CONNECTICUT STATE DEPARTMENT OF EDUCATION

2019 Performance Matters Forum

State Reporting Best Practices, Tips & Reminders

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- Evaluation Timelines

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- Teacher Course Student
- ED166 Discipline
- Performance Office Website, Help Sites
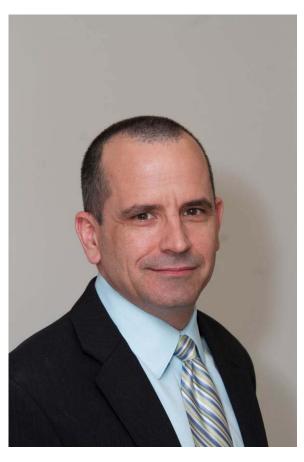- Profile and Performance Office Narratives
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- Directory Manager

- Restraint and Seclusion

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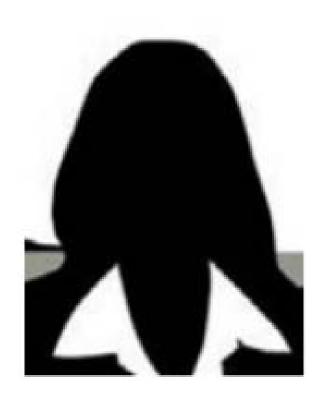(860) 713-6876

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- ED165 School Data
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- PSIS October/June
- PSIS Assessment
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- ED 159 Non-Public
- Non-Certified Staff

Data Collection Unit Stats:

- We manage nearly 20 collections
- We collect data on:
    - Over 2,000 schools, programs and districts
    - Over 530,000 students
    - Over 51,000 public school educators
- Every year we collect:
    - Over 2.5 million records
    - Upwards of 100 million separate data points

Today's Topics

- The Ideal LEA Collection Manager

- Collection Resources

- New Reports

- Certification

- General Tips

Recommended Audience

- Administrators who assign staff to be a LEA Collection Manager

- NEW LEA Collection Managers

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The Ideal LEA Collection Manager

- General knowledge of the collection (data collected, deadlines, etc.)

- Can answer questions directly

- Ability to update and extract data from SIS IEP Vendor system, HR system or relevant data system

- Ability to upload data into application and troubleshoot errors

- Some knowledge of Excel

- Responsive, attentive to details

- Must be on the District Profile/Contact List or have the appropriate role in DM

Presentation Acronyms and Definitions

- CSDE – Connecticut State Department of Education

- DM – Directory Manager

- FERPA – Family Educational Rights and Privacy Act

- Human Resource vendors – Munis, etc.

- IEP Vendors – Individualized Education Program vendors (Frontline IEP Direct, PowerSchool Special Education, etc.)

Presentation Acronyms and Definitions (continued)

- LEA – Local Education Agency (District, Charter School, etc.)

- PSIS – Public School Information System

- SEDAC – Special Education Data Application and Collection

- SIS – Student Information System (PowerSchool, Aspen, etc.)

- TCS – Teacher-Course-Student data collection

Critical Definition: Freeze Date

- No changes can be made after this date

- Frozen data is used for:
  - Federal Reports
  - State Reports
  - FOI Requests
  - EdSight – CSDE's public data portal
    - url: http://edsight.ct.gov/

Collection Resources

- Data Collections Guide Web Site
  - User Guide/Record Layout
- Data Acquisition Plan
- Timely and Accurate Calendar
- Portal Self-Service Page
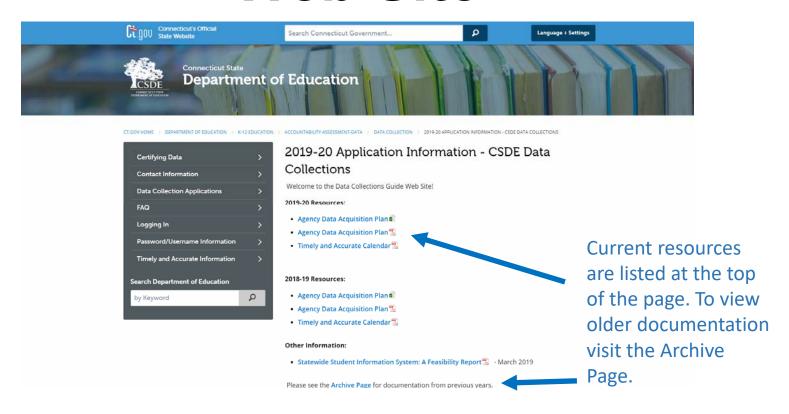- Help Sites
- Online Learning

Data Collections Guide Web Site

There are several ways to access the online guide:

- url: https://portal.ct.gov/SDE/Performance/Data-Collections-Guide

- Keyword Search: CSDE Data Collections

- Education Home → Performance Office → Data Collection

- Link at the bottom of the Documentation section of every Help Site

Data Collections Guide Web Site

Current resources are listed at the top of the page. To view older documentation visit the Archive Page.

