

Data and Information Systems

Direct Certification App

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Slide 2

Single Sign On (SSO)

OKLAHOMA State Department of Education

Single Sign On

Home / Applications
About This Site
Links And Docs
Sign In

Welcome to the new Single Sign On system. If you have an existing username and password for the previous Single Sign On system you may use that here. If you do not have an account you may create one now using the link below.

If your password has not been changed in the last 90 days, OME S strongly recommends you change your password now. Beginning November 1, 2023, all passwords will expire 90 days from the last password reset.

If you are having trouble signing in please click the link below to recover your username or password. If you need assistance please contact the OME S Help Desk at (800) 521-2444 or at (800) 521-2444.

Are you a New User?
[Click here to create an account.](#)

Username:
Password:

Direct Certification App

Direct Certification - New

- Direct Certification User

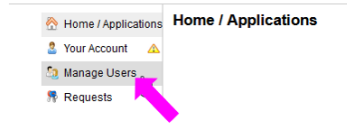
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OKLAHOMA Education

Log into Single Sign On (SSO) and locate the Direct Certification app in the list.

Single Sign On (SSO)

A new role must be assigned to users for access to the new Direct Certification App. The superintendent or the district SSO admin will need to add a role to the user's account.



Direct Certification App

Locate the app in the list of roles to assign.

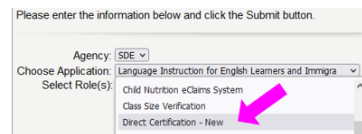
Please enter the information below and click the Submit button.

Agency: SDE

Choose Application: Language Instruction for English Learners and Immigra

Select Role(s):

- Child Nutrition eClams System
- Class Size Verification
- Direct Certification - New

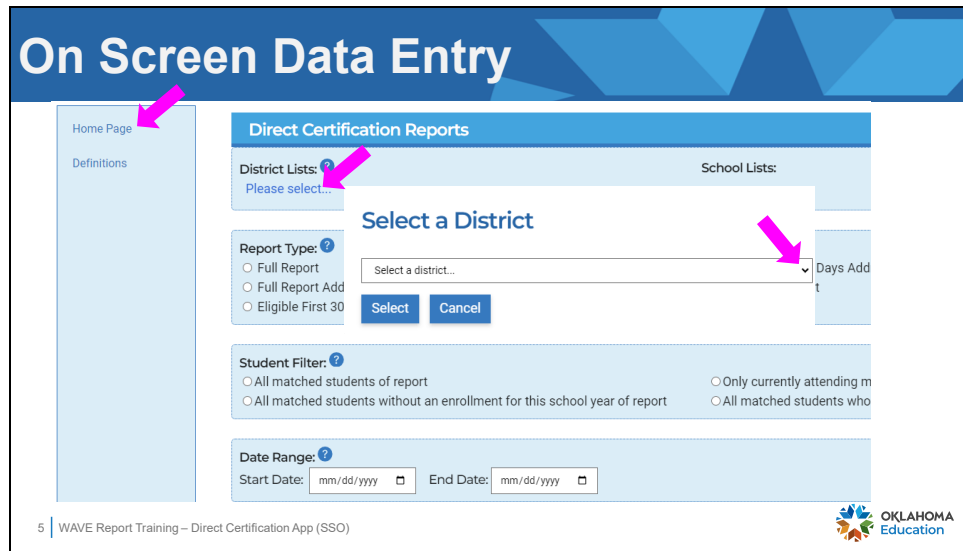
A screenshot of a form for selecting roles. The form has a title 'Please enter the information below and click the Submit button.' and several dropdown menus. The 'Agency' dropdown is set to 'SDE'. The 'Choose Application' dropdown is set to 'Language Instruction for English Learners and Immigra'. The 'Select Role(s)' dropdown is open, showing a list of roles: 'Child Nutrition eClams System', 'Class Size Verification', and 'Direct Certification - New'. A pink arrow points to the 'Direct Certification - New' role.

Add the role to direct certification users to the new app located in SSO.

The graphic features the National School Lunch Program logo (a graduation cap) and the text "National School Lunch Program" in the top left. A blue banner with the text "Direct Cert" spans across the middle. On the right, a large orange circle contains the text "SNAP", "TANF", "FDPIR", and "Medicaid" stacked vertically. At the bottom left, there is a small text "4 | WAVE Report Training – Direct Certification App (SSO)". At the bottom right is the Oklahoma Education logo.

The Department of Human Services (DHS) and the Oklahoma Health Care Authority (OCHA) share data with districts for students that receive services.

- The shared data file from DHS allows the identified students to directly qualify for **free** meals without the requirement of a completed and meal application.
- The shared data file from OCHA allows the identified students to directly qualify for either **free** or **reduced** meals without the requirement of a completed and meal application.



