

2021-2022 Human Resource (HR) Data Collection Prep

Colorado Charter School Institute

Recorded May 2021



Agenda

- Collection Overview/EDID Process(slides 3-4)
- Collection Specific Training and Resources (slides 5-7)
- HR Prep Steps: New vs. Returning (slides 8-11)
 - Templates
 - Starting Point Files
- Updates to Starting Point Files and location in FileZilla (slides 12-14)
- 21-22 File Changes and Best Practices (slides 15-16)



Courtesy of clipart-library.com

Overview of Collection

- All General Education Staff information
 - Including Special Education staff (*pulled into December Count snapshot*)
- Contractors are included in this collection
- Official staff count date: December 1st, 2021
- Collected information is used for:
 - school staff demographics
 - average salaries by position and education level
 - highly qualified status for teachers and paraprofessionals
 - turnover rates
 - educator effectiveness ratings
- **Important:** The HR Collection data is manually entered – meaning likelihood of errors increases.



Courtesy of clipartpanda.com



Educator Identifiers (EDIDs)

- EDID is the unique state identifier for each Staff Member
- Errors are generated if a staff record does not precisely match the EDIS system
 - First and Last Names; DOB; and Gender
- If the EDIS system is wrong or if you need to request an EDID, please follow the process linked below
- Request early to avoid the bottleneck around December Count when possible

CSI SASID and EDIS webpage:

<https://resources.csi.state.co.us/sasid-edid-requests/>

EDIS Log in:

<https://www.cde.state.co.us/idm/edis>

EDIS Request/Update Guide:

<https://resources.csi.state.co.us/edid-request-update-guide/>

Library Accountability Assessments Data Submissions Finance Legal and Policy Student Services

SASID/EDID Requests

SASIDs and EDIDs are unique identifiers assigned to students and staff, respectively in order to preserve the privacy of student and staff records while being able to track student and staff within the state and allowing for statutorily required data analyses.

Please review the applicable Guide, then Access either RITS (for students) or EDIS (for staff) to confirm whether a request for a new identifier or an update to an existing identifier is necessary for the student/staff, and complete the applicable Template accordingly.

For questions or support, please email submissions_CSI@csi.state.co.us.

General Submissions

CSI Data Submissions Handbook Open	CSI Data Submissions Calendar Open	Troubleshooting Errors Open
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SASID/EDID Resources

SASID Request/Update Guide Open	New SASID Request Template Open	RITS Access Open
EDID Request/Update Guide	EDID Request Template	EDIS Access



Collection Specific Training

HR Data Collection Submissions Resources

HR Collection Training: General Overview

Slides

Webinar

Covers the 5 steps of the submissions process. Details resources available and is intended for newer staff

HR Collection Training: New This Year

Slides

Webinar

Provides updates, changes and validation reminders for the current collection year. Designed for more experienced staff

