

**Welcome to the
Educator Data Collection System (EDCS)
“Shared Staff Data Entry; Part B” (Educators
SHARED WITH other districts)
District Training!**

Objectives of this training:



- Revisit the purpose of EDCS
- Revisit the EDCS timeline
- Discuss the relationships between all the systems
- Discuss what information is available on the “Shared Staff” screen
- Define “Received” and “Shared” Educators
- Learn what are the Hiring District’s and Receiving District’s responsibilities
- Look at some examples through Shared Staff Scenarios
- Get step-by-step instructions for adding or updating Shared Staff (SHARED WITH other districts)
- See real-time tutorials of all processes
- Share additional EDCS District Training Module topics
- Make sure you know where to find online training materials
- Share KSDE contact information for additional questions



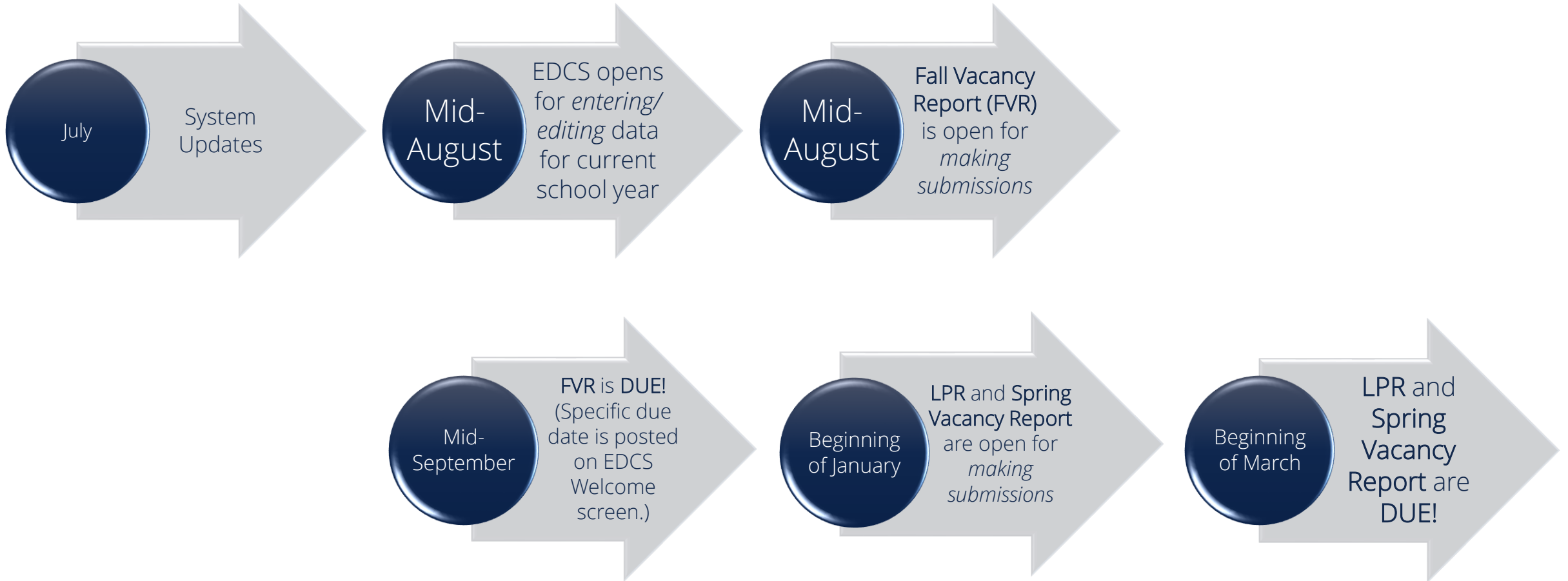


Purpose of EDCS:

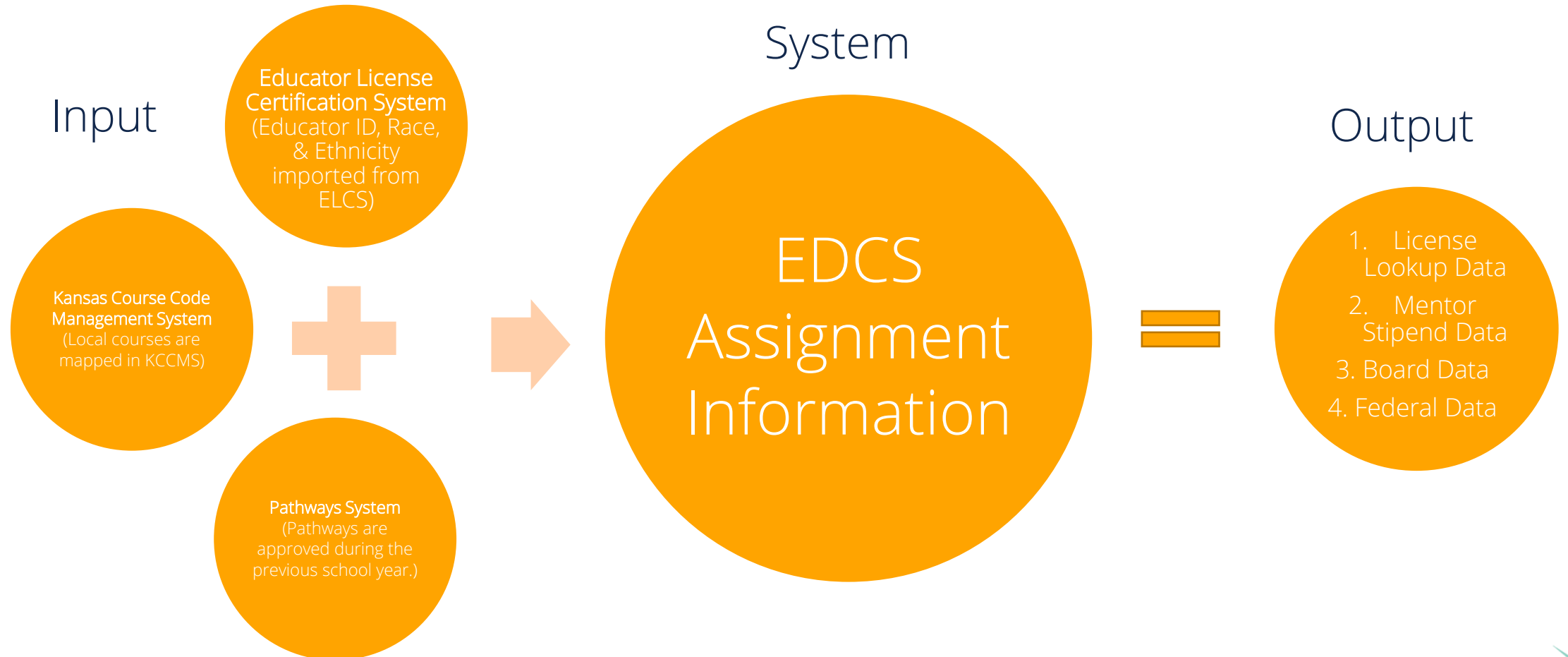
- To collect professional and demographic information about all district staff across the state of Kansas
- This data is used by:
 - The Kansas State Board of Education
 - The US Department of Education
 - School Districts
 - Educational Researchers



