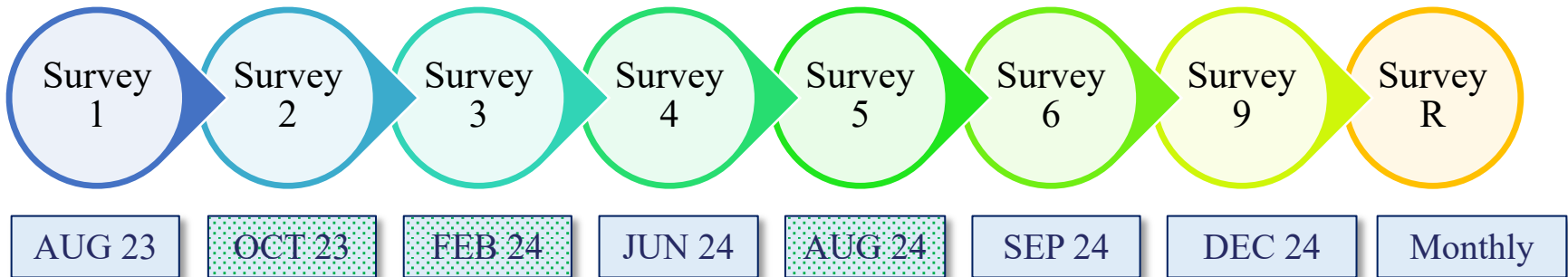
- Users can view resources, file processing results, and clean files prior to submission.

Survey Windows



Survey - the collection of one or more reporting formats transmitted to FDOE at specified time periods throughout the year. Each reporting format consists of several data elements defined in the database manuals.

Student & Staff Survey (Month Due)



<https://www.fldoe.org/core/fileparse.php/7574/urlt/2324-surveydates.pdf>

Reporting Formats

AUTOMATED STUDENT REPORTING FORMATS	DATA COLLECTION ACTIVITY NUMBER	SURVEY PERIOD									
		JUL 1	AUG 8	SEP 6	OCT 2	DEC 9	FEB 3	JUN 4	AUG 5	Monthly R	
Student Demographic Information	DB9 13x	A	S	A	A	S	A	A	A	S	
Student Course Schedule	DB9 14x	A			A		A	A			
Teacher Course	DB9 15x	A			A		A	A			
Exceptional Student	DB9 23x	S			S		S	S	S		
Federal/State Indicator Status	DB9 22x				A		A		A		
Student End of Year Status	DB9 17x								A		
Student Discipline/Resultant Action	DB9 19x				S		S		S	A	
Career and Technical Education Student Course Schedule	DB9 16x								S		
Career and Technical Education Teacher Course	DB9 24x								S		
Federal/State Compensatory Project Evaluation	DB9 18x								S		
Dropout Prevention Program Data	DB9 11x								S		
English Language Learners Information	DB9 10x				S		S		S		
Student Course Transcript Information	DB9 39x								S		
School Environmental Safety Incident Report	DB9 42x				S		S		S	A	
Prior School Status/Student Attendance	DB9 55x				A		A		A		
Student Transportation	DB9 56x	S			S		S	S			
Student Assessment	DB9 59x								S		
Student Additional Funding	DB9								S		
Industry Certification	DB9								S		

A = ALL STUDENTS S = SELECTED STUDENTS V = VOLUNTARY

CMIS & Survey Impact/Usage

- Program Offices
- Accountability
- Funding
- Policy
- Research
- Federal Reporting & Funding
- Legislative Review and Analysis
- Reporting
- Dashboards and Visualizations



Data Quality Team

AskEIAS@fldoe.org





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Data Quality

Data Quality Reports



- Districts are required to ensure data meets the outlined requirements provided by FDOE prior to submitting the information.
- Data Quality reports are sent to the district weekly during state processing and during the amendment window.
- There is also an application called DQ2 that allows districts to cleanse data and review reports multiple times prior to submission.

Data Quality Reports

➤ Validation Reports

Validation reports identify data that will be excluded from final reports or in some cases FTE funding.

➤ Exception Reports

Exception reports identify data anomalies to be reviewed and potentially corrected by the district.



Helpful Reports

➤ **FTE Report (Financial Data Quality) – District Level**

- **Report Name: (F70772) Full-Time Equivalency (FTE) total FTE to null**
- This report shows FTE to be nulled/at risk to be nulled (by district).
- When the FTE is nulled, there is potentially a financial impact if the information reported is in error and not resolved in a timely fashion.
- This report is provided weekly during processing while the survey is open.

