CPI UPDATES

GASBO 2022

Katie Green

Agenda

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

CPI Overview

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

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?

'A01' Record – Basic Demographics
FISCAL YEAR
REPORT PERIOD
SYSTEM CODE
EMPLOYEE CODE
RECORD TYPE
GENDER
BIRTH DATE
EMPLOYEE TYPE
ETHNIC HISPANIC
RACE INDIAN
RACE ASIAN
RACE BLACK
RACE PACIFIC
RACE WHITE
LAST NAME
FIRST NAME
MIDDLE NAME

Demographics

GaDOE
Georgia Department of Education

CPI Overview

What data is reported?

'B01' Record – Contract and Certification Information
FISCAL YEAR
REPORT PERIOD
SYSTEM CODE
EMPLOYEE CODE
RECORD TYPE
CERTIFIED EMPLOYMENT BASIS
CLASSIFIED EMPLOYMENT BASIS
PAYROLL YEARS OF EXPER-IENCE FOR CERTIFIED EMPLOYEE
CERTIFICATE 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
STATE HEALTH PLAN

Contract and Certification Data

10

CPI Overview

What data is reported?

'C01' Record(s) – Job Assignments
FISCAL YEAR
REPORT PERIOD
SYSTEM CODE
EMPLOYEE CODE
RECORD TYPE
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
ASSIGNMENT CONSOLIDATED FUND FLAG

What Employee Does

11

CPI Overview

What data is reported?

'D01' Record(s) – Leave
FISCAL YEAR
REPORT PERIOD
SYSTEM CODE
EMPLOYEE CODE
RECORD TYPE
PRIMARY ASSIGMENT JOB CODE
SICK LEAVE
STAFF DEVELOPMENT
VACATION
OTHER LEAVE COVID LEAVE PARENTAL LEAVE

Leave Taken

HOW

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 **E**very **S**tudent **S**ucceeds **A**ct (**ESSA**)

CPI Overview

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

CPI Overview

October (CPI 1) & March (CPI 2)

	Task	Notes
☐	Upload data in the portal	If you do not have a HR system you might need to add the data in manually (A, B, and C records for CPI 1 & 2)
☐	Review errors with program managers	Organize errors and work to correct them.
☐	Resolve Certifications error's	E687, E690, E641, E691
☐	Participate in trainings, webinars, conference calls as needed	
☐	Print reports and review with program managers	CP011A, CP0011B, CP041, CP040,
☐	CPI 1 review HB280 under Funding Reports	CP038A CP039B (Funding Reports only available for CPI 1)
☐	Pay attention to message board on CPI Main Menu	
☐	Review Nurses License Verifications	E2202
☐	Review AP Professional Development Verifications	E2206
☐	Review IB Professional Development Verifications	E2204
☐	Print all pertinent reports	Detail from reports will only be available during that current cycle.
☐	Clear SC006-Missing Teacher/Missing Assignment Report	Student Class Errors E5083 and E5019
☐	Clear SC020-EIP Class without Teacher with EIP Job Cod	Student Class Errors E7028 E7031 E7032
☐	Communicate with Superintendent for Signoff deadline	

15

CPI Overview

July

☐	Review CPI File Layout	
☐	Make sure leave is updated for Fiscal Year in your System	Dates 07/01/ xxxx- 06/30/ xxxx Fiscal Year
☐	Upload data in the Portal	If you do not have a HR system you might need to add the data in manually A&D records only
☐	Review errors with program managers	Organize errors and work to correct them.
☐	Review and print reports	Detail reports will only be available during the cycle
☐	Communicate with Superintendent for Signoff deadline	

16

CPI UPdates

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

<u>Valid Value Check</u>
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 … <u>the early intervention program provided for in Code Section 20-2-153</u>; …'

- **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 **CERTFICATE 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)

