

Overview of Collection

The goal of the Human Resources Collection is to track staff working at your school as of December 1st of the current collection year. This includes Special Education staff although the details of these staff are included in the December Count collection snapshot. Below list details on the staff this information is being collected on and where this information is being used:

- 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, 2022
- 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

Educator Identifiers (EDIDs)

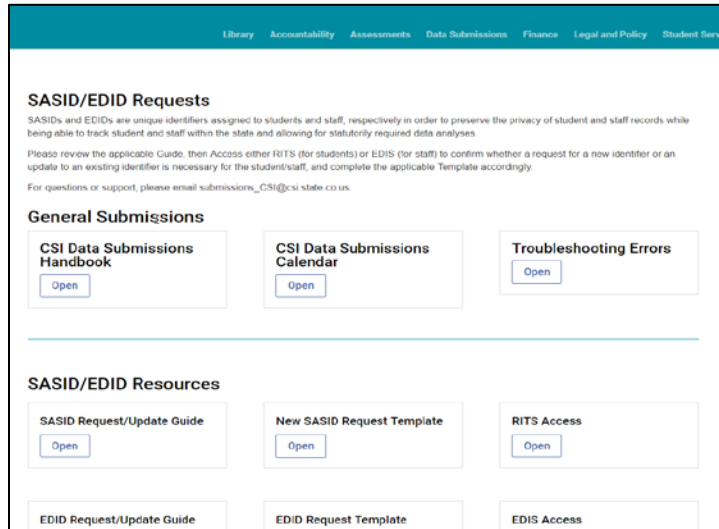
Each staff member employed at a public school in Colorado is required to have a unique identification number. This number is known as an EDID. The EDID follows the staff member throughout his or her public-school career and required for several state data collections. It is the school's responsibility to ensure each staff member employed at the school –including contractors --receives an EDID.

EDIDs can be requested at any point during the school year with updates to educator information possible at any time (i.e. Name, Date of Birth, Gender). CDE experiences a high volume of EDID requests particularly during the peak submission time for the Human Resource and December Count data collections, which can result in longer wait times causing delays in error clearance processing for CSI schools. Therefore, it is strongly encouraged that schools begin the EDID attainment process as soon as practicable following a staff hire (for an EDID request) or following a change in an educator's identifying information (for an EDID update) to ensure that all staff members have EDIDs and accurate information tied to staff members prior to state reporting.

Process Overview

- 1) New staff are hired and need an EDID – or – existing staff need updates to the information associated to their EDID. Update can be made throughout the year. Be sure the staff person is searched for in EDIS to see if they have an existing EDID prior to continuing this process.
- 2) Schools provide staff member information in the EDID Template to CSI via a secure file transfer system (Google Drive for 22-23); they send a notification email to Submissions_CSI@csi.state.co.us.
- 3) CSI verifies formatting in the template and uploads the staff information to CDE via the EDIS system.
- 4) CSI reports the results back to the school via Google Drive and sends an email back to the school OR CSI notifies school that they can look up newly assigned EDIDs in EDIS.

For more detailed instructions on the EDID process, see the [EDID Attainment and Update Guide](#) on the CSI website. Further resources can be found on the [CSI SASID and EDIDs page](#).

