



**Kentucky
Department of Education**
2014-15 KSIS End-of-Year Training

Capital Plaza Tower, State Board Room (125) and Webcast
April 29, 2015
9:30 a.m. Eastern / 8:30 a.m. Central

KSIS FoY Training - April 29, 2015

Your links to join the meeting

The Webcast will be opened at 9:00 a.m. (EDT) for login.

If you are using a Windows-based device, right click and open hyperlink or copy below and paste into your browser: <https://video1.education.ky.gov/encoder3a>

If you are using a smartphone (Droid, iPhone or Mac), right click and open hyperlink or copy below and paste into your browser: <http://mediaportal.education.ky.gov/watch-live/>

To ask questions and interact with the presenters right click and open hyperlink or copy below and paste into your browser: <http://app.gosoapbox.com> Access Code: KDEDData

Have a technical issue? Contact your district technician.





Welcome and Housekeeping

Becky Jenkins
KIDS, Enterprise Data Division

KSIS FoY Training - April 29, 2015

Q&A and EILA Credit

- **Presentation slides and notes, and training agenda:**
KDE KSIS Training Web page
- **Have a question?** Post it to GoSoapBox and it will be answered during or the at the end of the session.
<http://app.gossoapbox.com> Access Code: KDEData
- **Want EILA credit?** Be sure to register and complete the online training evaluation/self-attestation survey.



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Start	Session	Presenter
9:30	Welcome & Housekeeping	Becky Jenkins , Office of Knowledge, Information and Data Services (KIDS) Enterprise Data Division 502-564-2020 x 2475
9:35	KTS Data Exchange Scheduling	Tanya Fluke , Office Career and Technical Education Division of Technical Schools and Federal Programs 502-564-3472 ext. 4205
10:35	Data Synchronization: POS and IC	Brad Blunt , Office of Administration and Support (OAS) Division of School and Community Nutrition 502-564-5625 ext. 4932
11:05	Break	
11:15	Seek at Risk ADM	Brad Blunt , Office of Administration and Support (OAS) Division of School and Community Nutrition 502-564-5625 ext. 4932
11:30	Intervention Data	April Pieper , Office of Next Generation Learners (ONGL) Division of Learning Services 502-564-4970 ext. 4519
12:00	Lunch Break	



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Start	Session	Presenter
1:00	Cohort End of Year Reporting	Tina Logan , Office of Assessment and Accountability (OAA) Division of Assessment Design and Implementation 502-564-9873 x 4474
1:30	Safe Schools End of Year Reporting	Windy Newton , Office of Next Generation Schools and Districts (ONGSD) Division of Student Success 502-564-2116 ext. 4063
2:15	CIITS Job Categories	Lindsey Robinson , Office of Knowledge, Information and Data Services (KIDS), Enterprise Data Division 502-564-2020 ext. 2474
2:30	Wrap-up	Becky Jenkins , Office of Knowledge, Information and Data Services (KIDS) Enterprise Data Division 502-564-2020 x 2475



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KTS Data Exchange
Begins at 9:35 a.m. (EDT)

You can ask questions and interact with the presenters during the training through GoSoapBox: <http://app.gosoapbox.com>
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KTS Data Exchange

Tanya Fluke, Systems Consultant IT
Office of Career and Technical Education
Division of Technical Schools and Federal Programs

KSYS FoY Training - April 29, 2015

Agenda

- ▶ Support & Resources
- ▶ Project Deadlines
- ▶ Course Creation Flow
- ▶ Course Numbering and Scheduling
- ▶ Grading Setup and Syncing
- ▶ Attendance Reporting
- ▶ Program Flags

Tanya Fluke



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Support & Resources

- ▶ [KSIS-KTS Data Exchange Webpage](#)
 - Documentation
 - Training Videos
 - How-To Videos
- ▶ **Campus Forum - Campus Community**
 - PATH: Forum Home > State Specific Information > Kentucky > Kentucky Tech Systems (KTS) Data Exchange
- ▶ [KTS Support Email](#)

Tanya Fluke



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Deadlines

- ▶ **May 1, 2015**
 - Technical schools should be finished with course/section creation process.
- ▶ **May 1, 2015 - August 1, 2015**
 - **High Schools** should use this timeframe to follow directives for course/section creation and scheduling of students.
 - **Technical Schools** should work with high schools and verify that they received student demographic data and students are scheduled into the correct courses.

Tanya Fluke



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User Group Setup

- The KTS Data Exchange user group has been added to district database statewide.
- People associated with the KTS data exchange must be added to this user group in order to see reports related to the KTS Data Exchange in the Process Alert area.
- It is important to add the "kdeadadmin" user account to the KTS Data Exchange user group for support purposes.
- Click [here](#) for documentation for proper setup.

Tanya Fluke



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Attendance

- ▶ At this time attendance data is not included in the nightly sync for the KTS Data Exchange.
- ▶ This will require High School attendance clerical staff to manually enter technical school attendance.
- ▶ To assist, a real-time KTS Attendance Report has been developed and is available for use to those who have the proper user rights.

