

WISEstaff: Preparing for Staff Data Final Certification

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WISEstaff Development Team

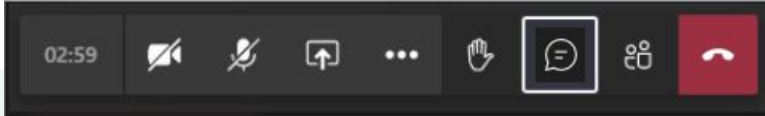
March 10, 2022



WISCONSIN DEPARTMENT OF
PUBLIC INSTRUCTION
Carolyn Stanford Taylor, State Superintendent

Introduction

WISEstaff session: Preparing for Staff Data Final Certification

- **Session Format**
 - **Q&A Instructions**
 - Submit questions during the session
 - Type questions into the Teams chat tool
- 
- Do not submit staff's personal information in questions
- **Agenda**

Agenda

- **What's new in WISEstaff for 2021-22**
- **Final Certification Steps**
 - Using the Staff Checklist
 - Review hiring agency counts on Certify Data page
 - Deadline is March 22, 2022
 - What's next after deadline?
- **Data Quality Goals**
 - What should you be looking for?
 - Why should data quality be important to you?

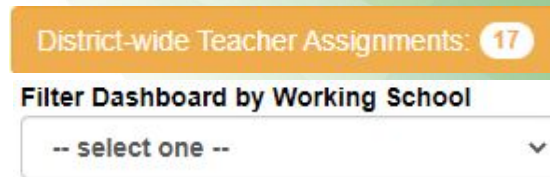
Agenda

- **Data Quality Tools**
 - Data Quality Dashboard
 - Staff Reports
 - Validation Errors and Warnings
 - Customer Services Outreach
- **Get WISEstaff Assistance**
- **Q&A**
 - Reminder to submit your questions via Teams chat
- **Let's get started!**

New in WISEstaff for 2021-22

Data Quality Dashboard:

- District-wide Teachers widget on the dashboard
- Added Working School filter on the dashboard



Adding Entity IDs:

- Added guidance on entering comments for Entity ID change requests
- Improvements to Entity ID Matching Job

Other:

- Linking validation error / warning codes to KBAs
- Created validation warning for teacher salaries above 99.5 percentile
- Enhanced DPI data quality reports for CST outreach
- To read more, visit the DPI Release Notes web page:

<https://dpi.wi.gov/wisedata/help/portal/wise-release-notes>

Final Certification Checklist






Final Certification Steps



- Tips for using the checklist
- Current focus: Step Three - Review Preliminary Audit Results and Apply Corrections
 - Review Preliminary Licensing Audits
 - Enter all missing Entity IDs
 - Verify Data Quality
 - Run Data Validation
 - Submit Final Certification

Step Three - Review Preliminary Audit Results and Apply Corrections (01/13/2022 to 03/22/2022)		Help ▾
Status	Task Description	Count
✓	3a. Preliminary Audit Reports Ready	
⊘	3b. Find Entity IDs for staff requiring licensing	Unacknowledged 2
✓	3c. Verify Data Quality <ul style="list-style-type: none">• Data Quality Dashboard• Admin Salary and Fringe Report• Aggregate Staff Report• Salary and Fringe Variance Report	
⊘	3d. Run Data Validation <ul style="list-style-type: none">• Resolve Errors• Resolve or Acknowledge Warnings; enter comments when acknowledging• Verify and Clear Info Messages	1 12 0
⊘	3e. Complete Final Agency Certification - Available starting 03/01/2022	
⊘	3f. Final Data Snapshot Complete - WISEstaff data becomes Read Only; no further edits allowed	

Final Certification Checklist - Tips

Checklist Tips

<u>Status</u>	<u>Task</u>
	3a.
	3b.
	3c.
	3d.
	3e.
	3f.

- **Status column shows task status**
 -  = Completed
 -  = Incomplete
- **Task descriptions in blue are clickable links to take you directly to that WISEstaff page**
- **More details about each task available in Help link in section header**
- **View the number of open items for each task in the Count column**

<u>Count</u>





Final Certification Checklist - 3a

Checklist Step Three: 3a - Preliminary Audit Reports Ready

- Preliminary Audit Reports are done each year to show you which staff are inadequately licensed for their current assignments
 - Error Report and Special Education Error Report show staff whose license/s don't cover their reported assignment and/or grades
 - Reject Report shows staff without an Entity ID; not audited
- Districts' Boards of Education have an obligation under state statute to require all staff to be licensed at the start of the school year

