

WEBVTT

1

00:00:30.330 --> 00:00:31.500

Famis Florida2: Good morning, everyone.

2

00:00:32.880 --> 00:00:34.350

Famis Florida2: i'm going to go ahead and get started.

3

00:00:36.660 --> 00:00:46.920

Famis Florida2: To introduce myself, my name is stephanie Jonas, and I work with the staff database and today we'll be going over the 2122 overview and database reporting.

4

00:00:47.970 --> 00:00:50.700

Famis Florida2: And the best thing about my session is it won't be wrong.

5

00:00:52.140 --> 00:00:53.640

Famis Florida2: We didn't have any updates.

6

00:00:56.700 --> 00:01:05.370

Famis Florida2: Okay, with the exception of the edits enough embassies we've had no updates with the data elements, the formats IB.

7

00:01:06.780 --> 00:01:10.200

Famis Florida2: Our regular payments is found on the staff information database.

8

00:01:13.650 --> 00:01:27.720

Famis Florida2: But we have added notes, at the suggestion of one of our districts and we did add notes to help with the with the reviewing process, especially when it comes to the staff payroll is that database non match records.

9

00:01:28.830 --> 00:01:38.550

Famis Florida2: On our staff demographic information edit it directly, specifically the portion that talks about if survey periodical two or three.

10

00:01:39.090 --> 00:01:49.590

Famis Florida2: Eastern staff demographic information record must have a matching staff payroll record based on district number social security number survey period and fiscal year.

11

00:01:50.430 --> 00:02:03.330

Famis Florida2: On the note in red has been added for surveys to three that demographic record without a matching staff payroll worker will be deleted from the staff database after the close of the survey period.

12

00:02:04.350 --> 00:02:16.770

Famis Florida2: Similar to 30 of the staff demographic to the staff payroll where reads edit 50 staff estab payroll record must have a mattress that demographic information record.

13

00:02:17.160 --> 00:02:26.640

Famis Florida2: Based on the district number social security number survey periodical in fiscal year the same note was added for surveys periods, two and three.

14

00:02:27.090 --> 00:02:39.630

Famis Florida2: Any staff demographic record with data matching staff payroll record will have to be deleted, will be deleted from the staff database at the close of the survey and in case you didn't catch it on my end.

15

00:02:40.620 --> 00:02:56.220

Famis Florida2: We have you covered one more place on appendices so we've added a note, particular attention should be given to F 61399 validation edit 30 and f6 1401 edit 50.

16

00:02:56.670 --> 00:03:10.050

Famis Florida2: Staff demographic records without matching payroll style payable records and vice versa, will be deleted from the Stat database after the close of the survey and those updates for 2021.

17

00:03:13.530 --> 00:03:23.820

Famis Florida2: Now we're going to move more into our reporting tips and reminders and it's just the overview of some information that you've all have already done, but just to bring a reminder.

18

00:03:25.200 --> 00:03:43.020

Famis Florida2: On the staff, demographic and payroll staff payroll non match records the validity of an employee's record doing surveys, two and three reporting are based on matching FAB DEMO and staff payroll records, does the reason for the deletion process discussed earlier and before.

19

00:03:44.070 --> 00:03:52.680

Famis Florida2: um survey periods, two and three after the close of the survey period if there are any staff demographic records without a matching staff payroll.

20

00:03:53.010 --> 00:04:01.620

Famis Florida2: record and any staff payroll records without a matching staff demographic record the unmatched records will be deleted from the staff database.

21

00:04:02.130 --> 00:04:20.970

Famis Florida2: districts detective validation reports for the staff, demographic and staff payroll formats for records that may fall in these categories, with no matches and submit the mixing records and once again that's edits 30 edits 55 be found on those on particular reports.

22

00:04:24.630 --> 00:04:38.250

Famis Florida2: On our staff, demographic and payroll survey reporting do on surveys eight submit a stab demographic or revenue for our instructional staff members to use in the progress, monitoring and reporting.

23

00:04:38.940 --> 00:04:45.450

Famis Florida2: at work, the pmi in the social security and the staff demographic found must match the ssn report it.

