

WISEstaff: Final Certification Process

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WISEdata Conference 2022-23

Introduction

- **Information about the WISEstaff data collection**
- **Final Certification process for the final annual staff license audit**
 - Cover steps 3 and 4 of the Staff Collection Checklist
 - Completing the Final Certification
 - How to troubleshoot incorrect reporting or reporting errors
- **Data Quality Goals**
 - What should you be looking for?
 - Why should data quality be important to you?
- **What's next after deadline?**
 - Data errata process
 - Public Staff Reports

What is included WISEstaff Data Collection?

WISEstaff facilitates the collection of agency staff demographic, contract, and assignment data

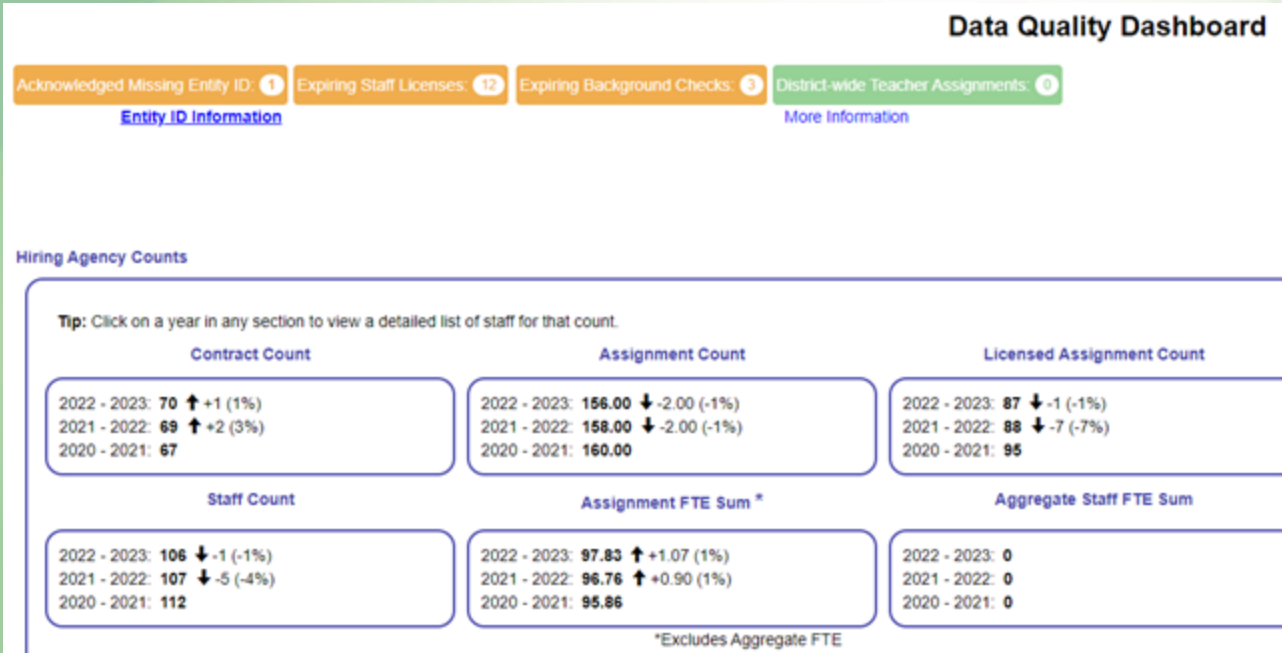
- It is a point in time data collection of all staff members in public schools as of the Third Friday of September and includes known assignments as of that date for the entire regular school year
- Does NOT include summer school staff
- For convenience you don't need to include reporting turnover you didn't know of on the Third Friday of September. If you do you must prorate WISEstaff Contract and Assignment FTE.

Important Dates

Date	Description
3/7/2023	Final Agency Certification window opens
3/21/2023	Agencies must have completed any final corrections in WISEstaff, passed validations, reviewed all staff reports in WISEstaff and indicated that they are certified for the Final Agency Certification
Early May 2023	Public WISEstaff Reports for 2022-23 are available
May 2023	LEAD* starts the licensing audit based on the WISEstaff data snapshot taken after the March 21st final certification window closes
July 2023	15th (Approx.) Final Audit Reports Ready

* LEAD is DPI's Licensing, Educator Advancement and Development team, formerly called Teacher Education, Professional Development and Licensing (TEPDL)

Data Quality Dashboard Reminder



Each time you login, check this page. It's also important to check every time you update or upload data, and prior to signing off on your data in step 2e and 3e.

