Center for Educational Performance and Information (CEPI)

Nonpublic School Personnel Report

Application User's Guide

Fall 2014

Questions?
Email: CEPI@michigan.gov
Phone: 517-335-0505, option 3

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Introduction

This User's Guide is intended for all authorized users of the Nonpublic School Personnel Report (NPSPR) Application. Along with this document, please read the NPSPR Data Field Descriptions and any addenda posted to the NPSPR Web page at www.michigan.gov/cepi. Click on the "Nonpublic School Personnel Report" link located under Quick Links on the right navigation bar. The User's Guide is divided into sections to correlate with the online application and includes general information about each field for which data are to be submitted. Instructions for using the data entry system and for creating reports of the data submitted are also in this User's Guide.

General Information

What information is entered into the Nonpublic School Personnel Report?

The NPSPR is designed to collect basic employment elements relating to all nonpublic school personnel. Personnel data must be submitted once each year in the fall. Data are entered and edited online.

Data compiled via the NPSPR will be used to meet the requirements of school safety legislation. Effective January 1, 2006, Michigan law requires that criminal history checks be conducted by the Michigan State Police and the Federal Bureau of Investigation for all regular and contracted employees hired or assigned by public and nonpublic schools.

When is the Nonpublic School Personnel Report due?

The deadline for data submission is December 1, 2014. The application is open from September 1 through December 1, 2014.

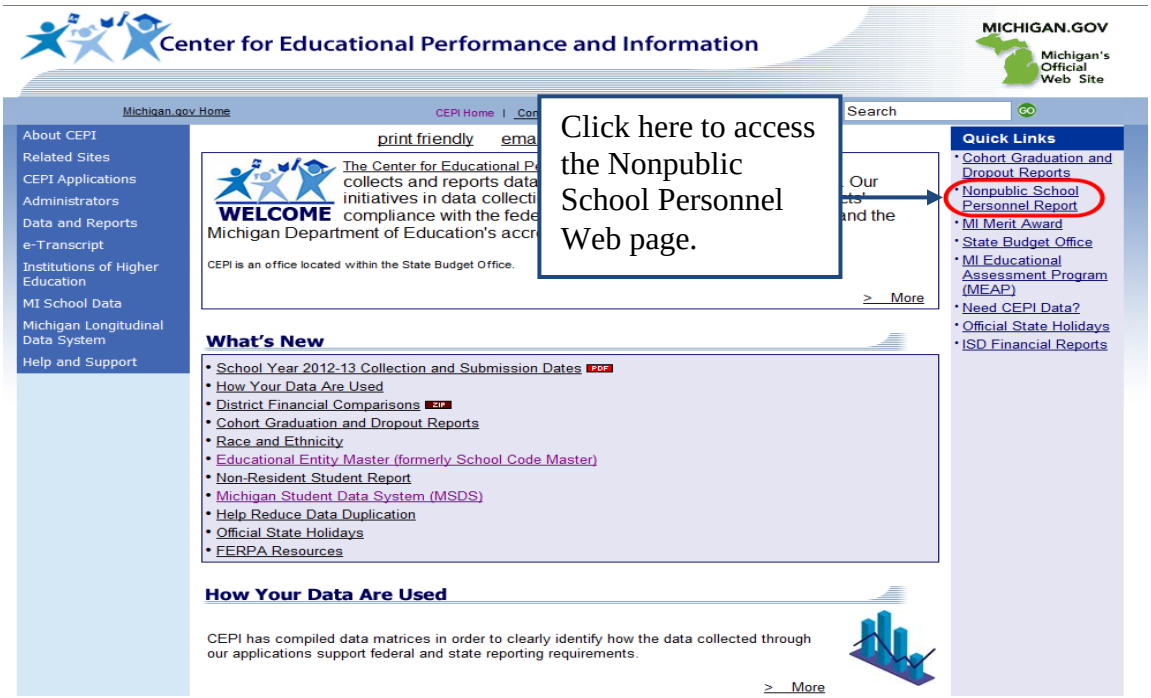
Need help?

Michigan Education Information System (MEIS) Account or Password

If you have problems remembering your MEIS login ID or password for the NPSPR, please visit https://cepi.state.mi.us/MEIS/login.aspx. If you are still unable to log in, please contact CEPI customer support at CEPI@michigan.gov or (517) 335-0505, option 3.

Nonpublic School Personnel Report Content Information and Resource Materials

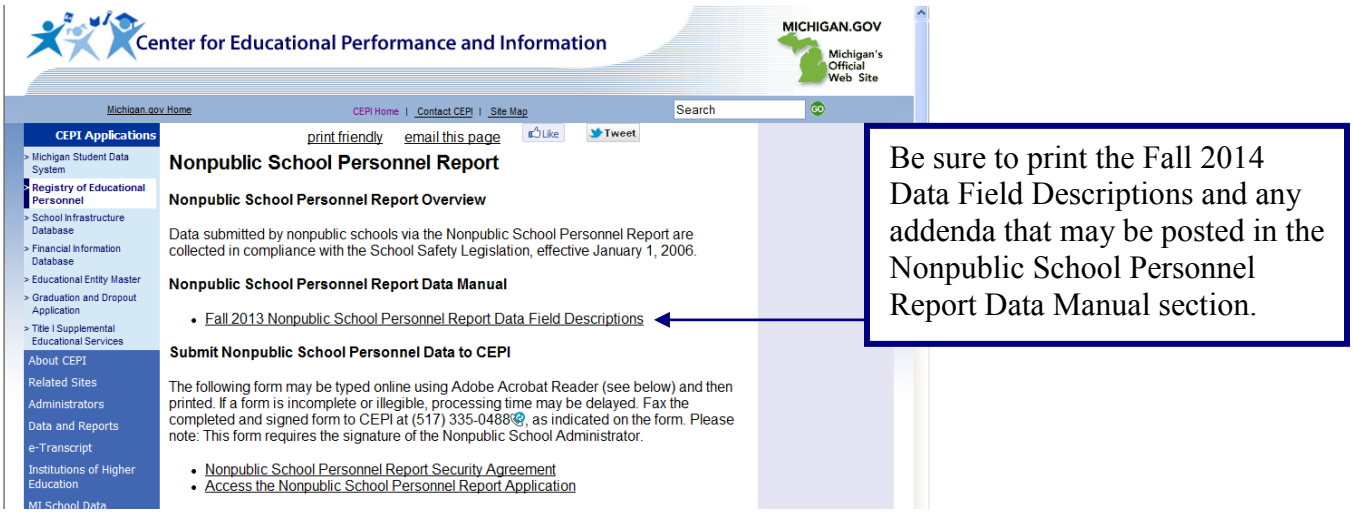
For detailed information about the NPSPR, please visit the CEPI website at www.michigan.gov/cepi. Click on the "Nonpublic School Personnel Report" link located on the right navigation bar under the Quick Links heading. This link will provide information about the submission of the NPSPR, such as the Data Field Descriptions, current submission information, resource materials, access to the application and the Security Agreement form.



For questions regarding report content, please email CEPI@michigan.gov or call the CEPI customer support team at 517-335-0505, option 3. Please provide your name, school code and school name, the CEPI application name, your telephone number (including area code and extension), your email address and your specific questions.

Nonpublic School Personnel Report Data Field Descriptions

The NPSPR Data Field Descriptions document contains information regarding the required data elements for each submission cycle. Use this document, along with the NPSPR User's Guide, to assist you with your data submission.



Application Startup and Security

Authorized User – Your MEIS Account

The NPSPR Application is available to individuals who first obtain an MEIS account (MEIS account number, user name and password) and then receive authorization via a security agreement application for the NPSPR Application. If you do not have an MEIS account, go to the MEIS website at https://cepi.state.mi.us/MEIS/login.aspx/ (screen below). You may use the same MEIS account number for all MEIS applications, but you must submit a separate security agreement for each application you wish to access.

If you have an MEIS account, but you do not remember your MEIS login ID or password, please go to https://cepi.state.mi.us/MEIS/login.aspx/ to reset your password. If you require further assistance, please contact CEPI customer support at 517-335-0505, option 3, or via email at CEPI@michigan.gov.

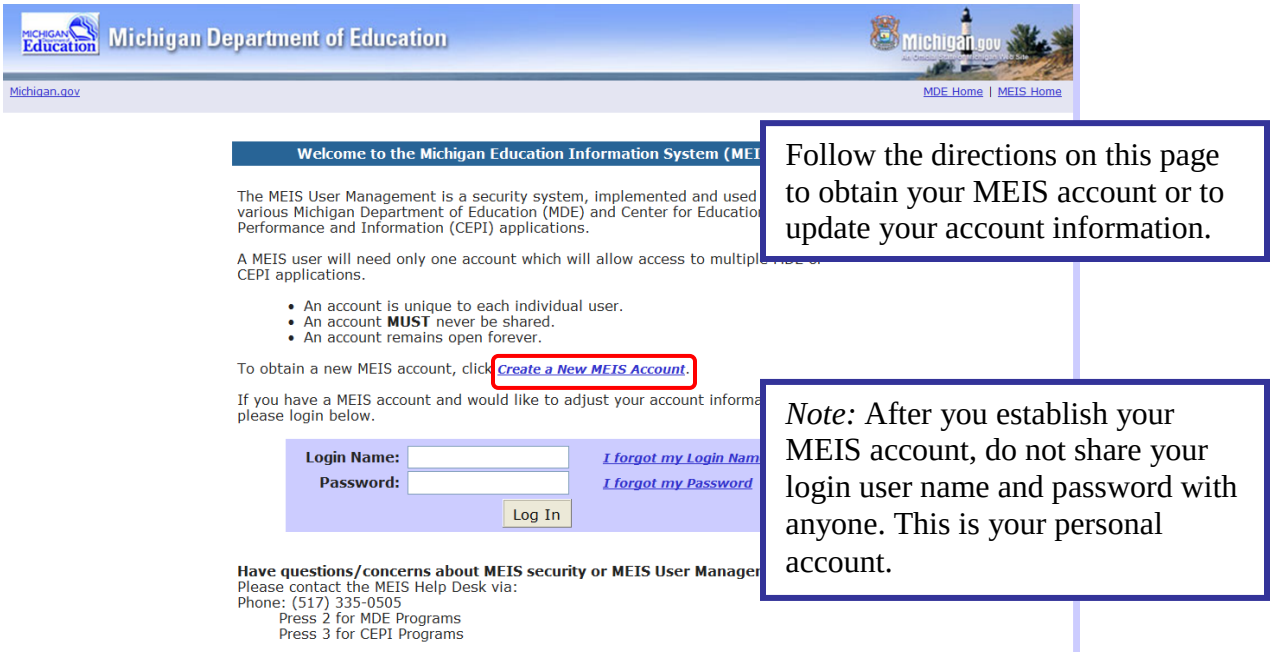
Create Your MEIS Account

MEIS User Management is a security system for use with all MEIS applications. An MEIS user will need only one account, which will allow access to multiple MEIS applications.

