CONTRACT STAFF
REPORT EXPLANATION
(.CSV_CCYY?_STF_CONTRACT_ERRORS)

Education Management Information System (EMIS)

Ohio | **Department** of Education

Revision Date May 26, 2010

Prepared by
Office of Information Policy and Management

C:\Users\10184100\Downloads\Staff-Contract-Errors.doc
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Revision History

The revisions to this document listed in the table below.

Revision Date	Owner/Source	Description of Change
August 8, 2006		Derived from "CONTRACT STAFF CSV FILE FOR SSDT FY06", data file and program; valid for FY07 October (K) reporting period
December 7, 2006	ODE, IPM	Modified file layout, error codes
October 1, 2006	IPM, ODE	Revised for FY08
November 28, 2008	Bkm	Revised for FY09 – revised 230 position code
January 12, 2010	Bkm	Revised for FY10 – Deleted references to February Reporting
May 26, 2010	Bkm	Revised for Yearend reporting. No language changes.

Report Overview

General Description and Significance

A data verification CSV file will be generated for all School Districts and Community Schools if there are errors related to the processing of staff data for individuals that district has contracted to and/or from other EMIS reporting entities.

The purpose of this CSV file is to identify errors on the data submitted. This allows districts to verify/validate Contract Staff records submitted for their district/buildings and correct the errors associated with such data.
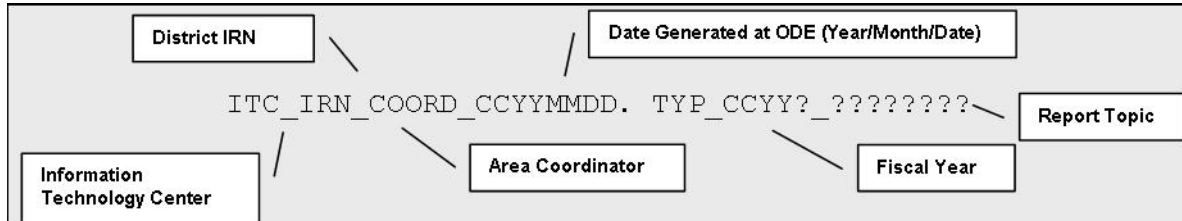
Tips for Reading This Document
- EMIS data elements are written in SMALL CAPITAL LETTERS.
- Report field names are written in **BOLD SMALL CAPITAL LETTERS**.
- Options (values) for each data element are indicated in *ITALICIZED CAPITAL LETTERS* and are enclosed in quotation marks.
- Record names are displayed in ***italicized bold letters***.
- File names are displayed in **CAPITALIZED BOLD LETTERS**.
- CCYYP denotes the century and year and processing period.

Report Name and Timing

The file name for the report is:
ITC_IRN_COORD_CCYYMMDD.CSV_CCYY?_STF_CONTRACT_ERRORS; its
components are described below. This report is produced during the October (K) and Yearend
(N) reporting periods.

ODE Processing

Process Description

The Contract Staff Employment records submitted by the districts are collected by the
aggregation process and have the processing date added to the record. All other fields are
unchanged.

As ODE continues to process the data, contract staff elements are verified against ODE
STAFF_DEMO and **STAFF_JOB** files. A variety of issues can impact the processing of this
data. For example, there can be irreconcilable differences between the submitted POSITION FTE
and the FTE on the ***Staff Employment*** records, or the reporting DISTRICT IRN is the same as the
CONTRACTING DISTRICT IRN. When problems arise, a record is created for this CSV file to warn
districts of the nature of those problems.

These files are copied to School Districts/ITC's after each EMIS Processing with other weekly
reports and files.

Data Source

The first six elements on each record are taken directly from data reported to ODE on the
Contracted Staff (submitted by the contractor) or the *Course Master (*submitted by the
contracting entity*)* records. As the file is processed by ODE, the system date is added to the
record in THE STAFF DATA SUBMITTED TO ODE element. When the program runs to verify the
data, it adds an ERROR CODE and ERROR MESSAGE when an error condition exists.