- Compare prior year's numbers to current
- Good for spot checking data at a glance

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**







Final Certification Checklist

Step Three - Review Preliminary Audit Results and Apply Corrections (11/18/2022 to 03/21/2023)



[Help](#) ▾

<u>Status</u>	<u>Task Description</u>	<u>Count</u>
<input checked="" type="checkbox"/>	3a. Preliminary Audit Reports Ready	
<input checked="" type="checkbox"/>	3b. Find Entity IDs for staff requiring licensing	0
<input type="checkbox"/>	3c. Verify Data Quality <ul style="list-style-type: none">Data Quality DashboardAdmin Salary and Fringe ReportAggregate Staff ReportSalary and Fringe Variance Report	
<input checked="" type="checkbox"/>	3d. Run Data Validation <ul style="list-style-type: none">Resolve ErrorsResolve or Acknowledge Warnings; enter comments when acknowledgingVerify and Clear Info Messages	0 0 0
<input type="checkbox"/>	3e. Complete Final Agency Certification - Available starting 03/07/2023	
<input type="checkbox"/>	3f. Final Data Snapshot Complete - WISEstaff data becomes Read Only; no further edits allowed	

Final Certification Checklist - Tips

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

Checklist Tips

- **Status column shows task status**
 -  = Completed - most auto updated but require manual check
 -  = Incomplete
- **Task descriptions in blue are clickable links to take you directly to [Help](#) / ISEstaff page**
- **More details about each task step available in Help link at far right in section header**
- **View the number of open items for each task in the Count**

<u>Count</u>





Final Certification Checklist - 3a

Checklist Step Three: 3a - Preliminary [Audit](#) Reports Ready

<u>Status</u>	<u>Task Description</u>
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- 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
- This year we did have an issue with the Reject Reports so ignore other errors on it besides missing Entity ID errors

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 May
- **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 21** will be included in the final licensing audit in May

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



3b. Find Entity IDs for staff requiring licensing

- **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 (automatic failure to be licensed)**

Final Certification Checklist - 3c

Checklist Step Three: 3c - Verify Data Quality

- 3c. Verify Data Quality
 - Data Quality Dashboard
 - Admin Salary and Fringe Report
 - Aggregate Staff Report
 - Salary and Fringe Variance Report

- 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



3e. Complete Final Agency Certification - Available starting 03/07/2023

- **Final Certification due end-of-day March 21**
 - 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 - data edits after clicking but prior to snapshot don't need relick**

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 21st - no changes after that
- Enter missing Entity IDs through April, if needed (only data in WISEstaff you can update after the snapshot that will be included for the final audit)
- Encourage staff without necessary licenses to get licensed by May so they will pass the final license audit

Final Certification Checklist - 3f

Recommend reviewing all reports in the Reports submenu before the snapshot

Reports: The Reports menu provides access to a variety of reports useful in reviewing your agency's staff assignment and contract data for accuracy and thoroughness. All available reports should be used to verify your agency's staff data quality prior to certifying your data for the preliminary and final collection periods.

Aggregate Staff: The Aggregate Staff Report shows a summary of your current year's aggregated subcontracted staff as well as for the two previous years, if applicable. Use this screen to review your totals for each subcontracted assignment to ensure your calculations are in line with the previous years.

All Staff Report: The All Staff Report provides a 360 view of each of your staff members, including their demographic data from WISEid and all assignment and contract data entered for the selected year. Report filters are available to narrow the results by position and area, licensed assignment, special ed assignment, or school.

Audit Results: Once the preliminary and final licensing audits have been completed, their results will be available in the Audit Results page and can be viewed as a .pdf or .csv file. The licensing audit compares staff assignments which require a DPI license to their active licenses and identifies areas of deficiency. If staff members with licensed assignments do not have their Entity ID in their WISEid record prior to the start of the audit, they will appear on the error report as unlicensed. After the preliminary results are available, review all errors and make corrections to assignments as needed or have staff update licenses to meet DPI requirements. All assignment corrections must be completed before the final certification deadline (fourth Tuesday in March each year). Applications for licensure must be submitted as soon as possible so that DPI can determine eligibility and whether the agency is in compliance with WI State Statute s. 121.02.

Data Validation Reports: Use the [Admin Salary/Fringe](#) and [Salary/Fringe Variance](#) reports to review contract data for all reported staff to ensure salary and fringe amounts are accurate. The reports include filters to help identify significant variances in data between the current and previous year. Review all records flagged with variances and make corrections to contract data as needed to correct any errors. Corrections must be completed before the final certification deadline (fourth Tuesday in March each year).