EDCS Timeline:



System Relationship:



Helpful Hint!!

Some Cooperatives have created their own “district” and have been assigned a district number D07##.

AVOID USING THE D07##s!!

Life will be easier if you avoid using the Cooperative’s district number (the D07##s) and instead use the Sponsoring District’s number where you can then select the co-op as a building.

Let’s look at some examples on the next few slides, and then talk about *WHY* you should **AVOID USING THE D07##s!!**



District vs. Co-op

Staff Data > Find/Update Staff >

Sponsoring District

District:

Building: Type to Search

None Selected
2033 - Amelia Earhart Elementary School
2069 - Apollo Elementary School
2028 - Challenger Intermediate School
2025 - Clark Davidson Elem
2034 - Discovery Intermediate School
2029 - Dwight D. Eisenhower Middle School
2073 - Eisenhower High School
2035 - Explorer Elementary School
2031 - Goddard Academy
2024 - Goddard Dist Sedgwick Co
2030 - Goddard High
2027 - Goddard Middle School
0562 - Goddard Special Education Cooperative
2026 - Oak Street Elementary School K-4
1281 - Public Off Campus Location
9077 - South Central KS Education Serv Cnt
2077 - Successful Dreams-Goddard
0973 - TIES 18-21
2056 - USD 265 - Community-Based Preschool

Educator ID:

DOB (MM/DD/YYYY):

First Name:

Middle Name:

Staff Data > Find/Update Staff >

Cooperative "District"

District:

Building: Type to Search

None Selected
0562 - Goddard Special Education Cooperative
1281 - Public Off Campus Location
0973 - TIES 18-21

Educator ID:

DOB (MM/DD/YYYY):

First Name:

Middle Name:

Last Name:



District vs. Co-op

Staff Data > Find/Update Staff

Sponsoring District

District:

Building: Type to Search

None Selected
9813 - Community Alternative Program for Success
3889 - Fresh Start (Virtual)
3885 - Head Start--Jackson County
3880 - Holton Dist Jackson Co
3887 - Holton Elementary School
3892 - Holton High
9780 - Holton Special Education Coop.
0567 - HSEC Correctional Placement
3883 - USD 336 - Community-Based Preschool
3884 - USD 336 - K Time Program W/O SPED
3881 - USD 336 - Off Site Non Public Buildings

Educator ID:

DOB (MM/DD/YYYY):

First Name:

Middle Name:

Cooperative "District"

District:

Building: Type to Search

None Selected
~~9813 - Community Alternative Program for Success~~
9780 - Holton Special Education Coop.
~~0567 - HSEC Correctional Placement~~

Educator ID:

DOB (MM/DD/YYYY):

First Name:

Middle Name:

Last Name:



District vs. Co-op

Staff Data > Find/Update Staff >

Sponsoring District

District:

Building: Type to Search

None Selected

None Selected

0352 - Educational Resource Center

9787 - Marshall County Sp. Ed. Coop.

8241 - USD 498 - Community-Based Preschool

8242 - USD 498 - K Time Program W/O SPED

8237 - USD 498 - Off Site Non Public Buildings

8239 - USD 498 - Public Off-Site Preschools

8238 - Valley Heights Elem

8246 - Valley Heights Elementary - Waterville

8252 - Valley Heights Jr/Sr High

8236 - Waterville Dist Marshall Co

Educator ID:

DOB (MM/DD/YYYY):

First Name:

Middle Name:

Staff Data > Find/Update Staff >

Cooperative "District"

District:

Building: Type to Search

9787 - Marshall County Sp. Ed. Coop.

None Selected

0352 - Educational Resource Center

9787 - Marshall County Sp. Ed. Coop.

Educator ID:

DOB (MM/DD/YYYY):

First Name:

Middle Name:

Last Name:



Helpful Hint!!

