



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

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: KDEDData

Have a technical issue? Contact your district technician.





Welcome and Housekeeping

Becky Jenkins
KIDS, Enterprise Data Division

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.



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	ICD-10 Codes conversion	Angela McDonald , Office of Administration and Support (OAS), Division of District Support 502-564-5279 x 4430
9:50	SAAR preparation and January Growth Factor	Ronda Devine & Cheri Meadows , OAS, Division of District Support Ronda: 502-564-5279 x 4444 Cheri: 502-564-5279 x 4451
10:30	Break	
10:50	School Calendar and Enrollment Roll Forward/ New Day Event Codes - Amended Calendars	Cheri Meadows , OAS, Division of District Support Garnetta: 502-564-5279 x 4419 Cheri: 502-564-5279 x 4451
11:00	Virtual & Performance Based course setup	Ronda Devine , OAS, Division of District Support Garnetta: 502-564-5279 x 4419
11:30	Preschool spring enrollment	Annie Rooney-French & Andrena Cox , Office of Next Generation Learners, Division of Program Standards Annie: 502-564-7056 x 4736 Andrena: 502-564-7056 x4144
12:00	Lunch	



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





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: KDEData



ICD-10 Codes Conversion Update

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

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



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



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



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



ICD-9 to ICD-10 Crosswalks

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

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

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

Angie McDonald



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



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.

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
- Jahna Lane - Gateway District Health Department
- Li Griffin - Kentucky School Boards Association



Angie McDonald



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

Angie McDonald



Questions?



Angie McDonald





SAAR preparation and January Growth Factor

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

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



January Growth Factor Training

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

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%).

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**

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 20th of each school year.

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.”

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 2nd 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.

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*

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

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>

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

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



Record 4 Cleanup

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

Record H Cleanup

- ▶ Ad Hoc Report
 - Audit Home Hospital



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.

The screenshot displays the 'Grade Levels' configuration page. On the left, a navigation pane shows 'System Administration' > 'Calendar' selected. The main content area has tabs for 'Calendar', 'Grade Levels', 'Schedule Structure', 'Terms', and 'Periods'. The 'Grade Levels' tab is active, showing a 'Grade Level Editor' table with columns 'Name' and 'Seq'. The table contains three rows: '00' with sequence '6', '01' with sequence '7', and '02' with sequence '8'. To the right of the table is the 'Grade Level Detail' form for the selected entry '00'. The form includes fields for 'Name (locked)', '*Sequence Number' (6), and '*State Grade Level Code' (00: Kindergarten). A dropdown menu for 'Kindergarten Code' is highlighted with a red arrow, showing the selected value 'BDK: Full and Half Day Kindergarten'. Other fields include 'Standard Day', 'Maximum Membership Days', 'Whole Day Absence (minutes)', 'Half Day Absence (minutes)', 'Maximum Approved School Choice Applications' (0), 'Exclude from cumulative GPAPrank calculations', 'Exclude from state reporting', 'Exempt from Assignment', 'Standard Code (SIF code)', and 'Exclude from SIF reporting'.

Steps to Submit January Growth Factor

1. Choose the Correct School Month

Path: System Admin | Calendar | Calendar | School Months

*Name	*Seq	*Start Date	*End Date	Exclude Start	Exclude End	Close Date
Month 1	1	08/04/2015	09/03/2015			
Month 2	2	09/04/2015	10/01/2015			
Month 3	3	10/02/2015	11/02/2015			
Month 4	4	11/04/2015	12/02/2015			
Month 5	5	12/03/2015	01/12/2016			
Month 6	6	01/13/2016	02/09/2016			
Month 7	7	02/10/2016	03/08/2016			
Month 8	8	03/09/2016	04/05/2016			
Month 9	9	04/06/2016	05/06/2016			
Month 10	10	05/09/2016	06/30/2016			

- 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.

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 2nd month Growth Factor Report.

Report Options:

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



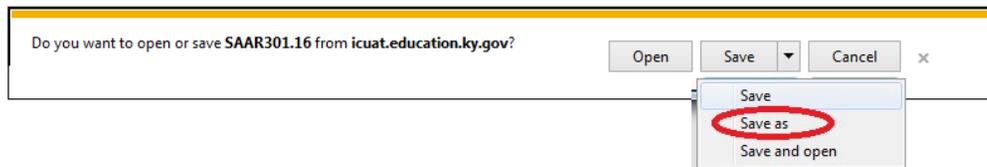
Steps to Submit January Growth Factor

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"