- MEIS accounts are unique to each individual user.
- MEIS accounts **must never** be shared.
- MEIS accounts remain open forever.

If you do not already have a MEIS account, go to the MEIS website at: https://cepi.state.mi.us/MEIS/login.aspx/ and click "Create a New MEIS Account."

The following screen will appear:



Updating your MEIS Account – Email or Phone Number

If you already have an MEIS account and need to update either an email address or a phone number, please do the following:

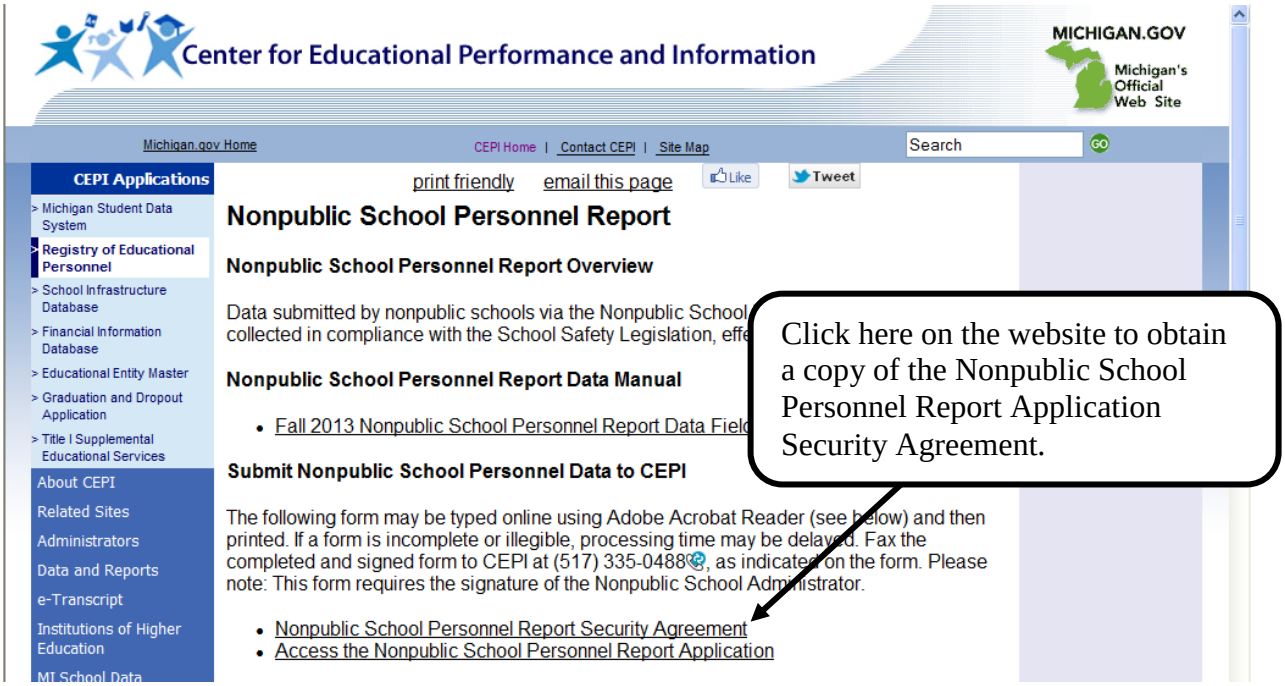
Go to: https://cepi.state.mi.us/MEIS/login.aspx/

a. Log in as an MEIS User.
b. Click on "View/Update User Profile."
c. Click "Edit," make changes, and then click on "Update."
d. Click on "Return to the MEIS Main Menu."
e. Log out of MEIS.

Security Agreement

After you have established your MEIS account, download the NPSPR Security Agreement from the NPSPR Web page on the CEPI website at www.michigan.gov/cepi. Click on "Nonpublic School Personnel Report" located under the Quick Links on the right navigation bar. The Security Agreement link is located under the heading titled, **Submit Nonpublic School Report Data to CEPI**. Application security forms are also posted on the CEPI Help and Support Web page at http://www.michigan.gov/cepi/0,4546,7-113-64126---,00.html#login.

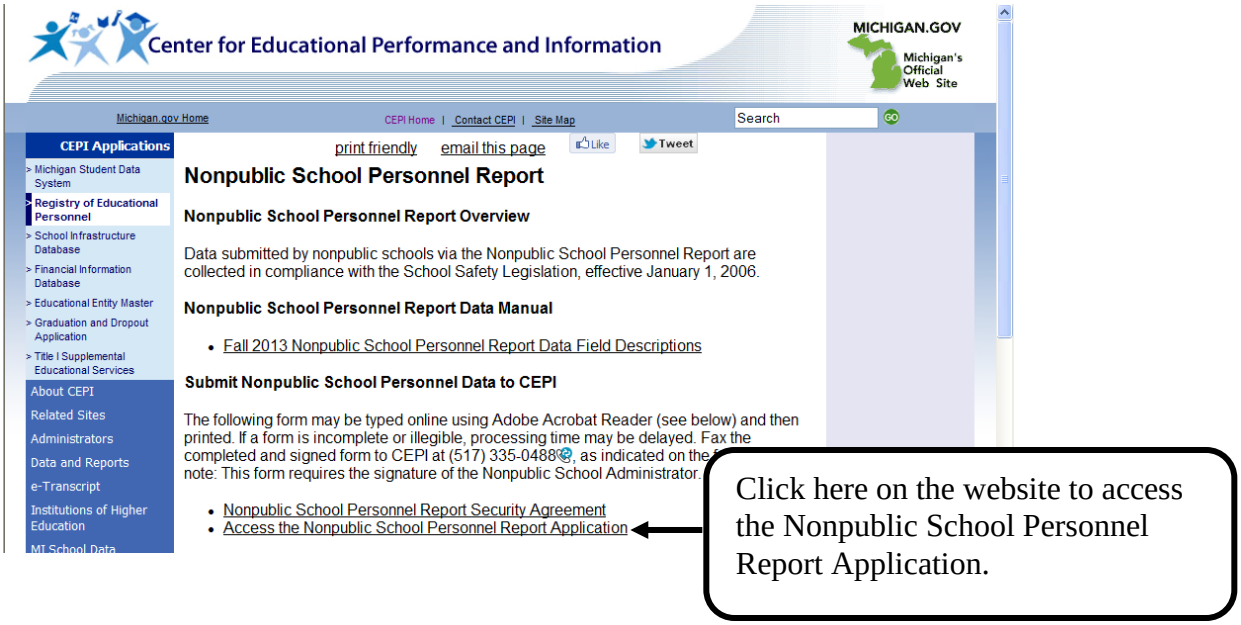
Follow the directions on the security form. Once you have completed the NPSPR Security Agreement and it has been processed by the CEPI customer support team, you will receive an email notification that you have access to the application. Once you have security access to the application, you are ready to begin.



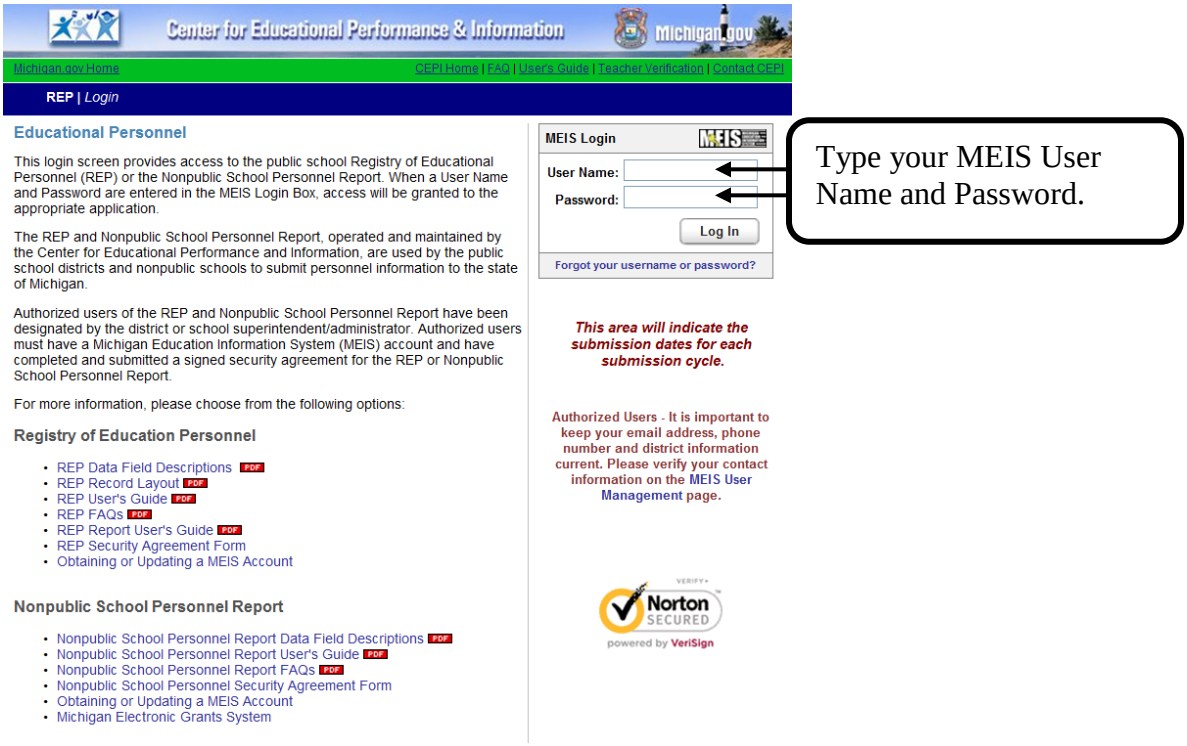
Nonpublic School Personnel Report Application

Accessing the Nonpublic School Personnel Report Application

Click "Access the Nonpublic School Personnel Report Application" under the heading Submit Nonpublic School Personnel Report Data to CEPI (as shown in the above diagram below the security agreement link) to access the application.



