



**Kentucky Department of Education  
2015-16  
KSIS Mid-Year Training**

500 Mero Street, State Board Room (125), Frankfort and KDE Media Portal  
January 12, 2016  
9:30 a.m. (ET) / 8:30 a.m. (CT)

KSIS Mid-Year Training January 12, 2016

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**Links to join the training**

The webcast will open at 9:00 a.m. (ET) for login.

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

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

**Have a technical issue?** Contact your district technician.




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**Welcome and Housekeeping**

Becky Jenkins  
KIDS, Enterprise Data Division

KSIS Mid-Year Training January 12, 2016

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## Q&A and EILA Credit

- > **Presentation slides and training agenda:**  
[KDE KSIS Training Web page](#)
- > **Have a question?** Post it to GoSoapBox:  
<http://app.gosoapbox.com> Access Code: KDEData
- > **Want EILA credit?**  
 Register and complete the online evaluation/self-attestation survey.



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Start	Session	Facilitator
9:30	<b>Welcome &amp; Housekeeping</b>	<b>Becky Jenkins</b> , Office of Knowledge, Information and Data Services (KIDS) Enterprise Data Division 502-564-2020 x 2475
9:35	<b>ICD-10 Codes conversion</b>	<b>Angela McDonald</b> , Office of Administration and Support (OAS), Division of District Support 502-564-5279 x 4430
9:50	<b>SAAR preparation and January Growth Factor</b>	<b>Ronda Devine &amp; Cheri Meadows</b> , OAS, Division of District Support Ronda: 502-564-5279 x 4444 Cheri: 502-564-5279 x 4451
10:30	<b>Break</b>	
10:50	<b>School Calendar and Enrollment Roll Forward/ New Day Event Codes - Amended Calendars</b>	<b>Cheri Meadows</b> , OAS, Division of District Support Garretta: 502-564-5279 x 4419 Cheri: 502-564-5279 x 4451
11:00	<b>Virtual &amp; Performance Based course setup</b>	<b>Ronda Devine</b> , OAS, Division of District Support Garretta: 502-564-5279 x 4419
11:30	<b>Preschool spring enrollment</b>	<b>Annie Rooney-French &amp; Andrena Cox</b> , Office of Next Generation Learners, Division of Program Standards Annie: 502-564-7056 x 4736 Andrena: 502-564-7056 x4144
12:00	<b>Lunch</b>	



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1:00	<b>FRAM &amp; SEEK funding</b>	<b>Brad Blunt &amp; Samantha Engstrom</b> , OAS, Division of District Support Brad: 502-564-5279 x 4932 Samantha: 502-564-5279 x 4434
1:30	<b>Student Voice</b>	<b>Shale Detwiler</b> , KIDS, Enterprise Data Division 502-564-2020 x 2279
2:00	<b>CITS</b>	<b>Michael Spence</b> , KIDS, Enterprise Data Division 502-564-2020 x 2273
2:30	<b>Wrap-up and Adjourn</b>	<b>Becky Jenkins</b> , KIDS, Enterprise Data Division 502-564-2020 x 2475



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**ICD-10 Codes conversion**  
Begins at 9:35 a.m. (ET)

Ask questions and interact with presenters through GoSoapBox:  
<http://app.gosoapbox.com>  
Access Code: KEDData

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**ICD-10 Codes Conversion Update**

Angie McDonald, RN  
Office of Administration & Support  
Division of District Support

KESIS Mid-Year Training January 12, 2016

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**What are ICD codes?**

- ICD coding is a classification system used to report medical conditions and procedures.
- These codes are used universally across the United States for Medicaid billing.
- On October 15, 2015, the newest edition of the codes, ICD-10, was released.
- In order for Kentucky schools to bill Medicaid for health services, school districts are required to use ICD-10 codes only.

Angie McDonald 

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## ICD-9 to ICD-10 Conversion

- The Kentucky Department of Education (KDE) School Health Services team's goal is to make this transition to ICD-10 as easy as possible for school districts.
- KDE's school health team, along with the assistance of a committee of school nurses across the state, representatives from local health departments as well as a representative from the Kentucky School Board Association's Medicaid billing department, have developed a "cheat sheet" of recommended ICD-10 codes to be used in lieu of the old ICD-9 codes.
- The use of standardized ICD-10 codes will allow for more accurate data collection on end of the year reporting.

Angie McDonald




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## Where are we in the process?

- KDE has requested Infinite Campus automatically convert existing ICD-9 health conditions to ICD-10 codes.
- We have provided Infinite Campus a crosswalk with approximately 300 of the most commonly used ICD-9 codes and we hope to have this conversion completed by Infinite Campus by March.
- All the codes needed for end of the year reporting are included in this crosswalk.
- To convert, Infinite Campus will put an end date on the health conditions with ICD-9 codes and create new health conditions with the corresponding ICD-10 code from our "cheat sheet".

Angie McDonald




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## Other ICD-9 Codes

- The ICD-10 crosswalk will cover most of the ICD-9 student health conditions, however, there will be some infrequently used ICD-9 codes that won't be converted and districts will need to manually change those codes to ICD-10.
- KDE is providing links to websites that offer free ICD-9 to ICD-10 crosswalks to enable districts to look up the needed ICD-10 codes.

Angie McDonald




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## ICD-9 to ICD-10 Crosswalks

<https://www.aapc.com/icd-10/crosswalks/>

<https://icd10codelookup.smartbaselink.com/>

<http://www.icd10data.com/>

Angie McDonald



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## Converting Districts to ICD-10

- Once the ICD-10 codes have been converted by Infinite Campus, we will notify district IC contacts and District Health Coordinators by email.
- During the conversion, Infinite Campus will set all districts to the ICD-10 preference. From that point forward, all district health conditions should use ICD-10 codes.

Angie McDonald



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## Data Cleanup

- KDE will be publishing an ad hoc filter for districts to run before the conversion. This report will give districts a baseline of all student health conditions with ICD-9 codes.
- Once the conversion is completed, districts should then use this report to review each listed student individually to see if the code has converted to an ICD-10 code. If the code was not on the list given to Infinite Campus, the new ICD-10 code will need to be looked up and changed in Infinite Campus health conditions. To update codes, districts should end date health conditions with ICD-9 codes and create new health conditions with ICD-10 codes.
- All data clean up needs to be completed at the district level by **mid May 2016** to ensure correct data for end-of-year reporting.

Angie McDonald



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The Kentucky Department of Education would like to thank the following committee members for their assistance in making this conversion possible:

- Sharyl Iden, RN - Southgate Independent Schools
- Paula Rust, RN - Kenton County Schools
- Michelle Marra, RN - Fayette County Schools
- Wendi Morgan, RN - Daviess County Schools
- Jennie Applegate, RN - Fleming County Schools
- Jahnnia Lane - Gateway District Health Department
- Li Griffin - Kentucky School Boards Association



Angie McDonald

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Thank you to districts for your patience during this transition. We want to make this process as simple as possible.

I will be available to assist districts who are having difficulty with the data conversion and clean up.

Angie McDonald, RN  
 Phone: (502) 564-5279 Ext. 4430  
 Email:  
[angela.mcdonald@education.ky.gov](mailto:angela.mcdonald@education.ky.gov)



Angie McDonald

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## Questions?



Angie McDonald

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**SAAR preparation and  
January Growth Factor**

Begins at 9:50 a.m. (ET)

Ask questions and interact with presenters through GoSoapBox:  
<http://app.gossoapbox.com>  
 Access Code: KDEData

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**January Growth  
Factor Training**

Cheri Meadows, Manager  
 Ronda Devine, Education Consultant  
 Student Tracking and Transportation Branch  
 Division of District Support

KSIS Mid-Year Training January 12, 2016

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**Purpose**

The purpose of the January Growth Factor is to provide schools the opportunity to request a recalculation of funds if the current year average daily attendance for the school month (month 5 or 6) that contains the most attendance days in January of the current school year, exceeds the prior year adjusted average daily attendance plus growth by at least one percent (1%).