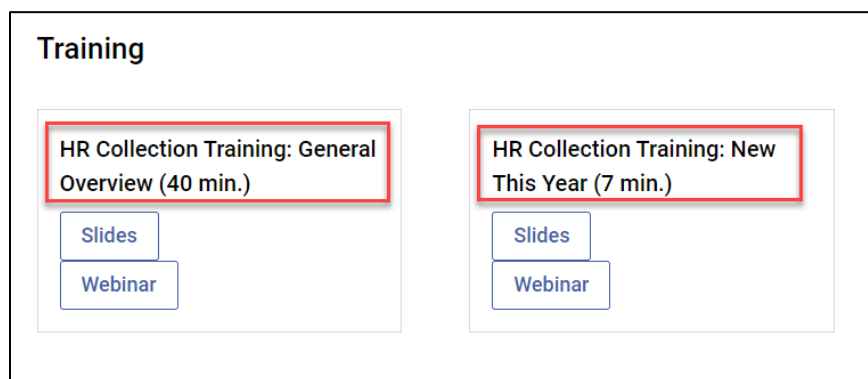


Collection Specific Training

CSI provides all schools with collection-specific pre-recorded trainings designed to assist schools through the data submissions process. The Human Resources collection is no different and contains both a [New This Year](#) and [General Overview](#) training located on the [CSI HR Collection page](#).

- The New This Year training is intended for more experienced submissions staff and includes any updates or changes that have occurred for the current collection year.
- The General Overview training is designed for newer staff or staff who need a refresher and covers the 5 steps of the submissions process as it relates to HR. It also includes links to various resources that will be helpful as you work through the collection.

Some collections also contain other helpful trainings that are more specific to a process or resource. CSI has historically had a Data Collection Prep training for HR but this document is intended to replace that.



Collection Specific Resources

In addition to the trainings, CSI provides several collection specific resources designed to assist with the initial submittal and error clearance processes along with ensuring the accuracy of the data that is being submitted. See below for some of the highlights of the resources that are provided:

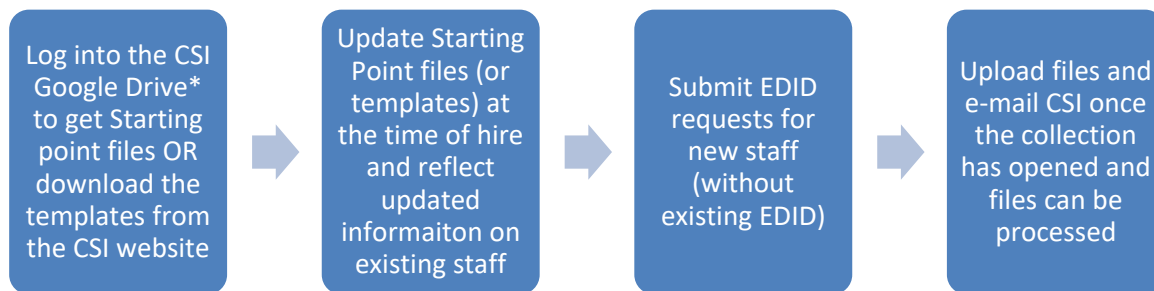
- [Staff Profile](#) and [Staff Assignment](#) File Layout and Definition Documents – Provides a listing of all fields within each file along with a definition and the different coding options available

- [Staff Profile](#) and [Staff Assignment](#) Templates – Blank templates that schools new to CSI can use to begin adding their staff information. This is designed only for new schools that don't receive Starting Point files
- The [HR Record Checker](#) – A tool that allows schools to paste in raw data and will highlight any potential errors. Can be used prior to initial submittal to clear as many initial errors as possible, leading to less submittals to error clearance
- The [HR Data Validations Strategies Checklist](#) – Provides a checklist to go through prior to initial submittal that checks for common issues and the overall accuracy of data.
- The [HR New Hire](#) and [IDEA Instructor forms](#) allow schools to collect the appropriate information on staff at the time of hire to ensure they have the data necessary to complete the collection.

This is just a few of the many resources available to our schools to help get the process started and ensure data is being entered accurately.

The screenshot shows a webpage titled "Data Validation Resources" and "Additional Resources". Under "Data Validation Resources", there are three boxes: "HR Data Validation Strategies" with an "Open" button; "The HR Record Checker" with "Instructions" and "Download" buttons; and "CDE ESSA In-Field Crosswalk" with a "Download" button. Below this is "HR Coding Scenarios" with an "Open" button. Under "Additional Resources", there are three boxes: "HR New Hire Form" with an "Open" button; "IDEA School Instructor Form" with an "Open" button; and "Finding Staff/Student District of Residence" with an "Open" button.

