



DOE AUTOMATED STAFF DATABASE: 2018-19 DATABASE CHANGES

By: SONJA BRIDGES, Ed.D.

Program Specialist - Staff Reporting



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STAFF DATABASE REPORTING UPDATES FOR 2018-19

- FORMATS
- DATA ELEMENTS
- EDITS
- Appendix



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STAFF FORMATS

AND ADDITIONAL *UPDATES* FOR 2018-19

UPDATED - STAFF

DEMOGRAPHIC *FORMAT*

- 3. SOCIAL SECURITY NUMBER:** The social security number must be reported for all staff members employed. Districts must be certain to report the correct social security number for the staff member being reported. The number should be left-justified with a trailing blank. (For contracted or charter school staff for whom the school district does not have a Social Security Number, the district must assign a **unique Staff Number Identifier**. See Social Security Number data element.)

UPDATED EDIT *(Applies to all formats)*

Each **Name of Format** record must be **unique** based on District Number, Social Security Number **(or Staff Number Identifier)**, Survey Period Code, Fiscal Year, and Job Code, Additional. *-first record accepted, all other duplicate records rejected-*

STAFF FORMAT	EDIT NUMBER
Staff Additional Compensation	Edit # 8
Staff Additional Job Assignments	Edit # 33
Staff Benefits	Edit # 9
Staff Demographic Information	Edit # 23
Staff Experience	Edit # 8
Staff Fiscal Year Benefits	Edit # 10
Staff Fiscal Year Salaries	Edit # 16
Staff Multidistrict Employee	Edit # 8
Staff Payroll Information	Edit #43
Staff Professional Development	Edit # 11

UPDATED - STAFF **DEMOGRAPHIC *FORMAT***

4. FLORIDA EDUCATORS CERTIFICATE NUMBER: The certificate number must be reported for all certificate personnel within the district. In addition to all instructional personnel, those administrative personnel who possess certificates should have their numbers reported. ~~Do not report district assigned certificate numbers for on-call substitute teachers, non-degreed career and technical education or non-degreed adult employees.~~

UPDATED DATA ELEMENT

Data Element Name	2018-19 Updates
<p>Florida Educators Certificate Number</p> <p><i>Reported during Surveys 2, 3 and 5</i></p>	<p><u>Added New Codes:</u></p> <ul style="list-style-type: none"> • 7777777777 - District Issued Certificate Number (i.e. non-degreed teacher of career and technical education courses) • 8888888888 - Specialized Student Services License Number (directly related to their licensed field, i.e. Licensed Occupational Therapist, Licensed Speech Language Pathologist, Licensed Audiologist, Licensed Occupational Therapy Assistant, Licensed Athletic Trainer, Certified Member of the Florida Registry of Interpreters for the Deaf (FRID), Certified by the National Registry of Interpreters for the Deaf (RID)) <p><u>Added New Note:</u></p> <ul style="list-style-type: none"> • Note: Substitute teacher job codes (i.e. 51080, 52080, 53080, 54080, 55080, 59080) should not automatically be assigned Florida Educator Certificate Number 0000000000 if the substitute teacher holds a valid certificate or license.

UPDATED STAFF DEMOGRAPHIC EDIT

6. Florida Educators Certificate Number must be numeric, and in the range **000000001 – 0000999998, 0001000000 - 6001999999**, 6002000001 - 6002999999, 6003000001 – 6003999999, 6004000001 -- 6004999999 , **or 0000000000, 0000999999 7777777777, 8888888888** or 9999999999. This edit does not apply to Survey 8. - *record rejected*-

UPDATED - STAFF PROFESSIONAL DEVELOPMENT *FORMAT*

2. PROFESSIONAL DEVELOPMENT, COMPONENT NUMBER: Please see Appendix D in the DOE Information Data Base Requirements: Volume II - Automated Staff Information System for an explanation of the numbering system for Professional Development Component Numbers. [The Component Number for Schools of Excellence should be reported as 8-521-001, for instructional personnel only (EEO Lines 21-43).]

UPDATED - APPENDIX D: PROFESSIONAL DEVELOPMENT COMPONENT NUMBER

Page Number: D-4

GENERAL SUPPORT: Components which focus on activities or services connected with establishing policy and the management of the school system or of individual schools or with the provision of facilities and services to staff. Central services include the activities of planning, research, evaluation, statistical analysis, data processing, monitoring and feedback on proficiency of implementing initiatives and standards.

