Data Collections – FY2017

Georgia Department of Education
Richard Woods, Georgia's School Superintendent
"Educating Georgia's Future"

CPI 101

New Coordinator Training

Presented by Betty Rickicki and Katie Green

Agenda

- Using the GaDOE public website
- Linking to the secured portal
- CPI
  - What, Where, When
  - How – the Process Works
    - Uploading
    - Validation and Error Resolution
    - Reports
    - Signing Off
  - PSC Download

Using the GaDOE Website

1. Public website
   - **Data Collection Documentation**

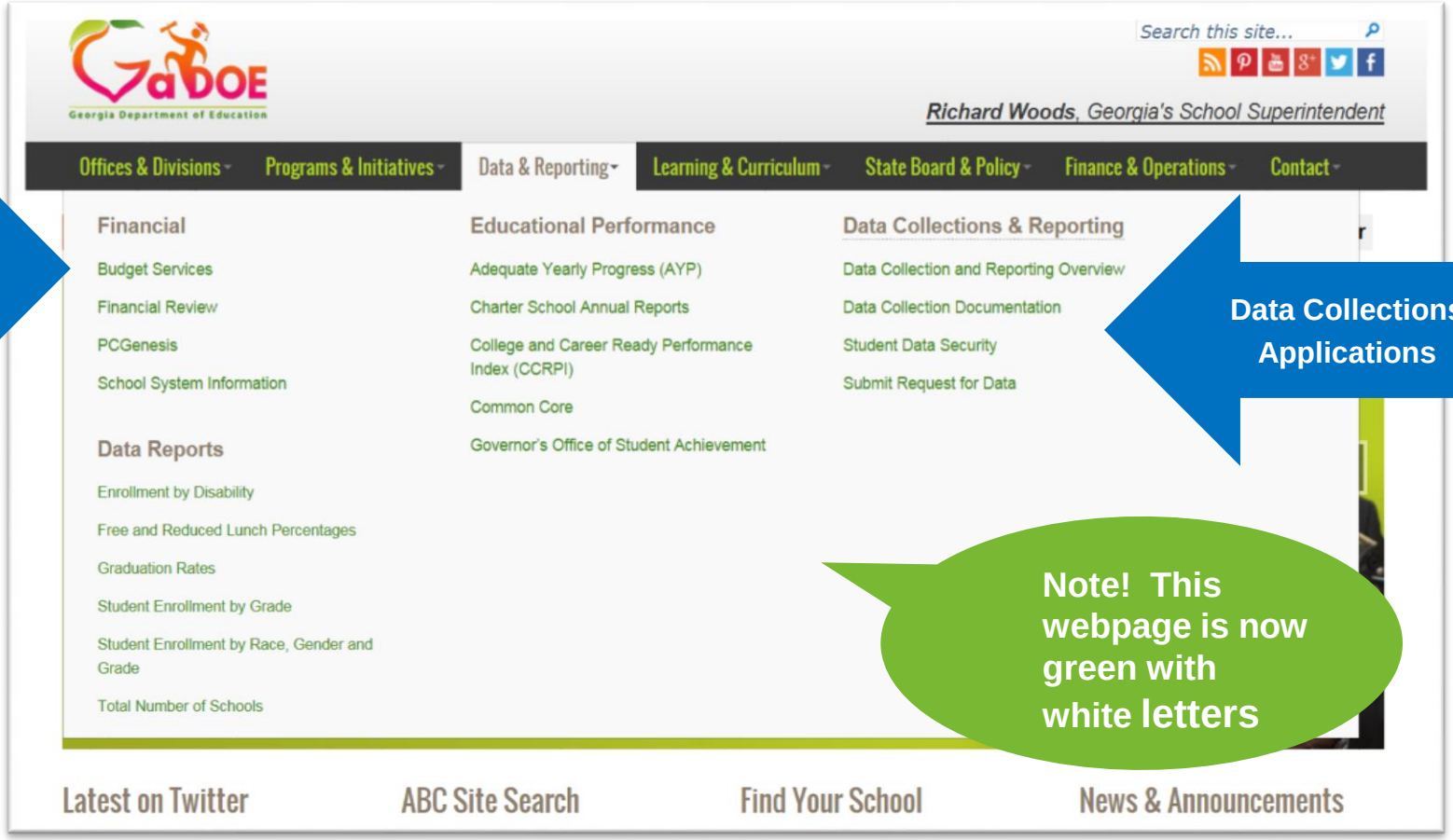
2. Secured “Portal” Login
   - **Main Menu to CPI**

Public Website

http://www.gadoe.org/

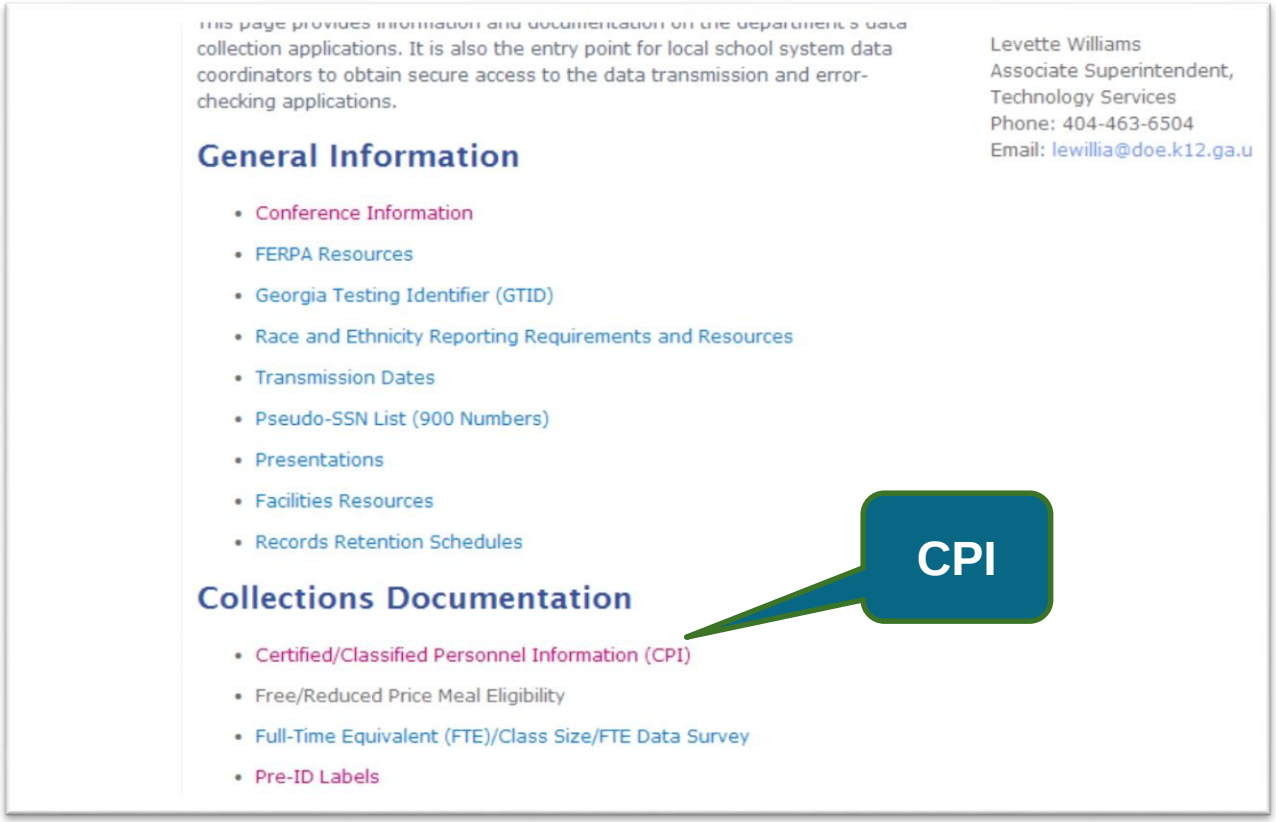
Data Collections

To View Documentation on Public Website

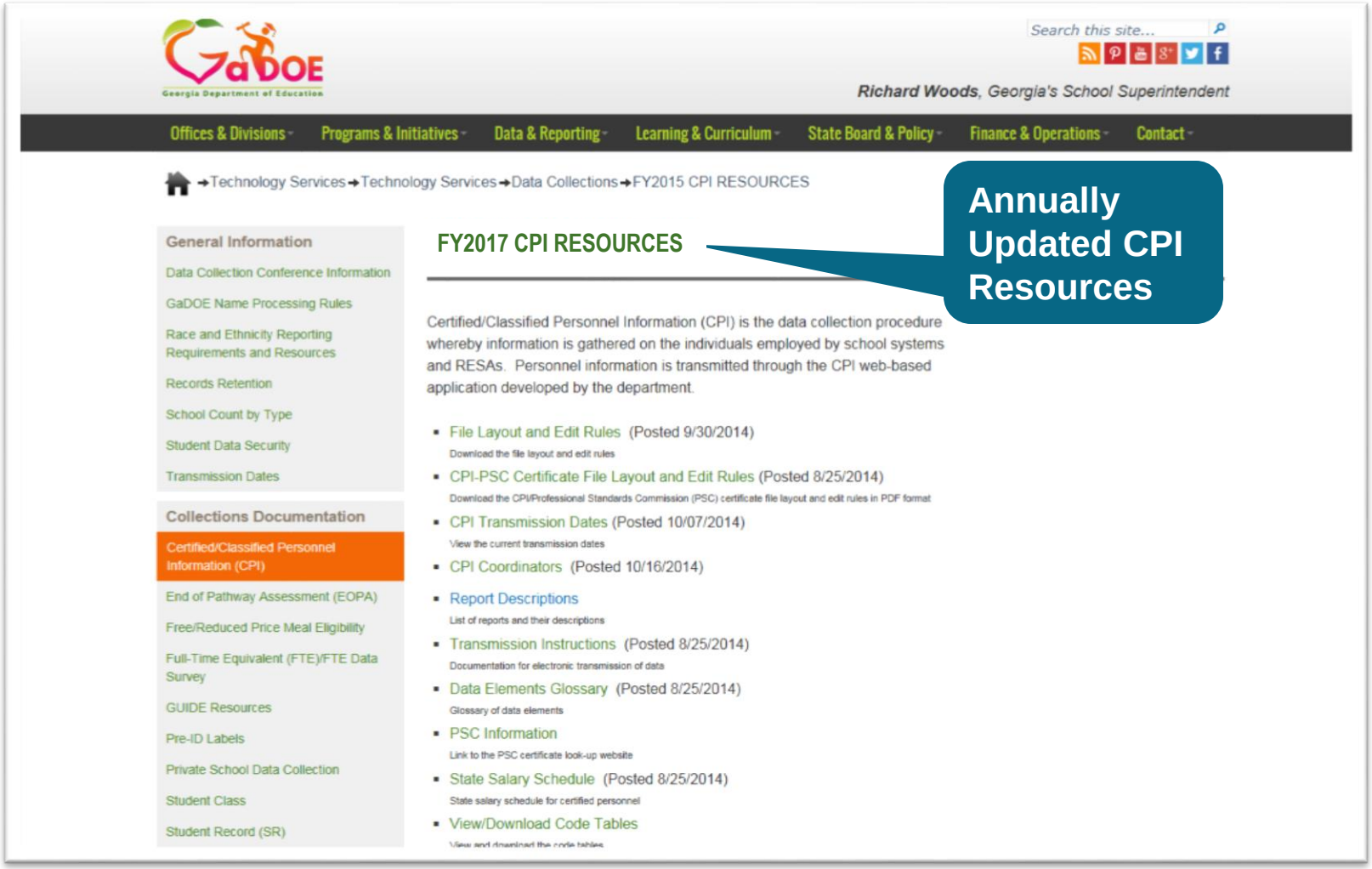


Documentation – All Data Collections

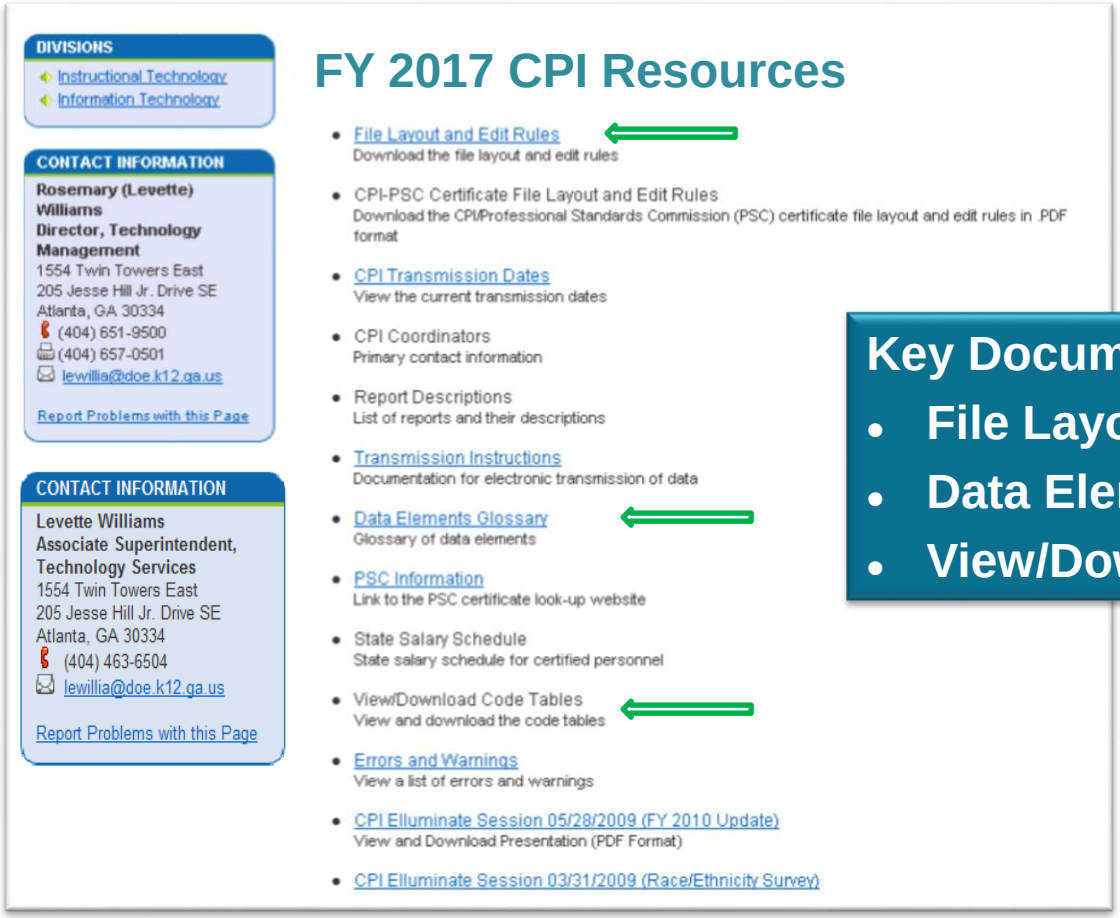
Documentation for all Data Collections applications are centrally located for user convenience



CPI Documentation – Select Year



CPI Documentation List



DIVISIONS

- Instructional Technology
- Information Technology

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Report Problems with this Page

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Report Problems with this Page

