



Open Door Grant Program Data Reporting Webinar

Wednesday, February 23, 2022, 10:00 a.m. EDT

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Division of Career, Technical, and Adult Education



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Webinar Logistics

Participants will be on mute for the duration of the webinar.

Materials from today's webinar will be emailed along with a recording of the webinar.

How to submit questions:

To submit questions during the webinar, please utilize the Chat function. During the Q&A portion of the webinar, questions will be addressed.

Agenda

- Overview of Open Door data reporting requirements
- Reporting Template Review
- Frequently Asked Questions & Answers
- Next Steps



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Open Door Data Reporting Requirements

Current Grant Recipients

Eligible Institution Type	# of Institutions with Grants
School district postsecondary technical career centers under s. 1001.44, F.S.	24
Charter technical career centers under s. 1002.34, F.S.	1
Florida College System (FCS) institutions under s. 1000.21(3), F.S.	25

Rule 6A-20.045, F.A.C, Open Door Program

- [Rule 6A-20.045](#), Florida Administrative Code (F.A.C.), states that
 - (8)(a) Quarterly, participating institutions must report to the Department the eligibility status of each student who received a Student Investment Grant or Last Dollar Grant in the prior three months.
 - Institutions must report each student's name and demographic information, eligible program, grant amount awarded, and grant type received (Student Investment or Last Dollar).

Section 1009.895, Florida Statutes, Open Door Program

- Requires each eligible institution to submit a report with data on program completion and credential attainment by students participating in the grant program that, at a minimum, includes:
 - A list of the programs offered.
 - The number of students who enrolled in the programs.
 - The number of students who completed the programs.
 - The number of students who attained workforce credentials, categorized by credential name and relevant occupation, after completing training programs.
 - The average cost per workforce credential attained, categorized by credential name and relevant occupation.

Quarterly Report Deadlines

Agencies must submit quarterly reports by the following dates:

2022

April 15

July 15

October 15

2023

January 15

April 15

July 15

October 15

Annual Report Deadlines

Agencies must submit annual reports by the following dates:

- August 20, 2022
- August 20, 2023

Budget/Program Performance Period

- July 1, 2021, through September 30, 2023
- Pre-award costs are authorized for any allowable expenditure incurred on or after July 1, 2021, the effective date for House Bill 1507.

Allowable Expenses

- Program funds must be used solely for cost of tuition, fees, examination, books and materials to a student enrolled in an eligible program.
- Examination costs can include vouchers for third-party testing vendors.
- Pre-award costs are authorized for any allowable expenditure incurred on or after July 1, 2021.

Unallowable Expenses

- Expenses associated with administrative costs including indirect costs are unallowable.
- Expenses associated with equipment purchases are unallowable.
- Additional unallowable expenses may be found in the RFA.



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Quarterly Report: Data Reporting Standards

Overview of Files to be Provided

Document	Format
<p>Open Door Reporting Data Standards</p> <ul style="list-style-type: none"> Document provides an overview of each data column in the Excel reporting template with information on reporting requirements for the cell 	Word/PDF
<p>Open Door Reporting Template</p> <ul style="list-style-type: none"> Excel file for entry of individual record data on all individuals awarded an Open Door Grant 31 columns of data (A-AF) 	Excel

Data Reporting Standards – Agency and Program Level Information

Column	Applicable Award Type	Field	Field Options	Field Description	Validation
A	Both	Agency Number	Drop down	Select the number associated with your agency	Only Florida College System (FCS) institutions and districts that operate career centers will be listed
B	Both	Institution	Auto-populate based on agency number selection	Confirm the name of your agency was auto-populated correctly	Only FCS institutions and districts that operate career centers will be listed
C	Both	Credential on MCL	Drop down	Select the certification on the Master Credentials List (MCL) that students will earn upon completion of the course/program	Certification must be on the "Master Credentials List" tab in Excel workbook Only integrated education and training (IET) programs may train for a certification on the K-12 CAPE list; all other program types must train for a certification on the postsecondary list
D	Both	Program Type	Drop down	Select the type of the program	Program types listed will include: - CR: Credit - CL: Clock - NC: Non-Credit - IET: IET
E	Both	2020 CIP Number - Clock/Credit	Drop down	Select the 10-digit CIP associated with the program	CIPs listed will include: - all clock/credit programs approved by the Florida Department of Education (FDOE) from agency applications and approved amendments and all FDOE pre-approved programs (See "Agency Approved Programs" tab) - 9999999999, which should be selected for non-credit and IET programs.
F	Both	2020 Program Code	Auto-populate based on 2020 CIP Number selection	For districts, confirm the program number is accurate.	Program codes listed will include: - all clock programs approved by the Florida Department of Education (FDOE) from agency applications and approved amendments and all FDOE pre-approved programs (See "Agency Approved Programs" tab)
G	Both	Program Title	Auto-populate if CIP provided or Data entry for Non-credit and IET	For clock and credit programs, the program title will populate based on entry in E. For all other types, provide the program name.	Programs entered should only include: - all programs approved by FDOE from agency applications and approved amendments and all FDOE pre-approved programs (See "Agency Approved Programs" tab)