Submitted Data Used in Report

Element Name	Record Field #	File Name	Special Notes
CONTRACTING DISTRICT IRN	CJ070 or CN040	*Contractor Staff Employment or Course Master*	When Error Code is 15, CN040 is used
EMPLOYEE ID	CJ050 or CN070	*Contractor Staff Employment or Course Master*	When Error Code is 15, CN070 is used
EMPLOYING DISTRICT IRN	CJ040 or CN180	*Contractor Staff Employment or Course Master*	When Error Code is 15, CN180 is used
LOCAL CLASSROOM CODE	CN060	*Course Master*	Used in place of staff name when *Staff Demo* is missing
LOCAL CONTRACT CODE	CJ250	*Contractor Staff Employment*	
POSITION CODE	CJ060	*Contractor Staff Employment*	
POSITION FTE	CJ080	*Contractor Staff Employment*	
STAFF DATA SUBMITTED TO ODE		*ODE Audit File*	From processing date
STAFF NAME	CI060	*Staff Demo*	

Derived Data Used in Report

Element Name	Value	Special Notes
ODE CALC FTE	If sum of *Staff Employment* FTE < sum of POSITION FTE *of Contractor Staff Employment*, each POSITION FTE for this staff member is calculated as the POSITION FTE of *the Contractor Staff Employment* times the quotient of the total *Staff Employment* FTE and the total of the POSITION FTE.	A staff member may have more than one *Staff Employment* record and more than one *Contractor Staff Employment* record. When this occurs, records with the same key are included in the calculation.
ERROR CODE	Based on specific problem	Two-digit code for error found on data
ERROR MESSAGE	From message table, based on ERROR CODE	Text explanation of error found on data

Report Selection Criteria

The following table describes the error conditions that cause records to be chosen for the file.

NOTE: Please refer to the EMIS Manual, Chapter 3, Contractor Staff Employment Record (CJ) for definitions and reporting responsibilities.

Because the nature of the contract involves more than one entity, the district receiving the report may have correctly provided all necessary data. However, missing or incorrect records from the other entity involved in the contract may result in error messages and the presence of records on this file.

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If an error code occurs at a "Fatal" level, it prevents the record from being used because of the inability to connect all of the required data for the contractor and contracting entities. A "Warning" level emphasizes an exceptional condition that may or may not be valid, depending on the specific situation.

Error Code	Error Message	Level	Reason	Recipient Of Message
01	STAFF EMPLOY. AND STAFF DEMO. RECORDS NOT REPORTED	Fatal	A contractor staff EMPLOYEE ID must match an ID on the *Staff Employment* and *Staff Demographic* files.	Contractor
02	STAFF EMPLOY. RECORD NOT REPORTED MATCHING CJ REPORTING	Fatal	A contractor staff EMPLOYEE ID matched an ID on the *Staff Demographic* file but not on the *Staff Employment* file	Contractor
03	STAFF DEMO. RECORD NOT REPORTED	Fatal	A contractor staff EMPLOYEE ID matched an ID on the *Staff Employment* file but not on the *Staff Demographic* file	Contractor
07	CONTRACTING DISTRICT REPORTING STAFF EMPLOY RECORD	Warning	Contracting district submitted an employment record for this staff member. [1]	Contracting Entity, Contractor
08	CONTRACTING DISTRICT REPORTING STAFF DEMO RECORD	Warning	Contracting district submitted a demographic record for this staff member.[1]	Contracting Entity, Contractor
09	REPORTING DISTRICT IRN = CONTRACTING DISTRICT IRN	Fatal	These IRNs must be different; the contracted entity cannot be the contracting entity	Contractor
11	TOTAL CJ FTE > JOB FTE- USED ODE-CALC-FTE INSTEAD	Warning	The total of the CJ FTE values exceeded the Job FTE. The process prorates the *CJ* FTE for each record.	Contractor
12	CNTRCT TEACH HAS NO CRSE/PROG IN CONTRACTING DIST	Fatal	There must be a matching course or program record from contracting district before contactor's *CJ* record will be processed for position 230	Contracting Entity, Contractor
13	POSSIBLE THIS STAFF SHOULD NOT HAVE ANY CJ RECORD	Warning	For each staff/position/LCC, if the person is contracted from an ESC to 2 or 3 districts and the position codes/assignment are not on the exception list.[2]	Contractor
14	TOO MANY DIST-CJ RECORD REJECTED FOR THIS POSITION	Fatal	If the person is contracted from an ESC to 4 or more districts and the position codes/assignment are not on the exception list.[2]	Contractor
15	PROVIDER IRN ON COURSE DID NOT SUBMIT CJ FOR STAFF	Fatal	Contracting entity's *Course Master* was submitted, but not contractors' *CJ* record.	Contractor

[1] Only the contractor is responsible for submitting the ***Staff Employment*** and ***Staff Demographic*** records for the contract personnel. ODE will create equivalent ***Staff Employment*** and ***Staff Demographic*** records for the contracting districts. Such records will be flagged as have been created by ODE. Both Contractor and Contracting districts may be legitimately reporting ***Staff Employment*** and ***Staff Demographic*** records if the staff person is currently or was previously employed in a different position.

