Open Office Hours with the Data Collections Team

October 19, 2021

Welcome!
We are happy you joined us today.

If you put a question in the chat, please put the DC and your district first, then your question.

EIP Program

EIP Questions

- Program questions:

Anisha Donald, ELA & EIP Program Specialist Curriculum, Instruction, and School Climate adonald@doe.k12.ga.us

Breanne Huston, WLA/Literacy Program Manager, bhuston@doe.k12.ga.us

- Teacher certification requirements:

Karen Cliett, professionalqualifications@doe.k12.ga.us

- Data Collections questions:

Kathy Aspy, kaspy@doe.k12.ga.us

Purpose of the EIP Program

- The Early Intervention Program (EIP) is designed to serve students who are at risk of not reaching or maintaining academic grade level. The purpose of the Early Intervention Program is to provide additional instructional resources to help students who are performing below grade level obtain the necessary academic skills to reach grade level performance in the shortest possible time.

SB59

- 'The state board shall not be authorized to waive or approve variances on any federal, state, and local rules, regulations, court orders, and statutes relating to … <u>the early intervention program provided for in Code Section 20-2-153</u>; …'

- **Per state law:** Effective **July 1, 2021**, the EIP program requirements, such as class size and certification waivers, are **no longer waivable** for Strategic Waivers School Systems, Charter Systems, and Charter Schools.

- 'CHW' and 'WT' CERTIFICATE TYPE cannot be used with EIP JOB CODEs '131', '132', and '133'. You will have to change that person's ASSIGNMENT TYPE to 'N' (not certified).

Provisionally Certified Teachers 'BT'

A provisionally certified teacher is working toward full teaching certification and has a **CERTIFICATE TYPE** = 'BT', that is a non-renewable certificate. This certificate is issued by PSC and has specific conditions attached to that certificate. It is not a district-created waiver. PSC has determined what they need to do to become fully certified and has specified the criteria necessary for full certification by the end of the school year. You do not have to change their **EMPLOYEE TYPE** to classified. These teachers will receive T&E funding.

E6463 - If **JOB CODE** = 131,132, or 133 **CERTIFICATE TYPE** must exist in the PSC data tables.

This error will be changed Tuesday evening to allow a 'BT' as an allowable **CERTIFICATE TYPE**.

EIP Reduced Class Size Model
Recent Guidance

Instructional models that are no longer in compliance with SB 59 (students coded in Student Class with EIP DM '04', Reduced Class Model) can be funded using CARES I, CARES II, and ARP ESSER (including learning loss) funds (teacher coded in CPI with ASSIGNMENT FUND CODE '03'). CARES/ARP funding do not have "supplement versus supplant" requirements and programs/initiatives funded by CARES/ARP funding are not restricted by class size waivers or other flexibilities afforded by your performance contracts.

How These EIP Error Checks Will Work

If DM '4' is used for a class, the teacher of the class cannot be state-funded but can be funded with Federal funds and reported in the personnel data collection, CPI, with FUND CODE '03' for CARES I or II, or ARP/ESSER funds. We have added this new error check:

- **E7028 -** EIP DM = '4' (Reduced Class Size) in SC. The teacher (COURSE TEACHER CODE) in CPI must have FUND CODE = '03' (paid by CARES I, II, or ARP/ESSER funds, not state T&E funded).

EIP Reduced Class Size Model

An approved Innovative Model, which must offer: a) an appropriate and effective program for accelerating student learning; b) services through a state-certified teacher; c) the use of EIP funds that provide supplemental instruction above and beyond those services provided by the state; d) compliance with the maximum class size rule; e) parental notification; f) EIP student identification based on GaDOE's rubrics or other measures identified in GaDOE's guidance; g) and any other provisions in Code Section 20-2-153.

Reporting the EIP DM Innovative Model will trigger E7027.
   E7027 - EIP DELIVERY MODEL '6' Innovative Model must adhere to the EIP guidelines and have Assurance Approval.
You will need to enter a single comment for any E7027 errors when signing off in SC.