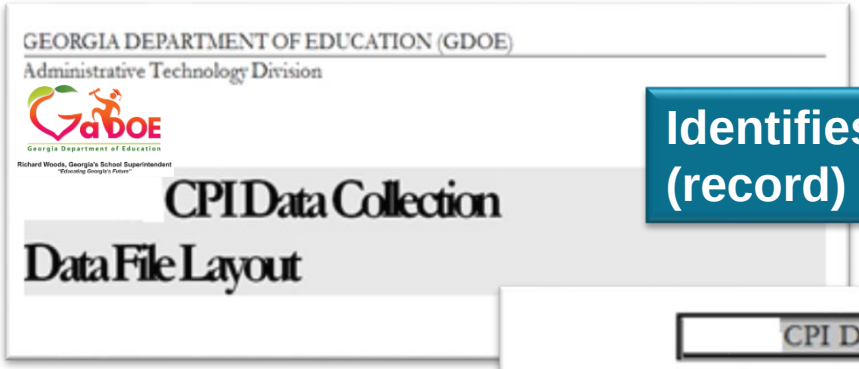
FY 2017 CPI Resources

- File Layout and Edit Rules
  Download the file layout and edit rules
- CPI-PSC Certificate File Layout and Edit Rules
  Download the CPI/Professional Standards Commission (PSC) certificate file layout and edit rules in .PDF format
- CPI Transmission Dates
  View the current transmission dates
- CPI Coordinators
  Primary contact information
- Report Descriptions
  List of reports and their descriptions
- Transmission Instructions
  Documentation for electronic transmission of data
- Data Elements Glossary
  Glossary of data elements
- PSC Information
  Link to the PSC certificate look-up website
- State Salary Schedule
  State salary schedule for certified personnel
- View/Download Code Tables
  View and download the code tables
- Errors and Warnings
  View a list of errors and warnings
- CPI Elluminate Session 05/28/2009 (FY 2010 Update)
  View and Download Presentation (PDF Format)
- CPI Elluminate Session 03/31/2009 (Race/Ethnicity Survey)

Key Documents:

- **File Layout and Edit Rules**
- **Data Elements Glossary**
- **View/Download Code Tables**

CPI LAYOUT


GEORGIA DEPARTMENT OF EDUCATION (GDOE)

Administrative Technology Division

Georgia Department of Education

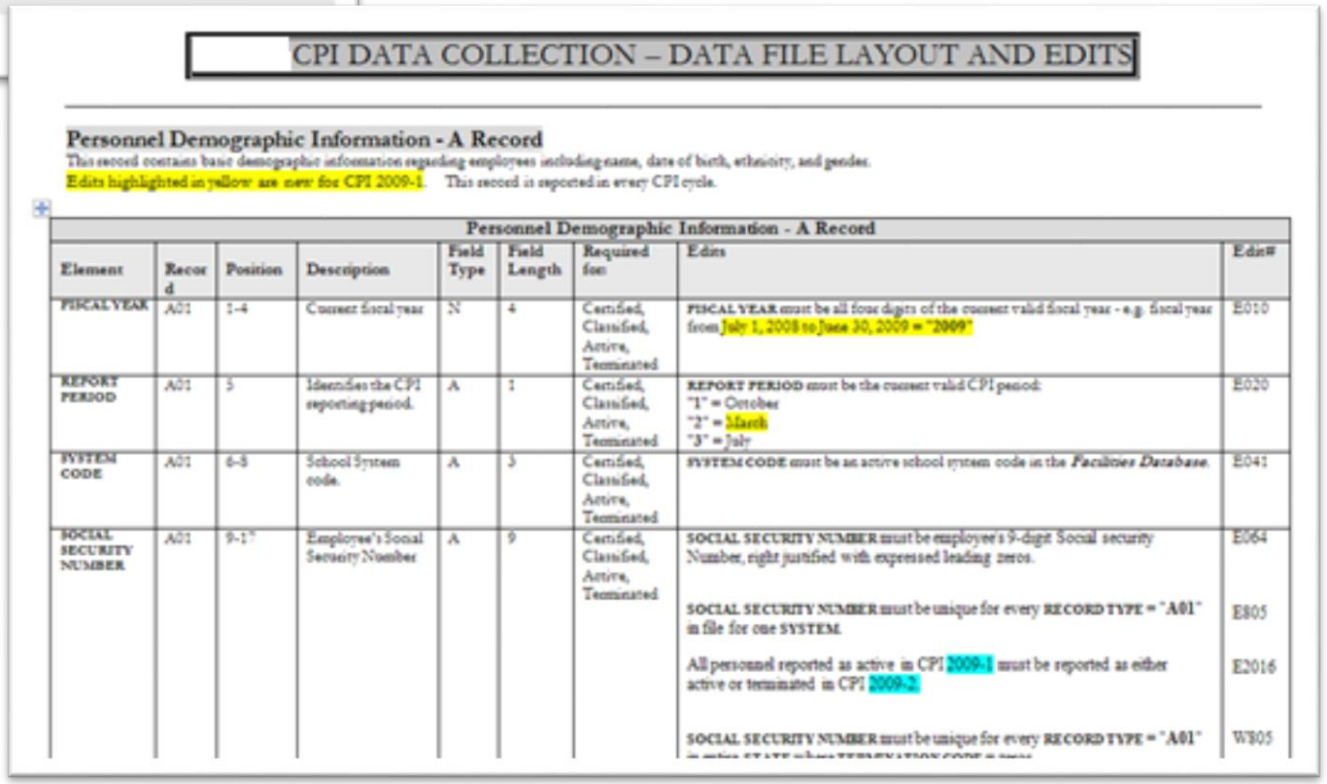
Richard Woods, Georgia's School Superintendent

"Educating Georgia's Future"

CPI Data Collection

Data File Layout

Identifies data elements in each layout (record) and their placement in each record.


CPI DATA COLLECTION – DATA FILE LAYOUT AND EDITS

Personnel Demographic Information - A Record

This record contains basic demographic information regarding employees including name, date of birth, ethnicity, and gender.
Edits highlighted in yellow are new for CPI 2009-1. This record is reported in every CPI cycle.

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, 2008 to June 30, 2009 = "2009"	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" = March "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
SOCIAL SECURITY NUMBER	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 2009-1 must be reported as either active or terminated in CPI 2009-2.	E064 E805 E2016
							SOCIAL SECURITY NUMBER must be unique for every RECORD TYPE = "A01"	W805

Data Element Glossary

Provides detailed definitions of each data element in an alphabetic listing.

GEORGIA DEPARTMENT OF EDUCATION (GDOE)
Administrative Technology Division

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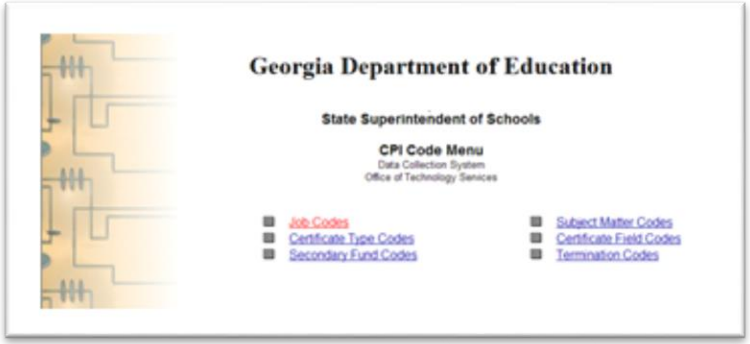
CPI Data Collectio
Data Elements Glossary

Each data element in the layout is further defined in this document.

CPI DATA ELEMENTS GLOSSARY

Glossary	
ANNUAL CONTRACT SALARY FOR CERTIFIED EMPLOYEE	**ANNUAL CONTRACT SALARY FOR CERTIFIED EMPLOYEES** is the salary amount including all supplements in dollars and cents. The **ANNUAL CONTRACT SALARY FOR CERTIFIED EMPLOYEES** must be greater than or equal to the state minimum salary. It is the salary an employee would have earned if the employee had been employed for a full year. **ANNUAL CONTRACT SALARY FOR CERTIFIED EMPLOYEES** is reported in CPI **RECORD TYPE** = "**B**"; for all active Certified personnel. Example 1: A teacher who is hired in January will have an **ANNUAL CONTRACT SALARY FOR CERTIFIED EMPLOYEES** based on 190 days (or whatever the full year number of days is for the particular system), even if the employee works for only 93 days this year. Example 2: A 230 day employee is hired in the middle of the year and works only 201 days this year. The **ANNUAL CONTRACT SALARY FOR CERTIFIED EMPLOYEES** will be what the employee would have earned if they worked all 230 days. Example 3: A teacher works on a half-day basis for the whole school year. The **ANNUAL CONTRACT SALARY FOR CERTIFIED EMPLOYEES** will be what the employee actually earns on the half-time contract; the **CONTRACT DAYS FOR CERTIFIED EMPLOYEES** will be 190.
ANNUAL WORK DAYS FOR CLASSIFIED PERSONNEL	**ANNUAL WORK DAYS FOR CLASSIFIED PERSONNEL** is the total number of days that a Classified employee was contracted to work during the current fiscal year. The **ANNUAL WORK DAYS FOR CLASSIFIED PERSONNEL** must correspond with the **TOTAL ANNUAL SALARY FOR CLASSIFIED EMPLOYEES. ANNUAL WORK DAYS FOR CLASSIFIED PERSONNEL** is reported in CPI **RECORD TYPE** = "**B**"; for all active Classified personnel.
ASSIGNMENT	**ASSIGNMENT CERTIFICATE TYPE** is the type (B, T, DT, etc.) of certificate for the assignment.

View/Download Code Tables



Provides code listings that can be viewed, printed, and downloaded.

- Job Codes
- Subject Matter Codes
- Certificate Field Codes (PSC)
- Certificate Type Codes (PSC)
- Secondary Fund Codes
- Termination Codes

CPICodes01 *click here to print*

Georgia Department of Education **Job Codes**
Oct, 2009 CPI Cycle 2010-1

Download Codes

	Title	Description	Cert. Required	Report Cert. on CPI	Function	Object
	Lottery Pre-School Regular Education Teacher	Teaches regular education pre-kindergarten students.	N	Y	1000	112
	Kindergarten Regular Education Teacher	Teaches regular education kindergarten students.	Y	Y	1000	110
	Grades K-5 Combination Teacher	Teaches students in any combination of grades K through 5 combined in the same classroom.	Y	Y	1000	110
	Grade 1 Teacher	Teaches students in grade 1	Y	Y	1000	110
	Grade 2 Teacher	Teaches students in grade 2.	Y	Y	1000	110
	Grade 3 Teacher	Teaches students in grade 3.	Y	Y	1000	110
	Grade 4 Teacher	Teaches students in grade 4	Y	Y	1000	110
	Grade 5 Teacher	Teaches students in grade 5.	Y	Y	1000	110
	Grade 6 Teacher	Teaches students in grade 6	Y	Y	1000	110
	Grade 7 Teacher	Teaches students in grade 7	Y	Y	1000	110
	Grade 8 Teacher	Teaches students in grade 8	Y	Y	1000	110
	Grade 9 Teacher	Teaches students in grade 9.	Y	Y	1000	110
	Grade 10 Teacher	Teaches students in grade 10.	Y	Y	1000	110
	Grade 11 Teacher	Teaches students in grade 11.	Y	Y	1000	110
112	Grade 12 Teacher	Teaches students in grade 12.	Y	Y	1000	110
113	Grades 6-8 Combination Teacher	Teaches students in any combination of grades 6 through 8 combined in the same classroom	Y	Y	1000	110

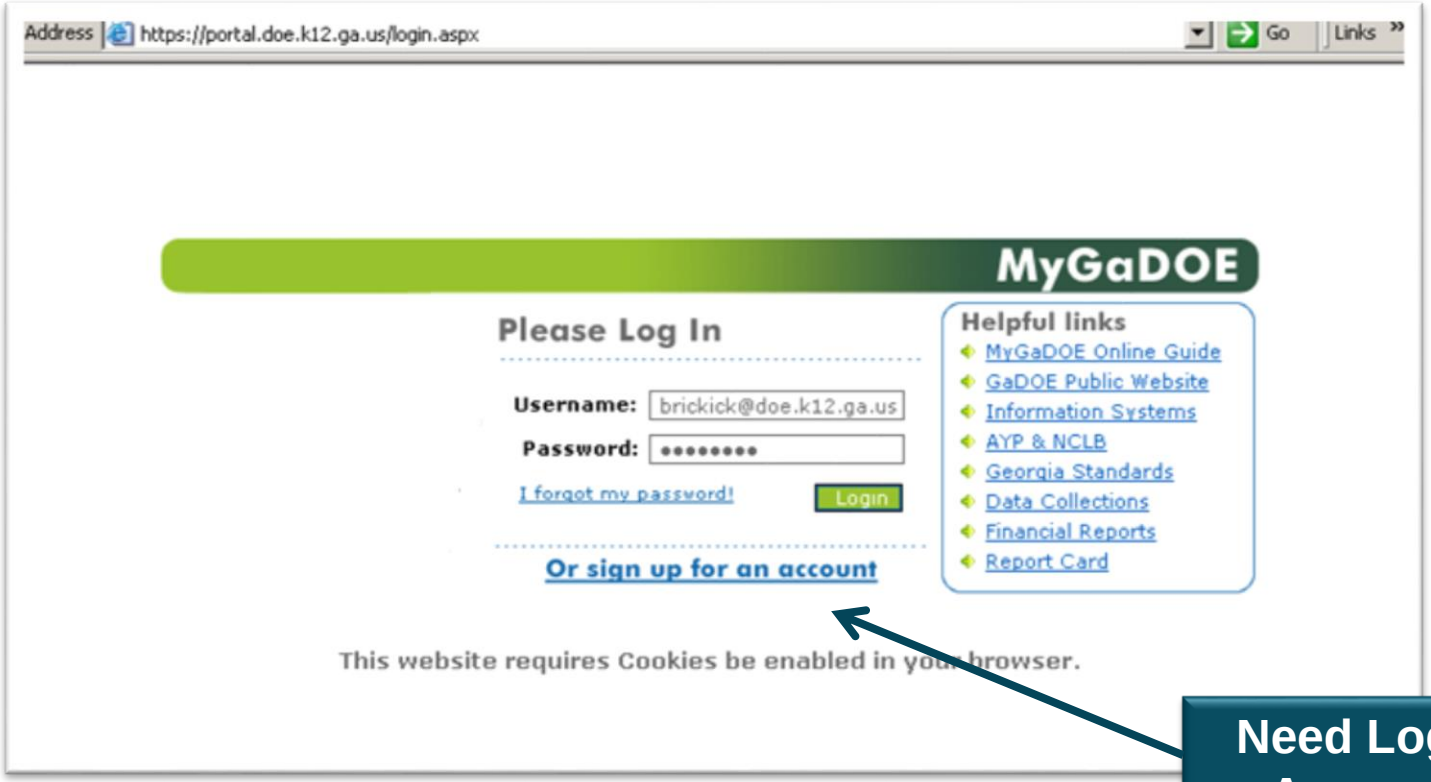
From Public Site to 'Secured' Site

From the Department of Education *public* homepage,

Scroll Down to the **bottom of the page** until you see the link for **"MyGaDOE"**

