

# 2021-2022 Facility Schools System - December Staff

## Data Elements, Definitions, and Instructions

**Purpose:** The purpose of the Facility Schools System – December Staff is to provide a secure means for each approved facility school / program to submit education staff for the December Staff collection per Federal data reporting requirements.

**Dependencies:**

**Facility schools / programs that submit a tuition cost application:**

Each LEA Approver will log into the Data Pipeline and select Add Record from the left-hand menu to add new staff records not entered during the tuition cost application open window. Click the Green box to Add New Record. Staff records and the Program Identification record entered during the tuition cost application open window will display in Edit Record screen and can be updated to reflect any changes. The Program Identification section must be maintained in the system as this section contains data necessary for the system to generate Cognos reports.

**Facility schools / programs that do not submit a tuition cost application:** Each LEA Approver will log into the Data Pipeline and select Add Record from the left-hand menu. In Facility School Item, select the type of record to enter from the drop-down list: Program Identification or Staff. Enter data into the Program Identification section first, as this section contains data necessary for the system to generate Cognos reports. Once Program Identification data has been entered, you are ready to enter staff data into the Staff section. Current School Year will pre-populate. Select the facility school from the drop-down list. Select the facility school program from the drop-down list. Click the Green box to Add New Record.

**December Staff Expectations. Each facility school / program will include:**

- All education staff employed as of December 1<sup>st</sup>. **If staff entered in the tuition cost application open window are no longer employed at the facility school / program, the staff record must be deleted from the system.**
- Staff employed in Job Code 202-Special Education Teacher who is appropriately licensed and endorsed in an area of special education appropriate for the student disabilities served in the program. A special education teacher who is employed by a one teacher facility school program must be fully licensed and appropriately endorsed in special education. Employment on temporary status is not allowed at a one teacher facility school program.
- Staff employed in Job Code 102-Special Education Director who is appropriately licensed and endorsed in Director of Special Education; this may be a full or part time director employed by the facility school / program, or a director employed on a contractual basis.

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**Add Record** - All required data fields (\*) are reported by selecting from drop down lists or entering data in text fields.

Add Record		
* Indicates required		
Name of Field	Example	Remarks
Facility School Item *	Program Identification Staff	Select from the drop-down list
School Year *	2021-22	Pre-populated for the current school year
School *		Select the 4-digit school code and associated name of the Facility School from the drop-down list
Program *		Select the 5-digit program code and associated name of the Facility School Program from the drop-down list Program name will pre-populate if the Facility School operates a single program A drop-down list will display if the Facility School operates multiple programs

**Facility School Item** – Identifies the facility school / program items that require data for December Staff.

**School Year** – The school year for December Staff.

**School** – Displays the list of Facility School(s) associated with the role of LEA Approver.

**Program** – Displays the list of Programs associated with the Facility School.

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## Data Elements, Definitions, and Instructions

**Add Record - Program Identification** (contains necessary data for the system to generate Cognos reports). Enter data into this section first.

Program Identification		
* Indicates required		
Name of Field	Example	Remarks
Contact First Name *	Valid first name	Cannot be blank
Contact Last Name *	Valid last name	Cannot be blank
Contact Title *	1-Special Education Director	Select from the drop-down list
Contact Phone Number	0000000000	Numeric 10-digit phone number without dashes
Contact Email Address *	Valid email address	Cannot be blank
Facility School Begin Date (do not include summer programs) *	00000000	MMDDYYYY format
Facility School End Date *	00000000	MMDDYYYY format
Number of Program Days for the School Year	176 <i>(applicable for tuition cost only-cannot be edited to include additional days in the regular school year program)</i>	Maximum allowed billable days Default is 176 days, can be less but not greater
Average Number of Students to be Served (special education and general education students) * <i>(applicable for tuition cost only)</i>	30	Estimate per prior year's or current available census Includes all students served in the program
Applied Program Ratio <i>(applicable for tuition cost only)</i>	3.50	Non-editable field Pre-populated per the type of program
Instructional Supplies <i>(applicable for tuition cost only)</i>	2000	Non-editable field Auto-calculated based on the Average Number of Students to be Served
Maximum Allowed FTE <i>(applicable for tuition cost only)</i>	2.86	Non-editable field Auto-calculated based on the Applied Program Ratio and the Average Number of Students to be Served