➤ **FTE Report (Financial Data Quality) – School Level**

- **Report Name: (F71477) Null and Reported FTE Discrepancy Report**
- This report shows FTE Reported for prior and current year, FTE to be nulled, and course record counts (by School of Instruction).
- This report will be helpful to identify specific schools that will be potentially impacted if the information reported is in error and not resolved in a timely fashion.



Helpful Reports



DISTRICT NUMBER	DISTRICT NAME	SCHOOL NUMBER	SCHOOL NAME	FTE REPORTED PRIOR YEAR	FTE REPORTED CURRENT YEAR	DIFFERENCE PRIOR TO CURRENT YEAR	PERCENT DIFFERENCE	FTE TO BE NULLED	COURSE RECORD COUNT
01	ALACHUA	0022	EARLY LEARNING ACADEMY AT DUVA	0.0000	0.0000	0.0000	0.0	0.0000	0
	ALACHUA	0031	CAROLYN BEATRICE PARKER ELEMEN	332.3777	301.8949	30.4828-	9.2-	0.0000	5,766
	ALACHUA	0041	STEPHEN FOSTER ELEMENTARY SCHL	269.6169	265.4825	4.1344-	1.5-	0.0000	5,600
	ALACHUA	0052	A.QUINN JONES CENTER	39.7634	39.6938	0.0696-	0.2-	0.0000	557
	ALACHUA	0071	LAKE FOREST ELEMENTARY SCHOOL	194.5365	193.4100	1.1265-	0.6-	0.0000	3,327
	ALACHUA	0081	SIDNEY LANIER CENTER	82.0700	87.8466	5.7766	7.0	0.0000	864
	ALACHUA	0082	HOSPITAL HOMEBOUND	1.6253	1.5766	0.0487-	3.0-	0.0000	50
	ALACHUA	0091	LITTLEWOOD ELEMENTARY SCHOOL	400.8633	429.6064	28.7431	7.2	0.0000	8,770
	ALACHUA	0101	W. A. METCALFE ELEMENTARY SCHO	156.5592	280.7980	124.2388	79.4	0.0000	5,869
	ALACHUA	0111	JOSEPH WILLIAMS ELEM. SCHOOL	276.7060	280.5025	3.7965	1.4	0.0000	6,010
	ALACHUA	0112	ABRAHAM LINCOLN MIDDLE SCHOOL	360.1249	366.3470	6.2221	1.7	0.0000	4,290
	ALACHUA	0121	HOWARD W. BISHOP MIDDLE SCHOOL	365.5992	436.1132	70.5140	19.3	0.0000	5,103
	ALACHUA	0141	WESTWOOD MIDDLE SCHOOL	433.6678	431.6038	2.0640-	0.5-	0.0000	5,140
	ALACHUA	0151	GAINESVILLE HIGH SCHOOL	897.1924	883.5335	13.6589-	1.5-	0.0000	10,339
	ALACHUA	0161	ALACHUA ELEMENTARY SCHOOL	203.1972	181.5652	21.6320-	10.7-	0.0000	3,736
	ALACHUA	0171	ARCHER ELEMENTARY	282.4217	259.4353	22.9864-	8.1-	0.0000	4,885
	ALACHUA	0201	HAWTHORNE MIDDLE/HIGH SCHOOL	236.8401	245.5129	8.6728	3.7	0.0000	2,534
	ALACHUA	0221	A. L. MEBANE MIDDLE SCHOOL	166.4207	170.5620	4.1413	2.5	0.0000	2,351
	ALACHUA	0261	NEWBERRY HIGH SCHOOL	320.5885	340.0877	19.4992	6.1	0.0000	3,977
	ALACHUA	0271	SANTA FE HIGH SCHOOL	488.3485	519.5720	31.2235	6.4	0.0000	6,037
	ALACHUA	0281	CHESTER SHELL ELEMENTARY SCHL	209.2641	195.2859	13.9782-	6.7-	0.0000	3,776
	ALACHUA	0311	MYRA TERWILLIGER ELEM. SCHOOL	319.1529	356.2644	37.1115	11.6	0.0000	6,800
	ALACHUA	0321	IDYLWILD ELEMENTARY SCHOOL	405.1623	307.3469	97.8154-	24.2-	0.0000	6,502
	ALACHUA	0331	GLEN SPRINGS ELEMENTARY SCHOOL	234.6776	252.2267	17.5491	7.5	0.0000	4,884
	ALACHUA	0341	MARJORIE KINNAN RAWLINGS ELEM	254.8461	238.4103	16.4358-	6.5-	0.0000	4,021
	ALACHUA	0400	ADULT EDUCATION PROGRAM	0.0000	0.0000	0.0000	0.0	0.0000	0
	ALACHUA	0411	PROFESSIONAL ACADEMY MAGNET AT	130.2914	134.7123	4.4209	3.4	0.0000	1,019
	ALACHUA	0421	EASTSIDE HIGH SCHOOL	588.0600	603.1264	15.0664	2.6	0.0000	7,343
	ALACHUA	0431	F. W. BUCHHOLZ HIGH SCHOOL	1,194.5847	1,231.5346	36.9499	3.1	0.0000	14,334
	ALACHUA	0461	HIGH SPRINGS COMMUNITY SCHOOL	541.7173	564.6095	22.8922	4.2	0.0000	10,121
	ALACHUA	0481	FORT CLARKE MIDDLE SCHOOL	480.3080	491.1983	10.8903	2.3	0.0000	5,779
	ALACHUA	0482	HIDDEN OAK ELEMENTARY SCHOOL	460.2555	455.5350	4.7205-	1.0-	0.0000	10,836
	ALACHUA	0492	FEARNSIDE FAMILY SERVICES CENT	0.0000	0.0000	0.0000	0.0	0.0000	0
	ALACHUA	0501	KIMBALL WILES ELEM. SCHOOL	506.3631	494.8235	11.5396-	2.3-	0.0000	9,039
	ALACHUA	0502	KANAPAHA MIDDLE SCHOOL	586.1993	569.4939	16.7054-	2.9-	0.0000	6,685
	ALACHUA	0503	WILES HEAD START	0.0000	0.0000	0.0000	0.0	0.0000	0
	ALACHUA	0510	LAWTON M. CHILES ELEM. SCHOOL	423.8901	436.2595	12.3694	2.9	0.0000	8,058
	ALACHUA	0520	MEADOWBROOK ELEMENTARY SCHOOL	498.1670	518.1717	20.0047	4.0	0.0000	11,560
	ALACHUA	0531	NEWBERRY ELEMENTARY SCHOOL	388.8686	393.0623	4.1937	1.1	0.0000	7,809
	ALACHUA	0541	C. W. NORTON ELEMENTARY SCHOOL	342.7052	351.8243	9.1191	2.7	0.0000	6,724
	ALACHUA	0561	WILLIAM S. TALBOT ELEM SCHOOL	382.9608	381.4726	1.4882-	0.4-	0.0000	6,974
	ALACHUA	0571	W. W. IRBY ELEMENTARY SCHOOL	237.8948	237.5750	0.3198-	0.1-	0.0000	4,398
	ALACHUA	0591	OAK VIEW MIDDLE SCHOOL	490.1645	502.7605	12.5960	2.6	0.0000	6,398
	ALACHUA	0601	CHALLENGE AT ALACHUA ACADEMY	0.0000	8.5334	8.5334	0.0	0.0000	70