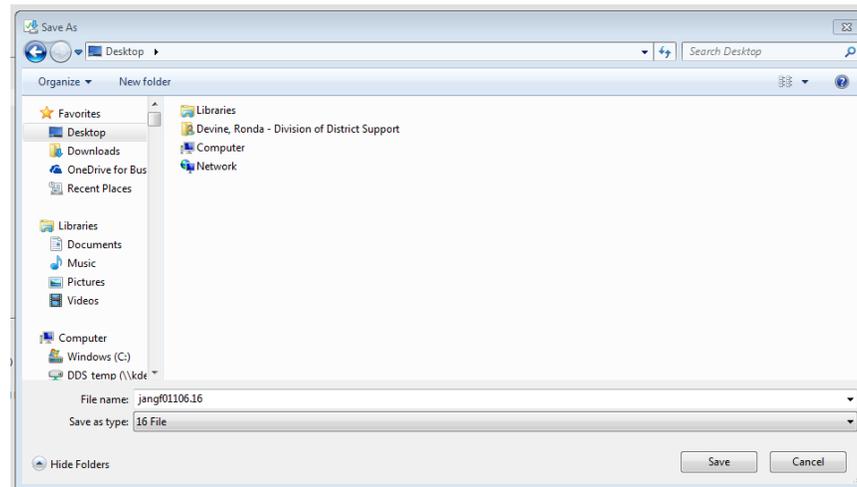
➤ File Download box will appear. Click "Save As"



Steps to Submit January Growth Factor

4. Name the File and Save

- A 'Save As' box will appear



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.
 - KDE Attendance Mailbox is notified
 - District contact who submitted the report receives a confirmation email
 - Text file submitted is loaded into KDEADA application

January Growth Factor Submission Page

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

7. Follow the prompts

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

The screenshot shows the 'January Growth Factor' submission page. It features a navigation menu with links for 'About Schools & Districts', 'Instructional Resources', 'Administrative Resources', and 'Site Map'. A sidebar on the left contains links for 'Ronda Devine 502.564.5279 email', 'SAAR Error Checks document', 'Growth Factor Error Checks document', and 'January Growth Factor Error Checks document'. The main content area is divided into three steps: 'Step 1: Locate the file' (with a 'Browse...' button), 'Step 2: Check your file' (with a 'check file' button), and 'Step 3: Review any errors'. Below the steps, there is a table with columns for 'Distname', 'districtno', 'schno', 'grade', 'error_msg', 'lst_dt', and 'upd se'. The table shows one entry for 'KNOX CO.' with '301' in the 'districtno' column, 'No Errors Reported' in the 'error_msg' column, and 'Dec 4 2015 8:55AM' in the 'lst_dt' column.

Distname	districtno	schno	grade	error_msg	lst_dt	upd se
KNOX CO.	301			No Errors Reported	Dec 4 2015 8:55AM	16

Submit Your File

8. Send With Proper Names and E-mail Addresses

Step 4: Submit your file

If everything is satisfactory, enter your email, district and any comments you want to send, then press the "submit file" button. Please put your phone number and the names of any additional people to be notified in the comments field. **REMINDER:** Once submitted, the file will have to be reset by KDE if a new submission is needed.

* your email

* your name

* your phone

* your district

* your Superintendent's name

* your DPP's name

* your Finance Officer's name

comments



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

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?
 - *Infinite Campus PDF Formula:*
 - $(\text{Record 2} - \text{Record 4}) / \text{Number of Days Taught}$
 - Infinite Campus PDF Definitions:
 - *Record 2:* 'DISTRICT BASE Aggregate Days PRESENT TOTAL'
 - *Record 4:* 'District Non Contract Aggregate Days PRESENT TOTAL'
 - *Record 4:* 'District Overage/Underage Aggregate Days PRESENT TOTAL'
 - *Record 2:* 'BASE Aggregate Days PRESENT Days' (Number of days taught)

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.

Data Quality: Review and Assurance

Running ADA/ADM Report in the Future for Error Checking

Kentucky Avg. Daily Membership(ADM) & Avg. Daily Attendance(ADA) Summary with Student Detail

This report calculates ADM & ADA based off Kentucky's customized attendance calculation. It summarizes the data by student, grade and dates default to the start/end dates of the calendar.
This is a very complex report, so try to limit the number of calendars run per batch.

