

RENEWAL AND ACCELERATION

with Data

Staff
Reporting
22-23



Agenda

- Overview
- New Items
- Changes
- Reminders





Staff Reporting

Calendar / Due Dates

- NOW OPEN
- September 15 – Statutory deadline for Public Districts and Nonpublic Schools
- October 15 – Fall deadline for all systems
 - 10/31 – Fall Audit window close
- November – Email addresses published to Education Directory
- December – Data extract for Nonpublic Curriculum
- June 30 – Final year end deadline for all systems
 - **No Changes after this date**





Staff Reporting

Guidance / Resources

- Collection Name: Staff Reporting 2022-2023
 - Portal Location: Student & Staff (NSSRS) tab
 - New activation code required every year
 - Obtain from District Administrator



Student and Staff Record System

Available

You have access to this online Sys
Please proceed by clicking on the

Status	Activation Code(s)	Name/Link
Available	Add/Remove	NSSRS Validation
Offline		Staff Reporting 2019-2020
Offline		Staff Reporting 2020-2021
Available	Add/Remove	Staff Reporting 2021-2022

- Once activation code added, collection is in Available section





Staff Reporting

Guidance / Resources (continued)

- Data Collected:
 - Demographics – First, Last Name, Date of Birth, Email
 - Position Assignment – Assignment Date (start date), Position Code, FTE
- Each year, data from the prior year's collection is auto populated into the new year – with a few exceptions
 - These 'missing' data points need to be updated every year
 - Examples include Salary/Benefits and Position Assignment Date (start date)





Staff Reporting

Guidance / Resources (continued)

- Methods of Submission
 - File Download/Upload
 - Download last year's data, update file, upload back into system
 - Formatting has to be perfect
 - Uploading a file completely deletes any existing information

The screenshot shows the header of the Nebraska Department of Education Staff Reporting System. It includes the department's logo and name, the report title '2021/2022 District Staff Report', the report ID 'NDE02-014', and the revision date 'Rev: 07.30.2020'. A text box provides instructions on how to report staff data, mentioning online entry, downloading staging file records, and uploading them. Below the text box are five buttons: 'Enter/Edit Data', 'Upload Staging File Records', 'Download Staging File Records', 'Staff Manual', and 'Logout'. The 'Upload Staging File Records' button is circled in red.

NEBRASKA DEPARTMENT OF EDUCATION
Staff Reporting System

2021/2022 District Staff Report NDE02-014 Rev: 07.30.2020

Staff Data is to be reported by Public Districts, Nonpublic Systems, Educational Service Units, Special Purpose Systems and Rule 18 Interim-Program Schools. District/Systems may Enter the Staff Data online or Download Staging File Records with the previous year's data - edit that data and then Upload the Staging File Records. A file may also be created using the File Specifications found in the instructions and uploaded.

Refer to the Staff Instruction Manual for the data elements required and the codes for the different data elements. Continue to access [NSSRS](#) for Validations and Verification Reports.

Enter/Edit Data **Upload Staging File Records** Download Staging File Records Staff Manual Logout





Staff Reporting

Guidance / Resources (continued)

- Methods of Submission (continued)
 - Individual Entry/Edit
 - Good for smaller schools with fewer staff
 - Updates are made on an individual basis
 - Every staff member needs to be updated every year

NEBRASKA DEPARTMENT OF EDUCATION
Staff Reporting System

2021/2022 District Staff Report NDE02-014 Rev: 07.30.2020

Staff Data is to be reported by Public Districts, Nonpublic Systems, Educational Service Units, Special Purpose Systems and Rule 18 Interim-Program Schools. District/Systems may Enter the Staff Data online or Download Staging File Records with the previous year's data - edit that data and then Upload the Staging File Records. A file may also be created using the File Specifications found in the instructions and uploaded.

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[Enter/Edit Data](#) [Upload Staging File Records](#) [Download Staging File Records](#) [Staff Manual](#) [Logout](#)





Staff Reporting

Guidance / Resources (continued)

- Once data submitted, view the NSSRS Validation collection
 - Activation Code UserType: Staff Data Steward

Home Data Collections **Student & Staff (NSSRS)** My Profile Forms Viewer Links Help

Student and Staff Record System

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Staff Reporting

Guidance / Resources (continued)

- NSSRS Validation (continued)
 - Errors – further compare collection data to other systems and looks for data ‘mis-matches’
 - Examples: Certification, Title I, FTE
 - Verification Reports – lists staff reported and compares to other systems
 - Examples: Courses (ADVISER/Nonpublic Curriculum), statewide licensure ([DHHS lookup site](#))
- View past year’s staff data





Staff Reporting

Guidance / Resources (continued)

- NDE Staff ID collection – create new Staff ID's (Example: Paras)
 - Be sure to input SSN in case staff apply for certification in the future
- [Certification Lookup](#)
- TEACH Business Partner Portal – contact your Superintendent for more information





New for 22-23

2 New Position Assignment Codes

- 5190 - Substitute Teacher
- 5330 - Activities/Athletic Coach
- Implications
 - Substitute Teacher collection in CDC – no longer needed
 - New Position Assignment Field: Days Worked (for Subs only)
 - Increments of .0 or .5 only
- Considerations
 - FTE not required for either position
 - Only report Activities/Athletic Coaches not being reported in ANY other role
 - Substitute Teacher data from 21-22 CDC now available in Staff Reporting 22-23





