Agenda

• Overview
• Updates
• HB280
• ADHOC
• Sign Off Process
• How to enter a Help Desk Ticket
CPI Overview

What is CPI?

CPI is a collection of data of all **certified** and **classified** personnel based on their role within your district.

Certified and Classified Personnel Information

(Board Rule 160-5-2-.50)
CPI Overview

What is a Certified Employee?

**Certified Personnel** – individuals trained in education who hold the following certifications, which are issued by the Georgia Professional Standards Commission. A certified employee can also hold industry credentials that qualify them as a certified individual in certain areas. (O.C.G.A. 20-2-161: 520-2-167;20-2-182.)

- Teaching (T)
- Leadership (L)
- Service (S)
- Technical Specialist (TS)
- Permit (P) certification
CPI Overview

What is a Classified Employee?

Employees performing duties that do not require certification

Example: School Food Service Worker or School Nurse
CPI Overview

Who is Reported in CPI?

Regular Employee - are employees who have a direct contract with the district. This includes retired teachers who return to the work force.

Long Term Substitute - a person who is to temporarily serve in a permanent vacant position. For example, a Long Term Substitute is hired to fill a second grade teacher vacancy.

Third Party Contractors - individuals who are contracted with an outside agency and not hired directly by the district.

NOTE: Every person working in a school building or district office must be reported in CPI.
CPI Overview

When is the CPI data collected?

**A, B, C Records**

**CPI-1**

October 05-28, 2021

Data used for T&E funding, HB280 incentives, and reports

**CPI-2**

March 03-24 2022

Data used for analysis and reports

**A & D Records**

**CPI-3 LEAVE**

July 12-26, 2022

Cumulative leave for year

Data used for analysis and reports
CPI Overview

What data is reported?

<table>
<thead>
<tr>
<th>‘A01’ Record – Basic Demographics</th>
</tr>
</thead>
<tbody>
<tr>
<td>FISCAL YEAR</td>
</tr>
<tr>
<td>REPORT PERIOD</td>
</tr>
<tr>
<td>SYSTEM CODE</td>
</tr>
<tr>
<td>EMPLOYEE CODE</td>
</tr>
<tr>
<td>RECORD TYPE</td>
</tr>
<tr>
<td>GENDER</td>
</tr>
<tr>
<td>BIRTH DATE</td>
</tr>
<tr>
<td>EMPLOYEE TYPE</td>
</tr>
<tr>
<td>ETHNIC HISPANIC</td>
</tr>
<tr>
<td>RACE INDIAN</td>
</tr>
<tr>
<td>RACE ASIAN</td>
</tr>
<tr>
<td>RACE BLACK</td>
</tr>
<tr>
<td>RACE PACIFIC</td>
</tr>
<tr>
<td>RACE WHITE</td>
</tr>
<tr>
<td>LAST NAME</td>
</tr>
<tr>
<td>FIRST NAME</td>
</tr>
<tr>
<td>MIDDLE NAME</td>
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</tbody>
</table>
CPI Overview

What data is reported?

<table>
<thead>
<tr>
<th>‘B01’ Record – Contract and Certification Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>FISCAL YEAR</td>
</tr>
<tr>
<td>REPORT PERIOD</td>
</tr>
<tr>
<td>SYSTEM CODE</td>
</tr>
<tr>
<td>EMPLOYEE CODE</td>
</tr>
<tr>
<td>RECORD TYPE</td>
</tr>
<tr>
<td>CERTIFIED EMPLOYMENT BASIS</td>
</tr>
<tr>
<td>CLASSIFIED EMPLOYMENT BASIS</td>
</tr>
<tr>
<td>PAYROLL YEARS OF EXPERIENCE FOR CERTIFIED EMPLOYEE</td>
</tr>
<tr>
<td>CERTIFICATE LEVEL</td>
</tr>
<tr>
<td>STATE PAY STEP</td>
</tr>
<tr>
<td>ANNUAL CONTRACT SALARY FOR CERTIFIED EMPLOYEE</td>
</tr>
<tr>
<td>TOTAL ANNUAL SALARY FOR CLASSIFIED EMPLOYEE</td>
</tr>
<tr>
<td>CONTRACT DAYS FOR CERTIFIED EMPLOYEE</td>
</tr>
<tr>
<td>ANNUAL WORK DAYS FOR CLASSIFIED EMPLOYEE</td>
</tr>
<tr>
<td>TERMINATION CODE</td>
</tr>
<tr>
<td>TERMINATION DATE</td>
</tr>
<tr>
<td>STATE HEALTH PLAN</td>
</tr>
</tbody>
</table>
# CPI Overview

## What data is reported?

<table>
<thead>
<tr>
<th>‘C01’ Record(s) – Job Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>FISCAL YEAR</td>
</tr>
<tr>
<td>REPORT PERIOD</td>
</tr>
<tr>
<td>SYSTEM CODE</td>
</tr>
<tr>
<td>EMPLOYEE CODE</td>
</tr>
<tr>
<td>RECORD TYPE</td>
</tr>
<tr>
<td>ASSIGNMENT SCHOOL CODE</td>
</tr>
<tr>
<td>ASSIGNMENT PERCENTAGE OF TIME</td>
</tr>
<tr>
<td>ASSIGNMENT TYPE CODE</td>
</tr>
<tr>
<td>ASSIGNMENT CERTIFICATE TYPE</td>
</tr>
<tr>
<td>ASSIGNMENT JOB CODE</td>
</tr>
<tr>
<td>ASSIGNMENT SUBJECT MATTER CODE</td>
</tr>
<tr>
<td>ASSIGNMENT FIELD CODE</td>
</tr>
<tr>
<td>ASSIGNMENT FUND CODE</td>
</tr>
<tr>
<td>ASSIGNMENT CONSOLIDATED FUND FLAG</td>
</tr>
</tbody>
</table>

What Employee Does
CPI Overview

What data is reported?