WHY should Cooperatives that have their own “district” number
AVOID USING THE D07##s?

1. The D07##s were created for special education fiscal reporting purposes *only*.
2. Using the sponsoring district number reduces the burden on administrative staff (LPRC) within the Educator Data Collection System (EDCS). The co-ops often don't have the personnel to take care of those responsibilities.
3. Using the sponsoring district number reduces the burden on administrative staff (ELC) within the Kansas Licensure Application System (KLAS) and License Applications. It helps reduce educator licensure application confusion and delays. Applications sit in “no-man's-land” when applicants select the cooperative (D07##) rather than the sponsoring district number. The co-ops often don't have the personnel to take care of those responsibilities.





Hiring District is the SharER

Receiving District is the SharEE

Find/Update Staff Screen	Shared Staff Screen
You report educators your district SHARED WITH other districts.	You accept, assign to a building, and give assignments to any educators you have RECEIVED FROM other districts.
Delete any educators you have received from other districts if you see them here. Use the exit reason "2016-2017 Reporting Redesign".	You can view educators your district has shared with other districts, as well as educators you have RECEIVED FROM other districts.
If you are entering educators your district SHARED WITH other districts, you will do your work in the FIND/UPDATE STAFF screen!	If you are entering educators your district RECEIVED FROM other districts, you will do your work in the SHARED STAFF screen!



Helpful Hint!!



Geography doesn't matter . . . where the *students are located* makes
NO DIFFERENCE!

We are interested in the educators' assignments
rather than the students' locations.



Received Educator:

Who is considered a “Received Educator”?

- An educator from another district who comes to your district to teach at least one class or provide support services to your students
- An educator from another district who stays in his/her own district, and your students go to the educator for instruction or services
- An educator from another district who stays in his/her own district, while your students stay in your district and receive instruction or support services via distance learning (Zoom, IDL, or other online service).



Shared Educator:

Who is considered a “Shared Educator”?

- An educator that is employed by your district that teaches at least one class or provides support services to students in another district
 - The educator might go to another district to provide instruction or services to students in that district
 - The educator might stay in your district while students from another district come to him/her for instruction or services
 - The educator might stay in your district while teaching students from another district via distance learning
- The educator might *also* teach or provide services to students from your district.
- The educator might be employed by your district and teach or provide services *only* to students from another district.



Shared Staff *Districts'* Responsibilities:

1. Hiring District responsibilities:

- a) Enters demographic information such as years of experience and salary
- b) Splits FTE amongst all receiving districts
- c) Will report the educator at the district building if the educator does not teach in the district and will select the "Shared Staff only" button

2. Receiving District responsibilities:

- a) Will accept the educator
- b) Will add educator to appropriate building
- c) Will add assignments as appropriate.
- d) May have to add the educator through the "New Shared Staff Entry" selection IF the educator was not shared by the hiring district, to allow for submission of the Licensed Personnel Report.





Because there is so much information to cover on this topic, we broke this training into two presentations. In Part A we will start with: **Educators RECEIVED FROM Other Districts.** Then in Part B we will finish up with : **Educators SHARED WITH Other Districts.**

We will discuss *three different situations* of SHARING educators WITH other districts, with step-by-step instructions, and then with a real-time tutorial!

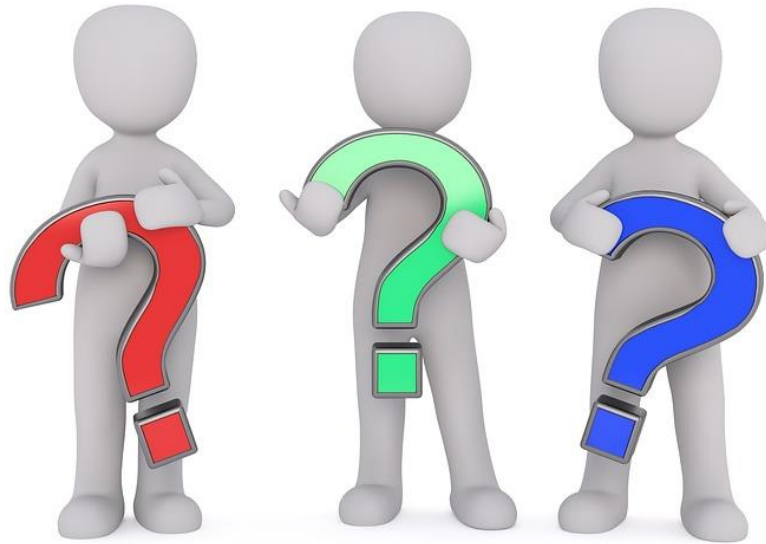
Note: If you are entering educators your district RECEIVED FROM other districts (last video – 6A), you will do your work in the SHARED STAFF screen!

Note: If you are entering educators your district SHARED WITH other districts (this video - 6B), you will do your work in the FIND/UPDATE STAFF screen!



Shared Staff

How do you enter educators your district **SHARED WITH** other districts?



Entering Shared Staff Assignments (SHARED WITH Other Districts):

After getting into EDCS,

1. Expand Staff Data
2. Select "Shared Staff"
3. You should see two sections:
 - Hiring District
(The Hiring District is the district in which the educator is employed.)
 - Receiving District
(The Receiving District is the district in which the students are receiving the services of that educator.)