Cheri & Ronda



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### Focus Area

The report includes the following information for the school month chosen with the most attendance days in January of the current school year:

- > aggregate days of attendance
- > race and gender count
- > home and hospital
- > adjustments for less than full-time attendance
- > non-resident/non-contract students
- > overage and underage students
- ❖ All information is reported by school, grade level, and by transportation code




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### Due Date

The January Growth Factor is due five days after the last day of the school month with the most attendance days in January (month 5 or 6) of the current school year, but not later than February 20<sup>th</sup> of each school year.




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### Statutory Requirement

#### KRS 157.360 (15)

"During the fiscal year, a school district may request that the Department of Education recalculate its funds allocated under this section if the current year average daily attendance for the twenty (20) day school month as defined in KRS 158.060 (1) that contains the most days within the calendar month of January exceeds the prior year adjusted average daily attendance plus growth by at least one percent (1%). Any adjustments in the allotments approved under this subsection shall be proportional to the remaining days in the school year and subject to available funds under the program to support education excellence in Kentucky."




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## Facts

- The January Growth Factor is not a requirement.
- District calendars must be up to date in Infinite Campus prior to submission.
- T-Codes must be up to date in Infinite Campus prior to submission.
- District will submit the SAAR report to KDE with the records 5, 7, 9 and H attendance data.
- The same data cleanup rules apply as with a SAAR or a 2<sup>nd</sup> month Growth Factor.
- If a district does not incur any growth or shows a loss in ADA, there is no deduction of program funding to the district.

Cheri & Ronda




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## January Growth Factor Calculation

- The January Growth Factor is based upon the school month with the most attendance days in the month of January.
- Starts with the SAAR Record 7 Aggregate Days Attendance for Kindergarten and P12
- The calculation then takes half the Kindergarten days and adds that to the total P12 days
- SAAR Record 9 days (overage, underage, non-contract days) are subtracted
- The number is then divided by the number of attendance days in the reporting months to get January Growth Factor AADA

◊ *Note: January AADA must exceed the previous year's SAAR Kindergarten adjusted AADA plus Growth from the current year Growth Factor Report to be eligible for receive additional funds*

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## Growth Factor is a Subset of SAAR

- GF Record 1 = SAAR Record 5
- GF Record 2 = SAAR Record 7
- GF Record 4 = SAAR Record 9
- GF Record H = SAAR Record H

GF Record 1 = Ethnic Count  
 GF Record 2 = Aggregate Attendance and Absence  
 GF Record 4 = Non-Contract/Overage/Underage  
 GF Record H = Home Hospital

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## Steps Prior to Submission

January Growth Factor AADA is greater than 1% of the Prior Year AADA plus Growth

- ▶ If your district has determined they meet the requirements for growth, the following reports in Infinite Campus should be generated prior to submitting the January Growth Factor report.
- ▶ Detailed calculations and examples can be found at <http://education.ky.gov/districts/enrol/Pages/Growth-Factor-Reports.aspx>

Cheri & Ronda



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## Record 2 Cleanup

- ▶ State Enrollment Overlap Report
  - Student Information > Reports
- ▶ Schedule Gap Report
  - KY State Reporting > KDE Reports
- ▶ Remove Gaps in Period Schedule on Calendar



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## Record 2 Cleanup

- ▶ KY State Reporting > Edit Reports
  - Missing Enrollment End Status Report
  - Expulsion Attendance Report
- ▶ Ad hoc Reports
  - Audit Overlapping T Codes
  - Audit Missing T Codes
  - Audit Partial Day



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## Record 4 Cleanup

- ▶ KY State Reports > Edit Reports
  - Overage/ Underage Report
- ▶ Ad hoc Reports
  - Audit Nonresident Contract



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## Record H Cleanup

- ▶ Ad Hoc Report
  - Audit Home Hospital



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## Additional Data Cleanup Half-Day Kindergarten

Path: System Administration > Calendar > Grade Levels

- ▶ Districts may have half-day Kindergarten classes. KDE's policy is to only provide funding for 50% of Kindergarten school days. This funding adjustment is made at KDE.
- ▶ **Half Day Kindergarten (HKD):** School services half-day kindergarten
- ▶ **Full Day Kindergarten (FDK):** School services full-day kindergarten
- ▶ **Both Half Day and Full Day Kindergarten (BDK):** School services both
- ▶ Every kindergarten grade in a school should be coded as BDK, Full and Half Day Kindergarten, FDK: Full Day Kindergarten or HDK: Half Day Kindergarten.



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## Steps to Submit January Growth Factor

### 1. Choose the Correct School Month

Path: System Admin | Calendar | Calendar | School Months

Month	Year	Start Date	Stop Date	Exclude Start	Exclude End	Close Date
Month-1	15	08/04/2015	07/31/2016	Yes	Yes	Yes
Month-2	15	08/04/2015	07/31/2016	Yes	Yes	Yes
Month-3	15	08/04/2015	07/31/2016	Yes	Yes	Yes
Month-4	15	08/04/2015	07/31/2016	Yes	Yes	Yes
Month-5	15	08/04/2015	07/31/2016	Yes	Yes	Yes
Month-6	15	08/04/2015	07/31/2016	Yes	Yes	Yes
Month-7	15	08/04/2015	07/31/2016	Yes	Yes	Yes
Month-8	15	08/04/2015	07/31/2016	Yes	Yes	Yes
Month-9	15	08/04/2015	07/31/2016	Yes	Yes	Yes
Month-10	15	08/04/2015	07/31/2016	Yes	Yes	Yes

- > Look at Month 5 and Month 6 dates
- > Compare the dates to the Calendar Report in order to determine which month has the most **Attendance** days in January.
- > Look at January on the Calendar Report and count the attendance days in Month 5 and in Month 6 to determine which month has the most **Attendance** days in January.

Cheri & Ronda



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## Steps to Submit January Growth Factor

### 2. SAAR Records, Extract Format and File Saving

Path: KY State Reporting SAAR Report

> The records to be selected are equivalent to the same records submitted on the 2<sup>nd</sup> month Growth Factor Report.



#### Report Options:

- o Extract Format = State Format (Fixed width)
- o Date Range = Blank
- o School Month = 5 or 6 (whichever one has the **most attendance days in January**.)
- o Select Calendars = Check 'All Calendars'
- o Year = 15-16
- o Report Types = R5, R7, R9, RH
- o Select 'Generate Report'

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## Steps to Submit January Growth Factor

### 3. The following will appear when file is generating

The system is generating the Superintendent's Annual Attendance (SAAR) Report (state format) report for you.  
Please wait .....

Please don't click "Back" or "Refresh"

> File Download box will appear. Click "Save As"



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## Steps to Submit January Growth Factor

### 4. Name the File and Save

- > A 'Save As' box will appear



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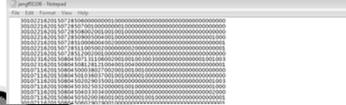
## Steps to Submit January Growth Factor

### 5. File name should be entered as:

- > Jangfxxxxx.16 (first three x's = digit district number, last two x's = 2-digit school month)  
Example: Anderson County (011), School month 6 (06), School Year 2016 (.16)= jangf01106.16



- > 'Download Complete' dialogue box may appear. Either 'close' the box or 'open.'
- > If you click 'open' the information below will be displayed. This is your 'text' file.



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## Submission to KDE

### 6. Submit the file

- > Each district's January GF file is submitted via a website link on the KDE homepage. This link can be located at: <http://opsupport.education.ky.gov/attendancereports/>
- > The submitted file goes through an error check process
- > Errors should be cleaned up before the submission process is complete. In some instances, an error may be excusable or ignorable. District would consult with KDE contact processing the report.
- > Once errors are cleaned up, the submission can be completed by entering contact information such as email, district number and comments.
- > Once the file is submitted a series of events happen.
  - o KDE Attendance Mailbox is notified
  - o District contact who submitted the report receives a confirmation email
  - o Text file submitted is loaded into KDEADA application

Cheri & Ronda



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## January Growth Factor Submission Page

<http://opsupport.education.ky.gov/attendancereports/>

### 7. Follow the prompts

- > Locate the file
- > Check your file
- > Review any errors



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## Submit Your File

### 8. Send With Proper Names and E-mail Addresses

**Step 4: Upload your file**

If everything is satisfactory, enter your email, district and any comments you need to send. Then press the "Upload file" button. Please list the grade and the number of any additional grades to be included in the comments field. **REMEMBER:** Once submitted, the file will have to be resubmitted by ADE if a new submission is needed.

