GEORGIA DEPARTMENT OF EDUCATION (GDOE)

Administrative Technology Division

FY2010 CPI Data Collection Report Descriptions

Document Revision Updates

REVISION DATE	REPORTS AFFECTED	COMMENTS
04/06/2009	CP004, CP005	Corrected description of CP005 to refer to the Out-of-Field Report. CP004 is just a summary report.
04/06/2009	CP040, CP041	Added reports for Long-Term Subs and Third-Party Contracts.
09/28/2009	CP011A, CP011B	CP011 split into 2 reports. Description updated.

CPI Reports Available for CPI CYCLES 1 and 2

CP001 Transmission Verification
CP002 Active Employee Summary
CP003 Training and Experience Summary
CP004 In-Field Status of Certified Employees - Summary
CP005 Out-of-Field Status of Certified Employees
CP006 Certified Employee Funding Source Summary
CP007 Average Salary Summary for Certified Personnel
CP008 Errors and Warnings Summary
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CP011 Career, Technical, and Agricultural Education (CTAE) Personnel
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     CP011B CTAE- Job Assignments
CP012 Certified Employee Record Summary
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CP014 Classified Salary Greater Than $85,000 or Certified Salary Greater than $100,000
CP015 Employment Basis Greater Than 1.25
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CP017 Classified Employee Race/Ethnicity and Gender
CP018 Terminated Employees
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CP020 Assignment Job Codes Not Reported
CP021 Average Annual Salary Comparison of Classroom Teachers
CP022 Certified Employee Funding Source Detail
CP025 Certificate Expiration Dates
CP026 Active Employee Comparison
CP027 Special Education Teachers of Students Age 3 to 5
CP028 Special Education Teachers of Students Age 6 to 21
CP029 Providers of Related Services to Students Age 3 to 21
CP030 Duplicate Certified Employee IDs
CP031 Certified Personnel Not Funded Through T & E
CP032 Personnel Reported Active in Last Cycle
CP033 Employees Reported with Certificate Type 998 or 999
CP034 Years of Experience Comparison Report by School
CP036 Job Codes Summary by System
CP040 Long-Term Substitute Record Summary
CP041 Third-Party Contract Record Summary
CP100 System Sign-Off

CPI Report Descriptions

CP001 Transmission Verification
Provides system-level summary data of the total number of records received, total number of records with errors, total number of records accepted, the number of active Certified and Classified employees, and the number of terminated employees reported for the system as a whole. This report is available for the first and second CPI reporting cycles.

CP002 Active Employee Summary
Tabulates the active Certified and Classified employees for each school. Total numbers of active employees and Full Time Equivalent (FTE) employees are listed in each of three categories: Classroom Teachers, Support Personnel, and Administrators. This report is available for the first and second CPI reporting cycles.

CP003 Training and Experience Summary
Tabulates the active employees according to years of experience and certificate level. The employees included are the Certified employees for whom the field **REPORT CERTIFICATION ON CPI** in the CPI *Job Codes* tables = **"Y"**, with the exclusion of job codes: 141, 153, 404, 412, 439, 469 and 650. Also excluded are ALL Certified personnel, regardless of job code, that are reported with any portion of their salary as being paid with Fund Codes 50-59, 71 or 81. The Certified employees excluded on this report are available on report CP031 Certified Employees Not Funded Through T & E. This report is available for the first and second CPI reporting cycles.

CP004 In-Field Status of Certified Employees - Summary
Tabulates the in-field status of classroom teachers (employees with Job Codes 085 to 199 only). Shows the number of teachers, by school, who are 100% in field, those who are out of field 50% or more, and those who are out of field less than 50%. This report is available for the first and second CPI reporting cycles.

CP005 Out-of-Field Status of Certified Employees - Detail
Lists the individual employees at each school/location that is teaching out-of-field. The user may select a particular employee to go to report CP010 Employee Record Detail. This report is available for the first and second CPI reporting cycles.

CP006 Employee Funding Source Summary
Tabulates the active Certified employees according to secondary funding source. Shows the total number of Certified employees and the total number of FTE's for each funding source. This report is available for the first and second CPI reporting cycles.

CP007 Average Salary Summary for Certified Personnel
Shows the average daily salary, the average annual contract salary, and the average FTE salary for all Certified classroom teachers (Job Codes 080 through 199), and also for all Certified personnel. Available at the system level only but lists each school on a separate line. This report is available for the first and second CPI reporting cycles.

