Welcome to the September DDC Meeting

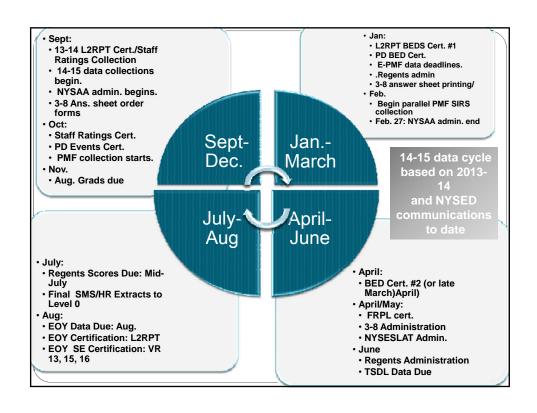
September 2014

Agenda

- Welcome and Introductions
- NYSED, Data Warehousing and Security Updates
- SMS and Level 0 Updates
- Special Ed Updates
- Test Scoring Updates

NYSED Updates and Data Warehousing

Presented by Maggie Maloney



2014-15 WNYRIC Fall Data Collection Schedule via SIRS

- Begin Sept
 - Staff evaluation ratings 2013-14 as available
 - SE Events
 - Staff Snapshot: with/without additional data fields
 - · Demographic, enrollment
 - Program data as available
 - Staff student course as available.
- October-
 - Same except SE Events.
 - Staff Evaluation Ratings lock deadline: Oct. 16 at noon. Certification of SIRS 317 due Oct. 24, 2014 via IRS Portal.
- November-January:
 - All of the above except SE Events and Staff Evaluation Ratings.
 - August Graduate data lock deadline is Nov. 25 at noon.

What about BEDS PMF Data?

Prior to 2014-15

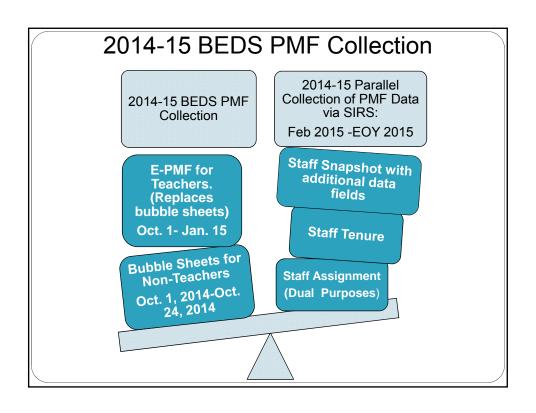
- Data collected manually using scan sheets from:
- Teachers
- Non teaching professional staff

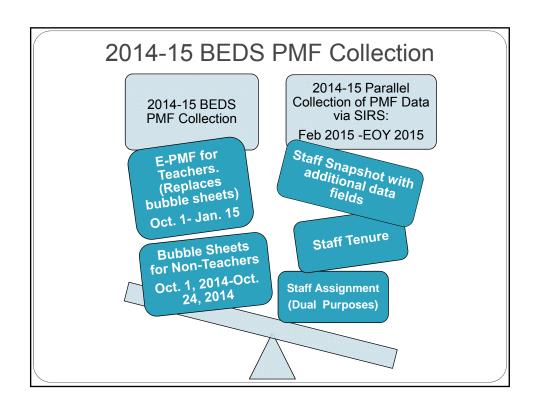
2014-15 Process

- Data collected from teachers via e-PMF.
- Scan sheets still used by non teaching professional staff.

2014-15 Parallel Process

- PMF data will also be collected via SIRS.
- Data will be used as a comparison only in preparation for full roll out in 2015-16.





e-PMF

- e-PMF collection for teachers will start in early October and end January 15, 2015.
- Teachers will access via Teacher Access and Authentication Portal using the same user ID and password they use to view course rosters. (https://eservices.nysed.gov/taa/)
- Process to generate PINS for new teachers has changed.
 PIN process will be triggered on Mondays when staff snapshot record is available in Level 2.
- Staff snapshot is also used to make the link for PMF available for both existing teachers and new teachers.
- If staff snapshot is locked by noon on Thursdays starting September 25, 2014, e-PMF should be available for the related teachers the following week. NYSED Target date for availability is October 1, 2014.