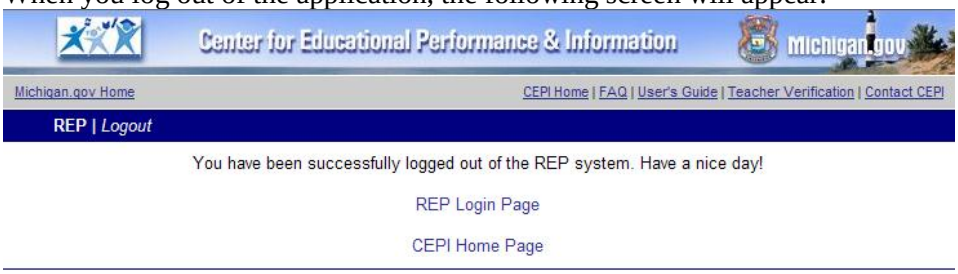
When you click on "Nonpublic School Personnel Report Application," the following screen will be displayed. The next step is to enter your MEIS login User Name and Password:



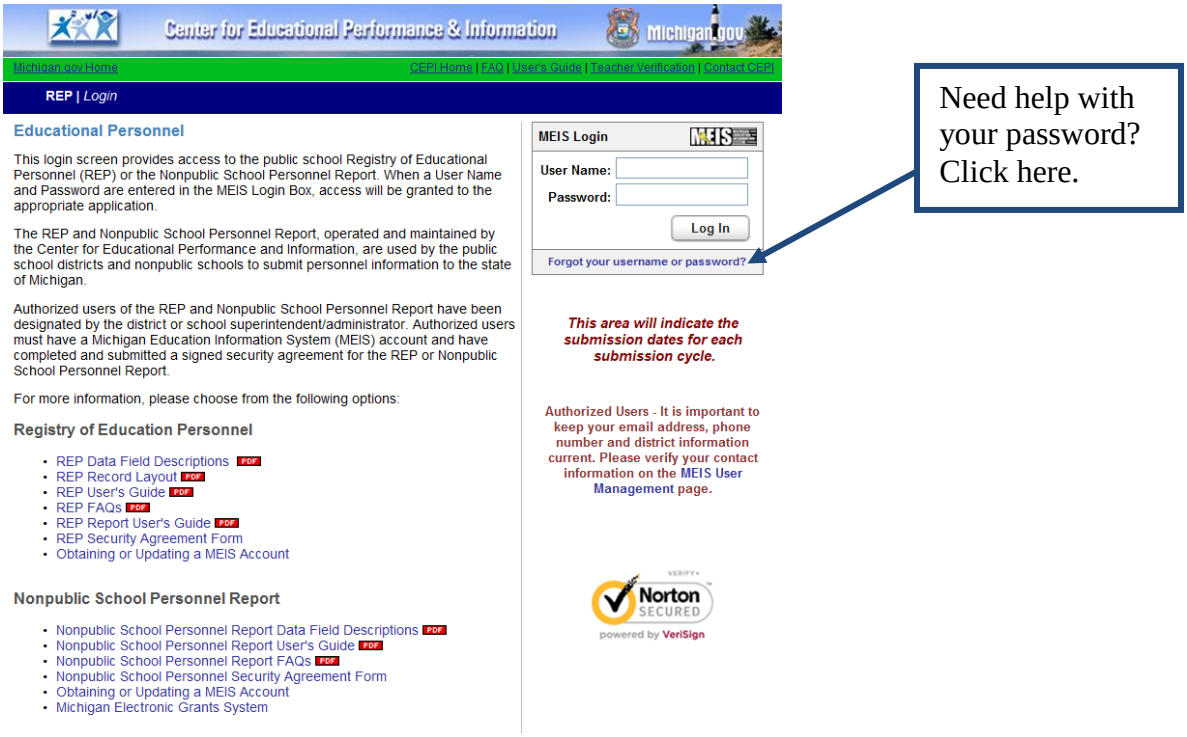
System Logs Out User

The login is needed to establish your identity and allow access rights to the database information. Please remember that your session is tracked. Your login user name and password are valid as long as you have been active on the screen within the last 20 minutes. If your connection has been inactive for a period of 20 minutes, your access authorization ends, the login page appears and you must log in again. Any pending or partial information you have entered will be lost and must be re-entered when you log in again. The complete record must be entered with valid data in all fields and you must click on "Submit Nonpublic School Personnel Report Data for this Employee" for the data to be saved.

When you log out of the application, the following screen will appear:

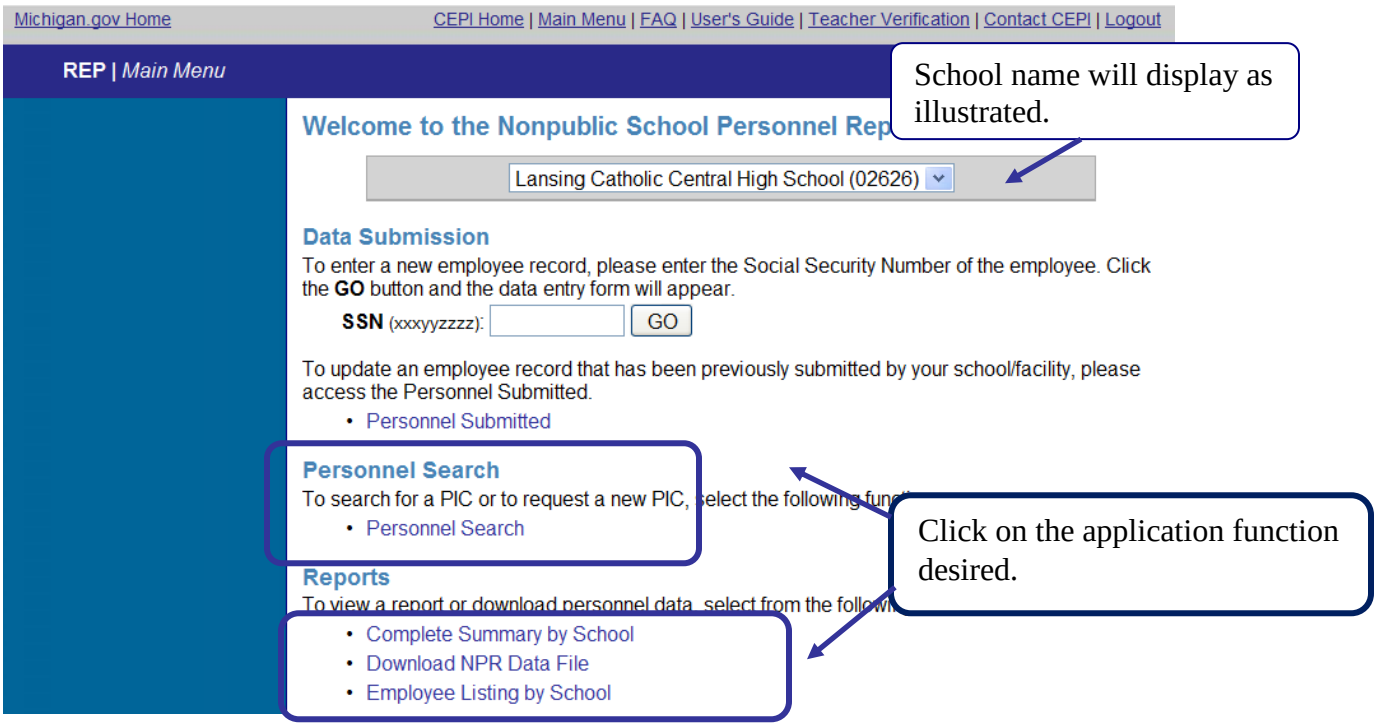


Online Customer Support Materials



Nonpublic School Personnel Report Application Menu Options

Once you log in, the following welcome screen will appear. To access an option, click on it.



Data Submission

Updating Previously Submitted Records

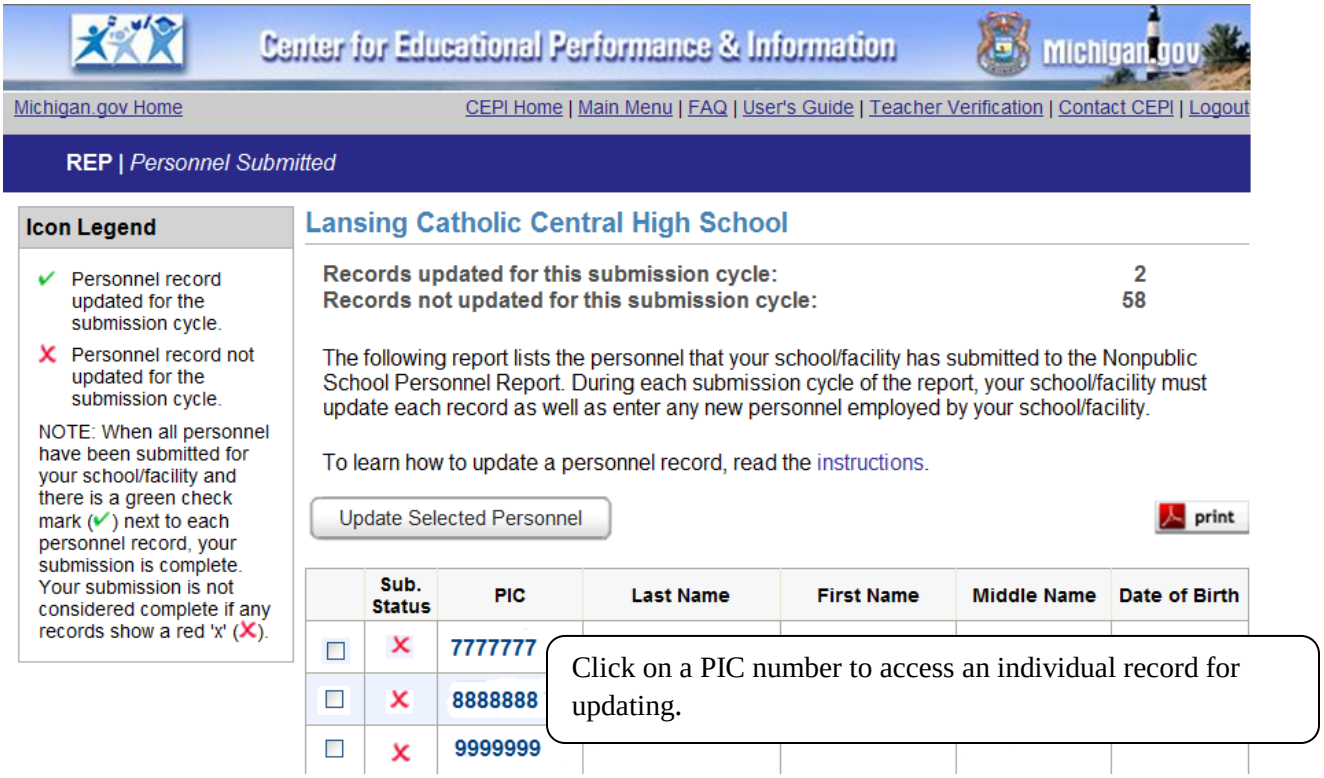
During the Fall 2014 NPSPR Data Submission cycle, all previously submitted personnel records must be updated. There are two methods for updating records reported during the fall 2014 submission cycle.