KANSAS STATE DEPARTMENT OF EDUCATION EDCS

User: Leslie Bruton District: D0259 Building: 0000 Access Level: District

Staff Data Shared Staff

D0259 Hiring District

Hide Receiving District(s)

No Shared Educators

To accept, enter a FTE value. To unaccept, click Delete button.
If the "Receiving District Accepted" is "Yes" then the "Hiring District Accepted" will change to "No".
If the "Receiving District Accepted" is "No" then the share will be deleted.

Hide Receiving District(s) created share - Educator doesn't exist in Hiring District

No Shared Educators

1. "Hiring District" hasn't entered the educator yet into their district OR
2. "Receiving District" has entered wrong Educator ID or SSN OR
3. "Receiving District" has selected the wrong "Hiring District"

D0259 Receiving District

Hide Shared from "Hiring Districts"

No Shared Educators

Show New Shared Staff Entry

Export to Excel



Entering Shared Staff
Assignments
(Educators SHARED
WITH Other Districts)

... if the educator
ALSO provides
instruction/services in
your district.

... if the educator
DOES NOT provide
instruction/services in
your district.

... if you need to
update an already
existing Shared Staff
Assignment.



Entering Shared Staff Assignments: (SHARED WITH other districts)

1. Expand Staff Data
2. Select Find/Update Staff
3. Use Search fields to find any staff members for which you need to add Shared Staff assignments

KANSAS EDUCATION EDCS

User: Leslie Bruton District: D0259 Building: 0000 Access Level: District

Staff Data Find/Update Staff

District: D0259 - Wichita Building: None Selected

Educator ID: DOB (MM/DD/YYYY): Email:


First Name: Middle Name: Last Name:

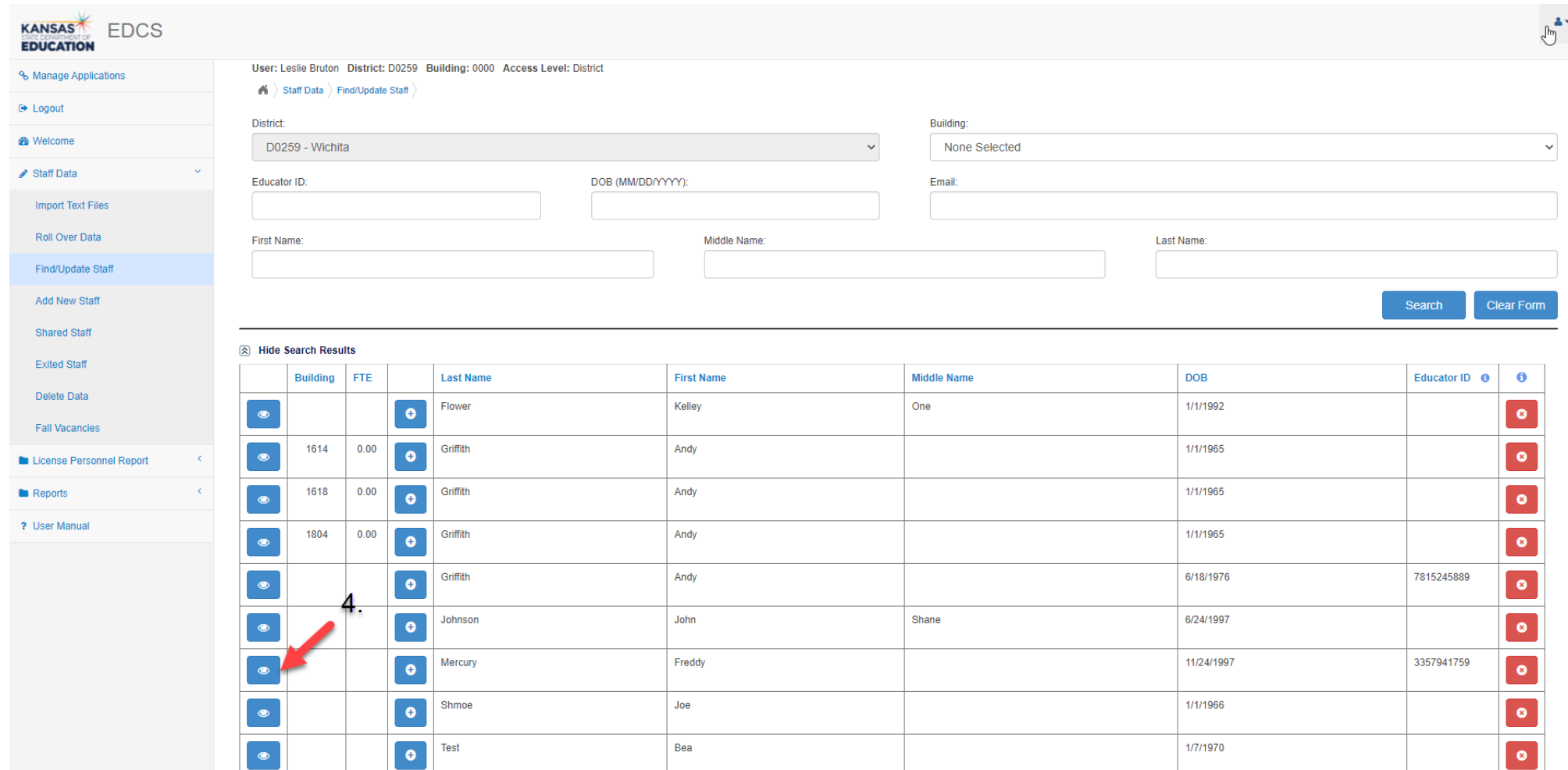
3. Search Clear Form

You can either search for an individual staff member by entering any of the fields before clicking on Search, or . . .

