Open Door Grant (ODG) Program Annual Report
Navigation and Reporting Instructions

Section 1009.895(5), Florida Statutes, requires that each institution shall annually report to the Florida Department of Education by September 1 data from the previous fiscal year on program completion and credential attainment by students participating in the grant program that, at a minimum, includes:

1. A list of the programs offered.

2. The number of students who enrolled in the programs.

3. The number of students who completed the programs.

4. The number of students who attained workforce credentials, categorized by credential name and relevant occupation, after completing training programs.

Utilize these "Best Practice" guidelines to ensure data is complete and accurate when reporting:

- Ensure that the total number of students listed in the "Number of Students Enrolled in the Program" matches the total number of students that your institution reported on the Disbursement Eligibility Report (DER). Any deviation in the student counts may prompt a question from Office of Student Financial Assistance (OSFA) personnel.
- Use the official program name found on the Master Credentials List, which promotes consistent reporting across all institutions. This is to avoid various iterations of a singular program or certification name and omits the usage of abbreviations and acronyms.
- Ensure that there are no extra spaces following the program name.

Continue to the next page for step-by-step reporting instructions.
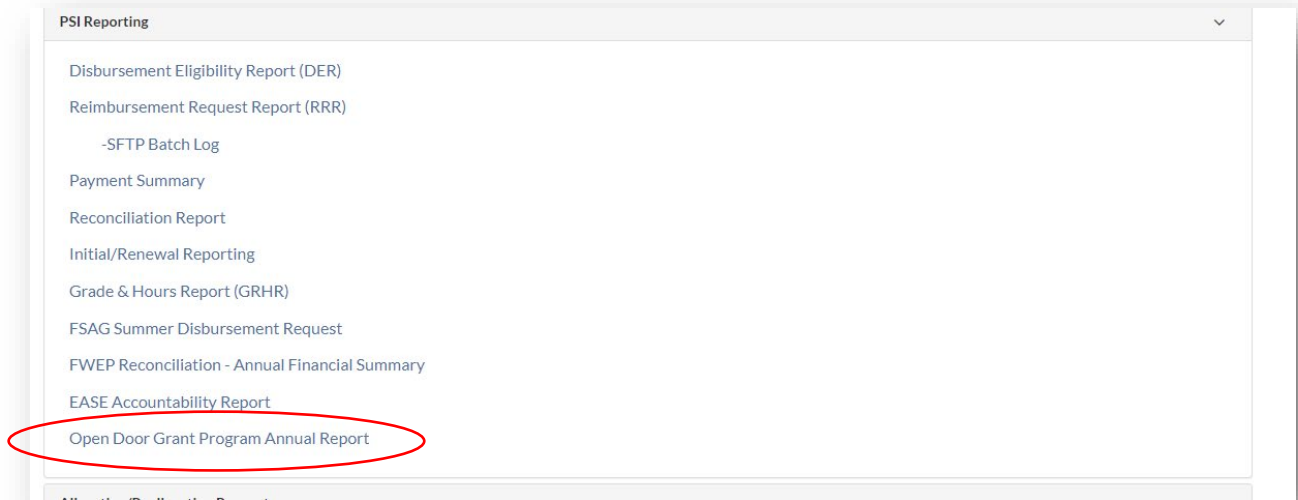
1. To access the ODG Program Annual Report screen, visit
    https://www.FloridaStudentFinancialAidsg.org. **Login** and choose **Postsecondary Institutions**.

