

CPI 100

Presented By Katie Green

Richard Woods, Georgia's School Superintendent | Georgia Department of Education | *Educating Georgia's Future*





Session for New CPI Coordinators

Agenda



CPI OVERVIEW



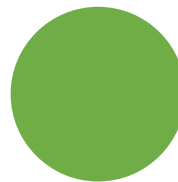
DOCUMENTATION



CPI APPLICATION



HOW IT WORKS



IMPORTANT
NOTES



CPI Overview

CPI Overview

What is CPI?

Reporting of **certified** and **classified** personnel based on their role within your district

Certified and Classified Personnel Information
(Board Rule 160-5-2-.50)

CPI Overview

When is Data Collected?



A, B, C Records

Cycle One

October 1 to 22, 2019

Data used for T&E funding, HB280 incentives, and reports

Cycle Two

March 5-26, 2020

Data used for analysis and reports

A & D Records

Cycle Three – LEAVE

July 09- 23, 2020

Cumulative leave for year
Data used for analysis and reports

CPI Overview

What Data is Reported?

Unique Per Person

'A01' Record – Basic Demographics

FISCAL YEAR
REPORT PERIOD
SYSTEM CODE
SOCIAL SECURITY NUMBER
RECORD TYPE
GENDER
BIRTH DATE
EMPLOYEE NUMBER
PERSONNEL ID NUMBER
EMPLOYEE TYPE
ETHNIC HISPANIC
RACE INDIAN
RACE ASIAN
RACE BLACK
RACE PACIFIC
RACE WHITE
LAST NAME
FIRST NAME
MIDDLE NAME

Demographics

CPI Overview

What Data is Reported?

'B01' Record – Contract and Certification Information

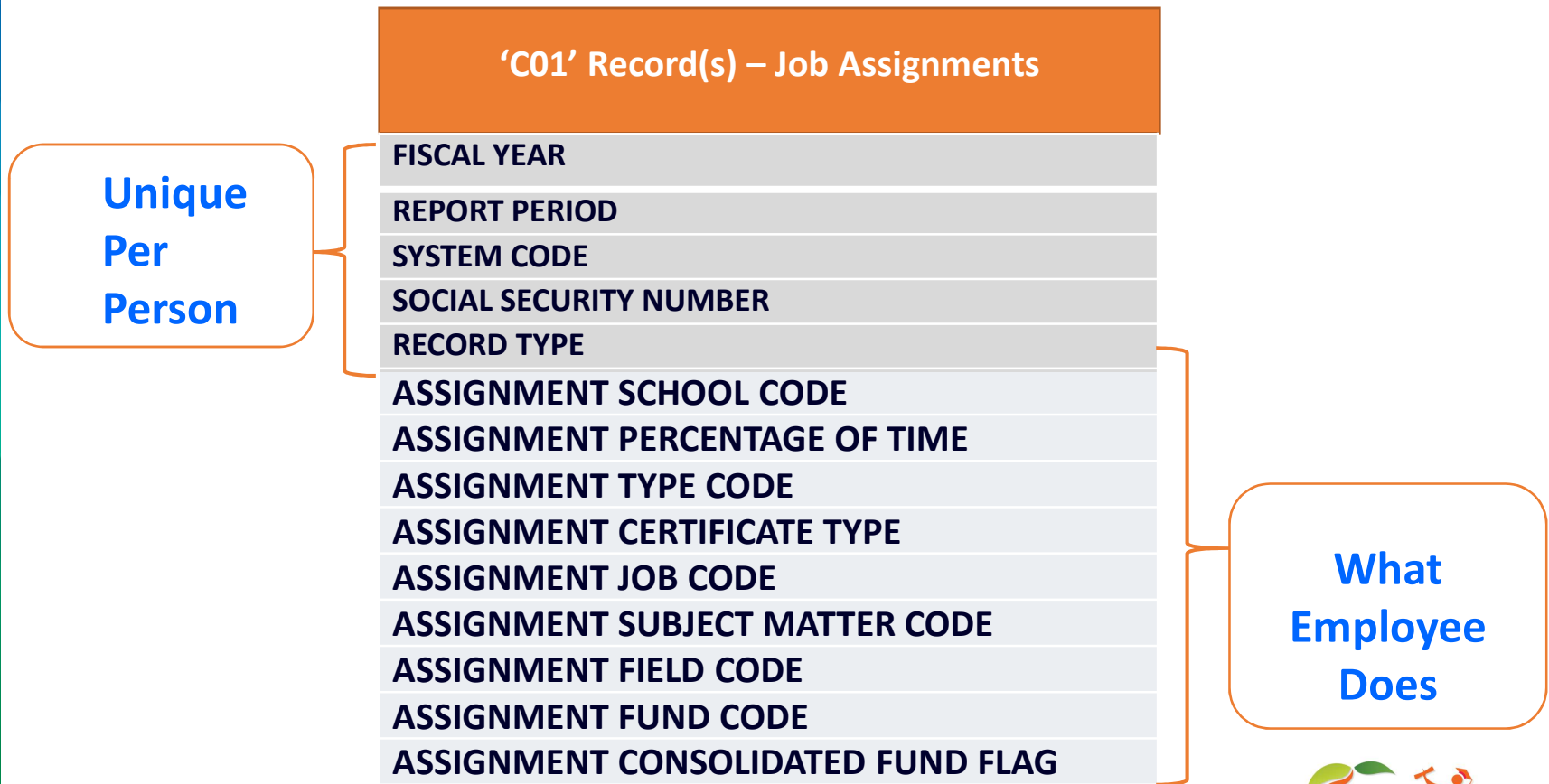
Unique
Per
Person

FISCAL YEAR
REPORT PERIOD
SYSTEM CODE
SOCIAL SECURITY NUMBER
RECORD TYPE
CERTIFIED EMPLOYMENT BASIS
CLASSIFIED EMPLOYMENT BASIS
PAYROLL YEARS OF EXPER-IENCE FOR CERTIFIED EMPLOYEE
CERTIFICATE LEVEL
STATE PAY STEP
ANNUAL CONTRACT SALARY FOR CERTIFIED EMPLOYEE
TOTAL ANNUAL SALARY FOR CLASSIFIED EMPLOYEE
CONTRACT DAYS FOR CERTIFIED EMPLOYEE
ANNUAL WORK DAYS FOR CLASSIFIED EMPLOYEE
TERMINATION CODE
TERMINATION DATE
LOCAL YEARS OF SERVICE
STATE HEALTH PLAN

Contract
and
Certification
Data

CPI Overview

What Data is Reported?



CPI Overview

Who is Reported in CPI ?

Regular Employee – are employees that have a direct contract with the District and Retired teachers who come back to teach full time not restricted to the salary schedule minimums

Long Term Substitute – a person that is to temporarily serve in a permanent vacant position.

Third Party Contractors- Not hired directly by the district

Note: In order to define the types of employees that need to reported we use the

Data Element called EMPLOYEE TYPE

CPI Overview

Regular Employee

EMPLOYEE TYPE = **blank/null**

- Direct contract with school district
- Visiting International Faculty (VIF)

OR

EMPLOYEE TYPE = **“B”**

- Direct contract with school district

Retired teachers who have come back to teach **full time** not restricted to the salary schedule minimums

Report an A, B, C, and D record

CPI Overview

Long Term Substitute

- EMPLOYEE TYPE = “L”
- Hired directly by the district.
- Has an hourly service agreement to occupy a [vacant permanent position](#).
- Must teach in the same vacant position, or replace the same permanent employee, for at least [4 weeks](#) to be considered “long term”. ([Title II-A definition](#))
- Does not earn T&E dollars.

Report A Record

CPI Overview

Third Party Contractor

EMPLOYEE TYPE = “P”

- Not hired directly by the district.
- *Independent contractors (Tax Form 1099)*
- Staff hired by and paid through another agency / private company
 - *Ex. Nurse hired through a hospital*
- Does not earn T&E dollars.

***** Required for In-Field Determination for (PSC) and IDEA Reporting *****

Report an A and C record

CPI Overview

WHAT

What is a Certified Employee ?

Certified Personnel –individuals trained in education who hold the following certifications which are issued by the Georgia Professional Standards Commission.

- Teaching (T)
- Leadership (L)
- Service (S)
- Technical Specialist (TS)
- Permit (P) certification

CPI Overview

What is a Classified Employee ?

Employees performing duties that do not require certification

Example: Bus Driver or School Food Service

HOW

CPI Overview

How is the Data Used



- State funding for certified staff
 - (Training and Experience – T&E)
- Math/Science Incentive Funding (*HB280*)
- Determine Teacher Shortage Areas
- Program Reviews
- State/Federal Reporting
- Title I Comparability Report
- PSC to determine In-Field Status for Every Student Succeeds Act (**ESSA**)



