

Louisiana Believes

eScholar DirectMatch September 2018 Collaborations

*A copy of this presentation is located on LDOE INSIGHT under Shared Documents
in folder Training and Guidance Documents/2018 September Collaborations*

Agenda

- Direct Certification
- eScholar *DirectMatch*
- Definition, Acronyms & Abbreviations
- *DirectMatch* Components
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- Useful Links

Direct Certification

IN ORDER TO PARTICIPATE AND RECEIVE FUNDING IN THE USDA NATIONAL SCHOOL LUNCH PROGRAM (NSLP), DIRECT CERTIFICATION MUST BE UTILIZED. (Refer to 7 CFR 245.6)

Direct Certification for the National School Lunch Program

The Direct Certification process involves the identification of students who are directly certified as eligible for free lunch because:

- They, or any household member, receive benefits under Assistance Programs (e.g. Supplemental Nutrition Assistance Program-SNAP)
- They are designated as members of Other Source Categorically Eligible Designations (e.g. DC extended, Enrolled in Head Start or Even Start programs, migrants, runaways, homeless, foster children)
- Maintain official documentation on file
- For additional information regarding direct certification, refer to Section 2: The Basis of Eligibility in **the USDA Eligibility Manual for School Meals** on **CNP website** <http://cnp.doe.louisiana.gov>

The background of the slide is a watercolor-style illustration. It features soft, blended washes of light blue and white, creating a textured, ethereal effect. The colors are more saturated at the edges and fade towards the center, where the text is located. The overall aesthetic is clean and modern.

eScholar *DirectMatch*

eScholar *DirectMatch*

The eScholar Uniq-ID[®] *DirectMatch* application (herein referred to as *DirectMatch*) is designed to quickly and accurately identify students who are eligible for free lunch as identified on the Supplemental Nutrition Assistance Program (SNAP).

Information for students enrolled in Louisiana schools can be matched against the statewide list of eligible students who are recipients of benefits through the Supplemental Nutrition Assistance Program (SNAP).

The *DirectMatch* Application has the following capabilities:

- **Supports multiple agency programs such as** the Supplemental Nutrition Assistance Program (SNAP).
- **Provides multiple ways to submit student submission records**
- **Allows for Matching** of student enrollment data against statewide SNAP recipient data.
- **Allows for the Download of files** containing *DirectMatch* decisions.
- **Allows for the Review and Audit of *DirectMatch* decisions** at any point in time.
- **Allows for correcting *DirectMatch* decisions** (Match and No Match)



Definitions, Acronyms & Abbreviations

Definitions, Acronyms, and Abbreviations

- **eScholar** – The 3rd party vendor supporting the Louisiana Secure ID System applications.
- **eScholar Uniq-ID**[®] – The Louisiana Secure ID application used to assign unique State IDs (LASIDs) to students. **eUID** or **Uniq-ID** are the abbreviation used throughout the application.
- **SIS** – LDOE Student Information System, the source system for the student enrollment data.
- **SPS** – LDOE Sponsor Site System for assigning unique codes for school districts and schools.
- **District or (LEA)** – Assigned by LDOE, this is the 3-digit code assigned by SPS for each Local Education Agency. **LEA** is the abbreviation used throughout the application.

Definitions, Acronyms, and Abbreviations





- **School/Site Code** – Assigned by LDOE, this is the 6-digit code assigned by SPS which identifies a school within an LEA.
- **State ID (LASID)** –The unique student identifier generated by the eScholar Uniq-ID® application. **LASID** is the abbreviation used throughout the application.
- **Local ID** – The unique local student identifier that is created by the Local Education Agency (LEA) for each student.
- **SNAP** – Supplemental Nutrition Assistance Program for eligible students who are directly certified for free lunch. **SNAP** is the abbreviation used throughout the application.
- **Recipient ID** – This refers to the student receiving SNAP benefits and is used to link a match decision between an eScholar student enrollment record and a SNAP recipient record.

Definitions, Acronyms, and Abbreviations

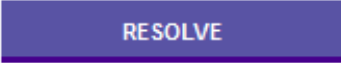



- **DirectMatch** – The Louisiana Secure ID system application used to determine matches between a student enrollment record and a SNAP recipient record.
- **Match Probability**: The probability that two student records are the same person.
- **Match** – This button is available within the Near Match pages and is used to identify a match between a student enrollment record and a SNAP recipient record.
- **No Match** - This button is available within the Near Match pages and is used to identify a non-match of a student enrollment record to any SNAP recipient records.
- **Uniq-ID Source** - The DirectMatch application allows for the sourcing of student enrollment data from eUID to match against SNAP recipient records without the need of the State or an LEA to resubmit the student enrollment data to the DirectMatch application.
- **Extract Template** (DM Index, File Format 3.0, File Format 3.0+) – Used for formatting records included in a download file of *Match* and/or *No Match* decisions.


***DirectMatch* Components**

DirectMatch Components

- **BATCH** – Any type of student data submission to the eScholar *DirectMatch* process
- **MAIN MENU** – The Main Menu icon is located in the top left corner of every page.
- **DASHBOARD** - Provides users with easy access to view previously submitted batches, filter batches, find batches, and perform next actions.
 - Accessed by clicking on the Main Menu icon  located in the top left corner of the page and the **“Dashboard”** link or by clicking the  button.
- **DATA SUBMISSIONS** - Provides users with the ability to initiate *DirectMatch* and data validation processes using student submission records.
 - Accessed by clicking the Main Menu icon  and the **“Match”** link.
- **MATCHING PROCESS** - Initiates the scoring phase of the *DirectMatch* process which utilizes an algorithm to match student submission records against the statewide list of SNAP recipients.
 - Initiated by clicking the  button.

DirectMatch Components

- **RESOLVE NEAR MATCH** - Provides users with the ability to review student submission records along with similar SNAP records to see if they are a match.
 - Accessed by clicking the  button.
- **DOWNLOAD RESULTS** - Provides users the ability to download *DirectMatch* results for each batch.
 - Accessed by clicking the  button or the Main Menu icon  and the ***“Batch”*** link.
- **SEARCH STUDENTS** – Provides users the ability to search for students and view and edit individual *DirectMatch* decisions.
 - Accessed by clicking on the Main Menu icon  and the ***“Student”*** link.
- **DOWNLOAD BY LOCATION**

The My Student – All or Individual school page provides users with the ability to view all or individual *DirectMatch* listed under the LEA code. It is accessed by clicking on the Main Menu icon  and the My Student link. Refer to the section SEARCH BY STUDENT for more information

How to Login to *DirectMatch*

How To Login To *DirectMatch*

To log into *DirectMatch*, a valid User ID and password is required.

- Users should contact their LEA Security Coordinator to request eScholar access
- Upon authorization by the LEA Security Coordinator, users will be provided a
 - Login URL <https://louisianasecureid.escholar.com/uid/login.do>
 - Login instructions
 - User ID and initial password which must be changed prior to the initial login.
 - Users needing assistance with User IDs or passwords should contact their LEA Security Coordinator
 - LEA Security Coordinators needing assistance should email ldedata@la.gov.

LOGIN TO YOUR ACCOUNT
Enter a valid Login ID/Password to continue

Login ID:

Password:

Types of *DirectMatch* Access

- There are 2 applications within the eScholar Louisiana Secure ID system:
 - *Uniq-ID* – For the assignment of Louisiana Secure IDs (LASID)
 - *DirectMatch* – For matching student enrollment against the statewide SNAP file
- For all eScholar applications, a valid User ID and password is required which authorizes user access to perform certain functions within the *Uniq-ID* and *DirectMatch* applications.

ACCESS	WHO ASSIGNS	ACCESS DESCRIPTION
District	LEA Security Coordinator	Both <i>Uniq-ID</i> and <i>DirectMatch</i> access
DirectMatch District	LEA Security Coordinator	Access to <i>DirectMatch</i> for <u>all schools</u> within <u>a single LEA</u>
DirectMatch School	LEA Security Coordinator	Access to <i>DirectMatch</i> for a <u>single school</u>
DirectMatch Multi-District	Contact LDEData@la.gov	Access to <i>DirectMatch</i> for schools <u>across multiple LEAs</u> .

***DirectMatch* Process Overview**

DirectMatch Process Overview

The DirectMatch application consists of the following 4 distinct steps.

