CPI 100.2

Katie Green
Data Collection Analyst

Offering a holistic education to **each and every child** *in our state.*

Georgia Department of Education

Agenda

CPI
APPLICATION

HOW IT WORKS

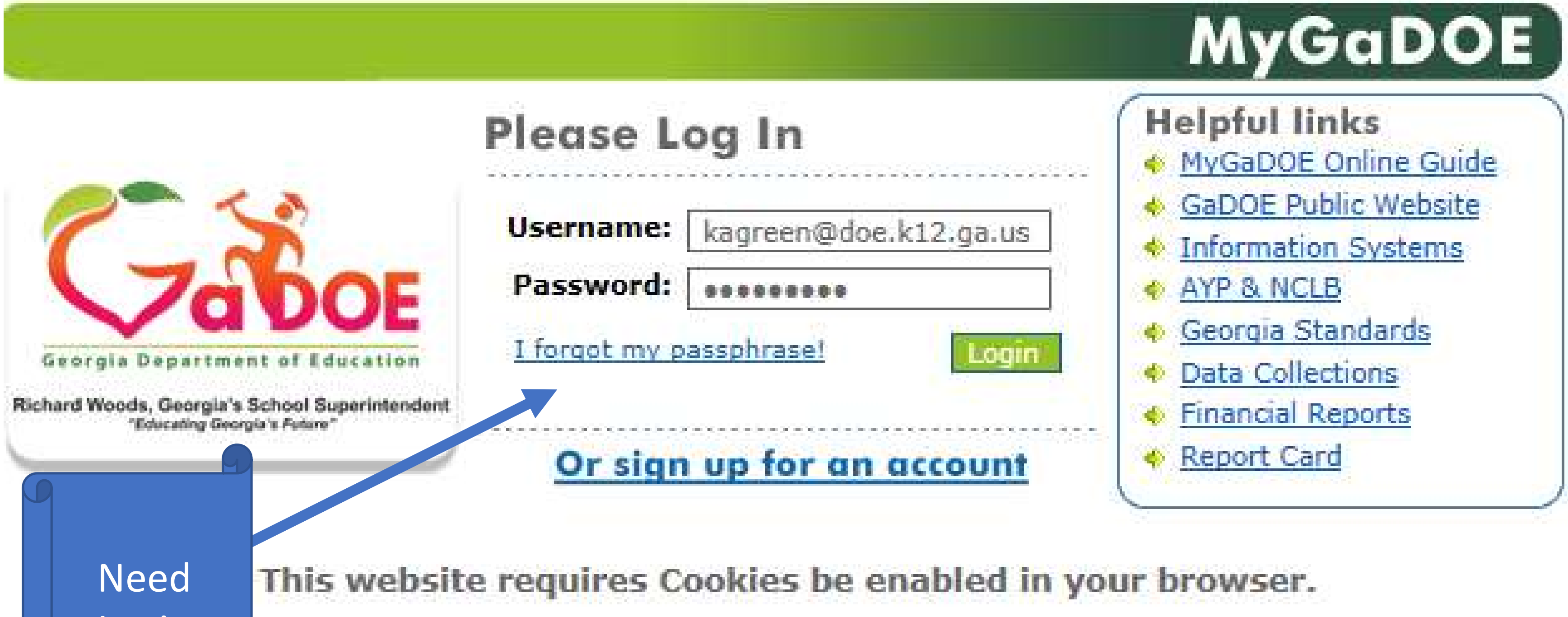
IMPORTANT NOTES

CPI Application

CPI Application

Logging into the portal

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



MyGaDOE

Georgia Department of Education

Richard Woods, Georgia's School Superintendent
"Educating Georgia's Future"

Please Log In

Username: kagreen@doe.k12.ga.us

Password: ••••••••••

I forgot my passphrase!

Or sign up for an account

Helpful links

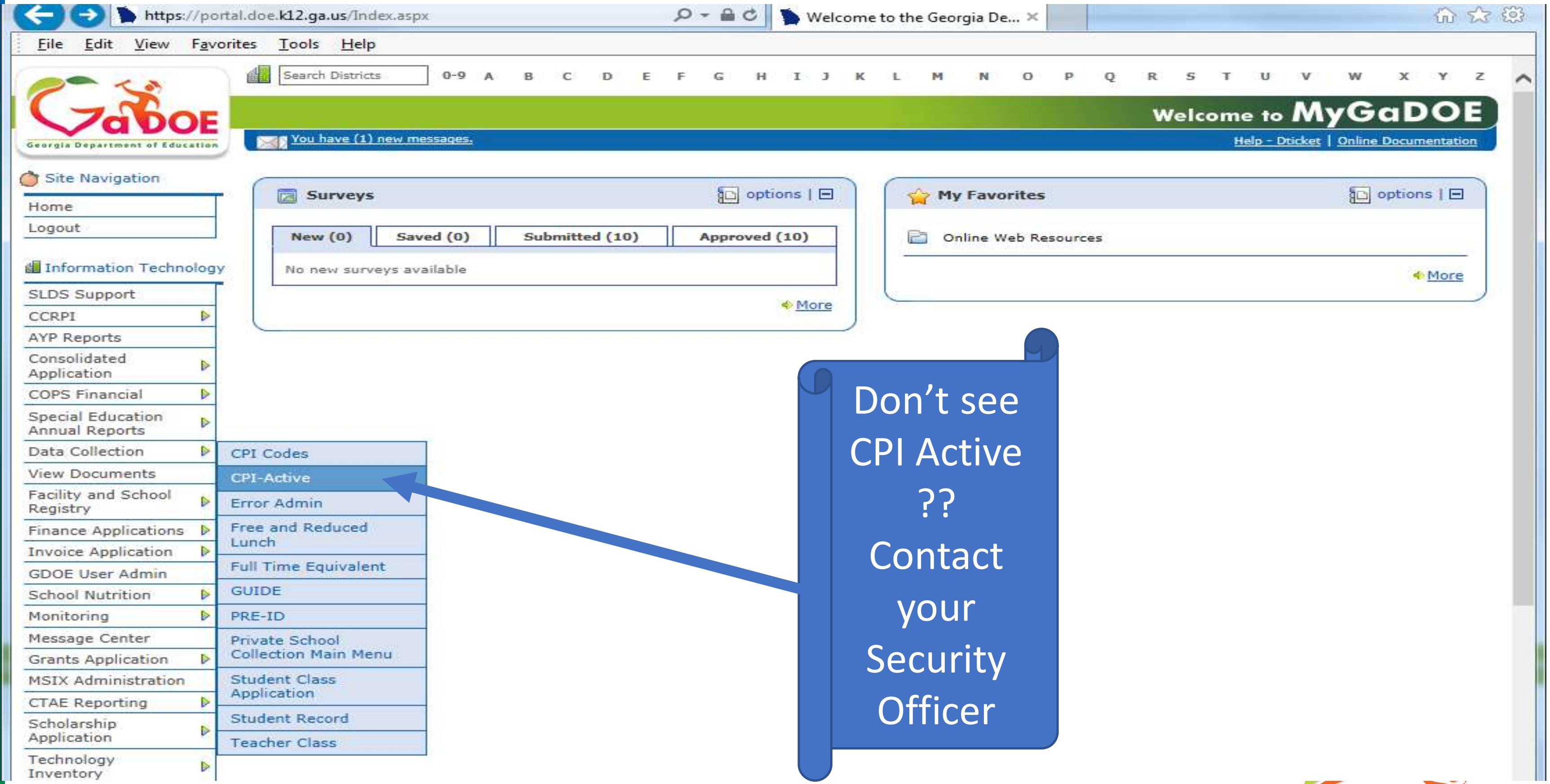
- MyGaDOE Online Guide
- GaDOE Public Website
- Information Systems
- AYP & NCLB
- Georgia Standards
- Data Collections
- Financial Reports
- Report Card

This website requires Cookies be enabled in your browser.

Need Login Access?

CPI Application
Application Selection

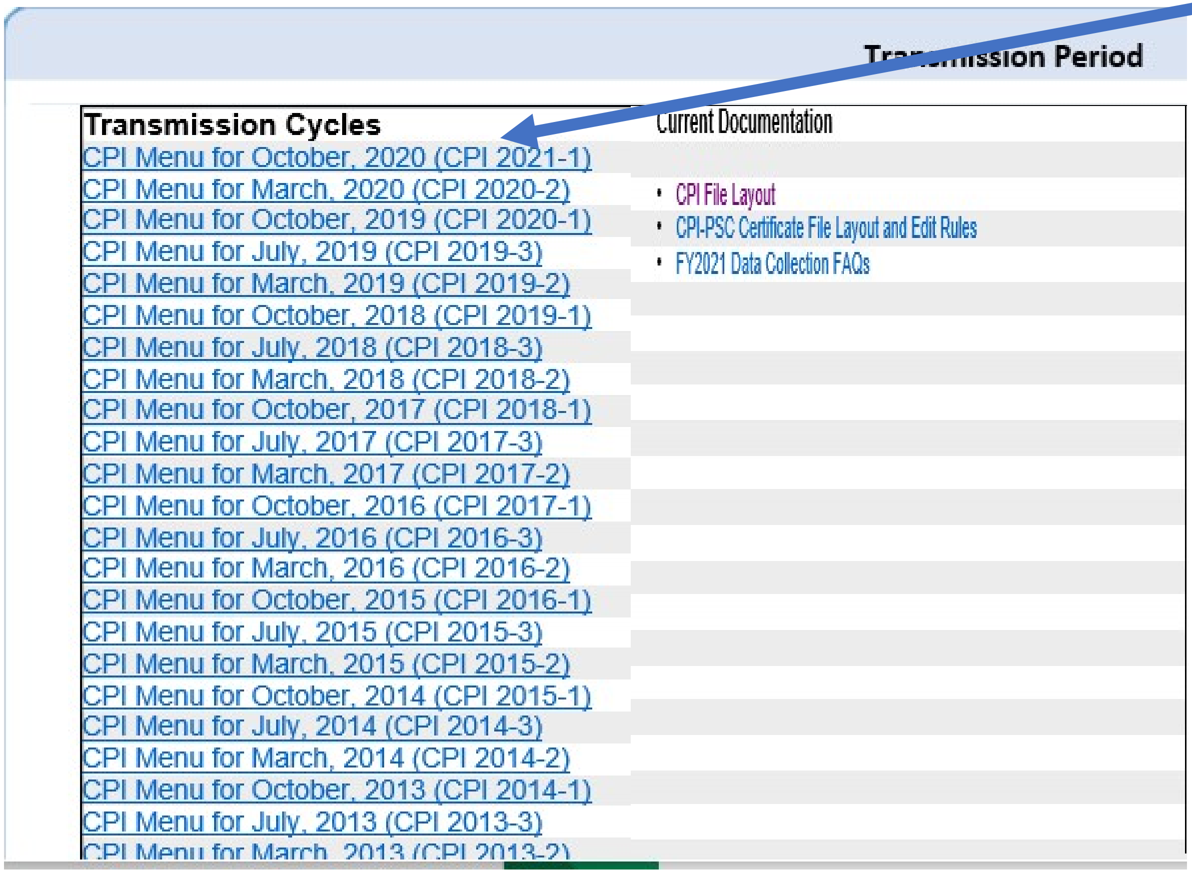
You may just one option available to you, depending on your access authority


https://portal.doe.k12.ga.us/Index.aspx
Welcome to the Georgia De...
File Edit View Favorites Tools Help
Search Districts
0-9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
Welcome to MyGaDOE
You have (1) new messages.
Help - Dticket | Online Documentation
Site Navigation
Home
Logout
Information Technology
SLDS Support
CCRPI
AYP Reports
Consolidated Application
COPS Financial
Special Education Annual Reports
Data Collection
View Documents
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
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
Surveys
options
New (0)
Saved (0)
Submitted (10)
Approved (10)
No new surveys available
More
My Favorites
options
Online Web Resources
More

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

CPI Application

Select Transmission Period



Transmission Period

Transmission Cycles
- CPI Menu for October, 2020 (CPI 2021-1)
- CPI Menu for March, 2020 (CPI 2020-2)
- CPI Menu for October, 2019 (CPI 2020-1)
- CPI Menu for July, 2019 (CPI 2019-3)
- CPI Menu for March, 2019 (CPI 2019-2)
- CPI Menu for October, 2018 (CPI 2019-1)
- 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 Menu for July, 2017 (CPI 2017-3)
- 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)
- CPI Menu for March, 2013 (CPI 2013-2)

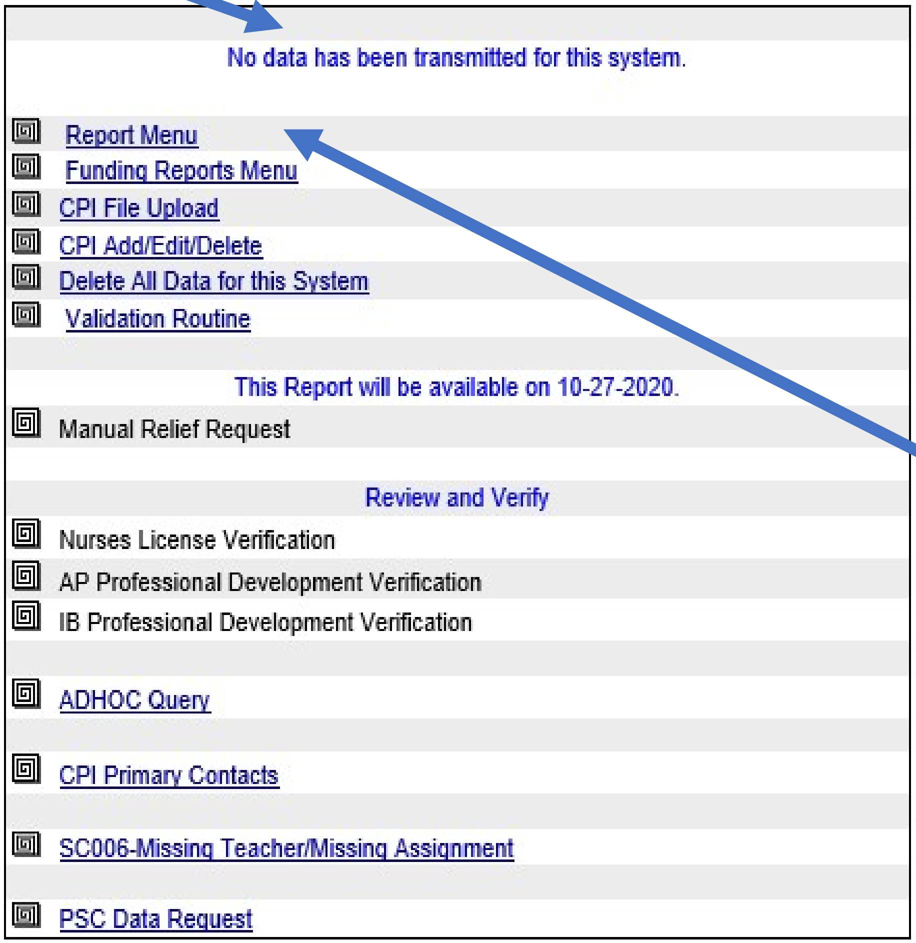
Current Documentation
- CPI File Layout
- CPI-PSC Certificate File Layout and Edit Rules
- FY2021 Data Collection FAQs

October 2020 is Fiscal Year 2021

CPI Application

CPI Main Menu

The Status message line tells you the status of your data collection.



No data has been transmitted for this system.

- Report Menu
- Funding Reports Menu
- CPI File Upload
- CPI Add/Edit/Delete
- Delete All Data for this System
- Validation Routine

This Report will be available on 10-27-2020.

- Manual Relief Request

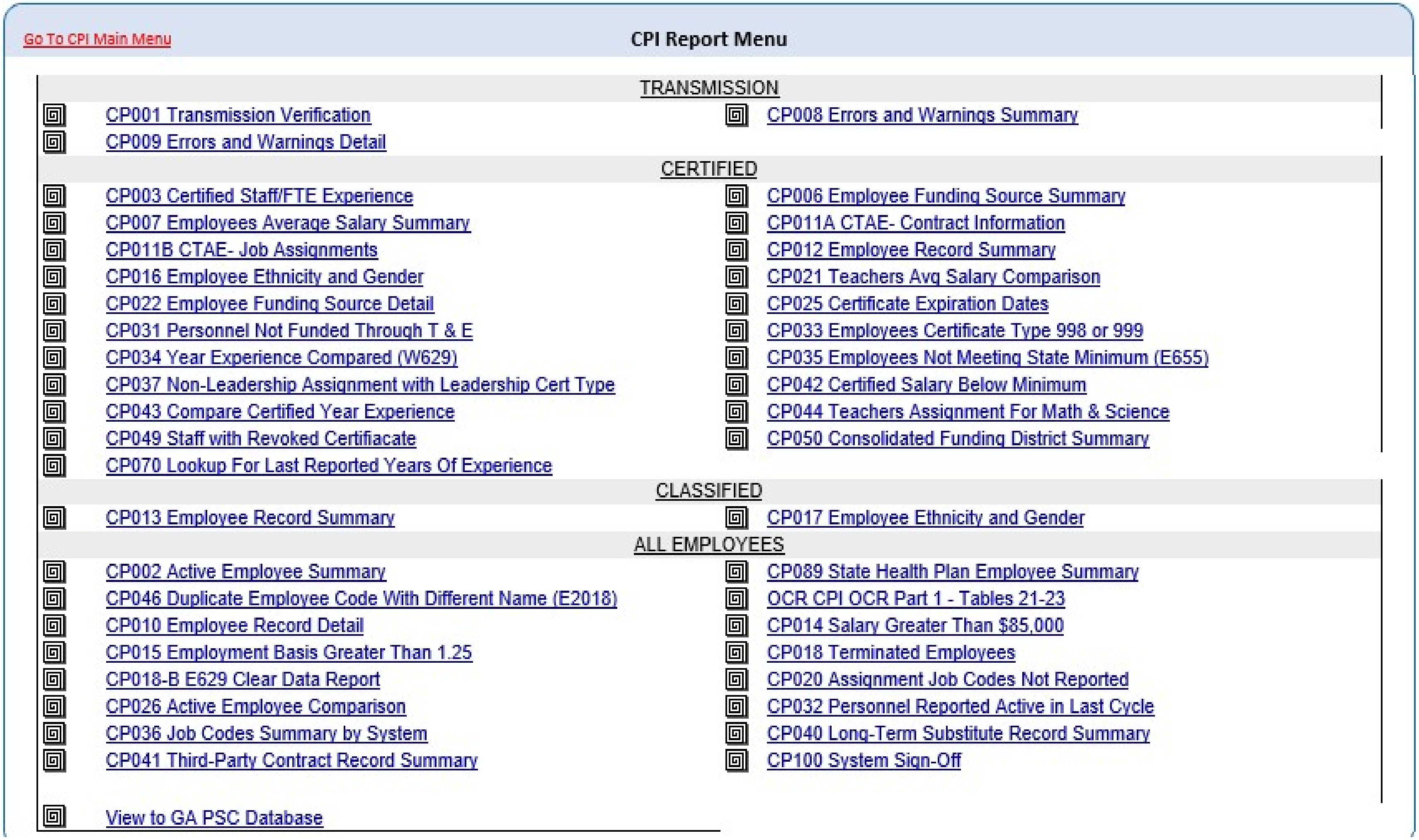
Review and Verify

- Nurses License Verification
- AP Professional Development Verification
- IB Professional Development Verification
- ADHOC Query
- CPI Primary Contacts
- SC006-Missing Teacher/Missing Assignment
- PSC Data Request

Select this link to get to the Report Menu.