\* your email  
 \* your name  
 \* your phone  
 \* your district  
 \* your Superintendent's name  
 \* your DDP's name  
 \* your Finance Officer's name

Comments

Upload file

Cheri & Ronda

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## Possible Error Messages

- > Record 5 - Invalid grade submitted-preschool
- > Record 7 - FFD, BD, or HD used for grade that is not EL (00)
- > Record 7 - Attendance entered without days taught
- > Record 7 - Days taught entered without attendance (ignorable if virtual or performance based)
- > Record 9 - Non-Contract student count entered without attendance
- > Record 9 - Non-Contract attendance entered without student count
- > Record 9 - Over/Underage student count entered without attendance
- > Record 9 - Over/Underage attendance entered without student count
- > Record H - Home Hospital attendance entered without students
- > Record H - Home Hospital students entered without attendance
- > Record H - Attendance entered without days taught

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### Data Quality: Review and Assurance Run Monthly Attendance Reports (By month and school)

1. Verify Register Report and get signoff
2. Verify ADA/ADM Truancy Mode and match to the Register Report
3. Verify ADA/ADM Funding Mode and match to Growth Factor Record 2 and SAAR Record 7 for each school attendance month

> How Do We Get PDF AADA?

- o Infinite Campus PDF Formula:
  - (Record 2 - Record 4) / Number of Days Taught

> Infinite Campus PDF Definitions:

- o Record 2: 'DISTRICT BASE Aggregate Days PRESENT TOTAL'
- o Record 4: 'District Non Contract Aggregate Days PRESENT TOTAL'
- o Record 4: 'District Overage/Underage Aggregate Days PRESENT TOTAL'
- o Record 2: 'BASE Aggregate Days PRESENT Days' (Number of days taught)

Cheri & Ronda



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### Data Quality: Review and Assurance

#### Running ADA/ADM Report in the Future for Error Checking

> Districts can generate the ADA/ADM report in the future to identify potential errors. Since Kentucky operates under positive attendance, students will have a 1.00 for attendance with the exception of partial day students and those enrolled in virtual/performance-based courses.

> In the example on the next slide, the report is run for month 4 of the 08-09 school year using the standard options for truancy mode.

Cheri & Ronda



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### Data Quality: Review and Assurance

#### Running ADA/ADM Report in the Future for Error Checking



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### Data Quality: Review and Assurance

#### Overlapping T Codes

- > Shown below is a sample set of reports with different types of errors shown

KDE		KDE ADA Data Report for Grades 11	
ADA Report	ADA Report	ADA Report	ADA Report
ADA Report	ADA Report	ADA Report	ADA Report

- > The example above shows a student who has both T1 and T4 T codes; entries are shown for both. Attendance credit is given for each T code. The best means to identify this type of error is by using the Overlapping T Code ad hoc pass-through SQL query.




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### Data Quality: Review and Assurance

#### Missing T codes and Partial Day Students

- > The Missing T Codes (shown below for Mary) lists attendance as 1.00 and the T Code as NT, which is the default transportation code for any student without a T code. Note that attendance credit will be given but the T code may be incorrect. Use the Missing T Code pass-through SQL query to locate these type students.

KDE		KDE ADA Data Report for Grades 11	
ADA Report	ADA Report	ADA Report	ADA Report
ADA Report	ADA Report	ADA Report	ADA Report

- > The Funding ADA percentage for partial day students should match the percent enrolled in the partial day attendance group. Partial day students enrolled in virtual/performance based courses will, of course, differ.




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### Common Mistakes

- > Always run an Enrollment Overlap report. KDE will not process a report until all overlaps with more than one day are corrected
- > If your file will not download, use a different browser. Most people are successful with Internet Explorer
- > If your report totals do not match correctly, you may need to run the report again. Make sure you delete the old report and then run a new one before re-sending. If you don't delete the original report, the computer may select the old report and sends the same information




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## KDE Contact Information

- KDE is available for questions during the January Growth Factor submission process.
- Please contact Ronda Devine at 502-564-5279, Extension 4444, or via email at [ronda.devine@education.ky.gov](mailto:ronda.devine@education.ky.gov) for information and assistance.

Cheri & Ronda



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## School Calendar and Enrollment Roll Forward/ New Day Event Codes – Amended Calendars

Begins at 10:50 a.m. (ET)

Ask questions and interact with presenters through GoSoapBox:  
<http://app.gosoapbox.com>  
 Access Code: KDEData

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## Calendar and Enrollment Roll Forward

Cheri Meadows  
 Office of Administrative Support  
 Division of District Support

KSIS Mid-Year Training January 12, 2016

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### Calendar Roll Forward

- ▶ Can be done before the calendar for next year is approved.
- ▶ Campus will update the start date on all enrollments one time at no cost, after the calendar is approved.
- ▶ KDE recommends watching the Infinite Campus University (ICU) WebEx for a review of the process.

Cheri Meadows



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### New Calendar Codes

- ▶ N: Non-traditional Instruction
  - Never used on original calendars
  - Can only be used if the district has been approved for non-traditional days.
  - It must be entered on each calendar when a non-traditional day is used.
  - Day event setup
    - School Day - Checked
    - Instruction - Checked
    - Attendance - Not Checked

Cheri Meadows



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### New Calendar Codes

- ▶ Z: Health and Safety Low Attendance
  - Never used on original calendars
  - Similar to Low Attn Weather Days
  - Used only if attendance is less than last year's AADA
  - Limited to 10 per school year
  - Documentation of the health/safety issue must be retained
  - Only entered on one calendar in the district
  - Will replace that day's attendance with last year's AADA when the SAAR is calculated at KDE

Cheri Meadows



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## Enrollment Roll Forward

- ▶ Can be done when you are ready to schedule for next year
- ▶ Can be done before the end of school year
- ▶ Must be done after calendar is rolled forward
- ▶ Students who do not pass must have their enrollment record updated
- ▶ KDE recommends watching the ICU WebEx for a review of the process.

Cheri Meadows



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## Resources

- ▶ Infinite Campus
  - ICU Course: SC 5116-Scheduling Part 1: Calendar and Student Roll Forward
    - Live WebEx sessions - Jan 11, Feb 9, Mar 10, Apr 11, June 6, July 5
    - Recorded WebEx
  - Campus Community
    - <https://content.infinitecampus.com/sis/1549/documentation/roll-calendars-forward/>
    - <https://content.infinitecampus.com/sis/1314/documentation/enrollment-roll-forward/>
- ▶ KDE Resources
  - Sheila Harned([Sheila.Harned@education.ky.gov](mailto:Sheila.Harned@education.ky.gov))
  - Ruth Wilkes([Ruth.Wilkes@education.ky.gov](mailto:Ruth.Wilkes@education.ky.gov))
  - Scott Rose([Scott.Rose@education.ky.gov](mailto:Scott.Rose@education.ky.gov))

Cheri Meadows



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## Virtual & Performance Based course setup

Begins at 11:00 a.m. (ET)

Ask questions and interact with presenters through GoSoapBox:  
<http://app.gosoapbox.com>  
Access Code: KDEData

KSIS Mid-Year Training January 12, 2016

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## Virtual & Performance Based Course Setup

Ronda Devine  
Office of Administration & Support  
Division of District Support

KYS Mid-Year Training January 12, 2016

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### When might a class be Virtual or Performance Based?

- ▶ Gatton Academy and Craft Academy
- ▶ Dual credit college classes
- ▶ Online classes
- ▶ Credit recovery
- ▶ Classes where credit is given upon completion of a predefined criteria
- ▶ Innovative scheduling

Ronda Devine  59

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### Do these HAVE to be V/PB?