Tanya Fluke



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Attendance Processes at the Technical School

- ▶ Technical school teachers will post attendance each period in their ATC district IC database.
 - Teacher posted attendance is unknown attendance.
- ▶ Unknown attendance can be left as is or clerical staff at the technical school can process attendance using the Attendance Wizard to resolve unknown attendance codes.
- ▶ A real-time KTS Attendance Report can be run to verify attendance entered at the high school.
 - PATH: KY State Reporting > Edit Reports > KTS Attendance Report

Tanya Fluke



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High School Attendance Processes

- ▶ High School attendance clerical staff can run the real-time KTS Attendance Report to verify unknown attendance at the Technical Center.
 - PATH: KY State Reporting > Edit Reports > KTS Data Exchange (rights will need to be granted by district KSIS POC)
- ▶ High School attendance clerical staff will manually enter technical school attendance into the high school IC database.

Tanya Fluke



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Program Flags

Aaron, Aaron SE Medical KTS Home School Legal
 Grade: 11 #12360 DOB: 05/31/1997 Gender: Lincoln County High School

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Tanya Fluke  20



Data Synchronization: POS and IC Begins at 10:35 a.m. (EDT)

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Data Synchronization: POS and IC

Brad Blunt, Data Controller
Office of Administration and Support

KSSIS FoY Training - April 29, 2015



Grants
eRate
Meal
FRYSC
Assessment

Textbook
waivers

SEEK



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Agenda

- ▶ What you need to do
 - Establish a process
- ▶ How you will know it's right
 - Quality assurance checks
 - Troubleshooting
- ▶ Where to get help
 - Guides and videos

Brad Blunt



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Meal Status & IC FRAM

- Numerous federal and state reports (including SEEK) utilize meal status from Infinite Campus
- Meal Status originates from your Food Service POS system and is synchronized with Infinite Campus on a regular basis¹

¹ Those not affected will be districts who are district-wide Community Eligibility Provision (CEP) and any district who is using Infinite Campus as their POS

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Data Synchronization

Data synchronization is a dance: everything must be carefully orchestrated to work properly.



Finding the match - POS Data Synth



The POS file is matching against what is in IC based on a **key** field. When both key fields equal each other a successful match occurs – and a meal status record is generated in Campus.

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CEP Data Synchronization

Data synchronization must be adjusted depending on your CEP type

Mixed CEP Districts¹

School	Action Required
Non-CEP	Upload both meal status and DC information (if using POS to import DC file)
CEP	Turn off data synchronization with Campus

Full CEP Districts

Action Required
Turn off the data synchronization with Campus

¹ IC POS users have a special setup; please contact Brad Blunt for details

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Roles and Responsibilities

- Important to clarify roles and responsibilities with your process to ensure free/reduced data is accurate and complete in IC

Major Responsibilities

- Who will **download** the direct certification file?
- Who shall **set up** the data synch between POS and IC?
- Who will **check the accuracy** of free/reduced data in IC against food service POS?
- Who will periodically **check the POS import** for success of data synchronization and resolve errors?
- How we will **communicate** if there is a problem?

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Ready! Set! Go!

1. Stop the POS import in IC

2. Roll forward your POS for SY 15-16

3. Change the year to 15-16 in the IC data import mapping

4. Turn the data synchronization back on between your POS and IC



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June: Stop the POS Import



Stop the scheduled imports in IC by placing "*" in front of Host IP address after the last day of school for students

FRAM>Eligibility Import Wizard>Scheduled Imports

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Deadline July 1, 2015

 By July 1, 2015 you must **stop** the SY 14-15 import mapping or your data may be corrupted in IC.

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Roll Forward – POS System

- ✓ The food service director should roll the POS system forward into SY 15-16
- ✓ Any meal status from the POS should then reflect SY 15-16
- ✓ Food Service Director should notify IT staff person responsible for Scheduled Imports when this is complete

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Update Data Import Mapping

- ✓ The school year will need to be updated in the FRAM>Eligibility Import Wizard for SY 15-16
- ✓ Navigate to the Eligibility Import Wizard and select your current year's data import mapping
- ✓ Click "Edit"



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Update Data Import Mapping

- ✓ Update the school year to SY 15-16

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Reactivate the Data Synch

- ✓ Remove the double asterisks to restart the synchronization
- ✓ Click "Save"
- ✓ Click "Test Connection" to ensure it works

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Checklist

- ✓ Verify your data synchronization has been stopped **before** any rollover with the POS system
- ✓ After the POS rollover re-start the scheduled import process
- ✓ Check the scheduled import tool log file on a monthly basis
- ✓ Compare free, reduced and paid counts from the FRAM Eligibility report to the POS system; investigate any large differences

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Troubleshooting



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POS Data Synch: What could go wrong?