. . . or, you can leave the fields blank and click on Search to select from all staff members.



4. Select the  (view icon) left of the educator's name



KANSAS EDCS
DEPARTMENT OF EDUCATION

User: Leslie Bruton District: D0259 Building: 0000 Access Level: District
Staff Data Find/Update Staff




























District: D0259 - Wichita Building: None Selected

Educator ID: DOB (MM/DD/YYYY): Email:

First Name: Middle Name: Last Name:

Search Clear Form

Hide Search Results

	Building	FTE		Last Name	First Name	Middle Name	DOB	Educator ID	
				Flower	Kelley	One	1/1/1992		
	1614	0.00		Griffith	Andy		1/1/1965		
	1618	0.00		Griffith	Andy		1/1/1965		
	1804	0.00		Griffith	Andy		1/1/1965		
				Griffith	Andy		6/18/1976	7815245889	
				Johnson	John	Shane	6/24/1997		
				Mercury	Freddy		11/24/1997	3357941759	
				Shmoe	Joe		1/1/1966		
				Test	Bea		1/7/1970		



5. Scroll down to Receiving District(s)
6. Click on Add New Shared District

Hide Search Results

	Building	FTE		Last Name	First Name	Middle Name	DOB	Educator ID	
	1614	0.00		Fife	Barney		9/13/1974	9723763923	

Total FTE: 0.00

Hide Profile Details

USD # D0259 BLD # 1614 Barney, Fife, 1470

Total Experience:

10

USD Experience:

5

Base Salary (000000):

10000

Base w/Fringe (000000):

100000

Gender:

Male

Entrance Code:

In State Usd

Save

Hide Receiving District(s)

Shared Only

Not shared to any districts

To accept, enter a FTE value. To unaccept, click Delete button.


If the "Receiving District Accepted" is "Yes" then the "Hiring District Accepted" will change to "No".

If the "Receiving District Accepted" is "No" then the share will be deleted.

Add New Shared District



7. Select the District from the drop-down options
8. Enter the Full Time Equivalency (FTE) associated with the amount of time the educator spends teaching or providing services to that specific district's students

 Hide Receiving District(s)

Shared Only

Not shared to any districts

To accept, enter a FTE value. To unaccept, click Delete button.

If the "Receiving District Accepted" is "Yes" then the "Hiring District Accepted" will change to "No".

If the "Receiving District Accepted" is "No" then the share will be deleted.

Save Shared District

District:

D0340 - Jefferson West



FTE:

.25



9. Click on the Save Shared District button
10. Repeat Steps 7-8 for each additional district in which students receive instruction or support services

The screenshot shows a web interface for sharing staff assignments. At the top, a white dialog box with a blue 'OK' button displays the message: "appst.ksde.org says Shared district/bldg was saved." A red arrow points to the 'OK' button. Below the dialog, the interface includes a section titled "Hide Receiving District(s)" with a "Shared Only" checkbox. A grey box indicates "Not shared to any districts". Below this, instructions state: "To accept, enter a FTE value. To unaccept, click Delete button. If the 'Receiving District Accepted' is 'Yes' then the 'Hiring District Accepted' will change to 'No'. If the 'Receiving District Accepted' is 'No' then the share will be deleted." A blue "Save Shared District" button is highlighted with a red arrow and the number "9.". Below the button, there is a "District:" dropdown menu showing "D0340 - Jefferson West" and an "FTE:" input field containing ".25".

You will get a confirmation from KSDE that this Shared Staff assignment was successfully saved!



Entering Shared Staff Assignments: (SHARED WITH other districts)

If the educator **DOES** teach or provide services for students in your district:
Follow all the steps just outlined for adding Shared Districts . . . then . . .

1. Scroll down to expand the FTE-Assignments section.
2. Click on New Assignment
3. Enter details for New Assignment Entry
4. Click on Save Assignment

Hide FTE-Assignments
USD # D0259 BLD # 1618 Barney, File, 1470

FTE: 0.25 Save FTE

Teacher Type	Subject Area	State Course	Building
Elementary/Pre-School Teacher	80: Elementary Self-Contained (elementary)	001: Single Grade Self-Contained Classroom (Elementary)	Allen Elem
Middle School Teacher	52: Mathematics (ms/jr. high)	037: Mathematics (grade 7)	Allen Elem
Secondary Teacher	02: Mathematics (secondary)	056: Algebra II	Allen Elem

New Assignment

Co-Teacher Assignments

No Co-Teacher Assignments

New Assignment Entry

Educator Type: None Selected

Subject Area: None Selected

Course: None Selected

JAG Course

Number of Classes: None Selected

PreK K 1 2 3
 4 5 6 7 8
 9 10 11 12

CoTeacher

CoTeacher with: _____

Save Assignment Clear Assignment Data



Total FTE for Shared Staff:

Note: The sum of the FTEs for your district and all "Receiving Districts" in which this educator teaches or provides services, MUST NOT EXCEED 1.

In this example, the educator has an FTE of 0 in his own district (because he is "Shared Only"), and an FTE of .5 in each of the two receiving districts.

Hide Search Results

	Building	FTE		Last Name	First Name
	1614	0.00		Fife	Barney
	Shared	1.00		Fife	Barney

Total FTE: 1.00

Hide Profile Details

USD # D0259 BLD # 1614 Barney, Fife, 1470

Total Experience: USD Experience:

Base Salary (000000): Base w/Fringe (000000):

Gender:

Entrance Code:

Hide Receiving District(s)

Shared Only

	FTE	Hiring District Accepted	Receiving District
	0.50	Yes	C0015 - Salina Regional Health Center Infant Child
	0.50	Yes	D0112 - Central Plains

Notice that the sum of the FTEs for your district and all receiving districts, must not exceed 1.



