

Charter Online Management and Performance System (COMPS)

Charter Management Organization (CMO) Program

Grant Profile Data Guide

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2 Data Introduction

2.1 Overview

This document provides a description of the data elements used to describe the implementation and performance of CSP Grantees as part of the Charter School Programs (CSP) Data Collection, Risk Assessment, and Monitoring contract (GS-10F-0288W) and the Charter Online Management and Performance System (COMPS).

The Charter Schools Program (CSP) grant program serves the purpose of Section 5201 of the Elementary and Secondary Education Act of 1965 (ESEA), which seeks to expand the number of high-quality charter schools and increase national understanding of the charter school model.

2.2 Purpose

The Charter Online Management and Performance System (**COMPS**) is a web-based application designed to assist ED in conducting compliance and performance monitoring activities for CSP Grantees. COMPS accumulates evidence of compliance and performance from Grantees, as well as provides the ability to capture previously reported data in a more secure and efficient manner. The vision is that COMPS will:

- Streamline the collection of data relating to the CSP monitoring of CMOs using COMPS.
- Provide a comprehensive performance and knowledge management platform.
- Collect grant-recipient performance data, import budget data, performs analytics, automate key document and reporting workflows, and enable two-way communication between OESE and Grantees.

The Grant Profile is the baseline and foundation module for COMPS. Grantees are required to submit baseline information at the time of their award, such as assurances, competitive priorities, key program activities, grant objectives, approved budget and waiver requests. The Grant Profile module will only be filled out once by Grantees at the start of their grant award. The information continued in the module will be used in the School/Subgrant Data Collection Module and Annual performance Reports (APR) modules, which are covered in a separate user guide. This data is used by ED to track the progress Grantee's are making towards meeting their goals against their baseline.

The purpose of this document is to outline the data architecture and key data elements associated with the User Management and Grant Profile module for CMO Grantees. This data guide defines the fields collected in the COMPS Grant Profile for CMO grantees. It is to be used in conjunction with the CMO Grant Profile User Guide for a complete understanding of the system and process.

3 Data Workflow/Architecture

3.1 Workflow

The following steps depict the high-level workflow:

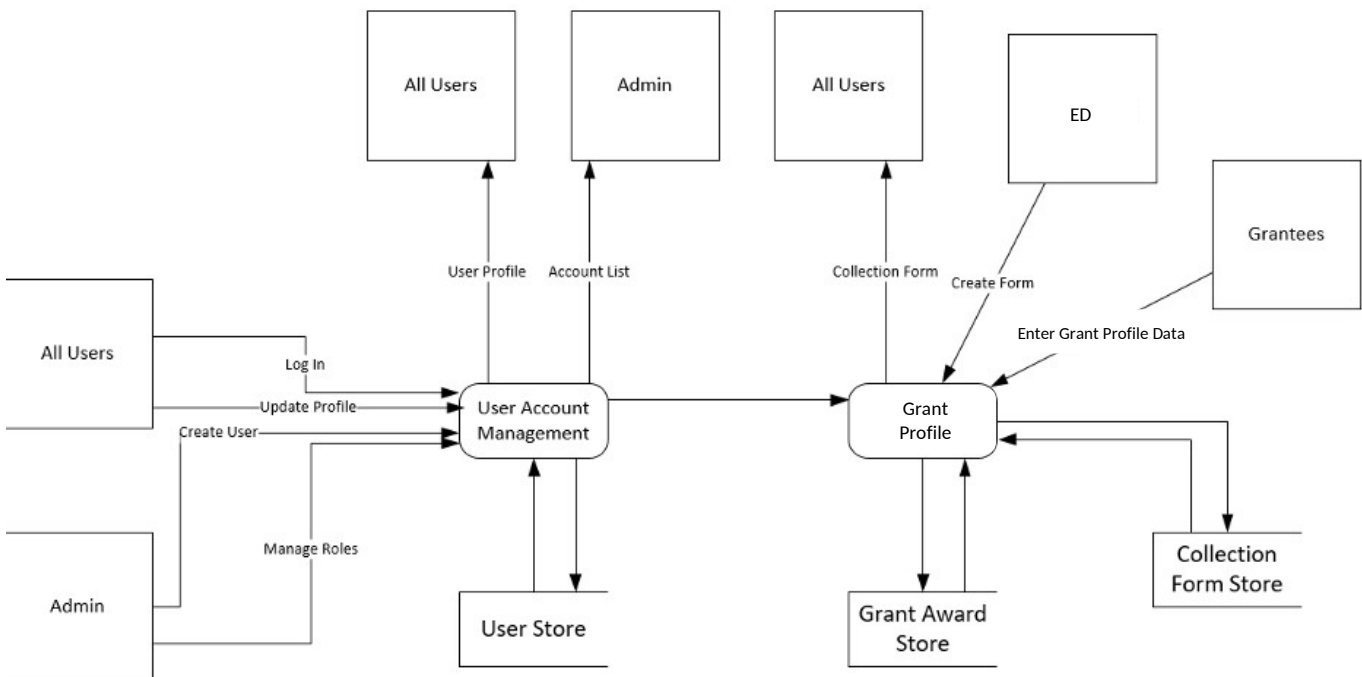
1. User accounts are created by the system admin and ED, with unique emails and password.
2. Grantees are assigned to the appropriate organization and role.
3. Grantees log into the system to update information as needed.
4. ED creates Grantee Organizations and Grant Awards. They create cohort templates (Fiscal year and Program) to set the correct assurances, competition priorities and budget periods.
5. Grantees log into the system to manually enter information in the Grant Profile related to their award. Components of their entry are auto calculated and transmitted to additional modules.
6. Grantees submit their form for review.
7. ED reviews the form and either accepts it, or returns the form to Grantees to correct and resubmit.