CPI Application

CPI 1 & 2 Report Menu



Go To CPI Main Menu

CPI Report Menu

TRANSMISSION

- CP001 Transmission Verification
- CP009 Errors and Warnings Detail
- CP008 Errors and Warnings Summary

CERTIFIED

- CP003 Certified Staff/FTE Experience
- CP007 Employees Average Salary Summary
- CP011B CTAE- Job Assignments
- CP016 Employee Ethnicity and Gender
- CP022 Employee Funding Source Detail
- CP031 Personnel Not Funded Through T & E
- CP034 Year Experience Compared (W629)
- CP037 Non-Leadership Assignment with Leadership Cert Type
- CP043 Compare Certified Year Experience
- CP049 Staff with Revoked Certifiacate
- CP070 Lookup For Last Reported Years Of Experience
- CP006 Employee Funding Source Summary
- CP011A CTAE- Contract Information
- CP012 Employee Record Summary
- CP021 Teachers Avg Salary Comparison
- CP025 Certificate Expiration Dates
- CP033 Employees Certificate Type 998 or 999
- CP035 Employees Not Meeting State Minimum (E655)
- CP042 Certified Salary Below Minimum
- CP044 Teachers Assignment For Math & Science
- CP050 Consolidated Funding District Summary

CLASSIFIED

- CP013 Employee Record Summary
- CP017 Employee Ethnicity and Gender

ALL EMPLOYEES

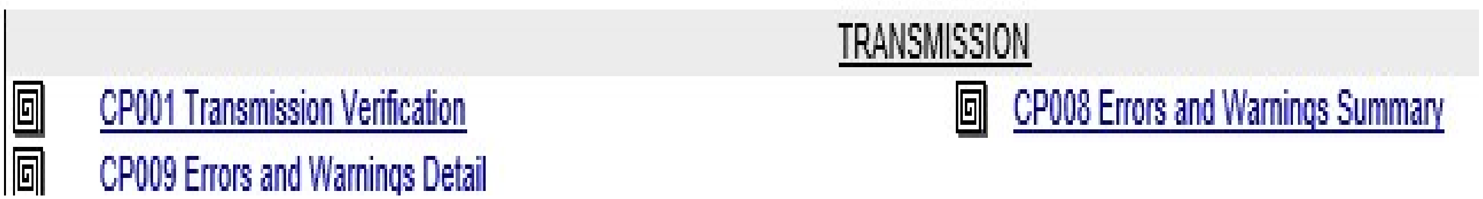
- CP002 Active Employee Summary
- CP046 Duplicate Employee Code With Different Name (E2018)
- CP010 Employee Record Detail
- CP015 Employment Basis Greater Than 1.25
- CP018-B E629 Clear Data Report
- CP026 Active Employee Comparison
- CP036 Job Codes Summary by System
- CP041 Third-Party Contract Record Summary
- CP089 State Health Plan Employee Summary
- OCR CPI OCR Part 1 - Tables 21-23
- CP014 Salary Greater Than $85,000
- CP018 Terminated Employees
- CP020 Assignment Job Codes Not Reported
- CP032 Personnel Reported Active in Last Cycle
- CP040 Long-Term Substitute Record Summary
- CP100 System Sign-Off

- View to GA PSC Database

CPI 1 includes personnel summary reports and funding reports

CPI Application

CPI 1 & 2 Report Menu



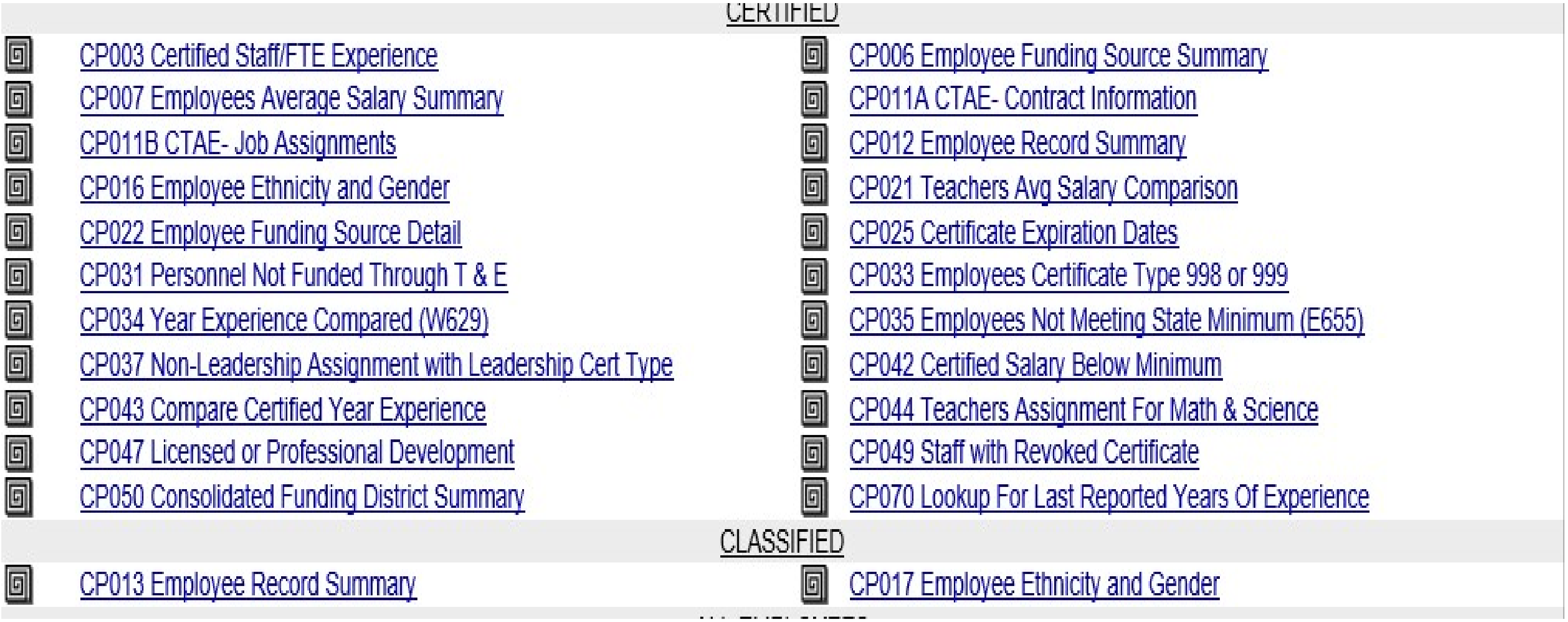
TRANSMISSION

- CP001 Transmission Verification
- CP008 Errors and Warnings Summary
- CP009 Errors and Warnings Detail

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
- CP006 Employee Funding Source Summary
- CP007 Employees Average Salary Summary
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- CP011B CTAE- Job Assignments
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- CP047 Licensed or Professional Development
- CP049 Staff with Revoked Certificate
- CP050 Consolidated Funding District Summary
- CP070 Lookup For Last Reported Years Of Experience

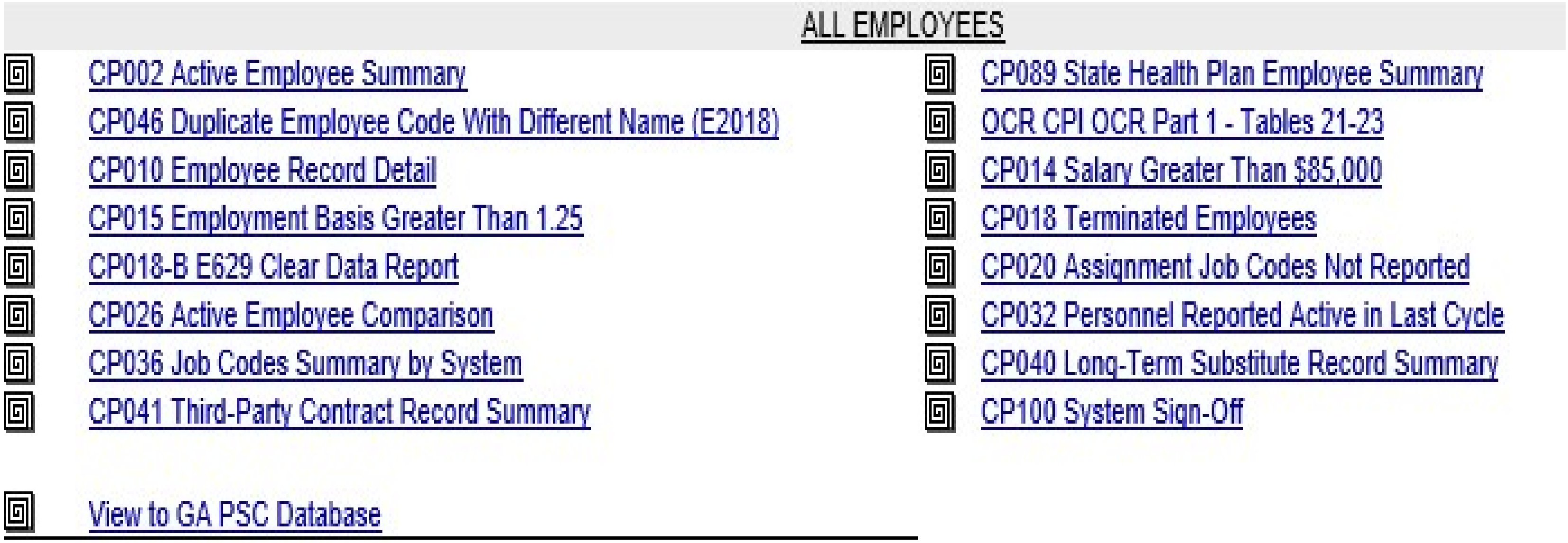
CLASSIFIED

- 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

CPI 1 & 2 Report Menu



ALL EMPLOYEES

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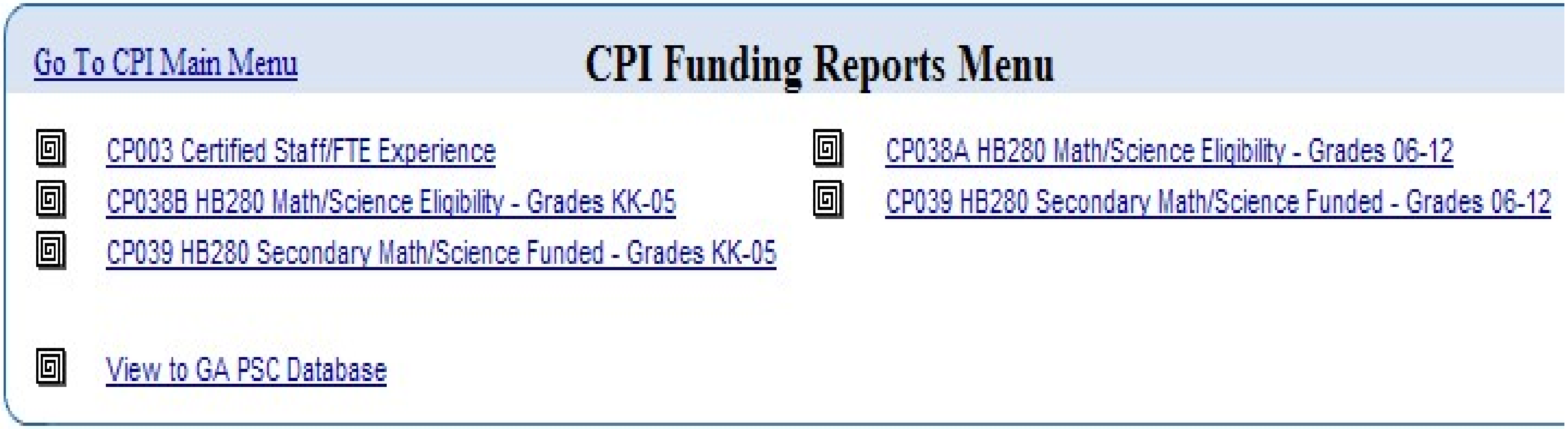
- CP100 System Sign-Off

- View to GA PSC Database

All Employee reports include all personnel reported in CPI.

CPI Application

CPI 1 Funding Reports



Go To CPI Main Menu

CPI Funding Reports Menu

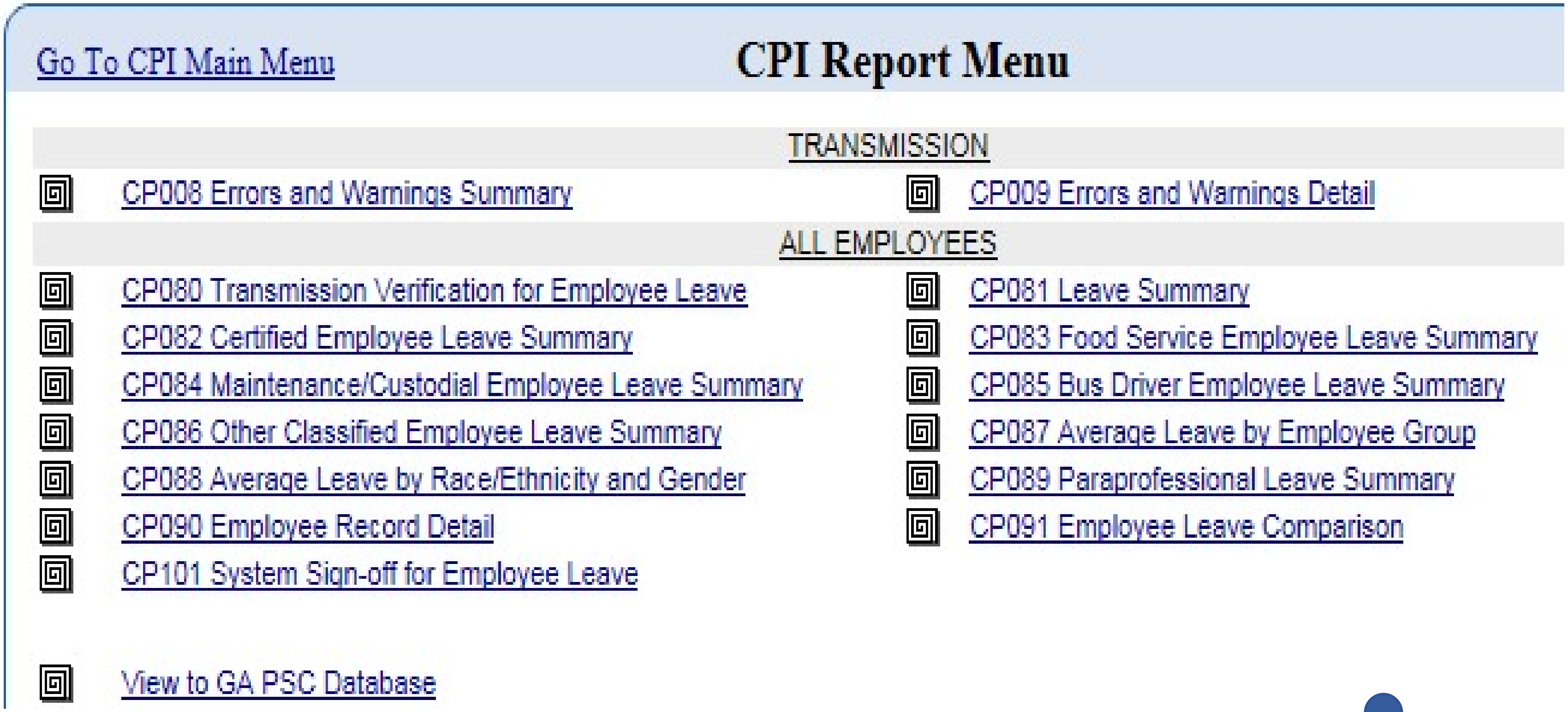
- CP003 Certified Staff/FTE Experience
- CP038B HB280 Math/Science Eligibility - Grades KK-05
- CP039 HB280 Secondary Math/Science Funded - Grades KK-05
- CP038A HB280 Math/Science Eligibility - Grades 06-12
- CP039 HB280 Secondary Math/Science Funded - Grades 06-12
- View to GA PSC Database

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

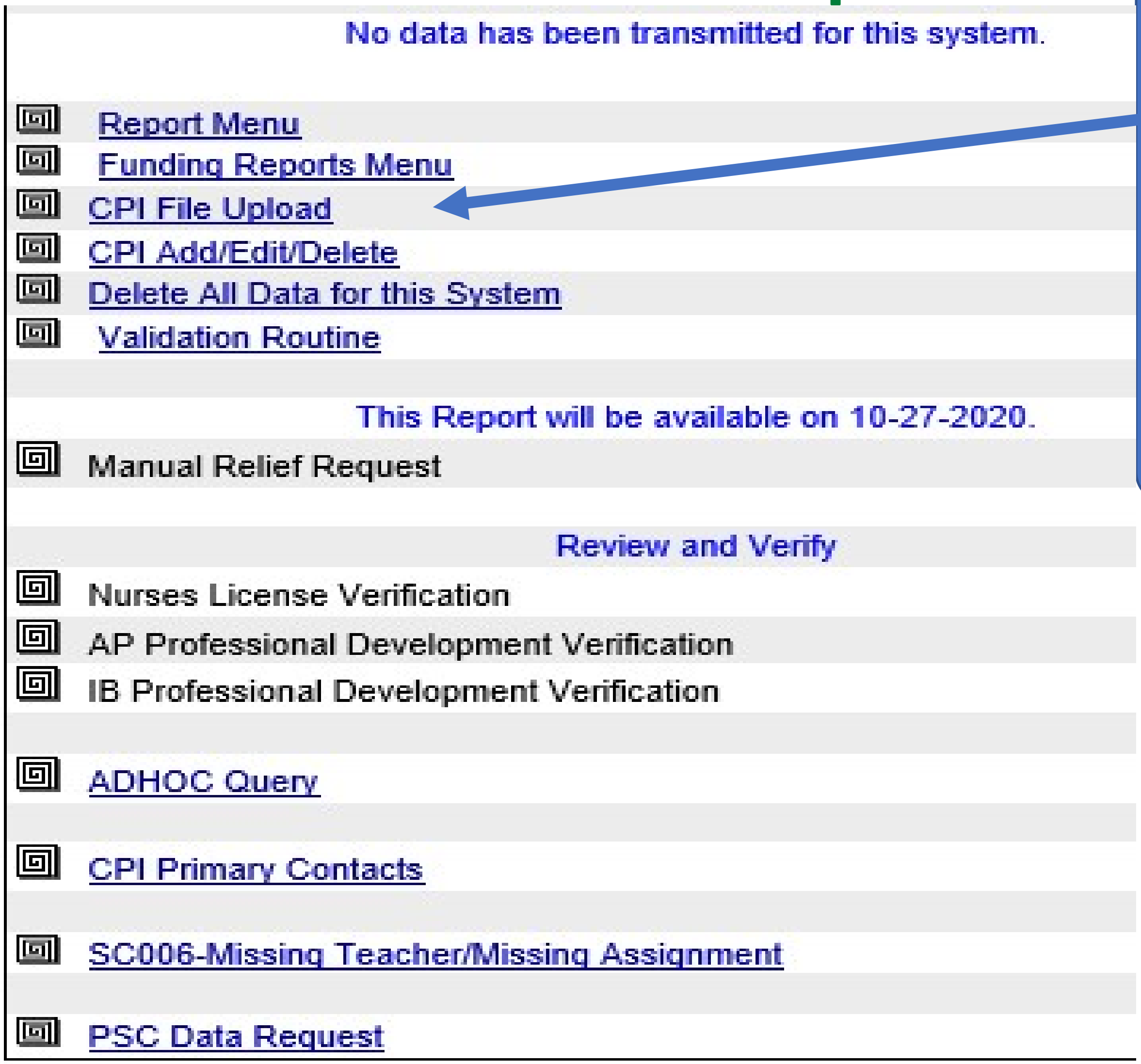
- View to GA PSC Database

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

CPI Reports Spreadsheet

Report #	Cycle	Type of Employee	Title	Drill	Excel	Report Description
CP001	1,2,	All Employees	Transmission Verification	NO	NO	List of the Number of records listed by types
CP002	1,2	All Employees	Active Employee Summary	CP010	Yes	List of all active employees by school ID grouped by Classroom Teachers, Support Personnel, and Administrators
CP003	1,2,	Certified	Certified Staff/FTE Experience	CP003A,By All Schools CP003A-1 CP003A-2 By FTE CP003B By FTE Staff Count CP003C CP003D,CP010	Yes	The number of employees shown in this report equals all of the certified employees for whom the field REPORT CERTIFICATION ON CPI in the CPI Job Codes Table = "Y", with the exception of Pre-School Special Education teachers, all Psychoeducational personnel, and all federally funded personnel. (See Notice for excluded Job Codes)

CPI Application
CPI File Upload



No data has been transmitted for this system.

- Report Menu
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- Delete All Data for this System
- Validation Routine

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- Manual Relief Request

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- CPI Primary Contacts
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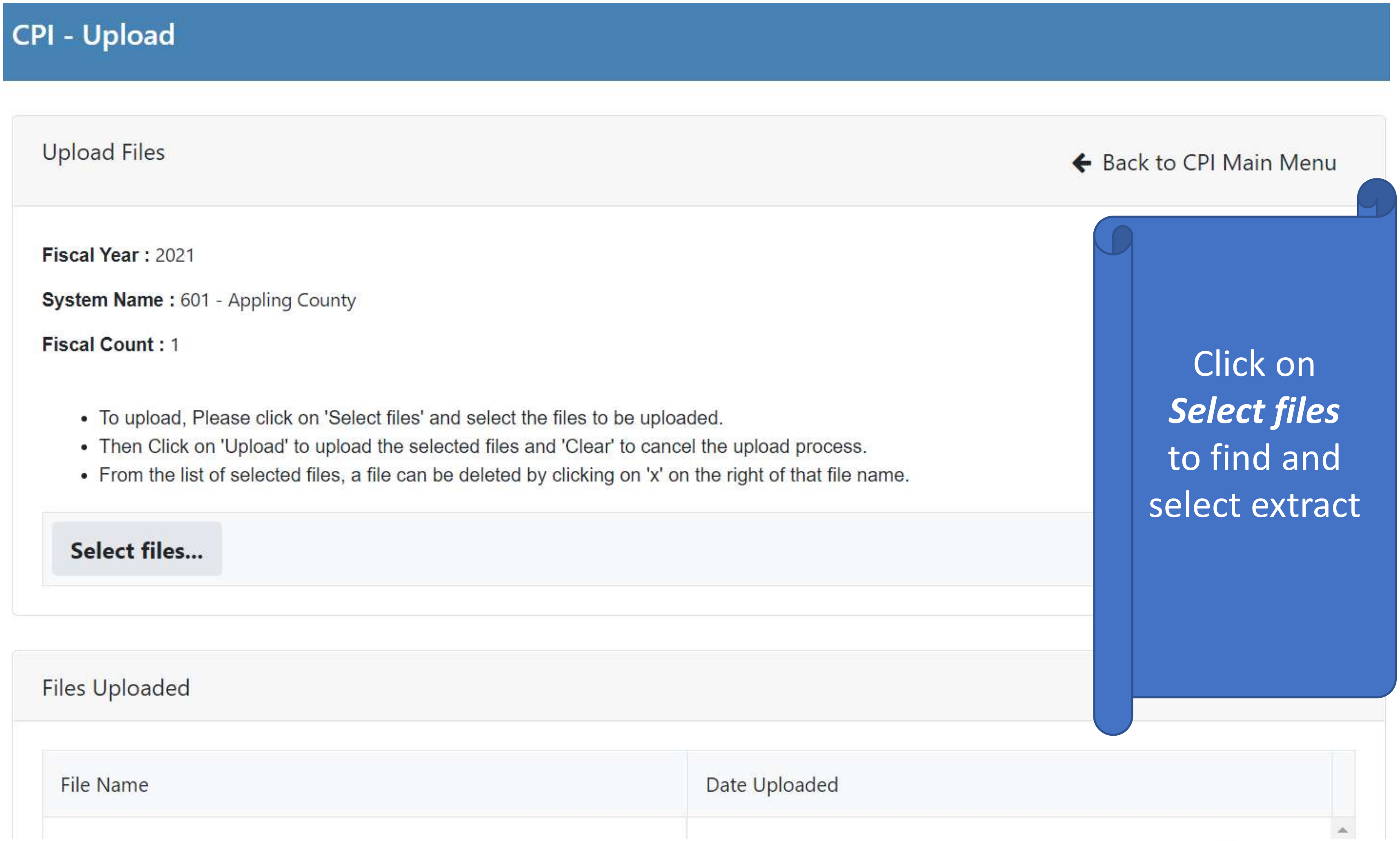
- PSC Data Request

Select this link to upload the extract file (s)