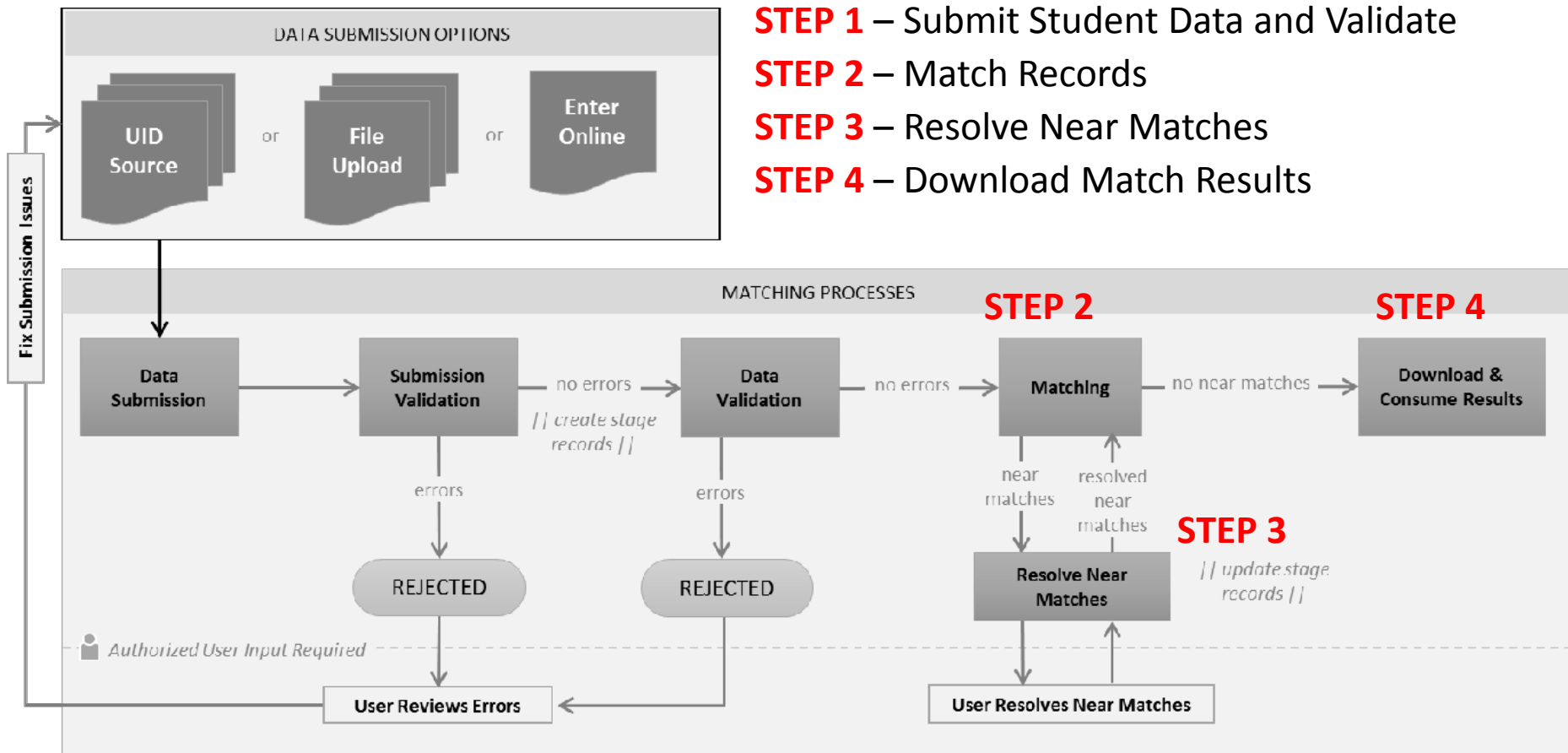
STEP 1

STEP 1 – Submit Student Data and Validate

STEP 2 – Match Records

STEP 3 – Resolve Near Matches

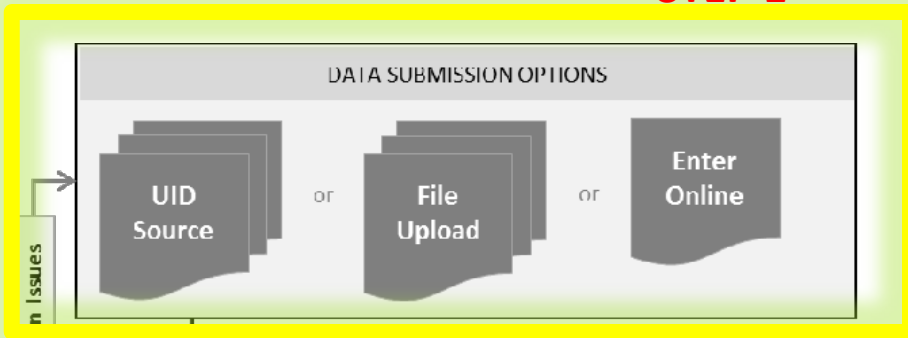
STEP 4 – Download Match Results



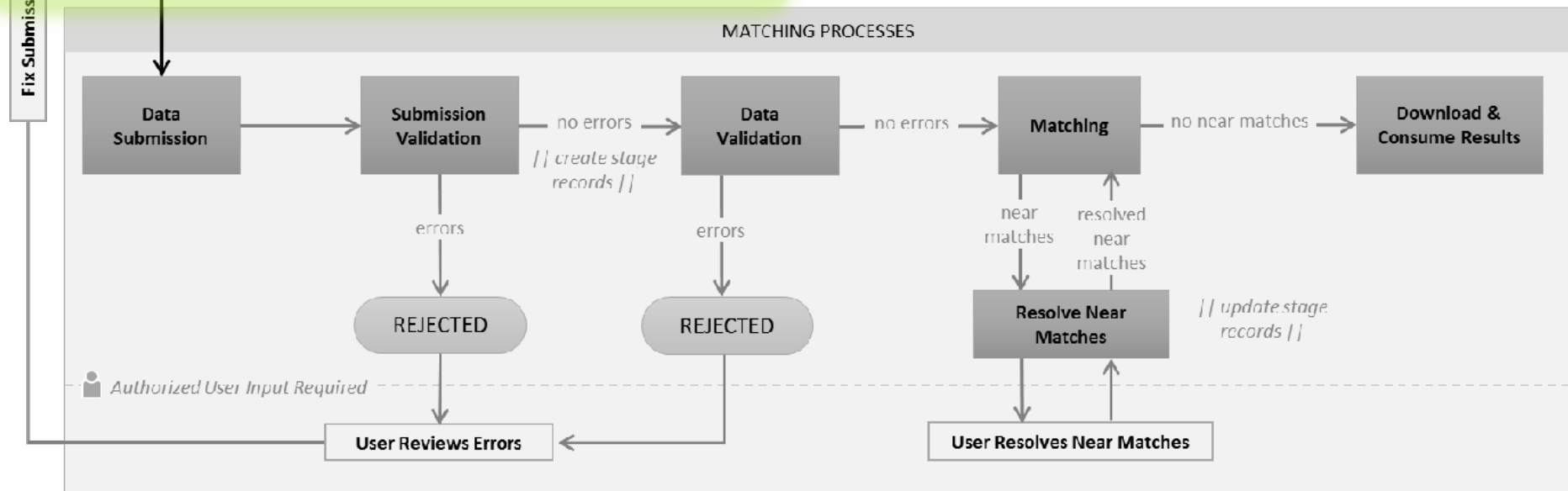
STEP 1: Submit Student Data and Validate

Student data can be submitted to DirectMatch in one of 3 ways for validation:

STEP 1





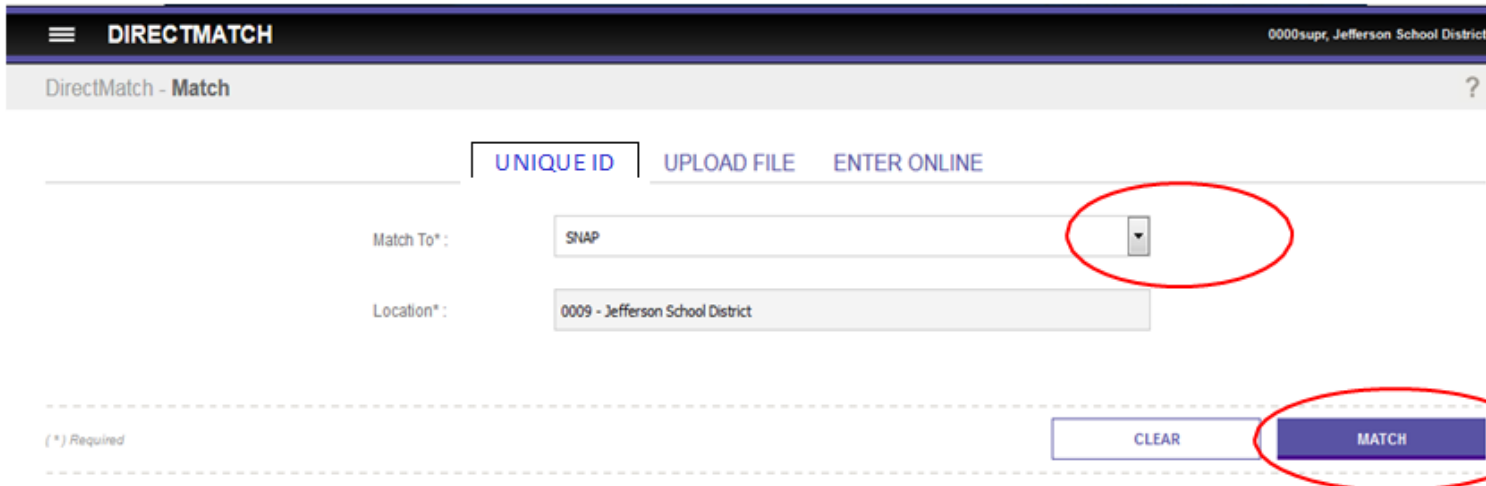
- **Extracting Data from the UNIQ-ID application**
- **Uploading a Batch File**
- **Entering Data Online**



STEP 1: How To Submit Student Data

After logging into *DirectMatch*, to submit student data:

- Select one of the three tabs for the type of [data submission](#) desired
- Select Match To = **SNAP**
- Click the  button to initiate the process.
- DirectMatch screens do not refresh automatically, so returning to the home page or clicking the  button will allow you to review the current status.



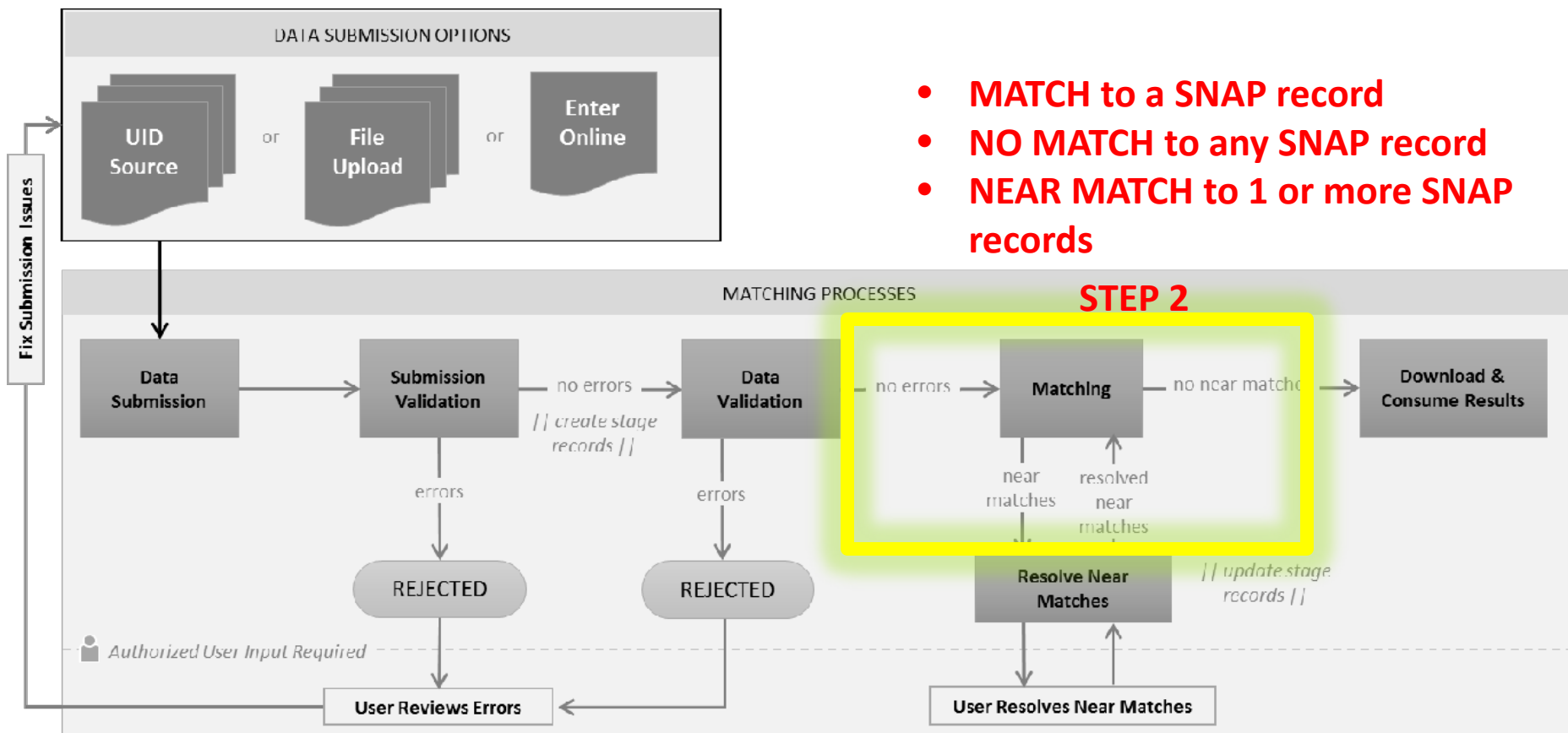
The screenshot shows the DirectMatch web interface. At the top, there is a navigation bar with the 'DIRECTMATCH' logo and the user information '0000supr, Jefferson School District'. Below this, the page title is 'DirectMatch - Match'. There are three tabs: 'UNIQUE ID', 'UPLOAD FILE', and 'ENTER ONLINE'. The 'UNIQUE ID' tab is selected. The 'Match To*' field is a dropdown menu with 'SNAP' selected. The 'Location*' field is a text input with '0009 - Jefferson School District' entered. At the bottom right, there are two buttons: 'CLEAR' and 'MATCH'. The 'MATCH' button is highlighted with a red circle. A red circle also highlights the dropdown arrow in the 'Match To*' field. A note at the bottom left says '(*) Required'.

If data is sourced using UNIQUE ID, DirectMatch moves to **STEP 3**. If there is no data to source from the Uniq-ID application, you will receive an error message.

