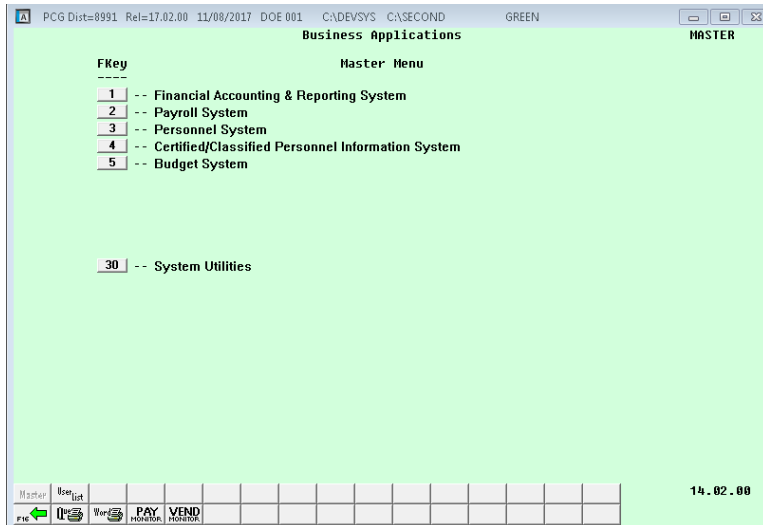# CPI FY2018

Certified and Classified Personnel

Annual Updates & Review

Presented by Katie Green

Topics

- ❑ **Overview**
- ❑ **Transmission Dates**
- ❑ **What's New**
- ❑ **Items to Remember**
- ❑ **Contracts and Salaries**
- ❑ **Reports**

What is CPI?

- **Certified** and **Classified** Personnel Information   (**Board Rule 160-5-2-.50**)

-   Reporting of certified and classified personnel based on their **role** within your district

How is CPI Data Used?

- State funding for certified staff - Training and Experience (T&E)
- Math/Science Incentive Funding (HB280)

- Title I Comparability Report
- Determine Teacher Shortage Areas
- Program Reviews
- State/Federal Reporting

- Given to PSC for highly qualified teachers process under ESSA
  "Every Student Succeeds Act"

What Data is Reported?

Certified   **Classified**

'A01' Record – Basic Demographics

'B01' Record – Contract and Certification Information

'C01' Record(s) – Job Assignments

Data from PSC

When Is CPI Reported?

CPI FY2018
Transmission Dates

Cycle 1 - October

Report Active and Terminated Employees

- ❑ Tuesday, **October 3, 2017** – Transmissions begin
- ❑ Tuesday, **October 10, 2017**– Initial transmission deadline
    Purpose: Removal of duplicate reporting by districts
- ❑ Tuesday, **October 24, 2017** - Final transmission deadline
    - ➤ **Deadline for Superintendent Sign-off**

Valid termination date range for
October CPI 2018-1 is 03/03/2017– 10/03/2017

A, B, and C Records

Cycle 2 – March

Report Active and Terminated Employees

- Thursday, **March 1, 2018** - Transmissions begin

- Thursday, **March 8, 2018** - Initial transmission deadline

  <u>Purpose</u>: Removal of duplicate reporting by districts

- Thursday, **March 22, 2018** - Final transmission deadline

  ➤ **Deadline for Superintendent Sign-off**

Valid termination date range for
October CPI 2018-2 is 10/04/2017– 03/01/2018

A, B, and C Records

Cycle 3 - July

Leave Reporting for Fiscal Year

- Thursday, **July 12, 2018** - Transmissions begin
- Thursday, **July 19, 2018**- Initial transmission deadline
- Thursday, **July 26, 2018**- Final transmission deadline
  - ➢ **Deadline for Superintendent Sign-off**

Report cumulative leave taken for fiscal year.

A & D records only

A and D Records

CPI Process Control Inquire (PF4)(PF31)(PF9)

Plan Your Calendar

There are <u>reasons</u> for Deadlines:

- **To resolve duplicates early in the cycle**
  - ✓ **<u>Please</u> make the Initial Transmission deadline**
  - ✓ **Let us know early if you are having local system problems**

- **To build in time to handle the "unexpected"**

- **To build in time to review data and reports**

- **To avoid the dreaded "last-minute" stress!**

FTE Survey

Source for our CPI Coordinator List

Monday, September 11 to Friday, September 22

❑ **Make sure your FTE Coordinator has the correct information on your:**
- ✓ **HR/Payroll software**
- ✓ **Who your CPI Coordinator is**
- ✓ **Correct contact information for your CPI Coordinator:**
  - o **Email address**
  - o **Phone Number**

❑ **RESAs – survey link is located on the CPI fall menu**

What's New This Year?

