NM Ed-Fi Suite v3.5.4, Data Standard v3.3.1-b: Staffs

September 2024

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Summary

This entity represents an individual who performs specified activities for any public or private education institution or agency that provides instructional and/or support services to students or staff at the early childhood level through high school completion.

Object Triggering Logic

Action	Business Rule(s)

Post	Report a record when a person has a District Employment record that overlaps the configured year.
	
	- If multiple District Employments are active, report data from the most recent:
	  - Latest Start Date
	  - Latest End Date
	    - NULL is considered latest
	  - Highest District Employment ID
	- Do not report a record if the any of the following exclusions are present:
	  - SSN is NULL.

Delete /Post	A DELETE / POST will be performed if the data element being altered is part of the resource's natural key. A PUT will be performed otherwise.

Put	• When the following information is changed on Identity:
	
	   ○ Identity ID (New Identity Record)
	   ○ SSN
	   ○ First Name
	   ○ Last Name
	   ○ Middle Name
	   ○ Gender
	   ○ Birth Date
	   ○ Is the individual Hispanic/Latino?
	   ○ Is the individual from one or more of these races? (check all that apply)
	   ○ Visa Type
	   ○ Home Primary Language
	
	• When the following information is changed on District Employment:
	
	   ○ District Employment ID (New District Employment)
	   ○ Start Date
	   ○ End Date
	   ○ District Staff
	   ○ Qualification Status
	   ○ License Number
	
	• When the following information is changed on District Assignment:
	
	   ○ District Assignment ID (New District Assignment)
	   ○ Start Date
	   ○ End Date
	   ○ Highest Degree Earned
	   ○ Qualification Status
	   ○ Type
	
	• When the following information is changed on Demographics:
	
	   ○ Email
	   ○ Tribe

Delete	
	• Staff records are a shared resource among all districts, this record will not delete.

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Required Resources (Upstream)

The following resources must be sent prior to this resource:

- Staff Education Organization Assignment Associations

Dependent Resources (Downstream)

The following resources are dependent on this resource (must be sent after this resource):

- All Staff-related resources

Error Log

The following are potential Tier 1 (Ed-Fi API generated) or custom (Campus generated) errors you may receive when posting, updating, or deleting this resource. Please keep in mind that the "Error Message" below may not match your exact error message.

Error Message	Possible Causes / How to Fix

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Object Data Elements Logic

Data element labels below in **BOLD** are part of the natural key of this resource and are required data elements for the record to send through Ed-Fi.

- The Mandatory / Conditional / Optional column indicates what the state requires for each data element.

	Data Element Label	Business Rule(s)	Mandatory (M) Conditional (C) Optional (O)	Data Source GUI Path	Database Field	Uses Template Logic (✅ / ❌ / EXT)
1	**staffUniqueId** (*string*)	*A unique alphanumeric code assigned to a staff.* Report the **SSN** from the Staff's most recent Identity record.	M	Demographics	Identity .ssn	❌
2	birthDate (*date*)	*The month, day, and year on which an individual was born.* Report the **Birth Date** from the current Identity record. • Do not report if NULL.	M	Identity	Identity.birthDate	✅

| 3 | electronicMails (*array*) | *An unordered collection of staffElectronicMails. The numbers, letters, and symbols used to identify an electronic mail (e-mail) user within the network to which the individual or organization belongs.*

Reports the below data elements in an array for the Primary Email only:

• electronicMailTypeDescriptor
 ○ Reports **Work** for Primary Email
• electronicMailAddress
 ○ Reports the **Email Address** for Primary Email.
• The following data elements do not report:
 ○ doNotPublishIndicator
 ○ primaryEmailAddressIndicator | M | Demographics | Contact .email | ❌ |
| 4 | **firstName** (*string*) | *A name given to an individual at birth, baptism, or during another naming ceremony, or through legal change.*

Report the **First Name** from the current Identity record. | M | Identity | Identity .firstName | ✅ |

| 5 | highestCompleted LevelOf EducationDescriptor (*string*) | *The extent of formal instruction an individual has received (e.g., the highest grade in school completed or its equivalent or the highest degree received).*

 Reports in the following priority order:

 • Reports the Ed-Fi Code mapped to the value selected for **Highest Degree Earned** on the most recent District Employment record where District Staff is checked and Qualification Status is *C: Certified*.
　○ The most recent District Employment is determined by the following priority:
　　■ Latest Start Date
　　■ Latest End Date
　　　• NULL is considered latest
　　■ Highest District Employment ID

 • Reports the Ed-Fi Code mapped to the value selected for **Highest Degree Earned** on the most recent District Assignment record where Qualification Status is NULL and Type is *C: Certified*.
　○ The most recent District Assignment is determined by the following priority:
　　■ Latest Start Date
　　■ Latest End Date
　　　• NULL is considered latest
　　■ Highest District Assignment ID

 • Do not report in all other situations. | M | Identity | Employment . educationLevel

