Georgia Department of Education

Richard Woods, Georgia's School Superintendent

"Educating Georgia's Future"

CPI FY2019

REVIEW AND UPDATES

PRESENTED BY: KATIE GREEN

1. CPI Overview
2. Transmission Dates
3. What's New
4. Report
5. Contracts and Salaries
6. Items to Remember

3

CPI OVERVIEW

CPI OVERVIEW

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

CPI OVERVIEW

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HOW IS THE 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"

CPI OVERVIEW
WHAT IS REPORTED

Personnel Demographic Information- A Record *(Click here for records required for Employee Type)*

Back to Employee List | Back to Main Menu

EmpCode:		Employee Type	- Regular Employee	Race American Indian	N - Not Race American Indian
Last Name		Birth Date *(mm/dd/yyyy)*		Race Asian	N - Not Race Asian
First Name		Gender:		Race Black	N - Not Race Black
Middle Initial				Race Pacific	N - Not Race Pacific
		Ethnic Hispanic	N - Not Ethnic Hispanic	Race White	N - Not Race White

'A01' Record- Basic Demographics

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		
Termination Date (mm/dd/yyyy)		Contract Days		
Stop Here For Terminated Employee!		Contract Salary		
		Certified Years Experience		
State Health Plan		State Pay Step		
CPI DERIVED FIELDS (for DOE use only)	Full Time Equivalent Salary *(Emp Basis X Salary)*	Payroll Certificate Level		

'B01' Record- Contract and Certification Information

CPI OVERVIEW

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WHAT IS REPORTED

Assignment Information- C Record *(Non-Terminated Regular, SB327 and Third Party employee 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	Fund Code
0103	66.0	C - Certified	I - In	T	109	400	748	00
0103	34.0	C - Certified	I - In	T	112	910	748	00

'C01' Records- Job Assignments

PSC Details if available

Cert Level	Effective Date	Provision Flag	Certificate	Field Code	Begin Date	End Date
		F	C	694	01/04/2016	06/30/2021

PSC Certification Information

CPI OVERVIEW

WHO IS REPORTED

Normally provided on the extract file from your Payroll System

May need to add online in CPI

CPI

PAYROLL

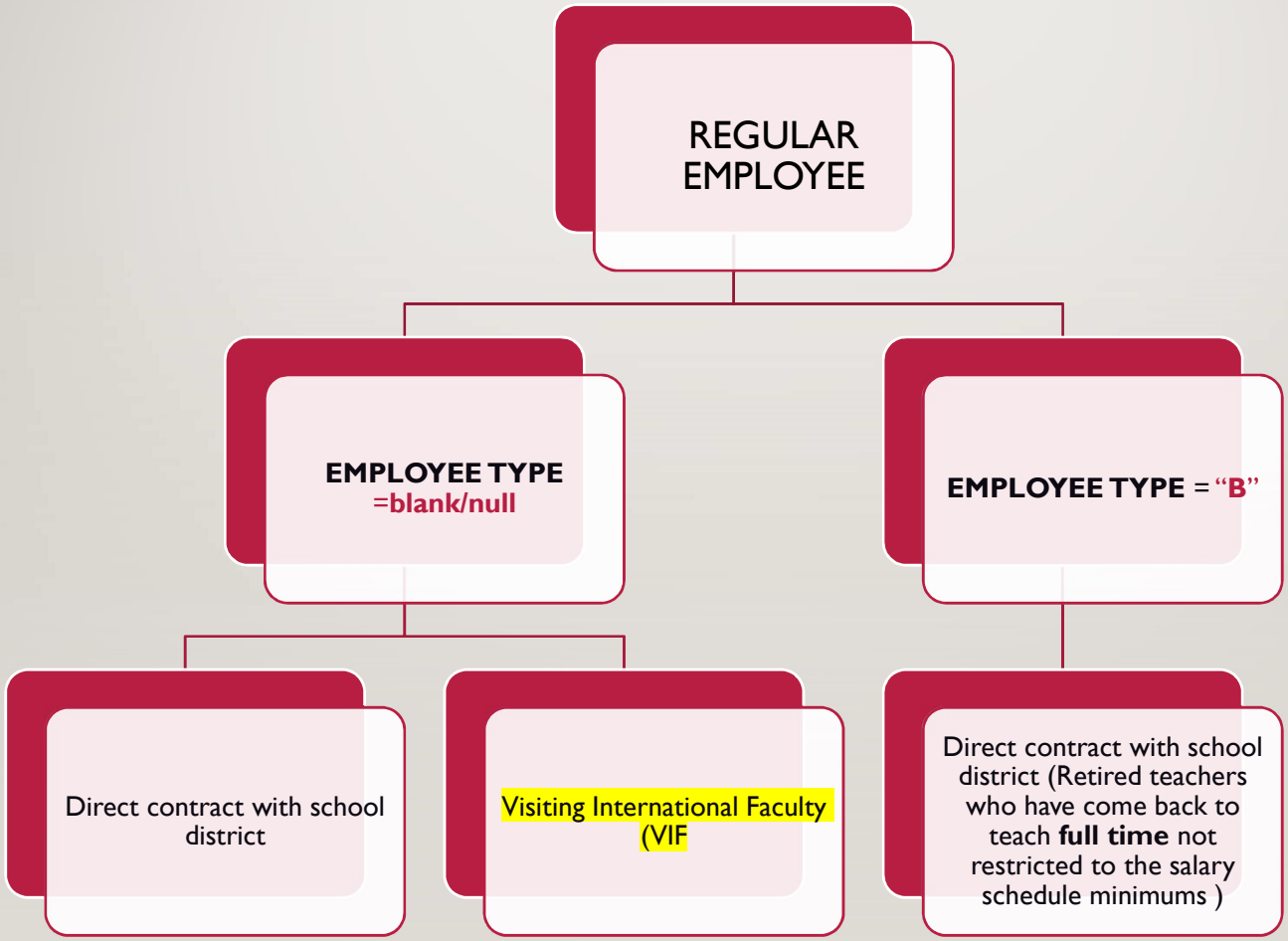
ACCOUNTS PAYABLE

REGULAR" DIRECT CONTRACT EMPLOYEES

LONG-TERM SUBSTITUTES

3RD PARTY CONTRACT EMPLOYEES

CPI OVERVIEW EMPLOYEE TYPE



***** Required for** "In-Field" **Determination for Title II and IDEA Reporting *****

CPI OVERVIEW

EMPLOYEE TYPE

LONG TERM SUBSTITUTE EMPLOYEE TYPE "L"

Hired directly by district to occupy a vacant permanent position.

Must teach in the same vacant position, or replace the same permanent employee, for at least 4 weeks to be considered "long term". (Title II-A definition)

*** Required for "In-Field" Determination for Title II and IDEA Reporting ***

CPI OVERVIEW

EMPLOYEE TYPE

THIRD PARTY CONTRACTOR EMPLOYEE TYPE "P"

Not Hired directly by district *Independent contractors (Tax Form 1099)*

Staff hired by and paid through another agency / private company

Ex. Nurse hired through a hospital

Does not earn T&E dollars

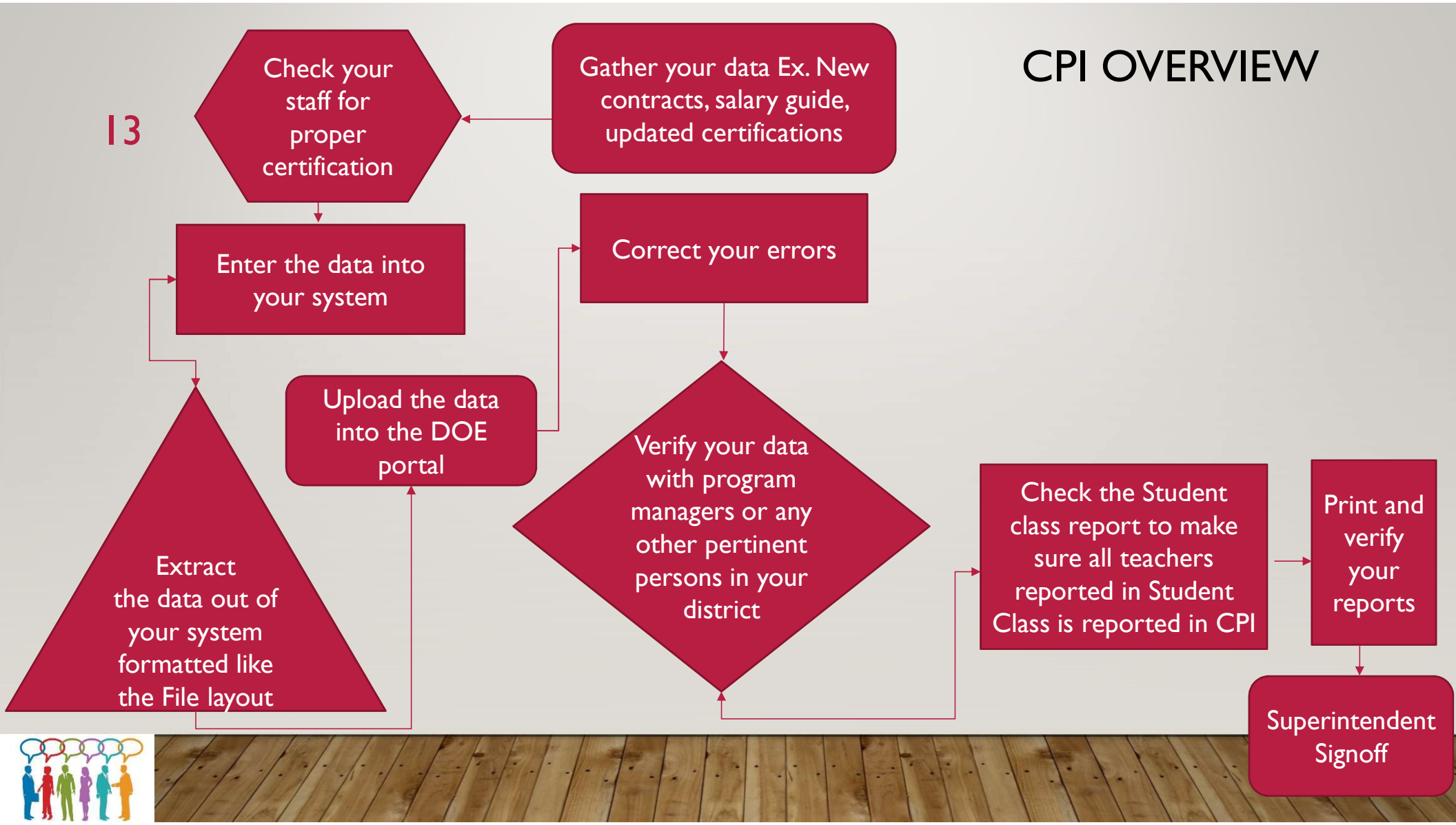
***** Required for** "In-Field" **Determination for Title II and IDEA Reporting *****