HR Quick Training: Data Collection Prep

Slides

Webinar

Training you are currently reviewing



Collection Specific Resources

File Layouts

Staff Profile File Layout – CSI Additions

Open

Staff Assignment File Layout – CSI Additions

Open

Staff Profile Template

Open

Staff Assignment Template

Open

Data Validation Resources

HR Data Validation Strategies

Open

CDE ESSA In-Field Crosswalk

Download

HR Coding Scenarios

Open

Additional Resources

HR New Hire Form

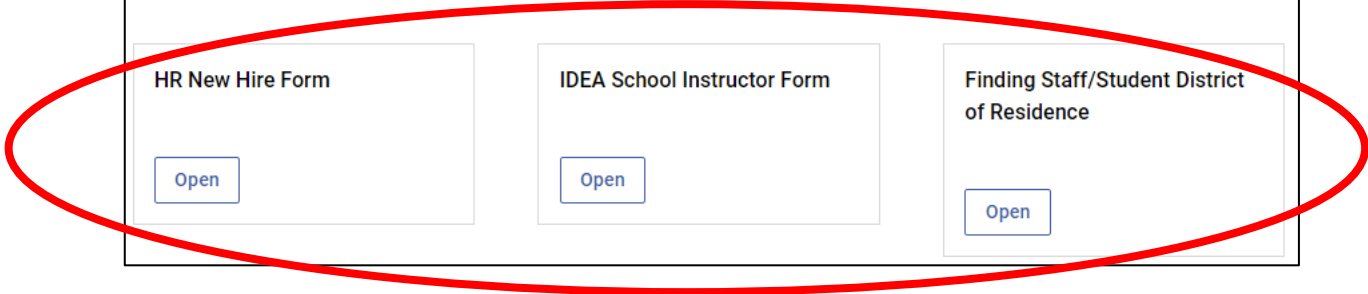
Open

IDEA School Instructor Form

Open

Finding Staff/Student District of Residence

Open



HR Collection Resources Available at: <https://resources.csi.state.co.us/human-resources/>



HR New Hire Form

HR New Hire Form

First Name: _____ Middle Name: _____ Last Name: _____

Gender: Female (01) Male (02) Date of Birth (MM/DD/YYYY): ___/___/____ Social Security Number: ____-____-_____

Race (check all that apply - at least one): American Indian/Alaskan Native Asian Black/African American White Native Hawaiian/Other Pacific Islander

Are you Hispanic/Latino? Yes (1) No (0)

Address/City/State/Zip: _____

School District of Residence: _____ Start of Employment: ___/___/____

Years of Pre/K-12 Teaching Experience: _____ Years of Pre/K-12 Education Experience (teaching experience + other education experience): _____

Years Principal at Any School: _____

Highest Level of Education Completed (select one):

- N/A (00)
- No High School Diploma (09)
- High School Graduate – high school diploma or equivalent (10)
- Post Graduate – Grade 13 (11)
- Formal award, certificate or diploma (less than one year) (12)
- Formal award, certificate or diploma (more than or equal to one year) (13)
- Formal award, certificate or diploma (more than or equal to one year) (14)
- Associate's degree or two or more years (48 semester hours or more of college with no degree) (15)
- Bachelor's (Baccalaureate) degree (e.g., B.A., A.B., B.S.) (16)
- First-professional degree (e.g., D.C. or D.C.M., D.D.S. or D.M.D., M.D., O.D., D.O., D.Pharm., Pod.D. or D.P.M., D.V.M., L.L.B. or J.D., M.Div., M.H.L., B.D., or Ordination) (17)
- Master's degree (e.g., M.A., M.S., M.Eng, M.Ed, M.S.W., M.B.A., M.L.S.) (18)
- Specialist's degree (e.g., Ed.S) (19)
- Doctoral (Doctors) degree (e.g., Ph.D., Ed.D) (20)

Institution Where Highest Degree was Earned: _____ State: _____

Subject Area of Degree(s): Identify the degree(s) a middle, junior or high school teacher has received (bachelors, masters or doctorate)— This is required for teachers teaching 7th grade or higher. Select up to three degrees.

- | | | | |
|---|---|---|--|
| <input type="checkbox"/> 0000 N/A | <input type="checkbox"/> 1400 Office Occupations | <input type="checkbox"/> 0500 English Language Arts | <input type="checkbox"/> 1900 Co-curricular Activities- Non-athletic |
| <input type="checkbox"/> 1100 Mathematics | <input type="checkbox"/> 0400 Distributive/Marketing Education | <input type="checkbox"/> 1700 Special Education | <input type="checkbox"/> 0800 Physical Curriculum |
| <input type="checkbox"/> 0100 Agriculture | <input type="checkbox"/> 1500 Social Sciences | <input type="checkbox"/> 0600 Foreign Languages | <input type="checkbox"/> 2000 Other Degree |
| <input type="checkbox"/> 1200 Music | <input type="checkbox"/> 0450 Elementary Education | <input type="checkbox"/> 1800 Co-curricular Activities I - Athletic/Sport | <input type="checkbox"/> 0900 Family and Consumer Education |
| <input type="checkbox"/> 0200 Art | <input type="checkbox"/> 1600 Technical Education/Computer Technology | <input type="checkbox"/> 0700 Health Occupations Education | <input type="checkbox"/> 2100 No Degree |
| <input type="checkbox"/> 1300 Natural Science | | | |
| <input type="checkbox"/> 0300 Business | | | |



Collection Prep Steps

Log into FileZilla/Download Starting Point files (returning)

OR

Download Staff Profile and Assignment Templates from CSI
(new schools)

Update Starting Point Files (or templates) at time of hire and to reflect updated information on existing staff

Submit EDID Requests for new staff (without existing EDID)

Upload files and e-mail CSI once collection has opened and files can be processed



HR Prep Steps: New vs. Returning Schools



New Schools to CSI

Utilize the Staff Profile and Staff Assignment Templates* on the CSI website.