CPI Documentation



CPI Documentation



Using GaDOE Website

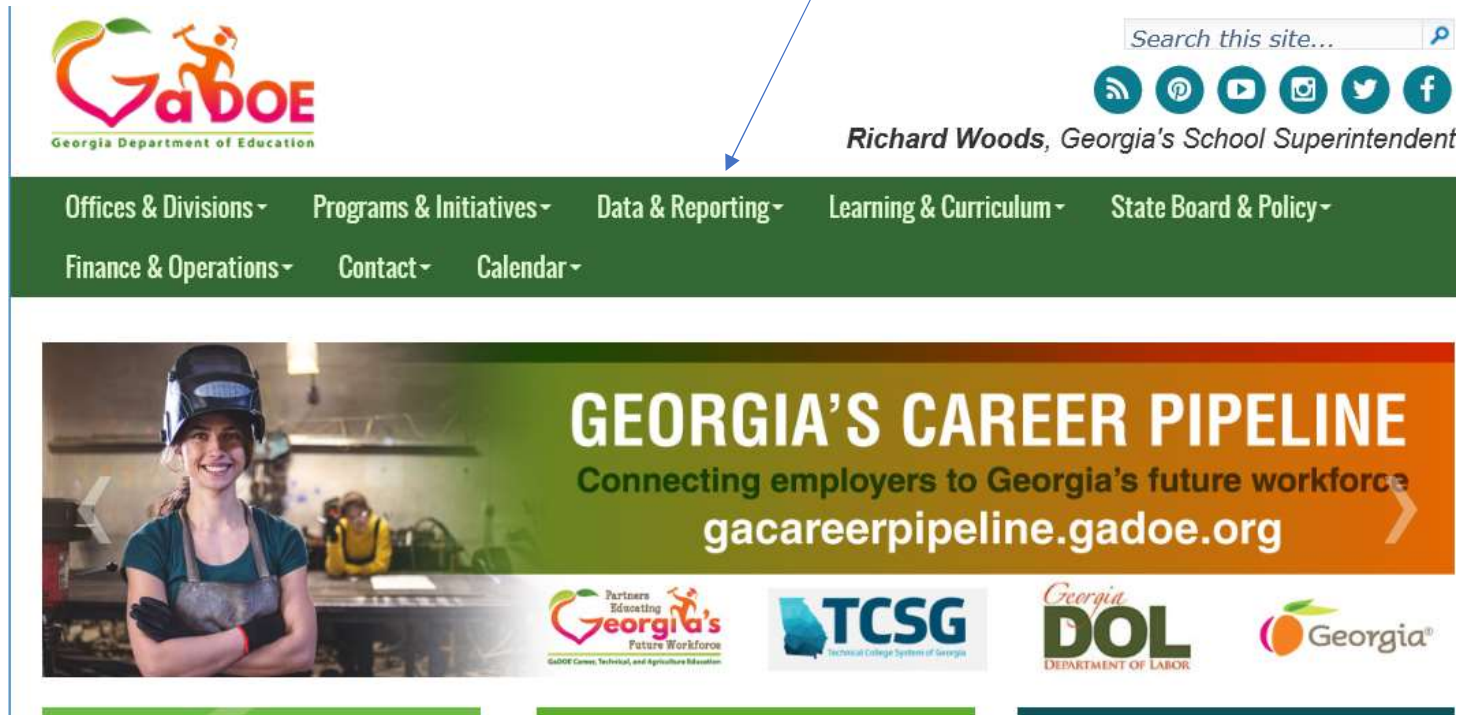
Public website
Data Collection Documentation

<http://www.gadoe.org/>

CPI Documentation

Public Website

<http://www.gadoe.org/>



The screenshot displays the Georgia Department of Education (GaDOE) website. At the top left is the GaDOE logo with the text "Georgia Department of Education". To the right is a search bar labeled "Search this site..." and a row of social media icons for RSS, Pinterest, YouTube, Instagram, Twitter, and Facebook. Below these is the name "Richard Woods, Georgia's School Superintendent". A dark green navigation bar contains the following menu items: "Offices & Divisions", "Programs & Initiatives", "Data & Reporting", "Learning & Curriculum", "State Board & Policy", "Finance & Operations", "Contact", and "Calendar". The main content area features a large banner for "GEORGIA'S CAREER PIPELINE" with the subtitle "Connecting employers to Georgia's future workforce" and the URL "gacareerpipeline.gadoe.org". Below the banner are logos for "Partners Educating Georgia's Future Workforce", "TCSG Technical College System of Georgia", "Georgia DOL DEPARTMENT OF LABOR", and "Georgia".

CPI Documentation

To View Documentation on Public Website

The screenshot shows a navigation menu with the following items: Offices & Divisions, Programs & Initiatives, Data & Reporting (highlighted), Learning & Curriculum, State Board & Policy, Finance & Operations, Contact, and Calendar. Below the menu, the 'Data & Reporting' section is expanded, showing three columns of links:

- Financial**
 - Budget Services
 - Financial Review
 - PCGenesis
 - School System Information
- Educational Performance**
 - Charter School Annual Reports
 - College and Career Ready Performance Index (CCRPI)
 - Governor's Office of Student Achievement
 - Special Education Annual Reports
- Data Collections & Reporting**
 - Data Collection and Reporting Overview
 - Data Collection Documentation
 - Student Data Security
 - Submit Request for Data

At the bottom of the page, there are three large buttons: 'REPORT' (green), 'PUBLIC EDUCATION' (orange), and 'ASK DOE' (blue).

CPI Documentation

To view documentation for all Data Collections

 → Technology Services → Technology Services → Data Collections

General Information

Data Collection Documentation

Data Collection Overview

Data Conference

GaDOE Name Processing Rules

Georgia Student Data Privacy, Accessibility, and Transparency Act

Records Retention

School Count by Type

Submit Request for Data

FY2020 Data Collections and Reporting

Data Collection Documentation

- Certified/Classified Personnel Information (CPI)
- End of Pathway Assessment (EOPA)
- Free/Reduced Price Meal Eligibility
- Full-Time Equivalent (FTE) / FTE Data Survey
- GUIDE (Georgia Unique Identifier for Education)
- Pre-ID Labels
- Private School
- STRIDE
- Student Class
- Student Record
- 'New Coordinator' Documentation
- Presentations, Webinars, and Miscellaneous Documentation
- FY2020 Summary of Transmission Dates

CPI Documentation

CPI Resources

🏠 → Technology Services → Technology Services → Data Collections → FY2020 CPI Resources

General Information

Data Collection Documentation

Data Collection Overview

Data Conference

GaDOE Name Processing Rules

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Records Retention

School Count by Type

Submit Request for Data

FY2020 CPI Resources

Certified/Classified Personnel Information (CPI) is the data collection procedure whereby information is employed by school systems and RESAs. Personnel information is transmitted through the CPI web-portal to the department.

- CPI Transmission Dates
- CPI Data Element Detail
- PSC Information
- State Salary Schedule
- View/Download Code Tables
- FY2020 HB 455-923 Leadership Job Code List

Prior year CPI resources

CPI Documentation

FY2020 CPI Transmission Dates



Cycle One

Tuesday, October 01, 2019	Transmissions for CPI Cycle 1 begin
Tuesday, October 08, 2019	Last date for initial transmission of CPI Cycle 1 data
Tuesday, October 15, 2019	Duplicate record deadline
Tuesday, October 22, 2019	Sign-off date for CPI Cycle 1 data
	Deadline for Superintendent's sign-off

Valid termination date range for October CPI 2020-1 = 03/08/2019– 10/01/2019

Cycle Two

Thursday, March 05, 2020	Transmissions for CPI Cycle 2 begin
Thursday, March 12, 2020	Last date for initial transmission of CPI Cycle 2 data
Thursday, March 19, 2020	Duplicate record deadline
Thursday, March 26, 2020	Sign-off date for CPI Cycle 2 data
	Deadline for Superintendent's sign-off

Valid termination date range for March CPI 2020-2 = 10/02/2019 – 03/05/2020

Cycle Three

Thursday, July 09, 2020	Transmissions for CPI Cycle 3 begin.
Thursday, July 16, 2020	Last date for initial transmission
Thursday, July 23, 2020	Final transmission date & Signoff Deadline

CPI Documentation

Data Elements

Each Data Element in the layout is further defined in this document

DATA ELEMENTS

ANNUAL CONTRACT FOR SALARY FOR CERTIFIED EMPLOYEES

ANNUAL CONTRACT SALARY FOR CERTIFIED EMPLOYEES is the salary amount including all supplements in dollars and cents. The **ANNUAL CONTRACT SALARY FOR CERTIFIED EMPLOYEES** must be greater than or equal to the state minimum salary. It is the salary an employee would have earned if the employee had been employed for a full year. **ANNUAL CONTRACT SALARY FOR CERTIFIED EMPLOYEES** is reported in **CPI RECORD TYPE = "B"**; for all active Certified personnel.

Example 1: A teacher who is hired in January will have an **ANNUAL CONTRACT SALARY FOR CERTIFIED EMPLOYEES** based on 190 days (or whatever the full year number of days is for the particular system), even if the employee works for only 93 days this year.

Example 2: A 230day employee is hired in the middle of the year and works only 201 days this year. The **ANNUAL CONTRACT SALARY FOR CERTIFIED EMPLOYEES** will be what the employee would have earned if they worked all 230 days.

Example 3: A teacher works on a half-day basis for the whole school year. The **ANNUAL CONTRACT SALARY FOR CERTIFIED EMPLOYEES** will be what the employee actually earns on the half-time contract; the **CONTRACT DAYS FOR CERTIFIED EMPLOYEES** will be 190.

This document provides detailed definitions of each data element in an alphabetic listing.

CPI Documentation

PSC Link to Check Certification Status

The screenshot shows the GaPSC website header with the logo and tagline "Protecting Georgia's Higher Standard of Learning". Navigation links include HOME, CERTIFICATION, EDUCATOR ASSESSMENT, EDUCATOR PREPARATION, ETHICS, COMMISSION, and TEACH GEORGIA. A search bar and social media icons are also present. Below the header are four yellow buttons: "Current Georgia Educators", "Prospective Educators", "Educators Moving to Georgia", and "Professional Learning". The breadcrumb trail reads "Home » Educator Certification Division » Check Certification Status".

CERTIFICATION

- » Tiered Certification +
- » Certification Fields & Endorsements +
- » GaPSC Licenses & Permits +
- » Test Eligibility
- » Application Forms & Procedures +
- » Certification & Licensure Assessments +
- » Special GA Requirements
- » National Board Certification
- » Georgia Master Teacher

Check Certification Status

[Back](#)

Certification Lookup

To check certification, enter either certificate number or educator's name below.

Certification ID:

OR

First name: Special Characters are not allowed!

Last name: Special Characters are not allowed!