Final Certification Checklist - 3a

3a - Preliminary Audit Reports Ready

- **Staff requiring licenses**
 - Have educator submit license applications through ELO or follow up on outstanding items on active applications
 - Ensure that all licensing errors are resolved before the final audit in June
- **Staff requiring assignment modifications**
 - If a coding error is found with a staff assignment, make the correction in WISEstaff before final certification
 - Corrections made by March 22 will be included in the final licensing audit in June

Final Certification Checklist - 3a

3a - Preliminary Audit Reports Ready

- Staff not audited (missing Entity ID; assignment not entered)
 - Obtain Entity ID, then manually review qualifying licenses per assignment on the Edit Assignment page in WISEstaff
 - <https://dpi.wi.gov/licensing/general/what-can-i-teach>

[View License Requirements for Selected Assignment](#) ^

Licensing Information **Active Licenses: 1, Expired Licenses: 2, Last Background Check Submitted: 2018** ^

Final Certification Checklist - 3a

3a - Preliminary Audit Reports Ready

- Consequences of improperly licensed staff on final licensing report:
 - Public Reports: Ineffective / Inexperienced / Out of Field Teachers
 - Staff funding streams are jeopardized when staff are not properly assigned / licensed (Special Education, Grants and Title I funding)
 - Implications for obtaining Lifetime License

Final Certification Checklist - 3b

Checklist Step Three: 3b - Enter all missing Entity IDs

- **All staff in assignments requiring a license must have an Entity ID in WISEstaff**
 - Dashboard shows # of missing Entity IDs
 - Enter Entity IDs in WISEstaff through April
 - Entity ID is issued with license application is submitted; follow up with staff who say that have applied but don't have an Entity ID
- **Entity IDs still missing in final license audit will prevent educators from being audited**

Final Certification Checklist - 3c

Checklist Step Three: 3c - Verify Data Quality

- Revised description compared to last year; now includes review of Data Quality Dashboard tiles
- Best tools for verifying data quality are listed in the task description
 - Data Quality Dashboard
 - Salary and Fringe Variance Reports
 - Aggregate Staff Report
- Include any other tools you may use to review and verify your quality in that step
- Click the Status checkbox when you have completed verification of data quality

Final Certification Checklist - 3d

Checklist Step Three: 3d - Run Data Validation

- Statewide data validation runs daily to look for missing / incomplete data and data outside expected thresholds
 - Rerun manually to verify that errors / warnings are cleared
- Three types of validations:
 - Errors - must be resolved to certify
 - Warnings - must be resolved or acknowledged to certify
 - Info Messages - review message; may not require any action; system will clear them before snapshot is generated
- Status will display check mark to indicate completion when all errors are resolved and warnings are resolved / acknowledged

Final Certification Checklist - 3e

Checklist Step Three: 3e - Submit Final Certification

- **Final Certification due end-of-day March 22**
 - All errors must be resolved and warnings resolved or acknowledged to certify
 - Review hiring agency counts (same as Dashboard)
 - If you did not complete the Preliminary Certification in January, complete that step before doing Final Certification
 - Submit Final Certification
- **This step is important for DPI to track which LEAs are finished and which may need assistance**

Final Certification Checklist - 3f

Checklist Step Three: 3f - Final Data Snapshot Complete

- Final Snapshot takes a picture of all staff data to be used for reporting and final licensing audit
 - Access to making changes in WISEstaff will be disabled and snapshot will be taken on March 23rd
- Enter missing Entity IDs through April, if needed

Data Quality Goals

What does “Data Quality” mean - what should you look for?

- All staff are reported (compare FTE and staff #s from previous year)
 - Check out the Guidance & Recommendation Documentation section on the WISEstaff Reporting Information page:
dpi.wi.gov/cst/data-collections/staff/data-collection/staff
- All staff with licensed assignments have Entity IDs
 - Refer to the Assignment Code List in the Resources menu in WISEstaff to see which assignments require a license
- Assignment codes are correct - see Assignment Code List
- Assignment FTE is correct

Data Quality Goals

What does “Data Quality” mean - what should you look for?

- Salary and fringe amounts are correct
- Years of experience are correct, especially teachers and administrators
- All teaching staff have a Local Person ID in their WISEid record, even if they joined after Third Friday and don't have a staff assignment entered; the Local Person ID links the teacher to WISEdata student rosters

Data Quality Goals

What does “Data Quality” mean - what should you look for?