New Errors on EIP Teacher Certification

- Teachers listed as the only teacher of an EIP class (DM '2' self-contained and DM '4' reduced class size), who are not certified cannot waive certification (CHW) for EIP assignment. (E7031)

  E7031 - EIP DM '2' (Self-contained) or '4' (Reduced Class Size) reported on this class in SC. The teacher (COURSE TEACHER CODE) must have an assignment Job Code = '131', '132', or '133' (EIP job codes) in CPI.

  There are 5800 errors in the state.

New Errors on EIP Teacher Certification

Teachers listed as the additional teacher of an EIP class (DM '1' augmented, '3' pull-out, '5' reading recovery), who are not certified cannot waive certification (CHW) for EIP assignment.

E7032 - EIP DM '1' (Augmented), '3'(Pull-out), '5'(Reading Recovery), or '6' (Innovative) reported on this class in SC, a teacher of this class must have an assignment Job Code = '131', '132', or '133' (EIP job codes) in CPI.

There are 20,000 errors in the state.

E7028 EIP Error in SC

EIP Class without a Teacher Reported with an EIP Job Code
School ID	School Name	Course Number	Class Period	EIP DM	Course Teacher Code	Teacher Last Name	Teacher First Name	Additional Teacher Code1	Additional Teacher Code2	Additional Teacher Code3	Job Code(s) of Teacher	Job Title(s) of Teacher	Fund Code(s) of Teacher	Job Code(s) of Addl. Teacher1	Job Code(s) of Addl. Teacher2	Job Code(s) of Addl. Teacher3	Error Code
0397		23.1040003	03	4	25						101	Grade 1 Teacher	00				E7028,E7031
0397		23.1040003	05	4	25						101	Grade 1 Teacher	00				E7028,E7031
0397		23.1040003	05	4	24						085	Kindergarten Regular Education Teacher	00				E7028,E7031
0397		23.1040003	03	4	24						085	Kindergarten Regular Education Teacher	00				E7028,E7031
0397		23.1040003	05	4	25						102	Grade 2 Teacher	00				E7028,E7031

There are 2800 of these in the state.

　　Fix the FUND CODE in CPI *IF* you are funding with '03' ARP/ESSER funds.

　　*You do not earn T&E on these teachers.

　　If the EIP DM is not '4', fix the DM in SC.

CPI

- JOB CODES for EIP Teachers

Job Code	Title	Description
131	Early Intervention (EIP) Kindergarten Teacher	Teaches students in the Kindergarten Early Intervention Program (EIP).
132	Early Intervention (EIP) Primary Teacher 1-3	Teaches students in grades 1-3 Early Intervention Program (EIP) .
133	Early Intervention (EIP) 4th and 5th Grade Teacher	Teaches students in the 4th and 5th grade Early Intervention Program (EIP).

If an EIP teacher is not certified, the teacher can be funded with CARES / CRRSA / ARPESSER Grants using FUND CODE '03'. If the EIP teacher is not certified and not funded with CARES / CRRSA / ARPESSER Grants, the teacher must be changed from 'certified' to 'classified' and will not earn T&E (Training & Experience) funds.

CPI

CERTIFICATION FIELD CODES for EIP Teachers

808 ELEMENTARY EDUCATION (P-5)

970 MATHEMATICS ENDORSEMENT (K-5)

851 MIDDLE GRADES (4-8) – MATH (for 4 & 5 only)

855 MIDDLE GRADES (4-8) – READING (for 4 & 5 only)

732 READING (P-12)

833 READING ENDORSEMENT

910 SP ED MATH COGNITIVE LEVEL (P-5)

950 SP ED READING COGNITIVE LEVEL (P-5)

708 SPECIAL EDUCATION GENERAL CURRICULUM / ELEMENTARY EDUCATION (P-5)

EIP Self-Contained and Innovative Models

EXAMPLE - When using Self-Contained or Innovative EIP model which allows 6 segments of EIP for the students in the class:

- The students are with an EIP certified teacher for Language Arts, Reading, and Math.
- The same small group of students then has art with a art certified teacher, and PE with a PE certified teacher, and science with a science certified teacher, etc.
- The district was recording the music, PE, and science classes with a xx.1 because the students are still in that same small, self-contained class and they want to be paid for all six EIP segments.
- Because the PE/Art etc. classes had xx.1 and an EIP Delivery Model, the teacher of the class is required to have a Job Code for EIP in addition to PE/Art, etc.
- Then in CPI, when we check the certification for the PE/Art teacher. They are not qualified to teach EIP and our error message says that the teacher has to be changed to classified which means that teacher doesn't earn T&E money for those teaching assignments.