Data Collections Guide: Home Page

- Agency Data Acquisition Plan
  - Excel document that lists all CSDE data collections
  - Can be filtered or sorted by header (deadline, reporting requirements, etc.)

- Timely and Accurate Calendar
  - A summary of Performance Office data collections
  - Includes all deadlines and freeze dates

Data Collections Guide: Contact Information

- General contact information for the Performance Office

- Photo Directory – A visual directory listing the various responsibilities of Performance Office staff

Data Collections Guide

Logging In

This page provide information on where to go and how to log into each collection type

Password/Username Information

• Link to the Portal Self Service page

• Information on changes in staff

• How to obtain the Superintendents Certification Code

Data Collections Guide: Frequently Asked Questions

- I am new to a school district. How do I obtain a password?

- I forgot my password. What do I do? ***IMPORTANT***

- When is my collection due?

- Who can I contact if I have reviewed the information online and still have questions on an application?

- Where can I get more information on the Department's data protection and privacy practices?

- How do I request data from the Department?

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Data Collections Guide: Data Collection Applications
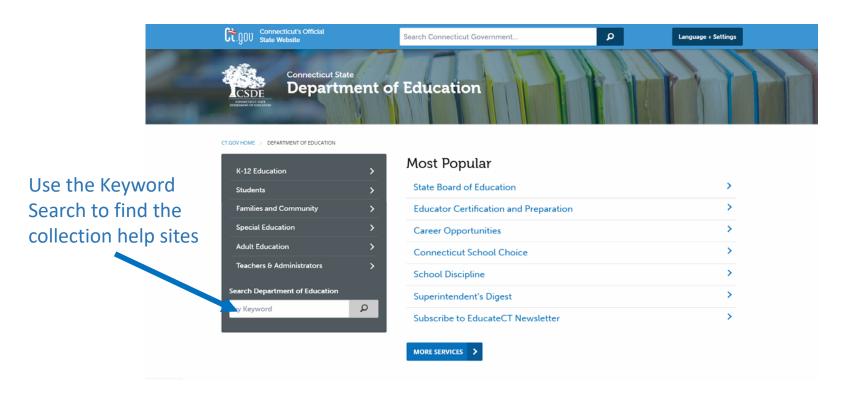
Data Collection Applications

Students

- LEGACY Public School Information System (PSIS)
- PORTAL Teacher - Course - Student (TCS)
- LEGACY ED166: Disciplinary Offense Data Collection
- LEGACY Special Education Data Application and Collection (SEDAC)
- PORTAL Restraint & Seclusion
- LEGACY Due Process Hearing Requests - Resolution Meetings Data Collection
- LEGACY Evaluation Timelines
- LEGACY Early Childhood Outcomes (ECO)
- LEGACY Kindergarten Entrance Inventory (KEI)
- LEGACY K-3 Reading Initiative
- PORTAL ED159: Non-Public School Report

- Performance Office data collections are listed by category:
  - Students
  - Facilities
  - Staff
  - Other

- The name of each collection links to the Help Site

- The type of collection (legacy, portal, other) is identified and linked

Locating a Help Site

Use the Keyword Search to find the collection help sites

- Department website : https://portal.ct.gov/sde
- Example keywords: PSIS, DM, KEI, ED166

Help Site Example

Navigate to important areas, such as Documentation which contains instructions, field definitions, code lists, and more.

The Home page of each Help Site includes general information about the collection, including deadlines.