FY 2018

UPDATES from PSC

New ASSIGNMENT CERTIFICATE TYPES

Certificate Type Code	Certificate Type	Category	Salary Type	Currently Issued?
C	Clearance			Y
PARA	Parapro			Y
NPARA	Nonrenewable Parapro			Y
EI	Educational Interpreter			Y
NEI	Nonrenewablle Educational Interpreter			Y
WEI	Waiver Educational Interpreter			
AIDE	Non-instructional Aide			Y
WAIDE	Waiver Non-instructional Aide			Y
SP	Support Personnel			Y

UPDATES from PSC

New *ASSIGNMENT FIELD CODES*

Certificate Field Code	Certificate Field
823	SUPERINTENDENT
694	CLEARANCE CERTIFICATE
692	NON-INSTRUCTIONAL AIDE
695	EDUCATIONAL INTERPRETER LICENSE
693	SUPPORT PERSONNEL LICENSE

CPI Code Menu in the DOE Portal
http://www.gadoe.org

Georgia Department of Education

Richard Woods
State Superintendent of Schools

CPI Code Menu
Data Collection System
Office of Technology Services

- Job Codes
- Certificate Type Codes
- Secondary Fund Codes

- Subject Matter Codes
- Certificate Field Codes
- Termination Codes

https://app3.doe.k12.ga.us/ows-bin/owa/cpi_pack_code_menu.entry_form

Updating CPI Description Codes (PF1)(PF12)(PF10)

CF$ Consolidated Funding   NEW

Atlanta Public Schools
Calhoun county
Calhoun City
Cartersville City
Dougherty county
Foothills Charter
Long County
Lumpkin County
Macon County
Madison County
Marietta City
Mitchell County
Worth County

CF$ What does Consolidation mean?

NEW

- School-wide school treats the funds it is consolidating as a single "pool" of funds

- Funds from the contributing programs lose their identity –but not all the strings

- The school uses funds from this consolidated school-wide (SW) pool to support any activity of the SW Plan

CF$

What is the Purpose of Consolidation?

The purpose of consolidating funds is to help a school-wide program school effectively design and implement a comprehensive plan to upgrade the entire educational program in the school based on the school's needs identified through its comprehensive needs assessment.

CPI & Consolidated Funding

1   New data element – **ASSIGNMENT CONSOLIDATED FUND FLAG** Indicates if employee should be counted in the Consolidated Funding.

      Valid Values: "Y" = Yes, or "N" = No

2   New **ASSIGNMENT FUND CODES (also called SECONDARY FUND CODES**)

- 01 = Staff accounted for within the Resource Allocation Plan (For CF Sites Only),

- 02 = Staff NOT accounted for within the Resource Allocation Plan (For CF Sites Only)

3   New error checks

Consolidated Funding Flag (PF4)(PF1)
Click on the Asg tab

CF$

Consolidated Funding Flag (PF4)(PF1)

CF$ ASSIGNMENT CONSOLIDATE FUNDING FLAG

- Required for: Cycles 1 & 2

- Field Type: Alpha

- Required For: Certified, Classified and Active Employees

- Description: Indicates if employee should be counted in the Consolidated Funding

- Located: Part of the C record on the file layout.

Using Secondary Fund Codes 01 and 02

NEW

- **SCHOOL CODE** must be an approved school to use Consolidated Funding.

- Employee must be paid out of Fund 150

- **CONSOLIDATED FUND FLAG** must = 'Y'

- **EMPLOYEE TYPE must =** (B= SB 327 Retiree or Blank/null = regular)

- Assignment must be one of the following **JOB CODES**

Instructions	080,085,100,101,102,103,104,105,106,107,108,109,110,111,112,113,114,115,116,117,118,119, 120,121,122,123,124,130,131,132,133,142,144,145,146,147,148,150,151,152,153,154,156,157, 195,395, 434,435,436,440,442,443,445,494,497
Pupil Services	306,396,398,400,401,402,403,407,408,409,412,413,414,438,439,444,496,497
Improvement of Instructional Services	397,405,406,445,497,621
Transportation (Supplemental academic services only)	464,461

CF$

ASSIGNMENT CONSOLIDATED FUND
FLAG- reported on the C record

ASSIGNMENT CONSOLIDATED FUND FLAG- Identifies whether an employee is being paid with Consolidated Funds
Codes: Valid Values "Y" "N"

Assignment- C Record (Non- Terminated, SB327 and Third Party employees are required to have C-Record(s)									
School ID	Percent of Time	Assignment Type	In field Status	Cert Type	Job code	Sub code	Cert Field	Con Fund Flag	Fund Code
0103	60	C	I	T	109	400	748	Y	01
0103	20	C	I	T	615	999	704	N	00
0103	20	C	I	T	112	910	748	Y	02

Consolidated Funding Certified Example

Assignment- C Record (Non- Terminated, SB327 and Third Party employees are required to have C-Record(s)									
School ID	Percent of Time	Assignment Type	In field Status	Cert Type	Job code	Sub code	Cert Field	Con Fund Flag	Fund Code
0103	60	C	I	T	109	400	748	Y	01
0103	20	C	I	T	615	999	704	N	00
0103	20	C	I	T	112	910	748	Y	02

Consolidated Funding Certified Example:

Certified Staff = 300 by headcount

50 of the staff can be reported using the consolidated funding.

250 will be reported with the regular **Fund Code** 00

30 of the employees that are certified personnel who are included in the Consolidation of Funds Resource Allocation Plan and are considered necessary personnel to run a school and therefore receive T&E. Can be coded to **Fund Code** 01

20 of the employees are certified personnel who are NOT included in the Consolidation of Funds Resource Allocation Plan and are therefore considered additional personnel beyond what is necessary to run a school and therefore do NOT receive T&E can be coded to **Fund Code** 02

Consolidated Funding Classified Example

CF$

Assignment- C Record (Non- Terminated, SB327 and Third Party employees are required to have C-Record(s)									
School ID	Percent of Time	Assignment Type	In field Status	Cert Type	Job code	Sub code	Cert Field	Con Fund Flag	Fund Code
0103	60	N			425			Y	01
0103	40	N						N	00

Consolidated Funding Classified Example:

Classified Staff = 100 by headcount

10 of the staff can be reported using the consolidated funding.

