



STAFF INFORMATION DATABASE

2023-2024 OVERVIEW AND DATABASE REPORTING

Florida Association of Management Information Systems

FAMIS 2023 Conference June 13-15, 2023

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AGENDA

- Statutory References for Database Reporting
- Staff Database: 2023-2024 Overview of Updates
 - Data Elements
- Data Quality Reporting
- Data Reporting Schedule
- Survey Re-Opening
- Resources



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STATUTORY REFERENCES FOR REQUIRED DATABASE REPORTING

Statutory References

- **Rule Chapter 6A-1.0014, Florida Administrative Code (F.A.C.)**
Comprehensive Management Information Systems
- **Section 1008.385, Florida Statutes (F.S.)**
Educational Planning and Information Systems
(2) Comprehensive Management Information Systems
- **Section 1001.51, F.S.**
Duties and responsibilities of district school superintendent
(12)(b) Reports to the department



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STAFF DATABASE

2023-2024 OVERVIEW OF UPDATES

STAFF UPDATES for 2023-2024

DATA ELEMENTS

Data Element Name	Description of Updates
<p>Reading Endorsement (NEW) (<u>Format</u>: Staff Demographic Format)</p>	<ul style="list-style-type: none"> ○ NEW DATA ELEMENT Changed the name of the data element and combined all competencies under one data element, Added a code to staff demographic format. <u>EDITS impacted:</u> Staff Demo Format – New Edit.
<p>Reading Endorsement Competency 1 (221812) Competency 2 (221813) Competency 3 (221814) Competency 4 (221815) Competency 5 (221816) (<u>Format</u>: Staff Demographic Format)</p>	<ul style="list-style-type: none"> ○ DELETED DATA ELEMENTS Replaced all competencies with one data element. <u>EDITS impacted:</u> Staff Demo Format

STAFF UPDATES for 2023-2024

DATA ELEMENTS

Data Element Name	Description of Updates
<p>Literacy Micro-Credential (NEW) (<u>Format</u>: Staff Demographic Format)</p>	<ul style="list-style-type: none"> ○ NEW DATA ELEMENT Added a code to staff demographic format to indicate if the instructional personnel has credentials. <u>EDITS impacted:</u> Staff Demo Format – New Edit.
<p>Youth Mental Health Awareness Training (NEW) (<u>Format</u>: Staff Professional Development Format)</p>	<ul style="list-style-type: none"> ○ NEW DATA ELEMENT Added a code to staff professional development format to indicate if staff job codes have completed required training. <u>EDITS impacted:</u> TBD new state validation edit.



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DATA QUALITY REPORTING

REPORTING TIPS AND REMINDERS

Staff Demographic and Staff Payroll Non-Match Records

- ❑ The validity of an employee's record as reported during Surveys 2 and 3 are based on matching Staff Demographic and Staff Payroll records. This is the basis for the deletion process.
- ❑ For Surveys 2 and 3 at the end of the state processing period, 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 (Staff Demo Validation Edit #30 and Payroll Validation Edit #50).

Staff Demographic and Staff Payroll (Survey Reporting)

During Surveys 2 and 3, submit a Staff Demographic and Staff Payroll record for **all** staff employed or contracted either on a full-time or part-time basis during the payroll period that spans the survey week.

NOTE: Contracted employees should be reported as well, even though they are not part of a district's payroll system.

During Survey 5, submit a Staff Demographic 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.

PUBLIC SCHOOLS STAFF SURVEY NEW HIRES – INSTRUCTIONAL PERSONNEL

The purpose of the **Public Schools Staff Survey New Hires** 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 is used to identify high demand teacher needs areas in Florida's public schools.

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

Public Schools Staff Survey New Hires is due October 31.

<https://web07.fldoe.org/NewHiresSurvey/>

PUBLIC SCHOOLS ADMINISTRATIVE AND INSTRUCTIONAL STAFF TERMINATIONS DATABASE

PUBLIC SCHOOLS ADMINISTRATIVE AND INSTRUCTIONAL STAFF TERMINATIONS

REPORTING INSTRUCTIONS

Create a record for any administrative or instructional staff member employed (or previously employed) by the school district who was dismissed due to findings by the Board related to charges.

Include any administrative or instructional staff member terminated with a Separation Reason of G (one of the reasons identified on the Separation Reason data element included on the Staff Demographic Information reporting format)

The Staff Terminations database should be maintained regularly to adhere to the requirements of Sections 1012.33(1)(a) and (4)(c), F.S.