- Staff Collection Checklist tasks are marked as completed (3a-3e)

Step Three - Review Preliminary Audit Results and Apply Corrections (01/13/2022 to 03/22/2022) Help ▾		
Status	Task Description	Count
<input checked="" type="checkbox"/>	3a. Preliminary Audit Reports Ready	
<input checked="" type="checkbox"/>	3b. Find Entity IDs for staff requiring licensing	0
<input checked="" type="checkbox"/>	3c. Verify Data Quality <ul style="list-style-type: none">• Data Quality Dashboard• Admin Salary and Fringe Report• Aggregate Staff Report• Salary and Fringe Variance Report	
<input checked="" type="checkbox"/>	3d. Run Data Validation <ul style="list-style-type: none">• Resolve Errors• Resolve or Acknowledge Warnings; enter comments when acknowledging• Verify and Clear Info Messages	0 0 0
<input checked="" type="checkbox"/>	3e. Complete Final Agency Certification - Available starting 03/01/2022	
<input type="checkbox"/>	3f. Final Data Snapshot Complete - WISEstaff data becomes Read Only; no further edits allowed	

Data Quality Goals

What happens when staff data is missing or inaccurate?

- Researchers / news reports / salary matching report on data as published in Public Staff Reports
- Potential for more errors in next year's collection if data doesn't line up with this year's
- Jeopardized staff funding streams for not properly assigned / licensed staff (SpEd, grant and Title I funding)
- Implications for obtaining lifetime licenses if assignments are not reported correctly

Data Quality Goals

How to handle errors after deadline

- Assignment and contract data cannot be changed after the final certification deadline
- If errors are found, submit as data errata through WISEadmin portal
 - <https://dpi.wi.gov/cst/data-collections/data-errata>
 - Link to the WISEadmin Portal user guide
 - Link to WISEstaff-specific data errata

Data Quality Tools

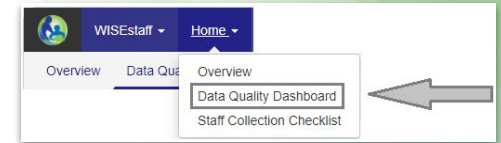
How to use WISEstaff tools to verify data quality:

- Data Quality Dashboard
 - District-wide totals for contracts, assignments, staff FTE
- Staff Reports
 - Focus on staff-specific contract and assignment details
 - FTE Summary is aggregated by position classification
- Validation Errors and Warnings
 - System alerts that indicate data is missing or questionable
- Customer Services Outreach

Data Quality Tools: Dashboard

Use the Data Quality Dashboard to review specific metrics

- Find it in the Home menu / Data Quality Dashboard



■ Hiring Agency Counts

2021 - 2022: **4.10** ↓ -83.16 (-95%)
2020 - 2021: **87.26** ↓ -5.25 (-6%)
2019 - 2020: **92.51**



Compare current year to previous years

Current year numbers are live and update as you add contracts and assignments

Review total count, numeric change, percentage change, direction change

Click any of the counts to view a full list of staff for that metric

Counts in **red** indicate a variance exceeding standard thresholds

Not necessarily an error, just something to review more closely

Data Quality Tools: Dashboard

Compare these two dashboards:

Some counts exceed standard variance

Tip: Click on a year in any section to view a detailed list of staff for that count.

Contract Count

2021 - 2022: **239** ↑ +4 (2%)
2020 - 2021: **235** ↑ +1 (1%)
2019 - 2020: **234**

Assignment Count

2021 - 2022: **549.00** ↓ -40.00 (-7%)
2020 - 2021: **589.00** ↓ -59.00 (-9%)
2019 - 2020: **648.00**

Licensed Assignment Count

2021 - 2022: **345** ↑ +5 (1%)
2020 - 2021: **340** ↓ -32 (-9%)
2019 - 2020: **372**

Tip: Click on a year in any section to view a detailed list of staff for that count.

