

Import Peer Data

The Import Peer Data screen allows users to test out the importation of PEER data before, during, and after scheduling the "Florida Peer Nightly import" scheduled job.

The PEER Integration process takes what is at the state level, imports that data into Focus background tables, and populates this data for the appropriate fields in a given student's profile. This data is supplied to the district by being placed in your district's PEER/OUT folder by FLDOE.

It is important to ensure that Focus is up to date on this information so that the district is providing the appropriate accommodations to their students in need of accommodations, as well as accurate data for state reporting.

Peer Integration Information

There are a total of 14 PEER related fields that are populated in Focus based on the PEER data supplied by FLDOE during this import process.

- Students should be currently active and not primarily enrolled at one of the following schools: 3518, 3900, 9997, ZZZZ, YYYY, WWWW, 9995, TRAN.
- The import for the logging fields below will insert any new records, and if the log record in Focus is no longer present in the PEER file, that log record will be deleted.

Non-State Reportable Fields:

- Touched during PEER Import but not used in State Reporting.
- 10 fields total, 6 which are logging fields

| Legacy ID | Title | Alias | Type | Category | System | JSON | |
|-----------|------------------------------------|------------------|---------------|----------|--------|--------------------------|------------|
| | | | Text | | | <input type="checkbox"/> | |
| 940 | IEP/EP Expiration Date | custom_940 | Date | ESE | System | <input type="checkbox"/> | Edit Field |
| 200000261 | Peer ESE Classroom Accommodations | custom_200000261 | Logging Field | ESE | System | <input type="checkbox"/> | Edit Field |
| 200000262 | Peer ESE Assessment Accommodations | custom_200000262 | Logging Field | ESE | System | <input type="checkbox"/> | Edit Field |
| 200000263 | Peer 504 Classroom Accommodations | custom_200000263 | Logging Field | ESE | System | <input type="checkbox"/> | Edit Field |
| 200000264 | Peer 504 Assessment Accommodations | custom_200000264 | Logging Field | ESE | System | <input type="checkbox"/> | Edit Field |
| 200000272 | Peer Matrix Rating | custom_200000272 | Number | ESE | System | <input type="checkbox"/> | Edit Field |
| 200000273 | Peer Cost Factor | custom_200000273 | Number | ESE | System | <input type="checkbox"/> | Edit Field |
| 200000274 | Peer Date Completed | custom_200000274 | Date | ESE | System | <input type="checkbox"/> | Edit Field |
| 200000275 | Peer IEP ESY Services | custom_200000275 | Logging Field | ESE | System | <input type="checkbox"/> | Edit Field |
| 200000275 | Peer IEP Related Services | custom_200000276 | Logging Field | ESE | System | <input type="checkbox"/> | Edit Field |

State Reportable Fields:

- Imported from PEER and used in FLDOE State Reporting survey periods.
- 4 total fields
- The only other restriction on importing is for custom_878, custom_879, custom_863 to import; 'Time, With Non-Disabled' (custom_879) must NOT be blank.

| Legacy ID | Title | Alias | Type | Category | System | JSON | |
|-----------|------------------------------|------------|------------|----------|--------|--------------------------|------------|
| | | | Text | | | <input type="checkbox"/> | |
| 863 | IDEA Educational Environment | custom_863 | Select One | ESE | System | <input type="checkbox"/> | Edit Field |
| 873 | IEP/EP Plan Date | custom_873 | Date | ESE | System | <input type="checkbox"/> | Edit Field |
| 879 | Time, With Non-Disabled | custom_879 | Number | ESE | System | <input type="checkbox"/> | Edit Field |
| 878 | Time, Total Student Week | custom_878 | Number | ESE | System | <input type="checkbox"/> | Edit Field |

Student Field Imports:

Students should be currently active and not primarily enrolled at one of the following schools: 3518, 3900, 9997, ZZZZ, YYYY, WWWW, 9995, TRAN. For a successful import including Time, With Non-Disabled, the last three fields from the list below must not be blank:

- IEP/EP Plan Date (STUDENTS.CUSTOM_873)
- IEP/EP Expiration Date (STUDENTS.CUSTOM_940)
- Time, Total Student Week (STUDENTS.CUSTOM_878)
- Time, With Non-Disabled (STUDENTS.CUSTOM_879)
- IDEA Educational Environment (STUDENTS.CUSTOM_863)

Peer Integration Set Up

1. In the **Setup** menu, click **Manage Integrations**.

This integration sends reporting format data (Student Demographic Information, Student Course Schedule, Teacher Course Schedule, Staff Demographic Information) to FLDOE, as this data is needed for them to create and process the PEER file that is provided back to the district in their PEER/OUT folder.

2. If this integration has not yet been installed you will need to click ***Install**, then click **Install** next to **PEER**.

Select Student/Staff ▾

Manage Integrations

Search

*Create New

*Install

*Reports

AD Staff Function

AD User Extract

AD extracts

AGE Students over 60 Hours of Attendance that require Re-testing V2

BB Connect CSH

BB Connect Food Service -49.99 or Greater Negative Balance

BB Connect Food Service Negative Total Balance

BB Connect GAE

BB Connect HOB

BB Connect KLS

BB Connect KWC

BB Connect KWH

BB Connect KWM

BB Connect MHS

BB Connect PKS

BB Connect POI

| Name | Customer (if customer-specific) | Install |
|---------------------|---------------------------------|-------------------------|
| Accelify | | Install |
| Alert Now | | Install |
| Calling Post | | Install |
| Enrich | | Install |
| FCAT Explorer | | Install |
| Imagine It | | Install |
| MTS | | Install |
| My Big Campus | | Install |
| NutriKids | | Install |
| PCS | | Install |
| PEER | | Install |
| Performance Matters | | Install |
| RDI | | Install |
| Renaissance Place | | Install |
| SEAS | | Install |
| SuccessMaker | | Install |
| Think Central | | Install |
| Write Score | | Install |
| eTriton | | Install |
| Destiny | Clay | Install |
| Performance Matters | Clay | Install |
| Star Systems | Clay | Install |
| Core K12 | FAUS | Install |
| Renaissance Place | Wakulla | Install |






3. Ensure that you go through the full process of setting up this integration as the upcoming steps depend on this integration.

See [Manage Integrations](#) for more information.

Import Peer Data

Running the job from this screen is virtually identical to running it from Setup > [Scheduled Jobs](#).

1. From the **Florida Reports** menu, click **Import Peer Data**.

| | |
|---|-----------------------------------|
|  Eligibility | WDIS Extract Field Defaults |
|  Employee Self Service | View Background Tables |
|  Florida Reports | FES Import Exceptions |
|  SSS | Assessment |
|  Reports | Pre-ID Extracts |
| | Process Assessments |
| | Setup |
| | Florida Reports Setup |
| | School List Setup |
| | Pre-ID Template Setup |
| | EOY Test Crosswalk Setup |
| | EOY Processing |
| | Import Peer Data |
| | FES Enrollment/Scheduling Process |



Focus requires the district's DOE SSO SFTP credentials and must whitelist IP addresses with PEER to enable this process.

Click **Show Logs**, if there happens to be an issue, like missing the SFTP username and/or password; running the process from this screen will help identify the issue.

This program is used for testing the nightly PEER Import Job.


☐ Don't Fetch Files From SFTP

Tables:

Download & Import Data

| Table |
|---------------------------------------|
| FL_PEER_ACTIVE_EPS |
| FL_PEER_ACTIVE_IEPS |
| FL_PEER_ACTIVE_SERVICE_PLANS |
| FL_PEER_ACTIVE_504_PLANS |
| FL_PEER_ASSESSMENT_ACCOMMODATIONS |
| FL_PEER_CLASSROOM_ACCOMMODATIONS |
| FL_PEER_IEP_LRE |
| FL_PEER_MATRIX_SERVICES |
| FL_PEER_504_ASSESSMENT_ACCOMMODATIONS |
| FL_PEER_504_CLASSROOM_ACCOMMODATIONS |
| FL_PEER_IEP_ESY_SERVICE |
| FL_PEER_IEP_RELATED_SERVICE |
| FL_PEER_IEP_TRANSPORTATION_FTE |
| FL_PEER_IEP_SUPP_AIDS_SERVICES |
| FL_PEER_IEP_ESE_SERVICE |

Show Logs

 Files will not be available if they have not been requested through emailing PEER at PEERSupport@fldoe.org.