CPI OVERVIEW

CPI RECORDS PER EMPLOYEE TYPE

EMPLOYEE TYPE Code	Personnel	Record Layouts	Certified T&E $
L	Long-Term Substitutes	A	No
P	Third-Party Contracts	A & C	No
B	SB 327 Employees (direct contract)	A, B, & C	Yes
Blank/null	Other direct contract employees and VIF	A, B, & C	Yes

CPI OVERVIEW



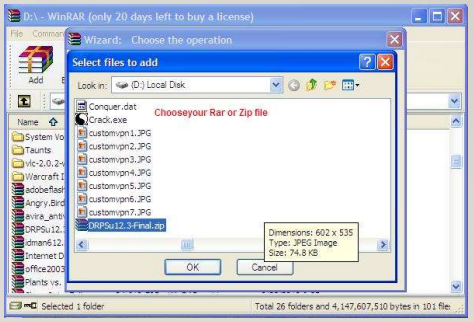
CPI OVERVIEW

- Good Data Entry in Local System
  - Causes Less Errors On Upload
  - Can Prevent Loss of Funds
    - For Local Software Assistance
    - Refer to vendor documentation
    - Vendor Help Line

CPI OVERVIEW

What is your **Extract** file

- Text file located on PC hard drive or server
- Formatted to meet GaDOE requirements
- Can be viewed in text editor
- Some text editors evaluation copy free on web
  - (ex: Ultra Edit, NotePad++)



CPI OVERVIEW

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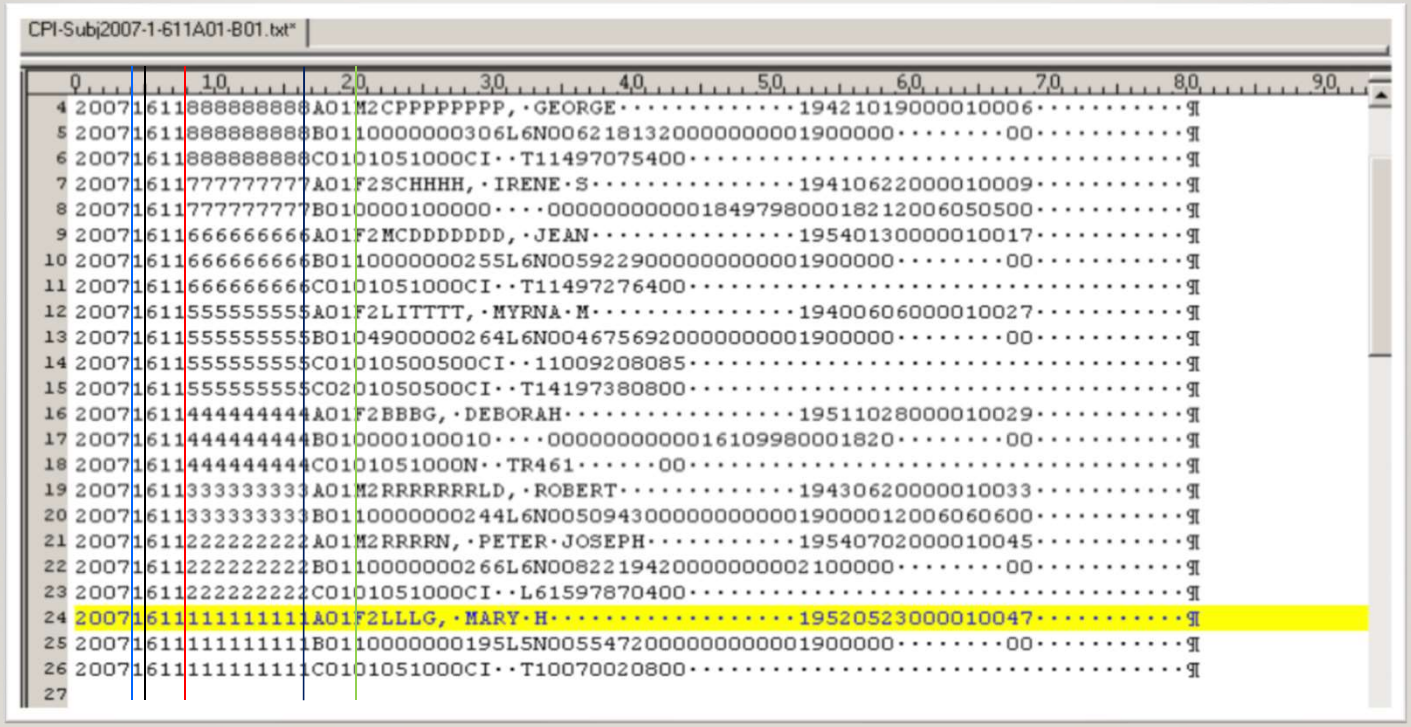
WHAT AN EXTRACT LOOK LIKE



CPI OVERVIEW

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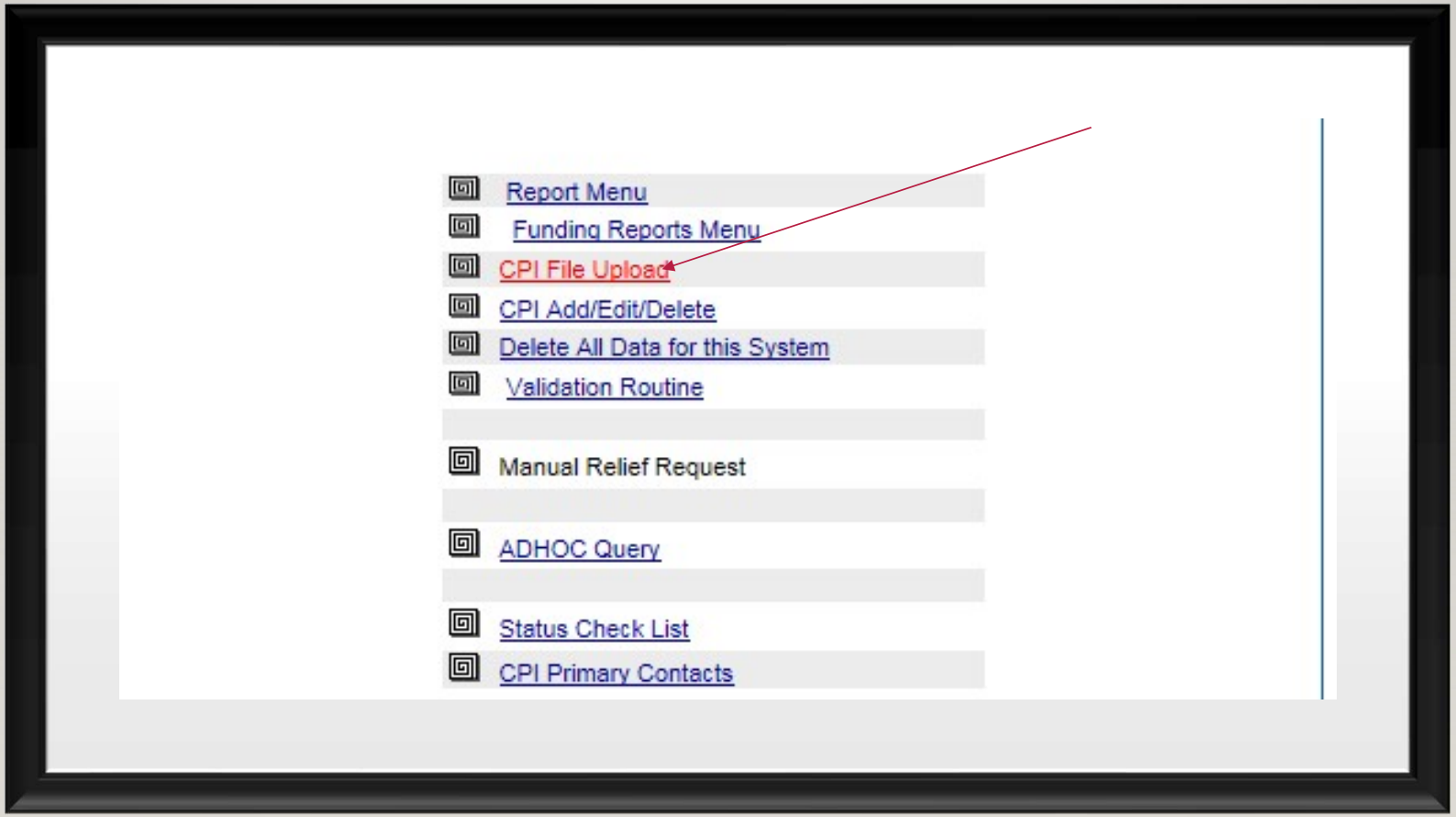
A-Record – Demographic Data