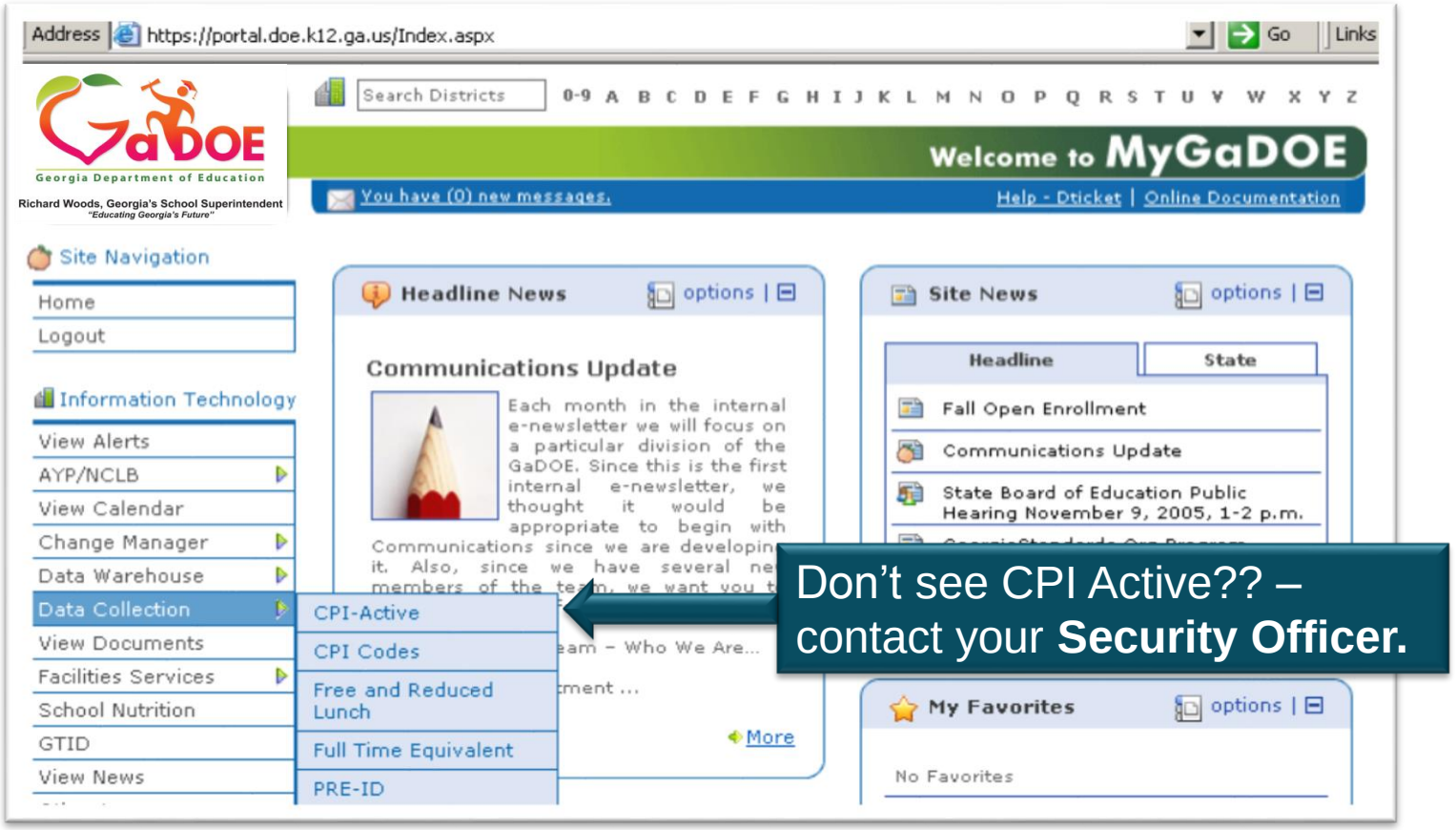
Select "MyGaDOE" to leave the 'public website' and log into the 'secured portal' for access to data applications (CPI, etc.)

Logging into the "Portal"

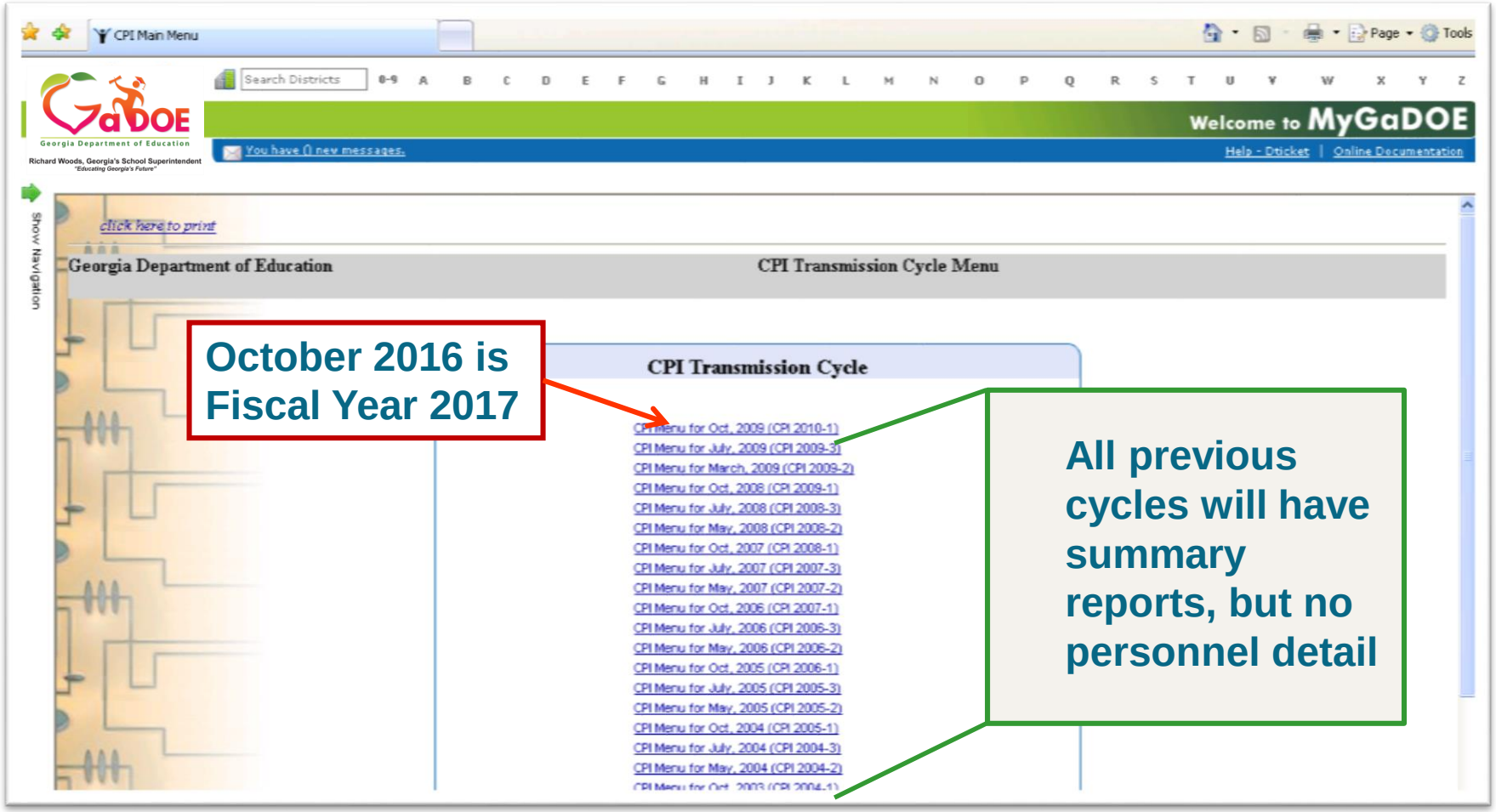


Application Selection

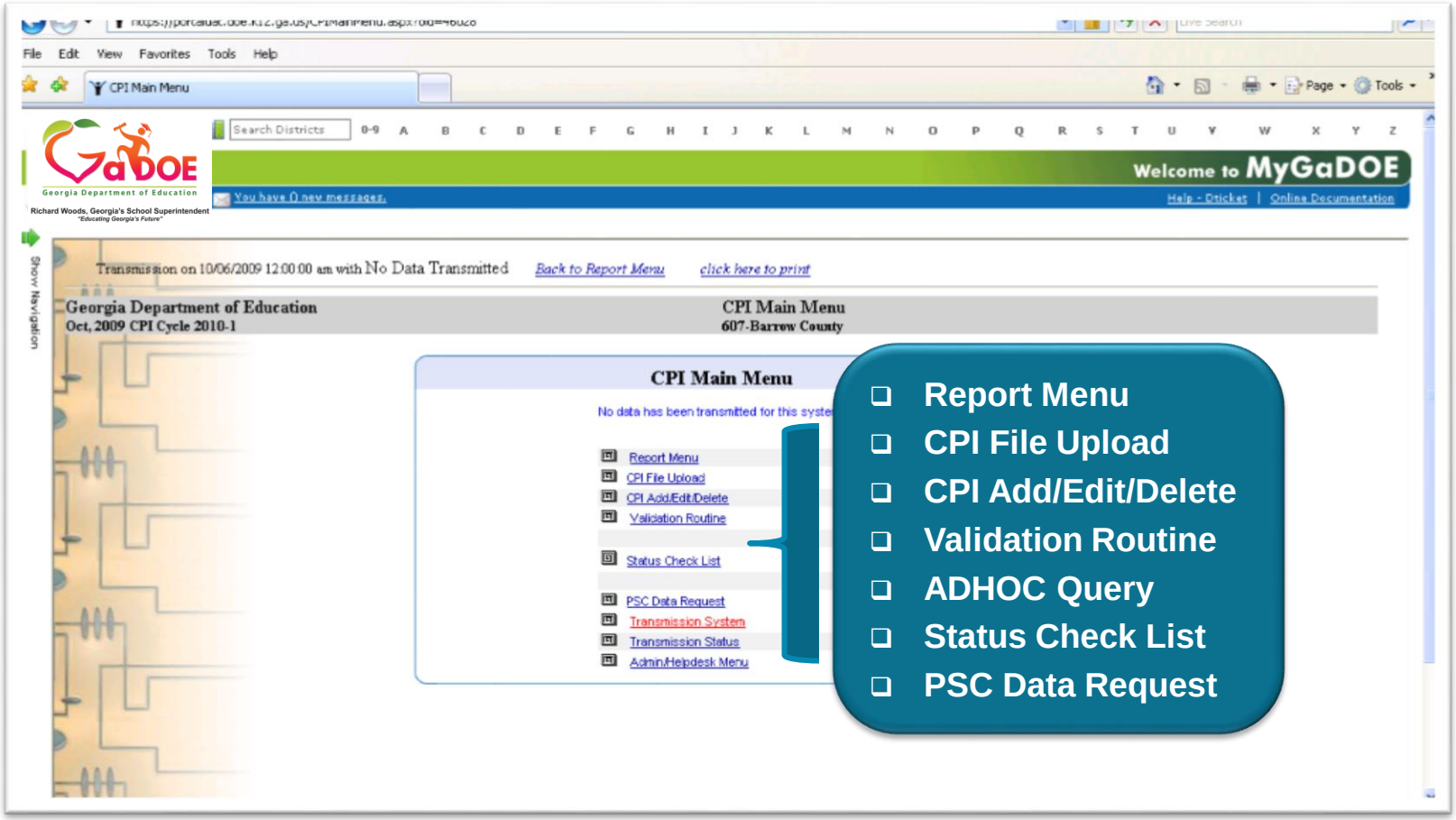
You may have just one option available to you, depending on your access authority.



Select Cycle



CPI Main Menu



CPI Data Collection

Defining WHAT and WHEN it is . . .

What is CPI?

- Certified and Classified Personnel Information (Board Rule 160-5-2-.50)
- Reporting of certified and classified personnel based on their role within your district

How is CPI Data Used?

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

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

- PSC for highly qualified teacher determinations for **E**very **S**tudent **S**ucceeds **A**ct (**ESSA**) -~~NCLB~~

When is Data Collected?

Fiscal Year 2017

A, B, C Records

Cycle One

October 4 to 25, 2016

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

Cycle Two

March 2-23, 2017

- Data used for analysis and reports

A & D Records

Cycle Three – LEAVE

July 5- 18, 2017

The first 10 business days in July

- Cumulative leave for year
- Data used for analysis and reports

What Data is Reported?

‘A01’ Record – Basic Demographics

Unique Per Person

- FISCAL YEAR
- REPORT PERIOD
- SYSTEM CODE
- SOCIAL SECURITY NUMBER
- RECORD TYPE

Demographics

- GENDER
- BIRTH DATE
- EMPLOYEE NUMBER
- PERSONNEL ID NUMBER
- EMPLOYEE TYPE
- ETHNIC HISPANIC
- RACE INDIAN
- RACE ASIAN
- RACE BLACK
- RACE PACIFIC
- RACE WHITE
- LAST NAME
- FIRST NAME
- MID INITIAL

What Data is Reported?

‘B01’ Record – Contract and Certification Information	
FISCAL YEAR	Unique Per Person
REPORT PERIOD	
SYSTEM CODE	
SOCIAL SECURITY NUMBER	
RECORD TYPE	
CERTIFIED EMPLOYMENT BASIS	Contract and Cert Data
CLASSIFIED EMPLOYMENT BASIS	
PAYROLL YEARS OF EXPER-IENCE FOR CERTIFIED EMPLOYEE	
CERTIFI-CATE LEVEL	
STATE PAY STEP	
ANNUAL CONTRACT SALARY FOR CERTIFIED EMPLOYEE	
TOTAL ANNUAL SALARY FOR CLASSIFIED EMPLOYEE	
CONTRACT DAYS FOR CERTIFIED EMPLOYEE	
ANNUAL WORK DAYS FOR CLASSIFIED EMPLOYEE	
TERMINATION CODE	
TERMINATION DATE	
LOCAL YEARS OF SERVICE	
STATE HEALTH PLAN	

What Data is Reported?

Unique Per Person

‘C01’ Record(s) – Job Assignments
FISCAL YEAR
REPORT PERIOD
SYSTEM CODE
SOCIAL SECURITY NUMBER
RECORD TYPE
ASSIGNMENT SCHOOL CODE
ASSIGNMENT PERCENTAGE OF TIME
ASSIGNMENT TYPE CODE
ASSIGNMENT FIELD STATUS
ASSIGNMENT CERTIFICATE TYPE
ASSIGNMENT JOB CODE
ASSIGNMENT SUBJECT MATTER CODE
ASSIGNMENT FIELD CODE
ASSIGNMENT FUND CODE

What Employee Does

Online View of Employee's Data

Georgia Department of Education — **CPI Employee Record Detail**

October 2013(CPI 2014-1) — **234-SAMPLE County**

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

SSN:	123456789	Employee Type	- Regular Employee	Race American Indian	N - Not
Last Name	MOUSE	Birth Date (mm/dd/yyyy)	02/21/1935	Race Asian	N - Not
First Name	MINNIE	Gender:	F - Female	Race Black	N - Not
Middle Initial	M			Race Pacific	P - Race
Personnel ID:	43566	Ethnic Hispanic	N - Not Ethnic Hispanic	Race White	N - Not

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

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

Assignment Information- C Record (*Non-Terminated Regular, SB327 and Third Party em… have C-Record(s)*)

School ID	Percent Of Time	Assignment Type	In Field Statu…	Job Code	Sub Code
0103	66.0	C - Certified	I - In	109	400
0103	34.0	C - Certified	I - In	112	910

PSC Information

Cert Level	Provision Flag	Certificate	Effective Date	Field Code	Field Desc	Begin Date	End Date
	F						

