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, 2023
- 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 is 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. Updates 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); 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 letting them know a results report is available in G-Drive 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.
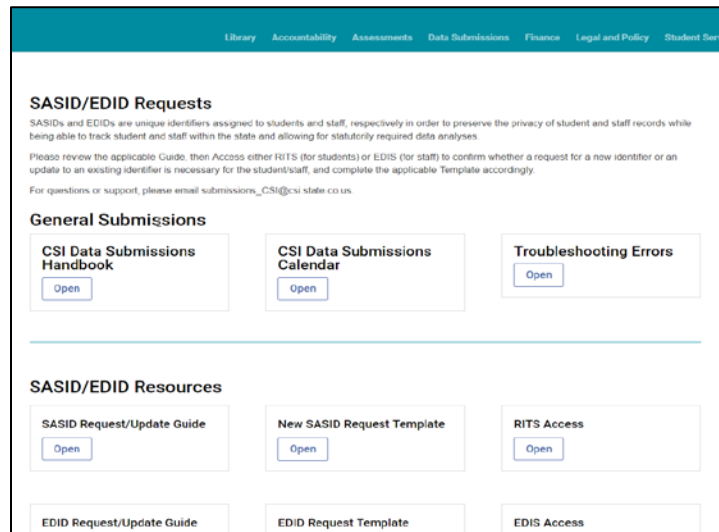
Collection Specific Training

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 the opportunity to collect the appropriate information on staff at the time of hire to ensure they have the data necessary to complete the collection. Other forms or school paperwork can be collected in lieu of either of these forms if all information is obtained by the school.

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.

Data Validation Resources

HR Data Validation Strategies	The HR Record Checker	CDE ESSA In-Field Crosswalk
Open	Instructions / Download	Download
HR Coding Scenarios		
Open		

Additional Resources

HR New Hire Form	IDEA School Instructor Form	Finding Staff/Student District of Residence
Open	Open	Open

Collection Prep Steps

Log into the CSI Google Drive to get Starting point files OR download the templates from the CSI website → Update Starting Point files (or templates) at the time of hire and reflect updated informaiton on existing staff → Submit EDID requests for new staff (without existing EDID) → Upload files and e-mail CSI once the collection has opened and files can be processed
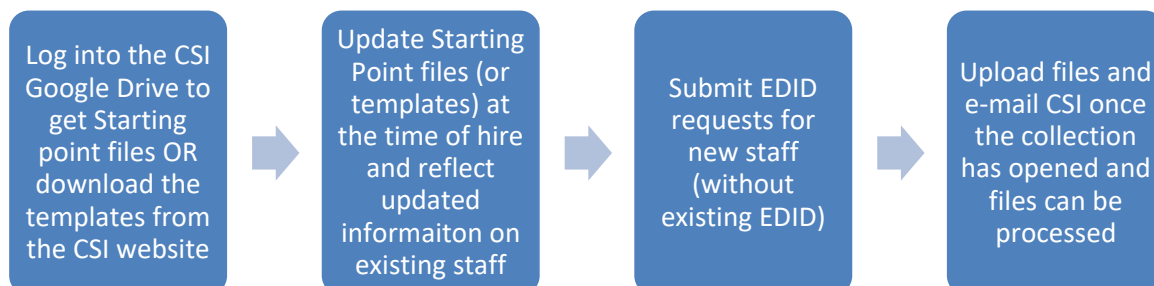
This collection differs from several others in that schools should be using either the starting point files provided or the templates. All returning schools to CSI will have starting point files,

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
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] Codes found on pgs. 4-6 of the Staff Assignment File Layout - CSI Additions.	[3 digit code] Codes found on pgs. 6-23 of the Staff Assignment File Layout - CSI Additions.	[8 digits] mmddyyyy

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

	ADMIN_U	DISTRICT_	SSN	STAFI	EDID	FIRST_NA	LAST_NAN	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
10	80010	8001						01	11071972	1	0	0	0	1	0	1550	07012018	25	11	00	0
11	80010	8001						01	08151983	0	0	0	0	1	0	1550	12202011	08	08	00	0
12	80010	8001						02	06251961	0	0	0	0	1	0	1550	06012017	00	00	00	0
13	80010	8001						01	02141960	0	0	0	0	1	0	3085	08122014	09	12	00	0
14	80010	8001						01	11071963	0	0	0	0	1	0	1550	08092018	17	17	00	0
15	80010	8001						01	05221992	0	0	0	0	1	0	1550	08072017	00	03	00	0

Staff Assignment Starting Point file

	ADMIN_U	DISTRICT_	SPED_ASS	EDID	FIRST_NA	LAST_NAN	GENDER_	BIRTH_DA	SCHOOL_	SPED_STA	JOB_CLAS	START_DA	END_DATE	EMPLOYM	NUM_CO	HOURS_W	HOURLY_	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
- 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 have been removed for 23-24 as they now will be collected on the Staff Evaluation Interchange. This should not impact CSI schools as all have the appropriate waivers.
- Removed Probationary Status as that is also on the Staff Evaluation Interchange.

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, 3000, 4027, or 3130 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 2023-24.
- 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 all Funding Codes for SPED Staff are coded as the typical 4027 or 3130. They now can also be 0001 or 3000 with a recent change. All are applicable.

23-24 Staff Profile and Assignment Changes

Staff Profile:
- As discussed, all Teacher, Principal, and Special Service Provider fields have been removed from this file.
- This data will now be collected on the Staff Evaluation Interchange. Since all CI schools have the appropriate waivers to zero-fill this data anyways, the Staff Evaluation Interchange is not applicable to CSI schools.
- The Probationary status has also been removed and added to the Staff Evaluation Interchange.

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.

All Teacher, SSP, and Principal Evaluation Ratings have been removed from the HR Collection and added to the Staff Evaluation Interchange.

Schools with the appropriate waivers (22-9-106, 22-2-112(1)(q)(I) should be zero filling these regardless of collection.

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".

Teacher Quality Standard 1: Know Content – The final rating on teacher quality standard 1 from the prior 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

Both Files:
- The Gender field has been updated on both files to now include an 03 – Nonbinary option.

Staff's Gender - An individual's sex.

Gender must contain leading 0

01	Female – identifies as female (including a transgender student/staff who identifies exclusively as female).
02	Male – identifies as male (including a transgender student/staff who identifies exclusively as male).
03	Nonbinary - does not identify exclusively as male or female. Nonbinary does not refer to a transgender student/staff who identifies exclusively as either male or female

03 - Nonbinary added for the 23-24 school year.

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