  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

EIP Class without a Teacher Reported with an EIP Job Code																	
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 Teacher	Job Code(s) of Addl. Teacher1	Job Code(s) of Addl. Teacher2	Job Code(s) of Addl. Teacher3	Error Code
		23.1040003	03	4							101	Grade 1 Teacher	00				E7028,E7031
		23.1040003	05	4							101	Grade 1 Teacher	00				E7028,E7031
		23.1040003	05	4							085	Kindergarten Regular Education Teacher	00				E7028,E7031
		23.1040003	03	4							085	Kindergarten Regular Education Teacher	00				E7028,E7031
		23.1040003	05	4							102	Grade 2 Teacher	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

Job Code	Title	Description
131	Early Intervention (EIP) Kindergarten Teacher	Teaches students in the Kindergarten Early Intervention Program (EIP).
132	Early Intervention (EIP) Primary Teacher 1-3	Teaches students in grades 1-3 Early Intervention Program (EIP) .
133	Early Intervention (EIP) 4th and 5th Grade Teacher	Teaches students in the 4th and 5th grade Early Intervention Program (EIP).

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

E629: If TERMINATION CODE is valid for termination, and a TERMINATION DATE exists, all other non-key data elements in the B-record should be blank/null.

Please verify these employees are terminated. Once verification is complete, click on the CLEAR DATA button to wipe out all other non-key data elements in the B-record.

Note: If any of these employees are active, please correct their TERMINATION CODE and TERMINATION DATE before clearing data. Corrections should be made locally, for upload, or by using the ADD/EDIT/DELETE option on the CPI Main Menu.

Once you click on "CLEAR DATA", it will Automatically validate the system!

CLEAR DATA

is is a function that will clear the Non-essential information from the B record for terminated employee's. Cycle 1 & 2

E629: If TERMINATION CODE is valid for termination, and a TERMINATION DATE exists, all other non-key data elements in the B-record should be blank/null.

#	Emp Code	Employee Name	Termination Code	Termination Date	Classified Emp. Basis	Classified Contract Salary	Classified Contract Days	Certified Emp. Basis	Certified Contract Salary	Certified Contract Days	Certified Year Exp.	Certified Certificate Level	Certified State Pay Step	Certified Local Yrs Exp.	State Health Plan
1			9	08/30/2021	0	0	0	1000	7978000	190	27	7	L6	2	N
2			9	08/30/2021	0	0	0	1000	6299200	190	11	6	L1	2	N
3			1	08/30/2021	1000	1950315	180	0	0	0	0	0		20	N
4			9	07/31/2021	1000	0	0	0	0	0	0	0		0	N
5			9	08/30/2021	0	0	0	1000	5569797	190	8	5	6	7	N
6			1	08/31/2021	0	0	0	1000	5224100	190	12	4	L1	21	N
7			9	08/30/2021	0	0	0	1000	3761700	190	0	4	E	1	N
8			1	08/30/2021	0	0	0	1000	6300604	190	26	4	L6	23	N
9			9	04/26/2021	1000	1584000	180	0	0	0	0	0		4	N
10			9	08/30/2021	0	0	0	1000	4960410	190	7	4	5	3	N
11			1	08/30/2021	0	0	0	1000	7601601	190	28	6	L6	21	N
12			9	03/10/2021	1000	1267200	180	0	0	0	0	0		2	N
13			9	08/30/2021	0	0	0	1000	6131700	190	10	6	7	9	N

Another CPI Error You Can Easily Clear

- E640 – CERTIFICATE LEVEL missing or not valid.

Personnel Demographic Information- A Record

EmpCode:			Employee Type			Race Indian:	N
Last Name:			Birth Date: (mm/dd/yyyy)			Race Asian:	N
First Name:			Gender:			Race Black:	B
Middle Name :						Race Pacific:	N
			Ethnic Hispanic:		N	Race White:	N

Personnel Demographic Information- B Record

				CERTIFIED	CLASSIFIED	
Termination Code		0	Employment Basis	1000		0
Termination Date			Contract Days	190		0
Stop Here For Terminated Employee!			Contract Salary	6213041		0
			Certified Years Experience	5		
State Health Plan (Y/N)		Y	State Pay Step	3		
CPI DERIVED FIELDS (for DOE use only)			Payroll Certificate Level	7		

