WDE657: Accredited Institution Staff Member Collection

Staffing Manual and Data Collection Guidebook

Collection Window:
10/02/2017- 10/31/2017

WDE657 Collection Steward

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Revised June 6, 2016

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Abstract

This abstract provides a general description of the data being collected. This serves only as a basic overview of the data contained within this collection.

The WDE657 collects statistics on all staff members within accredited institutions. The collection consists of an Excel workbook of four worksheets. Two are data worksheets, WDE657-Employment and WDE657-Assignment. The other two worksheets are Employment Instructions and Assignment Instructions.

The Staff/Employment file collects information on the staff members’ demographics and current employment status within the school district. The elements within the Assignment file collect information on the staff members’ current assignments.

Authority

Introduction

Accredited institutions are required to submit staffing data to the WDE each year. The data collected by the WDE657 is critical and will be required for ESSA (Every Student Succeeds Act) reporting.

Instructions

Introduction

Each collection will have a set of instructions specific to the data being submitted. It should be noted that the instructions listed below are solely aimed to provide an overview on the WDE657 collection.

The WDE657 collects employment details as of an October 2\textsuperscript{nd} 2017 snapshot; duties employees are contracted or planned to work during the full school year.

Data Submission Process

Data Submission

To obtain the WDE657 go to the Data Collection Suite at https://portals.edu.wyoming.gov/DCS/support.aspx
Employment and Assignment Files

At the bottom of the WDE657 Excel form you will see four tabs:

1. WDE657-Employment
2. Employment Instructions
3. WDE657-Assignment
4. Assignment Instructions

There are also LINKS at the top of each worksheet in the workbook to use to move between each worksheet and to access the GUIDEBOOK and other supporting documentation. Supporting documentation may also be downloaded from the documents tab in Data Collection Suite.

Both the WDE657 Employment and Assignment worksheets will need to be filled out in their entirety for all salaried and hourly employees who work directly with children. The Employment and Assignment instructions will offer general definitions and valid values. For more detailed information refer to this guidebook.

It is **important** to fill out the employment page first; the first name, last name and staff ID will be taken from this page and preloaded into the Assignment spreadsheet.
Each staff member will have one line (record) of information entered on the WDE657-Employment worksheet of the WDE657 workbook. Each Staff member must have at least one assignment record, but can have multiple entrees on the WDE657-Assignment worksheet. Enter one line (record) for each assignment they fulfill. Assignment codes are listed on the Reportable Combinations Institutions supporting document. Reportable Combinations Institutions can be opened from the Reportable Combinations Institutions link at at the top of each worksheet in the WDE657 workbook.

**Submitting Data to DCS**

When complete, the individual at your facility who has upload rights will upload the completed WDE657 to the DCS and certify it to the WDE. Your WDE657 must have October 3, 2016 in the header, do not submit an updated version of the prior year form. You can copy information from the prior year form into the 2016 form but you must use “paste special” in order to keep the field formatting intact. Utilized the DSC support tab and watch video [https://portals.edu.wyoming.gov/DCS/Content/Docs/Videos/UploadandCertify.mp4](https://portals.edu.wyoming.gov/DCS/Content/Docs/Videos/UploadandCertify.mp4)

**Errors in Data**

After the file is uploaded to the Department, it is checked for errors. If errors are discovered in the submission, the individual contact listed on the WDE657 for your facility will be contacted by the Collection Steward for resolution. In most cases the WDE657 will be corrected by the facility and uploaded again to the Department where it will be re-checked. When there are no further errors in the WDE657 submission it will be cross checked with other collections / previous collections and where discrepancies are discovered the WDE657 contact and the Collection Steward from the Department will resolve them.

**Collection Schedule**

**Introduction**

The submission of the data can be done within a certain span of time. This timeframe is referred to as the data collection window. During this timeframe, accredited institution personnel may submit their data any day for the collection in question. It is imperative that the data be submitted by the last date, also known as the due date, of the collection window. For this collection, the due date is October 31, 2017.

**WDE657 Collection Schedule**

**Collection Window**

10/2/2017 - 10/31/17
WDE657 Frequently Asked Questions

Introduction

Throughout the years, the WDE has collected a list of questions that are asked about this collection. The questions have been organized and a list of answers has been provided. If a subject in question is not on this list, the Collection Steward should be contacted for clarification.