STEP 2: Match Records

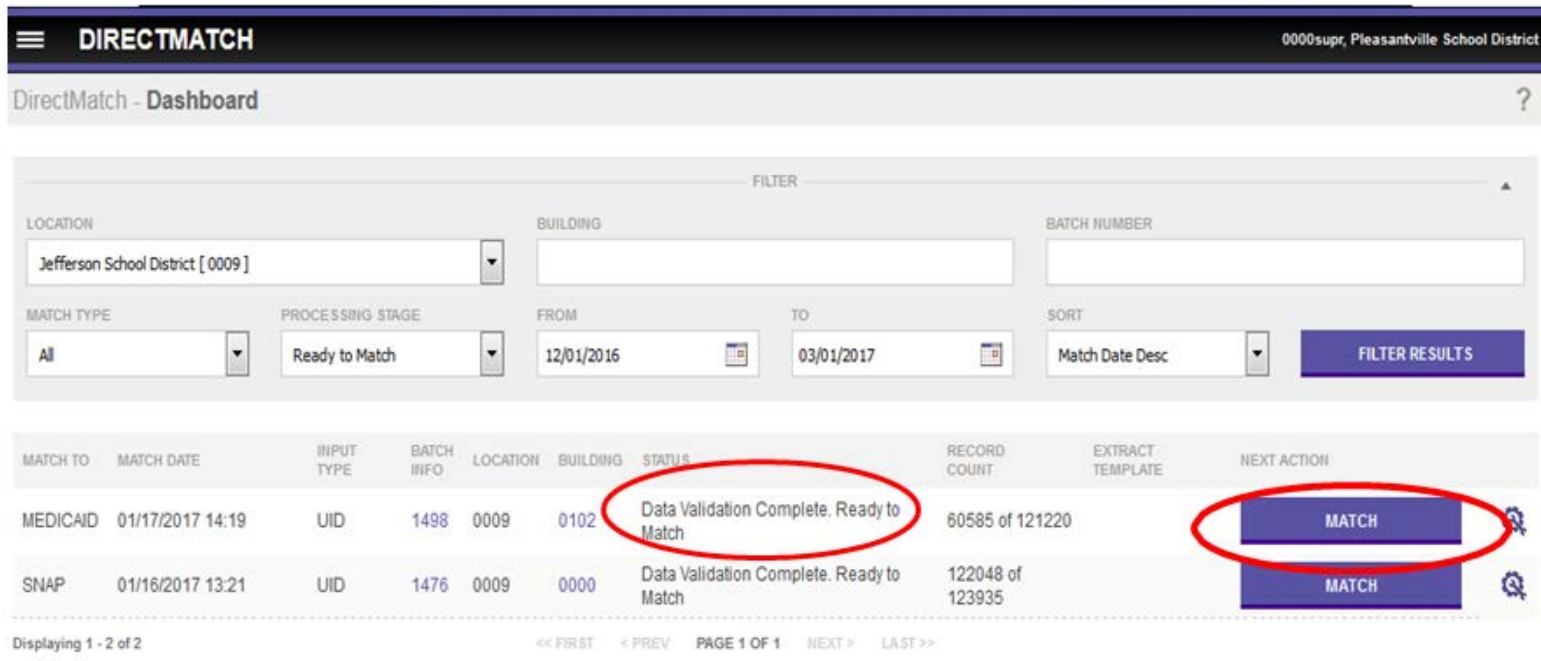
After data has been submitted and validated (STEP 1), the Matching phase (STEP 2) is initiated and 3 different results can be produced:

- **MATCH** to a SNAP record
- **NO MATCH** to any SNAP record
- **NEAR MATCH** to 1 or more SNAP records



STEP 2: How To Match Records

- **Upload File or Online Data Entry:** A message **“Data Validation Complete. Ready to Match”** is displayed on the **Dashboard**
- **Upload File or Online Data Entry:** Selecting the  button will begin the scoring phase of *DirectMatch*

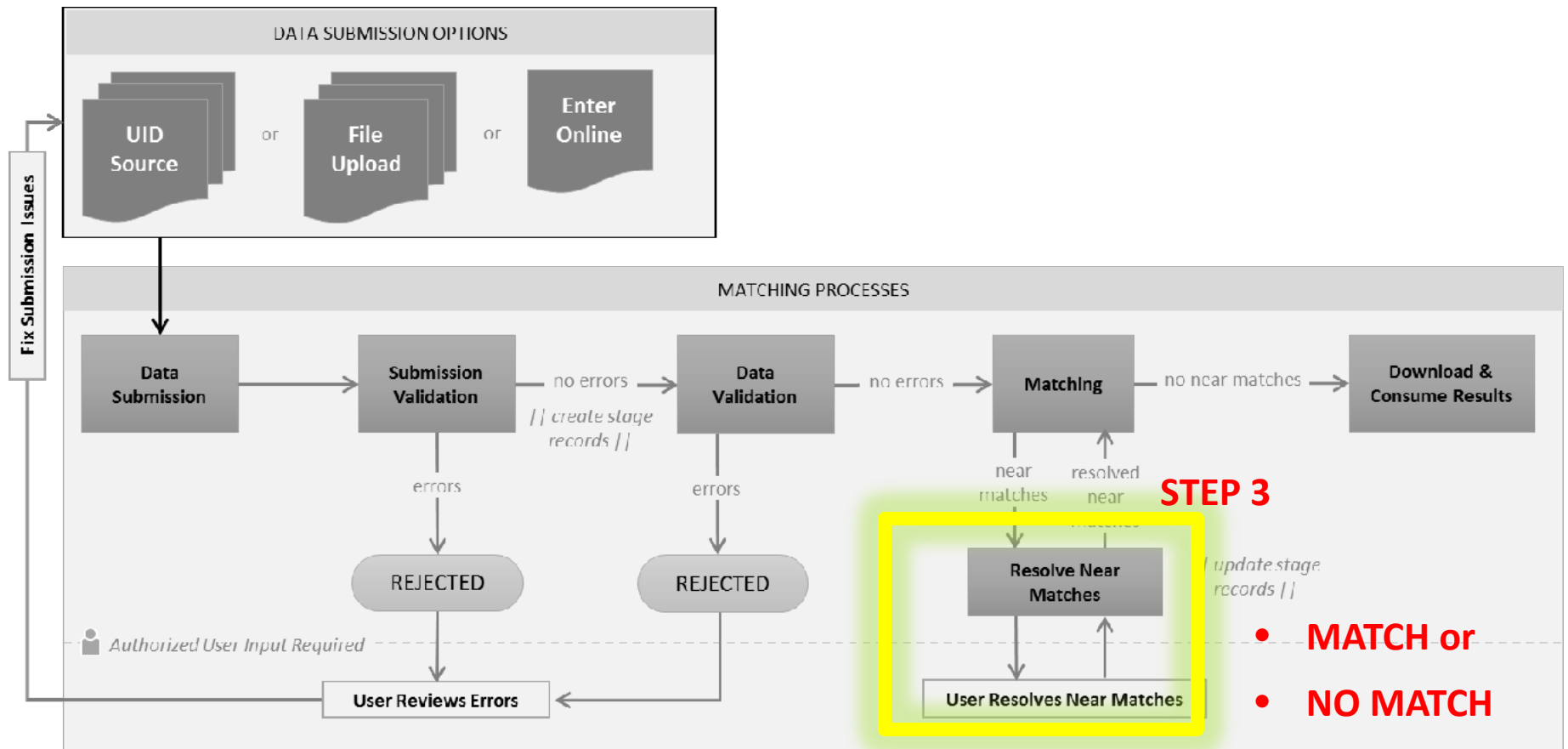


The screenshot shows the DirectMatch Dashboard interface. At the top, there is a navigation bar with the 'DIRECTMATCH' logo and the user's location '0000supr, Pleasantville School District'. Below the navigation bar is a 'DirectMatch - Dashboard' header. The main area contains a 'FILTER' section with various input fields: 'LOCATION' (Jefferson School District [0009]), 'BUILDING', 'BATCH NUMBER', 'MATCH TYPE' (All), 'PROCESSING STAGE' (Ready to Match), 'FROM' (12/01/2016), 'TO' (03/01/2017), and 'SORT' (Match Date Desc). A 'FILTER RESULTS' button is located to the right of the filter section. Below the filter section is a table with the following columns: MATCH TO, MATCH DATE, INPUT TYPE, BATCH INFO, LOCATION, BUILDING, STATUS, RECORD COUNT, EXTRACT TEMPLATE, and NEXT ACTION. The table contains two rows of data. The first row is for 'MEDICAID' with a match date of '01/17/2017 14:19', input type 'UID', batch info '1498 0009', location '0102', status 'Data Validation Complete. Ready to Match', record count '60585 of 121220', and a 'MATCH' button in the 'NEXT ACTION' column. The second row is for 'SNAP' with a match date of '01/16/2017 13:21', input type 'UID', batch info '1476 0009', location '0000', status 'Data Validation Complete. Ready to Match', record count '122048 of 123935', and a 'MATCH' button in the 'NEXT ACTION' column. Both 'MATCH' buttons are circled in red. At the bottom of the table, there is a pagination bar showing 'Displaying 1 - 2 of 2' and navigation links: '<< FIRST', '< PREV', 'PAGE 1 OF 1', 'NEXT >', and 'LAST >>'.