# 2021-2022 Facility Schools System - December Staff

## Data Elements, Definitions, and Instructions

### Program Identification Data Elements and Definitions

**Contact First Name** – The first name of the person responsible for December Staff.

**Contact Last Name** – The last name of the person responsible for December Staff.

**Contact Title** – The title of the December Staff contact.

**Contact Phone Number** - The 10-digit numeric phone number of the December Staff contact.

**Contact Email Address** – The email address associated with the December Staff contact. Notifications associated with the December Staff will be sent to the contact at the email address provided.

**Facility School Begin Date (do not include summer programs)** – The begin date of the facility school program. A begin date cannot be earlier than August 1<sup>st</sup> of the current school year. Summer school / extended school year program days are not to be included.

**Facility School End Date** – The end date of the facility school program. The end date cannot be later than June 30<sup>th</sup> of the current school year. Summer school / extended school year program days are not to be included.

**Number of Program Days for the School Year** – Defaults to 176 program days.

**Average Number of Students to be Served (special education and general education students)** *(data entry field - applicable for tuition cost only)* – The total number of all students served in the facility school program. This includes students identified with a disability *and* general education students if all students receive the same educational services.

# 2021-2022 Facility Schools System - December Staff

## Data Elements, Definitions, and Instructions

**Applied Program Ratio** *(calculated field - displays in system but is applicable for tuition cost only)*

**Instructional Supplies** *(calculated field - displays in system but is applicable for tuition cost only)*

**Maximum Allowed FTE** *(calculated field - displays in system but is applicable for tuition cost only)*

### **Program Identification – Add Record**

**Submit/Add Record** – Once data entry is complete in the Program Identification input screen, click the Green box “Submit/Add Record”. Only one Program Identification is allowed for each facility school program. The Program Identification is the first section to complete as this section contains required data necessary for the system to generate Cognos reports.

### **Program Identification – Edit Record**

**Edit Record** – Program Identification data entered in the tuition cost application open window is stored in the system for December Staff updates. If changes to existing data is necessary, data is editable in Edit Record screen. For updates, click on the box to the left to select the record, click on the field to update, make necessary changes, click the Green box “Save” to save December Staff updates.

### **Program Identification - Create Snapshot (Save Data)**

**Create a Snapshot** – Creating a Snapshot tells the system you are finished entering information and allows the system to “save” data. When a Snapshot is created, the system will check for errors. Errors will either display in the Edit Record screen or in error reports. An email is generated to the LEA Approver at the time a Snapshot is created. There is no limit to the number of times a Snapshot is created. To ensure data is “saved” in the system, create a Snapshot frequently.

# 2021-2022 Facility Schools System - December Staff

## Data Elements, Definitions, and Instructions

**Add Record - Staff** (staff reported in Job Codes requiring a CDE license must hold a valid CDE license in an appropriate area of special education).

Staff		
* Indicates required		
Name of Field	Example	Remarks
Type of Staff / Personnel *	1-Instructional Salary	Select from the drop-down list
Job Code / Staff Title *	202-Special Education Teacher	Select from the drop-down list
First Name *	Valid first name	Cannot be blank
Last Name *	Valid last name	Cannot be blank
Social Security Number *	000000000	Numeric 9-digit SSN without dashes
Hire / Start Date *	00000000	MMDDYYYY format
End Date *	00000000	Pre-populated as zero fill
FTE *	1.00	Four-digit format (X.XX) of 2 decimal places Cannot be greater than 1.00 for individual staff
Salary *	30000	No comma or cents
Benefits *	5000	No comma or cents Zero fill allowed if benefits are not paid Cannot be greater than 50% of salary
Tuition Cost *	0-No 1-Yes	Staff selected 1-Yes are included in the tuition cost rate calculation and in December Staff New staff entered in the December Staff open window are indicated Tuition Cost 0-No

# 2021-2022 Facility Schools System - December Staff

## Data Elements, Definitions, and Instructions

### Staff Data Elements and Definitions

**Type of Staff / Personnel** - Unique staff reporting category for salaried or purchased services staff in alignment with the unique Job Code / Staff Title.