e-PMF

- Administrators can also access e-PMF. Accounts will be administered via SEDDAS. (http://www.p12.nysed.gov/seddas/seddashome.html)
- Data can be corrected in e-PMF.
- Once data collection has been finalized as of January 15, 2014, the Superintendent or Charter School leader will have until January 31, 2014 to certify the data.
- Guidance/User Manual for e-PMF http://www.p12.nysed.gov/irs/beds/2014/PMF/home

BEDS PMF Bubble Sheets

- Bubble sheets will continue to be used by non teaching professional staff for 2014-15.
- Timeframes are consistent with prior years.
- Deadline to submit bubble sheets to NYSED is Friday October 24, 2014.
- Communications and FAQ for non teaching staff: http://www.p12.nysed.gov/irs/beds/2014/PMF/home

2014-15 Parallel SIRS PMF collection

- PMF Data needed for 2014-15 BEDS will be sourced from e-PMF and scan sheets.
- PMF data collected via SIRS will be used as a comparison.
- SIRS Process will be fully implemented in 2015-16.
- PMF Component Templates:
 - Staff Snapshot (also used for TSDL collection and APPR ratings collection); will have additional data and will need teacher's actual location.
 - Staff Tenure Data
 - Staff Assignment Data (also used for TSDL data collection and for ENY Portal future use).

PMF SIRS Parallel Data Collection

- Level 0 enhancements needed for the data collection will be implemented in stages:
- Late September:
 - Additional fields will become available in Staff Snapshot.
 - If additional data is present, it will be edited.
 - Tenure date field on staff snapshot will no longer be available.
 - Staff tenure template will become available.
 - New assignment codes will become available for Staff Assignment.
 - Security enhancement will become available for all three templates.
 - All three templates will become part of HR security.
- Winter 2015 (Feb.):
 - Additional data fields for staff snapshot will become required fields.

Security

Presented by M. Maloney

WNYRIC DW Security Process

- Limited number of users per district, school, BOCES.
- Access is at a district level. This means whoever is authorized as a user can see all data for the district, school or BOCES as made available in WNYRIC DW reports.
- DDCs are required to sign off on requests for access and ensure district superintendent, school principal or BOCES superintendent sign as appropriate for the LEA.
- DDC's are also required to notify WNYRIC of the need to delete access for a user.
- The WNYRIC DW Support team is now reviewing all security forms prior to establishing access. This change occurred with the retirement of WNYRIC's security officer.

WNYRIC Security

- Use of an Authorized User Form for Level 0 and WNYRIC DW (Level 1)
- · Forms are found in the WNYRIC Forms Library.



Level 0 Security Process

- WNYRIC manages security for requests for DDC access for student records and/or staff records.
- The WNYRIC DW Support team is now reviewing all security forms prior to establishing access.
 This change occurred with the retirement of WNYRIC's security officer.
- Once authorized for access as a DDC, the DDC will have rights to assign access to other district users.

Reminder about NYSED Security

- Many applications use NYSED's SEDDAS security.
- SEDDAS is SED's Delegated Account System.
- SEDDAS provides districts, charter schools, nonpublic schools and BOCES with a means of administering security for various NYSED applications.
- Information about SEDDAS can be found on the NYSED website. http://www.p12.nysed.gov/seddas/seddashome.ht

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NYSED L2RPT Security

- L2RPT uses NYSED's SEDDAS security.
- Security is established by SEDDAS district administrator, usually the Superintendent.
- Access to L2RPT requires SEDDAS account at appropriate level (District or Building) and entitlement rights to L2RPT.
- For more information about SEDDAS, use the following URL: http://www.p12.nysed.gov/seddas/seddashom e.html

Welcome To The 2014 -2015

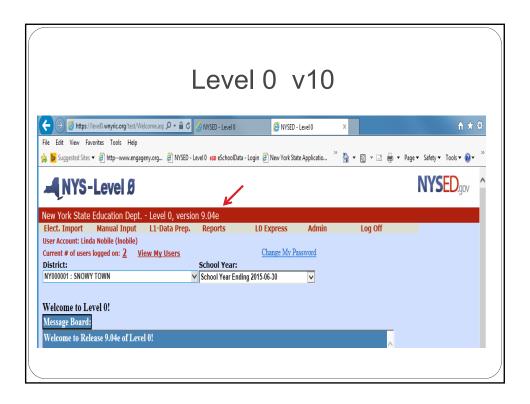
SMS and Level 0 Presented by Linda Nobile

2013-2014 End of Year Certification

- Due to various reasons, the 2013-14 data collection deadline was extended to Friday September 12, 2014. The corresponding WNYRIC lock deadline was Thursday, September 11, 2014.
- The L2RPT certification deadline is now Friday, September 26, 2014. It was distributed via the IRS Portal.