3.2 Data Architecture

The database for COMPS is contained in a Microsoft SQL Server instance contained within the virtual machine running the web application.

3.3 Logical Data Model

The following diagram is a simple example of how the User Account Management and Grant Profile modules are linked, with interactions by users.



4 User Access Management

4.1 Overview

The User Access and Management module allows access, through an authentication process, to the system’s landing page for approved users. The system will provide a central web portal that delivers information, based on role, to CMO organizations. The portal permits users to see only the information that is appropriate for their roles. For example, a Grantee project director would only be able to see data collection information regarding their grant. Users are able to navigate to a user access management page that allows them to edit their name and email address and change their password.

4.2 Data Dictionary

The following sections describe the data tables, data fields, and descriptions for the User Access Management and Security module. These data elements are used to ensure Grantee users are tied to the correct organizations and grant awards.

4.2.1 User Roles

This table describes the data elements associated to user roles in the COMPS system.

| Field | Description |
|------------------|---|
| Id | Unique system identifier for the specific role. |
| Name | The name of the access role |
| NormalizedName | The name of the access role |
| ConcurrencyStamp | Hash value used by the framework. |

4.2.2 Users

This table contains users and their associated data for the system.

| Field | Description |
|-------------------|---|
| AccessFailedCount | Count of the user's consecutive logon failures |
| Id | Unique system identifier for the user's account |
| ConcurrencyStamp | Hash value you determine tampering. |
| Email | The user's email address |
| EmailConfirmed | Indicator denoting if the user's email has been verified. |

| | |
|---------------------------|---|
| LockoutEnabled | Indicator denoting if the user account should be locked out if it exceeds the number of allowable login failures. |
| LockoutEnd | The date and time that the account lockout ends after the last lockout. |
| NormalizedEmail | The user's email address formatted in all CAPS |
| NormalizedUserName | The user's username formatted in all CAPS |
| PasswordHash | The hashed/encrypted value of the user's password. |
| PhoneNumber | The user's phone number. |
| PhoneNumberConfirmed | Indicator denoting if the user's phone number has been verified. |
| SecurityStamp | Hash value used by the framework |
| TwoFactorEnabled | Indicator denoting if the user has chosen to add a two-factor authenticator |
| UserName | The user's username. |
| DeactivatedDateUtc | The date and time that the user account was deactivated. |
| DisabledDateUtc | The date and time that the user account was disabled. |
| EnablePwChangeDateUtc | The date and time that the waiting period expires after the user changes their password. |
| Extension | The user's phone extension |
| FaxNumber | The user's fax number |
| FirstName | The user's first name |
| JobTitle | The user's job title |
| LastName | The user's last name |
| LockoutCount | Count of the user's consecutive account lockouts |
| OrganizationId | Identifier denoting the user's organization. |
| PasswordExpirationDateUtc | The date and time that the user's current password will expire. |

4.2.3 User Role Identification

This table creates unique identifiers for the users in the system.