Changes

Paraprofessional Coding Updates

- New Name - 5160 – Instructional Support Paraprofessional
- Description Updated - 5162 – SPED Paraprofessional

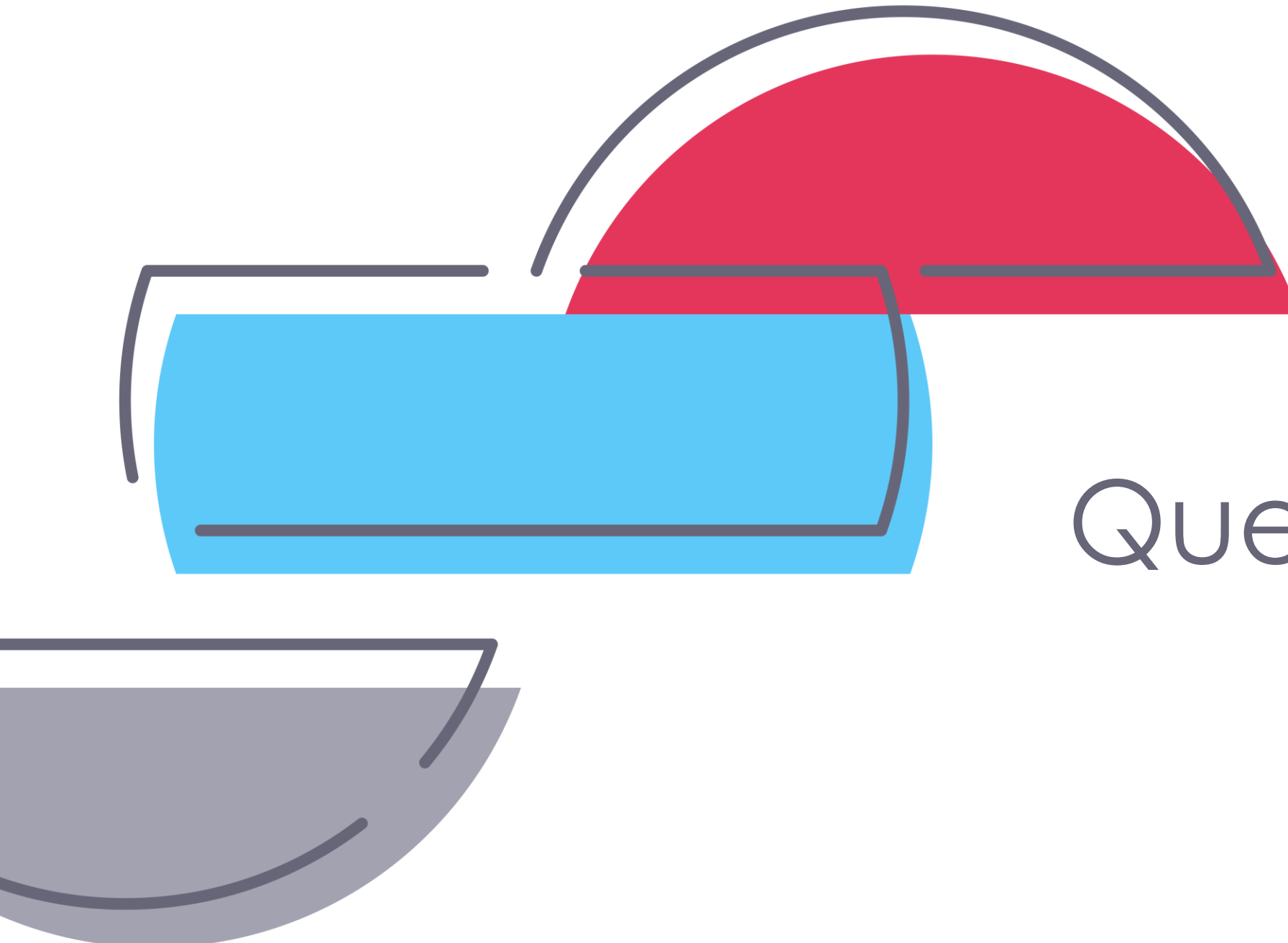
Reminder: Special Program Indicator (SPI) / Position Assignment Code Combinations for these positions can ONLY be

- Instructional Support Paras: 0-5160, 2-5160, 9-5160, E-5160, F-5160, L-5160, M-5160, P-5160, T-5160
- SPED Paras: 7-5162, I-5162, S-5162
- These were removed last year: 7-5160, I-5160, S-5160



Reminders

- If staff leave during the middle of the year, don't remove them from Staff Reporting – use the Completion Date to end date their time with your District/System
- Educator Certification uses FTE data from Staff Reporting when evaluating certification renewals – 1 does not mean 100 in Staff Reporting
- Review your Errors/Reports in NSSRS Validation throughout the year vs waiting until you're reminded at the end of the school year
- Workdays – Announcement via [Bulletin](#) coming soon



Questions?



September Data Webinar

- Monthly ADVISER Updates
 - Early Childhood
 - ADVISER Follow Up Collection
 - Pre-Recorded: PPRA/FNS
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- Don't forget – August has 2 pre-recorded sessions available
 - New Data Stewards
 - Data Quality and Compliance