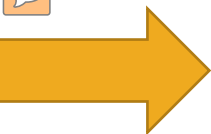




23-24 CSI Human Resource Collection Training

General Overview

Recorded August 2023



Purpose of HR Collection

- Purpose, Collaboration, Who to Include/Exclude



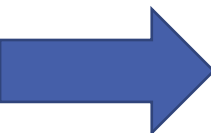
File Overview

- Staff Profile File
- Staff Assignment File

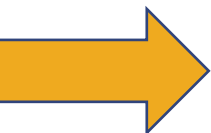


HR Collection Process

- | | |
|-------------------------|------------------------|
| Step 1: Collection Prep | Step 4: Resolve Errors |
| Step 2: Collect Data | Step 5: Certify |
| Step 3: Submit to CSI | |



Common HR Questions/Issues



Timelines and Deadlines





Purpose of HR Collection

The Human Resources collection contains all general education staff information as of the official staff count date. This information is used for:

HR Data used for:

- School Staff Demographics
- Average Salaries by Position/Education level
- Highly Qualified Status
- Turnover Rates
- Educator Effectiveness Ratings

COLORADO DEPARTMENT OF EDUCATION 2022-2023 PUPIL/TEACHER RATIO						
County	District	County Name	District Name	School	PK-12 Coed	Pupil/Teacher
Code	Code			School Name	Teacher FTE	FTE Ratio
98	8001	NONE	Charter School Institute	0015 Academy of Charter Schools	1890	92.4
98	8001	NONE	Charter School Institute	0079 Animas High School	229	18.2
98	8001	NONE	Charter School Institute	0079 Ascent Classical Academy Douglas County	1036	47.5
98	8001	NONE	Charter School Institute	0493 Axis International Academy	205	14.3
98	8001	NONE	Charter School Institute	0653 Stone Creek School	295	22.3
98	8001	NONE	Charter School Institute	0655 High Point Academy	716	36.5
98	8001	NONE	Charter School Institute	0657 Academy of Arts and Knowledge Elementary	176	13.4
98	8001	NONE	Charter School Institute	1006 Ascent Classical Academy Northern Colorado	669	29.4
98	8001	NONE	Charter School Institute	1279 Caprock Academy	899	62.4
98	8001	NONE	Charter School Institute	1371 Coperni 3	298	21.2
98	8001	NONE	Charter School Institute	1387 Colorado Early Colleges Windsor	1881	18.8
98	8001	NONE	Charter School Institute	1505 Colorado Military Academy	804	31.1
98	8001	NONE	Charter School Institute	1613 Colorado Early Colleges Aurora	477	19
98	8001	NONE	Charter School Institute	1791 Colorado Springs Charter Academy	309	23.4
98	8001	NONE	Charter School Institute	1795 Colorado Early Colleges Colorado Springs	642	31.1
98	8001	NONE	Charter School Institute	1882 Community Leadership Academy	321	16.7
98	8001	NONE	Charter School Institute	2035 Crown Pointe Charter Academy	459	26.1
98	8001	NONE	Charter School Institute	2067 Colorado Early Colleges Fort Collins	1091	54.3
98	8001	NONE	Charter School Institute	2196 Colorado Early Colleges Douglas County	1320	41.4
98	8001	NONE	Charter School Institute	2837 Early College of Arvada	208	12.9
98	8001	NONE	Charter School Institute	3326 Colorado International Language Academy	311	23.7
98	8001	NONE	Charter School Institute	3393 Golden View Classical Academy	758	38.2
98	8001	NONE	Charter School Institute	3439 Global Village Academy - North	832	51.4
98	8001	NONE	Charter School Institute	4403 James Irwin Charter Academy	299	17
98	8001	NONE	Charter School Institute	5113 Kiriyaigat Community Academy	48	3.6
98	8001	NONE	Charter School Institute	5423 Steamboat Montessori	151	10.1
98	8001	NONE	Charter School Institute	5431 Coperni 2	185	18.1
98	8001	NONE	Charter School Institute	5453 Mountain Middle School	162	14.1
98	8001	NONE	Charter School Institute	5499 Prospect Academy	61	7.1
98	8001	NONE	Charter School Institute	5845 Monument View Montessori Charter School	59	3.1
98	8001	NONE	Charter School Institute	5851 Mountain Song Community School	404	22.4

COLORADO DEPARTMENT OF EDUCATION 2022-2023 TEACHERS FTE AND AVERAGE SALARY					
Organization Code	Organization Name	Charter Schools	Non-Charter Schools	All Schools	
8001	Charter School Institute	1,130.1	48,647	0.0	0 1,130.1 48,647

COLORADO DEPARTMENT OF EDUCATION																							
2022-2023 TEACHERS BY ETHNICITY/RACE AND GENDER																							
School Yr.	Code	District	District Name	American Indian or Alaska Native	Asian	Black or African American	Hispanic or Latino	Native Hawaiian or Other Pacific Islander	White	Total Teachers													
2022-2023	8001		Charter School Institute	5	0	5	22	8	30	29	13	33	90	24	114	2	1	3	95	765	205	958	1159



Who to Include in HR Collection?