The app opens to the Home Page. A menu is located on the left allowing the user to toggle between the Home Page and Definitions.

- First, click the hyperlink, “Please select...” to open the district search tool.
- Then, click the down arrow to the right of the “Select a district” field. The district associated with the user will be displayed.

Slide 6

On Screen Data Entry

Home Page
Definitions

Direct Certification Reports

District Lists: [?]
Please select...

School Lists:

Select a District

Select a district... Days Add
t

- Select a district...
- 72013 - GLENPOOL
- ...

Report Type: [?]

- Full Report
- Full Report Add
- Eligible First 30


Student Filter: [?]

- All matched students of report
- All matched students without an enrollment for this school year of report
- Only currently attending m
- All matched students who

Date Range: [?]

Start Date: End Date:

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Select the name of the district.

On Screen Data Entry

Home Page

Definitions

Direct Certification Reports

District Lists: [?] Please select... School Lists:

Select a District

Report Type: [?]

- Full Report
- Full Report Add
- Eligible First 30

721013 - GLENWOOD Days Add: t


Student Filter: [?]

- All matched students of report
- All matched students without an enrollment for this school year of report
- Only currently attending m
- All matched students who

Date Range: [?]

Start Date: End Date:

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Click the **Select** button.

Slide 8

On Screen Data Entry

District Lists: 721013 - GLENPOOL Please select... Clear

School Lists:

- Select All
- GLENPOOL ES(105)
- GLENPOOL HS(705)
- GLENPOOL INTERMEDIATE SCHOOL(510)
- GLENPOOL LOWER ES(110)
- GLENPOOL MS(505)


Report Type:

- Full Report
- Full Report Address & Case Number
- Eligible First 30 Days
- Eligible First 30 Days Address & CaseNumber
- Medicaid Report

Student Filter:

- All matched students of report
- All matched students without an enrollment for this school year of report
- Only currently attending matched students of report
- All matched students who have attended this school year of report

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A list of school will be displayed based on the schools the user is associated with. All schools may be selected, or any combination of schools may be selected for the reports.

Select a Report Type and select a Student Filter. An option from both must be selected.

On Screen Data Entry

Report Type: ?

Full Report Eligible First 30 Days Address & CaseNumber

Full Report Address & Case Number Medicaid Report

Eligible First 30 Days


Student Filter: ?

All matched students of report Only currently attending matched students of report

All matched students without an enrollment for this school year of report All matched students who have attended this school year of report

Date Range: ?

Start Date: End Date:

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A date range may be selected if desired, however it is not required. Click the **Search** button to run the report.

On Screen Report Data

Current Search Filters: District: GLENPOOL

Student Filter : All matched students of report
Full Report

Country/District/Site	Assigned STN	LocalID	District Name	First Name	Middle Name	Last Name	Birth Date	Gender
72Ii	100	77	GLENPOOL	B	J	A	2/9/	M
72Ic	100	77	GLENPOOL	D	G	A	12/1	F
72Ic	100	77	GLENPOOL	B	R	A	4/2	M
72I0	100	77	GLENPOOL	M	M	A	5/	M
72I0	100	77	GLENPOOL	R	A	A	1/1	M

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The report will open in an on-screen viewer with the option to export the file.

The report type and student filter are displayed above the on-screen report viewer.

On Screen Data Entry


[Back](#)

Export Table as xlsx Download as xlsx

MatchDate	Match	Eligible Month	Eligible Year	SchoolYear	ExitDate	Source Data
8/1/2023 12:00:00 AM		July	2023	2024	1/1/1900 12:00:00 AM	SNAP
8/1/2023 12:00:00 AM	Match	July	2023	2024	1/1/1900 12:00:00 AM	SNAP
7/27/2023 4:46:37 PM	Match	July	2023	2024	1/1/1900 12:00:00 AM	SNAP
10/1/2023 12:00:00 AM	Match	September	2023	2024	1/1/1900 12:00:00 AM	SNAP
8/1/2023 12:00:00 AM	Match	July	2023	2024	1/1/1900 12:00:00 AM	SNAP

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Click the drop down for the **Export Table** list and select the file type needed to import the data into the local point of sale (POS) program.

Click the **Back** button to return to the previous screen.

On Screen Data Entry

OKLAHOMA Education
Oklahoma State Department of Education

Home Page
Definitions

Direct Certification Reports

District Lists: 721013 - GLENPOOL Please select... Clear

Report Type:
 Full Report
 Full Report Address & Case Number
 Eligible First 30 Days

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Click the **Definitions** item in the left menu to see detailed information for terms in the direct certification file.