- 500 Board of Education
- 501 Central Services – Planning/Program Evaluation/Continuous Improvement
- 502 District-Level Management
- 503 Diversity/Ethics
- 504 Fiscal Services
- 505 Food Services
- 506 General Support Services, Unclassified
- 507 Leadership Skills/Communication/Critical Thinking
- 508 Management Information Services
- 509 Office/Clerical Services
- 510 Plant Operation and Maintenance
- 511 Safety/Security
- 512 School Improvement – School Level
- 513 School-Level Management
- 514 Service on Advisory or Instructional Materials Councils
- 515 Transportation Services
- 516 Faculty Development
- 517 Instructional Leadership School Level
- 518 School Improvement – District Level
- 519 Professional Learning Standards
- 520 Personnel Evaluation System Implementation
- 521 **Schools of Excellence**

STAFF PROFESSIONAL DEVELOPMENT EDITS

UPDATED EDIT

12. Position one of the Professional Development, Component Number must be 1-9. Positions two, three and four must be 000, 002-017, 100-106, 200-211, 300-308, 400-424, 500-~~520~~ **521**, 600-602, 700-705 or 800-805. Positions five, six and seven must be 001-999.
--record rejected--

NEW EDIT

19. If the Professional Development, Component Number is 8521001, then the employee's Job Code must place the employee on lines 21-43, inclusive, of the Public Schools Staff Survey – EEO-5. *-record rejected-*



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STAFF DATA ELEMENTS

ADDITIONAL *UPDATES* FOR 2018-19

UPDATED DATA ELEMENT

Data Element Name	2018-19 Updates
<p>Additional Compensation Type/Value</p> <p><i>Reported during Survey 5 only</i></p>	<p>Added New Codes:</p> <ul style="list-style-type: none"> • Code 6 - Bonus for Computer Science Instruction for a classroom teacher that holds an educator certificate in computer science or has passed the computer science subject area examination and holds an adjunct certificate per s. 1007.2616, F.S. • Code 7 - Bonus for Computer Science Instruction for a classroom teacher that holds an industry certificate associated with a computer science course per s. 1007.2616, F.S.

UPDATES STAFF FISCAL YEAR SALARIES EDIT

- 13.** Additional Compensation Type code must be A, B, E - K, N - W, Y, Z, 1- **7** or zero.
-record rejected-

NEW STAFF FISCAL YEAR SALARIES EDITS

32. If Additional Compensation Type code equals 6, then Additional Compensation Value must be equal to \$1,000.00. *–record rejected--*

33. If Additional Compensation Type code equals 7, then Additional Compensation Value must be equal to \$500.00. *–record rejected--*

34. If Additional Compensation Type equals 6, then no other Additional Compensation Type code can equal 7 or vice versa. *–record rejected--*

UPDATED DATA ELEMENT

Data Element Name	2018-19 Update
<p>Job Code Fund Source</p> <p><i>Reported during Surveys 2, 3 and 5</i></p>	<p>Added New Code:</p> <ul style="list-style-type: none"> Code H - Supplemental Academic Instruction (SAI) (FEFP) <i>[per 2018 Legislative Changes for Supplemental Academic Instruction pursuant to section 1011.62 (1)(f), F.S. , as amended by HB 7055.]</i>

STAFF ADDITIONAL JOB ASSIGNMENTS EDIT

8. Each of the three Job Code Fund Source codes must be one of the following: B, C, E, G, **H**, M, N, O, P, Q, R, S, T, U or zero. *-record rejected-*

STAFF FISCAL YEAR SALARIES EDIT

8. Each of the three Job Code Fund Source codes must be one of the following: B, C, E, G, **H**, M, N, O, P, Q, R, S, T, U or zero. *-record rejected-*

STAFF PAYROLL EDIT

8. Each of the three Job Code Fund Source codes must be one of the following: B, C, E, G, **H**, M, N, O, P, Q, R, S, T, U or zero. *-record rejected-*

UPDATED DATA ELEMENT

Data Element Name	2018-19 Updates
Professional Development Credits, Primary Purpose	<p>Codes:</p> <ul style="list-style-type: none"> Deleted Code F - <i>W. Cecil Golden Professional Development Program for School Leaders</i> Updated Code B - Alternative Certification (<i>Professional Development Certification Program</i>) Updated Code G - Approved District Leadership Development Program (<i>to include the W. Cecil Golden Professional Development Program for School Leaders</i>)
<p>STAFF PROFESSIONAL DEVELOPMENT EDIT</p> <p>15. Professional Development Credits, Primary Purpose must be A, B, C, D, E, F, G or H. --record rejected--</p>	<p>Notes:</p> <ul style="list-style-type: none"> Deleted Note: <u>***Note: As part of an approved district leadership development program, professional development offerings provided through the W. Cecil Golden Professional Development Program for School Leaders. S.B.E. 6A-5.081(2)(d)1</u> Updated Note: ****Note: As part of an approved district leadership development program, to include the professional development offerings provided through the W. Cecil Golden Professional Development Program for School Leaders. S.B.E. 6A-5.081