CPI Documentation

State Salary Guide

FY 2020		STATE SALARY SCHEDULE										Folder Name: FY20 INITIAL(Salary Schedule)	
PROPOSED		GEORGIA ANNUAL/MONTHLY SALARY SCHEDULE FOR 10 MONTHS EMPLOYMENT								BASE EQUALS \$37,092.00		SCHOOL YEAR 2019 - 2020	
Years of Creditable Service	Salary Step	LEVEL OF CERTIFICATION											
		T-1 \$35,217.00 94.50%	T-2 \$38,154.00 97.25%	PROV BT-4 \$35,217.00 94.50%	PROF T-4 \$37,092.00 100.00%	PROV BT-5 \$39,308.00 106.50%	PROF T-5 \$42,206.00 115.00%	PROV BT-6 \$44,754.00 106.50%	PROF T-6 \$47,303.00 113.00%	PROV BT-7 \$50,183.00 106.50%	PROF T-7 \$52,176.00 111.00%		
		OFT - 4	OFT - 4	OFT - 4	N/A	OFT - 4	OFT - 4	OFT - 5	OFT - 5	OFT - 6	OFT - 6		
0,1,2	E	\$35,217.00 \$2,934.75	\$38,154.00 \$3,012.83	\$35,217.00 \$2,934.75	\$37,092.00 \$3,091.00	\$39,308.00 \$3,275.67	\$42,206.00 \$3,517.17	\$44,754.00 \$3,729.50	\$47,303.00 \$3,941.92	\$50,183.00 \$4,181.92	\$52,176.00 \$4,348.00		
3	1	\$38,184.00 \$3,015.33	\$37,149.00 \$3,095.75	\$35,217.00 \$2,934.75	\$38,115.00 \$3,178.25	\$40,397.00 \$3,366.42	\$43,382.00 \$3,615.17	\$46,007.00 \$3,833.92	\$48,832.00 \$4,052.67	\$51,598.00 \$4,299.83	\$53,651.00 \$4,470.92		
4	2	\$37,180.00 \$3,098.33	\$38,173.00 \$3,181.08	\$35,217.00 \$2,934.75	\$39,168.00 \$3,264.00	\$41,519.00 \$3,459.92	\$44,593.00 \$3,718.08	\$47,297.00 \$3,941.42	\$50,001.00 \$4,166.75	\$53,056.00 \$4,421.33	\$55,171.00 \$4,597.58		
5	3	\$38,205.00 \$3,183.75	\$39,228.00 \$3,269.00	\$35,217.00 \$2,934.75	\$40,253.00 \$3,354.42	\$42,675.00 \$3,556.25	\$45,841.00 \$3,820.08	\$48,628.00 \$4,052.17	\$51,411.00 \$4,284.25	\$54,558.00 \$4,546.50	\$56,736.00 \$4,728.00		
6	4	\$39,281.00 \$3,271.75	\$40,315.00 \$3,359.58	\$35,217.00 \$2,934.75	\$41,743.00 \$3,478.58	\$44,282.00 \$3,888.50	\$47,555.00 \$3,962.92	\$50,451.00 \$4,204.25	\$53,347.00 \$4,445.58	\$56,620.00 \$4,718.33	\$58,885.00 \$4,907.08		
7	5	\$40,349.00 \$3,362.42	\$41,434.00 \$3,452.83	\$35,217.00 \$2,934.75	\$42,905.00 \$3,575.42	\$45,500.00 \$3,791.67	\$48,892.00 \$4,074.33	\$51,875.00 \$4,322.92	\$54,857.00 \$4,571.42	\$58,229.00 \$4,852.42	\$60,562.00 \$5,046.83		
8	6	\$41,489.00 \$3,455.75	\$42,587.00 \$3,548.92	\$35,217.00 \$2,934.75	\$44,701.00 \$3,725.08	\$47,413.00 \$3,951.08	\$50,957.00 \$4,246.42	\$54,074.00 \$4,508.17	\$57,191.00 \$4,785.92	\$60,714.00 \$5,059.50	\$63,152.00 \$5,262.67		
9,10	7	\$42,623.00 \$3,551.92	\$43,775.00 \$3,647.92	\$35,217.00 \$2,934.75	\$45,952.00 \$3,829.33	\$48,745.00 \$4,062.08	\$52,398.00 \$4,366.33	\$55,808.00 \$4,633.83	\$58,817.00 \$4,901.42	\$62,445.00 \$5,203.75	\$64,957.00 \$5,413.08		
11,12	L1	\$43,812.00 \$3,651.00	\$44,998.00 \$3,749.83	\$35,217.00 \$2,934.75	\$47,241.00 \$3,936.75	\$50,117.00 \$4,176.42	\$53,878.00 \$4,489.83	\$57,184.00 \$4,765.33	\$60,492.00 \$5,041.00	\$64,228.00 \$5,352.33	\$66,816.00 \$5,568.00		
13,14	L2	\$45,036.00 \$3,753.00	\$46,258.00 \$3,854.83	\$35,217.00 \$2,934.75	\$48,568.00 \$4,047.33	\$51,531.00 \$4,294.25	\$55,404.00 \$4,617.00	\$58,810.00 \$4,900.83	\$62,217.00 \$5,184.75	\$66,065.00 \$5,505.42	\$68,730.00 \$5,727.50		
15,16	L3	\$46,297.00 \$3,858.08	\$47,556.00 \$3,963.00	\$35,217.00 \$2,934.75	\$49,935.00 \$4,161.25	\$52,987.00 \$4,415.58	\$56,976.00 \$4,748.00	\$60,484.00 \$5,040.33	\$63,994.00 \$5,332.83	\$67,957.00 \$5,663.08	\$70,702.00 \$5,891.83		
17,18	L4	\$47,596.00 \$3,966.33	\$48,893.00 \$4,074.42	\$35,217.00 \$2,934.75	\$51,343.00 \$4,278.58	\$54,487.00 \$4,540.58	\$58,595.00 \$4,882.92	\$62,209.00 \$5,184.08	\$65,824.00 \$5,485.33	\$69,906.00 \$5,825.50	\$72,733.00 \$6,061.08		
19,20	L5	\$48,934.00 \$4,077.83	\$50,270.00 \$4,189.17	\$35,217.00 \$2,934.75	\$52,793.00 \$4,399.42	\$56,032.00 \$4,669.33	\$60,263.00 \$5,021.92	\$63,985.00 \$5,332.08	\$67,709.00 \$5,642.42	\$71,913.00 \$5,992.75	\$74,825.00 \$6,235.42		
21+	L6	\$50,312.00 \$4,192.67	\$51,688.00 \$4,307.33	\$35,217.00 \$2,934.75	\$54,287.00 \$4,523.92	\$57,823.00 \$4,801.92	\$61,981.00 \$5,165.08	\$65,815.00 \$5,484.58	\$69,850.00 \$5,804.17	\$73,980.00 \$6,165.00	\$78,980.00 \$6,415.00		

CPI Documentation

Georgia Department of Education

Richard Woods
State Superintendent of Schools

CPI Code Menu
Data Collection System
Office of Technology Services

- [Job Codes](#)
- [Certificate Type Codes](#)
- [Secondary Fund Codes](#)
- [Subject Matter Codes](#)
- [Certificate Field Codes](#)
- [Termination Codes](#)

View/ Download Code Tables

This link provides code listing that can be viewed, printed, and downloaded

Job Codes
Subject Matter Codes
Certificate Field Codes (PSC)
Certificate Type Codes (PSC)
Secondary Fund Codes
Termination Codes

Georgia Department of Education
July, 2017 (CPI 2017-3)

Job Codes

[Download Codes](#)

Job Code	Title	Description	Cert. Required	Report Cert. on CPI
080	Pre-School Regular Education Teacher	Teaches regular education pre-kindergarten students.	N	Y
085	Kindergarten Regular Education Teacher	Teaches regular education kindergarten students.	Y	Y
100	Grades K-5 Combination Teacher	Teaches students in any combination of grades K through 5 combined in the same classroom.	Y	Y
101	Grade 1 Teacher	Teaches students in grade 1.	Y	Y
102	Grade 2 Teacher	Teaches students in grade 2.	Y	Y
103	Grade 3 Teacher	Teaches students in grade 3.	Y	Y
104	Grade 4 Teacher	Teaches students in grade 4.	Y	Y
105	Grade 5 Teacher	Teaches students in grade 5.	Y	Y
106	Grade 6 Teacher	Teaches students in grade 6.	Y	Y
107	Grade 7 Teacher	Teaches students in grade 7.	Y	Y
108	Grade 8 Teacher	Teaches students in grade 8.	Y	Y
109	Grade 9 Teacher	Teaches students in grade 9.	Y	Y
110	Grade 10 Teacher	Teaches students in grade 10.	Y	Y
111	Grade 11 Teacher	Teaches students in grade 11.	Y	Y
112	Grade 12 Teacher	Teaches students in grade 12.	Y	Y
113	Grades 6-8 Combination Teacher	Teaches students in any combination of grades 6 through 8 combined in the same classroom.	Y	Y
114	Grades 9-12 Combination Teacher	Teaches students in any combination of grades 9 through 12 combined in the same classroom.	Y	Y
115	Military Science Teacher	Teaches Jr. ROTC.	N	Y
116	Teacher - Extended Day (High School)	Teaches extended day period in any high school subjects, and earns extra pay for this through Fund Code 76 (Career, Technical and Agricultural State Grant funds).	Y	Y
117	Teacher-Extended Day (6-8)	Teaches extended day in any subject for grades 6 through 8, and earns extra pay for this through Fund Code 76 (Career, Technical and Agricultural Education State Grant funds).	Y	Y
118	Alternative School Teacher (06-08)	Teaches students in grade 6 through 8 in an Alternative School.	Y	Y

CPI Application



CPI Application

Logging into the “Portal”

<https://portal.doe.k12.ga.us/Login.aspx>

MyGaDOE

Please Log In

Username:

Password:

[I forgot my passphrase!](#)

[Or sign up for an account](#)

Helpful links

- ◆ [MyGaDOE Online Guide](#)
- ◆ [GaDOE Public Website](#)
- ◆ [Information Systems](#)
- ◆ [AYP & NCLB](#)
- ◆ [Georgia Standards](#)
- ◆ [Data Collections](#)
- ◆ [Financial Reports](#)
- ◆ [Report Card](#)

This website requires Cookies be enabled in your browser.

Need
Login
Access?

CPI Application Application Selection

You may just one option available to you,
depending on your access authority

The screenshot shows the MyGaDOE portal interface. The browser address bar displays <https://portal.doe.k12.ga.us/Index.aspx>. The page header includes the GaDOE logo, a search bar, and a navigation menu with letters A-Z. The main content area features a 'Surveys' widget with counts for New (0), Saved (0), Submitted (10), and Approved (10). A 'My Favorites' widget is also visible. A dropdown menu is open under the 'View Documents' section, listing various document types. A blue callout box with a scroll effect is overlaid on the right side of the page, containing the text: 'Don't see CPI Active ?? Contact your Security Officer'. A blue arrow points from the callout box to the 'Full Time Equivalent' option in the dropdown menu.

