

22-23 CSI Human Resource Collection Training

New this Year and Reminders

Recorded August 2022



New for HR Collection

- READ Teacher Training Status Field Removed
- Passed Paraprofessional Test Field Removed
- District of Residence – Out of State Staff
- Funding Code Changes – SPED Staff
- Measures of Student Learning Outcomes
- Evaluation Ratings – Preschool Teachers



The HR Record Checker Tool

- Access, opening, and using the tool



Timelines and Deadlines

- Initial submittal, Level 1, Level 2, and Signed Summary Deadlines



Reminder: Starting Point Files and Template Available

- **Returning CSI schools** can access Starting Point Files
 - Contain the last submitted file data from 21-22 with some CSI updates***
 - Accessible in Google Drive (G-Drive): [/HR/SY 22-23/Starting Point](#)
- **New schools** can fill out blank templates
 - [Staff Profile Template](#)
 - [Staff Assignment Template](#)
- For more information
 - [HR Data Collection Prep Overview](#)
 - [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 22-23



Read Teacher Training Status – Removed

This field has been removed from the starting point files for 22-23 as it is no longer required to be reported in the staff interchange.

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. <i>(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.)</i>
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. <i>(Note that newly hired date is to be determined by CDE.)</i>
12	No, this educator did not complete the training due to another reason other than being newly hired. <i>(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.)</i>



Passed Paraprofessional Test— **Removed**

The Passed Paraprofessional Test field has also been removed from the Staff Profile file as it is no longer required.

- Schools no longer need to collect this from staff for State Reporting
- This field is no longer included on the Starting Point files

~~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

Removed for the 22-23 School Year



District of Residence Field – Out of State Staff

The Staff District of Residence Field is required for all non-contracted staff. Due to COVID and the changing work environment, more staff are working remotely and, in many cases, out of state. This has caused issues with the District of Residence field as it should be a Colorado school district. In the event that you have staff working out of state, you should:

- Add two spaces followed by the state code in this 4-digit field
- For example “--WY” (dashes represent spaces)

If staff live out of state - add two spaces and the state code, for example " WY"

2022-2023 Staff Interchange – Staff Profile

If unsure of District of Residence, see the "Guidance on Finding Staff District of Residence" resource located on the CSI Human Resources page

Staff's District of Residence - A unique code assigned by CDE designating the school district in which the employee resides. Refer to School District/BOCES Code table at http://www.cde.state.co.us/DataPipeline/org_dist-BOCES.asp Zero-fill for Contractors



Grant/Project Funding Source Coding Update

Most coding options have been removed for the Grant/Project Funding Source field. This mostly impacts:

- Special Education Staff

The coding options 4027 and 3130 have been removed. All staff should be coded as either:

- 0001 – Local and Intermediate Project Grants
- OR
- 3000 – State Projects/Grants

*****This will require updating all SPED staff grant codes**

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. 0001 is most common coding for all staff	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
4010	Title I, Part A	Special Education Assignment Flag = 0 or 1
5010	Title I, Part A: Competitive Grant	Special Education Assignment Flag = 0 or 1
9900	Other Federally Funded - not Title I	Special Education Assignment Flag = 0 or 1
8027	Special Education-Grants to States IDEA Part B (15% for Early Intervening Services)	Special Education Assignment Flag = 0 & Administrative/Instructional Area = 0039 (CEIS)
9201	Preschool Set-Aside	Special Education Assignment Flag = 0
9202	Eligible Homeless Children Set-Aside	Special Education Assignment Flag = 0
9203	Family Literacy Set-Aside	Special Education Assignment Flag = 0

Funding coding updated this year to only include the listed Job Classification codes. Also, no longer need to report SPED Staff as a 4027, 3130. Most staff should be coded 0001 unless their funding comes from a State Grant.

Mandatory FORM # DMC-111 EDAC APPROVED Approved 03/18/2022 for 2022-2023
Last Updated February 2022
CSI Updated: 04/26/2022

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2022-2023 Staff Interchange – Staff Assignment

9204	Neglected Institutions Set-Aside	Special Education Assignment Flag = 0
9205	Non-Public School Set-Aside	Special Education Assignment Flag = 0
9206	District-Managed Activity Set-Aside	Special Education Assignment Flag = 0
9209	Choice Set-Aside	Special Education Assignment Flag = 0
3130	State-ECEA—Special Education	Special Education Assignment Flag = 1
3131	State-ECEA—Special Education-Preschool	Special Education Assignment Flag = 1
4027	IDEA-Part B (Formula)	Special Education Assignment Flag = 1



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

2022-2023:

All schools are again required to report the Measures of Student Learning/Outcomes fields when applicable. Keep in mind:

If you have received a waiver for CRS 22-9-106 AND CRS 22-2-112(1)(q)(I), then do not report 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 [Waivers page](#) on the CSI website.



Coding Addition – Evaluation Fields

CDE has updated the definition located in each evaluation rating field to now require all Preschool teachers to be evaluated along with the other grades. This was updated from the previous year. This has little impact to CSI schools as all schools with the evaluation waivers should be zero-filling this anyways.

2022-2023 Staff Interchange – Staff Profile

Should always be zero filled for CSI schools with appropriate waivers (22-9-106, 22-2-112(1)(q)(l)), regardless of Educator Evaluation reporting suspension

Teacher Overall Performance Evaluation Rating - The final evaluation rating provided in the teacher’s written evaluation report from the prior academic school year (2021-2022). This is required for job class codes 201, 202, 206 (Teachers), 216 (Librarian) and 222, 223 (Interventionists). This field can be zero-filled for contracted staff and preschool teachers not required to participate in the educator effectiveness evaluation system.