Returning CSI Schools

Access Starting Point Files from FileZilla and modify for the 21-22 school year.

* - Delete instructions row (row 2) prior to submitting to CSI.



New Schools: Templates

Staff Profile Template

Remove Row 2 (Instructions) prior to submitting!

	A	B	C	D	E	F	G	H	I	J	K
1	Admin Unit Code	District Code	SSN Staff	Edid	First Name Staff	Last Name Staff	Gender Staff	Birth Date Staff	Staff's Ethnicity: Hispanic or Latino	Staff's Race: American Indian or Alaska Native	Staff's Race: Asian
	80010	8001	[9 digit SSN]	[8 digit code]			[2 digits] 01=F; 02=M +	[8 digits] mmddyyyy	[1 digit] 0=No; 1=Yes	[1 digit] 0=No; 1=Yes	[1 digit] 0=No; 1=Yes

Staff Assignment Template

	A	B	C	D	E	F	G	H	I	J	K	L
1	Admin Unit Code	District Code	SPED Assignment Flag	EDID	First Name Staff	Last Name Staff	Gender Staff	Birth Date Staff	School Code	SPED Staff Program Code	Job Classification Code	Start Date Of Assignment
	[5 digits] 80010	[4 digits] 8001	[1 digit] 0=No; 1=Yes	[8 digit code]			[2 digits] 01=F; 02=M	[8 digits] mmddyyyy	[4 digit code]	[4 digit code]	[3 digit code]	[8 digits] mmddyyyy
										<i>Codes found on pgs. 4-6 of the Staff Assignment File Layout - CSI Additions.</i>	<i>Codes found on pgs. 6-23 of the Staff Assignment File Layout - CSI Additions.</i>	



Returning Schools: Starting Point Files

Staff Profile Starting Point

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	
1	ADMIN_U	DISTRICT	SSN_STAF	EDID	FIRST_NA	LAST_NA	GENDER	BIRTH_DA	ETHNICITY	RACE_IND	RACE_ASI	RACE_BLA	RACE_WH	RACE_HA	DISTRICT	DISTRICT	YEARS_TE	YEARS_ED	YEARS_PR	P
2	80010	8001					01	06211955	0	0	0	0	1	0	1550	08032015	17	17	00	0
3	80010	8001					01	09191954	0	0	0	0	1	0	1550	08072017	22	26	00	0
4	80010	8001					01	03121974	0	0	0	0	1	0	1550	07152014	11	11	00	0
5	80010	8001					01	04241989	0	0	0	0	1	0	1550	09012013	00	05	00	0
6	80010	8001					01	11171948	0	0	0	0	1	0	1550	08032015	00	00	00	0
7	80010	8001					01	01061980	0	0	0	0	1	0	1550	08102016	08	08	00	0
8	80010	8001					01	11241982	0	0	0	0	1	0	1550	07152013	06	06	00	0
9	80010	8001					02	10191993	0	0	0	0	1	0	1550	08102016	04	04	00	0
0	80010	8001					01	11071972	1	0	0	0	1	0	1550	07012018	25	11	00	0
1	80010	8001					01	08151983	0	0	0	0	1	0	1550	12202011	08	08	00	0
2	80010	8001					02	06251961	0	0	0	0	1	0	1550	06012017	00	00	00	0
3	80010	8001					01	02141960	0	0	0	0	1	0	3085	08122014	09	12	00	0
4	80010	8001					01	11071963	0	0	0	0	1	0	1550	08092018	17	17	00	0
5	80010	8001					01	05221992	0	0	0	0	1	0	1550	08072017	00	03	00	0