MATCH TO	MATCH DATE	INPUT TYPE	BATCH INFO	LOCATION	BUILDING	STATUS	RECORD COUNT	EXTRACT TEMPLATE	NEXT ACTION
MEDICAID	01/17/2017 14:19	UID	1498 0009	0102		Data Validation Complete. Ready to Match	60585 of 121220		MATCH
SNAP	01/16/2017 13:21	UID	1476 0009	0000		Data Validation Complete. Ready to Match	122048 of 123935		MATCH

STEP 3: Resolve Near Matches

After the Matching phase has been completed (STEP 2), the Resolve Near Match phase is initiated and the user must compare a list of student submission records to similar SNAP records to make a match or no match decision.



STEP 3: How To Resolve Near Matches

When resolving a Near Match, a user is simply answering the question:

- Is this student the same student as one of the SNAP records displayed ?
 - Is this student not a match to any of the SNAP records displayed ?
 - Can I make a decision at this time ?
-
- When making a decision, a user should review the student submission record and the SNAP near match record carefully to make an accurate decision.
 - If a decision cannot be made right away for a specific record, a user can continue to review other records.
 - **A decision must be made for all records.** If further research must be done in order to make a decision, when a user logs back into DirectMatch, they can simply return to the ***Dashboard*** page and select the batch they were working on to pickup where they left off.
 - Near match decisions can be made from the following pages in *DirectMatch*:
 - [Resolve Near Match page](#)
 - [Compare Near Match page](#)

STEP 3: How To Resolve Near Matches

Resolve Near Match page

If additional information is needed about a student, clicking the hyperlinked *Last Name* or *First Name* field will navigate to the **Compare Near Match** page

- On the **Compare Near Match** page, additional details will be displayed about the submission record and the SNAP near match record.

DIRECTMATCH 0000supt, Jefferson School District

DirectMatch - Resolve Near Match - Batch 1546 ?

STUDENT RECORD TO REVIEW AND SELECT

LAST NAME	FIRST NAME	MIDDLE NAME	ALTERNATE LAST NAME	SUFFIX	DATE OF BIRTH	GENDER	LOCATION	BUILDING	LOCAL ID
Aybar	Daniella		Aybar		06/02/1987	MALE	0009	0101	458371562197

NEAR MATCHES / DUPLICATES FOUND

LAST NAME	FIRST NAME	MIDDLE NAME	ALTERNATE LAST NAME	SUFFIX	DATE OF BIRTH	GENDER	LOCATION	BUILDING	LOCAL ID	CASE NUMBER	MATCH PROBABILITY
Aybar	Daniella				06/02/2004	MALE	0000	0101		312853348446	93 [NEAR MATCH]

CANCEL RECORD SELECT ANOTHER RECORD NO MATCH MATCH

Student record

SNAP record

93

MATCH SCORE

DANIELLA AYBAR (SUBMISSION)

GENDER: FEMALE DATE OF BIRTH: 06/02/1987 LOCAL ID: A05968 SSN: 874-65-6663

VS

DANIELLA AYBAR (095812345)

GENDER: FEMALE DATE OF BIRTH: 06/02/2004 LOCAL ID: SSN: NOT PRESENT

COMPARE RECORDS

The **DIFFER** field values between the submission record and the master record are highlighted

FIELDS	SUBMISSION RECORD	SNAP INDEX RECORD (RECIPIENT ID: 095812345)
FIRST NAME	DANIELLA	DANIELLA
LAST NAME	AYBAR	AYBAR
MIDDLE NAME		
STUDENT_NAME_SUFFIX		
PREVIOUS_LAST_NAME	AYBAR	
DATE OF BIRTH	06/02/1987	06/02/2004
GENDER	FEMALE	FEMALE
SSN	874-65-6663	NOT PRESENT
ETHNICITY INDICATOR		
RACE ETHNICITY	Asian/Pacific Islander	
DISTRICT_CODE	W1A	
SCHOOL_CODE	W1A001	
GRADE_LEVEL	KINDERGARTEN	
SOURCE_SIS_CODE	SIS	
LOCAL_STUDENT_ID	A05968	
STATE_STUDENT_ID	0123456789	
RECIPIENT ID	NOT PRESENT	312853348446
ADDRESS 1	7494 CLEAR ANCHOR STREET	7494 CLEAR ANCHOR STREET
ADDRESS 2		
CITY	SAN FRANCISCO	SAN FRANCISCO
STATE	MA	MA
ZIP	02364	02364
CDF 5		
HOUSEHOLD SSN		XXX-XX-XXXX
HOUSEHOLD NAME		MARY AYBAR
SNAP FILE DATE	N/A	
COMMENTS		
MATCH NOTES	(NEAR MATCH)	

STEP 3: How To Resolve Near Matches (cont.)

Compare Near Match page

- Continuing to review additional information about the student may be necessary to make a match or no match decision.

TOP rows display:

- Match Score
- Student submission data
- SNAP near match data

BOTTOM columns display:

- Fields from the SNAP near match record
- Fields from the student submission record

STEP 3: How To Resolve Near Matches (cont.)

Compare Near Match page – **MATCH** decision

DirectMatch – Compare Near Match – Batch 1546

93

MATCH
SCORE

DANIELLA AYBAR (SUBMISSION)

GENDER: FEMALE DATE OF BIRTH: 06/02/1987 LOCAL ID: A05968 SSN: 874-65-6663

VS

DANIELLA AYBAR (095812345)

GENDER: FEMALE DATE OF BIRTH: 06/02/2004 LOCAL ID: SSN: NOT PRESENT

COMPARE RECORDS

The different field values between the submission record and the master record are highlighted

FIELDS	SUBMISSION RECORD	SNAP INDEX RECORD (RECIPIENT ID: 095812345)
FIRST NAME	DANIELLA	DANIELLA
LAST NAME	AYBAR	AYBAR
MIDDLE NAME		
STUDENT_NAME_SUFFIX		
PREVIOUS_LAST_NAME	AYBAR	
DATE OF BIRTH	06/02/1987	06/02/2004
GENDER	FEMALE	FEMALE
SSN	874-65-6663	NOT PRESENT

Student record fields

SNAP record fields

To make a **MATCH** decision from this page:

- Select the **MATCH** button
- A message will be displayed **“Are you sure the selected student is your student ?”**
- Select **OK**
- A message will be displayed

ID successfully assigned – A match was found. [Unique ID: xx-xxxx-xxxx]

- Use the **SELECT ANOTHER RECORD** button to return to the **List Near Match** page to continue a review of other records

RETURN TO LIST

CANCEL SUBMISSION


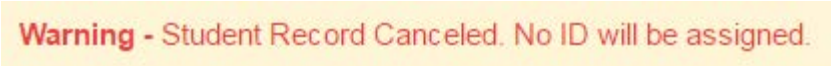
NO MATCH

MATCH

STEP 3: How To Resolve Near Matches (*cont.*)