Report Type Detail Summary

Calendar: 08-09 KDE HIGH SCHOOL

ADA Mode Truancy Funding
ADA = Present Minutes / Scheduled Minutes

Date Range To

School Month

- Month 1 08/04/2008 - 08/29/2008
- Month 2 09/01/2008 - 09/26/2008
- Month 3 09/29/2008 - 10/28/2008
- Month 4 10/29/2008 - 11/26/2008
- Month 5 11/27/2008 - 01/07/2009
- Month 6 01/08/2009 - 02/04/2009
- Month 7 02/05/2009 - 03/04/2009
- Month 8 03/05/2009 - 04/01/2009
- Month 9 04/02/2009 - 05/06/2009
- Month 10 05/07/2009 - 05/29/2009

Grade

- All Student
- 07 7th Grade
- 08 8th Grade
- 09 9th Grade
- 10 10th Grade
- 11 11th Grade
- 12 12th Grade
- 14 Over the age of 17 by October 1st

Ad Hoc

Exclude State Exclude Perkins Only

Data Quality: Review and Assurance

Overlapping T Codes

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

08-09 KDE High School 100 N KY 830, COBLEN, KY 40701 Generate on 10/01/2009 02:38:46 PM Page 1 of 1		KY ADM ADA Detail Report for Grade 09 ADA: Truncy School Month: 4 Transportation: NT, T1, T2, T3, T4, T5 Adhoc Filter: OverlappingTCodes, Mike Exclude: State Exclude Sort by Grade Students: 1														
Grade Student Enrollment	T Code	ATT	ADA	ADM	Tardy		Attendance State Code							Funding		
					E	U	E	U	AFD	EHO	EDN	EPN	S	O	ADA	
09 OverlappingTCodes, Mike #4542 (08/06/2008 (E01))	T1	18.00	1.00	1.00	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00
09 OverlappingTCodes, Mike #4542 (08/06/2008 (E01))	T4	15.00	0.83	0.83	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.83

- 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.

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.

08-09 KDE High School 100 N KY 830, CORBIN, KY 40701 Generate on 10/05/2009 02:55:09 PM Page 1 of 1				KY ADM ADA Detail Report for Grade 12 ADA: Truncy School Month: 4 Transportation: NT, T1, T2, T3, T4, T5 Adhoc Filter: PartialDay, Peter and MissingT Codes, Mary Exclude: State Exclude Sort by Grade Students: 2													
Grade Student Enrollment	T-Code	ATT	ADA	ADM	Tardy		Attendance State Code						Funding				
					E	U	E	U	AFD	EHO	EDN	EPN	S	O	ADA		
12 MissingT Codes, Mary #4460 (08/06/2008 [E01])	NT	18.00	1.00	1.00	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00
12 PartialDay, Peter #3106 (08/06/2008 [R02])	T1	18.00	1.00	1.00	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.64

- 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.

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

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 for information and assistance.



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: KDEDData



Calendar and Enrollment Roll Forward

Cheri Meadows
Office of Administrative Support
Division of District Support

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.

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

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

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.

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)
- Ruth Wilkes(Ruth.Wilkes@education.ky.gov)
- Scott Rose(Scott.Rose@education.ky.gov)



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: KDEDData



Virtual & Performance Based Course Setup

Ronda Devine
Office of Administration & Support
Division of District Support

When might a class be Virtual or Performance Based?

- ▶ Gattton 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

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

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
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Do these HAVE to be V/PB?

- ▶ Gattton 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**
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- ▶ 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

Do these HAVE to be V/PB?

- ▶ Gattton 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**

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.

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

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

Set up the course

- Type = V:Virtual or P:Performance
- Attendance is not checked
- Must use correct state code for individual subject, no general credit recovery, dual credit etc

Schedule students

- Place class in a period representing a Carnegie unit of time
- Do not use start or end dates on students schedule

Check funding on fully scheduled student

- Student has a full schedule
- Enter passing grades for V/PB classes
- Create single student ad hoc
- Run record 7 of the SAAR for one day.

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



Course Setup

Course Information
CourseID 15778

***Number**
V101

***Name**
Credit Recovery English III

Subject Type
[Dropdown]

State Code
230107

Department
ENGLISH

Schedule Load Priority
[Input]

Max Students
[Input]

GPA Weight
0

Bonus Points

Type
V: Virtual

Difficulty Level
[Dropdown]

Course Master Linked
Standards-based Active

Terms **Schedules** **Periods** **Sections to Build**

0 0 0 0

Transcript **Required**

Activity
[Dropdown]

Homeroom **Allow requests** **Allow teacher requests** **Attendance** **Unit Attendance**

Teaching Method

Type
V: Virtual
P: Performance
V: Virtual
Homeroom

Attendance

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Grading Task

Course Sections **Grading Tasks** Standards Course Rules Fees Build Constraints Asses

 Save  Add

Grading Task Editor							
Grading Task	Credit Group	Credit Type	Score Group	Credit	Term GPA	Post-only	

Course Grading Task Detail

*Grading Task
Final Grade

*Score Group

Term GPA Credit Credit Type

Credit Overflow Override

Term Mask

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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						
	T1	T2	T3	T4	T5	NT	Total
10	.00	.00	.00	.00	.00	.00	.00
Total	.00	.00	.00	.00	.00	.00	.00

