

My Staff Data is Perfect - Why Do I Have Errors?

- **What's New for 2010-2011 (Staff Data)** Three New Items

1. **Race/Ethnicity Changes – 6 new fields in the Staff Snapshot Template**

Race 1 Code [Staff Snapshot:Ethnic Code Short (21)]

Provide the code indicating this staff person's identified race. This field is a required. Refer to the "The Nebraska Guide to Implementing New Federal Race and Ethnicity Categories for Students and Staff" available on the NSSRS Documents web page (<http://www.nde.state.ne.us/nssrs/Documents.htm>) for additional information.

Code	Description	Explanation of Use
AM	American Indian/ Alaska Native	A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
AS	Asian	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
BL	Black or African American	A person having origins in any of the black racial groups of Africa.
PI	Native Hawaiian or Other Pacific Islander	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
WH	White	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

- A value must be provided for Race 1 Code [Staff:Ethnic Code Short (21)] or the data loading process will reject the record.
- Race codes of staff with multiple races can be provided in any order but those codes must be provided as described below
 - If two races are identified:
 - Race 1 Code [Staff:Ethnic Code Short (21)] and Race 2 Code [Staff:Race 2 Code (78)].
 - If three races are identified:
 - Race 1 Code [Staff:Ethnic Code Short (21)], Race 2 Code [Staff:Race 2 Code (78)] and Race 3 Code [Staff:Race 3 Code (79)].

- If four races are identified:
 - Race 1 Code [Staff:Ethnic Code Short (21)], Race 2 Code [Staff:Race 2 Code (78)], Race 3 Code [Staff:Race 3 Code (79)], and Race 4 Code [Staff:Race 4 Code (80)].
- If five races are identified:
 - In all five fields.
- Records containing the same race code value in more than one race field will be rejected by the data loading process.

Hispanic Indicator [Staff Snapshot:Hispanic Ethnicity Indicator (69)]

Provide the code indicating if this staff person is identified with an ethnicity of Hispanic/Latino - a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. A value must be provided for Hispanic Indicator [Staff Snapshot:Hispanic Ethnicity Indicator (69)] or the data loading process will reject the record. Refer to the “The Nebraska Guide to Implementing New Federal Race and Ethnicity Categories for Students and Staff” available on the NSSRS Documents web page (<http://www.nde.state.ne.us/nssrs/Documents.htm>) for additional information.

Code	Description
1	Yes
2	No

Race 2 Code [Staff Snapshot:Race 2 Code(78)]

Provide the code indicating this staff person’s second identified race, otherwise leave blank. Refer to the “The Nebraska Guide to Implementing New Federal Race and Ethnicity Categories for Students and Staff” available on the NSSRS Documents web page (<http://www.nde.state.ne.us/nssrs/Documents.htm>) for additional information.

Race 3 Code [Staff Snapshot:Race 3 Code (79)]

Provide the code indicating this staff person’s third identified race, otherwise leave blank. Refer to the “The Nebraska Guide to Implementing New Federal Race and Ethnicity Categories for Students and Staff” available on the NSSRS Documents web page (<http://www.nde.state.ne.us/nssrs/Documents.htm>) for additional information.

Race 4 Code [Staff Snapshot:Race 4 Code (80)]

Provide the code indicating this staff person’s fourth identified race, otherwise leave blank. Refer to the “The Nebraska Guide to Implementing New Federal Race and Ethnicity Categories for Students and Staff” available on the NSSRS Documents web page (<http://www.nde.state.ne.us/nssrs/Documents.htm>) for additional information.

Race 5 Code [Staff Snapshot:Race 5 Code (81)]

Provide the code indicating this staff person’s fifth identified race, otherwise leave blank. Refer to the “The Nebraska Guide to Implementing New Federal Race and Ethnicity Categories for Students and Staff” available on the NSSRS Documents web page (<http://www.nde.state.ne.us/nssrs/Documents.htm>) for additional information.

2. New Assignment Code

Activities/Athletic Director (2330)

An assignment to perform management of activities in an education agency. These duties may include scheduling activities, hiring officials, issuing contracts, coordinating the use of school facilities, and assuring compliance with Nebraska School Activities Association rules and regulations.