2013-2014 Dates

- 2013-2014 Staff Evaluation Level 0 data due Thursday October 16 at noon, up to Level 1 Friday October 17, 2014
- L2RPT Verification and certification is October 24, 2014



Level 0

- Our first data extracts for the new 2014-2015 school year are set to take place the mid to late September
- August graduate data is due to be cleaned, validated and locked up to Level 1 no later than Tuesday, November 25, 2014. Will go to Level 2 Friday, November 28, 2014

New for 2014-2015

State Course Code (In Course template) [published 8/12/14] [updated 8/21/14]

Course Code | Description

06152 AP Italian Language and Culture

Program Services Code (In Programs Fact template – Programs Type "Higher Education") [published 8/12/14]

ADD:

	Program Service Code	Description	
	4026	P-Tech Early College High School	
ı	4037	Smart Scholars	

Country of Origin Code (In Student Lite template) [published 8/12/14] ADD:

Country Code	Description
TP	East Timor

New This Year

- Last year we collected the staff assignment data set from your student management system
- This year this data set will be extracted and imported from your Human Resources system
- Additional fields have been added to the Staff Snap Shot Template for Human Resources
- Staff Tenure template is new this year, this new data set will hold certification and salary information that is currently being developed. H.R. software vendors are at presently working on this. The collection of this data will start around February 2015
- If you do not use an H.R. system, data can be entered into a spread sheet and imported to Level 0 or manually entered directly into Level 0

New This Year cont'd

- There will be different staff assignment data collections
 - PMF collection is for non teaching staff to be included in the PMF collection
 - Principal APPR collection, what we used to do for principal evaluation
 - Non teaching staff who needs access to the ENYP (Engage New York Portal)
- This data will be collected after February 2015

SMS & Level 0 House Keeping Tips

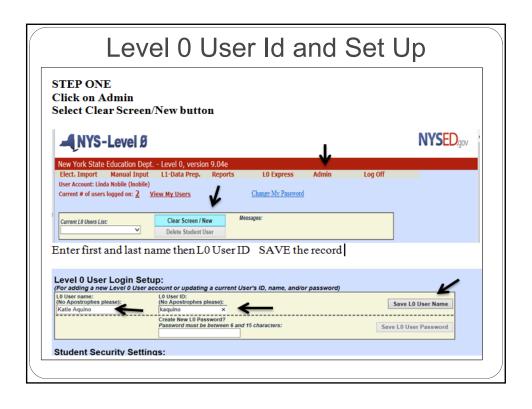
- Students who are alt assessed must have an ungraded enrollment grade that gets imported to Level 0
- All PK and UPK students need 990 or 902 code
- All students who were PK students and who rolled up to grade K, you need to end their UPK status from last year
- Open NYSESLAT records, eligible to take the NYSESLAT 0242 code must end from last year
- Homeless indicator is a yes/no field on the demographic record. If the student is homeless at any point during the school year, it remains "yes" for the entire year
- PS summer school records are needed for any student who received summer school special ed.

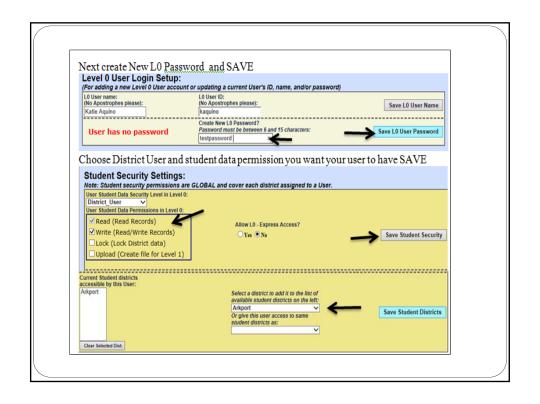
PS Summer School Services

- This is the time of year, where it is very important for districts to get their Pre School summer school records into their SMS systems, this includes any Kindergarten child who may have moved up to grade K.
- You will need to work together with your CPSE committee to get these summer school children enrolled into their PS summer school service.
- They will need to be entered as grade of PS and their location code must be who the special ed service provider is, with a summer start date of 07/01/2014 and end date 08/dd/2014.
- There are edit validation checks in Level 0 and will error if there is not a corresponding PS enrollment grade for this record.
- This important data will effect next June 2015 EOY Snapshot verification.