1) Updating an individual record.

2) Updating multiple records at one time.

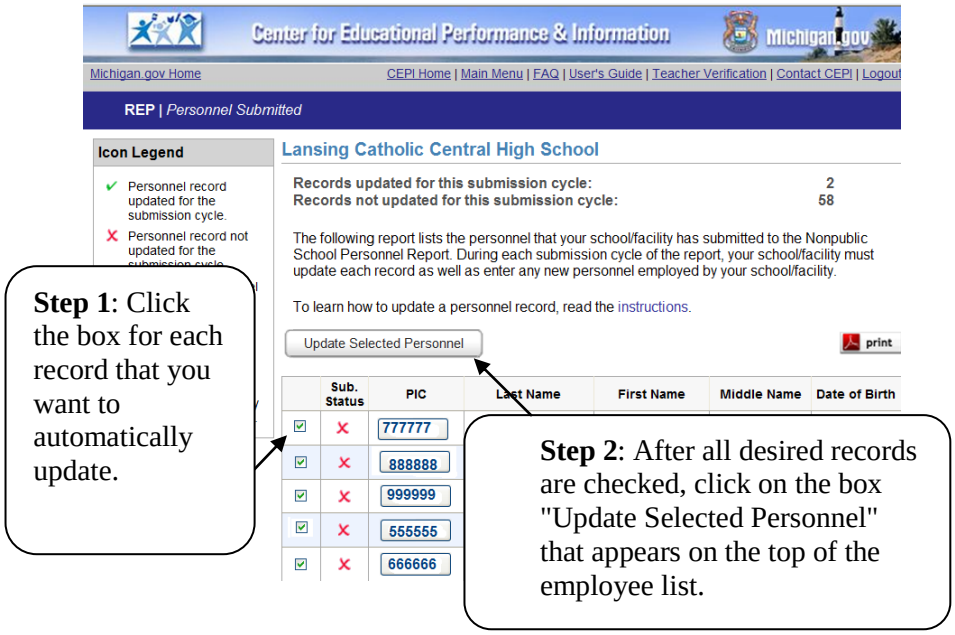
Updating an Individual Record

Click on the Personnel Identification Code (PIC) button of the personnel record under the PIC column (illustrated below). The employee's complete personnel record will then appear. Update any necessary data for the employee's record and click "Submit NPSPR for this Employee."

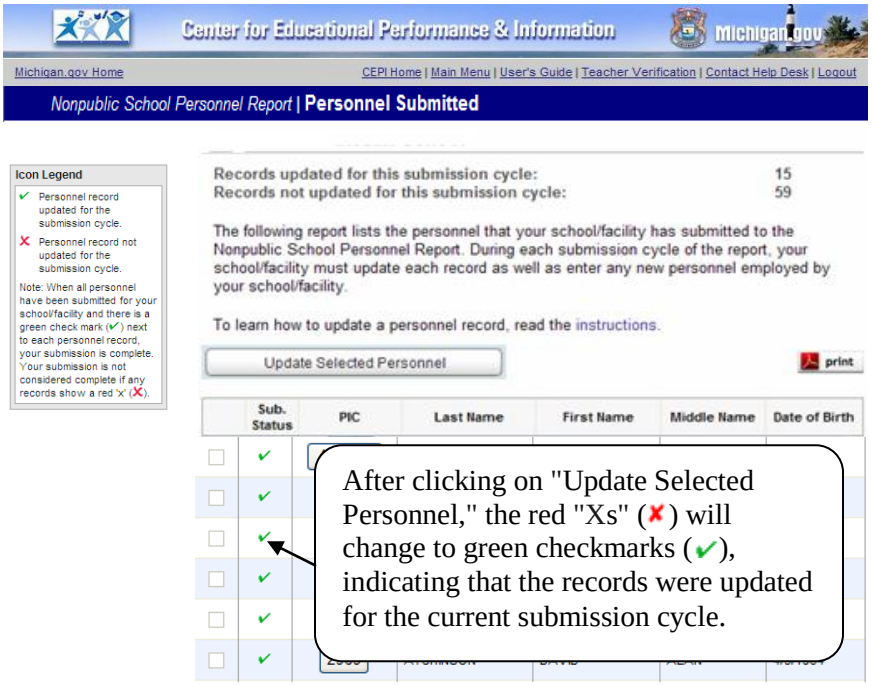


Updating multiple records at one time

If you have returning employees whose records do not require any changes from the previous year, you may check the boxes in the column next to those employees' PICs. After selecting all of the appropriate records, click the "Update Selected Personnel" button that appears on the top of the employee list as illustrated below.

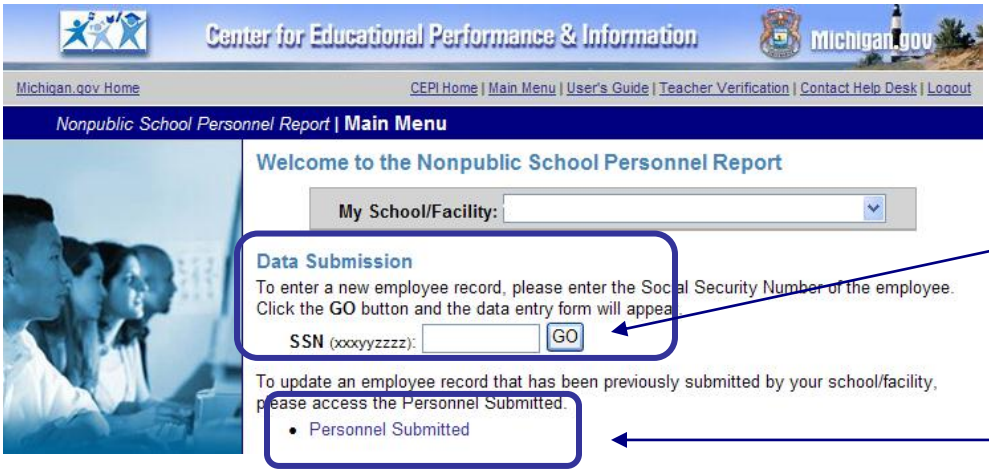


After clicking on "Update Selected Personnel," the red "Xs" (✘) will change to green checkmarks (✔), indicating that the records were updated for the current submission cycle.



Single Submission Form/Submitting New Personnel Records

To submit a single record, enter the employee's Social Security Number (SSN) in the appropriate box on the Main Menu of the Nonpublic School Personnel Report Application. Each section is described separately. The fields are presented by section as they appear in the online application. Be sure to refer to the NPSPR Data Field Descriptions for complete information regarding the required data elements.



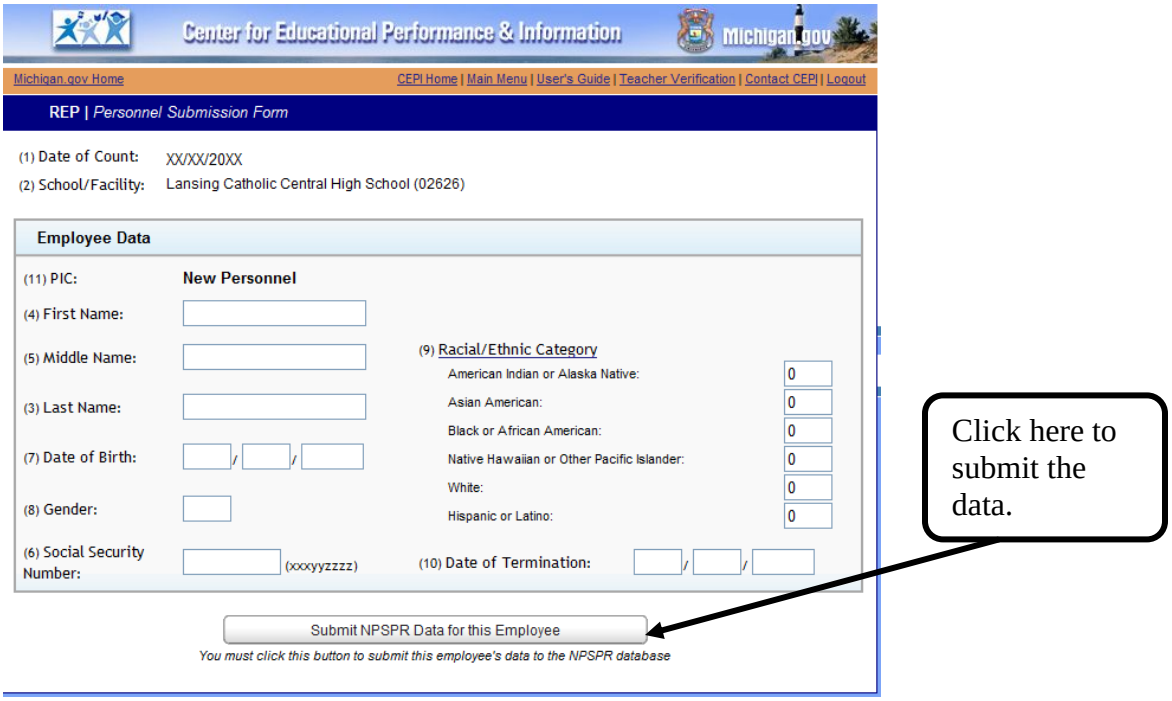
Enter New Employee

Personnel
Enter the Social Security number in the box provided, then click on "Go" to advance to the next screen.

Edit Record

To edit a previously submitted record, click on **Personnel Submitted**, and then click on the PIC when the screen appears.