**Job Code / Staff Title** - Unique Job Code / Staff Title assigned per the specific duties and responsibilities of an assignment.

**First Name** – The first name of the staff person reported in the Job Code / Staff Title.

**Last Name** - The last name of the staff person reported in the Job Code / Staff Title.

**Social Security Number** – A nine (9) digit number, unique for each individual, used to verify appropriate license/endorsement for the selected Job Code / Staff Title.

**Hire / Start Date** - The month, day, and year in which an individual started the specific assignment related to the reported Job Code. *Formatted as MMDDYYYY*

**End Date** - The month, day, and year in which an individual ended the specific assignment related to the reported Job Code. Data is pre-populated as zero fill. *Formatted as MMDDYYYY*

**FTE** - The number of total hours worked divided by the maximum number of compensable hours in a full-time schedule. An FTE of 1.00 is equivalent to a full-time position. FTE must be prorated based on the actual hire date. If staff's Hire / Start date is greater than 14 days after the Program Begin Date, the FTE cannot equal 1.00. If staff has multiple assignments, separate records are entered for each specific assignment. Each Job Code / Staff Title record must contain the FTE attributed to that assignment. *Formatted as two decimal places, e.g. 1.00 for full time staff, 0.50 for half time staff.*

**Salary** – **The December Staff collection contains the annual contract salary an individual is paid excluding the amount of employee benefits. Staff salaries entered in the tuition cost application open window are prorated to 180 days' worth of salary; please update these salaries to reflect the full annual salary amount.** Salary must be prorated in accordance with the submitted FTE. The system will not prorate the salary for you. If staff has multiple assignments, separate records are entered for each specific assignment. Each Job Code / Staff Title record must contain the portion of salary attributed to that assignment.

**Benefits** – The annual compensation provided to employees including social security, group insurance (health, dental, and life), unemployment / workers compensation, pension plan, etc. Benefits must be prorated in accordance with the submitted FTE. The system will not prorate the benefits for you.

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## Data Elements, Definitions, and Instructions

**Tuition Cost** – A selection to include (1-Yes) or not include (0-No) staff in the tuition cost rate calculation. Staff who were entered in the tuition cost application open window (1-Yes) are stored in the system for December Staff updates. New staff entered in the December Staff open window are indicated Tuition Cost 0-No. It is not necessary to change the 1-Yes selection for staff entered in the tuition cost application open window. Selection of 1-Yes or 0-No are both included in December Staff summary data.

**Job Code / Staff Title** – The following table contains the duties and responsibilities of each Job Code / Staff Title contained in the system necessary to create individual staff records in the Staff input screen.

<b>ADMINISTRATOR</b>			
An administrator is an individual who performs responsibilities associated with executive management, administrative leadership and organization direction and is responsible for developing, directing and interpreting policies or regulations. Including, executing those policies or regulations through the direction of individuals at all levels.			
<b>101</b>	<b>Executive Director</b>	Serves as the chief executive officer and primary advisor to the board of education. Responsibilities include overseeing the development of an educational program and all other activities which impact on that program.	Administration
<b>102</b>	<b>Special Education Director</b>	Performs high-level executive management functions in the areas of administration and instruction.	Support or Support Purchased Services
<b>104</b>	<b>Education Coordinator</b>	Performs professional management, administrative, research, and/or analytical services in a senior leadership role. This may include personnel responsible for services such as evaluation, teacher development, dissemination and curriculum development.	Support or Support Purchased Services
<b>105</b>	<b>Principal</b>	Performs the highest level of executive management functions in an individual school, a group of schools, or units of a school system. Responsibilities include the administration of instructional programs, extracurricular programs, community relations, operation of the school plant, and the coordination of staff and student activities.	Administration