Staff Assignment Starting Point

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	
1	ADMIN_U	DISTRICT	SPED_ASS	EDID	FIRST_NA	LAST_NA	GENDER	BIRTH_DA	SCHOOL	SPED_STA	JOB_CLAS	START_DA	END_DA	EMPLOYM	NUM_CON	HOURS_W	HOURLY_F	BASE_SAL	TEACHINGA	
2	80010	8001	0					10191993	1234	0000	201	08102016		11	186	0800	00000	035350	0010	0
3	80010	8001	0					01061980	1234	0000	506	08102016		11	222	0800	00000	030191	0000	0
4	80010	8001	0					03121974	1234	0000	516	07152014		11	222	0800	00000	044400	0000	0
5	80010	8001	0					11171948	1234	0000	607	08062013		11	172	0250	01300	000000	0000	0
6	80010	8001	0					12221988	1234	0000	201	07202015		11	186	0800	00000	036803	0010	0
7	80010	8001	0					11091986	1234	0000	201	07132015		11	186	0800	00000	037863	0010	0
8	80010	8001	0					06211955	1234	0000	201	07232007		11	186	0800	00000	049433	0200	0
9	80010	8001	1					02141960	1234	0000	234	08122014		11	036	0800	05600	000000	0000	0
10	80010	8001	1					07241980	1234	0000	238	08012015		11	037	0800	04500	000000	0000	0
11	80010	8001	0					07221959	1234	0000	201	08092010		11	186	0800	00000	044423	1210	0
12	80010	8001	1					05211993	1234	0000	202	08152016		11	192	0800	00000	042899	0010	0
13	80010	8001	0					11241982	1234	0000	201	07152013		11	186	0800	00000	038153	0010	0
14	80010	8001	0					01171974	1234	0000	506	08052013		11	192	0800	00000	030156	0000	0
15	80010	8001	0					04241989	1234	0000	105	09012013		11	261	0800	00000	075000	0000	2



Updates/Flags to Starting Point Files

Staff Profile Updates/Flags

- Probationary Status highlighted if not coded with 03 or 00
- One year added to non-zero filled Years of Teaching Experience
- One year added to non-zero filled Years of Education Experience
- One year added to non-zero filled Years of Principal Experience
- All Teacher, SSP, and Principal Evaluation Ratings all zero-filled from 20-21
- **Added/Highlighted new fields: READ Teacher Status (AT)**

Staff Assignment Updates/Flags

- One year added to non-zero filled Years of Principal at School
- All Grant/Project Funding Sources not coded as 0000, 0001, 3130(SPED) or 4027(SPED) are highlighted
- Highlighted all SPED Staff Program Codes not coded as 0000
- All Demonstrates In-Field Status rows where the Job Classification is not 201-206 are highlighted.



Returning Schools: Starting Point Files in FileZilla

- Returning schools - the Starting Point File is both the final HR files submitted last year
- To access your Starting Point files, use this path in FileZilla: HR/SY 21-22/Starting Point
- Download the files by dragging and dropping to your computer (left side of FileZilla)

Remote site: /Ascent Classical Academy Douglas County/HR/SY 21-22/Starting Point

- 1DataSubmissions
- Academy of Arts and Knowledge
- Adams12 to Academy
- Alpine
- Animas High School
- Ascent Classical Academy Douglas County
 - HR
 - SY 20-21
 - SY 21-22
 - Error Reports
 - Files to Run
 - Starting Point
 - Summary Certification
 - Submissions

Filename	Filesize	Filety
..		
0079_21-22_StaffProfile_StartingPoint.xlsx	34,006	Micro
0079_21-22_StaffAssignment_StartingPoint.xlsx	42,495	Micro

2 files. Total size: 76,501 bytes

Returning Schools: Starting Point Files in FileZilla (continued)

When you open the file, you'll see that CSI has highlighted the fields in your Starting Point Files that match the changes in the File Layout – as applicable. Examples are below.