	Assignment TYPE	Certificate Type	Job Code	Subject Matter	Certificate Field	Fund Code	Consolidate Fund Flag
	C	5IT	132	920	808	00	N

PSC Details if available

Cert Level	Effective Date	Provision Flag	Certificate	Field Code	Begin Date	End Date
7	02/01/2019	F	5IT	808	05/11/2020	06/30/2022
7	02/01/2019	F	5IT	881	07/01/2021	06/30/2022

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

Student Class Teacher not Reported in CPI															
School ID	School Name	Course Teacher Code	Addl. Course Teacher Code 1	Addl. Course Teacher Code 2	Addl. Course Teacher Code 3	Online-Course	Teacher Last Name	Teacher First Name	Course Number	Class Section Number	Job Code	Job Title	Error Code	Reason
	Clear Creek Elementary School					N			23.2012000	024	435	Paraprofessional/Teacher Aide Personnel	E5019	Missing Teaching Assignment forTeacher
	Clear Creek Elementary School					N			27.2120000	024	435	Paraprofessional/Teacher Aide Personnel	E5019	Missing Teaching Assignment forTeacher
	Clear Creek Elementary School					N			23.0012000	004	435	Paraprofessional/Teacher Aide Personnel	E5019	Missing Teaching Assignment forTeacher
	Clear Creek Elementary School					N			23.0012000	014	435	Paraprofessional/Teacher Aide Personnel	E5019	Missing Teaching Assignment forTeacher
	Clear Creek Elementary School					N			23.0020000	004	435	Paraprofessional/Teacher Aide Personnel	E5019	Missing Teaching Assignment forTeacher

GaDOE
Georgia Department of Education

Student Class and CPI Edit Cross Check

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

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

Student Class Teacher not Reported in CPI														
School ID	School Name	Course Teacher Code	Addl. Course Teacher Code 1	Addl. Course Teacher Code 2	Addl. Course Teacher Code 3	Online-Course	Teacher Last Name	Teacher First Name	Course Number	Class Section Number	Job Code	Job Title	Error Code	Reason
		*****0000				N			01.0015050	003			E5083	Missing Teacher in CPI

HB280

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
  - <u>Purpose</u>: 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

A, B, and C Records

GaDOE
Georgia Department of Education

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:
   085, 100, 101, 102, 103, 104, 105, 131, 132, 133, 145, 146, 152, 153, 156, 157, 158,
   159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 195

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

Eligibility Requirements:

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:
   106, 107, 108 , 109 , 110 , 111 , 112 , 113 , 114 , 116 , 117 , 118 , 119 , 120 , 121 , 123 , 142 , 145 , 147 , 148 ,
   150 , 152 , 153 , 154 , 156 , 157 , 158 , 159 ,160 , 161 , 162 , 163 , 164 , 165 , 166 , 167 , 168 , 169 , 170 , 171 , 195

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 = (260,262,263,268,400,402,403,408,410,412,413,418,4P0,4P2,4P3,4P8,4S0,4S2,4S3,4S8,4C0,4C2,4C3, 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.

Funding Report

Funding Reports' Menu

CPI Funding Reports Menu

- CP003 Certified Staff/FTE Experience
- CP038B HB280 Math/Science Eligibility - Grades KK-05
- CP039 HB280 Secondary Math/Science Funded - Grades KK-05

- CP038A HB280 Math/Science Eligibility - Grades 06-12
- CP039 HB280 Secondary Math/Science Funded - Grades 06-12

- View to GA PSC Database

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?