Helpful Reports

➤ Resolving Identified Issues

- If a district needs assistance is identifying the reason(s) behind their FTE to be Nulled, the FDOE FTE team can provide reports for analysis and provide findings to assist the district.
- The FDOE provides report **F70766** in order to assist districts with identifying the source of the FTE to be nulled.
- Identify the Error Code(s) associated with the district's student course records. [Student Course Schedule Reject Rules.](#)
 - Error Code 60 – Non-matching student Grade Level.
 - Error Code 61 – FTE Reported, Course for student less than 3 years old.
 - Error Code 66 – No matching Teacher Course Record.
 - Error Code 67 – No matching Student Demographic record.
 - Error Code 69 – No matching Exceptional Student record.
 - Error Code 72 – FEFP 130 and English Language Learners, PK12.
 - Error Code 73 – Non-matching Prior School Status/Student Attendance record.

Helpful Reports

➤ Resolving Identified Issues

Based on the Error Code(s) identified, the following reports should be requested by the district for further investigation into the issue(s). Also reference Appendix R of PK-12 Database Manual for list of reports that may be requested (<https://www.fldoe.org/core/fileparse.php/7574/urlt/0100006-appr.pdf>).

Error Code [any of the above]: **F60857** – Student Course Validation

Error Code 60 – **F60857** – Student Course Validation

Error Code 61 - **F60857** – Student Course Validation

Error Code 66 – **F62644** – Student Course Records with no Matching Teacher Course Record

Error Code 67 – **F62643** – Student Course Records with no Matching Demographic Record

Error Code 69 – **F62645** – Student Course Records with No Matching Exceptional Student Record

Error Code 72 – **F70611** – Student with FEFP 130 and ELL not LY/LP

Error Code 73 – **F60857** – Student Course Validation



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Survey Re-Opening

Survey Re-Opening Process

Formal, written requests must

- ✓ Be made on district letterhead.
- ✓ Be signed by the district's Superintendent or their designee.
- ✓ Be addressed to the Commissioner of Education.
- ✓ Include a detailed explanation as to what needs to be amended and why.
- ✓ Explain how the request impacts the district and the state.

