



Massachusetts Department of
ELEMENTARY & SECONDARY
EDUCATION

EPIMS Data Handbook — Version 1.1

September 15, 2008

Revision History

Version	Date Posted	Date of Change	Description
Final 1.1	09/15/08	09/15/08	Replace all references to Department of Education to the Department of Elementary and Secondary Education Replace all references to DOE to ESE
	09/15/08	09/15/08	Page 3, 13, 19: the license/certificate definition has been updated. The license number is assigned when the license is issued not at the time of registration. The definition for value 00 was Not Known. The definition has been clarified. This value should be used to indicate that individual is working under a waiver from ESE.
Final 1.0	11/16/07	11/16/07	Page 53 WA10 Subject Area-Course: Note added to acceptable value code 99999 to explain that this will be counted as a core academic subject. Page 57 WA13 NCLB Instructional Para Req.: Clarified that acceptable value code 05 can only be applied to individuals not employed in a school with a Title I school-wide or within a Title I targeted assistance program within a school. Page 60 WA15 SMC: Notes updated to reflect that non-generalists at the non-secondary level can be coded as WA15 = 03-06. Updated footnotes on pages 59 and 60 to reference page 58.
	6/29/07	6/28/07	Page 52 WA09 Grade: Removed the example of a music teacher at the elementary level receiving a code of 99 (all grade levels). Music is a core academic subject. Core academic subjects must be reported at the individual class level with a separate class section (WA11) for every class a teacher instructs. Because it is unlikely that any one music class will consist of all the grade levels in a school, it was decided that music was a poor example for WA09=99.
	6/29/07	5/16/07	Page 53 WA10 Subject Area-Course: There are a total of 40 AP codes.
	5/9/07	5/9/07	Pages 13 and 19 Added <i>The value of before this field is not applicable for non-certified staff.</i> In same sentence, added quotation marks around <i>not applicable</i> . Pages 14, 18, and 45 Added text to definition of Local Employee Number for ID07, SR02, and WA02 to explain that this field can be marked “not applicable.” Added “not applicable” code to “Acceptable Values.” Page 53 In “Notes” for Advanced Placement (AP) Codes: Changed text to explain that not all AP Codes will have an A as the middle digit. Only 10 of the 39 AP codes will contain an A.

Massachusetts Department of Elementary and Secondary Education
EPIMS Data Handbook — Version 1.1

	3/7/07	3/5/07	Pages 34–42 “Notes” for SR18–SR26: Institution and subject can still be “not applicable” if type = 009–013. Pages 53–54 “Notes” for WA10: Incorporated <i>A Guide to Appendix G: WA10 Subject Area-Course Codes</i> expanding this section to two pages and changing the numbering of subsequent pages to end of document.
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Table of Contents

Introduction.....	2
List of EPIMS Data Elements.....	3
ID Maintenance: Assigning MEPIDs and Requesting MEPID Information.....	6
MEPID Data Elements.....	7
Data Collection: Demographic and Job-Related Information	15
Staff Roster Data Elements.....	16
Work Assignment Data Elements.....	43
Appendix A: Race-Ethnicity Codes.....	See <i>Excel file DHAppendices.xls</i>
Appendix B: Federal Salary Source Codes.....	See <i>Excel file DHAppendices.xls</i>
Appendix C: Degree Institution Codes	See <i>Excel file DHAppendices.xls</i>
Appendix D: Degree Subject Codes	See <i>Excel file DHAppendices.xls</i>
Appendix E: Job Classification Codes.....	See <i>Excel file DHAppendices.xls</i>
Appendix F: Teacher / Paraprofessional Assignment Codes.....	See <i>Excel file DHAppendices.xls</i>
Appendix G: Subject Area-Course Codes	See <i>Excel file DHAppendices.xls</i>

Introduction

The Education Personnel Information Management System (EPIMS) is an on-line, secure data collection of individuals employed in the public school districts of Massachusetts. EPIMS collects data at the individual level and will replace the District School Staffing Report (DSSR) that collects education personnel data in the aggregate. The data collection process under EPIMS is more accurate and comprehensive, enabling the Department to meet the federal No Child Left Behind (NCLB) reporting requirements and to inform policy and programmatic decisions.

EPIMS is enabled by the secure transmission of district data through the ESE's security portal and by MEPIDs (Massachusetts Education Personnel IDs), unique identifiers assigned to all education personnel and linked to their individual data. Within EPIMS there are two applications: ID Maintenance, for the assigning and looking up of MEPIDs, and the updating of MEPID-related information; and Data Collection, for the annual submission of personnel data. There is also a Reports section where EPIMS reports can be viewed and downloaded.

This handbook provides a detailed description of the data elements required in EPIMS. Seven data elements are required for the assigning of MEPIDs in ID Maintenance. Forty-one data elements are part of the yearly submission in Data Collection. Data Collection information are transmitted in two separate records: the staff roster, containing demographic information, and the work assignment. Each record that is submitted must contain an acceptable value in each data element and may not be left blank.

The following information is provided for each data element:

- Name — Name of the data element
- Definition — A brief definition of the element
- Data Type — Alphanumeric or Integer
- Maximum Length — The maximum number of characters allowed
- Minimum Length — The minimum number of characters allowed
- Acceptable Values* — A list of the values that can be submitted to the Department. If no values are listed, then any value of the acceptable type and length are permitted.
- Notes — Any additional information pertaining to the element such as its relationship and dependency on other elements.

*If the list of acceptable values was too long to include in this handbook, it has been provided in an appendix. These appendices are available in the *Excel* file *DHAppendices.xls*.

List of EPIMS Data Elements

MEPID Assign Record:

ID01 First Name

A name given to an individual at birth, during a naming ceremony, or through legal change.

ID02 Middle Name / Middle Initial

A secondary name given to an individual at birth, during a naming ceremony, or through legal change. If none exists, the code “NMN” (No Middle Name) should be entered in the field.

ID03 Last Name

The name borne in common by members of a family.

ID04 Date of Birth

The month, day, and year on which an individual was born. Format is mm/dd/yyyy.

ID05 Gender

The classification of an individual as male or female. Format is not case sensitive: M=Male and F=Female.

ID06 License / Certification Number

The number assigned by the Massachusetts Department of Elementary and Secondary Education at the time an individual receives their license.

ID07 Local Employee Number

A number used at the local district to identify an employee.