<table>
<thead>
<tr>
<th>‘D01’ Record(s) – Leave</th>
</tr>
</thead>
<tbody>
<tr>
<td>FISCAL YEAR</td>
</tr>
<tr>
<td>REPORT PERIOD</td>
</tr>
<tr>
<td>SYSTEM CODE</td>
</tr>
<tr>
<td>EMPLOYEE CODE</td>
</tr>
<tr>
<td>RECORD TYPE</td>
</tr>
<tr>
<td>PRIMARY ASSIGNMENT JOB CODE</td>
</tr>
<tr>
<td>SICK LEAVE</td>
</tr>
<tr>
<td>STAFF DEVELOPMENT</td>
</tr>
<tr>
<td>VACATION</td>
</tr>
<tr>
<td>OTHER LEAVE</td>
</tr>
<tr>
<td>COVID LEAVE</td>
</tr>
<tr>
<td>PARENTAL LEAVE</td>
</tr>
</tbody>
</table>

Leave Taken
CPI Overview

How is the Data Used?

- State funding for certified staff
  - (Training and Experience – T&E)
- Math/Science Incentive Funding (*HB280*)
- Program Reviews
- State/Federal Reporting
- Title I Comparability Report

- PSC to determine In-Field Status for Every Student Succeeds Act (*ESSA*)
# CPI Overview

## CPI CHECKLIST

### August & February

<table>
<thead>
<tr>
<th>Task</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review CPI File Layout</td>
<td>Make note of changes, if available.</td>
</tr>
<tr>
<td>Update Salary Schedule (August)</td>
<td>If you use the State Salary Guide</td>
</tr>
<tr>
<td>Print CPI Timeline Documentation</td>
<td>Print CPI Transmission Dates</td>
</tr>
<tr>
<td>Determine Internal Deadlines for Data Review and State Reporting</td>
<td>Dates should be prior to the GaDOE deadlines to allow time to review the data.</td>
</tr>
<tr>
<td>Make sure the termination dates are correct in employee file</td>
<td>Make sure you have terminated all employees in your system</td>
</tr>
<tr>
<td>Enter or verify the DOE Termination dates for CPI 1 and 2</td>
<td>Termination dates are listed on the CPI Transmission Dates</td>
</tr>
<tr>
<td>Update employees’ certificate information using Professional</td>
<td>Check with your vendor to see if your system can upload the data</td>
</tr>
<tr>
<td>Standards Commission’s (PSC’s) download file</td>
<td></td>
</tr>
<tr>
<td>Verify Certified Employees have a Clearance Certificate issued by</td>
<td>Run the report in the Professional Standards Commission’s (PSC’s) database</td>
</tr>
<tr>
<td>the Professional Standards Commission’s (PSC’s)</td>
<td></td>
</tr>
<tr>
<td>Verify Certified Teachers Assignments with students’ schedules</td>
<td>Communicate with the Student Coordinator</td>
</tr>
<tr>
<td>Communicate with schools about Long Term Substitutes</td>
<td></td>
</tr>
<tr>
<td>Communicate with schools about Third Party Contractors.</td>
<td></td>
</tr>
</tbody>
</table>
# CPI Overview

<table>
<thead>
<tr>
<th>October (CPI 1) &amp; March (CPI 2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upload data in the portal</td>
</tr>
<tr>
<td>Review errors with program managers</td>
</tr>
<tr>
<td>Resolve Certifications error’s</td>
</tr>
<tr>
<td>Participate in trainings, webinars, conference calls as needed</td>
</tr>
<tr>
<td>Print reports and review with program managers</td>
</tr>
<tr>
<td>CPI 1 review HB260 under Funding Reports</td>
</tr>
<tr>
<td>Pay attention to message board on CPI Main Menu</td>
</tr>
<tr>
<td>Review Nurses License Verifications</td>
</tr>
<tr>
<td>Review AP Professional Development Verifications</td>
</tr>
<tr>
<td>Review IB Professional Development Verifications</td>
</tr>
<tr>
<td>Print all pertinent reports</td>
</tr>
<tr>
<td>Clear SC006-Missing Teacher/Missing Assignment Report</td>
</tr>
<tr>
<td>Clear SC020-EIP Class without Teacher with EIP Job Code</td>
</tr>
<tr>
<td>Communicate with Superintendent for Signoff deadline</td>
</tr>
</tbody>
</table>
## CPI Overview

<table>
<thead>
<tr>
<th>July</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Checkmark] Review CPI File Layout</td>
</tr>
<tr>
<td>![Checkmark] Make sure leave is updated for Fiscal Year in your System</td>
</tr>
<tr>
<td>![Checkmark] Upload data in the Portal</td>
</tr>
<tr>
<td>![Checkmark] Review errors with program managers</td>
</tr>
<tr>
<td>![Checkmark] Review and print reports</td>
</tr>
<tr>
<td>![Checkmark] Communicate with Superintendent for Signoff deadline</td>
</tr>
</tbody>
</table>
What is an ERROR or a WARNING?

ERROR:
An error is generated when the data does not conform to the business rules for the data element. This could include invalid values or data outside the expected data range. In almost all cases, errors must be corrected before sign-off. On rare occasions, the error may reflect accurate data and the error may need to be relieved.

WARNING:
A warning indicates a possible issue or problem with the data reported. Warnings are meant to call your attention to data that is outside the expected data range. Warnings do not have to be ‘corrected’ if the data reported is correct.
Types of Errors

Valid Value Checks

Valid Value Check
Is a rule stating a data value must equal one of a set of specified values.

For example:

- **GENDER** must equal ‘M’ or ‘F’.
- **STATE** must equal ‘GA’, ‘NC’, ‘SC’, or ‘FL’

**E115**: Invalid code for **SST** (Student Support Team) participation. Must be ‘Y’ or ‘N’ for all students.
Types of Errors

Data Comparison Checks

Data Comparison Checks
Compares data reported in one collection to the same data reported in a different collection to ensure the data matches.