Shown below are common scenarios with data synchronization:

"The data synch has stopped working"

- ✓ Confirm that the username and password are correct under Scheduled Imports
- ✓ Verify that the file path/folder name has not changed
- ✓ Confirm that a file of "IC_Eligibility.txt" is being produced by the POS server

"My free/reduced percentage appears low in IC"

- ✓ Verify all values are mapped in POS import mapping
- ✓ Check when latest data synch was done under Scheduled Imports>Scheduled Import Log
- ✓ Spot check a few students without a meal status against POS



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Finding the errors



Campus tracks the status of the data import from POS

- **Path:** FRAM > Eligibility Import Wizard > Scheduled Imports - Scheduled Import Logs

▼ FRAM

- Eligibility
- Letter Editor
- Eligibility End Date Wizard
- ▼ Eligibility Import Wizard
 - Scheduled Imports ←



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Finding the errors

- Scheduled Import Log
 - 'Successful' means the data imported in
 - Review **both** 'Unsuccessful' and 'Successful' import logs to search for data import errors

IC Eligibility Import Report

Resolution for Common Messages

Issue	Resolution
State ID "XXXXXXXX" not found	Determine student SSID in IC and then assign that SSID in POS; If student is enrolled then assign SSID to student following KDE data standards
Multiple matches found for State Student ID "XXXXXXXX"	Merge records in Infinite Campus following district policy on merging
Record contains End Date before Start Date	Ensure the data import mapping has the correct school year chosen in the Eligibility Import Wizard; Verify the POS data extract file is for SY 15-16
ERROR ##### Invalid [FieldName]	Locate the errant record: review the data import mapping to ensure all data values are mapped
WARNING XXXX	Warnings are for your info: can be viewed and generally ignored

Useful Ad Hoc Reports

Several useful ad hoc reports have been placed under the "State Published" folder in IC

- FRAM Transposed Meal Eligibility Dates
 - Locates records where the meal status data was imported into the wrong school year
- FRAM Missing Meal Eligibility Records - District
- FRAM Missing Meal Eligibility Records - School
 - High counts of missing meal eligibility records may signify a problem within the school and/or district

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Resources

Technical Reference Guidance

<http://education.ky.gov/federal/SCN/Pages/Technical-Reference.aspx>

Campus Community

<http://community.infinitecampus.com/home/>

Contact Information:

Brad Blunt (brad.blunt@education.ky.gov)

Brad Blunt



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Seek at Risk ADM Begins at 11:15 a.m. (EDT)

You can ask questions and interact with the presenters during the training through GoSoapBox: <http://app.gosoapbox.com>
Access Code: KEDData

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SEEK At Risk ADM

Brad Blunt, Data Controller
Office of Administration and Support

KSSIS FoY Training - April 29, 2015

Agenda

- › Understanding the funding formula
- › Components of SEEK At Risk
- › Key points
- › Timeline
- › Verification of data
- › Checklist
- › Getting help

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SEEK funding formula 702 KAR 3:270

- Section 1(1) "At-risk student amount" means 15% of the **per pupil guaranteed base funding amount calculated** pursuant to KRS 157.360 times the sum of the average daily membership of students **approved for free meals the prior fiscal year and the number of state agency children** served pursuant to KRS 158.135.
- Section 2(h) The prior year average daily membership of students approved for free lunch reported through the student information system.

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Facts About SEEK At Risk

- ▶ Only FREE SES/meal status is used for SEEK At Risk based on the last meal status in Infinite Campus.
- ▶ At Risk data is extracted from the Infinite Campus State reporting warehouse on the **last working day of June each year** for use in the SEEK calculation for the upcoming year.*
- ▶ Average Daily Membership (ADM) – Aggregate days membership of pupils in a public school divided by the actual number of days the school is in session.

*State Reporting data warehouse is a direct pull from your district data



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SEEK At Risk Report

Students are assigned a meal/SES status in Infinite Campus

SEEK At Risk ADM report only displays students whose last meal/SES status is **Free**

Free meal/SES status is combined with the enrollment records to be displayed on the SEEK At Risk ADM Report



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Timeline

- Early May** Receive an email in early May with a link to the preliminary SEEK At Risk ADM Report.
 - ▶ **Action Item:** Review your preliminary data for accuracy and completeness following the suggested review guidelines in the SEEK At Risk ADM Manual.
- Mid-June** Receive an email in mid June with the final SEEK At Risk ADM number that is pulled from the Data Reporting Warehouse (District Edition) with instructions to verify your data.
- End of June** ▶ **Action Item:** Contact Samantha Engstrom by June 30 to confirm the SEEK At Risk ADM data is final.

Brad Blunt

Tips on Verification

- ▶ If a student has **multiple enrollments** with a free lunch status during the school year, the free lunch ADM will be given for **each enrollment** per school.
Tip: Export the SEEK At Risk ADM report to a CSV format; sort by SSID to locate multiple enrollments for the same student by school.
- ▶ If a district makes any changes to their At Risk data between the time of the email notification in mid-June and the end of JUNE they need to contact Samantha Engstrom.

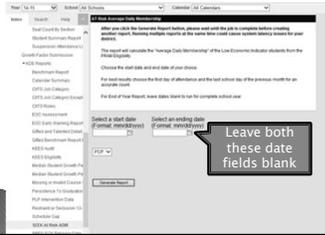
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Generating the Report

Run the SEEK At Risk ADM Report for SY 14-15 using "All Calendars" This will give you a full list of your students.