90 will be reported with the regular **Fund Code** 00

5 of the employees that are non-certified personnel and administrators who are included in the Consolidation of Funds Resource Allocation Plan and are considered necessary personnel to run a school and therefore receive T&E. Can be coded to **Fund Code** 01

5 of the employees are non-certified personnel and administrators who are NOT included in the Consolidation of Funds Resource Allocation Plan and are therefore considered additional personnel beyond what is necessary to run a school and therefore do NOT receive T&E can be coded to **Fund Code** 02

Consolidate Funding Errors

▶ **E6991** - **ASSIGNMENT CONSOLIDATED FUND FLAG** = "N' **ASSIGNMENT FUND CODE** cannot be 01 or 02

▶ **E6992**-If **ASSIGNMENT FUND CODE = 01 or 02 ASSIGNMENT CONSOLIDATED FUND FLAG must be "Y"**

▶ **E1022- ASSIGNMENT JOB CODE** not valid for consolidated Funding

▶ **E1023- ASSIGNMENT SCHOOL CODE** Not listed on approved consolidated Funding List

▶ **E1024 –** District total for Consolidated Funding is greater than the Resource Allocation

FY2018 CPI Data File Layout

DATE	DATA ELEMENT AFFECTED	COMMENTS
07/01/2017		Annual Updates
07/01/2017	ASSIGNMENT CONSOLIDATED FUND FLAG	Add edit E6991 - ASSIGNMENT CONSOLIDATED FUND FLAG = "N". ASSIGNMENT FUND CODE cannot be "01" or "02".
07/01/2017	ASSIGNMENT CONSOLIDATED FUND FLAG	Add edit E1025- IF ASSIGNMENT CONSOLIDATED FUND FLAG = "Y", ASSIGNMENT FUND CODE must be "01" or "02".
07/01/2017	ASSIGNMENT JOB CODE	Add edit E1022- ASSIGNMENT JOB CODE not valid for Consolidated Funding.
07/01/2017	ASSIGNMENT SCHOOL CODE	Add edit E1023- ASSIGNMENT SCHOOL CODE not listed on approved Consolidated Funding school list.
07/01/2017	ASSIGNMENT FUND CODE	Add edit E1024 - District total for Consolidated Funding is greater than the Resource Allocation. See report CP050 for more information.
07/01/2017	ASSIGNMENT CONSOLIDATED FUND FLAG	Add new data element ASSIGNMENT CONSOLIDATED FUND FLAG to the C record, position 45. This data element indicates if employee should be counted in the Consolidated Funding. Valid Values: "Y" = Yes "N" = No
07/01/2017	SECONDARY FUND CODE	Add valid values: "01" = Staff accounted for within the Resource Allocation Plan (For CF sites only). "02" = Staff NOT accounted for within the Resource Allocation Plan (For CF sites only).
07/01/2017		Add Filler to the end of the C Record positions 46-85.
07/01/2017	ASSIGNMENT FIELD CODE	Add edit E6461 - If ASSIGNMENT FIELD CODE = "101", "102" ,"103", or "104", (Charter Wavier) the EMPLOYEE CODE must exist in the PSC's Clearance Table. Contact PSC.

FY2018 CPI Data File Layout

NEW

				Personnel Demographic Information – C Record					
Layout ID	**Element**	**Cycle**	**Field Type**	**Required For:**	**Length**	**Starting Position**	**Ending Position**	**Description**	**Edits**
								this fund **WILL** earn T&E. 02- For APPROVED CONSOLIDATED FUNDING SITES ONLY: Use this **ASSIGNMENT FUND CODE** for all certified and classified staff **NOT** accounted for within the Resource Allocation Plan. Certified staff with this fund **WILL NOT** earn T&E.	
CON	**ASSIGNMENT CONSOLIDATED FUND FLAG**	1&2	A	Certified, Classified Active	1	45	45	Indicates if employee should be counted in the Consolidated Funding. Valid Values: "Y" = Yes "N" = No	**E1022-** ASSIGNMENT JOB CODE not valid for Consolidated Funding. **E1023-** ASSIGNMENT SCHOOL CODE not listed on approved Consolidated Funding List. **E1024 –** District total for Consolidated Funding is greater than the Resource Allocation. See report CP050 for more information. **E1025-** IF ASSIGNMENT CONSOLIDATED FUND FLAG = "Y" ASSIGNMENT FUND CODE must = 01 or 02.
CON	Filler	1&2	A		40	46	85	Filler	**No Edits**

Long-Term Substitute
EMPLOYEE TYPE = "L"

A long-term substitute is an employee hired directly by the district. This person typically has an hourly service agreement to "fill in"

❑ For a vacant permanent position for a period of four (4) consecutive weeks (**20 consecutive school days**) or more.

❑ Long-term substitute teachers are the sole "teachers of record" and there are **no teachers under contract** for the classes.

❑ Reports on long-term substitutes should not include **persons substituting for teachers under contract** who are away temporarily and expected to return, such as teachers on medical or maternity leave.