- ▶ Gatton Academy and Craft Academy Yes, required to be performance based
- ▶ Dual credit college classes
- ▶ Virtual classes
- ▶ Credit recovery
- ▶ Classes where credit is given upon completion of a predefined criteria
- ▶ Innovative scheduling

Ronda Devine  60

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### Do these HAVE to be V/PB?

- › Gatton Academy and Craft Academy Yes, required to be performance based
- › Dual credit college classes District option
- › Virtual classes
- › Credit recovery
- › Classes where credit is given upon completion of a predefined criteria
- › Innovative scheduling

Ronda Devine



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### Do these HAVE to be V/PB?

- › Gatton Academy and Craft Academy Yes, required to be performance based
- › Dual credit college classes District option
- › Virtual classes Only if the class is completely off campus
- › Credit recovery
- › Classes where credit is given upon completion of a predefined criteria
- › Innovative scheduling

Ronda Devine



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### Do these HAVE to be V/PB?

- › Gatton Academy and Craft Academy Yes, required to be performance based
- › Dual credit college classes District option
- › Virtual classes Only if the class is completely off campus
- › Credit recovery District option
- › Classes where credit is given upon completion of a predefined criteria
- › Innovative scheduling

Ronda Devine



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### Do these HAVE to be V/PB?

- › Gatton Academy and Craft Academy Yes, required to be performance based
- › Dual credit college classes District option
- › Virtual classes Only if the class is completely off campus
- › Credit recovery District option
- › Classes where credit is given upon completion of a predefined criteria Yes, required to be performance based
- › Innovative scheduling

Ronda Devine



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### Do these HAVE to be V/PB?

- › Gatton Academy and Craft Academy Yes, required to be performance based
- › Dual credit college classes District option
- › Virtual classes Only if the class is completely off campus
- › Credit recovery District option
- › Classes where credit is given upon completion of a predefined criteria Yes, required to be performance based
- › Innovative scheduling District option

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### Points to Ponder

- › Infinite Campus should reflect as closely as possible what actually happened in the school.
- › Behavior events can not be entered on students with no seat time attendance.
- › Students can not be checked out in Infinite Campus if they are in a non-attendance class.
- › Virtual or performance based attendance does not count on the Growth Factor to show growth.
- › Seat time classes must contain a Carnegie unit of time (120 hours)
- › Virtual or performance-based classes can be set up to earn a Carnegie unit of attendance even if the course is completed in less time.

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## Pros and Cons of V/PB classes

### Pro

- ▶ 100% attendance when they pass the class
- ▶ Does not require 120 hours
- ▶ Allows students to work at their own pace

### Con

- ▶ No attendance if they do not pass
- ▶ Cannot enter behavior events if student does not have seat time attendance.
- ▶ Cannot check in or out students without seat time attendance
- ▶ No V/PB attendance on the Growth Factor report

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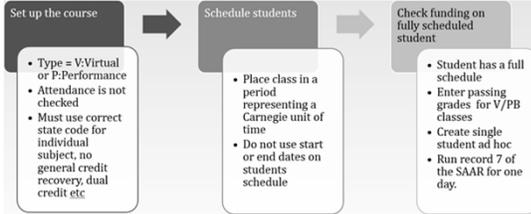
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## So you have a V/PB class, what now?



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## Make sure you have a period outside the standard day that is a Carnegie unit long

Period Info						
Name	Sequence	Start Time	End Time	Non Instructional Time	Non Instructional Period	Standa Day
X H	1	07:55 AM	08:00 AM	5	<input checked="" type="checkbox"/>	<input type="checkbox"/>
X 1	2	08:00 AM	08:50 AM	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>
X 2	3	08:50 AM	09:45 AM	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>
X 3	4	09:45 AM	10:40 AM	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>
X 4	5	10:40 AM	11:35 AM	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>
X 5	6	11:35 AM	01:10 PM	25	<input type="checkbox"/>	<input checked="" type="checkbox"/>
X 6	7	01:10 PM	02:05 PM	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>
X 7	8	02:05 PM	03:00 PM	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>
X ACTIVITY	9	03:00 PM	03:01 PM	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
X Virtual	10	03:01 PM	04:01 PM	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Add Period						

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### Course Setup

The screenshot shows the 'Course Setup' interface for Course ID 15778. Key fields include:
 

- Course Number: V101
- Name: Credit Recovery English II
- Subject Type: ENGLISH
- Department: ENGLISH
- Course Master Linked: Standards-based (checked), Active (checked)
- Schedule Load Priority: 230197
- Max Students: 0
- Verbs: 0, Schedules: 0, Periods: 0, Sections to Build: 0
- GPA Weight: 0
- Bonus Points: (checked)
- Transcript: (checked)
- Required: (checked)
- Type: V. Virtual
- Difficulty Level: (dropdown)
- Homeroom: (checked)
- Allow requests: (checked)
- Allow teacher requests: (checked)
- Attendance: (checkbox)
- Unit Attendance: (checkbox)
- Teaching Method: (checkbox)

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### Grading Task

The screenshot shows the 'Grading Task' interface. Key elements include:
 

- Navigation tabs: Course, Sections, Grading Tasks, Standards, Course Rules, Fees, Build Constraints, Asses
- Buttons: Save, Add
- Grading Task Editor table with columns: Grading Task, Credit Group, Credit Type, Score Group, Credit, Term GPA, Post-only
- Course Grading Task Detail section with fields for:
  - Final Grade: (dropdown)
  - Score Group: (dropdown)
  - Term GPA: (dropdown)
  - Credit: (dropdown)
  - Credit Type: (dropdown)
  - Credit Overflow Override: (checkbox)

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### SAAR Record 7 one day combined seat time and V/PB

#450 LYNN CAMP HIGH SCHOOL

Grade	BASE Aggregate Days - PRESENT						Total	Days
	T1	T2	T3	T4	T5	NT		
10	.87	.00	.00	.00	.00	.00	.87	1
Total	.87	.00	.00	.00	.00	.00	.87	

Grade	BASE Aggregate Days - ABSENT						Total
	T1	T2	T3	T4	T5	NT	
10	.00	.00	.00	.00	.00	.00	.00
Total	.00	.00	.00	.00	.00	.00	.00

Grade	ADJUSTMENT Aggregate Days - PRESENT						Total
	T1	T2	T3	T4	T5	NT	
10	.13	.00	.00	.00	.00	.00	.13
Total	.13	.00	.00	.00	.00	.00	.13

Grade	ADJUSTMENT Aggregate Days - ABSENT						Total
	T1	T2	T3	T4	T5	NT	
10	.00	.00	.00	.00	.00	.00	.00
Total	.00	.00	.00	.00	.00	.00	.00

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What if I need seat time attendance but all classes are performance based?

- ▶ Examples
  - Alternative school
  - Expelled with services

Ronda Devine



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### Create a homeroom course

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Place in all periods the student will attend

	Quarters			
	Q1	Q2	Q3	Q4
1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
7 ACTIVITY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
VIPB	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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### Sample alternative school student schedule

	Term Q1 (08/12/15- 10/07/15)	Term Q2 (10/13/15- 12/18/15)	Term Q3 (01/04/16- 03/04/16)	Term Q4 (03/07/16- 05/13/16)
1	10000-1 Homeroom	10000-1 Homeroom	10000-1 Homeroom	10000-1 Homeroom
2				
3				
4				
5				
6				
7	EMPTY	EMPTY	EMPTY	EMPTY
ACTIVITY				
V/PB	502-1 READING 507-1 MATHEMATICS 508-1 SCIENCE	502-1 READING 507-1 MATHEMATICS 508-1 SCIENCE	502-1 READING 507-1 MATHEMATICS 508-1 SCIENCE	502-1 READING 507-1 MATHEMATICS 508-1 SCIENCE

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### Funding

- ▶ Student is expected to attend full day and attendance is taken
- ▶ PB classes are scheduled into the V/PB period
- ▶ The SAAR report calculates the seat time attendance first and caps the V/PB attendance so a student never generates over one day of attendance per day.
- ▶ **NOTE: Do not schedule students into a seat time class if you are not really taking attendance.**

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### Record 7 all year for sample student