00	N/A – to use for staff who are not teachers, librarians or interventionists, including contracted employees and preschool only teachers.
11	Highly Effective, or the equivalent, where applicable (e.g., if the district assigns a rating of “highly satisfactory” or “exemplary”)
12	Effective, or the equivalent, if the district uses a different term (e.g., “satisfactory” or “proficient”)
13	Partially Effective, or the equivalent, where applicable (e.g., “progressing”, “approaching satisfactory”)
14	Ineffective, or the equivalent, if the district uses a different term (e.g. “unsatisfactory”)
05	Not Yet Evaluated – to use with newly hired teachers who have not yet been formally evaluated
06	Evaluation of teacher was not conducted in prior year – for a reason other than that the teacher is new. (This code should be used for educators that should have received a rating but could not for a reason such as going on medical leave. Note that usage of this code should be very limited and over-use will cause an error.)
07	No Score – an evaluation was previously conducted, but during the course of a review, grievance, or appeal process (e.g., in the case of an ineffective rating), the district determined that an educator’s rating was not accurate. Additionally, there is not sufficient data to assign the original rating or to change the rating. Thus, the teacher receives a “No Score”.



Reminder: 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

Staff Interchange Initial Submission File Checks – SP and SA

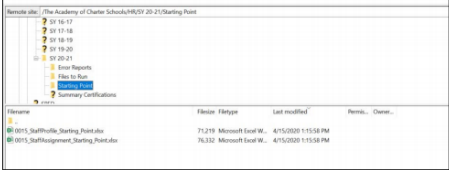
COLORADO CHARTER SCHOOL INSTITUTE

Purpose

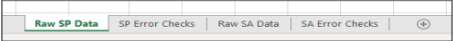
The purpose of the HR Record Checker Tool is to allow schools to review missing data and see potential errors on both the Staff Profile (SP) and Staff Assignment (SA) prior to initial submission for Human Resources Collection. These errors can be corrected within your Starting Point files or HR System, which will lead to less errors upon initial submission. The goal behind this Excel spreadsheet is to identify common errors or areas where data entry may have not been completed and is not designed to flag every potential error the files may receive. If used in conjunction with the Data Validation Strategies Checklist, the school should receive less errors upon initial submission leading to less submissions to error clearance and less time spent on the overall collection. The instructions below describe the steps necessary to utilize this resource successfully.

Instructions

1. Extract both the SP and SA from your HR System or utilize the Starting Point files in FileZilla and make the necessary updates for the current year. For instructions on necessary updates, see the HR Collection trainings. Save the file to your computer with the correct naming structure.



2. Once files are both saved correctly and opened, navigate to the CSI HR website or resource email that contains the Excel conditionally formatted Record Checker template and open. This template contains four tabs with two being for the raw data files that were just opened.



3. Once all three files are opened, navigate to the SP file and click on the triangle in the upper left corner to highlight all data on the worksheet and copy.
4. Expand the HR Record Checker and paste all data into the Raw SP Data tab, which should be the first worksheet listed.
5. Next, copy the entirety of your SA file and paste that into the corresponding Raw SA

SPED Record Checker Tool



Admin ID	District	CE	SPED	Staff	State	First Name	Last Name	Gender	Sr	Birth Date	Staff's Ed Start	Staff's Ed School Co	Staff's Job Class	Staff's Vac Staff's	Staff's Vac Staff's	Staff's Vac Staff's	Staff's Vac Staff's	District Of District	Beh Team	Hours	Eda	Hours	Probation	Highest Ld Degree In Degree	IS Subject	AS Subject	All Subject	Al Passed	Overall RQ	Grade	
80010	0001	62062829			Deanna	Deanery	DL		F	1951080		0	0	0	0	0	1134	11282019	0	0	00	00	00	0000	0000	0000	0000	0000	0000	00	00



Admin ID	District	CE	SPED	App ID	First Name	Last Name	Gender	Sr	Birth Date	Staff's Job Class	Staff's Job Class	Staff's Job Class	Staff's Job Class	Staff's Job Class	Staff's Job Class	Staff's Job Class	Staff's Job Class	Staff's Job Class	Staff's Job Class	District Of District	Beh Team	Hours	Eda	Hours	Probation	Highest Ld Degree In Degree	IS Subject	AS Subject	All Subject	Al Passed	Overall RQ	Grade	
80010	0001	0	0	0	3513744	Deanna	Deanery	DL	1126180	1254	0000	603	0812003	0	11	345	01260	0000	0000	0000	0	0	0	0	0	0	0	0	0	0	0	0	0

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



Timelines and Deadlines



HR Collection Timelines and Deadlines

Deadline	Task
09/23/2022	Submit initial files (Staff Profile, Staff Assignment for HR)
11/18/2022	Schools must have all Level 1 (Staff Profile/Staff Assignment) errors <u>cleared</u>
01/17/2023	Schools must have all Level 2 (HR and December Count-Staff) errors <u>cleared</u>
Upon Error Clearance	CSI will provide Data Summary Reports to schools
1/25/2023**	Submit Signed Certification Agreements to CSI

*Dependent upon all schools clearing errors by specified deadlines

Any requests for changes must be received by CSI on or before **1/20/2023



Thank you for reviewing this training!

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