2.
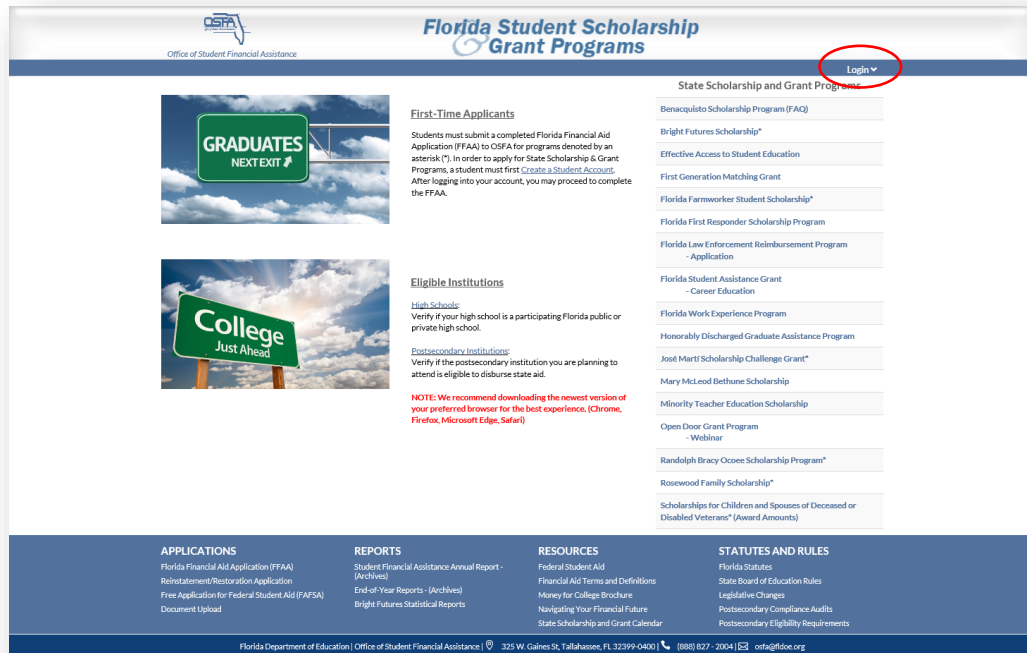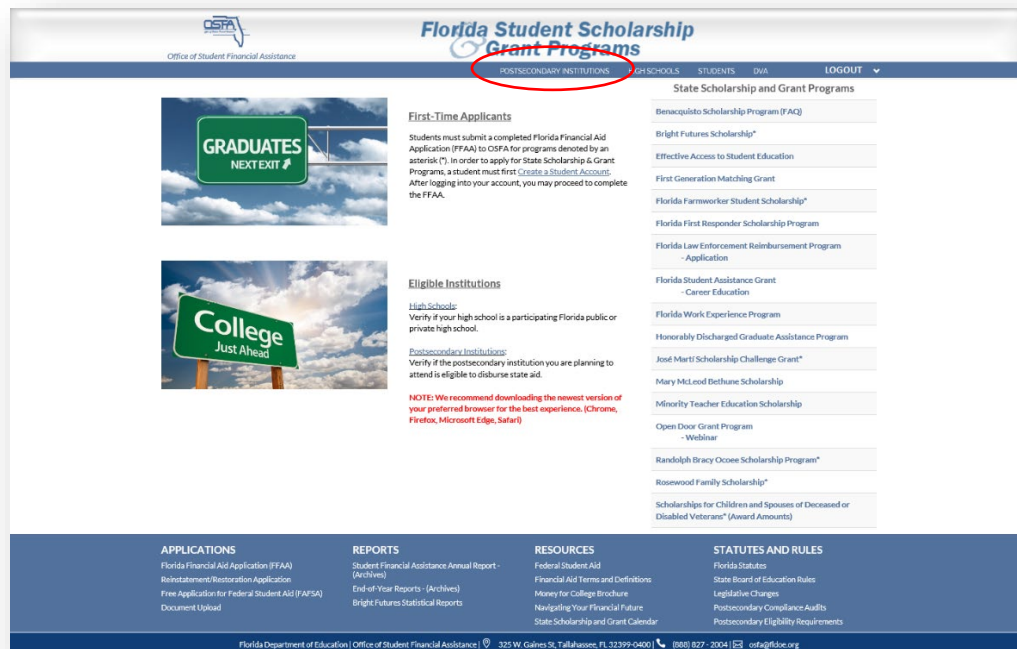
3. After you have selected **Postsecondary Institutions**, select **Open Door Grant Program Annual Report**.

Your institution code and institution name will be prepopulated in the available drop-down menus. Select the appropriate academic year to submit, review, and/or edit data. Then, select the **Search** button.

4. After the **Search** Button has been selected, two tables will appear related to the **Number of Eligible ODGP Students** and **ODG Programs**.

Number of Eligible ODG Students			
Term 1 (Fall)	Term 2 (Spring)	Term 6 (Summer)	Unduplicated Total
0	0	0	

Add ODG Program

		ODG Program/Certification Name	CIP or FDOE Certification Code	Program Type	Degree Type	Number of Students Enrolled in the Program	Number of Students who Completed the Program	Number of Students that Attained Workforce Credentials in the Program	Number of Students Remaining in this Program	Relevant Occupation After Training Program
Edit	Delete	TESTING	TESTING	WEP	AA	12	11	10	9	NURSING

Submit   Export Data to Excel

Note: This data is for students who recieved Open Door funding for this academic year.

Number of Eligible ODGP Students: This table contains read-only students counts from each term within the specified academic year. Term counts are based upon the student records provided through the Disbursement Eligibility Report (DER). The unduplicated total field will provide a unique student count reported by the postsecondary institution during the specified academic year.

Number of Eligible ODG Students			
Term 1 (Fall)	Term 2 (Spring)	Term 6 (Summer)	Unduplicated Total

This field is not required to be filled out by the Institution. This data will be populated directly by OSFA.

ODG Program: After the **Search** button is selected, any previously submitted information should populate. If no data has been submitted, the message "No Data Found" should appear. If no data has been provided, select the **Add ODG Program** button to begin.

Data Parameters:

Field	Field Length	Field Type	Sample Data
ODG Program/Certification Name	60	Alphanumeric	Practical Nursing
CIP or FDOE Certification Code	15	Alphanumeric	513900
Program Type	3	Alpha	IET
Degree Type	3	Alpha	AAS
Number of Students Enrolled in the Program	7	Numeric	2570
Number of Students who Completed the Program	7	Numeric	1596
Number of Students that Attained Workforce Credentials in this Program	7	Numeric	1550
Number of Students Remaining in this Program	7	Numeric	974
Relevant Occupation After Training Program	60	Alphanumeric	Nursing Assistant

Program Type Codes	Definition
IET	Integrated Education and Training
WEP	Workforce Education
IC	Industry Certification
APP	Apprenticeship or Pre-Apprenticeship

5. Follow the instructions below to achieve the goal of reporting the unique ODG Program or Certification amongst the students that received ODG funding in the academic year:

Select the **Add ODG Program** button to begin.

All fields are required to have information entered based on the information shown in the "Data Parameters" table from the previous page. After each field contains data, the **Submit** button must be selected.

The **Edit** and **Delete** buttons will appear next to each row **after information is submitted**.
Continue to add as many rows as necessary to report each unique ODG Program or Certification amongst the students that received ODG funding in the academic year.

If data needs to be modified on an existing row, select **Edit**. Once modifications are made, select **Submit**. Similarly, if data needs to be deleted from an existing row, select **Delete** and choose **Yes** when prompted to confirm if the data should be permanently removed.

Selecting **Submit** will result in all data saving while remaining visible on the current page, though an institution can freely return to the annual report at their convenience.

After **Submit** has been selected, you can acquire a comprehensive view of all data that was entered for a fiscal year by selecting **Export to Excel**.