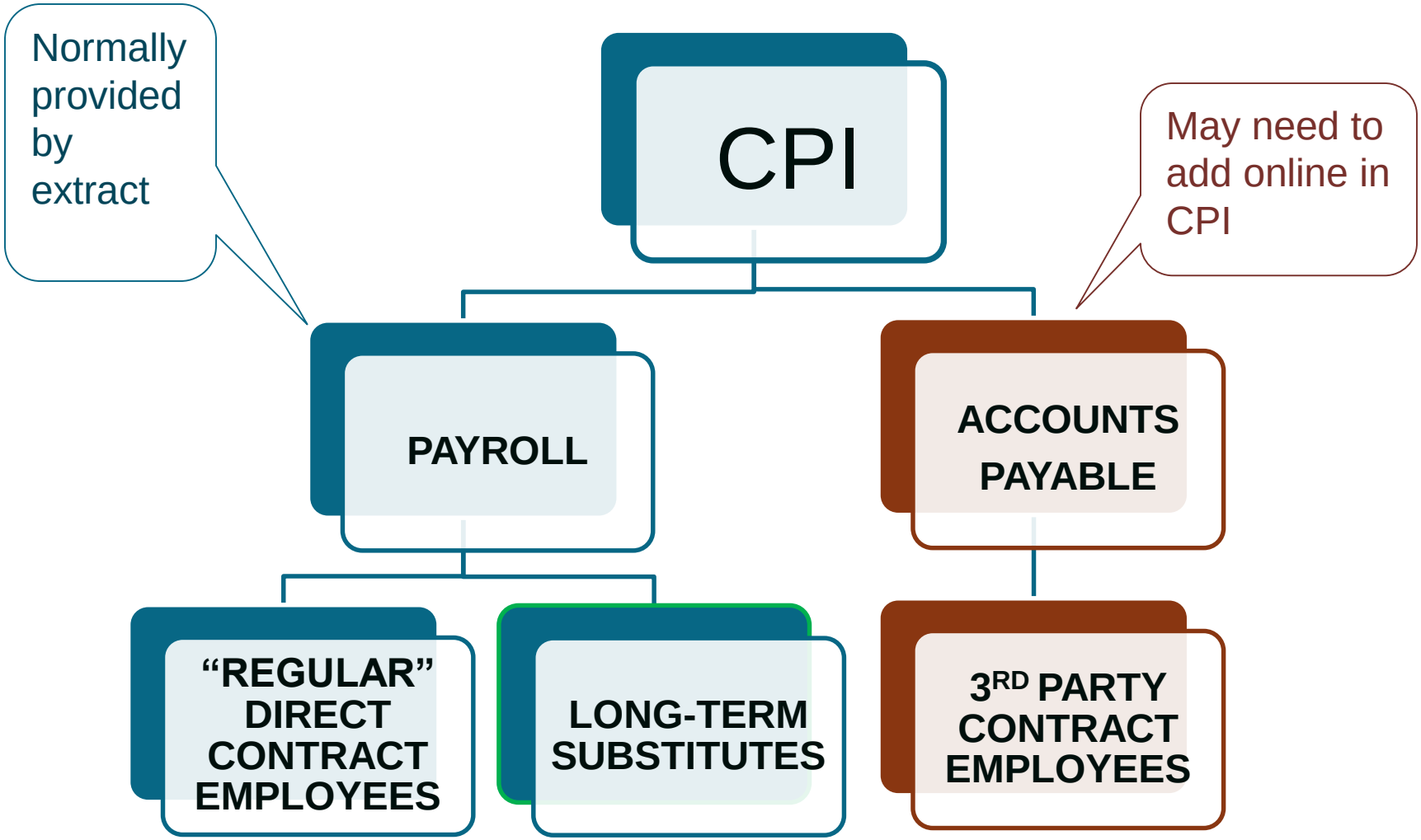
DATA from PSC

'A01' Record – Basic Demographics

'B01' Record – Contract and Certification Information

'C01' Record(s) – Job Assignments

Staff Populations Reported



Staff Populations Defined . . .

Regular Employee

EMPLOYEE TYPE = **blank/null**

- Direct contract with school district
- Visiting International Faculty (VIF)

OR

EMPLOYEE TYPE = "**B**"

- Direct contract with school district
  - **Retired teachers** who have come back to teach **full time** not restricted to the salary schedule minimums

Staff Populations Defined . . .

Long Term Substitute

EMPLOYEE TYPE = "**L**"

- Hired directly by the district.
- Has an hourly service agreement to occupy a vacant permanent position. ~~or for a regular contract employee on leave~~.
- 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)
- Does not earn T&E dollars.

Staff Populations Defined . . .

Third Party Contract Employee

EMPLOYEE TYPE = **"P"**

- Not hired directly by the 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 HiQ (PSC) and IDEA Reporting *****

Staff Populations Defined . . .

Which Job Codes to report for 3rd Party?

- Report **Teachers** - **Job Codes less than 200**
  (EXCLUDE 080 Lottery Pre-School Regular Ed Teacher)

AND

- Report **Special Education Service Providers**
  - **Job Codes below are for Special Education**

Job Code	Service Area		Job Code	Service Area
485, 149	Adapted PE		437	Interpreter
481	Audiology		480	Speech Path
301, 306, 438	Counseling		486	School Health/Nurse
479	Diagnostic Services		300, 412	School Social Work
483	Occupational Therapy		484	Orientation and Mobility
482	Physical Therapy		453	Pre-School Paraprofessional
404, 405, 406	Psychological Services		436	School Age Paraprofessional

See **Employee Type in ***Data Element Glossary***

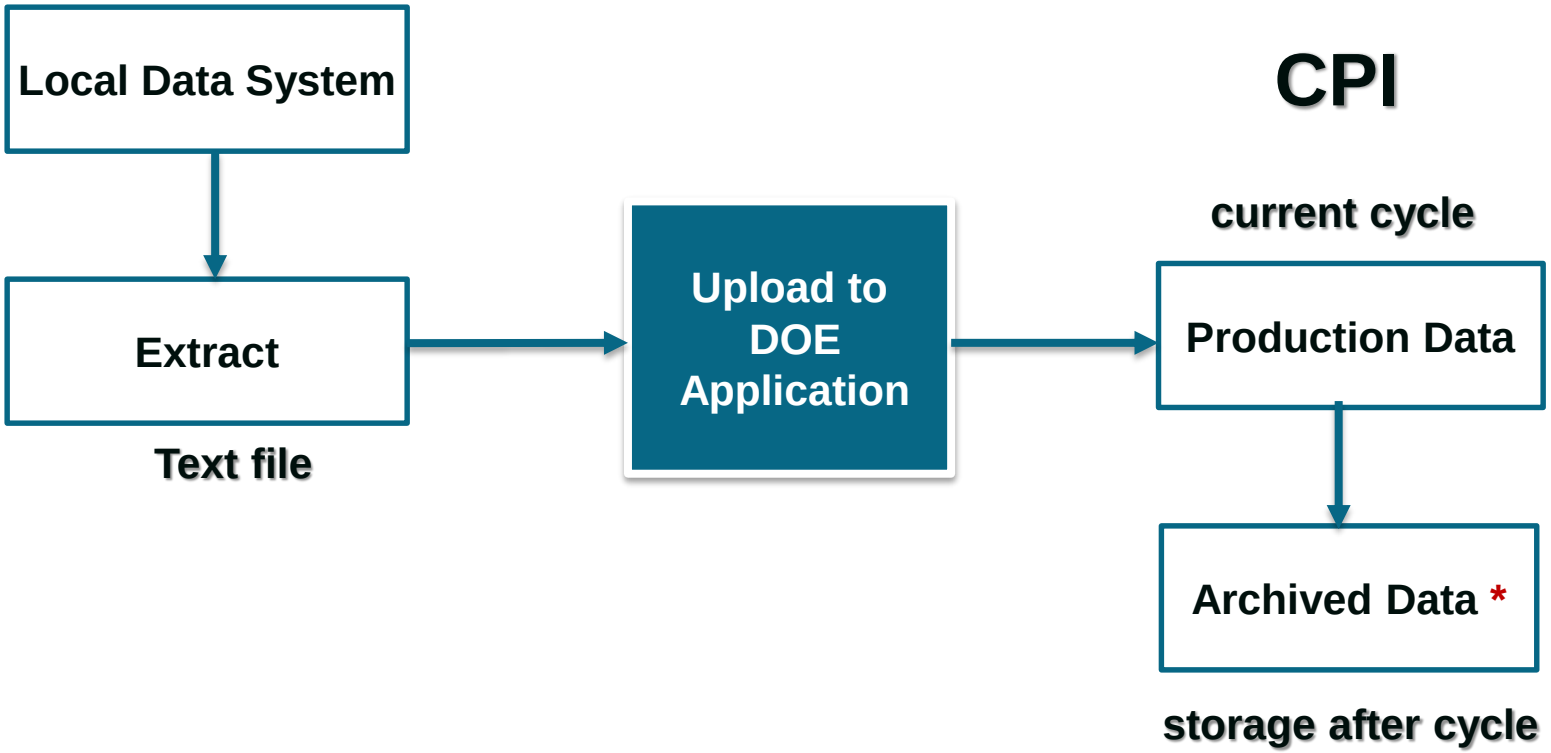
CPI Records Per Employee Type

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

Overview of Process

From Your Local System to CPI

Ex: PC Genesis or local vendor system



*** Note: Once data is "archived" after each cycle, you cannot view the employee detail reports.**

Entering Data in Local System

- Good Data Entry in Local System
  - Causes Less Errors On Upload
  - Can Prevent Loss of Funds
    - Local Software Assistance
  - Vendor Documentation
  - Vendor Help Line

Creating An Extract

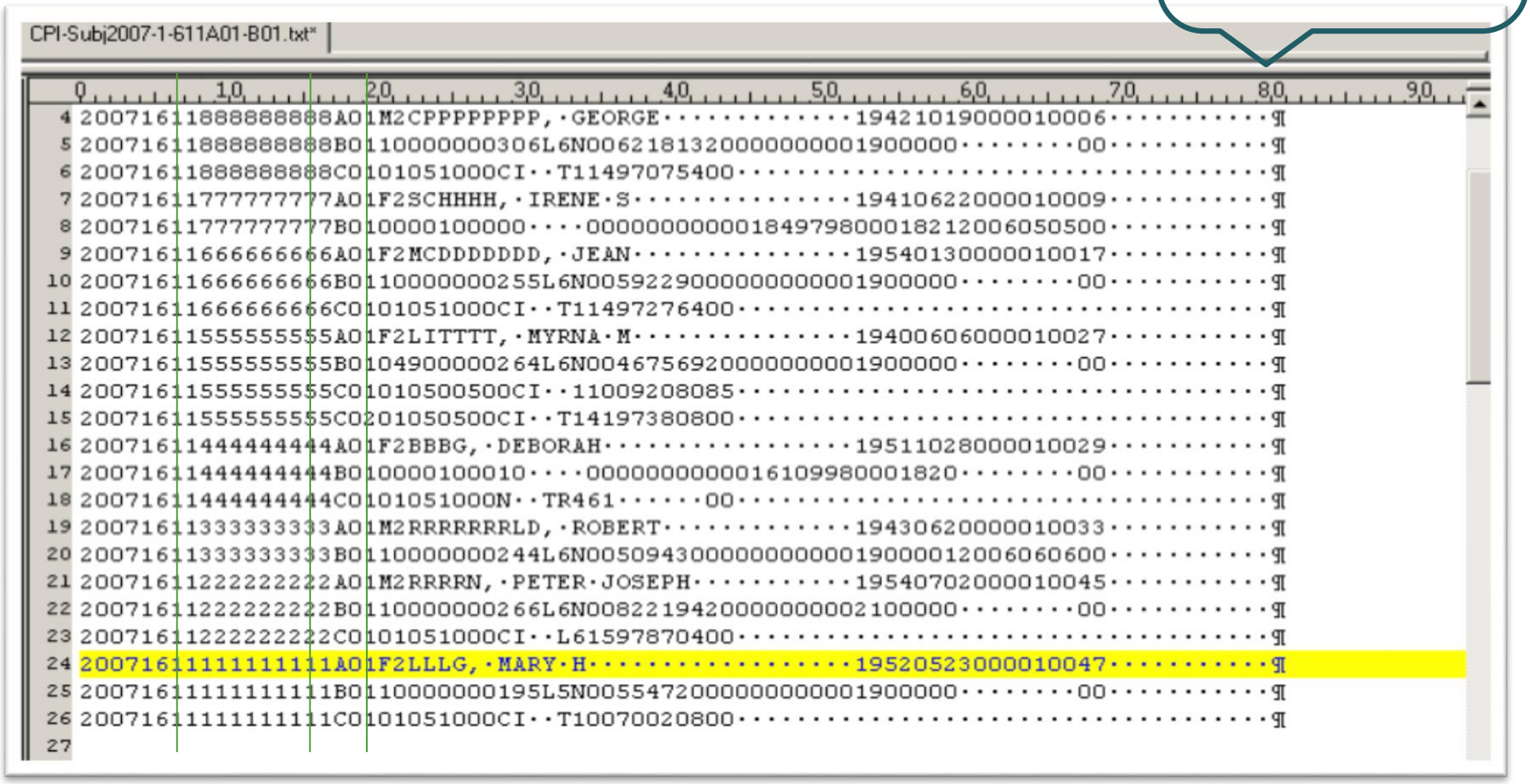
- Local system software has instructions
- Contact vendor for assistance

Extract

- 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++)

What An Extract Looks Like . . .

A text editor uses a character ruler which is better than an inch ruler used in Word.



Comparing Extract Data to Layout

A-Record – Demographic Data

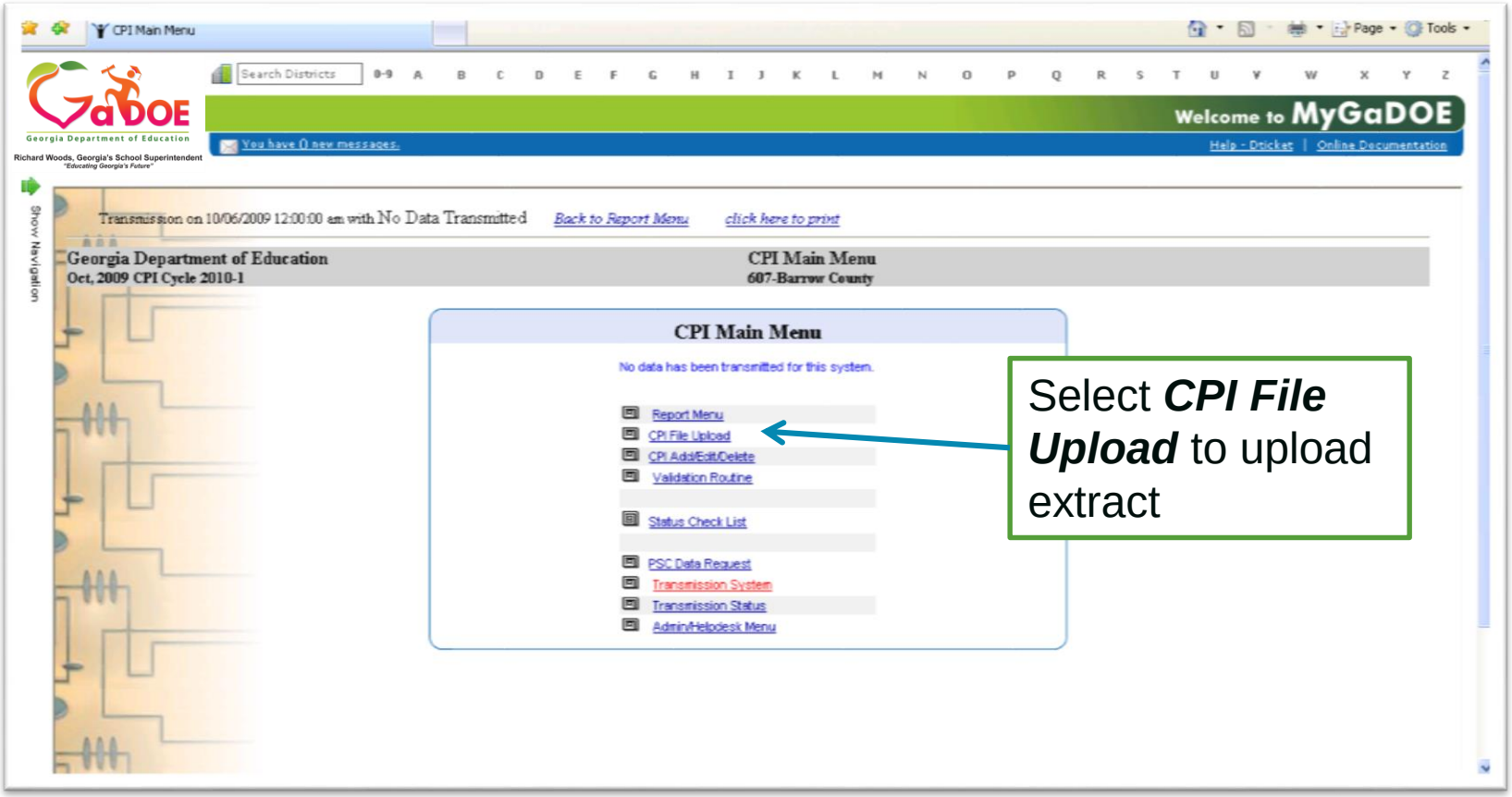
2017161188888888A01F2MMMMMMMM, JOAN KAY 19491120000010005