Staff Roster Record:

SR01 Massachusetts Education Personnel Identifier (MEPID)

A unique number assigned to an individual by the Massachusetts Department of Elementary and Secondary Education. Primary key linked to the work assignment record and to an individual’s identifying characteristics entered in ID Maintenance.

SR02 Local Employee Number

See *ID07*.

SR03 License / Certification Number

See *ID06*.

SR04 First Name

See *ID01*.

SR05 Middle Name / Middle Initial

See *ID02*.

SR06 Last Name

See *ID03*.

SR07 Date of Birth

See *ID04*.

SR08 Race-Ethnicity

The general racial category or categories that most clearly reflects the individual’s recognition of his or her community or with which the individual most identifies.

SR09 Employment Status at Time of Data Collection

The two-digit code that describes an individual’s employment status at the time of the collection.

SR10 Reason for Exit

The two-digit code that describes an individual’s reason for no longer being employed by the district.

SR11 Date of Hire

The date an individual’s most recent hire in the district.

SR12 Federal Salary Source 1

One of potentially multiple federal salary sources (maximum of 3) for an individual. If a source of the funding associated with the individual's salary is a federal grant, enter the specific code for that grant.

SR13 Percent of Federal Salary Source 1

Percent of an individual's salary paid from the federal grant identified in *Federal Salary Source 1*. Enter as a decimal to the thousandths (if necessary); e.g., .04, .25, .333, .5... 1.00.

SR14 Federal Salary Source 2

See *Federal Salary Source 1*.

SR15 Percent of Federal Salary Source 2

See *Percent of Federal Salary Source 1*.

SR16 Federal Salary Source 3

See *Federal Salary Source 1*.

SR17 Percent of Federal Salary Source 3

See *Percent of Federal Salary Source 1*.

SR18 Degree Type 1

One of potentially multiple educational degrees (maximum of 3) achieved by paraprofessionals, special education, and instructional support staff who are not certified in ELAR and must be reported in EPIMS.

SR19 Degree Institution 1

The educational institution from which the individual received the corresponding degree (*Degree Type 1*), or the code for out-of-country institutions.

SR20 Degree Subject 1

The major subject area in which the corresponding degree (*Degree Type 1*) was achieved.

SR21 Degree Type 2

See *Degree Type 1*.

SR22 Degree Institution 2

See *Degree Institution 1*.

SR23 Degree Subject 2

See *Degree Subject 1*.

SR24 Degree Type 3

See *Degree Type 1*.

SR25 Degree Institution 3

See *Degree Institution 1*.

SR26 Degree Subject 3

See *Degree Subject 1*.

Work Assignment Record:

WA01 Massachusetts Education Personnel Identifier (MEPID)

A unique number assigned to an individual by the Massachusetts Department of Elementary and Secondary Education. Primary key linked to the staff roster record and to an individual's identifying characteristics entered in ID Maintenance.

WA02 Local Employee Number

See *ID07*.

WA03 First Name

See *ID01*.

WA04 Middle Name / Middle Initial

See *ID02*.

WA05 Last Name

See *ID03*.

WA06 District / School Identification Number

The eight-digit code for the district and school where the individual is currently employed. Each district/school in Massachusetts has an eight-digit code assigned by ESE. The first four digits represent the district code. The second four digits represent the school code. The last four digits for a district position will equal "0000." A listing of ESE school codes can be found at: <http://www.doe.mass.edu/infoservices/data/sims/schoolcodes.html>

WA07 Job Classification

A description of the specific group of duties and responsibilities of a position.

WA08 Teacher / Paraprofessional Assignment

The specific educational or educational support activity in which teachers, paraprofessionals, and other instructional staff are involved and employed on a daily basis. This data element is not applicable for all staff.

WA09 Grade

The predominant grade(s) for which the specific assignment provides educational services. Where appropriate, ranges may be provided. This data element is not applicable for all staff.

WA10 Subject Area-Course Code

The description of a subject area and course that an individual teaches or provides support for. NCES coded values will be provided for academic subject areas and course descriptions and CIP codes will be provided for Chapter 74 programs to report vocational technical program areas. This data element is not applicable for all staff.

WA11 Class Section

The class section code will be a value provided by the school district. The class section code will identify the class assigned for that subject area-course and will be unique for the data collection within a school. This data element is not applicable for all staff.

WA12 Full Time Equivalent (FTE) (as per DSSR)

The ratio between the hours expected of a full-time position and the number of actual hours being provided by an individual (i.e., the percent of workday staff are involved in an assignment: 1.00 is a full-time employee; a half-time employee is a .50 FTE, etc.)

WA13 NCLB Instructional Paraprofessional Requirements

Two-digit code that denotes the level of paraprofessional training achieved by the individual who is working in a Title I school. This data element is not applicable for all staff.

WA14 Highly Qualified Teacher Status

Whether or not this individual meets the US DOE definition and criteria of highly qualified to teach a particular subject area-course. This data element is not applicable for all staff.

WA15 Subject Matter Competency

How this individual has demonstrated or has not demonstrated subject matter competency for this position. This data element is not applicable for all staff.

ID Maintenance: Assigning MEPIDs and Requesting MEPID Information

It is through the ID Maintenance application in EPIMS that districts will assign MEPIDs for their education personnel. A MEPID is assigned once and will stay with the individual throughout his or her career even if he or she is employed by another school district. A MEPID is associated with the individual, not with the district that assigned it.

Once MEPIDs are assigned, they can be looked up by any district in the state regardless of whether the MEPID was assigned by that district. Anyone with an EPIMS security role can access ID Maintenance and look up MEPID information. Districts assign their own security roles.

ID Maintenance should always contain the most current information on an individual. If an individual's name is changed, the name should be updated in ID Maintenance by the district in which the individual is currently employed.

Demographic data transmitted in staff roster and work assignment records must match the individual characteristics stored for that individual in the ID Maintenance section of the EPIMS system.

MEPID Data Elements

ID01 First Name

A name given to an individual at birth, during a naming ceremony, or through legal change.

Type: Alphanumeric

Length: Minimum 1
Maximum 30

Acceptable Values/Code Description:

The only special characters allowed in this field are the hyphen, apostrophe, period, and space.

Notes:

ID02 Middle Name / Middle Initial

A secondary name given to an individual at birth, during a naming ceremony, or through legal change. If none exists, the code “NMN” (No Middle Name) should be entered in the field.

