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:

- 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)
  - Pathways System (Pathways are approved during the previous school year)
  - Educator License Certification System (Educator ID, Race, & Ethnicity imported from ELCS)

- **Output**:
  1. License Lookup Data
  2. Mentor Stipend Data
  3. Board Data
  4. Federal Data

**EDCS Assignment Information**
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

Cooperative "District"

Kansas leads the world in the success of each student.
District vs. Co-op

Sponsoring District

Cooperative “District”
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 district SHARED WITH other districts.</td>
<td>You accept, assign to a building, and give assignments to any educators you have RECEIVED FROM other districts.</td>
</tr>
<tr>
<td>Delete any educators you have received from other districts if you see them here. Use the exit reason “2016-2017 Reporting Redesign”.</td>
<td>You can view educators your district has shared with other districts, as well as educators you have RECEIVED FROM other districts.</td>
</tr>
<tr>
<td>If you are entering educators your district SHARED WITH other districts, you will do your work in the FIND/UPDATE STAFF screen!</td>
<td>If you are entering educators your district RECEIVED FROM other districts, you will do your work in the SHARED STAFF screen!</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 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.)
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

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
5. Scroll down to Receiving District(s)
6. Click on 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
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
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
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.
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.
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
3. Change the FTE
4. Click the ☑️ (update icon) to accept the FTE, or the ✖️ (cancel icon) to un-accept
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?
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

Kansas leads the world in the success of each student.
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”

- 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

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 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:

- KSDE.org and EDCS Basics
- Entering Staff Data (Parts A,B,C)
- Submitting the Fall Vacancy Report (FVR)
- Entering Career & Technical Ed (CTE) assignments
- Entering SPED/ESOL assignments
- Entering Shared Staff data; Part B (Educators Shared WITH other districts)
- Submitting the Spring Vacancy Report and Licensed Personnel Report (LPR)
- 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:

Leslie Bruton
Coordinator Teacher Licensure
lbruton@ksde.org
(785) 296-8011