Staff Assignment Starting Point File Example

H	I	J	K	L	M	N	O	P	Q	R	S	T	U
BIRTH_DA	SCHOOL_C	SPED_STA	JOB_CLAS	START_DA	END_DATE	EMPLOYM	NUM_CON	HOURS_W	HOURLY_F	BASE_SAL	TEACHING	ADMIN_I	GRANT_PI
		0000	211										0000
		0000	232										0000
		0000	201										0000
		0000	201										0000
		0000	201										0000

General Editing Steps

- Remove rows for staff that won't be employed at the school in 2021-2022
- Add rows for staff that are either new to the school or are taking on an additional role
- Change key fields (salary, assignments, etc.) for returning staff as appropriate
- Populate newly required/clarified fields
- Ensure all contract workers are included
- Do not update any field CSI has already updated for you
- Ensure SPED Staff have a funding status of 4027 or 3130 and a SPED Flag of 1
- Add details regarding READ Training to the Staff Profile (teaching reading in grades K-3)



2021-2022 Staff Profile/Assignment Changes

Staff Profile:

- For the 21-22 School Year: All measures of student learning/outcomes are on pause. Other evaluation ratings will be in effect for schools without the appropriate waivers.
- The Addition of the READ Teacher Training Status and Completion Dates for all K-3 Educators who teach reading

READ Teacher Training Status – Required for K-3 educators who teach reading. Teachers need to only complete one of the options to meet the training requirement. Please select the training option the individual teacher completed. If teacher has not yet completed training, indicate why. If teacher is not required to complete training, this field can be coded as 10.

00	N/A - This educator's role does not require READ training. To use when job class code is not 201, 202, 204, 206 (teachers) or 222 (reading interventionist).
01	Yes, the educator has completed a reading teacher or reading specialist endorsement.
02	Yes, the educator has completed a State Board approved assessment of knowledge of teaching reading.
03	Yes, the educator has completed an approved Colorado preparation course in teaching reading.
04	Yes, the educator has completed a course appropriate for license renewal.
05	Yes, the educator has completed the CDE-provided training program.
06	Yes, the educator has completed a district or BOCES provided training program.
07	Yes, the educator has completed a training program from the CDE Advisory List of Professional Development.
08	No, but training has been scheduled and/or in progress in time to meet deadline.
09	No, this educator did not complete the training by deadline.
10	No, this educator's role was determined to not meet the criteria for requiring the READ Training by the LEA.

READ Teacher Training Completion Date - The month, day, and year the individual completed the READ Training Status (MMDDYYYY). Required for educators reported with codes 01, 02, 03, 04, 05, 06, and 07 for the READ Training Status. If the READ Training has not been completed or not required for the record, this field can be blank.

Staff Assignment:

- Added zero-filled clarification to the Special Ed Program code. Zero-filled was always an option, but not defined in the File Layout.
- Addition of Language Instruction Education Program and Supplement coding in the Admin/Instructional Area (codes 0050, 1050). Replaces the bilingual education coding in the same field (codes 1010, 1011)

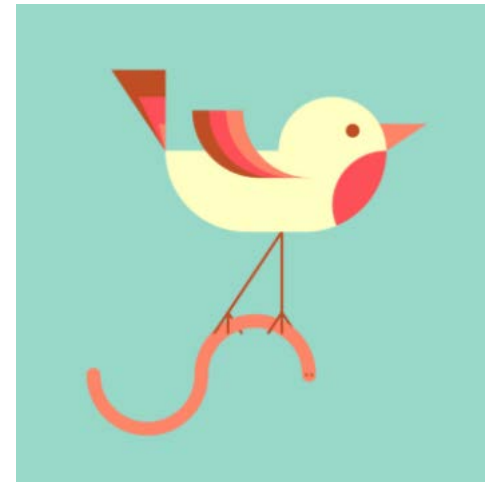
2-9-2021	Replaced Administrative Instructional Area codes 0010 and 0011 with 0050	Additional language programs are provided	Administrative Instructional Area Code	Pages 31 and 35
2-9-2021	Replaced Administrative Instructional Area codes 1010 and 1011 with 1050	Additional language programs are provided	Administrative Instructional Area Code	Page 36



Collection Tips/Best Practices

Start early by:

- Beginning to work over the summer
- Entering all new staff at time of hire
- Reviewing file and update assignment or staff changes
- Set aside time each week to work on this collection
- Search EDIS System for EDID/request one if necessary



Courtesy of clipart-library.com



Thank you for Reviewing this Training

Contact the Submissions Inbox with Questions:

Submissions_CSI@csi.state.co.us