Statutory Requirement	None
Regulatory Requirement	None

***NOTE:** *If the duties of the Activities/Athletic Director include the supervision, hiring, termination or evaluation of coaches and sponsors, a valid administrative certificate is required (79-1229 R.R.S and 92 NAC 10-004.03A2).*

3. Special Education Staff Assignment Changes

1. **NEW Language - 1163 – SPED Teacher Collaborating/Co-Teaching**

K-12: When assignment code is reported as S-1163. Responsible for providing consultative services to content endorsed general education teachers; or responsible for collaborating/co-teaching with a content endorsed general education teacher for students enrolled in the academic content area. Responsibilities may include assisting with adjustments to the learning environment, modifications of instructional strategies, adaptation of curricula, use of EC positive behavioral supports and interventions, or design, use, or implementation of appropriate accommodations to meet individual needs of children and youth birth to age 21 with disabilities.

NEW: Early Childhood: When assignment code is reported as 7-1163. Responsible for providing consultative services to endorsed early childhood teachers; or responsible for collaborating/co-teaching with an endorsed early childhood teacher for children birth to age five.

Statutory Requirements: A valid teaching or administrative certificate. Section 79-802, 79-101(9), 79-101(12) R.R.S.

Regulatory Requirement: A valid teaching or administrative certificate with an endorsement appropriate for the position. (92 NAC 10-002.21, 003.01, 007.01A, 007.01B, 007.02A, 007.03A, 92 NAC 51-010, 92 NAC 11-002.12, 002-013, 004-08A.)

2. **Updated language – Special Program Indicators – Staff Assignment Template (Field 3)**

7 – Early Childhood Special Education – Personnel providing special education or related services to children with verified disabilities birth to age five in home, school or community settings.

P – Early Childhood (Non-Special Education) – Personnel funded by the district or other source of funds in a program that serves children birth to age five.

Questions contact: Adria Bace 402-471-4312 or adria.bace@nebraska.gov

4. **Eliminate the following position codes:**

- 7-1130 – Department Head – Early Childhood Special Education
- 7-1150 – Head Teacher – Early Childhood Special Education
- 7-1170 – Teacher-Facilitator – Early Childhood Special Education
- 7-1180 – Teacher-Collaborator – Early Childhood Special Education
- 7-2120 – Secondary Counselor – Early Childhood Special Education
- 2-2152 – School Transition Specialist – Early Childhood Special Education

• **Controlling District Field (Staff Assignment Template)**

*Controlling District Code [Staff Assignment:Controlling District Code (21)]

1. **Reporting staff under contract with another entity that serves your district/system AND the entity DOES report to NDE. (Example: Any other public district, nonpublic system, ESU or Interim Program)**

The entity that holds the contract for this person will report Staff Snapshot and will report a Staff Assignment template wherever that staff person has an assignment.

The district/system where this person is assigned will NOT report staff data.

Staff Snapshot:

Entity that holds the contract will report all data.

Staff Assignment:

Entity that holds the contract will report Staff Assignment template(s) wherever this person is assigned.

County District Number (1) would be the number of the district/system that is being served.

School Number (6) would be the location where they are serving students.

Controlling District (21) would be the County District number of the district/system that holds the contract.

2. Reporting staff under contract with another entity that serves your district/system BUT the entity does NOT report to NDE. (Example: Contracted Service Provider)

Staff Snapshot Template

County District Number (1) would be the district/system code.
 School Number (6) would be the school location where staff is located.
 Date of Contract (35) is blank.
 Basic Salary (52), Additional Compensation (58) and Benefits (62) would all be reported as zero.
 Number of Days Contracted (53) is blank.
 Contract (63) is reported as 2 (NO) (your district/system does not hold the contract).
 Contracting Organization (64) is blank.

Staff Assignment Template

Controlling District (21) is blank.
 Report data as normal.

• **Data Manager (Common Errors)**



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Home	General Information Validation Information ETL Information																			
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Broadcast Messages																				
Collection Manager																				
Admin Collection																				
ETL Plan Configuration																				
System Properties																				
External Links																				
NSSRS Documents																				
NDE Portal Login																				

1. Error Duplicate Records

- a. Staff is reported as teacher and they teach more than one subject area . Submit one staff assignment with the total FTE for the staff at that location and pick one subject area.
- b. Curriculum will collect the different subjects when courses are reported.
- c. The only time you report more than one Staff Assignment for a person is if their position assignment is different. Ex: They are a teacher and a counselor in the same location. Or they are a Principal and a teacher in the same location.