Content Questions and Answers

<table>
<thead>
<tr>
<th>#</th>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Who do I contact regarding content questions?</td>
<td>Donal Mattimoe at 307-777-6391 or <a href="mailto:donal.mattimoe@wyo.gov">donal.mattimoe@wyo.gov</a></td>
</tr>
<tr>
<td>2</td>
<td>When would I use a teacher type of “NT”?</td>
<td>A teacher type of NT should be used when that teacher is instructing students but is not providing the grade or credit for the class. E.g.: Special Education pulls out teachers.</td>
</tr>
<tr>
<td>3</td>
<td>How do I report my new staff members without a WISE Staff ID?</td>
<td>You will need to request a WISE Staff ID on the Fusion web site in the State Report Manager, <a href="https://fusion.edu.wyoming.gov/sites/secured/Mysites/Home/default.aspx">https://fusion.edu.wyoming.gov/sites/secured/Mysites/Home/default.aspx</a> for each new staff member before submitting your file. All staff members will be reported with WISE Staff IDs.</td>
</tr>
<tr>
<td>4</td>
<td>What if a staff member has more than one assignment?</td>
<td>Report all of a staff member’s assignments on the assignment worksheet of the WDE657 workbook.</td>
</tr>
<tr>
<td>5</td>
<td>What does it mean that my data is based on an October 3rd snapshot?</td>
<td>The WDE657 collects employment details as of an October 3rd snapshot; duties employees are contracted or planned to work during the full school year.</td>
</tr>
<tr>
<td>6</td>
<td>If my school serves grades 9-12, do I need to enter my teachers as teaching 9-12?</td>
<td>No, your low grade/high grade combination should be based on the assignment, not the school grade configuration.</td>
</tr>
</tbody>
</table>

Submission Questions and Answers
<table>
<thead>
<tr>
<th>#</th>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Who do I contact regarding submission questions?</td>
<td>Donal Mattimoe, donal.mattimoe at 307-777-6391</td>
</tr>
<tr>
<td>2</td>
<td>Who do I contact if I have questions about obtaining WISE Staff IDs on the Fusion website?</td>
<td>Donal Mattimoe, <a href="mailto:donal.mattimoe@wyo.gov">donal.mattimoe@wyo.gov</a> at 307-777-6391</td>
</tr>
<tr>
<td>3</td>
<td>Who has upload rights at my facility?</td>
<td>Upload rights are assigned at your Fusion Administrator .</td>
</tr>
<tr>
<td>4</td>
<td>Who do I contact if I don’t know who is the Fusion Administrator at my facility?</td>
<td>Liz Foster, <a href="mailto:elizabeth.foster@wyo.gov">elizabeth.foster@wyo.gov</a> at 307-777-7009</td>
</tr>
<tr>
<td>5</td>
<td>How will I know when I can have the WDE657 uploaded to WDE?</td>
<td>When the form is completely filled out, your questions have been answered, you have checked your submission and saved it to your system. Then the individual with upload rights at your facility can upload the WDE657 to the Department.</td>
</tr>
<tr>
<td>6</td>
<td>What if I discover an error and want to re-upload?</td>
<td>Save any corrections made to the WDE657 to your system and have the individual with upload rights at your facility, upload the WDE657 again.</td>
</tr>
<tr>
<td>7</td>
<td>Who do I contact if there are technical issues or problems or if Upload or the form isn’t working as expected?</td>
<td>Liz Foster, <a href="mailto:elizabeth.foster@wyo.gov">elizabeth.foster@wyo.gov</a> at 307-777-7009</td>
</tr>
<tr>
<td>8</td>
<td>How do I Upload and Certify the WDE657 to the Department?</td>
<td>Go to the data collection suite at <a href="https://portals.edu.wyoming.gov/DCS/support.aspx">https://portals.edu.wyoming.gov/DCS/support.aspx</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>In the upper right is the Data Submission Login link</td>
</tr>
<tr>
<td></td>
<td></td>
<td>The Data Collection Suite Login page is shown below. Select your facility from the drop-down list, enter your username and password and follow the prompts to upload and certify the WDE657 to the Department.</td>
</tr>
</tbody>
</table>
Enter your User Name and Password (same as Fusion) For assistance log onto Data Collection Suite go to support tab, under Instructional Videos, look at Uploading and Certifying. [https://portals.edu.wyoming.gov/DCS/Content/Docs/Videos/UploadandCertify.mp4](https://portals.edu.wyoming.gov/DCS/Content/Docs/Videos/UploadandCertify.mp4)
Enter your User name and Password, (same as Fusion login)

You should see your institutional code and description on top right of sheet.
Must have WDE657 Edit rights for the collection and to Certify a collection you will need WDE657 Certify Rights. Your District Fusion Administrator can assign the necessary roles if you don't see them in the WDE657 in the drop box.
Employment Elements

WISE Staff ID

WISE Staff IDs are a seven digit identifier assigned by the Wyoming Department of Education. They can be retrieved from the Wyoming Department of Education Fusion portal at http://fusion.edu.wyoming.gov. Click the Login link in the upper right hand corner and insert your fusion user name and password. If you do not have a user name or password click on the Request Login link and your organization fusion administrator will set you up an account.

Staff IDs can be obtained in the State Registration System (SRS) under the Admin tab. For more detailed instructions click on the Admin tab and the Communication Center link. Click on the Virtual Hard Drive link in the red Communication Links box. A Staff-SRS User Guide is located in the Virtual Hard Drive. If you do not see the Admin link please call Donal Mattimoe at 307-777-6391.

Name Prefix, First Name, Middle Name, Last Name, Name Suffix

Use staff members full legal name to complete these field, firstnamw, last name required.

Former Name

For those staff members who have legally changed last name through marriage or choice.

Date of Birth

Required field, enter as dd/mm/yy or dd-mm-yy and the date will automatically reformat to the required YYYY-MM-DD format.