Contract Count

2021 - 2022: **19** ↓ -4 (-17%)
2020 - 2021: **23** ↑ +5 (28%)
2019 - 2020: **18**

Assignment Count

2021 - 2022: **61.00** ↓ -12.00 (-16%)
2020 - 2021: **73.00** ↓ -6.00 (-8%)
2019 - 2020: **79.00**

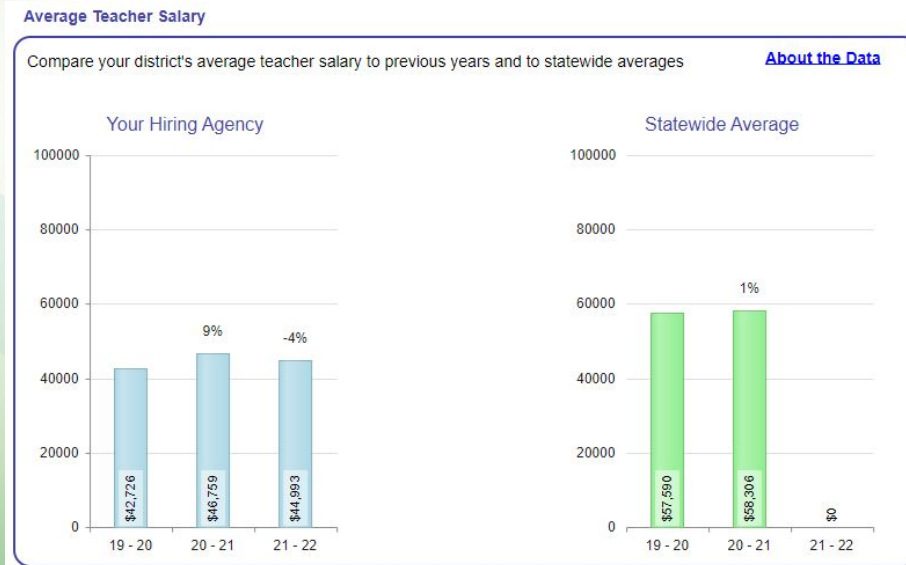
Licensed Assignment Count

2021 - 2022: **38** ↓ -14 (-27%)
2020 - 2021: **52** ↑ +3 (6%)
2019 - 2020: **49**

Data Quality Tools: Dashboard

Teacher Salaries

- Review district-wide average salary compared to statewide average for current and previous years
 - How does yearly change in your district compare to the statewide average?



Data Quality Tools: Dashboard

Teacher Salaries

- Review high and low salary and fringe amounts; do they look correct?
 - If a dollar amount looks wrong, hover over it to view the staff person with that salary or fringe amount
 - Any staff with very low or high salaries?
- Salaries are counted for staff meeting these criteria:
 - Position Code = 53, omitting interns, subcontracted staff, staff hired by a CESA
 - FTE for 53- assignments is .95 or greater
 - Contract days of 160 or greater

Current Year Teacher Salaries

Current Year Low Salary: \$20,479
Current Year High Salary: \$110,277
Salaries below \$24,000: 1

Current Year Low Fringe: \$1,566
Current Year High Fringe: \$38,216
Salaries above \$90,000: 4

Data Quality Tools: Reports

Use Staff Reports to review staff data summaries and to drill-in to details

- Staff Reports Overview
 - Overview page contains a summary of each report; click on report name to open that report page
- Report styles: some show all data, others call out variances
 - Summary reports: All Staff, Staff Corrections Form, Staff List
 - Detailed reports: Salary Report, Admin Salary/Fringe, Salary/Fringe Variance, Aggregate Staff, FTE Summary
- Protecting personal information
 - Use caution when emailing / printing reports
- What else would be helpful to have? (submit in Teams chat)

Data Quality Tools: Summary Reports

Summary Reports - All Staff Report and Staff Corrections Form

- All Staff Report includes all contract, assignment, and demographic data for staff with an assignment
 - For smaller districts, this report might work well to see a full picture of each staff person and compare against HR data
- New to All Staff is the ability to filter results by one or more schools, after selecting a Working Agency, if you want each to review their own staff

School

0000 - District-wide

0060 - Lincoln Jr/Sr High Sch

0070 - Lincoln Jr

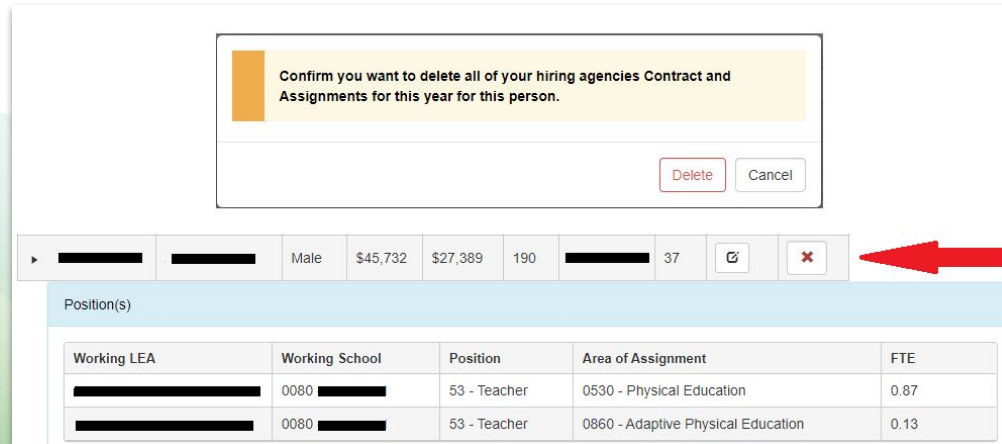
0080 - Lincoln EI

Ctrl-click to select multiple schools.