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

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

Create a homeroom course

Course Information
CourseID 22577

Course Master Linked

*Number: 10000 *Name: Homeroom Standards-based: Active:

Subject Type:

State Code: 901001 Department:

Schedule Load Priority: Max Students: Terms: Schedules: Periods: Sections to Build:

GPA Weight: 0 Bonus Points: Transcript: Required:

Type:

Difficulty Level: Activity:

Homeroom: Allow student requests: Allow teacher requests/recommendations: Repeatable: Attendance: Unit Attendance:

Teaching Method: 01: Direct Instruction

Instructional Setting: 01: Onsite Classroom

Comments:



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Place in all periods the student will attend

Section	Schedule Placement 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 ACTIVITY	EMPTY	EMPTY	EMPTY	EMPTY
V/PB	502-1 READING _____	502-1 READING _____	502-1 READING _____	502-1 READING _____
	507-1 MATHEMATICS _____	507-1 MATHEMATICS _____	507-1 MATHEMATICS _____	507-1 MATHEMATICS _____
	508-1 SCIENCE	508-1 SCIENCE	508-1 SCIENCE	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.**

Record 7 all year for sample student

Grade	DISTRICT BASE Aggregate Days - PRESENT TOTAL							Total
	T1	T2	T3	T4	T5	NT		
11	.00	.00	174.50	.00	.00	.00	174.50	
Total	.00	.00	174.50	.00	.00	.00	174.50	

Grade	DISTRICT BASE Aggregate Days - ABSENT TOTAL							Total
	T1	T2	T3	T4	T5	NT		
11	.00	.00	.50	.00	.00	.00	.50	
Total	.00	.00	.50	.00	.00	.00	.50	

Grade	DISTRICT ADJUSTMENT Aggregate Days - PRESENT TOTAL							Total
	T1	T2	T3	T4	T5	NT		
11	.00	.00	.00	.00	.00	.00	.00	
Total	.00	.00	.00	.00	.00	.00	.00	

Grade	DISTRICT ADJUSTMENT Aggregate Days - ABSENT TOTAL							Total
	T1	T2	T3	T4	T5	NT		
11	.00	.00	.00	.00	.00	.00	.00	
Total	.00	.00	.00	.00	.00	.00	.00	

SAAR Record V Detail

<p>301 Knox County 200 Daniel Boone Dr, Barbourville, KY 40906 County: Knox Phone: (606)546-3157 Fax: (606)546-2819 Generate on 10/27/2015 03:03:07 PM Page 1 of 1</p>	<p>Superintendent's Annual Attendance (SAAR) Report Record Format: V - Virtual / Performance Based Attendance Detail Report Whole School Year Adhoc Filter: cb Calendar: 1516 Knox Central High School Grades Count: 1</p>
--	---

#410 Knox Central High School

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



Ronda Devine



Resources

▶ KDE Resources

- Garnetta Barnette(Garnetta.Barnette@education.ky.gov)
- Sheila Harned(Sheila.Harned@education.ky.gov)
- Ruth Wilkes(Ruth.Wilkes@education.ky.gov)
- Scott Rose(Scott.Rose@education.ky.gov)
- Ronda Devine(Ronda.Devine@education.ky.gov)

▶ Documentation on the Data Standards page

- http://education.ky.gov/districts/tech/sis/Documents/VirtualandPerformanceTrainingDocument_.pdf



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: KDEDData



Preschool Spring Enrollment Count 2016

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

Preschool Eligibility

Remember:

- ▶ Use August 1st 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.



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.

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



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.

The screenshot shows a web-based enrollment form with two tabs: 'Summary' and 'Enrollments'. The 'Enrollments' tab is active. The form contains the following fields:

*Start Date	No Show	End Date
09/09/2015	<input type="checkbox"/>	

*Start Status
E01: First enrollment of the year

Start Comments
[Empty text area with scroll arrows]



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)

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.

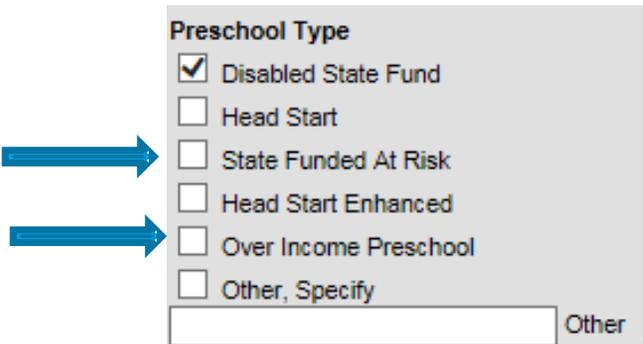


Grade 99 with disability

- ▶ 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.