Survey Re-Opening Reasons

Reasons for Re-Opening

- District data quality review.
- District data reporting accuracy.
- Technical/system issues with district student information system.
- Other technical issues.

Data Quality Issues (Charter Schools)

- ❑ We've received survey reopening requests due to *FTE issues not resolved prior to the survey closing*. In some cases, charter schools are at risk of losing large amounts of funding due to the erroneous reporting.

Hint: Request a copy of the reports related to funding (from the district) in order to ensure your school is not impacted by reporting/submission errors.

- ❑ The data quality reports are helpful while the surveys are open. Once surveys are closed re-opening requires requests to be reviewed by the Commissioner.



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Charter Authorizing

Charter Authorizers

- Authorizers are the entities that determine whether a charter school opens, and they help set the academic, financial and operational expectations of the school.
- A state university may, upon approval by the department, solicit applications and sponsor a charter school to meet regional education or workforce demands by serving students from multiple school districts.
- A Florida College System institution may, upon approval by the department, solicit applications and sponsor a charter school in any county within its service area to meet workforce demands and may offer postsecondary programs leading to industry certifications to eligible charter school students.

Statute

Florida Statutes: Section 1002.33(5)(a)3.b

Approval of Florida College System and State University System Institution Charter School Sponsors

Charter school sponsors in Florida include school districts as well as Florida College System institutions and state universities. Pursuant to section 1002.33(5)(a)3.b., F.S., a college or university that wants to serve as a charter school sponsor must do so with the approval of the FDOE.

<http://www.flsenate.gov/Laws/Statutes/2023/1002.33>



Rule

State Board Rule: 6A-6.0790 Florida Administrative Code (F.A.C)

(1) The purpose of this rule is to set forth the procedures and standards for review and approval of a Florida College System (FCS) institution or a State University System (SUS) institution to act as a sponsor of a charter school, pursuant to section (s.) 1002.33, Florida Statutes (F.S.).

<https://www.flrules.org/gateway/ruleNo.asp?id=6A-6.0790>



Outlines the rule parameters & guidelines



Includes security & privacy expectations.



Provides references to documentation.



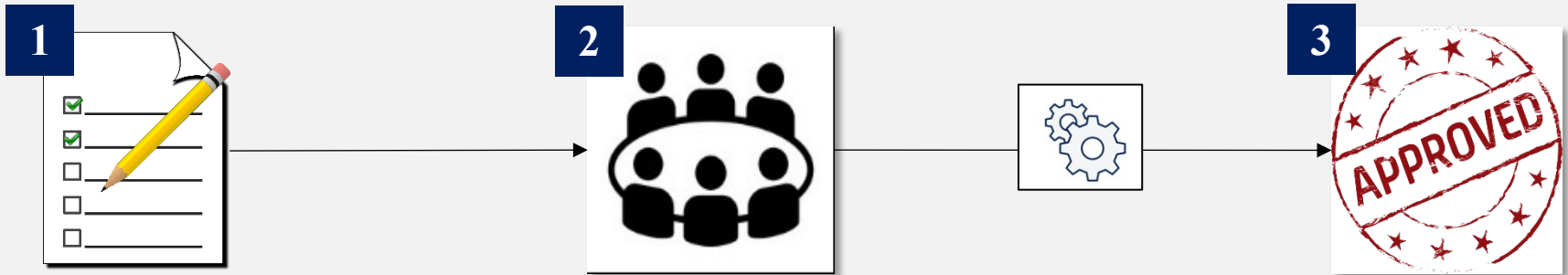
Clarifies process, procedures and timelines.

Charter School Authorizers

- Once approved, the following steps must be completed or in place to get started with annual state reporting/data collection.
 - 1) Master School Identification (MSID) Application Submission
 - 2) MSID Approval
 - 3) Meet with Onboarding Team
 - 4) Establish Environment & Application Access
 - 5) Validate Access
 - 6) Meet with Program Offices/Division Contacts
 - 7) Submit Survey Data based on Survey Dates

LEA Onboarding Steps

MSID Application & Approval Process



Environment & Application Access



**Access Forms
must be completed**



**Environment
Access Provided**



**Data Access
Provided**



**Application
Access Provided**

LEA Onboarding Steps

FDOE Divisions & Program Areas

As part of onboarding, communication with staff from the following groups/teams may be helpful to ensure assistance and support is available for preliminary questions.

**Division of
Accountability,
Research and
Measurement**

**Division of Finance &
Operations**

**Division of K12 Public
Schools**

**Division of Technology
& Innovation**

**Office of Independent
Education and Parental
Choice**

Office of Safe Schools



Contact Us

Division of Technology & Innovation (DTI) Data Systems



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