Include:



- All general/special education staff employed as of 12/01
- Full or Part time Staff
- Office/Clerical, teachers, principals, administrators etc.
- *Contracted Staff*

Exclude:



- Substitutes unless permanent (90+ days in the same classroom)
- Temporary workers (after school coaches etc.)
- Staff not employed as of December 1st
- Student interns under the age of 18





Inclusion in the HR vs. December Count Snapshots

Human Resources

Files must be Level 1 Error Free

Special Education Flag = 0 (Non-Special Education)

Start date is December 1st or prior to December 1st of reporting school year

End Date is either blank or post December 1st of the reporting school year

Job class codes are not equal to 632 (Temporary/Part-time Worker As Needed) or 634 (Student Worker)

Employment Status Code = 11, 12, 13, 23, 25 or 26

EDID is reported in both Staff Profile and Staff Assignment Association files for reporting district.

December Count

Files must be Level 1 Error Free

Special Education Flag = 1

Start date is December 1st or prior to December 1st of reporting school year

End Date is either blank or post December 1st of the reporting school year

EDID is reported in both Staff Profile (Profile and educational background) and Staff Assignment Association files for reporting district.

Employment Status Codes will be included: 11, 12, 13, 23, 25 or 26.

Administrative Unit code cannot be zero filled in either staff profile or staff assignment files



Cross-Collection Collaboration

- School HR Staff **must** collaborate with school SPED Staff when completing December Count. *Why?*
 - December Count errors may require changes to HR staff records to resolve
 - Involves inconsistencies with SPED Staff data, including:
 - SPED Flag
 - Grade Levels Taught
 - FTE and Funding Source issues
- Reach out to your school's SPED Staff to discuss any cross-collection errors that may have occurred

IV School Collaboration by Data Collection Worksheet

SCHOOL CONTACT LIST FOR EACH COLLECTION
Use this table to record the name of the staff person at your school that fulfills each of these roles. The Data Submissions Contact will be responsible for working with these content experts on the completion of each of these data collections.

Collection	Contacts	Suggested Fields to Review
October Count	ELL Coordinator:	Language Background, Language Proficiency, Language Proficiency Program
	GT Coordinator:	Gifted Fields (there are 14 of them)
	SPED Coordinator:	Primary Disability, Special Education Transition, Alternate Assessment Participation
	504 Coordinator:	Section 504 Handicapped
	Homeless Coordinator:	Homeless, Primary Nighttime Residence, Free/Reduced Price Lunch Eligible
	School Food Authority Contact:	Free/Reduced Price Lunch Eligible
	Postsecondary Counselor/Advisors:	Postsecondary Program Enrollment
	Business Manager:	Public School Finance Funding Status
	Registrar:	Entry Date, Entry Type, Exit Withdraw Date, Exit Withdraw Type # of students per grade in data report vs. # on class rosters
	Dean/Discipline Contact:	Expelled Education
Human Resources	HR Contact:	All employees/contractors are included with accurate information
	SPED Coordinator:	All special education employees/contracts are included with accurate information
December Count	SPED Coordinator:	All special education students are included in the report with their service providers appropriately identified
	HR Contact:	All special education service providers are identified appropriately for each special education student
Report Card March	School Programs Contact:	All Fields
School Discipline	School Discipline Contact:	All Fields
End of Year	ELL Coordinator:	Language Background, Language Proficiency, Language Proficiency Program
	GT Coordinator:	Gifted Fields (there are 14 of them)
	SPED Coordinator:	Primary Disability, Special Education Transition, Alternate Assessment Participation
	504 Coordinator:	Section 504 Handicapped
	Homeless Coordinator:	Homeless, Primary Nighttime Residence, Free/Reduced Price Lunch Eligible
	School Food Authority Contact:	Free/Reduced Price Lunch Eligible
	Postsecondary Counselor/Advisors:	Postsecondary Program Enrollment

Available in the Data Submissions Handbook





HR File Overview





Required Files





Staff Profile (SP) Overview

- One record per staff employee
- EDID cannot be zero filled and must match what is in EDIS (Last Name, First Name, Date of Birth, and Gender)
- Search prior to requesting an EDID and use existing if available:
<https://www.cde.state.co.us/idm/edis>
- Race must be provided for all staff
 - Ethnicity – Hispanic or Latino is an ethnicity, and a race must also be reported
- No fields can be left blank except for End Date of Assignment (Zero-fill all non-applicable fields)





Staff Assignment (SA) Overview

Multiple Records are allowed per person based on:

- Special Education Status
- Job Class Code
- Teaching Subject Area
- Location
- Grant Code
- Grade Levels

When reporting multiple records for a staff member:

- Contract Days would not be split
- Base Salary should be split, but hourly should not
- Split hours per day based on time spent in each role





File Layout Updates for 23-24

- **Staff Evaluation and Quality Standards** – All fields related to evaluation and quality standards have been removed from the Staff Profile. They have been moved to the newly created Staff Evaluation Interchange. All CSI schools have the appropriate waivers, so do not need to complete this new collection.
- **Probationary Status Field** – This field has also been removed from the Staff Profile and added to the Staff Evaluation Interchange.
- **Gender Field Coding Addition**– The Gender field has added a new coding option: 03 - Nonbinary.