For example, the DATE BIRTH reported in Student Class compared to the DATE OF BIRTH reported in GUIDE.

E024: DATE OF BIRTH reported for active student does not match the DATE OF BIRTH in GUIDE. Verify data and correct in either the SIS or GUIDE.
Types of Errors

Across Application Checks

- **Cross-Application Checks**
  Based on the data reported in one collection, a particular set of data is expected to be reported in another collection.

  - For example, in Student Record if **DUAL LANGUAGE IMMERSION** equals ‘Y’, then Student Class is expecting to see at least one class with an **IMMERSION LANGUAGE**.

**E9122:** DUAL LANGUAGE IMMERSION = 'Y'. An **IMMERSION LANGUAGE** must be reported in Student Class for at least one of the student's reported courses.
Error Corrections

- Determine why the record received the error:
  *What is the error message really telling you?*

- Tools:
  - File Layout
  - Data Element Detail (Data Definitions)
  - Check at the source data (SIS) for data entry errors

- Local software issue – contact the SIS vendor

- Not sure what the problem is – contact the Help Desk
Purpose of the EIP Program

• The Early Intervention Program (EIP) is designed to serve students who are at risk of not reaching or maintaining academic grade level. The purpose of the Early Intervention Program is to provide additional instructional resources to help students who are performing below grade level obtain the necessary academic skills to reach grade level performance in the shortest possible time.
SB59

• ‘The state board shall not be authorized to waive or approve variances on any federal, state, and local rules, regulations, court orders, and statutes relating to … the early intervention program provided for in Code Section 20-2-153; …’

• **Per state law:** Effective **July 1, 2021**, the EIP program requirements, such as class size and certification waivers, are **no longer waivable** for Strategic Waivers School Systems, Charter Systems, and Charter Schools.

• ‘CHW’ and ‘WT’ CERTIFICATE TYPE cannot be used with EIP JOB CODEs ‘131’, ‘132’, and ‘133’. You will have to change that person’s ASSIGNMENT TYPE to ‘N’ (not certified).
EIP Reduced Class Size Model
Recent Guidance

Instructional models that are no longer in compliance with SB 59 (students coded in Student Class with EIP DM ‘04’, Reduced Class Model) can be funded using CARES I, CARES II, and ARP ESSER (including learning loss) funds (teacher coded in CPI with ASSIGNMENT FUND CODE ‘03’). CARES/ARP funding do not have “supplement versus supplant” requirements and programs/initiatives funded by CARES/ARP funding are not restricted by class size waivers or other flexibilities afforded by your performance contracts.
EIP Teachers Must Be Certified

• Then, if the JOB CODE is for an EIP teacher, that teacher has to be certified and cannot use a certification waiver.

• E6463 If JOB CODE = 131, 132, or 133 CERTIFICATE TYPE must exist in the PSC data tables

• E6464 JOB CODES 131, 132, or 133 cannot use CERTIFICATE TYPE CHW
Provisionally Certified Teachers ‘BT’

A provisionally certified teacher is working toward full teaching certification and has a **CERTIFICATE TYPE = ‘BT’**, that is a non-renewable certificate. This certificate is issued by PSC and has specific conditions attached to that certificate. It is not a district-created waiver. PSC has determined what they need to do to become fully certified and has specified the criteria necessary for full certification by the end of the school year. You do not have to change their **EMPLOYEE TYPE** to classified. These teachers will receive T&E funding.

E6463 - If **JOB CODE = 131,132, or 133** **CERTIFICATE TYPE** must exist in the PSC data tables.

This error will be changed Tuesday evening to allow a ‘BT’ as an allowable **CERTIFICATE TYPE**.
How These EIP Error Checks Will Work

If DM ‘4’ is used for a class, the teacher of the class cannot be state-funded but can be funded with Federal funds and reported in the personnel data collection, CPI, with FUND CODE ‘03’ for CARES I or II, or ARP/ESSER funds. We have added this new error check:

• **E7028** - EIP DM = '4' (Reduced Class Size) in SC. The teacher (COURSE TEACHER CODE) in CPI must have FUND CODE = '03' (paid by CARES I, II, or ARP/ESSER funds, not state T&E funded).
New error message to show in CPI:

E7028 - EIP DM = '4' (Reduced Class Size) in SC. The teacher (COURSE TEACHER CODE) in CPI must have FUND CODE = '03' (paid by CARES I, II, or ARP/ESSER funds, not state T&E funded).

E7031 - EIP DM '2' (Self-contained) or '4' (Reduced Class Size) reported on this class in SC. The teacher (COURSE TEACHER CODE) must have an assignment Job Code = '131', '132', or '133' (EIP job codes) in CPI.
New Errors on EIP Teacher Certification

- Teachers listed as the only teacher of an EIP class (DM ‘2’ self-contained and DM ‘4’ reduced class size), who are not certified cannot waive certification (CHW) for EIP assignment.  

**E7031** - EIP DM '2' (Self-contained) or '4' (Reduced Class Size) reported on this class in SC. The teacher (COURSE TEACHER CODE) must have an assignment Job Code = '131', '132', or '133' (EIP job codes) in CPI.
New Errors on EIP Teacher Certification

Teachers listed as the additional teacher of an EIP class (DM ‘1’ augmented, '3' pull-out, '5' reading recovery), who are not certified cannot waive certification (CHW) for EIP assignment.

