

# 2021-22 Human Resources Data Validation Strategies Checklist

This checklist contains some strategies for verifying **HR data** and is by no means a comprehensive list. Each school should have an internal process in plan for verifying data. Each school is strongly encouraged to use this checklist to help ensure the accuracy of their data. It should be noted the importance of coding all Special Educations staff as such. Those staff will be included in the December Count snapshot, not HR. CSI would welcome any strategies each school has developed. If you have any questions about this document or would like to share strategies that can be added to this list, please contact the CSI Submissions inbox: [Submissions\\_CSI@csi.state.co.us](mailto:Submissions_CSI@csi.state.co.us)

## **Staff Profile**

- Report only staff that were actively employed as of December 1<sup>st</sup> (Count Day).
- Review Starting Point Staff Profile file to remove any staff that left prior to the start of the school year and add any new staff that have been hired since last year.
- Review the [Staff Profile File Layout and Definitions](#) to determine if new fields have been added or existing fields have been removed for the current school year. Make the necessary additions or removals of fields and update the data accordingly.
- Review and update any fields highlighted by CSI on your Staff Profile Starting Point file. Highlights indicate potentially inaccurate data from the previous year that did not necessarily flag for an error.
- Ensure all fields updated by CSI remain unchanged unless incorrect. Any changes to the below fields may cause inaccurate data as they already have been updated:
  - Years of Teaching Experience
  - Years of Education Experience
  - Years Principal at any School
- If your school has the waiver for CRS 22-9-106 and 22-2-112(1)(q)(l), please be sure the below fields zero filled. It should be noted that the measures for student learning/outcomes fields are on pause for the 21-22 school year. In a typical year, schools with the appropriate waivers should zero fill:
  - Teacher Overall and Standard Performance Ratings
  - Specialized Service Professional (SSP) Overall and Standard Performance Ratings
  - Principal Overall and Standard Performance Ratings
- Special education staff must have 80010 listed in the Admin Unit/SOP Code field.
- All contractors need to be included in the file. If this is a role that is a regular position at the school (not temporary less than 90 days) and employed as 12/1, they should be included.
- All staff coded with a Job Classification of 201, 202, 206, 216, 222, 223, 211, 231, 233, 234, 235, 236, 237, 238, and 242 must have their Probationary Status non-zero filled. CSI schools with use "03 – Other" for this field.
- Ensure all staff teaching reading in grades K-3 have a non-zero filled READ Teacher Training Status completed. The rest can be zero-filled in this new field for 21-22.

## Staff Assignment

- Review Starting Point Staff Assignment file to remove any staff that left prior to the start of the school year and add any new staff that have been hired since last year. Ensure staff were actively employed as of December 1<sup>st</sup>.
- Review and update any fields highlighted by CSI on your Staff Assignment Starting Point file. Highlights indicate potentially inaccurate data from the previous year that did not necessarily flag for an error.
- Ensure all fields updated by CSI remain unchanged unless incorrect. Any changes to the below fields may cause inaccurate data as they already have been updated:
  - Years Principal at this School
- Review the [Staff Assignment File Layout and Definitions](#) document to determine if new fields have been added or existing fields have been removed for the current school year. Make the necessary additions or removals of fields and update the data accordingly. Note: CSI will make many of the changes on your starting point file for the current year, but this information should be reviewed, and data should be updated.
- Teachers teaching grades between PK-5th AND 7-12th, must have separate detail records for each grade range. 6th grade can be reported in either grade grouping.
  - Check for any rows of data that have PK-5 and 7-12 in one row.
- Verify all staff with a Job Classification of 201-206 have the In-Field Status 1 coded with the applicable information. Ensure that the In-Field Status 1 is the highest option applicable based on the staff members Degree and Teaching Subject Area. In-Field Status 2, required in 17-18, has been removed.
  - Check that all staff coded with an “01 – Subject Area Endorsement on Teaching License” do actually have the proper endorsement in their teaching subject area on their license
  - Verify that all staff coded with a “02 – Degree (BA or higher) in subject area” have their Subject Area of Degree and Teaching Subject Area match, otherwise find next highest applicable answer. See the [ESSA In-Field Crosswalk](#) from CDE for further information.
- Review accuracy of all Grant/Project Funding Source codes to ensure they are accurate. General Education staff with Job Classification codes 201, 222, 223, 415, and 419 are now required to complete this with a non-zero filled option. Typically, General Education Staff should be coded as 0001 and SPED staff should be coded with a 4027 or 3130 with some exceptions.
- Ensure that if you are not a new school, that you are not using 5282. This should be replaced with the applicable code.
- Schools can no longer use 06 – HQ via 24 Hours for the Demonstrates In-Field Status Field. All Starting Point files have these highlighted and must be updated using a valid code from the Staff Assignment File Layout document linked earlier in this document.

### **Special Education Staff**

- Special education staff must have 80010 in the Admin Unit and a Special Education Assignment Flag of 1, otherwise will not be counted in the December Count snapshot
- For Special education staff, confirm that only the grade levels with a 1 are those in which a special education student (in the December Count Participation file) has the staff member's EDID listed.
- Coordinate with staff completing the December Count collection to ensure all errors on the level 2 staff snapshot have been corrected. Ensure the warnings have been reviewed for accuracy.

### **Special Education Funding Source**

- Make sure funding codes align with those found on the HR
  - Verify all Special Education staff have a funding code of either 4027 (IDEA) or 3130 (ECEA).
  - Staff not teaching Special Education should not have the 3130 or 4027 funding codes. 0001 should be used most commonly for staff receiving general funding.

### **HR File Submissions (Staff Profile, Staff Assignment)**

- Confirm that both the Staff Profile and Staff Assignment files include all staff employed as of December 1st. This should include contractors/contracted service providers.
- Confirm that any EDIDs reported in the school's Special Education Participation file are listed in both the Staff Profile and Staff Assignment file.
- Confirm that your school has reviewed all Warnings in your error reports. Warnings can often mean incorrect data.