 EmploymentAssignment .educationLevel | ⊗ |

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| 6 | hispanicLatinoEthnicity (*boolean*) | *An indication that the individual traces his or her origin or descent to Mexico, Puerto Rico, Cuba, Central, and South America, and other Spanish cultures, regardless of race. The term, "Spanish origin," can be used in addition to "Hispanic or Latino."*

 • Report **True** when *Is the individual Hispanic /Latino?* is set to *Y: Yes* on the current Identity record.
 • Report **False** in all other situations. | M | Identity | Identity . hispanicEthnicity | ✅ |

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| 7 | identificationCodes (*array*) | *An unordered collection of staffLanguages. The language(s) the individual uses to communicate. It is strongly recommended that entries use only ISO 639-2 language codes.*

Reports the following data elements in an array for each identificationCode that has a reportable value:

• staffIdentificationSystemDescriptor
  ○ Reports based on the table in identificationCode below.
• identificationCode
  ○ Reports based on the table below:

<table><tr><td>**Staff Identification System Descriptor**</td><td>**Identification Code**</td></tr><tr><td>**SSN**</td><td>Staff State ID</td></tr><tr><td>**Professional Certificate**</td><td>License Number</td></tr></table>
• The following data elements do not report:
  ○ assigningOrganizationIdentificationCode | C | Identity | | ⊗ |

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8	languages (*array*)	*An unordered collection of staffIdentificationCodes. A unique number or alphanumeric code assigned to a staff member by a school, school system, a state, or other agency or entity.* Reports the following data elements in an array: • languageDescriptor 　○ Reports the Ed-Fi Code mapped to the value selected for **Home Primary Language**. • uses 　○ languageUseDescriptor 　　■ Reports **Home language**.	M	Demographics District Employment	Identity . homePrimaryLanguage	❌
9	**lastSurname** (*string*)	*The name borne in common by members of a family.* Report the **Last Name** from the current Identity record.	M	Identity	Identity .lastName	✅
10	middleName (*string*)	*A secondary name given to an individual at birth, baptism, or during another naming ceremony.* Report the **Middle Name** from the current Identity record.	C	Identity	Identity .middleName	✅

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11	races (*array*)	*An unordered collection of staffRaces. The general racial category which most clearly reflects the individual's recognition of his or her community or with which the individual most identifies. The way this data element is listed, it must allow for multiple entries so that each individual can specify all appropriate races.* Reports the below data elements in an array: • raceDescriptor ○ Reports the Ed-Fi Code mapped to each race checkbox that is checked in the current Identity record.	M	Identity	RaceEthnicity .raceID	✔

12	sexDescriptor (*string*)	*A person's gender.*
		
		• Report the following based on the value selected in the droplist:
		   ○ Female report **F**
		   ○ Male report **M**
		   ○ All other values, report **Not Selected**
			M	Identity	Identity .gender	✔

13	tribalAffiliations (*array*)	*An unordered collection of staffTribalAffiliations. An American Indian tribe with which the staff member is affiliated.* Reports the below data elements in an array: • tribalAffiliationDescriptor ○ Reports the Ed-Fi Code mapped to the value selected for **Tribe**.	C	Identity	Identity .tribe	✖

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14	visas (*array*)	*An unordered collection of staffVisas. An indicator of a non-US citizen's Visa type.* Reports the below data elements in an array: • raceDescriptor ○ Reports the Ed-Fi Code mapped to the value selected for **Visa Type** in the current Identity record.	C	Identity	Identity .visaType	❌
15	addresses	This is optional, does not report.	O	N/A	N/A	N/A
16	ancestryEthnicOrigins	This is optional, does not report.	O	N/A	N/A	N/A
17	citizenshipStatusDescriptor	This is optional, does not report.	O	N/A	N/A	N/A
18	credentials	This is optional, does not report.	O	N/A	N/A	N/A
19	generationCodeSuffix	This is optional, does not report.	O	N/A	N/A	N/A
20	highlyQualifiedTeacher	This is optional, does not report.	O	N/A	N/A	N/A
21	identificationDocuments	This is optional, does not report.	O	N/A	N/A	N/A
22	internationalAddresses	This is optional, does not report.	O	N/A	N/A	N/A
23	loginId	This is optional, does not report.	O	N/A	N/A	N/A
24	maidenName	This is optional, does not report.	O	N/A	N/A	N/A
25	oldEthnicityDescriptor	This is optional, does not report.	O	N/A	N/A	N/A
26	otherNames	This is optional, does not report.	O	N/A	N/A	N/A
27	personalIdentification Documents	This is optional, does not report.	O	N/A	N/A	N/A
28	personReference	This is optional, does not report.	O	N/A	N/A	N/A
29	personalTitlePrefix	This is optional, does not report.	O	N/A	N/A	N/A

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30	recognitions	This is optional, does not report.	O	N/A	N/A	N/A
31	telephones	This is optional, does not report.	O	N/A	N/A	N/A
32	yearsOfPrior ProfessionalExperience	This is optional, does not report.	O	N/A	N/A	N/A
33	yearsOfPrior TeachingExperience	This is optional, does not report.	O	N/A	N/A	N/A

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Appendix

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