

WISEstaff 2018 Basic Training

November 3, 2017



WISCONSIN DEPARTMENT OF
PUBLIC INSTRUCTION
Tony Evers, PhD, State Superintendent

Topics

- **WISEstaff Overview**

What is the WISEstaff data collection.

Timeline to complete the data collection.

Where the WISEstaff data is used.

- **What Data is Collected**



- **Getting Started**

- **Completing WISEstaff data collection Step -by-Step**

- **Questions and Answers**



Where is WISEstaff data used?

-  **DPI Web Site**
 - <http://dpi.wi.gov/cst/data-collections/staff/published-data>
 - [Wisconsin School District Performance Report](#)
-  **ELSi** The Institute of Education Sciences (IES) is the statistics, research, and evaluation arm of the U.S. Department of Education.
 - <https://nces.ed.gov/ccd/elsi/>



WISEstaff Overview



What is the WISEstaff Data Collection?

- The WISEstaff data collection facilitates the collection of agency staff demographic and assignment data. The WISEstaff data is used for multiple purposes and satisfies multiple reporting requirements.
- It is a *Point of Time Collection* of all staff members in public schools as of the 3rd Friday of September and includes assignments for the entire regular school year as known at that point in time.

September 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- Federal reporting – October 1st (or the closest school day to October 1)

<http://www2.ed.gov/about/inits/ed/edfacts/file-specifications.html>

- Staff to pupil ratios - Number of pupils enrolled" for revenue limits means the number of pupils enrolled on the 3rd Friday of September. **121.90.1**

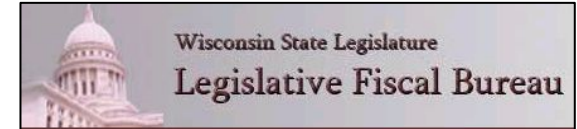
<https://docs.legis.wisconsin.gov/statutes/statutes/121/VII/90/1/dm>

Timeline

September 15th	(Third Friday in September) Staff count is taken and all staff must be fully licensed.
October 3rd	October 3, 2017: Weekly call to agencies regarding WISEstaff begin.
October 6th	The WISEstaff (PI-1202) collection application is scheduled to open.
November 27th	Reporting deadline. All agencies should have submitted all staff and assignment data, passed validations, reviewed all staff reports in WISEstaff and indicated that they are certified for the “Initial Agency Certification”.
December - February	TEPDL is able to begin initial auditing based on the initial audit snapshot data. Initial audit result reports will be published to WISEstaff during this timeframe as audits are completed. Once audits are complete, if needed, agencies can make corrections based upon audit results.
March 21, 2018	Agencies must have completed any final re-coding in WISEstaff, passed validations, reviewed all staff reports in WISEstaff and indicated that they are certified for the “Final Agency Certification.”
June 2018	TEPDL starts the final audit based on the final WISEstaff data snapshot taken after final changes were made on March 21st for final 2017-18 audit and reporting.

Where is WISEstaff data used?

- **WISEstaff data collection provides DPI with data that is needed to comply with state and federal requirements.**
- **Timely staff data also meets critical business needs.**
 - Processing the Active Staff Reports and Audit Exceptions for Teacher Certification.
 - Reporting of special education staff to secure their funding for Aid Reimbursement
 - SDPR – School District Performance Report
- **DPI also produces staff data reports that are useful to various members of the education community, researchers and the public.**



What Data is Collected?



WISEid – Person Information

Person Editor

First Name

Fred



Middle Name

E

Last Name

Flintstone



Suffix

None



Birthdate

01/01/1985



Gender

Female



Race/Ethnicity*

Part One: Is this person Hispanic or Latino? (Must choose one)

- ☒ **Hispanic or Latino**
☐ Not Hispanic or Latino

Part Two: Select one or more of the following categories that apply to this person

- ☐ American Indian or Alaska Native
☒ **Asian**
☐ Black or African American
☒ **Native Hawaiian or Other Pacific Islander**

Legacy Race/Ethnicity Code:

WISEstaff – Contract Information

Yellow fields can be blank for subcontracted staff and staff with *assignments with an assignment type of 2, 3 or 4*. *SEE THE ASSIGNMENT SPREADSHEET*

If non-required data is submitted to us, it will be cleared out as part of the clear non-required data process which is part of the validation of the data before certification.

The assignment table and other documentation can be found on the DPI web site:

<https://dpi.wi.gov/cst/data-collections/staff/data-collection/staff>



Current Year Contract Details

[+ Add Contract](#)

Days	Salary	Fringe Benefits	Highest Degree	Local Experience	Total Experience	Local ID	
------	--------	-----------------	----------------	------------------	------------------	----------	--

Add Contract

Contract Days

Contract Salary

Fringe Benefits

Highest Degree

Select Degree...



Local Experience

Total Experience

Is the Salary Final For this School Term?

Select Final Salary...



Local Use

Local ID

Save

Run Validation

Reset

Cancel

WISEstaff – Assignment Information

- Assignment information is collected for each staff person.
- A staff member may have multiple assignments, for example a teacher might teach different subjects or has a mentoring assignment, or coaches.
- An assignment code is comprised of two parts:
 - The position code (teacher, district administrator, program aide, school counselor, etc.)
 - The area code (class subject or specific duties).
 - For example: 53-0412 = Teacher-Title I Mathematics
- Each assignment has specific “Assignment Related Questions” that need to be answered. The assignment related questions asked vary by assignment.