FISCAL YEAR 2022										FISCAL YEAR 2023	
OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	**AUG**	**SEP**

Eligibility Report

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

Funding Report
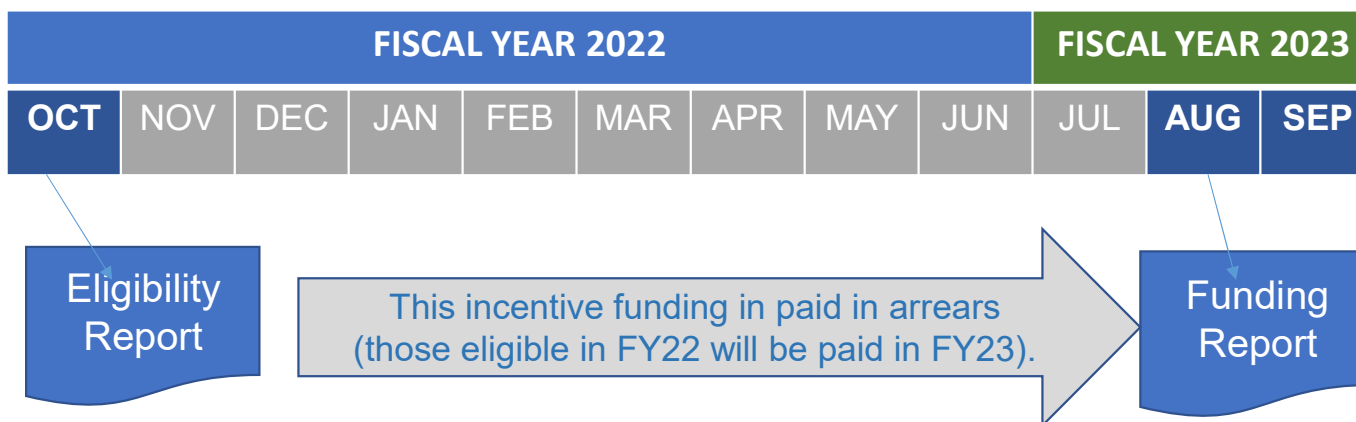
Transmission Period

Transmission Cycles	Current Documentation
CPI Menu for October, 2021 (CPI 2022-1)	• CPI File Layout
CPI Menu for July, 2021 (CPI 2021-3)	• EIP Teacher Certification_Self-Contained and Innovative Models **NEW**
CPI Menu for March, 2021 (CPI 2021-2)	
CPI Menu for October, 2020 (CPI 2021-1)	
CPI Menu for March, 2020 (CPI 2020-2)	
CPI Menu for October, 2019 (CPI 2020-1)	

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.

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ADHOC QUERY

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

- SC006-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

Return to Menu
CPI-ADHOC Query   Transmission on 1

Georgia Department of Education
Oct, 20 | Select Layout
         | Current-CPI Collection (ABC)
Layout: | Prior-CPI Collection (ABC)
         | Prior-CPI Collection (AD)

?

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

urn to Menu
-ADHOC Query   Transmissi

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Select Layout
Current-CPI Collection (ABC)
Prior-CPI Collection (ABC)
Prior-CPI Collection (AD)
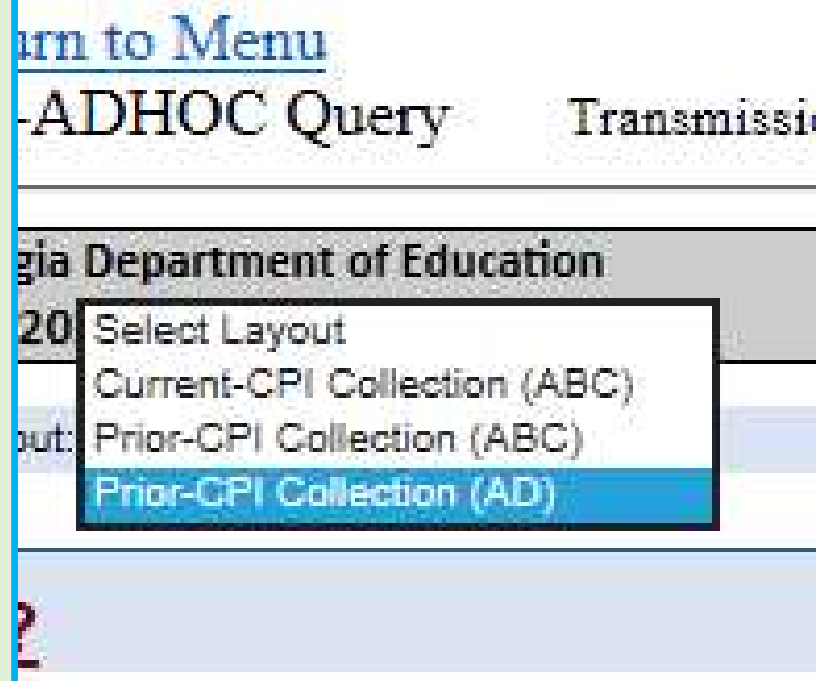
Click on the Drop Down