CPI Application
CPI File Upload


CPI - Upload
Upload Files
Back to CPI Main Menu

Fiscal Year : 2021

System Name : 601 - Appling County

Fiscal Count : 1

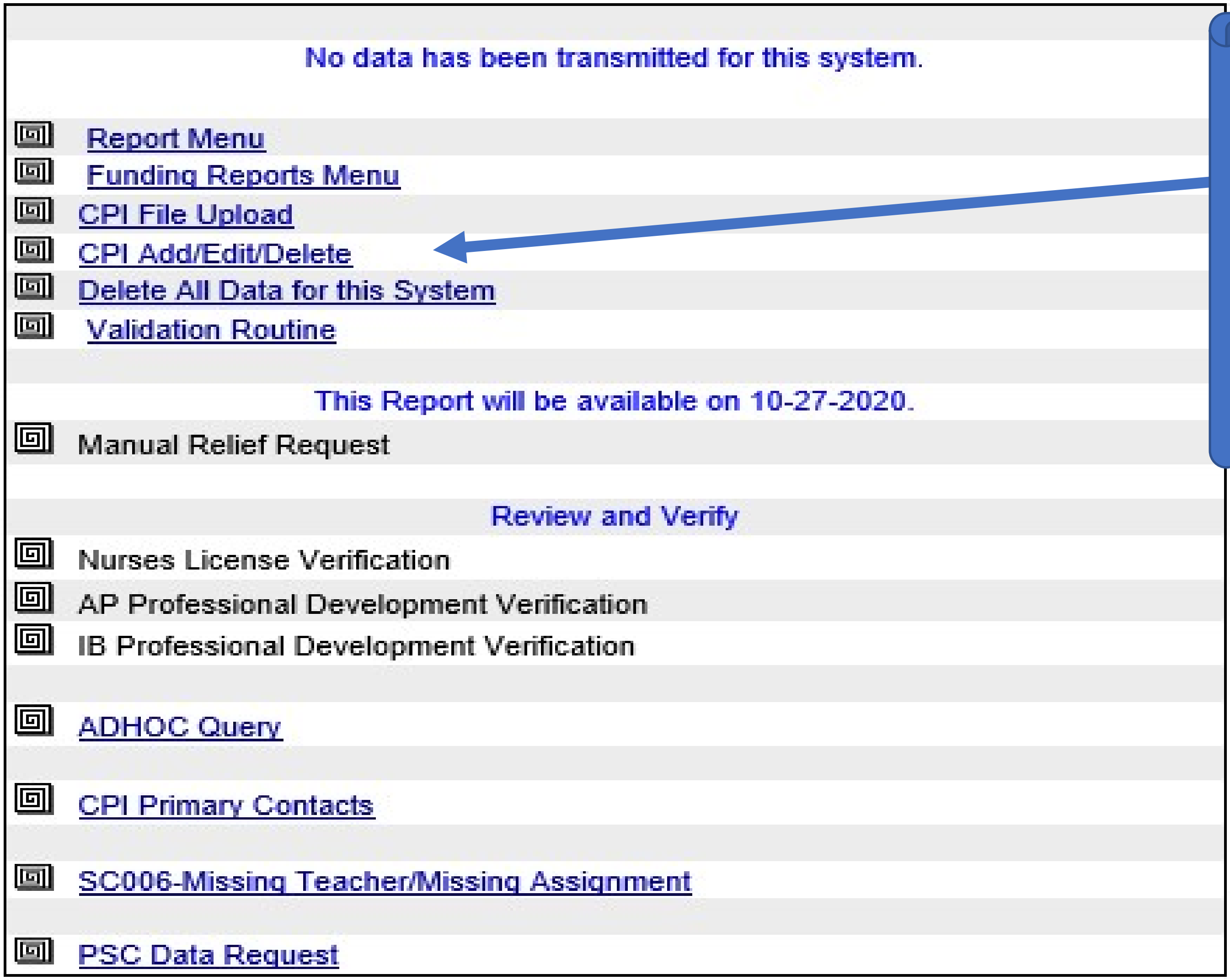
- To upload, Please click on 'Select files' and select the files to be uploaded.
- Then Click on 'Upload' to upload the selected files and 'Clear' to cancel the upload process.
- From the list of selected files, a file can be deleted by clicking on 'x' on the right of that file name.

Select files...
Files Uploaded

File Name	Date Uploaded

Click on ***Select files*** to find and select extract

CPI Application
Add/Edit/Delete



No data has been transmitted for this system.

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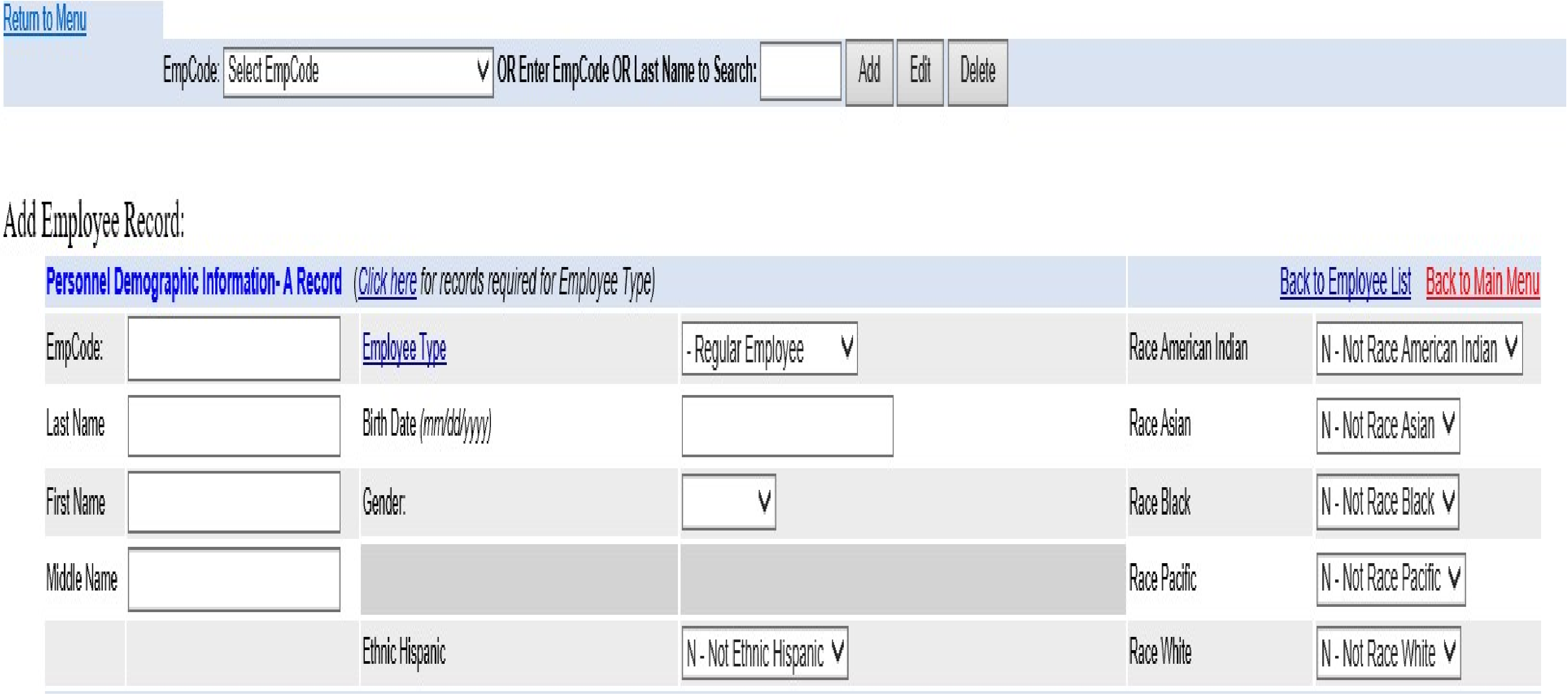
Select this link to Add, Edit, or Delete data online

CPI Application

Add/Edit/Delete



EmpCode: Select EmpCode OR Enter EmpCode OR Last Name to Search:

Add Employee Record:

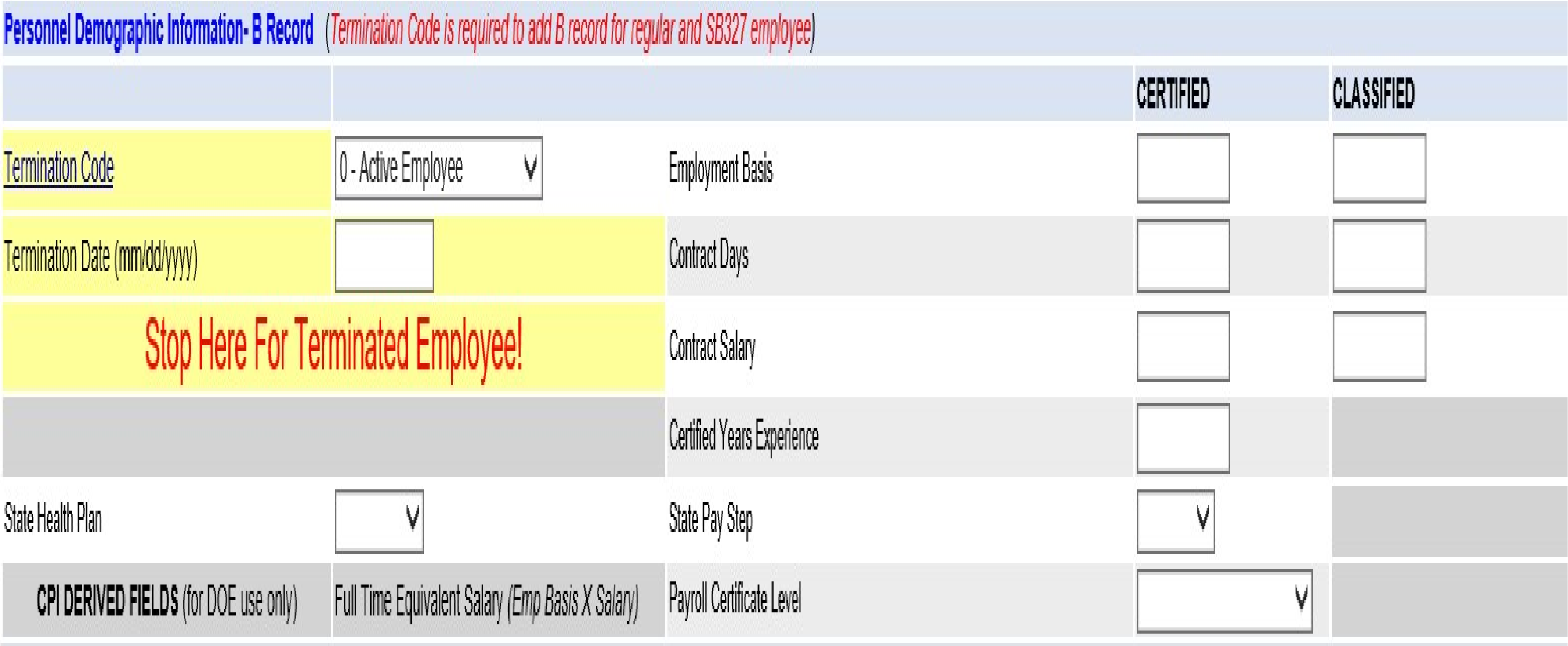
Personnel Demographic Information- A Record (*Click here for records required for Employee Type*) Back to Employee List Back to Main Menu

EmpCode:		Employee Type	- Regular Employee	Race American Indian	N - Not Race American Indian
Last Name		Birth Date *(mm/dd/yyyy)*		Race Asian	N - Not Race Asian
First Name		Gender:		Race Black	N - Not Race Black
Middle Name				Race Pacific	N - Not Race Pacific
		Ethnic Hispanic	N - Not Ethnic Hispanic	Race White	N - Not Race White

A Record Demographics

CPI Application

Add/Edit/Delete



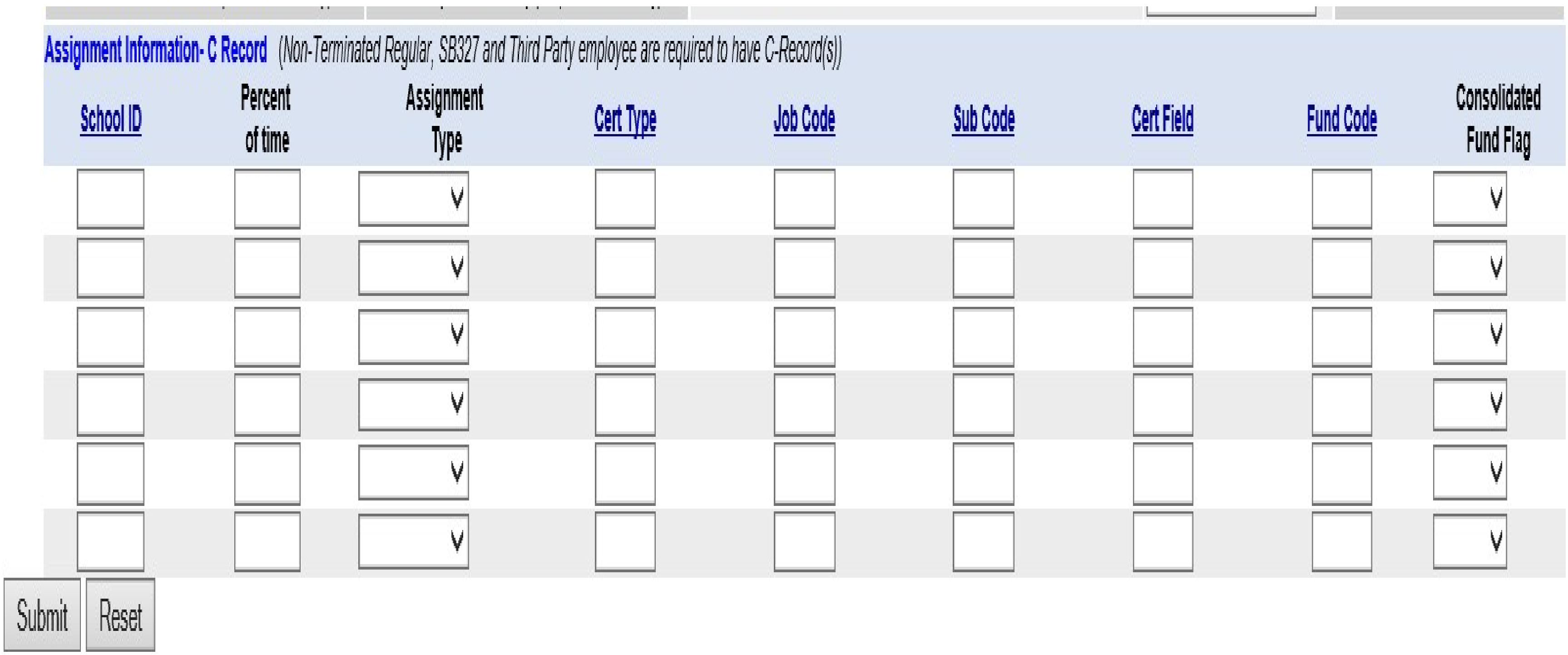
Personnel Demographic Information- B Record (*Termination Code is required to add B record for regular and SB327 employee*)

			CERTIFIED	CLASSIFIED
Termination Code	0 - Active Employee ∨	Employment Basis		
Termination Date (mm/dd/yyyy)		Contract Days		
Stop Here For Terminated Employee!		Contract Salary		
		Certified Years Experience		
State Health Plan	∨	State Pay Step	∨	
CPI DERIVED FIELDS (for DOE use only)	Full Time Equivalent Salary (*Emp Basis X Salary*)	Payroll Certificate Level	∨	

B Record Salary

CPI Application

Add/Edit/Delete



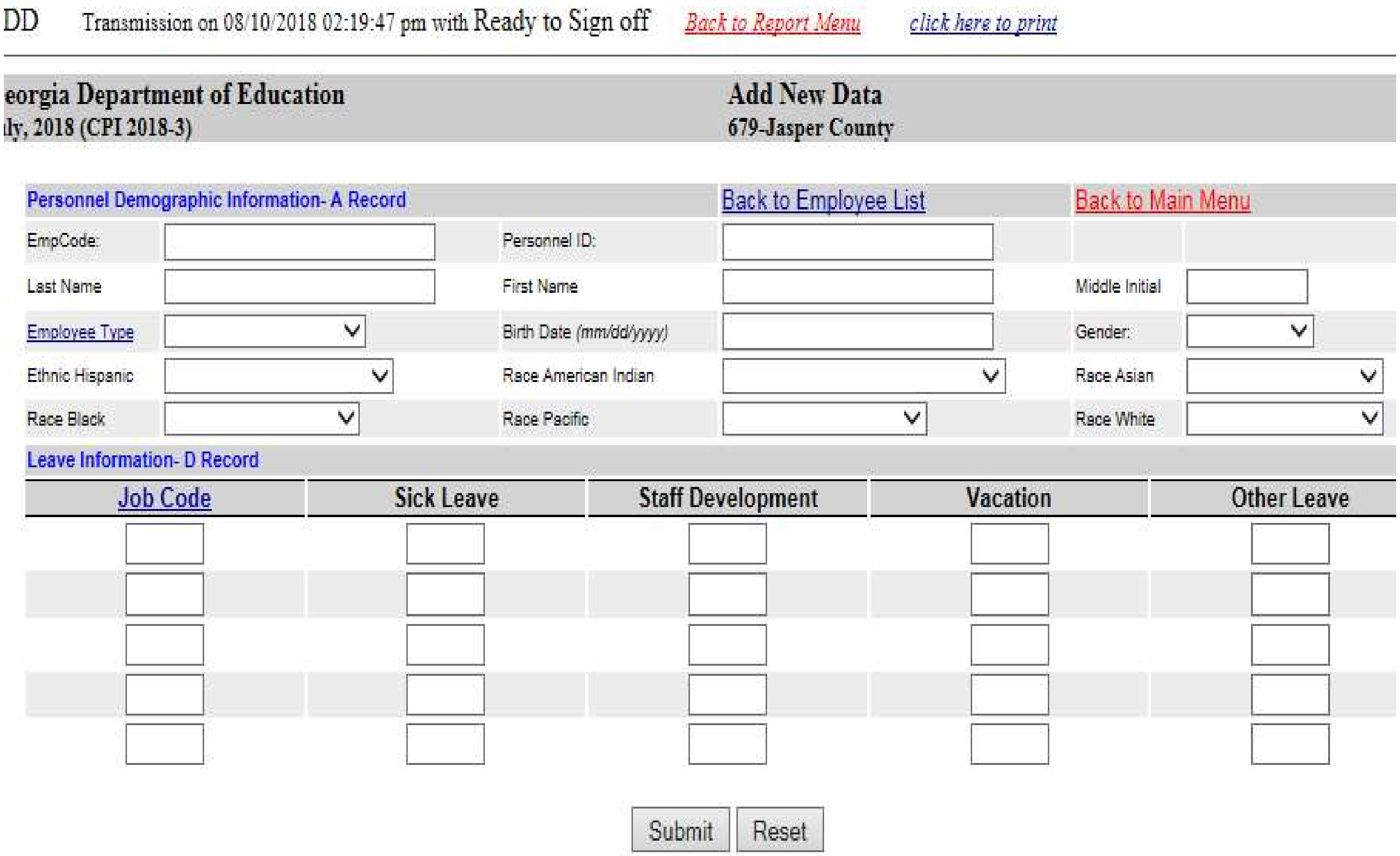
Assignment Information- C Record (Non-Terminated Regular, SB327 and Third Party employee are required to have C-Record(s))

School ID	Percent of time	Assignment Type	Cert Type	Job Code	Sub Code	Cert Field	Fund Code	Consolidated Fund Flag

C Record Certification

CPI Application

Add Edit Delete



DD Transmission on 08/10/2018 02:19:47 pm with Ready to Sign off

eorgia Department of Education
ly, 2018 (CPI 2018-3)

Add New Data
679-Jasper County

Back to Report Menu
click here to print
Back to Employee List
Back to Main Menu
Submit
Reset

Personnel Demographic Information- A Record

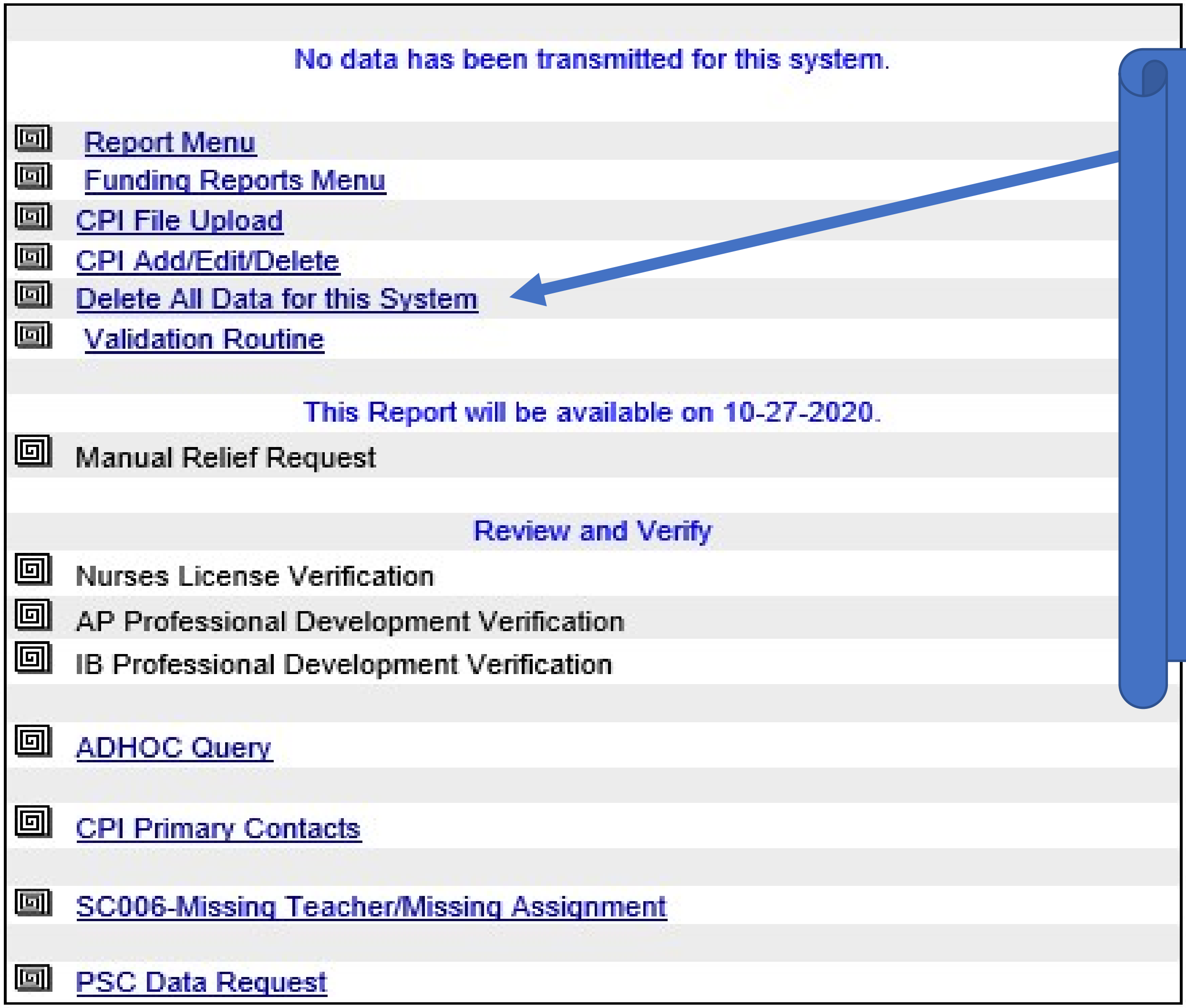
EmpCode:		Personnel ID:			
Last Name		First Name		Middle Initial	
Employee Type		Birth Date (mm/dd/yyyy)		Gender:	
Ethnic Hispanic		Race American Indian		Race Asian	
Race Black		Race Pacific		Race White	

