

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**.

The screenshot shows the 'Manage Integrations' page in the FOCUS Writers02 system. The page has a blue header with the FOCUS logo and the text 'Writers02 Select Student/Staff Manage Integrations'. On the left, there is a search bar and a list of integration categories. The 'Install' option is highlighted in red. On the right, there is a table of integrations with columns for Name, Customer (if customer-specific), and Install. The 'Install' button for the PEER integration is highlighted with a red box.

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:

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

 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 successfully 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 successfully 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.

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.

The screenshot shows the 'Scheduled Jobs' configuration page in the Focus High School software. At the top, there are navigation elements including 'Writers02', 'Select Student/Staff', 'Scheduled Jobs', 'Ashley Weiss', 'Focus High School - 0041', '2022-2023', '4th 9 Weeks', and system selection buttons for 'SIS' and 'ERP'. A dropdown menu is open, showing 'Florida Peer Nightly Import' selected, with a 'Create Job' button next to it. Below this, there are tabs for 'Jobs' and 'Execution History'. The 'Jobs' tab is active, displaying a table of 21 jobs. The table has columns for Job Title, Job Time, Start Time, End Time, Priority, Weekdays, Start Date, End Date, and Class. The 'Florida Peer Nightly Import' job is highlighted in blue. Other jobs include 'Communication Email Replies', 'Florida DOE Extracts and Verification Reports', 'Load Data From Blackboard API', 'Master Schedule Snapshots', 'Document Management', 'Parse Addresses', and 'Communication Queue'.

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

3. Click **Create Job**.

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

Florida Peer Nightly Import

Back Save

Run Time
12 :00 AM

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.

Jobs Execution History

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

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.