UPDATED DATA ELEMENT

Data Element Name	2018-19 Updates
Professional Development, Learning Method	Deleted Code: <ul style="list-style-type: none"> • Code K - <u>Problem Solving Process (Implementation of Florida's 8 step Problem Solving Process or other well defined problem solving process focused on specific school improvement objective(s))</u>.

STAFF PROFESSIONAL DEVELOPMENT EDIT

6. Professional Development, Learning Method must be A, B, C, D, F, G, H, I or, J ~~or K~~.

-record rejected-



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STAFF EDITS

ADDITIONAL *UPDATES & DELETES* **FOR 2018-19**

UPDATED STAFF DEMOGRAPHIC

EDIT

1\$. If Survey Period Code is 3 and if the employee's Job Code places the employee on lines 21-33, inclusive, of the Public Schools Staff Survey - EEO-5, and if the Job Code is not 52015 or 55052 (PK Teachers), or 51080, 52080, 53080, 54080, 55080 or 59080 (Substitute Teachers), and if Employee Type is RF, RP, CF, CP or TF, and if Employment Date, Current Position is on or after July 1 of the current fiscal year, then the Personnel Evaluation code must be C- **H**. *–record rejected –*

UPDATED STAFF FISCAL YEAR SALARIES EDIT

7. Fiscal Year Salary must be numeric, greater than or equal to 000000000 and less than or equal to ~~035000000~~ **045000000**. -record rejected-

UPDATED STAFF PAYROLL INFORMATION EDITS

27. Salary, Annual must be numeric, greater than 000000000 and less than or equal to **035000000**
045000000, unless Employee Type = TP or ST then Salary, Annual may be zero. *-record rejected-*

53. For each employee, at least one Staff Payroll record must have a matching Staff Demographic Information record based on District Number, **School Number, Primary/Home**, Social Security Number, Fiscal Year, Survey Period Code and Employee Type. *-state validation-*

~~**56.** If Salary Schedule Pay Type equals A, then Employment Date, Original Position on the Staff Demographic Information format must be prior to 07012011. The match should be based on District Number, Social Security Number, Fiscal Year and Survey Period Code. *-state validation-*~~

57. If Salary Schedule Pay Type equals 1-7 or A, then Employment Date, Original Position on the Staff Demographic Information record format must be prior to ~~07012011~~ **07012014**. The match should be based on District Number, Social Security Number, Fiscal Year and Survey Period Code. *-state validation-*

60. If Survey Period is 2 or 3 and the employee's Job Code places the employee on lines 8-43, inclusive, of the Public Schools Staff Survey - EEO-5, excluding substitute teachers (Job Code, Primary code equals 51080, 52080, 53080, 54080, 55080 or 59080) **and Registrar (Job Code, Primary code equals 73026)**, then the Payroll record should have a matching Experience format based on District Number Social Security Number, Survey Period Code, and Fiscal Year. *-exception report-*



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DATA QUALITY REPORTING

REPORTING TIPS AND REMINDERS

Staff Florida Education Identification (FLEID)

- The Florida Education Identifier (FLEID) is a code issued by the FDOE used to uniquely identify a person in Florida's education data system.
- The FLEID is an alphanumeric code and must be entered as "FL" in the first 2 positions followed by twelve numeric digits; with no blanks or spaces. [ex: FL012345678910]
- The department has not determined the start date for requiring unique FLEIDs for staff reporting. However, several districts have received unique FLEIDs for their staff. [*Currently, there are _____ districts reporting unique FLEIDs for their staff to the Automated Staff Database.*]
- Districts can request FLEIDs for staff by contacting the FLEIDproject@fldoe.org.

Staff Demographic Format

~ *Survey Reporting* ~

During Survey Period 8, submit a staff demo record for all instructional staff members for use in the Progress Monitoring and Reporting Network (PMRN). The SSN in the Staff Demographic file must match the SSN reported for the Primary Instructor Responsible, Reading that is entered in the Student Demographic file. A student record is not loaded into the PMRN system unless it has a matching staff record.