Leave Information- D Record

Job Code	Sick Leave	Staff Development	Vacation	Other Leave

A & D Record Cycle 3

CPI Application
Delete All Data



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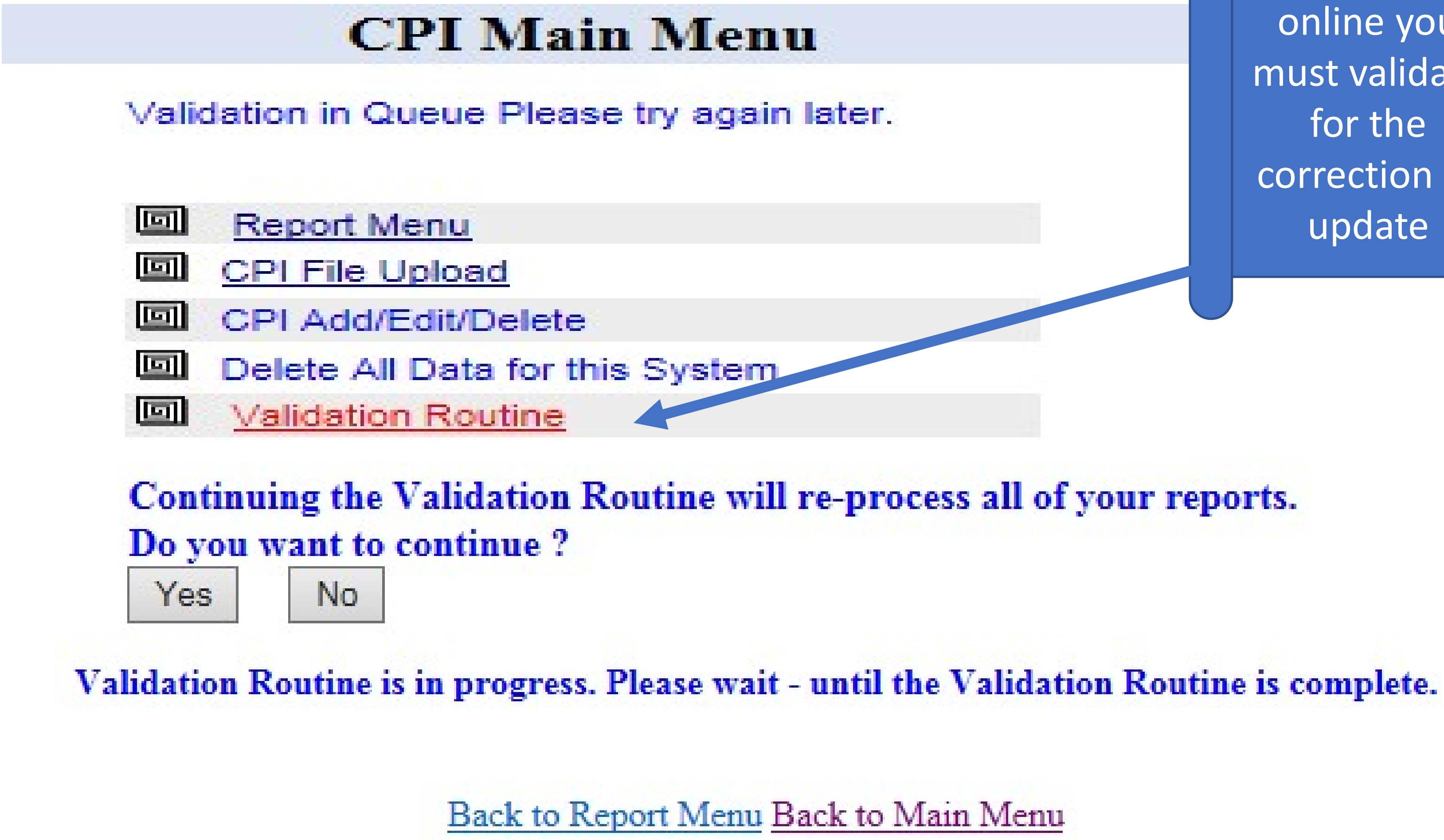
This is used to Delete all of your data. You do not have to do this before uploading again.

CPI Application

Validate Routine



CPI Main Menu

Validation in Queue Please try again later.

Report Menu
CPI File Upload
CPI Add/Edit/Delete
Delete All Data for this System
Validation Routine

Continuing the Validation Routine will re-process all of your reports.

Do you want to continue ?

Yes
No

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

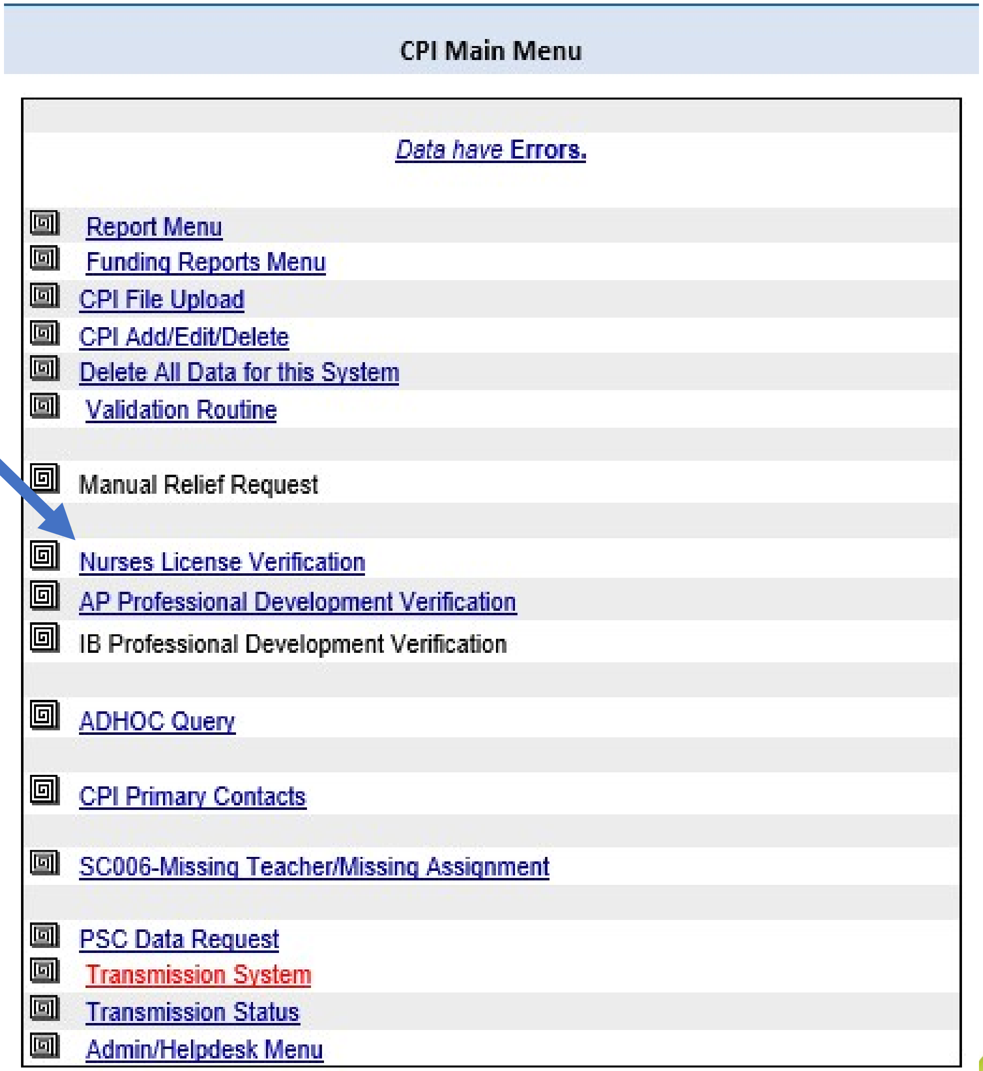
Back to Report Menu Back to Main Menu

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

CPI Application

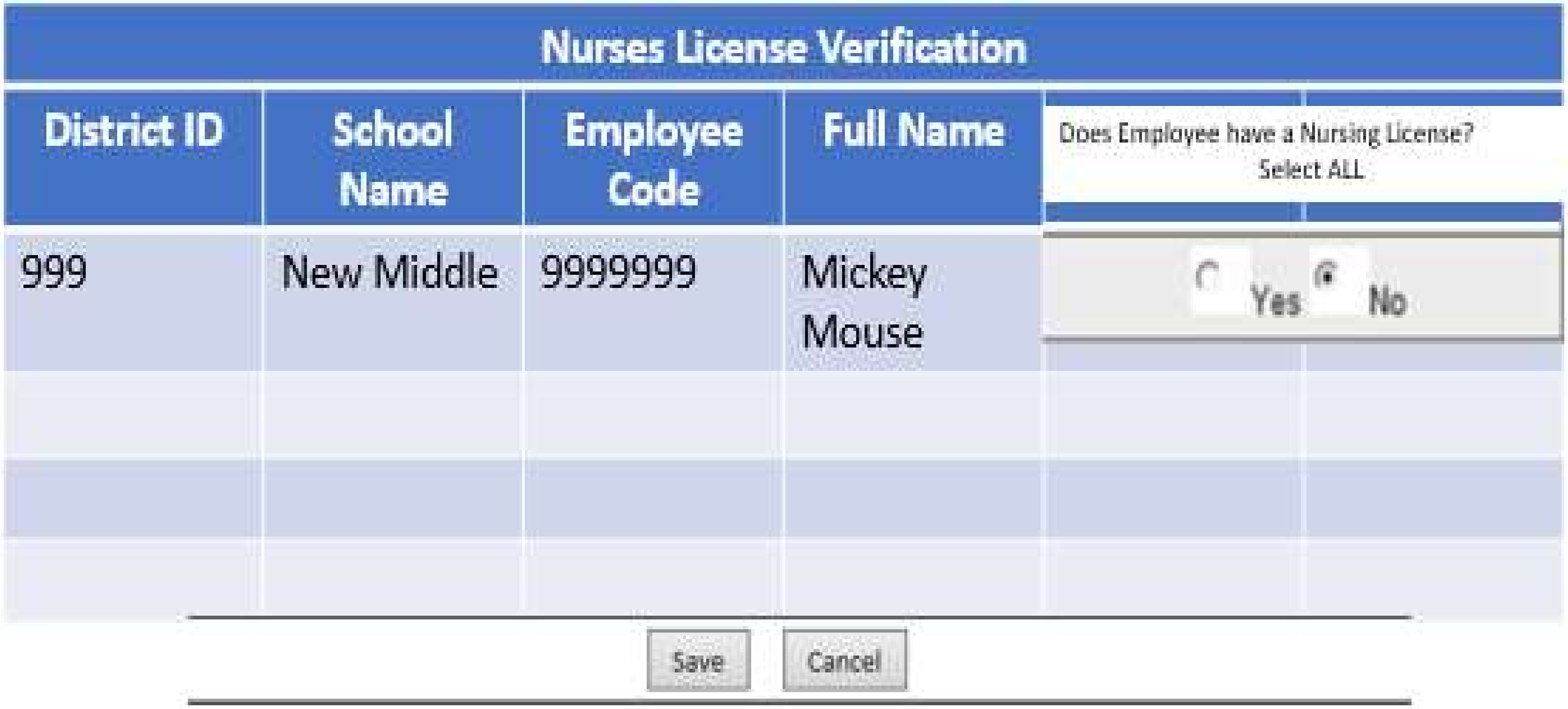
Nurse License Verification

Nurse License Verification


CPI Main Menu
Data have Errors.
Report Menu
Funding Reports Menu
CPI File Upload
CPI Add/Edit/Delete
Delete All Data for this System
Validation Routine
Manual Relief Request
Nurses License Verification
AP Professional Development Verification
IB Professional Development Verification
ADHOC Query
CPI Primary Contacts
SC006-Missing Teacher/Missing Assignment
PSC Data Request
Transmission System
Transmission Status
Admin/Helpdesk Menu

CPI Application

Nurse License Verification



Nurses License Verification

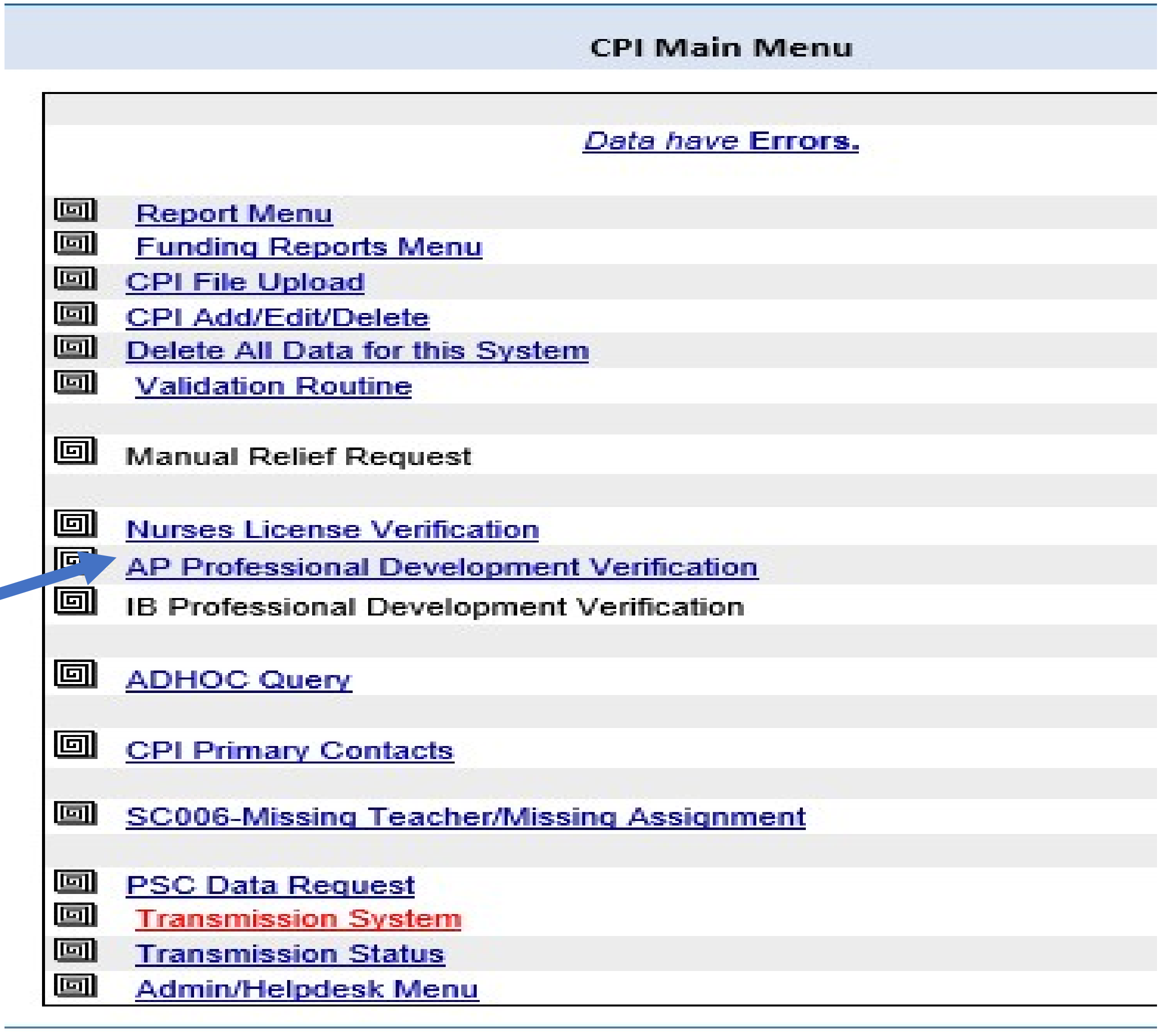
District ID	School Name	Employee Code	Full Name	Does Employee have a Nursing License? Select ALL
999	New Middle	9999999	Mickey Mouse	○ Yes ● No

Report export to excel

CPI Application

AP Professional Development Verification

AP Professional Development Verification



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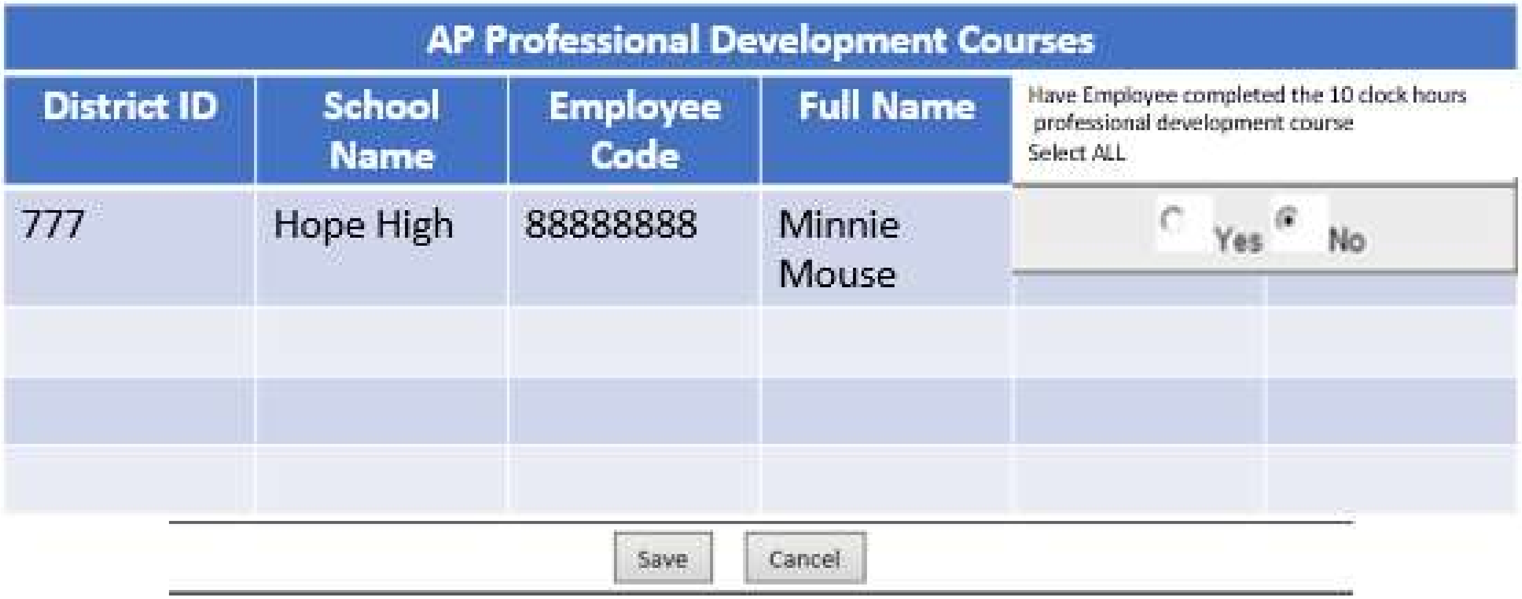
CPI Application