For further details, see the [HR Collection – New This Year Training](#)



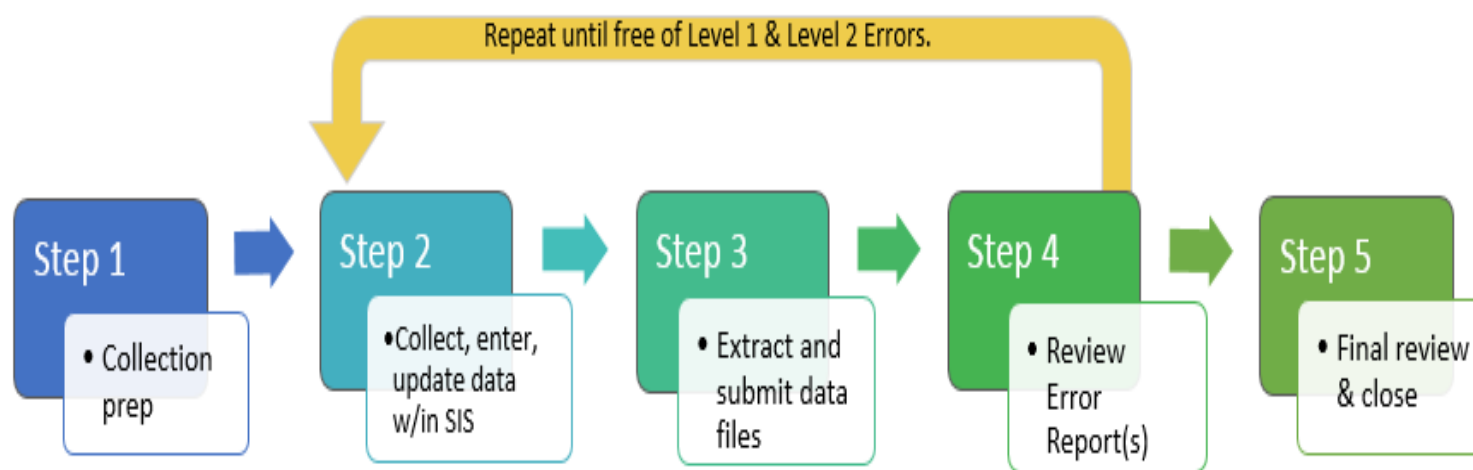


HR Collection Process





HR Data Collection in 5 Steps



Repeat steps 2-4 until data is complete and accurate!





Step 1: Collection Prep Resources

Human Resources Data Collection

The Human Resources collection contains all general education staff information as of the official staff count date. This information is used for school staff demographics, average salaries by position and education level, highly qualified status for teachers and paraprofessionals, turnover rates and educator effectiveness ratings.

For questions or support, please email submissions_CSI@csi.state.co.us.

General Resources

- [Data Submissions Handbook](#)
- [Data Submissions Calendar](#)
- [Troubleshooting Errors](#)

<https://resources.csi.state.co.us/human-resources/>





Step 1: Collection Prep Trainings

Training

All school submissions contacts should review relevant training prior to starting the data collection. The New This Year training is optional but encouraged for returning data contacts.

- [HR Data Collection Prep Overview](#)
- HR Collection Training: General Overview (40 min) [\[slides\]](#) [\[webinar\]](#)
- HR Collection Training: New This Year (7 min) [\[slides\]](#) [\[webinar\]](#)
- [Steps for Completing the HR Data Collection](#)

<https://resources.csi.state.co.us/human-resources/>





Step 2: Data Collection/Entry

What Data to Collect

- File Layout and Definition Documents
- Optional forms
- Data Validations for HR Collection Resource





File Layout and Definition Documents – CSI Additions

2023-2024 Staff Interchange – Staff Profile

CSI clarifications and additions are in green font in this document.

Purpose: The purpose of the Staff Interchange – Staff Profile file is to capture and verify the attributes of staff employed at the LEA for the currently selected school year. This data is collected for the Human Resources snapshot (employees as of December 1st); Special Education December Count snapshot (employees as of December 1st) Staff Evaluation snapshot and Teacher Student Data Link snapshot (all teachers throughout the school year).

Dependencies: Each staff has been assigned an Educator Identifier (EDID) and updated through the Educator Identification System (EDIS).

Record Expectation: In the Staff Interchange-Staff file, the LEA should submit 1 record per staff per LEA for staff employed as of December 1st of the selected school year (for the purpose of the December 1st count snapshots) AND all educators of record/contributing professionals (definitions below) employed during the school year (for the purpose of the Teacher Student Data Link snapshot). *The Educator of Record is an individual assigned primary responsibility for a student's learning in a subject/course with aligned performance measures; a Contributing Professional is an individual assigned responsibility to provide additional services that support and increase a student's learning in a subject/course with corresponding aligned performance measures.*

Use Summary: (Fields from this file are used in the following CDE Collections which require LEA/AU effort):

[Human Resources](#), [Special Education December Count](#), [Staff Evaluation](#), [Teacher Student Data Link](#)

Name of Field	Field Length	Text Start Position	Text End Position	CSV order	Excel Column	Examples	Remarks
Staff Profile							
* Indicates required (no field can be blank)							
Admin Unit/SOP Code*	5	1	5	1	A2	11111	80010 for all CSI Schools
LEA Code/BOCES Code*	4	6	9	2	B2	1111	8001 for all CSI Schools
Social Security Number*	9	10	18	3	C2	123456789	SSN is used to link with the licensure data.
EDID*	8	19	26	4	D2	12345678	Must match in EDIS All staff (including contractors) must have EDID





Using File Layout and Definition Document Example

- There are **ST053** and **ST054** errors on the initial error report pertaining to incorrectly coding the Hours Worked per Day Field.
- Most staff are coded as working 8 hours per day if only in one role and you have each one coded 8.00.
- ***Why are you receiving these errors?*** Use the Staff Assignment File Layout!

Please note the required field/digit length for each entry to prevent Level 1 Errors in advance.

