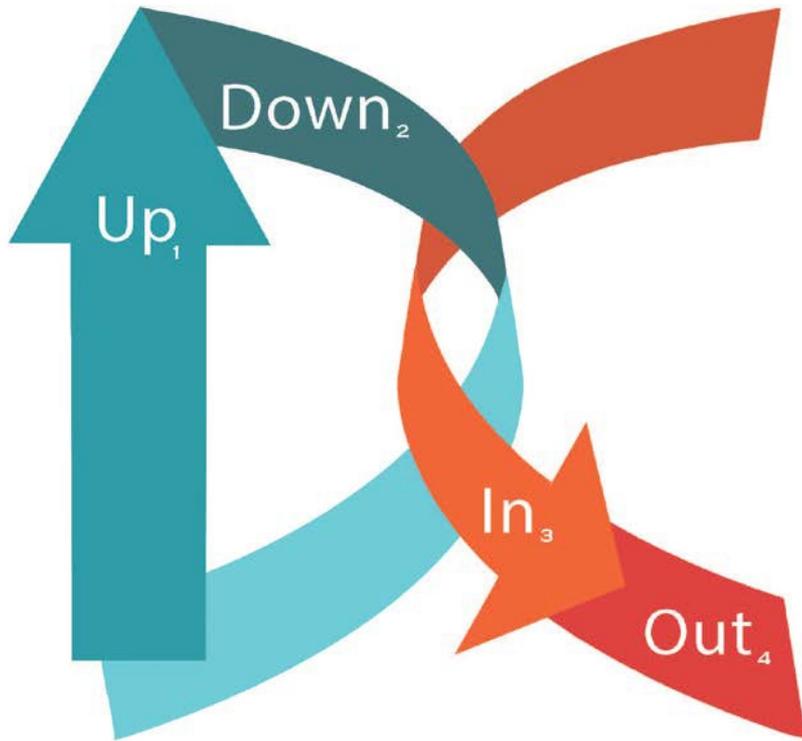


WELCOME to TEXAS ELMS!



2017-2018 Direct Certification Updates



TEXASELMS
ELIGIBILITY LIST MANAGEMENT SYSTEM



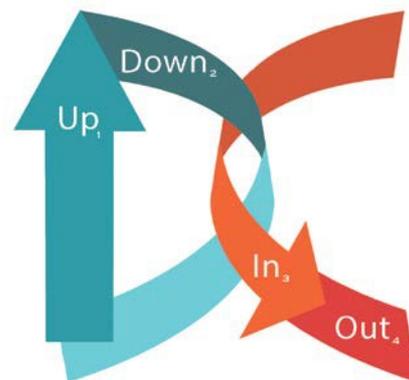
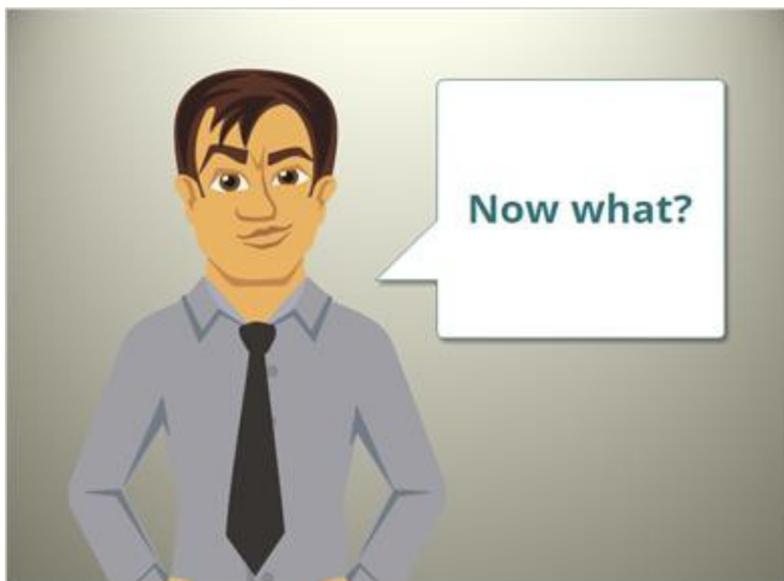
TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

In this course, you will learn:

- ✓ How to upload your enrollment file
- ✓ How to download your matches
- ✓ How to search for matches
- ✓ When and how to report your updated POS data to TDA

Introduction

You've prepared your current enrollment file and are ready to proceed with direct certification, but...



It's as easy to remember as:

1. UPload your enrollment file
2. DOWNload Match Reports
3. Code IN your POS
4. Send OUT notifications

Uploading Current Enrollment

1. Get to the Direct Certification page
2. Select your CE*
3. Click the Upload tab
4. Browse for the file you want to upload
5. Click upload

*If you have more than one CE, you will do this entire process for each.