Note: A long-term substitute CANNOT earn T&E dollars.

IMPORTANT!

TITLE I

- ❑ In reference to the Title I Comparability Report and CPI, districts must report the Secondary Fund code for classified staff that are not state or locally funded.

- ❑ Otherwise, if no Secondary Fund Code is reported for classified staff, it will be assumed they are state or locally funded (Fund Code "00").

Secondary Fund Code	Secondary Fund
51	Title I Elementary and Secondary Education Act of 1995
71	Title I Part C Migrant Education, Elementary & Secondary Education Act of 1995

PSC Related

❑ Some **PSC Certified TYPES** are printed as four or five character codes, but have a three-character "CPI" equivalent.

❑ The induction certificates print as four character codes, but are translated to three characters for CPI.

PSC Combo	CPI	Description
IN1S	I1S	**Induction Pathway** 1 Service
IN2S	I2S	**Induction Pathway** 2 Service
IN3S	I3S	**Induction Pathway** 3 Service
IN4S	I4S	**Induction Pathway** 4 Service
IN1T	I1T	**Induction Pathway** 1 Teaching
IN2T	I2T	**Induction Pathway** 2 Teaching
IN3T	I3T	**Induction Pathway** 3 Teaching
IN4T	I4T	**Induction Pathway** 4 Teaching

PSC Related

No longer exist – None active

Certificate Type Code	Certificate Type	Category	Salary Type	Currently Issued?
OT	One-Year Supervised Practicum Teaching	Provisional	B	N
CAT	Core Academic Teaching	Provisional	B	N
CPT	Clinical Practice Teaching	Provisional	B	N
IT	Intern Teaching	Provisional	B	N

Certification Waivers in CPI

GaDOE codes for waivered schools to report non-PSC data as *certified* in CPI:

GaDOE "substitute" CERTIFICATE TYPE Code:

➢ **CHW = GaDOE Charter/SWSS School Waiver**

To be combined with:

GaDOE "substitute" CERTIFICATE FIELD Codes

➢ **101 = Academic Major (Grades 6-12) - GaDOE Charter School Waiver only**

➢ **102 = Course work (minimum of 21 semester hours)* - GaDOE Charter School Waiver only**

➢ **103 = GACE - GaDOE Charter School Waiver only**

➢ 104 = GaDOE Full Flexibility **Charter School Waiver only**
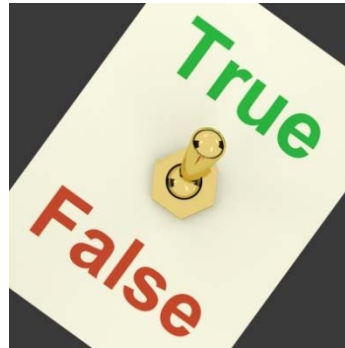
An employee with only a *Certificate of Eligibility* (CoE) is <u>not certified</u>, and would be paid as a classified employee.

TRUE

The employing system should, immediately upon employing the bearer of a CoE in a position requiring certification, apply for certification on behalf of the employee. This is very simple, as the CoE <u>shows</u> the employer that the bearer has <u>already met all eligibility requirements except employment</u> for either an Induction Certificate or Standard Certificate.
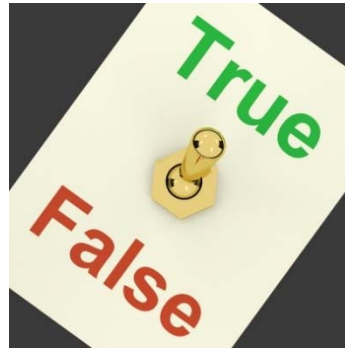
A *Certificate of Eligibility* is <u>not</u> the *Induction Certificate*

TRUE

A Certificate of Eligibility will be converted to the appropriate certificate upon employment and submission of an application by the employing Georgia Local Unit of Administration (LUA). There are four "flavors" of Certificate of Eligibility:

*I1 is Eligibility for an Induction Pathway 1 Certificate
*I2 is Eligibility for an Induction Pathway 2 Certificate
*I3 is Eligibility for an Induction Pathway 3 Certificate
*SR is Eligibility for a Standard Professional Certificate
(There is no CoE for Induction Pathway 4.)
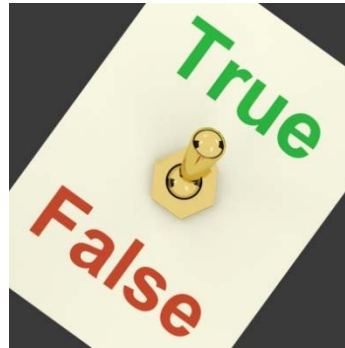
A *Certificate of Eligibility* is done by the district <u>before</u> the *Induction Certificate* is issued by PSC

Not quite.

A Certificate of Eligibility is <u>issued at the request of the applicant or preparation program provider</u> when all requirements for a renewable professional OR induction certificate have been met EXCEPT for the employment requirement.

Renewable professional and induction certificates are only issued to educators employed by a Georgia Local Unit of Administration (LUA).
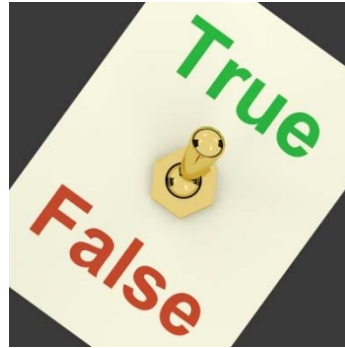
An *Induction Certificate* is considered *provisional*, not *professional*.

