

# Illinois State Board of Education

## Data Quality Dashboard



Illinois State Board of Education - Data Analysis Division - [www.isbe.net](http://www.isbe.net) - Revised January 2016

James T. Meeks, Chairman - Tony Smith, Ph.D., State Superintendent of Education

## Detail Explanations of EIS Position Audits

### Introduction

Within the Data Quality Dashboard, there are currently eleven Employment Information System (EIS) reasonability checks (audits). This guide will explain each EIS Position reasonability check in full and show where the user can make edits to their data. Please note that these reasonability checks will be ordered on the Data Quality Dashboard by score.

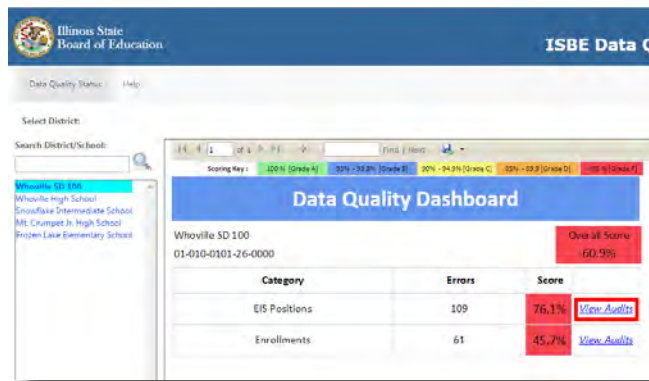
The user will need to access the Data Quality Dashboard through IWAS to begin. For assistance with this step, please see the Data Quality Dashboard Visual Guide.

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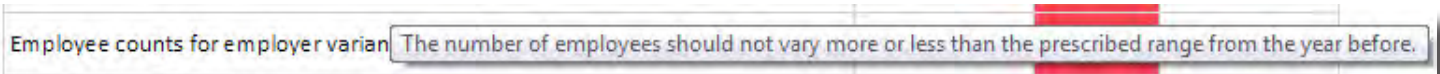
# Accessing the EIS Positions Reasonability Checks

Select "View Audits" next to "EIS Positions" on the Data Quality Dashboard home page.

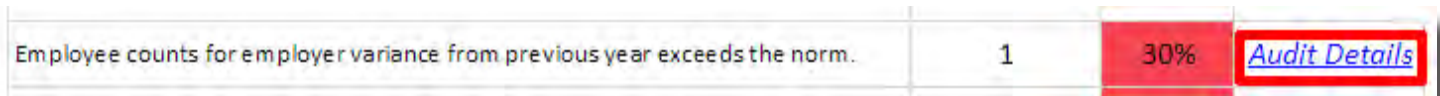


## 1. Reasonability Check: Employee Count Variance

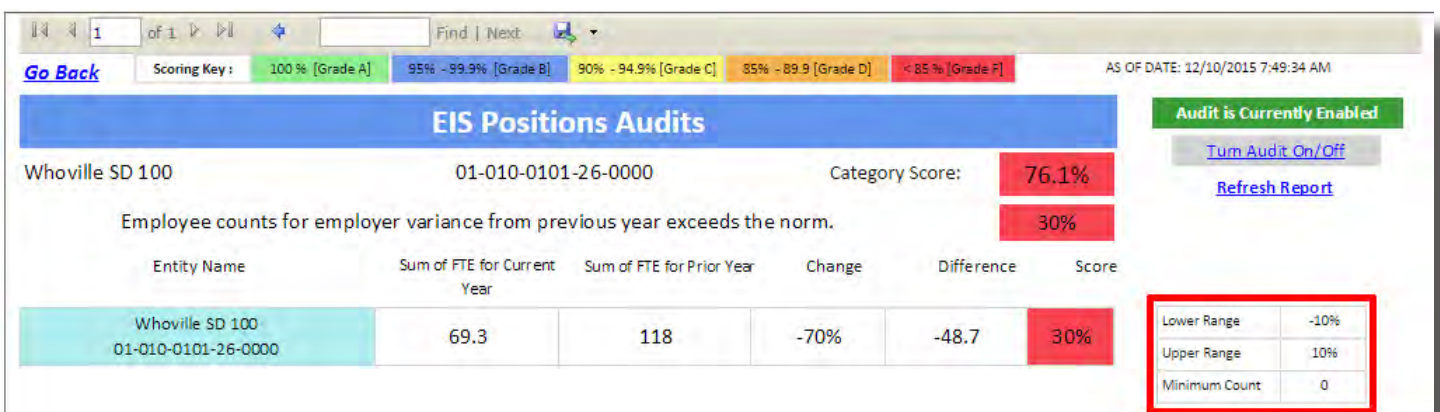
The Employee Count Variance audit compares the number of employees in the current year against the number from the previous year and determines if the difference between the two years is large enough to be a potential error. Hovering over each audit will explain the business rule that defines the reasonability check. The rule that governs this audit is "The number of employees should not vary more or less than the prescribed range from the year before."



