



**COLORADO**  
Department of Education

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# **SAM: 1.5 Personnel Status Report Significance in General Supervision and Monitoring**

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# Data Source – December Count

The Special Education December Count collection is an annual count of student and staff data required in Part B of the IDEA, section 34 CFR § 300.156 Personnel qualifications.

Staff data reported in the December Count populates reports in the Data Pipeline, including the SAM: 1.5 Personnel Status Report.

The Personnel Status Report is a summary of staff not appropriately licensed or endorsed for the reported job code. These staff are determined to be not fully qualified for the position assignment.

Staff data populates Federal and State summary reports aggregated by fully qualified and not fully qualified status.

# IDEA Regulatory Citation General



## Part B of the IDEA – 34 CFR § 300.156 Personnel qualifications

- (a)*General*. The SEA must establish and maintain qualifications to ensure that personnel necessary to carry out the purposes of this part are appropriately and adequately prepared and trained, including that those personnel have the content knowledge and skills to serve children with disabilities.

# IDEA Regulatory Citation Related Services/Paraprofessionals

- (b) *Related services personnel and paraprofessionals.* The qualifications under [paragraph \(a\)](#) of this section must [include](#) qualifications for related services personnel and paraprofessionals that -
  - (1) Are consistent with any [State](#)-approved or [State](#)-recognized certification, licensing, registration, or other comparable requirements that apply to the professional discipline in which those personnel are providing special education or related services; and
  - (2) Ensure that related services personnel who deliver services in their discipline or profession -
    - (i) Meet the requirements of [paragraph \(b\)\(1\)](#) of this section; and
    - (ii) Have not had certification or licensure requirements waived on an emergency, temporary, or provisional basis; and
    - (iii) Allow paraprofessionals and assistants who are appropriately trained and supervised, in accordance with [State](#) law, regulation, or written policy, in meeting the requirements of this part to be used to assist in the provision of special education and related services under this part to children with disabilities.

# IDEA Regulatory Citation Special Education Teachers

- (c) *Qualifications for special education teachers.*
- (1) The qualifications described in [paragraph \(a\)](#) of this section must ensure that each person employed as a public school special education teacher in the [State](#) who teaches in an [elementary school](#), middle school, or [secondary school](#) -
- (i) Has obtained full [State](#) certification as a special education teacher (including certification obtained through an alternate route to certification as a special educator, if such alternate route meets minimum requirements described in [34 CFR 200.56\(a\)\(2\)\(ii\)](#) as such section was in effect on November 28, 2008), or passed the [State](#) special education teacher licensing examination, and holds a license to teach in the [State](#) as a special education teacher, except that when used with respect to any teacher teaching in a public charter school, the teacher must meet the certification or licensing requirements, if any, set forth in the [State's](#) public charter school law;
- (ii) Has not had special education certification or licensure requirements waived on an emergency, temporary, or provisional basis; and
- (iii) Holds at least a bachelor's degree.

# Staff Approval Matrix (SAM)



The Staff Approval Matrix (SAM) is a validity process in the December Count generated at CDE once a Snapshot of staff data is created in the Data Pipeline.

The SAM process determines if staff are *qualified* based on staff assignment approval criteria.

SAM pulls in data from the Staff Assignment file and the IEP Interchange (student caseload data for job class 202 and 238).

SAM connects staff data with the staff's license and endorsement records.

# SAM Warnings

Staff records that fail SAM staff assignment approval criteria generate SAM Warnings.

SAM Warnings display in the Staff Error Report.

Warnings will not prevent you from finalizing your December Count staff data but should be investigated and resolved prior to collection close date.

December Count has a long open window (mid-November through mid-January) allowing ample time to resolve Warnings.