FTE Summary Report: The FTE Summary report provides a breakdown of staff demographic data (gender and race/ethnicity) for each position type. Data can also be filtered by position classification (Pupil Services, Teachers, Administrators, etc.).

Salary Report: The Salary report is a compilation of assignment, contract, and demographic data for all staff with salaries reported. Data includes position, FTE, salary, fringe benefits, contract days, local and total years of experience, and highest degree. This report can be useful in verifying salaries by position relevant to their reported FTE, as well as reviewing years of experience.

Staff Corrections Form: The Staff Corrections Form is a printable version of the All Staff Report which separates each staff's data onto its own page.

Staff List: The Staff List is a consolidated list of all staff within your agency who have one or more assignments or contracts entered for the current school year. The initial display includes staff demographic data along with their salary, fringe benefits and contract days. You can also drill down to view all reported assignments for any staff person.

Data Quality Tools

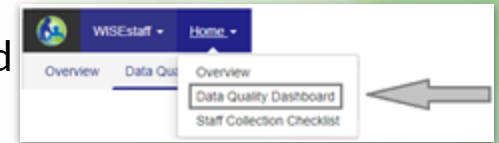
How to use WISEstaff tools to verify data quality:

- 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**

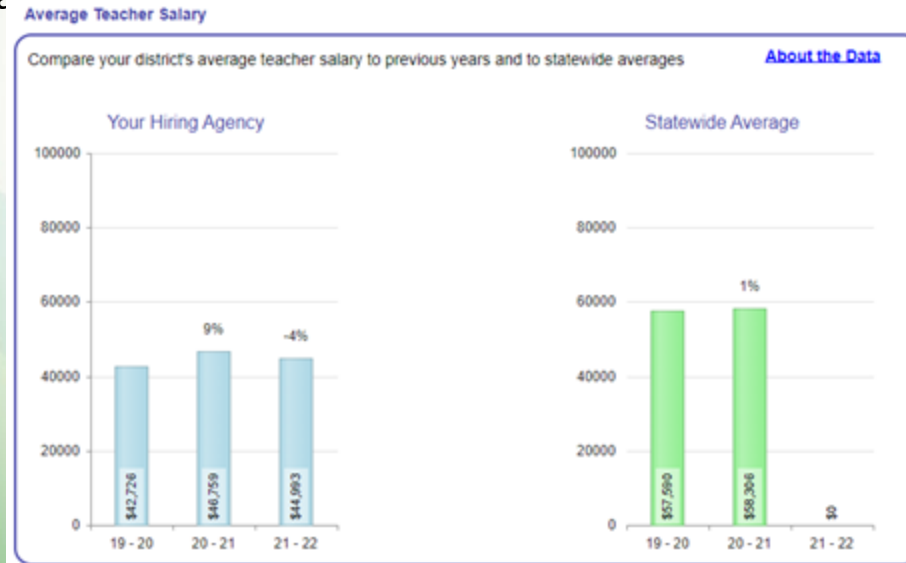
Licensed Assignment Count

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

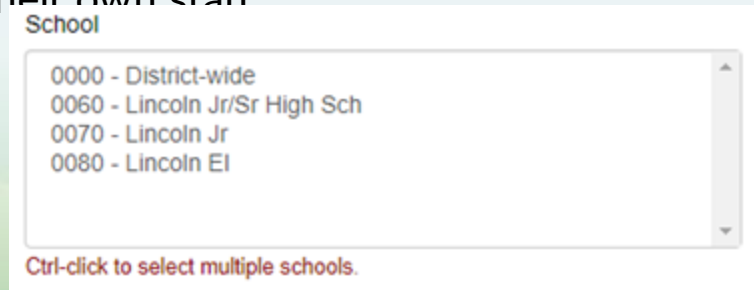
Use Staff Reports to review staff data summaries and to drill-in to details

