



On-Demand Upload Instructions for SNAP/Foster

In our continuing effort to accurately identify all students who should be directly certified to receive meals at no cost, ODE CNP is pleased to announce that we are adding new functionality to the Direct Certification application. Our goal is to provide sponsors with the most up-to-date matches through an uploaded enrollment file which will generate a Match/No Match result file, thereby giving the sponsor Direct Certification results based on the most current data available.

In support of this new feature, a couple of new file formats have been defined for the upload process, and to provide the Match/No Match results. Please note that the current Weekly Match/No Match file format is **not** changing. Any formatting rules that are currently in place to handle the Weekly results files should remain in place. Changes listed here are for sponsors to format a file for use of the Upload only.

The Upload file format consists of the following data elements. Column names must exactly match the names provided below and must be sent in the presented order, 1-19, left to right at the top of your workbook. The file must be in .csv format and the file name must not exceed 40 characters (please note that all columns are required, but not each data point; required data points are highlighted in yellow):

	Column Header (Required)	Data Required ?	Data Type (Max Number of Characters)	Description	Notes
1	AtndSchlInstID	Y	Numeric	Attending School ID	
2	DistStdntID	N	Numeric	Attending District ID	
3	ChkDigitStdntID	N	Numeric		
4	InstStdntSSNLast 4	N	Numeric	Last 4 digits of SSN	
5	InstStdntLastName	Y	Alpha (50)	Student Last Name	
6	InstStdntFirstName	Y	Alpha (50)	Student First Name	
7	InstStdntMiddleName	N	Alpha (1)	Student Middle Initial	
8	InstStdntBirthDate	Y	Numeric	Student Date of Birth	mm/dd/yyyy
9	InstStdntGender	Y	Alpha (1)	M or F	
10	InstStdntAddress1	Y	Alpha Numeric (50)	Student Mailing Address	
11	InstStdntAddress2	N	Alpha Numeric (50)		
12	InstStdntCity	Y	Alpha (50)		
13	InstStdntState	Y	Alpha (2)		
14	InstStdntZipCode	Y	Numeric (5)		
15	InstStdntPlus4	N	Numeric (2)		
16	InstStdntGuardianLast	N	Alpha (50)	Guardian Last Name	
17	InstStdntGuardianFirst	N	Alpha (50)	Guardian First Name	
18	InstStdntGuardianMiddle	N	Alpha (1)	Guardian Middle Initial	
19	InstStdntPhoneNumber	N	Numeric (10)	Student Phone Number	5555555555



Direct Cert On Demand Upload File Format Tips

- Upload files will have just 19 columns (left to right)
- Column header names must be exact (as shown above)
- All columns must be present and in the correct order
- Required fields must be populated with correctly formatted data
- Leave blank fields blank (no “NULL” or “N/A”)
- Do not include any commas in the data in any field
- Phone numbers must only have the digits, no parentheses or spaces
- Zip Code must contain exactly the correct number of digits (5 – zip)

The Output file format will include the fields provided by the sponsor and the fields provided by ODE (DHS). The Institution data fields (light blue) will contain what was submitted in the Upload file from the sponsor. DHS data will be displayed in the green fields when available. The “Variances” field at the bottom is used to provide the sponsor with information when the uploaded data does not match with the ODE SSID data on file. *Again, column headers will run at the top of the workbook and run left to right in the order below.*

Column Header	Data Type	Description	Notes
MatchRecID	Numeric	Unique record of the match results	
MatchDate	Date	Date the DHS data was matched	
MatchSource	AlphaNumeric (50)	Match Source: SNAP, Foster, None	Foster matching TBA
MatchAlgorithm	AlphaNumeric (2)	Algorithm match code (see below)	
AttndDistInstID	Numeric	Attending District Institution ID	
AttndDistInstNm	AlphaNumeric (100)	Attending District Name	
DistStdntID	Numeric	Attending District ID	
ChkDigitStdntID	Numeric	SSID provided by institution	
InstStdntSSNLast 4	Numeric	Last 4 of SSN	
InstStdntLastName	Alpha (50)	Student Last Name	
InstStdntFirstName	Alpha (50)	Student First Name	
InstStdntMiddleName	Alpha (1)	Student Middle Initial	
InstStdntBirthDate	Numeric	Student Date of Birth	
InstStdntGender	Alpha (1)	Student Gender	
InstStdntAddress1	Alpha Numeric (50)	Student Address	
InstStdntAddress2	Alpha Numeric (50)		
InstStdntCity	Alpha (50)	Student City	
InstStdntState	Alpha (2)	Student State	
InstStdntZipCode	Numeric (5)	Student Zip	
InstStdntPlus4	Numeric (2)	Student Zip plus 4	
InstStdntGuardianLast	Alpha (50)	Student Guardian Last	
InstStdntGuardianFirst	Alpha (50)	Student Guardian First	
InstStdntMiddle	Alpha (1)	Student Guardian Middle Initial	