Name of Field	Field Length	Text Start Position	Text End Position	CSV order	Excel Column	Examples	Remarks
Staff Profile							
Hours Worked per Day*	4	121	124	16	P2	0800	

- Upon review of the resource, you can see Field Length=4 and Example=0800
- The “8.00” in your data is not the correct format. There should be no decimals (implied) and there should be 4 digits, which means it should have a leading 0





Educator Identifiers (EDIDs)

EDID Resources

Obtaining and Updating EDIDs [\[recording\]](#) [\[slides\]](#)

[EDIS Access](#)

[EDID Request/Update Guide \[pdf\]](#)

[EDID Request/Update Template \[xls\]](#)

EDID	Leave blank if the staff member is new. Populate with Existing EDID if requesting an update.	Last Name	Staff member's last name	Date of Birth	MMDDYYYY (numbers only, no slashes or dashes)
Social Security Number	The nine digit numeric value of the Educators Social Security Number. This field is required for all staff working at the school.	First Name	Staff member's first name	Gender	Gender should be entered with a leading zero 01=Female, 02=Male, 03=Nonbinary
District Code	8001	Middle Name	Staff member's middle name.	Notes	Add additional clarification notes when updating an EDID.
LAEDID	This field is optional. A system or school generated unique number for each staff member that can be added to this field for additional clarity.		This field is optional, if there is no middle name.		Notes can be added for new requests on common names that may end up in case

- EDID = unique state identifier for staff
- Errors flag if a staff record does not precisely match the EDIS system
 - Must match on EDID; First and Last Names; DOB; and Gender
- If the EDIS system is wrong or if you need to request an EDID, please follow the process on the CSI webpage
- Request early to avoid the bottleneck as collection progresses

CSI EDIS page: resources.csi.state.co.us/sasid-edid-requests/

EDIS log in: www.cde.state.co.us/idm/edis

EDIS Guidance: resources.csi.state.co.us/edid-request-update-guide/





Search from EDIS Home Page

- Ensure you are thoroughly searching for Staff in EDIS prior to submitting a new request

The screenshot displays the EDIS Home page. The top navigation bar includes the CDE logo, the text 'Educator ID', and 'COLORADO Department of Education'. A welcome message reads 'Welcome - Ryan Hartung Charter School Institute'. In the top right corner, there are links for 'EDIS/HOME' and 'logout'.

The left sidebar contains several sections: 'Educator Maintenance' with links for 'Educator Search / Update' (circled in red), 'Add Multiple Educators', and 'Data Pipeline File Upload'; 'EDIS User Guide' with a link to 'EDIS User Guide'; and 'Reports' with links for 'Educator Activity Report', 'Taken Educators Report', 'Educator History Report', and 'EDIS Download Report'.

The main content area is titled 'EDIS Home' and 'Educator Search'. It contains a form with the following fields: 'Last Name' (filled with 'Smith'), 'First Name' (filled with 'Jennifer'), 'Middle Name' (empty), 'DOB' (filled with '07 / 14 / 1988' and a calendar icon), 'Gender' (a dropdown menu showing 'None'), 'SSN' (empty), 'EDID' (empty), and 'LAEDID' (empty). Below the form are 'Cancel' and 'Search' buttons. A red arrow points from the 'Educator Search / Update' link in the sidebar to the search form. A speaker icon is visible in the bottom right corner of the page.



EDIS Template

Complete the EDIS Request Template to Google Drive when requesting new EDIDs or making updates to existing ones. These should be submitted separately

Hover over red triangle for formatting instructions

CSI EDID Request/Update Template

EDID	SSN	District Code	LAEDID	Last Name	First Name	Middle Name	DOB	Gender	Notes
Leave Blank unless EDID Update Process	No Dashes	8001 for CSI	Optional			Use NMN for No Middle Name	No slashes or dashes	01 = Female 02 = Male 03 = Nonbinary	Optional - good to provide clarifying details to CDE, especially for updates or common names



Link to CSI EDIS Template: <https://resources.csi.state.co.us/edid-request-template/>



HR Coding Scenarios

SUPPORT STAFF

COUNSELING			
Assignment/Role	Job Classification Code	Teaching Subject Area	Administrator/ Instructional Area
Counselor/Advisor	211	0000	0021
Counselor Assistant	406	0000	0021
Counselor/Advisor, Title I funded	211	0000	0009
SPECIALIZED SERVICE PROVIDERS			
Assignment/Role	Job Classification Code	Teaching Subject Area	Administrator/ Instructional Area
School Nurse (RN)	233	0000	0028
Licensed Practical Nurse (LPN)	232	0000	0028
Health Assistant/Tech (assists with health needs and health records as delegated by School Nurse)	409	0000	0028
Occupational Therapist	234	0000	0002
Occupational Therapy Assistant	421	0000	0002
Physical Therapist	235	0000	0002
School Psychologist	236	0000	0002
Social Worker	237	0000	0002
Speech-Language Pathologist	238	0000	0002
Speech-Language Pathology Assistant	239	0000	0002