Ethnicity and Race

In October of 2007, the US Department of Education (USED) released new guidance on collecting and reporting racial and ethnic data. The guidance took effect on December 3, 2007, and full implementation is required no later than the 2010-2011 school year.

The Wyoming Department of Education (WDE) will require accredited institutions to start collecting and reporting under the new race and ethnicity guidelines for all data collections in the 2009-10 school year.
What does this mean for accredited institutions? The new federal collection standards mandate that districts must provide ALL STUDENT AND STAFF the opportunity to re-identify their race/ethnicity via the following guidance provided by the USED. Staff and parents should be informed that race/ethnic information is collected for the purpose of monitoring, accountability and to ensure that schools are receiving the proper educational programs and services they need.

**Hispanic/Latino Ethnicity**
**American Indian or Alaska Native Race**
**Asian Race**
**Black or African American Race**
**Hawaiian Native or Other Pacific Islander Race**
**White Race**

These six fields are used to report a student’s or staff’s Race and Ethnicity. When collecting a person’s race/ethnicity:

- Organizations must ask respondent in a two-part question format.
  1. The first question is about ethnicity.
     - Reported in the Hispanic/Latino Ethnicity data field.
  2. The second question is about race.
     - Reported in the five race data fields.

Valid values for all six fields are: Y or N (Y = Yes, N = No)

None of these fields can be left blank. If Hispanic Ethnicity = Y (Yes), at least one of the race data fields must also be Y (Yes). All race fields cannot be reported as N (No).

Further Resources:
Assignment Elements

**WISE Staff ID - Name (First, Last)**

Complete Employment worksheet before completing this field. Must be selected from drop-down list. DO NOT key in WISE Staff ID or Name.

**Assignment Code**

Assignment codes can be found in the Reportable Combinations Institutions attachment. All assignment codes consist of three letters, except for the Elementary Teacher (Core Academic Subject) code which is EL0 (ending in a zero). Please read the Reportable Combinations Institutions attachment in its entirety to ensure proper coding. If you have any questions please contact Donal Mattimoe at 307-777-6391 or donal.mattimoe@wyo.gov

Accredited Institutions will report what positions the staff member will be assigned to for the current fiscal year. For example if a teacher teaches Biology in the Fall and Physics in the spring they will have 185 contract days with a time of 50 for each assignment since half the year will be spent teaching each subject (see graph below). All extra salary positions such as teaching an additional course during the prep hour or National Board Certification pay will also be included.

If a staff member has more than one job assignment a separate entry will need to be made for each assignment, dividing the time appropriately (see example below). Coaching or EPY positions should have 0 FTE.

<table>
<thead>
<tr>
<th>Entry #</th>
<th>WISE Staff ID - Name</th>
<th>Assignment Code</th>
<th>Teacher Type</th>
<th>Lowest Grade Served in Assignment</th>
<th>Highest Grade Served in Assignment</th>
<th>FTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>7825023 - Robert Zane</td>
<td>BIS</td>
<td>TR</td>
<td>10</td>
<td>12</td>
<td>.33</td>
</tr>
<tr>
<td>2</td>
<td>7825023 - Robert Zane</td>
<td>PCH</td>
<td>TR</td>
<td>11</td>
<td>12</td>
<td>.33</td>
</tr>
<tr>
<td>3</td>
<td>7825023 - Robert Zane</td>
<td>EPY</td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>4</td>
<td>7825023 – Robert Zane</td>
<td>BIS</td>
<td></td>
<td></td>
<td></td>
<td>.34</td>
</tr>
</tbody>
</table>
**Teacher Type**

There are two codes for teacher type:

TR = Teacher of Record

NT = Teacher, Not of Record

This field can be blank; it is only filled out if the staff member has a teaching assignment. Teacher of Record is a teacher that gives a grade in a course and Teacher, Not of record works in the classroom but does not prepare course curriculum and give grades. The Reportable Combinations Institutions hand out has a column named Teacher Type that reveals the positions that require the TR or NT code.

**Lowest Grade Served and Highest Grade Served**

The Lowest Grade Served is the lowest grade the teacher serves in that assignment, it is not the lowest grade served by the organization. Same with the Highest Grade Served.

The Lowest Grade Served and Highest Grade Served must be one of the following:

PK, KG, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12

**FTE**

Report staff in terms of FTE (Full Time Equivalent). FTE should be in hundredths. For example, if a teaching position is filled by four people, each working the same amount of time, each person would count as .25 FTE. The total FTE counts for instructional staff must be reported to the nearest hundredth, with EXPLICIT decimal (e.g. 59.20) Your FTE calculation is based on your teacher days for the current school year, an average of teacher days is around 229 so if your staff member works 229 days full time they would be considered as 1.00 FTE

If a staff member has more than one assignment, count the staff member in terms of the assignments. An assignment could be a school, a position, or a teacher category. For example:

If a school staff member worked three-quarters of the time as a teacher, and one-quarter of the time as a librarian, he or she would be counted as a 0.75 teacher FTE and a 0.25 librarian FTE.

A full time teacher’s time is split equally between two schools, that teacher would be counted as 0.50 FTE in each school.