Preschool Type

Disabled State Fund

Head Start

State Funded At Risk

Head Start Enhanced

Over Income Preschool

Other, Specify

Other

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).



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.



“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.



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”

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 4th 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.



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.



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.



Help!

The total number of students in my Summary report does not match my documentation

- ▶ You will want to make sure that IC's records and your district documentation reflect the same number of students in each category eligible for state preschool funds.
- ▶ You can run a "Detail" report and check each student. For students who are not pulling, check their Enrollment, Preschool, and Special Education tabs. IC uses these tabs to populate the data in the "Detail" spreadsheet.



Look at the detail report



Year 15-16

Index

▼ KY State Reporting

▸ KDE Reports



Preschool Enrollment Count

Extract Options

Report Type Summary Detail

Select One Spring Enrollment Count ▼

Effective Date 03/01/2016

Format Detail Format (CSV) ▼

Generate Extract

Detailed Report

1	SSID	LastName	FirstName	DOB	StateGrad	IEPStartDate	IEPEndDate	StartDate	PSEndDate	Y4atRisk	Y2WDisab	Y3WDisab	Y4WDisab	Total SL	Y2WDisab	Y3WDisab	Y4WDisab	Total MMI	Y2WDisab	Y3WDisab	
2	33126	BOWLING	BREANA	12/22/2009	99	0	0	9/2/2014	6/4/2015	0	0	0	0	0	0	0	0	0	0	0	0
3	35057	BRADSHA	ADRIANA	12/4/2009	99	0	0	9/2/2014	6/4/2015	0	0	0	0	0	0	0	0	0	0	0	0
4	35534	BROCK	TRISTON	1/8/2010	99	0	0	2/12/2015	6/4/2015	1	0	0	0	0	0	0	0	0	0	0	0
5	33542	CAIN	ETHAN	12/21/2009	99	0	0	9/2/2014	6/4/2015	0	0	0	0	0	0	0	0	0	0	0	0
6	35050	COX	KINSLEY	4/20/2010	99	0	0	9/2/2014	6/4/2015	1	0	0	0	0	0	0	0	0	0	0	0
7	35053	CRAWFOR	RAY	10/20/2010	98	10/2/2015	10/1/2016	9/2/2014	6/4/2015	0	0	0	0	0	0	0	0	0	0	0	0
8	32291	ENGLE	DONNIE	12/9/2009	98	10/2/2015	10/1/2016	9/2/2014	6/4/2015	0	0	0	0	0	0	0	0	0	0	0	0
9	33125	GAY	EVAN	12/22/2009	99	0	0	9/2/2014	6/4/2015	0	0	0	0	0	0	0	0	0	0	0	0
10	35056	GRUBB	ISABELLA	1/7/2011	99	9/15/2015	4/12/2016	9/2/2014	6/4/2015	0	0	0	0	0	0	0	0	0	0	0	0
11	35087	HOWARD	KARLEE	6/5/2010	99	0	0	9/2/2014	6/4/2015	1	0	0	0	0	0	0	0	0	0	0	0
12	35049	MIDDLETC	JENNA	11/7/2009	99	0	0	9/2/2014	6/4/2015	1	0	0	0	0	0	0	0	0	0	0	0
13	35055	PHILPOT	GABBRYEL	1/4/2011	99	0	0	9/2/2014	6/4/2015	0	0	0	0	0	0	0	0	0	0	0	0
14	35436	SAUNDER	BRYAN	1/4/2011	99	2/6/2015	2/5/2016	1/5/2015	6/4/2015	0	0	0	0	0	0	0	0	0	0	0	0
15	35373	TROXELL	ELLIOTT	11/20/2009	99	1/12/2015	1/8/2016	1/17/2014	6/4/2015	1	0	0	0	0	0	0	0	0	0	0	0
16	35051	WOOLUM	MAHALIE	8/4/2011	99	0	0	9/2/2014	6/4/2015	0	0	0	0	0	0	0	0	0	0	0	0
17	32040	CRAWFOR	AIDYN	11/16/2009	99	0	0	3/13/2014	6/4/2015	1	0	0	0	0	0	0	0	0	0	0	0
18	35046	DAVIDSO	KADEN	7/20/2010	99	0	0	9/2/2014	6/4/2015	1	0	0	0	0	0	0	0	0	0	0	0
19	33933	KINNINGH	KARSON	3/11/2011	99	0	0	3/13/2014	6/4/2015	0	0	0	0	0	0	0	0	0	0	0	0
20	33891	MAY	ARIA	11/11/2009	99	0	0	3/13/2014	6/4/2015	1	0	0	0	0	0	0	0	0	0	0	0
21	34425	MCDANIE	KYLEE	8/5/2010	99	0	0	3/13/2014	#####	1	0	0	0	0	0	0	0	0	0	0	0

Detail report pulled using IC training site. Student names and information are fictitious



Calculations in Detailed Report

- ▶ Use the Sum button to calculate totals at the bottom of each column.