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, 2006 to June 30, 2007 = **"2007"**	**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**
SOCIAL SECURITY NUMBER	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**

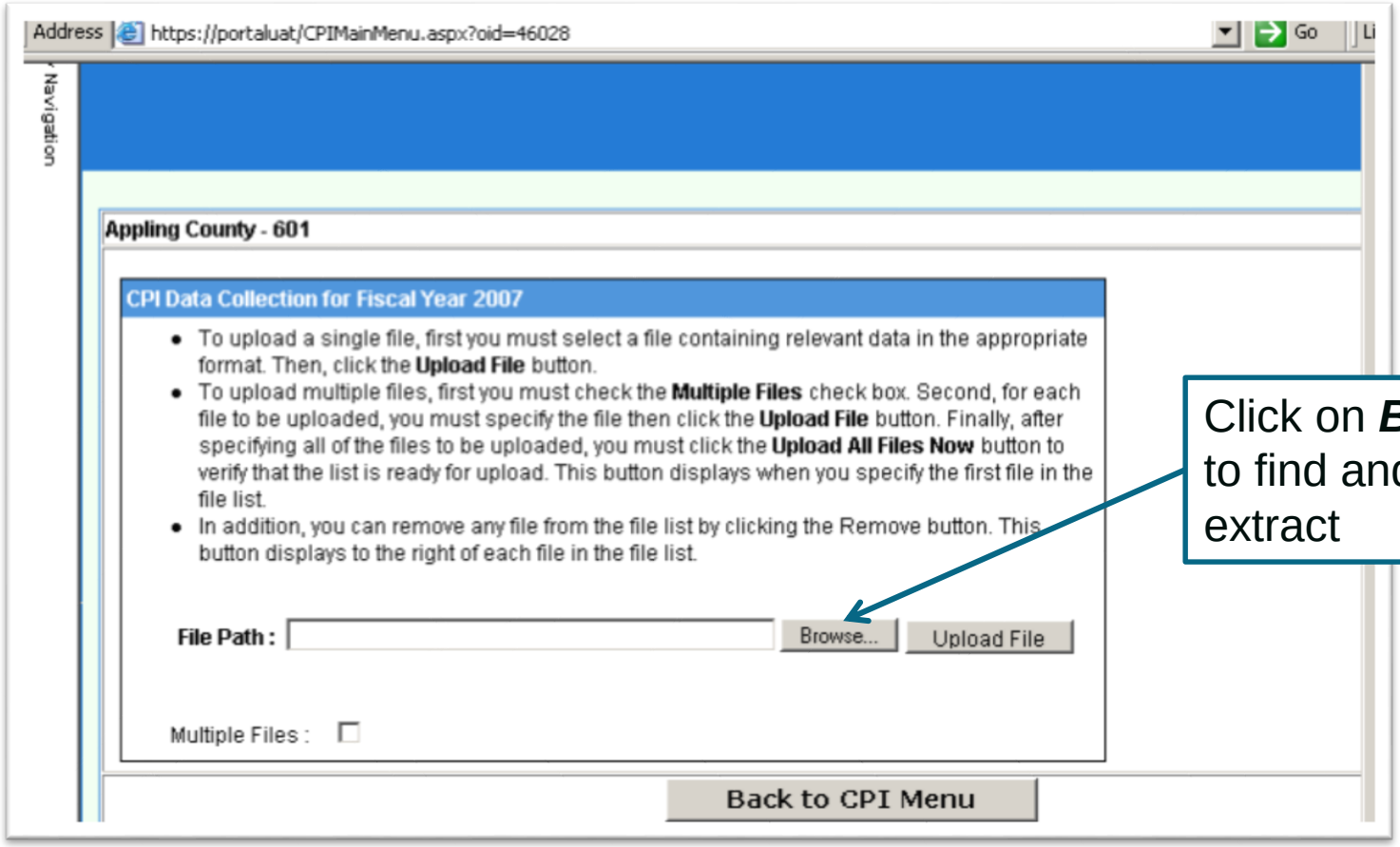
The Upload Process

From Extract to CPI . . .

Main Menu

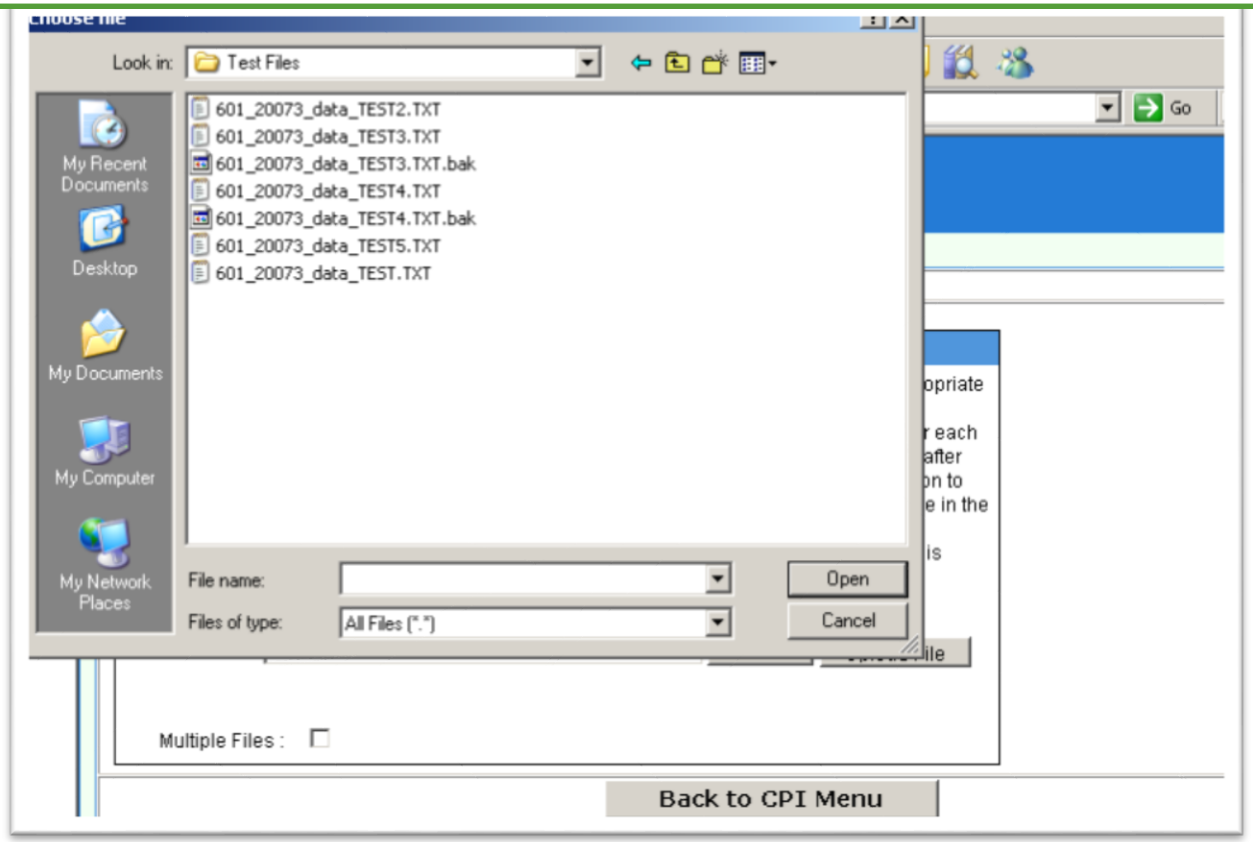

CPI Main Menu
Page
Tools
Search Districts
0-9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
GaDOE
Georgia Department of Education
Richard Woods, Georgia's School Superintendent
"Educating Georgia's Future"
Welcome to MyGaDOE
You have 0 new messages.
Help - Dricket | Online Documentation
Show Navigation
Transmission on 10/06/2009 12:00:00 am with No Data Transmitted
Back to Report Menu
click here to print
Georgia Department of Education
Oct, 2009 CPI Cycle 2010-1
CPI Main Menu
607-Barrow County
CPI Main Menu
No data has been transmitted for this system.
Report Menu
CPI File Upload
CPI Add/Edit/Delete
Validation Routine
Status Check List
PSC Data Request
Transmission System
Transmission Status
Admin/Helpdesk Menu
Select CPI File Upload to upload extract