Data Reporting Standards – Student Information

Column	Applicable Award Type	Field	Field Options	Field Description	Validation
H	Both	FLEID	Data entry	Enter the student's Florida Education Identifier (FLEID)	A 14-character alphanumeric unique identifier with the first two characters starting with "FL" followed by a series of 12 digits If Open Door Grant recipient does not have an FLEID, leave field blank. Example: FL000123456789
I	Both	Student Name, Last	Data entry	Provide the last name of the student	Text entry
J	Both	Student Name, First	Data entry	Provide the first name of the student	Text entry
K	Both	DOB	Data entry	Enter the student's date of birth (DOB)	Date (xx/xx/xxxx)
L	Both	Gender	Drop down	Select the student's gender	Options listed will include: - M: Male - F: Female - O: Other - NR: Not reported
M	Both	Race	Drop down	Select the student's race	Options listed will include: - B: Black/African American - W: White - O: Other - NR: Not reported Other includes Asian, American Indian/Alaskan Native, Native Hawaiian/Pacific Islander, students with more than one race, and other
N	Both	Ethnicity	Drop down	Select the student's ethnicity	Options listed will include: - H: Hispanic/Latino - N: Not Hispanic/Latino - NR: Not reported
O	Both	Veteran Status	Drop down	Select the student's veteran status	Options listed will include: - A: Active Duty Personnel, Member of the National Guard, Member of the Reserves - C: Veteran (Prior Service, not active duty) - N: No military history - NR: Not reported

Data Reporting Standards – Cost, Enrollment Status and Award Information

Column	Applicable Award Type	Field	Field Options	Field Description	Validation
P	Both	Cost of Attendance	Data entry	Indicate the average cost of the program	Currency rounded to nearest whole number This value may be derived from the cost of attendance from the Excel workbook.
Q	Both	Student Enrollment Status as of QX of 202X	Drop down	Indicate the student's course enrollment status at the end of the specified quarter of the specified year	Options listed will include: - IP: Student is enrolled in courses progressing to completion of the Open Door course/program listed in column G (Program Title) - C: Student is no longer enrolled in courses because they completed Open Door course/program listed in column G (Program Title) - NE: Student is no longer enrolled in courses because they withdrew, dropped, changed majors, lost eligibility, etc., from the Open Door course/program listed in column G (Program Title) Note: If "C" is selected, ensure column U (Date Credential Awarded) is updated to reflect the date the institution awarded the credential
R	Last Dollar Only	Amount Awarded as of QX in 202X	Data entry	Provide the amount of Open Door funds awarded to the student or applied to the student's account to date	Currency rounded to nearest whole number This value should be less than the scholarship and grant aid first applied to the student's account, not to exceed \$3000 per student per program in total
S	Student Investment Only	Amount Student Portion Paid as of QX of 202X (1/3)	Data entry	Provide the amount paid by the student or on behalf of the student that comprises the 1/3 student portion	Currency rounded to nearest whole number This value should be 1/3 of the total cost of the program