**E7032** - EIP DM '1' (Augmented), '3'(Pull-out), '5'(Reading Recovery), or ‘6’ (Innovative) reported on this class in SC, a teacher of this class must have an assignment Job Code = '131', '132', or '133' (EIP job codes) in CPI.
SC020 EIP Class without Teacher with EIP Job Code
**E7028 EIP Error in SC**

| School ID  | School Name | Course Number | Class Period | EIP DM | Course Teacher Code | Teacher Last Name | Teacher First Name | Additional Teacher Code1 | Additional Teacher Code2 | Additional Teacher Code3 | Job Code(s) of Teacher | Job Title(s) of Teacher | Fund Code(s) of Addl. Teacher1 | Fund Code(s) of Addl. Teacher2 | Fund Code(s) of Addl. Teacher3 | Error Code |
|------------|-------------|---------------|--------------|--------|---------------------|-------------------|--------------------|------------------------|------------------------|------------------------|------------------------|-----------------------------|-----------------------------|---------------------------|-------------|
| 23.1040003 | 03          | 4             |              |        |                     |                   |                    |                        |                        |                        | 101                    | Grade 1 Teacher             | 00                          | 00                        | E7028,E7031        |
| 23.1040003 | 05          | 4             |              |        |                     |                   |                    |                        |                        |                        | 101                    | Grade 1 Teacher             | 00                          | 00                        | E7028,E7031        |
| 23.1040003 | 05          | 4             |              |        |                     |                   |                    |                        |                        |                        | 085                    | Kindergarten Regular Education Teacher | 00                          | 00                        | E7028,E7031        |
| 23.1040003 | 03          | 4             |              |        |                     |                   |                    |                        |                        |                        | 085                    | Kindergarten Regular Education Teacher | 00                          | 00                        | E7028,E7031        |
| 23.1040003 | 05          | 4             |              |        |                     |                   |                    |                        |                        |                        | 102                    | Grade 2 Teacher             | 00                          | 00                        | E7028,E7031        |

Fix the FUND CODE in CPI IF you are funding with ‘03’ ARP/ESSER funds.
*You do not earn T&E on these teachers.
If the EIP DM is not ‘4’, fix the DM in SC.
CPI

• JOB CODES for EIP Teachers

<table>
<thead>
<tr>
<th>Job Code</th>
<th>Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>131</td>
<td>Early Intervention (EIP) Kindergarten Teacher</td>
<td>Teaches students in the Kindergarten Early Intervention Program (EIP).</td>
</tr>
<tr>
<td>132</td>
<td>Early Intervention (EIP) Primary Teacher 1-3</td>
<td>Teaches students in grades 1-3 Early Intervention Program (EIP).</td>
</tr>
<tr>
<td>133</td>
<td>Early Intervention (EIP) 4th and 5th Grade Teacher</td>
<td>Teaches students in the 4th and 5th grade Early Intervention Program (EIP).</td>
</tr>
</tbody>
</table>

If an EIP teacher is not certified, the teacher can be funded with CARES / CRRSA / ARPESSER Grants using FUND CODE ‘03’. If the EIP teacher is not certified and not funded with CARES / CRRSA / ARPESSER Grants, they will receive the error.
CPI

CERTIFICATION FIELD CODES for EIP Teachers

808 ELEMENTARY EDUCATION (P-5)
970 MATHEMATICS ENDORSEMENT (K-5)
851 MIDDLE GRADES (4-8) – MATH (for 4 & 5 only)
855 MIDDLE GRADES (4-8) – READING (for 4 & 5 only)
732 READING (P-12)
833 READING ENDORSEMENT
910 SP ED MATH COGNITIVE LEVEL (P-5)
950 SP ED READING COGNITIVE LEVEL (P-5)
708 SPECIAL EDUCATION GENERAL CURRICULUM / ELEMENTARY EDUCATION (P-5)
Interns

- Can be entered as the teacher and the certification can be waived (CERTIFICATE TYPE = ‘CHW’), CERTIFICATE FIELD should be ‘102’ – Course work, minimum 21 semester hours or 35 quarter hours)
- Must have a clearance certificate issued through PSC.
- Reminder – Special Education certification and EIP certification are not waivable.
Clearing the B Record for Terminated Employees

• E629 – See CP018-B Click on the report and the error

<table>
<thead>
<tr>
<th>#</th>
<th>Emp Code</th>
<th>Employee Name</th>
<th>Termination</th>
<th>Classified</th>
<th>Certified</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>08/30/2021</td>
<td>1000</td>
<td>1850,315</td>
<td>180</td>
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<td>2</td>
<td>08/30/2021</td>
<td>1000</td>
<td>1850,315</td>
<td>180</td>
<td>0</td>
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<td>3</td>
<td>07/31/2021</td>
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<tr>
<td>4</td>
<td>08/30/2021</td>
<td>1000</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>5</td>
<td>08/30/2021</td>
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<td>0</td>
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</tr>
<tr>
<td>6</td>
<td>08/30/2021</td>
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<tr>
<td>7</td>
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<td>0</td>
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<tr>
<td>8</td>
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<td>1584,000</td>
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<tr>
<td>9</td>
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<td>1267,200</td>
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<td>08/30/2021</td>
<td>1000</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<td>08/30/2021</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Is is a function that will clear the Non-essential information from the B record for terminated employee’s. Cycle 1 & 2.
Another CPI Error You Can Easily Clear

- E640 – CERTIFICATE LEVEL missing or not valid.

![Personnel Demographic Information - A Record](image1)

Stop Here For Terminated Employee!

![Personnel Demographic Information - B Record](image2)

![CPI Derived Fields](image3)

![PSC Details if available](image4)
Student Class and CPI Edit Cross Check

E5019 - COURSE TEACHER CODE not reported in CPI (Cycle 1 or 2) with a teaching assignment.
• This error is generated when the COURSE TEACHER CODE is reported in Student Class and is found in CPI but has no Teaching Job Code.

E5083 – The COURSE TEACHER CODE is not found in CPI.
• This edit is saying that the teacher was not reported in CPI. Check the SS# the school is reporting against the SS# the CPI Coordinator is reporting in CPI.

