

# Performance Reports Submission

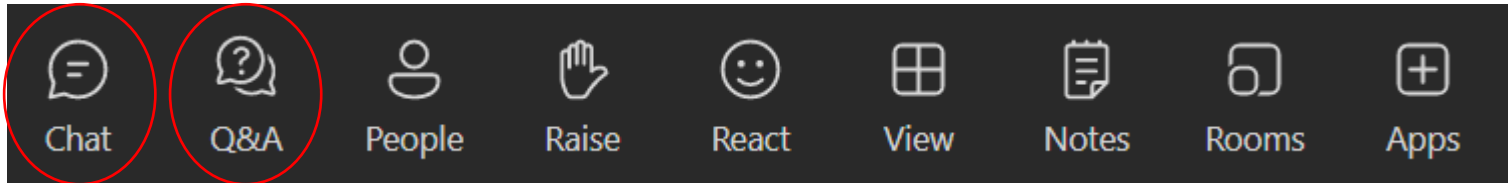
2023-2024 Collection of Data during the 2024-2025 SY

- *NJ SMART*

# NJ SMART Webinar Etiquette

We want to ensure that all attendees connected to the call can easily hear the training and that all questions are answered.

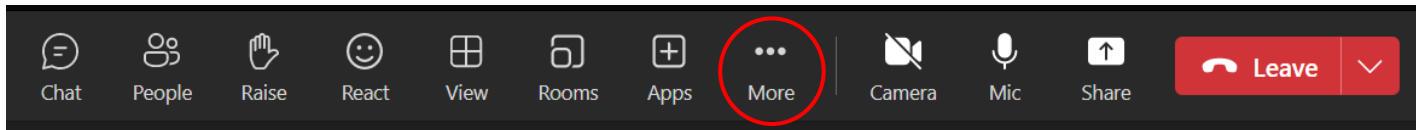
How can I ask a question?



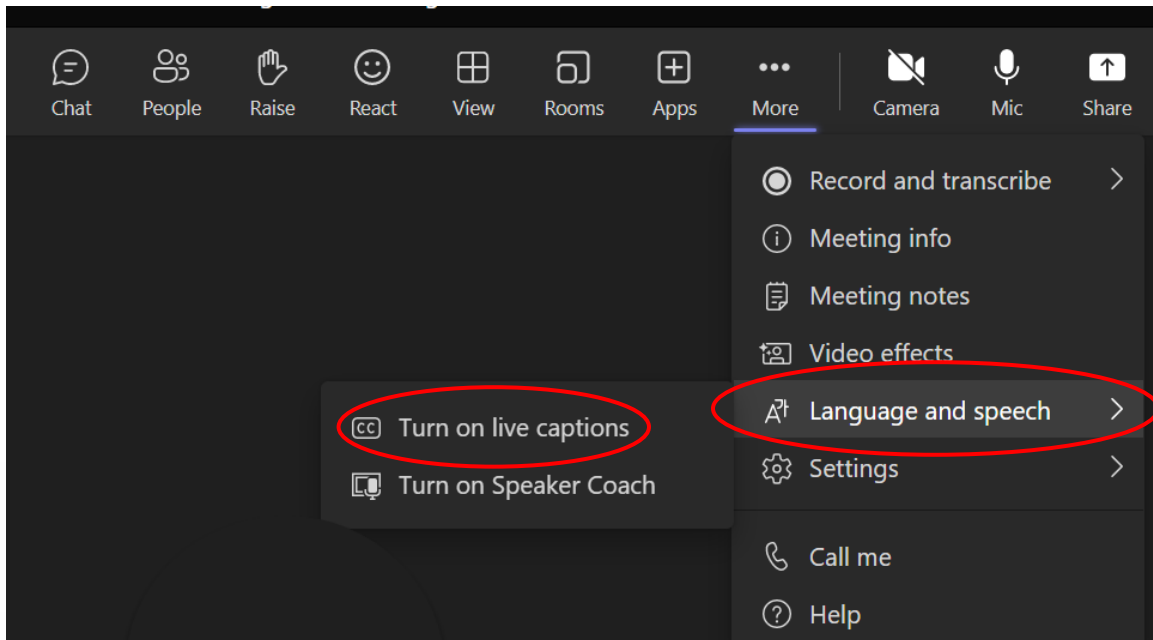
# Webinar Feature: Live Captioning

To use live captions during this webinar:

