Welcome to the Educator Data Collection System (EDCS) “Shared Staff Data Entry; Part A” (Educators RECEIVED FROM 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 (RECEIVED FROM 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:

- **July**: System Updates
- **Mid-August**: EDCS opens for entering/editing data for current school year
- **Mid-August**: Fall Vacancy Report (FVR) is open for making submissions
- **Mid-September**: FVR is DUE! (Specific due date is posted on EDCS Welcome screen.)
- **Beginning of January**: LPR and Spring Vacancy Report are open for making submissions
- **Beginning of March**: LPR and Spring Vacancy Report are DUE!
System Relationship:

Input

- Kansas Course Code Management System (Local courses are mapped in KCCMS)
- Educator License Certification System (Educator ID, Race, & Ethnicity imported from ELCS)
- Pathways System (Pathways are approved during the previous school year)

EDCS Assignment Information

Output

= 1. License Lookup Data
   2. Mentor Stipend Data
   3. Board Data
   4. Federal Data

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Kansas leads the world in the success of each student.
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

Sponsoring District

Cooperative "District"
District vs. Co-op

Sponsoring District
- District: D0336 - Holton
- Building: 9780 - Holton Special Education Coop.

Cooperative “District”
- District: D0709 - Holton Special Education Coop.
- Building: 9780 - Holton Special Education Coop.
District vs. Co-op

Sponsoring District

Cooperative “District”
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.
<table>
<thead>
<tr>
<th>Hiring District is the SharER</th>
<th>Receiving District is the SharEE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Find/Update Staff Screen</strong></td>
<td><strong>Shared Staff Screen</strong></td>
</tr>
<tr>
<td>You report educators your</td>
<td>You accept, assign to a building,</td>
</tr>
<tr>
<td>district SHARED WITH other</td>
<td>and give assignments to any</td>
</tr>
<tr>
<td>districts.</td>
<td>educators you have RECEIVED</td>
</tr>
<tr>
<td></td>
<td>FROM other districts.</td>
</tr>
<tr>
<td>Delete any educators you have</td>
<td>You can view educators your</td>
</tr>
<tr>
<td>received from other districts</td>
<td>district has shared with other</td>
</tr>
<tr>
<td>if you see them here. Use the</td>
<td>districts, as well as educators</td>
</tr>
<tr>
<td>exit reason “2016-2017</td>
<td>you have RECEIVED FROM other</td>
</tr>
<tr>
<td>Reporting Redesign”.</td>
<td>districts.</td>
</tr>
<tr>
<td>If you are entering educators</td>
<td>If you are entering educators</td>
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<tr>
<td>your district SHARED WITH</td>
<td>your district RECEIVED FROM</td>
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<tr>
<td>other districts, you will do</td>
<td>other districts, you will do your</td>
</tr>
<tr>
<td>your work in the FIND/UPDATE</td>
<td>work in the SHARED STAFF screen!</td>
</tr>
<tr>
<td>STAFF screen!</td>
<td></td>
</tr>
</tbody>
</table>
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 stay in your district while students from another district come to him/her for instruction or services
  ▪ 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 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 RECEIVING educators FROM 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 (this video – 6A), you will do your work in the SHARED STAFF screen!

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

How do you enter educators your district RECEIVED FROM other districts?
Entering Shared Staff Assignments (RECEIVED FROM 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.)
Entering Shared Staff Assignments (Educators RECEIVED FROM Other Districts)

. . . if the educator IS listed in the Receiving District chart.

. . . if the educator IS NOT listed in the Receiving District chart.

. . . if you need to update an already existing Shared Staff Assignment.
Entering Shared Staff Assignments (RECEIVED FROM Other Districts):

If the educator IS listed in the Receiving District chart:
1. Select the view icon beside the educator’s assignment.