Student Class and CPI are not point in time counts. If a new teacher is hired and is assigned to a class on the sign off date, that teacher is reported in CPI and Student Class.

CPI and Student Class have the same report “Missing Teacher/Missing Assignment Report”.
**Validate both Student Class and CPI when any changes are made.**
## Student Class and CPI Edit Cross Check

<table>
<thead>
<tr>
<th>School ID</th>
<th>School Name</th>
<th>Course Teacher Code</th>
<th>Addl. Course Teacher Code 1</th>
<th>Addl. Course Teacher Code 2</th>
<th>Addl. Course Teacher Code 3</th>
<th>Online Course</th>
<th>Teacher Last Name</th>
<th>Teacher First Name</th>
<th>Course Number</th>
<th>Class Section Number</th>
<th>Job Code</th>
<th>Job Title</th>
<th>Error Code</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Clear Creek Elementary School</td>
<td></td>
<td>N</td>
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<td>N</td>
<td>N</td>
<td>N</td>
<td>23.20120000</td>
<td>024</td>
<td>435</td>
<td>Paraprofessional/Teacher Aide Personnel</td>
<td>E5019</td>
<td>Missing Teaching Assignment for Teacher</td>
</tr>
<tr>
<td></td>
<td>Clear Creek Elementary School</td>
<td></td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>27.21200000</td>
<td>024</td>
<td>435</td>
<td>Paraprofessional/Teacher Aide Personnel</td>
<td>E5019</td>
<td>Missing Teaching Assignment for Teacher</td>
</tr>
<tr>
<td></td>
<td>Clear Creek Elementary School</td>
<td></td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>23.00120000</td>
<td>004</td>
<td>435</td>
<td>Paraprofessional/Teacher Aide Personnel</td>
<td>E5019</td>
<td>Missing Teaching Assignment for Teacher</td>
</tr>
<tr>
<td></td>
<td>Clear Creek Elementary School</td>
<td></td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>23.00120000</td>
<td>014</td>
<td>435</td>
<td>Paraprofessional/Teacher Aide Personnel</td>
<td>E5019</td>
<td>Missing Teaching Assignment for Teacher</td>
</tr>
<tr>
<td></td>
<td>Clear Creek Elementary School</td>
<td></td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>23.00220000</td>
<td>004</td>
<td>435</td>
<td>Paraprofessional/Teacher Aide Personnel</td>
<td>E5019</td>
<td>Missing Teaching Assignment for Teacher</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>School ID</th>
<th>School Name</th>
<th>Course Teacher Code</th>
<th>Addl. Course Teacher Code 1</th>
<th>Addl. Course Teacher Code 2</th>
<th>Addl. Course Teacher Code 3</th>
<th>Online-Course</th>
<th>Teacher Last Name</th>
<th>Teacher First Name</th>
<th>Course Number</th>
<th>Class Section Number</th>
<th>Job Code</th>
<th>Job Title</th>
<th>Error Code</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>****0000</td>
<td></td>
<td></td>
<td></td>
<td>N</td>
<td></td>
<td></td>
<td>01.00150500</td>
<td>003</td>
<td></td>
<td></td>
<td>E5083</td>
<td>Missing teacher in CPI</td>
</tr>
</tbody>
</table>
Cycle 1 - October

The October CPI Data Collection is the instrument used to determine eligibility for HB280 such compensation as required by Georgia Code 20-2-212.5.

- Tuesday, **October 4, 2016** – Transmissions begin
- Tuesday, **October 11, 2016** – Initial transmission deadline
  - **Purpose**: Removal of duplicate reporting by districts
- Tuesday, **October 25, 2016** - Final transmission deadline
  - **Deadline for Superintendent Sign-off**

Valid termination date range for October CPI 2017-1 is **03/03/2016**– **10/04/2016**
Math/Science Teachers
Incentive Funds Eligibility Reports

HB 280 – Elementary School (Grades K-5)

HB280 Grades K-05 Math Science Eligibility Report for Stipend Award

The CP038B and CP039 reports identify teachers to be submitted to Budget as eligible for possible annual stipend separate from T&E

- Based on Certificate Field, Subject Matter and Years of experience
- See report footnotes for selection criteria
**Eligibility Requirements:**
**HB280 Certified Math/Science Teachers For Grades KK-05**

1.) Must be an active employee within the school district.
2.) Must have clear renewable certificate as defined by Professional Standards Commission.
3.) Must not be provisional employee.
4.) Assignment Type must equal "C" (Certified )
5.) Assignments must have one of the following Job Codes:
6.) Assignments must have one of the combinations:
   => For math assignment, one of the following Subject Matter Codes must be reported with one of the following PSC Field Codes:
      { Subject Code = (270, 271, 272, 273, or 278) and PSC Field Code = (970) }
   => For science assignment, one of the following Subject Matter Codes must be reported with one of the following PSC Field Codes:
      { Subject Code = (410, 412, 413, or 418) and PSC Field Code = (971) }
Math/Science Teachers
Incentive Funds Eligibility Reports

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

HB280 Grades 06-12 Math Science Eligibility Report for Stipend Award

The CP038A and CP039 reports identify teachers to be submitted to Budget as eligible for possible incentive funding separate from T&E.