Resolution to this problem is that the students can only have EIP DM and xx.1 on the LA, Reading, and Math classes. The PE, art, and science classes must be entered as xx.0 and no EIP DM. Then someone will have to override the segment codes of A, B, or C with the EIP codes E, F, or G for the 3 regular ed FTE Program Codes.

Interns

- Can be entered as the teacher and the certification can be waived (CERTIFICATE TYPE = 'CHW'), CERTIFICATE FIELD should be '102' – Course work, minimum 21 semester hours or 35 quarter hours)

- Must have a clearance certificate issued through PSC.

- Reminder – Special Education certification and EIP certification are not waivable.

FTE

Child Find Students

Last Year in FTE-1	Last Year SR	This year FTE-1
Active	WD - U	Now at a non-profit private school or homeschool. Report **STUDENT STATUS** = 'C', with a **WITHDRAWAL CODE** of 'H', 'K' or 'Z'. (The **WITHDRAWAL CODE** in SR last year does not have to match the **WITHDRAWAL CODE** in FTE)
Active	WD – H, K, or Z	Still at a non-profit private school or homeschool. Report **STUDENT STATUS** = 'C'.
Child Find	WD – H, K, or Z	Still at a non-profit private school or homeschool. Report **STUDENT STATUS** = 'C'.
Child Find	WD – H, K, or Z	Moved out-of-district, -state, -country. Or attending a For-Profit private school in your LEA. Don't report at all. (You can't report last year's WD students as WD from being WD.)

Reporting Child Find students is important when calculating the proportionate share set- aside budget.

FTE – Special Ed Environment

- E6133 - **STUDENT STATUS** is 'C' (Federal Child Count student). **IEP SERVICES** must equal 'S' (SP student) or 'N' (not served by public school). **IEP SERVICES** cannot equal 'Y'.

Look at the

- FY2022 FTE Guidelines for Special Education Environments: Early Childhood (PK)

- FY2022 FTE Guidelines for Special Education Environments: School Age (6 y.o. PK and K-12)

FY2022 FTE Resources

FTE Resources

- FTE Transmission Dates
- FTE Data Element Detail (Updated 10/14/2021)
- FTE General Information (Updated 10/14/2021)
- FTE Categories and Weights
- Data Collection FAQs
- GNETS FAQ's
- Guidelines for Special Education Environments - Early Childhood
- Guidelines for Special Education Environments - School Age
- Environment Calculator for Early Childhood
- Environment Calculator for School-Age Students
- Community Based PK Student Matrix

Other Resources

Contact Information

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Technology Services
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https://www.gadoe.org

Technology Management Customer Support Center (Helpdesk)
Georgia Department of Education
Phone: (800) 869-1011

FTE – Special Ed Environment

Children with Disabilities in Early Childhood settings by Educational Environment

NOTE: Students with IEP Services of Y (YES, IEP Services) or S (Services under a Services Plan) should be reported with the appropriate Environment Code of A-I. *Students with IEP Services of N (Not Served) should not be reported with an Environment Code.*

When reporting educational environments for preschool children in Early Childhood settings, use the following rules to determine which environment to use for each child. These categories do not reflect a continuum from least to most restrictive, nor do the categories reflect the percentage of time in the regular education classroom.

- o Children who are 5 years old on Count Day should be reported with an Early Childhood Environment only if they are in Preschool.
- o Children who are 5 years old on Count Day and in Kindergarten should be reported with a School Age Environment.
- o Children who are 6 years old or older on Count Day, regardless of grade, should be reported with a School Age Environment.
- o *For preschool environments, preschool students who are attending a private school are reported as attending a regular early childhood program following the guidance below.*

Children with disabilities in Early Childhood settings will fall into the following three categories:

1. Children Attending a General Education Early Childhood Program (refer to Section 1)
2. Children NOT Attending a General Education Early Childhood Program and Attending a Special Education Program (refer to Section 2)
3. Children NOT Attending a General Education Early Childhood Program or Special Education Program and receiving services in their Home or a Service Provider Location (refer to Section 3).