AP Professional Development Verification



AP Professional Development Courses

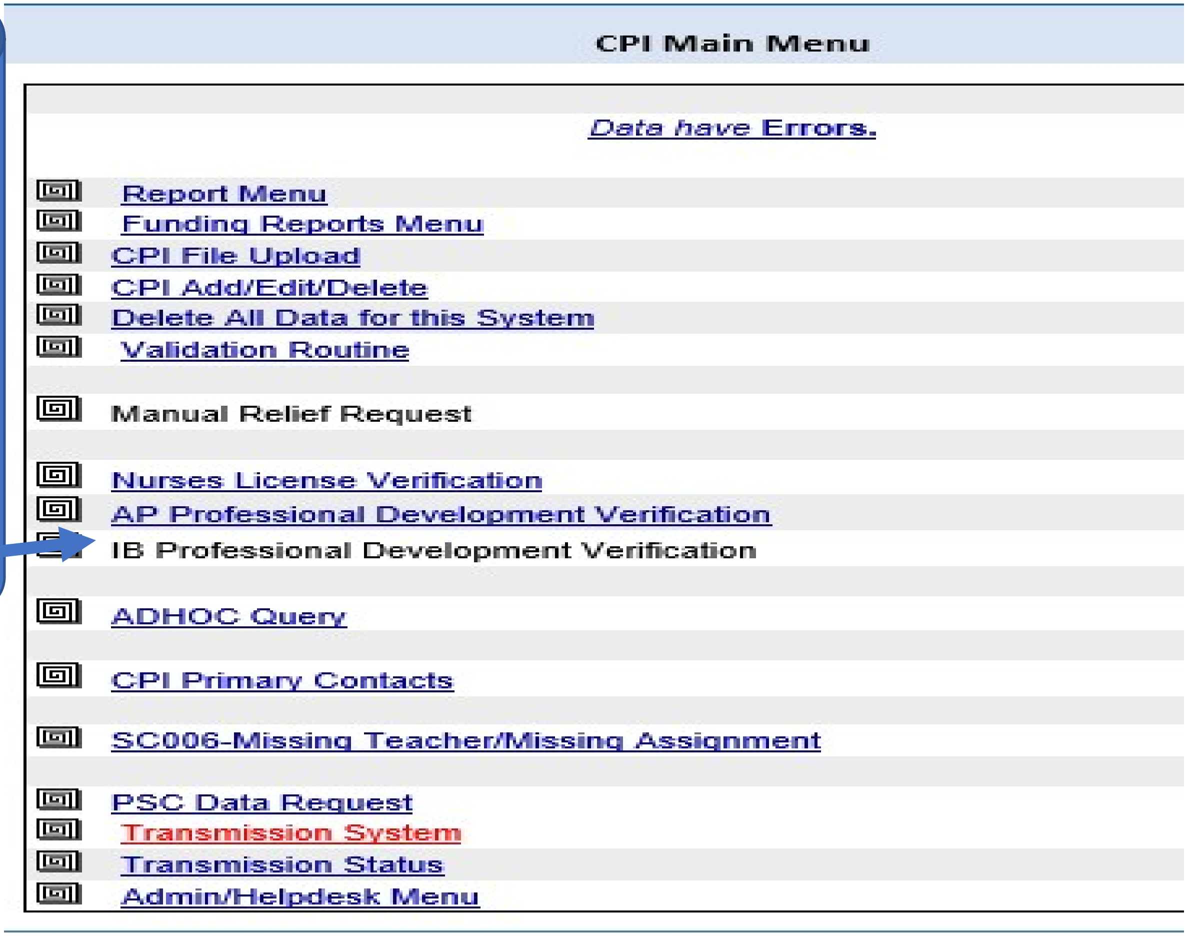
District ID	School Name	Employee Code	Full Name	Have Employee completed the 10 clock hours professional development course Select ALL
777	Hope High	88888888	Minnie Mouse	○ Yes ● No

Report export to excel

CPI Application

IB Professional Development Verification

IB Professional Development Verification



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CPI Application

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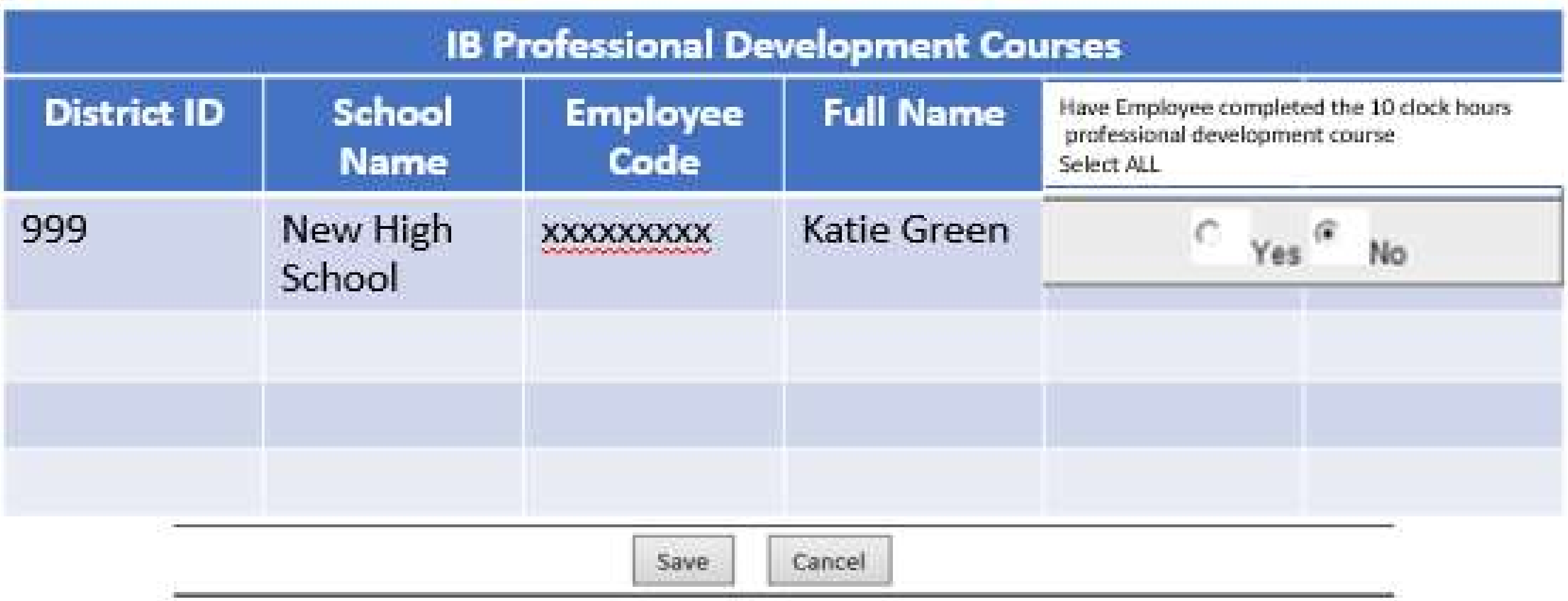


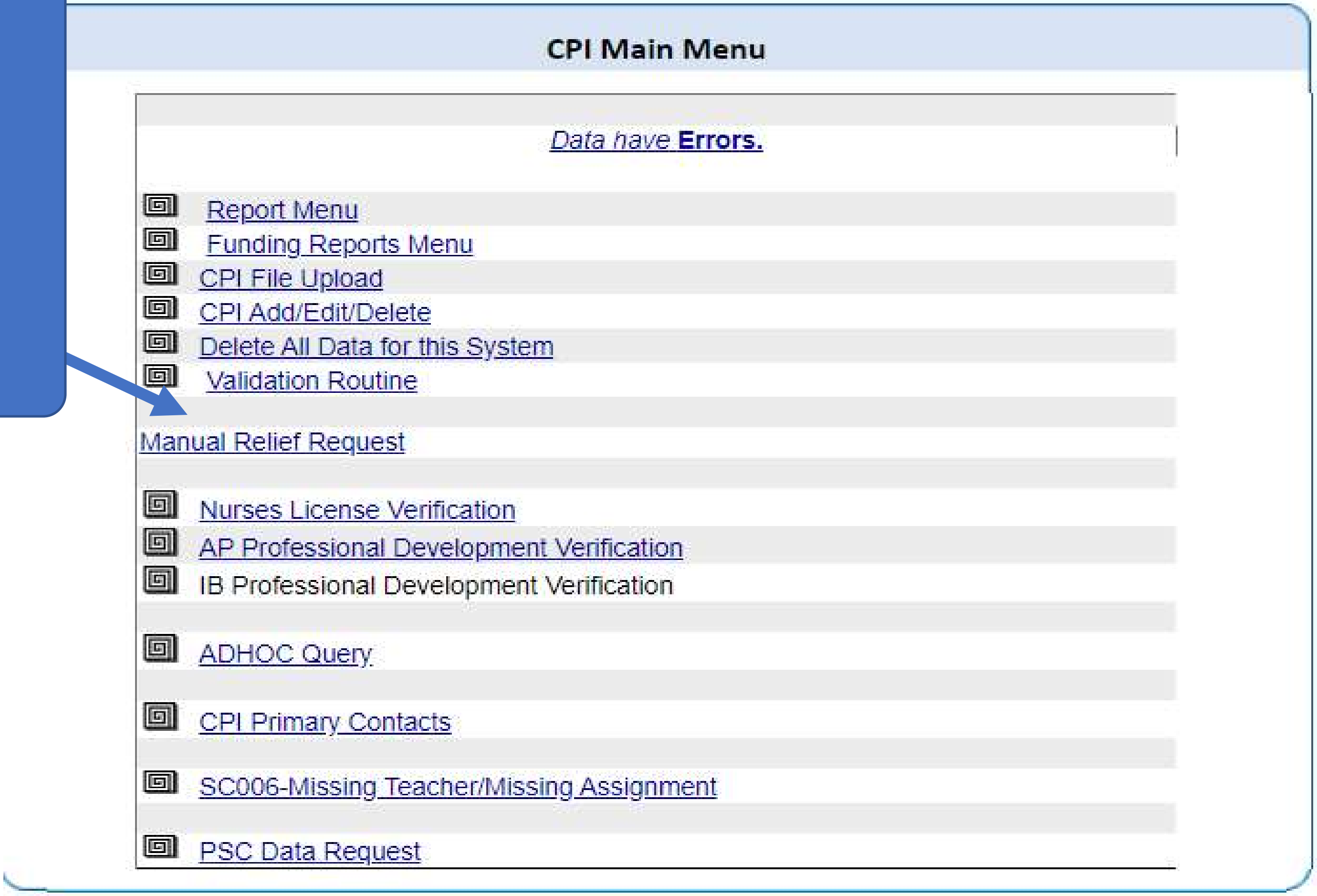
IB Professional Development Courses				
District ID	**School Name**	**Employee Code**	**Full Name**	Have Employee completed the 10 clock hours professional development course Select ALL
999	New High School	xxxxxxxxx	Katie Green	○ Yes ● No

Report export to excel

CPI Application

Manual Relief Request

Manual Relief Request



CPI Main Menu

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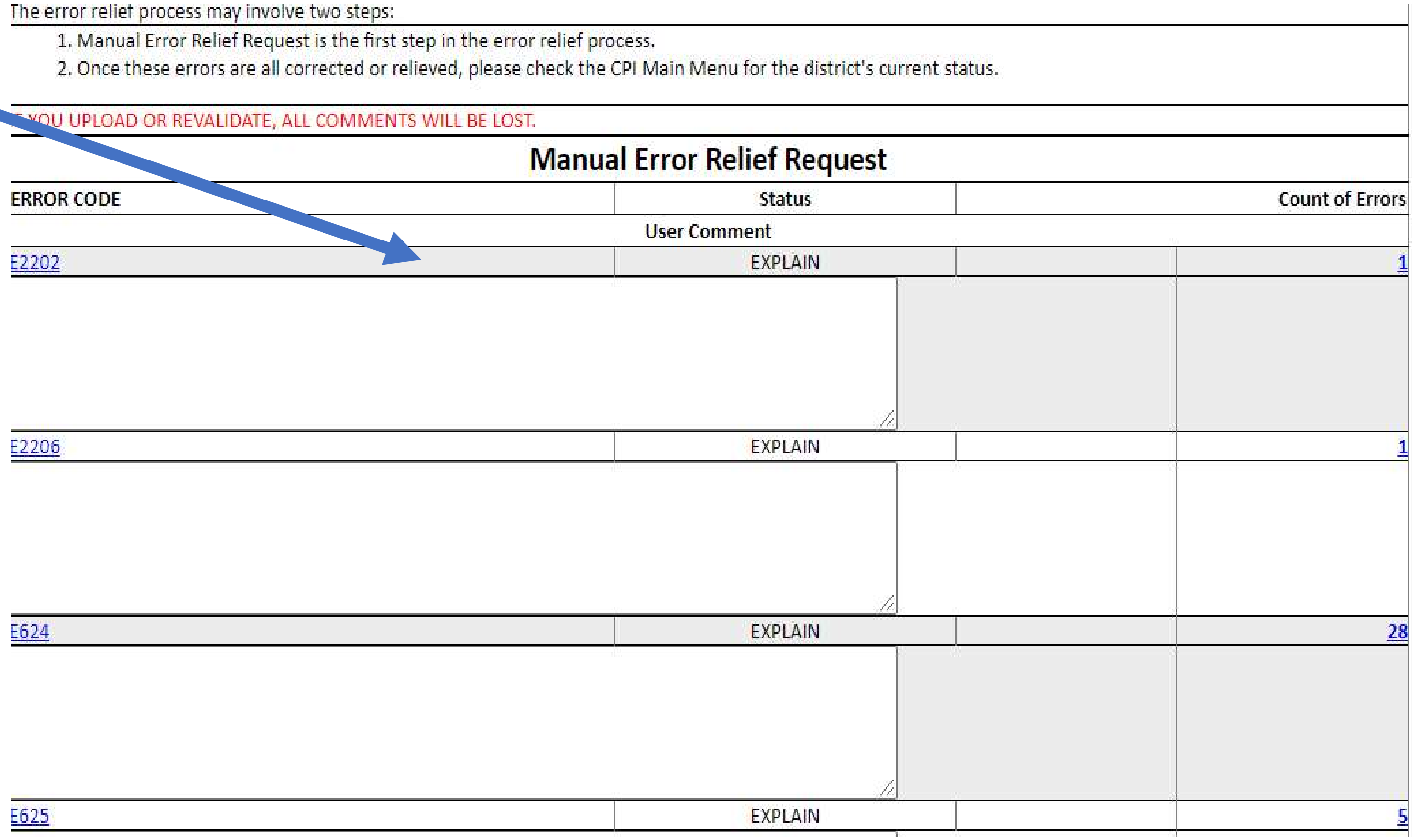
Manual Relief Request

Manual Relief Request



The error relief process may involve two steps:

1. Manual Error Relief Request is the first step in the error relief process.
2. Once these errors are all corrected or relieved, please check the CPI Main Menu for the district's current status.

F YOU UPLOAD OR REVALIDATE, ALL COMMENTS WILL BE LOST.

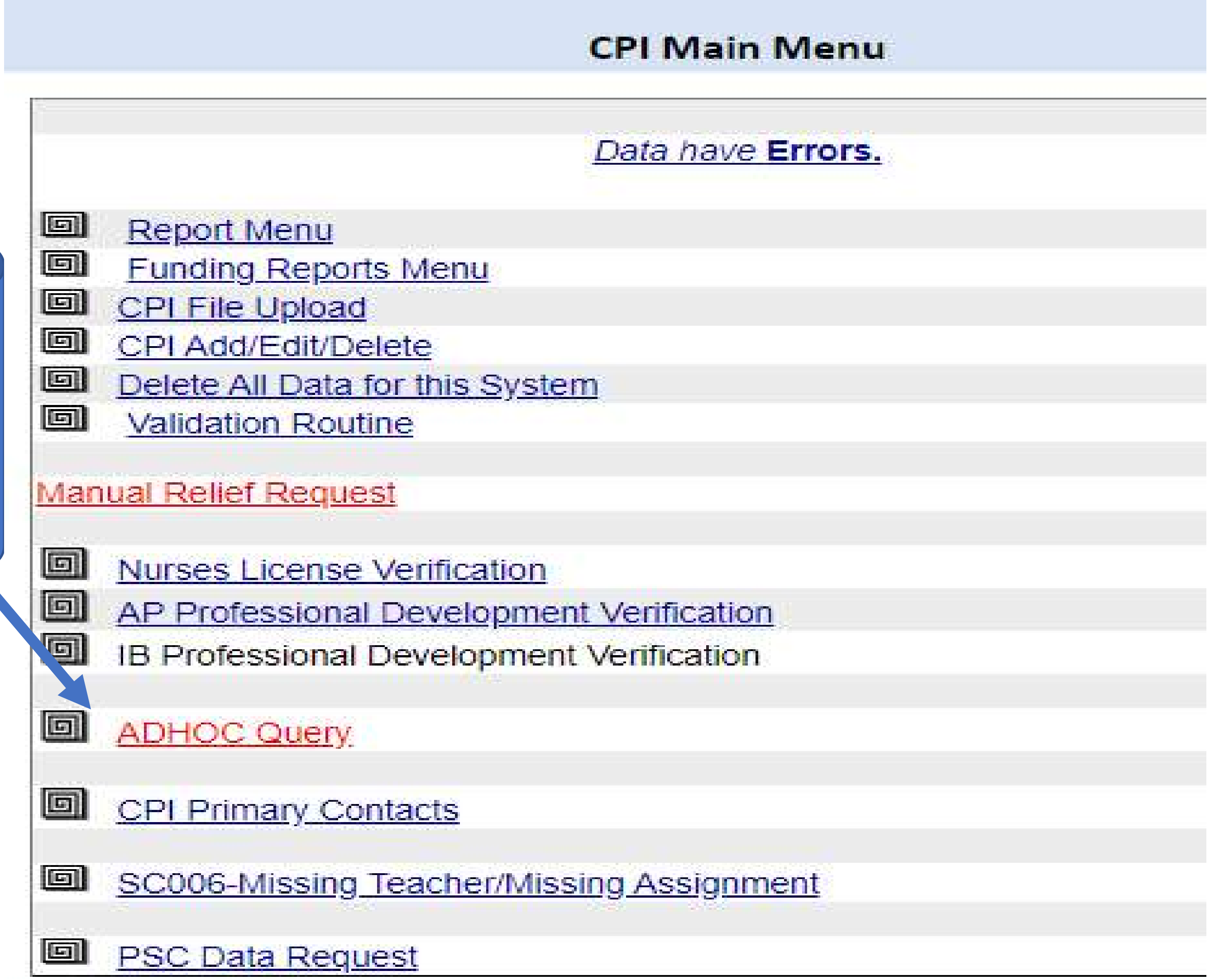
Manual Error Relief Request

ERROR CODE	Status		Count of Errors
User Comment			
E2202	EXPLAIN		1
E2206	EXPLAIN		1
E624	EXPLAIN		28
E625	EXPLAIN		5

CPI Application

ADHOC Query

ADHOC Query



CPI Main Menu

Data have **Errors.**

- Report Menu
- Funding Reports Menu
- CPI File Upload
- CPI Add/Edit/Delete
- Delete All Data for this System
- Validation Routine

Manual Relief Request

- Nurses License Verification
- AP Professional Development Verification
- IB Professional Development Verification

- ADHOC Query

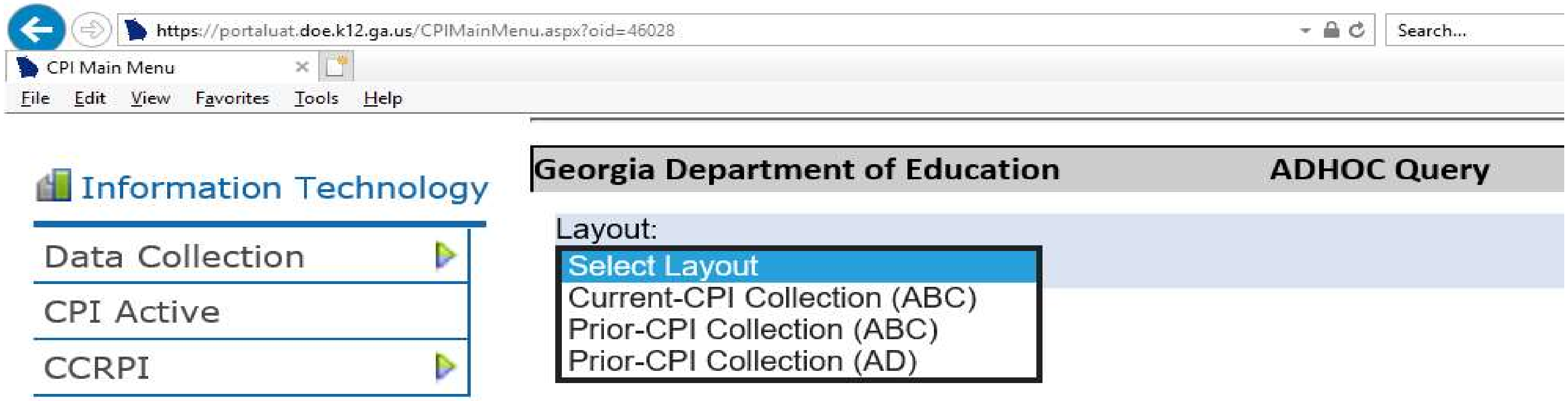
- CPI Primary Contacts

- SC006-Missing Teacher/Missing Assignment

- PSC Data Request

CPI Application

ADHOC Query


https://portaluat.doe.k12.ga.us/CPIMainMenu.aspx?oid=46028
Search...
CPI Main Menu
File Edit View Favorites Tools Help
Information Technology
Data Collection
CPI Active
CCRPI