User: helpdesk
District: 99-9999 Exampleville
File: Staff Assignment Template

Filename: ERROR_DUPLICATES

Action: Download File

File Preview

Source Record Number	Duplicate Count	Duplicate Status	(K) District Code	(K) Staff ID	(K) Assignment Code	(K) Location Code	(K) School Year Date	(K) Assignment Date	Completion Date	Assignment Job Code	Subject Code
12	2	Passed	99-9999	XXX-XX-XXXX	0-1160	001	2009-06-30	2008-08-15	2009-05-22	1160	03
13	2	Rejected	99-9999	XXX-XX-XXXX	0-1160	001	2009-06-30	2008-08-15	2009-05-22	1160	05

2. Formatting

- a. Dates must be in yyyy-mm-dd format.
- b. Don't forget the leading zeros if appropriate.

- NSSRS Validation (Errors/Warnings)**

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NSSRS Validation Home

Current District:
EXAMPLEVILLE SCHOOL
DISTRICT [99-9999]
Year: 2010-06-30

Review Errors
[Reprocess Errors](#)
[Verification Reports](#)
[Error Summary](#)

Student Lookups
[Student Lookup by ID](#)
[Student \(by demographics\)](#)
[Enrollment Lookup by ID](#)
[Student Summary](#)
[Attendance](#)
[Assessment Student](#)
[Special Education Snapshot](#)

[Programs Fact](#)

Assurance Reports: (What is an Assurance Report?)	Required Data	Due Date
Special Education Assurance Report	October Special Education Snapshot for the currently selected school year.	10/30
	Year-end Special Education Snapshot for the currently selected school year.	06/30

Data submitted for your district have triggered Errors and/or Warnings. Please click on [Review Errors on the left](#).

District Progress:

Template Name	Records	Errors	Warnings
STUDENT	1	1	2
STUDENT SNAPSHOT [YEAR-END]	0	0	0
SCHOOL ENROLLMENT	0	0	2
STUDENT SUMMARY ATTENDANCE	0	0	0
ASSESSMENT FACT	0	0	0
ASSESSMENT RESPONSE	0	0	0
PROGRAMS FACT - EARLY CHILDHOOD	0	0	0
PROGRAMS FACT - CAREER EDUCATION	0	0	0

Window: DUE JUNE 30

VALIDATION ERRORS/WARNINGS THAT COULD AFFECT STATE OF THE SCHOOLS REPORTING, CURRICULUM and OTHER DATA REQUESTS. IS IT IMPORTANT TO FIX THESE AND OTHER ERRORS AND WARNINGS.....YES.

1. Error 378 – Staff exceeds 100% FTE within the district.
 - a. Average Teacher Salary in State of the Schools Report.
 - b. Important for curriculum reporting. Make sure staff are where they need to be to report curriculum.
2. Warning 358 – Staff salary may be too large.
 - a. Average Teacher Salary in State of the Schools Report.
 - b. Report of Administrator Salaries to NCSA and other requests for salary data.
3. Error 423 - Staff snapshot missing.
 - a. This is where all demographic information is reported for staff so this is the basis for all reporting on staff data.
4. Warning 390 – Staff exceeds 100% in all districts/systems.
 - a. Teacher Count in State of the Schools Report.
5. Warning 368 – Education attained reported as 00.
 - a. Percentage and count of teachers with Master’s Degrees. (State of Schools Report data)
6. Error 352 – Years this district and total years experience cannot equal 0.
 - a. Average years of teaching experience. (State of Schools Report data)
7. Error 392 – No appropriate Certification for position reported.
 - a. Could be an incorrect Social Security Number.
 - b. Could affect Not Endorsed Report
8. Error 360 – Social Security numbers do not match. Staff ID and SSN need to match in Staff Snapshot template.
 - a. Affects curriculum reporting.
 - b. Not Endorsed Report
9. Error 412 – Assignment endorsement error.
 - a. Assignment may be reported in error. Staff does not have appropriate endorsement for assignment reported.

