21-22 CSI Human Resource Collection Training

New this Year and Reminders

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New for HR Collection

- READ Teacher Training Status Field
- Measures of Student Learning Outcomes
- Admin/Instructional Area Changes related to EL
- SPED Program Code Addition

The HR Record Checker Tool

- Access, opening, and using the tool

Timelines and Deadlines

Reminder: Starting Point Files and Template Available

- **Returning CSI schools** can access Starting Point Files
  - Contain the last submitted file data from 20-21 with some CSI updates***
  - Accessible in FileZilla: /HR/SY 21-22/Starting Point

- **New schools** can fill out blank templates
  - Staff Profile Template
  - Staff Assignment Template

- For more information
  - HR Quick Training – Data Collection Prep
  - HR Collection Training – General Overview

***Staff using Starting Point files are encouraged to review the HR Quick and General Overview trainings as they detail all the CSI updates that were made prior to providing school's access

Updates for 21-22

Read Teacher Training Status – ON HOLD

Field on hold by CDE for the 21-22 school year:
- Not reported in the Staff or December Count snapshots
- Details can be completed or zero-filled
- May be removed for the 22-23 school year

READ Teacher Training Status – Required for K-3 educators who teach reading. Educators need to only complete one of the options to meet the training requirement. For a teacher to successfully meet the requirement, they must have passed an end of course assessment of learning. Please select the training option the individual educator completed. If the educator has not yet completed the READ training and is newly hired, use code 11. If the educator has not completed the READ training for another reason, use code 12, however additional information may be requested by the CDE Preschool-3rd Grade (P-3) office for those educators.

00	N/A, this educator's role does not meet the criteria for requiring READ Teacher training.
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. *(Note that teachers who have completed one of the approved evidence-based training options but lack proof of an end of course assessment may take and pass an alternative assessment authorized by the State Board.)*
03	Yes, the educator has passed a CDE-approved undergraduate or graduate reading course and passed the end of course assessment in learning.
04	Yes, the educator has completed a course appropriate for license renewal and passed the end of course assessment of learning.
05	Yes, the educator has successfully completed the CDE-provided reading training and passed the end of course assessment of learning.
06	Yes, the educator has passed a CDE-approved district or BOCES reading course and passed the end of course assessment of learning.
07	Yes, the educator has completed a training program from the CDE Advisory List of Professional Development and passed the end of course assessment of learning.
11	No, this educator did not complete the training as they were newly hired. *(Note that newly hired date is to be determined by CDE.)*
12	No, this educator did not complete the training due to another reason other than being newly hired. *(Note that usage of this code should be very limited and over-use will cause an error. Additional information will be requested and must be approved by CDE.)*

Measures of Student Learning/Outcomes Changes

2021-2022

IMPORTANT: 2021-2022 Reporting of 2020-2021 Educator Evaluation Ratings Changes

To support districts and BOCES, CDE will not be monitoring the measures of student learning/outcomes (MSL/MSO) portion of the Educator Effectiveness requirements for educator evaluations in the 2020-2021 evaluation cycle. This decision acknowledges the critical need for districts/BOCES to focus on the instructional and well-being needs of their students during the 2020-2021 school year. Therefore, monitoring and reporting of educator's final effectiveness rating is 100% based on professional practices. As a result, for the 2021-2022 Staff Interchange and HR Snapshot, **CDE directs all districts to report overall performance evaluation ratings based 100% on professional practices and zero-fill the measures of student learning/outcomes fields, as specified in this document.** Should always be zero filled for CSI schools with appropriate waivers (22-9-106, 22-2-112(1)(q)(I)), regardless of Educator Evaluation reporting suspension

Typical Year:
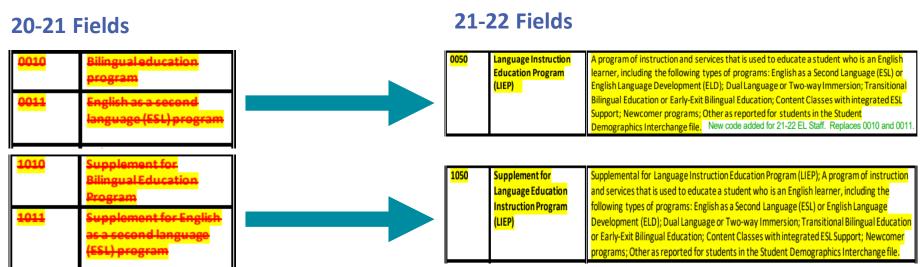
If you have received the waiver for CRS 22-9-106 AND CRS 22-2-112(1)(q)(I), then <u>do not report</u> Performance Ratings/Measures of Student Learning/Outcomes)

- Instead, ensure that all Evaluation Fields are zero filled
- All CSI schools have 22-9-106; most schools also have 22-2-112(1)(q)(I)
- For details on the waiver process, please see the <u>Waivers page</u> on the CSI website.