In the upper right corner there is a link to the data collection.
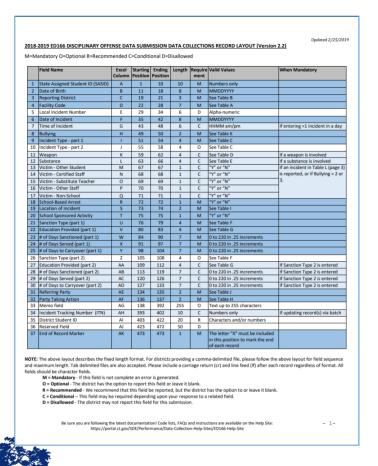
Help Site Sections

- Contact Information
  - CSDE Application Manager contact information
- Documentation ***IMPORTANT***
  - User Guides, codes lists, communication, etc.
  - Example of a User Guide on the next slide
- FAQ – Frequently Asked Questions
  - The most common questions pertaining to a collection

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Record Layout/User Guide

- Fields collected
- Reporting requirements (mandatory, conditional, etc.)
- Valid values (links to code tables)
- Updated yearly
- Found on the Documentation page of a Help Site

Help Site Sections (continued)

- Statutory References
  - Federal and State laws pertaining to a collection
- Training
  - Links to training information (if applicable)
- Yearly Updates
  - A list of any major updates to the application by year (if applicable)

Application Type Comparison

Legacy

- One username and password per LEA
- Your LEA may share the username and password
- All access
- CSDE assigns all usernames and passwords

Portal

- One username and password per person
- An individual must not share the username and password
- Access level depends on role
- Your LEA Security Manger assigns usernames and passwords

General Tip:
Legacy Collection Log-In

Be sure to add **sdectw** before your username

I forgot my password.
What do I do?

- Is the collection Legacy or Portal?
  - Recall that the application type is listed on the Data Collection Applications page and on the Home page of the Help Site for the Collection

LEGACY LOG IN   PORTAL LOG IN

Forgotten Password: Legacy

First Level Password

- Also known as the "Enter Button Password"

1) Ask someone in your LEA who also uses a legacy system (PSIS, ED166, etc.)

2) Call the SDE IT Help Desk:

   (860) 713-6610

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Forgotten Password: Legacy

Second Level Password (Application Specific)

1) Ask someone in your LEA who also uses that particular legacy system

2) Contact the SDE Application Manager
    - Passwords are only released to those listed as application contacts

Forgotten Password: Portal

The **Portal Self Service Page:**
- url: http://sdeportal.ct.gov/portaluser/
- This page can help you with the following:
  - Forgotten Username
  - Forgotten Password
  - Password Change

Directory Manager

Directory Manager (DM) is located in the Portal Applications website. DM is the official listing of all districts, schools and other educational facilities. DM is used to manage users and their roles for all Portal Applications. Accuracy is critical as these data are used by all other CSDE data collection systems. For this reason, the CSDE requires districts to verify their information annually. These verifications are in two separate areas:

• Management of Organizations

• Management of Users and Roles for Portal Applications

Reference Tips

- Carefully read emails and save them for reference

- Research questions on the website

- Bookmark the Help Sites for your collection or the list of collections on the Data Collection Application page
    - Save the Record Layout to your computer (or bookmark the page)

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Data Correction Tips

- Always fix the source of the issue
  - Fix your source system, extract, and upload again according to the Collection rules
- Note: Corrections in PSIS Registration impact other hang off applications

PSIS Connection and Orphan Records

PSIS Registration Module

PSIS Collections	Restraint & Seclusion	ED166	SEDAC	TCS

- Register student in PSIS before reporting in a "hang off" collection
- Check your registration dates (orphaned records)

Addressing Technical Issues

Technical issues can include page crashes, login issues, pages not loading, data not saving, etc. Please include the following information:

• Exact steps when experiencing the issue

• url or page description

• Batch # (If applicable)

• Screen shots (do not include student names)

Tip: Utilize Online Learning

The following are online courses to help new staff learn about being a secure and ethical data reporter:

- FERPA 101:
  https://studentprivacy.ed.gov/content/online-training-modules
- Data Ethics:
  https://nces.ed.gov/forum/dataethics_course.asp
- Improving Data Quality:
  https://nces.ed.gov/forum/dataqualitycourse/dataquality.asp

Certification Information

Effective July 1, 2014, the CSDE required all final data submissions be reviewed and certified by **certified administrators only (holding an 092 or 093)**. Certification is subject to removal if not completed by an Administrator.

When a LEA certifies a collection, they agree to the following certification statement:

- **Certification Statement**
By certifying these data the LEA attests that they have reviewed all data reported, including but not limited to the above figures and these data are, to the best of the LEA's knowledge, valid and accurate in accordance with the requirements included in Connecticut General Statutes Sections 1-10 through 10-312. The LEA further understands upon certification, these data may be used in federally mandated reporting, state longitudinal data system public reporting, and in accordance with the Freedom of Information Act (FOIA) data requests made of the Connecticut Department of Education

Certification Tips

- Review your reports:
  - Review data for general reasonability
  - Clear and Data Cleaning reports
  - CSDE Application Managers will communicate issues to your LEA

- Ensure reports that "should" be blank are
  - EXAMPLE: No students in your LEA had a school based arrest. The arrest report should be blank.

