



BETTER DATA. BETTER DECISIONS.

Staff Reporting and Reimbursement Connection

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CHAMPIONS FOR EQUITY IN EDUCATION

Timeline

- Staff Reporting is due 9/15 by statute (Fall Personnel Report)
- Open all year for additions and corrections (NO DELETES)
- Due date 6/15
- Audit window close date 6/30

Staff Reporting Application

- Located in Portal under Student & Staff Tab
- Report the positions requested, see Staff Manual
- Staff Demographics
- Staff Position Assignments

Staff Position Assignments

- Position Assignment Code
- Special Program Indicator
 - Split positions must be reported separately
- Full-Time Equivalency
 - Split positions must be reported separately
- Assignment Date
- Completion Date

NSSRS Validation/Verification Reports

- Staff Errors
- Current Personnel Report
- Current Certification Report
- Qualifications:
 - Endorsement checks
 - Licensure checks
 - Sign Language Interpreters

Staff Verification Reports

Staff Reports		
Current Certification Report	View Report	The report includes staff reported with their certificate information at the time the report is run. The report includes all current certificates, endorsements and level of endorsement, and certificate expiration date (endorsement expiration date is shown if provisional). If you have any questions, please contact Teacher Certification at 402-471-0739.
Current Personnel Report	View Report	Staff Demographics and Staff Position Assignments for the selected school year need to have been uploaded.
Title I Paraprofessionals	View Report	The report includes staff with Assignment Code 5160 (Instructional Paraprofessionals) in a Schoolwide Title I program or those paid with Title I funds in a Targeted assistance program. This report displays paraprofessional's qualifications as to meeting the NCLB requirement of Qualified Title I Instructional Paraprofessionals. Please review and resolve any "No's" in the Para Qualified column. If you have any questions, please contact Title I at 402-471-2452.
Teachers Assigned Out Of Endorsed Area or Level	View Report	NSSRS Student grades data using the NDE Staff ID is checked with the Teacher Certification database to see if staff hold the appropriate endorsements and levels of endorsement to validate a district/system's compliance with Rule 10 or Rule 14 teacher endorsement percentages. Some teachers may be included in this report if they are monitoring an online course. This will be resolved in 2012-2013. If you have any questions, please contact Approval and Accreditation at 402-471-2444.
NCLB Non Qualified	View Report	The No Child Left Behind (NCLB) Act set forth the goal that general education and special education public school teachers would be 100% NCLB Qualified in core academic areas. New-to-the-profession elementary teachers must take and pass the EECIA (Elementary Education: Curriculum and Instruction Assessment) in order to be NCLB-Qualified in Nebraska. Please contact Adult Program Services, 402-471-4863 if you have any questions.
Staff Reporting for the GMS SPED IDEA Consolidated Application	View Report	The NDE Office of Special Education requested this report to assist their staff in validating and approving district staff submitted on the GMS SPED IDEA Consolidated Application. The Qualified Indicator describes some staff being checked for certification based on SPED criteria for this report, others were checked for licensure, and others as sign language interpreters which were checked against an "approved" list. PLEASE NOTE: not all these staff will be reported on the GMS SPED IDEA Consolidated Application.
Student Grades	Teacher Courses	Student Grades, Student Snapshot, and School Enrollment Templates need to have been uploaded and NSSRS Staff Reporting entered for the selected school year. These reports are processed on a nightly basis. Any updates to data used in these reports will not appear here until the following day.
	Teachers No Courses	
NEP Teacher Demographics	View Report	Preview of the teacher demographic data as it will be shown on the Nebraska Education Profile (NEP) including teacher education, experience, salary, and race/ethnicity data

NSSRS Staff Verification Reports

Staff Reporting for the GMS SPED IDEA Consolidated Application

1. Select Filter by Qualification "Y" or "N"
2. Select Position Type
 - Dependent on the report selected will display the appropriate staff and SPI Codes-Position Assignments from NSSRS
 - Qualifications:
 - Endorsement checks
 - Licensure checks
 - Sign Language Interpreters

Position Type

- All SPED Positions
- IDEA 6404/6410/6412 Federal SPED Positions
- IDEA 6406 Birth to 5 Federal/Local SPED Positions**
- School Age State/Local SPED Positions

Nebraska Department of Education

STAFF REPORTING FOR GMS GRANT APPLICATIONS

School Year: 2018–2019

IDEA 6406 Birth to 5 Federal/Local SPED Positions

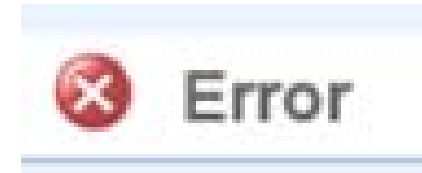
This report is to assist with validating SPED Staff for reimbursement (ages 3-5) of federal and local funds through the Grants Management System (GMS). The report includes a Qualified indicator that is based on verification of allowable SPED endorsed, licensed, and/or certified sign language interpreter staff entered through Staff Reporting. PLEASE NOTE: not all staff listed will be included in the GMS SPED IDEA Application.

District: ADAMS CENTRAL PUBLIC SCHOOLS (01-0090)

Controlling District: ADAMS CENTRAL PUBLIC SCHOOLS (01-0090)

Name	NDE Staff ID	Position Assignment Code, Position	Qualified
[REDACTED]	[REDACTED]	7-2131 SPEECH PATHOLOGIST	Y

NSSRS Impact on Reimbursement



- Minimize Staff Reporting Errors
 - Ensure Appropriate Special Program Indicator (SPI) (Appendix B – Staff Position Assignment of STAFF Instruction Manual)
 - Report FTE by SPI-Staff Assignment
 - SPI Codes
 - (i.e., - "**S**" SPED **School Age**-State/Local Funds, "**I**" SPED School Age Federal-**IDEA** and/or "**7**" SPED **Early Childhood Federal-IDEA/State/Local**)

NSSRS Impact on Reimbursement

- Maximize Grant Reimbursement
 - Deadlines are deadlines will be reinforced
 - NSSRS data must be finalized by June 30 deadline; used for reimbursement
 - Only appropriate SPI Codes are allowable for reimbursement
 - Grants Management System (GMS)
 - Current CDC-SPED School Age System being replaced with new SPED Financial Reporting System (SPEDFRS)
 - Time and Effort Reporting - Uniform Guidance found in 2 CFR 200
 - District's Accounting and Payroll Records



6/15-6/30 Audit window

- Review the Staff Reporting for the GMS reports
- If in error make corrections, no deletes.
- Complete the Time and Effort Logs
- **No updates will be accepted after 6/30 unless there are extenuating circumstances.**
- CDC Request to Submit Data Late or Make Data Changes

Questions?

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Thank you!