Click on Current-CPI Collection (ABC)

Current CPI Collection (ABC)
Current CPI Cycle 1or 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**

Current CPI Collection (ABC)
Current CPI Cycle 1 or 2

Back to Column Selection

Filter Selection (CPI Collection (ABC))

Assignment School Code ▼	Equals to ▼	0102
AND	**OR**	**Get Results**

Reset Filter

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 drop down box.
- **Choose the qualifier** from the middle dropdown box.
- In the right box, **type a value**.
- After filtering the data, click Get Results.

Current CPI Collection (ABC)
Current CPI Cycle1or 2

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

Layout: Prior-CPI Collection (ABC)

Element Selection (CPI Collection (ABC))

From List		Selected
Report Period	ALL	Fiscal Year
System Code		
Employee Code	>>	
Gender		
Race Ethnic (Calculation)	<<	
Birth Date		
Employee Number		
Age (Calculation)		
Personnel Id Number		
Employee Type		

Go

- 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

Layout: Prior-CPI Collection (ABC)

Element Selection (CPI Collection (ABC))

From List		Selected
Fiscal Year	ALL	Fiscal Year
	>>	Report Period
		System Code
		Employee Code
		Gender
		Race Ethnic (Calculation)
	<<	Birth Date
		Employee Number
		Age (Calculation)
		Personnel ID Number

Go

- '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))

Fiscal Year ⌄	Equals to ⌄	2018
AND	OR	Get Results

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**.

Filter Selection (CPI Collection (ABC))

Report Period	Equals to	1
AND	OR	Get Results

Reset Filter

Selected Filter :	Report Period Equals to '1' AND Fiscal Year Equals to '2020' AND

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.

Layout : CPI Collection (ABC)

Fiscal Year	Report Period	System Code	Employee Code	Gender	Race Ethnic (Calculation)	Birth Date	Employee Number	Age (Calculation)	Personnel Id Number	Employee Type
2018	2	881	xxxxx xxxx	F	RB	1986 02		31		

Ethnic Hispanic	Race Indian	Race Asian	Race Black	Race Pacific	Race White	Last Name	First Name	Middle Initial Name	Certified Employ-Ment Basis	Classified Employ-Ment Basis
N	N	N	B	N	N	Brown	Katie	C	1000	0

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	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				123	100	C	SRT	103	410	808	00		Y

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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

Element Selection (CPI Collection (AD))

From List		Selected
Report Period	ALL	Fiscal Year
System Code		
Employee Code	>>	
Gender		
Race Ethnic (Calculation)	<<	
Birth Date		
Employee Number		
Age (Calculation)		
Personnel Id Number		
Employee Type		

Go

- 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

Element Selection (CPI Collection (AD))

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

Back to Column Selection

Filter Selection (CPI Collection (AD))

?			
	Fiscal Year ▼	SELECT BELOW Equals to Does not Equal is Greater than is Less than	2020
	AND		Get Results
	Reset Filter		

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.

- 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: Selected Data Elements will appear in a same file format submitted for CPI cycle 3.