# Staff Qualifications Reference Documents



Reference documents to assist in proper job coding, approvable license types and appropriate special education endorsements for staff assignments / student caseloads can be found at:

[https://www.cde.state.co.us/datapipeline/snap\\_sped-december](https://www.cde.state.co.us/datapipeline/snap_sped-december)

In the Staff Approval Matrix (SAM) Trainings section, click on:

- SAM Licensing Requirements by Job Classification  
*(provides allowable license/endorsement types for job codes requiring a CDE license)*
- Special Education Endorsement Qualifications by Assignment, Disability, and Age of Student  
*(provides allowable endorsements for job codes 202 and 238 for the 50% caseload match)*



# Possible Personnel Status Corrections

Staff identified as not holding a CDE license obtain the appropriate license in special education.

Staff coded with an incorrect job classification code are reclassified into the correct job code based on the actual assignment.

Staff identified as having an inappropriate caseload (job codes 202 and 238) per the staff's license endorsement are reviewed for proper placement of staff EDIDs in student records.

# Corrections HR Source Data Systems



Please ensure that job coding corrections are made in local level Human Resource staff data source systems for current and future data reporting accuracy.

# Staff Identified as Non-Qualified



# Personnel Status Report

## SAM Warning DC211

### Non-Licensed Staff



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### SAM: 1.5 Non-Qualified Personnel Status

School Year 2018-2019

[Click here to refer to the SAM - Licensing Requirements by Job Classification document for additional information in each reporting category.](#)

DC211 Non-Licensed Personnel			
Last Name	First Name	JCC	Reason
<input type="text"/>	<input type="text"/>	202	NO LICENSE FOUND
<input type="text"/>	<input type="text"/>	220	NO LICENSE FOUND
<input type="text"/>	<input type="text"/>	330	NO LICENSE FOUND

# SAM Warning DC211 Displays in the Staff Error Report

Staff employed without a valid license will generate SAM Warning DC211:

***Staff reported in this Job Class Code is required to hold a valid CDE license. The reported EDID does not yield any results in the licensing data base.***

**NOTE:** Contracted staff and special education staff employed at charter schools are not exempt from licensing requirements.

# Possible Reasons for DC211 Warning

Staff has not submitted a license application

- Discuss the license issue with your staff.

Staff's license (initial) application has been submitted and is "in process"

- If license application is submitted and is complete prior to December 1<sup>st</sup>, the license effective date will be the date of application.
- If license is issued prior to the collection close date, with an effective date prior to December 1<sup>st</sup>, DC211 Warning will resolve.

Social Security Number

- The SSN reported in Staff Interchange files must *exactly match* the SSN recorded on the staff's CDE license and in the EDIS system.
- If the SSN differs in any of these, DC211 Warning will display.
- If you are confident that staff holds a valid CDE license, contact CDE to remedy.

# Personnel Status Report SAM Warning DC208 Non-Licensed Staff as of December 1st



## Colorado Department of Education SAM: 1.5 Non-Qualified Personnel Status

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School Year 2018-2019

[Click here to refer to the SAM - Licensing Requirements by Job Classification document for additional information in each reporting category.](#)

DC208 Non-Licensed Personnel as of December 1, 2018						
Last Name	First Name	JCC	License	Endorsement	Effective Date	Expiration Date
		202		1253 - Special Education Specialist: Visually Impaired (0-21) (Pathway 2)	20170911	20180911
		202	Initial	843 - Special Education Specialist: Visually Impaired (0-21)	20181211	20211211
		233	Initial	1110 - School Nurse (0-21)	20150121	20180121
		236	Initial	1111 - School Psychologist (0-21)	20190416	20220416

License Expired  
prior to Dec 1st

License Issued  
after Dec 1st

# SAM Warning DC208 Displays in the Staff Error Report

Staff employed without a valid license as of the December 1<sup>st</sup> count date will generate SAM Warning DC208:

***Staff reported in this Job Class Code is required to hold a valid CDE license as of the collection date of December 1st. The reported EDID does not yield any results in the licensing data base.***

**NOTE:** Contracted staff and special education staff employed at charter schools are not exempt from licensing requirements.