2. Select the **Don't Fetch Files From SFTP** check box so files from the SFTP are not pulled upon running the test which will speed up the process as it will run the import against the data that was last downloaded.

Leave the **Don't Fetch Files From SFTP** check box cleared (unselected) to download the latest files on the FTP site, load the peer tables, and update the student fields. If the files have already been retrieved from the PEER server they are locally stored on the Focus server and can be "reused."

This program is used for testing the nightly PEER Import Job.

☒ Don't Fetch Files From SFTP

Tables: ▼


Table

| |
|---------------------------------------|
| FL_PEER_ACTIVE_EPS |
| FL_PEER_ACTIVE_IEPS |
| FL_PEER_ACTIVE_SERVICE_PLANS |
| FL_PEER_ACTIVE_504_PLANS |
| FL_PEER_ASSESSMENT_ACCOMMODATIONS |
| FL_PEER_CLASSROOM_ACCOMMODATIONS |
| FL_PEER_IEP_LRE |
| FL_PEER_MATRIX_SERVICES |
| FL_PEER_504_ASSESSMENT_ACCOMMODATIONS |
| FL_PEER_504_CLASSROOM_ACCOMMODATIONS |
| FL_PEER_IEP_ESY_SERVICE |
| FL_PEER_IEP_RELATED_SERVICE |
| FL_PEER_IEP_TRANSPORTATION_FTE |
| FL_PEER_IEP_SUPP_AIDS_SERVICES |
| FL_PEER_IEP_ESE_SERVICE |

3. Click **Import Data** if the Don't Fetch Files From SFTP check box is selected. Click **Download & Import Data** if the check box is not selected.

This program is used for testing the nightly PEER Import Job.

☐ Don't Fetch Files From SFTP

Tables: 

Download & Import Data

Table

| |
|---------------------------------------|
| FL_PEER_ACTIVE_EPS |
| FL_PEER_ACTIVE_IEPS |
| FL_PEER_ACTIVE_SERVICE_PLANS |
| FL_PEER_ACTIVE_504_PLANS |
| FL_PEER_ASSESSMENT_ACCOMMODATIONS |
| FL_PEER_CLASSROOM_ACCOMMODATIONS |
| FL_PEER_IEP_LRE |
| FL_PEER_MATRIX_SERVICES |
| FL_PEER_504_ASSESSMENT_ACCOMMODATIONS |
| FL_PEER_504_CLASSROOM_ACCOMMODATIONS |
| FL_PEER_IEP_ESY_SERVICE |
| FL_PEER_IEP_RELATED_SERVICE |
| FL_PEER_IEP_TRANSPORTATION_FTE |
| FL_PEER_IEP_SUPP_AIDS_SERVICES |
| FL_PEER_IEP_ESE_SERVICE |

Show Logs

Once tested, the screen displays the Table along with the Rows Imported and the Seconds Took. The standard fields are listed on the [Florida Reports Setup](#) screen > [District Options](#) tab.

This program is used for testing the nightly PEER Import Job.