FTE Warnings

- FTE: **W5022 - PRIMARY AREA** reported in FTE does not match the **PRIMARY AREA** reported in Student Class. You will get this Warning in FTE for segments of V, W, 3, 6, 7 or 8 (ignore)

- SC: **E6094** - SWD students (**REPORT TYPE** = 'S' in FTE) who have been active this school year must have a course record with a Special Ed Delivery Model reported in Student Class. **You can't ignore**, we have excluded segments of V, W, 3, 6, 7 or 8

- W313 - WITHDRAWAL DATE = June 16, WITHDRAWAL CODE should = 'U' unless the student has transferred. If the WITHDRAWAL CODE submitted is accurate, no further action is necessary

CPI

Clearing the B Record for Terminated Employees

- E629 – See CP018-B Click on the report and the error

E629: If TERMINATION CODE is valid for termination, and a TERMINATION DATE exists, all other non-key data elements in the B-record should be blank/null.
Please verify these employees are terminated. Once verification is complete, click on the CLEAR DATA button to wipe out all other non-key data elements in the B-record.
Note: If any of these employees are active, please correct their TERMINATION CODE and TERMINATION DATE before clearing data. Corrections should be made locally, for upload, or by using the ADD/EDIT/DELETE option on the CPI Main Menu.
Once you click on "CLEAR DATA", it will Automatically validate the system!

CLEAR DATA

is is a function that will clear the Non-essential information from the B record for terminated employee's. Cycle 1 & 2

E629: If TERMINATION CODE is valid for termination, and a TERMINATION DATE exists, all other non-key data elements in the B-record should be blank/null.													
			Termination		Classified			Certified						State Health Plan
#	Emp Code	Employee Name	Code	Date	Emp. Basis	Contract Salary	Contract Days	Emp. Basis	Contract Salary	Contract Days	Year Exp.	Certificate Level	State Pay Step	Local Yrs Exp.	
1			9	08/30/2021	0	0	0	1000	7978000	190	27	7	L6	2	N
2			9	08/30/2021	0	0	0	1000	6299200	190	11	6	L1	2	N
3			1	08/30/2021	1000	1950315	180	0	0	0	0	0		20	N
4			9	07/31/2021	1000	0	0	0	0	0	0	0		0	N
5			9	08/30/2021	0	0	0	1000	5569797	190	8	5	6	7	N
6			1	08/31/2021	0	0	0	1000	5224100	190	12	4	L1	21	N
7			9	08/30/2021	0	0	0	1000	3761700	190	0	4	E	1	N
8			1	08/30/2021	0	0	0	1000	6300604	190	26	4	L6	23	N
9			9	04/26/2021	1000	1584000	180	0	0	0	0	0		4	N
10			9	08/30/2021	0	0	0	1000	4960410	190	7	4	5	3	N
11			1	08/30/2021	0	0	0	1000	7601601	190	28	6	L6	21	N
12			9	03/10/2021	1000	1267200	180	0	0	0	0	0		2	N
13			9	08/30/2021	0	0	0	1000	6131700	190	10	6	7	9	N

Another CPI Error You Can Easily Clear

- E640 – CERTIFICATE LEVEL missing or not valid.

Personnel Demographic Information- A Record					
EmpCode:		Employee Type		Race Indian:	N
Last Name:		Birth Date: (mm/dd/yyyy)		Race Asian:	N
First Name:		Gender:		Race Black:	B
Middle Name :				Race Pacific:	N
		Ethnic Hispanic:	N	Race White:	N

Personnel Demographic Information- B Record					
			CERTIFIED	**CLASSIFIED**	
Termination Code	0	Employment Basis	1000		0
Termination Date		Contract Days	190		0
Stop Here For Terminated Employee!		Contract Salary	6213041		0
		Certified Years Experience	5		
State Health Plan (Y/N)	Y	State Pay Step	3		
CPI DERIVED FIELDS (for DOE use only)		Payroll Certificate Level	7		