Data Quality Tools: Summary Reports

Summary Reports - Staff List

- Includes all staff with an assignment or contract
- From Staff List you can open individual staff records to view their assignment and contract
- You can also delete your district's assignments and contracts for a specific person from Staff List



The screenshot displays a confirmation dialog box with the text: "Confirm you want to delete all of your hiring agencies Contract and Assignments for this year for this person." Below the dialog is a table of staff positions. A red arrow points to a delete icon (an 'x' in a square) in the action column of the table.

Working LEA	Working School	Position	Area of Assignment	FTE
██████████	0080 ██████████	53 - Teacher	0530 - Physical Education	0.87
██████████	0080 ██████████	53 - Teacher	0860 - Adaptive Physical Education	0.13

Data Quality Tools: Detailed Reports

Detailed Reports - Salary Report

- Includes contract data, FTE, and demographic data for all staff with assignments
- Useful for comparing to HR data to verify accuracy
- Staff can be filtered by position classification and position, if desired
- View page by page in WISEstaff or download to Excel
- Pulls from live staff data: re-run the report to view changes made

The screenshot displays a 'Salary Report' interface. At the top, there are filters for 'Person Classification' (set to 'Select Classification...') and 'Position' (set to 'All Positions...'). Below the filters are 'Filter' and 'Clear' buttons, and a 'Download' button. The main area contains a table with the following columns: Position, WFOA, Home, Gender, Date of Birth, Start Year, FTE, Salary, Range, FTE, Contract Type, Total FTE, Total Salary, and High Degree. The table lists several staff members with their respective data points.

Position	WFOA	Home	Gender	Date of Birth	Start Year	FTE	Salary	Range	FTE	Contract Type	Total FTE	Total Salary	High Degree
Assistant Manager	██████	██████	M	██/██/██	███	1.00	\$21,428	\$24,900	1.00	240	4	24	0 - Master's degree
Assistant Manager	██████	██████	M	██/██/██	███	1.00	\$16,763	\$21,710	1.00	240	26	26	0 - Master's degree
Assistant Manager	██████	██████	M	██/██/██	███	1.00	\$16,008	\$21,450	1.00	240	1	0	0 - Master's degree
Assistant Manager	██████	██████	F	██/██/██	███	1.00	\$15,483	\$21,045	1.00	240	15	15	0 - Master's degree
Assistant Manager	██████	██████	M	██/██/██	███	1.00	\$11,703	\$28,375	1.00	240	0	0	0 - Master's degree
Assistant Manager	██████	██████	M	██/██/██	███	1.00	\$11,766	\$22,300	1.00	225	1	1	0 - Master's degree
Business Manager	██████	██████	F	██/██/██	███	1.00	\$101,000	\$48,011	1.00	240	0	0	0 - Doctorate
Central Office Administrator	██████	██████	M	██/██/██	███	1.00	\$10,074	\$26,375	1.00	240	25	25	0 - Master's degree
Central Office Administrator	██████	██████	F	██/██/██	███	1.00	\$10,710	\$25,450	1.00	240	4	4	0 - Master's degree
Central Office Administrator	██████	██████	M	██/██/██	███	1.00	\$6,898	\$28,021	0.06	140	2	19	0 - Doctorate

Data Quality Tools: Detailed Reports

Detailed Reports - Admin Salary/Fringe Report

- Includes contract and assignment data for staff with administrative assignments; staff can be filtered by position
- Shows current and previous year salary and fringe; % change
- View page by page in WISEstaff or download to Excel

WISEid	Full Name	Contract Days	Current Year Salary	Previous Year Salary	Salary Change %	Current Year Fringe Benefit	Previous Year Fringe Benefit	Fringe Benefit Change %	Fringe as % of Salary	Total FTE	High Degree	Local Years	Total Years
██████████	██████████	2	\$5	\$86,012	-99.99 %	\$2	\$34,173	-99.99 %	40.00 %	0.01	Master's degree	3	22
Assignment Work Cesa		Assignment Work Agency Name		Assignment Work School Name		Assignment Position Code And Title			Is Assignment Subcontracted		Administrative FTE		
██████████		██████████ ██████████		██████████		52 - Assistant Principal			N		0.01		