Click "Audit Details" to get a more detailed idea of how this audit is affecting your district.



This screen shows the Employee Count Variance audit from the district level. If the Employee Count differs more than the allowable range, the Score will be negatively affected. On this screen, the totals from the current year against the year prior are shown, as well as the corresponding difference in percentages. To see if there are actual errors, log on to EIS check your employee totals from year to year by searching on the EIS Dashboard. If the data is correct, override the audit. Overriding audits are explained in the Data Quality Dashboard Visual Guide.



## 2. Reasonability Check: School with Students Must Have a Principal

The School with Students Must Have Principal audit checks to ensure each open school has a principal. The rule that defines this audit is “Every school is required to have a principal. The principal does not have to be fulltime.” There is no reasonability check on this audit and therefore no override; it is either already correct or needs corrected in EIS.

A School with student enrollments must have a Principal.	1	0%	<a href="#">Audit Details</a>
A school with stu	1	0%	<a href="#">Audit Details</a>

Click “Audit Details” to get a more detailed idea of how this audit is affecting your district.

A School with student enrollments must have a Principal.	2	50%	<a href="#">Audit Details</a>
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This screen shows the count of student principals along with the sum of FTE for principals, and any errors. If the superintendent is serving as principal, then they must be added with an appropriate FTE. Note that for this audit, there is no upper or lower range, because the audit is either correct or incorrect. To correct these errors, log into EIS and ensure there is a principal for every school.

EIS Positions Audits				
Whoville SD 100				Category Score
01-010-0101-26-0000				76.1%
A School with student enrollments must have a Principal.				
Entity Name	Count of Principal positions	Sum of FTE for Principals	Errors	Score
Whoville High School 01-010-0101-26-0001	0	0	1	0%
Snowflake Intermediate School 01-010-0101-26-2001	0	0	1	0%
Mt. Crumpet Jr. High School 01-010-0101-26-1001	1	1	0	100%
Frozen Lake Elementary School 01-010-0101-26-2002	1	1	0	100%

### 3. Reasonability Check: More Than One Superintendent

The More Than One Superintendent audit checks to ensure each school district only has one superintendent. The rule that governs this audit is “Every school district must have only one Superintendent. If a superintendent is replaced during the school year the sum of both FTEs must be 1 or less.”

There is Every school district must have only one Superintendent. If a superintendent is replaced during the school year the sum of both FTEs must be 1 or less.

Click “Audit Details” to get a more accurate idea of how this audit is affecting your district by school.

There is more than one Superintendent for the School District. 0 100% Audit Details

This screen shows schools and their count for superintendent positions, as well as the FTE sum for superintendents. If there were multiple superintendents in a school year (as in the instance where one was replaced mid-year) their total FTE should not exceed 1.0. Note there is no override for this audit; if it is incorrect, it must be corrected in EIS.