Site Navigation

- Home
- Logout

Information Technology

- SLDS Support
- CCRPI
- AYP Reports
- Consolidated Application
- COPS Financial
- Special Education Annual Reports
- Data Collection
- View Documents
 - CPI Codes
 - CPI-Active
 - Error Admin
 - Free and Reduced Lunch
 - Full Time Equivalent
 - GUIDE
 - PRE-ID
 - Private School Collection Main Menu
 - Student Class Application
 - Student Record
 - Teacher Class
- Facility and School Registry
- Finance Applications
- Invoice Application
- GDOE User Admin
- School Nutrition
- Monitoring
- Message Center
- Grants Application
- MSIX Administration
- CTAE Reporting
- Scholarship Application
- Technology Inventory
- Title I Comparability
- COPS Planning
- SE Applications Dashboard

Surveys

New (0) | Saved (0) | Submitted (10) | Approved (10)

No new surveys available

My Favorites

Online Web Resources

Don't see CPI Active ??
Contact your Security Officer

October 2017 is
Fiscal Year 2018

CPI Application

Select Transmission Period

Georgia Department of Education

CPI Transmission Cycle Menu

Transmission Period	
Transmission Cycles	Current Documentation
CPI Menu for July, 2018 (CPI 2018-3)	
CPI Menu for March, 2018 (CPI 2018-2)	
CPI Menu for October, 2017 (CPI 2018-1)	• CPI File Layout NEW
CPI Menu for July, 2017 (CPI 2017-3)	• CPI-PSC Certificate File Layout and Edit Rules
CPI Menu for March, 2017 (CPI 2017-2)	
CPI Menu for October, 2016 (CPI 2017-1)	
CPI Menu for July, 2016 (CPI 2016-3)	
CPI Menu for March, 2016 (CPI 2016-2)	
CPI Menu for October, 2015 (CPI 2016-1)	
CPI Menu for July, 2015 (CPI 2015-3)	
CPI Menu for March, 2015 (CPI 2015-2)	
CPI Menu for October, 2014 (CPI 2015-1)	
CPI Menu for July, 2014 (CPI 2014-3)	
CPI Menu for March, 2014 (CPI 2014-2)	
CPI Menu for October, 2013 (CPI 2014-1)	
CPI Menu for July, 2013 (CPI 2013-3)	

Click on the Current cycle to get
to the main menu

All previous cycles will have
summary reports, but no
personnel detail

CPI Application

CPI Main Menu

Select this link to get to the Report Menu.

CPI Main Menu

Ready to Signoff.

- [Report Menu](#)
- [CPI File Upload](#)
- [CPI Add/Edit/Delete](#)
- [Delete All Data for this System](#)
- [Validation Routine](#)
- [Manual Relief Request](#)
- [ADHOC Query](#)
- [Status Check List](#)
- [CPI Primary Contacts](#)
- [SC006-Missing Teacher/Missing Assignment](#)
- [PSC Data Request](#)
- [Transmission System](#)
- [Transmission Status](#)
- [Admin/Helpdesk Menu](#)

The Status message line. Tells you the status of your collection

CPI Application

CPI 1 & 2 Report Menu

Go To CPI Main Menu		CPI Report Menu	
TRANSMISSION			
<input type="checkbox"/> CP001 Transmission Verification	<input type="checkbox"/> CP008 Errors and Warnings Summary	<input type="checkbox"/> CP009 Errors and Warnings Detail	
CERTIFIED			
<input type="checkbox"/> CP003 Certified Staff/FTE Experience	<input type="checkbox"/> CP004 Employee In-Field Status Summary	<input type="checkbox"/> CP005 Employees With Out of Field Status	<input type="checkbox"/> CP006 Employee Funding Source Summary
<input type="checkbox"/> CP007 Employees Average Salary Summary	<input type="checkbox"/> CP011A CTAE- Contract Information	<input type="checkbox"/> CP011B CTAE- Job Assignments	<input type="checkbox"/> CP012 Employee Record Summary
<input type="checkbox"/> CP016 Employee Ethnicity and Gender	<input type="checkbox"/> CP019 Teacher National Certification	<input type="checkbox"/> CP021 Teachers Avg Salary Comparison	<input type="checkbox"/> CP022 Employee Funding Source Detail
<input type="checkbox"/> CP025 Certificate Expiration Dates	<input type="checkbox"/> CP027 Spec Ed Teachers of Students Age 3-5	<input type="checkbox"/> CP028 Spec Ed Teachers of Students Age 6-21	<input type="checkbox"/> CP029 Rel Svcs Providers of Students Age 3-21
<input type="checkbox"/> CP030 Duplicate Employee ID's	<input type="checkbox"/> CP031 Personnel Not Funded Through T & E	<input type="checkbox"/> CP033 Employees Certificate Type 998 or 999	<input type="checkbox"/> CP034 Year Experience Compared (W629)
<input type="checkbox"/> CP035 Employees Not Meeting State Minimum (E655)	<input type="checkbox"/> CP037 Non-Leadership Assignment with Leadership Cert Type	<input type="checkbox"/> CP042 Certified Salary Below Minimum	<input type="checkbox"/> CP043 Compare Certified Year Experience
<input type="checkbox"/> CP044 Teachers Assignment For Math & Science			
CLASSIFIED			
<input type="checkbox"/> CP013 Employee Record Summary	<input type="checkbox"/> CP017 Employee Ethnicity and Gender		
ALL EMPLOYEES			
<input type="checkbox"/> CP002 Active Employee Summary	<input type="checkbox"/> CP089 State Health Plan Employee Summary	<input type="checkbox"/> CP010 Employee Record Detail	<input type="checkbox"/> CP014 Salary Greater Than \$85,000
<input type="checkbox"/> CP015 Employment Basis Greater Than 1.25	<input type="checkbox"/> CP018 Terminated Employees	<input type="checkbox"/> CP020 Assignment Job Codes Not Reported	<input type="checkbox"/> CP026 Active Employee Comparison
<input type="checkbox"/> CP032 Personnel Reported Active in Last Cycle	<input type="checkbox"/> CP036 Job Codes Summary by System	<input type="checkbox"/> CP040 Long-Term Substitute Record Summary	<input type="checkbox"/> CP041 Third-Party Contract Record Summary
<input type="checkbox"/> CP100 System Sign-Off			

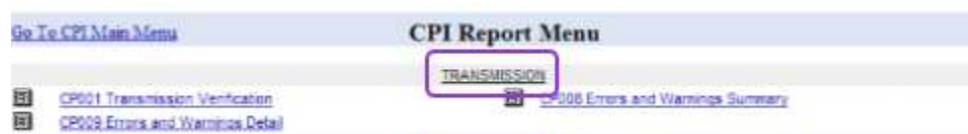
Report Menu is broken out by categories and link to PSC data...

- ❖ Transmission
- ❖ Certified
- ❖ Classified
- ❖ All Employees

CPI 1 Have Regular Reports and Funding Reports

CPI Application

CPI 1 & 2 Report Menu



Transmission reports are used to view the current Transmission status like your errors and warning.

CPI Application

CPI 1 & 2 Report Menu

CERTIFIED	
CP003 Certified Staff/FTE Experience	CP004 Employee In-Field Status Summary
CP005 Employees With Out of Field Status	CP006 Employee Funding Source Summary
CP007 Employees Average Salary Summary	CP011A CTAE Contract Information
CP011B CTAE Job Assignments	CP012 Employee Record Summary
CP016 Employee Ethnicity and Gender	CP019 Teacher National Certification
CP021 Teachers Avg Salary Comparison	CP022 Employee Funding Source Detail
CP025 Certificate Expiration Dates	CP027 Spec Ed Teachers of Students Age 3-5
CP028 Spec Ed Teachers of Students Age 6-21	CP029 Rel Struc Providers of Students Age 3-21
CP030 Duplicate Employee IDs	CP031 Personnel Not Funded Through T & E
CP033 Employee Certificate Type 996 or 999	CP034 Year Experience Compared (VBS2)
CP035 Employees Not Meeting State Minimum (E655)	CP037 Non-Leadership Assignment with Leadership Cert Type
CP042 Certified Salary Below Minimum	CP043 Compare Certified Year Experience
CP044 Teachers Assignment For Math & Science	
CLASSIFIED	
CP013 Employee Record Summary	CP017 Employee Ethnicity and Gender

The Certified group are reports about your certified employee's. the Classified are reports on the classified employee's

CPI Application

Reports to Monitor

- Job Code Reports
- Active vs. Terminated Employees

ALL EMPLOYEES

CP002 Active Employee Summary

CP010 Employee Record Detail

CP014 Salary Greater Than \$85,000

CP015 Employment Basis Greater Than 1.25

● CP018 Terminated Employees

CP020 Assignment Job Codes Not Reported

● CP026 Active Employee Comparison

● CP032 Personnel Reported Active in Last Cycle

● CP036 Job Codes Summary by System

● CP040 Long-Term Substitute Record Summary

● CP041 Third-Party Contract Record Summary CP100 System Sign-Of

CPI Application

CPI 1 & 2 Report Menu

ALL EMPLOYEES	
<input type="checkbox"/> CP002 Active Employees Summary	<input type="checkbox"/> CP009 State Health Plan Employee Summary
<input type="checkbox"/> CP010 Employee Record Detail	<input type="checkbox"/> CP014 Salary Greater Than \$85,000
<input type="checkbox"/> CP015 Employment Basis Greater Than 1.25	<input type="checkbox"/> CP018 Terminated Employees
<input type="checkbox"/> CP020 Assignment Job Codes Not Reported	<input type="checkbox"/> CP026 Active Employees Comparison
<input type="checkbox"/> CP032 Personnel Reported Active in Last Cycle	<input type="checkbox"/> CP036 Job Codes Summary by System
<input type="checkbox"/> CP040 Long-Term Substitute Record Summary	<input type="checkbox"/> CP041 Third-Party Contract Record Summary
<input type="checkbox"/> CP100 System Size-OT	

All reports are reports about all employee's

CPI Application

'Funding Reports' Menu'

Go To CPI Main Menu	CPI Funding Reports Menu
CP003 Certified Staff/FTE Experience	CP038A HB280 Math/Science Eligibility - Grades 06-12
CP038B HB280 Math/Science Eligibility - Grades KK-05	CP039 HB280 Secondary Math/Science Funded - Grades 06-12
CP039 HB280 Secondary Math/Science Funded - Grades KK-05	
View to GA PSC Database	

Available as soon as Cycle 1 starts in October:

CP003 Certified Staff/FTE Experience (T&E funding)

CP038A HB280 Math/Science Eligibility - Grades 06-12

CP038B HB280 Math/Science Eligibility - Grades KK-05

NOT available until after the end of the fiscal year:

CP039 HB280 Secondary Math/Science Funded - Grades 06-12

CP039 HB280 Secondary Math/Science Funded - Grades KK-05

CPI Application

CPI 3 Report Menu

[Go To CPI Main Menu](#)

CPI Report Menu

TRANSMISSION

- [CP008 Errors and Warnings Summary](#)
- [CP009 Errors and Warnings Detail](#)

ALL EMPLOYEES

- [CP080 Transmission Verification for Employee Leave](#)
- [CP081 Leave Summary](#)
- [CP082 Certified Employee Leave Summary](#)
- [CP083 Food Service Employee Leave Summary](#)
- [CP084 Maintenance/Custodial Employee Leave Summary](#)
- [CP085 Bus Driver Employee Leave Summary](#)
- [CP086 Other Classified Employee Leave Summary](#)
- [CP087 Average Leave by Employee Group](#)
- [CP088 Average Leave by Race/Ethnicity and Gender](#)
- [CP089 Paraprofessional Leave Summary](#)
- [CP090 Employee Record Detail](#)
- [CP091 Employee Leave Comparison](#)
- [CP101 System Sign-off for Employee Leave](#)

[View to GA PSC Database](#)

CPI 3 is used to capture leave days taken so all the reports are summarizing or comparing Leave Types

CPI Application

CPI Main Menu

CPI Main Menu

Ready to Signoff.

- [Report Menu](#)
- [CPI File Upload](#)
- [CPI Add/Edit/Delete](#)
- [Delete All Data for this System](#)
- [Validation Routine](#)
- Manual Relief Request
- [ADHOC Query](#)
- [Status Check List](#)
- [CPI Primary Contacts](#)
- [SC006-Missing Teacher/Missing Assignment](#)
- [PSC Data Request](#)
- [Transmission System](#)
- [Transmission Status](#)
- [Admin/Helpdesk Menu](#)

Select this link
to upload the
extract file (s)

CPI Application

Upload Screen

Address <https://portaluat/CPIMainMenu.aspx?oid=46028> Go

Navigation

Appling County - 601

CPI Data Collection for Fiscal Year 2007

- To upload a single file, first you must select a file containing relevant data in the appropriate format. Then, click the **Upload File** button.
- To upload multiple files, first you must check the **Multiple Files** check box. Second, for each file to be uploaded, you must specify the file then click the **Upload File** button. Finally, after specifying all of the files to be uploaded, you must click the **Upload All Files Now** button to verify that the list is ready for upload. This button displays when you specify the first file in the file list.
- In addition, you can remove any file from the file list by clicking the Remove button. This button displays to the right of each file in the file list.

File Path :

Multiple Files :

Click on **Browse** to find and select extract

CPI Application

CPI Main Menu

Select this link to Add, Edit, or Delete data online

CPI Main Menu

Ready to Signoff.

- [Report Menu](#)
- [CPI File Upload](#)
- [CPI Add/Edit/Delete](#)
- [Delete All Data for this System](#)
- [Validation Routine](#)
- [Manual Relief Request](#)
- [ADHOC Query](#)
- [Status Check List](#)
- [CPI Primary Contacts](#)
- [SC006-Missing Teacher/Missing Assignment](#)
- [PSC Data Request](#)
- [Transmission System](#)
- [Transmission Status](#)
- [Admin/Helpdesk Menu](#)

CPI Application

Add Edit Delete

DD Transmission on 08/10/2018 02:19:47 pm with Ready to Sign off [Back to Report Menu](#) [click here to print](#)

Georgia Department of Education
July, 2018 (CPI 2018-3)

Add New Data
679-Jasper County

Personnel Demographic Information- A Record		Back to Employee List	Back to Main Menu
EmpCode:	<input type="text"/>	Personnel ID:	<input type="text"/>
Last Name	<input type="text"/>	First Name	<input type="text"/>
		Middle Initial	<input type="text"/>
Employee Type	<input type="text" value="v"/>	Birth Date (mm/dd/yyyy)	<input type="text"/>
Ethnic Hispanic	<input type="text" value="v"/>	Race American Indian	<input type="text" value="v"/>
Race Black	<input type="text" value="v"/>	Race Pacific	<input type="text" value="v"/>
		Race Asian	<input type="text" value="v"/>
		Race White	<input type="text" value="v"/>

Leave Information- D Record				
Job Code	Sick Leave	Staff Development	Vacation	Other Leave
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

CPI Application

CPI Main Menu

This is used to Delete all of your data

CPI Main Menu

Ready to Signoff.

- [Report Menu](#)
- [CPI File Upload](#)
- [CPI Add/Edit/Delete](#)
- [Delete All Data for this System](#)
- [Validation Routine](#)

- [Manual Relief Request](#)

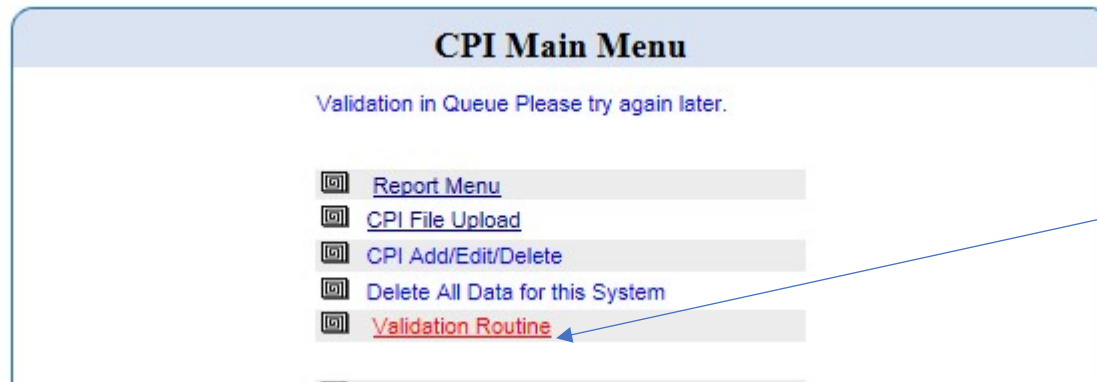
- [ADHOC Query](#)

- [Status Check List](#)
- [CPI Primary Contacts](#)

- [SC006-Missing Teacher/Missing Assignment](#)

- [PSC Data Request](#)
- [Transmission System](#)
- [Transmission Status](#)
- [Admin/Helpdesk Menu](#)

CPI Application



When you correct data online you have to validate for the correction to update

**Continuing the Validation Routine will re-process all of your reports.
Do you want to continue ?**

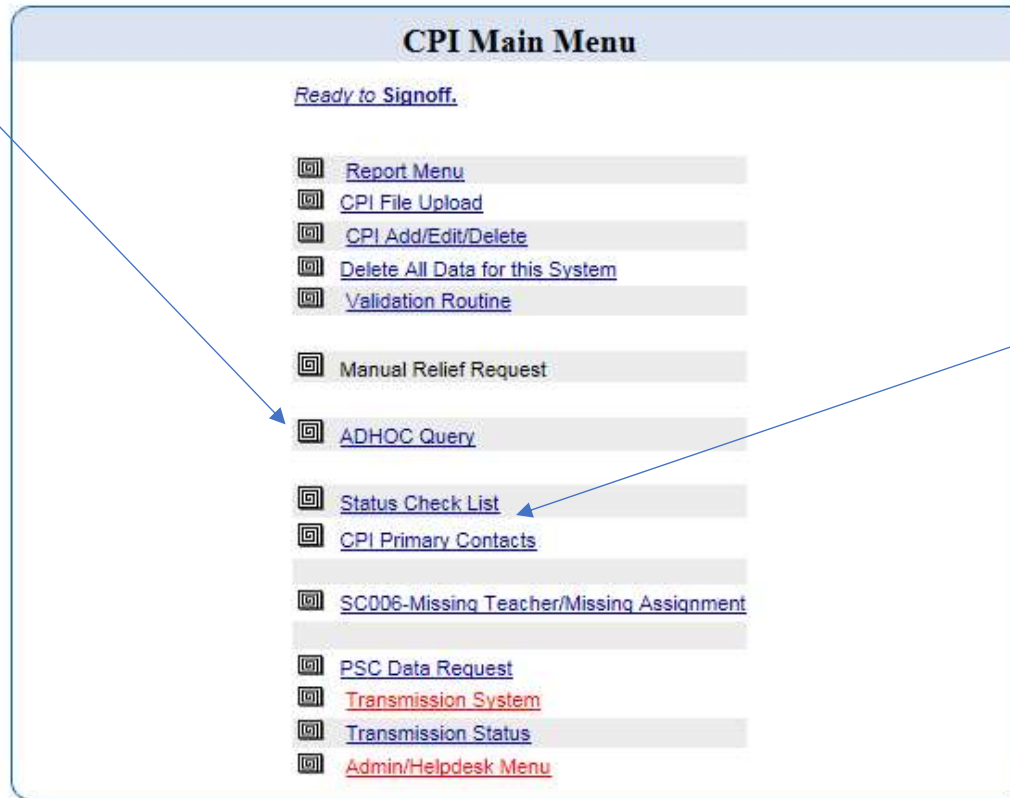
Validation Routine is in progress. Please wait - until the Validation Routine is complete.