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Average Daily Membership for "At Risk Students"

Date Selection: 7/01/2014 to 6/30/2015

District Name/ County School Name	Student SSID	Student Name	Grade	Instructional Days from Calendar	Enroll. Start Date	Enroll. End Date	Enrolled Instructional Days	SEEK At Risk ADM
<div style="border: 1px solid black; padding: 2px; width: fit-content;"> Calculation: Enrolled Instructional Days divided by Instructional Days from Calendar. </div>								
ELEMENTARY SCHOOL	2120		00	168	8/13/2014	11/17/2014	65	0.387
	2120		00	168	3/3/2015	3/27/2015	17	0.101
	2120		00	168	8/13/2014	11/17/2014	65	0.387
	2120		00	168	3/3/2015	3/27/2015	17	0.101
	2120		00	168	8/13/2014		168	1.000
	2120		00	168	8/13/2014		168	1.000
	2120		00	168	8/13/2014		168	1.000

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▶ Check the student count at the bottom of the report

District Totals: Count of Students: 459 386,924

If the student was enrollment in multiple schools/grades then each enrollment will be reflected in the school/grade detail records.

This report reflects the student ADM for SEEK Funding and does not include any preschool students.

Total SEEK ADM

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Finding potential problems...

▶ Run report in CSV Example - Fictitious Data

DistrictName	SchoolName	StateId	PersonName	Grade	InstructionalDays_1	StartEnrollment	EndEnrollment	EnrollDays	ADM_1
KDE County	KDE ELEMENTARY SCHOOL	2120123456	ADAMS, JOHN	1	180	8/13/2014		180	1
KDE County	KDE ELEMENTARY SCHOOL	2120123457	ADAMS, SUSAN	2	180	8/13/2014		180	2
KDE County	KDE ELEMENTARY SCHOOL	2120123458	ADAMS, TAMARA	2	180	8/13/2014		180	2
KDE County	KDE ELEMENTARY SCHOOL	2120123459	ANDERSON, MICHAEL	2	180	8/13/2014		180	2
KDE County	KDE ELEMENTARY SCHOOL	2120123460	ANDERSON, SAM	2	180	8/13/2014	8/25/2014	8	0.054
KDE County	KDE ELEMENTARY SCHOOL	2120123461	BROWN, CHRIS	2	180	3/7/2015	3/27/2015	17	0.102
KDE County	KDE ELEMENTARY SCHOOL	2120123462	CATSKILLS, BRANDON	2	180	8/13/2014	11/27/2014	85	0.581
KDE County	KDE ELEMENTARY SCHOOL	2120123463	DEAVERT, STEPHEN	2	180	8/13/2014	3/27/2015	171	1.23

▶ Filter on ADM < 1

DistrictName	SchoolName	StateId	PersonName	Grade	InstructionalDays_1	StartEnrollment	EndEnrollment	EnrollDays	ADM_1
KDE County	KDE ELEMENTARY SCHOOL	2120123460	ANDERSON, SAM	2	180	8/13/2014	8/25/2014	8	0.054
KDE County	KDE ELEMENTARY SCHOOL	2120123461	BROWN, CHRIS	2	180	3/7/2015	3/27/2015	17	0.102
KDE County	KDE ELEMENTARY SCHOOL	2120123462	CATSKILLS, BRANDON	2	180	8/13/2014	11/27/2014	85	0.581
KDE County	KDE ELEMENTARY SCHOOL	2120123463	DEAVERT, STEPHEN	2	180	8/13/2014	3/27/2015	171	1.23

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Verifying Enrollments

Infinite Campus

Enrollment Editor

Grade: 02 Type: Calendar Start Date: 08/13/2014 End Date: 08/25/2014

Enrollment Segment

SEEK At Risk ADM

DistrictName	SchoolName	StateId	PersonName	Grade	InstructionalDays_1	StartEnrollment	EndEnrollment	EnrollDays	ADM_1
KDE County	KDE ELEMENTARY SCHOOL	2120123460	ANDERSON, SAM	2	180	8/13/2014	8/25/2014	8	0.054

Enrollment Segment

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At Risk vs. FRAM (simplified)

At Risk - verifies enrollments

Edit	Grade	Type	Calendar	Start Date	End Date
<input type="checkbox"/>	00	P	Buchanan Elem School 2015 A	08/13/2014	
Start Status: E01 First enrollment of the year					
End Status:					

FRAM - identifies students as free

Save	New	Delete				
Eligibility Editor						
School Year	Eligibility Type	Eligibility	State Code	Certified Type	Start Date	End Date
14-15	Meal	Free	4103	Direct SNAP	07/03/2014	06/30/2015

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Checklist

- (*Non-IC POS users*) Verify that the POS is communicating properly (and currently) with IC.
- Check that the free meal student counts in IC are comparable to the POS using the FRAM Eligibility Report:
 - Observe State Exclude
 - Grades 00 -14
- Compare last year's SEEK At Risk ADM to the current year for reasonableness.
- (*Optional*) Sort the SEEK At Risk ADM report by student name in Excel to see a student's multiple enrollments and associated ADM.

For the year ahead...