☐ Don't Fetch Files From SFTP

Download & Import Data

✔ All data has been sucessfully imported into the PEER background tables!

| Table | Rows Imported | Seconds Took |
|---------------------------------------|---------------|--------------|
| FL_PEER_ACTIVE_EPS | 178 | 0.26 |
| FL_PEER_ACTIVE_IEPS | 1,507 | 1.57 |
| FL_PEER_ACTIVE_504_PLANS | 84 | 0.07 |
| FL_PEER_ASSESSMENT_ACCOMMODATIONS | 7,985 | 7.91 |
| FL_PEER_CLASSROOM_ACCOMMODATIONS | 9,962 | 11.02 |
| FL_PEER_IEP_LRE | 798 | 0.72 |
| FL_PEER_MATRIX_SERVICES | 107 | 0.11 |
| FL_PEER_504_ASSESSMENT_ACCOMMODATIONS | 335 | 0.3 |
| FL_PEER_504_CLASSROOM_ACCOMMODATIONS | 122 | 0.33 |
| Total Mins | | 0.37 |

✔ All data has been sucessfully imported into the Students & Custom Field Log Entries tables!

The integration pulls the latest files from the SFTP site, if the Don't Fetch Files From SFTP check box isn't selected. Then, the data is imported into the background tables referenced in the screenshot. The job then imports the data into Focus.

| Peer ESE Assessment Accommodations | | | |
|-------------------------------------|------------|---|--|
| Export | | Filter: OFF | |
| Type | End Date | Accommodation | |
| Computer-Based Presentation Options | 10/13/2020 | Large print font | |
| Computer-Based Presentation Options | 10/13/2020 | Screen reader | |
| Paper-Based Presentation Options | 10/13/2020 | Portions of the assignment masked to direct attention to uncovered item | |
| Paper-Based Presentation Options | 10/13/2020 | Positioning tools such as a book stand or page holder | |
| Paper-Based Presentation Options | 10/13/2020 | Straightedge to maintain or enhance visual attention to test items | |
| Paper-Based Presentation Options | 10/13/2020 | Fewer items per page | |
| Presentation | 10/13/2020 | Oral presentation of directions | |
| Presentation | 10/13/2020 | Student to demonstrate understanding of directions (e.g. repeating or paraphrasing) | |
| Presentation | 10/13/2020 | Oral presentation of items and answer choices | |
| Presentation | 10/13/2020 | Directions repeated clarified | |
| Presentation | 10/13/2020 | Verbal encouragement (e.g. keep working "make sure to answer every question") | |
| Responding | 10/13/2020 | Slant board | |
| Scheduling | 10/13/2020 | Assessments administered over several brief sessions allowing frequent breaks | |
| Scheduling | 10/13/2020 | Established timelines and/or predictable routines | |
| Scheduling | 10/13/2020 | Extended time: extended time to process information to complete assessment | |
| Setting | 10/13/2020 | Reduced stimuli (e.g. limit number of items around the student's computer station) | |
| Setting | 10/13/2020 | Assessments or tests administered by a familiar person who has been appropriately trained | |
| Setting | 10/13/2020 | Assessments or tests administered individually | |
| Setting | 10/13/2020 | Assignments or tests administered in a small group setting of a size comparable to the norm | |
| Setting | 10/13/2020 | Preferential seating | |

There are 4 separate accommodation log fields, one for assessment and one for classroom for both 504 & ESE. They are located on the ESE tab by default. When the data is imported, the process does check that the same accommodation doesn't exist in the log field currently before importing.

| Legacy ID | Title | Alias | Type | Category | System | JIS |
|-----------|------------------------------------|------------------|---------------|----------|--------|--------------------------|
| 200000261 | Peer ESE Classroom Accommodations | custom_200000261 | Text | ESE | System | <input type="checkbox"/> |
| 200000262 | Peer ESE Assessment Accommodations | custom_200000262 | Logging Field | ESE | System | <input type="checkbox"/> |
| 200000263 | Peer 504 Classroom Accommodations | custom_200000263 | Logging Field | ESE | System | <input type="checkbox"/> |
| 200000264 | Peer 504 Assessment Accommodations | custom_200000264 | Logging Field | ESE | System | <input type="checkbox"/> |

Setting the "Florida Peer Nightly Import" Scheduled Job

1. In the **Setup** menu, click **Scheduled Jobs**.
2. Select **Florida Peer Nightly Import** from the provided pull-down.

