2020-21 FACULTY AND STAFF DATA COLLECTION

Policy Changes and Updates Webinar

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Purpose

Each year, every District of Columbia LEA must complete the Faculty and Staff Data Collection which will satisfy a number of federal and local reporting requirements, which include but are not limited to:

- EdFacts Reports,

- Federal Teacher Shortage Areas Report,

- Equitable Access to Excellent Educators Calculations under ESSA (Teacher Equity Calculations),

- Full-time equivalent (FTE) faculty and staff report, and

- DC School Report Card.

Goal

OSSE is developing a new application to collect the Faculty and Staff Data from all LEAs which will be released by September 2020.

- This webinar will summarize all of the changes and updates to the 2020-21 Faculty and Staff Data Collection to ensure your LEA has enough time to make the adequate changes to your internal data systems.

Agenda

1. Timeline

2. Supplemental documents

3. General information

4. Different sections in the collection

5. Data errors that prevent certification

6. Next steps

Timeline

Receive 2019-20 School Year Data	Due Date*	Submission Site
Tuesday, Sept. 29, 2020	Friday, Oct. 30, 2020	Faculty and Staff Data Collection module in SLED

*The earliest an LEA can submit its final roster is Monday, Oct. 5, 2020. **LEAs are required to certify the data submitted by the due date (Friday, Oct. 30, 2020)**.

Supplemental Documents

In order to continue to support LEAs with this transition to the new application, OSSE has prepared the following documents:

- LEA Information Session PowerPoint

- Information Session FAQs

- 2020-21 School Year Faculty and Staff Data Use and Dropdowns

- Federal Role Crosswalk

- Common Core of Data Definitions of Staff Categories

- Faculty and Staff Data Collection Errors and Anomalies

- Faculty and Staff Data Collection Policy Guide

Please visit the OSSE Faculty and Staff website for all the supplemental documents.

General Information

Which Faculty and Staff should be included?

- Teaching vacancies as of **Oct. 5, 2020**.

- Staff roster information for all instructional, administrative, and support staff in LEAs and schools filled by direct hire or by contracting as of **Oct. 5, 2020**.

- Long-term substitute teachers employed for four weeks or longer as of **Oct. 5, 2020**.

- Contract staff who contract directly with the LEA or school and are considered part of regular operations as of **Oct. 5, 2020**.

- Staff employed by another entity that is contracted to provide work that can be considered part of the LEA's regular operations as of **Oct. 5, 2020**.

Faculty and Staff Policy Guide- page 5

Which Faculty and Staff should be excluded?

- LEAs should not report staff hired **after Oct. 5, 2020**

- Student teachers (unless the position is part of the LEA's regular operation)

- Short-term substitutes employed fewer than four weeks in the same position

- Contract employees who provide a non-regular service.

Faculty and Staff Policy Guide- page 6

Changes to the metrics

Removed

- Filled or Vacant;
- Vacancy Reason;
- Transfer Date (decided after LEA Information Session);
- Leave Reason;
- Grade Span;
- Teacher Preparation Program Provider;
- Highest Degree - Awarding Institution (decided after LEA Information Session);
- Previous School Year Evaluation Overall Rating (previously reported only to TNTP).

Added

- Ethnicity

Changes to the metrics

For the full list of metrics and drop down see the 2020-21 School Year Faculty and Staff Data Use and Dropdowns document.

Introducing up-front data validation measures

- Submissions with invalid values will be rejected.

- Data Errors Reports: Data error reports are generated by the collection module because the data entered is incorrect.

- Data Anomalies Reports: Data anomaly reports are generated by the collection module because the data entered is inconsistent.

For a full list of data collection errors that will prevent the LEA from certifying or uploading data, please refer to the Faculty and Staff Data Collection Errors and Anomalies document.

Types of data errors

Errors have different impacts on the upload and certification process. Each error falls into at least one of the following categories and some errors prevent both upload and certification.

- **Errors prevent upload:** If the errors are not corrected, the LEA will not be able to upload the collection template to the Faculty and Staff data collection module or save the data if manually entering into the system.

- **Errors prevent certification:** If the errors are not corrected, the LEA will not be able to certify the data.

- **Errors does not impact certification and/or upload:** Correcting the error is best practice; however, the error will not limit the LEA's ability to upload or certify the data.

Inconsistent Data Entry Error

The error is generated if a staff member has multiple records and data is not consistent across records for the following fields:

- Demographic information (i.e., full name, date of birth, last four digits of the social security number);
- Novice teacher; and/ or
- LEA start date

Different sections in the collection

How is the collection template organized?