- Based on Certificate Field, Subject Matter and Years of experience
- See report footnotes for selection criteria
Eligibility Requirements:
HB280 Certified Math/Science Teachers With Less Than 6 Years Experience For Grades 06-12

1. Certified Math/Science Teachers With Less Than 6 Years Of Experience For Grades 06-12.
2. Must have clear renewable certificate as defined by Professional Standards Commission.
3. Must not be provisional employee.
4. Assignment Type must equal "C" (Certified)
5. Assignments must have one of the following Job Codes:
6. Assignments must have one of the combinations:
   => For math assignment, one of the following Subject Matter Codes must be reported with one of the following PSC Field Codes:
      { Subject Code = (270, 271, 272, 273, or 278) and PSC Field Code = (743, 851, 911, 912, or 961) }
   => For science assignment, one of the following Subject Matter Codes must be reported with one of the following PSC Field Codes:
      { Subject Code = (260, 262, 263, 268, 400, 402, 403, 408, 410, 412, 413, 418, 4p0, 4p2, 4p3, 4p6, 4s0, 4s2, 4s3, 4s8, 4c0, 4c2, 4c3, or 4c8)
       and PSC Field Code = (748, 750, 751, 752, 753, 852, 921, 922, or 962) }

Notice:
- Staff may be listed multiple times based on qualifying assignments.
* Code reported more than once in the same row indicates same code was used in more than one assignment.
### CPI Main Menu

- Report Menu
- Funding Reports Menu
- CPI File Upload
- CPI Add/Edit/Delete
- Delete All Data for this System
- Validation Routine
- Manual Relief Request
- Nurses License Verification Confirmed
- AP Professional Development Verification Confirmed
- IB Professional Development Verification Confirmed
- ADHOC Query
- CPI Primary Contacts
- SC006 Missing Teacher/Missing Assignment
- SC020 EIP Class without Teacher with EIP Job Code
- PSC Data Request
- Transmission System
- Transmission Status
- Admin/Helpdesk Menu

Data have Errors.
Available as soon as Cycle 1 starts in October:
CP003 Certified Staff/FTE Experience
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
**HB280 Math/Science**

*Where is the FY2022 funding report?*

<table>
<thead>
<tr>
<th>FISCAL YEAR 2022</th>
<th>FISCAL YEAR 2023</th>
</tr>
</thead>
<tbody>
<tr>
<td>OCT</td>
<td>NOV</td>
</tr>
</tbody>
</table>

This incentive funding is paid in arrears (those eligible in FY22 will be paid in FY23).

---

**Transmission Process**

- **Capacity Planning Inventory (CPI) Menu for October, 2021 (CPI 2021-1)**
- **CPI Menu for July, 2021 (CPI 2021-3)**
- **EIP Teacher Certification_Self Contained and Innovative Models**

---

**Go back to the October menu of the Eligibility Report**
This is the cycle where the Funding Report will display when it is ready in Aug/Sept.
### ADHOC QUERY

**CPI Main Menu**

[Data have Errors.]

- Report Menu
- Funding Reports Menu
- CPI File Upload
- CPI Add/Edit/Delete
- Delete All Data for this System
- Validation Routine
- Manual Relief Request
- Nurses License Verification-Confirmed
- AP Professional Development Verification-Confirmed
- IB Professional Development Verification-Confirmed
- ADHOC Query
- CPI Primary Contacts
- SC005-Missing Teacher/Missing Assignment
- SC020-EIP Class without Teacher with EIP Job Code
- PSC Data Request
- Transmission System
- Transmission Status
- Admin/Helpdesk Menu
There are three Layout options

1. Current – CPI Collection (ABC)
   (Current Cycle for CPI 1&2)

The (ABCD) designates the layout or files collected in each CPI collection.
A = Demographic data
B = Employment data
C = Assignment data
D = Leave information
There are three Layout options

2. Prior-CPI Collection (ABC)
   (5 Year history for CPI 1&2)

The (ABCD) designates the layout or files collected in each CPI collection.

A = Demographic data
B = Employment data
C = Assignment data
D = Leave information
There are three Layout options

3. Prior-CPI Collection (AD)
(5 Year history for CPI 3)

The (ABCD) designates the layout or files collected in each CPI collection.

A = Demographic data
B = Employment data
C = Assignment data
D = Leave information
Click on the Drop Down

Click on Current-CPI Collection (ABC)
Current CPI Collection (ABC)
Current CPI Cycle 1 or 2

To choose one Data Element, highlight the Data Element then click the right arrow to move the Element into the Selected section.

After you have selected the Data Elements you want to see in the output file, click on Go
Filtering data allows you to limit the data selected. For example, you could select the data element Assignment School Code to limit the data extracted to school 0102.

• **Choose the data element** you want to filter on from the first dropdown box.
• **Choose the qualifier** from the middle dropdown box.
• In the right box, **type a value**.
• After filtering the data, **click Get Results**.
Once the data is extracted, it can be downloaded using the **Download to Excel** button.
Extracting Data from Prior Years

All the data submitted in CPI data collections for the past five years can now be extracted. **Click on the drop-down arrow** in the Layout box and choose **Prior-CPI Collection(ABC)**.
Prior-CPI Collection (ABC)
5 Year history for CPI 1 or 2

- To choose one Data Element, **highlight the Data Element** in ‘From List’
- Next **click the right arrow** to move the Data Element(s) to ‘Selected’ column.
- **Click on GO.**
Prior-CPI Collection (ABC)
5 Year history for CPI 1 or 2

<table>
<thead>
<tr>
<th>Element Selection (CPI Collection (ABC))</th>
</tr>
</thead>
<tbody>
<tr>
<td>From List</td>
</tr>
<tr>
<td>Selected</td>
</tr>
<tr>
<td>Fiscal Year</td>
</tr>
<tr>
<td>Report Period</td>
</tr>
<tr>
<td>System Code</td>
</tr>
<tr>
<td>Employee Code</td>
</tr>
<tr>
<td>Gender</td>
</tr>
<tr>
<td>Race/Ethnicity (Consolidation)</td>
</tr>
<tr>
<td>Employment Date</td>
</tr>
<tr>
<td>Employment Number</td>
</tr>
<tr>
<td>Age (Consolidation)</td>
</tr>
<tr>
<td>Personnel ID Number</td>
</tr>
</tbody>
</table>

- ‘From List’ or you can **click ‘ALL’** to select all the data submitted in a prior CPI collection.
- **Click on GO.**
Prior-CPI Collection (ABC)
5 Year history for CPI 1 or 2

Choosing the Fiscal Year

- In the first drop down, choose Fiscal Year.
- Next click the middle drop down and select “Equals to”
- Type the 4-digit year in the column above Get Results

Filter Selection (CPI Collection (ABC))

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Equals to</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>AND</td>
<td>OR</td>
<td>Get Results</td>
</tr>
</tbody>
</table>

Reset Filter
Prior-CPI Collection (ABC)
5 Year history for CPI 1 or 2

Choosing the Collection Period

• Next click on AND.
• Choose Report Period from the drop down.
• Next click drop down to select “Equals to.”
• In the third drop down box, enter 1 for the October collection, or 2 for the March collection.
• Then click on Get Results.