24

00:04:45.960 --> 00:05:00.120

Famis Florida2: As the primary instructor responsible reading that is entered in a student demographic file the student records when not be loaded into the PR PM our system.

25

00:05:00.600 --> 00:05:07.950

Famis Florida2: And lesson is a matching staff record and we know the majority of times the information is downloaded on Thursdays.

26

00:05:08.280 --> 00:05:14.670

Famis Florida2: If you do happen to send a staff demographic record that does not have a matching sse in their record will not low.

27

00:05:15.000 --> 00:05:27.150

Famis Florida2: um you want to try to get their student demographic in the following week so when the download takes place on Thursday, those records can be loaded But until that matter is is in is received the record will knock.

28

00:05:28.650 --> 00:05:38.190

Famis Florida2: On doors surveys, two and three, submit a stab demographic record for all staff employed either on a full time or part time basis.

29

00:05:38.610 --> 00:05:52.830

Famis Florida2: Do on the payroll period that includes the FP FP survey we for the reporting students contract and employees should be reported as well all day, although they are not a part of the district's payroll system.

30

00:05:54.000 --> 00:06:12.810

Famis Florida2: And finally, for survey five on the one survey five submit a student a staff demographic work here for any staff members employed are contracted at any time during the fiscal year being reported and any staff member who receive benefits anytime during the fiscal year.

31

00:06:16.170 --> 00:06:19.590

Famis Florida2: And next we have our fall 21 public schools.

32

00:06:20.820 --> 00:06:29.430

Famis Florida2: Staff survey, which is the new hire instructional personnel on the purpose of the school of the public school staff surveys to collect data.

33

00:06:29.970 --> 00:06:42.690

Famis Florida2: On the teaching and instruction assignments of newly hired instructional personnel and the district, the annual data collection is newly is a newly hired instructional personnel from grades K through 12.

34

00:06:43.290 --> 00:07:01.650

Famis Florida2: Users identify critical teacher shortage areas public in the public schools are new hires include those newly hired personnel grades pk through 12 all right between July 120 21 and October 120 21 for the 2122 school year.

35

00:07:02.730 --> 00:07:05.280

Famis Florida2: due date is on October 31.

36

00:07:06.630 --> 00:07:16.530

Famis Florida2: Now prior to that particular survey started, we always send the email the email out via esky that includes instructions and also a list goes out of your contacts.

37

00:07:16.890 --> 00:07:23.790

Famis Florida2: always keep in mind, only one contact can be assigned pro district we send the list out so you can verify that particular concept.

38

00:07:24.450 --> 00:07:33.180

Famis Florida2: If the information needs to be updated, you can email either asking or myself, and we can update that individual with their name their email address and phone number.

39

00:07:33.720 --> 00:07:40.170

Famis Florida2: One time grant them access on this on my end us also remember, they have to go through their sso administrator.

40

00:07:40.650 --> 00:07:54.270

Famis Florida2: In order to get access to that new hire TAO this on this so signing so it's a two part process you let me know that updated information and then you reach out to your districts as a sole administrators to update as well.

41

00:07:58.830 --> 00:08:10.680

Famis Florida2: And we have the public schools administrative instructional staff termination database, which is the ongoing and anything on this particular slide is also found on the reporting instructions that's on the website.

42

00:08:11.880 --> 00:08:14.700

Famis Florida2: and create a copy create a record.

43

00:08:16.260 --> 00:08:27.270

Famis Florida2: For any administrative our instructional staff number employed our previous employed by the school districts, who was dismissed due to the findings by the board related to charges.

44

00:08:27.780 --> 00:08:35.070

Famis Florida2: include in any administrative our instructional staff numbers terminated with the separation code of geez.

45

00:08:36.000 --> 00:08:51.360

Famis Florida2: i'm one of the reasons that detailed on the separation reason from the data element, including included on the staff demographic information important format and below those are basically the statues, they define the instructional staff and administrators.

46

00:08:53.940 --> 00:09:06.180

Famis Florida2: Also, this particular dinosaur sit on in 2019 for the staff to termination single sign on access, if you need it, you can always email me, and I can also afford you the same email that was sent out via estes.

47

00:09:06.960 --> 00:09:12.930

Famis Florida2: On the approval of access to the staff termination databases now handled by the district's ssl administrator.