DISTRICT BASE Aggregate Days - PRESENT TOTAL							
Grade	T1	T2	T3	T4	T5	NT	Total
T1	.00	.00	174.50	.00	.00	.00	174.50
Total	.00	.00	174.50	.00	.00	.00	174.50

DISTRICT BASE Aggregate Days - ABSENT TOTAL							
Grade	T1	T2	T3	T4	T5	NT	Total
T1	.00	.00	.50	.00	.00	.00	.50
Total	.00	.00	.50	.00	.00	.00	.50

DISTRICT ADJUSTMENT Aggregate Days - PRESENT TOTAL							
Grade	T1	T2	T3	T4	T5	NT	Total
T1	.00	.00	.00	.00	.00	.00	.00
Total	.00	.00	.00	.00	.00	.00	.00

DISTRICT ADJUSTMENT Aggregate Days - ABSENT TOTAL							
Grade	T1	T2	T3	T4	T5	NT	Total
T1	.00	.00	.00	.00	.00	.00	.00
Total	.00	.00	.00	.00	.00	.00	.00

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# SAAR Record V Detail

<b>301 Knox County</b> 200 Daniel Boone Dr. Paducahville, KY 40006 County: Knox Phone: (606)546-3157 Fax: (606)546-2819 Generate on 10/27/2015 03:03:07 PM Page 1 of 1	<b>Superintendent's Annual Attendance (SAAR) Report</b> <b>Record Format: V - Virtual / Performance Based Attendance</b> <b>Detail Report</b> Whole School Year - Alltime Filter: 0 Calendar: 1516 Knox Central High School Grades Count: 1
---	---

#410 Knox Central High School

Grade	Student Enrollment	Uncapped Virtual Proficient Days	Uncapped Performance Proficient Days	Capped Virtual Performance Proficient Days
11	5	.00	65.00	.00
<b>Totals</b>		.00	65.00	.00

Ronda Devine




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# Resources

- ▶ **KDE Resources**
  - Garnetta Barnette([Garnetta.Barnette@education.ky.gov](mailto:Garnetta.Barnette@education.ky.gov))
  - Sheila Harned([Sheila.Harned@education.ky.gov](mailto:Sheila.Harned@education.ky.gov))
  - Ruth Wilkes([Ruth.Wilkes@education.ky.gov](mailto:Ruth.Wilkes@education.ky.gov))
  - Scott Rose([Scott.Rose@education.ky.gov](mailto:Scott.Rose@education.ky.gov))
  - Ronda Devine([Ronda.Devine@education.ky.gov](mailto:Ronda.Devine@education.ky.gov))
  
- ▶ **Documentation on the Data Standards page**
  - [http://education.ky.gov/districts/tech/sis/Documents/VirtuallandPerformanceTrainingDocument\\_.pdf](http://education.ky.gov/districts/tech/sis/Documents/VirtuallandPerformanceTrainingDocument_.pdf)

Ronda Devine




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## Preschool Spring Enrollment Count 2016

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

Ask questions and interact with presenters through GoSoapBox:  
<http://app.gosoapbox.com>  
Access Code: KEDData

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## Preschool Spring Enrollment Count 2016

Annie Rooney French, Preschool Consultant  
 Andrena Cox, Preschool Consultant  
 Office of Next Generation Learners  
 Division of Program Standards

KYS Mid-Year Training January 12, 2016

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### Preschool Eligibility

Remember:

- ▶ Use August 1<sup>st</sup> as the criteria date for eligibility (Grades 99, 98 and 97).
- ▶ State funded preschool programs may not have a waiting list.
- ▶ Districts may accept over income or other children at their discretion if space is available.



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### Preschool Eligibility

- ▶ If an at risk child turns 4 after August 1, do not accept the child during this school year; they are eligible as an at risk in 2016-17.



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### Grade 99 At Risk

- ▶ The preschool income eligibility is now 160% of the Federal Poverty Rate:

Preschool Type

- Disabled State Fund
- Head Start
- State Funded At Risk
- Head Start Enhanced
- Over Income Preschool
- Other, Specify

Other



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### KSI/RTI

- ▶ No preschool tab is necessary during interventions until the child is eligible for special education; unless the child is in grade 99 and is at risk.
- ▶ The district may choose to use the Start Comment box on the enrollment to document RTI placement.

Summary Enrollments

\*Start Date: 09/09/2015 No Show:  End Date:

\*Start Status: ED1: First enrollment of the year

Start Comments:



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### KSI/RTI not eligible

- ▶ If a child does not qualify for special education and is not qualified to attend as an income eligible 4-year-old, and the child is leaving the program, use the C01 code to end date the enrollment.
- ▶ Another option (based on district policy) is to enroll the child in the regular program as an over-income or other eligibility (no funding)



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### News!

- ▶ According to Infinite Campus, it is no longer necessary to end date the original enrollment once a child becomes eligible for Special Education services and has an IEP in place.




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### Grade 99 with disability

- ▶ The preschool tab should have "disabled state-fund" tab checked.
- ▶ Also check the income level for 4-year-olds
  - Over income preschool or
  - State funded at risk

You may check more than one box in the preschool type.  
 \*\*It should be noted that Disabled State Fund trumps all other categories checked.

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### Enrollment Type "N"

- ▶ This is a child who is receiving only special ed services, no preschool classroom services.
- ▶ Many districts provide Head Start special education services that would fit in this category.
- ▶ Do not fill out the preschool tab for children in this category.
- ▶ Enrollment type "N" is not counted for preschool state funding (only IDEA).




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**Head Start**  
**served in a school district building**

- ▶ A Head Start child may receive preschool services in the school building. Often these are blended programs. A child may also be receiving services such as lunch, transportation and other related services.
- ▶ Mark the preschool type as "Head Start". Do not mark other items such as at risk status or other. No need to fill out the Family Component or home visit dates.



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**"Other" children served in**  
**grades 99, 98 and 97 (no disabilities)**

- ▶ Possible enrollees include over income children, English Learners, universal pre-k (all 4s), tuition, etc.
- ▶ Fill out the preschool tab and check Over Income or Other (Not both)
- ▶ They will show up in the preschool count but they are not counted for funding purposes.



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**First Steps**

- ▶ Enroll First Steps children as Enrollment Service Type "N" Special Ed Services in order to provide interventions during the time of determining eligibility
- ▶ Do not click on "state exclude"



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### Pulling the Spring Enrollment Count

- ▶ Make sure that all the eligible preschool children are actively enrolled on March 1, 2016.
- ▶ You will have until Friday, March 4<sup>th</sup> to resolve any issues of children not showing up.
- ▶ Ensure that all IEPs are active and locked on COB March 4. The data pull will occur on Monday March 7.



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### Spring Enrollment Count

- ▶ The numbers from the Spring Enrollment Count will be averaged with the Fall Enrollment Count (Dec. 1) to determine the funding for the 2016-17 school year.



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### Troubleshooting Tips

- ▶ When you are working on your Enrollment Counts, you may experience an issue that will adversely affect the number of students pulling on your district "Detail" and "Summary" reports.
- ▶ When these issues arise, here are a few tricks to help you begin the troubleshooting process.
- ▶ If there is an issue you are unable to fix, please do not hesitate to contact either Annie Rooney-French or Andrena Cox for further assistance.



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### Calculations in Detailed Report

- ▶ Use the Sum button to calculate totals at the bottom of each column. 
- ▶ Check across the columns to see if any children are listed with "0s" all the way across.




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### Help!

I have students with IEPs who are showing "0"s across all columns in the "Detail" report.

- ▶ In the **Preschool Tab**– check to ensure they are coded correctly in the **Preschool Type (Disabled State Funded)**.
- ▶ For students who receive special education, make sure their IEP is locked and active.




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If there is information missing from the IEP (Primary Disability, Setting, or Status) IC cannot pull the necessary information for the appropriate columns.

### Individual Education Program (IEP)

Special Ed Status: Active	Special Ed Setting: (age 3-5)>=10 hrs/wk & Most Spec Ed within EC Prgm
Primary Disability: Developmental Delay	




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If the student has "Disabled State Fund" checked in their Preschool tab but does not have any documents in the special education tab, the student will not pull correctly.