Different from previous years, OSSE will not collect the data in one large file. The template is broken down into the following role types:

- Vacancy;
- Teachers;
- School Administrators/Related Service Providers/Special Education Paraprofessionals; and
- All other staff.

Faculty and Staff Policy Guide- page 7

Sections in the collection template

- Vacancy Information
- Staff Member Identifiers and Demographic Information
- LEA and School Information
- Returning Status
- Role and FTE Percentage
- Special Education: Percentage of Time and Grades Served
- English Learner (EL) FTE
- Certification
- Years of Experience
- Education and Preparation
- Performance Ratings [for returners and leavers]

Faculty and Staff Policy Guide- page 6

Vacancy Information Section

Report the total number of vacant teaching positions by full-time equivalent (FTEs), school, role and subject, rather than reporting each vacant FTE on a separate row.

- For example, if the LEA has three vacant full-time elementary math positions, you must indicate the school name/code that has the three vacant positions, for federal role select "Teacher, Elementary (grades 1-6)," for subject select "General Mathematics," for number of vacant FTEs indicate "3."

Vacancy Collection Duplicates Error

The error is generated when there is a duplicate entry.

Staff Member Identifiers and Demographic Information Section

- This section is required for every staff member (permanent hire or contractor) that can be considered part of the LEA's regular operations as of **Oct. 5,** regardless of the staff member's role in the LEA.

- LEAs are required to submit demographic information for contracted related service providers.

- LEAs are required to provide data for teachers that work with every grade level served at the school.

Faculty and Staff Policy Guide- pages 9 to 11

Data Errors

- **Last Name and First and Name Error:** The error is generated if the staff member's full name is not entered.

- **Duplicate Position Error:** The error is generated if two or more records for an individual staff member have the same federal role, school, and subject.

- **Date of Birth Error:** The error is generated if the date of birth is outside the range of 15 to 100 years old.

Faculty and Staff Data Collection Errors and Anomalies document.

LEA and School Information Section

- The LEA and School Information section includes basic identifying information about the LEA and school in which the faculty or staff member serves regardless of the staff member's role.

- If a staff member works at the main office, report "N/A" for the School Code and School Name. If a staff member teaches an online class, report the school code associated with that online class. All teachers must be assigned to a specific school.

- If a staff member serves multiple schools, report each school the staff member serves along with the portion of time the staff member serves each respective school. This should be denoted using separate rows for each school served.

Faculty and Staff Policy Guide- pages 12 to 14

Verify Schools Against Official School List Error

- The error is generated if the school codes entered are not associated with the LEA.

Returning Status 2020-21 School Year Section

- OSSE will roll over all the faculty and staff data from the previous year to the application. In the Returning Status section, LEAs will indicate the returning status of every staff member at their LEA, regardless of role type.

- If an employee transferred to work part-time at a different school inside the same LEA, report the employee as "Transfer- New School/Federal Role/Subject."

- If the employee reduced their hours at the same school as the previous year, report the employee as "Returned."

Faculty and Staff Policy Guide- pages 11 and 12

Returning Status 2020-21 School Year Section

- If an employee worked at two schools last year, but only one school this year within the same LEA:

  - In the row that includes the role that the employee is returning, mark the employee as a "Returner" and adjust the FTE percentage accordingly.

  - In the row of the role the employee left, mark the employee as a "Transfer- New School/ Federal Role/ Subject," change the FTE percentage to zero.

  - If the employee left a teaching position, include the Previous School Year Below Effective Evaluation Rating.

Faculty and Staff Policy Guide- pages 11 and 12

Returning Status 2020-21 School Year Section

- The data reported in this collection should only represent the LEA's faculty and staff roster as of **Oct. 5, 2020.** If the employee was employed at the LEA on Oct. 5, 2020, indicate the returning status as of that date.

- If your LEA just opened, report every employee as a "New Employee."

Faculty and Staff Policy Guide- pages 11 and 12

Leaver Data Error

The error is generated if…	but…
the staff member has multiple records	one of the records has a value of "Leaver LEA" while another has a value of "Returning Employee," "Transfer," or "New Employee."
"Leave Date" is entered	the returning status is not "Leaver LEA".
"Leave date" is after Oct. 5, 2020.	
the school has closed	the returning status is not "Transfer-New School/ Federal Role/ Subject" or "Leaver LEA."
the staff member had federal role of Teacher for the previous school year	the LEA did not provide "Leaver Date" and/or "Previous School Year Below Effective Evaluation Rating."