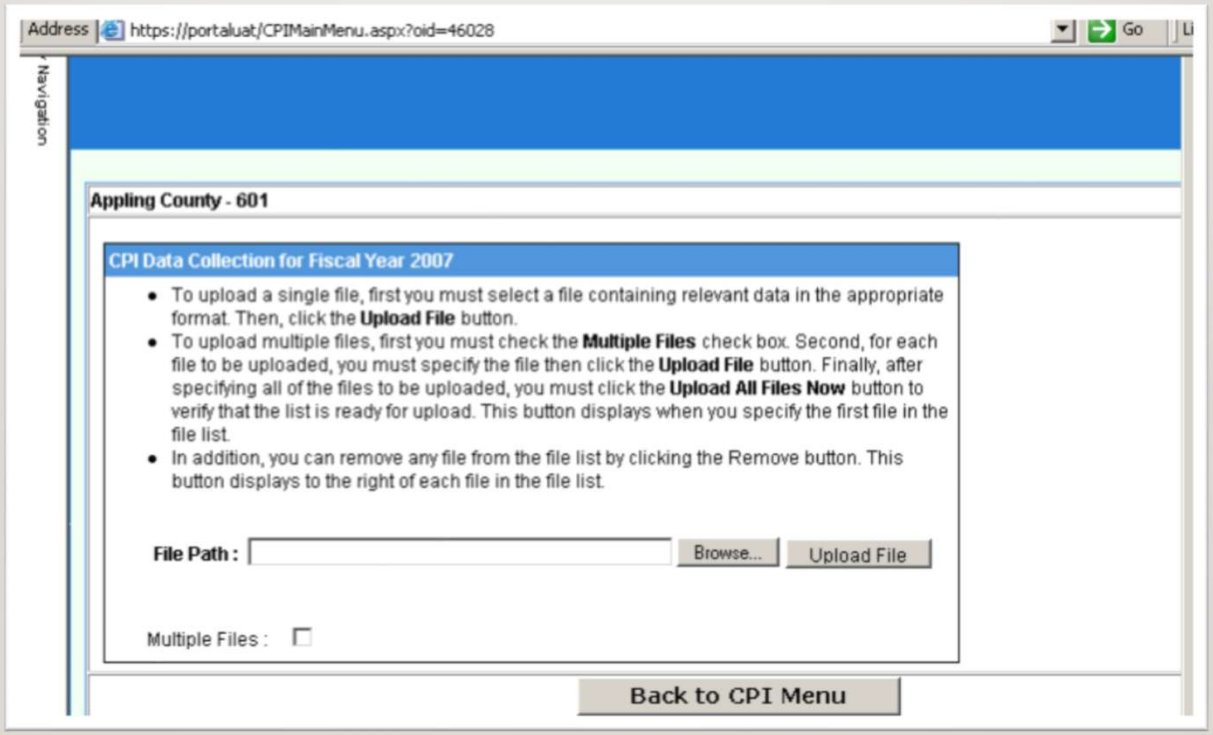
2018161188888888A01F2MMMMMMMM, JOAN KAY 1949112000010005

Personnel Demographic Information - A Record								
Element	**Record**	**Position**	**Description**	**Field Type**	**Field Length**	**Required for:**	**Edits**	**Edit#**
FISCAL YEAR	A01	1-4	Current fiscal year	N	4	Certified, Classified, Active, Terminated	**FISCAL YEAR** must be all four digits of the current valid fiscal year - e.g. fiscal year from July 1, 2017 to June 30, 2018 = **"2018"**	**E010**
REPORT PERIOD	A01	5	Identifies the CPI reporting period.	A	1	Certified, Classified, Active, Terminated	**REPORT PERIOD** must be the current valid CPI period: **"1"** = October **"2"** = May **"3"** = July	**E020**
SYSTEM CODE	A01	6-8	School System code.	A	3	Certified, Classified, Active, Terminated	**SYSTEM CODE** must be an active school system code in the ***Facilities Database***.	**E041**
EMPLOYEE CODE	A01	9-17	Employee's Social Security Number	A	9	Certified, Classified, Active, Terminated	**SOCIAL SECURITY NUMBER** must be employee's 9-digit Social security Number, right justified with expressed leading zeros. **SOCIAL SECURITY NUMBER** must be unique for every **RECORD TYPE** = **"A01"** in file for one **SYSTEM**. All personnel reported as active in CPI 2006-2 must be reported as either active or terminated in CPI 2007-1. **SOCIAL SECURITY NUMBER** must be unique for every **RECORD TYPE** = **"A01"** in entire **STATE** where **TERMINATION CODE** = zeros.	**E064** **E805** **E2016** **W805**
RECORD TYPE	A01	18-20	Identifies part of the record layout.	A	3	Certified, Classified Active, Terminated	**RECORD TYPE** must = **"A01"**. Every active employee where **TERMINATION CODE** = zero or blank must have **RECORD TYPE** = **"C01"**. Every employee with a **RECORD TYPE = B01** must have a record with **RECORD TYPE = 'A01'** Every employee with a **RECORD TYPE = 'C01'** must have a record with **RECORD TYPE = 'A01'** Every employee with a **RECORD TYPE = 'A01'** must have a record with **RECORD TYPE = 'B01.'**	**E802** **E803** **E3033** **E3034** **E3035**

CPI OVERVIEW



CPI OVERVIEW



CPI OVERVIEW

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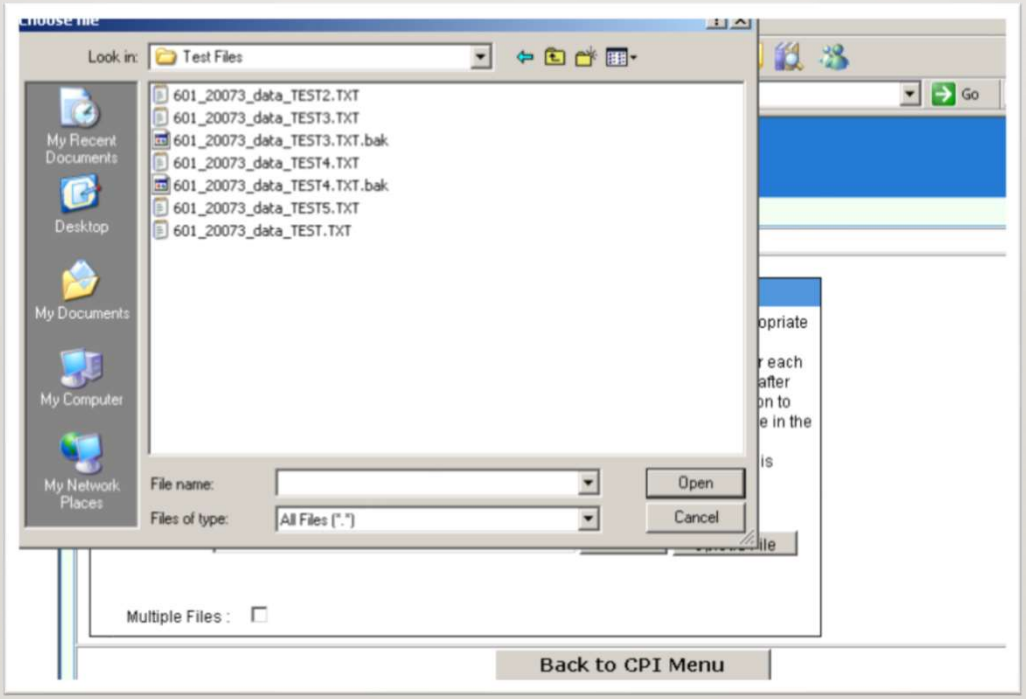
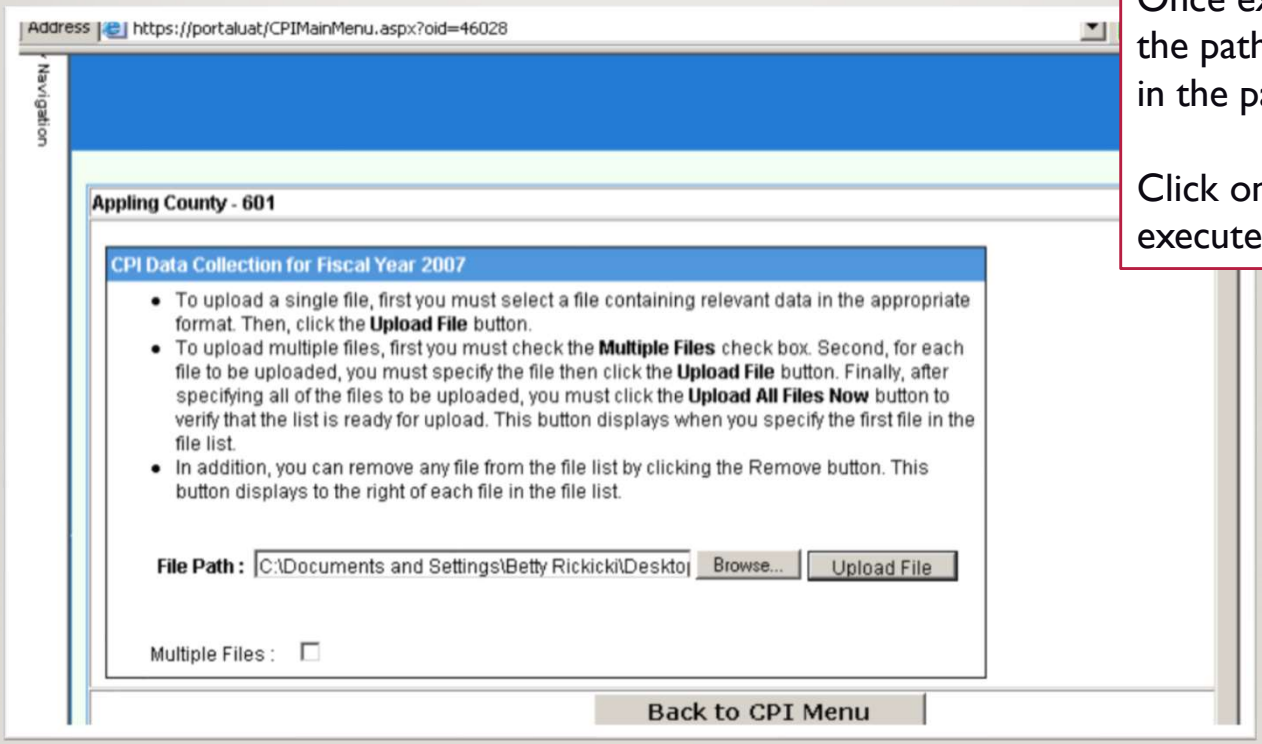
Check your extract instructions for location of the extract file. If you need further instructions, contact vendor, or PC Genesis representative.