CP008 Errors and Warnings Summary
Lists each record that has an error or a warning. The total number of records for each type of error are listed by error code number. This is a system-level report and the user may select a particular error code to go to report CP009 Errors and Warnings Detail. This report is available for the all three CPI reporting cycles.

CP009 Errors and Warnings Detail
Shows the employee's Social Security Number (SSN) and name, the error description, and the name of the field that is in error as well as the specific data submitted in error. This report is available for the all three CPI reporting cycles.

CP010 Employee Record Detail
Shows all information reported for a particular employee, including all assignment information. The user enters the employee's SSN or name to bring up this report. This report is available for the first and second CPI reporting cycles.

CP011 Career, Technical, and Agricultural Education Personnel

In 2010, the CP011 report became two reports due to the amount of data to be reported for Career, Technical, and Agricultural Education (CTAE). These reports are available for the first and second CPI reporting cycles. An employee on one report should also appear on the other report since the selection criteria* is the same for both reports.

> CP011A CTAE- Contract Information – Lists all active CTAE employees, teachers and administrators, who meet the selection criteria for Job Code and Subject Matter Codes. This report includes demographic and contract information, including employment basis, years of experience, state pay step this year, projected state pay step next year, and annual contract salary.
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> CP011B CTAE- Job Assignments - Lists all active CTAE employees, teachers and administrators, who meet the selection criteria for Job Code and Subject Matter Codes. This report shows the assignment information for those also reported in CP011A. Data includes school assignments, Percent of Time, Job Code and Title, Subject Code and description, Field Code and description, out-of-field status, and Fund Code. Since an employee can have multiple assignments that meet the selection criteria, an individual may have multiple rows of information in CP011B.

*A *legend* of the selection criteria is at the bottom of each report for reference.

CP012 Certified Employee Record Summary
Lists every Certified employee at the school/location with the greatest percentage of assignment time. Shows state pay step, years of experience, employment basis, job codes and titles, salary, and certificate information for each employee. The user may select this report for a particular school or for all schools, and may elect to list employees by job code. The user may select a particular employee to go to report CP010 Employee Record Detail. This report is available for the first and second CPI reporting cycles.

CP013 Classified Employee Record Summary
Lists all Classified employee at the school/location that has the greatest percentage of assignment time. Shows years of experience, employment basis, job codes and titles, salary, and annual work days for each employee. The user may select this report for a particular school or for all schools, and may elect to list employees by job code. The user may select a particular employee to go to report CP010 Employee Record Detail. This report is available for the first and second CPI reporting cycles.

CP014 Classified Salary Greater Than $85,000 or Certified Salary Greater than $100,000
Lists the name and SSN of every Classified employee reported with a calculated FTE salary of $85,000.00 or greater and all Certified employees reported with a calculated FTE salary of $100,000.00 or greater. The user may select a particular employee to go to report CP010 Employee Record Detail. This report is available for the first and second CPI reporting cycles.

CP015 Employment Basis Greater Than 1.25
Lists the name and SSN of every employee reported with a total employment basis of 1.25 or greater. The user may select a particular employee to go to report CP010 Employee Record Detail. This report is available for the first and second CPI reporting cycles.

CP016 Certified Employee Race/Ethnicity and Gender
Tabulates all of the Certified employees at each school/location by race/ethnicity and by gender. This report is available for the first and second CPI reporting cycles.

CP017 Classified Employee Race/Ethnicity and Gender
Tabulates all of the Classified employees at each school/location by race/ethnicity and by gender. This report is available for the first and second CPI reporting cycles.

CP018 Terminated Employees
Lists the name and SSN of every employee reported as terminated since the previous CPI reporting cycle. The user may select a particular employee to go to report CP010 Employee Record Detail. This report is available for the first and second CPI reporting cycles.

CP019 National Certification
Lists the name and SSN of every employee reported with National Board for Professional Teaching Standards Certification. The user may select a particular employee to go to report CP010 Employee Record Detail. This report is available for the first and second CPI reporting cycles.

CP020 Assignment Job Codes Not Reported
Lists each of the job codes requiring certification in the **Job Code** table for which no Certified employees were reported. The user may select this report for the entire system or for a particular school or location. This report is available for the first and second CPI reporting cycles.

CP021 Average Annual Salary Comparison of Classroom Teachers
Lists each school/location in the system and the number of classroom teachers, the number of full time equivalent classroom teachers, and the average contract salary and average FTE salary for this year and also for the same time last year. The user may select a particular school to go to report CP012 Certified Employee Record Summary. This report is available for the first and second CPI reporting cycles.