Home Page – Report Types

- **Full Report** – This report shows students who are Directly Certified for free lunch for this entire current school year. It displays students Directly Certified in the match process conducted by the Wave and will display data based on the filters you will provide on the next page.
- **Full Report Address & Case Number** – This report shows students who are Directly Certified for free lunch for this entire current school year. This report is best viewed when exported to an Excel format as it contains a large amount of data. From Excel you can modify the report and use only the data you need. If the data is blank or empty it is because that data was not supplied to the Wave by DHS. It will display students Directly Certified in the match process conducted by the Wave and will display data based on the filters you will provide on the next page.

Definitions are provided for the user's convenience.

Home Page – Report Types

- **Eligible First 30 Days** – This report will show all students, based on the filters provided by the user on the next page, who currently only qualify for Free lunch for the first 30 days of school. They qualify because they were Directly Certified last school year but are not presently Directly Certified for this school year. Note: A student can drop from this list and move to the Full Report if they qualify for the appropriate services from DHS again.
- **Eligible First 30 Days Address & Case Number** – This report will show all students, based on the filters you will provide on the next page, who currently qualify for Free lunch for the first 30 days of school. (See Eligible First 30 Days description). This report is best viewed when exported to an Excel format as it contains a large amount of data. From Excel you can modify the report and use only the data you need. If the data is blank or empty it is because that data was not supplied to the Wave by DHS.
- **Remaining Records** – This contains all of the records by zip code the Wave was unable to find a direct match for. With this file, you will need to search for students to directly certify using your own match criteria and your own student level data. This file may increase or reduce in size depending on the number of records the Wave is able to match nightly.

Definitions are provided for the user's convenience.

Home Page – Student Report Definitions

- **All matched students for this report** - This filter will provide every student found in our current database that matches to the DHS Direct Certification and meets the criteria of the report you selected. Note: This may contain data on students from the previous school year until September 30th.
- **All matched students who have attended this school year for this report** - This filter will provide every student found in our current database that matches to the DHS Direct Certification data who have attended your district at some point during this current school year and meets the criteria of the report you selected.
- **All matched students without an enrollment for this school year for this report** - This filter will provide every student found in our current database that matches to the DHS Direct Certification data that do NOT yet have an enrollment in the Wave at your district at some point during this school year and meets the criteria of the report you selected. This is only available until September 30th of each year for the purpose of making sure all data has time to process into the Wave from school districts. This will allow you to identify students prior to the start of school who qualify.

Definitions are provided for the user's convenience.

Home Page – Student Report Definitions

- **Only currently attending matched students for this report** - This filter will provide every student found in our current database that matches to the DHS Direct Certification data who is shown to be currently attending your school district/site based on the enrollment information we have received directly from your local Student Information System and who meets the criteria of the report you selected.
- **Only records matched on or between the following dates:** - This filter will provide every record that was matched new on or between the dates supplied. Note: The Match Date will update only once during each school year. It will show the first time the student was matched for that particular year.

Definitions are provided for the user's convenience.

The screenshot shows the top portion of the Direct Certification app. The top header is blue with the text "Exit the Application" in white. Below this is a white navigation bar with a blue "Return to SSO" link and a help icon. A pink arrow points to the "Return to SSO" link. Below the navigation bar is another blue header with the text "Support" in white. The main content area is white and contains a bulleted list of support requirements and a circular orange callout box with support contact information. The footer includes the slide number "17" and the text "WAVE Report Training – Direct Certification App (SSO)", along with the Oklahoma Education logo.

Exit the Application

Return to SSO

Support

- Provide contact information
- District name
- Which report
- Student selection
- Screenshots

Support
jennifer.weber@sde.ok.gov
studentdatainfo@sde.ok.gov

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Click the **Return to SSO** link in the upper right corner to exit the Direct Certification app.


Support contact information is provided. When asking for assistance, please provide the following information for a rapid response:

- The user's full name and phone number is needed.
- The district name, as it is not always clearly identifiable from an email address.
- Supply the name of the report and the student selection that was made, including full details of the issue.
- The name of the POS can be useful information.
- Screenshots are very helpful for SDE as it can clarify the issues.

Connect with Us

-  [Weekly Wave Meetings](#)
-  [Teams Channel](#)
-  [Student Accounting Consortium](#)
-  [Data & Student Information Listserv](#)

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Communication is a key factor in keeping staff connected and “in the know.”

- Weekly Wave Meetings occur on Tuesdays at 10:00. Use the link in the slide to register for this weekly event.
- The Data & Information Department (DIS) encourages district users to connect to our Team channel to locate valuable resources and easy chat access to the DIS team.
- The Student Accounting Consortium meets on the 1st Monday of each month with topics expanding beyond WAVE. Use the link in the slide to request membership in this consortium.
- Subscribe to receive newsletters and email communication from various OSDE departments with the link provided in the slide. It is recommended that users subscribe to the following:
 - Data & Student Information
 - Accountability Reporting
 - Admin Newsletter