- ▶ KDE recommends running the SEEK At Risk ADM Report once a month to ensure current, correct data.
- ▶ Easier to check the numbers for accuracy and will make for an easier End of Year for 15-16

Contacts

- ▶ Samantha Engstrom
samantha.engstrom@education.ky.gov
 (502) 564- 5279
- ▶ Cheri Meadows
cheri.meadow@education.ky.gov
 (502) 564-5279

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Intervention Data

Begins at 11:30 a.m. (EDT)

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Intervention Data

April Pieper
 Branch Manager, Differentiated Learning Branch
 Office of Next Generation Learners
 Division of Learning Services

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Update on Usage

Currently 207,094 student intervention plans

April Pieper



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March 30 Data Pull

Intervention Type

- Course- 43,031
- ESS- 62,163
- RTA- 11,229
- MAF- 4,760
- Other- 52,624 (Many times this is 2 content areas)
- Blank- 14,625 *

April Pieper



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Creating a Record

Path: Student General > PLP > General > Intervention

Start Date	End Date
Student Service Results	Student Service Results Other
Tier Status	Total Hours Served
Intervention Type	State Course Code
Intervention Content Area	Content Area Other
Intervention Materials 1	Materials Code 1
Intervention Materials 2	Materials Code 2
Intervention Staff	Delivery Location
Delivery Method	Delivery Method Other
Frequency	Duration

April Pieper



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Creating a Record – Type Course

- ▶ Path: Student General > PLP > General > Intervention
- ▶ Required fields
 - Start Date
 - Intervention Type = Course
 - State Course Code (6 digit state course code)
 - Matches state code of course on student's schedule
 - Intervention Materials and Materials Code
- ▶ Additional fields will be required when service ends

April Pieper



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Creating a Record

- ▶ Path: Student General > PLP > General > Intervention
- ▶ Required fields
 - Start Date
 - Tier Status
 - Intervention Type
 - Intervention Content Area – **One area per record**
 - If not in list, "Other" then specify in Content Area Other
 - DO NOT combine content areas using "Other". Listing "Other" and then typing in Math/Reading/Social Studies is not an option. You need three separate records for this student.
 - Intervention Materials and Materials Code use both sets if applicable
 - Intervention Staff
 - Delivery Location
 - Delivery Method, if "Other" specify in Delivery Method Other
 - Frequency
 - Duration
- ▶ Additional fields will be required when service ends

April Pieper



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Updating a Record

- ▶ KDE requests that a record be created when an intervention begins and closed when an intervention ends (end of year, student leaves school or exits intervention).
- ▶ Districts may make policies about how often to update records (such as total hours served).
- ▶ Programs (such as MAF and RTA) may also have set requirements for data entry updates.

April Pieper



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Closing a Record

- ▶ Add End Date (last day served)
 - End of school year – Completed by June 30
 - Student leaves school
 - Student exits this intervention
- ▶ Add Student Service Result
- ▶ Add Total Hours
- ▶ Verify other fields are correct

April Pieper



Deleting a Record

- ▶ Establish a procedure in your school/district for deleting blank or duplicate intervention records
- ▶ Who will be allowed to delete records?
- ▶ If a record is needed but wrong, update it to the correct information instead of deleting
- ▶ Infinite Campus administrator can delete or give you rights to delete

April Pieper



FAQs

- ▶ Student moves schools within the district
 - Why do I see records from previous school?
 - Can I delete them?
- ▶ Student moves schools district to district
 - Can I see records from previous school?

April Pieper



Common Data Entry Errors

- Must select Intervention Type
- Must select Content Area
- Cannot combine multiple content areas and mark as "Other"
- Any "other" selections should be explained
- Must have a start date/end date/ student service result and total hours by June 30.

April Pieper



Data Pull Dates

- June 30, 2015
 - All files must be entered for this end-of-year date.
 - This is your final data entry for everything except ESS Summer School, which is due Sept. 30, 2015.

April Pieper





Using the PLP Intervention Data report

Lisa Keeter, Systems Consultant IT
 Office of Knowledge, Information and Data Services (KIDS)
 Division of Enterprise Data

KIDS FoY Training - April 29, 2015

Basic Information

- ▶ Path:
KY State Reporting > KDE Reports > PLP Intervention Data
- ▶ Tool Rights: Who should be able to run?
 - Persons maintaining intervention records
 - ESS, MAF and RTA coordinators
 - Principals and their designees
- ▶ Report will open in Excel

Lisa Keeter



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Report Parameters

Select a start date (Format: mm/dd/yyyy) Select an ending date (Format: mm/dd/yyyy) Select Grade:

Range of start dates

Intervention Type:

- All
- Course
- ESS
- RTA
- MAF
- Other

Content Area:

- All
- Reading
- Writing
- Reading and Writing
- Math
- Science
- Social Studies
- Behavior
- Other

Grade List: All, 00, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, 14, 96, 97, 98, 99

Lisa Keeter



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Using Excel features

To find records with no content selected

Grade	Content	Start Date	End Date	Type	State Code	Tier
11	Set A 5	04/2014		5	Other	2
11	Set A 5	09/2014		5	Other	3
11	Set A 5	04/2014	10/10/2014	5	Other	2
11	Set A 5	09/2014		2	ESS	2
11	Set A 5	10/2014		5	Other	2
11	Set A 5	11/2014	10/02/2014	5	Other	3
11	Set A 5	11/2014	10/02/2014	5	Other	2

