



PUBLIC SCHOOLS OF NORTH CAROLINA

DEPARTMENT OF PUBLIC INSTRUCTION | June St. Clair Atkinson, Ed.D., *State Superintendent*

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TO Superintendents
Charter School Administrators
Finance Officers
Human Resource Directors

FROM Philip W. Price 
Chief Financial Officer

Rebecca B. Garland 
Chief Academic Officer

DATA ELEMENTS FOR HOME BASE AND NC EDUCATOR EFFECTIVENESS SYSTEM

As the Department of Public Instruction progresses with multiple statewide efforts pertaining to the new Home Base data systems, some changes to current processes are required. The Department's ultimate goal for the agency and LEAs/charter schools is to reduce manual effort required by staff members. Strong partnerships between the Department and LEAs/charter schools will ultimately lead to a reduction in effort by staff and increased data quality.

Assignment of Unique IDs (UIDs) for Employees

The Department has already implemented several of these improvements. The Unique ID (UID) for staff is critical to our shared success. In the initial deployment of Home Base, teachers will use their UID to log into PowerSchool, and once logged into PowerSchool, they will be able to access all of the other Home Base applications (including the Instructional Improvement System and the Educator Effectiveness System) via single sign-on without having to log in again.

LEAs/charter schools must assign UID to staff within one day of the date of hire. We request that LEAs upload the file to UID each day that they add additional staff to the payroll system to ensure that new staff get their UID quickly so that they may access Home Base. Without the assignment of a UID, schools will not be able to assign students and courses to teachers in PowerSchool. In addition, without a UID, the teacher will not be able to log into Home Base to take attendance, use any of the instructional and assessment resources, or use the NC Educator Effectiveness System to do his or her self-assessment. In the past, LEAs/charter schools have had to maintain all user information through regular uploads of spreadsheets to McREL. The Truenorthlogic platform will no longer require a manual data entry process because it will integrate with Home Base and other NCDPI and LEA applications.

OFFICE OF THE STATE SUPERINTENDENT

June St. Clair Atkinson, Ed.D., *State Superintendent* | june.atkinson@dpi.nc.gov
6301 Mail Service Center, Raleigh, North Carolina 27699-6301 | (919) 807-3430 | Fax (919) 807-3445
AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Assignment of Unique IDs (UIDs) for Non-employees

Some LEAs/charter schools need a process by which to provide non-employees with access to the Truenorthlogic platform. For example, some LEAs use volunteers as mentors for new teachers; charter school board members need to evaluate school administrators. The Department will create a process by which these individuals can be assigned UIDs to access Home Base. The Department will define and communicate this process by June 15, 2013.

Use of Accurate Job Codes in Payroll Data

Truenorthlogic will assign a teacher evaluation to any individual paid from object codes aligned with the teacher role, and an administrator evaluation to any individual paid from object codes aligned with the administrator role.

LEAs should not use teacher object codes to pay individuals who fill roles other than classroom teacher. For example, school counselors and media specialists should not be assigned teacher object codes in payroll. The job codes in payroll will automatically transfer over to the new Educator Effectiveness System. Individuals paid from object codes 121, 123, and 124 will be evaluated as teachers, and individuals paid from object codes 114 and 116 will be evaluated as administrators. By June 8, please make corrections to job codes in payroll for any non-teaching staff who have been assigned teacher object codes and any non-administrator staff who have been assigned administrator object codes.

If you have questions about the transition to the new NC Educator Effectiveness System, please contact Robert Sox (robert.sox@dpi.nc.gov), and if you have questions about the UID processes, please contact Karl Pond (karl.pond@dpi.nc.gov).

PWP/RBG/jp/kp/bc