Entering Shared Staff Assignments: (SHARED WITH other districts)

If the educator **DOES NOT** teach or provide services for students in your district:
Follow all the steps just outlined for adding Shared Districts . . . then . . .

1. In the Receiving District(s) section, check the Shared Only box.

1.

Hide Receiving District(s)

Shared Only

	FTE	Hiring District Accepted	Receiving District	Building	Receiving District Accepted	
	1.00	Yes	D0103 - Cheylin		No	

To accept, enter a FTE value. To unaccept, click Delete button.
If the "Receiving District Accepted" is "Yes" then the "Hiring District Accepted" will change to "No".
If the "Receiving District Accepted" is "No" then the share will be deleted.


District:



FTE:








Updating an existing Shared Staff assignment (SHARED WITH Other Districts):

1. Look in the Receiving District(s) section to find the assignment you need to edit
2. To change the FTE, click on the  (edit icon) beside the educator

D0259 Hiring District 


 Hide Receiving District(s)  1.






	FTE	Hiring District Accepted	Educator ID	Name	Receiving District	Receiving Building	Receiving District Accepted	
	0.50	Yes	9596898752	Cindy Lou ABEL Test PLEASE WORK	C0001 - Arrowhead West, Inc.		No	
	0.50	Yes	9723763923	Barney Fife	C0015 - Salina Regional Health Center Infant Child		No	


1  2.


Page Size: 10

3. Change the FTE
4. Click the  (update icon) to accept the FTE, or the  (cancel icon) to un-accept

 Hide Receiving District(s)

	FTE	Hiring District Accepted	Educator ID	Name	Receiving District	Receiving Building	Receiving District Accepted	
	0.50	Yes	9596898752	Cindy Lou ABEL Test PLEASE WORK	C0001 - Arrowhead West, Inc.		No	
 	0.25	Yes	9723763923	Barney Fife	C0015 - Salina Regional Health Center Infant Child		No	

1  3.

 4.

Page Size: 10





EXAMPLES

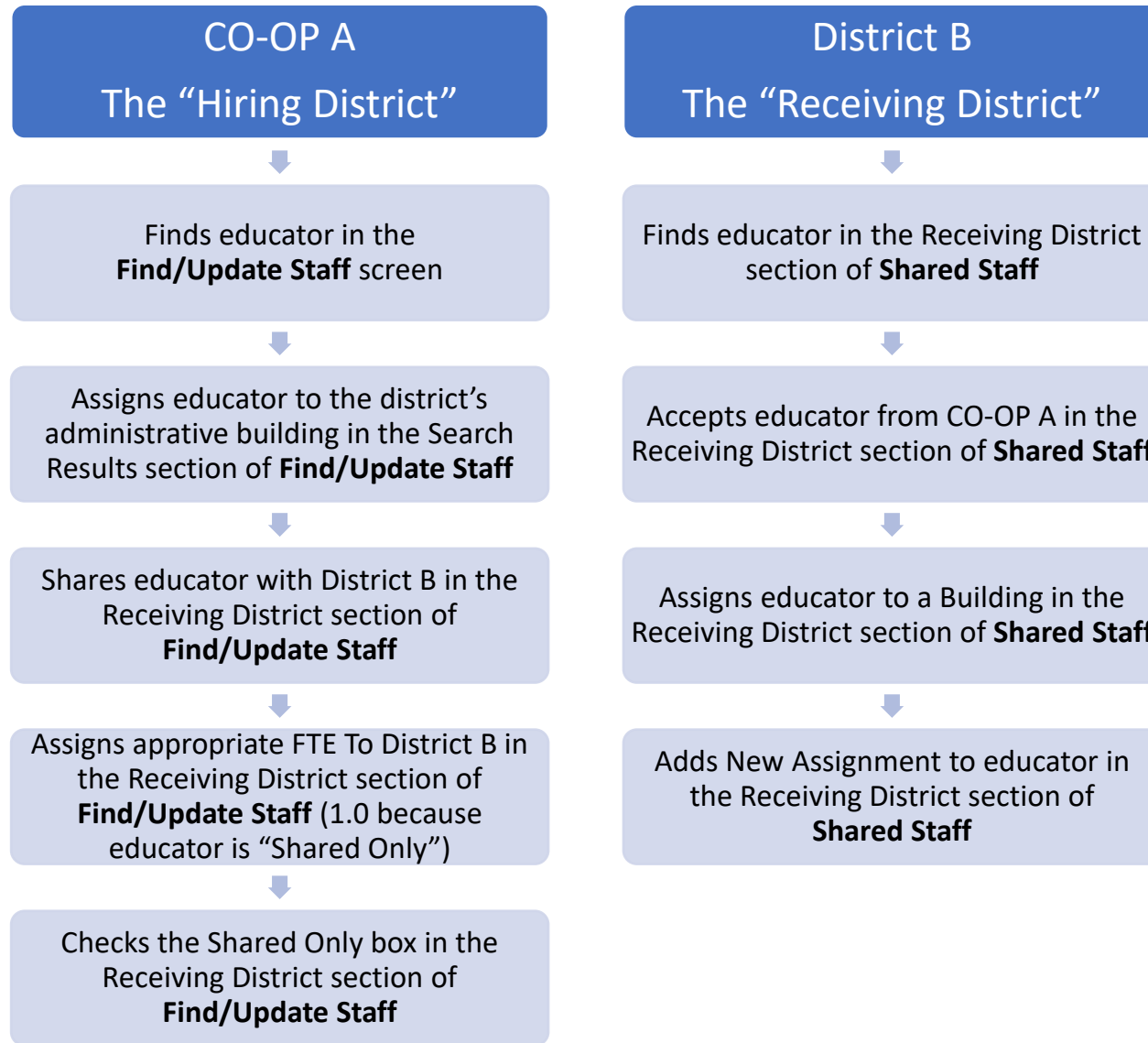
Let's look at four examples/scenarios of sharing staff!
Remember that in this video, we are focusing on reporting educators that you SHARED WITH other districts.