Fiscal Year	Report Period	System Code	Employee Code	Gender	Race Ethnic (Calculation)	Birth Date	Employee Number	Age (Calculation)	Personnel Id Number	Employee Type
2019	3	881	xxxxxx xxx	F	RB	1986 02		31		

Layout : 3-(AD) — **Showing**

Ethnic Hispanic	Race Indian	Race Asian	Race Black	Race Pacific	Race White	Last Name	First Name	Mid Initial	Primary AssignMent Job Code	Sick Leave	Staff Develop-Ment	Vacation	Other Leave
N	N	N	B	N	N	Brown	Katie	C	107	7	2	10	10

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

This is a link to the records with this error.

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

E312   EXPLAIN   2

◉ Approve (Error)   ◯ Reject   ◯ Approve (Error and Delete Data)

E557   EXPLAIN   10

◉ Approve (Error)   ◯ Reject   ◯ Approve (Error and Delete Data)

ERASE ALL CHANGES   submit

Click 'Submit' when all manual error comments have been entered.

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

MyGaDOE

Please Log In

Username:
Password:

I forgot my passphrase!   Login

Or sign up for an account

Helpful links
- MyGaDOE Online Guide
- GaDOE Public Website
- Information Systems
- AYP & NCLB
- Georgia Standards
- Data Collections
- Financial Reports
- Report Card

Georgia Department of Education

Richard Woods, Georgia's School Superintendent
"Educating Georgia's Future"