Type: Alphanumeric

Length: Minimum 1
Maximum 30

Acceptable Values/Code Description:

The individual’s middle name or initial or NMN for those individuals with no middle name. The only special characters allowed in this field are the hyphen, apostrophe, and space. Periods following a middle initial will not be accepted.

Notes:

Districts are strongly encouraged to provide a complete middle name to avoid potential MEPID conflicts. The middle name or middle initial must match the middle name or middle initial entered in all subsequent staff roster and work assignment records.

ID03 Last Name

The name borne in common by members of a family.

Type: Alphanumeric

Length: Minimum 1
Maximum 30

Acceptable Values/Code Description:

The only special characters allowed in this field are the hyphen, apostrophe, period, and space.

Notes:

ID04 Date of Birth

The month, day, and year in which an individual was born.

Type: Date	Length: Minimum 10
mm/dd/yyyy	Maximum 10

Acceptable Values/Code Description:

Format must be mm/dd/yyyy.

Notes:

Individuals must be sixteen years old or older.

ID05 Gender

The classification of an individual as male or female.

Type: Alphanumeric

Length: Minimum 1

Maximum 1

Acceptable Values/Code Description:

Not case sensitive

F = Female – A woman

M = Male – A man

Notes:

ID06 License / Certification Number

The number assigned by the Massachusetts Department of Elementary and Secondary Education at the time the individual received their license. This data element is used to match certified staff to their licensure information maintained in the Educator Licensure and Recruitment (ELAR) database. The value of this field is “not applicable” for staff not licensed by the ESE.

Type: Alphanumeric

Length: Minimum 2
Maximum 20

Acceptable Values/Code Description:

00 = Not Applicable
01 = Individual working under a waiver
Or ELAR License number

Notes:

The license number entered in an individual’s staff roster record must match the license number associated with their MEPID in ID Maintenance.

ID07 Local Employee Number

A number used at the local district to identify an employee. If districts do not use local employee numbers or do not have local employee numbers for all personnel reported in EPIMS, the “not applicable” code should be used.

Type:	Alphanumeric	Length:	Minimum 1 Maximum 20
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Acceptable Values/Code Description:

An alphanumeric string 20 characters or less. Special characters other than the hyphen are not acceptable. Due to security concerns and confidentiality requirements, districts should not use social security numbers for their local employee numbers.

0 = Not Applicable

Notes:

Primary use of this field is to simplify the MEPID import process for districts.

Data Collection: Demographic and Job-Related Information

The Data Collection application enables the transmission of educator demographic and job-related information. The information submitted in Data Collection is relevant to a particular collection period and is considered a snapshot in time. Each collection period has a window during which information can be submitted. Once that collection is closed, the data cannot be updated.

The collection consists of two different types of records. The *staff roster record* contains demographic information and the *work assignment record* contains information related to an individual's work in a district. One, and only one, staff roster record must be submitted for each individual, but many individuals will have more than one work assignment record submitted in a collection period.

Lists of the data elements required for the staff roster (SR) and work assignment (WA) records follow. Both records require the MEPID to serve as the primary key linking the records to each other and to the individual associated with the MEPID in ID Maintenance. Name and date-of-birth fields repeat in both records to assist district data collectors in checking and correcting data.

Staff Roster Data Elements

SR01 Massachusetts Education Personnel Identifier (MEPID)

A unique number assigned to an individual by the Massachusetts Department of Elementary and Secondary Education.

Type:	Numeric	Length:	Minimum 8 Maximum 8
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Acceptable Values/Code Description:

Eight-digit state-assigned identification number

Notes:

The MEPID is the primary key that links the staff roster record to the work assignment record and to an individual's identifying characteristics entered in ID Maintenance.

SR02 Local Employee Number

A number used at the local district to identify an employee. If districts do not use local employee numbers or do not have local employee numbers for all personnel reported in EPIMS, the “not applicable” code should be used.

Type: Alphanumeric

Length: Minimum 1
 Maximum 20

Acceptable Values/Code Description:

An alphanumeric string 20 characters or less. Special characters other than the hyphen are not acceptable. Due to security concerns and confidentiality requirements, districts should not use social security numbers for their local employee numbers.

0 = Not Applicable

Notes:

Primary use of this field is to simplify the ability to review and edit the staff roster for districts.

SR03 License / Certification Number

The number assigned by the Massachusetts Department of Elementary and Secondary Education at the time the individual received their license. This data element is used to match certified staff to their licensure information maintained in the Educator Licensure and Recruitment (ELAR) database. The value of this field is “not applicable” for staff not licensed by the ESE.

Type: Alphanumeric

Length: Minimum 2
Maximum 20

Acceptable Values/Code Description:

00 = Not Applicable
01 = Individual working under a waiver
Or ELAR License number

Notes:

The license number entered in an individual’s staff roster record must match the license number associated with their MEPID in ID Maintenance.

SR04 First Name

A name given to an individual at birth, during a naming ceremony, or through legal change.

Type: Alphanumeric

Length: Minimum 1
Maximum 30

Acceptable Values/Code Description:

The only special characters allowed in this field are the hyphen, apostrophe, period, and space.

Notes:

The first name must match the first name entered in the work assignment record and to assign the MEPID in ID Maintenance.

SR05 Middle Name / Middle Initial

A secondary name given to an individual at birth, during a naming ceremony, or through legal change. If none exists, the code “NMN” (No Middle Name) should be entered in the field.

Type: Alphanumeric

Length: Minimum 1
Maximum 30

Acceptable Values/Code Description:

The individual’s middle name or initial or NMN for those individuals with no middle name. The only special characters allowed in this field are the hyphen, apostrophe, and space. Periods following a middle initial will not be accepted.

Notes:

Districts are strongly encouraged to provide a complete middle name to avoid potential MEPID conflicts. The middle name or middle initial must match the middle name or middle initial entered in the work assignment record and to assign the MEPID in ID Maintenance.

SR06 Last Name

The name borne in common by members of a family.

Type: Alphanumeric

Length: Minimum 1
 Maximum 30

Acceptable Values/Code Description:

The only special characters allowed in this field are the hyphen, apostrophe, period, and space.

Notes:

The last name must match the last name entered in the work assignment record and to assign the MEPID in ID Maintenance.