<https://resources.csi.state.co.us/hr-coding-scenarios/>





ESSA In-Field Crosswalk

Teaching Subject Area Codes	Teaching Subject Area Names	Subject Area of Degree Code	E-Key	eKey Name	eKey License
0010	General Elementary Education	0450	46	Elementary Education [K-6]	Teacher
0010	General Elementary Education	0450	130	Middle School (MIDL)	Teacher
0010	General Elementary Education	0450	190	Elementary Education (K-6)	Alternative License
0010	General Elementary Education	0450	637	Elementary School Media (ELEM)	Teacher
0010	General Elementary Education	0450	739	Early Childhood Education (0-8)	Alternative License
0010	General Elementary Education	0450	740	Elementary Education (K-6)	Alternative License
0010	General Elementary Education	0450	831	Elementary Education (K-6)	Added Endorsement
0010	General Elementary Education	0450	832	Early Childhood Education (0-8)	Teacher
0010	General Elementary Education	0450	1065	Elementary Education (K-6)	Teacher
0010	General Elementary Education	0450	1114	Elementary Education (K-6)	Master Certificate
0010	General Elementary Education	0450	1477	Elementary Education (K-6)	Exchange Educator Interim Authorization
0010	General Elementary Education	0450	1478	Early Childhood Education (0-8)	Exchange Educator Interim Authorization
0010	General Elementary Education	0450	1486	Early Childhood Education (0-8)	Master Certificate
0010	General Elementary Education	0450	1524	Early Childhood Education (0-8)	Alternative Pathway
0010	General Elementary Education	0450	1525	Elementary Education (K-6)	Alternative License
0015	General 7th / 8th Grade	0450	46	Elementary Education [K-6]	Teacher
0015	General 7th / 8th Grade	0450	130	Middle School (MIDL)	Teacher

<https://resources.csi.state.co.us/cde-essa-in-field-crosswalk/>





Using the ESSA In-Field Crosswalk Example

- You have a staff member who teaches 8th grade, and you are unsure what to code for Demonstrates In-Field Status.
- Filter the Crosswalk using the Teaching Subject Area and Subject Area of Degree Fields!

Teaching Subject Area Codes	Teaching Subject Area Names	Subject Area of Degree Code	E-Key	eKey Name	eKey License
0015	General 7th / 8th Grade	0450	46	Elementary Education [K-6]	Teacher
0015	General 7th / 8th Grade	0450	130	Middle School (MIDL)	Teacher
0015	General 7th / 8th Grade	0450	190	Elementary Education (K-6)	Alternative License
0015	General 7th / 8th Grade	0450	739	Early Childhood Education (0-8)	Alternative License
0015	General 7th / 8th Grade	0450	740	Elementary Education (K-6)	Alternative License
0015	General 7th / 8th Grade	0450	831	Elementary Education (K-6)	Added Endorsement
0015	General 7th / 8th Grade	0450	1114	Elementary Education (K-6)	Master Certificate
0015	General 7th / 8th Grade	0450	1477	Elementary Education (K-6)	Exchange Educator Interim Authorization
0015	General 7th / 8th Grade	0450	1478	Early Childhood Education (0-8)	Exchange Educator Interim Authorization
0015	General 7th / 8th Grade	0450	1525	Elementary Education (K-6)	Alternative License

- Based on this, a staff member teaching 7th/8th grade must have their degree in 0450 – Elementary Education in order to code their In Field Status as 02 – Degree in Subject Area or higher.
- If not, the staff member must be coded with the next highest applicable option (03, 04, 05)
- Teaching Subject Area is on the Staff Assignment file and the Subject Area of Degree is on the Staff Profile





Data Validation Strategies Checklist for HR Collection

2023-24 Human Resources Data Validation Strategies Checklist

COLORADO
CHARTER SCHOOL INSTITUTE

This checklist contains some strategies for verifying **HR data** and is by no means a comprehensive list. Each school should have an internal process in plan for verifying data. Each school is strongly encouraged to use this checklist to help ensure the accuracy of their data. It should be noted the importance of coding all Special Educations staff as such. Those staff will be included in the December Count snapshot, not HR. CSI would welcome any strategies each school has developed. If you have any questions about this document or would like to share strategies that can be added to this list, please contact the CSI Submissions inbox: Submissions_CSI@csi.state.co.us

Staff Profile

- ☐ Report only staff that were actively employed as of December 1st (Count Day).
- ☐ Review Starting Point Staff Profile file to remove any staff that left prior to the start of the school year and add any new staff that have been hired since last year.
- ☐ Review the [Staff Profile File Layout and Definitions](#) to determine if new fields have been added or existing fields have been removed for the current school year. Make the necessary additions or removals of fields and update the data accordingly.
- ☐ Review and update any fields highlighted by CSI on your Staff Profile Starting Point file. Highlights indicate potentially inaccurate data from the previous year that did not necessarily flag for an error.
- ☐ Ensure all fields updated by CSI remain unchanged unless incorrect. Any changes to the below fields may cause inaccurate data as they already have been updated:
 - ☐ Years of Teaching Experience
 - ☐ Years of Education Experience

<https://resources.csi.state.co.us/hr-data-verification-strategies/>





Data Validation Strategies Example

- As you are going through your template files, you are unsure on how to best code Special Education Staff.
- Reference the Data Validation Strategies Checklist!

<u>Special Education Staff</u>
<input type="checkbox"/> Special education staff must have 80010 in the Admin Unit and a Special Education Assignment Flag of 1, otherwise will not be counted in the December Count snapshot
<input type="checkbox"/> For Special education staff, confirm that only the grade levels with a 1 are those in which a special education student (in the December Count Participation file) has the staff member's EDID listed.
<input type="checkbox"/> Coordinate with staff completing the December Count collection to ensure all errors on the level 2 staff snapshot have been corrected. Ensure the warnings have been reviewed for accuracy.