Data Reporting Standards – Credential and Other Info

Column	Applicable Award Type	Field	Field Options	Field Description	Validation
T	Both	Date Credential Awarded	Data entry	Identify the month and year the student received the credential listed in column G (Program Title)	Short date (xx/xxxx) For student investment, completion of the course/program triggers the agency to draw down 1/3 of funds
U	Both	Date Certification Attained	Data entry	Identify the month and year the student received the industry certification listed in column C (Credential on MCL)	Short date (xx/xxxx) For student investment, attainment of the industry certification triggers the agency to draw down 1/3 of funds
V	Student Investment Only	Amount Agency Drew Down for Course/Program Completion (2/3)	Data entry	Provide the amount the agency drew down once the student completed the credential listed in column G (Program Title)	Currency rounded to nearest whole number This value should be 1/3 of the total cost of the program, not to exceed \$3,000 per student per program in total
W	Student Investment Only	Amount Agency Drew Down for Certification Attainment (3/3)	Data entry	Provide the amount the agency drew down once the student received the certification listed in column C (Credential on MCL)	Currency rounded to nearest whole number This value should be 1/3 of the total cost of the program, not to exceed \$3,000 per student per program in total
X	Both	Job Placement	Data entry	If known, provide the occupation the student entered after completing training program, if applicable	Text entry
Y	Both	Wage	Data entry	If known, provide the wage the student earned associated with the occupation in column X, if applicable	Currency This value should represent the hourly wage
Z	Both	Notes	Data entry	Provide any notes regarding the student or the program for the specified quarter of the specified year	Text entry

Data Reporting Standards – Additional Credentials

Column	Applicable Award Type	Field	Field Options	Field Description	Validation
AA	Both	Additional Credential Earned as of QX in 202X	Drop down	If a student earned multiple certifications on the MCL, select the additional certifications from the MCL that the student earned to date	Certification must be on the “Master Credentials List” tab in Excel workbook Certifications not on the MCL should not be reported
AB	Both	Additional Credential Earned as of QX in 202X	Drop down	If a student earned multiple certifications on the MCL, select the additional certifications from the MCL that the student earned to date	Certification must be on the “Master Credentials List” tab in Excel workbook Certifications not on the MCL should not be reported
AC	Both	Additional Credential Earned as of QX in 202X	Drop down	If a student earned multiple certifications on the MCL, select the additional certifications from the MCL that the student earned to date	Certification must be on the “Master Credentials List” tab in Excel workbook Certifications not on the MCL should not be reported
AD	Both	Additional Credential Earned as of QX in 202X	Drop down	If a student earned multiple certifications on the MCL, select the additional certifications from the MCL that the student earned to date	Certification must be on the “Master Credentials List” tab in Excel workbook Certifications not on the MCL should not be reported
AF	Both	Additional Credential Earned as of QX in 202X	Drop down	If a student earned multiple certifications on the MCL, select the additional certifications from the MCL that the student earned to date	Certification must be on the “Master Credentials List” tab in Excel workbook Certifications not on the MCL should not be reported



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Reporting Template Demo



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Submission Process

Submission Process

Submission Method	Agencies will upload completed Excel template to a specific ShareFile folder by the reporting deadline.
Agency Notification of ShareFile	FDOE will send unique ShareFile hyperlink before the first quarterly report deadline.
Access to ShareFile	<p>Provided to each individual who currently has access to agency's Office of Grants Management ShareFile for Open Door.</p> <p>Agencies may request an individual's access to their ShareFile by sending an email to opendoor@fldoe.org. This request should come from the individual's supervisor, or supervisor's designee.</p>
Special Notes	This is not the same ShareFile used for grant amendments. The reports ShareFile should only be used for submitting performance reports; amendment forms must be uploaded to the agency-assigned Open Door ShareFile.



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Grant Amendment Process

Amendment Process

- Project amendments may be proposed by the agency or by the FDOE program manager.
- Amendments will be approved only if the approval procedures described by the FDOE are followed.
- Agencies may not begin to expend or obligate federal funds under a project amendment until the latter of the following two dates:
 - the date the FDOE receives the amendment in substantially approvable form or,
 - the date approved by the FDOE program manager.

Amendment Process

- An amendment should be submitted when an agency seeks to realign their budget narrative and/or when seeking approval for additional program offerings.
- The [Open Door website](#) has been updated to include guidance on the amendment process, including required amendment forms.
- Additionally, an “Amendment Scenarios” reference guide can assist agencies in determining when an amendment is required and which form(s) to submit.
- Agencies must submit all amendment forms via their FDOE ShareFile.



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Questions?



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Next Steps

Next Steps

- All agencies must submit a quarterly performance report via ShareFile by Friday, April 15, 2022.

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Resources

- Open Door website
 - www.fldoe.org/academics/career-adult-edu/funding-opportunities/opendoor.shtml
- Rule 6A-20.045
 - <https://www.flrules.org/gateway/RuleNo.asp?id=6A-20.045>