Data Quality Tools: Detailed Reports

Detailed Reports - Salary/Fringe Variance Report

- Includes contract data plus FTE for all staff with contracts
- Purpose of report is to highlight significant variances in salary or fringe benefits from year to year
 - Adjust report filters to fit your desired view
- View page by page in WISEstaff or download to Excel
- Pulls from live staff data: re-run the report to view changes made

Data Quality Tools: Detailed Reports

Detailed Reports - Salary/Fringe Variance Report

Staff Qualifier Filters:
Default values identify regular full-time employees

FTE Contract Days

Data Variance Filters:
Select one or more checkboxes to display staff contract data matching any of the selected variance filters

Salary <= Apply Filter
 Yearly Salary Variance >= % Apply Filter
 Fringe as % of Salary <= % Apply Filter
 Fringe as % of Salary >= % Apply Filter
 Yearly Fringe Benefit Variance >= % Apply Filter

Reporting Year	WISEid	Staff Last Name	Staff First Name	Contract Days	Total Salary	Prev Year Salary	Salary Change %	Total Fringe	Prev Year Fringe Benefit	Fringe Benefit Change %	Fringe as % of Salary	Total FTE*	Hiring Agency	Working Agency
2021	██████	██████	██████	191	\$56,838	\$50,657	+12.20 %	\$31,224	\$28,417	+9.88 %	+54.94 %	1.1	██████	██████
2021	██████	██████	██████	191	\$61,240	\$54,757	+11.84 %	\$10,018	\$8,250	+21.43 %	+16.36 %	1	██████	██████
2021	██████	██████	██████	191	\$61,240	\$57,037	+7.37 %	\$27,375	\$24,337	+12.48 %	+44.70 %	1	██████	██████
2021	██████	██████	██████	252	\$110,000	\$97,038	+13.36 %	\$38,916	\$35,049	+11.03 %	+35.38 %	1	██████	██████
2021	██████	██████	██████	191	\$85,290	\$76,374	+11.67 %	\$31,720	\$28,747	+10.34 %	+37.19 %	1.11	██████	██████
2021	██████	██████	██████	191	\$60,034	\$50,657	+18.51 %	\$31,708	\$28,415	+11.59 %	+52.82 %	1	██████	██████
2021	██████	██████	██████	191	\$47,101	\$45,054	+4.54 %	\$29,744	\$7,439	+299.84 %	+63.15 %	1	██████	██████
2021	██████	██████	██████	191	\$82,029	\$74,464	+10.16 %	\$35,075	\$32,007	+9.59 %	+42.76 %	1.08	██████	██████
2021	██████	██████	██████	191	\$61,240	\$50,657	+20.89 %	\$31,890	\$15,088	+111.36 %	+52.07 %	1	██████	██████
2021	██████	██████	██████	191	\$61,240	\$58,857	+4.05 %	\$31,902	\$16,372	+94.86 %	+52.09 %	1	██████	██████

Data Quality Tools: Detailed Reports

Detailed Reports - Aggregate Staff Report

- Shows FTE totals for all aggregate assignments entered; used only when staff are subcontracted through a third party for limited assignments:
 - Bus driver / Special Education bus driver
 - Cafeteria Worker
 - Plant Maintenance and Operation Personnel
- Even more useful is the Enter Aggregate Staff FTE screen itself
 - Shows current year's FTE and last year's - good for comparison

Data Quality Tools: Detailed Reports

Detailed Reports - Enter Aggregate Staff FTE (Aggregate Staff Report)

Enter Aggregate Staff FTE

Instructions: Enter FTE totals for subcontracted staff when you are not able to obtain enough information to create WISEids and enter individual data. **Note** - The equivalent of one FTE should be entered as "1" to indicate one FTE and not "100" to indicate 100% of an FTE. Example: if you have bus drivers whose combined contracted hours total 10,400, your bus driver total FTE would be 5 (10,400 divided by 2080, which is the number of hours used to define one FTE).