After clicking on "Go," the following submission screen will appear:

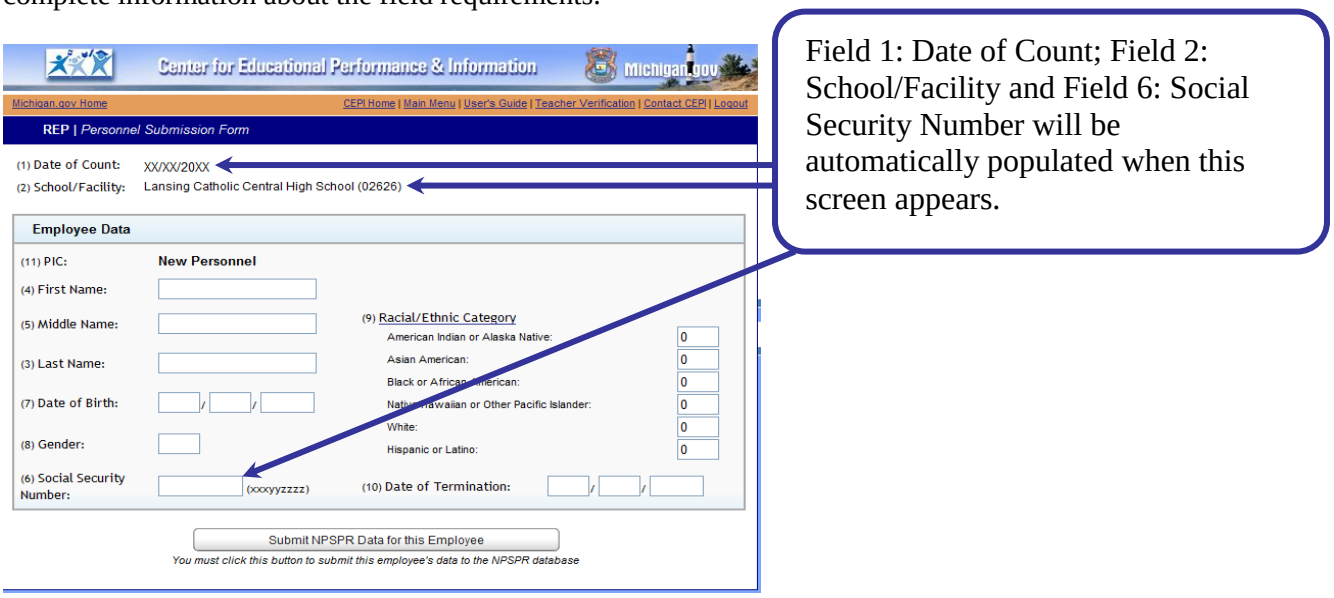


The following sections provide specific detail about each field of data required.

Employee Data

Fields 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, and 11.

The numbers in each box indicate the number of the field in the Nonpublic School Personnel Report Data Field Descriptions. Please refer to the Nonpublic School Personnel Report Data Field Descriptions for complete information about the field requirements.



Note: Field 1: Date of Count and Field 2: School/Facility are prepopulated in the online application with the appropriate date of count and the authorized user's school/facility number. Field 6: Social Security Number (SSN) will be populated with the SSN that you entered in the SSN box on the Main Menu page under the heading "Data Submission."

Field 1: Date of Count

The date of count is the due date for submission of the Nonpublic School Personnel Report data. For Fall 2014, the date of count is 12/1/2014 and is prepopulated in the application.

Field 2: School/Facility Number

This code is the five-digit state-assigned school/facility number and identifies the school/facility where the staff member is employed. This field is prepopulated in the application.

Field 3: Last Name

This is the staff member's last name. When submitting data in this application, punctuation marks are not permitted. In order to account for all positions in the school, report all staff members who fill positions that are temporarily vacant because of the termination of a staff member. Record all pertinent information about the temporary substitute or contractor that would be recorded for any employee.

Programming edits: If this field is left blank, a fatal error will be reported.

Field 4: First Name

This field is required for all staff members. This is the employee's first name. When submitting data in this application, punctuation marks are not permitted. In order to account for all positions in the school, report all staff members who fill positions that are temporarily vacant because of the termination of a staff member. Record all pertinent information about the temporary substitute or contractor that would be recorded for an employee on staff.

Programming edits: If this field is left blank, a fatal error will be reported.

Field 5: Middle Name

This field is submitted for all staff members, when applicable. This is the employee's middle name (when applicable). When submitting data in this application, punctuation marks are not permitted. A period is permitted for a middle initial (e.g., L.) In order to account for all positions in the school, report all staff members who fill positions that are temporarily vacant because of the termination of a staff member. Record all pertinent information about the temporary substitute or contractor that would be recorded for an employee on staff.

Programming edits: Blanks accepted.

Field 6: Social Security Number

This field is required for all staff members. This field provides the official identification of each employee. The Social Security number must be reported without hyphens or spaces; (e.g., 333-22-4444 is entered as 333224444).

Programming edits: This field must be reported, or a fatal error will be reported.

Field 7: Date of Birth

This field must be reported for all employees. This is the employee's date of birth.

Programming edits: If the date of birth is blank, out of range, or not a valid date, a fatal error will be reported. The date of birth cannot be greater than 90 years prior to July 1 of the submission year and cannot be earlier than 14 years prior to July 1 of the submission year, or a fatal error will be reported.

Field 8: Gender Code

This field applies to all employees. This is the gender of the staff member employed in the school. Report an "F" for female or an "M" for male.

Programming edits: If the code is invalid or blank, a fatal error will be reported.

Field 9: Racial/Ethnic Code (Optional Field)

This field is optional for all employees. This is the race/ethnicity of the staff member employed by the school. The primary racial/ethnic choice is represented with a "1", the second choice is a "2", the third a "3", the fourth a "4", the fifth a "5", and the sixth a "6". Type the number in the appropriate box(es) for each employee.

Identify the race/ethnicity of the staff member. Refer to Field 9: Racial/Ethnic Code, in the Data Field Descriptions for more information about the race/ethnicity selections.

When this field is reported, the following programming edits will be enforced:

Programming edits: If the code is invalid, a fatal error will be reported. At least one of the six categories must be submitted with a "1" or a fatal error will be reported. Repetition of a "1" in all positions will result in a fatal error.

Field 10: Date of Termination/Separation of Employment

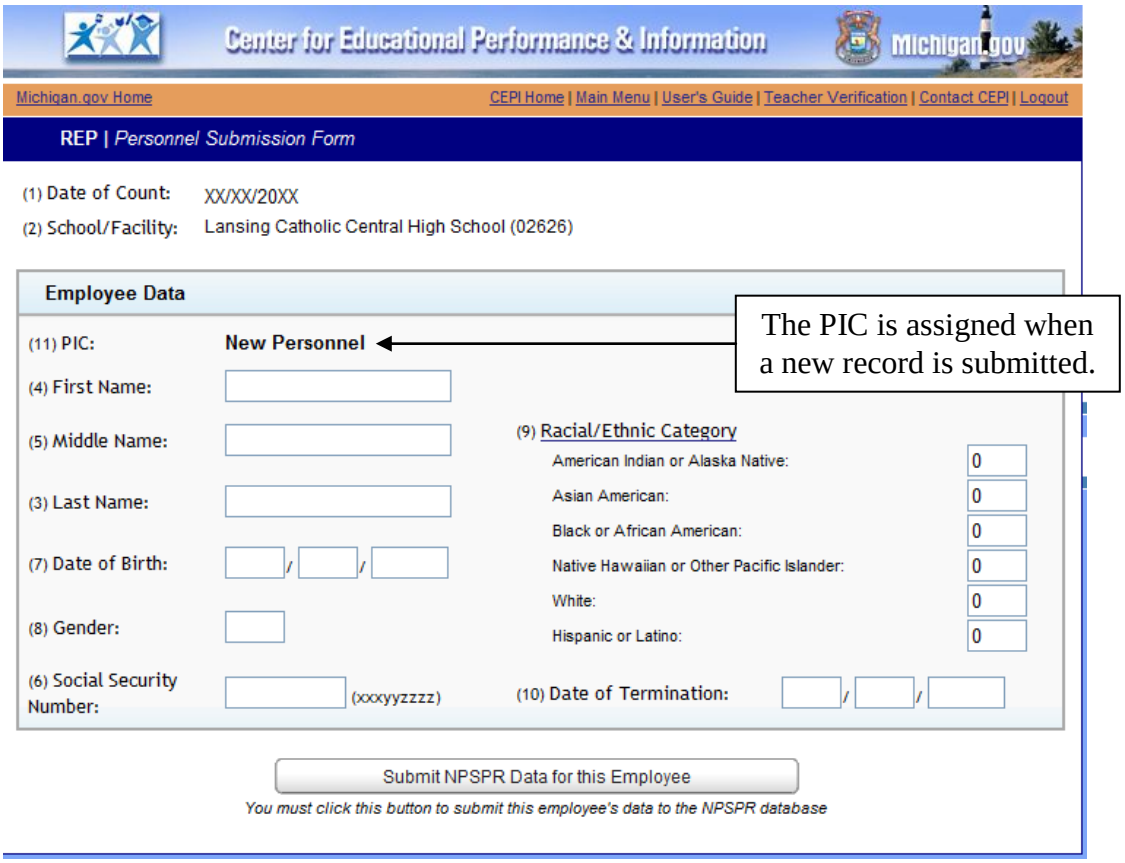
This field applies to all employees. This is the date of termination of the staff member. Any staff members who have left the school since the past school year should be reported with a date of termination in this field. When a termination date has been entered for a staff member, the record will be removed from the Personnel Submitted Report within the NPSPR prior to the next data submission.

Programming edits: If the date submitted is not a valid date, a fatal error will be reported. The termination date must be on or prior to the submission date. This field must be left blank for all actively employed staff members.

Personnel Identification Code (PIC)

Field 11: Personnel Identification Code (PIC)

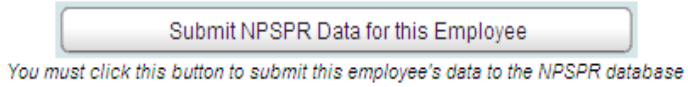
The application produces the PIC. For new record submissions, the PIC will be assigned when the record is saved. The PIC appears at the top of the online submission screen for each record after the record has been saved.