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.
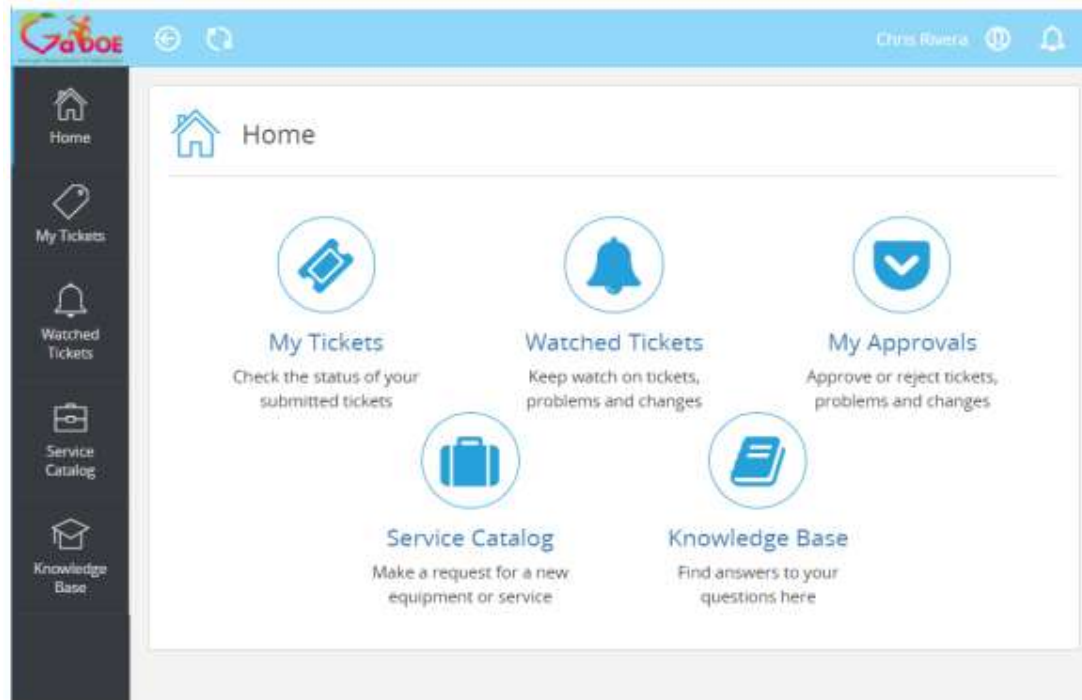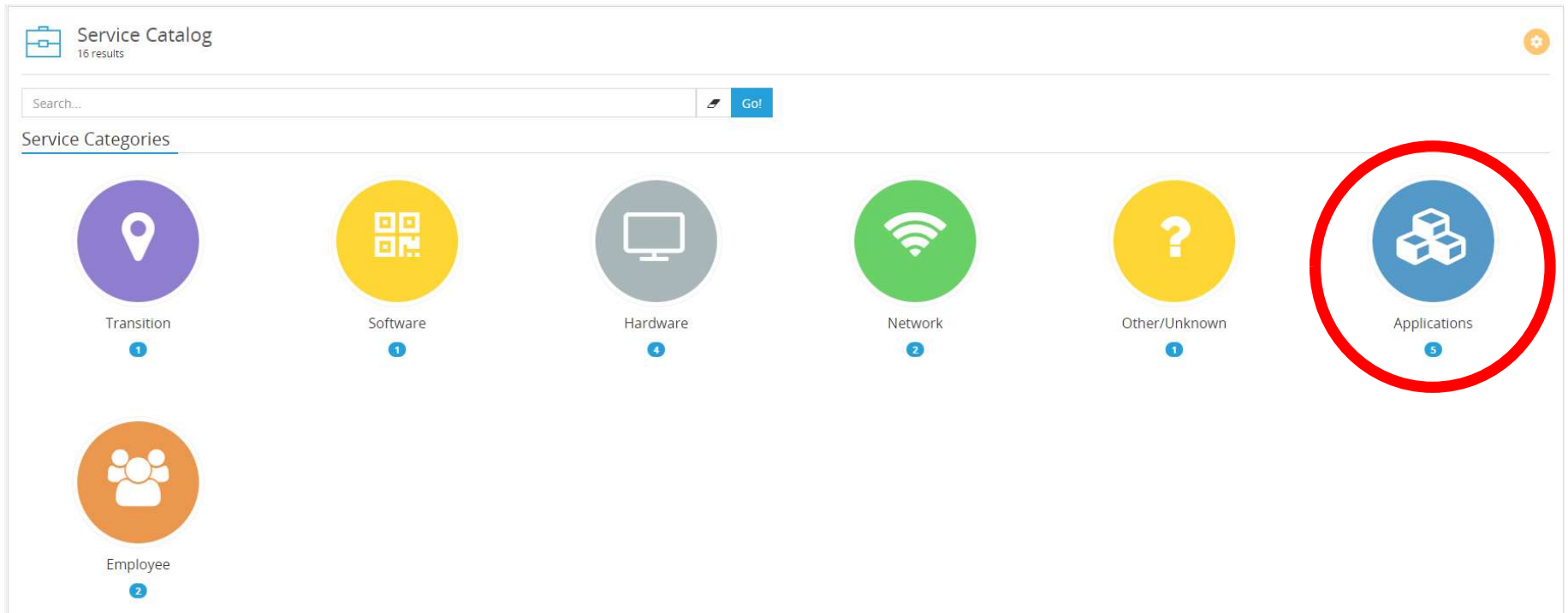
From the Home screen users can choose the following actions:

- 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

CPI ticket submission form

- 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

Nicholas Handville	Director of Data Collections, Analysis, and Reporting		nhandville@doe.k12.ga.us
Kathy Aspy	Data Collections Manager (Data Collections & Reporting)	404-556-7480	kaspy@doe.k12.ga.us
Patty Miller	GTID Administrator (GUIDE, Private School Collection)	404-290-8530	pmiller@doe.k12.ga.us
Carl Garber	Data Collections Specialist (Student Record)	404-304-5200	cgarber@doe.k12.ga.us
Sharon Armour	Data Collections Specialist (Student Class, Course Table Maintenance)	678-590-9861	sarmour@doe.k12.ga.us
Katie Green	Data Collections Specialist (CPI, Free and Reduced Meal)	404-295-8841	kagreen@doe.k12.ga.us
Irish Saxton	Data Collections Specialist (FTE, End Of Pathway Assessment)	404-304-3346	irish.saxton@doe.k12.ga.us
Stephanie Smith	Data Collections Specialist (Free & Reduced Meal, New Coordinator Liaison)	770-301-1503	stephanie.smith@doe.k12.ga.us