- 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

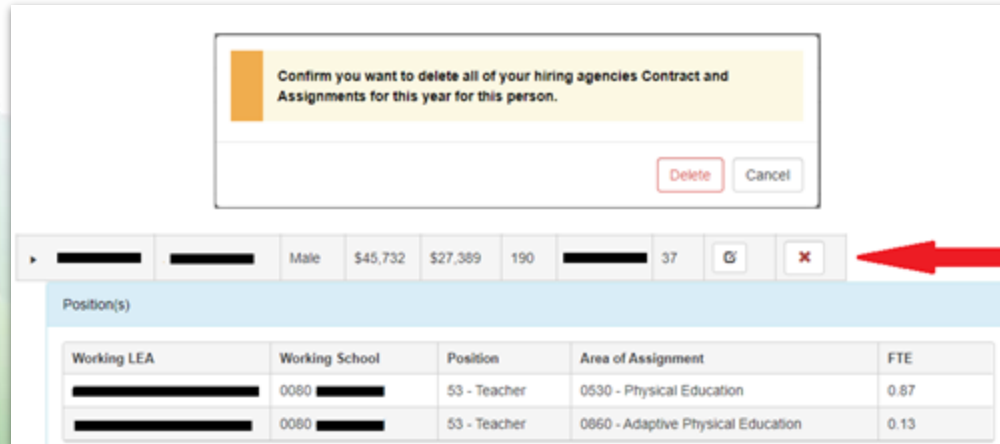
- 0000 - District-wide
- 0060 - Lincoln Jr/Sr High Sch
- 0070 - Lincoln Jr
- 0080 - Lincoln EI

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 at the top 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 records. A red arrow points to a red 'X' icon in the action column of the first row.

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

Position	Salary	FTE	Contract Type	Start Date	End Date	High Region
Assistant Manager	\$20,400	24	1	01/01/2024	01/01/2025	1 - Assistant Manager
Assistant Manager	\$20,700	20	1	01/01/2024	01/01/2025	1 - Assistant Manager
Assistant Manager	\$20,400	0	0	01/01/2024	01/01/2025	1 - Assistant Manager
Assistant Manager	\$20,400	19	1	01/01/2024	01/01/2025	1 - Assistant Manager
Assistant Manager	\$21,700	20	1	01/01/2024	01/01/2025	1 - Assistant Manager
Assistant Manager	\$21,700	0	0	01/01/2024	01/01/2025	1 - Assistant Manager
Business Manager	\$20,400	0	0	01/01/2024	01/01/2025	1 - Business Manager
Central Office Administrator	\$16,070	20	1	01/01/2024	01/01/2025	1 - Assistant Manager
Central Office Administrator	\$16,700	0	0	01/01/2024	01/01/2025	1 - Assistant Manager
Central Office Administrator	\$16,000	10	1	01/01/2024	01/01/2025	1 - Business Manager

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

Reporting Year	WSEid	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	██████	██████	██████	151	\$56,038	\$50,657	+12.20 %	\$31,224	\$28,417	+9.88 %	+54.94 %	1.1	██████	██████
2021	██████	██████	██████	151	\$61,240	\$54,757	+11.84 %	\$10,018	\$8,250	+21.43 %	+18.36 %	1	██████	██████
2021	██████	██████	██████	151	\$61,240	\$57,037	+7.37 %	\$27,375	\$24,337	+12.48 %	+44.70 %	1	██████	██████
2021	██████	██████	██████	252	\$110,000	\$97,030	+13.36 %	\$38,916	\$35,049	+11.03 %	+35.38 %	1	██████	██████
2021	██████	██████	██████	151	\$85,290	\$76,374	+11.67 %	\$31,720	\$28,747	+10.34 %	+37.19 %	1.11	██████	██████
2021	██████	██████	██████	151	\$60,034	\$50,657	+18.51 %	\$31,708	\$28,415	+11.59 %	+52.82 %	1	██████	██████
2021	██████	██████	██████	151	\$47,101	\$45,054	+4.54 %	\$29,744	\$7,439	+299.84 %	+63.15 %	1	██████	██████
2021	██████	██████	██████	151	\$82,029	\$74,464	+10.16 %	\$35,075	\$32,007	+9.59 %	+42.76 %	1.08	██████	██████
2021	██████	██████	██████	151	\$61,240	\$50,657	+20.89 %	\$31,090	\$15,000	+111.36 %	+52.07 %	1	██████	██████
2021	██████	██████	██████	151	\$61,240	\$58,057	+4.05 %	\$31,902	\$16,372	+54.86 %	+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 WISExds 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	96 - Other Support Staff	9073 - Cafeteria Worker	25.12	<input type="checkbox"/> <input type="checkbox"/>
██████████	██████████	0000 - District-wide	L & A	96 - Other Support Staff	9072 - Plant Maintenance and Operation Personnel	23.4	<input type="checkbox"/> <input type="checkbox"/>
██████████	██████████	0000 - District-wide	RITEWAY	96 - Other Support Staff	0857 - Bus Driver - Special Education	2.5	<input type="checkbox"/> <input type="checkbox"/>
██████████	██████████	0000 - District-wide	RITEWAY	96 - 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	96 - Other Support Staff	9067 - Bus Driver	12.8
2020	██████████	██████████	0000 - District-wide	RITEWAY	96 - Other Support Staff	0857 - Bus Driver - Special Education	2.5
2020	██████████	██████████	0000 - District-wide	L & A	96 - Other Support Staff	9072 - Plant Maintenance and Operation Personnel	23.4
2020	██████████	██████████	0000 - District-wide	ARAMARK	96 - 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**