It Matters Sequentially!

- When locking data files, it is important to remember to lock data files in sequential order.
 - Demographics
 - Enrollment
 - Program Service
 - Special Ed Files





SED RESOURCES

- SIRS Guidance
 - www.p12.nysed.gov/irs/sirs/ 2014-2015 Not available yet
- Collection Requirements for.
 - www.p12.nysed.gov/irs/vendors/2014-15/techInfo.html
- Templates for Extracts
 - http://www.p12.nysed.gov/irs/vendors/2014-15/techInfo.htm
- APPR guidance
 - www.engageny.org/sites/default/files/resource/attachments/appr-field-guidance.pdf Last updated July 16 2014
- Comprehensive Course Catalog
 - www.p12.nysed.gov/irs/courseCatalog/home.html

Special Ed Data

Presented by Beth Muscoreil

Verifying 2013-14 Special Education Events Data

VR-11, VR-12, and VR-14

Certification Date: October 6, 2014

2014-15 BEDS Day Special Education Snapshot

October BEDS Day Special Education Snapshot VR 1-9

BEDS Day Date is October 1, 2014 (Always the first Wednesday in October)

Final Certification Date: January 12, 2015

The ClearTrack 200 and IEP Direct teams will pull the data in November

Special Education Data Collection Due Dates for the 2014-15 School

These data are populated from SIRS and certified in the PD Data System	Date to Certify By		
VR 1: Preschool Child Count Report by Race/Ethnicity	January 12, 2015		
VR 2: School Age Child Count by Age and Disability	January 12, 2015		
VR 3: School Age Students by Disability and Race/Ethnicity	January 12, 2015		
VR 4: Preschool LRE Setting Report	January 12, 2015		
VR 5: School Age LRE Setting Report	January 12, 2015		
VR 6: District Report of Preschool Students by Primary Service Provider	January 12, 2015		
VR 7: Provider Report of Preschool Students	**		
VR 8: District Report of School Age Students by Building Where Enrolled	January 12, 2015		
VR 9: Provider Report of School Age Students	**		
VR 11: Notification to School District of Compliance Rate on SPP #11	September 28, 2015		
VR 12: Notification to School District of Compliance Rate on SPP #12	September 28, 2015		
VR 13: Preschool Children Provided Programs and Services during 2013- 14 School Year	August 24, 2015		
VR 14: District Report of Parentally Placed Students in Nonpublic School Who Were Evaluated	September 28, 2015		
VR 15: Preschool Outcomes Report	August 24, 2015		
VR 16: Students Receiving Coordinated Early Intervening Services	August 24, 2015		
** Verification reports 7 and 9 are provider reports that do not require certification.			

Data Reporting Resources

- > SE Data Reporting references and information
 - → Information and Reporting Services Special Education (SEDCAR) Website:

http://www.p12.nysed.gov/sedcar/data.htm.

- → The Schedule of Submissions to find the school year in which your district is required to submit data for Indicators 11 (VR11),12 (VR12), and 7 (VR15):

 http://www.p12.nysed.gov/sedcar/sppschedule2011-2017.html
- PD Data System: https://pd.nysed.gov/
 Data is refreshed in the PD System every Monday
- > SIRS Policy Manual: http://www.p12.nysed.gov/irs/sirs/
 - → Tables of Reporting Responsibilities for School Age and Preschool Age Students

The BEDS Day Snapshot for Special Education: VR 1-6, 8

Which students are included?

- Preschool and School Age students with disabilities
- For whom school districts have CPSE and CSE responsibility
- Receiving special education services
- On the snapshot date: October 1, 2014

These students are displayed in VR 1-6, and VR 8

The BEDS Day Snapshot for Special Education: VR 7 and 9

VR 7 & VR 9 are Provider Reports

· View Only reports

VR 6 (preschool students) and **VR 8** (school-age students) reports display students by their "Building of Enrollment".