[Back to Report Menu](#) [Back to Main Menu](#)

CPI Application

CPI Main Menu

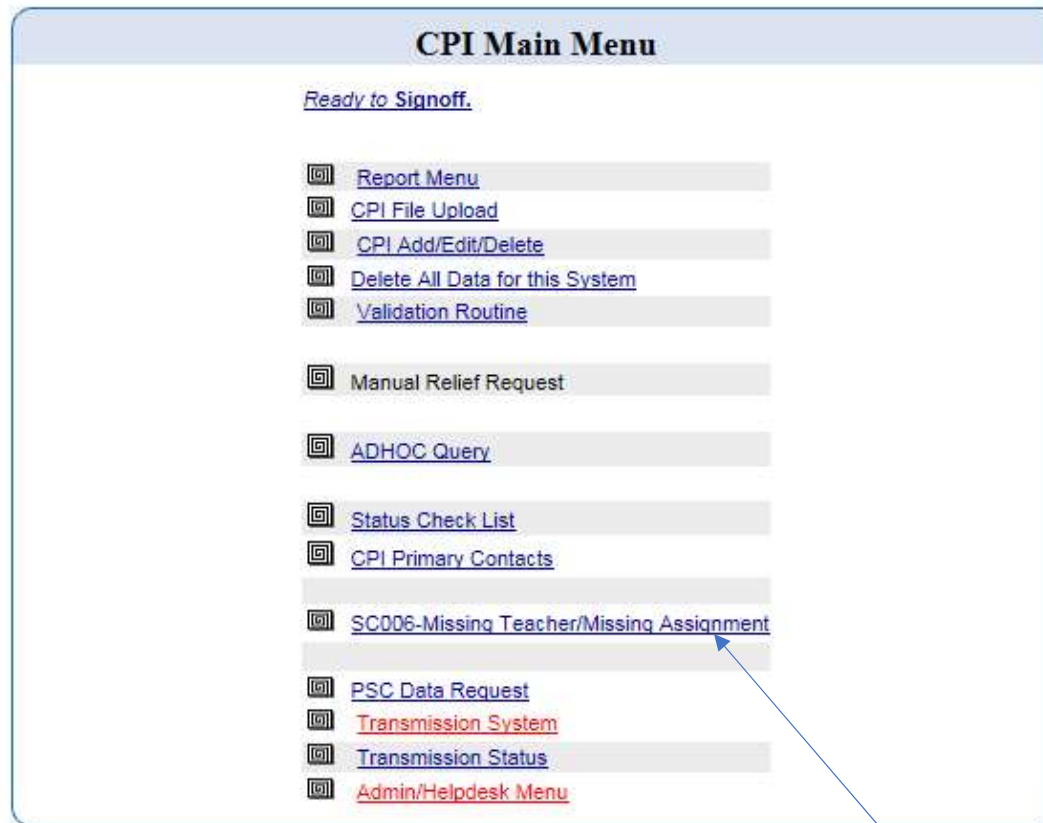
ADHOC Query allows the user to search/query data the district reported in CPI



This is your list of Primary contacts for other Districts

CPI Application

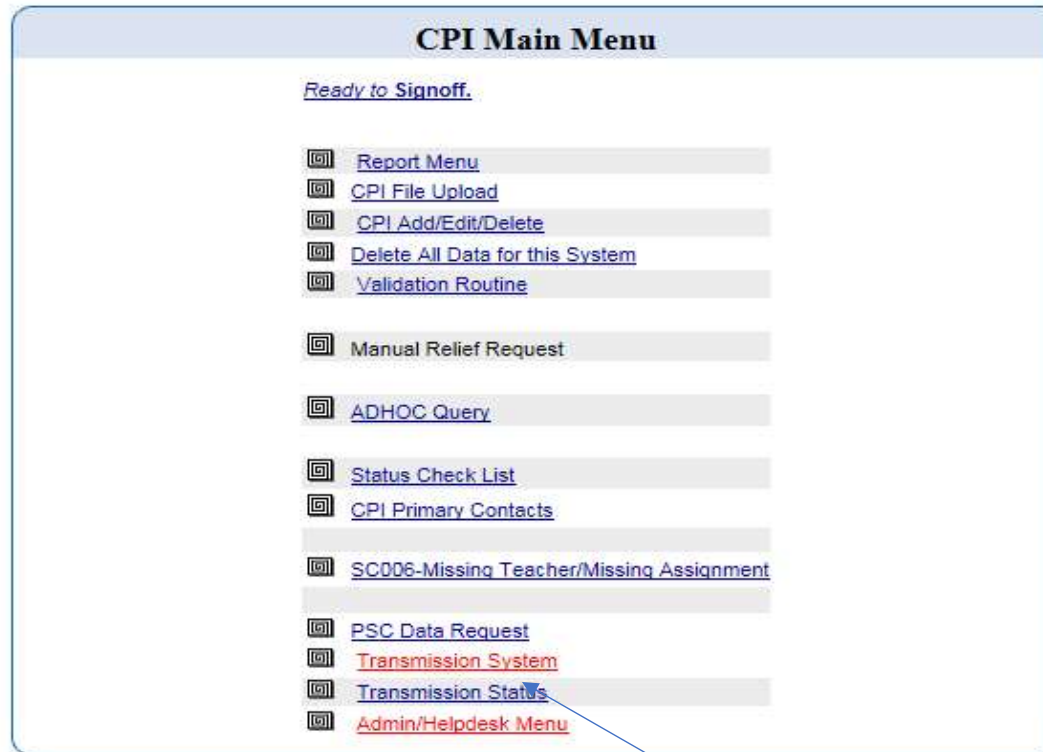
CPI Main Menu



Student Class report for teachers reported in Student Class but not reported in CPI

CPI Application

CPI Main Menu



Upload and download Data from PSC for Certified Employee's

PSC Data Download

- Create file within local system (System #, Employee SSN)
- Upload using the **PSC Data Request** link. This creates a file consisting of:
 - ✓ Z01 layout records
 - ✓ Y01 layout records
 - ✓ See [CPI-PSC Certificate File Layout and Edit Rules](#)
 - ✓ **Download the CPI/Professional Standards Commission (PSC) certificate file layout and edit rules in .PDF format**
- How is this helpful:
 - ✓ Ability to upload PSC data into local system
 - ✓ Update certification data for certified personnel

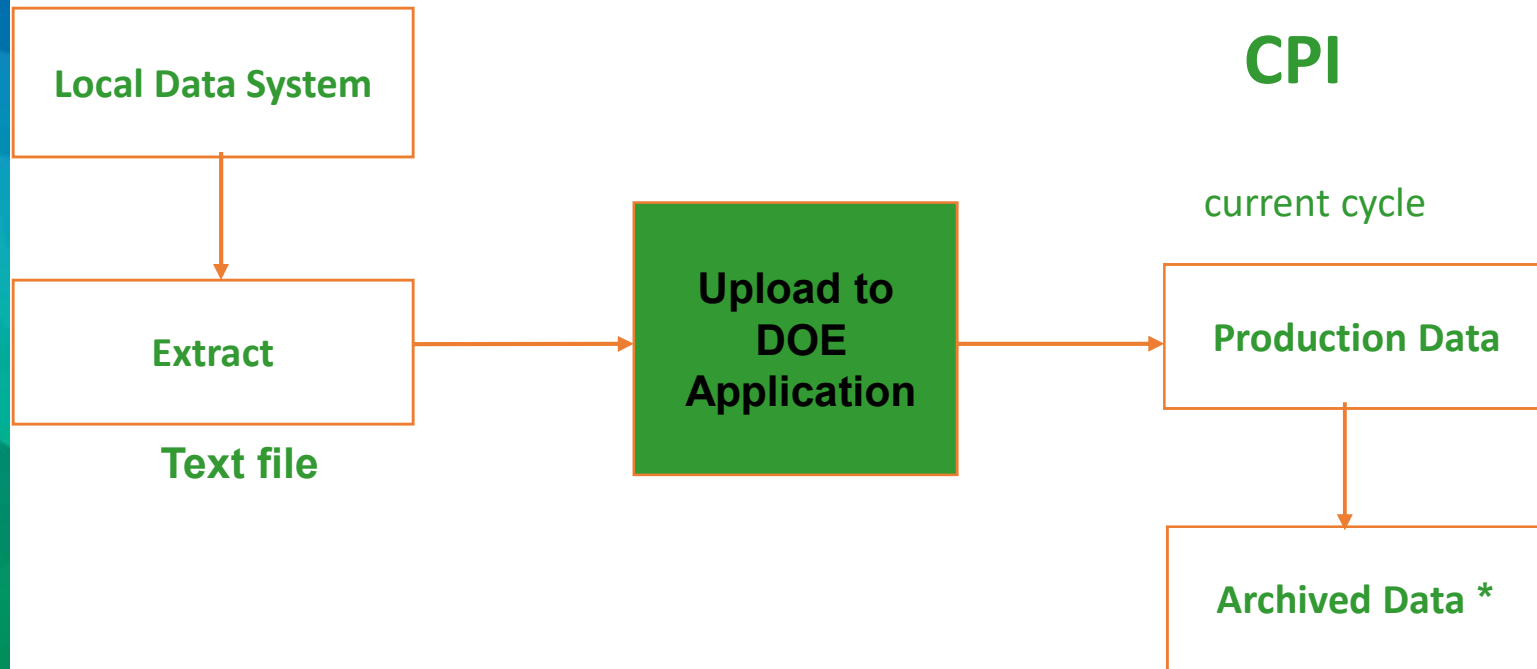


CPI How It Works

How It Works

From Your Local System to CPI

Ex: PC Genesis or local vendor system



* Note: Once data is “archived” after each cycle, you cannot view the employee detail reports.

storage after cycle

How it works

Extract

- Text file located on PC hard drive or server
- Formatted to meet GaDOE requirements
- Can be viewed in text editor
- Some text editor's with free downloads (ex: Ultra Edit, NotePad++)

How it works

The information on the extract is formatted from our DOE document called a File Layout

FY2020 CPI Data File Layout

Document Revision Updates

Note: Some changes below, noted in red, will not apply until cycle 3 in July, 2020.

DATE	DATA ELEMENT AFFECTED	COMMENTS
07/01/2019		Annual Updates
07/01/2019	JOB CODE	New edit: E2200 - Nurses were reported with JOB CODE 409. Certifications / qualification must be indicated on report CPxx1.
07/01/2019	JOB CODE	New edit: E2201 -No nurses were reported with JOB CODE 409. See report CPxx2, <u>Nurse Qualification Report</u> .
07/01/2019	EMPLOYEE CODE	New edit: E2202 - Teachers of IB courses were reported from this high school in the Student Class Data Collection. No IB teachers have been reported with the additional qualification requirements verified by the school (not PSC). Please complete report CPxxx, <u>IB Teacher Qualification Report</u> .
07/01/2019	EMPLOYEE CODE	New edit: E2204 Teachers of AP courses were reported from this high school in the Student Class Data Collection. No AP teachers have been reported with the additional qualification requirements verified by the school (not PSC). Please complete report CPxxx, <u>AP Teacher Qualification Report</u> .
07/01/2019	LAST NAME, FIRST NAME	New warning: W1046-STRIDE NUMBER reported for more than one employee when comparing FIRST NAME and LAST NAME . Please see report CP046 for duplicate STRIDE NUMBER but name is different. Contact the other district, where needed, to determine if the name or STRIDE NUMBER needs to be modified. Starting Cycle 3 FY2020
07/01/2019	EMPLOYEE CODE, ASSIGNMENT CERTIFICATE TYPE	New edit: Exxxx- EMPLOYEE CODE listed from PSC with a revoked or suspended ASSIGNMENT CERTIFICATE TYPE . Please contact the District HR Department.