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## Data Elements, Definitions, and Instructions

106	<b>Dean/General Education Coordinator</b>	Performs high-level executive management functions in an individual school, group of schools, or units of a school system. Primary duties include but are not limited to: 1) supervising student behavior; 2) handling specific assigned duties related to school management; 3) continuing curriculum and staff development; 4) working cooperatively with professional staff; and 5) providing leadership in the instructional program.	Administration
<b>PROFESSIONAL-INSTRUCTIONAL</b>			
Performs duties requiring a high degree of knowledge and skills acquired through at least a baccalaureate degree (or its equivalent obtained through special study and/or experience) including skills in the field of education or educational psychology.			
<b>CLASSROOM INSTRUCTION</b>			
201	<b>Regular Ed Teacher, Elementary Education</b>	Provides learning experiences and care to students during a particular time period in general education at the elementary age level.	General Education
201	<b>Regular Ed Teacher, English</b>	Provides learning experiences and care to students during a particular time period scheduled for content instruction in English.	General Education
201	<b>Regular Ed Teacher, Mathematics</b>	Provides learning experiences and care to students during a particular time period scheduled for content instruction in mathematics.	General Education
201	<b>Regular Ed Teacher, Science</b>	Provides learning experiences and care to students during a particular time period scheduled for content instruction in science.	General Education
201	<b>Regular Ed Teacher, Social Studies</b>	Provides learning experiences and care to students during a particular time period scheduled for content instruction in social studies.	General Education
202	<b>Special Education Teacher</b>	Provides learning experiences and care to special education students during a particular time period or in a given discipline.	Instructional or Instructional Purchased Services
202	<b>Specialty Teacher, Physical Education</b>	Provides learning experiences and care to special education students during a particular time period scheduled for physical education instruction.	Support or Support Purchased Services
202	<b>Specialty Teacher, Art</b>	Provides learning experiences and care to special education students during a particular time period scheduled for art instruction.	Support or Support Purchased Services

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## Data Elements, Definitions, and Instructions

202	<b>Specialty Teacher, Music</b>	Provides learning experiences and care to special education students during a particular time period scheduled for music instruction.	Support or Support Purchased Services
202	<b>Specialty Teacher, Family Consumer</b>	Provides learning experiences and care to special education students during a particular time period scheduled for family consumer/home economics instruction.	Support or Support Purchased Services
202	<b>Specialty Teacher, Industrial Arts/Technology Education</b>	Provides learning experiences and care to special education students during a particular time period scheduled for industrial arts/technology education instruction.	Support or Support Purchased Services
204	<b>Teacher, Permanent Substitute</b>	Provides learning experience and care to students during a particular time period or in a given discipline as a temporary substitute for the regular classroom teacher.	General Education
206	<b>Teacher, Title I</b>	Provides enriched learning experiences and care to at risk students during a particular time period or in a given discipline.	General Education
<b>INSTRUCTIONAL SUPPORT</b>			
214	<b>Educational Diagnostician</b>	Licensed special education teacher or speech/language pathologist who diagnoses students who might need special education.	Support or Support Purchased Services
215	<b>Instructional Program Consultant</b>	Consults in the management or direction of instructional programs or areas of instruction.	Support or Support Purchased Services
220	<b>Behavioral Specialist</b>	Provides consultation or direct service in the areas of social, emotional and behavioral functioning to meet the individual needs of students in order to improve both academic achievement and social competence.	Support or Support Purchased Services

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## Data Elements, Definitions, and Instructions