- Students are displayed as enrolled in school district buildings or in out-of-district buildings of enrollment.
- Check the numbers and compare them to your records
- Contact the District of Residence to reconcile the numbers if you find discrepancies

Special Ed BEDS Day Snapshot: Parentally Placed SWDs

Parentally placed students with disabilities in nonpublic elementary and secondary schools are also on the VR1 - 6 and VR 8 and are displayed in two categories:

- Those <u>who receive</u> special education services in accordance with an IEP or IESP and
- Those who do not receive special education services

Preschool Enrollments and Preschool Type of Disability Records

Preschool age students <u>referred</u> to special education between July 1 and June 30 must have a PS enrollment:

- If child <u>is not</u> enrolled in UPK/PK and is referred to the CPSE for eligibility determination, use Entry code 4034;
- If child is already enrolled in UPK/PK, and is referred to the CPSE, there is no change in enrollment and it remains Entry code 0011.

Preschool age students receiving services between July 1 and June 30 must have a PS enrollment and Preschooler with a Disability record:

- Preschool age student with a disability who has transferred into the district use Entry code 0011;
- Preschool age student with a disability who is receiving services use Entry code 0011.

Preschool Students with Disabilities Transitioning to School Age

Preschool age students who receive special education services in July and August and transition to a school age program must have:

- Preschool enrollment with a PS or UPK Grade Ordinal
 - Preschooler with a Disability (Type of Disability Record)
 - ClearTrack 200 Start and End Dates
 - July 1 to August 31
 - IEP Direct Start and End Dates
 - July 1 to August 31
- School age enrollment
- May or may not have a school age disability record

Level 0 Edit check for PS Enrollment and Grade Ordinal

A program code 5786 [Preschooler with a Disability] without an associated 0011/5905 enrollment with a grade ordinal of PREKF, PREKH, or PRES for at least 1 day during the 5786 program Start/End time period will receive the following error:

* PS3091 v9.04 W/F A Preschool student w/disability record (5786) can only have an associated 0011/5905 enrollment grade ordinal of PREKF, PREKH, or PRES during the same time period.

Establishing Communication Between the District/Building Registrar and The Special Education Office

District/building Registrar notifies special education department:

- 1. Of new enrollments
- 2. When an enrollment changes or ends

Special education department notifies registrar when:

- Preschool age student is referred to CPSE (4034 entry)
- 2. Preschool age student has eligibility determination meeting (140 exit)
- 3. Preschool age student starts special education services (0011 entry)
- Preschool age student ends special education services (declassified, moved, etc.) before becoming school age (exit codes*)
- 5. When a preschool age student is receiving summer services before becoming school age in September (0011 or 5905 entry / exit codes*)
 - * See the SIRS Policy Manual for appropriate exit codes

Reminders

- · Check data often in the PD System.
- Make corrections immediately in the source system.
- Ensure corrected data gets into Level 0 so that it migrates.
- Lock the data sequentially
 - Demographic
 - Enrollment
 - Program Services
 - Assessments
 - SE Snapshot
 - SE Events

Test Scoring AND Scanning

Presented by Karen Halbert

ELA Math 3 – 8; Science 4 & 8

- Be sure to order ELA, Math and Science test booklets by November 3, 2014
- Be sure to send in your order form for ELA, Math and Science preprinted answer sheets by September 30

ELA Math 3 – 8; Science 4 & 8

- This is the link to the SED memo: Procedures for Requesting, Shipping, and Storing of Materials for the 2014 – 15 Administration of the NY State Elementary – and Intermediate - Level Tests
- http://www.p12.nysed.gov/assessment/ei/2015/905 -814.pdf