NOTE: Filter Selection is not mandatory. The report can be generated by clicking the ‘Get Results’ button without selecting any filters. Selecting filters will affect the outcome of the data showing on the report.
NOTE: Selected Data Elements will appear in a table format for Cycle 1 & 2.

<table>
<thead>
<tr>
<th>Layout: CPI Collection (ABC)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fiscal Year</td>
</tr>
<tr>
<td>-------------</td>
</tr>
<tr>
<td>2018</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Ethnic Hispanic</th>
<th>Race Indian</th>
<th>Race Asian</th>
<th>Race Black</th>
<th>Race Pacific</th>
<th>Race White</th>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Initial Name</th>
<th>Certified Employment Basis</th>
<th>Classified Employment Basis</th>
</tr>
</thead>
<tbody>
<tr>
<td>N</td>
<td>N</td>
<td>N</td>
<td>B</td>
<td>N</td>
<td>N</td>
<td>Brown</td>
<td>Katie</td>
<td>C</td>
<td>1000</td>
<td>0</td>
</tr>
</tbody>
</table>

| Payroll Years Of Experience For Certified Employees | Certifi cate Level | State Pay Step | Annual Contract Salary For Certified Employees | Total Annual Salary For Classified Employees | Contract Days For Certified Employee | Annual Work Days For Classified Employee | Termina tion Code | Termina tion Date | Local Years Of Service | Assignment School Code | Assignment Percentage Of Time | Assignment Type Code | Assignment Certificate Type | Assignment Job Code | Assignment Subject Matter Code | Assignment Field Code | Assignment Fund Code | State Health Plan Flag |
|-----------------------------------------------------|---------------------|----------------|-----------------------------------------------|---------------------------------------------|-----------------------------------------|----------------------------|----------------------|------------------------|---------------------------|-----------------------------|-------------------------|--------------------------|-------------------------|------------------------|-------------------------|------------------------|
| 11                                                   | 5                   | L1            | 1500                                           | 180                                         | 0                                       | C                          | SRT                  | 103                    | 410                       | 808                         | 00                      | Y                       |                         |                        |                         |                        |
Extracting Data from Prior Years – the CPI 3 ‘Leave’ Data Collection

All data submitted in the July CPI leave data collections for the past five years can be extracted.

- Click on the drop-down arrow in the Layout box and
- Choose Prior-CPI Collection(AD)
Prior-CPI Collection (AD)
5 Year history CPI 3

To choose one Data Element, **highlight the Data Element** in ‘From List’
Next **click the right arrow** to move the Data Element(s) to ‘Selected’,
Prior-CPI Collection (AD)
5 Year history CPI 3

OR

- Click ‘ALL’ to get all the data reported
- Next click the right arrow to move the Data Element(s) to ‘Selected’,
Prior-CPI Collection (AD)
5 Year history CPI 3

- From the first drop down, choose Fiscal Year
- From the middle drop down, select “Equals to”
- Type the 4-digit year in the right column above Get Results
- Click on Get Results

NOTE: Filter Selection is not mandatory. The report can be generated by clicking the 'Get Results' button without selecting any filters. Selecting filters will affect the outcome of the data showing on the report.
NOTE: Selected Data Elements will appear in a same file format submitted for CPI cycle 3.

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Report Period</th>
<th>System Code</th>
<th>Employee Code</th>
<th>Gender</th>
<th>Race Ethnic (Calculation)</th>
<th>Birth Date</th>
<th>Employee Number</th>
<th>Age (Calculation)</th>
<th>Personnel Id Number</th>
<th>Employee Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019</td>
<td>3</td>
<td>881</td>
<td>xxxxxxxxxx</td>
<td>F</td>
<td>RB</td>
<td>198602</td>
<td></td>
<td>31</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Ethnic</th>
<th>Hispanic</th>
<th>Race</th>
<th>Indian</th>
<th>Race</th>
<th>Asian</th>
<th>Race</th>
<th>Black</th>
<th>Race</th>
<th>Pacific</th>
<th>Race</th>
<th>White</th>
<th>Last Name</th>
<th>First Name</th>
<th>Mid Initial</th>
<th>Primary Assignment Job Code</th>
<th>Sick Leave</th>
<th>Staff Development</th>
<th>Vacation</th>
<th>Other Leave</th>
</tr>
</thead>
<tbody>
<tr>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>B</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>Brown</td>
<td>Katie</td>
<td>C</td>
<td>107</td>
<td>7</td>
<td>2</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
</tr>
</tbody>
</table>
Summary – Steps to Extract CPI-1

- In the Layout dropdown, **select Current-CPI Collection (ABC)**
- In the Element Selection ‘From List’, **click on ALL**.
- **Click on GO**
- In the first Filter Selection dropdown, **select Fiscal Year**.
- From the middle drop down, **select “Equals to”**
- **Type the 4-digit year** in the right column above Get Results
- **Click on AND below Fiscal Year**
- In the first Filter Selection dropdown, **select Report Period**.
- From the middle drop down, **select “Equals to”**
- **Type 1** in the right column above Get Results
- **Click on Get Results**
Sign Off Process
What is Manual Error Relief

• When you have cleared up all the errors that you can,
• And the rest of the errors are on accurate data (it is true),
• And this is an exception that you don’t want want/need to change,

• Go to Manual Error Relief on the Main Menu
Sign Off Process

How to enter a manual Relief Request
Error Relief Process – Manual Error Relief

Move the mouse over the error number and the error message pops up!

