![Minnesota Department of Education logo]

Staff Automated Reporting (STAR)

Early Childhood Screening (ECS) staff can help to ensure accurate STAR (Staff Automated Reporting) data reporting by connecting with those in the district responsible for reporting and understanding which assignment codes are being used by the employees in the screening program.

Accurate data is important to describe the current status of screening services in Minnesota public and charter schools who elect to provide the program.

STAR resources can be found on the Staff Automated Reporting (STAR) webpage. The STAR Technical System Manual contains detailed information about the data elements. The STAR Coding Manual contains information about the codes for reporting in STAR. The Licensure Guidance Manual contains information about licensure compliance and links to resources available. Reporting opens **October 1**. Refer to the STAR webpage for the due date each November.

Questions and Answers

What is STAR?

STAR is the reporting of licensed and non-licensed staff employment and assignment data from public school districts and charter schools. The report consists of a licensed staff employment report, licensed staff assignment report, and non-licensed staff report and generates a licensed violation report. This system is also used by districts to access the licensure/assignment discrepancy report.

Are districts required to complete STAR? Why?

Minnesota Statutes, section 125B.07, subdivision 6 requires the Minnesota Department of Education (MDE) to collect, maintain, and store data about licensed and non-licensed staff from each public school district and charter school. Minnesota Session Laws – 2017, 1st Special Session Chapter 5, Article 12, Section 20 (c) transferred the responsibility of the STAR report and collection to PELSB.

Each district that claims students on the MARRS report must also complete the STAR report. There are public school districts who do not complete a MARRS report because they do not claim their own students but provide services to other districts. These districts may choose to complete the report. Reasons for this could be a requirement to receive specific funding from MDE based on their employment records reported through STAR or at the request of staff that would like employment information to be on their licensing records. This is a rarity but is still helpful in using the data for public education. The data collected on this report is considered public data and is used in multiple ways.

How can I know who is reporting for my school/district?

MDE-ORG lists STAR coordinators for schools/districts. Once you click on Star Coordinators you can search the list for your school/district. It looks like this.

Are all Early Childhood Screening Staff included in STAR reporting?

Yes. This includes full-time and part-time employees. Those licensed by PELSB (Licensed: School Nurse (LSN) and various teaching staff (see below), nurses with RN and Public Health Nurse (PHN) licenses, and unlicensed school health assistants. Each group has their own assignment code.

- School Nurse (Licensed School Nurse) the assignment is code **940800.**
  - School Nurse: Individual can provide supervision for two-year RNs and LPNs to provide health services to students. This person holds a non-expired PELSB School Nurse license.
- Nurse (RN, LPN, PHN) the assignment code is **999936**
  - Nurse: Use this code to report school nurses who assist with screening and who do not hold a PELSB School Nurse license and are employed by the district. This would include individuals hired under an Alternative Health Plan, nurses supervised by a PELSB licensed School Nurse (RN and LPN), and a public health nurse that does not hold a PELSB School Nurse license.
- Licensed Early Childhood Screening Personnel assignment code is **990600**
  - Prekindergarten teacher, Kindergarten teacher, Early Childhood Family Educator (ECFE), Early Childhood Special Education teachers, Psychologist, Speech-Language Pathologist *PELSB will add Social worker assignment code for ECS*)
- Non-Licensed Early Childhood Screening Personnel is assignment code **999985**
  - Use code for medical personnel who do not hold a PELSB license or for non-licensed (e.g., paraprofessionals) working under the supervision of a medical or licensed personnel who must be present at the screening site. Non-licensed personnel must have been trained by MDE or the Department of Health professional staff to administer the health or developmental screening measures to be performed. DO NOT report non-licensed individuals if they are NOT employed by the district.

Further questions regarding reporting can be directed to STAR at star.pelsb@state.mn.us