



Montana  
**Office of Public Instruction**  
Denise Juneau, State Superintendent

opi.mt.gov

October 10, 2013

## 10 key things that you need to know to complete the OPI TEAMS collection

### 1. OPI is no longer using Citrix.

In order to access the TEAMS application, the Authorized Representative for your district must request user IDs and passwords for the individuals in your district that need access to the system. The TEAMS System Security Assignments form for requesting user IDs and passwords is posted at <http://www.opi.mt.gov/pdf/SchoolStaffing/SecurityFormforTEAMS.pdf>.

### 2. Every school employee needs to be assigned a School Employee Identifier (SEID).

The process for requesting SEIDs for your employees is outlined at <http://www.opi.mt.gov/pdf/SchoolStaffing/SEIDInstructions.pdf>.

### 3. The old ADC has been replaced by TEAMS, which needs to be completed in two steps.

The two steps are 1) Terms of Employment and 2) TEAMS Annual Data Collection.

### 4. During October 2013, school districts should focus on completing the Terms of Employment (TOE) for FY 2012-13 and then FY 2013-14.

In the Terms of Employment, OPI is collecting information regarding staff positions, employment dates, base salary and FTE. This information will be used for determining accreditation and the quality educator payment for the district. It will also be used to report compensation data as required by the legislature.

This year school districts must prepare two TOE data collections. Future years will only require the current year's data to be entered into TEAMS.

Training for requesting SEIDs and reporting Terms of Employment is available, please watch the 16-minute video posted at [http://www.opi.mt.gov/PDF/SchoolStaffing/HELP\\_TEAMS-Vid\\_Getting-Started\\_SEID\\_TOE.mp4](http://www.opi.mt.gov/PDF/SchoolStaffing/HELP_TEAMS-Vid_Getting-Started_SEID_TOE.mp4).

### 5. In November 2013, OPI will begin collecting the Teacher-Class data and other accreditation-related information through the TEAMS Annual Data Collection.

This information will be used for accreditation and for determining highly qualified teacher status. OPI has not yet opened up this portion of TEAMS. We expect to do so by the end of October. Online training will be provided when the TEAMS Annual Data Collection is opened up.

6. School personnel assignments will be reported using a new set of K12 Course Codes.

OPI released these [K12 Course Codes](#) in March 2012. If your district has not yet matched its local course codes with the state course codes, please use the tool that is posted at <https://apps.opi.mt.gov/NCESCourseCodeMAappingTool/frmDefault.aspx?ReturnUrl=/ncescoursecodemappingtool/>.

7. A user's access to TEAMS is based on the "role" that is assigned to the user.

There are seven possible "roles" in TEAMS. These include Authorized Representative, Human Resources, District Data Entry, School Data Entry, District Read-Only, School Read-Only, and County Superintendent. These roles are described in [TEAMS System Security Assignments](#) form.

8. The Compensation Expenditure Report for FY 2012-13 will be collected through MAEFAIRS beginning in mid-October.

OPI has worked with school accounting and payroll vendors to create file exports from their software systems for reporting employee compensation data as required by the legislature. District clerks are registered MAEFAIRS users and will use MAEFAIRS to submit these expenditure reports.

9. If any educators in your district have submitted their licensure application materials, but have not yet received their educator license, please contact OPI licensure to expedite the process.

Any school employee working in a position that requires licensure must be licensed by December 1 in order to avoid an accreditation issue. If one (or more) of your educators has an application pending, please contact OPI Licensure at [cert@mt.gov](mailto:cert@mt.gov) or 406-444-3150 to see if there are any outstanding issues. You can also review an educator's license status through the OPI [Check Educator Credential](#) portal.

10. Together we are making progress. We appreciate your patience and cooperation.

As of October 10, 180 districts have completed the FY 2012-13 TOE and are working on the FY 2013-14 TOE. We are receiving a high volume of calls as we work with districts in this process.

We have also received calls from school district officials and county superintendents who are concerned that they may have missed the announcements about the Annual Data Collection. We expect that the TEAMS Annual Data Collection tool will be available at the end of October and that the collection window will remain open for several weeks.

We appreciate your patience. We recognize that in addition to TEAMS, schools are submitting enrollment and special education Child Count data in AIM, continuous school improvement plans, and getting ready to submit compensation data through MAEFAIRS. These new collections represent a significant effort on the part of both school and OPI staff.

We appreciate your cooperation in these efforts.