Testing/Printing Schedule

Test	Printing Dates	Administration Dates	Make-up Dates	Scoring Dates	Final Dates to Submit Answer Sheets to Scanning Centers
NYS Alternate Assessment (NYSAA)	Week of February 9, 2015	Monday, September 29 – Friday, February 27	Make-ups must be given within the testing window	Monday, March 16 – Friday, May 1	Monday, May 4
NYSESLAT Speaking	Week of March 9, 2015	Tuesday, April 14 – Friday, May 15	Make-ups must be given within the testing window	Speaking is scored as it is administered.	Thursday, May 28
Grades 3–8 English Language Arts	Week of February 16, 2015	Tuesday, April 14 – Thursday, April 16	Friday , April 17 – Tuesday, April 21	Friday, April 17 – Wednesday, April 29	Wednesday, April 29
Grades 3–8 Mathematics	Week of February 16, 2015	Wednesday, April 22 – Friday, April 24	Monday, April 27 – Wednesday, April 29	Monday, April 27 – Thursday, May 7	Thursday, May 7
NYSESLAT Listening, Reading, Writing		Monday, May 4 – Friday, May 15	Make-ups must be given within the testing window	Monday, May 18 – Thursday, May 28	Thursday, May 28
Grade 4 Science Performance Test	Week of April 13, 2015	Wednesday, May 20 – Friday, May 29	Make-ups must be given within the testing window	Scoring may start immediately following administration	Thursday, June 11
Grade 8 Science Performance Test	Week of April 13, 2015	Wednesday, May 20 – Friday, May 29	Make-ups must be given within the testing window	Scoring may start immediately following administration	Thursday, June 11
Grade 4 Science Written	Week of April 13, 2015	Monday, June 1	Tuesday, June 2 – Wednesday June 3	Following make-up dates, but no later than Thursday, June 11	Thursday, June 11
Grade 8 Science Written	Week of April 13, 2015	Monday, June 1	Tuesday, June 2 – Wednesday June 3	Following make-up dates, but no later than Thursday, June 11	Thursday, June 11

NYSAA Age Ranges

Assessment	Birth Date	Student's Age Between September 1, 2014 and August 31, 2015
Grade 3 ELA & Math	September 1, 2005—August 31, 2006	9
Grade 4 ELA, Math, and Science	September 1, 2004—August 31, 2005	10
Grade 5 ELA and Math	September 1, 2003—August 31, 2004	11
Grade 6 ELA and Math	September 1, 2002—August 31, 2003	12
Grade 7 ELA and Math	September 1, 2001—August 31, 2002	13
Grade 8 ELA, Math, and Science	September 1, 2000—August 31, 2001	14
Secondary-Level ELA, Math, Science, and Social Studies	September 1, 1996—August 31, 1997	18*

NYSAA Continued

- *Note: NYSAA-eligible students who do not meet the age criteria above and will be leaving school before they reach their eighteenth birthday must take the secondary-level NYSAA before they leave school (i.e., when they are 17 years old).
- NYSAA-eligible students with a birth date prior to September 1, 1996 who have not been assessed at the secondary-level must be assessed in 2014-15 before they leave school.

NYSESLAT

- All grades kindergarten 12 LEP students (including ungraded age-equivalent students with disabilities) must take the NYSESLAT.
- LEP eligible program service code is 0231.
- LEP students must take this assessment to evaluate English proficiency even if they take a grades 3–8 ELA assessment.
- NYSESLAT test booklets come to the districts directly from the vendor Metritech; answer sheets come from the WNYRIC.

Ordering Test Booklets - NYSESLAT

- All NYSESLAT materials must be requested through NYSED's online examination request system. Online requests must be submitted no later than Friday, January 16, 2015.
- http://www.p12.nysed.gov/assessment/nyseslat/2 015/1900-15.pdf

NYSESLAT Field Test

- New contractor: Metritech
- It has been determined that Kindergarten students will not be part of the field testing
- Tests will be given from October 30 November
 12
- SED will alert districts if they were chosen with a letter
- Only 829 districts chosen statewide

In the country less than one year?

- USED has approved a one-time use of the NYSESLAT in lieu of the Grades 3–8 ELA Assessment for some LEP students and you will still meet the NCLB participation requirement for AYP in elementary / middle-level ELA
- All LEP students who will have been attending school in the United States for less than one year will qualify for the NYSESLAT in lieu of ELA. You must report these students with a <u>Program</u> <u>Service Code</u> 0242 — *Eligible to take the* NYSESLAT for grades 3-8 ELA Accountability.