Georgia Department of Education **ADHOC Query**

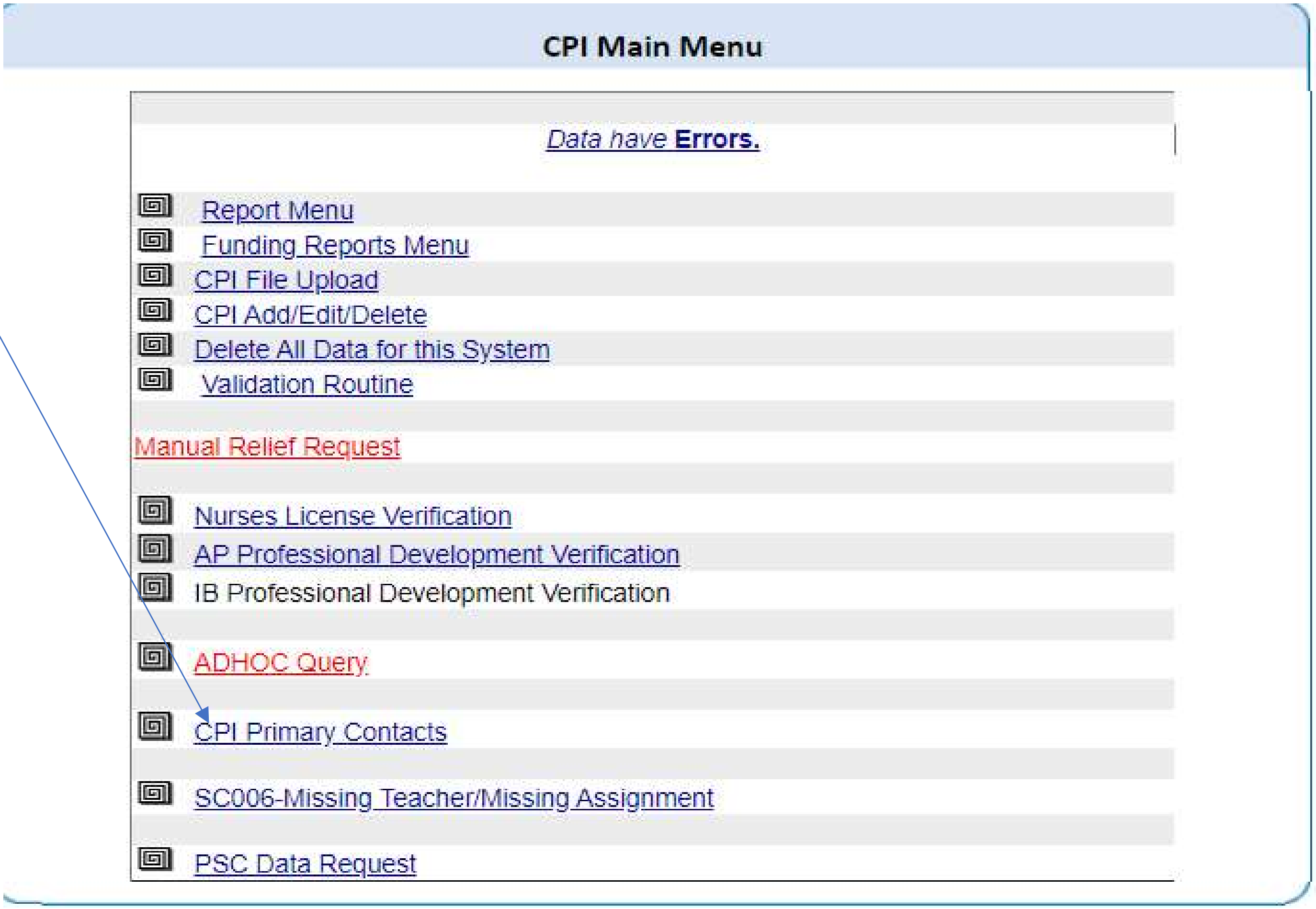
Layout:
- Select Layout
- Current-CPI Collection (ABC)
- Prior-CPI Collection (ABC)
- Prior-CPI Collection (AD)

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

CPI Application

CPI Primary Contacts

This is your list of Primary contacts for other Districts


CPI Main Menu

Data have **Errors.**

- Report Menu
- Funding Reports Menu
- CPI File Upload
- CPI Add/Edit/Delete
- Delete All Data for this System
- Validation Routine

Manual Relief Request

- Nurses License Verification
- AP Professional Development Verification
- IB Professional Development Verification

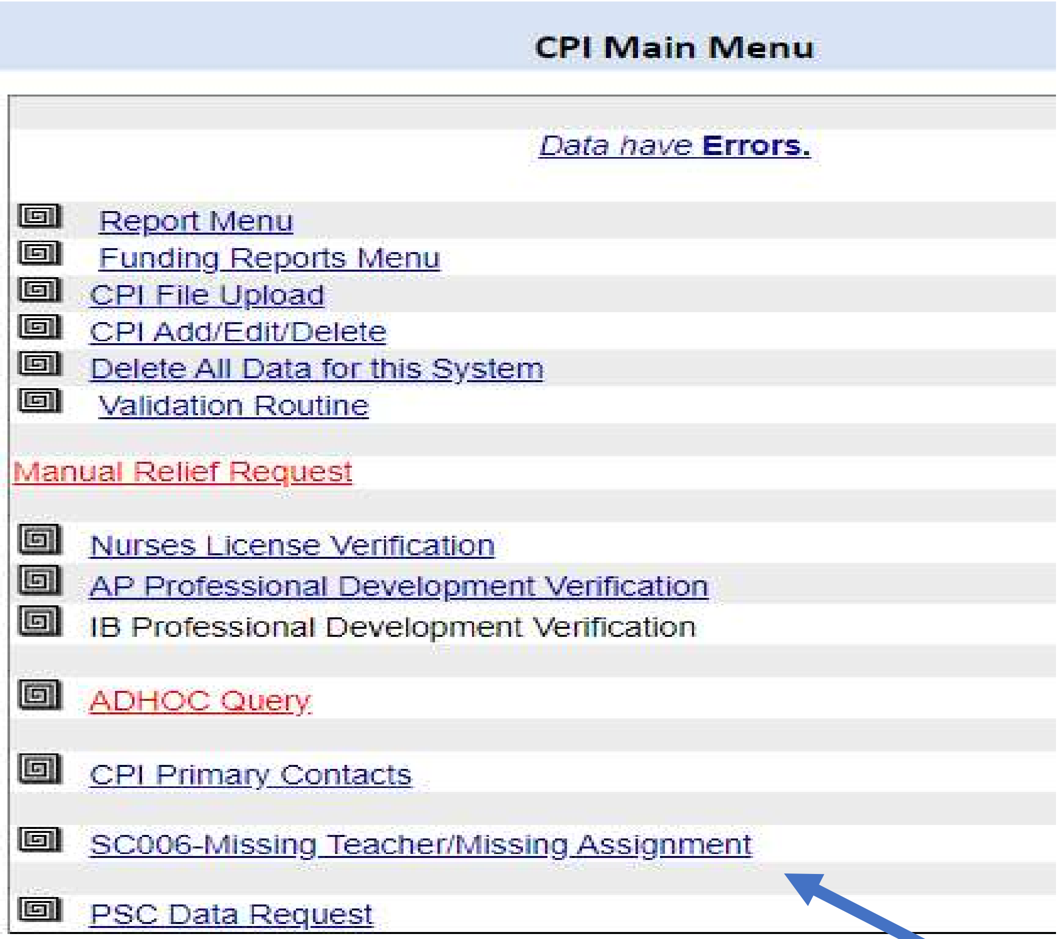
- ADHOC Query

- CPI Primary Contacts

- SC006-Missing Teacher/Missing Assignment

- PSC Data Request

CPI Application
SC006 Student Class Report



CPI Main Menu

Data have **Errors.**

- Report Menu
- Funding Reports Menu
- CPI File Upload
- CPI Add/Edit/Delete
- Delete All Data for this System
- Validation Routine

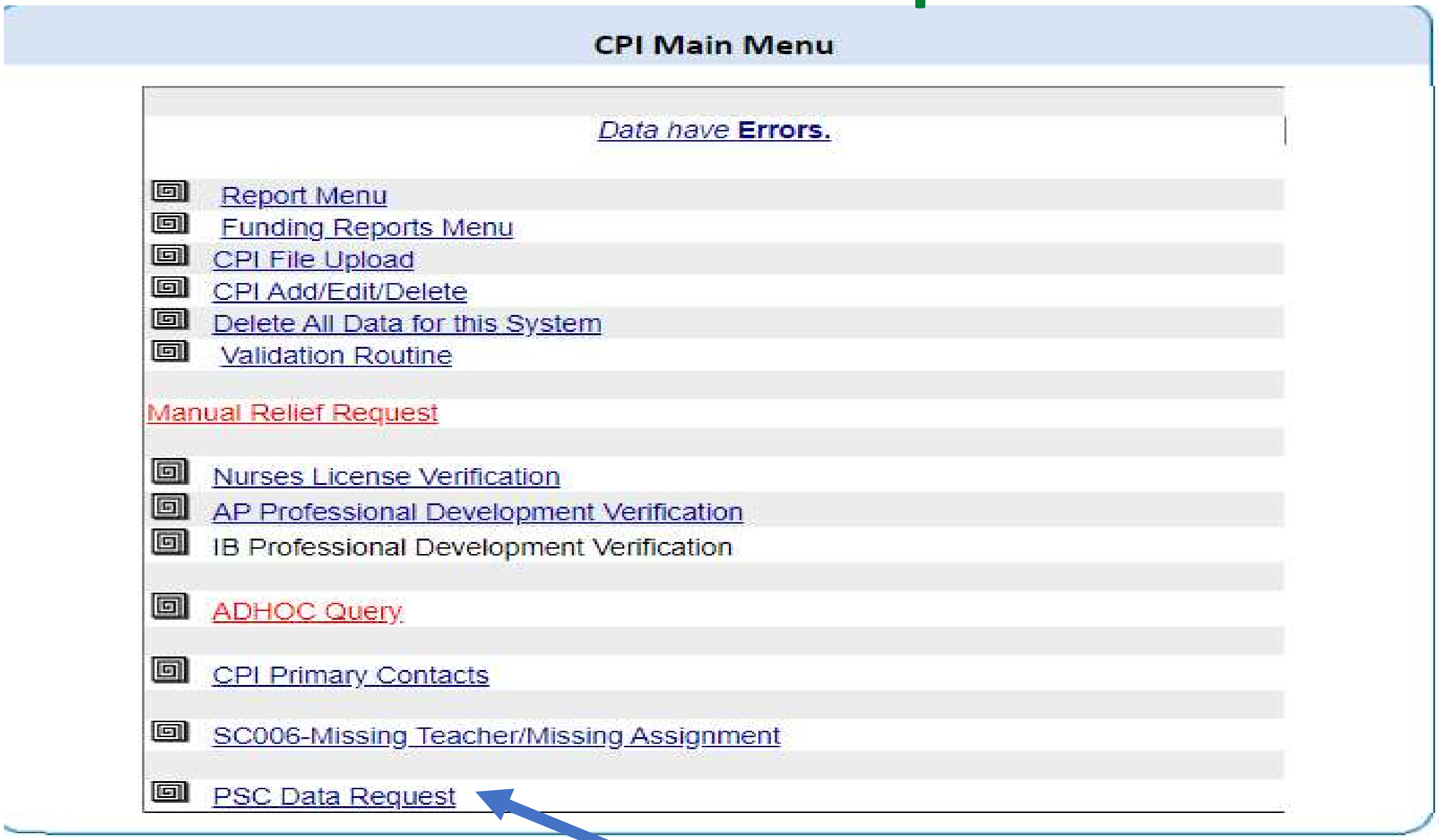
Manual Relief Request

- Nurses License Verification
- AP Professional Development Verification
- IB Professional Development Verification
- ADHOC Query
- CPI Primary Contacts
- SC006-Missing Teacher/Missing Assignment
- PSC Data Request

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

CPI Application

PSC Data Request


CPI Main Menu

Data have **Errors.**

- Report Menu
- Funding Reports Menu
- CPI File Upload
- CPI Add/Edit/Delete
- Delete All Data for this System
- Validation Routine

Manual Relief Request

- Nurses License Verification
- AP Professional Development Verification
- IB Professional Development Verification

- ADHOC Query

- CPI Primary Contacts

- SC006-Missing Teacher/Missing Assignment

- PSC Data Request

Upload and download Data from PSC for Certified Employees

CPI Application

PSC Data Request

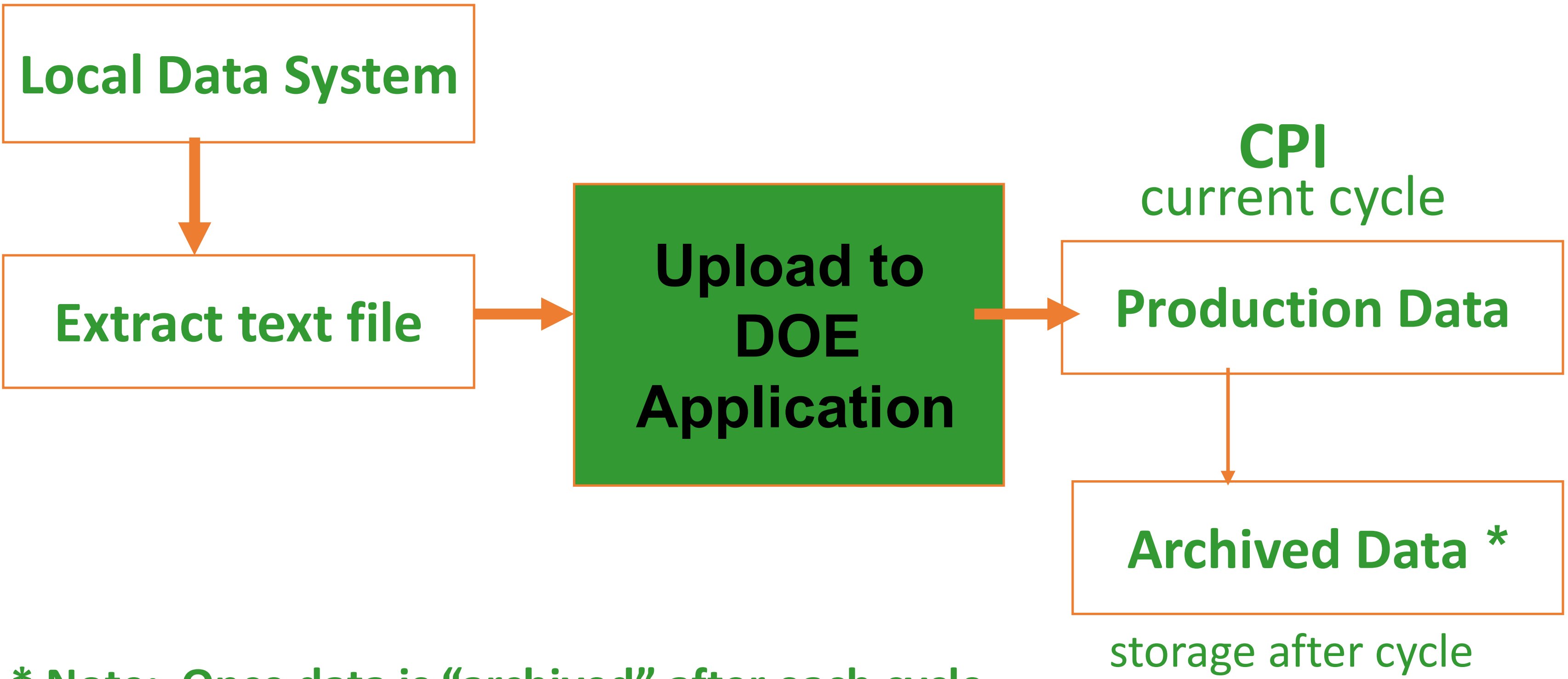
- Create file within local system (System #, Employee SSN)
- Upload using the ***PSC Data Request*** link. This creates a file consisting of:
  - ✓ Z01 layout records
  - ✓ Y01 layout records
  - ✓ See [CPI-PSC Certificate File Layout and Edit Rules]
  - ✓ **Download the CPI/Professional Standards Commission (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



Local Data System

Extract text file

Upload to DOE Application

CPI

current cycle

Production Data

Archived Data *

storage after cycle

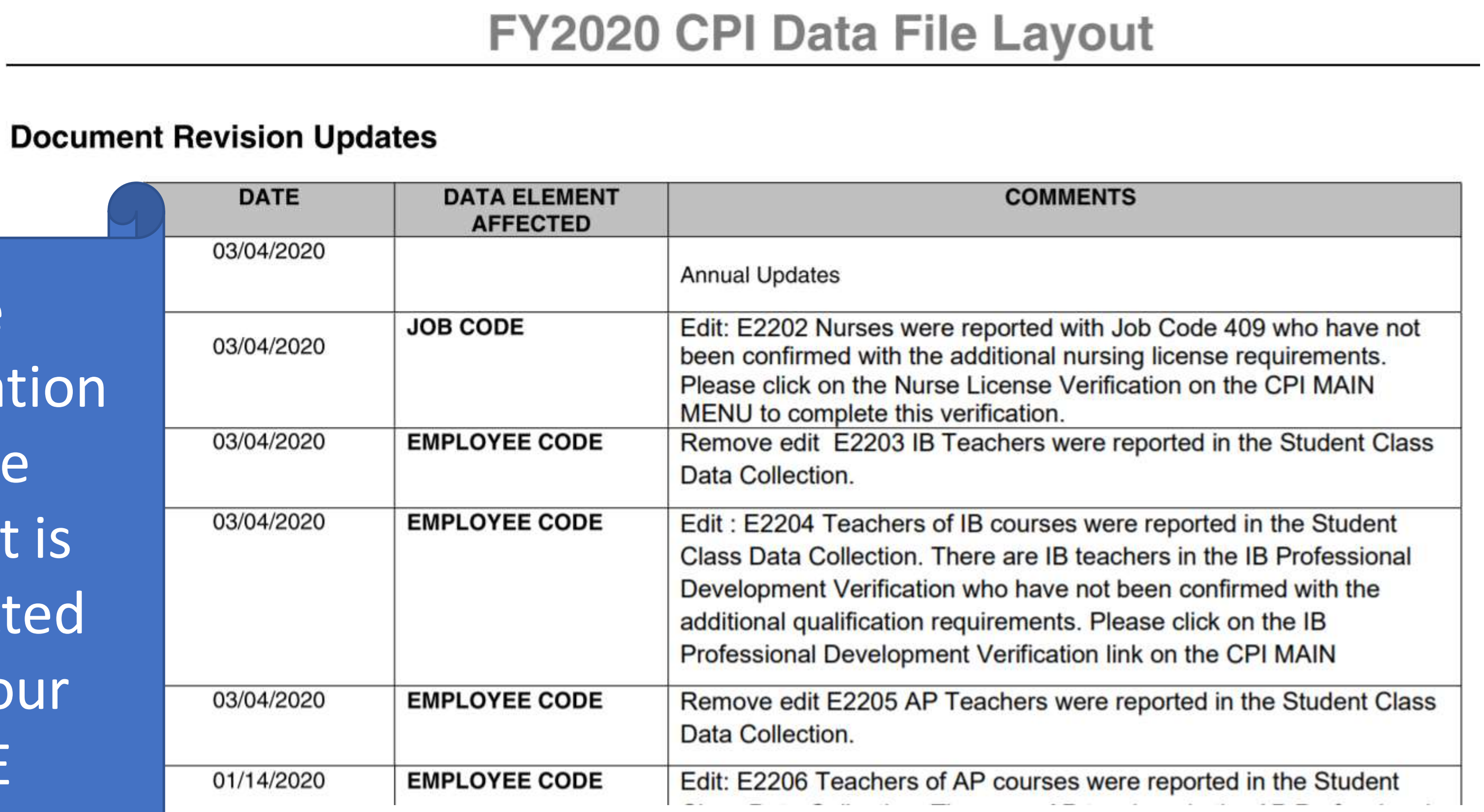
* Note: Once data is "archived" after each cycle, you cannot view the employee detail reports.

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



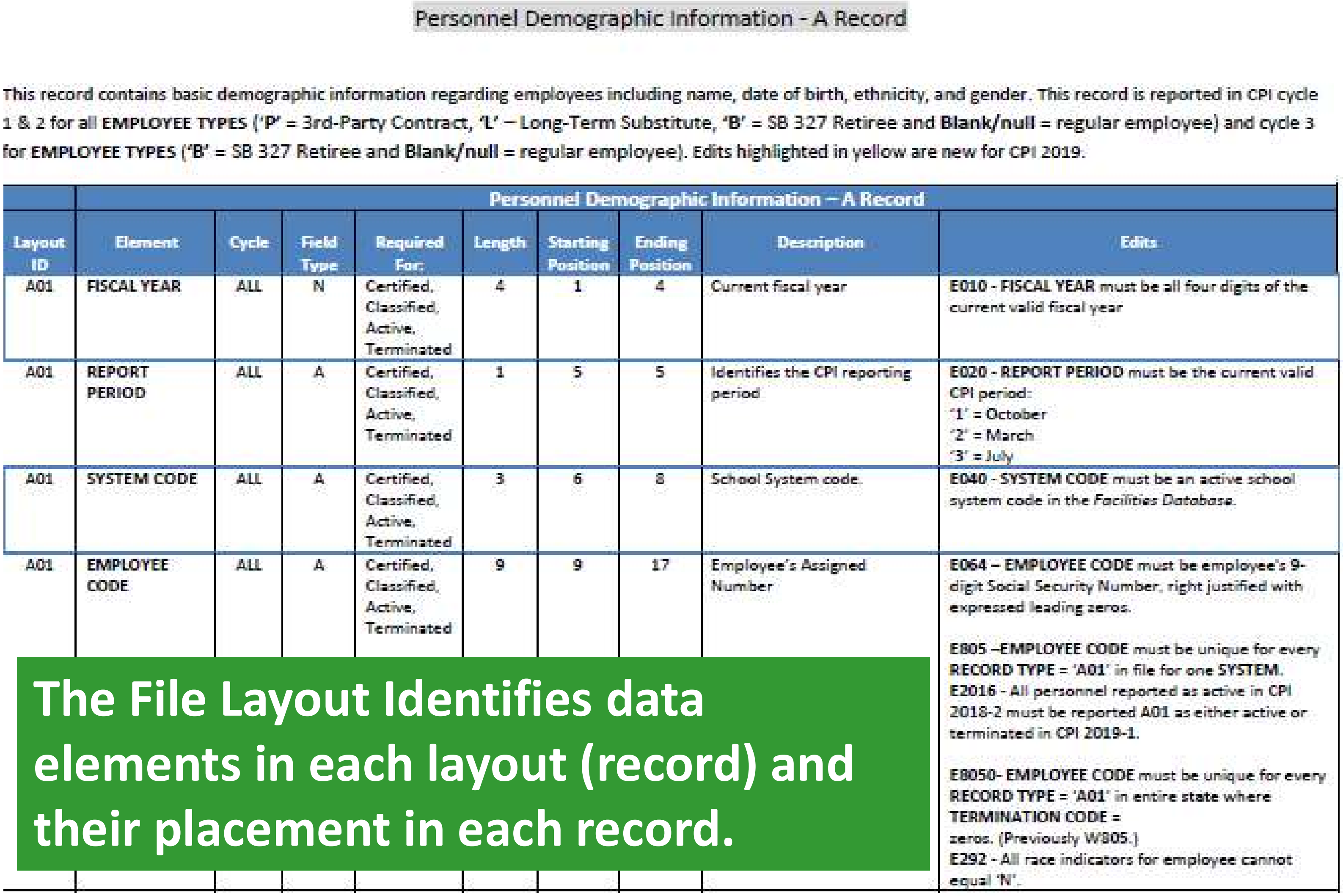
FY2020 CPI Data File Layout

Document Revision Updates

DATE	DATA ELEMENT AFFECTED	COMMENTS
03/04/2020		Annual Updates
03/04/2020	JOB CODE	Edit: E2202 Nurses were reported with Job Code 409 who have not been confirmed with the additional nursing license requirements. Please click on the Nurse License Verification on the CPI MAIN MENU to complete this verification.
03/04/2020	EMPLOYEE CODE	Remove edit E2203 IB Teachers were reported in the Student Class Data Collection.
03/04/2020	EMPLOYEE CODE	Edit : E2204 Teachers of IB courses were reported in the Student Class Data Collection. There are IB teachers in the IB Professional Development Verification who have not been confirmed with the additional qualification requirements. Please click on the IB Professional Development Verification link on the CPI MAIN
03/04/2020	EMPLOYEE CODE	Remove edit E2205 AP Teachers were reported in the Student Class Data Collection.
01/14/2020	EMPLOYEE CODE	Edit: E2206 Teachers of AP courses were reported in the Student