These fields must be populated for a child to be counted

Special Ed Fields

Special Ed Status: [Active] Full Funding:

Primary Disability: [15: Developmental Delay]

Setting: [3A1: (age 3-5)->10 hrs/wk & Most Spec Ed within EC Prgrm]

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### Help!

I have students who are not pulling when I run a "Detail" or "Summary" report.

- ▶ Look at their Grade and age. Is it coded correctly according to the previous age information?
- ▶ Click on the plus sign, then click on the blue StartDate link. Look to see if the student's Preschool Type is coded properly and that their setting is correct.

FRYSC Pre-School Title 1 Services Early i

Add Pre-School Service

Pre-School Services

98 Harrison Elem School 2016 A 08/31/2015 (1 Service)

StartDate: 08/31/2015 Setting: 01 Public School

Preschool Type

Disabled State Fund

Head Start

State Funded At Risk

Head Start Enhanced

Over Income Preschool

Other, Specify: \_\_\_\_\_ Other

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Oops! Make sure only one service is listed

Pre-School Services

99 15-16 08/26/2015 (2 Services)

StartDate: 08/26/2015 Setting: 01 Public School

StartDate: 08/26/2015 Setting: 01 Public School

One of the preschool records will need to be deleted.



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## Contact

► For additional information please contact:

Annie Rooney French Ph.D.  
[annie.rooney-french@education.ky.gov](mailto:annie.rooney-french@education.ky.gov)  
502-564-7056 x4736

Andrena Cox  
[andrena.cox@education.ky.gov](mailto:andrena.cox@education.ky.gov)  
502-564-7056 x4144



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## FRAM & SEEK funding

Begins at 1:00 p.m. (ET)

Ask questions and interact with presenters through GoSoapBox:  
<http://app.gosoapbox.com>  
Access Code: KDEDData

KSIS Mid-Year Training January 12, 2016

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## FRAM & SEEK Funding

Brad Blunt, Data Controller & Samantha Engstrom, Resource Management Analyst  
Office of Administration & Support  
Division of Support Services

KSIS Mid-Year Training January 12, 2016

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### Agenda

- ▶ Overview of SEEK At Risk ADM
- ▶ Introduction to Meal Status in IC
- ▶ Data Quality

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Decisions will be made based on your district's data...

...the quality of those decisions will be based on the quality of your data.



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In comparing SY 14-15 to SY 15-16 At Risk SEEK

We have winners...

District	Amount
District A	\$883K
District B	\$418K
District C	\$381K

...and we have losers

District	Amount
District D	-\$35K
District E	-\$81K
District F	-\$99K

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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.

Brad Blunt



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### Facts About SEEK At Risk

- ▶ Only FREE meal/SES 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 2<sup>nd</sup> Friday of June 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

Brad Blunt



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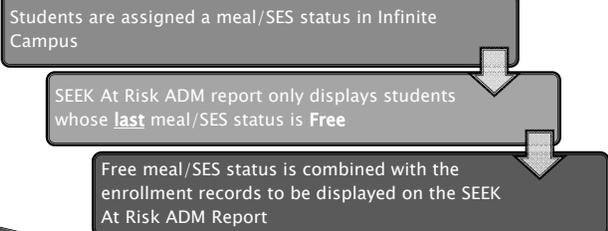
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### SEEK At Risk Report



Brad Blunt



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## FRAM Module: Tracking Meal Status in Campus



Image courtesy of Serge Bertasius at FreeDigitalPhotos.net

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## FRAM: Meal Status in IC

- FRAM module in IC collects meal status data
  - Federal/state reports are pulled from here
- ⇒ Important to have accurate meal status data here

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## FRAM: Meal Status Data Entry

- Four methods for entering meal status:
1. Eligibility tool - manual entry
  2. POS data import
  3. Household application tool
  4. Direct Certification import

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### Summary of Infinite Campus Tools

Tool	Purpose	Non-CEP	Partial CEP	Full CEP
Eligibility	Manual entry of eligibility; review student eligibility	IC POS Only <sup>1</sup>	✓	✓
Eligibility Import Wizard - POS Data Import	Migrate meal status data from POS to IC	✓	✓ <sup>2</sup>	
Eligibility Import Wizard - Direct Certification Import	Match DC data to IC student data for directly certifying students	IC POS Only <sup>1</sup>	✓	✓
Household Application	Enter household data to obtain student meal status	IC POS Only <sup>1</sup>	✓	✓

<sup>1</sup> Only applicable to districts using IC as their food service POS.  
<sup>2</sup> Import meal status data only for the non-CEP schools

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### FRAM Eligibility Tool

Location: FRAM > Eligibility

Summary

Student	Eligibility Type	Eligibility	State Code	Certified Type	Start Date	End Date
15-16	Meal	Free	4103	Direct SNAP	10/05/2015	06/30/2016
15-16	Meal	Reduced	4104	Income	07/02/2015	10/04/2015

Latest meal status on record

Detail

School Year: 15-16 | Start Date: 10/05/2015 | End Date: 06/30/2016 | Application Name: | Reference Number: |  
 Eligibility Type: Meal | Source: Non-Direct | Direct | Certified Type: SNAP | Letter Method: |  
 State Eligibility Code: 4103 - Free Lunch-Eligible

Start Date: when the student became eligible for the meal status  
 End Date: must be on or after last day of school for students; recommend June 30<sup>th</sup>

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### Data Quality: Checking your meal status for accuracy



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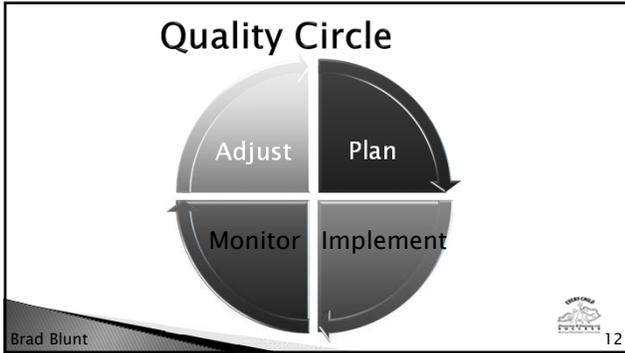
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### Digging into the Details

- › **Plan** - What needs to be done? Who can help do this work?
- › **Implement** - Follow the plan based on the appropriate level of delegation<sup>1</sup>
- › **Monitor** - Frequently monitor progress and use reports to locate issues
- › **Adjust** - Utilize resources to troubleshoot and remedy problems

<sup>1</sup> <http://michaelyatt.com/the-five-levels-of-delegation.html>

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### What can go wrong?

Here is a quick list of issues to be mindful of:

**Non-CEP**

- Perform monthly import of Direct Certification file into POS
- Import of meal status data from POS into IC

**Partial CEP**

- Import DC file monthly into both POS and IC
- Import of non-CEP schools' meal status data from POS into IC
- Collect and process HIF forms for CEP schools

**Full CEP**

- Import DC file monthly into both POS and IC
- Collect and process HIF forms for all schools

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### Quick Overview: Data Summary

Create a data summary using graphs in Excel to chart your data: what is visualized gets noticed.

Year	Percentage
EOY 2014-2015	52%
2015-2016 (as of Dec. 2015)	43%

Year	Percentage
2014-2015	46%
2015-2016	37%

Category	Value
2015-2016	250
Goal	167

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### What about SEEK At Risk?

SEEK At Risk is comprised of both enrollment and the percentage of students with a free meal status

**Challenge:** How do I know my data is right?

Let's preview a new tool that will be made available in April 2016 to help determine that...