NYSITELL

- Order NYSITELL materials through the SEDDAS Portal as needed throughout the year. Be advised, any orders requested should arrive at the school 30 – 60 days after the request has been made.
- This is a secure test, no one may make notes of any of the questions from the test
- NYSITELL test materials should not be returned to SED
- http://www.p12.nysed.gov/assessment/nysitell/20 15/1360-15.pdf

Finishing 13 - 14

NYSESLAT

- As a reminder, the security of all tests is paramount. All secure materials distributed by Questar Assessment, Inc. for the Spring 2014 NYSESLAT were to be returned to Questar Assessment, Inc. immediately following testing.
- If you have not already done so, please return all secure testing materials from Spring 2014 to Questar Assessment, Inc. immediately.
- Please contact NYSESLAT Customer Support at NYSESLATSupport@questarai.com or 1-866-644-6648 for assistance and directions regarding the return of materials.

Finishing 13 - 14 (Continued)

Score Reports and Labels 13 – 14

- The Student Score Report, Rank List and Labels are being printed for ELA and Math 3 – 8 if you ordered them.
- The Student Score Reports, Rank List and Labels are being printed for NYSESLAT for everyone, no ordering required
- The Score Reports and Labels for NYSAA will be printed later in September.

Summer Submission

 We have submitted the student 3 – 8 ELA and/or Math and NYSESLAT changes/additions/deletions from the 13 – 14 school year.

August Regents 2014 information

- We have scanned all answer sheets, the data will be moved to home districts as soon as the new school year is 'open' in L1
- If you are an In District scan school, you will be able to log into https://testscore.wnyric.org and view your students August Regents score data

In District Scanning

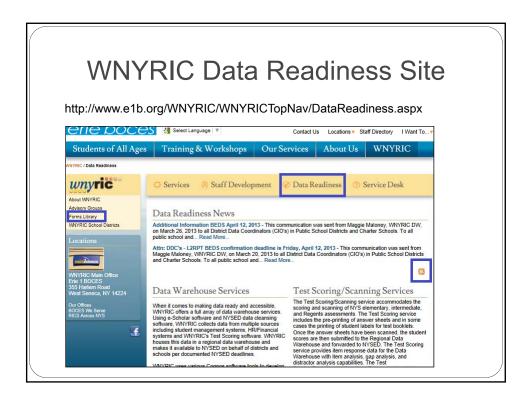
- Please let me know if you would like information on In District Scanning for your district.
- You may use this service for all Regents answer sheets, including the CC, and Science 4 & 8.
- This web page is used by In District scanning districts for reporting: https://testscore.wnyric.org

Resources and Documentation

WNYRIC Data Readiness Site

Contains:

- Links to NYSED documentation (SIRS Guidance, APPR Guidance, Engage NY, NYSED Assessment Information,)
- Links to data systems (Level 0, WNYRIC DW, Test Scoring Website, PD System)
- WNYRIC Documentation: WNYRIC DW, Item maps.
- DDC Meeting Presentations



Support Contacts

What?	Contact Name	E-mail	Phone
Assessment Data	Karen Halbert Test Scoring Team	khalbert@e1b.org testscoring@e1b.org	716/821-7173
WNYRIC Data Warehouse Support	Sally King Bonnie Fosbury Maggie Maloney Denny Atkinson	dataview@e1b.org	716//821-7615 716/821-7189 716/821-7466 716/821-7088
L2RPT Support	Bonnie Fosbury Maggie Maloney	dataview@e1b.org	716/821-7189 716/821-7466
NYSSIS/UIAS Support	Bonnie Fosbury	dataview@e1b.org	716/821-7189
E-School Data SMS/ Level 0 Support	Linda Nobile Susan Brady	Inobile@e1b.org sbrady@e1b.org	716/821-7431 716/821-7319
PowerSchool SMS/ Level 0 Support	Whitney McHenry Carol Weichmann	wmchenry@e1b.org cweichmann@e1b.org	716/821-7356 716/821-7172
Level 0 Support: Charter Schools with other SMS	Carol Weichmann	cweichmann@e1b.org	716/821-7172
Level 0 Support : Public/non- public schools with other SMS	Georgette Kenney	gkenney@e1b.org	716/821-7268
Level 0 Support: Staff Data	Amy Burke	aburke@e1b.org	716/821-7162
Special Education	See next slide	See next slide	See next slide

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