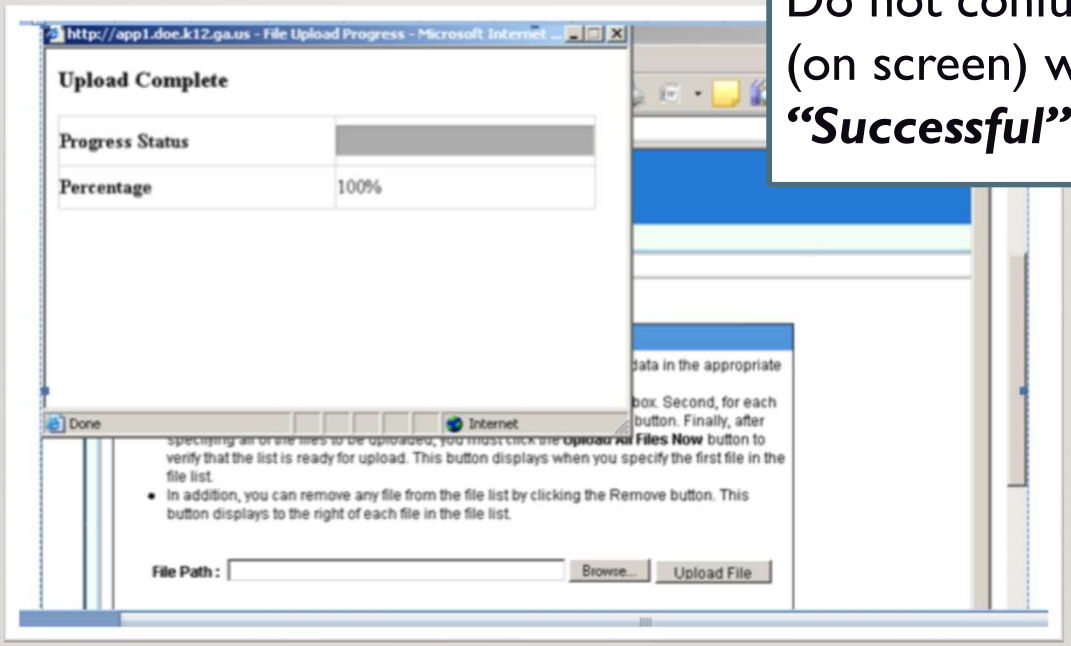
Once Selected, Upload The File



Once extract file is selected, the path of the file will display in the path box.

Click on ***"Upload File"*** to execute the upload.

Upload Complete



Do not confuse ***"Upload Complete"*** (on screen) with Process Being ***"Successful"*** (message via email)

CPI OVERVIEW

IF PROCESS FAILS

- **"Process Failed"** message on Main Menu
  - Email sent to person logged into CPI
  - Indicates data lines that have error(s)

- Use text editor
  - Check key fields first
  - Do all the records line up?
  - Look for unusual characters ($,%,!,etc.)

- Make corrections and re-upload

CPI OVERVIEW

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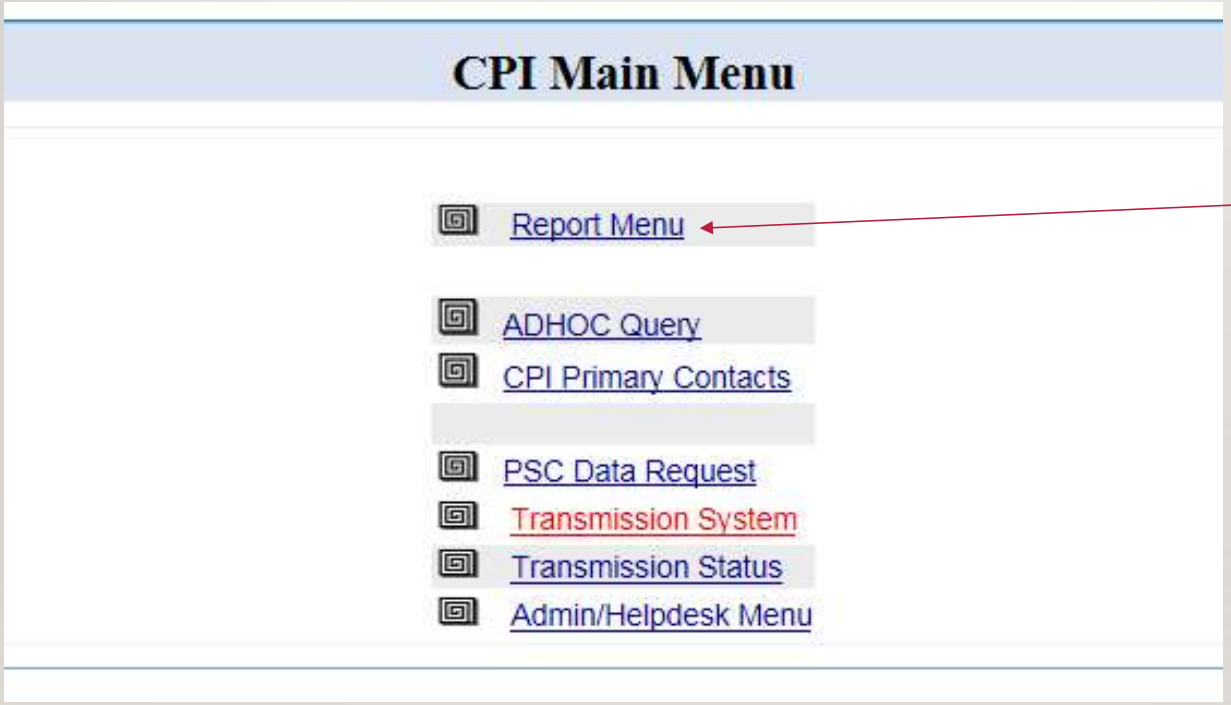