PARTIALLY TRUE

- Induction Pathways 1, 2 and 3 are <u>professional</u>,
- Induction Pathway 4 is <u>provisional</u>

E629

If **TERMINATION CODE** is valid for termination, and a **TERMINATION DATE exists**, all other non-key data elements should be blank/null.

Data Element
A RECORD
FISCAL YEAR
SYSTEM CODE
SOCIAL SECURITY NUMBER
EMPLOYEE NAME
GENDER
DATE OF BIRTH
EMPLOYEE TYPE
ETHNIC HISPANIC
RACE flags
B RECORD
TERMINATION CODE
TERMINATION DATE

REPORT ONLY THESE DATA ELEMENTS

State Health Plan

- **E627** - **STATE HEALTH PLAN** cannot be both "Y" and "O" within the district. Only one of these can be reported for all employees offered health insurance.

E2016 – Employee Active Last Year

❑ You have a E2016 error that appears on your report.
❑ You have verified the employee's SSN and our records is showing to be accurate.
❑Why can't I see this in my file/extract??

| 123456789 | Data reported from PREVIOUS CYCLE DOE, JANE | E2016 | All personnel reported as active in previous CPI cycle must be reported as either active or terminated in the current CPI cycle. "Data Reported" is from PREVIOUS cycle so detail record CANNOT BE VIEWED. If employee is in current extract, then Employee Code reported this cycle is different from last cycle, causing this error. Please check Employee Code. | Data reported from PREVIOUS CYCLE- EMP Code; Full Name |

Special Education - GNETS

ERROR:

ASSIGNMENT FUND CODE is not valid for reported Special Ed/GNETS ASSIGNMENT JOB CODE.

Valid combinations:

Job Codes 152 and 158 require Fund Code 50 or 00.

Job Code 153 requires Fund Code 56 or 74.

Job Code 141 requires Fund Code 50, 55, or 00.

Job Code 650 requires Fund Code 74.

Job Codes 306, 404, 412, 469 require Fund Code 00, 74, 50, or 56.

➤ The combination of ASSIGNMENT FUND CODE and Special Ed/GNETS ASSIGNMENT JOB CODE will not be eligible for T&E Funding.

  ➤ (Only FUND CODE '00' is eligible for T&E funding.)

Special Education - GNETS

JOB CODE	SECONDARY FUND CODE	EXPLANATION / ACTION
152 GNETS Teacher – Locally Funded	50 – LEA Federal Grant	Warning – No T&E
	00 – State or Local Funds	
	other	Error – Fund Code not valid for Job Code
153 - GNETS Teacher – Grant Funded	56 IDEA – GNETS Federal Grant	Warning – No T&E
	74 - GNETS State Grant	
	other	Error – Fund Code not valid for Job Code
158 - Teacher of EBD Students	50 – LEA Federal Grant	Warning – No T&E
	00 – State or Local Funds	
	other	Error – Fund Code not valid for Job Code
141- Preschool Special Education Teacher 453 - Preschool Special Education Parapro	50	Warning – No T&E
	55 (Job Code must = 141)	Warning – No T&E
	00 – State or Local Funds	
	other	Error – Fund Code not valid for Job Code
306 - GNETS Counselor, 404 - GNETS School Psychologist. 412 - GNETS Social Worker, 439 - GNETS Paraprofessional 469 - GNETS Special Education Specialist	00 – State or Local Funds or 74 - GNETS State Grant	
	50 – LEA Federal Grant or 56 IDEA – GNETS Federal Grant	Warning – No T&E
	other	Error – Fund Code not valid for Job Code
650 - (GNETS Director)	74 - GNETS State Grant	
	other	Error – Fund Code not valid for Job Code

Special Education - GNETS

E1115 - ASSIGNMENT FUND CODE "56 " (IDEA – GNETS Federal Grant) is not valid for teacher Job Codes (Job Codes less than 200).

▶ **W992** - ASSIGNMENT JOB CODE Has corresponding SECONDARY FUND CODE that does not equal "74" (GNETS STATE GRANT).
  - "153" (GNETS Teacher Grant funded) or
  - "306" (GNETS Counselor) or
  - "404" (GNETS School Psychologist) or
  - "412" (GNETS Social Worker) or
  - "439" (GNETS Paraprofessional) or
  - "469" (GNETS Specialist) or
  - "650" (GNETS Director)

State Health Plan

WHO SHOULD BE REPORTED?
- **Regular Employees (EMPLOYEE TYPE = blank)**
- **SB327 Retirees returned to work (EMPLOYEE TYPE = 'P')**

WHO SHOULD NOT BE REPORTED?
- **LongTerm Subs (EMPLOYEE TYPE = 'L'**
- **3RD Party Contracts (EMPLOYEE TYPE = 'P')**

Note:
Budget office is using this data to determine participation rates for health insurance.