SR07 Date of Birth

The month, day, and year in which an individual was born.

Type:	Date	Length:	Minimum 10
	mm/dd/yyyy		Maximum 10

Acceptable Values/Code Description:

Format must be mm/dd/yyyy.

Notes:

The date of birth must match the date of birth entered in the work assignment record and to assign the MEPID in ID Maintenance.

Individuals must be sixteen years old or older.

SR08 Race-Ethnicity

The general racial category or categories that most clearly reflects the individual’s recognition of his or her community or with which the individual most identifies—1 of 62 possible choices.

Type: Alphanumeric

Length: Minimum 2
 Maximum 2

Acceptable Values/Code Description:

This chart is replicated in the *Excel* file *DHAppendices.xls* for easy importing to a database.

Ethnicity — Individual chooses one.		Race — Individual chooses one or more.				
Not Hispanic or Latino	Hispanic or Latino	White	Black or African American	Asian	American Indian or Alaska Native	Native Hawaiian or Other Pacific Islander
01	33	x				
02	34		x			
03	35			x		
04	36				x	
05	37					x
06	38	x	x			
07	39	x		x		
08	40	x			x	
09	41	x				x
10	42		x	x		
11	43		x		x	
12	44		x			x
13	45			x	x	
14	46			x		x
15	47				x	x
16	48	x	x	x		
17	49	x	x		x	
18	50	x	x			x
19	51	x		x	x	
20	52	x		x		x
21	53	x			x	x
22	54		x	x		x
23	55		x	x	x	
24	56		x		x	x
25	57			x	x	x
26	58	x	x	x	x	
27	59	x	x		x	x
28	60	x		x	x	x
29	61	x	x	x		x
30	62		x	x	x	x
31	63	x	x	x	x	x

SR09 Employment Status at Time of Data Collection

The two-digit code that describes an individual's employment status at the time of the collection.

Type:	Alphanumeric	Length:	Minimum 2 Maximum 2
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Acceptable Values/Code Description:

01 = Working
02 = On Paid Leave
03 = On Unpaid Leave
04 = Exited

Notes:

Employment Status and *Reason for Exit* fields are cross-checked. Only if an individual is coded as "exited" should there be a code designating a reason for exit in the *Reason for Exit* field. For all others, the *Reason for Exit* field should be coded as "not applicable."

SR10 Reason for Exit

The two-digit code that describes an individual's reason for no longer being employed by the district.

Type: Alphanumeric

Length: Minimum 2
Maximum 2

Acceptable Values/Code Description:

Codes for Reason for Exit

- 00 = Not Applicable
- 01 = Personal
- 02 = Layoff
- 03 = Contract Not Continued or Renewed
- 04 = District Discharge
- 05 = Death
- 06 = Retirement
- 07 = Reason Unknown/Other
- 08 = Other employment in Pre K–12 public education
- 09 = Other employment in education
- 10 = Other employment outside education

Notes:

Reason for Exit and *Employment Status* fields are cross-checked. If an individual is coded here with a reason for having exited, in other words, anything other than “not applicable,” the code in the preceding field for *Employment Status* must be for “exited.”

SR11 Date of Hire

The date of an individual's most recent hire in the district.

Type:	Date mm/dd/yyyy	Length:	Minimum 10 Maximum 10
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Acceptable Values/Code Description:

Format must be mm/dd/yyyy.

Notes:

Date must be prior to collection date.

If an individual was hired as a paraprofessional but has since been re-assigned to a teaching position, the date he or she was hired as a paraprofessional is the date used.

If an individual was hired in the district and subsequently exited the district, then later was re-employed in the district, the latter date is used.

SR12 Federal Salary Source 1

One of potentially multiple federal salary sources (maximum of 3) for an individual. If a source of the funding associated with the individual's salary is a federal grant, enter the specific code for that grant.

Type: Alphanumeric

Length: Minimum 3
Maximum 3

Acceptable Values/Code Description:

000 = Not Applicable or the appropriate three-character ESE Federal Grant Code

A current list of federal salary source codes is provided in the *Excel* file *DHAppendices.xls*.

Notes:

The list of federal salary source codes will need to be revised at the beginning of each collection period as the list of available federal grants changes.

Federal Salary Source 1 is associated with *Percent of Federal Salary Source 1*. If a code other than “not applicable” is used, a number other than zero must be entered in *Percent of Federal Salary Source 1*.

This should be the first set of fields used for federal salary source information. Do not enter the “not applicable” code in the first set of federal salary source fields and enter applicable information in the second and third field sets.

SR14 Federal Salary Source 2

One of potentially multiple federal salary sources (maximum of 3) for an individual. If a source of the funding associated with the individual's salary is a federal grant, enter the specific code for that grant.

Type: Alphanumeric

Length: Minimum 3
Maximum 3

Acceptable Values/Code Description:

000 = Not Applicable or the appropriate three-character ESE Federal Grant Code

A current list of federal salary source codes is provided in the *Excel* file *DHAppendices.xls*.

Notes:

The list of federal salary source codes will need to be revised at the beginning of each collection period as the list of available federal grants changes.

Federal Salary Source 2 is associated with *Percent of Federal Salary Source 2*. If a code other than “not applicable” is used, a number other than zero must be entered in *Percent of Federal Salary Source 2*.

This should be the second set of fields used for federal salary source information. If a code other than “not applicable” is entered here, there must be applicable information in the first set of federal salary source fields. Also, do not enter “not applicable” in this set of federal salary source fields and enter applicable information in the third field set.

SR16 Federal Salary Source 3

One of potentially multiple federal salary sources (maximum of 3) for an individual. If a source of the funding associated with the individual's salary is a federal grant, enter the specific code for that grant.

Type: Alphanumeric

Length: Minimum 3
Maximum 3

Acceptable Values/Code Description:

000 = Not Applicable or the appropriate three-character ESE Federal Grant Code

A current list of federal salary source codes is provided in the *Excel* file *DHAppendices.xls*.

Notes:

The list of federal salary source codes will need to be revised at the beginning of each collection period as the list of available federal grants changes.

Federal Salary Source 3 is associated with *Percent of Federal Salary Source 3*. If a code for a specific federal salary source is used, a number other than zero must be entered in *Percent of Federal Salary Source 3*.

