



# **FDOE INFORMATION DATABASE REQUIREMENTS:**

## **VOLUME II - AUTOMATED STAFF INFORMATION SYSTEM**

**STATE OF FLORIDA  
DEPARTMENT OF EDUCATION  
COMPREHENSIVE MANAGEMENT INFORMATION SYSTEM**

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## PREFACE

Section 1008.385(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. See: [http://www.leg.state.fl.us/statutes/index.cfm?App\\_mode=Display\\_Statute&Search\\_String=&URL=1000-1099/1008/Sections/1008.385.html](http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=1000-1099/1008/Sections/1008.385.html).

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 DATABASE REQUIREMENTS:  
VOLUME I - AUTOMATED STUDENT INFORMATION SYSTEM
  
- \* DOE INFORMATION DATABASE REQUIREMENTS:  
VOLUME II - AUTOMATED STAFF 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 PK-12 Education Information Services, Florida Department of Education, 544 Turlington Building, Tallahassee, Florida 32399-0400 or [askeias@fldoe.org](mailto:askeias@fldoe.org).

# **A. AUTOMATED STAFF INFORMATION SYSTEM REQUIREMENTS**

## **AUTOMATED STAFF INFORMATION SYSTEM REQUIREMENTS**

Section 1008.385(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 was required to be implemented in each school district by June 30, 1987.

Each school district must install an automated staff information system that includes the data elements as listed in the Automated Staff Information System and as 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. Each system shall provide payroll, Professional Development and basic personnel recordkeeping.

2. State-level automated staff information database design was required to be implemented in the Florida Department of Education by July 1, 1987.

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

3. Automated state reporting functions were required 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	SURVEY PERIOD							
		S1 (JUL)	S8 (AUG)	S6 (SEP)	S2 (OCT)	S3 (FEB)	S4 (JUN)	S5 (AUG)	
Staff Demographic Information	DB9 27x		S		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 Additional Compensation	DB9 32x				S	S			
Staff Benefits	DB9 33x				A	A			
Staff Experience	DB9 28x				S	S			
Professional Development	DB9 36x							S	
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

**SURVEY PERIOD  
DATES 2017-2018**

**Staff**

**Survey 8:**

State Processing: July 24 -September 28, 2017

**Survey 2:**

Survey Week: October 9-13, 2017

Due Date: October 20, 2017

State Processing: October 16 – November 3, 2017

Final Update/Amendment Date: December 15, 2017

**Survey 3:**

Survey Week: February 5-9, 2018

Due Date: February 16, 2018

State Processing: February 12 – March 2, 2018

Final Update/Amendment Date: April 15, 2018

**Survey 5:**

Due date: July 27, 2018

State processing: July 23 – August 24, 2018

Final Update/Amendment Date: October 31, 2018

## **B. AUTOMATED STAFF INFORMATION SYSTEM DATA ELEMENT REQUIREMENTS**

## 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.

### **DEFINITION:**

There is a working definition associated with each data element, along with applicable examples, codes, notes and exception(s).

### **LENGTH AND DATA TYPE:**

Length and data type define the technical field characteristics to be maintained in the automated system for each data element. Numeric elements must have a number in every position, including leading zeros.

### **STATE REPORTING FORMATS REQUIRING THE DATA ELEMENT:**

A section 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 require the data element.

### **COMPATIBILITY REQUIREMENT:**

All elements must use the specified length, data type 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 'No' for State Standard, 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.

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 the state format whenever possible to minimize the need for and cost of conversion.

### **State Standard elements:**

For data elements which are designated 'Yes' for **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.

These standards do not require the district to show or print the Social Security Number on all screens and reports. A local identification number may be displayed or printed as long as the local identification number can be cross walked to the Social Security Number for state reporting purposes.

This interpretation should allow segmentation of records and help reduce the need to store large numbers of characters of “non-information” 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 reporting** means the data element is required for a state report and must be forwarded to the Florida Department of Education as per the format descriptions.

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

#### **DATA ELEMENT NUMBER:**

The data element number is an internal number assigned by the PK-12 Education Information Services office to facilitate the use of the data elements. School districts need not maintain this number in their local automated system.

#### **SURVEY PERIODS REQUIRED:**

See data element “Survey Period Code” for an explanation of these codes. The Survey Periods that pertain are listed for each data element. If the Survey Period has ‘Yes’ next to it, the data element is fully reported in the survey period indicated. If the Survey Period has ‘Default’ next to it, the data element must contain the default value when submitted to the department for the survey period. If the Survey Period has ‘Varies’ next to it, the data element must be fully reported on at least one format for the survey period and a default value must be reported on at least one additional format for the survey period, as indicated in the notes on the format layouts. If the Survey Period has ‘Optional’ beside it, the district has the option of sending actual data or the default value for the element for the survey period. For the survey period with ‘Optional’ indicated, the data or default value will be ignored by the department’s system and default values will be loaded to the database for these elements.

**YEAR:**

The Year indicates the fiscal year for which this version of the data element is applicable. The Year is updated each July 1 for the next fiscal year until the element is no longer active. Only active data elements are included in each year's listing of data elements on the web site.

The Year Implemented indicates that a data element was first required at the beginning of the indicated fiscal year (July 1).

**APPENDICES:**

Each appendix that applies to the data element is listed. Each Appendix provides one or more of the following: the universe of codes that are valid for the element, expanded explanation of the codes that are valid for the data element, background information about the data element and coding structure and additional information relevant to understanding and reporting the element.

**DESCRIPTION OF CHANGES:**

Beginning with 2011-12, each change to the element is listed with the date the change was made, the part of the element that was changed (e.g., definition, codes, required formats, required surveys, etc.) and a detailed description of the change.

## **C. SECURITY AND RETENTION OF PUBLIC SCHOOL AUTOMATED STAFF RECORDS**

## **SECURITY AND RETENTION OF PUBLIC SCHOOL AUTOMATED STAFF RECORDS**

The following procedures shall be implemented by the Florida Department of Education for the security and retention of public school staff records collected, maintained and utilized at the state level.

### **Data Security:**

Access to individual staff records will be stringently controlled through technical security conventions and procedures established by Northwest Regional Data Center. Appropriate computer passwords and Logon ID's shall be assigned to users in order to establish each user's data access authority only to the records or data elements required to complete federal- or state-mandated activities.

### **Records Retention:**

Individual, personally identifiable staff records shall be destroyed according to a records retention schedule established by the Department of State, Division of Library and Information Services, Records Management Program, consistent with the requirements of Section 257.36, F.S. Personally identifiable staff records shall be maintained for five years or until applicable federal or state audit functions have been completed, at which time all such records shall be destroyed except for those required for the evaluation of state or federal education programs. Personally identifiable, individual staff records maintained for the evaluation of state or federal education programs shall be destroyed when no longer required.