WISEstaff - Assignment Information

- Additional information is collected about each assignment. Each assignment has specific “Assignment Related Questions” that need to be answered. These questions vary by assignment.
- The basic [Assignment](#) is highlighted in blue. The Assignment Related Questions are in black.
 - [Working LEA number](#)
 - [Position Code](#)
 - FTE for this assignment
 - Grades for which the assignment is being performed.
 - Is this assignment being performed by a long-term substitute?
 - Does this employee teach in a state or locally funded bilingual education program?
 - Is this assignment part of a School Board approved alternative education Program?
 - [School Number](#)
 - [Assignment code](#)
 - Is this assignment being performed by a subcontracted individual?
 - 3 Local Use Fields for agencies to use if needed. Please complete the Local Assignment Title so we can track assignments that we might not have correct assignment codes yet.

Your hiring agency assignments

[+ Add Assignment](#)

	Hiring LEA	Working LEA	Working School	Assignment Type	Position	Area of Assignment	FTE	
	0119 - Amery Sch Dist	0119 - Amery Sch Dist	0040 - Amery Hi	01 - Professional - Regular Education	09 - Subject Coordinator	0000 - No Description Beyond Position	0.05	 

Other hiring agency Contract Details (info only)

LEA	Days	Salary	Fringe Benefits	Highest Degree	Local Experience	Total Experience	Local ID
6174 - Waukesha Sch Dist	100	\$1,500	\$100	5 - Master's degree	5.0	5.0	
7030 - Saint Paul Evang Lutheran			\$0	3 - Associate degree	15.0	15.0	
7300 - Wis Dept of Public Instruction							
5348 - Shiocton Sch Dist	180	\$25,000	\$5,000	5 - Master's degree	5.0	5.0	

Getting Started



Getting Started

- Users needing access to WISEstaff must self register for a WAMS user account
- Use ASM to give security access & roles to WISEstaff/WISEid
- Create WISEids
- Review WISEstaff [web page](#) for new changes and information



WISEstaff requires a WAMS account to log in

What is a WAMS Wisconsin User account? The State's Web Access Management System (WAMS) allows authorized individuals to access—using the same means of identification—all secured State internet applications to which they have been granted permission.



- **Setting up a WAMS account involves four simple steps:**
 - Go to the WAMs homepage: <https://on.wisconsin.gov/WAMS/home>
 - Select “Self Registration.”
 - Provide the required information.
 - When you receive a confirmation email from the WAMS system, follow the link given to log in and verify your account.
- **Quick-Start Guide link:** <http://dpi.wi.gov/sites/default/files/imce/wisedash/pdf/wams-guide.pdf>
- **Training Video link:** <http://dpi.wi.gov/wisedata/help/wisestaff/training>

Use ASM to give security access & roles to WISEstaff

- The ASM tool allows District Security Administrators and Application Administrators to securely assign or remove user access to data reporting applications and tools stored in Secure Home.
- **Give security access and roles to WISEstaff application by using ASM.**
- Each Agency should have a DSA (District Security Administrator) who can grant access to the WISEstaff application.

WISEstaff roles

- **Agency Admin** 
- Agency Data Entry
- Agency Support
- Agency View

Use ASM to give security access & roles to WISEstaff

ASM Resources

Application Security Manager

- **ASM Administrator Lookup Tool**
<https://apps2.dpi.wi.gov/ldsutil/admin/lookup>
- **Training Video link:**
<http://dpi.wi.gov/wisedata/help/wisestaff/training>
- **Web Page**
<http://dpi.wi.gov/wise/secure-home-info/detail#ASM>



Create WISEids

- A WISEid is a unique, permanent identifier for people in the education system in the State of Wisconsin.
- Staff working in Wisconsin educational agencies are required to have a WISEid.
- Agencies use WISEid instead of social security numbers to submit data such as staff assignments and contracts.

unique 10-digit
7824368818



Create WISEids

- Before loading WISEstaff data for the year complete adding and updating staff data WISEid records including having Staff type Local Person IDs.
- For the WISEstaff collection you will be reporting all staff you had projected on Third Friday to be hired throughout the regular school year. All these staff must have WISEids with updated info and Local Person Ids.



Create WISEids

- Changes to persons in WISEid where other agencies have Local Person IDs can result in Change Requests that take up to 7 days for approval. Make sure they get approved and follow up with any comments from others.
- When you submit new or changed Entity IDs they go to DPI CST for approval. DPI may communicate with comments that may require feedback or corrections in WISEid and/or ELO.



Create WISEids

- WISEdata collects educator info in it's Roster collection; it is important that all teachers that come and go within the year have WISEid records with a Staff type Local Person IDs for your agency. Conduct frequent **classroom educator** WISEid Person Uploads to keep WISEdata Roster updated.



Review the WISEstaff web page

Review documentation for yearly changes to the WISEstaff data collection.

<http://dpi.wi.gov/cst/data-collections/staff/data-collection/staff>

- **Technical Documentation**

- [WISEstaff Reporting Instructions \(User Guide\)](#)
- [2017-2018 Summary of Assignment Code Changes](#)
- [2017-2018 WISEstaff Assignment Code List](#)
- [WISEstaff and WISEid - File layouts and upload templates](#)

- **Timeline and updates**
- **Previous Year Licensing Files**
- **Guidance Documentation**
- **Recommendations**
- **Links to Related Resources**

Completing WISEstaff Step-by-Step



Completing WISEstaff Step-by-Step

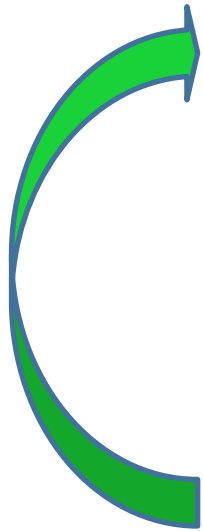
1. **Verify Contact Information**

2. **Work with Staff Data**

- Manual Entry
- Use Copy Forward Files
- Upload System/Copy Forward files.
- Staff List
- Deleting Data
- Downloading