1. Click the “More” option along the Teams webinar control panel (top of your screen).



2. Click on “Language and speech” and then “Turn on live captions.”



# Performance Reports Submission Agenda

Introduction	<ul style="list-style-type: none"><li>• Find resources to help you get started</li><li>• Learn important dates and deadlines</li></ul>
Interpreting Reporting Responsibilities	<ul style="list-style-type: none"><li>• Why this data is collected</li><li>• Recognize which records need to be reported</li><li>• How to review last year's data</li></ul>
Using Performance Reports Submission Data	<ul style="list-style-type: none"><li>• Learn how to use and navigate the Submission, including Sample Reports</li><li>• Review Performance Reports Submission FAQs</li></ul>

# Available Resources

## NJ SMART Help Desk



1-800-254-0295  
[njsmart@pcgus.com](mailto:njsmart@pcgus.com)

## Resources & Trainings



[NJ SMART Resources  
& Trainings](#)

# Performance Reports Submission Overview

The Performance Reports Submission collects school and district narrative information to populate the **2023-2024 School Performance Reports**.

- The data being collected this year is for **the 2023-2024 School Year**.

## Performance Reports Submission

Home

Upload

Add Record

History

Current Data

Last Year's Data

Errors

Warnings

Release

Sample Reports

Upload your District and School Performance data file, correct errors, and release your data to the NJDOE. This tab is available only during Performance Reports Submission collection period.

Record Submission

✓ Upload Available

✓ Add Available

Record Cleansing


⚠ Errors 5

✓ Warnings 0

Monitoring0

6All Records

www.publicconsultinggroup.com



6

# Getting Started

It is **mandatory** for all districts to download the Performance Reports Submission Handbook for review of definitions, validation rules, additional notes, and common errors.

## NJ SMART Resources & Trainings

### About this Site


The NJ SMART Resources & Trainings website links users to important information occurring within NJ SMART, including downloadable resources and webinar and on demand trainings available to assist you throughout the data submission process.


### Maintaining Security and Policy Compliance when working with Student and Staff Data


Users are reminded that NJ SMART is a secure data transfer and reporting site. By accessing this site you acknowledge that the work completed within NJ SMART is subject to the rules and requirements of the Family Educational Rights and Privacy Act (FERPA) regarding the confidentiality of student records and the Federal Privacy Act regarding employee records collected by Federal agencies. Any suspected unauthorized use of this site should be reported immediately to NJ SMART at 800-254-0295.


### Questions and Assistance

Questions about NJ SMART can be directed to the NJ SMART Help Desk by calling (800) 254-0295 or e-mailing [NJSMART@pcgus.com](mailto:NJSMART@pcgus.com).

▶  Overview

▶  Background

▶  eLearning Videos & Webinars

▶  Documents for Download

### Performance Reports Submission

- [Performance Reports Submission Handbook v1.8](#) \*Updated 8/22/24
- [Performance Reports Submission Template](#) \*Updated 8/22/24
- [Performance Reports Submission Training \(Online Webinar\)](#) \*Updated 10/16/24
- [Performance Reports Submission FAQ](#) \*Updated 8/22/24
- [Performance Reports Submission Guide](#) \*Updated 8/19/24



# Update for this Year's Collection

- **New Data Elements:**

- **TieredModelIntervention** - Indicator of whether school or district provides multiple levels/tiers of instruction or intervention that progressively provide all general and all special education students with support based on a response to instruction or intervention
- **InterventionReferralModel** - Indicator of the model the school or district is using to implement a coordinated system for planning and delivering Intervention and Referral Services designed to assist all general and special education students who are experiencing learning, behavior, or health difficulties, and to assist staff who have difficulties in addressing students' learning, behavior, or health needs.
- **PBSIS** - Indicator of whether school or district uses Positive Behavior Supports in Schools (PBSIS) or the New Jersey Positive Behavior Supports in Schools (NJPBSIS) in addition to the model(s) for intervention and referral services.
- **UniversalScreeningKto3** - Indicator of whether school or district uses Universal Screening instruments beyond a required Dyslexia screener in kindergarten through grade 3.
- **UniversalScreening4to8** - Indicator of whether school or district uses Universal Screening instruments in grades 4 through 8.
- **UniversalScreening9to12** - Indicator of whether school or district uses Universal Screening instruments in grades 9 through 12.