How it works

Personnel Demographic Information - A Record

This record contains basic demographic information regarding employees including name, date of birth, ethnicity, and gender. This record is reported in CPI cycle 1 & 2 for all **EMPLOYEE TYPES** ('P' = 3rd-Party Contract, 'L' = Long-Term Substitute, 'B' = SB 327 Retiree and Blank/null = regular employee) and cycle 3 for **EMPLOYEE TYPES** ('B' = SB 327 Retiree and Blank/null = regular employee). Edits highlighted in yellow are new for CPI 2019.

Personnel Demographic Information – A Record									
Layout ID	Element	Cycle	Field Type	Required For:	Length	Starting Position	Ending Position	Description	Edits
A01	FISCAL YEAR	ALL	N	Certified, Classified, Active, Terminated	4	1	4	Current fiscal year	E010 - FISCAL YEAR must be all four digits of the current valid fiscal year
A01	REPORT PERIOD	ALL	A	Certified, Classified, Active, Terminated	1	5	5	Identifies the CPI reporting period	E020 - REPORT PERIOD must be the current valid CPI period: '1' = October '2' = March '3' = July
A01	SYSTEM CODE	ALL	A	Certified, Classified, Active, Terminated	3	6	8	School System code.	E040 - SYSTEM CODE must be an active school system code in the Facilities Database.
A01	EMPLOYEE CODE	ALL	A	Certified, Classified, Active, Terminated	9	9	17	Employee's Assigned Number	E064 – EMPLOYEE CODE must be employee's 9-digit Social Security Number, right justified with expressed leading zeros. E805 –EMPLOYEE CODE must be unique for every RECORD TYPE = 'A01' in file for one SYSTEM. E2016 - All personnel reported as active in CPI 2018-2 must be reported A01 as either active or terminated in CPI 2019-1. E8050- EMPLOYEE CODE must be unique for every RECORD TYPE = 'A01' in entire state where TERMINATION CODE = zeros. (Previously WB05.) E292 - All race indicators for employee cannot equal 'N'.

The File Layout Identifies data elements in each layout (record) and their placement in each record.

How it works

Comparing Extract Data to Layout

A-Record – Demographic Data

2018161188888888A01F2MMMMMMMM, JOAN KAY 19491120000010005

Personnel Demographic Information - A Record								
Element	Record	Position	Description	Field Type	Field Length	Required for:	Edits	Edit#
FISCAL YEAR	A01	1-4	Current fiscal year	N	4	Certified, Classified, Active, Terminated	FISCAL YEAR must be all four digits of the current valid fiscal year - e.g. fiscal year from July 1, 2017 to June 30, 2018 = "2018"	E010
REPORT PERIOD	A01	5	Identifies the CPI reporting period.	A	1	Certified, Classified, Active, Terminated	REPORT PERIOD must be the current valid CPI period: "1" = October "2" = May "3" = July	E020
SYSTEM CODE	A01	6-8	School System code.	A	3	Certified, Classified, Active, Terminated	SYSTEM CODE must be an active school system code in the <i>Facilities Database</i> .	E041
EMPLOYEE CODE	A01	9-17	Employee's Social Security Number	A	9	Certified, Classified, Active, Terminated	SOCIAL SECURITY NUMBER must be employee's 9-digit Social security Number, right justified with expressed leading zeros. SOCIAL SECURITY NUMBER must be unique for every RECORD TYPE = "A01" in file for one SYSTEM . All personnel reported as active in CPI 2006-2 must be reported as either active or terminated in CPI 2007-1. SOCIAL SECURITY NUMBER must be unique for every RECORD TYPE = "A01" in entire STATE where TERMINATION CODE = zeros.	E064 E805 E2016 W805
RECORD TYPE	A01	18-20	Identifies part of the record layout.	A	3	Certified, Classified, Active, Terminated	RECORD TYPE must = "A01". Every active employee where TERMINATION CODE = zero or blank must have RECORD TYPE = "C01". Every employee with a RECORD TYPE = B01 must have a record with RECORD TYPE = 'A01' Every employee with a RECORD TYPE = 'C01' must have a record with RECORD TYPE = 'A01' Every employee with a RECORD TYPE = 'A01' must have a record with RECORD TYPE = 'B01'.	E802 E803 E3033 E3034 E3035

How it works

What An Extract Looks Like . . .

A text editor uses a character ruler which is better than an inch ruler used in Word.

```
CPI-Subj2007-1-611A01-B01.txt*
0 10 20 30 40 50 60 70 80 90
4 20071611888888888888AO1M2CPPPPPPPP, ·GEORGE·····19421019000010006·····9
5 20071611888888888888BO110000000306L6N0062181320000000001900000·····00·····9
6 20071611888888888888CO101051000CI··T11497075400·····9
7 20071611777777777777AO1F2SCHHHH, ·IRENE·S·····19410622000010009·····9
8 20071611777777777777BO10000100000···000000000000184979800018212006050500·····9
9 20071611666666666666AO1F2MCDDDDDD, ·JEAN·····19540130000010017·····9
10 20071611666666666666BO110000000255L6N00592290000000000001900000·····00·····9
11 20071611666666666666CO101051000CI··T11497276400·····9
12 20071611555555555555AO1F2LITTTT, ·MYRNA·M·····19400606000010027·····9
13 20071611555555555555BO104900000264L6N00467569200000000001900000·····00·····9
14 20071611555555555555CO1010500500CI··11009208085·····9
15 20071611555555555555CO201050500CI··T14197380800·····9
16 20071611444444444444AO1F2BBBG, ·DEBORAH·····19511028000010029·····9
17 20071611444444444444BO10000100010···00000000000016109980001820·····00·····9
18 20071611444444444444CO101051000N··TR461·····00·····9
19 20071611333333333333AO1M2RRRRRRRLD, ·ROBERT·····19430620000010033·····9
20 20071611333333333333BO110000000244L6N005094300000000000019000012006060600·····9
21 20071611222222222222AO1M2RRRRRN, ·PETER·JOSEPH·····19540702000010045·····9
22 20071611222222222222BO110000000266L6N00822194200000000002100000·····00·····9
23 20071611222222222222CO101051000CI··L61597870400·····9
24 20071611111111111111AO1F2LLLG, ·MARY·H·····19520523000010047·····9
25 20071611111111111111BO110000000195LSN00554720000000000001900000·····00·····9
26 20071611111111111111CO101051000CI··T10070020800·····9
27
```


How it works

Main Menu

The screenshot shows the MyGaDOE web application interface. At the top, there is a search bar for districts and a navigation menu with letters A through Z. A green banner reads "Welcome to MyGaDOE" with links for "Help - District" and "Online Documentation". Below this, a message states "You have 0 new messages." The main content area is titled "CPI Main Menu" and includes a sub-header "607-Barrow County". A message indicates "No data has been transmitted for this system." A list of menu items is displayed, with a callout box highlighting "CPI File Upload" and instructing the user to "Select *CPI File Upload* to upload extract". Other menu items include Report Menu, CPI Add/Edit/Delete, Validation Routes, Status Check List, PSC Data Request, Transmission System, Transmission Status, and Admin/Helpdesk Menu.

How it works

Validation Process – Error Checks

CPI Main Menu

Data being validated. Please try again later.

Status Message Line

-  [Report Menu](#)
-  [ADHOC Query](#)
-  [CPI Primary Contacts](#)
-  [PSC Data Request](#)
-  [Transmission System](#)
-  [Transmission Status](#)
-  [Admin/Helpdesk Menu](#)

How it works

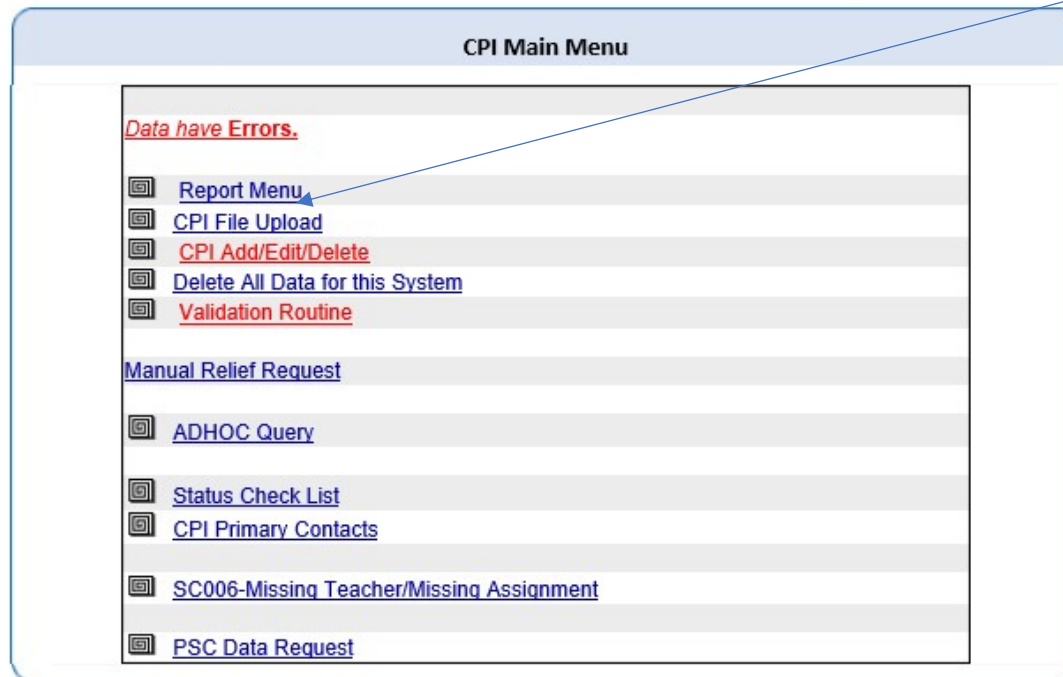
Processed Failed

59

- **“Process Failed”** message on Main Menu
 - Email sent to person logged into CPI
 - Indicates data lines that have error(s)
- Use text editor
 - Check key fields first
 - Do all the records line up?
 - Look for unusual characters (\$,%!,etc.)
- Make corrections and re-upload