| Field | Description |
|--------|---|
| UserId | Unique system identifier for the referenced user account. |
| RoleId | Unique system identifier for the reference user role. |

4.2.4 Organizations

This table describes the data elements associated to organizations in the COMPS system.

| Field | Description |
|----------------|---|
| OrganizationId | Unique system identifier for the user organization. |
| Name | The name of the organization. |
| TypeId | Code for organization type: 0 - ED 1 - Contractor 2 - Grantee |
| Discriminator | The name of the data type of the organization: "Organization", "Grantee" |
| Address1 | The Grantee organization's first address line |
| Address2 | The Grantee organization's second address line |
| City | The Grantee organization's city |
| Uei | The Grantee organization's Unique Entity Identifier |
| UsStateId | Unique system identifier for the reference US State location of the Grantee organization. |
| ZipCode | The Grantee organization's US postal code |

5 Grant Profile

5.1 Overview

The Grant Profile is a module for CMO Grantees to enter baseline Grantee organization and grant award information. This information is submitted by CMO Grantees once, at the beginning of the grant. Grantees are required to submit baseline information at the time of their award, such as assurances, competitive priorities, key program activities, grant objectives, approved budget and waiver requests.

5.2 Data Dictionary

The following sections describe the data tables, data fields, and descriptions for the Grant Profile.

5.2.1 Grant Awards

The following table describes the key data elements associated with a Grantee's grant award. This information is used in the subsequent tables to be associated with other data submitted by the Grantee.

| Field | Description |
|----------------------|---|
| GrantAwardId | Unique ID for the grant award number. |
| AwardNumber | Unique award number for the Grantee's grant. |
| Duration | The length of the Grantee's award. |
| FedFiscalYearAwarded | Year the Grantee was awarded funds. |
| GranteeId | Unique ID for the Grantee organization. |
| ProfileStatusId | Code representing profile submission status: 0 - New 1 - InProgress 2 - EdReview 3 - Approved 4 - Revalidate 5 - Closed |
| ProgramId | Code representing a grant program: 0 - SE 1 - CMO 2 - Developer |
| ProjectTitle | Unique title of the Grantee's project. |
| TotalAwardAmount | Total amount of the Grantee award, input by ED. |

5.2.2 Assurances Table

The Assurances table displays information to the Grantees. It allows them to certify the correct assurance line items by clicking a check box. The specific data elements are listed below for each of the various tables.

| Field | Description |
|---------------------|---|
| AssuranceLineItemId | Unique system identifier for the assurance line item record. |
| AssuranceId | Unique system identifier for the referenced assurance record. |
| GrantAwardId | Unique system identifier for the referenced grant award record. |
| Description | Specific assurances description that was input by ED for the cohort. |
| RowNo | System item used to order the items on screen. A number indicating the order that the priority should be placed in. |
| Text | Display of the assurance description. |

| Field | Description |
|------------------------------|---|
| AssurancesSubLineItemId | Unique system identifier for the assurance sub line item record. |
| AssurancesTemplateLineItemId | Associated the sub-line item to the appropriate assurances template generated by ED. |
| Description | Specific assurances sub-item description that was input by ED for the cohort. |
| RowNo | System item used to order the items on screen. A number indicating the order that the priority should be placed in. |

5.2.3 Competition Priorities

The table below describes the data that is displayed to Grantees, and is required for Grantees to submit, for their competition priorities.

| Field | Description |
|-----------------------|---|
| CompetitionPriorityId | Unique system identifier for the competition priority record. |
| Description | The text of the competition priority that is displayed on screen |
| GrantAwardId | Unique system identifier for the referenced grant award. |
| GranteeResponse | Explanation entered by the Grantee to show how they are complying with the priority. |
| PrioritySelected | Indicator that shows if the priority should be reported for the referenced grant award. |

| | |
|-------|--|
| RowNo | A number indicating the order that the priority should be placed in. |
|-------|--|

5.2.4 Key Program Activities

The table below describes the data that is displayed to Grantees, and is required for Grantees to submit, for their key program activities as part of their Grant Profile submission. Grantees will submit data for each budget period across startup-up, expansion and replication activities. Totals for each row (e.g., startup) and column (budget period), will be auto calculated.