CP008- Errors and Warning Summary

CP009- Error and Warnings Detail

CPI OVERVIEW

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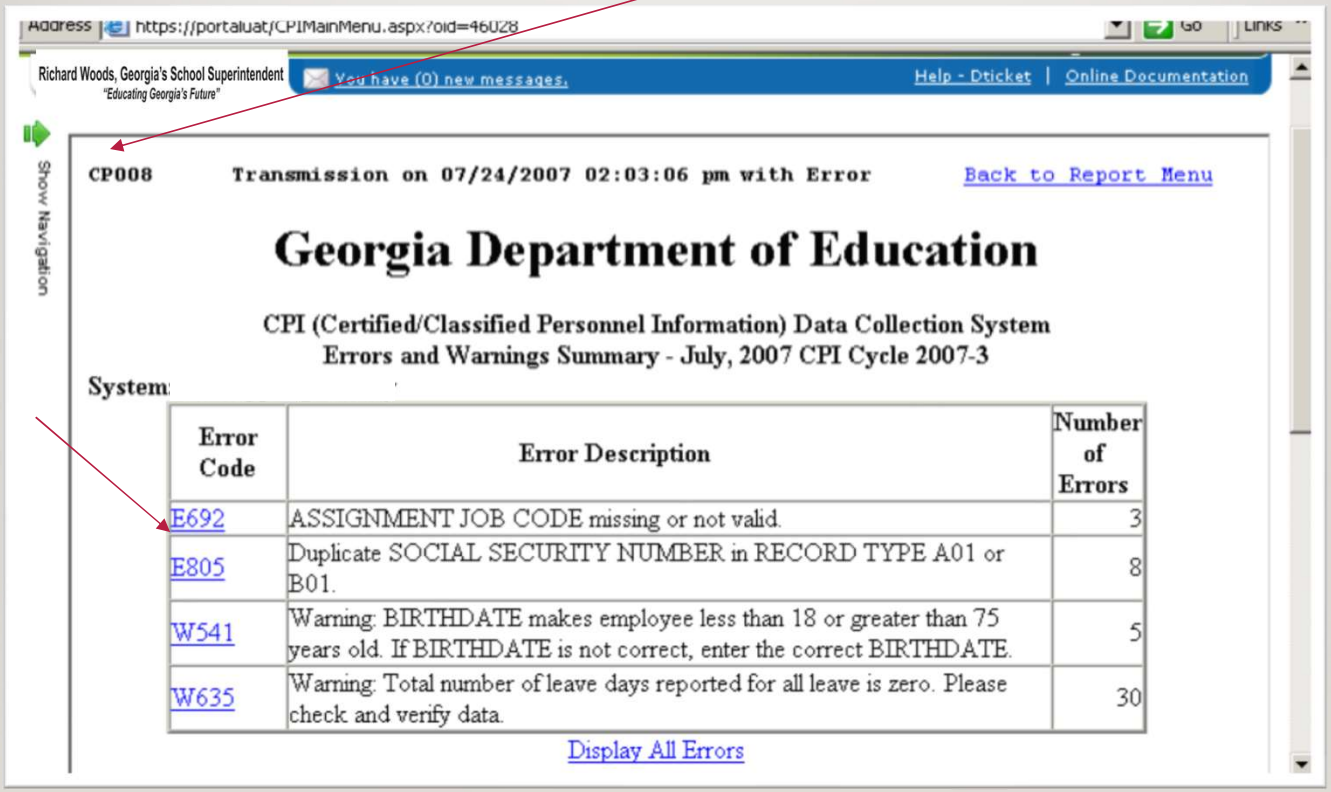
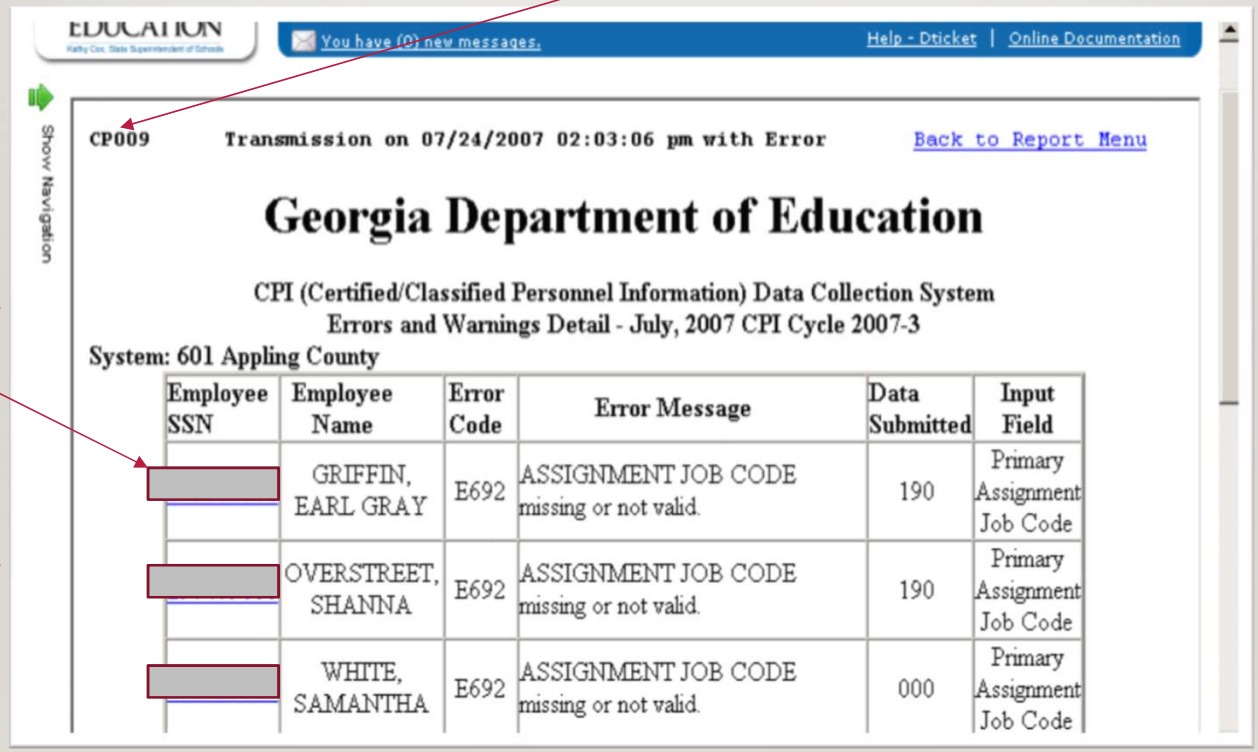
ERROR SUMMARY REPORT CP008



CPI OVERVIEW

ERROR AND WARNING DETAIL CP009

Click on Employee Code to see the detail



EDUCATION

You have (0) new messages. Help - Dticket | Online Documentation

Show Navigation

CP009 Transmission on 07/24/2007 02:03:06 pm with Error Back to Report Menu

Georgia Department of Education

CPI (Certified/Classified Personnel Information) Data Collection System
Errors and Warnings Detail - July, 2007 CPI Cycle 2007-3

System: 601 Appling County

Employee SSN	Employee Name	Error Code	Error Message	Data Submitted	Input Field
[redacted]	GRIFFIN, EARL GRAY	E692	ASSIGNMENT JOB CODE missing or not valid.	190	Primary Assignment Job Code
[redacted]	OVERSTREET, SHANNA	E692	ASSIGNMENT JOB CODE missing or not valid.	190	Primary Assignment Job Code
[redacted]	WHITE, SAMANTHA	E692	ASSIGNMENT JOB CODE missing or not valid.	000	Primary Assignment Job Code

CPI OVERVIEW

SOLVING ERRORS

- Check File Layouts
  - Look at data element description in layout
  - Look at error message
- Inspect data in local software
- Inspect data in CPI

CPI OVERVIEW

CORRECTING ERRORS

- Make corrections in local software
- Correct and re-upload to CPI
- Automatic revalidation
- Recheck CPI error listing

CPI OVERVIEW

CORRECTING ERRORS ON-LINE

- Use for last-minute changes only!
- Online changes – two methods to access employee's detail records:
  - Add/Edit/Delete
  - Error Listing Detail
- Revalidate after all corrections are made – you do not need to do after each record

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TRANSMISSION DATES

TRANSMISSION DATES

CYCLE 1 - OCTOBER

Report Active and Terminated Employees

- Tuesday, **October 2, 2018** – Transmissions begin
- Tuesday, **October 9, 2018**– Initial transmission deadline
  Purpose: Removal of duplicate reporting by districts
- Tuesday, **October 23, 2018** - Final transmission deadline
  - **Deadline for Superintendent Sign-off**

Valid termination date range for October CPI 2018-1 is 03/02/2018– 10/02/2018

A, B, and **C** Records

TRANSMISSION DATES

CYCLE 2 - MARCH

Report Active and Terminated Employees

- Thursday, **March 7, 2019** - Transmissions begin
- Thursday, **March 14, 2019** - Initial transmission deadline

  Purpose: Removal of duplicate reporting by districts
- Thursday, **March 28, 2019** - Final transmission deadline
  - **Deadline for Superintendent Sign-off**

Valid termination date range for October CPI 2018-2 is 10/03/2018– 03/07/2019

A, B, and **C** Records

TRANSMISSION DATES
CYCLE 3 - JULY

Leave Reporting for Fiscal Year

- Thursday, **July 11, 2019** - Transmissions begin
- Thursday, **July 18, 2019**- Initial transmission deadline
- Thursday, **July 25, 2019**- Final transmission deadline
  - **Deadline for Superintendent Sign-off**

Report cumulative leave taken for fiscal year.

A & D records only

A and **D** Records

TRANSMISSION DATES

FY2019 Data Collections
Summary of Collection Dates

Collection	Cycle	Start Date / Count Date	Initial Transmission Deadline	Duplicate Record Deadline	End Date
Student Class (SLDS profile)	1 (A)	Wednesday, July 18, 2018	n/a	n/a	Friday, June 28, 2019
GUIDE	n/a	Thursday, July 12, 2018	n/a	n/a	Friday, June 28, 2019
Pre-ID	2	Thursday, September 06, 2018	n/a	n/a	Thursday, September 20, 2018
Pre-ID	3	Tuesday, January 08, 2019	n/a	n/a	Thursday, January 24, 2019
FTE Data Survey	1	Tuesday, September 11, 2018	n/a	n/a	Tuesday, September 25, 2018
FTE	1	Tuesday, October 02, 2018	Tuesday, October 09, 2018	Tuesday, October 16, 2018	Tuesday, October 23, 2018
FTE	3	Thursday, March 07, 2019	Thursday, March 14, 2019	Thursday, March 21, 2019	Thursday, March 28, 2019
CPI	1	Tuesday, October 02, 2018	Tuesday, October 09, 2018	Tuesday, October 16, 2018	Tuesday, October 23, 2018
CPI	2	Thursday, March 07, 2019	Thursday, March 14, 2019	Thursday, March 14, 2019	Thursday, March 28, 2019
CPI	3	Thursday, July 11, 2019	Thursday, July 18, 2019	n/a	Thursday, July 25, 2019
Student Class	Oct	Tuesday, September 25, 2018	Tuesday, October 09, 2018	Tuesday, October 16, 2018	Tuesday, October 23, 2018
Student Class	Mar	Thursday, February 28, 2019	Thursday, March 14, 2019	Thursday, March 14, 2019	Thursday, March 28, 2019
Student Class - End of Year	Jun	Thursday, May 09, 2019	Thursday, May 16, 2019	n/a	Tuesday, June 11, 2019
Free & Reduced Meal	1	Tuesday, November 06, 2018	n/a	n/a	Wednesday, November 28, 2018
Private School - Cleanse	1	Tuesday, August 28, 2018	n/a	n/a	Friday, June 28, 2019
Private School	1	Tuesday, November 06, 2018	n/a	n/a	Wednesday, November 28, 2018
Student Record - Data Cleanse	1	Thursday, September 06, 2018	n/a	n/a	Thursday, December 13, 2018
Student Record	1	Wednesday, February 06, 2019	see below	see below	Tuesday, June 18, 2019
Student		Wednesday, February 06, 2019	Wednesday, February 13, 2019	Wednesday, April 03, 2019	Tuesday, June 18, 2019
Enrollment		Wednesday, February 06, 2019	Wednesday, February 13, 2019	Wednesday, April 03, 2019	Tuesday, June 18, 2019
Special Education		Wednesday, February 06, 2019	Wednesday, February 20, 2019	n/a	Tuesday, June 18, 2019
Student Safety		Wednesday, February 06, 2019	Wednesday, April 3, 2019	n/a	Tuesday, June 18, 2019
Program		Wednesday, February 06, 2019	Wednesday, April 17, 2019	n/a	Tuesday, June 18, 2019
Address		Wednesday, February 06, 2019	Wednesday, April 24, 2019	n/a	Tuesday, June 18, 2019
System		Wednesday, February 06, 2019	Wednesday, April 24, 2019	n/a	Tuesday, June 18, 2019
School		Wednesday, February 06, 2019	Wednesday, April 24, 2019	n/a	Tuesday, June 18, 2019
EOPA	1	Opens following Student Class Signoff	n/a	n/a	Thursday, June 27, 2019