During Surveys 2 and 3, submit a staff demo record for ***all*** staff employed either on a full or part time basis during the payroll period that includes the FEFP survey week for reporting students. ***Contracted employees should be reported as well although they are not part of a district's payroll system.***

During Survey 5, submit a staff demo record for any staff member ***employed or contracted*** at any time during the fiscal year being reported and for any staff member who received benefits anytime during the fiscal year.

Staff Demographic Format Staff Payroll Format

~ REMINDERS ~

- For Survey Periods 2 and 3 at the end of the state processing and final amendment periods, if there are any Staff Demographic records without a matching Staff Payroll record or any Staff Payroll records without a matching Staff Demographic record, the unmatched records will be deleted from the staff database.
- Districts should check validation reports for the Staff Demographic and Staff Payroll formats for records that may fall in the categories of no matches and submit the missing record. *[Edit #30 on the F61399 Staff Demo Validation report and edit #50 on the F61401 Payroll Validation report.]*
- The **validity** of an employee's record during Surveys 2 and 3 reporting are based on matching Staff Demo and Staff Payroll records.

FALL 2018 PUBLIC SCHOOLS STAFF SURVEY

NEW HIRES - INSTRUCTIONAL PERSONNEL

The purpose of the Public Schools Staff Survey is to collect data on the teaching/instructional assignments of newly hired instructional personnel in the district. This annual data collection is of newly hired instructional personnel for grades PK-12 and used to identify critical teacher shortage areas in Florida's public schools.

New Hires include the newly hired personnel, grades PK-12, hired between July 1, 2018, and October 1, 2018, for the 2018-19 school year.

Public School Staff Survey (New Hires) Due Date: October 31, 2018.

Access Link: <http://app4.fldoe.org/NewHiresSurvey/>

PUBLIC SCHOOLS ADMINISTRATIVE AND INSTRUCTIONAL STAFF TERMINATIONS DATABASE

In accordance with §1012.21(2)(a)(b), Florida Statutes, with reference to the “Computer database of certain persons whose employment was terminated,” each district school superintendent shall report to the Florida Department of Education the name of any person terminated under 1012.33(1)(a) or (4)(c) *within 10 working days after the date of final action by the district school board on the termination.*

The Staff Terminations Database should be maintained regularly to adhere to the requirements of the statute.

Access Link: <http://web02.fldoe.org/staffterminations/>

2018-19 PUBLIC SCHOOL STAFF EMAIL ADDRESS Data Collection

In accordance with Section 1012.05(3)(b), Florida Statutes, each school district shall electronically submit accurate public school email addresses for all instructional and administrative personnel to the Florida Department of Education twice each school year.

Data collection for the first semester is from August 13, 2018 to September 14, 2018. Data collection for the second semester is from January 15, 2019 to February 15, 2019.

The Staff Email file, *F70507*, will process daily at 4:00 pm EST during the reporting period.

CHANGES TO DATABASE MANUALS

~ REMINDERS ~

- Changes to Staff and Student database manuals are posted Fridays on the web at: <http://fldoe.org/accountability/data-sys/database-manuals-updates/updates.stml>.
- Email notifications are **not** sent to districts regarding changes made to the database manuals throughout the year.
- It is strongly recommended that districts check for updates weekly or bi-weekly to ensure they are aware of changes made to the staff and student database manuals.



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SURVEY DATES

2018-19 SURVEY DATES

SURVEYS REQUIRED FOR

STAFF REPORTING

SURVEYS: 8, 2, 3, & 5

2018-19 SURVEY DATES

SURVEY 8:

State Processing: July 23 - September 27, 2018

SURVEY 2:

Survey Week: October 8-12, 2018

Due Date: October 19, 2018

State Processing: October 15 – November 2, 2018

Final Update/Amendment Date: December 15, 2018

SURVEY 3:

Survey Week: February 4-8, 2019

Due Date: February 15, 2019

State Processing: February 11 – March 1, 2019

Final Update/Amendment Date: April 15, 2019

SURVEY 5:

Due date: July 26, 2019

State processing: July 22 – August 23, 2019

Final Update/Amendment Date: October 31, 2019



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CONTACT INFORMATION

SONJA D. BRIDGES, Ed.D.

PK-12 Education Information Services

Phone: 850-245-9078

Fax: 850-245-9097

Email: Sonja.Bridges@fldoe.org

2018-19 Staff Database Manual website

<http://fldoe.org/accountability/data-sys/database-manuals-updates/2018-19-staff-info-system/index.stml>



www.FLDOE.org

