

Direct Certification System Enhancements

October 18, 2016

Cosmetic

The screenshot shows the 'DC Matching' interface. At the top, there are four tabs: 'Sibling Search', 'Potential Matches', 'Matched', and 'File Search'. The 'Sibling Search' tab is currently selected. Below the tabs, there is a 'Method' section with four radio button options: 'By Household' (selected), 'By Address', 'By Guardian', and 'Manual'. An 'Apply' button is located to the right of these options. Below the 'Method' section, there is a header for 'Sibling Matches by Household'.

- **Sibling Search** – formerly the Sibling Match tab. **No changes were made to this function.**
- **Potential Matches** – formerly the Unmatched tab. This tab now focuses on the students in the PowerSchool database instead of those in the DHHS file. This enhancement will allow the SFA to see possible matches of enrolled students.
- **Matched** – formerly the Previously Matched tab. All Match Methods are checked by default. **All other functions remain the same.**
- **File Search** – formerly the State Search tab. This is a **new feature** that allows the SFA to search for a student in the **DHHS** file with a SSN and Birthdate, or Name and Birth Date, or case number.

Face-lift

Potential Matches tab:

The screenshot shows the 'Potential Matches' tab. It features a 'Student Details' section with four input fields: 'Last Name:', 'First Name:', 'ID:', and 'Birth Date:'. The 'Birth Date' field has a date picker icon. To the right of the 'Student Details' section is a 'Probability' section with two checkboxes: 'High' (checked) and 'Medium' (unchecked).

The system defaults to include those with a high probability but the user can also include those with a medium probability by simply checking the box and selecting “**Apply**”.

The following screen will appear (if there are any potential matches available):

PrimerEdge Student Details				Certification File Details				
Student ID	Last Name	First Name	Birth Date	ID on File	Last Name	First Name	Birth Date	Probability
12345678	Smith	John	04/18/2010	Compare...	Evans	John	11/18/2007	High (42)
87654321	Smith	John	01/06/2001	Compare...	Smith	John	11/6/2001	High (42)
98765432	Smith	John	09/29/2008	Compare...	Smith	John	8/28/2008	High (42)

To determine if the student should be matched, click on “**Compare**” and the following screen will appear:

Matching Criteria	Student Details	File Details	Points
SSN			0
Student ID			0
Full Name			0
First and Last Name			20
Last and Middle Name			0
First and Middle Name			0
Last Name			0
First Name			0
DOB			0
Phonetic First Name			0
Phonetic Last Name			0
SOUNDEX First Name			0
SOUNDEX Last Name			0
Modified First Name			0
Modified Last Name			0
Name Twist Full Name			0
Name Twist First and Last Name			0
Variable DOB (±10 day(s))			0
DOB Month Year Twist			0
Street Address			10
Guardian			0
Phone 1			0
Phone 2			0
County Code(s)			12
Total - 42 (High)			

If it is determined that the student should be matched, click on “**Match**”; if it is not a match, click on “**Mark as Reviewed**” so that the student is updated on the Potential Match tab.

File Search tab:

This feature allows the SFA to search for a student in the DHHS upload file with a SSN and Birth Date, Name and Birth Date, or a Case Number.

SSN and Birthdate:

The screenshot shows a search interface with tabs for "Sibling Search", "Potential Matches", "Matched", and "File Search". The "Matched" tab is active. Below the tabs, there are two input fields labeled "SSN" and "Birth Date", followed by a "Search" button. To the left, a "Search By" dropdown menu is open, showing three options: "SSN and Birth Date" (selected with a radio button), "Name and Birth Date", and "Case Number". Below the search options is a blue bar labeled "Students".

Name and Birth Date:

The screenshot shows a search interface with three input fields labeled "Last Name", "First Name", and "Birth Date", followed by a "Search" button. To the left, a "Search By" dropdown menu is open, showing three options: "SSN and Birth Date", "Name and Birth Date" (selected with a radio button), and "Case Number".

Case Number:

The screenshot shows a search interface with one input field labeled "Case Number" and a "Search" button. To the left, a "Search By" dropdown menu is open, showing three options: "SSN and Birth Date", "Name and Birth Date", and "Case Number" (selected with a radio button).

If the student is found, click on "**Process Matches**" and the student will then appear in the "**Matched**" tab.

The screenshot shows the "Matched" tab with a "Process Matches" button in the top right corner. Below the button is a table with the following columns: Student ID, Last Name, First Name, Sex, Grade, and a "Refresh" button. The table is currently empty.

Student ID	Last Name	First Name	Sex	Grade	Refresh
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