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

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 W805.) **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

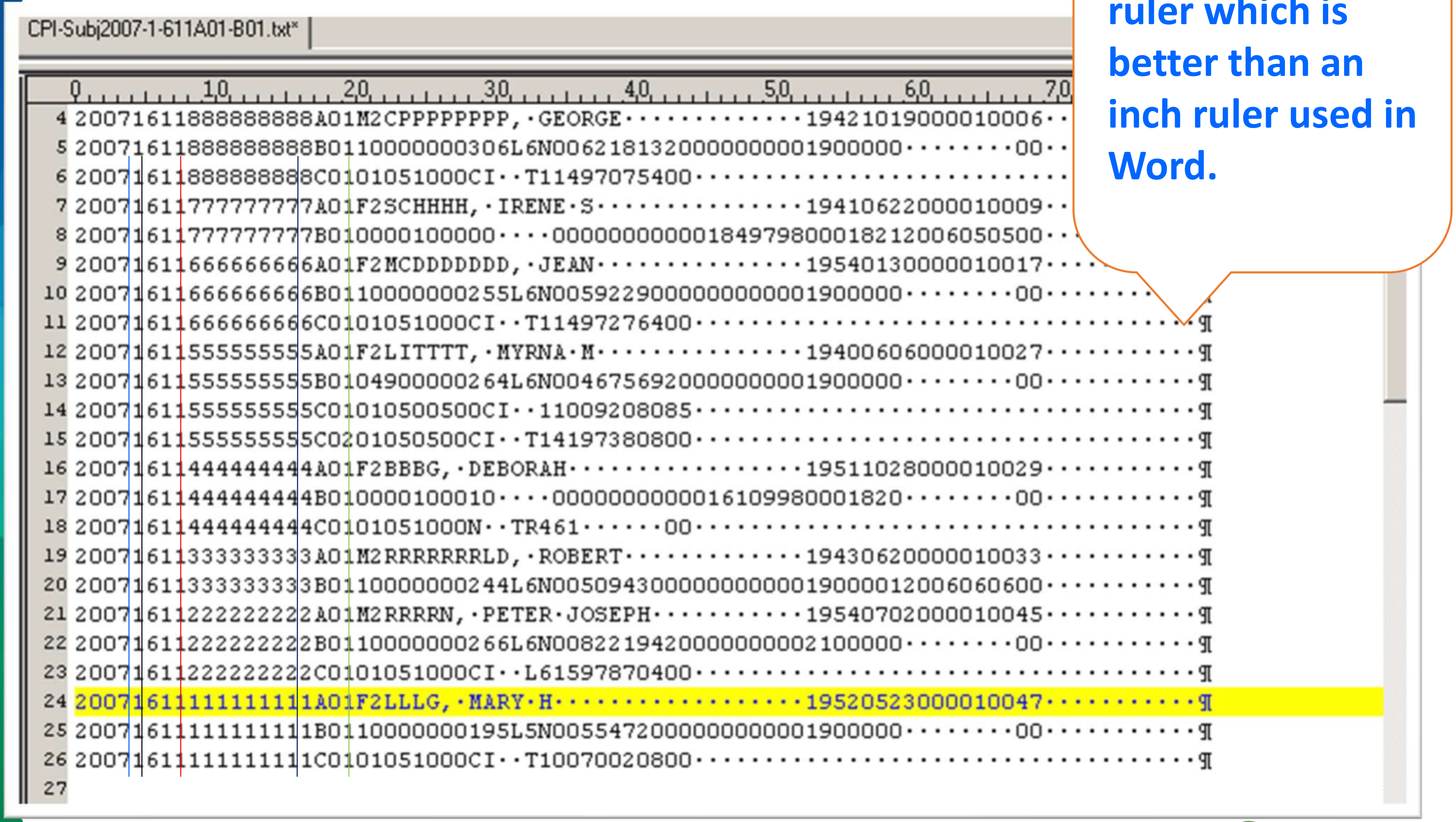
A-Record – Demographic Data

20181611888888888A01F2MMMMMMMM, 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 ***Facilities Database***.	**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 …



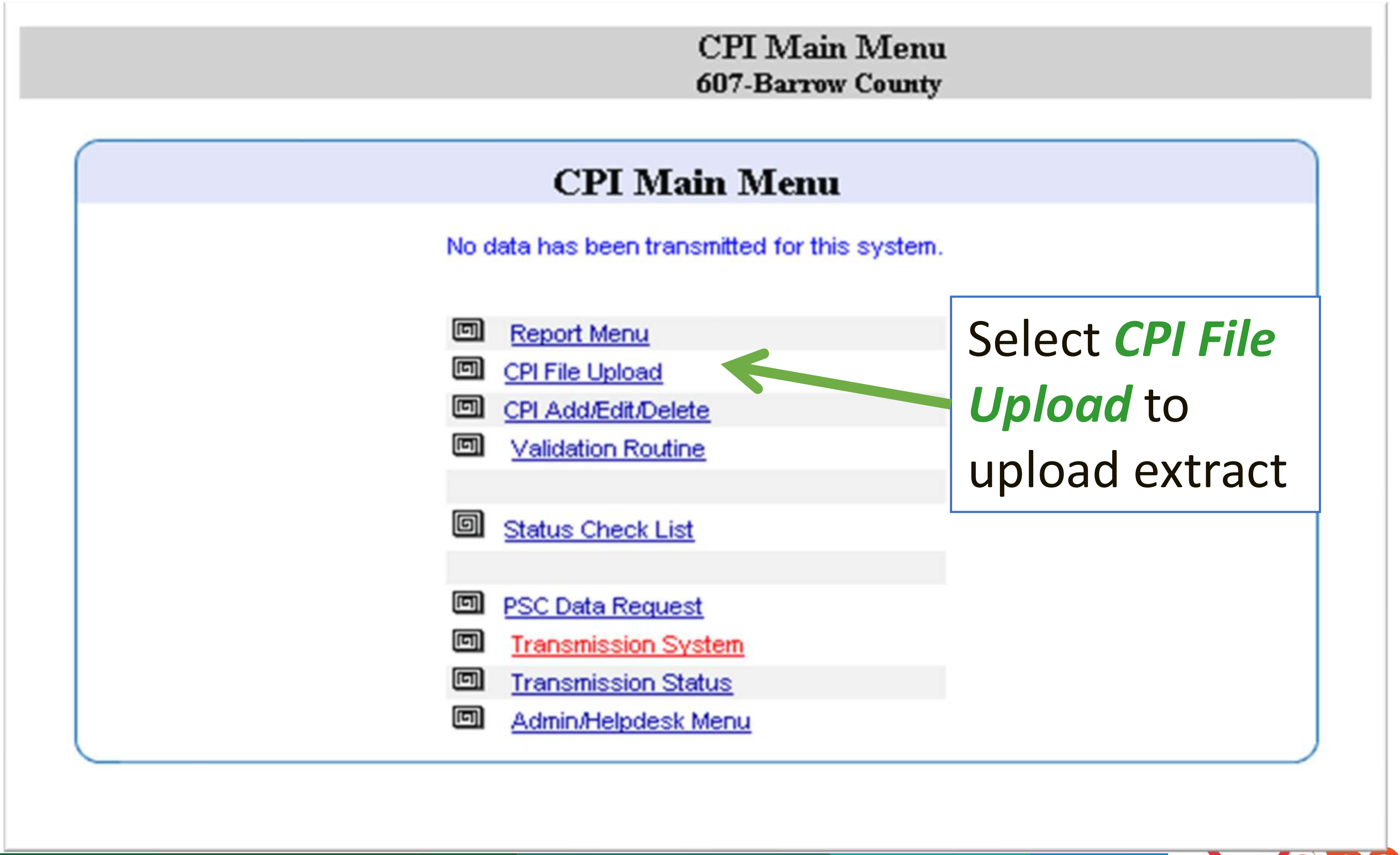
CPI-Subj2007-1-611A01-B01.txt*

```
20071611888888888A01M2CPPPPPPPP,·GEORGE·············19421019000010006··
20071611888888888B0110000000306L6N0062181320000000001900000········00··
20071611888888888C0101051000CI··T11497075400···························
20071611777777777A01F2SCHHHH,·IRENE·S···············19410622000010009··
20071611777777777B010000100000····00000000000184979800018212006050500··
20071611666666666A01F2MCDDDDDDD,·JEAN···············19540130000010017····
20071611666666666B0110000000255L6N0059229000000000001900000········00········
20071611666666666C0101051000CI··T11497276400····································¶
20071611555555555A01F2LITTTTT,·MYRNA·M··············19400606000010027···········¶
20071611555555555B0104900000264L6N0046756920000000001900000········00···········¶
20071611555555555C01010500500CI··11009208085····································¶
20071611555555555C0201050500CI··T14197380800····································¶
20071611444444444A01F2BBBG,·DEBORAH·················19511028000010029···········¶
20071611444444444B010000100010····0000000000016109980001820········00···········¶
20071611444444444C0101051000N··TR461······00····································¶
20071611333333333A01M2RRRRRRRLD,·ROBERT·············19430620000010033···········¶
20071611333333333B0110000000244L6N00509430000000000019000012006060600···········¶
20071611222222222A01M2RRRRN,·PETER·JOSEPH···········19540702000010045···········¶
20071611222222222B0110000000266L6N0082219420000000002100000········00···········¶
20071611222222222C0101051000CI··L61597870400····································¶
20071611111111111A01F2LLLG,·MARY·H··················19520523000010047···········¶
20071611111111111B0110000000195L5N0055472000000000001900000········00···········¶
20071611111111111C0101051000CI··T10070020800····································¶
```

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

How it works

Main Menu



CPI Main Menu
607-Barrow County

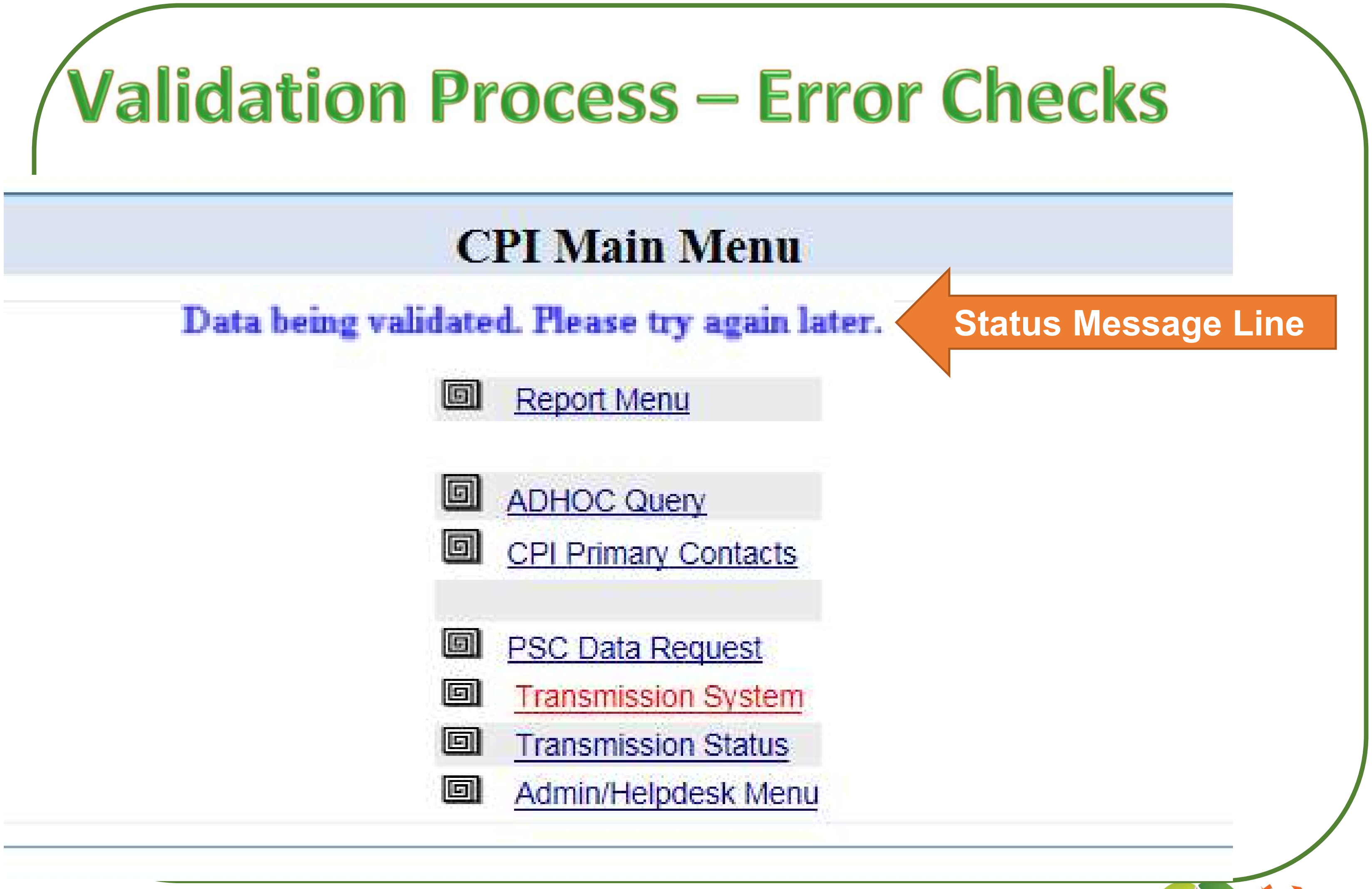
CPI Main Menu

No data has been transmitted for this system.

Report Menu
CPI File Upload
CPI Add/Edit/Delete
Validation Routine
Status Check List
PSC Data Request
Transmission System
Transmission Status
Admin/Helpdesk Menu

Select ***CPI File Upload*** to upload extract

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

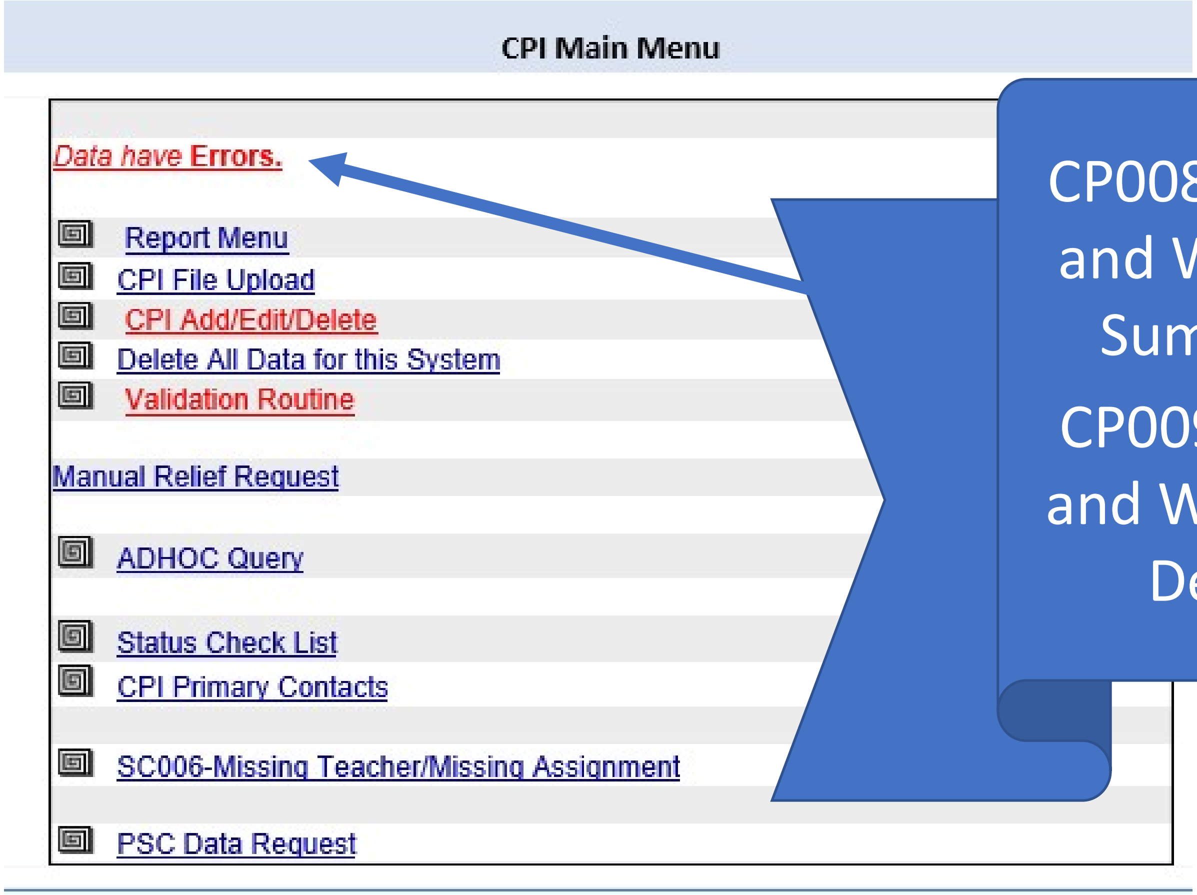
How it works

Processed Failed

- **"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



CPI Main Menu

Data have Errors.

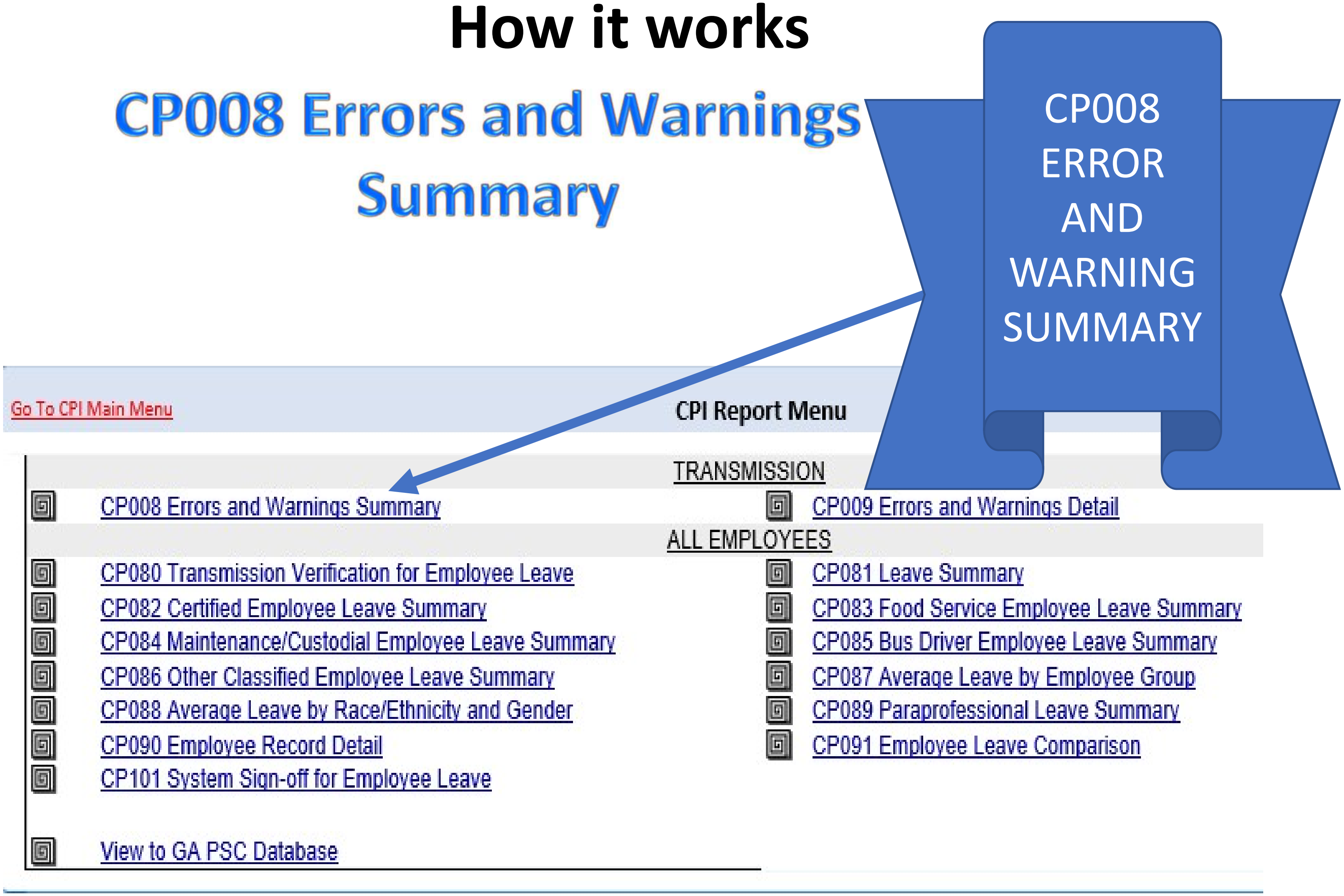
Report Menu
CPI File Upload
CPI Add/Edit/Delete
Delete All Data for this System
Validation Routine
Manual Relief Request
ADHOC Query
Status Check List
CPI Primary Contacts
SC006-Missing Teacher/Missing Assignment
PSC Data Request

