Purchased Service Staff

Requirements for Purchased Service staff Data Reporting

Reporting Requirement

The staff interchange is a set of three files, Staff Profile and Staff Assignment, Staff Evaluation which contain all staff data for a school year. The staff interchange contains the staff demographics, background and current assignment(s) data and evaluation for non-purchased service staff. This information is used in the following snapshots: Human Resources, Special Education December Count, Staff Evaluation and the Teacher Student Data Link.

All staff employed who provide services in a school (online, charter, etc.), LEA, administrative unit or BOCES are required to be reported to the Colorado Department of Education (CDE). All staff include individuals who are considered purchased services or contracted services which are defined as: An individual who is employed on the basis of a contract that is not a regular LEA/AU or BOCES contract. Although these staff must be included and reported to CDE, some data elements in the Staff Profile are not required, which is in more detail below. Staff who are employed as purchased services or contracted are reported with employment status code '23' to indicate Purchased Services. All data fields reported in the Staff Assignment file are required for all staff, including purchase service staff. Purchase service staff are not included in the Staff Evaluation Snapshot.

Staff Profile

The following data fields are required for Purchase Service staff. LEA's/Admin Unit's must obtain an EDID Educator Identifier (EDID) and updated through the Educator Identification System (EDIS) for each purchased service staff and employed staff providing services to students.

Name of Field	Field Length	Example(s)	Remarks
Admin Unit/SOP Code	5	11111	5-digit code
LEA Code/BOCES Code	4	1111	4-digit code
Social Security Number	9	123456789	SSN is used to link with licensure data and EDIS validation
EDID	8	12345678	Must match EDIS
Staff's First Name	30	Valid name	First name must match EDIS and COOL (licensed staff)
Staff's Last Name	30	Valid name	Last name must match EDIS and COOL (licensed staff)
Staff's Gender	2	01	01-Female 02-Male 03-Nonbinary Gender must match EDIS
Staff's Date of Birth	8	01011980	MMDDYYYY (Month (2-digit) Day (2-digit) and Year (4-digit) format)) DOB must match EDIS
Staff's Ethnicity: Hispanic or Latino	1	1	0-No 1-Yes
Staff's Ethnicity: American Indian or Alaska Native	1	1	0-No 1-Yes
Staff's Ethnicity: Asian	1	1	0-No 1-Yes
Staff' Ethnicity: Black or African American	1	1	0-No 1-Yes

Name of Field	Field Length	Example(s)	Remarks
Staff's Ethnicity: White	1	1	0-No 1-Yes
Staff's Ethnicity: Native Hawaiian or Other Pacific Islander	1	1	0-No 1-Yes
Staff's District of Residence	4	1111	Can be zero-filled for purchased service staff
Beginning (start) Date at School LEA	8	01012000	MMDDYYYY (Month (2-digit) Day (2-digit) and Year (4-digit) format))
Years of Prior Pre/K-12 Teaching Experience	2	05	Required for Job Class Codes between 201-206
Years of Prior Pre/K-12 Education Experience	2	05	Required for Job Class Codes between 100-299
Years Principal at Any School	2	15	Required for Principals

Purchase Service staff refers to individuals employed on a contract basis rather than a regular school district or BOCES contract. These contracted staff are often used for specific services or projects and are reported with a '23' employment status in the Staff Assignment interchange file.

Employment Status Code

A complete list of employment status codes can be found in the staff assignment file layout.

Code	Description
23	Purchased Services -- An individual who is employed on the basis of a contract that is not a regular school LEA or BOCES contract.

Examples of Purchase Service staff: Third-party food service staff, custodial staff, educational specialists, mental health staff. This includes staff employed by a school network, collaborative or management organization. This is not a complete list simply examples.

Please refer to the Staff Profile file layout for a complete list of data elements that are required for employed LEA staff.

Data Fields NOT Required in Staff Profile for Purchased Service Staff

The following data fields are not required to be reported for purchase service staff and may be zero-filled instead.

Name of Field	Field Length	Example(s)	Remarks
Staff's District of Residence	4	1111	Can be zero-filled for purchased service staff
Highest Level of Education Completed	2	15	Can be zero filled for purchased service staff
Institution Code of Degree	4	0000	Can be zero filled for purchased service staff
State Code of Degree	2	UT	Can be zero filled for purchased service staff
Subject Area of Degree 1	4	2000	Can be zero filled for purchased service staff
Subject Area of Degree 2	4	2000	Can be zero filled for purchased service staff

Name of Field	Field Length	Example(s)	Remarks
Subject Area of Degree 3	4	2000	Can be zero filled for purchased service staff

Staff Assignment

All Data Fields Required

The following data fields are required for Purchased Service staff. The complete Staff Assignment file layout provides a key to this interchange file.

Name of Field	Field Length	Example(s)	Remarks
Administrative Unit/SOP Code	5	00000	
School District (LEA)/BOCES Code	4	0000	
Special Education Assignment Flag	1	0	yes-1 or no-0
EDID	8	00000000	
Staff's First Name	30	valid name	
Staff's Last Name	30	valid name	
Staff's Gender	2	01	
Staff's Date of Birth	8	01011980	MMDDYYYY
School Code	4	0000	
SPED Staff Program Code	4	0000	
Job Classification Code	3	201	
Start Date of Assignment	8	08012012	MMDDYYYY
End Date of Assignment	8		
Employment Status Code	2	11	
Number of Contract Days	3	180	
Hours Worked per Day	4	0800	
Hourly Rate of Pay	5	00000	
Base Salary or Wage	6	030000	
Teaching Subject Area	4	0100	
Administrator/Instructional Area	4	0001	
Funding Source	2	01	
Years Principal at this school	2	10	
Grade Level – Infant	1	0	yes-1 or no-0
Grade Level - PreK	1	0	yes-1 or no-0
Grade Level – K	1	0	yes-1 or no-0
Grade Level - 1st	1	0	yes-1 or no-0
Grade Level - 2nd	1	0	yes-1 or no-0
Grade Level - 3rd	1	0	yes-1 or no-0
Grade Level - 4th	1	0	yes-1 or no-0
Grade Level - 5th	1	0	yes-1 or no-0
Grade Level - 6th	1	0	yes-1 or no-0
Grade Level - 7th	1	0	yes-1 or no-0

Name of Field	Field Length	Example(s)	Remarks
Grade Level - 8th	1	0	yes-1 or no-0
Grade Level - 9th	1	0	yes-1 or no-0
Grade Level - 10th	1	0	yes-1 or no-0
Grade Level - 11th	1	0	yes-1 or no-0
Grade Level - 12th	1	0	yes-1 or no-0
Number of Classes Taught in Subject	2	05	Required for All Teachers
Demonstrates In-Field Status	2	01	Required for All Teachers

Staff Evaluation

Purchase Service staff evaluations are not included in the Staff Evaluation interchange file, nor should they pull into LEAs Staff Evaluation snapshot data.