This should be the third set of fields used for federal salary source information. If a code other than "not applicable" is entered here, there must be applicable information in the first and second sets of federal salary source fields.

SR19 Degree Institution 1

The educational institution from which the individual received the corresponding degree (*Degree Type 1*), or the code for out-of-country institutions.

Type: Alphanumeric

Length: Minimum 4
Maximum 4

Acceptable Values/Code Description:

The four character codes used by the College Board to identify domestic colleges is provided in the *Excel* file *DHAppendices.xls*.

0000 = Not Applicable

7777 = Foreign Educational Institution

8888 = Other Domestic Educational Institution

Notes:

An updated list will be provided at the time of the collection.

When ELAR is modified, this same list of codes will be used by ELAR.

Degree Institution 1 is associated with *Degree Type 1* and with *Degree Subject 1*. If any one of these fields is “not applicable,” they should all be “not applicable.” Also, if *Degree Type 1* = 009–013, *Degree Institution 1* and *Degree Subject 1* must be “not applicable.”

This is the first degree set to be completed. Complete *Degree Type 1*, *Degree Institution 1*, and *Degree Subject 1* before completing *Degree Type 2*, *Degree Institution 2*, and *Degree Subject 2* and *Degree Type 3*, *Degree Institution 3*, and *Degree Subject 3*.

SR20 Degree Subject 1

The major subject area in which the corresponding degree (*Degree Type 1*) was achieved.

Type:	Alphanumeric	Length:	Minimum 2 Maximum 2
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Acceptable Values/Code Description:

Please see the *Excel* file *DHAppendices.xls* for the list of degree subject codes.

Notes:

When ELAR is modified, this same list of codes will be used by ELAR.

Degree Subject 1 is associated with *Degree Type 1* and with *Degree Institution 1*. If any one of these fields is “not applicable,” they should all be “not applicable.” Also, if *Degree Type 1* = 009–013, *Degree Institution 1* and *Degree Subject 1* must be “not applicable.”

This is the first degree set to be completed. Complete *Degree Type 1*, *Degree Institution 1*, and *Degree Subject 1* before completing *Degree Type 2*, *Degree Institution 2*, and *Degree Subject 2* and *Degree Type 3*, *Degree Institution 3*, and *Degree Subject 3*.

SR22 Degree Institution 2

The educational institution from which the individual received the corresponding degree (*Degree Type 2*), or the code for out-of-country institutions.

Type:	Alphanumeric	Length:	Minimum 4 Maximum 4
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Acceptable Values/Code Description:

The four character codes used by the College Board to identify domestic colleges is provided in the *Excel* file *DHAppendices.xls*.

0000 = Not Applicable

7777 = Foreign Educational Institution

8888 = Other Domestic Educational Institution

Notes:

An updated list will be provided at the time of the collection.

When ELAR is modified, this same list of codes will be used by ELAR.

Degree Subject 2 is associated with *Degree Type 2* and with *Degree Institution 2*. If any one of these fields is “not applicable,” they should all be “not applicable.” Also, if *Degree Type 2* = 009–013, *Degree Institution 2* and *Degree Subject 2* must be “not applicable.”

This is the second degree set to be completed. Complete *Degree Type 1*, *Degree Institution 1*, and *Degree Subject 1* before completing *Degree Type 2*, *Degree Institution 2*, and *Degree Subject 2* and *Degree Type 3*, *Degree Institution 3*, and *Degree Subject 3*.

SR23 Degree Subject 2

The major subject area in which the corresponding degree (*Degree Type 2*) was achieved.

Type:	Alphanumeric	Length:	Minimum 2 Maximum 2
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Acceptable Values/Code Description:

Please see the *Excel* file *DHAppendices.xls* for the list of degree subject codes.

Notes:

When ELAR is modified, this same list of codes will be used by ELAR.

Degree Subject 2 is associated with *Degree Type 2* and with *Degree Institution 2*. If any one of these fields is “not applicable,” they should all be “not applicable.” Also, if *Degree Type 2* = 009–013, *Degree Institution 2* and *Degree Subject 2* must be “not applicable.”

This is the second degree set to be completed. Complete *Degree Type 1*, *Degree Institution 1*, and *Degree Subject 1* before completing *Degree Type 2*, *Degree Institution 2*, and *Degree Subject 2* and *Degree Type 3*, *Degree Institution 3*, and *Degree Subject 3*.

SR25 Degree Institution 3

The educational institution from which the individual received the corresponding degree (*Degree Type 3*), or the code for out-of-country institutions.

Type: Alphanumeric	Length: Minimum 4 Maximum 4
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Acceptable Values/Code Description:

The four character codes used by the College Board to identify domestic colleges is provided in the *Excel* file *DHAppendices.xls*.

0000 = Not Applicable

7777 = Foreign Educational Institution

8888 = Other Domestic Educational Institution

Notes:

An updated list will be provided at the time of the collection.

When ELAR is modified, this same list of codes will be used by ELAR.

Degree Subject 3 is associated with *Degree Type 3* and with *Degree Institution 3*. If any one of these fields is “not applicable,” they should all be “not applicable.” Also, if *Degree Type 3* = 009–013, *Degree Institution 3* and *Degree Subject 3* must be “not applicable.”

This is the third degree set to be completed. Complete *Degree Type 1*, *Degree Institution 1*, and *Degree Subject 1* before completing *Degree Type 2*, *Degree Institution 2*, and *Degree Subject 2* and *Degree Type 3*, *Degree Institution 3*, and *Degree Subject 3*.

SR26 Degree Subject 3

The major subject area in which the corresponding degree (*Degree Type 3*) was achieved.

Type:	Alphanumeric	Length:	Minimum 2 Maximum 2
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Acceptable Values/Code Description:

Please see the *Excel* file *DHAppendices.xls* for the list of degree subject codes.

Notes:

When ELAR is modified, this same list of codes will be used by ELAR.

Degree Subject 3 is associated with *Degree Type 3* and with *Degree Institution 3*. If any one of these fields is “not applicable,” they should all be “not applicable.” Also, if *Degree Type 3* = 009–013, *Degree Institution 3* and *Degree Subject 3* must be “not applicable.”

This is the third degree set to be completed. Complete *Degree Type 1*, *Degree Institution 1*, and *Degree Subject 1* before completing *Degree Type 2*, *Degree Institution 2*, and *Degree Subject 2* and *Degree Type 3*, *Degree Institution 3*, and *Degree Subject 3*.