 AutoSum

- ▶ Check across the columns to see if any children are listed with “0s” all the way across.



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.



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

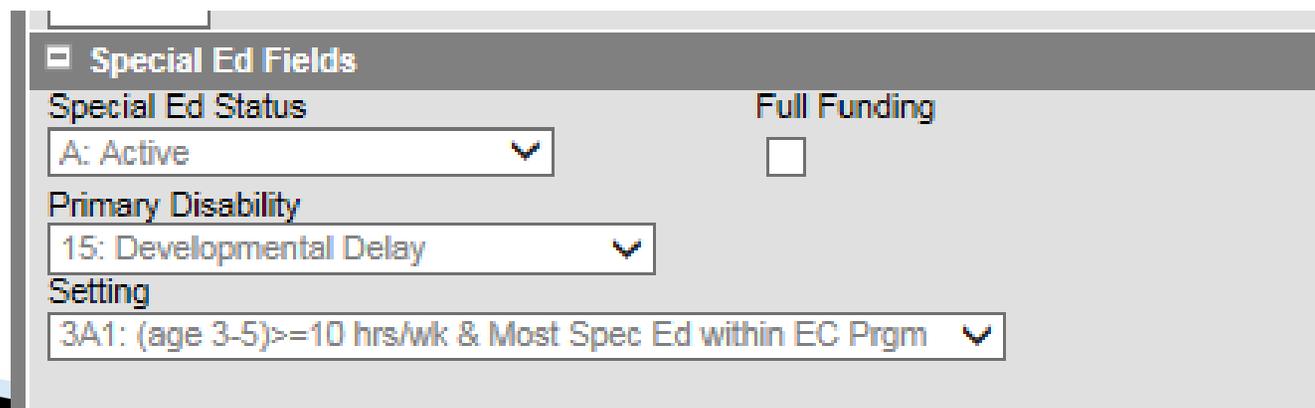
Individual Education Program (IEP)

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



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



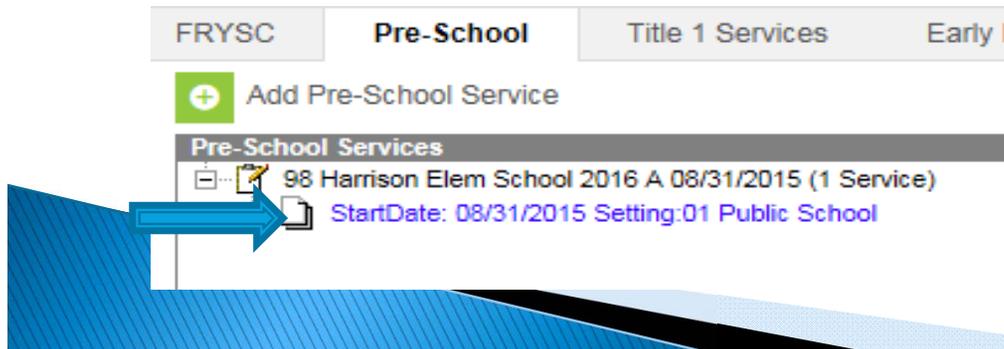
Special Ed Fields

Special Ed Status	Full Funding
A: Active	<input type="checkbox"/>
Primary Disability	
15: Developmental Delay	
Setting	
3A1: (age 3-5)>=10 hrs/wk & Most Spec Ed within EC Prgm	

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.



Preschool Type

Disabled State Fund

Head Start

State Funded At Risk

Head Start Enhanced

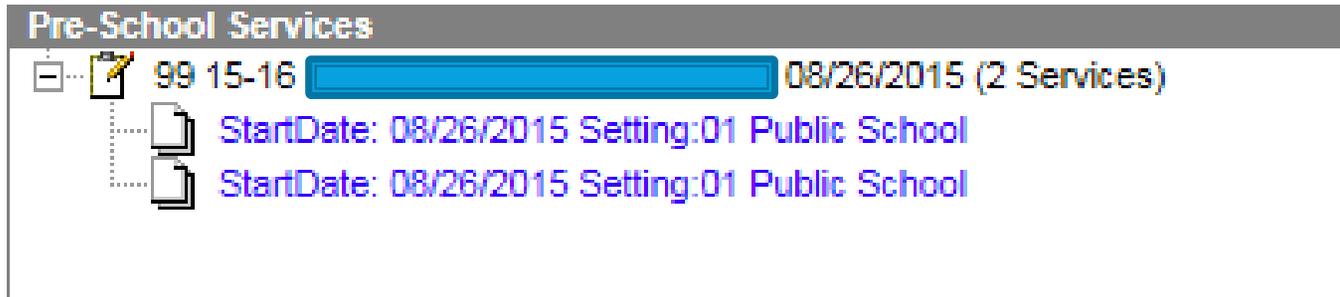
Over Income Preschool

Other, Specify

Other



Oops! Make sure only one service is listed



One of the preschool records will need to be deleted.



