

# Professional Data Export Report Documentation

## Professionals Worksheet

Professional Key	ID Number	First name	Last Name	Gender	Gender Specify	Ethnicity	Ethnicity Specify	Race	Race Specify
<i>This is a unique identifier for the professional record.</i>	<i>This is the professional's ID number.</i>	<i>If you are allowed to see private professional information, this is the professional's first name.</i>  <i>If you are not allowed to see private professional information, this is just the text "HIDDEN".</i>	<i>If you are allowed to see private professional information, this is the professional's last name.</i>  <i>If you are not allowed to see private professional information, this is just the text "HIDDEN".</i>	<i>The professional's gender.</i>	<i>Some options for gender have a "Specify" field. This is what was entered in that field.</i>	<i>The professional's ethnicity.</i>	<i>Some options for ethnicity have a "Specify" field. This is what was entered in that field.</i>	<i>The professional's race.</i>	<i>Some options for race have a "Specify" field. This is what was entered in that field.</i>

Current Email	Start Date	Separation Date	Separation Reason	Separation Reason Specify	Program Key	Program
<i>The professional's email address.</i>	<i>The date that the professional started working with the program.</i>	<i>The date that the professional was separated from the program.</i>	<i>The reason that the professional was separated from the program.</i>	<i>More details about the separation reason (if applicable).</i>	<i>This is a unique identifier for the program record that is associated with the professional record.</i>	<i>This is the program name for the program record that is associated with the professional record.</i>

State Key	State	Added by	Date Added	Last Edited by	Last Edit Date
<i>This is a unique identifier for the state record that is associated with the professional record.</i>	<i>This is the state name for the state record that is associated with the professional record.</i>	<i>This is the username of the user that added the professional record to PIDS.</i>	<i>This is the date that the professional record was added to PIDS.</i>	<i>This is username of the user that last edited the professional record.</i>	<i>This is the date that the professional record was last edited.</i>

## Trainings Worksheet

Training Key	Professional Key	Professional	Training Date	Training Type	Expiration Date	Program Key	Program
<i>This is a unique identifier for the training record.</i>	<i>This is a unique identifier for the professional record that is associated with the training record.</i>	<i>If you are allowed to see private professional information, this is the professional's ID number and name.</i>  <i>If you are not allowed to see private professional information, this is just the professional's ID number.</i>  <i>This is the professional that is associated with the training record.</i>	<i>The date of the training.</i>	<i>The type of training.</i>	<i>The date that the training expires. If the training does not expire, this will be blank.</i>	<i>This is a unique identifier for the program record that is associated with the training record.</i>	<i>This is the program name for the program record that is associated with the training record.</i>

State Key	State	Added by	Date Added	Last Edited by	Last Edit Date
<i>This is a unique identifier for the state record that is associated with the training record.</i>	<i>This is the state name for the state record that is associated with the training record.</i>	<i>This is the username of the user that added the training record to PIDS.</i>	<i>This is the date that the training record was added to PIDS.</i>	<i>This is username of the user that last edited the training record.</i>	<i>This is the date that the training record was last edited.</i>

## Job Functions History Worksheet

Job Function Key	Professional Key	Professional	Job Function Type	Job Function Start Date	Job Function End Date	Program Key	Program
<i>This is a unique identifier for the job function record.</i>	<i>This is a unique identifier for the professional record that is associated with the job function record.</i>	<i>If you are allowed to see private professional information, this is the professional's ID number and name.</i>  <i>If you are not allowed to see private professional information, this is just the professional's ID number.</i>  <i>This is the professional that is associated with the job function record.</i>	<i>The type of job.</i>	<i>The date the professional started performing this function.</i>	<i>The date the professional stopped performing this function.</i>	<i>This is a unique identifier for the program record that is associated with the job function record.</i>	<i>This is the program name for the program record that is associated with the job function record.</i>

State Key	State	Added by	Date Added	Last Edited by	Last Edit Date
<i>This is a unique identifier for the state record that is associated with the job function record.</i>	<i>This is the state name for the state record that is associated with the job function record.</i>	<i>This is the username of the user that added the job function record to PIDS.</i>	<i>This is the date that the job function record was added to PIDS.</i>	<i>This is username of the user that last edited the job function record.</i>	<i>This is the date that the job function record was last edited.</i>

## Classroom Assignments Worksheet

Classroom Assignment Key	Professional Key	Professional	Classroom Key	Classroom	Classroom Job	Assign Date	Leave Date	Leave Reason	Leave Reason Specify
<i>This is a unique identifier for the classroom assignment record.</i>	<i>This is a unique identifier for the professional record that is associated with the classroom assignment record.</i>	<i>If you are allowed to see private professional information, this is the professional's ID number and name.</i>  <i>If you are not allowed to see private professional information, this is just the professional's ID number.</i>  <i>This is the professional that is associated with the classroom assignment record.</i>	<i>This is a unique identifier for the classroom record that is associated with the classroom assignment record.</i>	<i>This is the classroom that is associated with the classroom assignment record.</i>	<i>The job that the professional performs in the classroom.</i>	<i>The date that the professional was assigned to the classroom.</i>	<i>The date that the professional left the classroom.</i>	<i>The reason that the professional left the classroom.</i>	<i>More details about why the professional left the classroom (if applicable).</i>

Program Key	Program	State Key	State	Added by	Date Added	Last Edited by	Last Edit Date
<i>This is a unique identifier for the program record that is associated with the classroom assignment record.</i>	<i>This is the program name for the program record that is associated with the classroom assignment record.</i>	<i>This is a unique identifier for the state record that is associated with the classroom assignment record.</i>	<i>This is the state name for the state record that is associated with the classroom assignment record.</i>	<i>This is the username of the user that added the classroom assignment record to PIDS.</i>	<i>This is the date that the classroom assignment record was added to PIDS.</i>	<i>This is username of the user that last edited the classroom assignment record.</i>	<i>This is the date that the classroom assignment record was last edited.</i>

**Intent:** This report is designed to export all the professional records for the specified timeframe and program(s)/hub(s)/cohort(s).

**Professionals Worksheet:** This worksheet includes all the professional records that meet the following criteria:

1. The professional has a hire date that is on or before the End Date criteria.
2. The professional either does not have a separation date, or the separation date is on or after the Start Date criteria.
3. The professional exists within the selected Program(s), Hub(s), and Cohort(s).

**Trainings Worksheet:** This worksheet includes all the training records for professionals included in the Professionals Worksheet regardless of the training date.

**Job Functions Worksheet:** This worksheet includes all the job function records for professionals included in the Professionals Worksheet regardless of the job function dates.

**Classroom Assignments Worksheet:** This worksheet includes all the classroom assignment records for professionals included in the Professionals Worksheet regardless of the assign date.

Criteria Name	Optional?	Description
Start Date	No	This date forms the start of the window that determines what records to include in the report.
End Date	No	This date forms the end of the window that determines what records to include in the report.
Program(s), Hub(s), and Cohort(s)	No	This filters the records that are included in the report. All programs, hubs, and cohorts that are selected will be combined into a distinct list of programs. This is accomplished by determining what programs exist in the selected hubs and cohorts, and then adding that list of programs to the list of specific programs that were selected by the user. After that, any duplicate programs in the combined list are removed. Only

		<p>records that are for the programs in the de-duplicated list will be included in the report.</p> <p><b>NOTE:</b> Only certain users have access to the hub and cohort criteria. Most users will only have access to the program criteria and only have one option in that program list.</p>
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