Column Header	Data Type	Description	Notes
InstStdntPhoneNumber	Numeric (10)	Student Phone Number	
DHSID	Alpha Numeric (8)	ID from DHS	
DHSStdntSSNLast4	Numeric (4)	Last 4 of SSN from DHS	
DHSStdntLastName	Alpha (50)	Student Last Name from DHS	
DHSStdntFirstName	Alpha (50)	Student First Name from DHS	
DHSStdntMiddleName	Alpha (1)	Student Middle Initial from DHS	
DHSStdntAddress1	Alpha Numeric (50)	DHS Mailing Address	
DHSStdntAddress2	Alpha Numeric (50)	DHS Mailing Address 2	
DHSStdntCity	Alpha Numeric (50)	DHS Student City	
DHSStdntState	Alpha Numeric (2)	DHS Student State	
DHSStdntZipCode	Numeric (5)	DHS Student Zip	
DHSStdntGuardian	Alpha Numeric (50)	DHS Student Head of Household	
DHSStdntPhoneNumber	Numeric (10)	DHS Student Phone Number	
Variances	AlphaNumeric (8000)	Differences between ODE data and uploaded data*	

*Several fields are compared with ODE SSID data such as ChkStdntID and InstStdntBirthDate. Differences are indicated in this field. The sponsor is responsible for reviewing these differences and updating their system as appropriate.

Uploading Enrollment Lists to the DC Match Site

WELCOME TO THE ODE DISTRICT WEB SITE
This site hosts centralized data collection applications for all offices within the Oregon Department of Education. Among these pages, you will find the latest information and news regarding statewide implementation of finance and data collection systems, program documentation, and data loading instructions spanning most of ODE's web-based applications.

If you have a login and password, use the Quick Login to get to applications you are associated with. If you have problems locating something, try our new search option located at the top of the page!

QUICK LOGIN
User Name:
Password:
LOGIN
Forgot User Name or Password?

QUICK LINKS
Collection File Formats
Data Collection Committee
Data NEWSline
ODE Data Collection Partnership
Digital Learning Advisory Council
Find Security Administrator
Institutions Lookup
IT Managers
Free and Reduced Lunch
Secure File Transfer
Visual Preferences
ODE Public Site

hello, **Jennifer Parenteau** (Data Owner). You are logged in for (Institution ID **1976**)

Applications
Consolidated Collections - Bend-LaPine Administrative SD 1
Edit Profile

When you hover over the "Student Collections" header tab, drill down:

- Child Nutrition Direct Certification Match (NSLP) => Direct Certification =>
- Select "Membership List Upload".
- Browse to select your formatted enrollment list to upload:

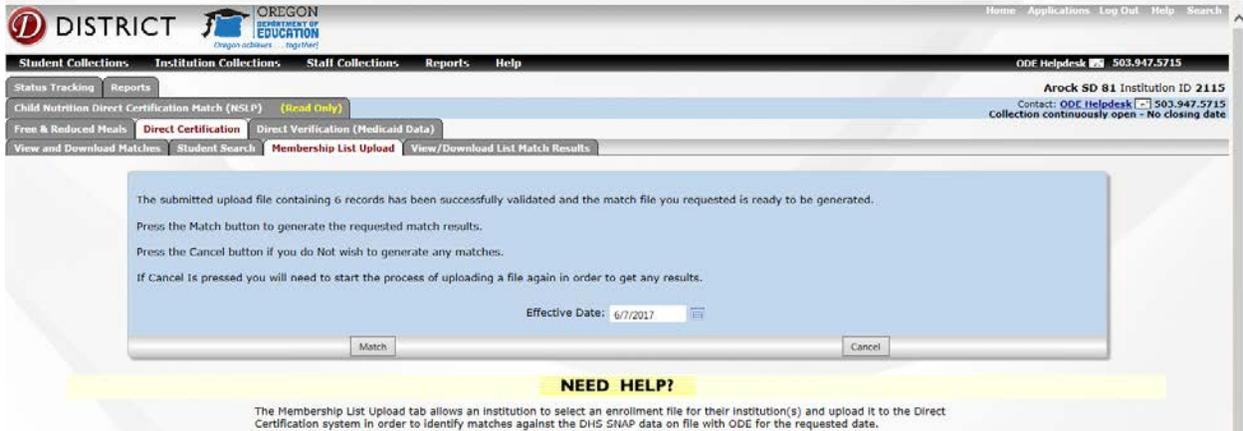
Student Collections | Institution Collections | Staff Collections | Reports | Help