3. **Validate Staff Data**

- Resolve all Errors, Warnings and Acknowledgements
- Clear Non-Required Data



Completing WISEstaff Step-by-Step

4. **Complete Initial Certifications.**
 - Review “All Staff Report”, “Salary Report” & “FTE Summary Report.”
 - Certify data for preliminary Audit.
5. **Once received, review preliminary Audit result reports from TEPDL. Review data quality reports.**
6. **Make necessary corrections to data based upon audit errors and data quality reports by repeating steps 2 & 3.**
7. **Complete Final Certification of staff data for final audit and publication.**



Consult Roadmap During Process

WISEstaff / Home

Annual Staff Collection Roadmap

02/13/2017

2016 - 17 Roadmap Progress

04/27/2017

Preliminary Steps ⓘ

- ☐ Enter & Edit WISEid Persons
- ☒ Enter & Verify Contact Info
- ☐ Review Assignment Code Changes

Initial Certification Process ⓘ

02/23/2017 to 04/03/2016

- ☒ Load Contract Data 5
- ☒ Load Assignments 8
- ☒ Run Data Validation 21
 - Errors to Correct 21
 - Warnings to OK or Correct 4
 - Info Messages to Verify and Clear 0
- ☒ Find Entity IDs for Required Staff 1
- ☒ Complete Initial Certification

Final Certification Process ⓘ

05/10/2017 to 06/30/2017

- ☒ Preliminary Audit Reports Ready
- ☒ Find Entity IDs for Required Staff 1
- ☐ Review Data Quality Reports
- ☐ Complete Corrections
- ☒ Run Data Validation 21
 - Errors to Correct 21
 - Warnings to OK or Correct 4
 - Info Messages to Verify and Clear 0
- ☒ Complete Final Certification

After Certification Phase ⓘ

07/01/2017 to 04/27/2017

- ☒ Final Snapshot Taken WISEstaff Read Only
- ☒ Final Audit Reports Ready

Completing WISEstaff Step-by-Step

WISEid WISEstaff WISE DPI Administration Welcome Testy McTesterton Agency: 0119 - Amery School District [Change Agency](#) [Logout](#)

[Person](#)
Search/Edit
Report duplicates
Messages and Change
Requests

[Work with Staff](#)
Data
Upload
Results
Enter Aggregate
Staff FTE

[Reports / Validations](#)
Audit results
Manage Staff
Data
Sign off or
Certification
Staff Download
by Local Person
ID
Staff list
Validate Staff
Data
Aggregate Staff
Report
All Staff Report
Assignment

WISEstaff / Home

Annual Staff Collection Roadmap

Staff Dashboard

Hiring Agency Contract Count

Year	Count
2016 - 2017	1
2015 - 2016	1
2014 - 2015	0

Hiring Agency Assignment Count

Year	Count
2016 - 2017	1
2015 - 2016	1
2014 - 2015	2

Hiring Agency Staff Count

Year	Count
2016 - 2017	1
2015 - 2016	1
2014 - 2015	1

Hiring Agency Assignment FTE Sum

Year	FTE Sum
2016 - 2017	0.05
2015 - 2016	0.1
2014 - 2015	0.04

*Excludes Aggregate FTE

Missing Entity ID: 0

Log into Wisestaff
- Home page

1. Verify Contact Information

WISId WISestaff WISE DPI Administration Welcome Testy McTesterton Agency: 0007 - Abbotsford School District Help Change Agency Logout

Person
Search/Edit
Report duplicates
Messages and Change Requests

Work with Staff Data
Upload Results
Enter Aggregate Staff FTE

Reports / Validations
Audit results
Manage Staff Data
Sign off or Certification





WISestaff / Update contact info

For WISestaff agency administrators to update contact information for WISestaff system contact information for System Primary, System Secondary, and General Contacts.

Agency: 0007 - Abbotsford School District Contacts for: 2017 - 18

Contact Verified: ☐ WISestaff Contacts have not been verified for the current school year. Please verify and check the Contacts Verified check box.

+ Add Contact

Type	First	Middle	Last	Suffix	Phone	Ext.	Email	
Primary - Responsible for completing Staff data	Kari		Tenley		9202099000		kart.tenley@dpi.wi.gov	 
Secondary - Responsible for verifying Staff data	Kari		Tenley		9202099000		kari.tenley@dpi.wi.gov	 

One Primary and One Secondary contact are required.

- Primary contact is the person responsible for entering the staff data.
- Secondary contact is the person responsible for validating the staff data.

WISestaff / Contacts / Edit Contact

Contact Type: Primary - Responsible for completing Staff data

First Name: Dawn

Middle Name:

Last Name: Hundt

Suffix: None

Email: hundt@arrowheadschoools.org

Phone + Ext.: 2623693611 4105

Fax + Ext.: 2623677406

Save Cancel

Completing WISEstaff Step-by-Step

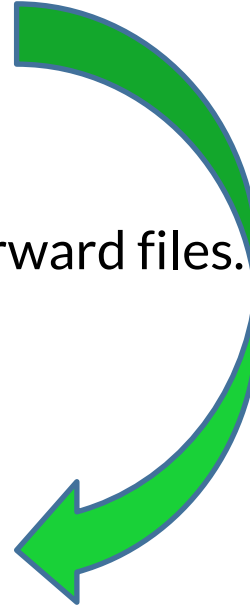
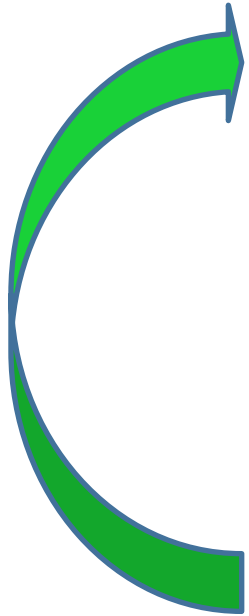
1. **Verify Contact Information**