Lisa Keeter

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Data Quality Checks

- ▶ Start Date is blank
- ▶ Intervention Type is blank
- ▶ Intervention Content Area is blank
- ▶ Filter for End Date **not** (Blanks) and Student Service Results of (Blanks)
- ▶ Filter for End Date of (Blanks) and Student Service Results **not** (Blanks)
- ▶ If record has End Date and Student Service Results, then Total Hours Served needs a value

Lisa Keeter



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Data Quality Checks

- ▶ Intervention Type is 1: Course and State Course Code is (Blanks)
- ▶ Intervention Materials is 2-7 and Materials Code is (Blanks)
- ▶ Intervention Content Area 8: Other and Content Area Other is blank or has values that exist in Intervention Content Area (one record per content area)
- ▶ Materials Code label does not match or blank

Lisa Keeter



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Data Quality Checks

- ▶ Area(s) of Student Need do not match the Intervention Content Area i.e. Content is 1: Reading and Algebraic Thinking is Yes
- ▶ Start Date with End Date and Total Hours Served don't make sense
- ▶ Service Results 6: Other and Student Service Results Other is blank

Lisa Keeter



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Questions



Lisa Keeter



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Cohort – End of Year Reporting
Begins at 1:00 p.m. (EDT)

You can ask questions and interact with the presenters during the training through GoSoapBox: <http://app.gosoapbox.com>
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KSIS FoY Training – April 29, 2015



Cohort End-of-Year Reporting

Tina Logan, Office of Assessment and Accountability,
Division of Assessment and Implementation

KSIS FoY Training – April 29, 2015

Agenda

- ▶ Graduate End Date and Status
- ▶ Graduation Tab
- ▶ Adjusted Cohort Graduation Rate and Student Listing (SDRR)
- ▶ End Status/Withdrawal Codes for cohort
- ▶ Dropout Accountability
- ▶ Cohort Accountability
- ▶ Cohort formulas
- ▶ Using SDRR to calculate preliminary rates
- ▶ Questions

Tina Logan



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Graduate End Date and Status

- ▶ For every graduate, enter both an end date and graduate end status

- ▶ G01 – A pupil who graduates in less than four (4) years. **On-Time Graduate 4 and 5 year reports**
- ▶ G02 – A pupil who graduates in four (4) years. If a student graduates during the summer they have until the start of the next school year to be included in the prior year. **On-Time Graduate 4 and 5 year reports**
- ▶ G03 – A pupil who graduates in five (5) years. **On-Time Graduate for 5 year report only. Not On-Time for 4 year report.**
- ▶ G04 – A pupil who graduates in six (6) or more years **Not On-Time Graduate for 4 or 5 year report.**

Tina Logan



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Graduation Tab

- ▶ After selecting appropriate graduation end status, enter diploma date and type on graduation tab.

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Dropout Accountability for Cohort

- Student accountability for all students in a cohort will be assigned to the school unless the student being served by the local school district who have been placed by a state agency. These students should be indicated on the KECSAC tab and ticket entered in SDRR to change accountability to state.

Tina Logan



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Cohort Student Listing in SDRR - Excel/PDF

IMPORTANT NOTE: The Excel and PDF exports are provided as a convenience to school and district staff, and are intended to be used in identifying students whose information is incorrect and to provide information about changes. Making changes to an exported file will NOT result in SDRR changes. Requests for SDRR changes MUST be made online in the application.

Tina Logan



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Cohort Accountability

The 5-year Adjusted Graduation Rate will be used in the 2015 Unbridled Learning accountability calculations - 20% of the Next-Generation Learners total score at the high school level.

The 2015 4-year Adjusted Graduation Rate will be compared to the graduation rate goals that were originally released in the 2013 School Report Card (SRC) to determine if goal has been met. The goal was released in the 2013 SRC and repeated in the 2014 SRC. It used the 2013 4-year as the baseline to create a goal for every year till 2022. In 2022, the goal is 98%.

The 6-year Adjusted Graduation Rate and Student listing will be used for data cleanup and reporting purposes only.

Tina Logan



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Cohort Calculation Formula

2015 Four Year Adjusted Cohort Graduation Rate Calculation Formula

Number of cohort members who earned a regular high school diploma by the end of the 2014-15 school year

Number of first-time 9th graders in the fall of 2011 (starting cohort) plus students who transferred in,
Minus students who transfer out, emigrate or die during school years 2011-12, 2012-13, 2013-14 and 2014-15

2014 Five Year Adjusted Cohort Graduation Rate Calculation Formula

Number of cohort members who earned a regular high school diploma by the end of the 2014-15 School Year

Number of first-time 9th graders in the fall of 2010 (starting cohort) plus students who transferred in,
Minus students who transfer out, emigrate or die during school years 2010-11, 2011-12, 2012-13, 2013-14 and 2014-15

Tina Logan  103

Calculate preliminary rates using SDRR

2015 Four Year Adjusted Cohort Graduation Rate Calculation Formula

Number of cohort members who earned a regular high school diploma by the end of the 2014-15 school year **A**

Number of first-time 9th graders in the fall of 2011 (starting cohort) plus students who transferred in,
Minus students who transfer out, emigrate or die during school years 2011-12, 2012-13, 2013-14 and 2014-15 **B**

A 

B 

A/B*100

Tina Logan  104

SDRR Cohort Technical Assistance

- For questions regarding password or access, contact local district WAAPOC.
- For Cohort specific questions, contact Tina Logan at tina.logan@education.ky.gov or David Curd (david.curd@education.ky.gov) via e-mail or phone at 502-564-9853 extension 4740 for Tina or 4744 for David.
- For KECSAC tab questions, view data standard: <http://education.ky.gov/districts/tech/sis/Documents/DataStandard-AlternativeProgramsKECSAC.pdf> or contact Windy Newton or Sherri Clusky at (502) 564-4772.