Work Assignment Data Elements

WA01 Massachusetts Education Personnel Identifier (MEPID)

A unique number assigned to an individual by the Massachusetts Department of Elementary and Secondary Education.

Type: Alphanumeric

Length: Minimum 8
Maximum 8

Acceptable Values/Code Description:

Eight-digit state-assigned identification number

Notes:

The MEPID is the primary key that links any corresponding work assignment records to the staff roster record and to an individual's identifying characteristics entered in ID Maintenance.

WA02 Local Employee Number

A number used at the local district to identify an employee. If districts do not use local employee numbers or do not have local employee numbers for all personnel reported in EPIMS, the “not applicable” code should be used.

Type: Alphanumeric

Length: Minimum 1
Maximum 20

Acceptable Values/Code Description:

An alphanumeric string 20 characters or less. Special characters other than the hyphen are not acceptable. Due to security concerns and confidentiality requirements, districts should not use social security numbers for their local employee numbers.

0 = Not Applicable

Notes:

Primary use of this field is to simplify the ability to review and edit the staff roster for districts.

WA03 First Name

A name given to an individual at birth, during a naming ceremony, or through legal change.

Type: Alphanumeric

Length: Minimum 1
Maximum 30

Acceptable Values/Code Description:

The only special characters allowed in this field are the hyphen, apostrophe, period, and space.

Notes:

The first name must match the first name entered in the staff roster record and to assign the MEPID in ID Maintenance.

This field is included to assist districts in identifying individuals for checking data.

WA04 Middle Name / Middle Initial

A secondary name given to an individual at birth, during a naming ceremony, or through legal change. If none exists, the code “NMN” (No Middle Name) should be entered in the field.

Type: Alphanumeric

Length: Minimum 1
Maximum 30

Acceptable Values/Code Description:

The individual’s middle name or initial or NMN for those individuals with no middle name. The only special characters allowed in this field are the hyphen, apostrophe, and space. Periods following a middle initial will not be accepted.

Notes:

Districts are strongly encouraged to provide a complete middle name to avoid potential MEPID conflicts. The middle name or middle initial must match the middle name or middle initial entered in the staff roster record and to assign the MEPID in ID Maintenance.

This field is included to assist districts in identifying individuals for checking data.

WA05 Last Name

The name borne in common by members of a family.

Type: Alphanumeric

Length: Minimum 1
Maximum 30

Acceptable Values/Code Description:

The only special characters allowed in this field are the hyphen, apostrophe, period, and space.

Notes:

The last name must match the last name entered in the staff roster record and to assign the MEPID in ID Maintenance.

This field is included to assist districts in identifying individuals for checking data.

WA06 District / School Identification Number

The eight-digit code for the district and/or school where the individual is currently employed. Each district/school in Massachusetts has an eight-digit code assigned by the ESE. The first four digits represent the district code. The second four digits represent the school code. The last four digits for a district position will equal “0000.” A listing of ESE school codes can be found at: <http://www.doe.mass.edu/infoservices/data/sims/schoolcodes.html>

Type: Alphanumeric

Length: Minimum 8
Maximum 8

Acceptable Values/Code Description:

Only school codes currently reported as being open in Directory Administration will be accepted.

Notes:

This code should reflect the job classification, not the actual location of an individual’s office. If the individual is an administrator at the district level, the district code should be reported. If the individual is an administrator for a school, the school code should be reported.

WA07 Job Classification

A description of the specific group of duties and responsibilities of a position.

Type: Alphanumeric

Length: Minimum 4
Maximum 4

Acceptable Values/Code Description:

A complete list of job classification codes is provided in the *Excel* file *DHAppendices.xls*.

Notes:

Examples of job classifications for which codes will be provided:

- Superintendent of Schools
- Teacher
- Occupational Therapist
- Librarians

WA08 Teacher / Paraprofessional Assignment

The specific educational or educational support activity in which teachers, paraprofessionals, and other instructional staff are involved and employed on a daily basis. This data element is not applicable for all staff.

Type: Alphanumeric

Length: Minimum 3
Maximum 3

Acceptable Values/Code Description:

A complete list of assignment codes is provided in the *Excel* file *DHAppendices.xls*.

000 = Not Applicable

Notes:

Examples of teacher/paraprofessional assignments for which codes will be provided:

- Severe Disabilities Consultative Content Instructors
- Secondary Level ESL Teacher
- Title I Instructional Paraprofessional

WA09 Grade

The predominant grade(s) for which the specific assignment provides educational services. Where appropriate, ranges may be provided. This data element is not applicable for all staff.

Type: Alphanumeric

Length: Minimum 1
Maximum 4

Acceptable Values/Code Description:

00 = Grade does not apply to this assignment

PK = Pre-Kindergarten

K = Kindergarten

01 = Grade 1

K01 = Grade K/1

0102 = Grade 1/2

02 = Grade 2

03 = Grade 3

04 = Grade 4

05 = Grade 5

06 = Grade 6

07 = Grade 7

08 = Grade 8

09 = Grade 9

10 = Grade 10

11 = Grade 11

12 = Grade 12

88 = Multiple — This assignment provides instruction or services to students in multiple grades. The grade “multiple” should be used to report a special education classroom teacher or the teacher of an ELL class.

99 = All — The individual in this assignment provides instruction or services to all grade levels in the school.

Notes:

The intended grade for specific courses should be reported. A limited number of records will be accepted with the value of “88” and “99.”

WA10 Subject Area-Course

The subject area-course taught by an individual or for which he or she provides support. NCES coded values will be provided for academic subject areas and course descriptions and CIP codes will be provided for Chapter 74 programs to report vocational technical program areas. This data element is not applicable for all staff.

Type:	Alphanumeric	Length:	Minimum 5 Maximum 7
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Acceptable Values/Code Description:

A complete list of subject area-course codes is provided in the *Excel* file *DHAppendices.xls*.

00000 = Not Applicable (Administrative staff should report “not applicable” in this field.)

99999 = All Subjects (This code is considered a core academic subject code. HQ is required.)

Notes:

Secondary Codes (*format = 5 digits: __ [subject area] __ __ [course]*)

The first two digits identify the subject area and the next three digits identify the specific course. (See *Table 1*.) The majority of the subject area-courses listed in the appendix are at the secondary level.