Select Student/Staff

Scheduled Jobs

Ashley Weiss

Focus High School - 0041

SIS

2022-2023

4th 9 Weeks

ERP

Florida Peer Nightly Import

Create Job

Jobs

Execution History

21 Jobs

Filters: OFF

Search

add remove

| | Job Title | Job Time | Start Time | End Time | Priority | Weekdays | Start Date | End Date | Class | |
|--|---|----------|------------|----------|----------|--------------------------------------|------------------|----------|----------------------------------|----------------|
| <div><div>–</div><div>Edit</div></div> | Communication Email Replies | 12:00 AM | N/A | N/A | 500 | Every day | N/A | N/A | CommunicationEmailRepliesCronJob | <div>Run</div> |
| <div><div>–</div><div>Edit</div></div> | Florida DOE Extracts and Verification Reports | 12:00 AM | N/A | N/A | 500 | Every day | N/A | N/A | FLDOEExtracts | <div>Run</div> |
| <div><div>–</div><div>Edit</div></div> | Load Data From Blackboard API | 12:00 AM | N/A | N/A | 500 | Every day | February 5, 2023 | N/A | LoadFromBlackboardCronJob | <div>Run</div> |
| <div><div>–</div><div>Edit</div></div> | Master Schedule Snapshots | 12:00 AM | N/A | N/A | 500 | Every day except Saturday and Sunday | N/A | N/A | MasterScheduleSnapshotsCron | <div>Run</div> |
| <div><div>–</div><div>Edit</div></div> | Document Management | 12:00 AM | N/A | N/A | 500 | Every day | March 24, 2023 | N/A | DocumentManagementJob | <div>Run</div> |
| <div><div>–</div><div>Edit</div></div> | Parse Addresses | 12:00 AM | N/A | N/A | 500 | Every day except Saturday and Sunday | N/A | N/A | ParseAddresses | <div>Run</div> |
| <div><div>–</div><div>Edit</div></div> | Communication Queue | 12:00 AM | N/A | N/A | 500 | Every day | August 9, 2023 | N/A | CommunicationQueueCronJob | <div>Run</div> |

3. Click **Create Job**.
4. Complete the applicable fields needed to create the scheduled job, and click **Save**.

BackSave

Florida Peer Nightly Import

Run Time

1200AM

Scheduled Timeframe

Start Time:End Time:

Weekdays

☒ Monday☒ Tuesday☒ Wednesday☒ Thursday☒ Friday☒ Saturday☒ Sunday

Priority

If multiple jobs are scheduled to run in the same time slot, high-priority jobs will run before low-priority jobs.

500

Store Execution History

Keep the execution history for the selected timeframe (Default: 30).

30

Start Date

If set, this is the first day the cron job will run.

End Date

If set, this is the last day the cron job will run.

E-mail address

The results of the cron job will be sent to this address.

The **Execution History** tab shows logs of when the scheduled job ran and whether it was successful or not.

JobsExecution History

From: 12/12/2022To: 01/12/2023Search

Filter: ON

| Time | Job | Duration | Success | View Output |
|-----------------------|-----------------------------|--------------|---------|----------------------|
| 2023 Jan 12 Thu 05:00 | Florida Peer Nightly Import | 1 minute | Yes | View |
| 2023 Jan 11 Wed 05:00 | Florida Peer Nightly Import | 1 minute | Yes | View |
| 2023 Jan 10 Tue 05:00 | Florida Peer Nightly Import | 1 minute | Yes | View |
| 2023 Jan 09 Mon 05:00 | Florida Peer Nightly Import | 1 minute | Yes | View |
| 2023 Jan 08 Sun 05:00 | Florida Peer Nightly Import | 1 minute | Yes | View |
| 2023 Jan 07 Sat 05:00 | Florida Peer Nightly Import | 1 minute | Yes | View |
| 2023 Jan 06 Fri 16:00 | Florida Peer Nightly Import | 46.9 seconds | Yes | View |

See [Scheduled Jobs](#) for more information.