2

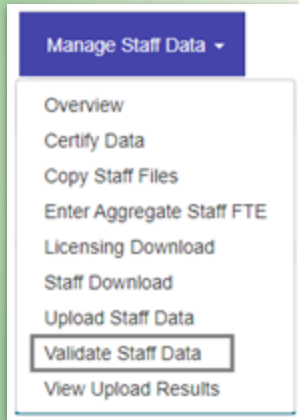
1

0

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 4:45:53 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	WISE3...	Local Person Id	Name	Code	Message
Warning	Resolve	<input type="checkbox"/>	View/Edit * Required	[REDACTED]	[REDACTED]	[REDACTED]	4034	Person has assignment(s) requiring a license but has no ELO Entity ID.
Error	Resolve			[REDACTED]	[REDACTED]	[REDACTED]	4600	Missing required data: assignment grades
Error	Resolve			[REDACTED]	[REDACTED]	[REDACTED]	4600	Missing required data: assignment grades
Error	Resolve			[REDACTED]	[REDACTED]	[REDACTED]	4600	Missing required data: assignment grades
Error	Resolve			[REDACTED]	[REDACTED]	[REDACTED]	4600	Missing required data: assignment grades
Warning	Resolve	<input type="checkbox"/>	View/Edit * Required	[REDACTED]	[REDACTED]	[REDACTED]	4034	Person has assignment(s) requiring a license but has no ELO Entity ID.
Warning	Resolve	<input type="checkbox"/>	View/Edit * Required	[REDACTED]	[REDACTED]	[REDACTED]	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



Data Mistakes Identified After the WISEstaff Final Snapshot

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>
 - See link to the WISEadmin Portal user guide
 - See link to WISEstaff Data Collection-specific data errata near bottom of page

Public Staff Reports

April/May we publish the annual data to the [Public Staff Reports site](#)

- A small amount of person level records are removed from reporting because of personal privacy security concerns. Their data is included in summary data calculations.
- Main report to download all data is the [Public All Staff Report](#) download

Licensing Help

- Information about the appropriate license for an assignment can be found within WISEstaff:
 - Manage Staff Data / Upload Staff Data / select Assignment as file upload type
 - Person Search / Edit Staff / Add Assignment / View License Requirements for Selected Assignment
- Assignment-specific license info can also be found on DPI's WISEstaff Reporting Information page: <https://dpi.wi.gov/cst/data-collections/staff/data-collection/staff>
 - Under the Technical Documentation section, select Assignment to License mappings
 - Or, the "What Can I Teach" page: <https://dpi.wi.gov/tepd/licensing/what-can-i-teach>
- A link to the Licensing Help page has been added to the WISEstaff Need Help? menu

Helpful Resources & Links

- [WISEhome](#)
- [Reporting Information Homepage](#)
- [WISEstaff Help](#)
- [Data Elements](#)
- [Release Notes](#)
- [WISEdata Events Calendar](#)
- [Decision Tree Diagram \(Who to Report\)](#)
- [Residential Care Centers \(RCC\)](#)
- [Staff Reporting Guidance](#)
- [Aggregate FTE examples](#)
- [FTE Calculation Guidance](#)
 - Minimum FTE = .01
 - District Maximum FTE = 1.99
 - Statewide Multiple Districts Maximum FTE = 1.50

Giving Feedback

Within most DPI applications you can provide feedback directly, enter a new suggestion, and vote on suggestions made by other people.

[WISEstaff Feedback](#)

Stay in Contact

- Join the weekly [WISEstaff User Group Calls](#) to hear weekly updates from different teams and ask questions of DPI staff on the call
- Join our [Google+ community](#) (“Currents”) to connect with fellow WISEstaff users and receive announcements and notifications from DPI and the WISEstaff community.
- Submit a [Help Ticket](#)

Keep Track of Dates & Deadlines

Use the **WISEdata Events Calendar** to view snapshot and data submission deadlines. You can also register for User Group webinars and CESA trainings, as well as SIS vendor conferences.

You may view by the day or month view to see important events and dates.

[WISEdata Events Calendar](#)

Thank you!

Thank you for attending!