EIS Positions Audits				
Whoville SD 100 01-010-0101-26-0000				Category Score 76.1%
There is more than one Superintendent for the School District.				
Entity Name	Count of Superintendent Positions	Sum of FTE for Superintendent	Errors	Score
Whoville SD 100 01-010-0101-26-0000	1	1	0	100%

#### 4. Reasonability Check: Student to Administrator Ratio Outside the Norm

The Student to Administrator ratio audit compares the number of administrators and students from the current year against the number from the previous year and determines if the difference between the two years is large enough to be a potential error. The rule that governs this audit is “The student counts divided by the number of administrators should not vary more or less from the prescribed range from the prior year.”

The Student to Administrator ratio audit rule: The student counts divided by the number of administrators should not vary more or less from the prescribed range from the prior year.

Click “Audit Details” to get a more accurate idea of how this audit is affecting your district by school.

The Student to Administrator ratio are outside of the norm. 1 0% Audit Details

This screen shows the sum of administrative FTEs at specific schools, as well as the school’s student count and corresponding ratio. Note the audit is triggered based on the upper and lower ranges shown on the side. If these totals are incorrect, navigate to EIS and correct. If the totals are correct, override the audit.

### EIS Positions Audits

Whoville SD 100      01-010-0101-26-0000      Category Score: 76.1%

The Student to Administrator ratio are outside of the norm. 100%

Entity Name	Sum of Administrative FTE	Student Count	Ratio	Difference	Score
Whoville SD 100 01-010-0101-26-0000	6	2289	381.5	0	100%

Audit is Currently Enabled

Turn Audit On/Off

Refresh Report

Lower Range	30.00
Upper Range	400.00
Minimum Count	0



## 5. Reasonability Check: Student to Certified Staff Ratio Outside the Norm

The Student to Certified Staff Ratio audit compares the number of certified staff and students from the current year against the number from the previous year and determines if the difference between the two years is large enough to be a potential error. The rule that governs this audit is “The student counts divided by the number of certified staff should not vary more or less from the prescribed range from the prior year.”

The Student to Certified staff ratio are outside of the norm.

Click “Audit Details” to get a more accurate idea of how this audit is affecting your district by school.

The Student to Certified staff ratio are outside of the norm. 1 91% [Audit Details](#)

This screen shows the sum of certified staff FTEs at specific schools, as well as the school’s student count and corresponding ratio. Note the audit is triggered based on the upper and lower ranges shown on the side. If these totals are incorrect, navigate to EIS and correct. If the totals are correct, override the audit.

### EIS Positions Audits

Whoville SD 100      01-010-0101-26-0000      Category Score: 76.1%

The Student to Certified staff ratio are outside of the norm. 91%

Entity Name	Sum of Certified Staff FTE	Student Count	Ratio	Difference	Score
Whoville SD 100 01-010-0101-26-0000	69.3	2289	33.03	0	91%

Audit is Currently Enabled

[Turn Audit On/Off](#)

[Refresh Report](#)

Lower Range	7.00
Upper Range	30.00
Minimum Count	0

## 6. Reasonability Check: Student to K-8 Teacher Ratio Outside the Norm

The Student to K-8 Teacher Ratio audit compares the number of K-8 teachers and students from the current year against the number from the previous year and determines if the difference between the two years is large enough to be a potential error. The rule that governs this audit is “The student counts of grades K through 8 divided by the number of K to 8th grade teachers should not vary more or less from the prescribed range from the prior year.”

The Student to Teacher Ratio for grades K-8 are outside of the norm.

Click “Audit Details” to get a more accurate idea of how this audit is affecting your district by school.

The Student to Teacher Ratio for grades K-8 are outside of the norm. 1 79% [Audit Details](#)

This screen shows the sum of elementary teacher FTEs at specific schools, as well as the school’s student count and corresponding ratio. Note the audit is triggered based on the upper and lower ranges shown on the side. If these totals are incorrect, navigate to EIS and correct. If the totals are correct, override the audit.