# Update for this Year's Collection

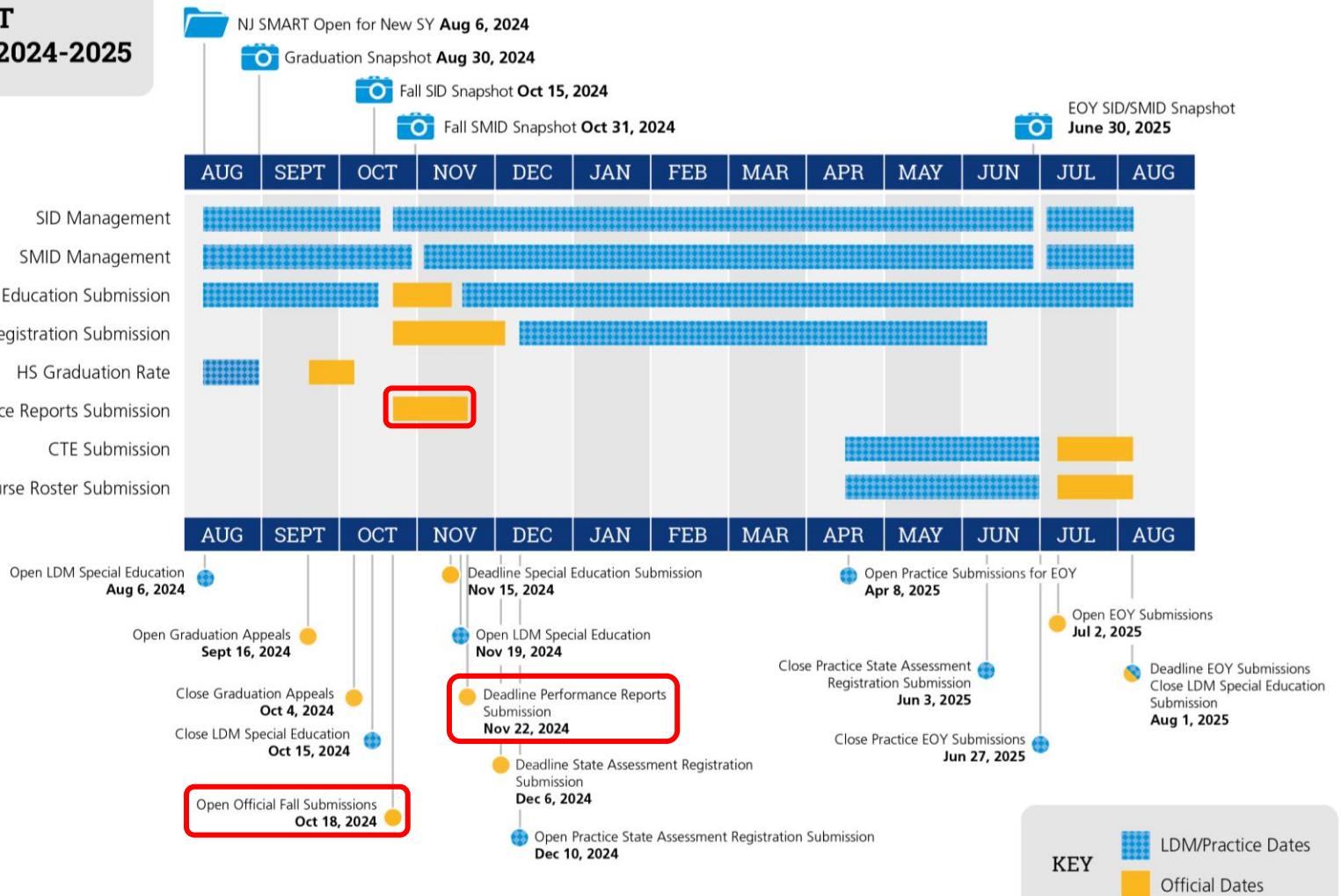
## Updates to Existing Data Elements

- The Additional Notes to the following data elements have been expanded:
  - **RecordIndicator**
  - **SummaryHighlight1**
  - **SummaryHighlight2**
  - **SummaryHighlight3**
  - **MissionVisionTheme**
  - **AwardsRecognitionAccomplishments**
  - **CoursesCurriculumInstruction**
  - **SportsandAthletics**
  - **ClimateSurvey**
  - **BeforeandAfterSchoolPrograms**
  - **StaffandProfessionalLearning**
  - **Postsecondary**
  - **StudentSupportsandServices**
  - **StudentHealthandWellness**
  - **ParentCommunityInvolvement**
  - **Facilities**
  - **SchoolSafety**
  - **TechnologySTEM**
  - **EarlyChildhood**
  - **SpecialTopic**



# NJ SMART Submission Timeline

## NJ SMART Timeline 2024-2025





# Questions?

Any questions on what we have reviewed thus far?