Tina Logan  105

Questions?




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**Safe Schools
End of Year Reporting**
Begins at 1:30 p.m. (EDT)

You can ask questions and interact with the presenters during the training though GoSoapBox: <http://app.gosoapbox.com>
Access Code: KDEDData

K SIS FoY Training - April 29, 2015



**Safe Schools
End-of-Year Reporting**

Windy Newton, ONGSD Data Manager
Victoria Fields, Program Consultant
Office Next Generation Schools and Districts

K SIS FoY Training - April 29, 2015

2014-15 End-of-Year Timeline

- ▶ May 15th – District verification window opens
- ▶ June 30th – District verification window closes
- ▶ June 30th – Superintendent verification due to KDE
- ▶ July 1st – KDE will extract data from IC data warehouse
- ▶ July 15th (tentative) – District and school level data will be available for viewing in the 14-15 School Report Card Data Collection tool
- ▶ July 31st – School Report Card verification of behavior data ends (two weeks after availability in SRC)

Windy Newton



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New for 2014-15

- ▶ IAES Resolution Codes added (SPED only)
 - Definitions
- ▶ Distinct Event count added to the Safe Schools extract
- ▶ Active Special Ed indication on the Safe Schools extract will be based on student's special education status as of Dec. 1 of the reporting year

Windy Newton



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Requirements for Safe Schools

- ▶ Any behavior resolution mapped to a state code of the following:
 - SSP1: Expelled, receiving services
 - SSP2: Expelled, not receiving services
 - SSP3: Out of School Suspension
 - INSR: In-School Removal
 - SSP7: Restraint
 - SSP8: Seclusion
 - IAES: Unilateral Removal by School Personnel – SPED
 - IAES: Removal by Hearing Officer – SPED

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Requirements for Safe Schools

- ▶ Incidents involving law or board violations related to the following will produce a record **regardless** of resolution:
 - Assault or Violence
 - Guns or other weapons
 - Controlled substances (including alcohol or tobacco)
 - Bullying or Harassment

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Data Standards

- ▶ A list of the select law and board violations can be found in the 2014-15 Safe Schools Data Standards on KDE's [KSIS Data Standards website](#).
- ▶ The data standards provide users with details as to what data must be entered into IC for safe schools reporting purposes. Descriptions and screenshots are part of the document.

Windy Newton



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Communication

- ▶ KDE's primary point of contact for Safe Schools data collection is the Safe Schools Coordinator for the district.
- ▶ All notifications sent to Safe Schools Coordinators are also sent to the KSIS Point of Contact.
- ▶ It is the district's Safe Schools Coordinator's responsibility to communicate important notifications regarding data entry and standards to the school users in their districts.

Windy Newton



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Safe Schools Extract

- ▶ The Safe Schools Extract is located via KY State Reporting | Safe Schools
- ▶ The validation report should be run monthly and distributed to schools for clean up of error/warnings prior to the end of the school year

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Reporting Path

- ▶ KY State Reporting | Safe Schools

Extract Options

Format: State Format(CSV)

Date Range: 07/01/2013 -- 06/30/2014

Report Selection All Reports

- SS1: Assault or Violence
- SS2: Possession of Guns or Other Deadly Weapons
- SS3: Possession/Use or Distribution of a Controlled Substance
- SS4: Bullying or Harassment
- SS5: State Resolutions not reported in SS1 - SS4

School and Grade Criteria:
Ensure all grades and schools are included in the verification process

Extract Options:
Date Range: should remain as default

Sub-Reports:
Allows user to section out the categories of reporting

Windy Newton



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Validation Checks



- ▶ Errors - Indicate problematic data that will NOT pull on the report
- ▶ Warnings - Indicate problematic data that WILL pull on the report

All errors and warnings should be resolved during the district verification process.

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Export Validations to .CSV

- ▶ The error/warnings can be exported to .CSV to allow filtering of data to provide to schools for clean-up

To view the errors and/or warnings in a csv format click



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Error 1: Resolutions -Missing End Dates and/or Times

- ▶ This error will appear anytime a student has a state resolution without a resolution end date and or time.

To resolve this error, open event resolution; enter end date and/or time and save record

NOTE: There has been a validation put in place on the data entry screen that should prevent this error.

Windy Newton



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Error 2: State Resolutions missing a law or board violation selection

- ▶ This error will appear anytime a student has a state resolution without a law or board violation selected on the event.

To resolve this error, open behavior event; select the appropriate law or board violation

NOTE: There has been a validation put in place on the data entry screen that should prevent this error.

Windy Newton



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Error 3: Event without a participant

- ▶ This error will appear anytime an event with a Safe Schools qualifying event or resolution is saved without a participant selected. To resolve this error, find the referenced behavior incident, and add the participant to the event or resolution. If the event was created in error, then the event should be deleted.