Modification of Administrative Instructional Area for EL Staff

- Codes 0010 (Bilingual Education) and 0011 (ESL Education) have been removed and replaced by: **0050 – Language Instruction Education Program (LIEP)**

- Also, codes Supplemental Bilingual and ESL Education codes (1010, 1011) have been replaced by: **1050 – Supplement for Language Instruction Education Program**

20-21 Fields

0010	Bilingual education program
0011	English as a second language (ESL) program

1010	Supplement for Bilingual Education Program
1011	Supplement for English as a second language (ESL) program

21-22 Fields

0050	Language Instruction Education Program (LIEP)	A program of instruction and services that is used to educate a student who is an English learner, including the following types of programs: English as a Second Language (ESL) or English Language Development (ELD); Dual Language or Two-way Immersion; Transitional Bilingual Education or Early-Exit Bilingual Education; Content Classes with integrated ESL Support; Newcomer programs; Other as reported for students in the Student Demographics Interchange file. New code added for 21-22 EL Staff. Replaces 0010 and 0011.

1050	Supplement for Language Education Instruction Program (LIEP)	Supplemental for Language Instruction Education Program (LIEP); A program of instruction and services that is used to educate a student who is an English learner, including the following types of programs: English as a Second Language (ESL) or English Language Development (ELD); Dual Language or Two-way Immersion; Transitional Bilingual Education or Early-Exit Bilingual Education; Content Classes with integrated ESL Support; Newcomer programs; Other as reported for students in the Student Demographics Interchange file.

Coding Addition – Special Ed Program Code

CDE added the Special Education Staff Program Code 0000 when no additional program needs to be included on a staff record:

- 0000 is always been an option but was not included on the file layout until 21-22
- CSI recommends all schools use this coding for all staff from schools except in rare circumstances

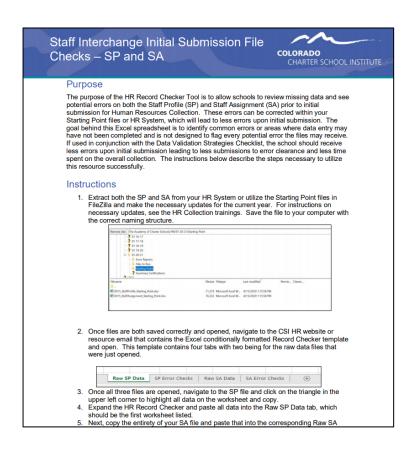| Special Education Staff Program Code – A unique number assigned to a Program by CDE.		
4-Digit Code	**District Code**	**Program Name**
0000	N/A	Use if not applicable for staff record — New code included in File Layout for 21-22. Always has been an option and this should be used for all CSI staff.
0001	N/A	Out of State

NEW: HR Record Checker Tool

Purpose of the Record Checker Tool

- Identify and correct errors prior to submittal

- Fewer errors received upon initial submittal

- Fewer submissions to get to error clearance

- Collection errors cleared earlier in the process

For more details and information, see the Record Checker Instructions and Template Tool

SPED Record Checker Tool

***For further instructions and details on this tool, see the [Excel for Data Submissions Module – Part 2](#)

Timelines and Deadlines

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HR Collection Timelines and Deadlines

Deadline	Task
09/24/2021	Submit initial files (Staff Profile, Staff Assignment for HR)
11/19/2021	Schools must have all Level 1 (Staff Profile/Staff Assignment) errors **cleared**
01/14/2022	Schools must have all Level 2 (HR and December Count-Staff) errors **cleared**
Upon Error Clearance	CSI will provide Data Summary Reports to schools
1/25/2022**	Submit Signed Certification Agreements to CSI

*Dependent upon <u>all</u> schools clearing errors by specified deadlines
Any requests for changes must be received by CSI on or before **1/21/2022

Thank you for reviewing this training!

Contact the Submissions Inbox with Questions:
Submissions_CSI@csi.state.co.us