State Health Plan Q&A

QUESTION	ANSWER
If our district does not offer any other health plan, other than the State Health Plan, should we ignore the "O" Other option?	YES. The "O" only applies to other health insurance plans offered <u>by the district</u>.
We have a wife and husband that are both employees of the district and they have a family plan. Do we flag both as 'yes'?	NO. Only report the "Y" or "O" for the spouse who is paying for the plan, whichever is applicable. Report "N" for the other spouse.
How do we report employees that have a health plan through their spouse's employment at another district?	Report "N".
How do we report employees that have a health plan through their spouse's employment at a private company?	Report "N".
How do we report employees that have the State Health Plan through their spouse's employment at a state department (like GaDOE or DHR)?	Report "N".
How do we report an employee that works part-time with us and full time with another district?	Regardless of the employee's Employment Basis (part-time, fulltime), report the "Y" or "O" where the employee is paying for the insurance.

Leadership

❑ **E618** – Where leadership under new rules, ASSIGNMENT CERTIFICATE TYPE CODE = 'L' and Effective Date > 20100701, the ASSIGNMENT CERTIFICATE TYPE CODE must be PL, NPL, L, NL, WL or WPL.

❑ **E619** - The Certification **Field Type** is not valid for the leadership **Certificate Field Code.**

VALID COMBINATIONS ARE:

Certificate Field Code	Certificate Condition (PSC / Certificate Type (GaDOE)
704	PRL, DL, NL, SRL, WL, P, NP, WP
705	NL, WL
706 & 707	PRL, NPL, WL

PSC data…

Watch for different Certificate Levels:

- Leadership Cert Levels separate from other Cert Levels

- <u>Example below</u>: Cert Level for teaching is not the same as leadership. these assignments are reported with teaching Cert Type.

Assignment Information- C Record									
School ID	School Name	Percent of Time	Assignment TYPE	In Field Status	Certificate Type	Job Code	Subject Matter	Certificate Field	Fund Code
0103	Sample H S	66.0	C	I	T	109	400	748	00
0103	Sample H S	34.0	C	I	T	112	910	748	00

PSC Details if available

Cert Level	Effective Date	Provision Flag	Certificate	Field Code	Begin Date	End Date
4	07/01/1994	F	T	748	05/20/2006	06/30/2014
5	07/01/2012	F	L	704	07/01/2010	06/30/2014

Leadership Requirements –
Georgia Code **O.C.G.A. § 20-2-212**

CPI

Student Class Errors

E5083- COURSE TEACHER CODE not reported in CPI (Cycle 1 or 2) with a teaching job code.

E5019 - Course Teacher Code is not found in CPI.

Student Record Errors

E141-ADDITIONAL TEACHER CODE must be reported in CPI (Cycle 1 or 2) with a valid Job Code (080-199, 301, 302, 400, 401, 402, 440, 445, 480, 621, 672, 673).

E909-COURSE TEACHER CODE not reported in CPI (Cycle 1 or 2) with a teaching job code.

E906- For MOWR/Dual Enrollment courses, the COURSE TEACHER CODE should be a nine-digit number with format: 77700xxxx where xxxx is the four-digit number identifying the college/university where the student took the MOWR course, or a valid COURSE TEACHER CODE reported in CPI.

FTE

E5027-ADDITIONAL TEACHER CODE must be reported in CPI (Cycle 1 or 2) with a valid Job Code (080-199, 301, 302, 400, 401, 402, 440, 445, 480, 621, 672, 673) when collected for Student Class or TEMS.

CONTRACTS AND SALARIES

Data Used for T&E funding

Certified Employees Only

ALL "B" record data:

- Employment Basis
- Certification Level* (PSC)
- Pay Step
- Years of Experience*

Increase T&E dollars earned

Employment Basis Formula

Certified and Classified Employment Basis

How to calculate:

of **full-time** hours/day ***** # of days/week **=** # of hours/week

# of hours/week ***** # of weeks worked/year **= Full-Time hours/year**

+

of **additional** hours/day ***** # of days /week = # of hours/week

of hours/week ***** # of weeks worked/year **= Additional hours/year**

Once added together:

Total of Hours *DIVIDED BY* Full-Time Hours = EMPLOYMENT BASIS

Calculating an Employment Basis

Example: Full-time teacher who works 2 additional hours 2 days a week teaching night school. Contracted days = 190 (38 wks)

Calculation for **full-time** hours:

8 hours/day
X   5 days/week
40 hours/week
X 38 weeks/year
1520 hours/year

Calculation for **additional** hours:

2 hours/day
X   2 days/week
4 hours/week
X 38 weeks/year
152 hours/year

1520 + 152 = 1672

1672 ÷ 1520 = 1.10 (Employment Basis)

Salary Upgrades

Question from district:

Are we obligated to increase certified employees salary if there is an upgrade in certification within the contract year?

Answer:

The answer is yes - they are paid from the date of the certificate.