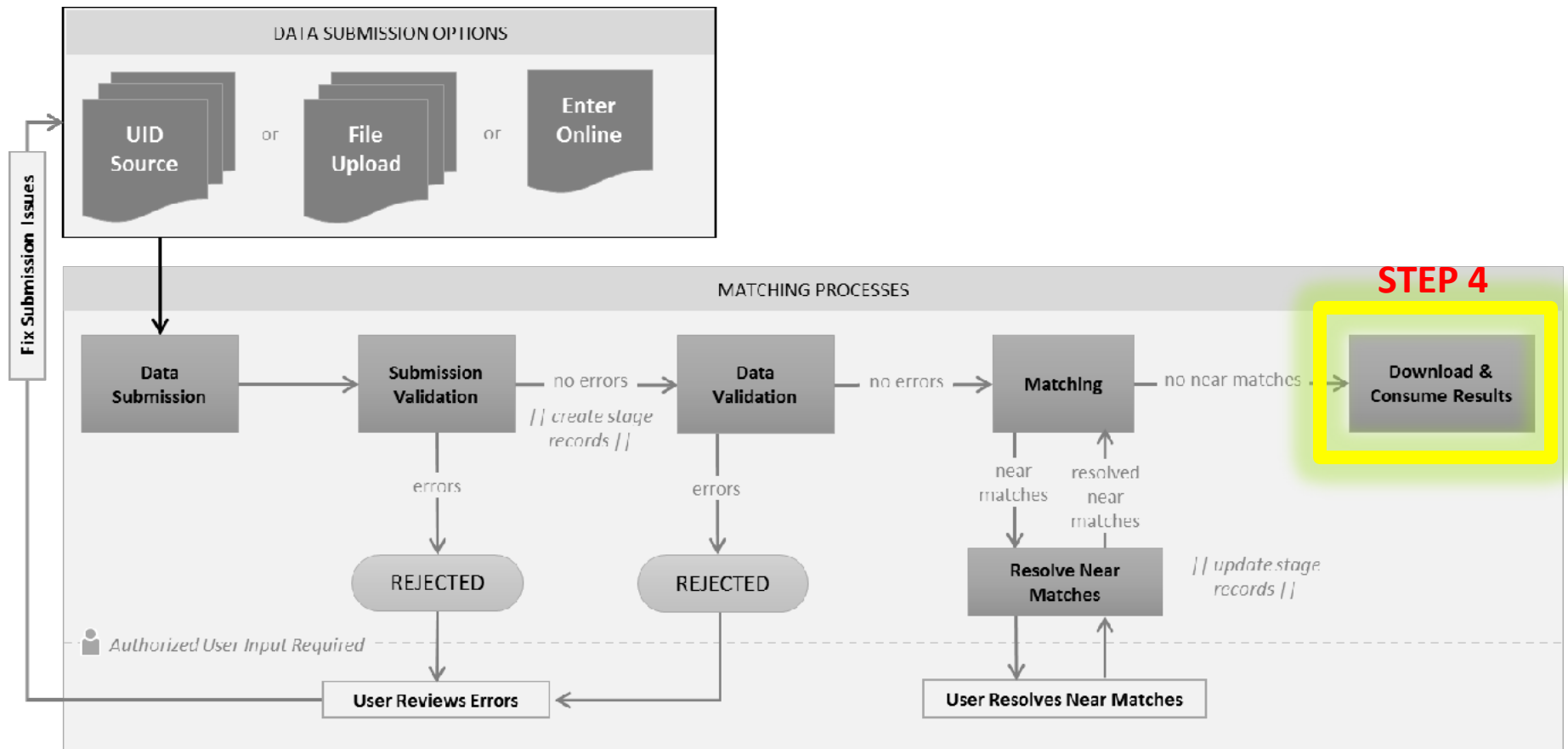
CANCEL Record

If a decision cannot be made as to whether a student submission record matches a SNAP near match record, a user may decide to **cancel** the record under review:

- A match/no match decision will not be made.
- **Canceling** a record removes the record from the near match list
- The record will need to be resubmitted to *DirectMatch* at a later time for a match/no match decision.
- To cancel a student submission record from the ***Resolve Near Match*** page or the ***Compare Near Match*** page,
 - Select the  button
 - A message will be displayed ***“Are you sure you want to cancel the student?”***
 - Select **Cancel**
 - A message will be displayed 
 - *DirectMatch* will navigate back to the ***List Near Match*** page

STEP 4: Download Results

After the Resolve Near Match phase has been completed (STEP 3), the user can download match results files.



STEP 4: How To Download Results

Dashboard page

- A decision must be made about all student submission records listed on the *Resolve Near Match* page before a match results file can be downloaded.
- Once the **Match** phase (STEP 3) and **Resolve Near Match** phase (STEP 4) have been completed for a student submission file (batch). A status of ***“Match Completed”*** will be displayed on the *Dashboard* page

The screenshot shows the DIRECTMATCH Dashboard interface. At the top, there is a navigation bar with the DIRECTMATCH logo and the user information '0000supr, Jefferson School District'. Below the navigation bar is a breadcrumb trail 'DirectMatch - Dashboard'. The main content area features a 'FILTER' section with various search criteria: LOCATION (Jefferson School District [0009]), BUILDING, BATCH NUMBER, MATCH TYPE (All), PROCESSING STAGE (Download Matches), FROM (12/01/2016), TO (03/01/2017), and SORT (Match Date Desc). A 'FILTER RESULTS' button is located to the right of the filter section. Below the filter section is a table with the following columns: MATCH TO, MATCH DATE, INPUT TYPE, BATCH INFO, LOCATION, BUILDING, STATUS, RECORD COUNT, EXTRACT TEMPLATE, and NEXT ACTION. The table contains one row with the following data: SNAP, 02/01/2017 09:34, File, 1341, 0009, 0000, Match Completed, 1 of 1, DM Index, and a 'DOWNLOAD' button. The 'Match Completed' status and the 'DOWNLOAD' button are circled in red.

MATCH TO	MATCH DATE	INPUT TYPE	BATCH INFO	LOCATION	BUILDING	STATUS	RECORD COUNT	EXTRACT TEMPLATE	NEXT ACTION
SNAP	02/01/2017 09:34	File	1341	0009	0000	Match Completed	1 of 1	DM Index	DOWNLOAD

STEP 4: How To Download Results

Extract Templates for Download files



To download the results from the **Dashboard** page select the button and choose one of the 3 extract templates:

DOWNLOAD

Extract	Output File Includes
DM Index * Default layout	This file can be used to upload to local Food Service systems. Each record in this extract includes certain fields from the student's data submission record with certain fields populated by eScholar + (PLUS) <ul style="list-style-type: none">• For a MATCH: The 23 fields from the SNAP record• For a NO MATCH: "No Match – No DM Index record available for extract" message.
File Format 3.0	This file can be used to load to the local student information system. Contains a header record, trailer record and each detail record includes all of the fields from the student's data submission record with certain fields populated by eScholar.
File Format 3.0+	This file can be used for Food and Nutrition audits. Contains a header record, trailer record and each detail record includes the fields from the student's data submission record with certain fields populated by eScholar + (PLUS) <ul style="list-style-type: none">• For a MATCH: The 23 fields from the SNAP record• For a NO MATCH: "No Match – No DM Index record available for extract" message.

STEP 4: How To Download Results

Download Options

Other options are available when downloading a file by selecting the OPTIONS button next to the   button

This will allow for the download of different types of match results files for each batch:

- **MATCH / NO MATCH** – Include records for all students having either a **MATCH** decision or a **NO MATCH** decision.
- **CANCELED** – Include records for students that were canceled because the User was unable to make a SNAP match decision. These students must be resubmitted to *DirectMatch* at a later time.
- **MATCH** – Includes records for students having a **MATCH** decision *This is the default*
- **NO MATCH** – Includes records for students having a **NO MATCH** decision

A world map rendered in a soft, watercolor style with various shades of blue and teal. The map is centered on the Atlantic Ocean, showing the continents of North America, South America, Europe, and Africa. The text is overlaid on the white space of the map.

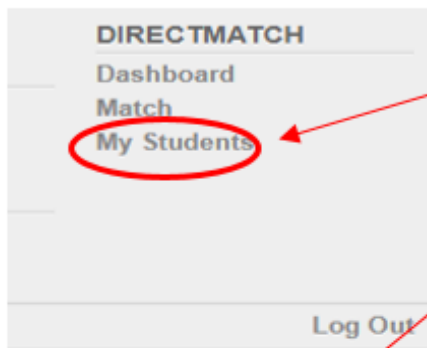
Download by Location

Download by Location

DOWNLOAD BY LOCATION - Displays SNAP Match information for all schools or Individual schools under one LEA.

STEPS:

- Home page- My students
- Match Type= SNAP
- Status=Match
- School year = "2019"
- Select School/Site Code



A screenshot of the UNIQUE ID HOME interface. The page title is "UNIQUE ID HOME" and the sub-header is "DirectMatch - My Students". Below the header is a filter section with the following options:

- LEA CODE: St. Helena Parish [046]
- SCHOOL/SITE CODE: All School/Site Code [046-LEA] (circled in red)
- MATCH TYPE: SNAP (circled in red)
- STATUS: Match (circled in red)
- GROUP BY: Unique ID
- ID: []
- SCHOOL YEAR: 2019 (circled in red)
- SORT: Last Name Asc

A purple "FILTER" button is located to the right of the filter options. Below the filter section is a table header with the following columns: UNIQUE ID, LAST NAME, FIRST NAME, DATE OF BIRTH, GENDER, LEA CODE, SCHOOL/SITE CODE, GRADE PLACEMENT, LOCAL ID, SOURCE, CASE NUMBER, GROUPED, MATCH DATE, MATCH SCORE.

