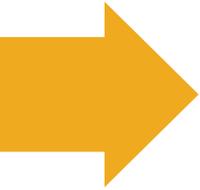




23-24 CSI Human Resource Collection Training

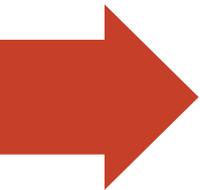
New this Year and Reminders

Recorded August 2023



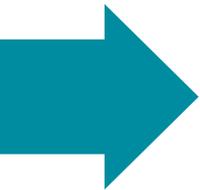
New for HR Collection

- Staff Evaluation and Quality Standards Removed
- Probationary Status Field Removed
- Coding addition of the Gender Field



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 22-23 with some CSI updates***
 - Accessible in Google Drive (G-Drive): [/HR/23-24/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 23-24





Staff Evaluation and Quality Standards – Removed

All fields related to Evaluation and Quality Standards have been removed from the Staff Profile file.

- All evaluation ratings were added to the newly created Staff Evaluation Interchange.
- This new interchange is not applicable to CSI schools since all have the appropriate waivers (22-9-106 and 22-2-112(1)(q)(l)) to zero fill this data.

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)(l)) 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





Probationary Status Field – Removed

The Probationary Status field has also been removed from the Staff Profile file as it also has been added to the Staff Evaluation Interchange.

Probationary Status – The probationary status of the educator as defined in district/BOCES policy. The local policy should be compliant with Senate Bill 10-191. (Note: Required for all teachers, and special services providers (SSPs); job class codes 201, 202, 206, 216, 222, 223, 211, 231, 233, 234, 235, 236, 237, 238, and 242). This field can be zero-filled for contracted staff. Probationary Status was removed for 23-24 and added to the Staff Evaluation Interchange.

00	N/A – to use for staff for whom probationary/non-probationary status does not apply use for staff that are not required to be evaluated, (i.e., Job class codes equal to 105, 106) contracted staff, and preschool teachers not required to participate in the educator effectiveness evaluation system.
01	Probationary – to use for teachers that do not have non-probationary status as outlined in the Teacher Employment, Compensations, and Dismissal Act of 1990 (TECDA) and SB 191 and for SSPs that do not have non-probationary status as outlined in SB 191.
02	Non-Probationary – to use for teachers that have earned non-probationary status as outlined in TECDA and SB 191 and for SSPs that have earned non-probationary status as outlined in SB 191.
03	Other – per local policy, a teacher, or SSP that does not have a pathway to earn non-probationary status (e.g., a charter school employee, a BOCES teacher that does not have funding guaranteed for more than one year).





Coding Addition – Gender Field

CDE has updated the Gender field options for the 23-24 school year (all collections) to now include 03 – Nonbinary as an applicable 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.





Reminder: 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)

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





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

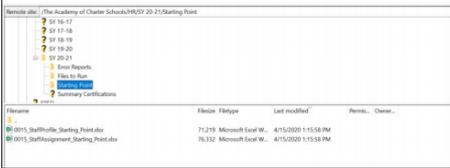
COLORADO CHARTER SCHOOL INSTITUTE

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.

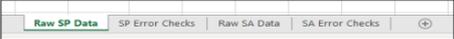
Instructions

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.



Filename	Size	Flags	Last modified	Permissions	Details...
0115_StaffProfile_Starting_Point.xlsx	71278		Microsoft Excel W.	4/15/2020 1:15:58 PM	
0115_StaffAssignment_Starting_Point.xlsx	76332		Microsoft Excel W.	4/15/2020 1:15:58 PM	

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



Timelines and Deadlines





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