| Field | Description |
|--------------------------|---|
| BudgetPeriodId | Unique dates pulled for the Grantee based on their cohort budget period dates and their grant duration. |
| CohortTemplateLineItemId | Pulls the Grantee's cohort budget period dates. |
| GrantAwardId | Unique ID for the grant award. |
| ExpansionSchoolCount | Entry by Grantees of their approved pipeline by number of expansion schools per budget period. |
| ReplicationSchoolCount | Entry by Grantees of their approved pipeline by number of replication schools per budget period. |
| ExpansionSchoolTotal | System calculation to add all the school expansion entries across budget periods. |
| ReplicationSchoolTotal | System calculation to add all the school replication entries across budget periods. |
| ExpansionSeatCount | Entry by Grantees of their approved pipeline by number of expansion seats per budget period. |
| ReplicationSeatcount | Entry by Grantees of their approved pipeline by number of replication seats per budget period. |
| ExpansionSeatTotal | System calculation to add all the seat expansion entries across budget periods. |
| ReplicationSeatTotal | System calculation to add all the seat replication entries across budget periods. |
| BudgetPeriodTotal | System calculation to add all the budget period entries across budget activities. |

5.2.5 Grant Objectives – Project Objectives and Performance Measures

The table below describes the data that is displayed to Grantees, and is required for Grantees to submit, for their project objectives as part of their Grant Profile submission.

| Field | Description |
|--------------|---|
| ObjectiveId | Unique ID for the generated project objective. |
| GrantAwardId | Unique ID of the Grantee and award. |
| RowNo | A number indicating the order that the priority should be placed in. |
| Text | Textbox for the Grantee to enter project objectives related to their grant award and grant application. |

The table below describes the data that is displayed to Grantees, and is required for Grantees to submit, for their performance measures as part of their Grant Profile submission.

| Field | Description |
|----------------------|---|
| PerformanceMeasureId | Unique ID for the generated performance measure. |
| ProjectObjectiveId | Unique ID for the project objective that ties the associated performance measure to. |
| RowNo | A number indicating the order that the priority should be placed in. |
| Text | Textbox for the Grantee to enter performance measures related to their grant award and grant application. |

The table below describes the data that is displayed to Grantees, and is required for Grantees to submit, for their associated values for their performance measures as part of their Grant Profile submission.

| Field | Description |
|----------------------|--|
| BudgetPeriodId | Ties the input value to the correct generated budget period. |
| PerformanceMeasureId | Ties the input value to the performance measure. |
| GoalValueType | Selectable value. |
| GoalValueEntry | Grantee entered value type for their performance measure. |

5.2.6 Grant Objectives – Document Uploads

The table below describes the data that is displayed to Grantees, and is required for Grantees to submit, for their grant objectives as part of their Grant Profile submission.

| Field | Description |
|--------------------------------|--|
| GrantAwardId | Unique ID of the Grantee and award. |
| LogicModelFilePath | A document Grantees will upload related to their logic model. |
| ManagementPlanFilePath | A document Grantees will upload related to their management plan. |
| BoardPoliciesAndManualFilePath | A document Grantees will upload related to their board policies. |
| OrganizationChartFilePath | A document Grantees will upload related to their Organizational Charts. |
| ClosurePlanFilePath | A document Grantees will upload related to their closure plan. |
| ClosurePlanSelected | Indicator that shows if the closure plan has not yet been developed. |
| ClosurePlanGranteeResponse | Explanation entered by the Grantee to explain why the closure plan has not been finalized. |
| ClosurePlanAvailabilityDateUtc | Date Grantee will enter for expected date of closure plan availability. |
| GranteeCharterMgmt Contract | Grantee will enter “yes” or “no” if they have a contract with a EMO or ESP |

| | |
|---------------------------|--|
| CharterMgmtPlanFilePath | A document Grantees will upload related to their charter management plan. |
| MgmtOrgType | Grantee will enter selections for “EMO”, “ESP” or “Other”. |
| OtherMgmtOrgType | Description to input another management org name. |
| MgmtOrgName | Text box for Grantee to enter the organization name of the EMO, ESP or other. |
| MgmtOrgTotalContractValue | Cell for Grantee to enter the total contract value with the management org. |
| ContractScope | Grantee can select all that apply for “Business Administrator Services”, “Curriculum Development”, “Professional Development”, “Staffing” and “other”. |
| OtherContractType | Description to input another contract scope. |
| MgmtRoles | Text box for Grantee to describe the roles and responsibilities of the management organization. |
| EMOWebsite | Link to where contract is posted for EMO. |