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Preview

### Interactive Tool

Historical Trends

Year	Value
2014-15	385.00
2015-16	388.00
2016-17	365.00

Year	Value
2014-15	311.00
2015-16	285.00
2016-17	262.00

Year	Percentage
2014-15	75.0%
2015-16	68.0%
2016-17	60.0%

Summary Info 129

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## Action Plan

- ▶ January – March: Check meal status for accuracy
- ▶ April – Attend EOY training on checking SEEK At Risk ADM; review SEEK At Risk ADM interactive tool to check your data
- ▶ May – June: Finalize SEEK At Risk ADM for final submission

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## Resources

- ▶ KDE Resources
  - Samantha Engstrom ([Samantha.Engstrom@education.ky.gov](mailto:Samantha.Engstrom@education.ky.gov))
  - Brad Blunt ([Brad.Blunt@education.ky.gov](mailto:Brad.Blunt@education.ky.gov))
- ▶ SEEK At Risk ADM
  - <http://education.ky.gov/districts/SEEK/Pages/SEEK-At-Risk-.aspx>

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## Student Voice

Begins at 1:30 p.m. (ET)

Ask questions and interact with presenters through GoSoapBox:  
<http://app.gosoapbox.com>  
Access Code: KEDData

KESIS Mid-Year Training January 12, 2016

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## How to Administer a Student Voice Survey in Infinite Campus

Shale Detwiler, Resource Management Analyst III  
Office of Knowledge, Information and Data Services  
Division of Enterprise Data

KSIS Mid-Year Training January 12, 2016

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### Know the Timeline

- ▶ Infinite Campus Administration between January 4, 2016 - March 4, 2016
- ▶ Two CIITS reporting periods
  - January 4, 2016 - February 5, 2016
  - February 6, 2016 - March 4, 2016

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### Determine Administration Dates

- ▶ Remember 15 day rules
  - 15 instructional days within last 90 calendar days
  - 1 instructional day within last 15 calendar days
- ▶ Short survey windows reduce the risk of students taking surveys outside of valid times
- ▶ Start and end surveys on school days

Shale Detwiler  135

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### Before The Survey

- ▶ Confirm Campus Portal is accessible
- ▶ Confirm students have portal accounts
- ▶ Assign appropriate rights to users
- ▶ Set Messenger Settings preferences

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### Survey Window and Automatic Educator Assignment

- ▶ Maintained on School Resource tab
  - **PATH: System Administration > Resource >**

School detail is created for the given School Detail and School Resource. By creating a new School History, the new Internal School History record, which is existing School History and its current information, which can be modified as needed and save

- ▶  CENTRAL ELEMENTARY SCHOOL
- ▶  DEWITT ELEMENTARY SCHOOL
- ▶  FIVE LICK ELEMENTARY SCHOOL
- ▶  HENRIETTA ELEMENTARY SCHOOL
- ▶  GARDNER ELEMENTARY SCHOOL
- ▶  JESSE C. LAY ELEMENTARY SCHOOL
- ▶  KNOX APPALACHIAN SCHOOL
- ▶  KNOX CENTRAL HIGH SCHOOL
- ▶  KNOX COUNTY CITY TREATMENT
- ▶  KNOX COUNTY DISTRICT OFFICE

- ▶ Surveys are by school and must be set for each participating school within the district

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### Set the Survey Window

- ▶ Surveys will generate the evening before Start Date
- ▶ Surveys available from SV Window Start Date and Time until SV Window End Date and Time
  - Only surveys completed between 7 a.m. and 5 p.m. local time will be included in calculated results

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## Set Automatic Educator Assignment

- ▶ Assignment occurs night of Assignment Date
- ▶ Provide ample time between SV Auto-Assignment Date and SV Window Start Date to review and adjust assignments

**SV Auto-Assignment should be BEFORE SV Window Start Date**

\*Remember to click Save School!

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## Automatic Educator Assignment Options

- ▶ 3 options for SV Auto-Assignment Choice:
  - **No Change: Retain Existing Survey Types** - This is the default value. Educator survey types will not be changed.
  - **Assign: Survey Types to Type 01 District Assignments ONLY** - Automatically assigns survey type to educators with a Type "01: Teacher".
  - **Clear All: Set All to Not Participating** - All staff survey types are set to "Not Participating"



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## Review School Settings

Path: Ad Hoc Reporting > Data Export > State Published > curriculum Student Voice Survey School Parameters

301 Knox County District Generated on: 01/12/2016 09:59:35 AM Page: 1 of 1	Student Voice Survey School Parameters Report Print (pdf) view only Total Records: 12
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Sch #	School	Auto Assign Choice	Auto Assign Date	Survey Start Date	Survey Start Time	Survey End Date	Survey End Time
071	CENTRAL ELEMENTARY SCHOOL	Assign	01/11/2016	01/18/2016	7:00 AM	01/22/2016	5:00 PM
170	SEWITT ELEMENTARY SCHOOL	Assign	01/11/2016	01/18/2016	7:00 AM	01/21/2016	5:00 PM
240	Paul Lusk Elementary School	Clear All	01/07/2016	01/11/2016	7:00 AM	01/14/2016	5:00 PM
320	O R Hampton Elementary School	Assign	01/25/2016	02/01/2016	7:00 AM	02/05/2016	5:00 PM



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# Manual Educator Assignment

- ▶ Maintained on the District Assignment tab
  - **PATH: Census > People> (Staff) (District Assignments)**



\*Remember to click Save!

Save

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# Manual Educator Assignment Options

- ▶ 3 options for Student Voice Survey
  - **0: Not Participating:** – Educator will not participate in the next scheduled survey window
  - **2: Grade 3–5 Teacher Survey:** Educator will participate in the next scheduled survey window. Students will receive the Grade 3–5 survey
  - **3: Grade 6–12 Teacher Survey:** Educator will participate in the next scheduled survey window. Students will receive the Grade 6–12 survey.
- ▶ Survey type will be determined by the greatest number of students in a grade group

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# Student Voice Survey – Projected Counts Report

**Path: KY State Reporting > KDE Reports > Student Voice Survey – Projected Counts**

- ▶ Use to review educator assignments
  - Only shows results BEFORE a survey window starts
  - Lists all educators with Type "01: Teacher" and those assigned a survey type
  - Use to verify:
    - Educators properly scheduled for upcoming survey window
    - Enough students to meet 10 student minimum

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## Student Voice Survey – Projected Counts Report

Student Voice - Projected Teachers and Student Counts

Test Elementary School				
Start: 12/17/2015 7:00 AM End: 12/17/2015 5:00 PM				
Last Name	First Name	ID	Grd.Lvl	Student Count
TEACHER	FIVE	54321	None	No valid sections
TEACHER	FOUR	12345	Gr. 3-5	26
TEACHER	ONE	01122	Gr. 6-12	15
TEACHER	THREE	09876	None	Not Participating
TEACHER	TWO	99663	Gr. 3-5	No valid sections



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## Points of Consideration

- ▶ Manual Educator Assignments should be made **AFTER** Automatic Educator Assignment
- ▶ Allow ample time to review Educator Assignments
- ▶ Educator Assignments must be completed **BEFORE** surveys generate
- ▶ Surveys generate night before SV Window Start Date
- ▶ Avoid starting surveys at beginning of terms
- ▶ Avoid starting surveys immediately after extended breaks
- ▶ Active surveys cannot be cancelled



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## Taking the Survey

- ▶ Have copies of the Student Guide available where students will take the survey
- ▶ Ensure students take the proper survey
- ▶ Ensure students click the Complete Survey button when finished
  - Students should NOT click the Exit (X) button
- ▶ Use Progress Monitoring and Educator with List of Students Reports to monitor survey progress



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### Student Voice Survey – Progress Monitoring Report

Path: KY State Reporting > KDE Reports > Student Voice Survey – Progress Monitoring

- ▶ Shows results for surveys that are or were active on a specific date
- ▶ Lists only educators assigned a survey type
- ▶ Use report to verify:
  - Educators will receive at least 10 valid responses
  - Students have completed surveys for an educator

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### Student Voice Survey – Progress Monitoring Report

Student Voice - Progress Monitoring

School	Last Name	First Name	ID	GrdLvl	Count of Sent	Usable Responses
Test Elementary School	TEACHER	FOUR	54321	Gr. 3-5	26	0
Test Elementary School	TEACHER	ONE	01122	Gr. 6-12	15	12
Test Elementary School	TEACHER	TWO	99063	Gr. 3-5	0	0

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### Student Voice Survey – Educator with List of Students Report