Membership List Upload | View/Download List Match Results

Select file to upload...
File Name: I:\Direct Cert\Test Files\Mini PPS Db\QuoteTestFile 06052017.csv
Browse...
Upload

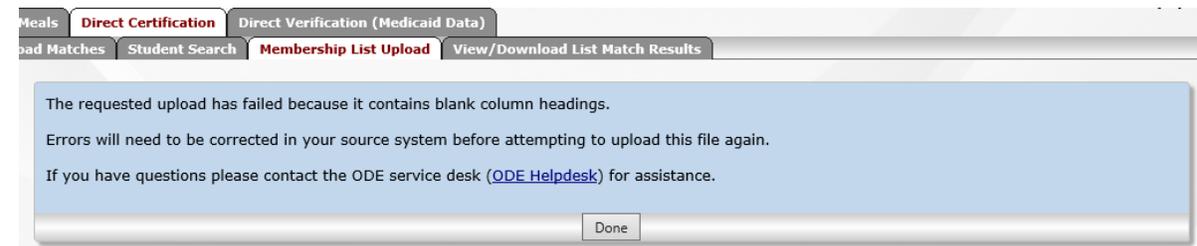
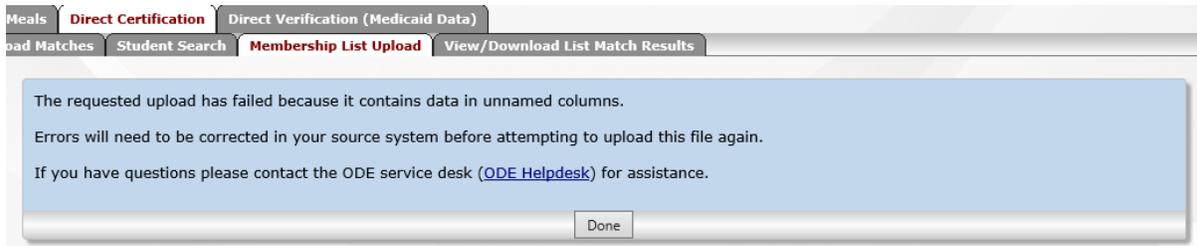
NEED HELP?
The Membership List Upload tab allows an institution to select an enrollment file for their institution(s) and upload it to the Direct Certification system in order to identify matches against the DHS SNAP data on file with ODE for the requested date.

- Click "Upload". The system will make sure the file meets the formatting requirements and if it passes, the following message will be displayed.

