**Professional Data Export Report Documentation**

**Professionals Worksheet**

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

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

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

**Trainings Worksheet**

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

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

**Job Functions History Worksheet**

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

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

**Classroom Assignments Worksheet**

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

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

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| **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. | | | | | |
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| **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 records that are for the programs in the de-duplicated list will be included in the report.  **NOTE:** 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. | |