How To Review BATCH Information

How To Review Information For A Batch

STATISTICS

Selecting the **STATISTICS** tab will display where submission records in a specific batch are within the *DirectMatch* process.

Batch Information: **Batch 1298**

STATISTICS

PROCESSING

DOWNLOADS

GENERAL

MATCH / NO MATCH

Match	2711
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No Match	121139
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CANCELED

Canceled - During data validation stage	6
-----------------------------------------	---

READY TO RESOLVE NEAR MATCHES

Near Match pending resolution	73
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CLOSE WINDOW

How To Review Information For A Batch *PROCESSING*

Selecting the **PROCESSING** tab will display a timeline of each step in the *DirectMatch* process.

Batch Information: **Batch 1298**

STATISTICS **PROCESSING** DOWNLOADS GENERAL

PROCESSING STAGE	DATE
Validation Started	01/27/2017 06:46:07 PM
Validation Completed	01/27/2017 07:49:04 PM
Direct Match Started	01/27/2017 08:28:05 PM
Direct Match Completed	01/27/2017 10:19:26 PM

CLOSE WINDOW

How To Review Information For A Batch *DOWNLOADS*

Selecting the **DOWNLOADS** tab will display information about who downloaded extract files for a specific batch and when each download occurred. Each time a download file is created for a particular batch, a new entry will appear in the list.



The screenshot shows a web interface for reviewing batch information. At the top, it displays "Batch Information: Batch 1298". Below this, there are four navigation tabs: "STATISTICS", "PROCESSING", "DOWNLOADS", and "GENERAL". The "DOWNLOADS" tab is highlighted with a red oval. Below the tabs, there is a table header with two columns: "USER ID" and "DOWNLOAD DATE".

USER ID	DOWNLOAD DATE
---------	---------------

How To Review Information For A Batch

GENERAL

Selecting the **GENERAL** tab will display basic information about a specific batch.

Batch Information: **Batch 1298**

STATISTICS PROCESSING DOWNLOADS **GENERAL**

+

BATCH NUMBER	1298
SUBMISSION TYPE	UID
BATCH STATUS	Near Matches / Duplicates Found
LEA CODE	009
SCHOOL/SITE CODE	009010
EXTRACT DATE	N/A
EXTRACT FILE	DirectMatch
TRANSMISSION ID	N/A
CREATION USER ID	Jklsdiop11
CREATION DATE	01/27/2017
TOTAL RECORDS	123929
RECORD DELIMITER	0x2C
HEADER DELIMITER	0x09
FILE VERSION	3.0
SOURCE SYSTEM	SIS

CLOSE WINDOW

The background of the slide is a world map rendered in a light blue, watercolor-like style. The map is centered and occupies most of the frame. The text is overlaid on the map, centered horizontally and vertically.

Getting Started with DirectMatch For New Users

Getting Started with DirectMatch for New Users

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1. Collaborate with the LEA Superintendent, School Food Supervisors, Security Coordinator and Data Coordinator to review/identify user access and to authorize staff responsible for accessing Uniq-ID (for assigning and maintaining Louisiana Secure IDs) and DirectMatch (for identifying students directly certified for free lunch). User access types for the LEA include:
 - Uniq-ID only access
 - DirectMatch District access
 - Uniq-ID and DirectMatch access

X

2. Download DirectMatch training materials posted on [CNP website](#)
 - *2018-19 DirectMatch User Guide*
 - *2018-19 DirectMatch Training Module*
 - [2018-19 DirectMatch SNAP Monthly Update Schedule](#)
 - [DirectMatch Batch Log](#)

Getting Started with DirectMatch for New Users

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3. Participate in *DirectMatch* statewide user training.

- Review training materials
- Attend Data Manager training as scheduled <https://ldoe.zoom.us/j/807129966>
- Should have a valid eScholar User ID and password (Contact your LEA Security Coordinator or SystemSupport@la.gov)
- Must be able to login successfully (Please test your eScholar login upon receipt of your UserID and password).

X

4. After the training session, users will run *DirectMatch* for their initial data submission for the 2018-19 school year and then download the results.

- <https://louisianasecureid.escholar.com/login.do>
- Publics/Charters: For the initial submission, *DirectMatch* will pull data directly from the eScholar *Uniq-ID* System for matching against the June statewide SNAP file.
- Nonpublics: For all submissions must create a batch upload file of student information. Refer to upload file layout in *2018-19 DirectMatch User Guide*

Getting Started with DirectMatch for New Users

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5. For other submissions throughout the 2018-19 school year, procedures should be developed for processing monthly SNAP updates.
- SNAP files are available monthly (June 2018 through May 2019). Refer to [2018-19 DirectMatch SNAP Update Monthly Schedule](#)
 - Publics/Charters *DirectMatch* data submissions can be submitted in 3 ways:
 - Sourced from Uniq-ID
 - Batch file upload (Requires [v3.0 file layout](#))
 - Entered online 1 student at a time
 - Nonpublics who do not submit data to eScholar Uniq-ID can submit data by creating and uploading batch files of student data (Requires [v3.0 file layout](#))
 - Maintain a log of all batches processed. LEAs may find the [DirectMatch Batch Log](#) useful.
 - Download files of SNAP match results can be requested for:
 - Loading to local Food Service Systems
 - Loading to local Student Information Systems or
 - Updating each student's lunch status manually in all systems (Food service or SIS).

Getting Started with DirectMatch for New Users

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6. To remain abreast of all updates for NSLP and direct certification:
- Food Service Supervisors should review bulletins posted to the [CNP website](#).
 - Data Coordinators and Managers should access the [LDOE INSIGHT Coordinator Portal](#) for any announcements or other data submission information.

X

7. NSLP Direct Certification Documentation and Administrative Review procedures
- LEAs should maintain a [DirectMatch Batch Log](#) of data submissions
 - During Administrative Review the LEAs may find this documentation useful.
 - A Statistics page for each batch (accessed via eScholar) will be printed for review. All back-up data can be accessed via eScholar.

X

8. CEP reporting for USDA is documented on [CNP website](#) under School Food Service Resources heading CEP.
- LDOE Food and Nutrition staff will verify number of directly certified students reported for Base year used for accurate claiming percentages



2018-19 School Year

2018-19 School Year

- LEA staff with Uniq-ID responsibilities should submit **student enrollment to eScholar for Unique ID (LASID) Assignment for Ending School Year=2019**
- LEA staff with DirectMatch responsibilities should run *DirectMatch* monthly to get updated SNAP data (usually loaded by the 15th of each month). Refer to [2018-19 SNAP Monthly Update Schedule](#).
 - Make MATCH / NO MATCH decisions for new students
 - Make MATCH / NO MATCH decisions for students who previously had a NO MATCH decision for possible lunch status changes
 - Download *DirectMatch* extract files
 - Load *DirectMatch* extract files into local Food service systems and/or local student information systems
- LEA staff (Publics/Charters) with Student Information System (SIS) responsibilities should report lunch status to SIS for all 2018-19 data collection periods
 - October 1 MFP
 - October 1 CLASS
 - February 1 MFP
 - EOY





2018-19 Initial Sourcing from Uniq-ID

For your initial DirectMatch run for the 2018-19 school year, **all students** will be sourced from Uniq-ID to DirectMatch.

EXAMPLE

Batch: **51627**

Submission Record Count: **2245**

STATUS	MATCH TO	MATCH DATE	INPUT TYPE	BATCH #	LEA CODE	SCHOOL/SITE CODE	STATUS RECORD COUNT	TOTAL
 Match / No Match	SNAP	10/27/17 11:33	UID	51627	025	LEA	2189	2245
 Match	SNAP	10/27/17 11:33	UID	51627	025	LEA	814	2245
 No Match	SNAP	10/27/17 11:33	UID	51627	025	LEA	1375	2245
 Ready to Resolve Near Matches	SNAP	10/27/17 11:33	UID	51627	025	LEA	56	2245

2018-19 Subsequent Sourcing From Uniq-ID

For subsequent runs of DirectMatch only the students who have not been previously matched (from a prior run) will be sourced from Uniq-ID to DirectMatch.