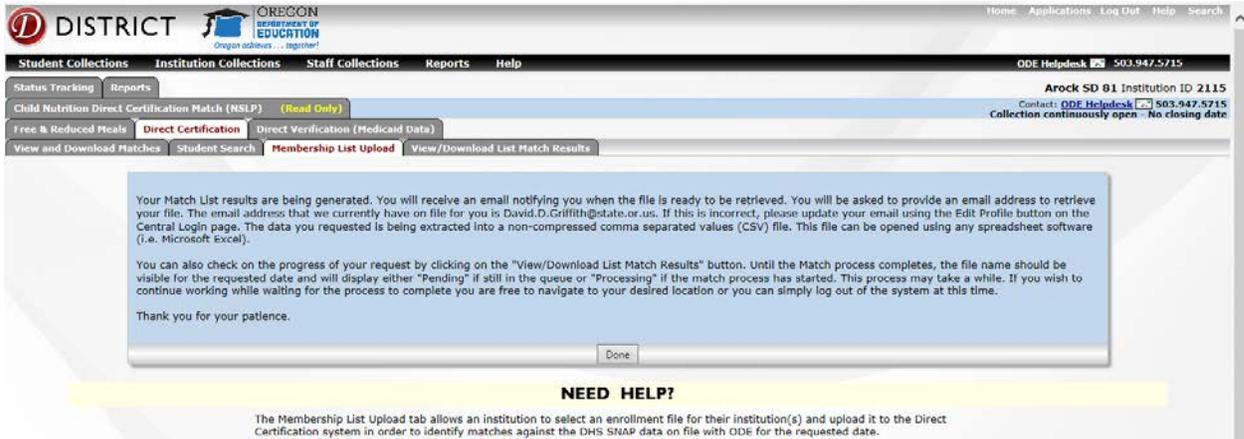


- If the file does not meet the formatting requirements, an error message will be displayed and will either provide a reason for the fail on the screen or will tell you that an email is being sent with a link to a document that will provide more details on why the upload attempt has failed.

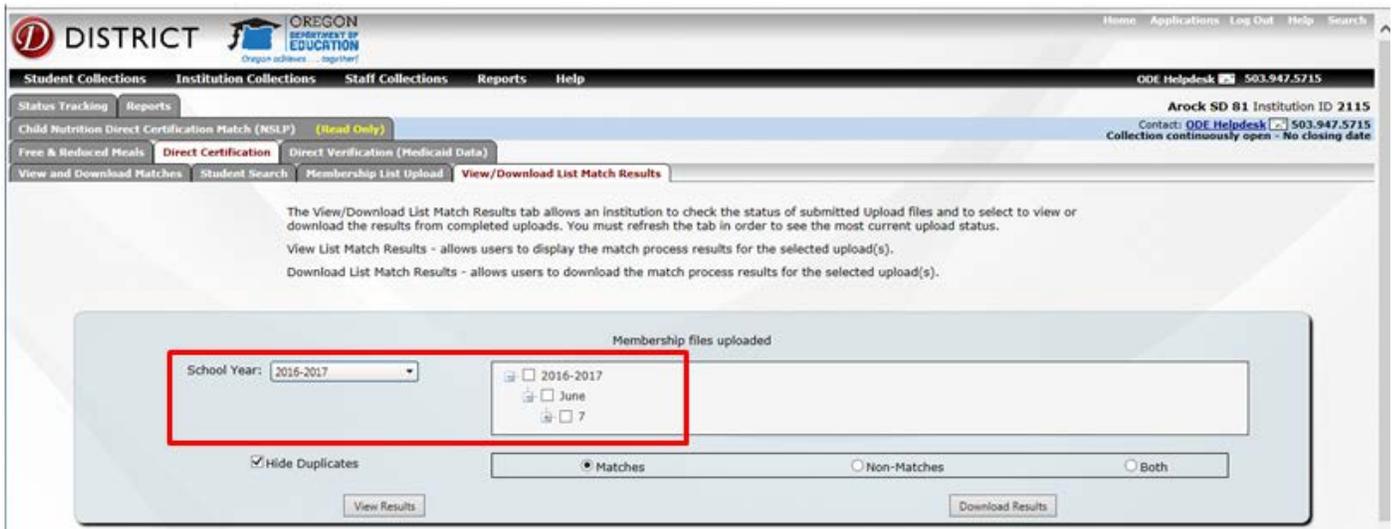
- Here are examples of error messages:



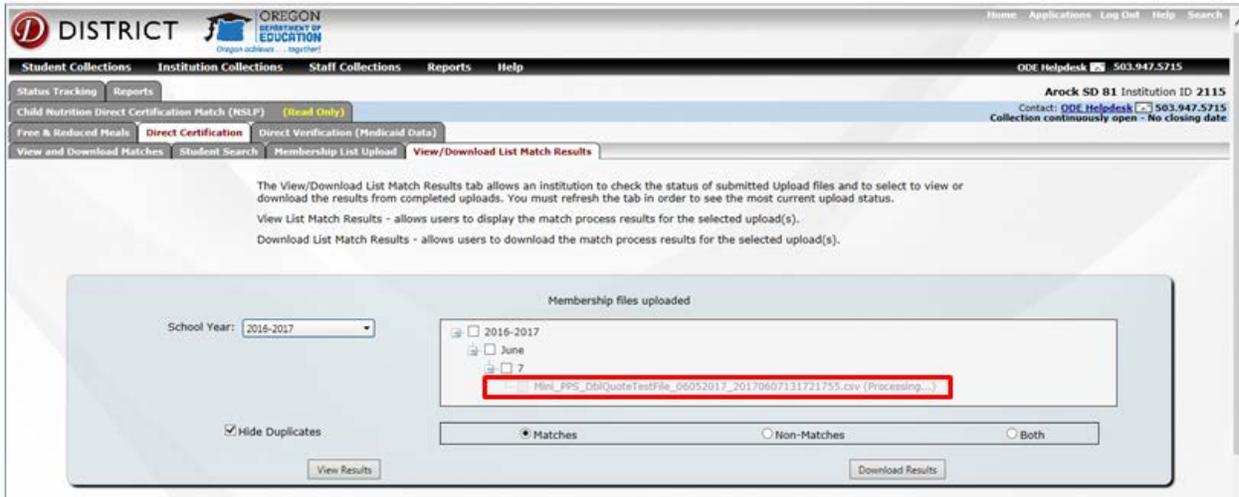
- If the information provided above looks good and you wish to go ahead and generate the Match results, select the date (defaults to the current date) that you want to run the Match for and click on the “Match” button:



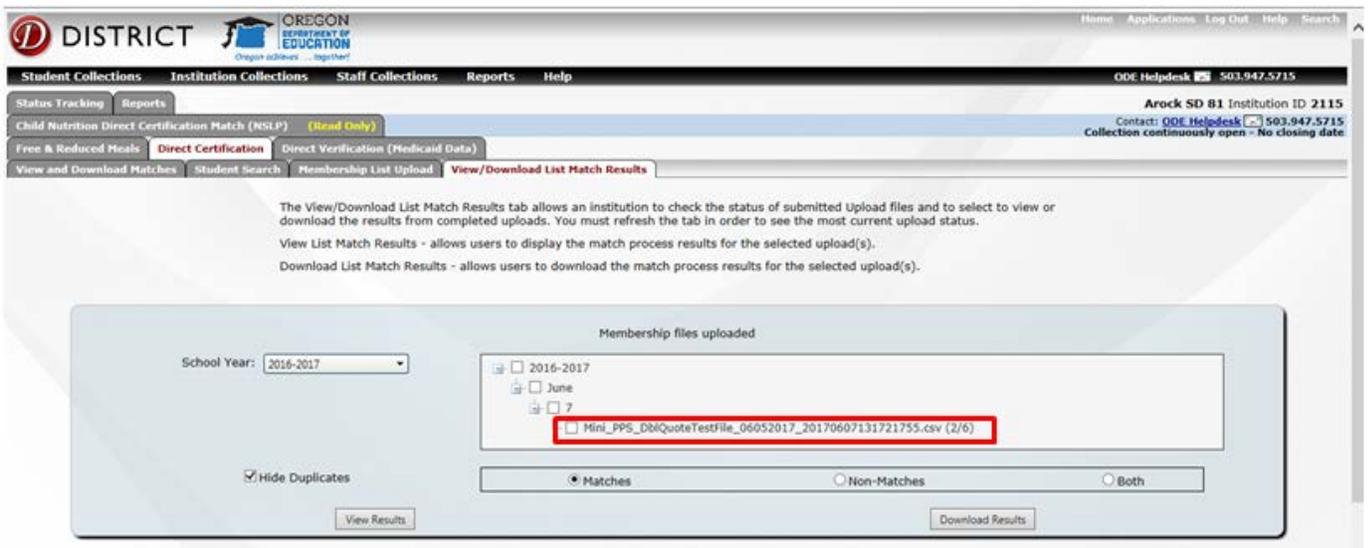
- Click “Done” to return to the “Membership List Upload” page, or you can click on the “View/Download List Match Results” to go directly to the screen to see the progress of the file just submitted.
- In the “Membership files uploaded” section, uploaded templates are listed by year, then month, then day.



- Click on the box next to the date you wish to view.



- Notice that the displayed file name is greyed out and says (Processing) – the file is currently being matched and is not available for View/Download yet.



- Here the file name is displayed in dark font and shows the summary (Matched/Submitted) results.
- Select the file(s) that you want to view. Also select whether you want to display duplicate records, and whether you want to see Matches, Non-Matches, or Both and then click on either View or Download to get the results.