Middle School Codes (*format = 6 digits: _ _ _ _ _ M*)

Middle school codes have been added to the subject area-course list since the pilot collection. Like the secondary codes, the middle school codes are grouped by the subject area identified in the first two digits. Middle school codes were created by duplicating the “other” courses and adding an “M” to the end of the five-digit codes. In addition, the word “Other” in the subject area-course name was changed to “Middle School.” The “Other” courses should only be used for courses at the secondary level. There are 114 middle school courses.

Non-Secondary Codes (*format = 5 digits: __ 000*)

Since multiple courses do not exist for each subject area at the non-secondary or elementary level, the last three digits are 000. (See *Table 2*.) If an elementary school teacher is responsible for all subjects, the 99999 code should be used.

Advanced Placement (AP) Codes (*format = 5 digits: __ A _*)

The AP Codes already in use for SIMS are mapped in Appendix G to the appropriate EPIMS code. Like the secondary codes, the EPIMS AP codes are grouped by the subject area identified in the first two digits. When mapping to the SIMS codes, it was necessary to add an “A” to the third digit of some of these codes. There are 40 AP codes in all, 10 contain the “A.”

Classification of Instructional Program (CIP) Codes: (*format = 7 digits: C _ _ _ _ _*)

Schools with Chapter 74-Approved Vocational Technical Education Programs are required to use the Classification of Instructional Program (CIP) Codes to report in EPIMS. The CIP codes are now listed at the end of the code list in the *Excel* file *DHAppendices.xls*. These are the same codes used in SIMS except a leading “C” has been added. The EPIMS/NCES codes should still be used to report teachers of academic courses.

Schools that do not have Chapter 74-Approved Programs should report subject area-course code information using only the five-character EPIMS/NCES codes for teachers of vocational and academic classes.

Table 1: Coding Format for Secondary Subject Area-Courses

Secondary Subject Area	Code	Subject Area-Course Code
English Language and Literature	01	01_ _ _ _
Mathematics	02	02_ _ _ _
Life and Physical Sciences	03	03_ _ _ _
Social Sciences and History	04	etc.
Fine and Performing Arts	05	
Foreign Language and Literature	06	
Religious Education and Theology	07	
Physical, Health, and Safety Education	08	
Military Science	09	
Computer and Information Sciences	10	
Communications and Audio/Visual Technology	11	
Business and Marketing	12	
Manufacturing	13	
Health Care Sciences	14	
Public, Protective, and Government Service	15	
Hospitality and Tourism	16	
Architecture and Construction	17	
Agriculture, Food, and Natural Resources	18	
Human Services	19	
Transport., Distribution and Logistics	20	
Engineering and Technology	21	
Miscellaneous	22	
Special Education Services	23	

Table 2: Coding Format for Non-Secondary Subject Area-Courses

Non-Secondary Subject Area	Code	Subject Area-Course Code
English Language and Literature	51	51000
Mathematics	52	52000
Life and Physical Sciences	53	53000
Social Sciences and History	54	etc.
Fine and Performing Arts	55	
Foreign Language and Literature	56	
Religious Education and Theology	57	
Physical, Health, and Safety Education	58	
Military Science	59	
Computer and Information Sciences	60	
Communications and Audio/Visual Technology	61	
Business and Marketing	62	
Manufacturing	63	
Health Care Sciences	64	
Public, Protective, and Government Service	65	
Hospitality and Tourism	66	
Architecture and Construction	67	
Agriculture, Food, and Natural Resources	68	
Human Services	69	
Transport., Distribution and Logistics	70	
Engineering and Technology	71	
Miscellaneous	72	
Special Education Services	73	

WA11 Class Section

The class section code will be a value provided by the school district. The class section code will identify the class assigned for that subject area-course and will be unique for the data collection within a school. This data element is not applicable for all staff.

Type: Alphanumeric

Length: Minimum 1
Maximum 20

Acceptable Values/Code Description:

An alphanumeric string 20 characters or less. Special characters other than a hyphen, period, and space are not acceptable.

0 = Not Applicable

Notes:

WA12 Full Time Equivalent (FTE) (as per DSSR)

The ratio between the hours expected of a full-time position and the number of actual hours being provided by an individual (i.e., the percent of workday staff are involved in an assignment: 1.00 is a full-time employee; a half-time employee is a .50 FTE, etc.)

Compute a part-time employee's FTE by dividing the time worked by the amount of time required for a full-time position.

E.g., (a) for a teacher employed three hours each day when full time is considered to be six hours, calculate 3 divided by 6 equals .50

(b) for a teacher employed one day a week, calculate 1 divided by 5 equals .20

Enter as a decimal to the thousandths (if necessary); e.g., .04, .25, .333, .5... 1.00 representing the FTE for that assignment.

Type: Numeric with 3 decimal places **Length:** Minimum 2
Maximum 5

Acceptable Values/Code Description:

00 = Not Applicable

to 1.00 = Representing 100%

Notes:

WA13 NCLB Instructional Paraprofessional Requirements

Two-digit code that denotes the level of paraprofessional training achieved by the individual who is working in a Title I school. This data element is not applicable for all staff.

Type: Alphanumeric	Length: Minimum 2 Maximum 2
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Acceptable Values/Code Description:

00 = Not Applicable (not employed as a paraprofessional)

01 = Associate's (or higher) Degree; or 2 years/48 credit hours of study at an institution of higher education

02 = Formal Standardized Tests: Parapro or WorkKeys

03 = Formal Local Assessment:

Individual Paraprofessional Training Plans that include end-of-year course assessments or products.

Aligned with the *Learning Guidelines for Title I Instructional Paraprofessionals* and *Guidelines for Creating Local Assessment Programs for Title I Paraprofessionals*.

04 = Paraprofessional, not qualified by the above categories

05 = Paraprofessional, not required to be qualified. *Paraprofessionals not required to be qualified are non-Title I paraprofessionals (WA08 = 402–405) who are not employed in a targeted assistance or school-wide Title I program.*

Notes:

Individuals not reporting paraprofessional job classifications should answer “not applicable” in this field, even if they are qualified paraprofessionals but are not currently employed as such.

Paraprofessionals who are not working in Title I schools should be reported with the code 05, even if they meet one of the qualifications identified by codes 01 through 04. Degree information will be reported in the Staff Roster Record. It does not need to be reported here.