	Assignment Type	Certificate Type	Job Code	Subject Matter	Certificate Field	Fund Code	Consolidate Fund Flag
	C	5IT	132	920	808	00	N

PSC Details if available

Cert Level	Effective Date	Provision Flag	Certificate	Field Code	Begin Date	End Date
7	02/01/2019	F	5IT	808	05/11/2020	06/30/2022
7	02/01/2019	F	5IT	881	07/01/2021	06/30/2022

Sign Off Process

Signing-Off on a Data Collection

• CPI – Last change goes in 10/19.
Start signing off 10/20

• FTE – No changes.
Start signing off 10/20

• SC - No changes.
Start signing off 10/19

GUIDE

- E047 - This GTID is being reported active in more than one district. Please review the Duplicate GTID Report (FTE- Main Menu; SR - Student Report SR066).

  2100 errors in the state. Duplicate GTID resolution deadline is 10/19/21.

- E048 - GTID missing or invalid. GTID submitted was not found in GUIDE system.

  270 errors in the state. Get GTIDs for your new students, fix the ones with incorrect GTIDs. Best way to fix is to upload all ACTIVE students.

- E0486 - The SYSTEM CODE and SCHOOL CODE reported does not match the SYSTEM CODE and SCHOOL CODE for the last GTID claim in GUIDE.

  3700 errors in the state. You need to upload all ACTIVE students to claim them.

GUIDE

As of 10/18/2021 3:12 PM

Error	Short Description	FTE	SC
E047	GTID active in 2 districts	937	
E048	GTID Missing or Invalid	151	195
E0481	GTID Deactivated	17	
E0482	GTID Retired	2	2

E047 – Please review the Duplicate GTID Report and work with the other district to resolve

E048 – Look up the student in GUIDE and make sure you have the correct GTID for your student.

E0481 – If the GTID needs to be reactivated submit a PII request in GUIDE

E0482 – Your GTID may have been retired. Look your student up in GUIDE to get the correct GTID for your student
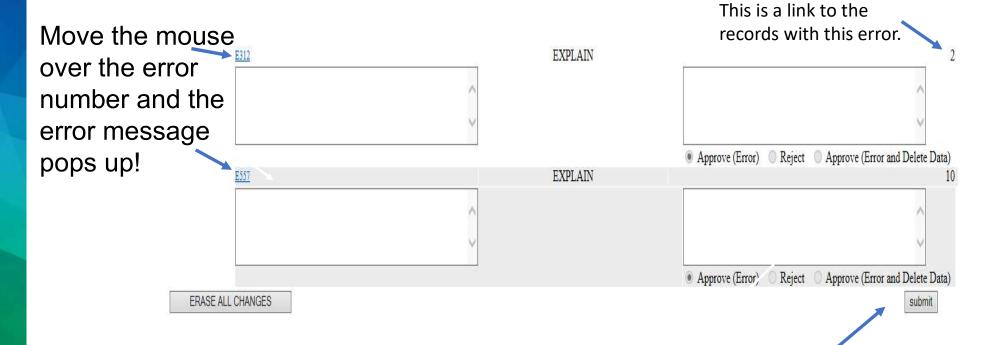
What is Manual Error Relief

- When you have cleared up all the **errors** that you can,

- And the rest of the errors are on accurate data (it is true),

- And this is an exception that you don't want want/need to change,

- Go to Manual Error Relief on the Main Menu

Error Relief Process – Manual Error Relief

This is a link to the records with this error.

Move the mouse over the error number and the error message pops up!

E312   EXPLAIN   2

Approve (Error) Reject Approve (Error and Delete Data)

E557   EXPLAIN   10

Approve (Error) Reject Approve (Error and Delete Data)

ERASE ALL CHANGES   submit

Click 'Submit' when all manual error comments have been entered.

Error Relief Process – Manual Error Relief

- Only errors requiring manual error relief will be included under the Manual Error Relief link. All other error comments will be entered later, during the Online Automated Relief process.