EXAMPLE:

Batch: **51628**

Submission Record Count: **1385**

STATUS	MATCH TO	MATCH DATE	INPUT TYPE	BATCH #	LEA CODE	SCHOOL/SITE CODE	STATUS RECORD COUNT	TOTAL
<input type="radio"/> Match / No Match	SNAP	10/27/17 11:57	UID	51628	025	LEA	1375	1385
<input checked="" type="radio"/> No Match	SNAP	10/27/17 11:57	UID	51628	025	LEA	1375	1385
<input type="radio"/> Ready to Resolve Near Matches	SNAP	10/27/17 11:57	UID	51628	025	LEA	10	1385

DirectMatch Batch Log

DirectMatch Batch Log

LEA Code:

LEA Name:

* Required Information

* Submission DATE	* BATCH Number	* Description of Batch	From DirectMatch			After Near Match Resolution			
			Student Records	MATCH	NO MATCH	NEAR MATCH	MATCH	NO MATCH	CANCELED
7/18/17	54301	All students were sourced from Uniq-ID	364	5	146	213	159	200	5
7/19/17	54302	5 students canceled from batch 54301	5	3	1	1	3	2	0

Submitted by:

Date:

2018-19 SNAP Monthly Update Schedule

2018-19 SNAP Monthly Update Schedule


The following are the 2018-19 dates of availability for processing the prior month SNAP updates loaded to eScholar *DirectMatch*.

SNAP Direct Certification Data as of	Projected Availability Dates	ACTUAL Date SNAP file was available in <u><i>DirectMatch</i></u>
June 30, 2018	Friday, July 20, 2018	Wednesday, July 18, 2018
July 31, 2018	Wednesday, August 15, 2018	Friday, August 10, 2018
August 31, 2018	Friday, September 14, 2018	
September 30, 2018	Monday, October 15, 2018	
October 31, 2018	Thursday, November 15, 2018	
November 30, 2018	Friday, December 14, 2018	
December 31, 2018	Tuesday, January 15, 2019	
January 31, 2019	Friday, February 15, 2019	
February 28, 2019	Friday, March 15, 2019	
March 31, 2019	Monday, April 15, 2019	
April 30, 2019	Wednesday, May 15, 2019	
May 31, 2019	Friday, June 14, 2019	

DirectMatch SNAP Update Notifications

- It is important to run DirectMatch **monthly** for SNAP updates
- When updates are available, Email notifications are sent to all subscribers
- To subscribe, please refer to the instructions listed in the [CNP Registration for SNAP Update Notifications](#) document posted on the [LEADS Portal](#).

Louisiana Department of Education
Division of Nutrition Support



New Information Posted to the CNP Website

Greetings,

You have received this email because either you have requested or someone has forwarded this email to you.

Subscribers can find instructions for managing these email alerts at the bottom of this message.

- [SFS-18-20 November 30th SNAP Updates are Available.pdf](#)
- [SFS-18-21 CNP Website offline.pdf](#)
- [SFS-18-22 WEBINAR - Regulatory Action entitled Food Crediting in Child Nutrition Programs - Request for Information.pdf](#)

The background of the slide is a watercolor-style illustration. It features a central white area that tapers towards the top and bottom, creating a shape reminiscent of a stylized 'V' or a drop. This white area is surrounded by various shades of blue, from light sky blue to deep, dark navy blue. The colors are blended and layered, giving it a soft, artistic feel. The overall composition is balanced and clean.

Frequently Asked Questions

DirectMatch

Frequently Asked Questions

1. Who is responsible for accessing eScholar DirectMatch and what are the access types?
 - A decision must be made at the LEA level by collaborating with your Superintendent, Security Coordinator, Food Service Supervisor and Data Coordinator to determine the access types and responsibility for running the Uniq-ID and DirectMatch applications.
2. How do I get an eScholar User ID/Password?
 - Publics/Charters contact your LEA Security Coordinator
 - Nonpublics contact Nonpublicschools@la.gov
 - Security Coordinators who need assistance should email ldedata@la.gov
3. When logged in, will I get logged out after a certain time?
 - Yes, there is an idle time limit before getting logged off of eScholar.
 - A user can simply log back in to resume their processing.
 - Logging in or out does not effect the batch validation time or process.

DirectMatch

Frequently Asked Questions

4. How often should DirectMatch be run?
 - Can be run as needed for individual students (e.g. new students)
 - Must be run monthly for all students with a previous NO MATCH decision in order to get updated results based on the most current SNAP file loaded monthly to DirectMatch. Refer to [2018-19 SNAP Monthly Update Schedule](#).

5. We are a nonpublic school and we don't currently use eScholar, how can we get SNAP match extract files?
 - A batch upload file can be created using [eScholar file format v 3.0](#) and submitted to *DirectMatch*.
 - If you or your vendor need a copy of the file layout, please email us at SystemSupport@la.gov

6. How long will submission files and match results be available in eScholar?
 - At a minimum all batches will be available for the entire school year
 - [A Batch Update Log](#) should be maintained by the LEA.

DirectMatch

Frequently Asked Questions

7. How can I get notification when the SNAP file is available?

- In order to get notification you must register on CNP website cnp.doe.louisiana.gov
- Please refer to the instructions listed in the [CNP Registration for SNAP Update Notifications](#) document.

- Visit the CNP website home page at <http://cnp.doe.louisiana.gov>
- Click on **LDOE DNS Mailing Lists** (located below the log-in area)

LOUISIANA DEPARTMENT OF EDUCATION
DIVISION OF NUTRITION SUPPORT

Louisiana Department of
EDUCATION

HOME LOG IN **SIGN UP**

Published Mailing List Messages

384	New Information Posted to the CNP Website 12/15/2017 Summer Food Service Program Mailing List
383	New Information Posted to the CNP Website 12/15/2017 National School Lunch Program
382	New Information Posted to the CNP Website 12/1/2017 Summer Food Service Program Mailing List
381	New Information Posted to the CNP Website 12/1/2017 National School Lunch Program

DirectMatch

Frequently Asked Questions

8. What happens if I miss a month running DirectMatch?
 - If you miss running DirectMatch for a previous month, you should run DirectMatch as soon as possible. You will not be able to go back and run for a prior month only. You would be running against all of the months that have been loaded to DirectMatch to date. For example if you run DirectMatch on September 20th, for the first time, you would be matching against the June, July, and August SNAP files.
9. Who can I contact for assistance with formatting my DirectMatch batch upload file?
 - Contact louisianasecureID@escholar.com for assistance.
10. Do I need to resolve the same near matches each time I run DirectMatch?
 - If you are uploading a batch file, you must resolve all near matches each time the students are submitted to DirectMatch.
 - If you are sourcing data from Uniq-ID to DirectMatch, only the students who were a prior [NO MATCH will be sourced to DirectMatch](#). If a student was previously a MATCH, this student will not be sourced and you will not have to resolve a near match for the student.

Who To Contact for eScholar Support

Who to Contact for Support	For assistance with:
Brandy.Gros@la.gov	<ul style="list-style-type: none"> • Uniq-ID or DirectMatch general questions • eScholar User Access and Role Based Questions
SystemSupport@la.gov	<ul style="list-style-type: none"> • Split a Shared LASID or Retire a Duplicate LASID
LouisianaSecureID@escholar.com	<ul style="list-style-type: none"> • eScholar FTP/Credentials folders • Software bugs (system outage, security issues etc.) • Administrative functions such as system settings and configurations • File Format/Upload Questions • Requests for utilizing web services
LEA Security Coordinator	<ul style="list-style-type: none"> • If you are a new user needing access • If you need to change your eScholar login/password
LDEData@la.gov	<ul style="list-style-type: none"> • <u>Security Coordinators</u> needing credentials or assistance provisioning users in your LEA

Useful Links

- **CNP website** <http://cnp.doe.louisiana.gov>
- **eScholar website** <https://louisianasecureid.escholar.com/uid/login.do>
- **LDOE INSIGHT:**
<https://insight.doe.louisiana.gov/coordinators/SitePages/Dashboard.aspx>
- Eligibility Manual for School Meals (Dated June 29, 2017)
<https://bit.ly/2J8p8Ux>
- Direct Certification Resources
<http://cnp.doe.louisiana.gov> > Memos/Resources/School Food Service (page 3)

Questions ?

For Assistance contact:

Brandy Gros

Brandy.Gros@la.gov

- or -

SystemSupport@la.gov