- INSTRUCTIONAL STAFF as defined in Section 1012.01 (2)(a-e), F.S.
- ADMINISTRATIVE STAFF as defined in Section 1012.01(3)(a-c), F.S.

2023-2024 PUBLIC SCHOOLS STAFF EMAIL ADDRESS DATA COLLECTION

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

Data collection for the first semester is from August to September. Data collection for the second semester is from January to February.

The staff email file, F70507, will process daily at 4 p.m. Eastern Standard Time during the reporting period.

JOB CODE DEFINITIONS

Appendix E provides job code assignments. An employee should be coded according to the job functions required rather than according to the job title or pay schedule for that job.

Appendix E is available here: [Appendix E](#)

Appendixes J and K on the Staff Database can be used to find the most appropriate job code numbers. They are available at the links below:

APPENDIX J - [Appendix J](#)

APPENDIX K - [Appendix K](#)

Also, it may be helpful to include the reference in the Red Book (Chapter 4/ FUNCTIONS section, beginning on page 4-16) for inquiries on job definitions.

The chapter is available here:

<https://www.fldoe.org/core/fileparse.php/7507/urlt/REDBKCH4.pdf>.

JOB CODE DEFINITIONS

Example: Registrar Red Book 2021

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FDOE INFORMATION DATABASE REQUIREMENTS
VOLUME II: AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS

APPENDIX E

JOB CODE ASSIGNMENTS

73 School Administration

Abbreviated Title	Job Code Number	Job Code Title
REGISTRAR	73026	Registrar

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FDOE INFORMATION DATABASE REQUIREMENTS
2022-2023 AUTOMATED STAFF INFORMATION SYSTEM
APPENDIX K: JOB CODE CROSSWALK

YEAR	JOB CODE	JOB TITLE-SHORT	JOB TITLE-LONG	EFAA JOB CLASS	EEO LINE NUMBER	EFAA JOB CATEGORY
2223	73026	REGISTRAR	REGISTRAR	04	19	D

JOB CODE DEFINITIONS

Example: Registrar

Red Book 2021

Chapter 4

Fund Structure and Expenditure Accounts

FUNCTIONS

7000-8000 General Support Services. Activities concerned with establishing policy, operating schools and the school system, and providing the essential facilities and services for the staff and students.

7300 School Administration (Office of the Principal). Activities concerned with directing and managing the operation of a particular school. This function includes the activities performed by the principal, assistant principal, and other assistants in the general supervision of all operations of the school, evaluations of staff members of the school, assignment of duties to staff members, supervision, and **maintenance of the records of the school, and coordination of school instructional activities with the instructional activities of the school system. It includes clerical staff for these activities and bookkeeping associated with processing time reports for Title I personnel working additional hours in Title I, Part A, School Improvement Grant programs.**

<https://www.fldoe.org/core/fileparse.php/7507/urlt/REDBKCH4.pdf>



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DATA REPORTING SCHEDULE

Survey Dates

DATA REPORTING SCHEDULE OVERVIEW

July

- Survey 5 begin state processing

August

- Survey 5 end state processing
- Survey M (Personnel Email Address)

September

- Survey 2 Class Size trial runs

October

- Survey 2 begin state processing
- Survey 5 close (October 31)**

November

- Survey 2 end state processing

December

- Survey 2 close (December 15)**

January

- Survey N (Personnel Email Address)

February

- Survey 3 begin state processing

March

- Survey 3 end state processing

April

- Survey 3 close (April 15)**

May

-

June

-



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SURVEY RE-OPENING

Survey Re-Opening Process

- Formal, written request must:
 - Be made on district letterhead
 - Be signed by the district's Superintendent or their designee
 - Be addressed to the Commissioner of Education
 - Include a detailed explanation as to what needs to be amended and why
 - Explain how the request impacts the district and the state



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RESOURCES

DATABASE MANUAL RESOURCES

Student and Staff Information Databases:

<https://www.fldoe.org/accountability/data-sys/database-manuals-updates/>.

- Important documents for district MIS and program area staff
- Outlines FDOE reporting requirements
- Provides data elements, formats and edits
- Technical assistance documents
- Survey dates

Data Quality 2 (DQ2) User Manual:

<https://dq2.fldoe.org/Documents/DistrictUserManual.pdf>.

Public Schools Administrative and Instructional Staff Terminations Reporting Instructions:

<https://web02.fldoe.org/Staffterminations/Documents/Instructions.pdf>.