(See 160-5-2-.05 Experience for Salary Purposes)

Employment Basis vs. Percent of Time

- **Employment Basis – B Record**
  - Related to **CONTRACT SALARY**
  - Used to calculate FTE (full-time equivalent)
  - Used in T&E calculation for certified employees
  - Cannot be greater than 2.0

- **Assignment Percent of Time – C Record**
  - Related to **TOTAL TIME ON THE JOB**
  - All assignments must total 100% of time
  - Estimate % of time spent per assignment

Example:
Employment Basis <u>vs.</u> Percent of Time

- **Employment Basis – B Record**
  - Certified CONTRACT Salary = $20,631.00
  - Employment Basis = 0.50
  - FTE calculated salary = 20,631.00 **/** 0.50 = $41,262.00 With Yrs Exp = 5 (Step 3) and Cert Level T4 (bachelors), the Salary Schedule minimum = $41,262.00 (met minimum)

- **Assignment Percent of Time – C Record**
  - Certified CONTRACT Days = 95 (full-time =190 days)
  - Employee has 3 assignments:
    - 15% of time worked teaching English
    - 65% of time worked as counselor
    - 20% of time worked teaching English remedial

SUBJECT Matter Codes

Matching course to state codes

- Teaching assignments are broken out by subject taught.
- **First two digits** indicate the **subject area**.

Subject Matter Code	Code Description
010	Agricultural Business & Production Technology
012	Agricultural Business & Production Technology
013	Agricultural Business & Production Technology
018	Agricultural Business & Production Technology

- See Course Board Rule for Subject Area Codes.

SUBJECT Reminders
Matching course to state codes

- **Third digit** is the **Type of Instruction (Modality)**
  - 23**1** = Remedial
  - 23**2** = Gifted Education
  - 23**3** = Distance Learning
  - 23**8** = Special Education
  - 23**0** = All Other

- Combining **Subject** with **Type of Instruction**: *Example:*

  English Language Arts (LA) = **23**.xxxxxxx
  - 231 = Remedial LA
  - 232 = Gifted Education LA
  - 233 = Distance Learning LA
  - 238 = Special Education LA
  - 230 = All Other LA

Subject Reminders

❑ Subject Matter codes should reflect the specialized fields of study wherever possible.

   ❖ Reduces necessary changes in HiQ reporting for PSC

❑ Subject codes 930-958 are not valid for teachers for Job Codes 080-199 (teachers).

   ❖ These are still valid for any position above 199 (non-teacher)

   ❖ Elementary codes can still be used (920-928) where appropriate

Employee with Multiple Roles

Assignment Codes

▶Assignments need to be broken out per Job, Subject, appropriate Certification, Fund, % Time.

▶Examples:

- Principal also serving as a teacher should have 2 assignment records with a percent of time serving as each.

- CTAE teacher who is teaching multiple subjects, such as Military Science and Technology Education should have multiple assignments for each Subject Matter Code.

▶Advise school level administration to keep you informed of changes in personnel roles that can occur during the year (e.g., principal has to take over a class).

Employee may have certified as well as classified Job Codes reported.

Example:

- Teacher may also serve as bus driver.

REPORTS

Salary Related Reports

- In lieu of errors for certified salaries **NOT** meeting State Salary Schedule minimums:

  - Salaries Below Minimum Report   (W404) CP035 CP042
  - Salary Step Irregularities Report   (W629, W630) CP034

- Certified Employees FTE Report   CP003 (similar to T&E *employee* count)

- Third-Party Contract Employee Report   Employee Type=P CP041

- Long-Term Sub Report   Employee Type=L CP040

CP050 Consolidated Funding District Summary

CP050

Georgia Department of Education	Consolidated Funding District Summary
May, 2017 CPI Cycle 2008	608-Bartow County

Funding Code	Fund Source Name	Allotted Number from Resource Allocation Plan	Number of FTE Positions Reported
01	Staff accounted for within the Resource Allocation Plan (For CF Sites Only)	122	100
02	Staff NOT accounted for within the Resource Allocation Plan (For CF Sites Only)	222	555
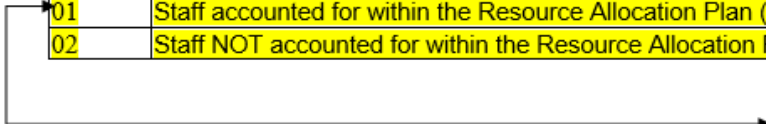
Click on the Fund Code for the drop-down list of schools

CP051

CP051 Consolidated Funding School Summary

Click on the Fund Code for the drop-down list of schools

CP051

Georgia Department of Education May, 2017 CPI Cycle 2008	Consolidated Funding School Summary 608-Bartow County

System:608 Bartow County

Please select School: | All Schools | By School

School Code	School Name	Allotted Number from Resource Allocation Plan	Number of FTE Positions Reported
0177	Mickey Mouse Elementary	50	30
0956	Donald Middle School	50	40

Click on the School Code for a list of employees CP052

CP052 Consolidated Funding Employee Summary

CF$

CP052

Georgia Department of Education	Consolidated Funding Employee Summary
May, 2017 CPI Cycle 2008	608-Bartow County

Emp Code	Last Name, First Name	Consolidated Fund Flag	Subject Code	Job Code	% of Time	Fund Code
*****4545	Childs, Sue	Y	230	102	20	01
		Y	270	102	80	01
*****1111	Malcom, X	Y	270	103	100	01

Legend:
1. **SCHOOL CODE** must be an Approved school to use Consolidated Funding.
2. Employee must be paid out of Fund 150
3. **CONSOLIDATED FUND FLAG** must = 'Y'
4. **EMPLOYEE TYPE must** = (B= SB 327 Retiree or Blank/null = regular)
5. Assignment must be one of the following **JOB CODES**

Instructions	080,085,100,101,102,103,104,105,106,107,108,109,110,111,112,113,114,115,116,117,118,119, 120,121,122,123,124,130,131,132,133,142,144,145,146,147,148,150,151,152,153,154,156,157, 195,395, 434,435,436,440,442,443,445,494,497
Pupil Services	306,396,398,400,401,402,403,407,408,409,412,413,414,438,439,444,496,497
Improvement of Instructional Services	397,405,406,445,497,621
Transportation (Supplemental academic services only)	464,461

Click on the Employee code to take you to the Employee record detail CP010

CP010 Employee Record Detail

CP010

CP010 shows detail of A B & C records.