# Last Year's Data

After the opening of the Submission period, LEAs can access the 2022-2023 Narrative data from the Last Year's Data page.


- By exporting the data into Excel, LEAs can review and update for the 2023-2024 school year.

## Performance Reports Submission

[Home](#)  
[Upload](#)  
[Add Record](#)  
[History](#)  
[Current Data](#)  
**[Last Year's Data](#)**  
[Errors](#)  
[Warnings](#)  
[Release](#)  
[Sample Reports](#)

The Last Year's Data page shows all the records in your LEA submitted for the previous year. This data can be prepopulated into the current submission, where the data can be updated to reflect any changes for the reported year.

### Last Year's Data Records



Column ▼

Operator ▼

Value

Apply Filter

RECORD INDICATOR

SCHOOL CODE

WEBSITE

FACEBOOK

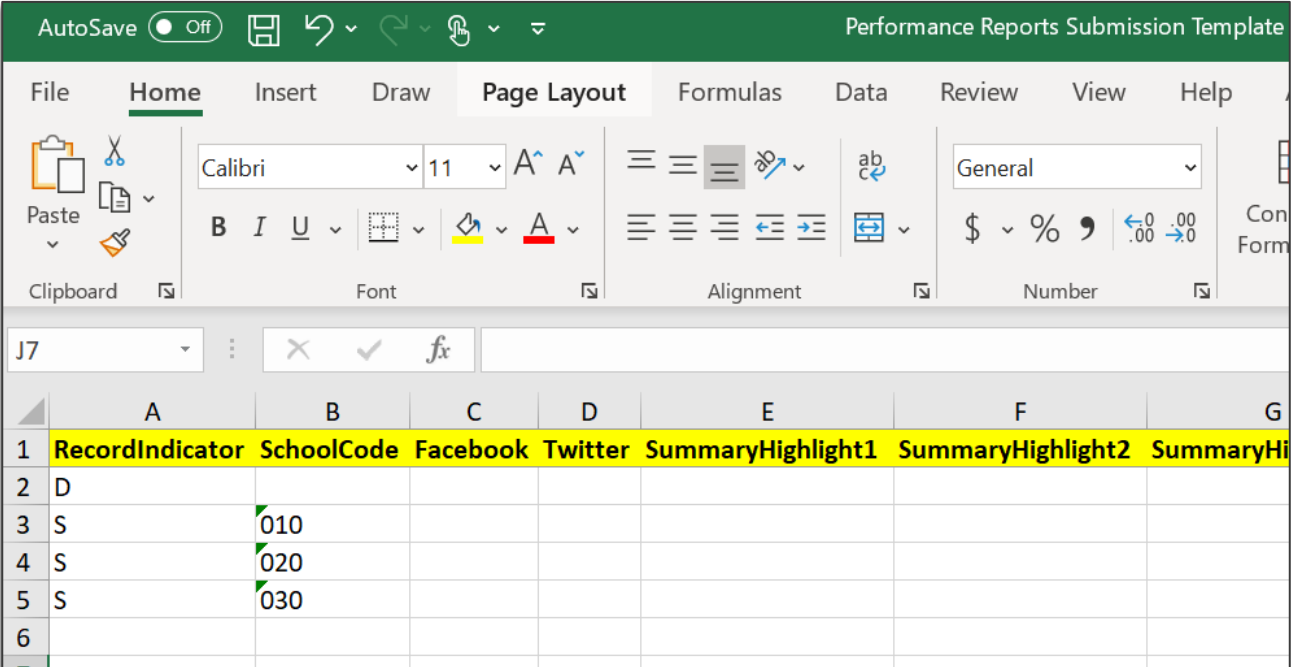
No data

Export as Excel

# Performance Reports Submission Records

A record should be submitted for your district and each school within your district that was open for the 2023-2024 SY. This data will be used to populate the Narrative section of the separate District and School level New Jersey School Performance Reports.