2. **Work with Staff Data**

- Manual Entry
- Use Copy Forward Files
- Upload System/Copy Forward files.
- Staff List
- Deleting Data
- Downloading

3. **Validate Staff Data**

- Resolve all Errors, Warnings and Acknowledgements
- Clear Non-Required Data



2. Work with Staff Data – Manual Entry

WISEid

WISEstaff

WISE DPI Administration

Welcome Testy Mc Testerton Agency: 0007 - Abbotsford School District

Help

Change Agency Logout

Person

[Search/Edit](#)

Report duplicates

Messages and Change Requests

Work with Staff Data

Upload Results

Enter Aggregate Staff FTE

Reports / Validations

Audit results

Manage Staff Data

Sign off or Certification

Staff Download by Local Person ID

WISEstaff / Search/Edit

Search for a person to either view or edit their staff information. If you want edit person legal name, birthdate, gender, entity ID, race ethnic category attributes please contact DPI CST. When searching, first enter ALL of first name, last name, birth date and gender. Excluding birth date or gender will lead to a lower match scores and may not return the WISEid which should be carried forward for the person.

ID

First Name

Middle Name

Last Name

Entity ID

Birthdate

Gender

Suffix

Search

Clear

Details	WISEid	Local person ID	First name	Middle name	Last name	Suffix	Birthdate	Gender	Entity ID
+	6375841571		Wilma		Flintstone		1/1/1990	Female	
+	2233730016		Wilma		Flintstone		1/12/1932	Female	

Personal Information

 Edit

Birthdate

1/1/1990

Gender

Female

Race/Ethnicity

0037 - White

Other Name(s)



Local Person ID(s)



Educator License Id


 Edit

Entity Id

Licensing Information



Current Year Contract Details

 Add Contract

Days

Salary

Fringe Benefits

Highest Degree

Local Experience

Total Experience

Local ID

Current Year Contract Details

[+ Add Contract](#)

Days	Salary	Fringe Benefits	Highest Degree	Local Experience	Total Experience	Local ID	
------	--------	-----------------	----------------	------------------	------------------	----------	--

Add Contract

Contract Days

Contract Salary

Fringe Benefits

Highest Degree

Select Degree...



Local Experience

Total Experience

Is the Salary Final For this School Term?

Select Final Salary...



Local Use

Local ID

Save

Run Validation

Reset

Cancel

Assignment

Working LEA

0007 - Abbotsford School District ▼

Working
School

Select Working School... ▼

Position

Select position... ▼

Area

Select assignment area... ▼

Local Use

Local
Assignment
IDLocal
Assignment
Title[Assignment Code List](#)

Assignment

Working LEA

0007 - Abbotsford School District ▼

Working
School

0020 - Abbotsford EI ▼

Position

53 - Teacher ▼

Area

0200 - Agriculture ▼

Local Use

Local
Assignment
IDLocal
Assignment
Title

Cancel

Save

Run Validation

[Assignment Code List](#)

Assignment Related Questions

Full Time Equivalent for this assignment

Grades for which this
assignment is performed☐ K4 ☐ PK ☐ KG☐ 01 ☐ 02 ☐ 03☐ 04 ☐ 05Is this assignment being performed by a
long term substitute?☐ Yes ☒ NoDoes this employee teach in a state or
locally funded bilingual education
program?☐ Yes ☐ NoIs this assignment part of a School Board
approved alternative education Program?☐ Yes ☐ NoIs this assignment being performed by a
subcontracted individual?☐ Yes ☒ No

2. Work with Staff Data – Copy forward

Creating records by coping forward last year data.

WISId **WISEstaff** WISE DPI Administration Welcome Karl Tenley Agency: 7300 - Wisconsin Dept of Public Instruction [Help](#) [Change Agency](#) [Logout](#)

Person
Search/Edit
Report duplicates

File Tasks
Upload
Results

Reports / Validations
Staff Download by Local Person ID
Staff list
Manage Staff Data
Validate Staff Data
Sign off or Certification
All Staff Report
Salary Report
FTE Summary Report

Admin menu
Update contact info

WISEstaff / Manage Staff Data

Copy Forward Files: These files are to be used to copy data forward from previous years.

2015 - 2016 2015 - 2016

Download Contracts
Download Assignments

Click to download files

For the 2015-2016 school year:

- Select and Download the 2014-2015 contract file (Years of Experience and School Year will automatically increase by 1.)
- Select and Download the 2014-2015 assignment file.
- Make any changes for this school year including adding or deleting staff.
- Upload files to populate the new 2015-2016 data collection.

Current WISEstaff Data

Download Current Year Contracts
Download Current Year Assignments
Delete Staff Contracts
Delete Staff Assignments
Delete Staff Contracts & Assignments

DPI automatically adds 1 year to both the Local YOE and the Total YOE. and updates the year from the previous year to the current year.

2. Work with Staff Data – Upload Files

Upload contracts and assignment files into WISEstaff.

The screenshot shows the WISEstaff web application interface. The top navigation bar includes 'WISEid', 'WISEstaff', 'WISE DPI Administration', 'Help', and a user welcome message 'Welcome Kari Tenley' along with the agency name 'Agency: 7300 - Wisconsin Dept of Public Instruction'. A 'Change Agency' link is on the far right.

The left sidebar contains a menu with the following items: 'Person' (with sub-links 'Search/Edit' and 'Report duplicates'), 'File Tasks' (with 'Upload' highlighted by a green box and arrow, and 'Results' below it), 'Reports / Validations' (with sub-links: 'Staff Download by Local Person ID', 'Staff list', 'Manage Staff Data', 'Validate Staff Data', 'Sign off or Certification', 'All Staff Report', 'Salary Report', 'FTE Summary Report'), and 'Admin menu' (with 'Update contact info' below it).