[+ Add Assignment](#)

Your hiring agency subcontracted aggregate assignments for the 2020 - 2021 school year

Hiring LEA	Working LEA	Working School	Contracting Agency Name	Position	Area of Assignment	FTE	
██████████	██████████	0000 - District-wide	ARAMARK	98 - Other Support Staff	9073 - Cafeteria Worker	25.12	<input type="checkbox"/> <input type="checkbox"/>
██████████	██████████	0000 - District-wide	L & A	98 - Other Support Staff	9072 - Plant Maintenance and Operation Personnel	23.4	<input type="checkbox"/> <input type="checkbox"/>
██████████	██████████	0000 - District-wide	RITEWAY	98 - Other Support Staff	0857 - Bus Driver - Special Education	2.5	<input type="checkbox"/> <input type="checkbox"/>
██████████	██████████	0000 - District-wide	RITEWAY	98 - Other Support Staff	9067 - Bus Driver	12.5	<input type="checkbox"/> <input type="checkbox"/>
Total FTE:						63.52	

Previous Year Aggregate Staff FTE (info only)

Year	Hiring LEA	Working LEA	Working School	Contracting Agency Name	Position	Area of Assignment	FTE
2020	██████████	██████████	0000 - District-wide	RITEWAY	98 - Other Support Staff	9067 - Bus Driver	12.8
2020	██████████	██████████	0000 - District-wide	RITEWAY	98 - Other Support Staff	0857 - Bus Driver - Special Education	2.5
2020	██████████	██████████	0000 - District-wide	L & A	98 - Other Support Staff	9072 - Plant Maintenance and Operation Personnel	23.4
2020	██████████	██████████	0000 - District-wide	ARAMARK	98 - Other Support Staff	9073 - Cafeteria Worker	21.79
Total FTE:							60.49

Data Quality Tools: Detailed Reports

Detailed Reports - FTE Summary Report

- FTE Summary report sums FTE by position classification and breaks it down by demographic characteristics: gender and race/ethnicity
 - FTE Demographic data is available to the public as the Public Staff FTE by Ethnicity and Gender report
 - Use FTE Summary Report to review assignment totals by gender and ethnicity
- Useful for reviewing FTE totals by position type; i.e. Teacher, Support Staff, Program Coordinator

Data Quality Tools: Validations

Validation Errors and Warnings

- A nightly process runs to check statewide staff data and identify certain missing values
- Critical issues are reported as errors; other important issues are reported as warnings; minor issues are reported as info messages
- Requirements for final certification:
 - All errors must be resolved
 - All warnings must be resolved or acknowledged
 - Info messages should be read; system will remove them before the snapshot

Data Quality Tools: Validations

Validation Errors and Warnings

- Counts of validation errors and warnings can be found on the Staff Collection Checklist
- Click on [Run Data Validation](#) to view details of the validation messages



3d. [Run Data Validation](#)

- **Resolve Errors**
- **Resolve or Acknowledge Warnings; enter comments when acknowledging**
- **Verify and Clear Info Messages**

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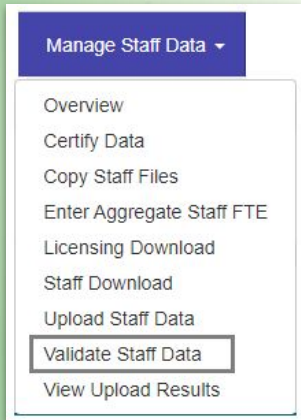
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Data Quality Tools: Validations

Validation Errors and Warnings

- Details of validation errors and warnings can be found on the Validate Staff Data page
 - Also accessible in the Manage Staff Data menu



Data Quality Tools: Validations

Validation Errors and Warnings

- Read description of the issue in the Message field
- Click the Resolve link to go to the edit staff page and update data
- If a warning can't be resolved or is not an error, click View/Edit to enter a comment, then check the Ackn box to acknowledge the warning

Refresh Validation Date of Last Validation Run 2/24/2022 4:46:53 AM Download Validation Clear Non-Required Data

Staff Data Validation Check is Complete. The following errors were found.

Total Error Count: 31
Total Acknowledged Warning Count: 24
Total Un-acknowledged Warning Count: 6
Total Information Count: 0

OK Warnings by code Show Acknowledged Warnings

* Warning Codes 4034, 5700, 6358, 6359, 6360, 6361, 6363, 6411 require comments and are not eligible for group acknowledgment

Type	Resolve	Ackn	Comment	WISEj...	Local Person Id	Name	Code	Message
Warning	Resolve	<input type="checkbox"/>	View/Edit * Required	██████	████	████████	4034	Person has assignment(s) requiring a license but has no ELO Entity ID.
Error	Resolve			██████	████	██████	4600	Missing required data: assignment grades
Error	Resolve			██████	████	████████	4600	Missing required data: assignment grades
Error	Resolve			██████	████	████████	4600	Missing required data: assignment grades
Error	Resolve			██████	████	████████	4600	Missing required data: assignment grades
Warning	Resolve	<input type="checkbox"/>	View/Edit * Required	██████	████	████████	4034	Person has assignment(s) requiring a license but has no ELO Entity ID.
Warning	Resolve	<input type="checkbox"/>	View/Edit * Required	██████	██████	████████	4034	Person has assignment(s) requiring a license but has no ELO Entity ID.