The same process will flow when you click on Consolidated Fund Code 02

On the CP010 Employee Record Detail need to be able to search by **EMPLOYEE CODE**

Personnel Demographic Information- A Record (Click here for records required for Employee Type)   Back to Employee List   Main Menu

SN:	123456789	Employee Type	- Regular Employee	Race American Indian	N - Not Race American Indian
Last Name	MOUSE	Birth Date (mm/dd/yyyy)	02/21/1935	Race Asian	N - Not Race Asian
First Name	MINNIE	Gender:	F - Female	Race Black	N - Not Race Black
Middle Initial	M			Race Pacific	P - Race Pacific
Personnel ID	42508	Ethnic Hispanic	N - Not Ethnic Hispanic	Race White	N - Not Race White

Personnel Demographic Information- B Record (Termination Code is required to add B record for regular and SB327 employee)

			CERTIFIED	CLASSIFIED
Termination Code	0 - Active Employee	Employment Basis	1	0
Termination Date (mm/dd/yyyy)		Contract Days	190	0
Stop Here For Terminated Employee!		Contract Salary	51740	0
		Certified Years Experience	17	
State Health Plan (Y/N)	N - No	State Pay Step	4	
CPI DERIVED FIELDS (for DOE use only)		Local Years Service	11	
Full Time Equivalent Certified Salary (Cert Emp Basis X Cert Salary)	$51,740	Payroll Certificate Level	4 - Bachelor	

Assignment- C Record (Non- Terminated, SB327 and Third Party employees are required to have C-Record(s)

School ID	Percent of Time	Assignment Type	In field Status	Cert Type	Job code	Sub code	Cert Field	Con Fund Flag	Fund Code
0103	60	C	I	T	109	400	748	Y	01
0103	20	C	I	T	615	999	704	N	00
0103	20	C	I	T	112	910	748	Y	02

CF$

NEW

Math/Science Teachers
Incentive Funds Eligibility Reports

HB 280 - Middle and High School (Grades 6-12)

Reports to identify teachers to be submitted to Budget as eligible for possible incentive funding separate from T&E.(CB038A)

- HB280 Grades 06-12 Math /Science Eligibility
  Based on Certificate Field and Subject Matter and Years of experience

- HB280 Grades 06-12 Exception Report
  Confirm Grades Taught Where Ambiguous

Math/Science Teachers
Incentive Funds Eligibility Reports

HB 280 – Elementary School (Grades K-5)

Report to identify teachers to be submitted to Budget as eligible for possible annual stipend separate from T&E (CP038B)

- HB280 Grades K-05 Math Science Eligibility Report for Stipend Award
  Based on Certificate Field and Subject Matter and Years of experience

- HB280 Grades K-05 Exception Report for Stipend Award
  Confirm Grades Taught Where Ambiguous

HB280 Math/Science
Where is the FY2017 funding report?

Go to the October 2016 (CPI FY2017-1) menu
This is the cycle the report is based on.

Transmission Period

Transmission Cycles	Current Documentation
CPI Menu for July, 2017 (CPI 2017-3)	
CPI Menu for March, 2017 (CPI 2017-2)	• CPI File Layout
CPI Menu for October, 2016 (CPI 2017-1)	• CPI-PSC Certificate File Layout and Edit Rules
CPI Menu for July, 2016 (CPI 2016-3)	

CP039A and CP039B

Math/Science Teachers
Funding Report

HB 280 - Middle and High School (Grades 6-12)

Reports to identify teachers that will be funded.(CB039A)

HB 280 – Elementary School (Grades K-5)

Reports to identify teachers that will be funded.(CB039B)

Need Assistance?

Please issue a dticket via email

dticket@doe.k12.ga.us

OR

Call the Help Line at

800-869-1011

Please indicate that this is a

CPI QUESTION.

Thank you for your kind attention!

Data Collection Team

Levette Williams	Chief Privacy Officer, Director of Technology Management (Data Collections & Reporting, Customer Support, Database Administration)		lewillia@doe.k12.ga.us
Kathy Aspy	Data Collections Manager (Data Collections & Reporting)	404-651-5312	kaspy@doe.k12.ga.us
Patty Miller	GTID Administrator (GUIDE, Private School Data Collection)	404-657-0533	pmiller@doe.k12.ga.us
Carl Garber	Data Collections Specialist (Student Record)	404-463-2326	cgarber@doe.k12.ga.us
Sharon Armour	Data Collections Specialist (Pre-ID, Student Class, Course Table Maintenance)	404-657-1064	sarmour@doe.k12.ga.us
Katie Green	Data Collections Specialist (CPI, Free and Reduced Meal)	404-463-1946	kagreen@doe.k12.ga.us
Irish Saxton	Data Collections Specialist (FTE, EOPA)	404-657-0536	irish.saxton@doe.k12.ga.us