- Once the manual error relief comments have been submitted, Data Collections will cross-check error counts and student data with the relief information provided in the comment. More than ever, Data Collections is being careful to establish consistency in the procedures and the criteria for relief. * NOTE - error relief is only for *exceptions*.

- **Data Collections will reject error relief requests when the error comment does not provide enough information/detail, is not reasonable, or when the error can be resolved**.

Error Relief Process – Online Automated Relief

- Once all manual relief comments have been approved, the status on the Main Menu will change to 'Errors Requiring Comments'.

- Click on the 'Errors Requiring Comments' status to begin the Online Automated Relief process. A screen similar to the one below will appear.

	FTE Error Comments Report	
Error		**Status**
ID	**Description**	
E1685	The GTID has been reported with WITHDRAWAL REASON = 'G' and DIPLOMA TYPE = 'G', 'B', 'C', or 'V' in a previous collection, but the GTID is being reported as ACTIVE in this collection.	EXPLAIN
E2561	Special education student is 22 years or older as of September 1 and is being reported in FTE.	EXPLAIN
E549	Active student's age is above/below age range for this GRADE LEVEL. Please verify DATE OF BIRTH. (See Appendix A in FTE layout.)	EXPLAIN
E799	Special Ed student reported in SR and did not exit program, but REPORT TYPE = 'R' in FTE.	EXPLAIN

Error Relief Process – Online Automated Relief

- Click on the error number and the screen below will appear.

- There is a drop-down options to select the most appropriate comment. If the prepopulated comment explains the exception, select this and then click 'Submit'. These comments are auto-approved and do not require Data Collections review.

Write Explanation For E549

Select Comment : 1-Date of Birth verified as correct
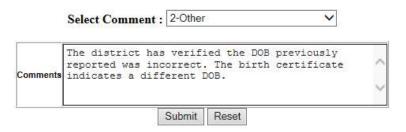
Comments

Submit   Reset

NOTE: The prepopulated comment can only be used if the explaination applies to all records with the error. If it does not, select 'Other' and enter the error comment explanations.

Error Relief Process – Online Automated Relief

- If the prepopulated comment does not fully explain the exception or apply to all records with the error, select 'Other' and enter the error comment in the box provided. Be sure to provide enough detail so that anyone reading the comment will understand why this is an exception.

- Click 'Submit' once the comment has been entered.

Write Explanation For E549

Select Comment : 2-Other

Comments: The district has verified the DOB previously reported was incorrect. The birth certificate indicates a different DOB.

Submit   Reset

Error Relief Process – Online Automated Relief

- Once the comments have been submitted, the Data Collections team is automatically notified and will start the error comment review process. District error comments are processed in the order received.

- Once the comments have been submitted, there is no need to email/call Data Collections or the Help Desk. Data Collections is aware the comments have been submitted.

- During the error comment review process, Data Collections will cross-check error counts and student data with the relief information provided in the comment. More than ever, Data Collections is being careful to establish consistency in the procedures and the criteria for error relief.
  * NOTE - error relief is only for *exceptions*.

- **Data Collections will reject error relief comments when the error comment does not provide enough information/detail, is not reasonable, or when the error can be resolved**.

Error Relief Process – General Guidelines

GENERAL GUIDELINES:

- Once the comments have been submitted, Data Collections will review each comment. This process takes time. To check if the comments submitted have been approved, check the Main Menu to see the current status. Please do not call/email Data Collections, or the Help Desk, for status updates. This will slow down the process.

- If an error comment is rejected, please review the rejection comment carefully for the explanation of why the comment was rejected. Make any changes that are outlined in the error rejection comment. If an email address or phone number were provided, you can contact the individual with any questions about resolving the error or editing the error comment.

- Including the last four digits of the GTID, the last name, and the first Initial of first name is permitted in the error comment. Personally Identifiable Information (PII) should not be included in the error comment.

- Once all error comments have been approved, the district status will change to 'Ready To Sign Off'. The Superintendent is encouraged to sign off ASAP once all reports have been verified for data accuracy.

Your questions

- Please enter your questions in the questions box.

Data Collection Team

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GaDOE
Georgia Department of Education