• **Verification Report – Current Personnel**

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Verification Reports

Current District: NEBRASKA
 DEPARTMENT OF EDUCATION
 [00-0000]
Year: 2010-06-30

REPORT FORMAT CHOICE

- Report returned to web browser (can be printed or saved as PDF.)
- Report returned as Excel spreadsheet.

Note: Reports preceded by ** cannot be returned in Excel format and will only appear in the web browser.

[Review Errors](#)
[Reprocess Errors](#)
[Error Summary](#)

Current User: Helpdesk
User Access: NDE Staff

Staff Reports

Admin Functions:

Change Years

[Exit](#)

**Current Personnel Report	View Report	Staff Snapshot Template and Staff Assignment Template for the selected school year need to have been uploaded.
Title I Paraprofessionals - Qualified	View Report	Staff Snapshot Template and Staff Assignment Template with 5160 records in Schools with Schoolwide Title I programs for the selected school year need to have been uploaded.

Student Reports

Example of Error: Staff with no assignment: Staff Snapshot uploaded but not the Staff Assignment.

Last Name, First Name, MI SSN	Gnd Ethnic	Contract Yes/No Days	Basic Befits Salary	Add'l Comp	Ed Att	Experience District	Total
Tagart, Pam XXX-XX-XXXX	F WH	YES 183	34,720 3,000	280	50	2	2
Location	Assignment Date	Completion Date	SPI	Code	FTE	Subject	Grade
000- Exempleville Public School	07/01/2008	06/30/2009	0	2320	100	00	00

Last Name, First Name, MI SSN	Gnd Ethnic	Contract Yes/No Days	Basic Befits Salary	Add'l Comp	Ed Att	Experience District	Total
Heskett, Kathy XXX-XX-XXXX	F WH	YES 183	20,000 0	1,000	50	10	11
Location	Assignment Date	Completion Date	SPI	Code	FTE	Subject	Grade
001- Exempleville High School	07/01/2008	06/30/2009	0	1160	100	05	34

Last Name, First Name, MI SSN	Gnd Ethnic	Contract Yes/No Days	Basic Befits Salary	Add'l Comp	Ed Att	Experience District	Total
Carter, Ginny XXX-XX-XXXX	F WH	YES 183	28,220 1,200	200	48	2	4
Location	Assignment Date	Completion Date	SPI	Code	FTE	Subject	Grade
**** No Staff Assignment ****							