48

00:09:13.740 --> 00:09:26.010

Famis Florida2: It is no longer necessary to provide this information to our office districts are directed to the sso administrator to have the staff members added or removed for the staff termination database.

49



00:09:26.700 --> 00:09:33.090

Famis Florida2: And also i've included the link at the bottom if you're not familiar with your sso administrative you go to the link at the bottom.

50

00:09:34.860 --> 00:09:42.570

Famis Florida2: And you put your districts information in they'll provide you with your staff, which are ssl administration straighter for that particular district.

51

00:09:47.460 --> 00:10:01.560

Famis Florida2: Alright, our next slide covers the 2021 22 public school staff email address data collection and in accordance, to the section of tents were point 3005.

52

00:10:02.640 --> 00:10:13.890

Famis Florida2: Three be Florida statues each school districts electronically submit accurate public school email addresses for all instructional and administrative personnel.

53

00:10:14.640 --> 00:10:36.120

Famis Florida2: To the Florida Department of Education twice each school year on data collection, for the first semester is for August 16 through September the 10th 2021 and data collection, for the second semester is January 17 2021 through February 2022 the February 11 2020.

54

00:10:37.260 --> 00:10:46.470

Famis Florida2: i'm the email staff 70507 or process daily at 4pm during the reporting period.

55

00:10:49.980 --> 00:10:53.280

Famis Florida2: Well, most of the incident does anybody have any questions.

56

00:10:54.330 --> 00:10:55.980

Famis Florida2: Oh, we have a question, yes.

57

00:11:59.550 --> 00:12:00.360

Famis Florida2: instructional.

58

00:12:34.710 --> 00:12:35.760

Famis Florida2: Many days.

59

00:12:55.980 --> 00:12:56.190

Famis Florida2: Monday

60

00:12:57.450 --> 00:12:57.840

Famis Florida2: To their.

61

00:13:05.640 --> 00:13:06.540

Famis Florida2: Their staff.

62

00:13:10.230 --> 00:13:10.800

Famis Florida2: And the district.

63

00:13:26.040 --> 00:13:26.340

Famis Florida2: Yes.

64

00:13:41.490 --> 00:13:42.600

Famis Florida2: Yes, you have a question.

65

00:13:54.510 --> 00:14:00.180

Famis Florida2: Correct me if i'm wrong Teresa you're saying if they came from a charter school public school.

66

00:14:02.550 --> 00:14:04.350

Famis Florida2: district is a public school.

67

00:14:05.430 --> 00:14:13.110

Famis Florida2: That is true, so they're trying to school as a public school this within the same district, they will not be considered as the new High yeah.

68

00:14:24.000 --> 00:14:25.680

Famis Florida2: Does anybody else have any questions.

69

00:14:26.970 --> 00:14:27.900

Famis Florida2: Yes, ma'am.

70

00:14:30.300 --> 00:14:30.750

Famis Florida2: No.

71

00:14:32.910 --> 00:14:33.870

Famis Florida2: we're gonna move on, so.

72

00:14:35.370 --> 00:14:35.910

Famis Florida2: Yes.

73

00:14:44.460 --> 00:14:45.390

Famis Florida2: They were not our.

74

00:14:54.690 --> 00:14:56.640

Famis Florida2: brand new hire to the district weather.

75

00:14:57.840 --> 00:14:59.520

Famis Florida2: Yes, it will be required.

76

00:15:12.000 --> 00:15:12.330

Now.

77

00:15:14.280 --> 00:15:16.860

Famis Florida2: He wanted to know this was tied into the new.

78

00:15:18.450 --> 00:15:21.420

Famis Florida2: The new data element, it was created on the student side for the.

79

00:15:26.820 --> 00:15:27.690

Famis Florida2: Industry.

80

00:15:30.990 --> 00:15:33.690

Famis Florida2: Now is our processor.

81

00:15:39.510 --> 00:15:39.840

Famis Florida2: To.

82

00:15:52.350 --> 00:15:53.910

Famis Florida2: Any person in school.

83

00:15:59.430 --> 00:16:02.310

Famis Florida2: About based on what's taking place in your.

84

00:16:03.660 --> 00:16:04.170

Famis Florida2: Turn is.