<b>221</b>	<b>Autism Specialist</b>	Provides assessment, ongoing support and training around programming to educational teams serving students identified as having autism or being on the autism spectrum.	Support or Support Purchased Services
<b>222</b>	<b>Reading Interventionist</b>	Teachers who conduct assessments and provide consultative or direct services (interventions and instruction) in the area of reading to meet the individual needs of students through the use of evidence-based practices to improve reading achievement.	General Education
<b>224</b>	<b>Board Certified Behavior Analyst (BCBA)</b>	Delivers consultative or direct behavior analytic services to meet the individual needs of students, and provides support to special education and general education staff in order to improve student access to instruction, behavioral skills and academic achievement.	Support or Support Purchased Services
<b>OTHER SUPPORT</b>			
<b>233</b>	<b>Registered Nurse</b>	Directs school health services and provides nursing services for students, and who is licensed and properly endorsed in accordance with state law.	Support or Support Purchased Services
<b>234</b>	<b>Occupational Therapist</b>	Provides services that address the functional needs of an individual relating to self-help skills, adaptive behavior and play, and sensory, motor, and postural development. These services are designed to improve the individual's functional ability to perform tasks in the home, school, and community settings and include: 1) identification assessment and intervention; 2) adaptation of the environment, and selection, design, and fabrication of assistive and orthodontic devices to facilitate the development of functional skills, and 3) prevention or minimization of the impact of initial or future impairment, delay in development, or loss of functional ability.	Support or Support Purchased Services
<b>235</b>	<b>Physical Therapist</b>	Performs activities including physical methods of treatment and rehabilitation without the use of drugs or surgery.	Support or Support Purchased Services

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## Data Elements, Definitions, and Instructions

236	<b>Psychologist</b>	Evaluates and analyzes students' behavior by measuring and interpreting their intellectual, emotional, and social development, and diagnosing their educational and personal problems.	Support or Support Purchased Services
237	<b>Social Worker</b>	Provides social services for clients who may be individuals, families, groups, communities, organizations, or society in general. Social workers help individuals increase their capacities for problem solving and coping, and help obtain needed resources, facilitate interactions between individuals and their environments, make organizations responsible to individuals, and influence social policies.	Support or Support Purchased Services
238	<b>Speech-Language Pathologist</b>	Diagnoses specific speech or language impairments, and provides speech language services for the habilitation or prevention of communicative impairments and provides counseling and guidance to parents, children/students, and teachers, regarding speech and language development.	Instructional or Instructional Purchased Services
241	<b>Speech-Language Pathology Assistant</b>	The speech-language pathology assistant (SLPA) serves as a member of an educational team, and holds an authorization by CDE to perform tasks prescribed, directed, and supervised by a certified speech-language pathologist (SLP), in implementing services for children/students with speech, language, cognitive, voice, oral-muscular, augmentative/alternative communication disorders, and hearing impairments in accordance with 1CCR 301-37, 4.11.	Instructional or Instructional Purchased Services
<b>PROFESSIONAL-OTHER</b>			
Individuals who perform managerial or supervisory activities or perform assignments requiring a high degree of knowledge and skills which have been obtained through advanced education, training, or experience but not requiring skills in the field of instructional education.			
<b>PROFESSIONAL SUPPORT</b>			
320	<b>Accounting Manager</b>	Designs and maintains financial, staff, student, program, or property records; summarizes, analyzes, or verifies such records; and/or controls and certifies expenditures and receipts.	Business
322	<b>Administrative/Executive Assistant</b>	Performs professional activities assisting an executive officer in directing and managing the functions of a school or system.	Administration
323	<b>Intake Director</b>	Examines and coordinates records of students to determine eligibility of placement.	Administration
329	<b>Benefits Specialist</b>	Organizes and provides information to employees about organizational fringe benefits.	Administration