Upload Screen

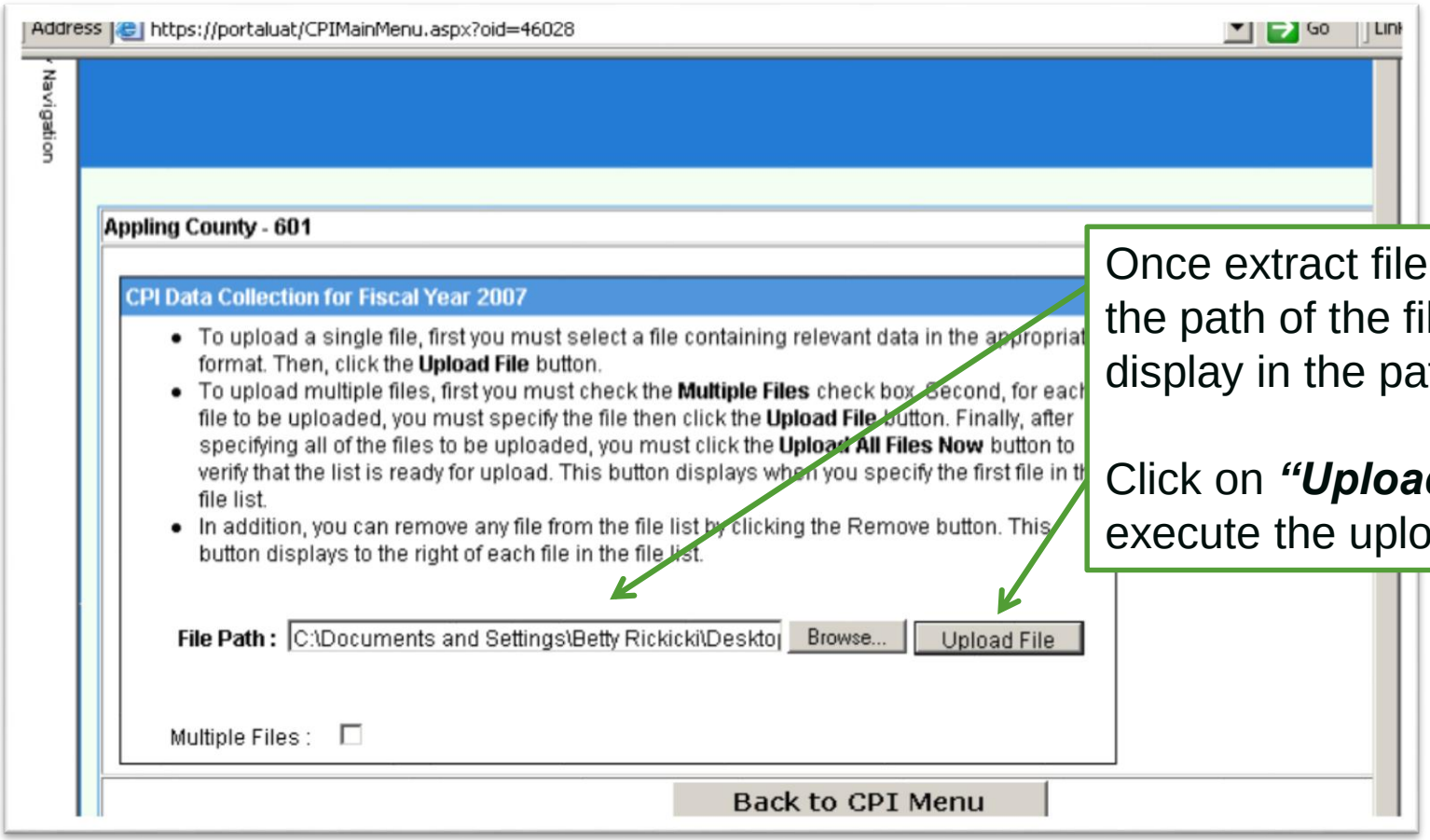


Select Extract from Vendor's Location

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



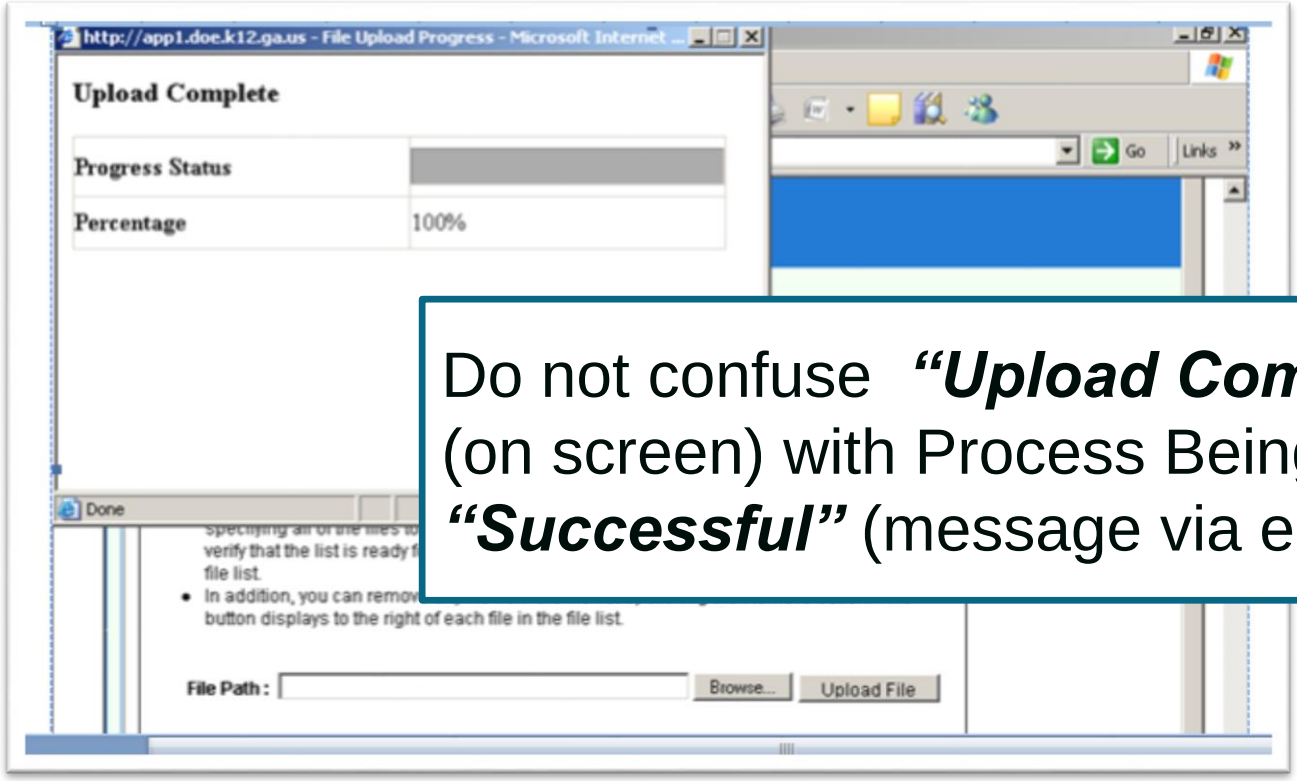
Once Selected, Upload The File



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

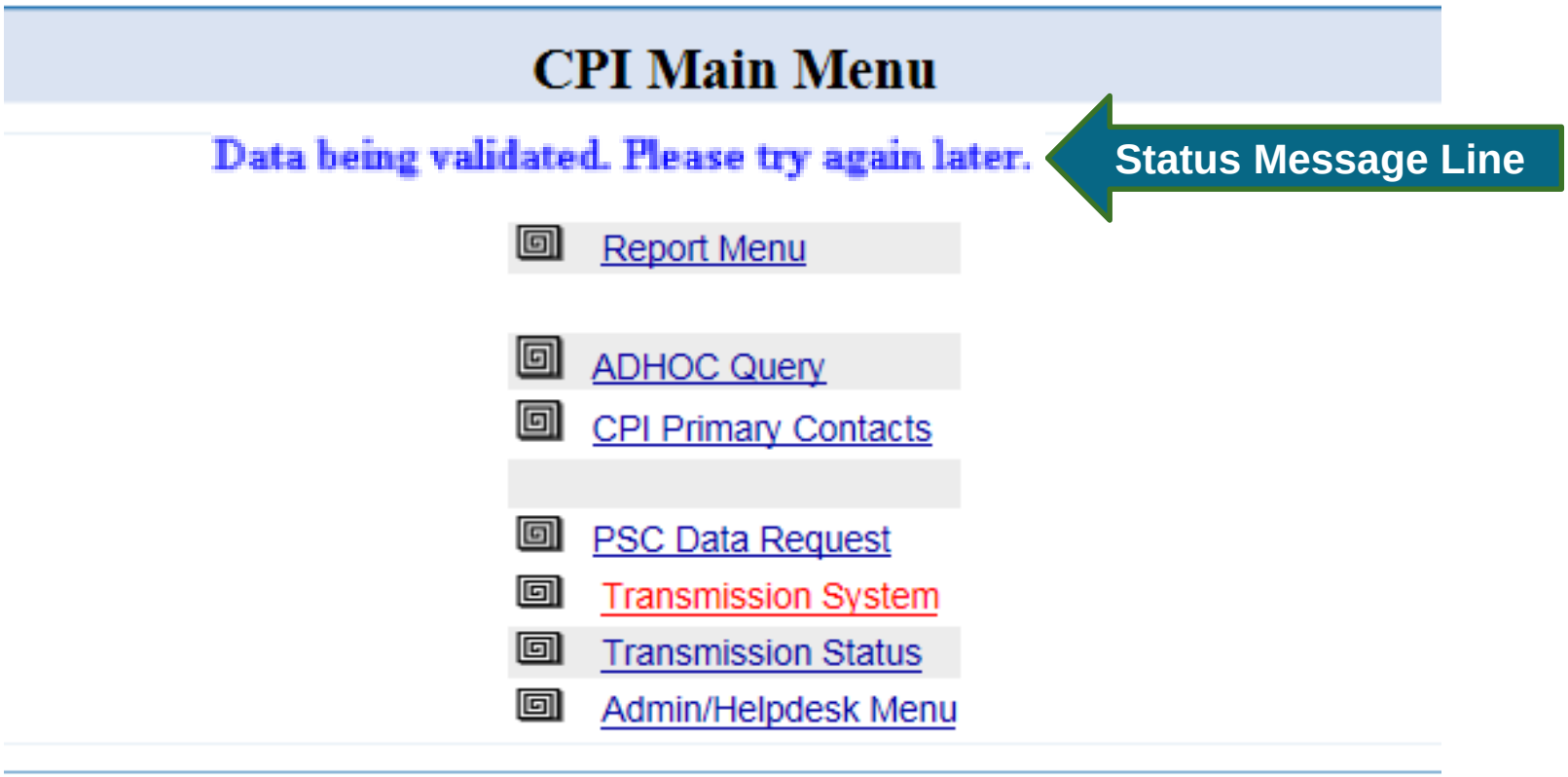


Do not confuse ***"Upload Complete"*** (on screen) with Process Being ***"Successful"*** (message via email)