TRANSMISSION DATES

PLAN YOUR CALENDAR

There are reasons for Deadlines:

- **To resolve duplicates early in the cycle**
  - ✓ **Please 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!**

TRANSMISSION DATES

FTE SURVEY

Source for our CPI Coordinator List

Tuesday, September 11 to Tuesday, September 25

- **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:**
    - **Email address**
    - **Phone Number**

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

WHAT'S NEW

WHAT'S NEW

UPDATES FROM PSC

NEW ASSIGNMENT CERTIFICATE TYPES

Certificate	Certificate Type	Category	Salary Typ	Currently	Notes
PR2L (P2L)	Performance-based Tier 2 Leadership	Professional	T	Y	New in FY19

WHAT'S NEW

NO LONGER ISSUED ASSIGNMENT CERTIFICATE TYPES

Certificate	Certificate Type	Category	Salary Typ	Currently
CAT	Core Academic Teaching	Provisional	B	N
CPT	Clinical Practice Teaching	Provisional	B	N
IT	Intern Teaching	Provisional	B	N
NNS	Nonrenewable Non-Professional Service	Provisional	B	N
NNT	Nonrenewable Non-Professional Teaching	Provisional	B	N
OT	One-Year Supervised Practicum Teaching	Provisional	B	N

WHAT'S NEW

NEW ASSIGNMENT CERTIFICATE FIELD CODES

Certificate Field Code	Certificate Field	
805	Special Ed+C209 Adapted Curr. (P-12) Consultative	Special Ed Adapted Curr. (P-12) Consultative
410	Montessori Infant Toddler (Birth - 3)	New
420	Montessori PK2- K (Ages 2 1/2 - 6)	New
430	Montessori Elementary I Grades 1st- 3rd (Ages 6 - 9)	New
440	Montessori Elementary I - II Grades 1st - 6th (Ages 6 - 12)	New
450	Montessori Secondary I Grades 7th - 9th (Ages 12 - 15)	New
451	Concentration: Secondary I Language Arts & Social Studies	New
452	Concentration: Secondary I Science & Mathematics	New
460	Montessori Secondary I - II Grades 7th- 12th (Ages 12 - 18)	New
461	Concentration: Secondary II English	New
462	Concentration: Secondary II Social Studies	New
463	Concentration: Secondary II Science	New
464	Concentration: Secondary II Mathematics	New
105	CTAE - Meets LEA PQ and ESSA In-Field; Charter/SWSS Waiver	New
106	Full Flexibility -Does not meet LEA PQ or ESSA In-Field No T&E funding Char/SWSS	New

WHAT'S NEW

CHANGED ASSIGNMENT CERTIFICATE FIELD CODES

Certificate Field Code	Certificate Field	
101	Academic Major - Meets LEA PQ and ESSA In-Field; Charter/SWSS Waiver	change name
102	Course Work - Meets LEA PQ and ESSA In-Field; Charter/SWSS Waiver	change name
103	GACE - Meets LEA PQ and ESSA In-Field; Charter/SWSS Waiver	change name
104	LEA Qualified - Meets LEA PQ. Does not meet ESSA In-FieldCharter/SWSS Waiver	change name

WHAT'S NEW

CONSOLIDATED FUNDING

Removed Edit

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

WHAT'S NEW
CPI FILE LAYOUT

FY2019 CPI Data File Layout

Document Revision Updates

DATE	DATA ELEMENT AFFECTED	COMMENTS
07/01/2018		Annual Updates
07/01/2018	ASSIGNMENT JOB CODE	Modify edit E1022- ASSIGNMENT JOB CODE not valid for Consolidated Funding.
07/01/2018	ASSIGNMENT SCHOOL CODE	Modify edit E1023- ASSIGNMENT SCHOOL CODE not listed on approved Consolidated Funding school list.
07/01/2018	ASSIGNMENT FUND CODE	Remove edit E1024 – District total for Consolidated Funding is greater than the Resource Allocation. See report CP050 for more information.
07/01/2018	ASSIGNMENT FIELD CODE	Update edit E645, E6461, E698, E691 – to add ASSIGNMENT FIELD CODE '105', '106' to all errors
07/01/2018	ASSIGNMENT TYPE CODE	Change W628 to Edit E6280- Charter School reported with no certified employees. (All ASSIGNMENT TYPE CODE = 'N'). Please verify data.
07/01/2018	ASSIGNMENT FIELD STATUS	Remove Data Element ASSIGNMENT FIELD STATUS
07/01/2018	ASSIGNMENT FIELD STATUS	Modify Edit E665 to remove verbiage . ASSIGNMENT FIELD STATUS
07/01/2018	ASSIGNMENT FIELD STATUS	Remove edits E688 ASSIGNMENT FIELD STATUS must be one of the following valid values: 'I' = In-Field 'O' = Out-of-Field
07/01/2018	ASSIGNMENT FIELD STATUS	Remove edit E679 - If ASSIGNMENT FIELD STATUS = 'O', ASSIGNMENT JOB CODE must = 085-199, 400-499, 600, 610, 615, 621, or 641.

WHAT'S NEW

CPI FILE LAYOUT

07/01/2018	ASSIGNMENT JOB CODE	Modify E2581 - ASSIGNMENT JOB CODE 195' (20 day Extended Day/Year QBE Funded) should only be used with a SECONDARY FUND CODE = '00','01,or '02'
07/01/2018	ASSIGNMENT CERTIFICATE TYPE	Modify E617 - Where leadership under new rules, ASSIGNMENT CERTIFICATE TYPE CODE = 'L' and Effective Date > 20100701, the reported CERTIFICATE FIELD CODE must be 700, 706, 707, or 710.
07/01/2018	ASSIGNMENT CERTIFICATE TYPE	Modify E618 - Where leadership under new rules, ASSIGNMENT CERTIFICATE TYPE CODE = 'L' and Effective Date > 20100701, the ASSIGNMENT CERTIFICATE TYPE CODE must be DL, NL, NPL, PRL, SRL, WL, P2L.*(Formerly PL, NPL, L, NL, WL or WPL).*
07/01/2018	ASSIGNMENT CERTIFICATE TYPE	New E6201 ASSIGNMENT CERTIFICATE TYPE NPL only valid with CERTIFICATE FIELD CODES 706 and 707 Replace edit E619
07/01/2018	ASSIGNMENT CERTIFICATE TYPE	New E620 ASSIGNMENT CERTIFICATE TYPE P2L only valid with CERTIFICATE FIELD CODE 710
07/01/2018	ASSIGNMENT CERTIFICATE TYPE	REMOVE E619 replaced with E6201

WHAT'S NEW

CHARTER/ SWSS WAVIER

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101	Academic Major	LEA Uses GaDOE Charter/SWSS Waiver to Meet ESSA In-Field and LEA PQ Requirements T& E Yes
102	Course Work (Minimum 21 semester hrs/35 quarter hrs)	LEA Uses GaDOE Charter/SWSS Waiver to Meet ESSA In-Field and LEA PQ Requirements T& E Yes
103	GACE	LEA Uses GaDOE Charter/SWSS Waiver to Meet ESSA In-Field and LEA PQ Requirements T& E Yes
105	In-Field by CTAE Equivalent Requirements	LEA Uses GaDOE Charter/SWSS Waiver to Meet ESSA In-Field and LEA PQ Requirements T& E Yes
104	Meets LEA PQ Requirements Does Not Meet ESSA In-Field Requirements	LEA Uses GaDOE Charter/SWSS Waiver to Meet LEA PQ Requirements; However, the Teacher Does Not Hold GaDOE In-Field Equivalent Credentials T& E Yes
106	Does Not Meet LEA PQ Requirements Does Not Meet ESSA In-Field Requirements	LEA Hires/Assigns the Best Available Teacher Who Does Not Meet LEA PQ Requirements. The Teacher Does Not Hold GaDOE In-Field Equivalent Credentials T&E NO

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REPORTS

REPORTS

CPI Main Menu
No data has been transmitted for this system.
Report Menu
Funding Reports Menu
CPI File Upload
CPI Add/Edit/Delete
Delete All Data for this System
Validation Routine
Manual Relief Request
ADHOC Query
Status Check List
CPI Primary Contacts
SC006-Missing Teacher/Missing Assignment
PSC Data Request
Transmission System
Transmission Status
Admin/Helpdesk Menu
Funding Reports
Report Menu
SC006 Missing Teacher/ Assignment

REPORTS

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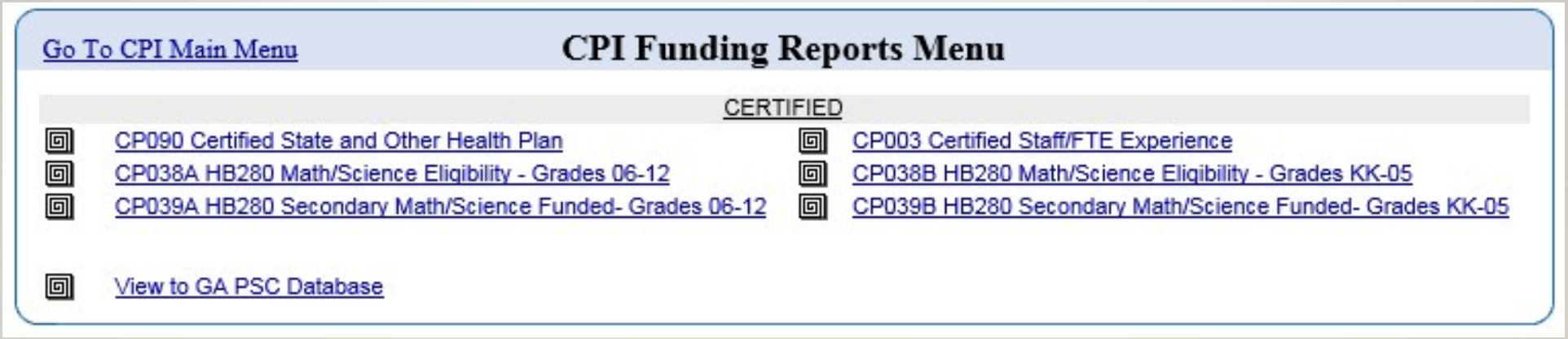