The main content area is titled 'WISEstaff / Upload'. It contains a blue arrow pointing to the right with the text: 'Choose which upload type to either upload data for that upload or to download the matching upload template file. Detailed file specifications can be found on our WISEData Vendor [File Layout and Templates](#) page.'

Below this is a 'Request Type' dropdown menu. A green arrow points to it with the text: 'Tell the system what type of file you are going to be uploading (Contract or Assignment) file.' The dropdown menu is open, showing options: 'Select...', 'Select...', 'Contract', and 'Assignment'. Below the dropdown, there is a link: 'would you like to download the sample Contract template?'.

Further down is a section titled 'Upload CSV File'. A green arrow points to the 'Choose Data File:' label with the text: 'Click on "Choose Data File" and select the file you saved on your pc to upload.' Below this label is a 'Choose File' button and the text 'No file chosen'.

At the bottom of the 'Upload CSV File' section is a blue 'Upload' button with a white upward arrow icon. A green arrow points to it with the text: 'Once you have selected the correct file to upload, click on the UPLOAD button'.

2. Work with Staff Data – Upload Files

Review the Results queue for file errors.

WISEid

WISEstaff

WISE DPI Administration

Help

Welcome Kari Tenley Agency: 7300 - Wisconsin Dept of Public Instruction

Change Agency Logout

Person

Search/Edit

Report duplicates

Work with Staff Data

Upload

Results

Reports / Validations

Staff Download by Local

Person ID

Staff list

Manage Staff Data

Validate Staff Data

Sign off or Certification

Audit results

All Staff Report

Salary Report

FTE Summary Report

Data Validation Reports

Admin menu

Update contact info

User Privileges

WISEstaff / Results

File queue of all file uploads types and their status is located here. Shows status while files are not yet complete and also after completion. When file processing is complete you can drill into errors for causes and drill into potential matches to be resolved. Downloads provide an upload results file including results and any errors.

File Name

Status

Upload Date

User ID

Request Type

Search

Type	File name	Status	Errors	Potential matches	Committed	Changes	Upload date	User ID
C	StaffContracts_0497_100720161134071 (1).csv	Completed	210		0		10/10/2016 03:34:09 PM	Jacka, J.

1 - 1 of 1 items

The number of errors box is clickable and will show a screen with a list of errors. You can also download the list of errors by clicking on the Download button

2. Work with Staff Data – Staff List

After staff records have been added, use the “Staff List” to see all your staff.
The “Staff List” allows you to edit staff records.

WISEid

WISEstaff

WISE DPI Administration

Help

Welcome Kari Tenley Agency: 7300 - Wisconsin Dept of Public Instruction

Change Agency Logout

Person

Search/Edit

Report duplicates

File Tasks

Upload

Results

Reports / Validations

Staff Download by Local Person ID

Staff list

Manage Staff Data

Validate Staff Data

Sign off or Certification

All Staff Report

Salary Report

FTE Summary Report

Admin menu

Update contact info

User Privileges

WISEstaff / Staff list

Staff show up here if in the current year there is one or more contract or assignment data elements populated. Staff can be edited by clicking the edit icon at the far right of each row.

First Name

Last Name

WISEid

Position

Select Position...

Search

Use the fields above to search for a person by name, WISEid or position.

Download

Details

WISEid

Name

Gender

Salary

Fringe benefits

Contract days

Birthdate

Age

1003950048

ROY'A, JOSHUA

Male

03/13/1991

25

1 - 1 of 1 items

Use the Edit button to change or delete staff records.








2. Work with Staff Data – Add/Edit/Delete

Once you have clicked the edit button from the “Staff List”, the “Staff Edit” page appears. The “Staff Edit” page allows you to add, edit & delete the person's contract and assignments.

Current Year Contract Details

Days	Salary	Fringe Benefits	Highest Degree	Local Experience	Total Experience	Local ID	Edit	Delete
190	\$50,000	\$25,000	5 - Master's degree	5.0	15.0	123456 - Josh		

Your hiring agency assignments

								Add 	
								+ Add Assignment	
	Hiring LEA	Working LEA	Working School	Assignment Type	Position	Area of Assignment	FTE	Edit	Delete
	7300 - Wis Dept of Public Instruction	0070 - Algoma Sch Dist	0040 - Algoma Hi	01 - Professional - Regular Education	08 - Business Manager	0000 - No Description Beyond Position	100		
	7300 - Wis Dept of Public Instruction	0007 - Wabesa	0000 - District	01 - Professional - Regular	05 - District	0000 - No Description Beyond			

To delete a staff person, all assignments and the contract must be deleted.

2. Work with Staff Data – Downloading

Use “Manage Staff Data” to download all current contracts & assignments.

WISEid **WISEstaff** **WISE DPI Administration** **Help** Welcome Kari Tenley Agency: 7300 - Wisconsin Dept of Public Instruction **Change Agency** **Logout**

Person
Search/Edit
Report duplicates

Work with Staff Data
Upload
Results
Enter Aggregate Staff FTE

Reports / Validations
Staff Download by Local Person ID
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Validate Staff Data
Sign off or Certification
Audit results
All Staff Report
Salary Report
FTE Summary Report
Data Validation Reports

Admin menu
Update contact info

WISEstaff / Manage Staff Data

Copy Forward Files: These files are to be used to copy data forward from previous years.

2015 - 2016 Download Contracts
2015 - 2016 Download Assignments

For the 2016-2017 school year:

- Select and Download the 2015-2016 contract file (Years of Experience and School Year will automatically increase by 1.)
- Select and Download the 2015-2016 assignment file.
- Make any changes for this school year including adding or deleting staff.
- Upload files to populate the new 2016-2017 data collection.