DATABASE MANUAL UPDATES

- ❑ Changes to Staff and Student database manuals are posted Fridays on the web at: <http://fldoe.org/accountability/data-sys/database-manuals-updates/updates.shtml>.
- ❑ Districts will **not** receive email notices when changes are made to the database manuals.
- ❑ It is strongly recommended that districts check for updates weekly or bi-weekly to ensure that they are aware of changes made to the Staff and Student database manuals.

DATA QUALITY RESOURCES

The Data Quality 2 (DQ2) solution is a state reporting tool that allows school districts to submit survey data electronically to the FDOE via user-friendly technology in a web-based environment.

Survey Preflight System (Sand Box):

- STUDENT and STAFF systems can utilize the DQ2 Preflight system to prepare quality data in advance of production survey file processing.
- **Data residing in Preflight is NOT used by FDOE in official reporting.**

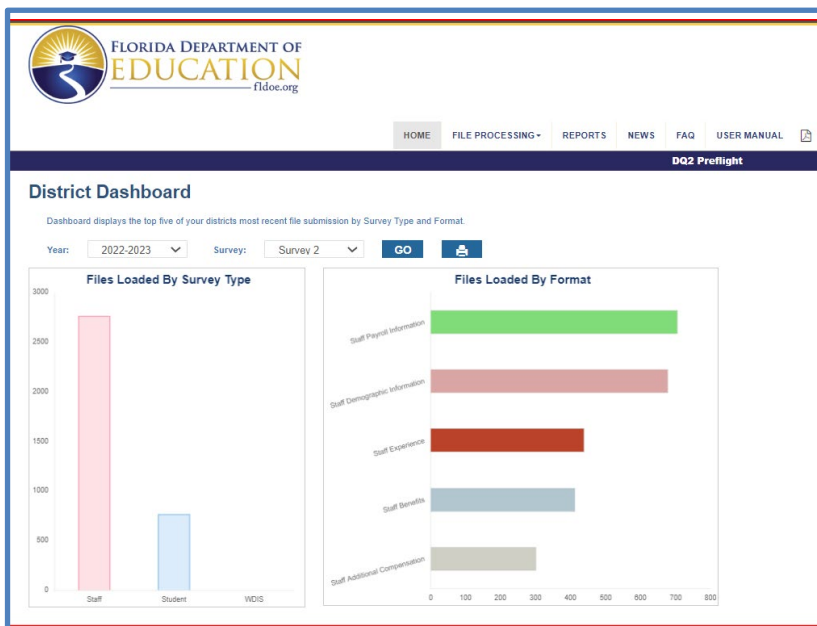
Survey Production System:

- STAFF system utilize the DQ2 Production during the official survey windows.
- PK-12 STUDENT system utilize the Northwest Regional Data Center (NWRDC) for reporting production data.
- **Production data is used by FDOE for data quality and reporting.**

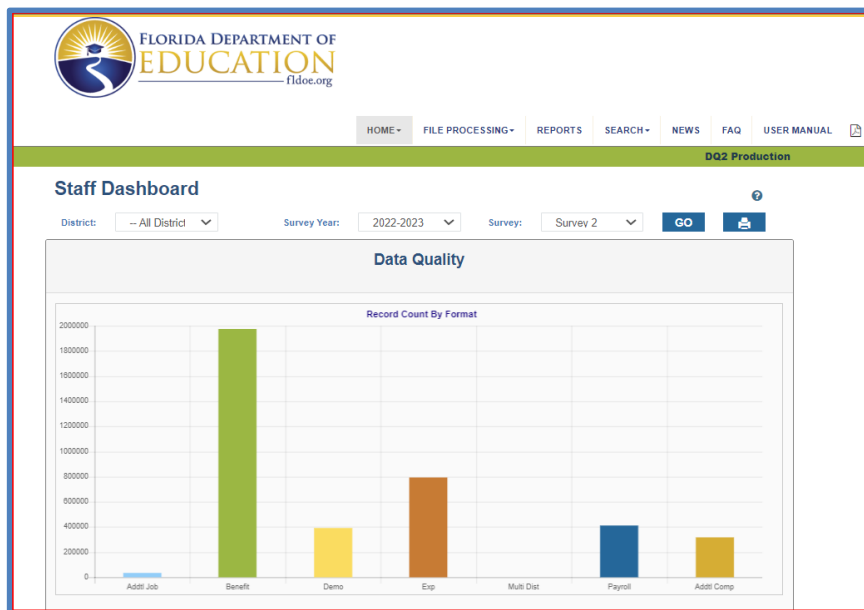
DATA QUALITY REPORTS

DQ2 District Dashboard: Displays the most recent five file submissions by survey type and format.