### EIS Positions Audits

Whoville SD 100      01-010-0101-26-0000      Category Score: 76.1%

The Student to Teacher Ratio for grades K-8 are outside of the norm. 79%

Entity Name	Sum of Elementary Teachers FTE	Student Count	Ratio	Difference	Score
Whoville SD 100 01-010-0101-26-0000	41.5	1573	55.16	0	79%

Audit is Currently Enabled

[Turn Audit On/Off](#)

[Refresh Report](#)

Lower Range	7.00
Upper Range	30.00
Minimum Count	20

## 7. Reasonability Check: Student to 9-12 Teacher Ratio Outside the Norm

The Student to 9-12 Teacher Ratio audit compares the number of grades 9-12 teachers and students from the current year against the number from the previous year and determines if the difference between the two years is large enough to be a potential error. The rule that governs this audit is “The student counts of grades 9 through 12 divided by the number of 9 to 12th grade teachers should not vary more or less from the prescribed range from the prior year.”

The Student to Teacher Ratio for grades 9-12 are outside of the norm.

Click “Audit Details” to get a more accurate idea of how this audit is affecting your district by school.

The Student to Teacher Ratio for grades 9-12 are outside of the norm. 1 76% [Audit Details](#)

This screen shows the sum of high school teacher FTEs at specific schools, as well as the school’s student count and corresponding ratio. Note the audit is triggered based on the upper and lower ranges shown on the side. If these totals are incorrect, navigate to EIS and correct. If the totals are correct, override the audit.

### EIS Positions Audits

Whoville SD 100      01-010-0101-26-0000      Category Score: 76.1%

The Student to Teacher Ratio for grades 9-12 are outside of the norm. 76%

Entity Name	Sum of HS Teachers FTE	Student Count	Ratio	Difference	Score
Whoville SD 100 01-010-0101-26-0000	14.8	586	39.59	0	<span style="background-color: red; color: white; padding: 2px 5px;">76%</span>

Audit is Currently Enabled

[Turn Audit On/Off](#)

[Refresh Report](#)

Lower Range	7.00
Upper Range	30.00
Minimum Count	20



## 8. Reasonability Check: Missing Superintendent

The Missing Superintendent audit shows that there is no corresponding superintendent for the current school year. The rule that governs this audit is “Every district must have a Superintendent or CEO (CPS only).”

A Superintendent is missing for the School District.	Every district must have a Superintendent or CEO (CPS only).	0	100%	<a href="#">Audit Details</a>
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Click “Audit Details” to get a more detailed idea of how this audit is affecting your district.

A Superintendent is missing for the School District.	0	100%	<a href="#">Audit Details</a>
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This screen displays the count of superintendent positions, the sum of corresponding FTEs for superintendents, and any errors. The FTE for the superintendent can be less than 1.0. Note that there is no override or detail school screen for this reasonability check, so if there are errors displayed, update your position files in EIS.

EIS Positions Audits					
Whoville SD 100 01-010-0101-26-0000		A Superintendent is missing for the School District.			Category Score 76.1%
Entity Name	Count of Superintendent Positions	Sum of FTE for Superintendent	Errors	Score	
Whoville SD 100 01-010-0101-26-0000	1	1	0	100%	

## 9. Reasonability Check: Active Employee without Current Position

The Active Employee without Current Positions audit ensures each active employee has at least one assigned position recorded for the school year. The rule that governs this audit is “Any employee not terminated prior to the start of the school year must have at least one position recorded.”

Active Emp Any employee not terminated prior to the start of the school year must have at least one position recorded. [Audit Details](#)

Click “Audit Details” to get a more detailed idea of how this audit is affecting your district.

Active Employee has no positions for the current school year. 47 60,5% [Audit Details](#)

This screen shows each school’s corresponding total number of employees, number of employees missing positions, and number of errors. In order to get a more in-depth look at each school’s score, click “View Details.”

EIS Positions Audits				
Whoville SD 100 01-010-0101-26-0000				Category Score 76.1%
Active Employee has no positions for the current school year.				
Entity Name	Total # of employees	# Positions Missing	Errors	Score
Whoville SD 100 01-010-0101-26-0000	119	47	47	60.5% <a href="#">View Details</a>

This screen shows all active employees without positions for the current school year. Note that there is no override on this audit; all of these employees need assigned positions in EIS.