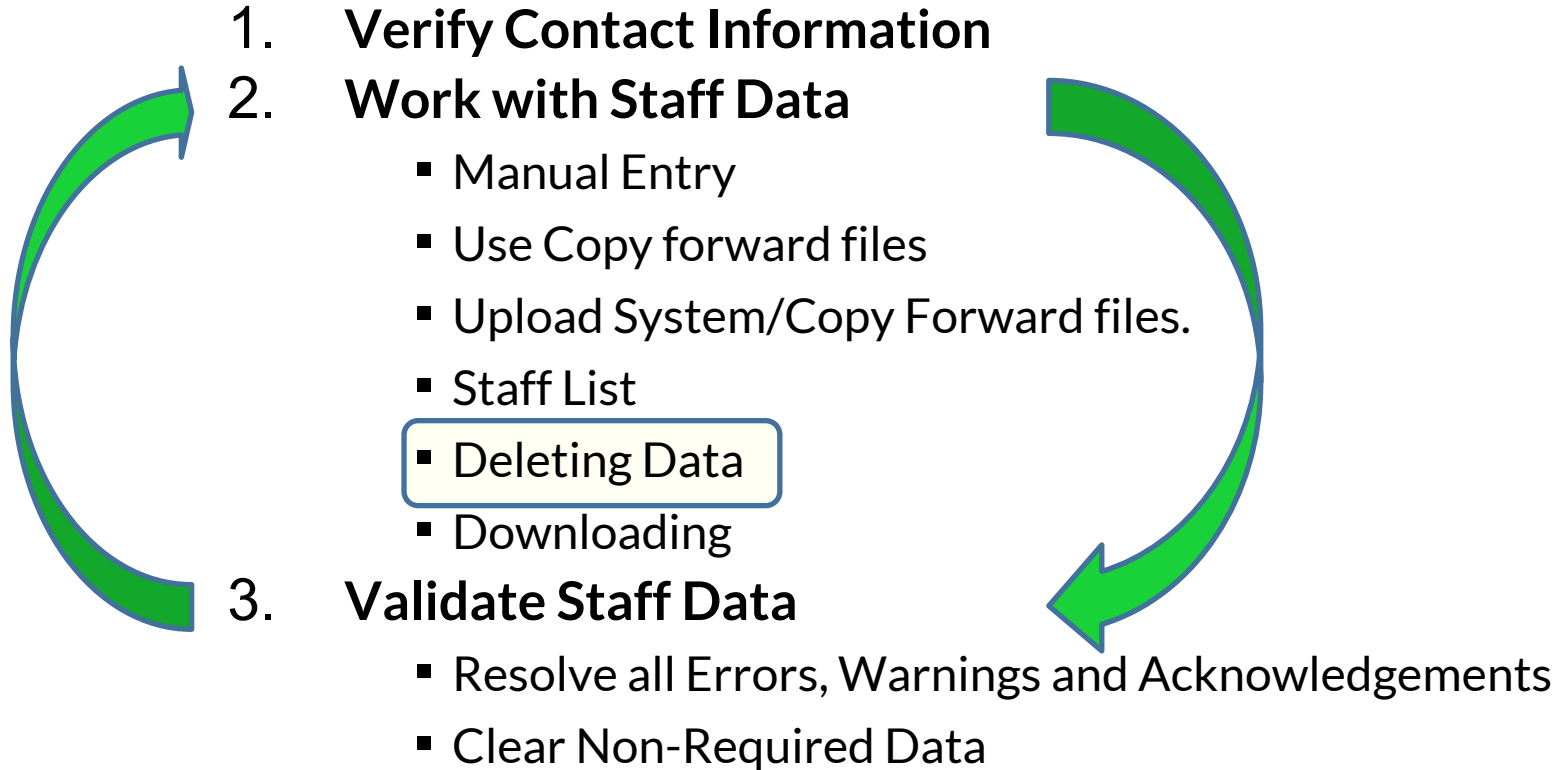
Current WISEstaff Data

Download Current Year Contracts
Download Current Year Assignments
Delete Staff Contracts
Delete Staff Assignments
Delete Staff Contracts & Assignments

Use these two blue buttons to download current contracts and assignments

WISEid feedback

Completing WISEstaff Step-by-Step



2. Work with Staff Data – Deleting

Go to “Manage Staff Data” to delete all contracts and/or all assignments.

WISId WISEstaff WISE DPI Administration Help Welcome Karl Tenley Agency: 7300 - Wisconsin Dept of Public Instruction Change Agency Logout

Person
Search/Edit
Report duplicates

File Tasks
Upload
Results

Reports / Validations
Staff Download by Local Person ID
Staff list
Manage Staff Data
Validate Staff Data
Sign off or Certification
All Staff Report
Salary Report
FTE Summary Report

Admin menu
Update contact info
User Privileges

WISEstaff / Manage Staff Data

Copy Forward Files: These files are to be used to copy data forward from previous years.

2015 - 2016 Download Contracts

2015 - 2016 Download Assignments

For the 2015-2016 school year:

- Select and Download the 2014-2015 contract file (Years of Experience and School Year will automatically increase by 1.)
- Select and Download the 2014-2015 assignment file.
- Make any changes for this school year including adding or deleting staff.
- Upload files to populate the new 2015-2016 data collection.

Current WISEstaff Data

Download Current Year Contracts

Download Current Year Assignments

Delete Staff Contracts

Delete Staff Assignments

Delete Staff Contracts & Assignments

Use these 3 red buttons to delete all staff contracts and assignments

WISEid feed

3. Validate Staff Data

WISEstaff / Validate Staff Data

Latest Staff Validation results are below as of the last validation run. Please click the Refresh Validation button if you want the validation results refreshed based on current staff data.