- Based on this information, you know that:
 - SPED Staff Administrative Unit Code = 80010
 - Special Education Assignment Flag = 1
 - Grade levels = December Count student roster
 - Funding Source = 4027 (IDEA) or 3130 (ECEA)





HR Forms for Schools

- CSI SPED Form ([IDEA School Instructor Form](#)***)
 - Required for special education staff being funded through
 - Submit to Marcie Robidart (marcierobidart@csi.state.co.us)
- CSI HR Form ([HR Editable New Hire Form](#))

*** - A New Hire form can be submitted in lieu of completing the IDEA Instructor Form if all applicable information is collected.





Where should Data be Entered for HR?

- **Data Management System** OR
- **Excel Starting Point Files** OR
- **Blank Templates** (New Schools)





School Starting Point Files – CSI Updates

- 23-24 Staff Profile and Staff Assignment starting point files can be found here: [Google Drive](#) → [HR](#) → [23-24](#) → [Starting Point](#)
- Files Include:
 - Final data from the 22-23 HR collection
 - Formatted to align with 23-24 requirements

Staff Profile Updates/Flags

- Probationary Status field removed from the Staff Profile file
- 1 year added to non-zero filled Years of Teaching Experience, Education Experience, and Principal Experience
- All Teacher, SSP, and Principal Evaluation Ratings removed for the 23-24 school year

Staff Assignment Updates/Flags

- One year added to non-zero filled Years of Principal at School
- All Grant/Project Funding Sources not coded as 0000, 0001, or 3000 are flagged for changing
- SPED Staff can also be 4027 and 3130 along with the previously mentioned coding options
- All Demonstrates In-Field Status rows where the Job Classification is not 201-206 are highlighted





School Starting Point Files – School Updates

When opened, you will see the highlighted fields that need to be changed. Along with this, please follow the below editing steps:

Staff Assignment Starting Point File Example

H	I	J	K	L	M	N	O	P	Q	R	S	T	U
BIRTH_DA	SCHOOL	SPED_STA	JOB_CLAS	START_DA	END_DA	EMPLOYM	NUM_CON	HOURS_W	HOURLY_F	BASE_SAL	TEACHING	ADMIN_IN	GRANT_PI
		0000	211										0000
		0000	232										0000
		0000	201										0000
		0000	201										0000
		0000	201										0000

General Editing Steps

- Remove rows for staff that won't be employed in 2023-2024.
- Add rows for staff that are either new or are taking on an additional role.
- Change key fields (salary, assignments, etc.) for returning staff as appropriate.
- Populate newly required/clarified fields.
- Consider who your contract workers are and make sure they are accounted for.
- Do not update Years of Experience or any other field CSI has already updated for you.





New HR File Creation Tips

- **Excel** or **CSV** files can be uploaded to the data pipeline
- New schools need to manually create a Staff Profile and Staff Assignment file separately
- 1st record/row must always contain headings or titles
- Header Row can be kept the same as in template or tailored for your needs
- Codes must match what is in the File Layout, including field lengths
- Blanks are not allowed except for Staff End Date of Assignment (blank or 00000000)
- Newly opened or new to CSI schools must create these files using the template

[Staff Profile Template](#)

[Staff Assignment Template](#)





RANDA for New File Creation

CSI schools using RANDA have the option of exporting data from the system to populate HR Files.

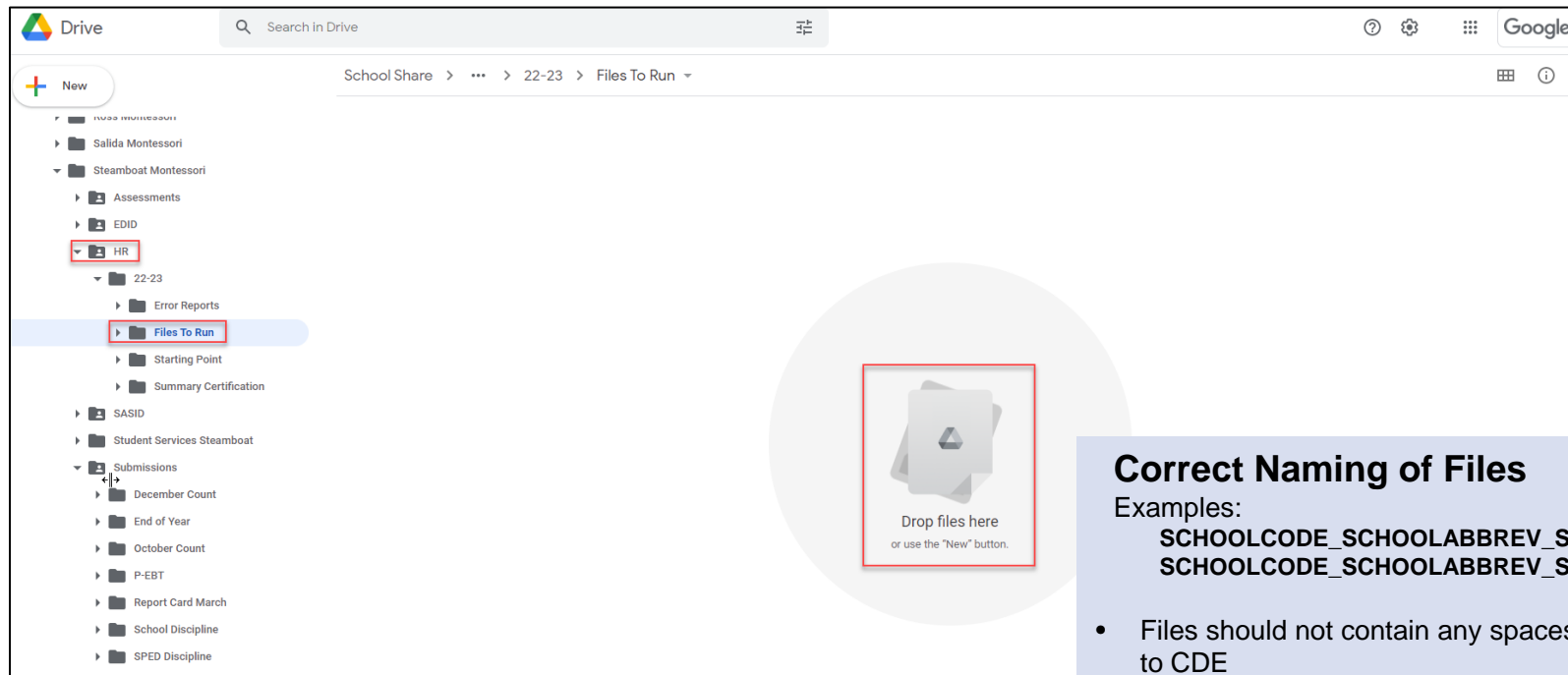
- Staff with SI/AS/HR for RANDA can run the export.
- Click on the “Reports” option and ensure you are selecting the current academic year.
 - The “Report Type” should be “Exports”.
- Select the “HR Collection Template” within the dropdown
- Can be used to Populate the Staff Profile file.