Click ‘Submit’ when all manual error comments have been entered.

This is a link to the records with this error.
Error Relief Process – Manual Error Relief

Once the manual error relief comments have been submitted, Data Collections will cross-check error counts and student data with the relief information provided in the comment. More than ever, Data Collections is being careful to establish consistency in the procedures and the criteria for relief. * NOTE - error relief is only for exceptions.

- Data Collections will reject error relief requests when the error comment does not provide enough information/detail, is not reasonable, or when the error can be resolved.
How to submit a ticket for Data Collections or PCGenesis
Accessing the MyGaDOE Helpdesk Portal

Access the MyGaDOE Helpdesk Portal by logging into the MyGaDOE User Portal: [https://Portal.doe.k12.ga.us](https://Portal.doe.k12.ga.us)

Please Log In

Username: [ ]
Password: [ ]

I forgot my passphrase! Login

Or sign up for an account

This website requires Cookies be enabled in your browser.

Important! – Please ensure your browser is set to allow Pop-Ups for MyGaDOE Portal and Helpdesk Portal websites.
Once you are logged into the MyGaDOE Portal you can access the GaDOE Helpdesk Portal by clicking on either of the Help Desk Portal links on the system access menus, see below.

Help can be requested by clicking on either of these two links.

Important! – Please ensure your browser is set to allow Pop-Ups for MyGaDOE Portal and Helpdesk Portal websites.
Once you click on one of the Help Desk Portal links, a new browser window will open into the new GaDOE Helpdesk Portal system and direct you to the Home screen, see below.

*Note: If you are a DOE employee you will be directed to the Helpdesk Portal Login Screen instead.*
From the Home screen users can choose the following actions:

- **My Tickets** – View your current call tickets in the system.
- **Watched Tickets** – View Tickets you are watching. If you submit an issue on behalf of another user, the Technician can assign you as a Watcher so you may follow the progress of the ticket. You should specify that when entering the issue into the system.
- **My Approvals** – **Only used for DOE Management Employees.**
- **Service Catalog** – Go here to enter a new issue or question into the system.
- **Knowledge Base** – Review information and fixes on common issues and questions to enable you to resolve on your own.
Service Catalog – Entering a Help Request for an issue to Data Collections, GUIDE or PC Genesis

IF the Service Catalog screen comes up, select ‘Applications’.
On the Service Catalog > Applications screen you will select **PC Genesis/Payroll** or if you are submitting for CPI, you will select **GaDOE Data Collection and Reporting**.
### PC Genesis/Payroll ticket submission form

**PC Genesis/Payroll**

Create a ticket to report issues and/or submit a request for assistance with PC Genesis/Payroll.

**Description**

Please describe your requests as specific as possible and select the best options below to better serve you. A ticket will be created and managed through to successful resolution.

**Request details**

**Requester**

Start typing name...

**PC Genesis/Payroll Request Form**

- Customer First Name
- Customer Last Name
- Contact Email Address
- Phone (Work) phone-number / Etc.
- Optional Call Prefix (prefix - phone-number)
- District MEGA Name
- School/State Charter School Name

<table>
<thead>
<tr>
<th>Customer Role</th>
<th>Issue Category</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Issue Type**

- Issue Type

**Uploaded File Attachments**

Please do not include personally identifiable information, such as the GTID or SSN, in this helpdesk request form. To provide personally identifiable information on specific employees for research and assistance, once the technician is assigned you may share this information with the technician through the MyGaDOE Portal iMail system.

**Detailed Description**

- [Edit/Submit]

**Request**
• The ticket submission forms for PCG and CPI are slightly different.
• All required fields are noted by a Red Asterisk “*” preceding the field name.
• If you have documents or screen shots you would like to submit, there is a File Attachment field.

• Once the submission form is completed, scroll to the bottom and select, “Request.”
• You should receive an email indicating that your ticket has been submitted.
• Our Team will receive your ticket and begin working to resolve the issue as soon as possible.
# Data Collection Team

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nicholas Handville</td>
<td>Director of Data Collections, Analysis, and Reporting</td>
<td><a href="mailto:nhandville@doe.k12.ga.us">nhandville@doe.k12.ga.us</a></td>
</tr>
<tr>
<td>Kathy Aspy</td>
<td>Data Collections Manager (Data Collections &amp; Reporting)</td>
<td>404-556-7480</td>
</tr>
<tr>
<td>Patty Miller</td>
<td>GTID Administrator (GUIDE, Private School Collection)</td>
<td>404-290-8530</td>
</tr>
<tr>
<td>Carl Garber</td>
<td>Data Collections Specialist (Student Record)</td>
<td>404-304-5200</td>
</tr>
<tr>
<td>Sharon Armour</td>
<td>Data Collections Specialist (Student Class, Course Table Maintenance)</td>
<td>678-590-9861</td>
</tr>
<tr>
<td>Katie Green</td>
<td>Data Collections Specialist (CPI, Free and Reduced Meal)</td>
<td>404-295-8841</td>
</tr>
<tr>
<td>Irish Saxton</td>
<td>Data Collections Specialist (FTE, End Of Pathway Assessment)</td>
<td>404-304-3346</td>
</tr>
<tr>
<td>Stephanie Smith</td>
<td>Data Collections Specialist (Free &amp; Reduced Meal, New Coordinator Liaison)</td>
<td>770-301-1503</td>
</tr>
</tbody>
</table>