Faculty and Staff Data Collection Errors and Anomalies document.

Role and FTE Percentage Section

- The Role and FTE Percentage section includes information on the staff member's title, federal role and FTE percentage, regardless of the role the staff member serves.

- LEAs should use the employee's title to determine which federal role is appropriate. Each staff member's title falls within a federal role category. See the Common Core of Data Definitions of Staff Categories document and/or the Federal Role cross walk document as a reference.

Role and FTE Percentage Section

- The FTE percentage is reported as a number. Report a staff member who works full-time as 1.0. Report a staff member who works half-time as 0.5. If a staff member regularly works overtime, that staff member's FTE percentage will exceed 1.0.

- If a staff member serves multiple roles report each role the staff member serves using a separate row in the corresponding template. The FTE percentage in each row should represent the percentage of time the staff member spends carrying out that unique role.

- For example: if a staff member works 4 out of the 6-hour work day in one role you divide 4 hours/ 6 hours = 0.66

Faculty and Staff Policy Guide- pages 12 to 14

FTE Percentage (FTE) Error

The error is generated if…	but...
the FTE percentage in a single row is equal to zero and greater than 1.1.	the returning status is "returner" or "new employee."

Faculty and Staff Data Collection Errors and Anomalies document.

Special Education: Percentage of Time and Grades Served Section

The section includes information about the portion of time a staff member serves students with disabilities and the grade level of those students served. This section should be completed for:

- Teachers,

- Related Service Providers, and

- Special Education Paraprofessionals.

Special Education: Percentage of Time and Grades Served Section

- Every LEA, including adult LEAs, are expected to complete every template with the exception of fields that specify information for students outside of the age range served at that LEA.

- LEAs that do not serve students with disabilities under IDEA are not expected to report special education staff (i.e., teachers, special education paraprofessionals, and related service providers).

Faculty and Staff Policy Guide- pages 14 to 16

Special Education Percentage of Time and Grades Served Error

The error is generated if…	but…
the staff member's federal role is Teacher, the "Special Education teacher" field is "no,"	the value in any of the Special Education FTE fields is greater than zero.
the staff member's federal role is Teacher, the "Special Education teacher" is "yes,"	the Special Education FTE field is equal to zero
the staff member's federal role is Teacher, the "Special Education teacher" is "yes,"	the sum of the "Special Education Grades Pre-K3 to Pre-K4 FTE" and "Special Education Grade K to Age 21" is not equal to the Special Education FTE.

Faculty and Staff Data Collection Errors and Anomalies document.

Special Education Percentage of Time and Grades Served Error- Continued

The error is generated if…	but…
the staff member's federal role is Teacher, Paraprofessional –Special Education, or Special Education Support Staff	the value of the "Special Education FTE" field is greater than the "FTE Percentage" field.
the staff member's federal role is Paraprofessional –Special Education or Special Education Support Staff	the "Special Education FTE" is equal to zero.
the staff member's federal role is Paraprofessional –Special Education or Special Education Support Staff	the sum of the metrics "Special Education Grades Pre-K3 to Pre-K4 FTE" and "Special Education Grade K to Age 21" is not equal to the "Special Education FTE."

Faculty and Staff Data Collection Errors and Anomalies document.

Federal Role and Subject Verification Error

The error is generated if…	but...
the "Special Education Teacher" is "No"	the Subject is "Special Education."

Faculty and Staff Data Collection Errors and Anomalies document.

English Learner FTE Section

- The English Learner (EL) FTE section includes information about the portion of time a teacher teaches in a language instruction educational program designed for ELs. This section should only be completed for teachers.

- If the teacher works in a bilingual program with ELs and is specifically teaching language, their time should be included.

- For example: If a teacher is teaching English through a math class (content-based instruction or bilingual instruction), they should still be included with a 1.0 EL FTE.

Faculty and Staff Policy Guide- pages 16 to 17

Data Errors

- English Learner FTE Error:

The error is generated if…	but...
the staff member's federal role is "Teacher"	the value of the "EL FTE" field is greater than the "FTE Percentage" field.

- Federal Role and Subject Verification Error:

The error is generated if…	but...
the "EL FTE" is equal to zero	the "Subject" is English as a Second Language.

Certification Information Section

The Certification Information section includes information about a staff member's qualification status and certifications. This section should be completed for:

- Teachers,

- Related Service Providers, and

- Special Education Paraprofessionals.