- For example, if your district has 3 schools, you should have 4 total records submitted to your submission: one record for the district, and a record for each of the three schools:

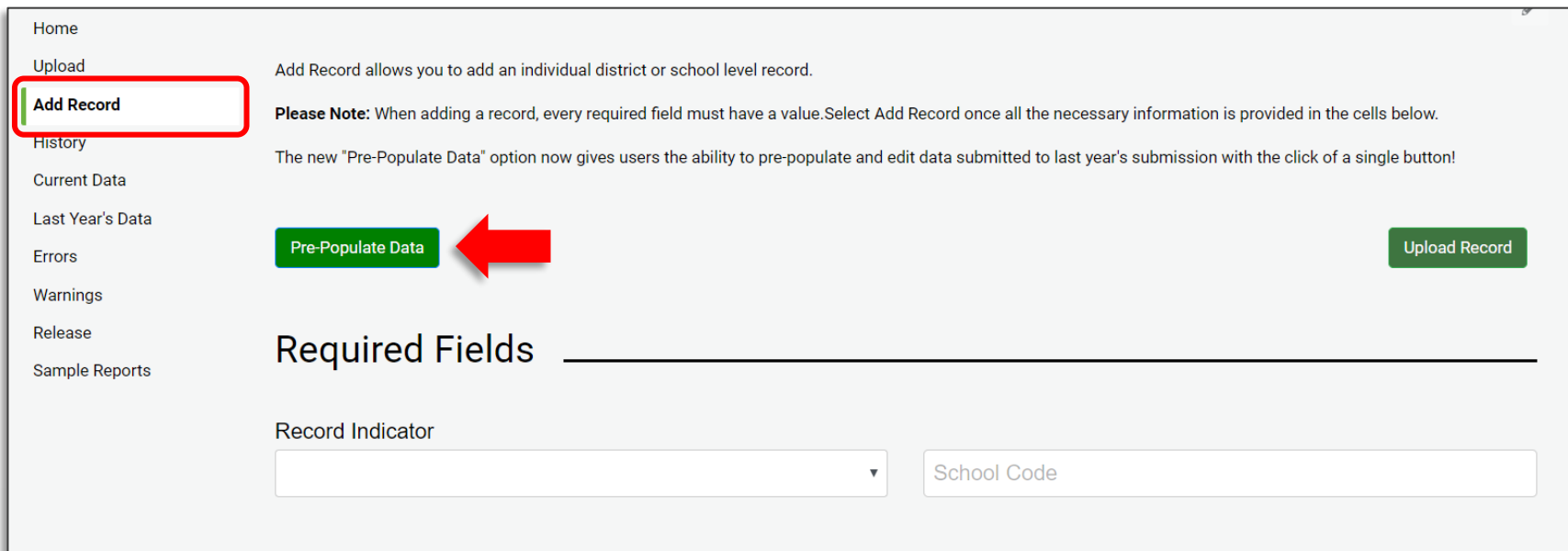


	A	B	C	D	E	F	G
1	RecordIndicator	SchoolCode	Facebook	Twitter	SummaryHighlight1	SummaryHighlight2	SummaryHighlight3
2	D						
3	S	010					
4	S	020					
5	S	030					
6							

# File Upload

## How do I upload my Narrative data to the Submission?

- Like other NJ SMART collections, two options are available:
  - File Upload
  - Add Record




The screenshot displays the NJ SMART interface. On the left sidebar, the 'Add Record' option is highlighted with a red box. The main content area contains the following text:

Home  
Upload  
**Add Record**  
History  
Current Data  
Last Year's Data  
Errors  
Warnings  
Release  
Sample Reports

Add Record allows you to add an individual district or school level record.

**Please Note:** When adding a record, every required field must have a value. Select Add Record once all the necessary information is provided in the cells below.

The new "Pre-Populate Data" option now gives users the ability to pre-populate and edit data submitted to last year's submission with the click of a single button!

**Pre-Populate Data**  **Upload Record**

### Required Fields

Record Indicator

School Code

# Data Elements

## Which fields are required or optional?

- Required:
  - RecordIndicator
  - SchoolCode, if RecordIndicator = S
  - TieredModelIntervention
  - InterventionReferralModel
  - PBSIS
  - UniversalScreeningKto3, if school serves K to 3
  - UniversalScreening4to8, if school serves grades 4-8
  - UniversalScreening9to12, if school serves grades 9-12
- All other fields are optional.



# Excluding Optional Sections

Not all sections apply to my LEA, how do I ensure that these sections do not appear in our Performance Report?

- If an optional field is left blank, the section will not be displayed within the Narrative Section of the Performance Report.