How it works

Errors and Warnings



CP008- Errors and Warning Summary
CP009- Error and Warnings Detail

How it works

CP008 Errors and Warnings Summary

CP008 ERROR
AND
WARNING
SUMMARY

61

[Go To CPI Main Menu](#)

CPI Report Menu

TRANSMISSION

- [CP008 Errors and Warnings Summary](#)
- [CP009 Errors and Warnings Detail](#)

ALL EMPLOYEES

- [CP080 Transmission Verification for Employee Leave](#)
- [CP081 Leave Summary](#)
- [CP082 Certified Employee Leave Summary](#)
- [CP083 Food Service Employee Leave Summary](#)
- [CP084 Maintenance/Custodial Employee Leave Summary](#)
- [CP085 Bus Driver Employee Leave Summary](#)
- [CP086 Other Classified Employee Leave Summary](#)
- [CP087 Average Leave by Employee Group](#)
- [CP088 Average Leave by Race/Ethnicity and Gender](#)
- [CP089 Paraprofessional Leave Summary](#)
- [CP090 Employee Record Detail](#)
- [CP091 Employee Leave Comparison](#)
- [CP101 System Sign-off for Employee Leave](#)

[View to GA PSC Database](#)

How it works

CP009 List Errors and Warnings

CP008 LIST
THE ERRORS
AND
WARNING

Error Code	Error Description	Number of Errors
W635	Warning: Total number of leave days reported for all leave is zero. Please check and verify data.	63
E804	RECORD TYPE A01 transmitted without at least one RECORD TYPE D01.	1

[Display All Errors](#)

TOTAL
NUMBER OF
ERRORS AND
WARNINGS

How it works

CP009 List Errors and Warnings Detail



CP009 Transmission on 08/14/2019 02:45:16 pm with Data Have Errors [Back to Report Menu](#) [click here to print](#)

GDOEP	Employee Name	Error Code	Error Message	Data Submitted	Input Field
123456789	Sue Waters	E804	RECORD TYPE A01 transmitted without at least one RECORD TYPE D01.	999	Employee Code



How it works

Edit the Data



Edit

Personnel Demographic Information- A Record					
EmpCode:		Personnel ID:	000737029		
Last Name		First Name		Middle Initial	M
Employee Type		Birth Date(mm/dd/yyyy)		Gender:	F
Ethnic Hispanic	N	Race American Indian	N	Race Asian	N
Race Black	N	Race Pacific	N	Race White	W
Leave Information- D Record					
	Job Assignment	Job Code	Sick Leave	Staff Dev. Leave	Vacation Other Leave

Errors/Warnings

EmpCode	Employee Name	Error Code	Error Message	Data Submitted	Input Field
		E804	RECORD TYPE A01 transmitted without at least one RECORD TYPE D01.		Employee Code



How it works

Edit Data On-Line

Make your corrections then click on submit

Personnel Demographic Information- A Record				Back to Employee List	Back to Main Menu
EmpCode:	<input type="text"/>	Personnel ID:	<input type="text"/>		
Last Name	<input type="text"/>	First Name	<input type="text"/>	Middle Initial	<input type="text" value="M"/>
Employee Type	<input type="text"/>	Birth Date (mm/dd/yyyy)	<input type="text"/>	Gender:	<input type="text" value="F - Female"/>
Ethnic Hispanic	<input type="text" value="N - Not Ethnic Hispanic"/>	Race American Indian	<input type="text" value="N - Not Race American Indian"/>	Race Asian	<input type="text" value="N - Not Race Asian"/>
Race Black	<input type="text" value="N - Not Race Black"/>	Race Pacific	<input type="text" value="N - Not Race Pacific"/>	Race White	<input type="text" value="W - Race White"/>
Leave Information- D Record					
Job Code	Sick Leave	Staff Development	Vacation	Other Leave	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="button" value="Submit"/>		<input type="button" value="Reset"/>			

EmpCode	Employee Name	Error Code	Error Message	Data Submitted	Input Field
		E804	RECORD TYPE A01 transmitted without at least one RECORD TYPE D01.		Employee Code

How it works

Ready to Signoff

Once you have made all of your corrections validate your data. The message line will change to Ready to Signoff

CPI requires a Superintendent Signoff. Remember to Review and print reports before Signoff

CPI Main Menu

Ready to Signoff.

- [Report Menu](#)
- [CPI File Upload](#)
- [CPI Add/Edit/Delete](#)
- [Delete All Data for this System](#)
- [Validation Routine](#)
- Manual Relief Request
- [ADHOC Query](#)
- [Status Check List](#)
- [CPI Primary Contacts](#)
- [SC006-Missing Teacher/Missing Assignment](#)
- [PSC Data Request](#)



Important Notes

CPI Important Notes

Tips and Reminders

Deadlines are important!

- Please strive to make the **Initial Transmission** deadlines
- Create check-lists to help keep the collection on track
- Set internal deadlines that are earlier than the states collection deadlines
- Please contact the Help Desk (dticket@doe.k12.ga.us) or the Data Collection team ASAP if the district is having local system problems
- Set times-frames to review the data and reports – *prior* to sign off.
- ✓ Allow additional time to handle the unexpected – because the unexpected *will* happen!

CPI Important Notes

Build Your TEAM
Identify and introduce yourself to your TEAM

CPI Coordinator

HR/Payroll/Certification

School Principals

Student Class
Coordinator

PSC/ Title II A

CPI Important Notes

CPI Records Per Employee Type

<u>EMPLOYEE TYPE Code</u>	<u>Personnel</u>	<u>Record Layouts</u>	<u>Certified T&E \$</u>
L	Long-Term Substitutes	A	No
P	Third-Party Contracts	A & C	No
B	SB 327 Employees (direct contract)	A, B, & C	Yes
Blank/null	Other direct contract employees and VIF	A, B, & C	Yes

CPI Important Notes

Georgia Department of Education

CPI Employee Record Detail

October 2013(CPI 2014-1)

234-SAMPLE County

Personnel Demographic Information- A Record ([Click here for records required for Employee Type](#)) [Back to Employee List](#) [Main Menu](#)

SSN:	123456789	Employee Type	- Regular Employee	Race American Indian	N - Not Race A
Last Name	MOUSE	Birth Date (mm/dd/yyyy)	02/21/1935	Race Asian	N - Not Race A
First Name	MINNE	Gender:	F - Female	Race Black	N - Not Race B
Middle Initial	M			Race Pacific	P - Race Pacifi
Personnel ID:	43566	Ethnic Hispanic	N - Not Ethnic Hispanic	Race White	N - Not Race W

'A01' Record – Basic Demographics

Personnel Demographic Information- B Record (*Termination Code is required to add B record for regular and SB327 employee*)

Termination Code	0 - Active Employee	Employment Basis	CERTIFIED	1	CLASSIFIED	0
Termination Date (mm/dd/yyyy)		Contract Days		190		0
Stop Here For Terminated Employee!			Contract Salary	51740		0
		Certified Years Experience		17		
State Health Plan (Y/N)	N - No	State Pay Step		4		
CPI DERIVED FIELDS (for DOE use only)			Local Years Service	11		
Full Time Equivalent Certified Salary (Cert Emp Basis X Cert Salary)	\$51,740	Payroll Certificate Level		4 - Bachelor		

'B01' Record – Contract and Certification Information

Assignment Information- C Record

School ID	School Name	Percent of Time Assignment	TYPE	In Field	Status	Certificate Type	Job Code	Subject Matter	Certificate Field	Fund Code	Consolidate Fund Flag
0403	APS-Forrest Hills Academy	50.0	C	I		SRT	360		761	01	Y
0403	APS-Forrest Hills Academy	50.0	C	I		SRT	360		761	01	Y

DATA from PSC

'C01' Record(s) – Job Assignments

PSC Details if available

Cert Level	Effective Date	Provision Flag	Certificate	Field Code	Begin Date	End Date
4	07/01/2001	F	C	694	07/01/2017	06/30/2022
		F	SRT	761	07/01/2017	06/30/2022



CPI Important Notes

Entering Data in Local System

- **Good Data Entry in Local System**
 - Causes Less Errors On Upload
 - Can Prevent Loss of Funds
- **Local Software Assistance**
 - Vendor Documentation
 - Vendor Help Line



CPI Important Notes

Correcting . . . Online in CPI

- Use for **last-minute changes** only!
- Online changes – two methods to access employee’s detail records:
 - Add/Edit/Delete
 - Error Listing Detail
- Revalidate after all corrections are made – you do not need to do after each record

CPI Important Notes

Correcting Online . . .

Warning!



- Re-uploading an extract will wipe out any online changes previously made online.
- Make sure all uploads are completed before making any last-minute changes online.

Data Collection Team

Levette Williams	Chief Privacy Officer, Director of Technology Management (Data Collections & Reporting, Customer Support, Database Administration)		lewillia@doe.k12.ga.us
Kathy Aspy	Data Collections Manager	404-651-5312	kaspy@doe.k12.ga.us
Patty Miller	GUIDE Private School Collection STRIDE	404-657-0533	pmiller@doe.k12.ga.us
Carl Garber	Student Record	404-463-2326	cgarber@doe.k12.ga.us
Sharon Armour	Student Class Course Table Maintenance Pre-ID	404-657-1064	sarmour@doe.k12.ga.us
Katie Green	CPI Free and Reduced Meal PCG STRIDE	404-463-1946	kagreen@doe.k12.ga.us
Irish Saxton	FTE End Of Pathway Assessment	404-657-0536	isaxton@doe.k12.ga.us
Stephanie Smith	New Coordinator Liaison Systems Analyst (PCG)	404-463-0256	stephanie.smith@doe.k12.ga.us



Need Assistance?

www.gadoe.org

   @georgiadeptofed

 youtube.com/georgiadeptofed

Email questions and problems to:

- dticket@doe.k12.ga.us . . . OR
- call the Help Line at 800-869-1011



**EDUCATING
GEORGIA'S FUTURE**