Collection Prep Steps



* Google Drive (G-Drive) is replacing FileZilla as the secure file transfer system option starting in 22-23.

This collection differs from several others in that schools should be using either the starting point files provided or the templates. All returning schools to CSI will have starting point files, but new schools will need to download, and manually enter details on the template. In most cases, schools will not be extracting files from their SIS as other collections unless an HR system in place is equipped to do this. More details on both of these processes are below

New Schools: Templates

As mentioned, schools new to CSI will need to access the CSI HR Page and download both the [Staff Profile](#) and [Staff Assignment](#) templates. These are essentially blank templates that contain the headers for each field. The second row of the templates provide tips and examples of how the data should look and should be deleted once the templates are complete in order for it to successfully process. It is highly recommended that schools used the previously mentioned Staff Profile and Assignment File Layouts to determine the correct formatting and coding of each field. Often files will have leading zeros or implied decimals within a particular field, so knowing the proper coding is essential to accurate data and less errors. Below list the steps that will ensure success:

- Download both the Staff Profile and Assignment Templates and review each field
- Open the File Layout and Definitions Documents for both files
- Enter data in the templates following the direction of the file layouts

Staff Profile Template

A	B	C	D	E	F	G	H	I	J	K
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
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>	

Existing Schools: Starting Point Files

Schools who have completed the HR Collection previously will receive their Starting Point files to manually update. These files are essentially just your error free files from last year that will need to be updated to reflect this year's information. CSI has also made some general edits and updates to flag specific details that may need to change along with some updates to assist with the process. Further details on this will be below.

Staff Profile Starting Point File

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	NA	GENDER	BIRTH_DA	ETHNICITY	RACE	IND_RACE	ASU_RACE	BLA_RACE	WH_RACE	HAI	DISTRICT	DISTRICT	YEARS_TE	YEARS_ED	YEARS_PR
2	80010	8001						01	06211955	0	0	0	0	1	0	1550	08032015	17	17	00	
3	80010	8001						01	09191954	0	0	0	0	1	0	1550	08072017	22	26	00	
4	80010	8001						01	03121974	0	0	0	0	1	0	1550	07152014	11	11	00	
5	80010	8001						01	04241989	0	0	0	0	1	0	1550	09012013	00	05	00	
6	80010	8001						01	11171948	0	0	0	0	1	0	1550	08032015	00	00	00	
7	80010	8001						01	01061980	0	0	0	0	1	0	1550	08102016	08	08	00	
8	80010	8001						01	11241982	0	0	0	0	1	0	1550	07152013	06	06	00	
9	80010	8001						02	10191993	0	0	0	0	1	0	1550	08102016	04	04	00	
10	80010	8001						01	11071972	1	0	0	0	1	0	1550	07012018	25	11	00	
11	80010	8001						01	08151983	0	0	0	0	1	0	1550	12202011	08	08	00	
12	80010	8001						02	06251961	0	0	0	0	1	0	1550	06012017	00	00	00	
13	80010	8001						01	02141960	0	0	0	0	1	0	9085	08122014	09	12	00	
14	80010	8001						01	11071963	0	0	0	0	1	0	1550	08092018	17	17	00	
15	80010	8001						01	05221992	0	0	0	0	1	0	1550	08072017	00	03	00	