# Possible Reasons for DC208 Warning

Staff's license expired prior to December 1st

- Discuss the license issue with your staff.

Staff's license (renewal) application has been submitted and is “in process”

- If license application is submitted and is complete prior to December 1<sup>st</sup>, the license effective date will be the date of application.
- If license is issued prior to the collection close date, with an effective date prior to December 1<sup>st</sup>, DC208 Warning will resolve.
- If license application is submitted after December 1<sup>st</sup>, DC208 Warning will generate.

Social Security Number

- The SSN reported in Staff Interchange files must *exactly match* the SSN recorded on the staff's CDE license and in the EDIS system.
- If the SSN differs in any of these, DC208 Warning will display.

# License Search/Lookup



Visit the Educator Licensing website at:

<http://www.cde.state.co.us/cdeprof/educatorcredentialsearch>

## Educator Credential Search

### For the Public

The link below can be used to look up an educator's credential (license) information. If you are a member of the public, you can see if an educator has an active credential, a past credential or if a credential was denied, suspended, revoked or annulled by using the Public Educator Lookup.

Public Educator Lookup

### For Educators who hold a current license

Log into your eLicensing account and click on the "Credential/Application Information" tab that may contain information pertaining to pending applications as well as current and past credentials.\*

**\*Note:** Information prior to 2011 may not be visible to you in this lookup as that information was migrated from our old system into eLicensing and may reside in a secondary account. If your school district is inquiring, have them login to their eLicensing account where they will be able to see this older information. In the future we will merge this data into your single account. You also may not see all of your information if you have created multiple eLicensing accounts.

### For Public School District Human Resources personnel

Log into your eLicensing Verification Access account.

If you do not have an account, please visit our [school district webpage](#) for instructions on how to apply. Any old lookups that you may have used in the past have been permanently closed.

# Personnel Status Report SAM Warning DC209 Inappropriate Endorsement



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School Year 2018-2019

[Click here to refer to the SAM - Licensing Requirements by Job Classification document for additional information in each reporting category.](#)

DC209 Special Education Teacher - JCC 202	
Special education teachers are required to hold an appropriate special education endorsement for the majority (50% or more) of allowable student disability categories reported in the staff's student caseload. The following teachers are not endorsed in special education, or the special education endorsement is not appropriate for the majority of student disability categories. The SAM STAFF: Caseload Summary Report provides information on specific staff and caseload details.	
Last Name	First Name
<input type="text"/>	<input type="text"/>

DC209 Educational Diagnostician - JCC 214	
Staff employed in this reporting category are required to hold an instructional license with a special education endorsement, or a special service provider license with Speech/Language Pathologist endorsement. This staff does not hold the appropriate license or endorsement for this reporting category.	
Last Name	First Name
<input type="text"/>	<input type="text"/>

# SAM Warning DC209 Displays in the Staff Error Report

Staff who do not hold an appropriate endorsement for the reported job classification code and the staff's endorsement on the CDE license will generate SAM Warning DC209:

***Staff reported in this Job Class Code is required to hold an appropriate endorsement for the assignment. The endorsement recorded on the CDE license is not appropriate for the assignment.***

# Possible Reason for DC209 Warning



Staff's endorsement is not appropriate for the reported job classification code.

Staff holds an older categorical endorsement (*Moderate Needs, Severe Needs Affective, etc.*) which is not appropriate for the 50% majority of student disabilities on the student caseload.