Saving a Record/Updating a Record

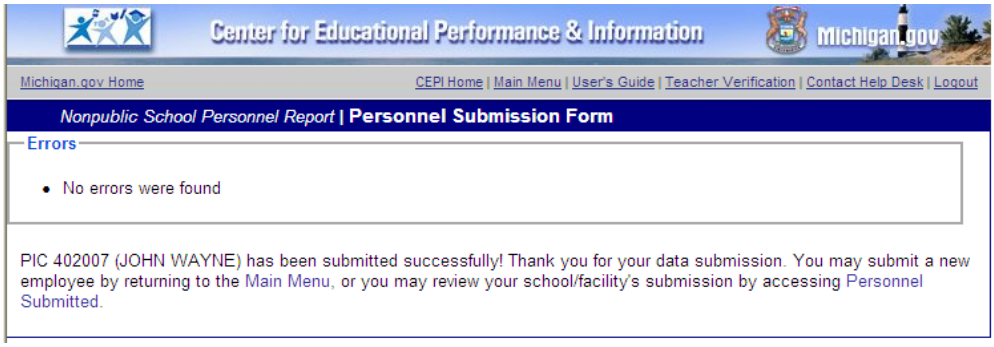
After all data are entered for a record, click on "Submit NPSPR Data for this Employee." The data will then be error-checked and either:

1) Saved as a valid record; *OR*
2) Reported with an error message(s).



Saved as Valid Record

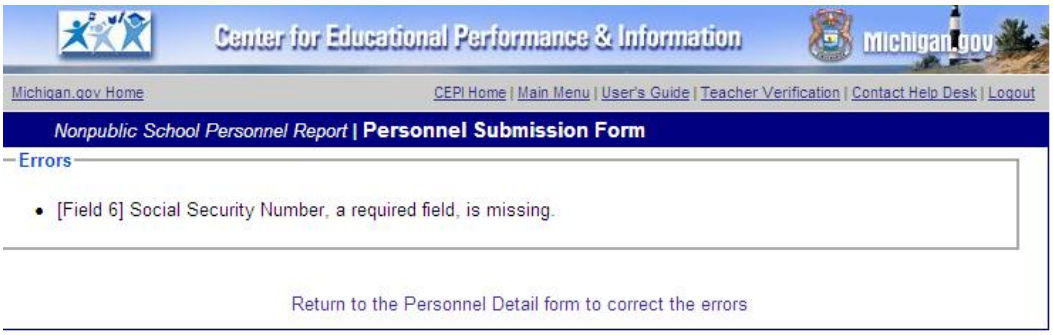
If the data entered produces a valid record, the following screen will appear:



When the record is saved as a valid record, you may either click on Personnel Submitted to view a listing of all of your school's previously submitted employees, or click on Main Menu to return to the main menu to submit a new record or to access other options.

Invalid Record

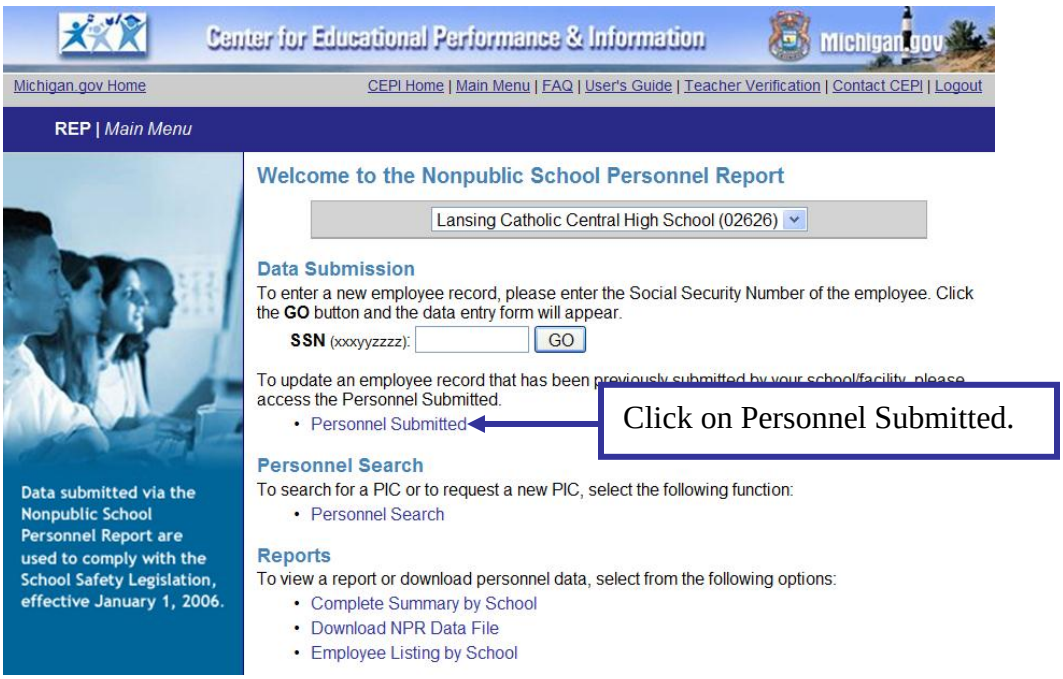
If the data entered produces an invalid record, an Error Message Report will appear. The following illustrates a sample Error Message Report:



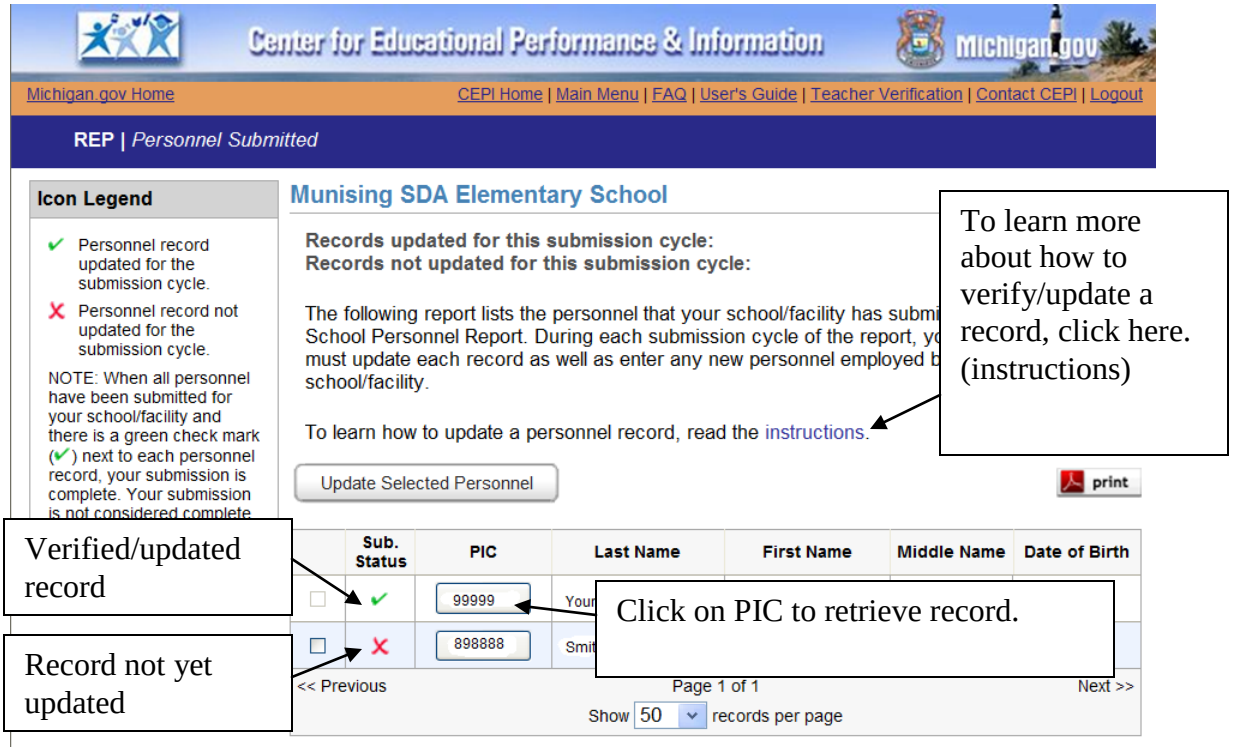
To make the necessary edits on the record, click on Return to the Personnel Detail form to correct the errors. You will then be directed to the submission screen to make the corrections. Once all errors have been edited, click on "Submit NPSPR Data for this Employee" again. If the record is error-free, it is then saved as a valid record. If more error messages are received, repeat the process until all errors are corrected. Only error-free records can be saved.

Update/Verify a Record

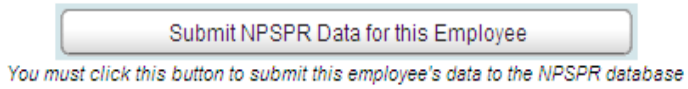
During each submission cycle, every record must be verified as accurate. Records may be updated/verified at any time during a submission cycle. Go to the Main Menu. Click on "Personnel Submitted."



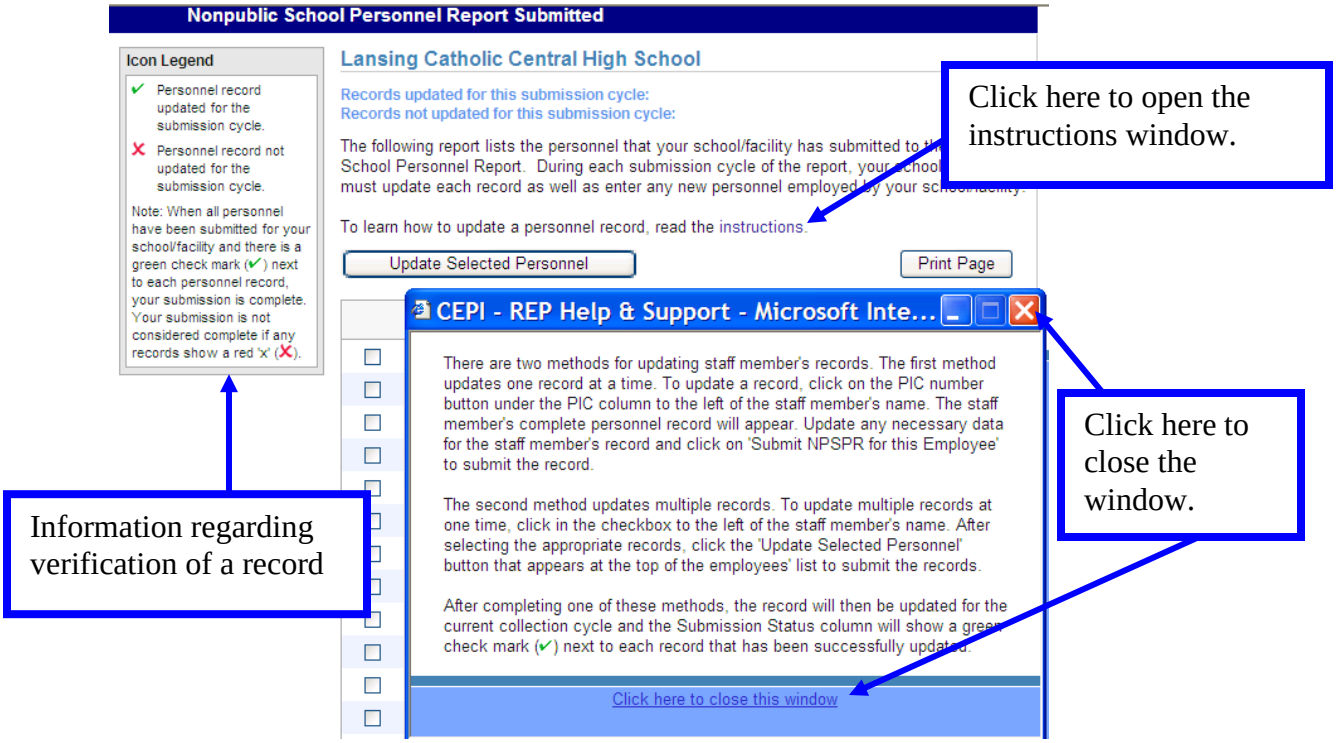
To review a record that has been submitted for the school's personnel, click on the PIC for the employee you wish to review. The Nonpublic School Personnel Report Application screen will appear with the employee's previously submitted data. See the illustrations that follow:



After the employee record is updated or verified, click on **"Submit NPSPR Data for this Employee"** at the bottom of the submission screen. If the update contains errors, the Error Message Report illustrated previously will appear. All errors must be corrected before the record can be updated.