The screenshot shows the RANDA website interface. At the top, there's a header with the Colorado Department of Education logo and navigation links: LICENSING | ABOUT CDE | STATE BOARD | OFFICES | STAFF DIRECTORY | CAREERS AT CDE. Below this is a search bar and a SITE INDEX link. A horizontal menu bar contains links for FAMILIES, EDUCATORS, DISTRICTS, COMMUNITIES, and SCHOOLview*. The main content area is titled 'RANDA - Colorado State Model Performance Management System' and includes a brief description of the system. A sidebar on the right lists various resources and links, including 'Performance Management System (RANDA)', 'Login', 'Current Users', 'Interested Users', 'LAMs', 'Regional Specialist Map', 'Communications Resources', 'Calendar', 'Contact Us', and 'Educator Talent'.

<https://www.cde.state.co.us/educatoreffectiveness/randa>



Step 3: Submission to CSI



Correct Naming of Files

Examples:

SCHOOLCODE_SCHOOLABBREV_StaffProfile_Date
SCHOOLCODE_SCHOOLABBREV_StaffAssignment_Date

- Files should not contain any spaces in order to upload to CDE
- Ensure you are uploading them to the correct folder in Google Drive:
 - **G-Drive>HR>23-24>Files to Run**

- Email the submissions inbox (Submissions_CSI@csi.state.co.us) once file is available to process



Step 4: Error Resolution

- Error Reports loaded to **HR** → **Current Year** → **Error Reports**
- [CSI Troubleshooting Errors Resource](#)
 - Staff Profile Errors tab
 - Staff Assignment Errors tab
 - HR – Level 2 Errors tab
 - December Count – Level 2 Errors tab





Step 4: Error Resolution Cont.

Click here to return to Home Tab	Data Element Name	Submission File Excel Column	Error/Warning Code	Error Type	Message	Troubleshooting Notes	CDE Troubleshooting Notes
	ADMIN_INSTRUCT_AREA	T	ST063	Error	Administrator/Instructional Area is an invalid code for general education staff (special education flag marked with 0). Either update the special education flag or the Administrator/Instructional Area code.	It is most common to see the Administrator/Instructional area is 0001 for regular education and 0002 for special education staff coded with a Job Classification code of 100-299, 401, 411 or 415-420, but will vary depending on the specialty. See the Staff Assignment File Layout for all the appropriate Admin/Instructional codes.	The Administrative/Instructional Area code is not valid for a general education record. If the record is for a special education employee, update the special education flag to be 1. If not, update the Administrative/Instructional Area code for general education staff.
	ADMIN_INSTRUCT_AREA	T	ST064	Error	Administrator/Instructional area must be a valid code if not zero-filled.	It is most common to see the Administrator/Instructional area is 0001 for regular education and 0002 for special education staff coded with a Job Classification code of 100-299, 401, 411 or 415-420, but will vary depending on the specialty. See the Staff Assignment File Layout for all the appropriate Admin/Instructional codes.	The Administrative/Instructional Area code must be reported with a valid code. Use 0000 if not required for the record. (required for job class codes 100 through 299, 401, 411, or 415 through 420.
	ADMIN_INSTRUCT_AREA	T	ST155	Error	Administrator Instructional Area code is required and cannot be zero-filled if job class code is between 101 and 299, 401, 411, or between 415 and 420	Review the Administrator Instructional Area for this staff member to ensure you have not zero filled this for Job Class Codes 101-299, 401, 411, or 415-420.	The administrative/instructional area code must be reported and cannot be 0000 when the job class code is between 101 and 299 or 410, 411 or between 415 and 420.
	ADMIN_INSTRUCT_AREA	T	ST156	Error	This Administrator/Instructional Area (codes 0019, 0017, 0018, 2300, 2400, 2600, 2800) should not be used for a teacher (job class codes 201-206). Either change the administrative/instructional area code OR the job class code for this individual.	The Administrator Instructional areas listed in this message are not teaching related activities. They are more associated with the overall operation and maintenance of the school and specific programs. 0001 is most commonly used for General Education and 0002 for Special Education teachers.	Teachers cannot be reported with administrative/instructional area codes of 0019=Student attendance/retention, 0017=Community Services Program, 0018=Substance abuse education/prevention, 2300=Support Services-General Administrative, 2400=Support Services-School Administration, 2600=Operation and maintenance of plant services, 2800=Central support services.
						General education counselors do not have to have the grade levels reported. So, for the record where the special ed flat = 0, job class = 211, and administrative instructional area code = 0021. The grade levels can all be reported as 0 for No. For special education PK providers, they must have the 0035 administrative / instructional area code	