# 2021-2022 Facility Schools System - December Staff

## Data Elements, Definitions, and Instructions

337	<b>Grant Developer</b>	Expands opportunities to obtain funds from outside parties in exchange for completion of a task.	Administration
340	<b>Internal Auditor</b>	Verifies account records, including evaluating the adequacy of the internal control system, verifying and safeguarding assets, reviewing the reliability of the accounting and reporting systems, and ascertaining compliance with established policies and procedures.	Business
342	<b>Finance Director</b>	Performs professional activities, generally assisting an executive officer, in directing and supervising the functions of professional and support staff. Functions may include budget, finance, human resources, payroll, personnel, purchasing, risk management, etc.	Administration
344	<b>Human Resources Director</b>	Performs activities concerned with staff recruitment, selection, training, and assignment. This includes maintaining staff records, working with administrators in developing pension and insurance plans, and maintaining employer-employee harmony and efficiency through negotiations and internal public relations efforts.	Administration
347	<b>Staff Trainer</b>	Plans, coordinates, and implements in service or training activities to individuals, including CPR, first aid and physical management.	General Education
350	<b>Transition Coordinator</b>	Provides services that: 1) strengthens and coordinates special programs and related services for individuals with special needs, including students with disabilities, who are currently in school or have recently left school and may benefit from assistance during the transition to postsecondary education, vocational training, competitive employment (including supported employment), continuing education or adult services; 2) stimulate the improvement and development of programs for secondary special education; and/or 3) stimulate the improvement of vocational and life skills to enable students with special needs to be better prepared for transition to adult life and services.	Support or Support Purchased Services
357	<b>Maintenance Manager</b>	Performs professional activities assisting an executive officer in directing and supervising the functions of maintenance, transportation, food services, etc.	Operations
357	<b>Food Services Manager</b>	Performs professional activities assisting an executive officer in directing and supervising the functions of maintenance, transportation, food services, etc.	Operations

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## Data Elements, Definitions, and Instructions

<b>COMPUTER TECHNOLOGY</b>			
<b>380</b>	<b>Technology Coordinator</b>	Personnel whose primary function is the technical oversight of a particular hardware/software system. This might also involve personnel supervision. (e.g. Network Administrator, Data Base Administrator, Operating System Administrator, Technology Administrator (small district), Specialized Software Administrator (transportation, library, student information, etc.)	Administration
<b>PARAPROFESSIONALS</b>			
Performs activities supporting professional - instructional individuals or functions of an organization.			
<b>402</b>	<b>Career Assistant/Job Coach</b>	Assists students in developing and utilizing skills which can be applied to career choices.	Instructional or Instructional Purchased Services
<b>416</b>	<b>Teaching Assistant, Special Education</b>	Performs the day-to-day activities of teaching special education students while under the supervision of a teacher. The teaching assistant does not make diagnostic or long-term evaluative decisions regarding special education students. This includes individuals who may or may not be certified and may include associate degree level preschool classroom instructors (new expanded definition).	Instructional or Instructional Purchased Services
<b>421</b>	<b>Occupational Therapist Assistant</b>	An individual who holds a Certified Occupational Therapist Assistant (COTA) registration who provides services that address the functional needs of an individual relating to self-help skills, adaptive behavior and play, and sensory, motor, and postural development under the supervision of a licensed occupational therapist.	Support or Support Purchased Services
<b>OFFICE/ADMINISTRATIVE SUPPORT</b>			
Performs activities associated with data collection, recording and retrieval, preparing, transferring, systematizing, or preserving communications, records, and transactions.			
<b>506</b>	<b>General Office/Secretary</b>	Perform such activities as preparing, transcribing, systematizing or preserving written communication and reports or operating mechanical equipment (e.g., computers, facsimile machines, typewriters, calculators, and word processing equipment); receiving, storing, and dispensing supplies, materials, and equipment.	Support or Support Purchased Services
<b>515</b>	<b>Records Clerk/Data Entry</b>	Establishes and maintains an adequate and efficient system for controlling records (e.g., registration, admission, attendance, IEP's) for an organization. May include data entry into an established database.	Administration