Windy Newton

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Error 4: Behavior Incident outside of district enrollment

- ▶ This error will appear when a behavior incident date is outside any of the student's enrollments in the district.



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Warning 1: Suspension/Attendance Dates and/or Times are Inconsistent

- ▶ This warning will appear for students who received a state resolution of SSP3 and the start/end date/times of the behavior resolution are not consistent with the check-in/out date/time within the student's attendance.



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Warning 3: Behavior resolution outside of enrollment

- ▶ This warning will appear for students who have a resolution start or end date outside of any enrollment in the district.

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Warning 4: Overlapping State Resolutions

- ▶ This warning will appear anytime a student has two or more state resolution records which overlap any span of date or time.

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Extract Detail

- ▶ District Information
- ▶ School Information
- ▶ Student Demographics (SSID, Name, DOB, Race, Gender, SES, Special Ed Status)
- ▶ Incident Detail (Incident ID, Date, Time, Context, Location)
- ▶ Event Detail (Event ID, Role, Board Violation Code, Law Violation Code)
- ▶ Legal Sanctions (Call to Police, Arrest, Charges, Gang Related, Civil Proceedings, SRO, CDW)
- ▶ Resolution Detail (State Code, Start Date/Time, End Date/Time, Length in School Day)
- ▶ Distinct Count

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Resolution Length School Days

- ▶ This field will calculate the number of days of the resolution based on the start and end date and the school days in the district calendar
- ▶ Snow days, break days, holidays, weekends will not be counted as a day in the resolution length

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Distinct Count

- ▶ This field provides a distinct count per record based on the SSID and the Behavior Event ID fields.

StateID	EventID	Role	Board_Vic_Law_Violat	resolution	DistinctCount
1234567890	21752	O	8001		1
1234567890	21752	O	8001	INSR	0

- ▶ Record above one event of bullying with two resolutions, distinct count produced is 1

Windy Newton



Validation and Verification

- ▶ Once the district has validated the 14-15 data and is confident the data is accurate, the district superintendent must complete the verification survey (provided at a later date).
- ▶ The data will then be extracted via the data reporting warehouse by KDE.

Windy Newton



What is this data used for?

- ▶ Publically reported via Open House | School Report Card
- ▶ Per KRS 158.444, KDE must provide the data to the following agencies:
 - Kentucky Center for School Safety
 - Office of Education Accountability
 - Education Assessment & Accountability Review Subcommittee
- ▶ Data is reported annually to the U.S. Department of Education.

Windy Newton



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Questions



- ▶ Questions regarding the Safe Schools Extract, contact Windy Newton or Victoria Fields at 502-564-4772 or email windy.newton@education.ky.gov victoria.fields@education.ky.gov

Windy Newton



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CIITS Job Categories Begins at 2:15 p.m. (EDT)

You can ask questions and interact with the presenters during the training though GoSoapBox: <http://app.gosoapbox.com>
Access Code: KDEDData

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CIITS Job Categories

Lyndsey Robinson, CIITS Integration Specialist
Enterprise Data Division
Office of Knowledge, Information & Data Services

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CIITS Job Categories

- ▶ Data in IC will be used to align certified staff who will be evaluated to a job category. Job category aligns them to the correct evaluation framework in CIITS.
- ▶ Job categories will be determined using **Type / Alternate Type** value on a person's active assignment records in IC.
 - Type / Alternate Type must be the same on all of a person's active assignment records within one school in IC.
 - Type/Alternate Type may be different between schools in IC.
 - If Type/Alternate Type value is different between schools, the New field on the District Assignments tab "Evaluation Override" must be set to specify which value the person should be aligned with when determining job category.
 - Only needs to be set for certified staff who have different Type/Alt Type values between schools.
 - Preliminary analysis shows Evaluation Override will need to be set for very few (usually less than 10) staff per district.

Lindsey Robinson




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CIITS Job Categories

Two new KDE reports available in IC district sites to help districts prepare:

- **CIITS Job Category report**
 - Displays staff who will be aligned to a job category and their designated job category.
 - CIITS Job Category Setup for Certified Staff ([Quick Reference Card](#))
- **CIITS Job Category Exception report**
 - Displays staff who will NOT be aligned to a job category along with detailed exception code.
 - Correcting CIITS Job Category Exceptions ([Quick Reference Card](#))

To ensure that certified staff are aligned to the correct job category in 2015-2016:

- Review the two reports in IC.
 - Run the CIITS Job Category report; verify the person's job category is correct.
 - Run the CIITS Job Category Exception report; resolve any issues for certified staff by end of May.
- Review article in February & April [KSIS & More newsletter](#).

Lindsey Robinson



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Wrap-up
Begins at 2:30 p.m. (EDT)

You can ask questions and interact with the presenters during the training through GoSoapBox: <http://app.gosoapbox.com>
Access Code: KDEData

KSIS FoY Training - April 29, 2015



Thank you!

The end-of-year training sessions were recorded and will be available for reference on the KSIS Training webpage in approximately 7 - 10 days.

KSIS FoY Training - April 29, 2015