EIS Positions Audits			
Whoville SD 100		01-010-0101-26-0000	Category Score: <span style="background-color: red; color: white; padding: 2px;">76.1%</span>
Active Employee has no positions for the current school year.			60,5%
IEIN	Name	Employment Start Date	
191919	Employee Name	05/19/2011	
202020	Employee Name	07/17/2014	
212121	Employee Name	04/17/2003	
222222	Employee Name	08/18/2008	
232323	Employee Name	05/15/2003	
242424	Employee Name	04/18/2002	
252525	Employee Name	08/16/2004	
262626	Employee Name	08/17/2009	

## 10. Reasonability Check: No Teacher-Related Position Code in EIS

The No Teacher-Related Position Code in EIS ensures any teacher with a course assignment in SIS has a corresponding teacher position recorded in EIS. The rule that governs this audit is “Any teacher with a course assignment in SIS must have a teacher position recorded in EIS.”

Teacher in EIS.	Any teacher with a course assignment record in SIS must have a teacher position recorded in EIS.	56	50.3%	<a href="#">Audit Details</a>
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Click “Audit Details” to get a more detailed idea of how this audit is affecting your district.

Teacher has course assignment in SIS but no Teacher-related Position code record in EIS.	56	50.3%	<a href="#">Audit Details</a>
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This screen shows each school’s total number of teachers, teachers missing positions, and corresponding errors. In order to get a more in-depth look at each school’s score, click “View Details.”

EIS Positions Audits				
Whoville SD 100 01-010-0101-26-0000			Category Score 76.1%	
Teacher has course assignment in SIS but no Teacher-related Position code record in EIS.				
Entity Name	Total # of Teachers	Teachers Missing Positions	Errors	Score
Snowflake Intermediate School 01-010-0101-26-2001	27	16	16	40.7% <a href="#">View Details</a>
Frozen Lake Elementary School 01-010-0101-26-2002	36	19	19	47.2% <a href="#">View Details</a>
Whoville High School 01-010-0101-26-0001	32	15	15	53.1% <a href="#">View Details</a>
Mt. Crumpet Jr. High School 01-010-0101-26-1001	15	6	6	60% <a href="#">View Details</a>

This screen shows all employees with course assignments in SIS but without positions for the current school year. The teacher position codes are 200, 201, 202, 203, 204, and 207. Note that there is no override on this audit; all of these employees need a Teacher-related Position code record in EIS.

EIS Positions Audits		
Snowflake Intermediate School	01-010-0101-26-2001	Category Score: 46.9%
Teacher has course assignment in SIS but no Teacher-related Position code record in EIS.		40.7%
IEIN	Name	# of Classes
191919	Employee Name	7
202020	Employee Name	5
212121	Employee Name	5
222222	Employee Name	1
232323	Employee Name	5
242424	Employee Name	5
252525	Employee Name	5

## 11. Reasonability Check: Schools with Students Must Have Teachers

The Schools with Students Must Have Teachers audit ensures that every school with students enrolled have assigned teachers. The rule that governs this audit is “Every school with students enrolled must have teachers.”

A school with students enrolled must have teachers.	0	100%	<a href="#">Audit Details</a>
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Click “Audit Details” to get a more detailed idea of how this audit is affecting your district.

A school with students must have teachers	0	100%	<a href="#">Audit Details</a>
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This screen each individual school’s teacher count, along with the total FTE for those teachers. Any errors will display next to the score. If there are errors, navigate to EIS and double check each teacher’s FTE.

EIS Positions Audits				
Whoville SD 100 01-010-0101-26-0000				Category Score 76.1%
A school with students must have teachers				
Entity Name	Teachers Counts	Teacher FTE	Errors	Score
Whoville High School 01-010-0101-26-0001	17	14.8	0	100%
Mt. Crumpet Jr. High School 01-010-0101-26-1001	10	8.5	0	100%
Frozen Lake Elementary School 01-010-0101-26-2002	20	20	0	100%
Snowflake Intermediate School 01-010-0101-26-2001	13	13	0	100%