Certification Information Section

Even though local licensure requirements vary by sector, OSSE is required by the US Department of Education (USED), Title III and IDEA to report the number and percentage of staff working in DC schools who are certified.

For information on whether a current related service provider has a DC Department of Health license, please visit the [Health professionals webpage](#).

Data Errors

- License or Certification Field or Subject Error:

The error is generated if…	but...
the "DC License or Certification Status" is "no"	the "License or Certification" field has a value

- Certification Information Error:

The error is generated if…	but...
the "DC License or Certification Status" is "no"	the "License or Certification Provider" field has a value

Faculty and Staff Data Collection Errors and Anomalies document.

Years of Experience Section

The Years of Experience section includes information about the teachers or school administrator's

- experience,

- grades taught,

- qualifications and

- LEA start date.

This section should be completed for every staff member; however, every metric is not required for everyone.

Faculty and Staff Policy Guide- pages 20 to 21

Years of Experience Section

Field	Required for:
Subject	Teachers and vacancies
In-Field	Teachers
Novice	Teachers
Principal Experience	School Administrator - Principal/School Leader
Teacher Years of Teaching Experience	Teachers
Years of School Administrator Experience	School Administrator - Principal/School Leader and "School Administrator- Other."
LEA Start Date	Every staff member regardless of role.

Faculty and Staff Policy Guide- pages 20 to 21

Novice Teacher Error

The error is generated if…	but...
"Novice Teacher" is "no"	"Teacher Years of Teaching Experience" is equal to zero.
"Novice Teacher" is "yes"	"Teacher Years of Teaching Experience" is greater than or equal to two
"Novice Teacher" is "no"	"Teacher Years of Teaching Experience" is equal to "one", and "Previous School Year Below Effective Evaluation Rating" is "yes."
"Novice Teacher" field is "yes"	"Teacher Years of Teaching Experience" is "one", and "Previous School Year Below Effective Evaluation Rating" is "no."

Faculty and Staff Data Collection Errors and Anomalies document.

Data Errors

- **LEA Start Date Error:** The error is generated if the LEA start date is after the audit date (Oct. 5, 2020).

- **Teacher Years of Teaching Experience Error:** The error is generated if the "Teacher Years of Teaching Experience" field is not a whole number.

- **Years of School Administrator Experience Error:** The error is generated when the data in "Years of School Administrator Experience" field is not a whole number.

Faculty and Staff Data Collection Errors and Anomalies document.

Education and Preparation Section

The Education and Preparation section includes information about a staff member's educational history. This section should be completed for:

- Teachers,

- Related Service Providers, and

- Special Education Paraprofessionals.

Performance Ratings Section

The Performance Ratings section includes information about the teacher's performance rating from the previous school year. This section should be completed for:

- Teachers (returners and leavers)

Performance Ratings Section

- If a teacher was not rated, please select the option "Not rated" from the dropdown values.

- In order to comply with the requirement, a rating must be entered for anyone who was reported as a teacher in the previous year's faculty and staff collection.

Faculty and Staff Policy Guide- pages 22 to 23

Data errors that prevent certification

Errors that prevent certification

- Unable to assign a Unique Faculty and Staff Identifier (UFSI) Error

- Schools with no Reported Teachers Error

- Grade Spans with no Reported Teachers Error

- Teacher Federal Role and Grades Served Mismatch Error

- School with no Students and has Reported Teachers Error

Faculty and Staff Data Collection Errors and Anomalies document.

Next steps

Next Steps

- Read the Faculty and Staff Policy Guide

- Review the 2020-21 School Year Faculty and Staff Data Use and Dropdowns document and ensure your LEA collects the required fields for each staff member

- LEA Data Manager updates the list of Head of School, Data Manager, and Faculty and Staff POCs in eSchoolPLUS to ensure that the appropriate team members gain access to the Faculty and Staff module in SLED

Next Steps- Continued

- Review the Faculty and Staff Data Collection Errors and Anomalies document and ensure your LEA understands every data validation, data error, and data anomaly the collection module will flag and the impact it will have for the LEA.

- Save the date and plan to attend one of the Faculty and Staff Collection webinar trainings:
  - Sept. 30, 2020 2-4pm.
  - Oct. 8, 2020, 9-11am.

What's Next

- Application user guide: September 2020

- Release of application to LEAs: September 2020

- Application collection trainings to LEAs (during collection window): October 2020

Contacts:

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Thank you