Refresh Validation

Date of Last Validation Run 9/18/2017 12:54:50 PM

Download Validation

Clear Non-Required Data

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

Total Error Count: 32
Total Acknowledged Warning Count: 6
Total Un-acknowledged Warning Count: 18
Total Information Count: 0

OK Warnings by code ☐ Show Acknowledged Warnings

Go To Navigator

Type	Resolve	Ackn	Comment	WISEid	Local Person Id	Name	C...	Message
Error	Resolve			2726737451	ddd	Flinstone, Freddie	5700	Total FTE of all assignments for this person is 5700. Please verify the accuracy of assignments for this person. Agency(ies) having Assignments necessary. Hiring agency are: Abbotsford School E
Error	Resolve			5273120445	123,1234	BadIII, OJ	5700	Total FTE of all assignments for this person is 5700. Please verify the accuracy of assignments for this person. Agency(ies) having Assignments necessary. Hiring agency are: Abbotsford School E

Resolve all errors; warnings and informational messages must be fixed/cleared before certification is possible.

When ready, Clear Non-Required data to resolve informational messages.

Completing WISEstaff Step-by-Step

4. **Complete Initial Certifications.**
 - Review “All Staff Report”, “Salary Report” & “FTE Summary Report.”
 - Staff Corrections Form
 - Certify data for preliminary Audit.
5. **Once received, review preliminary Audit result reports from TEPDL. Review data quality reports.**
6. **Make necessary corrections to data based upon audit errors and data quality reports by repeating steps 2 & 3.**
7. **Complete Final Certification of staff data for final audit and publication.**



4. Complete Initial Certification – Review Reports

Review reports and verify numbers are accurately reported.

The screenshot displays the WISEstaff web application interface. The top navigation bar includes links for WISEid, WISEstaff, WISE DPI Administration, Help, and a user welcome message: 'Welcome Kari Tenley Agency: 0147 - Appleton Area School District'. On the right of the top bar are links for 'Change Agency' and 'Logout'.

The left sidebar contains a menu with the following categories and items:

- Person
 - Search/Edit
 - Report duplicates
- File Tasks
 - Upload
 - Results
- Reports / Validations
 - Staff Download by Local Person ID
 - Staff list
 - Manage Staff Data
 - Validate Staff Data
 - Sign off or Certification
 - Audit results
 - All Staff Report**
 - Salary Report
 - FTE Summary Report
 - Data Validation Reports
- Admin menu
 - Update contact info
 - User Privileges

A green arrow points from the 'All Staff Report' item in the 'Reports / Validations' section to the main content area.

The main content area, titled 'WISEstaff / Home', features a yellow warning banner at the top: 'Warning! Some of your staff members have warnings you should take a look at' with a 'View Warnings' button. Below this is a 'Staff Dashboard' section showing 'Missing Entity ID: 1' with a dropdown arrow. Further down is a 'WISEstaff System Messages' section with a 'Welcome!' message and 'Save' and 'Cancel' buttons at the bottom.

4. Complete Initial Certification – Review Reports

Caution: Staff missing entity id's will not be preliminary audited. Impacting feedback regarding license status and assignment.

WISEid WISEstaff WISE DPI Administration Help Change Agency Logout

Person
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All Staff Report
Salary Report
FTE Summary Report
Data Validation Reports

WISEstaff / Home

★ Gold star for you! No validation problems detected with your staff members.

Staff Dashboard

Missing Entity ID: 4

New - Use drop down arrow shows staff that are missing entity ids.

WISEid	First Name	Middle Name	Last Name	Suffix	Local Person ID
1009335223	SARAH	N	SAENZ		2015394
6144553351	YARELYS	M PAULINO	GONZALEZ		2015104
7551406278	TIFFANY	N	ALLEN		2015194
3011176853	CHARLES	T	BASALDUA		2015325

1 - 4 of 4 items

4. Complete Initial Certification – Initial Certification

Complete the “Initial Certification”. Initial Certification status indicates your data is ready for the preliminary audit.

- Person
 - Search/Edit
 - Report duplicates
- File Tasks
 - Upload
 - Results
- Reports / Validations
 - Staff Download by Local Person ID
 - Staff list
 - Manage Staff Data
 - Validate Staff Data
 - Sign off or Certification**
 - All Staff Report
 - Salary Report
 - FTE Summary Report
- Admin menu
 - Update contact info
 - User Privileges

WISEstaff / Staff Audit

Final Agency Certifications

Final Certification for Publication: I certify that the following WISEstaff data review requirements have been met or not met for this agency. Missing certifications will not prevent locking your data for the statewide snapshot.

☐ I certify that this agency's All Staff Report has been reviewed and approved by the responsible hiring agency.

Save You are unable to certify because validation errors exist. Please resolve validation errors. [Click here to resolve](#)

Kari Tenley - Wisconsin Dept of Public Instruction

Initial Agency Certifications

Check this box to certify collection is accurately and ready for Audit.

Initial Licensure Audit: I certify that the following WISEstaff data review requirements have been met or not met for this agency. Missing certifications will not prevent locking your data for the statewide snapshot.

☐ I certify that this agency's All Staff Report has been reviewed and approved by the responsible hiring agency.

Save You are unable to certify because validation errors exist. Please resolve validation errors. [Click here to resolve](#)

Click Save

Completing WISEstaff Step-by-Step

4. **Complete Initial Certifications.**
 - Review “All Staff Report”, “Salary Report” & “FTE Summary Report.”
 - Certify data for preliminary Audit.
5. **Once received, review preliminary Audit result reports from TEPDL. Review data quality reports.**
6. **Make necessary corrections to data based upon audit errors and data quality reports by repeating steps 2 & 3.**
7. **Complete Final Certification of staff data for final audit and publication.**



5. Review Audit Results & Data Quality checks

Audit reports will now be available in WISEstaff. Data Quality reports will be available in WISEstaff soon, this year they will be emailed.