- **Uses of Data**

- Salary Data

- NCSA – Administrator Salaries

- Misc/Ad Hoc Reports

- Legislature

- NSEA

- Press

- Many others

- Curriculum Reports

- Instructional Units

- State of the Schools Report

- Teacher Salaries

- Race/Ethnicity

- Master's Degree

- Experience

- Teacher Qualifications

- Teacher Reports

- Not Endorsed

- NCLB Qualified

- State & Federal Government

- Statistics & Facts About Nebraska Schools

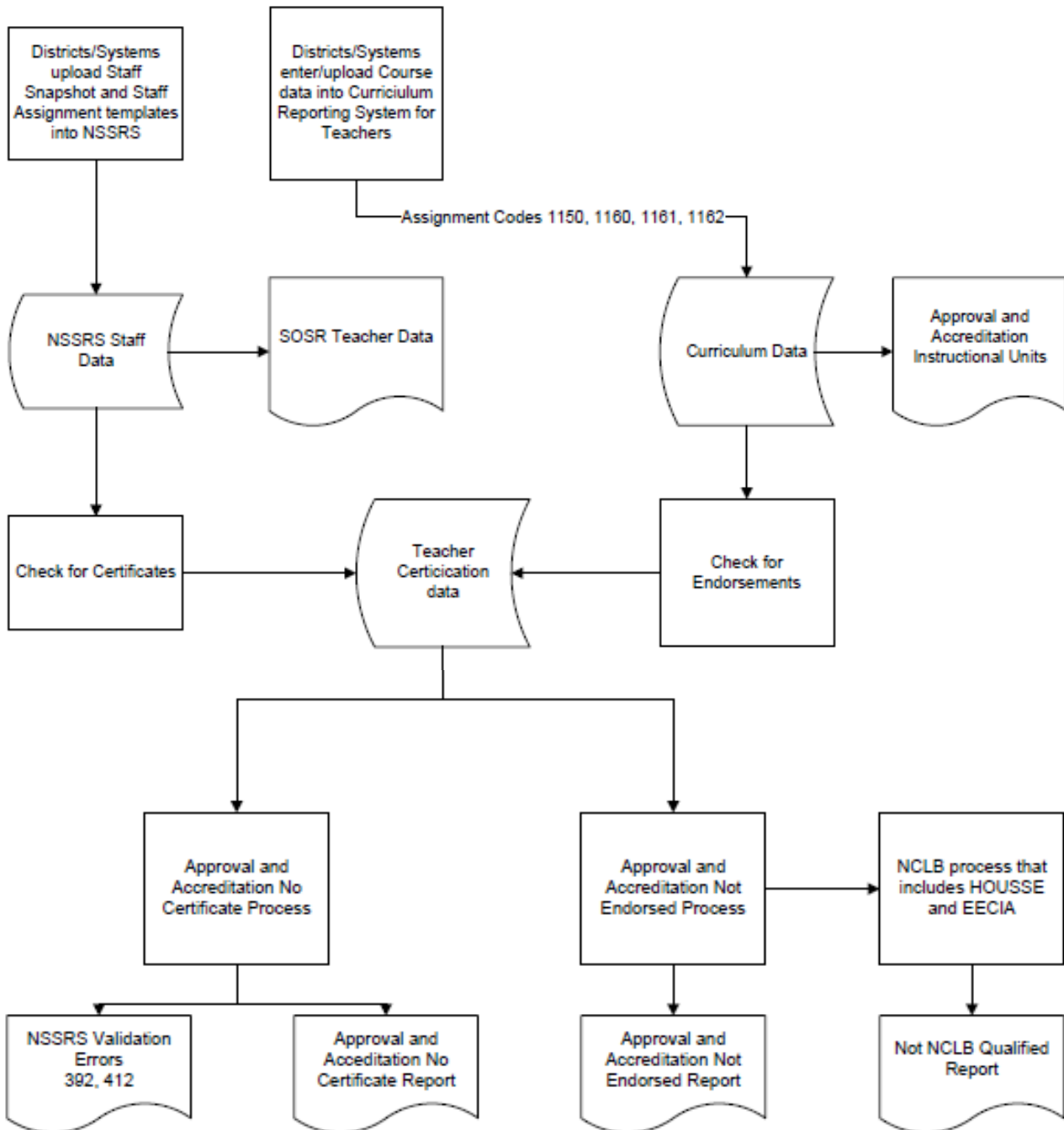
- State Aid – Master's degrees

- EdFacts*

- Title I Paras

Staff Data Flow Chart 2009-2010

Details the Processes Used by NDE for Data Submitted by Schools and How the Data Are Used



- **Curriculum Reporting System**

Section Code(s)

Currently under discussion

- **Important Dates**

September 15

Staff data is required by Statute 79-804 R.R.S. The STAFF SNAPSHOT and STAFF ASSIGNMENT templates are to be submitted on or before September 15.

- Window open until Oct 31 for corrections
- Extract for Approval and Accreditation Certificate Checks and Salary Reports
- Extract for State Aid Calculations

Upon Contracting New Staff after September 15

Certificated staff hired after September 15 are to be included in subsequent submissions of the Staff Snapshot and Staff Assignment templates which can be done at any time throughout the year, with the Assignment Date [Staff Assignment:Assignment Date (field 6)] reflecting the individual's start date, as soon as possible to comply with the Rule 10 requirement to report additions of certificated staff to NDE at the time of contracting (92 NAC 10-003.08A). This requirement was previously handled with the Report of Certificated Staff Hired After September 15 (NDE 02-033).

December 7

In December an extract from the Staff Snapshot/Staff Assignment templates will be used for reporting Curriculum. Check the NSSRS Template Calendar for exact date. Curriculum Extract: Data for teachers with Assignment codes of 1150, 1160, 1161, 1162 and 1170 will be extracted from NSSRS for the Curriculum Report. Please submit any updates you have to Staff Snapshot and Staff Assignment templates on or before the December date (check the NSSRS Template Calendar for the exact date) to ensure current data for the Curriculum data collection.

- **Need help with Staff?**

Contact: Kathy Heskett or Pam Tagart

nde.helpdesk.org

1-888-285-0556