Steps for Completing the HR Data Collection

1. Review the Data Submissions Overview module and associated slides to get an overview of the data submissions process. This will be updated for the upcoming year to reflect more current and accurate details.

2. Trainings specific to the collection are also available on the HR homepage of the CSI website. The three trainings include a General Overview, a New this Year, and a Collection Prep Quick Training module. Schools with newer submissions staff should plan to review all three.

3. Familiarize yourself File Layout and Definition documents reviewing the latest Staff Profile and Staff Assignment File Layout and Definition Documents with CSI Additions for the current year so you are familiar with what is being collected in each file and some of the CSI-specific information related to various fields in these files.

4. Update your existing Staff Profile and Staff Assignment Excel files (for returning schools) or start adding the required data into the latest Staff Profile and Staff Assignment templates (for new schools), using the File Layout and Definition Documents as guides for what data to input for each field.

    a. Make sure fields have the necessary leading zeroes! Ex: the Gender column should include 01 and 02, NOT 1 and 2.

    b. Ensure that all Teacher, SSP, and Principal Evaluation Ratings (AB-AS) are zero filled if your school has the necessary waivers (22-9-106, 22-2-112(1)(q)(l)). Most schools do have these waivers, but if not, it should be noted that the measures of student learning/outcomes fields are on pause for the year.

    c. Verify you are **not** updating fields that have already been updated by CSI for your convenience. The full listing is available on the Collection Prep Quick Training.

    d. Ensure that you are marking all applicable grade levels for staff who are teachers (201-206 Job Classification).

5. Save your files using the standard naming convention (SchoolCode_SchoolAbbreviation_FileName_Date) Examples:

    i) 1505_CMA_StaffProfile_09302022
    ii) 4403_JICA_StaffAssignment_09302022

6. Once your files include all required information (or before the initial file submission deadline), upload them to our secure file transfer system. CSI will be implementing a new one in 22-23, replacing FileZilla. More details to come.

a. You do not need to wait until the initial file submission deadline to submit. Submit early and often! It is expected that schools submit at least monthly, if not more, while the collection is open to ensure errors are being cleared and any changes are reflected.

7. Email submissions_CSI@csi.state.co.us to let us know that you've uploaded your files to our newly implemented secure file transfer system for CSI to process.

8. Once you receive an email from us letting you know that error reports are available in the secure file transfer system, download the error report(s).

    a. There is an error report for the Staff Profile and an error report for the Staff Assignment file. These error reports are referred to as Level 1 error reports.

    b. Once you have cleared your Level 1 errors, CSI will run the HR snapshot to generate one Level 2 error report, referred to as the HR snapshot error report.

9. Using the error reports as a checklist, walk through each error (i.e. row of data in the error report), updating your Staff Profile or Staff Assignment Excel file to resolve the error. Do not update the error report as these cannot be processed.

    a. For guidance on how to resolve various errors, please make use of CSI's Troubleshooting Errors document. There's a tab for Staff Profile Level 1 Errors, Staff Assignment Level 1 Errors, and HR Level 2 Errors.

    b. Please note that all updates should be made to your most recently updated Staff Profile and Staff Assignment Excel files.

    c. If you are unsure of how to resolve a particular error, please review resources listed on the HR homepage for guidance. If this does not result in a solution, email submissions_CSI@csi.state.co.us with the error code and CSI staff will provide assistance.

10. Go back to #4 above and walk through this process again until you have cleared all errors.