Available as soon as Cycle 1 starts in October:
CP003 Certified Staff/FTE Experience (T&E funding)
CP038A HB280 Math/Science Eligibility - Grades 06-12
CP038B HB280 Math/Science Eligibility - Grades KK-05

NOT available until after the end of the fiscal year:
CP039 HB280 Secondary Math/Science Funded - Grades 06-12
CP039 HB280 Secondary Math/Science Funded - Grades KK-05

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

REPORTS

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

REPORTS TO MONITOR

SC006 Transmission on 08/17/2018 03:07:37 pm - Data Have Errors

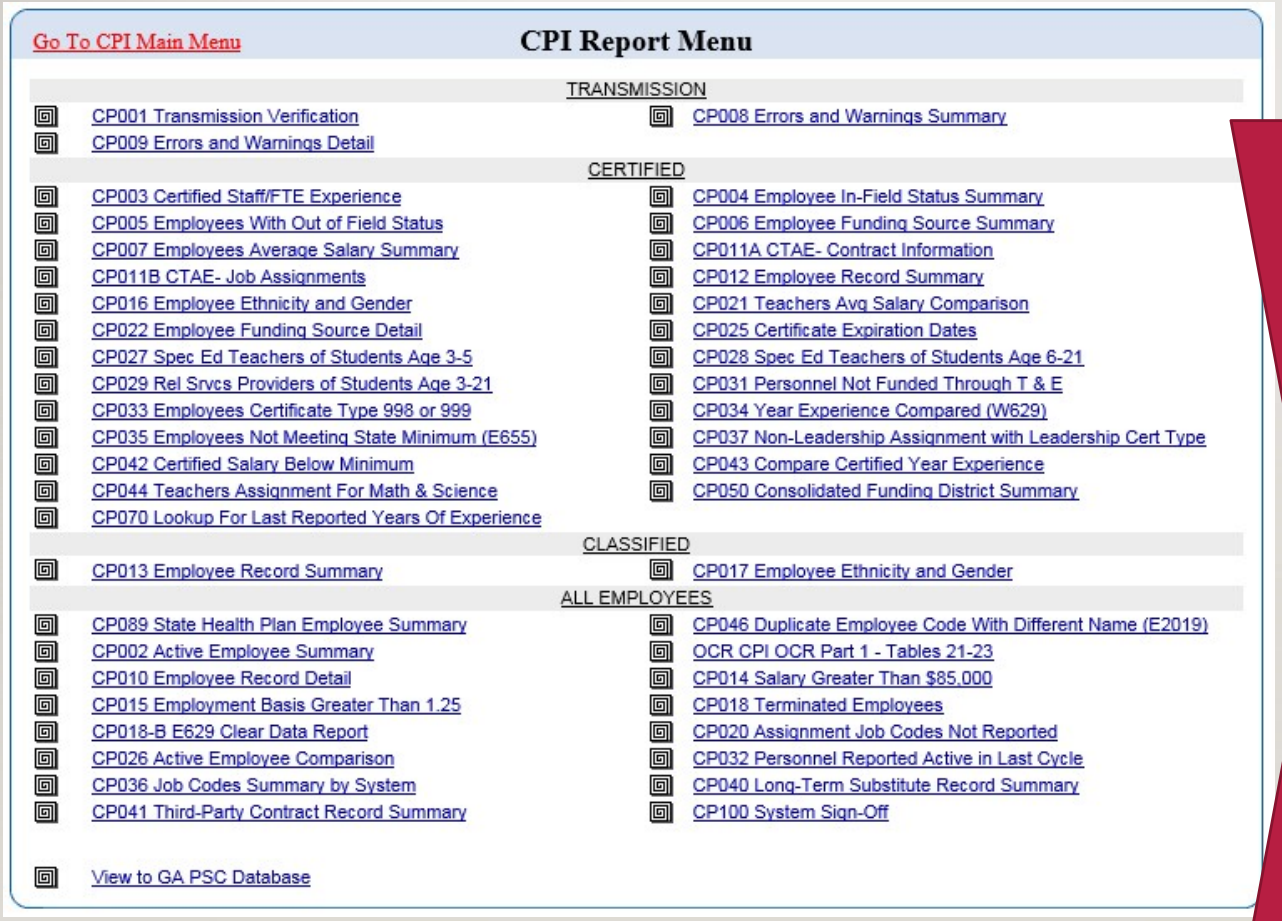
Georgia Department of Education

NOTE: This report is available in CPI and in Student Class. E5083 is generated when the COURSE TEACHER CODE is not found in CPI.

The E5019 is generated when the COURSE TEACHER CODE does not have a teaching assignment code in CPI. If a COURSE TEACHER CODE is being generated for both E5019 and E5083, the E5083 will take precedence over the E5019 and only the E5083 will be listed in this report.

Student Class Teacher not Reported in CPI

School ID	School Name	Course Teacher Code	Addl. Course Teacher Code 1	Addl. Course Teacher Code 2	Addl. Course Teacher Code 3	Online-Course	Teacher Last Name	Teacher First Name	Course Number	Class Section Number	Job Code	Job Title	Error Code	Reason
0108	Jasper County High School	*****0000				N			60.0710000	000			E5083	Missing Teacher in CPI
0108	Jasper County High School	*****0000				N			60.0720000	000			E5083	Missing Teacher in CPI
0108	Jasper County High School	*****0000				N			60.0730000	000			E5083	Missing Teacher in CPI



Go To CPI Main Menu

CPI Report Menu

TRANSMISSION

- CP001 Transmission Verification
- CP008 Errors and Warnings Summary
- CP009 Errors and Warnings Detail

CERTIFIED

- CP003 Certified Staff/FTE Experience
- CP004 Employee In-Field Status Summary
- CP005 Employees With Out of Field Status
- CP006 Employee Funding Source Summary
- CP007 Employees Average Salary Summary
- CP011A CTAE- Contract Information
- CP011B CTAE- Job Assignments
- CP012 Employee Record Summary
- CP016 Employee Ethnicity and Gender
- CP021 Teachers Avg Salary Comparison
- CP022 Employee Funding Source Detail
- CP025 Certificate Expiration Dates
- CP027 Spec Ed Teachers of Students Age 3-5
- CP028 Spec Ed Teachers of Students Age 6-21
- CP029 Rel Srvcs Providers of Students Age 3-21
- CP031 Personnel Not Funded Through T & E
- CP033 Employees Certificate Type 998 or 999
- CP034 Year Experience Compared (W629)
- CP035 Employees Not Meeting State Minimum (E655)
- CP037 Non-Leadership Assignment with Leadership Cert Type
- CP042 Certified Salary Below Minimum
- CP043 Compare Certified Year Experience
- CP044 Teachers Assignment For Math & Science
- CP050 Consolidated Funding District Summary
- CP070 Lookup For Last Reported Years Of Experience

CLASSIFIED

- CP013 Employee Record Summary
- CP017 Employee Ethnicity and Gender

ALL EMPLOYEES

- CP089 State Health Plan Employee Summary
- CP046 Duplicate Employee Code With Different Name (E2019)
- CP002 Active Employee Summary
- OCR CPI OCR Part 1 - Tables 21-23
- CP010 Employee Record Detail
- CP014 Salary Greater Than $85,000
- CP015 Employment Basis Greater Than 1.25
- CP018 Terminated Employees
- CP018-B E629 Clear Data Report
- CP020 Assignment Job Codes Not Reported
- CP026 Active Employee Comparison
- CP032 Personnel Reported Active in Last Cycle
- CP036 Job Codes Summary by System
- CP040 Long-Term Substitute Record Summary
- CP041 Third-Party Contract Record Summary
- CP100 System Sign-Off

- View to GA PSC Database

Report Menu is broken out by categories and link to PSC data…

- **Transmission**
- **Certified**
- **Classified**
- **All Employees**

REPORTS

REPORTS TO MONITOR

T&E RELATED REPORTS

SPECIAL ED REPORTS CTAE REPORT DUPLICATE ID REPORT

CERTIFIED

CP003 Certified Staff /FTE Experience $

CP006 Employee Funding Source Summary

CP007 Employees Average Salary Summary

CP011A CTAE- Contract Information

CP011B CTAE- Job Assignments

CP012 Employee Record Summary

CP016 Employee Ethnicity and Gender

CP022 Employee Funding Source Detail

CP021 Teachers Avg Salary Comparison

CP027 Spec Ed Teachers of Students Age 3-21

CP025 Certificate Expiration Dates

CP029 Rel Srvcs Providers of Students Age 3-21

CP028 Spec Ed Teachers of Students Age 6-21

CP031 Personnel Not Funded Through T&E $

CP030 Duplicate Employee ID's

REPORTS

REPORTS TO MONITOR

JOB CODE REPORTS

ACTIVE VS. TERMINATED EMPLOYEES

LONG-TERM SUBS & 3RD PARTY CONTRACTS

ALL EMPLOYEES

CP002 Active Employee Summary	CP010 Employee Record Detail
CP014 Salary Greater Than $85,000	CP015 Employment Basis Greater Than1.25
CP018 Terminated Employees	**CP020 Assignment Job Codes Not Reported**
CP026 Active Employee Comparison	**CP032 Personnel Reported Active in Last Cycle**
CP036 Job Codes Summary by System	**CP040 Long-Term Substitute Record Summary**
CP041 Third-Party Contract Record Summary	**CP100 System Sign-Of**

REPORTS

REPORTS TO MONITOR

Georgia Department of Education
Oct, 2018 CPI Cycle 2019-1

System Sign-Off Report
679-Jasper County

Type of Employee Reported	Number
Total Active Employees Reported	0
Total Terminated Employees Reported	0
Total Employee Reported for T & E	
Total Teachers Out of Field	0

Type of Employee Reported in A Record	EMPLOYEE TYPE	Total Number
Regular - Direct Contract	Blank	
Regular - TRS Returned Full-Time	B	
Long-Term Substitutes	L	
Third-Party Contract (Teachers and Special Ed Services)	P	

GOAL:
Have reports reviewed and ready to sign off before the CPI deadline, in case changes need to be made to your data.