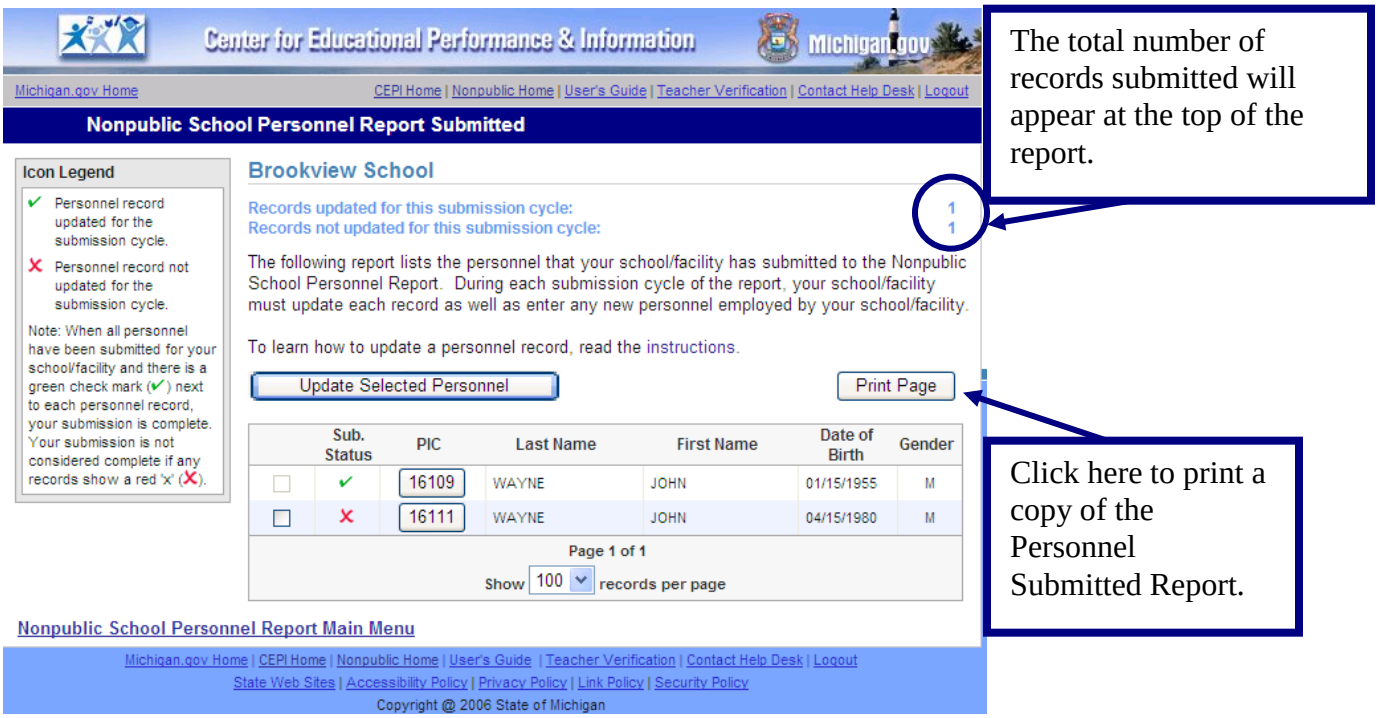


Help Window -- Information regarding Personnel Update Instructions



Personnel Submitted Report/Complete Submission

The Personnel Submitted Report lists all employees reported successfully for your school for each submission cycle. This report can be found on the application Main Menu.



Deleting a Record

Records may only be deleted from the NPSPR database by CEPI personnel. **Only those records for individuals who have never worked for your school or duplicate records submitted in error may be deleted from your file.** Employees who have retired or terminated employment with the school will not be deleted.

To request to have a record deleted from your file, you must do the following:

1. Send an email message to CEPI@michigan.gov.
2. Subject line: REMOVE EMPLOYEE.
3. Message: School name and school number, followed by the employee's PIC number. Include a school contact name and phone number.
4. The employee(s) will be removed from your school by CEPI.
5. ***Note*: If you are requesting removal of a duplicate record, the original record submitted by your school will be retained in your Nonpublic School Personnel Report file.**

Remember, you may only request record deletions for employees listed in your Personnel Report who have never worked for your school or for duplicate records submitted in error.

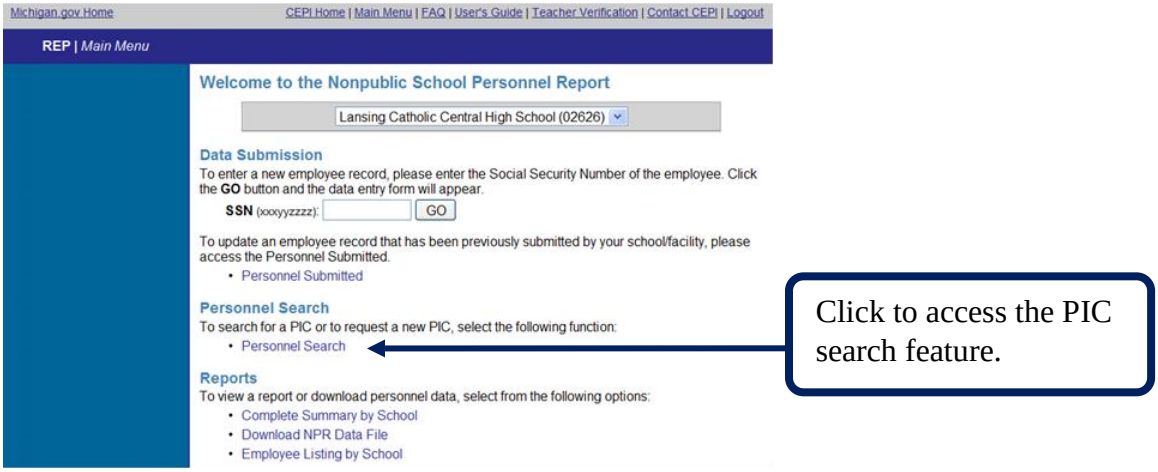
If you request to delete a record in error, you will be required to resubmit that record.

REP PIC Search Feature

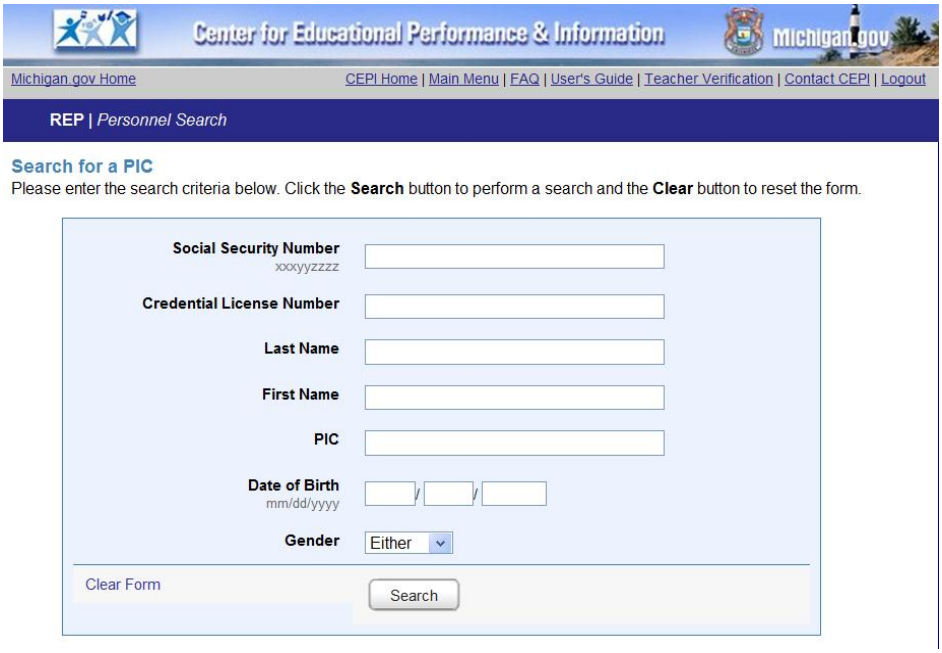
The PIC Search is a feature within the REP and NPSPR Application that allows authorized users to obtain PICs for staff members at any time. The PIC Search feature includes the following data:

- First and Last Name
- Gender
- Date of Birth
- Social Security Number
- Michigan Credential License Number (when available)
- Personnel Identification Code

The PIC Search feature is located on the Main Menu. Click on "Personnel Search" to access the feature.