Error Reports: Best Practice

- Error Reports – These reports list any errors that are contained in a batch after a batch upload has taken place into one of our data collection applications. **Best Practice – correct your source system and then extract and upload again – as permitted by the individual collection.**

Data Collection Reports

Built In

- Reports are part of the application and can be run at anytime by the LEA

- Live – as data is changed in the application the report will update

Emailed

- Reports are outside of the application (generally emailed) and can only be updated by the application manager

- Static – based on the date posted on the report

Reports (continued)

Informational
- Provide your LEA with information as an FYI in regard to the data reported in the application

- Data only needs to be fixed if incorrect – the report does not need to be blank

Data Cleaning
- Provide your LEA with questionable data that must be fixed prior to completing a collection
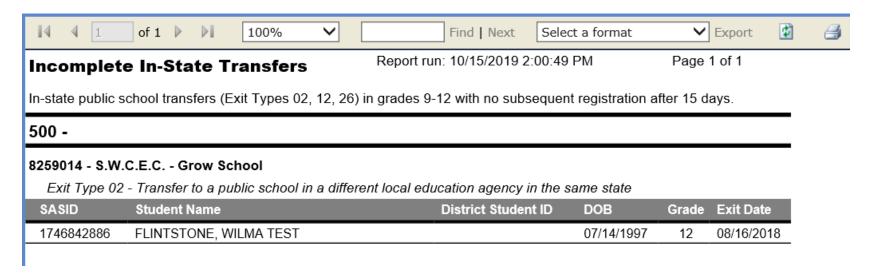
New Reports

New reports are introduced as the need arises:

- LEA suggestions
- New reporting requirements
- Improve data accuracy

New PSIS Report:
Incomplete In-State Transfers

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Incomplete In-State Transfers   Report run: 10/15/2019 2:00:49 PM   Page 1 of 1

In-state public school transfers (Exit Types 02, 12, 26) in grades 9-12 with no subsequent registration after 15 days.

500 -

8259014 - S.W.C.E.C. - Grow School

Exit Type 02 - Transfer to a public school in a different local education agency in the same state

SASID	Student Name	District Student ID	DOB	Grade	Exit Date
1746842886	FLINTSTONE, WILMA TEST		07/14/1997	12	08/16/2018

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New ED166 Report: Potential Duplicates

Potential Duplicates and Multi-Part Records

1) Records are Duplicates - delete one
2) There were two Incident Types
3) There were two Sanctions

LEA: DEMO

SASID	Incident Date	Time	Incident 1	Incident 2	Bullying	Weapon	Substance	Sanction 1	Sanction 2
1050055130	3/8/2019	02:00	1700	1710	1	0000	0000	1020	0
1050055130	3/8/2019	02:00	1710	0	1	0000	0000	1020	0
1145030035	4/2/2019	09:00	1710	0	1	0000	0000	1054	0
1145030035	4/2/2019	09:00	1700	0	1	0000	0000	1075	0
1359436500	10/25/2018	12:00	1720		1	0000	0000	1076	
1359436500	10/25/2018	12:00	1720	0	1	0000	0000	1076	0

New TCS Report: Comparison Summary

	2018-2019 (prior)	2019-2020 (current)
AP Record Count	255	137
Dual Enrollment Record Count	94	103
IB Record Count	0	0
Summer School Record Count	0	0

Additional Count Information:

- **AP Record Count** – This is sum of all records where the NCES Course is listed as AP. All grade levels are included.
- **Dual Enrollment Record Count** - This is sum of all records where the Dual Enrollment Code is not blank. All grade levels are included.
- **IB Record Count** – This is sum of all records where the NCES Course is listed as IB. All grade levels are included.
- **Summer School Record Count** – This is a sum of all records where the Session Start Date occurred after June 30. All grade levels are included.

Access this Presentation Online:

There are several ways to access this presentation:

- url: https://portal.ct.gov/SDE/Performance/Performance-Matters-Forum/2019/Performance-Matters-Forum-2019/Resources

- Keyword Search: Performance Matters 2019

- Education Home → Performance Office → Performance Matters Forum 2019 → Resources

Any Questions?