CP022 Certified Employee Funding Source Detail
Lists the funding source, employee name, and (SSN) for each Certified employee reported with an **ASSIGNMENT FUND CODE**. This report is available for the first and second CPI reporting cycles.

CP025 Certificate Expiration Dates
Lists every Certified employee reported and the Certificate Expiration Date(s) for each. The user has the option to sort the list by expiration date. This report can
be printed for a particular school or location or for the entire school system.

CP026 Active Employee Comparison
Lists every school and the number of total employees at that school, the number of classroom teachers, support personnel, and Administrators at that school for last year and for this year. The information for this year (2004-1) will be part of the 2002-2003 State Report Card.

CP027 Special Education Teachers of Students Age 3 to 5
Lists every school within a system and the number of FTE Special Education classroom teachers of students whose ages were 3, 4, or 5 on September 1. Shows the number of these teachers who are fully Certified (in-field 50% or more of the day) and the number who are not fully Certified (out-of-field more than 50% of the day).

CP028 Special Education Teachers of Students Age 6 to 21
Lists the Job code and Area of Specialization (Job title) for each of 13 categories of classroom teachers of Special Education students whose ages were 6 to 21 as of September 21. Shows the number of these teachers who are fully Certified (in-field 50% or more of the day) and the number who are not fully Certified (out-of-field more than 50% of the day).

CP029 Providers of Related Services to Students Age 3 to 21
Lists the Job Code and job title for each of 18 categories of Special Education related services' providers. Includes providers of services to students whose ages were 6 to 21 as of September 1. Shows the number of these providers who are fully Certified (In-Field 50% or more of the day) and the number who are not fully Certified (Out-of-Field more than 50% of the day). Providers who do not require certification are listed as "Fully Certified".

CP030 Duplicate Certified Employee IDs
Lists Certified personnel reported active in more than one system. The report also provides the Job code, percentage of time and employment basis for all systems where the employee was reported active. Comments must be entered for each employee listed on this report. After comments are entered, the Data Collections staff will review and either APPROVE or REJECT the comment provided. For all REJECTED comments, the comment must be re-written and approved before a system sign-off will be issued.

CP031 Certified Personnel Not Funded Through T & E
Tabulates the active employees according to years of experience and certificate level for all Certified personnel excluded on report CP003 Training and Experience Summary. The employees included in this report are the Certified employees for whom the field **REPORT CERTIFICATION ON CPI** in the CPI *Job Codes* table = **"Y"**, and (1) were reported with one of the following Job codes: '141', '153', '404', '412', '439', '469' and '650' *or* (2) were reported with any portion of a Certified employee's salary as being paid with Fund Codes 50-59, 71 or 81 regardless of the Job code reported. This report is available for the first and second CPI reporting cycles.

CP032 Personnel Reported Active in Last Cycle
Lists the Certified employees reported as active in the previous CPI data collection cycle but have not been reported as either active or terminated in the current CPI cycle.

CP033 Employees Reported with Certificate Type 998 or 999
This report lists all employees with a certificate field code of '998' or '999'. A Certificate field code of '998' indicates that they employee's paperwork for a new or renewal certificate has been completed and sent to the Professional Standards Commission (PSC), but for whom the new certificate has not yet been issued. A Certificate field code of '999' indicates that it is not applicable.

CP034 Years of Experience Comparison Report by School
This report lists all employees whose years of experience have not increased by '1' since the CPI count-2 of the previous fiscal year collection and any employee where their years of experience are not equal to the years of experience in CPI count-1 of the current fiscal year.

CP036 Job Codes Summary by System
This report lists all active employees that were reported in the current collection by job code at the system level. This report also allows for a drill down to see the employee numbers by school location. Through the drill down, coordinators can obtain a listing of employee where they can select a particular employee and go to report CP010 Employee Record Detail.

CP040 Long-Term Substitute Record Summary
This report lists all employees with Employee Type of "L" at the system level. Detail of employee demographics are included. See CPI Glossary for *Employee Type* definitions.

CP041 Third-Party Contract Record Summary
This report lists all employees with Employee Type of "P" at the system level. Detail of employee demographics are included. See CPI Glossary for *Employee Type* definitions.

CP100 System Sign-Off
Shows very basic summary information by facility within the system and allows the system Superintendent to signify that all of the information in each of the other CPI reports has been reviewed and is accurate. CP100 System Sign-Off is available for the first and second CPI reporting cycles.