5.2.7 Grant Objectives – Lottery

The table below describes the data that is displayed to Grantees, and is required for Grantees to submit, for their Lotteries as part of their Grant Profile submission.

| Field | Description |
|----------------------------------|--|
| GrantAwardId | Unique ID of the Grantee and award |
| IsLotteryPlan | Grantee will select yes or no if they have a lottery plan |
| LotteryPolicyFilePath | Grantees will then be required to upload the lottery plan document if they select yes |
| IsLotteryWeight | Grantee will select yes or no if the plan includes weights |
| IsLotteryApproved | Grantee will select yes or no if the plan is approved |
| PrefersEmployeeChildLottery | If their lottery plan has an allowable preference for “sibling.” |
| PrefersOtherLottery | If their lottery plan has an allowable preference for “other.” |
| PrefersOtherLotteryDesc | If PrefersOtherLottery is selected, Grantees are required to input data in a text box. |
| PrefersSchoolFounderChildLottery | If their lottery plan has an allowable preference for “Children of school founders.” |
| PrefersSiblingLottery | If their lottery plan has an allowable preference for “Children of employees.” |

5.2.8 Approved Budgets – Indirect Cost

The table below describes the data that is displayed to Grantees, and is required for Grantees to submit, for their indirect costs as part of their Grant Profile submission.

| Field | Description |
|--------------|--|
| GrantAwardId | Unique system identifier for the referenced grant award. |

| | |
|------------------------------|---|
| IsIndirectCost | Grantee selects if the claim indirect cost |
| FederalGovtApproved | If the following applies to a Grantees indirect cost agreement: "The Grantee has an Indirect cost Rate Agreement approved by the Federal Government" |
| DeMinimusRate | If the following applies to a Grantees indirect cost agreement: "The Grantee is not a State, local government, or Indian tribe, and is using the de minimus rate of 10% of modified total direct costs (MTDC) in compliance with 2 CFR 200.414(f)." |
| RestrictedRateProgram | If the following applies to a Grantees indirect cost agreement: "The Grantee is funded under a Restricted Rate Program and is using a restricted indirect cost rate that either." |
| TrainingRateProgram | If the following applies to a Grantees indirect cost agreement: "The Grantee is funded under a Training Rate Program and:" |
| EdAgencyApproved | If ED is selected for the approving federal agency. |
| OtherAgencyApproved | If "other" agency is selected. |
| OtherApprovingAgencyName | Description to input another agency name. |
| RateAgreementBeginDateUtc | Period covered by the indirect Cost Rate Agreement. |
| RateAgreementEndDateUtc | Period covered by the indirect Cost Rate Agreement. |
| RestrictedRateProgramOptions | Grantee can select "is included in approved Indirect Cost Rate Agreement" or "Complies with 34 CFR 76.564(c)(2)". |
| TrainingRateProgramOptions | Grantee can select "recovering indirect cost using 8% of MTDC in compliance with 34 CFR 76.564(c)(2)" or "Recovering indirect cost using its actual negotiated indirect cost rate reflected in 9(b)". |

5.2.9 Approved Budgets

The table below describes the data that is displayed to Grantees, and is required for Grantees to submit, for their approved budget as part of their Grant Profile submission.

| Field | Description |
|---------------------------------|--|
| ApprovedBudgetId | Unique system identifier for the approved budget record. |
| ApprovedBudgetNarrativeFilePath | A budget narrative document Grantee's will upload prior to filling out their approved budgets. |
| BudgetPeriodId | Unique system identifier for the referenced budget period record. |

| | |
|--------------|---|
| Category | Code to identify the category of the budget amount: 0 - Personnel 1 - Fringe Benefits 2 - Travel 3 - Equipment 4 - Supplies 5 - Contractual 6 - Indirect Costs 7 - Other (does not include subrecipients) 8 - Subrecipient Award |
| BudgetAmount | Cells Grantees will input dollar amounts into each category above for their corresponding budget across their grant's budget periods. |

5.2.10 Waiver Requests

The table below describes the data that is displayed to Grantees, and is required for Grantees to submit, for their waiver requests as part of their Grant Profile submission.

| Field | Description |
|-----------------|--|
| WaiverRequestId | Specific ID for each waiver request. |
| ApprovalDateUtc | Date Grantee will enter for approved waiver. |
| Description | Description of the waiver included in the grant application. |
| GrantAwardId | ID that Grantee is tied to as multiple waivers can be added. |