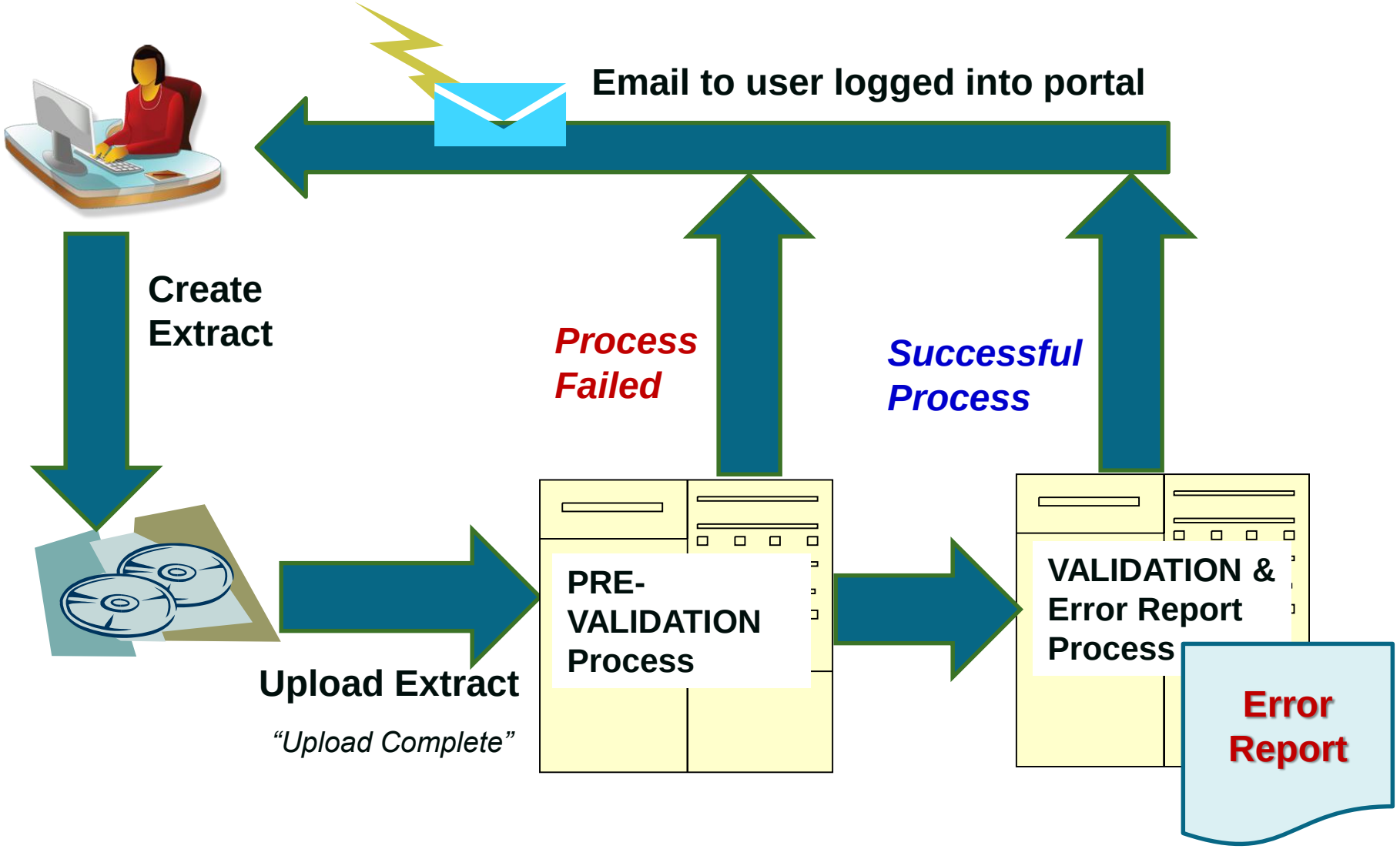
Validation and Error Resolution

Correcting Your Data…

Validation Process – Error Checks



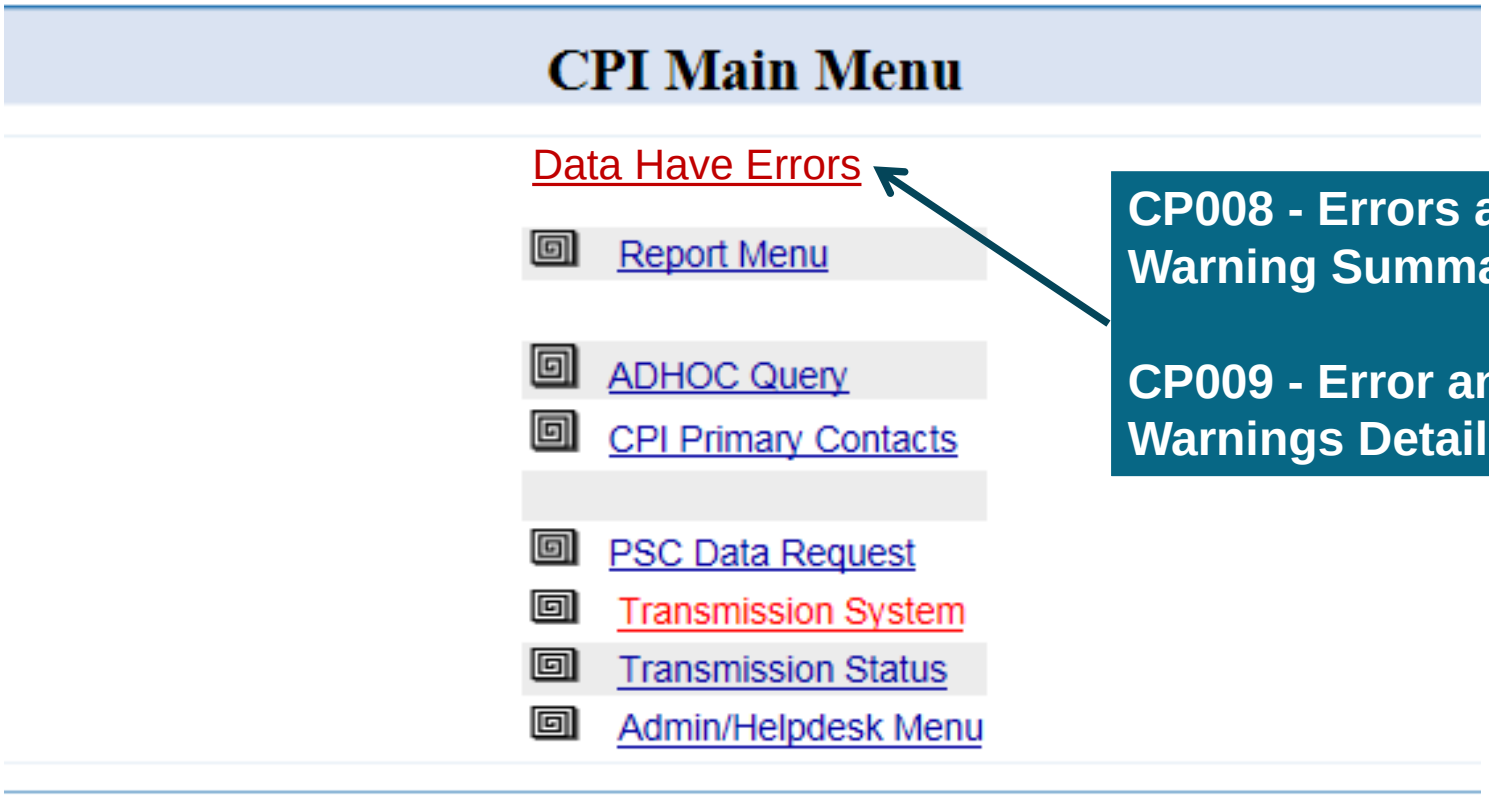
Upload and Validation Process



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

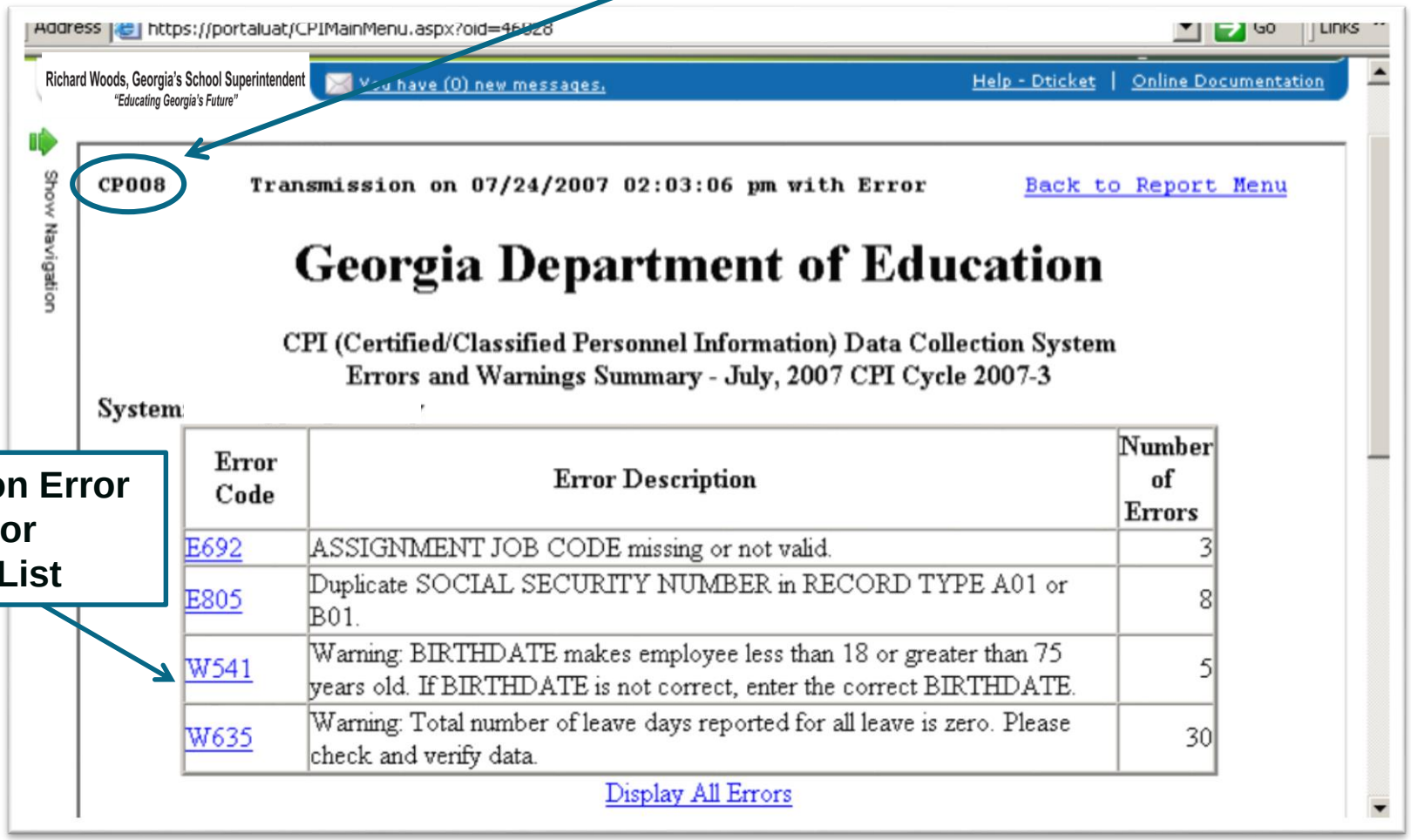
Resolving Errors



CP008 - Errors and Warning Summary

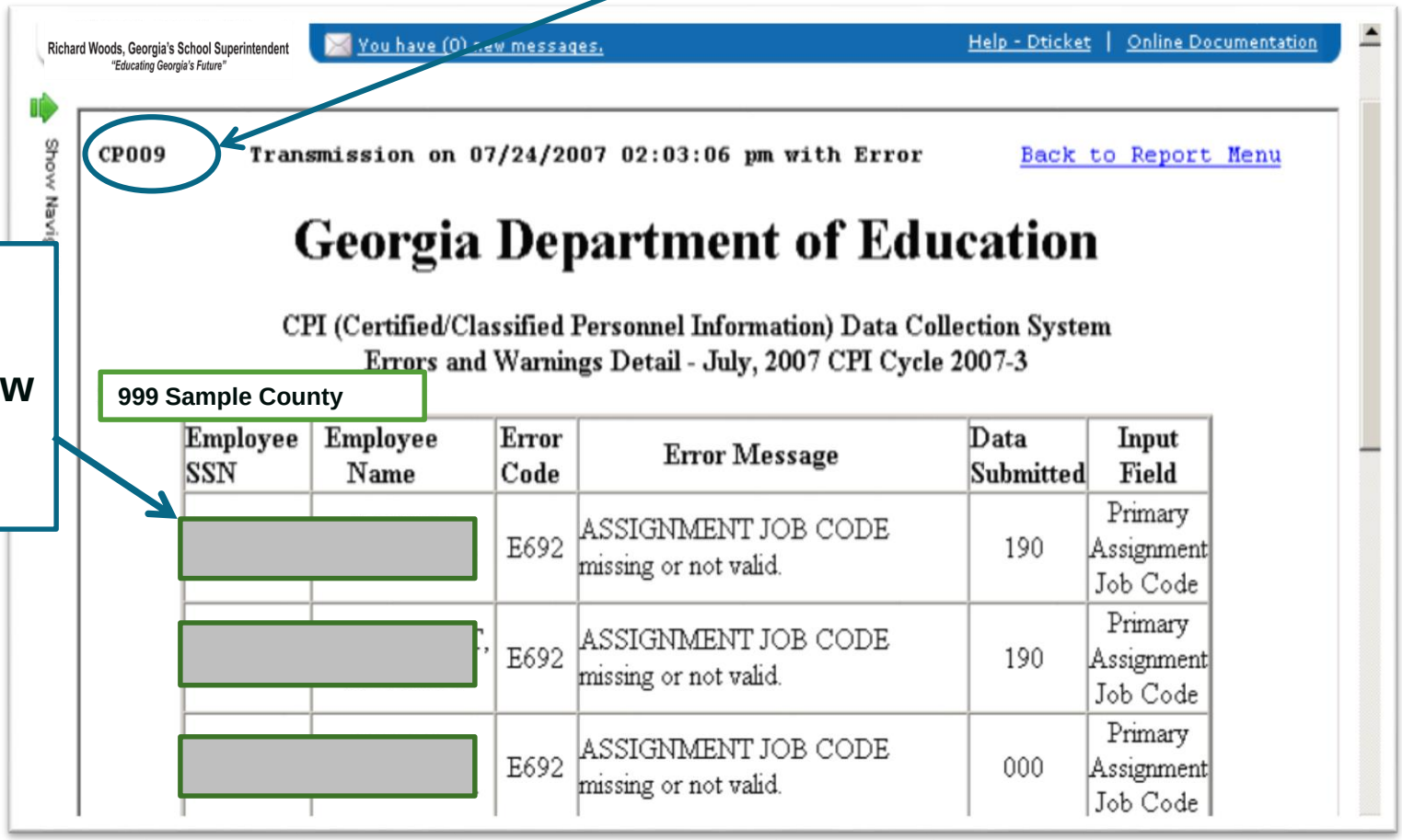
CP009 - Error and Warnings Detail

Error Summary Report – CP008



Click on Error Code for Detail List

Error and Warning Detail – CP009



Click on Employee SSN to view Employee Records

Solving Errors

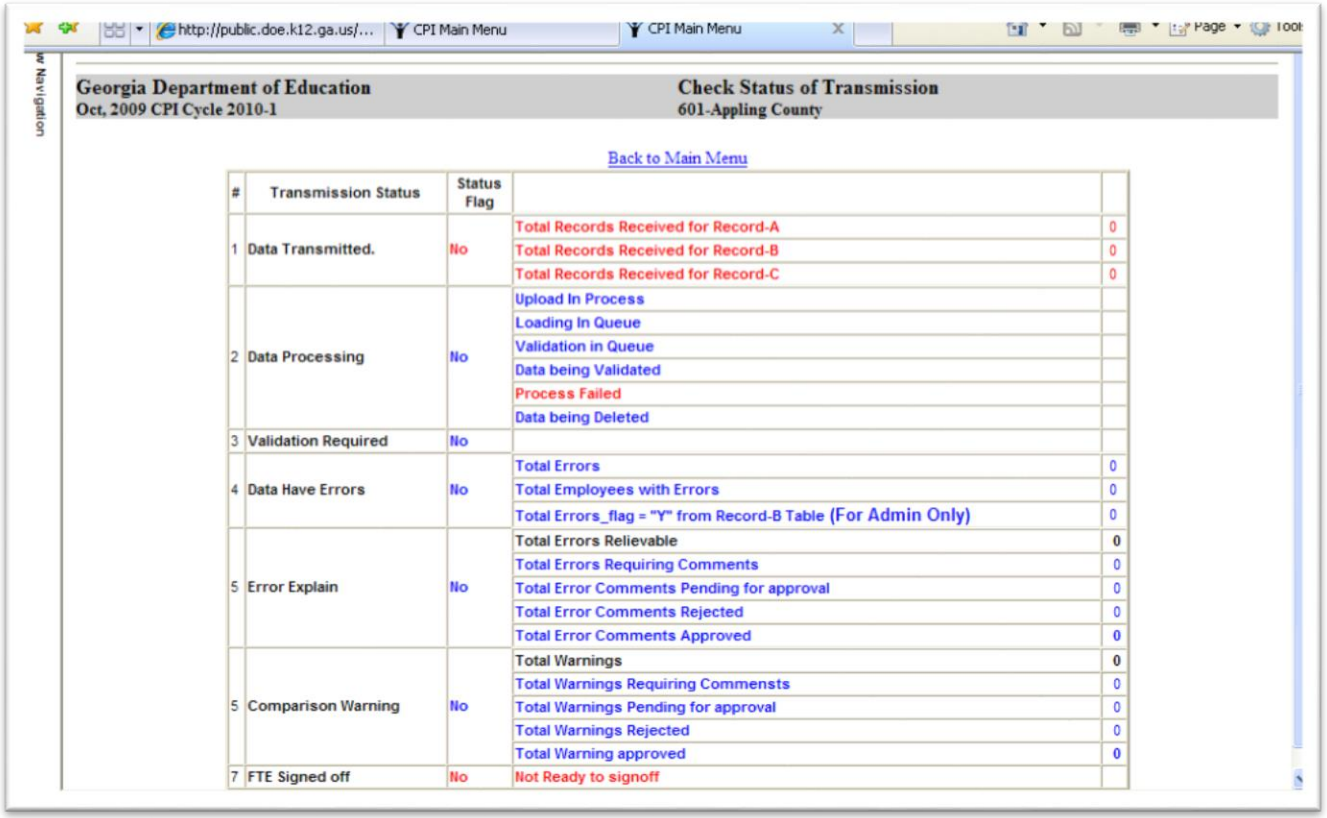
- Check File Layouts
  - Look at data element description in layout
  - Look at error message
- Inspect data in local software
- Inspect data in CPI

Correcting Data

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

Status Check List Report

Good to check after an upload to check record counts, last process status, error and warning counts



Georgia Department of Education
Oct, 2009 CPI Cycle 2010-1

Check Status of Transmission
601-Appling County

Back to Main Menu

#	Transmission Status	Status Flag		
1	Data Transmitted.	No	Total Records Received for Record-A	0
			Total Records Received for Record-B	0
			Total Records Received for Record-C	0
2	Data Processing	No	Upload In Process	
			Loading In Queue	
			Validation in Queue	
			Data being Validated	
			Process Failed	
			Data being Deleted	
3	Validation Required	No		
4	Data Have Errors	No	Total Errors	0
			Total Employees with Errors	0
			Total Errors_flag = "Y" from Record-B Table (For Admin Only)	0
5	Error Explain	No	Total Errors Relievable	0
			Total Errors Requiring Comments	0
			Total Error Comments Pending for approval	0
			Total Error Comments Rejected	0
			Total Error Comments Approved	0
5	Comparison Warning	No	Total Warnings	0
			Total Warnings Requiring Commensts	0
			Total Warnings Pending for approval	0
			Total Warnings Rejected	0
			Total Warning approved	0
7	FTE Signed off	No	Not Ready to signoff	

Add/Edit/Delete

Making On-Line Changes . . .

Correcting . . Online in CPI

- 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

Correcting Online…

Warning!

- Re-uploading an extract will wipe out any online changes previously made online.
- Make sure all uploads are completed before making any last-minute changes online.

ADD Online –
Example: Employee Not Terminated In Prior Cycle

ADD Transmission on 10/06/2015 12:00:00 am with No Data Transmitted *Back to Report Menu* *click here to print*

Add New Data
601-Appling County

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

SSN:		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
Personnel ID:		Ethnic Hispanic	N - Not Ethnic Hispanic	Race White	N - Not Race White

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

			CERTIFIED	CLASSIFIED
Termination Code	0 - Active Employee	Employment Basis		
Termination Date (mm/dd/yyyy)		Contract Days		
Stop Here For Terminated Employee!		Contract Salary		

Employee Terminated Last Cycle But Reported as "Active " last cycle:

Enter:

A-Record Demographics

B-Record Termination Code and "dummy date" for Termination Code:

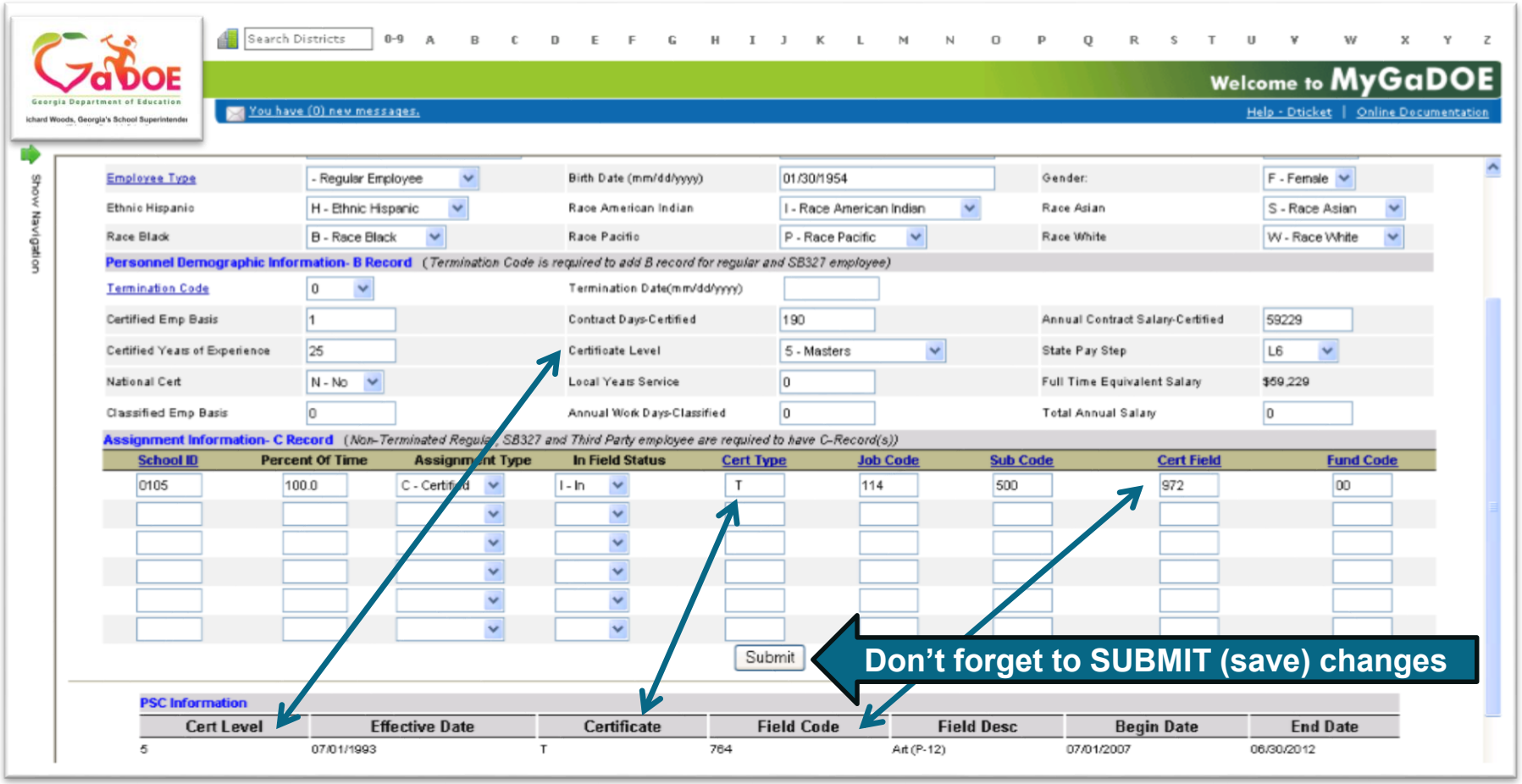
(July 4th [cycle 1] or Dec 25th [cycle 2])

***NO* C-Record Assignments**

Then *SUBMIT* (save)

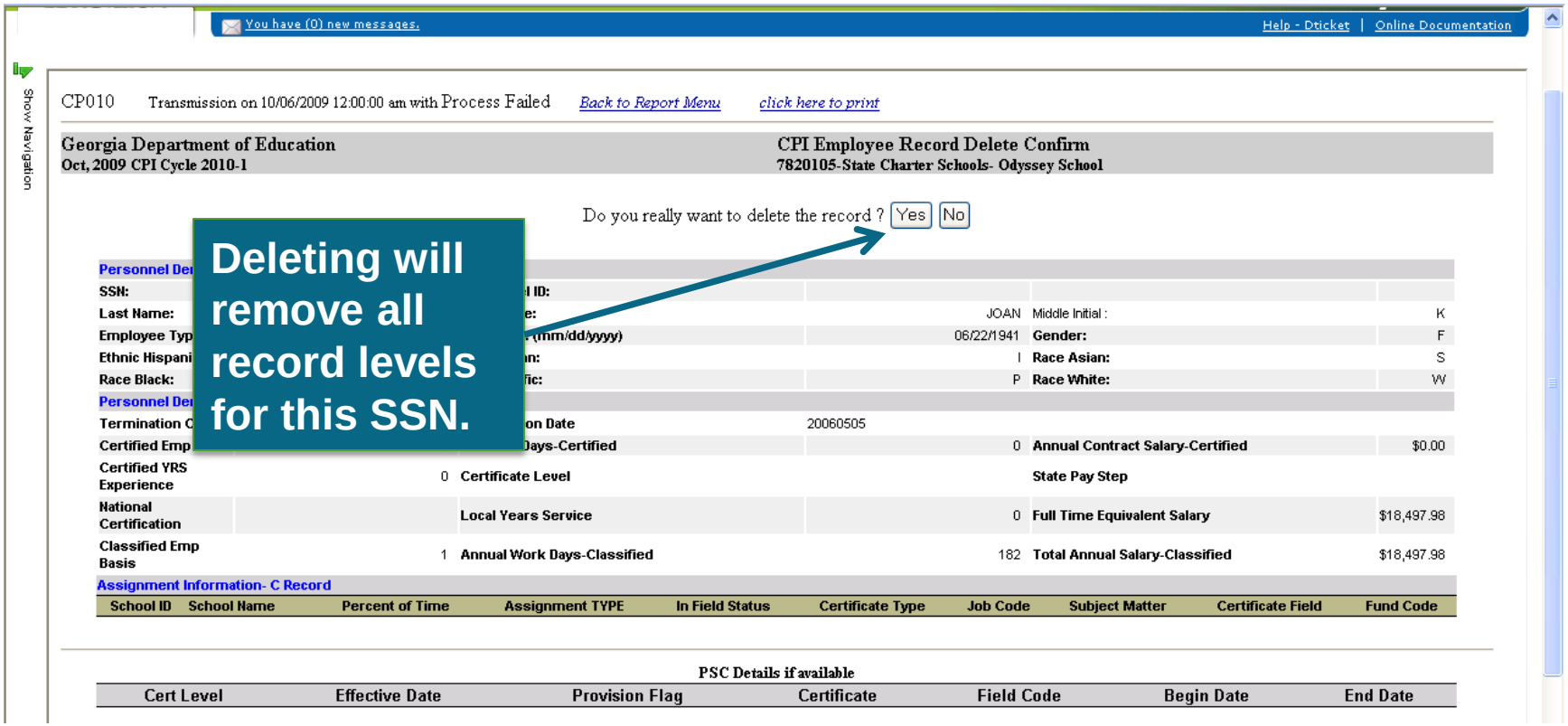
EDIT Online – Checking Data Already Uploaded . . .