Staff Assignment Starting Point file

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	NA	GENDER	BIRTH_DA	SCHOOL	SPED_STA	JOB_CLAS	START_DA	END_DA	EMPLOYMNUM	COP	HOURS	W_HOURLY	FBASE_SAL	TEACHINGA
2	80010	8001	0						10191993	1234	0000	201	08102016		11	186	0800	00000	035350	0010
3	80010	8001	0						01061980	1234	0000	506	08102016		11	222	0800	00000	030191	0000
4	80010	8001	0						03121974	1234	0000	516	07152014		11	222	0800	00000	044400	0000
5	80010	8001	0						11171948	1234	0000	607	08062013		11	172	0250	01300	000000	0000
6	80010	8001	0						12221988	1234	0000	201	07202015		11	186	0800	00000	036803	0010
7	80010	8001	0						11091986	1234	0000	201	07132015		11	186	0800	00000	037863	0010
8	80010	8001	0						06211955	1234	0000	201	07232007		11	186	0800	00000	049433	0200
9	80010	8001	1						02141960	1234	0000	234	08122014		11	036	0800	05600	000000	0000
10	80010	8001	1						07241980	1234	0000	238	08012015		11	037	0800	04500	000000	0000
11	80010	8001	0						07221959	1234	0000	201	08092010		11	186	0800	00000	044423	1210
12	80010	8001	1						05211959	1234	0000	202	08152016		11	192	0800	00000	042899	0010
13	80010	8001	0						11241982	1234	0000	201	07152013		11	186	0800	00000	038153	0010
14	80010	8001	0						01171974	1234	0000	506	08052013		11	192	0800	00000	030156	0000
15	80010	8001	0						04241989	1234	0000	105	09012013		11	261	0800	00000	075000	0000

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 21-22
- Removed READ Teacher Training Status and Passed Paraprofessional Test from the file as no longer needed for 22-23

Staff Assignment Updates/Flags

- One year added to non-zero filled Years of Principal at School
- 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.
- Highlighted all Grant Project Funding Codes that were not 0000, 0001, or 3000 as the SPED rules have changed

Starting Point File General Editing Steps

- Remove rows for staff that won't be employed at the school in 2022-2023
- 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 code that has changed to match the 0001 and 3000 process similar to General Education Staff

22-23 Staff Profile and Assignment Changes

Staff Profile:

- The READ Teacher Training Status field has officially been removed from the files for the current school year. It was removed mid-year in 21-22 with talk of removing it permanently, which was done
- The Removed Passed Paraprofessional Test field was removed for the 22-23 school year as the field is no longer required
- All Teacher, Principal, and Special Service Provider evaluation data is again required this year after different pauses the past two years due to COVID

Passed Paraprofessional Test – The paraprofessional demonstrated knowledge of reading, writing and mathematics, as well as the ability to assist in reading, writing, and mathematics through a locally or a nationally developed academic assessment. This field can be reported as '00' for contracted staff.

0	No – Paraprofessional test was either taken and not passed, or was not taken
1	Yes – Paraprofessional test was taken and passed

Staff Assignment:

- The specific Grant Code (4027, 3130) is no longer required for all Special Education Staff, only specific Job Class Codes (General and SPED), including 201, 202, 206, 222, 223, 415, 416, and 419
- Several coding options were removed within the Grant/Project Funding Source leaving a select few which have been modified to include a 0 or 1 on the Special Education Assignment flag. All SPED staff should now be 0001 for multiple local/Intermediate grants and 3000 for multiple state project grants

Grant/Project Funding Source – Required for ALL special education staff (special education assignment flag = 1) AND staff with job class codes 201 (general education teacher), 202 (special education teacher), 206 (Title I teacher), 222 (reading interventionist), 223 (math interventionists), 415 (general education teaching assistant), 416 (special education teaching assistant) and 419 (Title I teaching assistant). when special education assignment flag = 0.

0000	Not Applicable (to use for staff that are not required to report the grant/project funding code)	Special Education Assignment Flag = 0 or 1
0001-2999	Local and Intermediate Project/Grants (can 'roll-up' codes to be combined). Use '0001' if multiple local/intermediate projects/grants	Special Education Assignment Flag = 0 or 1
3000-3999	State Projects/Grants (can use 3000 as a general indicator of State funded). Use '3000' if multiple state project/grants	Special Education Assignment Flag = 0 or 1

Collection Tips/Best Practices

- Begin working 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