WISId WISEstaff WISE DPI Administration Welcome Karl Tenley Agency: 7300 - Wisconsin Dept of Public Instruction Help Change Agency Logout

Person
Search/Edit
Report duplicates

Work with Staff Data
Upload
Results
Enter Aggregate
Staff FTE

Reports / Validations
Staff Download by
Local Person ID
Staff list
Manage Staff Data
Validate Staff Data
Sign off or
Certification
Audit results
All Staff Report
Salary Report
FTE Summary Report
Data Validation Reports

WISEstaff / Audit Results

Information about Audit Reports:

Please read this document for more information about this year's audit reports. [Click PDF](#) ← Instructions - Important to read

Audit Results

School Year	Version	File Name	Report Content Type	Snapshot Id
-------------	---------	-----------	---------------------	-------------

Audit Reports will show here when completed. Both the preliminary and final reports will be available.

Coming Soon!

Completing WISEstaff Step-by-Step

4. **Complete Initial Certifications**
 - Review “All Staff Report”, “Salary Report” & “FTE Summary Report.”
 - Certify data for preliminary Audit
5. **Once received, review preliminary Audit result reports from TEPD. Review data quality reports.**
6. **Make necessary corrections to data based upon audit errors and data quality reports by repeating steps 2 & 3.**
7. **Complete Final Certification of staff data for publication**



Completing WISEstaff Step-by-Step

4. **Complete Initial Certifications.**
 - Review “All Staff Report”, “Salary Report” & “FTE Summary Report.”
 - Certify data for preliminary Audit
5. **Once received, review preliminary Audit result reports from TEPDL. Review data quality reports.**
6. **Make necessary corrections to data based upon audit errors and data quality reports by repeating steps 2 & 3.**
7. **Complete Final Certification of staff data for final audit and publication.**



7. Complete Final Certification

Sign off to complete the final certification of the collection. DPI will publish certified data and TEPDL will run the final audit.

- Person
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 - Upload
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 - FTE Summary Report
- Admin menu
 - Update contact info
 - User Privileges

WISEstaff / Staff Audit

Final Agency Certifications

Check this box to certify collection is accurately and ready for Audit.

Final Certification for Publication: I certify that the following WISEstaff data review requirements have been met or not met for this agency. Missing certifications will not prevent locking your data for the statewide snapshot.

☐ I certify that this agency's All Staff Report has been reviewed and approved by the responsible hiring agency.

Save

You are unable to certify because validation errors exist. Please resolve validation errors. [Click here to resolve](#)

Click Save

Kari Tenley - Wisconsin Dept of Public Instruction

Initial Agency Certifications

Initial Licensure Audit: I certify that the following WISEstaff data review requirements have been met or not met for this agency. Missing certifications will not prevent locking your data for the statewide snapshot.

☐ I certify that this agency's All Staff Report has been reviewed and approved by the responsible hiring agency.

Save

You are unable to certify because validation errors exist. Please resolve validation errors. [Click here to resolve](#)

Questions / Answers



WISEstaff Help

<https://dpi.wi.gov/wisedata/help/wisestaff>



Feedback Site



wisedata.uservoice.com

Customer Feedback for Wisconsin Department of Public Instruction

New and returning users may [sign in](#)



Give feedback

Feedback forums

ASM

2 ideas

Courses and Sections
Collection

3 ideas

Ed-Fi Credential
Application

0 ideas

Interoperability Standards
Research and
Recommendations

3 ideas

School Directory

5 ideas

SPR

4 ideas

WISEdash for Districts

10 ideas

WISEdash Public Portal

0 ideas

WISEdata Conference

17 ideas

WISEdata Student Data
Collection

44 ideas

WISEgrants

0 ideas

WISEid

40 ideas

WISEstaff Collection

12 ideas

Recently updated ideas

Create option to export all the the validation messages.

PLANNED Updated 01/19/17 ·
[WISEdata Student Data Collection](#)

Child Count Export Include Disability Status

COMPLETED Updated 01/19/17 ·
[WISEdata Student Data Collection](#)

Color Matching

STARTED Updated 01/19/17 ·
[WISEdata Student Data Collection](#)

Search



Give feedback

ASM 2

Courses and Sections Collection 3

Ed-Fi Credential Application 0

Interoperability Standards Research and
Recommendations 3

School Directory 5

SPR 4

WISEdash for Districts 10

WISEdash Public Portal 0

WISEdata Conference 17

WISEdata Student Data Collection 44

WISEgrants 0

WISEid 40

WISEstaff Collection 12



Wisconsin Department of Public
Instruction

Feedback Site



WISEstaff Collection

— Customer Feedback for Wisconsin Department of Public Instruction

Add new suggestions

What is your idea for improving the Fall Staff Data

Enter your idea

Hot ideas Top New Status

Vote on suggestions

1

vote

Vote

Assignment Codes (link) posted on WISEstaff page

A link to the codes on the main WISEstaff page so I can use as guide for degree level, teacher, subject, etc. Need directions or videos in a hand spot. Maybe a page link off of the main menu (left hand side)?

0 comments · Flag idea as inappropriate...

6

votes

Vote

Create Staff Data

Create a Staff Data Dashboard with high level statistics and summaries with drill down by records. Data should compare select agencies to previous years and state averages.

0 comments · Flag idea as inappropriate...

Comment on suggestions

New and returning users may [sign in](#)

WISEstaff Collection

[Post a new idea...](#)

[All ideas](#)

[My feedback](#)

Search



Give feedback

[ASM](#) 2

[Courses and Sections Collection](#) 3

[Ed-Fi Credential Application](#) 0

[Interoperability Standards Research and Recommendations](#) 3

[School Directory](#) 5

[SPR](#) 4

[WISEdash for Districts](#) 10

[WISEdash Public Portal](#) 0

[WISEdata Conference](#) 17

[WISEdata Student Data Collection](#) 44

PLANNED

Joshua Roy (Admin, Wisconsin Department of Public Instruction) responded