D0259 Receiving District

<table>
<thead>
<tr>
<th>Receiving District Accepted</th>
<th>Number of Assignments</th>
<th>Educator ID</th>
<th>Name</th>
<th>Hiring District Shared From</th>
<th>Hiring Building Shared From</th>
<th>Educator Exists</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>6</td>
<td>1548369139</td>
<td>BRUCE E ADAMS</td>
<td>D039 - Salina</td>
<td></td>
<td>Yes</td>
</tr>
</tbody>
</table>

1.
2. Select “Yes – Educator is accepted” if the educator is teaching or providing services to at least one of your district’s students OR Select “No – Educator is declined” if the educator is not associated with your district.

3. Click the “Save” button
4. From the Assignments section, select “New Assignment” if the educator was accepted.
5. Select the building in which the students are receiving the instruction or services.
6. Enter the New Assignment Entry fields for the educator that is teaching or providing services to at least one of your district’s students.
7. Click on the “Save Assignment” button.
Entering Shared Staff Assignments (RECEIVED FROM Other Districts):

If the educator **IS NOT** listed in the Receiving District chart:

1. Expand the “New Shared Staff Entry” section.
2. Enter the Educator ID or SSN, select the “Hiring District coming from” from the drop-down options, and enter the educator’s Name.
3. Click on the “Save Entry” button.
Now that educator will be listed in the Assignments table.

You can now follow the previous steps for adding a New Assignment to that educator.
Updating an existing Shared Staff assignment (RECEIVED FROM Other Districts):

1. Look in the Receiving District(s) section to find the educator you need to edit.
2. Select the view icon to the right of the educator’s information.
When Assignments appear in a table below, you can either:

3. Select the delete icon to delete the entire assignment. (This is the only option for editing the building and/or assignment . . . you must delete and start over.) OR

4. Select the view icon to make edits to the number of classes, grade level(s), and/or Co-Teacher information.
Assignment Details will expand.
In this section, you are NOT able to edit Building and Assignments.
You CAN edit JAG Course, Number of Classes, Grade Level(s), and CoTeacher information.
5. Don’t forget to Save Assignment after you have made your edits.
Let's look at four examples/scenarios of sharing staff! Remember that in this video, we are focusing on reporting educators that you RECEIVED FROM 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?
CO-OP A
The “Hiring District”

- Finds educator in the Find/Update Staff screen
- Assigns educator to the district’s administrative 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 of Find/Update Staff
- Checks the Shared Only box in the Receiving District section of Find/Update Staff

District B
The “Receiving District”

- Finds educator in the Receiving District section of Shared Staff
- Accepts educator from CO-OP A in the Receiving District section of Shared Staff
- Assigns educator to a Building in the Receiving District section of Shared Staff
- Adds New Assignment to educator in the Receiving District section of Shared Staff
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?
District A
The “Hiring District”

- Finds educator in the Find/Update Staff screen
- Assigns building and FTE for District A in the Search Results section of Find/Update Staff
- Shares educator with Districts B & C in the Receiving District section of Find/Update Staff
- Assigns appropriate FTE to Districts B and C in the Receiving District section (and District A in the FTE-Assignments section) of Find/Update Staff

District B
The “Receiving District”

- 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

District C
The “Receiving District”

- Accepts educator from District A in the Receiving District section of Shared Staff
- Assigns educator to a Building in the Receiving District section of Shared Staff
- Adds New Assignment to educator in Receiving District section of Shared Staff
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?
**District A**  
The “Hiring District”

- Finds educator in the **Find/Update Staff** screen
- Assigns educator to the district’s administrative building in the Search Results section of **Find/Update Staff**
- Shares educator with Districts B & C in the Receiving District section of **Find/Update Staff**
- Assigns appropriate FTE for Districts B & C in the Receiving District section of **Find/Update Staff**
- Checks the Shared Only box in the Receiving District 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 the Receiving District section of **Shared Staff**

**District C**  
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 C building in which students would receive instruction if in their home district
- Adds New Assignment to educator in the Receiving District section of **Shared Staff**
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 A (Educators Received FROM 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?

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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