The following screen will appear:

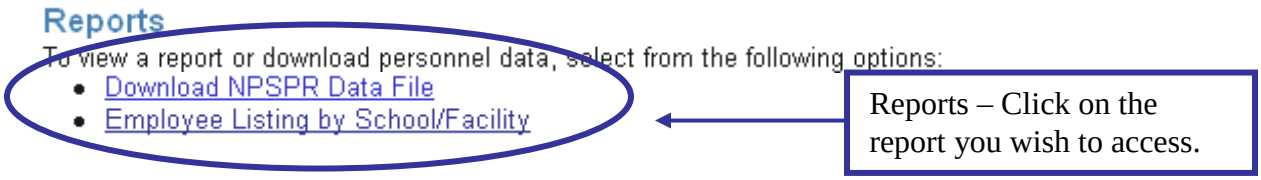


For further information about using the PIC Search feature, please refer to REP PIC Search User's Guide at: http://www.michigan.gov/documents/cepi/PIC_Search_Users_Guide_360498_7.pdf

Reports Available to Schools

In addition to the Personnel Submitted Report, there are two reports available to the schools:

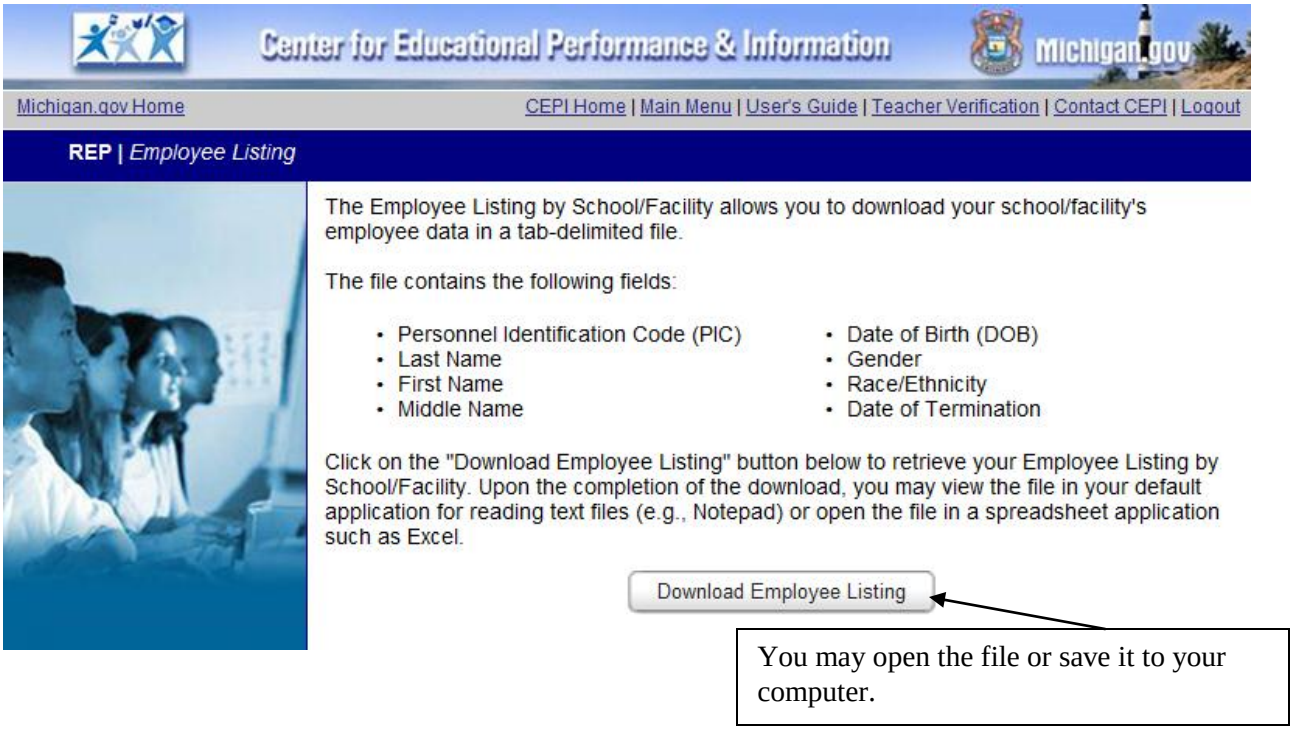
1) Download NPSPR Data File
2) Employee Listing by School



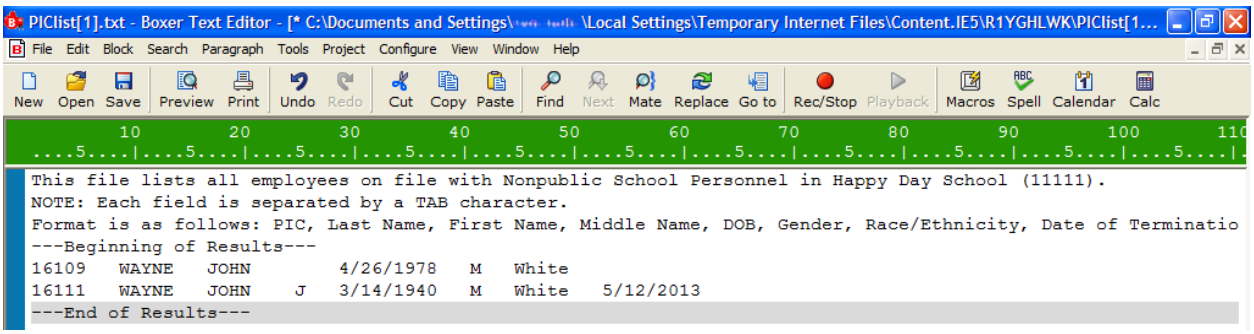
Employee Listing by School

This report lists employees for whom records were successfully submitted by the school. This list file is tab-delimited and the format of the report is as follows: Personnel Identification Code (PIC), Last Name, First Name, Middle Name, Social Security Number (SSN), Date of Birth (DOB), Gender, Racial/Ethnic Code and Date of Termination.

The following information screen will appear when you click on "Employee Listing by School":



The data file will appear as follows:

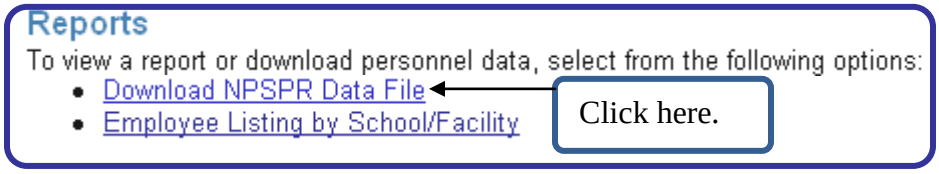


The file may be formatted in an Excel spreadsheet for your records.

	A	B	C	D	E	F	G	H
1	PIC	Last Name	First Name	Middle Name	DOB	Gender	Race/Ethnicity	Date of Termination
2	16109	WAYNE	JOHN		4/26/1978	M	White	
3	16111	WAYNE	JOHN	J	3/14/1940	M	White	5/12/2013
4	---End of Results---							

Download Nonpublic School Personnel Report Data File

This selection will provide a downloadable extensible markup language (XML) file of the data submitted for the current submission cycle.



CEPI has received requests from schools to provide a method to download the Nonpublic School Personnel data that your school has successfully submitted to CEPI. As a result of this request, CEPI has provided an option to download a data file. The downloadable data file will be in XML format (.xml file extension). XML is a structured computer language that is used to store data in a text-formatted file. This file may be opened in any text-editor program (e.g., Notepad, Microsoft Word) or Web browser (e.g., Microsoft Internet Explorer, Firefox). It may also be imported to a Microsoft Access database or opened in a Microsoft Excel spreadsheet.

The primary purpose of obtaining this file is to allow your school to have a permanent record of the data that it has successfully submitted to CEPI at any given time. CEPI recommends keeping a record/report of all submitted data.

The XML data file layout

The layout below will be used primarily by developers and IT staff members to gain an understanding of how the data are stored in the XML file. A brief description of the data contained in each field is given to the right of the field. The layout is as follows:

```
<NonpublicData>
 <PersonnelRecord>
        <PIC>
        <DateOfCount />                 - Date (mm/dd/yyyy)
        <Isd />                         - Text (NN)
        <School/>                       - Text (NNNNN)
        <LastName />                    - Text
        <FirstName />                   - Text
        <MiddleName />                  - Text
        <DateOfBirth />                 - Date (mm/dd/yyyy)
        <GenderCode />                  - Text (A)
        <RacialEthnic>
                <RacialEthnicCode1 />   - Boolean (0 or 1)
                <RacialEthnicCode2 />   - Boolean (0 or 1)
                <RacialEthnicCode3 />   - Boolean (0 or 1)
                <RacialEthnicCode4 />   - Boolean (0 or 1)
                <RacialEthnicCode5 />   - Boolean (0 or 1)
                <RacialEthnicCode6 />   - Boolean (0 or 1)
        </RacialEthnic>
        <DateOfTermination>             - Date (mm/dd/yyyy)
 </PersonnelRecord>
<PersonnelRecord>
```

Using Microsoft Access to view the XML data file

This XML file may be imported into a Microsoft Access XP database, if desired. Please note that this will only work with Microsoft Access version XP or higher. These instructions will not work with Access

2000 or lower. To import your Nonpublic School Personnel Report XML data file to an Access XP database, simply follow these steps:

1. Start Microsoft Access XP and create a new blank database.
2. Name the database whatever you wish.
3. Under the File menu, select "Get External Data," and then select "Import…"
4. In the Import dialog box that appears, find the drop-down list at the bottom labeled "Files of type." Scroll down through that list and select the "XML Documents" option.
5. Locate the saved XML file on your computer, select that file, and click the "Import" button.
6. The Import XML dialog box will appear.
7. Click "OK."

You should get a message box that says "Finished importing document…" Click "OK" and your Access XP database will be set up and contain your school's data.

Information on the table structure: The EmploymentData table contains the bulk of the information on the employee, such as the name, birthdate, etc. The RacialEthnic table contains the racial/ethnic codes and values (refer to the NPSPRP Data Field Descriptions for an explanation of the codes). Complete personnel information can be found by using this relationship.

Using Microsoft Excel to view the XML data file

The XML data file may also be opened with Microsoft Excel XP as well. Please note that this will only work with Microsoft Excel version XP or higher. These instructions will not work with Excel 2000 or lower. To open your XML data file in Excel XP, simply follow these steps:

1. Start Microsoft Excel XP.
2. Under the File menu, select the "Open…" option.
3. In the Open dialog box that appears, find the drop-down list at the bottom labeled "Files of type:" Scroll down through that list and select the "XML Files" option.
4. Locate the saved XML file on your computer, select that file, and click the "Open" button.

The format will vary depending on the contents of your XML data file, but the fields will be labeled appropriately.

Need Additional Help?

For questions regarding Nonpublic School Personnel Report content or assistance with the application, please send an email message to CEPI@michigan.gov or call 517-335-0505 and select option 3. Please provide your name, school code and school name, the CEPI application name, your telephone number (including area code and extension), email address, and specific questions.