CONTRACTS AND SALARIES

CONTRACTS AND SALARIES

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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)

CONTRACTS AND SALARIES

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

CONTRACTS AND SALARIES

Example:
Employment Basis vs. 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

CONTRACTS AND SALARIES

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)

CONTRACTS AND SALARIES

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T&E CALCULATION

We will use 4 years of experience salary step 2 the T-4 = 36168.00 – 34092.00 = 2076.00 T&E dollars

BASE EQUALS = 34092.00

FY 2019 — STATE SALARY SCHEDULE — Folder Name: FY19 INITIAL

OFFICIAL — GEORGIA ANNUAL/MONTHLY SALARY SCHEDULE FOR 10 MONTHS EMPLOYMENT — BASE EQUALS $34,092.00 — SCHOOL YEAR 2018 - 2019

LEVEL OF CERTIFICATION

Years of Creditable Service	Salary Step	T-1 $32,217.00 94.50% OF T - 4	T-2 $33,154.00 97.25% OF T - 4	PROV BT-4 $32,217.00 94.50% OF T - 4	PROF T-4 $34,092.00 100.00% N/A	PROV BT-5 $36,308.00 106.50% OF T - 4	PROF T-5 $39,206.00 115.00% OF T - 4	PROV BT-6 $41,754.00 106.50% OF T - 5	PROF T-6 $44,303.00 113.00% OF T - 5	PROV BT-7 $47,183.00 106.50% OF T - 6	PROF T-7 $49,176.00 111.00% OF T - 6
0,1,2	E	$32,217.00 $2,684.75	$33,154.00 $2,762.83	$32,217.00 $2,684.75	$34,092.00 $2,841.00	$36,308.00 $3,025.67	$39,206.00 $3,267.17	$41,754.00 $3,479.50	$44,303.00 $3,691.92	$47,183.00 $3,931.92	$49,176.00 $4,098.00
3	1	$33,184.00 $2,765.33	$34,149.00 $2,845.75	$32,217.00 $2,684.75	$35,115.00 $2,926.25	$37,397.00 $3,116.42	$40,382.00 $3,365.17	$43,007.00 $3,583.92	$45,632.00 $3,802.67	$48,598.00 $4,049.83	$50,651.00 $4,220.92
4	2	$34,180.00 $2,848.33	$35,173.00 $2,931.08	$32,217.00 $2,684.75	$36,168.00 $3,014.00	$38,519.00 $3,209.92	$41,593.00 $3,466.08	$44,297.00 $3,691.42	$47,001.00 $3,916.75	$50,056.00 $4,171.33	$52,171.00 $4,347.58

ITEM'S TO REMEMBER

ITEM'S TO REMEMBER

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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

ITEM'S TO REMEMBER

SUBJECT Reminders

Matching course to state codes

- **Third digit** is the **Type of Instruction (Modality)**
  - 231 = Remedial
  - 232 = Gifted Education
  - 233 = Distance Learning
  - 238 = Special Education
  - 230 = 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

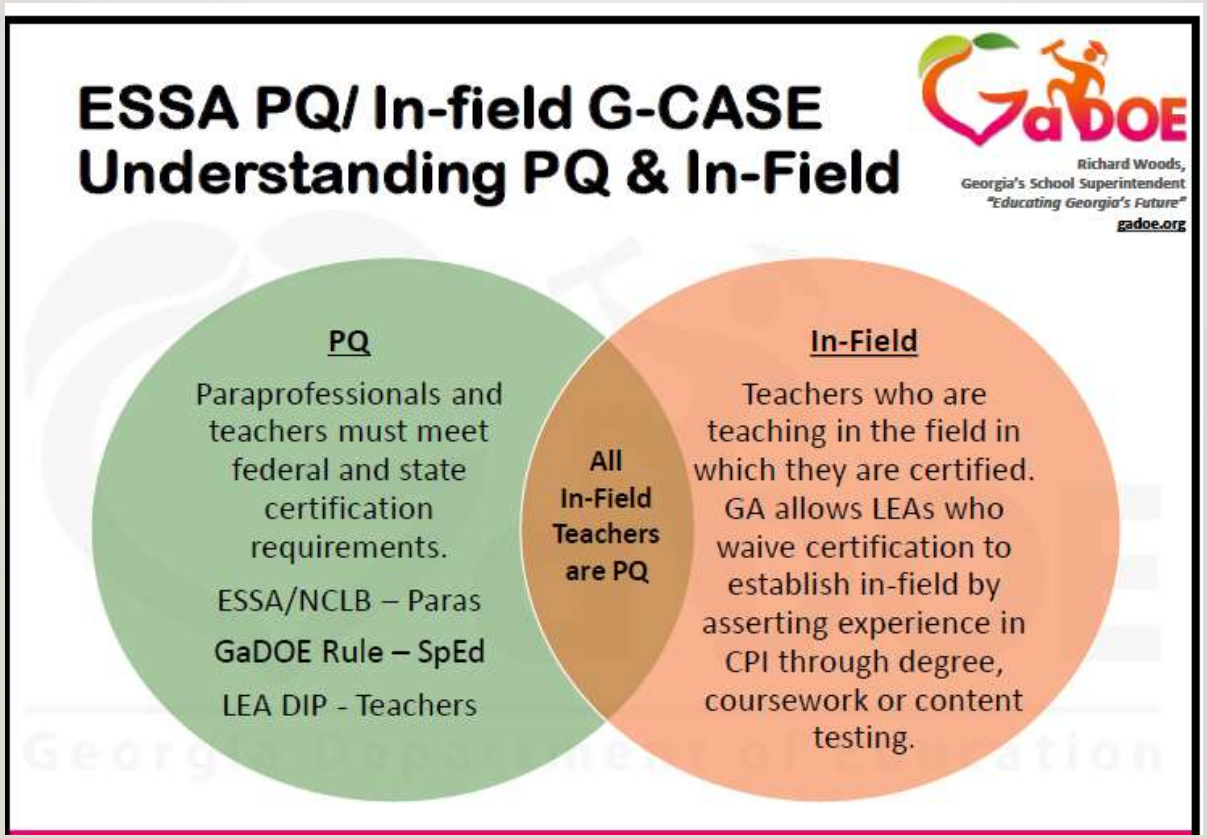
ITEM'S TO REMEMBER

Subject Reminders

- Subject Matter codes should reflect the specialized fields of study wherever possible.
  - Reduces necessary changes in In-Field 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

ITEM'S TO REMEMBER



ITEM'S TO REMEMBER

ESSA PQ/ In-field G-CASE Clearance Certificates

O.C.G.A. §§ 20-2-80, 20-2-200, 20-2-211.1, 20-2-2065, GaPSC & SBOE Rules

Richard Woods, Georgia's School Superintendent "Educating Georgia's Future" gadoe.org

ALL Georgia LEA teachers, school or school system administrators, and paraprofessionals MUST hold a Clearance Certificate.

A Clearance Certificate is a certificate issued by the Georgia Professional Standards Commission that verifies that an educator has completed fingerprint and criminal background check requirements.

Georgia Department of Education

ITEM'S TO REMEMBER

ESSA PQ/ In-field G-CASE Commonly Confused Concepts

Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
gadoe.org

Waiver v Waiver

Waiver – GaPSC Certificate

Issued by the GaPSC, a waiver certificate (W) can be requested by a LEA for a teacher who does not meet certification requirements, but who is the most qualified candidate for employment.

Waiver – GaDOE Approved Charter or Strategic Waiver Application

Submitted by a LEA, an approved charter waiver or strategic waiver application allows LEAs to waive the requirement for an education to hold a certificate issued by the GaPSC.

In-Field v In-Field

In-Field - GaPSC

GaPSC establishes in-field criteria by determining which certification(s) are appropriate for each course. LUAs are responsible for ensuring that educators are assigned only within the field (subject area) and grade level for which teachers have been prepared and certified.

In-Field - ESSA

In Georgia, in-field for ESSA is based on GaPSC in-field rules, but, in several specific scenarios, GaDOE has different requirements for an in-field determination.

Example:

GaPSC In-field – Teachers holding a 'N' may be in-field if assigned appropriately.

ESSA In-field – Teachers holding a 'N' are not in-field.

ITEM'S TO REMEMBER

ESSA PQ/ In-field G-CASE
Special Education Teachers

Richard Woods
Georgia's School Superintendent
"Educating Georgia's Future"
gadoe.org

NEW IN GEORGIA IN FY18

Under Georgia SBOE Board Rule Amended – July 20, 2017, ALL LEA Special Education Teachers must be certified in special education in the field in which the teacher is assigned. This includes special education teachers in charter schools, charter districts and strategic waiver districts.

Georgia Department of Education

ITEM'S TO REMEMBER

ITEM'S TO REMEMBER

Report employee's form first day of collection until the last.

Please make sure all employee's have Clearance Certificates.

Make sure you are aware of all Third-Party Employee's.

If you are taking advantage of services from other districts, please confirm that they are reporting the employee's in there CPI collection.

Remember Termination dates are just that Termination dates.

Make sure you communicate with the Superintendent about signings off before the signoff date.

Look up your new employee's in PSC to confirm certifications information if yoy see an (*) contact PSC to inform them that they are working for your LEA.

Know that I Am Here For You!!!!

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

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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
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