Step 4: Error Resolution Example

- **A staff member works 3 hours and 20 minutes a day and you are receiving an ST101 error that you are unsure how code correctly. The message states:**
- **Hours Worked per Day is mandatory and must be between 0033 and 1000 (20 minutes to 10 hours per day) if Employment Status Code is 11, 12, or 13.**
- **To help clarify coding, use the Troubleshooting Errors Resource!**

Staff Assignment Error Guidance						
Click here to return to Home Tab	SY 19-20	Submission File Excel Column	Error/Warning Code	Error Type	Message	CSI Troubleshooting Notes
	Data Element Name					
	HOURS_WORKED_PER_DAY	P	ST101	Error	Hours Worked per Day is mandatory and must be between 0033 and 1000 (20 minutes to 10 hours per day) if Employment Status Code is 11, 12, or 13.	The hours per day must be reported as between 20 minutes and 10 hours for any one assignment. This would be reported as 0033 = 20 minutes or 1000 = 10 hours. To report 3 hours, it would be 0300 in the file.

- **Based on this information and examples, you now understand that the field must be coded 0333!**





Step 5: Data Review

Summary/certification report will be provided once error free

Steps to Complete:

1. Review each tab thoroughly to determine accuracy of data
2. If accurate, ensure all applicable parties (below) have signed and return scanned version of the signed Certification tab to CSI
 - **School Leader, Data Submissions Coordinator and the HR Contact**
3. If errors are found, modify most recent error free files or reach out to CSI for assistance
4. Changes will be uploaded to the Data Pipeline and a new summary report provided
5. Once data is accurate, sign and return prior to the due date.

Note: Special Education staff will not be included on your snapshot as they are pulled into the December Count snapshot!





Common HR Questions and Issues





Salary/Hourly Pay Examples

Hourly Employee

- Bob serves as Bus Driver and Custodian.
- He gets paid \$12.50/hour
- Bob should have:
 - 1 row of data in the SP file.
 - 2 rows of data in the SA file.
 - In each row's **Hourly Rate of Pay field**, it should have 01250 (decimal is implied).



Salaried Employee

- Tom serves as Assistant Principal 60% of the time and Counselor 40% of the time.
- He gets a salary of \$50,000.
- Tom should have:
 - 1 row of data in the SP file.
 - 2 rows of data in the SA file.
 - In the Principal row of data, **Base Salary or Wage field** should be 30000 ($.6 * 50,000$)
 - In the Counselor row of data, **Base Salary of Wage field** should be 20000 ($.4 * 50,000$)





Staff Assignment Fields

- **Special Education Assignment Flag** – Must be “1” if staff is serving any special education students. (i.e. If staff member’s EDID is on the December Count Participation file, then Special Education Assignment flag on the Staff Assignment file should be 1.)
- **End Date of Assignment** – can be blank (i.e. NO ZEROES) or contain zeros (00000000) if staff is currently in position. Only include valid dates if staff is no longer in the position.





EDIDs not Showing up in the Participation File – Infinite Campus

Adding Special Education staff correctly to HR and IC is important to ensure they show up on the Participation file and avoids errors for both collections.

Follow these Steps:

- Verify all Special Education staff are included on both files with the correct EDID
- Verify their Special Education Assignment =1
- Provide a Job Classification, Teaching Subject Area (1700) and Admin/Instructional Area (0002) that is applicable for SPED Staff
- Ensure the EDID is added to the Staff State ID section in IC by going to:

Census→People→District Assignment

Person Identifiers	
Local Student Number	<input type="text"/> <input type="checkbox"/> Generate Number (System Preference Disabled)
Student State ID	<input type="text"/>
Local Staff Number	<input type="text"/>
Staff State ID	<input type="text"/>
Person GUID	70462D2B-D8E1-4C5F-AF89-E36A694B0528
Portal Username	No Active Portal Account



Share this with applicable SPED Staff if IC updates are completed by them



District of Residence Field

For Out of State Staff:

- Schools that have staff that work for the school remotely and live in a different State must code the District of Residence field with two spaces and the State Code. For example: "--WY" (dashes show where the spaces should go)

Contracted Staff:

- Contracted staff will occasionally get errors when zero filling the District of Residence field. Per CDE's guidance, this field should have two zeros (00) rather than the typical four. This should correct the issue.

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 [Colorado School District/BOCES codes](#) **Zero-fill for Contractors**

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



If unsure of District of Residence, see the "Guidance on Finding Staff Can be zero-filled for Contractors District of Residence" resource located on the CSI Human Resources page





HR Collection Timelines and Deadlines

Deadline	Task
09/21/2023	Submit initial files (Staff Profile, Staff Assignment for HR)
11/16/2023	Schools must have all Level 1 (Staff Profile/Staff Assignment) errors <u>cleared</u>
01/16/2024	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
1/26/2024**	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 **1/23/2024





Thank you for reviewing this training!

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