The screenshot shows the 'Direct Certification Direct Verification' web application. The interface includes a navigation bar with 'Home', 'Resources', 'Direct Certification', 'Direct Verification', and 'Reports'. The 'Direct Certification' section is active, showing 'Contracting Entity' as 'CAYUGA ISD (00001)' and '2017-2018 School Year'. A 'Test CE User' button is visible. The 'File to Import' section features an 'Upload' tab, a search bar, and a 'Supported File Types for Importing' box. Below this is a 'Browse...' button and an 'Upload' button. A status box indicates 'There are 9780 children matched to CAYUGA ISD in Direct Certification.' The footer contains version information 'v1.0.2', copyright '© TDA 2017', and a disclaimer: 'Texas Department of Agriculture. All rights Reserved. Unauthorized use is prohibited. Use may be subject to security testing and monitoring. Misuse is subject to criminal prosecution. No expectation of privacy except or otherwise provided by applicable privacy laws.'

Did my file upload correctly?

✓ **File Successfully Uploaded** ✕

The import is complete. The total number of records in the uploaded file is 10000

The number of records successfully matched in this session is 1521

Click on the Reports link at the top of the page to locate and download the current Claimed Matches report

i Best Practice: Use the Snipping Tool, found in Windows Accessories, to save a screenshot of the Upload results. Click on "How-To" in the menu bar for a tutorial on how to use the tool and how to save screenshots.

YES!

Browse... Upload

Browse to your local file location to select the file to be uploaded.

! Oops! ✕

Please select a file.

Browse... Upload

Browse to your local file location to select the file to be uploaded.

! Oops! ✕

Please select a file.

NO!

Match Reports Updates

New for 2017-2018

- | | |
|--|---|
| <ul style="list-style-type: none">• TDA matches are based on current CE enrollment• TDA matches search all records• TDA matches override TEA matches | <ul style="list-style-type: none">• TEA Matches = State-level TDA matches = CE level• Monthly match list = all current matches• All matches are on one list |
|--|---|

Downloading Match Reports

The screenshot shows the 'Direct Certification Direct Verification' web application interface. At the top, there is a navigation bar with 'Home', 'Resources', 'Direct Certification', 'Direct Verification', and 'Reports' (highlighted with a red circle '1'). Below this is a 'Reports' section for the '2017-2018 School Year'. A 'Contracting Entity' dropdown menu is set to 'CAYUGA ISD (00001)' (highlighted with a red circle '2'). Below the dropdown, the entity details are listed: 'CAYUGA ISD, 4 MILES E OF CAYUGA ON STATE HWY 287, CAYUGA, TX 75832-0427'. A 'Test CE User' button is visible. The main content area is titled 'Reports for Direct Certification Direct Verification' and contains a table of report options. The first row is 'CE Direct Certification Matches' (highlighted with a red circle '3'), with a sub-link 'Direct Certification Records of claimed students'. Other reports include 'Data for TX-UNPS November Collection Report', 'Data for CEP Report', 'End of Year Claimed Certification Matches', and 'CE Direct Verification Matches'. Each report has a corresponding 'Run' button with a date range.

Report Category	Report Name	Run Period
Direct Certification Match Reports	CE Direct Certification Matches Direct Certification Records of claimed students	Run All Year - Ad hoc
	Data for TX-UNPS November Collection Report Direct Certification matches based on enrollment for the last operating day of October used to complete the TX-UNPS Verification Report	CE: Run Nov 5 - Nov 7, Internal State: Adhoc Nov 5 - June 30
	Data for CEP Report Direct Certification matches based on enrollment for mid-March used to complete the Community Eligibility Provision report	Run March 5th - June 30th
	End of Year Claimed Certification Matches Direct Certification Records of claimed students for CE	Run June 5th - June 30th
Direct Verification Reports	CE Direct Verification Matches	Run Oct 1st - June 30th

1. On the DCDV homepage, click Reports tab.
2. Select your contracting entity (CE) from this drop down menu. Remember, if you have more than one CE, you will need to download one at a time.
3. Click CE Direct Certification Matches. A message will appear asking you to run a report.

