

MISD *TieNet* DATA ENTRY PROCEDURES and PERSONNEL INVENTORY PROFESSIONAL or PARAPRO (PIPP) FORM

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TieNet ID: First name initial and full last name. i.e. John Smith = JSMITH.
> **ONLY IF** ID already exists, add a sequential numeric suffix. i.e., JSMITH1 or JSMITH2.
> **ONLY USE** “legal” names, not nicknames, i.e. use John Smith, not Jack Smith.
> **DO NOT** use hyphens in hyphenated names, and **DO NOT** use apostrophes.
> *Some staff’s TieNet ID’s have suffixes that differentiate a person’s caseload. i.e. JSMITHECD.*
The Personnel Inventory information will only exist in the primary file, i.e. the one without the ALPHA suffix.

State ID: This area in “Staff>Profile>Main” is for *MISD internal use only*.
DO NOT change or add any ID codes.

ADD NEW “HIRED” PROFESSIONAL STAFF:

CRITICAL: First, search the *TieNet* database for the Staff person.

A. If staff person/ID already exists in *TieNet*:

1. ***In another district.*** (Left other employ and is your new hire.)
 - a. **DO NOT** enter staff person as a new entry for your district with a new ID.
Change all relevant information in *TieNet* “Staff>Profile>Main” to reflect staff’s current position, role, works at, and employing district (yours).
 - b. Complete “PIPP Form.”
 - Check “Add” under “Professional Staff.”
 - Check “Employed” for “Employment Type.”
 - Enter relevant information in left column, and remainder of PIPP FORM.
 - Submit PIPP FORM along with a copy of their certificate/license/ASHA and CCCs to **MGERMAIN**, Special Ed, MISD, via *TieNet* messaging.
2. ***In your district.*** (The staff person may have been added when ROSES Personnel Inventory information was moved to *TieNet*. This information is valid.
Do not inactivate or delete this record.)
 - a. Change all relevant information in *TieNet* “Staff>Profile>Main” to reflect the person’s current position, role, works at, and employing district (yours).
 - b. Complete “PIPP Form”.
 - Check “Modify” under “Professional Staff.”
 - Check “Employed” for “Employment Type.”
 - Enter relevant information in left column, and remainder of PIPP FORM.
 - Submit PIPP FORM along with a copy of their certificate/license/ASHA and CCCs to **MGERMAIN**, Special Ed, MISD, via *TieNet* messaging.

B. If staff person/ID does not exist in *TieNet*:

- a. Add all relevant information in *TieNet* “Staff>Profile>Main” to reflect the person’s current position, role, works at, and employing district (yours), and assign an ID.
- b. Complete “PIPP Form.”
 - Check “Add” under “Professional Staff.”
 - Check “Employed” for “Employment Type.”
 - Enter information in left column, and remainder of PIPP FORM.
 - Submit PIPP FORM along with a copy of their certificate/license/ASHA/CCCs and temporary approval form, if applicable, to **MGERMAIN**, Special Ed, MISD, via *TieNet* messaging.

Add only if 30+ calendar days in same position (for Medicaid reporting).

Follow steps for adding “hired” professional staff, however:

- Be sure to check “Substitute” for “Employment Type.”
- In “District Note” indicate for whom this person is subbing and length of time, if known.
- For SPEECH STAFF ONLY – Provide a copy of their ASHA and CCCs.

MODIFY “HIRED or SUBSTITUTE” PROFESSIONAL STAFF:

In your district. (Do not inactivate or delete an existing record.)

- a. Change all of the relevant information in *TieNet* “Staff>Profile>Main” to reflect the person’s name, current position, role, works at, and employing district (yours).
If a name change, indicate the new “Last Name.”

DO NOT change the *TieNet* ID – keep the former ID;

DO NOT use hyphens for hyphenated names; and

DO NOT use apostrophes, i.e., O’Donnell should be O’DONNELL.

- b. Complete “PIPP Form.”

- Check “Modify” under “Professional Staff.”

- Enter updated information in left column, and remainder of PIPP FORM.

- *If a name change, indicate the new “Last Name” and “Former Last Name.”*

DO NOT change the *TieNet* ID – keep the former ID;

DO NOT use hyphens for hyphenated names; and,

DO NOT use apostrophes, i.e., O’Donnell should be O’DONNELL.

- Submit completed PIPP FORM along with any approval forms/documentation, *if applicable*, to **MGERMAIN**, Special Ed, MISD, via *TieNet* messaging.

NOTE: If there is a name change due to marriage, etc., it is imperative to process that change in *TieNet* through the above “modify” process. For every professional staff listed in *TieNet*, there is a manual file that is maintained at the MISD with certificates/licensures. Those files need to reflect/respond with *TieNet* records.

DEACTIVATE “HIRED or SUBSTITUTE” PROFESSIONAL STAFF:

Only MISD Administrative staff is allowed to “DEACTIVATE” a record. Districts can request “deactivation” for a staff person – only if they left your employ – not if they’re on leave.

- a. Complete “PIPP Form.”

- Check “Modify” under “Professional Staff.”

- Complete left side of PIPP FORM.

- Enter a Status using the “Employment Status” drop-down menu.

- Check “Leave Date” under “Employment Information,”

- Enter date they left employment in the column to the right; and,

- Submit completed PIPP FORM to **MGERMAIN**, Special Ed, MISD, via *TieNet* messaging.

NOTE: For every professional staff listed in *TieNet*, there is a manual file that is maintained at the MISD with certificates/licensures. Those files need to reflect/respond with *TieNet* records. In the case of a staff being deactivated, the physical file will also need to be removed from “active” to “inactive.”

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DELETE “HIRED or SUBSTITUTE” PROFESSIONAL STAFF:

Only MISD Administrative staff is allowed to “DELETE” a record. This process will only occur when there is an instance of a confirmed duplicate record.

If a district notices the existence of a duplicate record for a staff person:

- a. Complete the “PIPP Form.”
 - Check “Modify” under “Professional Staff.”
 - Complete left side of PIPP FORM.
 - Enter a reason in the “District Note” area at the bottom of the PIPP FORM.
Example: “Duplicate record – see TieNet ID JSMITH1 and JSMITH2.”
 - Submit completed PIPP FORM to **MGERMAIN**, Special Ed, MISD, via TieNet messaging.
- MISD Administrative staff will review the record and make an appropriate record adjustment.

ADD, MODIFY, DEACTIVATE or DELETE “HIRED or SUBSTITUTE” PARAPROFESSIONAL STAFF:

ONLY for use by these districts that have paraprofessional staff logging Medicaid Personal Care Services: Macomb ISD, Mount Clemens, Utica, Van Dyke and Warren Woods.

Follow the above steps for adding, modifying, deactivating, or deleting professional staff. However, use the **right column only** for reporting paraprofessionals. Information is not required in the gray areas.

- a. Only add “substitutes” if they will be 30+ calendar days in the position.
- b. Add/modify all of relevant information in TieNet “Staff>Profile>Main” to reflect paraprofessional’s current position, role, works at, and employing district (yours).
- c. Complete “PIPP Form.”
 - Check appropriate: “Add” or “Modify” under “Parapro Staff.”
 - Enter relevant information in right column only.
 - If applicable, check “Hire Date,” “Leave Date” or “Other Change Date” button and enter the appropriate date in the right column.
 - If a substitute, in “District Note,” indicate for whom this person is subbing and length of time, if known.
 - Be sure to complete “Teacher Assigned” and “Building Assigned” areas.
 - Submit completed PIPP FORM to KIRWIN, Medicaid Office, MISD, via TieNet messaging