# 2021-2022 Facility Schools System - December Staff

## Data Elements, Definitions, and Instructions

CRAFTS/TRADES/SERVICES			
Performs tasks that require skill levels which can be acquired through on-the-job training and experience or through apprenticeship or other formal training programs. This includes assignments in crafts and trades, operative, laborer, and service work.			
608	Custodian	Performs plant housekeeping and servicing activities consisting of the cleaning; operation of the heating, ventilating, and air conditioning systems; and the servicing of building equipment.	Operations
612	Facilities Maintenance Worker	Inspects buildings and office areas to evaluate suitability for occupancy considering such factors as air circulation, lighting, location, and size.	Operations
630	Vehicle Operator	Drives a vehicle such as a truck or automobile used in the service of a school or system.	Operations

### Staff – Add Record

**Submit/Add Record** – Once data entry is complete in the Staff input screen, click the Green box “Submit/Add Record”. A new Staff input screen will display. Continue to enter December Staff not previously entered in the system in the tuition cost application window until all additional December Staff you wish to report in each Staff category have been entered. New December Staff is selected 0-No in the Tuition Cost drop down menu field.

### Staff – Edit Record

**Edit Record** – Staff selected in the Tuition Cost drop down menu field as tuition cost 1-Yes or 0-No who were entered in the tuition cost application open window are stored in the system for December Staff updates. If changes to existing staff data is necessary, such as the job code, the base salary or employee benefits amounts, etc., data is editable in Edit Record screen. For updates, click on the box to the left to select the record, click on the field to update, make necessary changes, click the Green box “Save” to save December updates. There is no need to change the 1-Yes in the Tuition Cost drop down menu field for those staff retained in the system. Staff identified as either tuition cost 1-Yes or 0-No summarize into December Staff.

Only staff employed at the facility school / program on December 1<sup>st</sup> are to be retained in the system. If staff is not employed at the facility school / program on December 1<sup>st</sup>, the staff record must be deleted from the system. For deletes, click on the box to the left to select the record, click the Green box “Delete” to delete the staff.

# 2021-2022 Facility Schools System - December Staff

## Data Elements, Definitions, and Instructions

### Staff - Create Snapshot (Save Data)

**Create a Snapshot** – Creating a Snapshot tells the system you are finished entering information and allows the system to “save” data. When a Snapshot is created, the system will check for errors. Errors will either display in the input screen or in error reports. An email is generated to the LEA Approver at the time a Snapshot is created. There is no limit to the number of times a Snapshot is created. To ensure Staff data is “saved” in the system, create a Snapshot frequently.

#### December Staff Snapshot

**Facility Schools Menu** – Displays the features in the system. Select Snapshot.

**Facility School Item** – Identifies the Snapshot selections. Select December Staff Snapshot.

**School Year** – The school year for December Staff Snapshot. The current school year will pre-populate.

**School** – Displays the list of Facility School(s) associated with the role of LEA Approver.

**Program** – Displays the list of Programs associated with the Facility School.

**Cognos Reports** – Review Cognos reports for errors and data accuracy.

- Facility Schools December Staff Snapshot Error Report
- Facility Schools December Staff Report

Resolve all errors.

December Staff is ready to be submitted to CDE.

# 2021-2022 Facility Schools System - December Staff

## Data Elements, Definitions, and Instructions

### Submit December Staff

**Facility Schools Menu** – Displays the features in the system. Select Status Dashboard.

**Facility School Item** – Identifies the Snapshot selections. Select Facility December Snapshot.

**School Year** – The school year Facility December Snapshot. The current school year will pre-populate.

**School** – Displays the list of Facility School(s) associated with the role of LEA Approver.

**Program** – Displays the list of Programs associated with the Facility School.

Click the **“Search”** button.

Once the Facility School Item, School Year, Facility School and Program display, click the **“Search”** button and the Snapshot created will display.

Click on the name of the program in the Program Code column to view details.

Click on the **“Submit to CDE”** button.

Click on the **“Download Sign Off Form”**. The Sign Off Form must be signed by both the Executive / Agency Director and the Special Education Director and emailed to the CDE Facility Schools Tuition Cost and December Staff System Administrator at [FS\\_TuitionCost@cde.state.co.us](mailto:FS_TuitionCost@cde.state.co.us)

CDE System Administrator will finalize and accept December Staff data for ALL Facility Schools / Programs.