Shared Staff Scenario #1:

CO-OP A provides an educator to District B to provide special education support services to District B students. The educator works full-time in District B. How should the educator be reported?





Shared Staff Scenario #2:

District A has an English teacher that teaches a dual credit public speaking class in District A. District B students come to the District A high school to sit in on the class. How should the educator be reported?



District A
The “Hiring District”

Finds educator in the
Find/Update Staff screen

Assigns educator to the appropriate District A
building in the Search Results section of
Find/Update Staff

Shares educator with District B in the Receiving
District section of **Find/Update Staff**

Assigns appropriate FTE to District B in the
Receiving District section (and District A in the
FTE-Assignments section) of **Find/Update Staff**

District B
The “Receiving District”

Finds educator in the
Shared Staff screen

Accepts educator from District A in the Receiving
District section of **Shared Staff**

Assigns educator, in **Shared Staff**, to the District
B building in which students *would* receive
instruction if in their home district

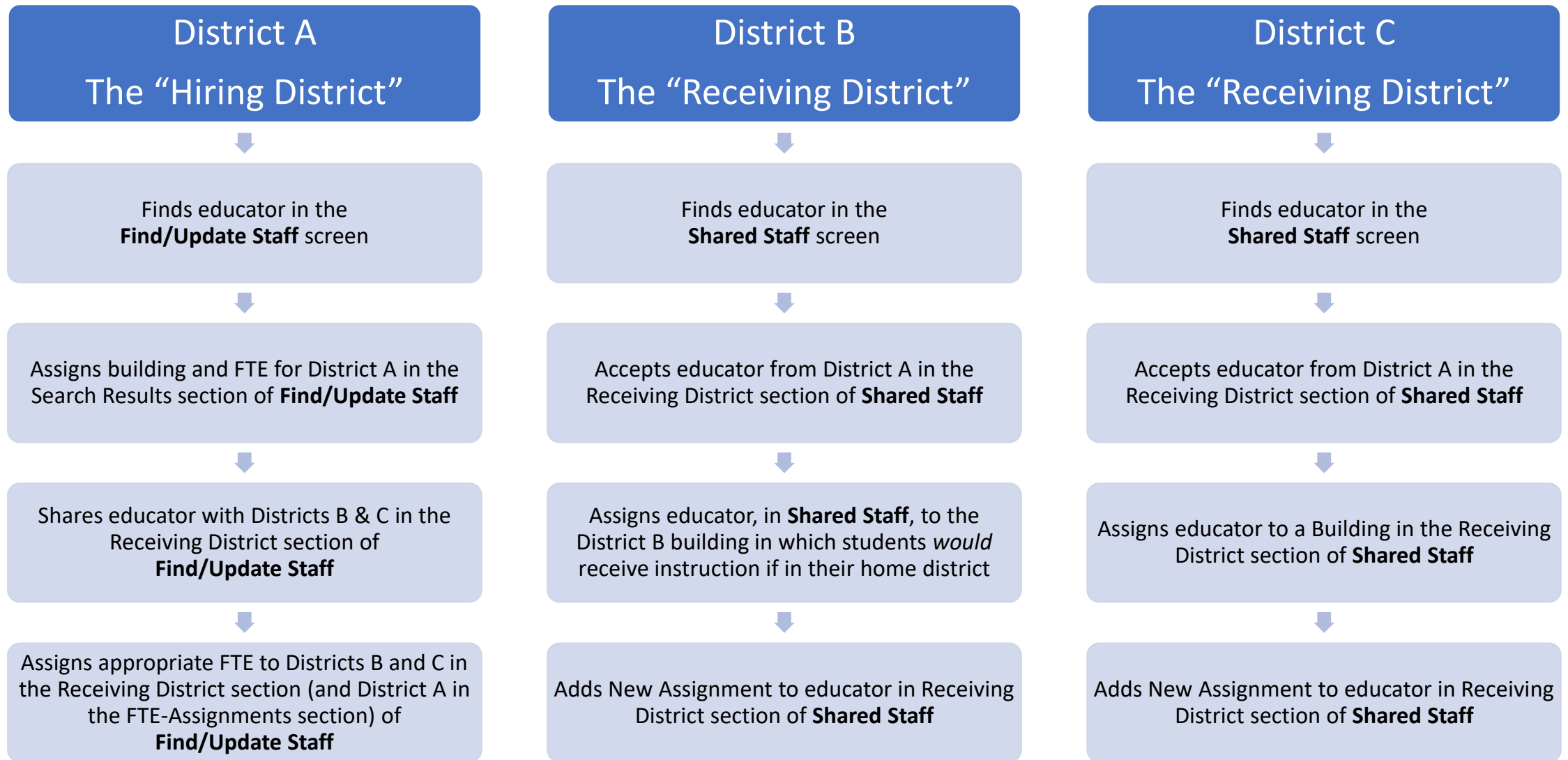
Adds New Assignment to educator in Receiving
District section of **Shared Staff**



Shared Staff Scenario #3:

District A provides a math teacher to teach AP Calculus BC to District B and District C students. District B students are bussed to District C and both districts' students receive instruction from the educator from District A via IDL. The educator also provides instruction to students in District A in a District A building. How should the educator be reported?