85

00:16:06.480 --> 00:16:10.440

Famis Florida2: Important here is such well when when we report, the report.

86

00:16:12.180 --> 00:16:13.980

Famis Florida2: That termination face if I.

87

00:16:15.810 --> 00:16:17.040

Famis Florida2: So you may have.

88

00:16:18.150 --> 00:16:20.310

Famis Florida2: i'm sorry i'm just flipping around.

89

00:16:30.300 --> 00:16:32.430

Famis Florida2: assessor is.

90

00:16:33.450 --> 00:16:38.670

Famis Florida2: Where the stagnation database that they want and they don't advise that.

91

00:16:39.900 --> 00:16:49.650

Famis Florida2: Because the stone, is it supports that so they only want the stagnation face on one instruction step two step three points in termination status.

92

00:16:50.730 --> 00:16:55.410

Famis Florida2: But wants any school any person in schools.

93

00:16:58.050 --> 00:16:59.970

And this is only for.

94

00:17:01.050 --> 00:17:01.890

termination.

95

00:17:03.660 --> 00:17:04.650

Famis Florida2: yeah.

96

00:17:11.970 --> 00:17:12.960

Famis Florida2: Any other questions.

97

00:17:15.630 --> 00:17:24.660

Famis Florida2: i'm finally no problem, so our survey beats the survey dates that are posted on our website for the 2021 school year.

98

00:17:25.320 --> 00:17:32.130

Famis Florida2: And I did a small overview of what is basically what starts and what is do throughout the school year.

99

00:17:32.790 --> 00:17:53.520

Famis Florida2: July, we have the beginning we begin state processing for survey five and server eight rpm are and what we only submit the staff, demographic and August we began survey am which is basically the email collection survey and September we insert a and we insulate him.

100

00:17:54.630 --> 00:18:00.840

Famis Florida2: The email collection survey and October we begin state processing for survey to.

101

00:18:01.560 --> 00:18:13.410

Famis Florida2: Answer survey five MINS so now that we're coming up to October will be closing out on the 2021 school year with survey five and survey to for 2122 school year will be beginning.

102

00:18:14.040 --> 00:18:31.680

Famis Florida2: And also, that is when we have our public school staff survey in, and that should be October 31 on December survey to ends December, the 15th survey to surrender remember those days, always renowned statue so they will always remain the same.

103

00:18:32.970 --> 00:18:50.310

Famis Florida2: And Jane where we have the beginning of our second email collection survey in February, we had the state processing for survey three begins and survey in ends and then in April, we have survey three inning and then we start all over again.



104

00:18:53.880 --> 00:19:06.390

Famis Florida2: And then I just have a link for summer I resources we have our 2021 22 staff information database website that includes anything from your data elements to your dependencies or edits your format.

105

00:19:07.050 --> 00:19:19.350

Famis Florida2: We have the Dickey to user manual which has an overview of things as far as pulling your files are the files you're the processing of the YouTube.

106

00:19:20.310 --> 00:19:36.660

Famis Florida2: We have our public school administrators and instructional staff termination recording instructions and on those reporting instructions you're fine i'm clear definition of who was an administrative and who was instructional and then I also list the statues on that particular.

107

00:19:37.830 --> 00:19:55.230

Famis Florida2: helpful guide and then we all have our progress, monitoring and reporting network survey eight reporting q&a and on the oh you're fine the steps to report on the days on which the file is downloaded when they began, so it has information on there.

108

00:19:57.450 --> 00:20:15.810

Famis Florida2: And finally, we have my database manual updates sad changes to staff and students database manuals I posted Fridays on the web, we try to get them up, at least by to make sure we've included any update that has occurred during the week, and especially if something has changed on Friday.

109

00:20:17.010 --> 00:20:19.290

Famis Florida2: If not, Monday, it is by Monday.

110

00:20:20.670 --> 00:20:38.340

Famis Florida2: email notifications are not sent to districts regarding changes made to database models throughout the year, so it is strongly recommended that districts check for updates weekly or bi weekly so i'm sure that they are where the changes made to staff and students database names.