[2] The following are <u>not</u> subject to the 2 or 4 or more district limitation.

Staff Type	Position Code	Assignment Area
Gifted	110, 113, 115	999380
Preschool	110 ,304, 318, 325 326, 327, 328, 333	999412
Teachers	230	All
ESP	202, 203, 320, 323, 330	All
Title I	415	999140

Report Sample

CSV File Format, General Information

This Comma Separated Value (CSV) format file contains records for each district that reported contractor staff records with the error conditions described above.

In basic terms, the CSV file will contain the data element values separated by a comma to denote the end of one data element value and the start of a new one. For example, if you were to take the district IRN, its name, and county and convert it into a CSV file it would look like this:

012345, My District, Franklin

When imported into Excel, this string of comma separated values would be split into corresponding columns:

District IRN	District Name	County Name
012345	My District	Franklin

TIP: When importing data from a CSV file containing a numerical value that starts with a zero, like an IRN, it is important to import that type of data element as text and not a number in Excel. If imported as a numerical value, any leading zeroes will be removed.

Header Information

Contracted Staff CSV File HEADER Row's Field Descriptions:

Header Row Field Titles
EMPLOYING-DIST-IRN
CONTRACTING-DIST-IRN
STAFF-ID
STAFF-NAME/LOCAL-CLASS-CODE
POSITION-CODE
LOC-CONTRACT-CODE
REPORTED-POSITION-FTE
ODE-CALC-FTE
ERROR-LEVEL
ERROR-REASON-CODE
ERROR-MESSAGE
STF-SUBMIT-ODE-DATE

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EMPLOYING-DIST-IRN,CONTRACTING-DIST-IRN,STAFF-ID,STAFF-NAME/LOCAL-CLASS-CODE,POSITION-CODE,LOC-CONTRACT-CODE,REPORTED-POSITION-FTE,O
DE-CALC-FTE,ERROR-LEVEL,ERROR-REASON-CODE,ERROR-MESSAGE,STF-SUBMIT-ODE-DATE
121212,040404,AA4444444,ALCOTT     LOUISA M.                          ,230,01 ,1.00,     ,WARNING,07,CONTRACTING DISTRICT REPORTING STAFF
 EMPLOY RECORD     ,20061123
121212,040404,AA4444444,ALCOTT     LOUISA M..                         ,230,01 ,1.00,     ,WARNING,08,CONTRACTING DISTRICT REPORTING STAFF
 DEMO RECORD       ,20061123
121212,040404,AA4444444,ALCOTT     LOUISA M.                          ,230,01 ,1.00,     ,FATAL  ,12,CNTRCT TEACH HAS NO CRSE/PROG IN CON
TRACTING DIST      ,20061123
121212,040404,AA5555555,HAWTHORNE NATHANIAL                           ,230,01 ,1.00,     ,WARNING,07,CONTRACTING DISTRICT REPORTING STAFF
 EMPLOY RECORD     ,20061123
121212,040404,AA5555555,HAWTHORNE NATHANIAL                           ,230,01 ,1.00,     ,WARNING,08,CONTRACTING DISTRICT REPORTING STAFF
 DEMO RECORD       ,20061123
121212,040404,AA5555555,HAWTHORNE NATHANIAL                           ,230,01 ,1.00,     ,FATAL  ,12,CNTRCT TEACH HAS NO CRSE/PROG IN CON
TRACTING DIST      ,20061123
121212,040404,LL1000000,COOPER     JAMES F.                           ,230,01 ,1.00,     ,WARNING,07,CONTRACTING DISTRICT REPORTING STAFF
 EMPLOY RECORD     ,20061123
121212,040404,LL1000000,COOPER     JAMES F.                           ,230,01 ,1.00,     ,WARNING,08,CONTRACTING DISTRICT REPORTING STAFF
 DEMO RECORD       ,20061123
121212,040404,LL1000000,COOPER     JAMES F.                           ,230,01 ,1.00,     ,FATAL  ,12,CNTRCT TEACH HAS NO CRSE/PROG IN CON
TRACTING DIST      ,20061123
121212,040404,HH1111111,DICKENSON EMILY                               ,230,01 ,1.00,     ,WARNING,07,CONTRACTING DISTRICT REPORTING STAFF
 EMPLOY RECORD     ,20061123
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Error Detection and Correction

Since this file is providing the district a feedback on bad data sent to ODE, if there are any discrepancies between the values on the submitted file and the district's information, the data entry of all fields should be checked for accuracy.

Pay particular attention to the error messages because they should lead directly to the source of the error.

If the error message indicates data missing from an entity other than the district receiving the report, district personnel should contact that entity and discuss the problem.

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