Note that CPI checks certification against data reported by PSC.

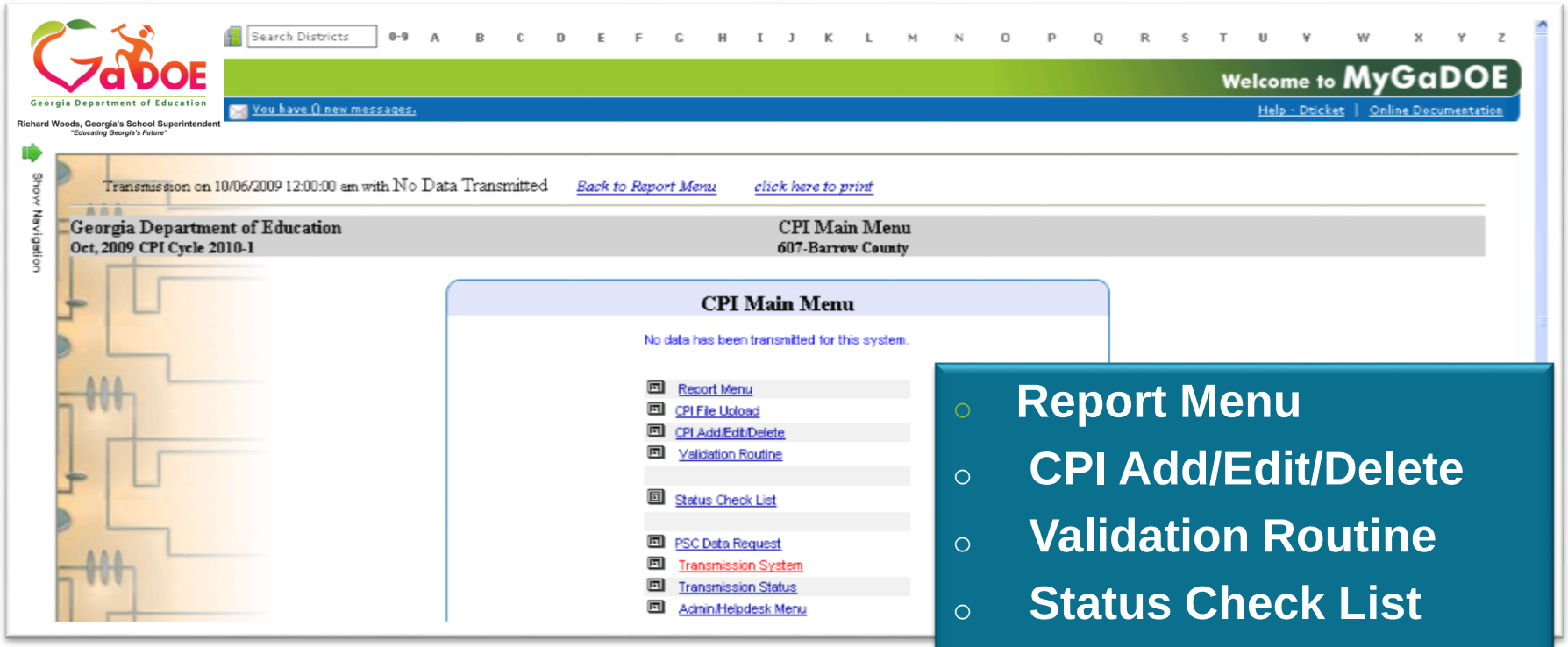


Certification information is checked against cert data from PSC.

DELETE – Removing Data Online



Other Main Menu Options . . .

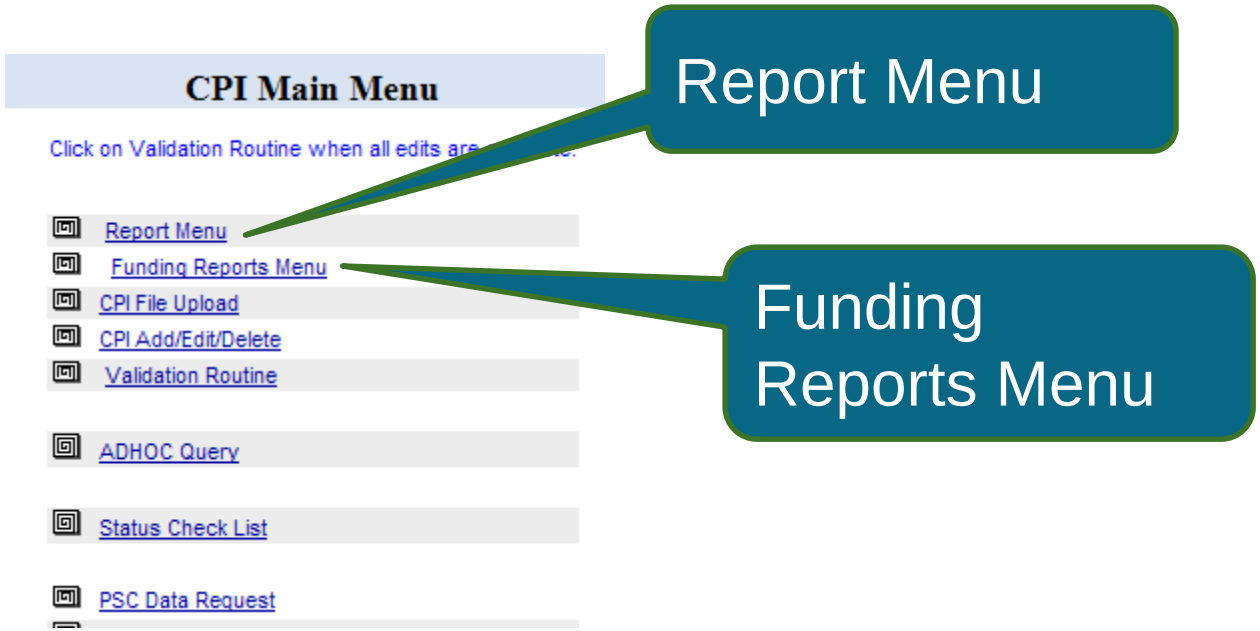


- Report Menu
- CPI Add/Edit/Delete
- Validation Routine
- Status Check List
- PSC Data Request

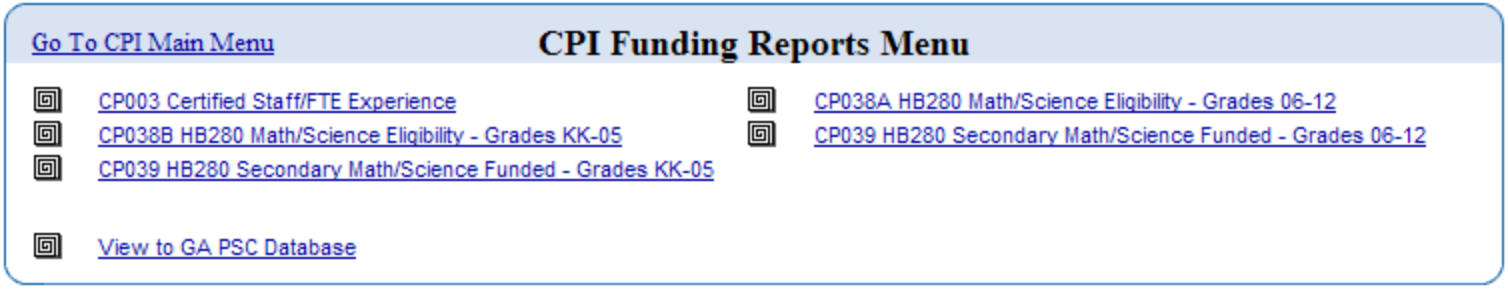
Reports

A Brief Look . . .

2 Report Menus



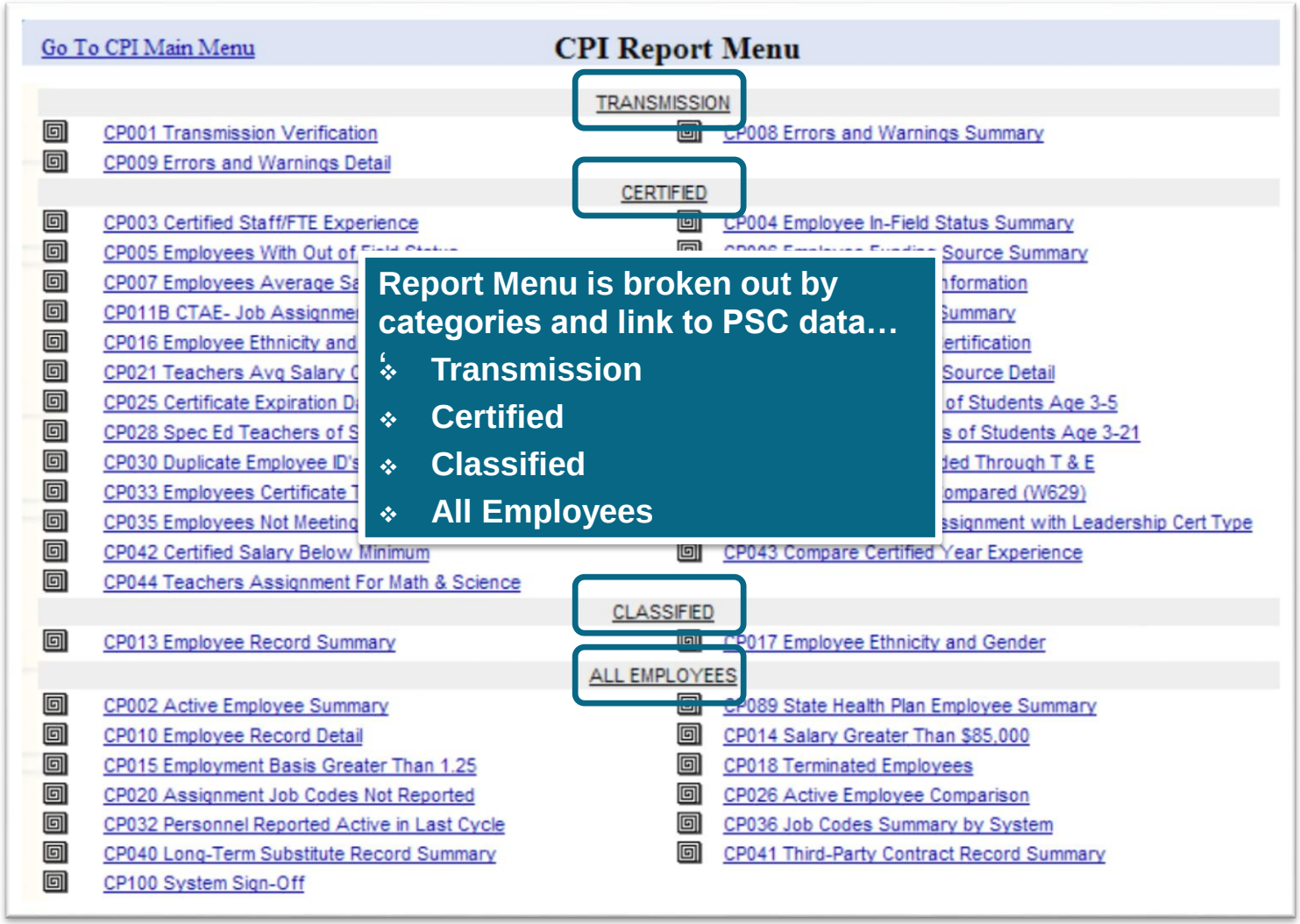
‘Funding Reports’ Menu



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

Reports Menu



Error Reports

ACCESS OPTIONS

1. "*Data have Errors*" Status Message . . .

OR

2. Use the Reports Menu

TRANSMISSION

CP001 Transmission Verification

CP008 Errors and Warning Summary

CP009 Errors and Warnings Detail

Reports to Monitor

- **T&E Related Reports**
- **Special Ed Reports**
- **Years of Experience**
- **In-Field vs. Out-of-Field Reports**
- **CTAE Reports**
- **Duplicate ID Report**

CERTIFIED

- **CP003 Certified Staff /FTE Experience** $
- **CP005 Employees With Out of Field Status**
- CP007 Employees Average Salary Summary
- **CP011B CTAE- Job Assignments**
- CP016 Employee Ethnicity and Gender
- CP021 Teachers Avg Salary Comparison
- CP025 Certificate Expiration Dates
- **CP028 Spec Ed Teachers of Students Age 6-21**
- **CP030 Duplicate Employee ID's**
- CP033 Employees Certificate Type 998 or 999
- **CP004 Employee In-Field Status Summary**
- CP006 Employee Funding Source Summary
- **CP011A CTAE- Contract Information**
- CP012 Employee Record Summary
- CP022 Employee Funding Source Detail
- **CP027 Spec Ed Teachers of Students Age 3-21**
- **CP029 Rel Srvcs Providers of Students Age 3-21**
- **CP031 Personnel Not Funded Through T&E** $
- **CP034 Years of Experience Comparison**

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

Sign Off

CP100 Transmission on 11/02/2015 02:37:13 pm with Signed off *Back to Report Menu* *click here to print*

Georgia Department of Education
Oct, 2015 CPI Cycle 2016-1

System Sign-Off Report

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.

Plan Your Calendar

Deadlines are important!

- Resolve duplicates early in the cycle
- Please make the **Initial Transmission** deadline
- Build in time to handle the unexpected
- Build in time to review data and reports
- Avoid the “last-minute” stress!

PSC Download

Certification Data

For Your System . . .

PSC Data Download

- Create file within local system (System #, Employee SSN)
- Upload using the ***PSC Data Request*** link. This creates a file consisting of:
  - ✓ Z01 layout records
  - ✓ Y01 layout records
  - ✓ See CPI-PSC Certificate File Layout and Edit Rules
  - ✓ **Download the CPI/Professional Standards Commission (PSC) certificate file layout and edit rules in .PDF format**
- How is this helpful:
  - ✓ Ability to upload PSC data into local system
  - ✓ Update certification data for certified personnel

Need Assistance?

Email questions and problems to:

- **dticket@doe.k12.ga.us . . . *OR***
- **call the Help Line at 800-869-1011**

Help Desk can assist with:

- **CPI**
- **PC Genesis (GaDOE software)**

Cannot assist with vendor software