111

00:20:39.570 --> 00:20:51.300

Famis Florida2: um and it wasn't included in the slide but stop at the STOP recording look really good, however, there are two problem areas that i'm going to be focusing on this upcoming year.

112

00:20:52.110 --> 00:20:58.710

Famis Florida2: Some of the districts didn't receive notifications regarding the non match payroll and and.

113

00:20:59.310 --> 00:21:06.330

Famis Florida2: Demographic records some of the numbers were a little larger so that is an area that we're going to focus on this year.

114

00:21:06.780 --> 00:21:13.140

Famis Florida2: And another one was the GIs me included the average salaries and number of staff.

115

00:21:13.590 --> 00:21:20.340

Famis Florida2: Some districts, they get information on them, and I know it was important to make sure that the superintendent and the board members were reported.

116

00:21:20.850 --> 00:21:27.120

Famis Florida2: But we want to make sure that if you have staff in a particular area, what is the groundskeeper the secretary the talents in.

117

00:21:27.510 --> 00:21:39.180

Famis Florida2: That you report it then the individuals with the correct um salary and also what the correct job code, because you may report in May, not show on our end maybe the incorrect jocko.

118

00:21:39.600 --> 00:21:53.040

Famis Florida2: was included on that particular record so those will be the two areas that will review everything, but those will be the arm two areas that I will be really focusing on to help the district's get that information correct.

119

00:21:54.630 --> 00:22:04.500

Famis Florida2: And just a really quick overview I started with that I came in on the tail end of survey to I did survey three I was working with students for three years prior to.

120

00:22:05.220 --> 00:22:13.080

Famis Florida2: um I will see you on emails I usually don't stop harping to harass him to like two and a half, three weeks of no data his sayings.

121

00:22:13.680 --> 00:22:29.910

Famis Florida2: um I will send out the emails if you're still working on the day unless fine just let me know i'm sometimes dishes let me know we're still reviewing it was still making corrections out up that way if there's no response i'm going to rest until the responses receive.

122

00:22:31.440 --> 00:22:42.510

Famis Florida2: But um and if you review the data and it looks fine just let me know a mountain notate that in my law when we get our reports and normally processed on the weekend, I will review it.

123

00:22:43.020 --> 00:22:50.190

Famis Florida2: i'm just to make sure that there's no big changes because i've had cases where districts have mistakenly deleted their data that was submitted.

124

00:22:50.430 --> 00:22:58.590

Famis Florida2: So i'll make sure that the numbers look in a line of is alive to increase or decrease our reach out just to make sure that nothing happened on the districts in.

125

00:22:59.130 --> 00:23:06.660

Famis Florida2: But other than that i'm there to assist i'm careful how provide policy guidance over the phone, but you can always call me.

126

00:23:07.320 --> 00:23:16.050

Famis Florida2: But if it's going to be something that you need detailed responses for emails always better in case I need to do a little research, I give it to the program office to get an answer for you.

127

00:23:16.560 --> 00:23:22.140

Famis Florida2: I just want to make sure that I provide you with accurate information, so you can be the best reporting possible.

128

00:23:23.190 --> 00:23:28.530

Famis Florida2: But other than that i'm done with my presentation does anybody else have any other questions.

129

00:23:31.470 --> 00:23:31.980

Famis Florida2: Yes.

130

00:23:46.860 --> 00:23:48.630

Famis Florida2: We don't have our system.

131

00:23:53.700 --> 00:23:59.250

Famis Florida2: So we're aiming for, and they still have fl zero.

132

00:24:10.080 --> 00:24:10.290

Famis Florida2: you're.

133

00:24:11.490 --> 00:24:14.490

Famis Florida2: Still in the US, but I got.

134

00:24:15.660 --> 00:24:27.630

Famis Florida2: A status, a little different from students that were already in the working world and the SS is quite important to let you to kind of see your students just students.

135

00:24:28.680 --> 00:24:31.320

Famis Florida2: To get their fans out there, so all these fruits.

136

00:24:32.550 --> 00:24:37.740

Famis Florida2: or whatever, so we want to eat their patients as possible when we do our best to.

137

00:24:38.910 --> 00:24:51.000

Famis Florida2: say this, but I really doubt it if our staff will be required to have an SLA It really is purpose was to protect students.