CP008- Errors and Warning Summary

CP009- Error and Warnings Detail

How it works

CP008 Errors and Warnings Summary



CP008
ERROR
AND
WARNING
SUMMARY

Go To CPI Main Menu

CPI Report Menu

TRANSMISSION

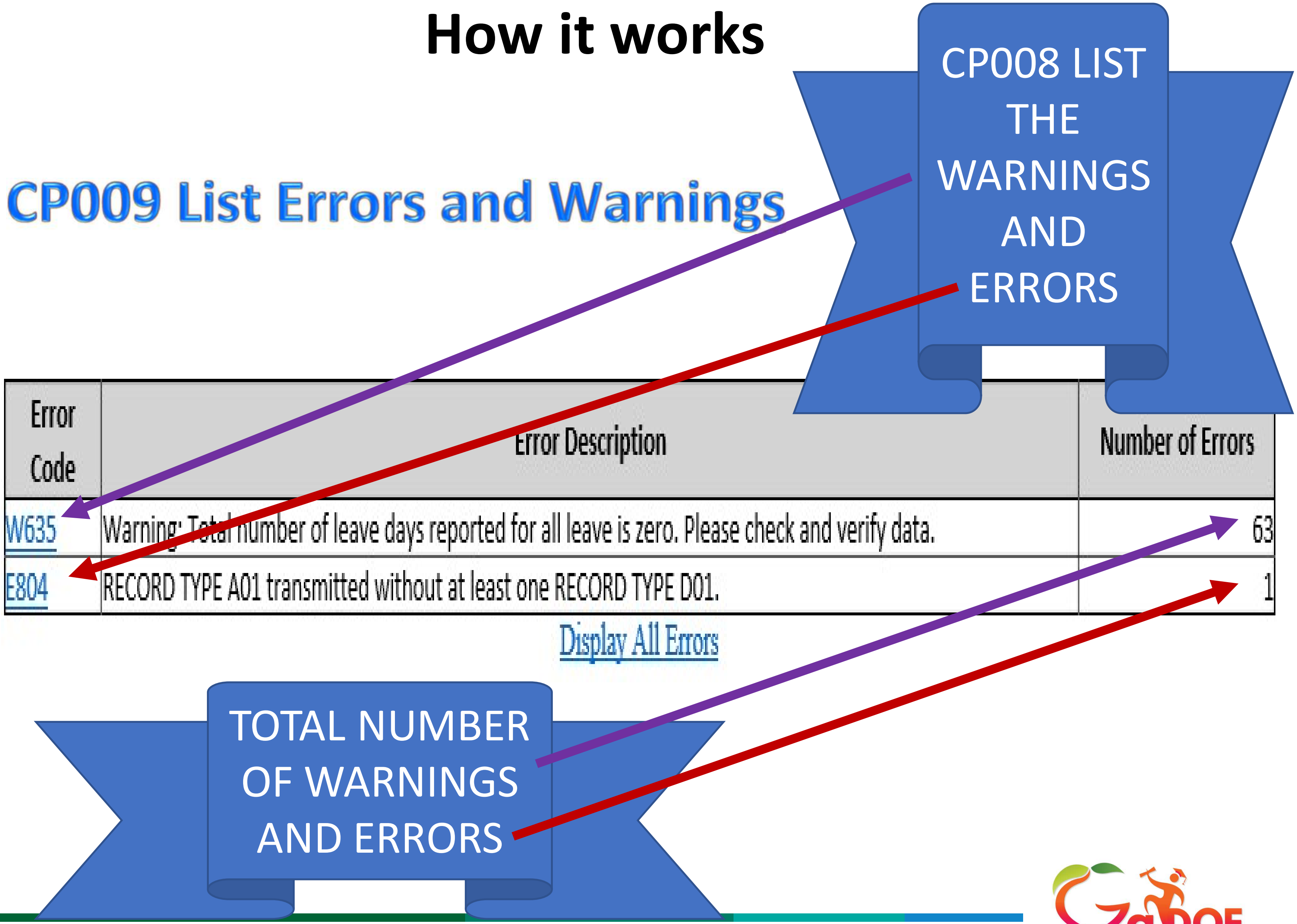
- CP008 Errors and Warnings Summary
- CP009 Errors and Warnings Detail

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

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

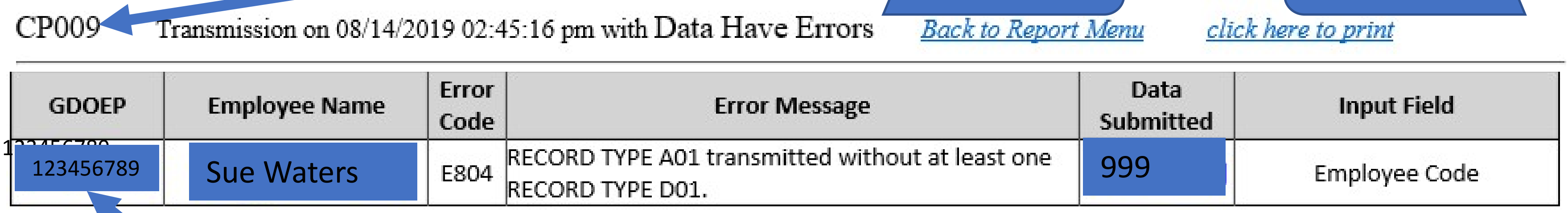
CP008 LIST THE WARNINGS AND ERRORS

TOTAL NUMBER OF WARNINGS AND ERRORS

How it works

CP009 List Errors and Warnings Detail

ERROR AND WARNING DETAIL CP009



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

Click on Employee Code (GDOEP) to see the record detail.

CPI Important Notes

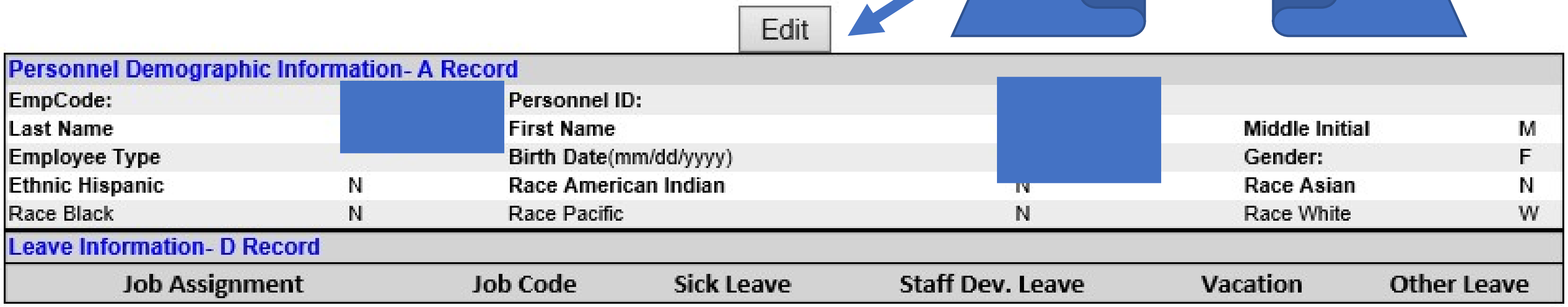
Making corrections

- Making last-minute changes online – Only if something has to be fixed NOW. Don't forget to go back and fix in your HR system also.
- 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. **Don't forget to go back and fix in your HR system also.**

How it works

Editing the Data Online

Click on the edit button

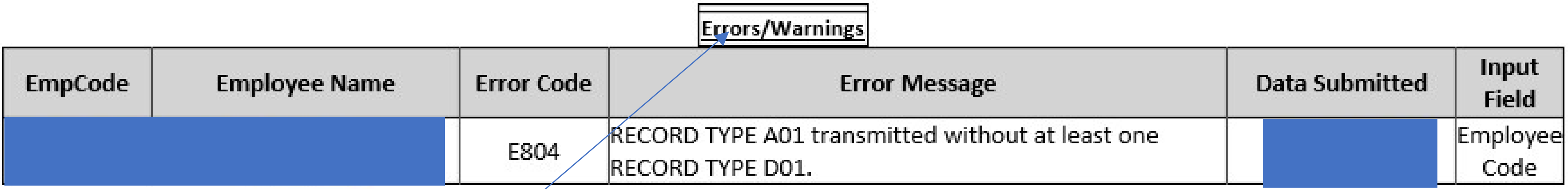


Personnel Demographic Information- A Record

EmpCode:	[redacted]	Personnel ID:	[redacted]		
Last Name		First Name		Middle Initial	M
Employee Type		Birth Date(mm/dd/yyyy)		Gender:	F
Ethnic Hispanic	N	Race American Indian		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



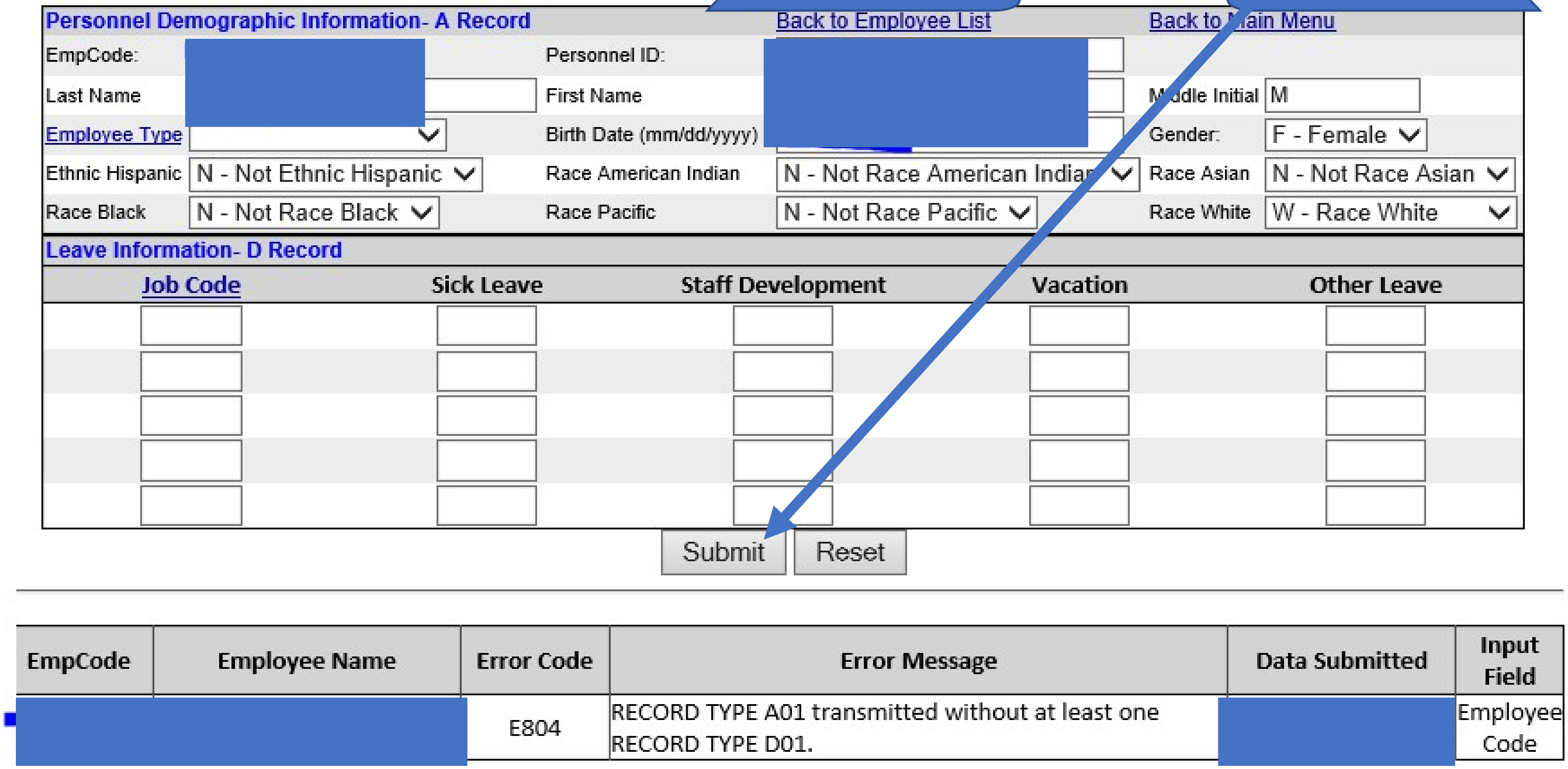
EmpCode	Employee Name	Error Code	Error Message	Data Submitted	Input Field
[redacted]	[redacted]	E804	RECORD TYPE A01 transmitted without at least one RECORD TYPE D01.	[redacted]	Employee Code

List of all the errors that is associated with employee.

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:	[redacted]	Personnel ID:	[redacted]		
Last Name		First Name		Middle Initial	M
Employee Type		Birth Date (mm/dd/yyyy)		Gender:	F - Female
Ethnic Hispanic	N - Not Ethnic Hispanic	Race American Indian	N - Not Race American Indian	Race Asian	N - Not Race Asian
Race Black	N - Not Race Black	Race Pacific	N - Not Race Pacific	Race White	W - Race White

Leave Information- D Record

Job Code	Sick Leave	Staff Development	Vacation	Other Leave

Submit Reset

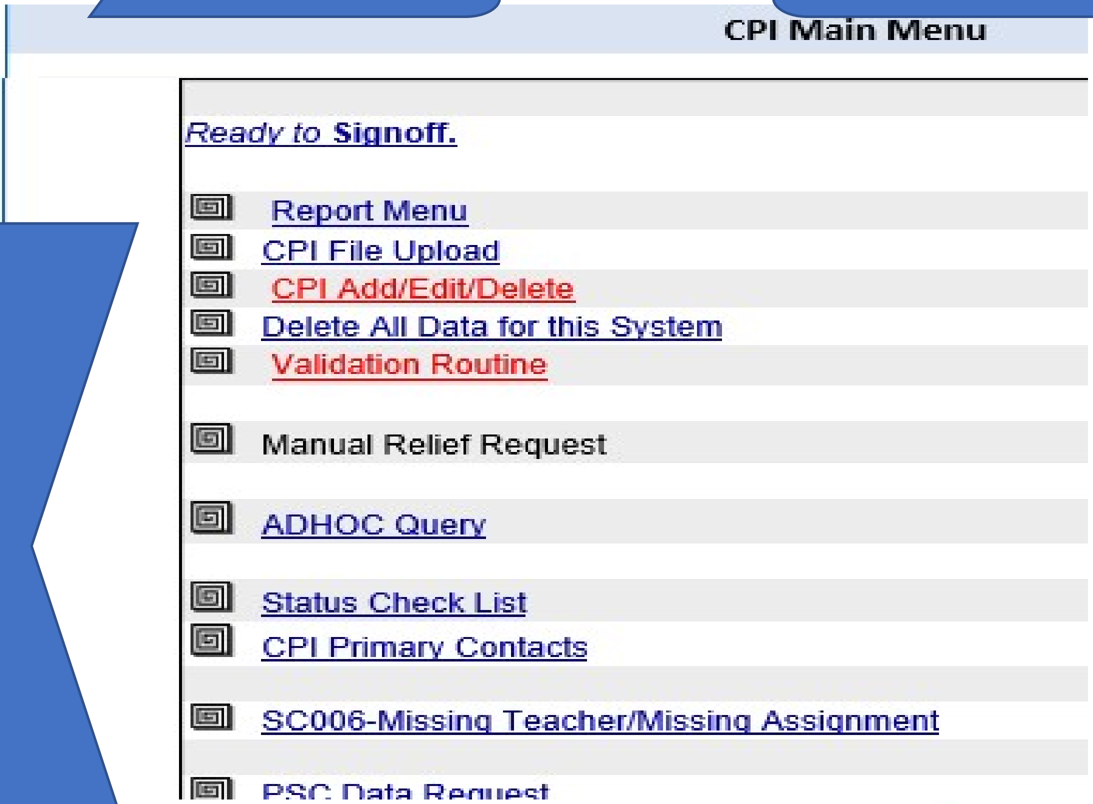
EmpCode	Employee Name	Error Code	Error Message	Data Submitted	Input Field
[redacted]	[redacted]	E804	RECORD TYPE A01 transmitted without at least one RECORD TYPE D01.	[redacted]	Employee Code

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

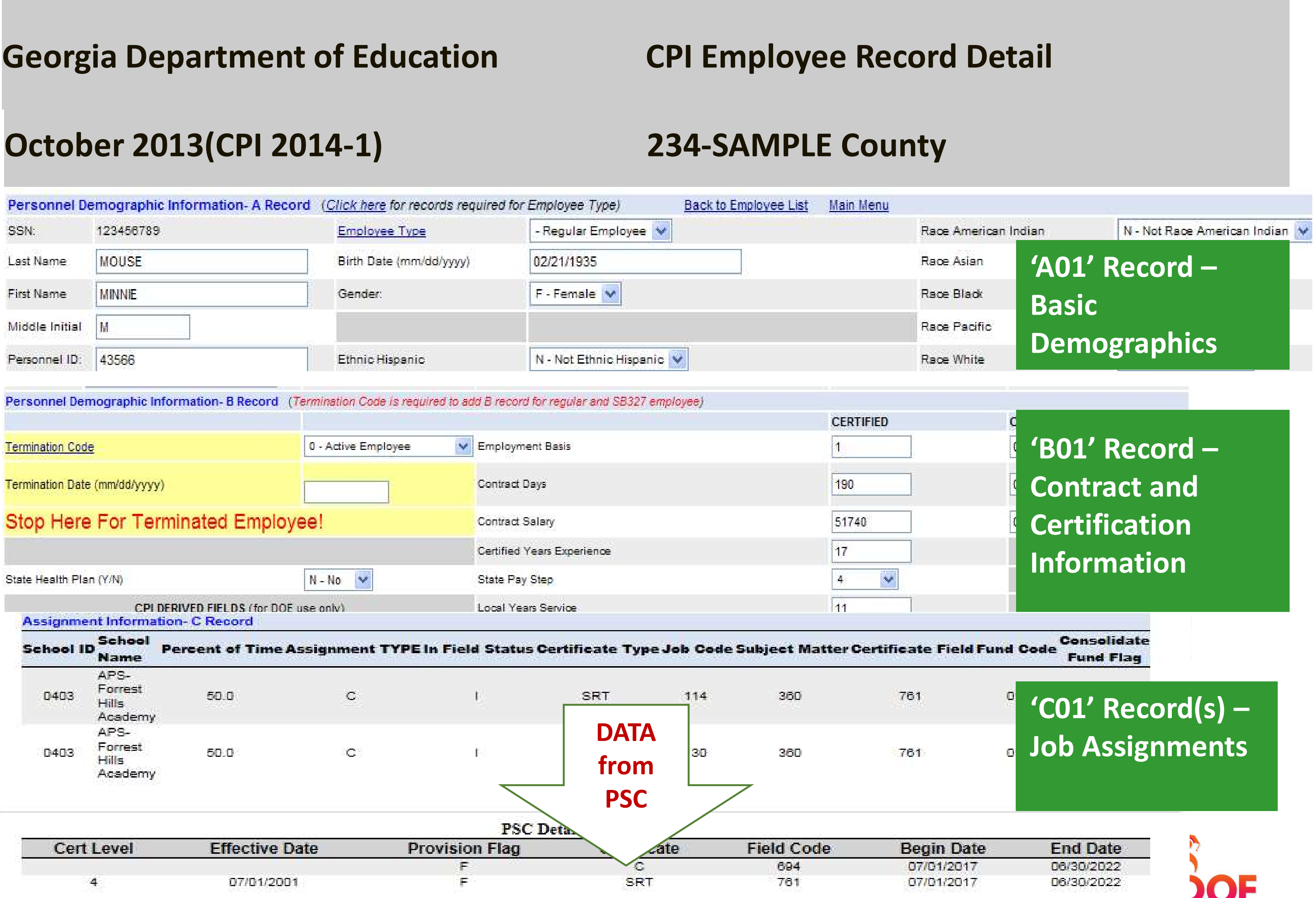
PSC/ Title II A

CPI Important Notes

CPI Records Per Employee Type

EMPLOYEE TYPE Code	Personnel	Record Layouts	Certified T&E $
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 American Indian
Last Name	MOUSE	Birth Date (mm/dd/yyyy)	02/21/1935	Race Asian	
First Name	MINNIE	Gender:	F - Female	Race Black	
Middle Initial	M			Race Pacific	
Personnel ID:	43566	Ethnic Hispanic	N - Not Ethnic Hispanic	Race White	

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

			CERTIFIED
Termination Code	0 - Active Employee	Employment Basis	1
Termination Date (mm/dd/yyyy)		Contract Days	190
Stop Here For Terminated Employee!		Contract Salary	51740
		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

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	114	360	761	0	
0403	APS-Forrest Hills Academy	50.0	C	I		30	360	761	0	

PSC Deta

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

‘A01’ Record – Basic Demographics

‘B01’ Record – Contract and Certification Information

‘C01’ Record(s) – Job Assignments

DATA from PSC

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

FACT
?
OPINION
pppst.com

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.

How to Get Additional Assistance:

The preferred manner to request assistance from the Technology Management Customer Support Team is by using the Help Desk Portal link on both the left side of the MyGaDOE Portal menu and on the top blue Information bar.

To Login to the MyGaDOE portal please follow this link:
https://portal.doe.k12.ga.us/Login.aspx

You may also request assistance by calling 1-800-869-1011. Please provide a detailed message as well as your contact information.

Technology Management Customer
Support Center
Georgia Department of Education

Data Collection Team

Nicholas Handville	Director of Data Collections, Analysis, and Reporting		nhandville@doe.k12.ga.us
Kathy Aspy	Data Collections Manager (Data Collections & Reporting)	404-556-7480	kaspy@doe.k12.ga.us
Patty Miller	GTID Administrator (GUIDE, Private School Collection)	404-290-8530	pmiller@doe.k12.ga.us
Carl Garber	Data Collections Specialist (Student Record)	404-304-5200	cgarber@doe.k12.ga.us
Sharon Armour	Data Collections Specialist (Student Class, Course Table Maintenance, Pre-ID)	678-590-9861	sarmour@doe.k12.ga.us
Katie Green	Data Collections Specialist (CPI, Free and Reduced Meal)	404-295-8841	kagreen@doe.k12.ga.us
Irish Saxton	Data Collections Specialist (FTE, End Of Pathway Assessment)	404-304-3346	irish.saxton@doe.k12.ga.us
Stephanie Smith	Data Collections Specialist (Free & Reduced Meal, New Coordinator Liaison)	770-301-1503	stephanie.smith@doe.k12.ga.us