Path: KY State Reporting > KDE Reports > Student Voice Survey – Educator with List of Students

- ▶ Survey must be active for results to display
- ▶ List only educators assigned a survey type
- ▶ Use report to:
  - Identify students who have not yet taken a survey
  - Verify educators will receive at least 10 valid responses
  - Verify students have completed surveys for an educator

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### Changing Survey Dates

- ▶ Before surveys are generated
  - Changes when survey will be generated and end
- ▶ After surveys are created and during an active survey window
  - Active surveys will not be changed. New survey window scheduled only if it occurs **AFTER** current window ends
- ▶ After surveys are created and after an active survey window
  - Will schedule a new Student Voice survey window for a school



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### Educator Assignment with Multiple Survey Windows

- ▶ Changing Educator Assignments will not affect active surveys
  - Assignments changed will only affect how surveys are generated in the next window
- ▶ May schedule Automatic Educator Assignment to run during an active survey window



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### Teachers who Teach at Multiple Schools

- ▶ Results are by school
- ▶ Schools cannot be combined for student count
- ▶ One result displayed in CIITS per reporting period
- ▶ Districts determine how an educator participates in Student Voice Survey
- ▶ Option: Schools administer surveys in different reporting periods



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### Teachers with Students Across both Grade Groups

- ▶ Only one survey type can be assigned per survey window
- ▶ All grade 3–12 students will be sent a survey
- ▶ Option: Use one survey type for each reporting period and instruct students to take appropriate survey

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### Student Voice Web Documents

- ▶ Student Voice Web Site:  
<http://education.ky.gov/teachers/PGES/TPGES/Pages/TPGES-Student-Voice-Survey-Page.aspx>
  - [Student Voice Implementation Guide](#)
  - [Student Voice Administrator Guide](#)
  - [Student Voice Teacher Guide](#)
  - [Student Voice Student Guide](#)
  - [Student Voice Student Presentation](#)
  - [Preparing Campus Portal and Student Accounts](#)

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### Report Quick Reference Cards

- ▶ KSIS Other Information web page under State Reporting Quick Reference Guide  
<http://education.ky.gov/districts/tech/sis/Pages/KSIS-Reference-Materials.aspx>
  - [Student Voice – Projected Counts](#)
  - [Student Voice – Progress Monitoring](#)
  - [Student Voice – Educator with List of Students](#)

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## Student Voice Contacts

- ▶ Joyce Richards, PGES Consultant  
Office of Next Generation Leaders  
Teacher & Leader Effectiveness Branch  
502-564-1479 ext 4532  
teacherleader@education.ky.gov
- ▶ Shale Detwiler, Resource Management Analyst III  
Office of Knowledge, Information and Data Services  
Division of Enterprise Data  
502-564-2020 ext 2279  
shale.detwiler@education.ky.gov

Shale Detwiler



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## CIITS

Begins at 2:00 p.m. (ET)

Ask questions and interact with presenters through GoSoapBox:  
<http://app.gosoapbox.com>  
Access Code: KDEDData

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## CIITS

Michael Spence, CIITS Technical Analyst

Office of Knowledge, Information & Data Services  
Enterprise Data Division

KSIS Mid-Year Training January 12, 2016

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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.
- ▶ Type/Alt Type will be used to determine a person's job category in CIITS.
  - ▶ Type/Alt Type is located on the District Assignments tab in IC.
- ▶ Type/Alt Type should NEVER be left blank.
- ▶ Type/Alt Type must be the same on all active assignment records within a school, but may be different between schools.
- ▶ NEVER delete an assignment record; end date the assignment instead.

For more information regarding Job Category Setup for Certified Staff see the Quick Reference Card (QRC) for [Job Category Setup for Certified Staff](#).




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## CIITS Job Categories

- ▶ For principals, in addition to giving the principal a Type of 02:Administrator, also enter the principal's email address on the School Resource page in Campus.
- ▶ Click Path:  
Index → System Administration → Resources → School
  - Enter principal's email in the "Principal Email" field.

For more information on proper Campus setup to receive the correct CIITS access, please consult the "Assigning CIITS Roles and Permissions" document located [here](#).




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### Type/Alt Type values aligned to a job category

IC "Type" value and corresponding CIITS job category

IC Type	CIITS Job Category
01 - Teacher	Teacher
02 - Administrator	School Administrator
03 - Counselor	Guidance Counselor
05 - Speech Therapist	Therapeutic Specialist
06 - Librarian	Library Media Specialist
07 / REH: Rehabilitation Counselor	Guidance Counselor
07 / SOW: Social Worker	Guidance Counselor
07 / PSY: Psychologist	Psychologist
07 / OCC: Occupational Therapist	Therapeutic Specialist
07 / PNT: Physical Therapist	Therapeutic Specialist
07 / REC: Recreation Therapist	Therapeutic Specialist
07 / SPT: Speech Therapist	Therapeutic Specialist
07 / ISC: Instructional Specialist/Coach	Instructional Specialist / Coach
Principal (identified by email)	Principal

### Type/Alt Type values NOT aligned to a job category

- ▶ 04 - Support
- ▶ 07 - Audiologist
- ▶ 07 - Interpreter
- ▶ 07 - Other Non-Professional
- ▶ 07 - Other Professional
- ▶ 07 - Teacher Aide
- ▶ 07 - Work Study Coordinator




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## CIITS Job Categories

- Review job category assignments for evaluation purposes
- KDE has developed two custom reports in Infinite Campus for districts to use to ensure data is correct and certified staff are aligned to a job category for the 2015-16 school year
- The reports can be found in *Infinite Campus District Edition under Index, KY State Reporting, KDE Reports*:
  - CIITS Job Category Report** will display persons who are set up correctly and their respective job category based on the Type/Alternate value(s) and (if set) the Evaluation Override on their active District Assignment records. Refer to the [Job Category Setup for Certified Staff QRC](#) for information on setting up certified staff.
  - CIITS Job Category Exception Report** will display any person not aligned to a job category due to improper setup of the Type/Alternate Type value(s) on the person's active District Assignment records. This report will also display any users who have different Type/Alternate Type values between schools where the Evaluation Override needs to be set. Refer to the [Correcting CIITS Job Category Exceptions QRC](#) for information on each exception and corrective action.

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## CIITS Assessment Data

- Information regarding Assessment Data Loads and Updates for CIITS have been published on the [CIITS Support Materials](#) page. For a direct link, click [here](#).
- To access this data, scroll over the School & District Data tab and click Pre-Formatted Reports.

Assessment Data Loaded to CIITS	Number of Times Loaded/Updated per Year
ACCESS for ELLs	1
ACT Explore	1
ACT Senior	1
ACT National	1 (under registration 2015-2016 SY)
ACT PLAN	1
ACT Workkeys (NCK)	1
Alternate K-PRIP	1
Advanced Placement (AP)	1
Assess Services Vocational Aptitude Battery (ASVAB)	1
Bridge Kindergarten Screener	1
College Career Readiness	1
COMPASS	2
Discovery Education Assessment	4 (Quarterly)
Industry Certification (IC)	1
Kentucky Occupational Skills Standards Assessment (KOSSA)	1
Kentucky Online Testing (KOTTS)	1
Kentucky Performance Rating for Education Progress (K-PRPEP)	1
K-PRPEP End-of-Course (EOC)	1
Measure of Academic Progress (MAP)	12 (Monthly)
Stanford 10 (NRT)	1
STAR	365 (Daily)
Student Growth	1

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## CIITS Report Bank

- KDE Custom Reports are available in the CIITS Report Bank.
- To access this data, scroll over the School & District Data tab and click Report Bank.

On Monday, Jan. 11, chief academic officers (CAOs) should have received a survey regarding the CIITS Report Bank. Please collaborate with your CAO to provide input. Feedback is due by Friday, Jan. 22.

Michael Spence



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## Questions?

Contact: Michael Spence

- [michael.spence@education.ky.gov](mailto:michael.spence@education.ky.gov)
- (502) 564 - 2020 ext. 2273

Michael Spence



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### Wrap-up

### Thank you!

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

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