138

00:24:55.980 --> 00:24:59.130

Famis Florida2: somebody like up there, but.

139

00:25:07.170 --> 00:25:08.190

Famis Florida2: One of the question.

140

00:25:09.660 --> 00:25:10.140

Famis Florida2: No.

141

00:25:11.310 --> 00:25:11.790

Famis Florida2: Yes.

142

00:25:15.840 --> 00:25:17.250

Famis Florida2: professional development.

143

00:25:23.520 --> 00:25:25.860

Famis Florida2: For a professional.

144

00:25:27.780 --> 00:25:28.290

Famis Florida2: deliver.

145

00:25:30.300 --> 00:25:33.480

Famis Florida2: This year we.

146

00:25:36.120 --> 00:25:37.350

Famis Florida2: lay no.

147

00:25:40.560 --> 00:25:41.730

Famis Florida2: Other things to.

148

00:25:44.070 --> 00:25:44.340

work.

149

00:25:48.630 --> 00:25:57.180

Famis Florida2: out we just finished our school year so saw those professional development classes just ended, like last week.

150

00:25:58.470 --> 00:26:04.650

Famis Florida2: And the teachers and doctors don't have to go in and say this was completed.

151

00:26:05.700 --> 00:26:08.160

Famis Florida2: And if they miss that they.

152

00:26:12.870 --> 00:26:15.720

Famis Florida2: don't actually physically mark.

153

00:26:17.280 --> 00:26:17.730

Famis Florida2: July.

154

00:26:25.350 --> 00:26:29.010

Famis Florida2: So professional development, and say yes.

155

00:26:32.370 --> 00:26:49.020

Famis Florida2: And whenever we reported it acres to be kind of like off, so what she's what she's actually is set professional development that was started last year in 2021 21.



156

00:26:50.280 --> 00:26:51.900

Famis Florida2: So they just finished.

157

00:26:53.790 --> 00:26:57.000

Famis Florida2: just finishing like today okay.

158

00:27:01.500 --> 00:27:10.410

Famis Florida2: So we're talking 2921 and 20 2020 to stay here, and right now, a service that does not happen again.

159

00:27:11.520 --> 00:27:13.050

Famis Florida2: So you have.

160

00:27:14.730 --> 00:27:17.040

Famis Florida2: To report, which was official announcement.

161

00:27:20.820 --> 00:27:24.060

Famis Florida2: ND is one of those fields and it says.

162

00:27:26.520 --> 00:27:28.500

Famis Florida2: Right work out.

163

00:27:30.420 --> 00:27:31.500

Famis Florida2: Yes, I think.

164

00:27:32.700 --> 00:27:33.150

Famis Florida2: yeah we're.

165

00:27:36.540 --> 00:27:38.970

Famis Florida2: just sitting right next to me, really.

166

00:27:40.920 --> 00:27:47.550

Famis Florida2: Good not showing up you know, so we don't we haven't even gotten to yet so we're in.

167

00:27:48.990 --> 00:27:50.370

Famis Florida2: And so on right.

168

00:27:53.580 --> 00:27:54.270

Famis Florida2: and

169

00:27:55.380 --> 00:27:58.560

Famis Florida2: Just like you said there, and he.

170

00:27:59.670 --> 00:28:01.260

Famis Florida2: Finally, gets me.

171

00:28:02.400 --> 00:28:03.300

Famis Florida2: As long as they can.

172

00:28:13.530 --> 00:28:17.580

Famis Florida2: And all of a sudden, be done before you say sorry.

173

00:28:19.440 --> 00:28:20.700

So it should be.

174

00:28:43.800 --> 00:28:45.060

Famis Florida2: I just want to ask you.

175

00:28:50.460 --> 00:28:51.690

Famis Florida2: This is what i'm saying.

176

00:28:52.740 --> 00:28:53.250

Famis Florida2: You know, as.

177

00:28:54.720 --> 00:28:56.160

Famis Florida2: soon as that.

178

00:29:00.420 --> 00:29:00.810

Famis Florida2: Because.

179

00:29:04.080 --> 00:29:05.880

Famis Florida2: i'm not just as much.

180

00:29:17.700 --> 00:29:18.960

Famis Florida2: Thank you all.