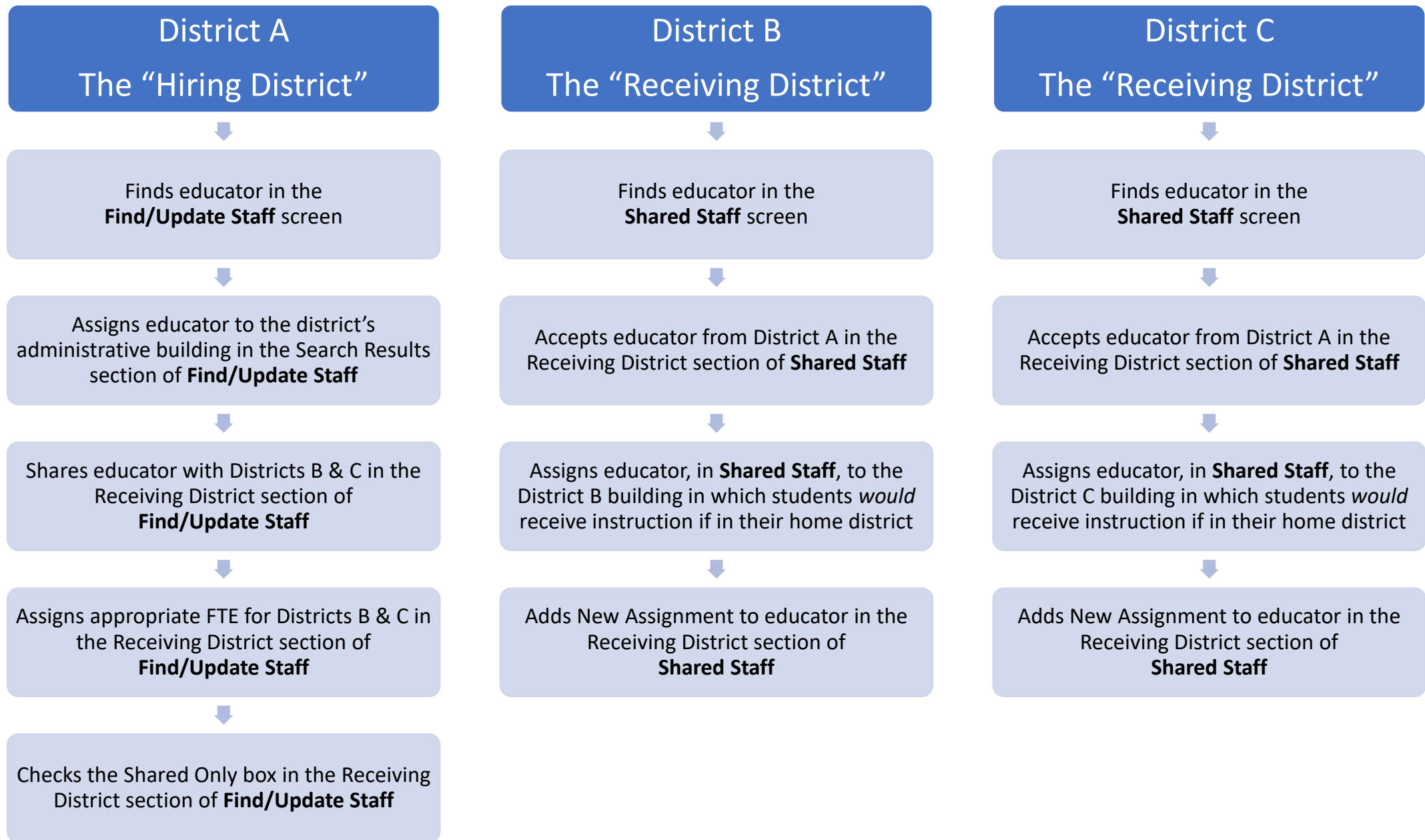




Shared Staff Scenario #4:

District A provides an educator to teach Spanish to District B and District C students. The students are bussed to a library in a central location, and use the library's internet and computers to receive distance learning instruction via Zoom. The District A educator does *not* teach students in District A. How should the educator be reported?







Next “Training Modules” in the EDCS District Training series:



1. KSDE.org and EDCS Basics
2. Entering Staff Data (Parts A,B,C)
3. Submitting the Fall Vacancy Report (FVR)
4. Entering Career & Technical Ed (CTE) assignments
5. Entering SPED/ESOL assignments
6. Entering Shared Staff data; Part B (Educators Shared WITH other districts)
7. Submitting the Spring Vacancy Report and Licensed Personnel Report (LPR)
8. Wrap-Up, Troubleshooting, Questions



Where can I find this and additional EDCS District Training modules/videos?

1. Go to www.ksde.org.
2. Click on “Licensure” under Popular Resources.
3. Click on “Licensed Personnel Report” under Licensure.
4. Click on “EDCS District Training”.
5. Select the topic/video you want.
6. Or . . . click on the “HELP” link here!



EDCS and LPR User Manual:

- The EDCS/LPR User Manual was developed to guide school districts through using the online application system and report.
- Access the current EDCS/LPR User Manual by clicking on the “USER GUIDE” clipboard below:



Contact information:

If you have any questions, please contact:



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