# Personnel Status Report SAM Warning DC210 Inappropriate Caseload



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School Year 2018-2019

[Click here to refer to the SAM - Licensing Requirements by Job Classification document for additional information in each reporting category.](#)

DC210 Special Education Teacher - JCC 202	
Special education teachers are required to hold an appropriate special education endorsement for the majority (50% or more) of allowable student disability categories reported in the staff's student caseload. The following teachers are not endorsed in special education, or the special education endorsement is not appropriate for the majority of student disability categories. The SAM STAFF: Caseload Summary Report provides information on specific staff and caseload details.	
Last Name	First Name
<input type="text"/>	<input type="text"/>



# SAM Warning DC210 Displays in the Staff Error Report

Staff reported as special education teachers or speech-language pathologists are required to hold an appropriate endorsement for the reported student caseload per state rules ECEA, section 3.04 Personnel Qualifications.

Appropriate caseload determination is based on primary provider data.

Inappropriate caseload data will generate SAM Warning DC210:

***Job Class Code 202 (special education teacher) and 238 (SLP) are required to hold an appropriate special education endorsement for the majority of student disabilities reported in the staff caseload. The endorsement of this staff does not meet the 50% caseload match of appropriate endorsement to student disability categories.***

# Possible Reason for DC210 Warning



Incorrect placement of staff EDIDs in student records (caseload).

- Verify if staff is the primary provider.
- Incorrect placement of an EDID in the primary provider field may generate SAM Warnings.
- Staff EDID may need to be moved to one of the secondary provider fields.

Staff holds an older categorical endorsement (*Moderate Needs, Severe Needs Affective, etc.*) which is not appropriate for the 50% majority of student disabilities on the student caseload.

- Staff is advised to complete the licensing requirements for the Special Education Generalist endorsement.
  - Temporary Educator Eligibility (TEE) is submitted prior to December 1<sup>st</sup>

Plan for possible staff reassignment into a position appropriate for the staff's endorsement.



# Special Education Generalist Licensing Requirements

Requires both Elementary Education and Special Education Generalist content exams.

- Special Education Generalist PLACE 20 (taken after Sept. 1, 2008) / Passing Score: 220 OR Praxis #5354 / Passing Score: 151.
- Elementary Education PLACE 01 / Passing Score: 220 OR Praxis 5018 / Passing Score: 163 (if taken between Sept. 1, 2014 and Aug, 31, 2016) OR Praxis 5001 / Passing Score for each sub-test:
  - Reading (5002) 157
  - Math (5003) 157
  - Social Studies (5004) 155
  - Science (5005) 159
- Also requires completion of an approved program for the preparation of special education generalists from a regionally accredited college or university *or* 24 semester hours as determined by the CDE (worksheet available).

# School Year 2019-2020



# General Supervision and Monitoring

The General Supervision & Monitoring team will partner with AU Directors in resolving the issues identified in the December 1<sup>st</sup> SAM: 1.5 Personnel Status Report.

# General Supervision and Monitoring

The General Supervision and Monitoring team:

Reviews the SAM 1.5 data submitted by each Administrative Unit (AU) as part of the December 1<sup>st</sup> data collection.

Personnel Status Report is posted annually (March/April) in the Compliance Tab in the ESSU Data Management System (DMS).

AU Directors work with their staff and with their human resources department in resolving all identified issues listed on the Personnel Status Report.

# Notification Process



The AU Directors will be notified by the General Supervision and Monitoring Team of corrections needed in March/April.

A Personnel Status Report Tracker Form will be uploaded to the DMS for the AU Directors to complete by November 1<sup>st</sup> documenting the corrections made to the staff identified as non-compliant in the Personnel Status Report.

The General Supervision and Monitoring Team will review the tracker form to confirm corrections/compliance.

# Cracker

Refer to SAM: 1.5 Non-Qualified Personnel Status Report

Date of SAM 1.5 Report:	Corrections Due By:
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Verified by: \_\_\_\_\_ Date Verified: \_\_\_\_\_

[illegible]

# Impact of Non-Correction



CDE may issue Findings of Noncompliance if the AU continues to maintain personnel who are not properly licensed, endorsed, or coded.

IDEA and/or ECEA funding for non-approved positions may be impacted.

# Thanks!

Questions?

Email us at:

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