The US DOE requires instructional paraprofessionals (IPPs) in Title I targeted assistance and school-wide programs to have earned:

- a high school diploma or its equivalent (e.g., a GED) and
- either an associate's (or higher) degree; completed at least two years or 48 credit hours of study at an institution of higher education; taken and passed either the ParaPro test or WorkKeys assessment; OR have obtained 360 Paraprofessional Training Points (PTPs) as part of a district local assessment program.

For Title I school-wide programs, the requirements apply to all paraprofessionals carrying out instructional duties without regard to how their position is funded. For Title I targeted assistance programs, the requirements apply to any instructional paraprofessional who is paid with Title I funds.

For additional information regarding the qualification requirements and the formal state or local assessment, please refer to the Department's policy document

http://www.doe.mass.edu/nclb/hq/paraprof_policy.pdf.

WA14 Highly Qualified Teacher Status

Whether or not this individual meets the US DOE definition and criteria of highly qualified to teach a particular subject area-course. This data element is not applicable for all staff.

Type: Alphanumeric	Length: Minimum 2 Maximum 2
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Acceptable Values/Code Description:

00 = Not Applicable
01 = Yes
02 = No

Notes:

In order to meet the **highly qualified** definition as described in NCLB, Massachusetts' teachers:

- must possess a valid Massachusetts Preliminary, Initial, or Professional license,
AND
- demonstrate subject matter competency in the areas they teach. NCLB subject matter competence requirements are applied differently to those who teach at different levels.

Elementary teachers may demonstrate **competence** in reading, writing, mathematics, and other areas of the basic elementary school curriculum through one of the following:

- Passing the Massachusetts Test for Educator Licensure (MTEL) Elementary Subject Matter Test;
OR
- Massachusetts High Objective Uniform State Standard of Evaluation (HOUSSE*): an approved Individual Professional Development Plan (IPDP) aligned with HOUSSE requirements.

Middle and secondary school teachers may demonstrate **subject matter competence** in each of the areas they are teaching through **ONE** of the following:

- Passing the Massachusetts Test for Educator Licensure (MTEL) appropriate Subject Matter Test;

* Massachusetts High Objective Uniform State Standard of Evaluation (MA HOUSSE)

NCLB allows states to define a high objective uniform state standard of evaluation to provide educators with an additional option to demonstrate subject matter competency. Veteran educators, who have not demonstrated subject matter competency through the Massachusetts Test for Educator Licensure (MTEL) or other options defined in NCLB, may demonstrate subject matter competency through an approved Individual Professional Development Plan (IPDP). Educators must align their IPDP with school and district improvement goals, complete eligible professional development programs and activities designed to support and increase student learning, and demonstrate proficiency through an end-of-course assessment or product.

Currently, educators licensed in or prior to 1999 are able to continue to utilize the HOUSSE option until June 30, 2007. HOUSSE will be completely phased out effective July 1, 2007 for all teachers except the specific population of teachers in the shortage areas of English Language Learners and Special Education teachers.

Please refer to the Department's Web site (<http://www.doe.mass.edu/nclb/hq/>) for additional information about how the requirements are applied to different groups of teachers.

- Completion of an appropriate academic major;
- Completion of an appropriate graduate degree;
- Completion of comparable coursework equivalent to an undergraduate academic major;
- Advanced certification or credentialing; or
- Massachusetts High Objective Uniform State Standard of Evaluation (HOUSSE*): an approved Individual Professional Development Plan (IPDP) aligned with HOUSSE requirements.

Special Education teachers in public schools and public charter schools who

- (a) are teaching core academic subjects *and*
- (b) are the only teachers of those subjects for students with disabilities

must meet the same HQ standards as all teachers under NCLB by possessing a Massachusetts teaching license in special education and must demonstrate subject matter competency in each of the core academic subjects in which he or she teaches in order to be considered HQ in that subject. No individual in a teaching position who is working pursuant to a “waiver” is considered to be HQ, regardless of job assignment

Special education teachers who are working exclusively as “**consultative teachers**” meet HQ standards as long as they are licensed as a special education teacher in Massachusetts. Consultative teachers are not required to demonstrate subject matter competency because they are not the primary teachers of core academic subjects.

For additional information regarding special education staff please see the Administrative advisory posted in March 2005. http://www.doe.mass.edu/sped/advisories/05_1.html.

Massachusetts charter school teachers who teach core academic subjects do not need a Massachusetts license, but they must hold a Bachelor’s degree and demonstrate competence in the subject area in which they teach. Charter school teachers may demonstrate subject matter competence through any one of the options available to elementary and middle/secondary teachers. A charter school teacher needs only to have demonstrated subject matter competency in order to be reported as highly qualified.

Teachers who teach core academic courses in vocational technical schools are required to meet the definition of a highly qualified teacher. A teacher who teaches an academic course in a vocational technical school must hold a Bachelor’s degree, be licensed or certified by the State, and demonstrate subject matter competence in order to be considered highly qualified.

* See footnote, p. 58.

WA15 Subject Matter Competency

How this individual has demonstrated or has not demonstrated subject matter competency for this position. This data element is not applicable for all staff.

Type: Alphanumeric

Length: Minimum 2
Maximum 2

Acceptable Values/Code Description:

00 = Not Applicable.

01 = Has not yet demonstrated subject matter competency.

02 = Passed the Massachusetts Test for Educator Licensure (MTEL) appropriate Subject Matter Test.

03 = Completion of an appropriate academic major.

04 = Completion of an appropriate graduate degree.

05 = Completion of comparable coursework equivalent to an undergraduate academic major.

06 = Advanced certification or credentialing.

07 = Massachusetts High Objective Uniform State Standard of Evaluation (HOUSSE*): an approved Individual Professional Development Plan (IPDP) aligned with HOUSSE requirements.

Notes:

This field is associated with the *Highly Qualified Status* field. Only if an individual is coded as “yes” for *Highly Qualified Status*, should anything but “not applicable” be entered here. The exception to this rule is for special education consultative and ELL staff. These individuals are considered highly qualified by their certifications.

Codes 03–06 are valid for non-generalists and middle/secondary teachers only. For example, an elementary teacher of a specific subject (not coded as teaching “all subjects,” WA10 = 99999) can demonstrate subject matter competency through the ways represented by codes 03–06.

* See footnote, p. 58.