DISTRICT  **OREGON DEPARTMENT OF EDUCATION** Home Applications Log Out Help Search

Student Collections Institution Collections Staff Collections Reports Help ODE Helpdesk 503.947.5715

Status Tracking Reports **Arock SD 81 Institution ID 2115**
 Contact: ODE Helpdesk 503.947.5715
 Collection continuously open - No closing date

Child Nutrition Direct Certification Match (NSLP) (Read Only)
 Free & Reduced Meals Direct Certification Direct Verification (Medicaid Data)
 View and Download Matches Student Search Membership List Upload **View/Download List Match Results**

The View/Download List Match Results tab allows an institution to check the status of submitted Upload files and to select to view or download the results from completed uploads. You must refresh the tab in order to see the most current upload status.
 View List Match Results - allows users to display the match process results for the selected upload(s).
 Download List Match Results - allows users to download the match process results for the selected upload(s).

Membership files uploaded

School Year: 2016-2017

2016-2017
 June
 Mini_PPS_DblQuoteTestFile_06052017_20170607131721755.csv (2/6)

Hide Duplicates

Matches Non-Matches Both

View Results Download Results

DISTRICT  **OREGON DEPARTMENT OF EDUCATION** Home Applications Log Out Help Search

Student Collections Institution Collections Staff Collections Reports Help ODE Helpdesk 503.947.5715

Status Tracking Reports **Arock SD 81 Institution ID 2115**
 Contact: ODE Helpdesk 503.947.5715
 Collection continuously open - No closing date

Child Nutrition Direct Certification Match (NSLP) (Read Only)
 Free & Reduced Meals Direct Certification Direct Verification (Medicaid Data)
 View and Download Matches Student Search Membership List Upload **View/Download List Match Results**

The View/Download List Match Results tab allows an institution to check the status of submitted Upload files and to select to view or download the results from completed uploads. You must refresh the tab in order to see the most current upload status.
 View List Match Results - allows users to display the match process results for the selected upload(s).
 Download List Match Results - allows users to download the match process results for the selected upload(s).

Match Results for file(s): Mini_PPS_DblQuoteTestFile_06052017_20170607131721755.csv

Match Record ID	Match Date	Match Source	Match Algorithm	Attending Inst ID	Attending Inst Name	District Student ID	Check Digit Student ID	Inst Student SSN Last 4	Inst Student Last Name	Inst Student First Name	Inst Student Middle Name	Inst Student Birth Date	Inst Student Gender	Inst Student Address 1	Inst Student Address 2	Inst Student City	Inst Student State
160302	6/7/2017	None		2180	Portland SD 13	766851						08/03/2010	M	504 NW 18th Ave #A	NULL	Portland	OR
160303	6/7/2017	None		839	Chapman Elementary School	766871						11/02/2009	F	1550 NW 14th Ave #303	NULL	Portland	OR
160306	6/7/2017	None		912	Grant High School	380214						10/08/1999	F	73 NE COOK ST	NULL	Portland	OR
160307	6/7/2017	None		914	Lincoln High School	544593						04/27/2002	F	2267 NW Gilsan St #101	NULL	Portland	OR
160304	6/7/2017	SNAP	X9	884	Rigler Elementary School	772831	13916157					04/13/2009	M	11935 SE Liebe St	NULL	Portland	OR
160305	6/7/2017	SNAP	X9	912	Grant High School	380450	9476911					03/29/2000	F	C/O Cathrine Collins 2715 SE 45th Ave	NULL	Portland	OR

Return to Search

Current Match Code Legend

MatchCode	DOB	Byear	First	Mid	Last	Address	Zip	Phone	SSN	Guardian
X1	EX		EX	EX	EX	EX	EX	EX		
X2	EX		EX	FZ	FZ	FZ	FZ	FZ		
X3	EX		FZ	FZ	FZ	FZ	FZ	FZ		
X4	EX		FZ	FZ	FZ	FZ	FZ	FZ		
X5	EX		FZ	FZ	FZ	FZ	FZ	FZ		
X6	EX		FZ		FZ	FZ	FZ	FZ		
X7	FZ	EX	EX		FZ	FZ	FZ	FZ		

- This is what the View results looks like - (Names have been intentionally covered up for this training document)
- If you choose to download your results, you will receive an email indicating that a file has been securely transferred to you. When prompted enter your email address and you will see a download symbol like the one below. Click this and save your results file on your system.