Data Quality Tools: Validations

Validation Errors and Warnings - More Information

- Knowledge Base Articles (KBAs) can provide more info
- Most validation codes now link directly to their KBA
- Additional articles are accessible from DPI website, [WISEstaff Help](#) page
 - Other Useful Links / Knowledge Base Articles
 - Type a specific validation code (i.e. 4034) into the Search field, or search for WISEstaff to browse related articles



The screenshot displays the DPI website interface. At the top, the logo for the Wisconsin Department of Public Instruction is visible. Below the logo, there are navigation tabs for "DPI Home", "Articles Search", and "DPI School Directory". The "Articles Search" tab is active, and the search field contains the code "4034".

On the left side, there are filters for "Subject" (a dropdown menu) and "Notice" (radio buttons for "Yes" and "No"). An "Apply Filter" button is located at the bottom of the filter section.

The main content area shows a table of search results with the following columns: "Article Public Number", "Title", "Knowledge Article Views", and "Notice Date".

Article Public Number	Title	Knowledge Article Views	Notice Date ↓
KA-03550	Inactive Users to Lose DPI Secure Application Access	8	2/9/2021
KA-03548	Check Out Your District's Digital Equity Data in New Public Reports	12	1/26/2021
KA-03547	2021-22 School Year Registration - Collecting Digital Equity, Ancestry, and Tribal Affiliation Data	11	1/13/2021
KA-03546	Attention Needed - Staff Collection Progress Alert for 2020-21 - WISEstaff Preliminary Certification	6	1/7/2021

Data Quality Tools: CST Outreach

Customer Services Outreach

- CST reviews multiple metrics and provides assistance to confirm completion of or data variances in these areas:
 - Licensed FTE Variance (2021 vs 2022)
 - FTE Classification Variance (2021 vs 2022)
 - High / Low Teacher Salaries
- Outreach is expected to begin after the conference; CST can only help with what's available to review
 - If you haven't entered assignment or contract data - it's not too late to get started

Data Quality Tools: CST Outreach

CST Outreach - Licensed FTE Variance

- First check: Licensed Assignment Count tile on Dashboard
 - Look for variances of 10 or more FTE (# and %)
- Dashboard shows data for your hiring agency and may not include FTE hired by a CESA
 - If # of licensed assignments looks correct, download the staff list for this year and last; use Excel function to get FTE sum for each year
- Next, check FTE Summary Report
 - Compare results with your hiring agency vs All hiring agencies (looking for CESA-hired staff)

Data Quality Tools: CST Outreach

CST Outreach - FTE Classification Variance

- This flag looks for variance by FTE Classification: Teachers, Pupil Services, Administrative, Aides, Other
- Check the FTE Summary Report for variances by classification category from last year to this year
- Compare FTE by category for your selected hiring agency and All hiring agencies

Data Quality Tools: CST Outreach

CST Outreach - High / Low Teacher Salaries

- Data Quality Dashboard widgets:
 - Current Year Teacher Salaries: Low / High
- Validation warning #4212 and #4213
- Salary / Fringe Variance Report

Current Year Teacher Salaries

Current Year Low Salary: \$29,479
Current Year High Salary: \$103,357
Salaries below \$24,000: 0

Current Year Low Fringe: \$337
Current Year High Fringe: \$20,629
Salaries above \$90,000: 24

[About the Data](#)

WISEstaff Assistance

Need help?

- Attend the WISEstaff Q&A session from 3-4 this afternoon
 - Ask your own questions or listen to others who may have the same questions
- Attend the weekly WISEstaff user group calls at 11am: March 15th or 22nd to ask questions or get help completing your final certification tasks
 - Find the link to the [Teams meeting](#) on the WISEdata Events Calendar: <https://dpi.wi.gov/wisedata/events/upcoming>
- Open a [WISEstaff Support Ticket](#)

Thank you

- Thank you for joining us today!
- Next, we will answer questions that have been submitted