Copy the Report

1 Direct Certification Matches Report Requested by Lee Ann Dumas
2 Direct Certification Matches for National School Texas Department of Agriculture

TEA Uniq Name	Last Name	First Name	DOB	Address	CCS Code	Meal Code	Eligibility Date	Math Method (TDA or TEA)
00166	Aceves	Kerry	02/09	Reese	Verona	1729	*****	TDA USER
00166	Blake	Abraham	03/28			02849	*****	TDA USER
00166	Callah	Cole	03/11			14843	*****	TDA USER
00166	Carder	Hillary	04/14					TDA USER
00166	Christe	Judah	09/11					TDA USER
00166	Daven	Deacon	10/01					TDA USER
00166	Day	Oren	02/16					TDA USER
00166	Fields	Tucker	07/24					TDA USER
00166	Harvey	Darryl	08/17					TDA USER
00166	Hyde	Aubrey	04/29					TDA USER
00166	Lewis	Pascale	08/23					TDA USER
00166	Marsh	Tad	05/14					TDA USER
00166	Noble	Ignacia	09/09					TDA USER
00166	Pratt	Dolan	03/17					TDA USER
00166	Serran	Lee	10/08					TDA USER
00166	Snider	Kermit	11/23					TDA USER
00164	Walkei	Quynn	09/19	194 Interdum	F	00C		SNAI F
00167	Alford	Erica	07/27	759-8803 Moles	F	00C		SNAI F
00163	Ayers	Alden	01/29	864-7666 Conse	A	00C		SNAI F
00163	Barker	Hiram	05/23	106 Inceptos Av	A	00C		Medi RP
00166	Bryan	Eaton	02/04	9452 Lacus. Av.	A	00C		TANI F
00164	Clay	Kimberly	08/27	946-5143 Males	F	00C		Medi F
00166	Fisher	Kelsie	09/20	939-4647 Quis,	F	00C		SNAI F
00166	Fowler	Matthew	11/09	6438 Orci St. Lex	A	00C		Medi RP
00166	Holma	Rigel	04/10	5801 Dictum Rd	A	00C		SNAI F
00166	Hurst	Selma	04/05	6178 Malesuadi	F	00C		SNAI F
00167	Irwin	Irene	03/26	639-3120 Peller	F	00C		SNAI F

3 Move or Copy

4 Move selected sheets

5 To book: Upload-download-convert-to-Excel-170516.xlsx

6 Before sheet: CE Match Report

7 CE Upload (move to end)

8 Create a copy

9 OK Cancel

1. Right-click the CE Match Report tab
2. Select Move or Copy to get a dialogue box
3. From the To Book: section, use the down arrow to select your file
4. In the Before sheet: box, select CE Match Report
5. Be sure to click on the box next to Create a Copy
6. Click OK

Searching Matches

Direct Certification Direct Verification

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Home Resources **Direct Certification** Direct Verification Reports How-To Log Out

Direct Certification 2017-2018 School Year

Contracting Entity CAYUGA ISD (00001) Test CE User

CAYUGA ISD
4 MILES E OF CAYUGA ON STATE HWY 287
CAYUGA, TX 75832-0427

Upload Search

Search for students using the desired search method, and then click the Claim/Unclaim button in the search results for each desired student.

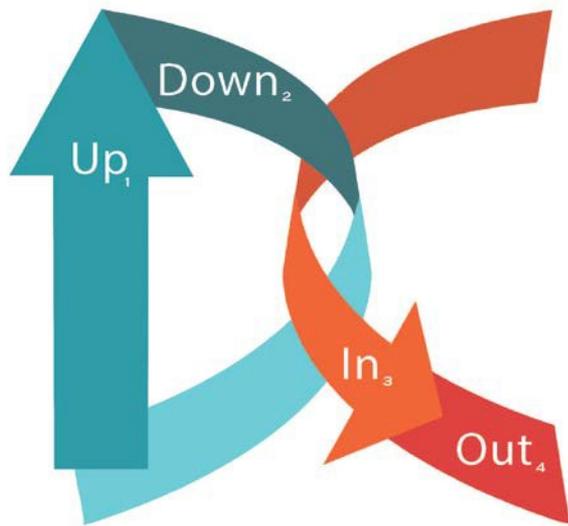
Select a Search Type

Search by First & Last Name, and Date of Birth Search by SSN and Date of Birth Search by EDG # Search by TEA Unique ID

Search

1. Click the Search tab to access the search matches feature.
2. Select a Search Type - Search by First & Last Name and Date of Birth; SSN and Date of Birth; or EDG# by clicking the appropriate selection.
3. After selecting your search type selection, click the Search button to get your results.

Coding IN POS and Sending OUT Notifications



- Coding in your POS and sending out notifications varies with each CE.
- Reach out to your POS for instructions that fit your CE.

Reporting Your Data to TDA

Direct Certification and Medicaid Reports due November 15:

- After pulling your report on the last business day of October, hold on to it until November 5 to run your matches. Use Nov. 5 data for your Direct Certification and Medicaid reports.
- This completed using a “jotform” (web based form).

SFA Verification Report due February 15:

- This is completed via the TX-UNPS website.

CEP Report due March 20:

- This is completed via the TX-UNPS website.
- Use the April 1st data that includes the number of students identified for free meals (by campus).