Preflight:



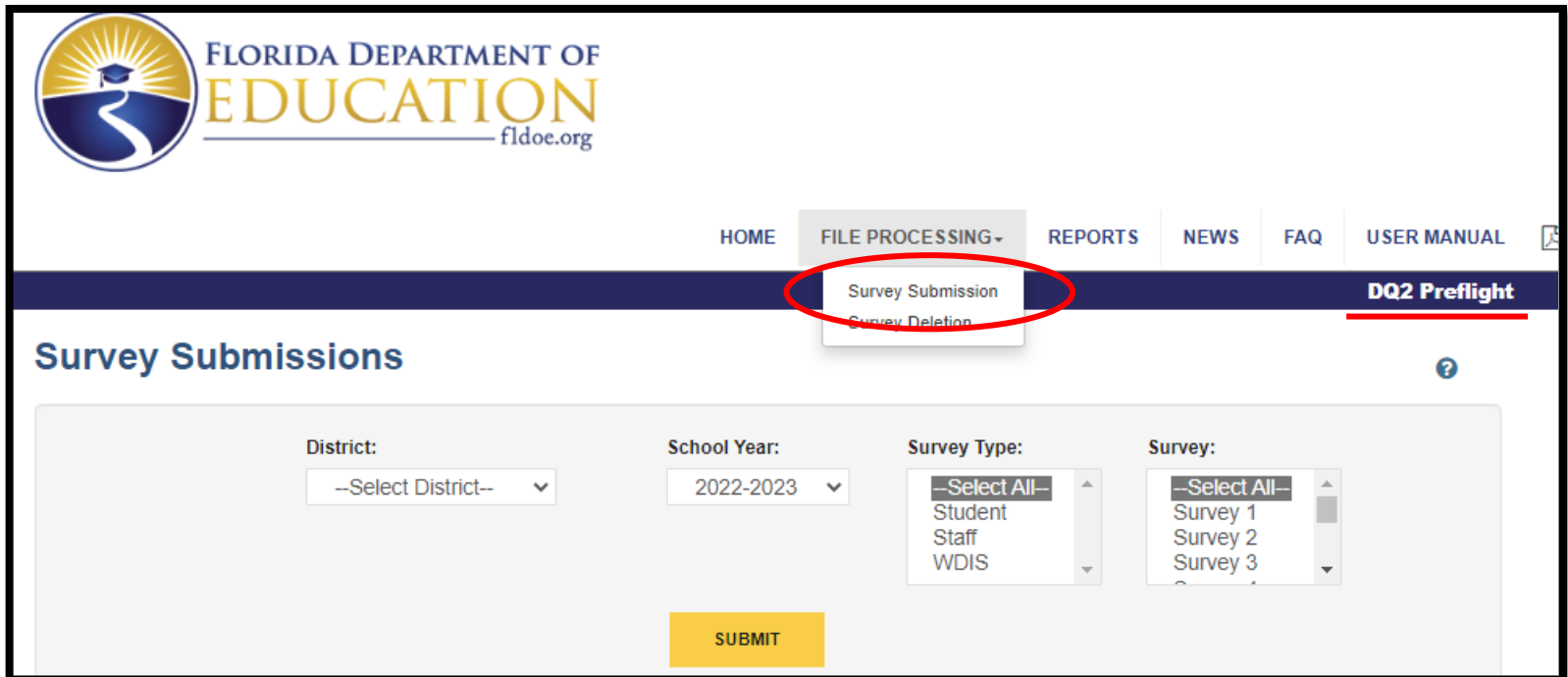
Production:



DATA QUALITY REPORTS

File Processing/Survey Submissions page (available in both Preflight and Production): allows users to search for and view surveys file data submitted by their district. You can select school year, survey type and survey.

Preflight:



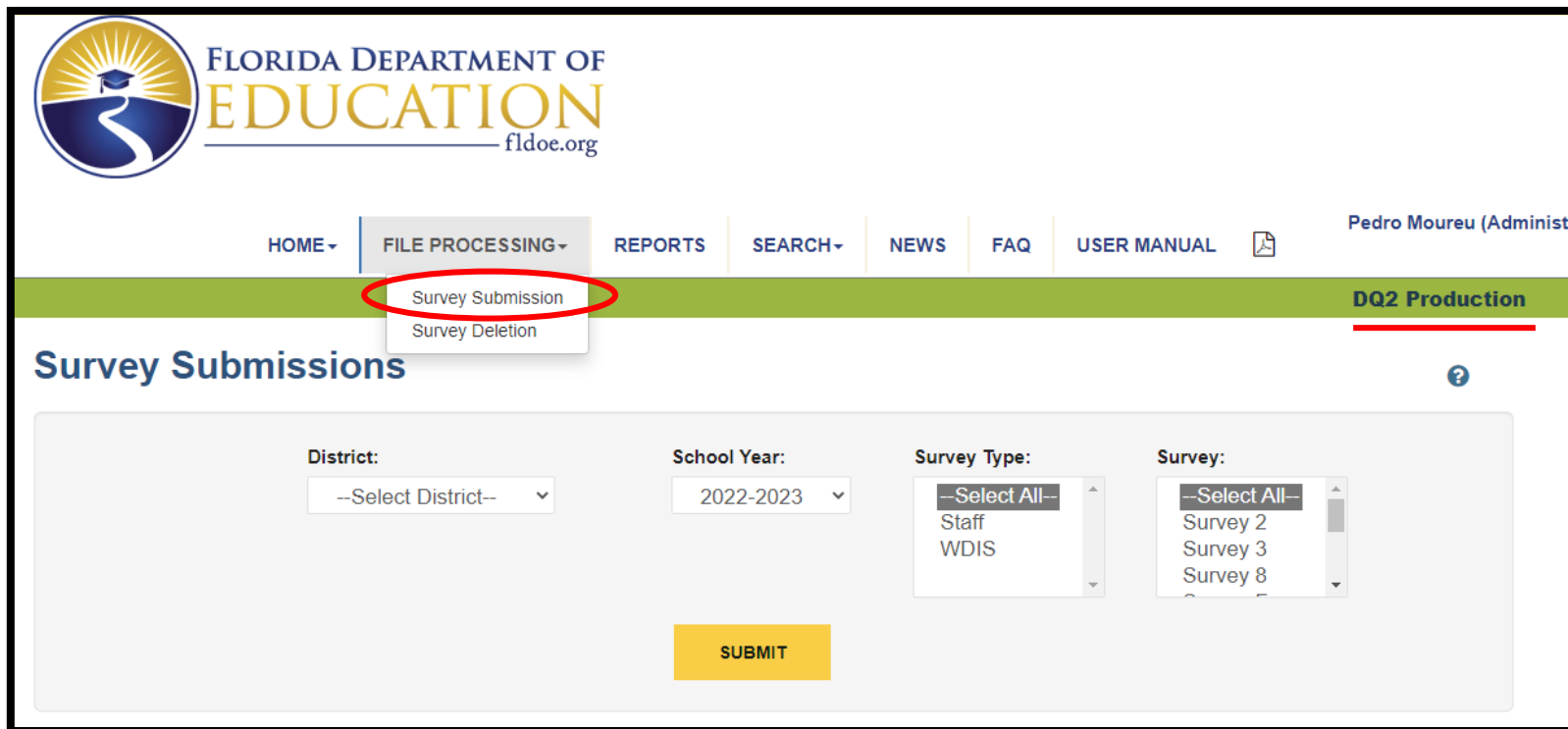
The screenshot shows the Florida Department of Education website interface. At the top left is the logo and name. The navigation menu includes HOME, FILE PROCESSING (highlighted with a red circle), REPORTS, NEWS, FAQ, and USER MANUAL. A sub-menu for FILE PROCESSING is open, showing Survey Submission and Survey Deletion. The page title is 'Survey Submissions' and the status is 'DQ2 Preflight'. The search form contains the following fields:

District:	School Year:	Survey Type:	Survey:
--Select District--	2022-2023	--Select All-- Student Staff WDIS	--Select All-- Survey 1 Survey 2 Survey 3

A yellow SUBMIT button is located below the search form.

DATA QUALITY REPORTS

Production:



The screenshot shows the Florida Department of Education's Data Quality Reports interface. At the top left is the logo and name: "FLORIDA DEPARTMENT OF EDUCATION fldoe.org". A navigation menu includes "HOME", "FILE PROCESSING", "REPORTS", "SEARCH", "NEWS", "FAQ", and "USER MANUAL". The user is logged in as "Pedro Moureu (Administ)". A green bar highlights the "FILE PROCESSING" menu, which is open to show "Survey Submission" (circled in red) and "Survey Deletion". The page title is "Survey Submissions" with a help icon. Below is a form with four dropdown menus: "District" (set to "--Select District--"), "School Year" (set to "2022-2023"), "Survey Type" (set to "--Select All--" with options "Staff" and "WDIS"), and "Survey" (set to "--Select All--" with options "Survey 2", "Survey 3", and "Survey 8"). A yellow "SUBMIT" button is at the bottom.

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