Open Door Grant Program Reporting – Data Standards

These data reporting standards are provided for the submission of quarterly performance reports which must include information on all students awarded funds through the Open Door Grant program. Completed templates must be uploaded to a specific SharePoint folder location provided for your agency. See the following links:

District Open Door - TAPS#23A188   https://fldoe.sharefile.com/r-r1bbf4722bd83483599642f1e4ec0a881

FCS Open Door - TAPS#23A187   https://fldoe.sharefile.com/r-r4726af82da4e4dac8106349916180ed0

For questions, please email opendoor@fldoe.org.

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 |

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Column	Applicable Award Type	Field	Field Options	Field Description	Validation
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 - Districts**	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)
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.

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Column	Applicable Award Type	Field	Field Options	Field Description	Validation
					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

Column	Applicable Award Type	Field	Field Options	Field Description	Validation
					- NR: Not reported
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 XXX** *(performance reporting period dates included on template)*	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 XXX** *(performance reporting period dates included on template)*	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

Column	Applicable Award Type	Field	Field Options	Field Description	Validation
S	Student Investment Only	**Amount Student Portion Paid as of XXX** *(performance reporting period dates included on template)*	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
T	Student Investment Only	**Source of Student Portion Paid is Open Door**	Drop down	For the amount in column S, indicate if the student portion was paid through Open Door funds (applicable for IET students and students with demonstrated need only) Value for IET students and students with demonstrated need must be "Yes" or "No." "N/A" is only reported for students who are not using Open Door funds to cover the student portion	Options listed will include: - Yes - No - N/A Prior to July 1, 2022, only IET programs were authorized to use Open Door funds to cover the student portion. Effective July 1, 2022, and thereafter, Open Door funds may be used to cover the student portion for any student demonstrating need.
U	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
V	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)

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Column	Applicable Award Type	Field	Field Options	Field Description	Validation
					For student investment, attainment of the industry certification triggers the agency to draw down 1/3 of funds
W	Student Investment Only	**Amount Agency Reimbursed for Course/ Program Completion (2/3)**	Data entry	Provide the amount the agency is reimbursed 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
X	Student Investment Only	**Amount Agency Reimbursed for Certification Attainment (3/3)**	Data entry	Provide the amount the agency is reimbursed 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
Y	Both	**Job Placement**	Data entry	If known, provide the occupation the student entered after completing training program, if applicable	Text entry
Z	Both	**Wage**	Data entry	If known, provide the wage the student earned associated with the occupation in column Y, if applicable	Currency This value should represent the hourly wage
AA	Both	**Notes**	Data entry	Provide any notes regarding the student or the program for the specified quarter of the specified year	Text entry
AB	Both	**Additional Credential Earned as of XXX** *(performance*	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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Column	Applicable Award Type	Field	Field Options	Field Description	Validation
		reporting period dates included on template)			
AC	Both	**Additional Credential Earned as of XXX** *(performance reporting period dates included on template)*	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 XXX** *(performance reporting period dates included on template)*	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
AE	Both	**Additional Credential Earned as of XXX** *(performance reporting period dates included on template)*	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**	Drop down	If a student earned multiple certifications on the MCL, select the additional certifications from	Certification must be on the "Master Credentials List" tab in Excel workbook

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Column	Applicable Award Type	Field	Field Options	Field Description	Validation
		XXX *(performance reporting period dates included on template)*		the MCL that the student earned to date	Certifications not on the MCL should not be reported

Reporting Requirements – Section 1009.895, Florida Statutes

(6)   The department shall administer the grant and shall carry out the goals and purposes of the grant set forth in subsection (2). In administering the grant, the department shall:

(a)   Require eligible institutions to provide student-specific data.

(b)   Undertake periodic assessments of the overall success of the grant program and recommend modifications, interventions, and other actions based on such assessments.

(c)   Establish the procedure by which eligible institutions shall notify the department when eligible students enroll in eligible programs.

(d)   Require each eligible institution to submit a report with data from the previous fiscal year on program completion and credential attainment by students participating in the grant program that, at a minimum, includes:

1.   A list of the programs offered.

2.   The number of students who enrolled in the programs.

3.   The number of students who completed the programs.

4.   The number of students who attained workforce credentials, categorized by credential name and relevant occupation, after completing training programs.

5.   The average cost per workforce credential attained, categorized by credential name and relevant occupation.

(7)   The department shall compile the data provided under paragraph (6)(d) and annually report such data, in the aggregate and categorize such information by eligible institution, to the State Board of Education. The report shall also include information on the average wage, age, gender, race, ethnicity, veteran status, and other relevant information, of students who have completed workforce training programs categorized by credential name and relevant occupation.

Reporting Requirements – Rule 6A-20.045, Florida Administrative Code

(8) Required Reporting.

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. Quarterly submissions are due on January 15, April 15, July 15, and October 15 of each year. No later than 30 days before the submission deadline, the Department will release guidelines for institutions to securely transmit an electronic file reporting each student's name and demographic information, eligible program, grant amount awarded, and grant type received (Student Investment or Last Dollar).

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