DOE INFORMATION DATA BASE REQUIREMENTS:

VOLUME II - AUTOMATED STAFF INFORMATION SYSTEM

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PREFACE

Section 229.555(2), Florida Statutes, mandates that each school district and the Florida Department of Education develop and implement a comprehensive management information system which is made up of compatible components and links all levels of the state education system.

In order to support the statewide process of implementing compatible local and state-level automated information systems, the Florida Department of Education has developed the following documents:

* DOE INFORMATION DATA BASE REQUIREMENTS:
  VOLUME I -- AUTOMATED STUDENT INFORMATION SYSTEM

* DOE INFORMATION DATA BASE REQUIREMENTS:
  VOLUME II -- AUTOMATED STAFF INFORMATION SYSTEM

* DOE INFORMATION DATA BASE REQUIREMENTS:
  VOLUME III -- AUTOMATED FINANCE INFORMATION SYSTEM

This document contains the required data elements, functions and timelines which each automated information system component must incorporate within its automated staff information system. Further information or questions concerning this document should be addressed to the Administrator, Education Information Services, Florida Department of Education, 852 Turlington Building, Tallahassee, Florida 32399-0400

A. AUTOMATED STAFF INFORMATION SYSTEM REQUIREMENTS

AUTOMATED STAFF INFORMATION SYSTEM REQUIREMENTS

Section 229.555(2), F.S., requires the development and implementation of a comprehensive management information system linking all levels of the state education system. Each school district and the Florida Department of Education shall implement an automated information system component containing staff information which is compatible with the statewide comprehensive management information system.

The automated staff information system functions and timelines implemented by the Florida Department of Education and each school district are as follows:

HISTORY

1. An automated staff Information system is to be implemented in each school district by June 30, 1987.

    Each school district shall install an automated staff information system which includes the data elements prescribed in Section B of this document and which contains the procedures for performing the automated state reporting and records transfer functions defined in subsection 4. below. Each system shall provide payroll, inservice training and basic personnel recordkeeping.

2. State-level automated staff information data base design is to be implemented in the Florida Department of Education by July 1, 1987.

    A state-level staff data base of information shall be installed for access by state and local education managers and the Legislature. The data base design shall integrate existing Department reports now collected separately from school districts within the automated reporting formats defined in subsection 4. below, thereby reducing data burden, improving compatibility among data elements and providing a more comprehensive and flexible data base of information. The Florida Department of Education shall implement strict controls for privacy and security of staff records as contained in Section C of this document.

3. Automated state reporting functions are to be implemented by each school district beginning July 1, 1987.

    Current state reporting functions are defined in subsection 4.

AUTOMATED STATE REPORTING FUNCTIONS

4. Each school district shall implement the following automated state reporting functions according to the timelines provided:

AUTOMATED STAFF REPORTING FORMATS	DATA COLLECTION ACTIVITY NUMBER	2001-2002 SURVEY PERIOD JUL 1	OCT 2	FEB 3	JUN 4	AUG 5
Staff Demographic Information	DB9 27x		A	A		A
Staff Multidistrict Employee	DB9 29x		S			
Staff Payroll Information	DB9 30x		A	A		
Staff Additional Job Assignments	DB9 31x		S	S		
Staff Salary Supplements	DB9 32x		S	S		
Staff Benefits	DB9 33x		A	A		
Staff Experience	DB9 28x		S			
Inservice Education	DB9 36x					S
Inservice Education Components	DB9 37x	D				
Fiscal Year Benefits	DB9 44x					A
Fiscal Year Salaries	DB9 43x					A

A = ALL STAFF   S = SELECTED STAFF   D = EACH DISTRICT

x = WILL BE AN "A," "B," OR "C" DEPENDING ON THE FISCAL YEAR

B. AUTOMATED STAFF INFORMATION SYSTEM
DATA ELEMENTS

INTRODUCTION

All automated staff data elements included in this volume must be incorporated within each school district's automated staff information system. Districts may add additional data elements with their local automated system to meet local needs.

The staff data elements have been reviewed by the Data Advisory Committee of the School District Council on Comprehensive Management Information Systems. Subsequent updating of this volume will utilize the data base review procedure developed by the Florida Department of Education and the Data Advisory Committee.

DEFINITION/DOMAIN:

Definition/domain provides a working definition associated with the data element, along with applicable examples, codes, notes and exception(s).

LENGTH AND FORMAT:

Length and format define the technical field characteristics to be maintained in the automated system for each data element.

STATE RECORD FORMATS REQUIRING THIS DATA ELEMENT:

Section A specifies the state record formats which school districts must utilize in performing automated state reporting functions. Each data element page lists the specific automated state reporting formats which will require the data element.

COMPATIBILITY REQUIREMENT:

All elements must use the specified length, format and coding definitions given in the automated staff data elements whenever automated state reporting is performed.