## Optional Fields

---

Facebook

Twitter

Summary Highlight 1

# Errors

## How do I view and resolve errors in my submission?

- Navigate to the Errors page and drill down into a record to view the Errors by Error Type:

The screenshot displays a web interface for viewing errors. At the top, a red triangle icon and the text 'Errors: 2' are shown. Below this is a table with two columns: 'DATA ELEMENT' and 'ERROR DESCRIPTION'. The table contains two rows: one for 'SchoolCode' with the description 'Field must be blank if Record Indicator is D', and another for 'Website' with the description 'Field cannot be left blank'. Below the table, there are 'Cancel' and 'Edit' links. A section titled 'Required Fields' follows, containing two input fields. The 'Record Indicator' field is a dropdown menu with 'D' selected. The 'School Code' field contains the value '080' and has a red border with a red triangle error icon on the right.

DATA ELEMENT	ERROR DESCRIPTION
SchoolCode	Field must be blank if Record Indicator is D
Website	Field cannot be left blank

Cancel Edit

Required Fields

Record Indicator: D


School Code: 080

- Errors need to be resolved in your Information System and then uploaded into NJ SMART.

# Warnings

## Why am I receiving a warning?

- If a district or school record has not yet been submitted, you will receive a Warning.

Warnings	
	<div>Column <span>▼</span></div> <div>Operator <span>▼</span></div> <div>Value</div> <div>Apply Filter</div>
SCHOOL CODE	WARNING MESSAGE
020	No data was submitted
025	No data was submitted
050	No data was submitted
055	No data was submitted

# Sample Report

## How do I preview how my data will look on the Performance Reports?

- Navigate to the Sample Reports page and select the school or district you wish to view.

Home

Upload

Add Record

History

Current Data

Last Year's Data

Errors

Warnings

Release

**Sample Reports**

< Back to Sample Reports / Report

Customize the Report

1 of 2

Export as PDF Export as Excel Find | Next

Document Map

- samplereport
- School Contact Info
- Faculty Attendance

School Contact Info	
Type	Contact Information
County	
District	
Principal Name	
Address	
Phone Number	
Email Address	-
Website	-


# Remove a Record

## How do I remove a record from the Performance Reports Submission?

- To erase a record, drill down into the record by clicking on the Record Indicator Type and clicking the Erase button.

### Record Details

[Cancel](#) [Edit](#)

 [Erase](#)

Required Fields \_\_\_\_\_

Record Indicator

School Code

# Certify/Certify with Errors

## Step 1:

## Step 2:

Home

Upload

Add Record

History

Current Data

Last Year's Data

Errors

Warnings

Release

Sample Reports

### Certify Submission Records

You have reached the final step to release your data to the NJ Department of Education. By certifying your data as official for submitting to the NJDOE, you are acknowledging that the submitted data has been reviewed for accuracy and approved by all appropriate district and local staff.

**Certify:** If you have corrected all errors and are ready to submit your data to NJDOE, the Certify button will be enabled for you to select. By clicking this button, you are certifying that the data submitted has been reviewed and verified by appropriate district and local staff and is ready for official use by the NJDOE.

**Certify Submission with Errors:** This button will not become enabled until the only errors that remain are related to SID Management matching and cannot be corrected. If the Certify Submission with Errors button is disabled, this indicates that correctable errors remain in your submission and must be resolved. Districts that have corrected all errors should continue to use the Certify button.

**Retract:** Once you have released your file, you have until the Performance Reports Submission deadline to retract your data.

Certify

Certify Submission with Errors

Retract

### Release History

SUBMISSION	ACTION	TIME STAMP ▾	USER	TOTAL RECORDS	TOTAL ERRORS	TOTAL WARNINGS	SCHOOL YEAR
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No data

# Certify/Certify with Errors (Cont.)

Certify	Certify with Errors
Enabled for districts that have uploaded and corrected all errors in the NJ SMART Portal.	Only enabled for districts that have uploaded a Full File and errors remain in the Submission.
Certify and Certify Submission with Errors will <b>not</b> be enabled if you have not uploaded a file.	
Certify and Certify Submission with Errors is only enabled during the Official Submission Period. You can Certify your data <b>at any time during the Official Submission Period</b> . You do not need to wait for the day of the deadline to Certify.	



# Questions?

Any remaining questions before we adjourn the meeting?

# Available Resources

## NJ SMART Help Desk



1-800-254-0295  
[njsmart@pcgus.com](mailto:njsmart@pcgus.com)

## Resources & Trainings



[NJ SMART Resources  
& Trainings](#)

# Please Provide your Feedback



We'd love to hear  
from you!



**Solutions that Matter**