The degree of required compatibility between state and local elements varies. Many elements listed in this document need merely be **Compatible**, while others must meet stricter **State Standards**.

"Compatible" elements:

For data elements which are designated as **Compatible**, the coding structures used by the district, the data element names presented in user documentation and the length and format of the data fields may be the same as that contained in this volume or they may be completely locally defined depending on the district's staff information needs. If local definitions are used, it must be possible to convert the information into the state-required codes, descriptors and formats by calculation, computer procedures or subroutines whenever state formats are required (see **Compatibility Requirement**).

District documentation of locally defined elements must reference the state data elements for which they are surrogates.

Even though the state does not require the use of the state-defined codes for these **Compatible** elements, districts are encouraged to keep each of these elements in state format whenever possible to minimize the need for and cost of conversion.

"State Standard" elements:

For data elements which are designated as **State Standard**, the coding structures used by the district, the data element names presented in user documentation, the length and format of the data fields for all external occurrences of information in reports, user documentation and display and entry screens must be the same as those contained in this volume.

Thus, **State Standard** elements must meet these additional requirements:

1)   the state codes **must be used locally exactly as defined** in this document for automated staff data elements;

2)   user documentation must list the **State Standard** data element name;

3)   input and output documents and reports must use the state-defined codes; and

4)   local screen displays must use the state-defined codes.

These requirements do not address the **physical storage** of the data on tape, disk or other medium, but only how the data elements are to be presented to users in paper format or on screen displays. The stricter definition of **State Standard** still allows the district the flexibility to use its own district-defined codes for **physically** storing elements in the staff records system while, at the same time, using **State Standard** codes for display, input, reports and user documentation. For example, a date might be required to appear always to the user as MMDDYYYY or MM/DD/YYYY but could be physically stored as YYDDD with nonuser system documentation recording this fact.

In many of the data element definitions included in this volume, a code has been defined for "not applicable." In the case of very specialized data elements, it would seem more sensible in terms of the design of the staff records system to record information for such specialized elements only for staff to whom the element is pertinent. For both **Compatible** and **State Standard** data elements, the codes defined as "not applicable" need not be maintained in the local data records or displayed on local screens. At the time of reporting, if it is determined that a particular characteristic or condition is "not applicable" for an individual staff member, the value meaning "not applicable" may be programmatically inserted into the reporting structure at that time.

INTRODUCTION (Continued)

This interpretation should allow segmentation of records and help reduce the need to store large numbers of characters of "noninformation" in the local data records, thereby reducing the need for disk or other data storage space.

USE TYPES:

Use Types define the major purposes for which information is collected, maintained and utilized as follows:

> **State report** means the data element is required for an automated state report to be forwarded to the Florida Department of Education.

> **Local accountability** identifies those data elements which the school district must maintain as an audit trail in support of statutorily required activities.

STATE REPORTING FORMATS REQUIRING THIS DATA ELEMENT:

A section is included with this document which specifies the state reporting formats which school districts must utilize in performing automated state reporting functions. Each data element page lists the specific automated state reporting formats which will require the data element.

DATA ELEMENT NUMBER:

The data element number is an internal number assigned by the Education Information and Accountability Services Section to facilitate the data base review activity of the Data Advisory Committee. School districts need not maintain this number in their local automated system.

REPORTED IN SURVEY PERIODS:

See data element "Survey Period code" on page 66-1 for an explanation of this element.

DATES:

There are three dates associated with each data element:

> **Revised;**
> **Implementation Date;** and
> **Effective.**

INTRODUCTION (Continued)

The **Revised Date**, located at the bottom left-hand corner of the page, indicates the **month and year of the last change to the data element page**. Revisions may be *minor* (such as corrections to typographical errors or additions of examples for further clarification of the definition) or *substantive* (those affecting state reporting, additions, changes, or deletions to codes, or complete revisions).

The **Implementation Date** and the associated Fiscal Year are located in the upper right-hand corner of the data element page. In general, **the date indicates implementation at the beginning of the fiscal year following the date first adopted by the State Board of Education as part of Rule 6A-1.0014, FAC**. If subsequent changes to the data element are *minor*, the Implementation Date will remain the same. If subsequent changes are *substantive*, the Implementation Date will be changed to the beginning of the next fiscal year except where Emergency Rule procedures have been implemented. In those cases, the Implementation Date may be a date in the current fiscal year.

The **Effective Date**, located at the bottom of the page, **indicates the beginning month and fiscal year that this version of Volume II is in effect**. This date will only change once each year and pages in the document will reflect the same effective date.

FLORIDA DEPARTMENT OF EDUCATION
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AUTOMATED STAFF DATA ELEMENTS

Implementation Date:
Fiscal Year 2001-2002
July 1, 2001

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* - Required for State Reporting
X - Revised Effective 7/01

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