Contact

- ▶ For additional information please contact:

Annie Rooney French Ph.D.
annie.rooney-french@education.ky.gov
502-564-7056 x4736

Andrena Cox
andrena.cox@education.ky.gov
502-564-7056 x4144





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



FRAM & SEEK Funding

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

Agenda

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

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

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

Brad Blunt



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

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.

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 2nd 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

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

FRAM Module: Tracking Meal Status in Campus



Image courtesy of Serge Bertasius at FreeDigitalPhotos.net

Brad Blunt



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

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

Summary of Infinite Campus Tools

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

¹Only applicable to districts using IC as their food service POS.

² Import meal status data only for the non-CEP schools

FRAM Eligibility Tool

Location: FRAM > Eligibility

Latest meal status on record

Summary

School Year	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	07/22/2015	10/04/2015

Detail

Eligibility Detail		Application Name		Reference Number
*School Year	*Start Date	*End Date	<input type="text"/>	<input type="text"/>
15-16	10/05/2015	06/30/2016		
*Eligibility Type	*Eligibility	*Source	*Certified Type	
Meal	Free	<input type="radio"/> Non-Direct <input checked="" type="radio"/> Direct	SNAP <input type="checkbox"/> 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 30th

Data Quality: Checking your meal status for accuracy

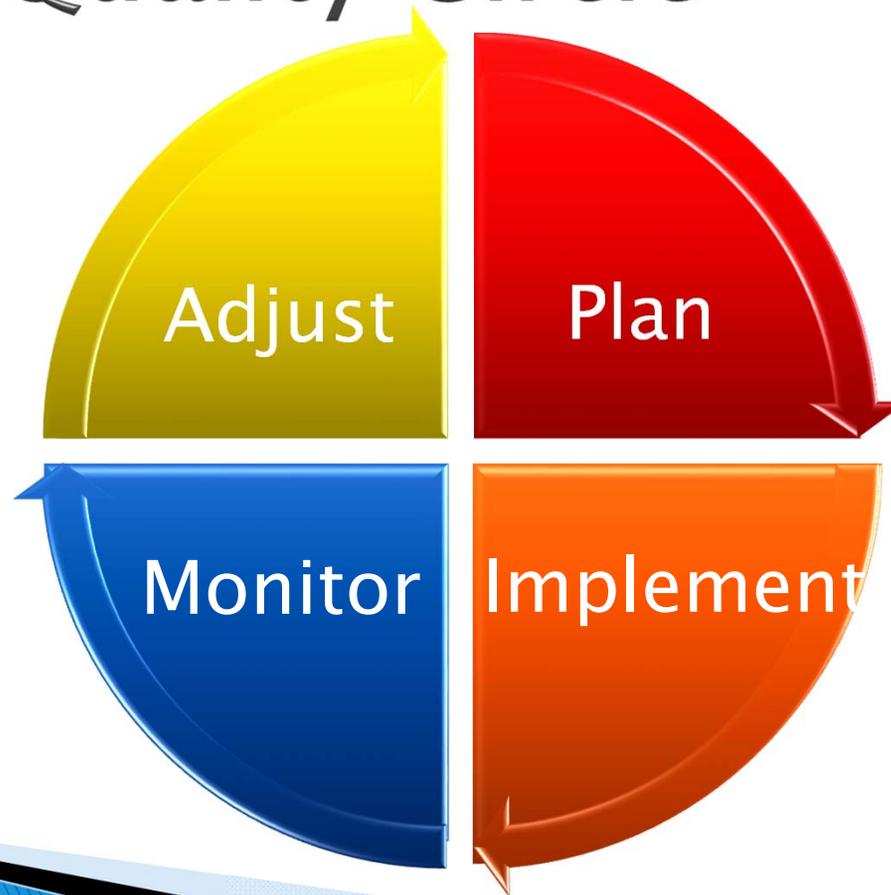


Brad Blunt

Image courtesy of stockimages at freedigitalphotos.net



Quality Circle



Brad Blunt



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 delegation¹
- ▶ **Monitor** – Frequently monitor progress and use reports to locate issues
- ▶ **Adjust** – Utilize resources to troubleshoot and remedy problems

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

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



Monitoring and Comparing

Several tools are available to check the accuracy of your data:

Scheduled Imports (non-CEP and partial CEP)¹

- ▶ FRAM Eligibility Report²
- ▶ Scheduled Import Log

Free/Reduced Data

- ▶ School Report Card³
(<http://applications.education.ky.gov/SRC/>)
- ▶ FRAM Eligibility Report
- ▶ POS System (non-CEP and partial CEP schools)
- ▶ October Qualifying Data (non-CEP Schools)
(<http://education.ky.gov/federal/SCN/Pages/Qualifying-Data.aspx>)

¹ For a fuller explanation on IC/POS data synch see:
<https://community.infinitecampus.com/forums/showthread.php?7525-KY-Interchange-2015-Make-it-Match-Data-Reporting-for-Free-Meal-Status>

² Sort by start date to view last entry

³ For Excel version navigate to menu and select Data Sets>Learning Environment>Students/Teachers



FRAM Eligibility Report

Which type of report would you like to generate?

Report Type:

School Year:

Summary Type: Daily Period Month

Date: **Must be within school calendar**

Which calendar(s) would you like to include in the report?

active year
 list by school
 list by year

15-16

- Adams School 2016 A
- Buchanan Elem School 2016 A
- Fillmore School 2016 A
- Fillmore School 2016 B
- Fillmore School 2016 C
- Harrison Elem School 2016 A
- Jackson Elem School 2016 A
- Jefferson School 2016 A
- Lincoln School 2016 A
- Monroe School 2016 A
- Polk High School 2016 A
- SPEBuchanan Elem School 15-16
- SPEPolk High School 15-16
- Taylor Elem School 2016 A

CTRL-click or SHIFT-click to select multiple

Eligibility Type:

Eligibility:

Eligibility Certified Type:

Grade:

 Can select individual grades; choose K-12 for SEEK At Risk

CTRL-click or SHIFT-click to select multiple

Observe State

Exclude

Include Detail **View individual student eligibility**

Person Identifier: Student Number State ID

Detail Sort By: **Sort by start date to easily view latest eligibility**

Show Only Latest Eligibility **Only selects latest eligibility for the student**

Report Format: PDF CSV **Choose CSV to view in Excel**

Brad Blunt



FRAM Eligibility Report

Summary for Eligibility Type: Meal				
Type	Free	Reduced	Paid	Total
Direct Source				
Foster	35	0	0	35
Head Start	0	0	0	0
Homeless	0	0	0	0
Medicaid	563	0	0	563
Migrant	0	0	0	0
Runaway	0	0	0	0
FDPIR	0	0	0	0
SNAP	2472	0	0	2472
TANF	0	0	0	0
Non-Direct Source				
Income	127	180	403	710
Categorical	31	0	0	31
Override	0	0	0	0
Runaway	0	0	0	0
Foster	2	0	0	2
Migrant	0	0	0	0
Head Start	0	0	0	0
RCCI	0	0	0	0
Early Childhood	0	0	0	0
Homeless	0	0	0	0
Declined	0	0	0	0
Denied	0	0	1	1
Did Not Apply	0	0	166	166
Socioeconomic Status	0	0	0	0
Even Start	0	0	0	0
Medicaid	0	0	0	0
	0	0	480	480
Total	3230	180	1050	4460

of DC students

Should be zero

Missing meal eligibility

$$3,230 + 180 / 4,460 = 76.4\% \text{ free/reduced}$$

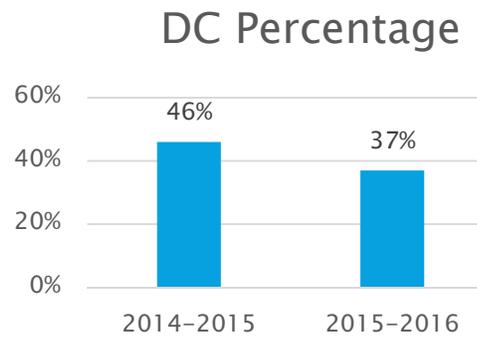
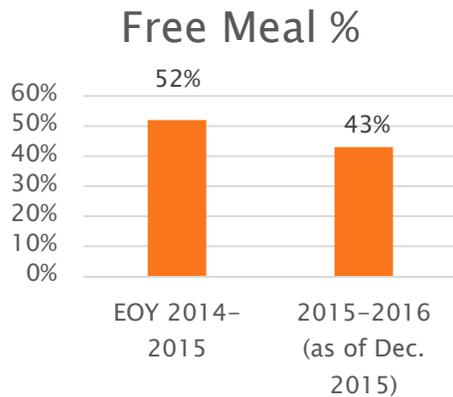
$$35 + 563 + 2,472 / 4,460 = 68.8\% \text{ Directly Certified}$$

- ✓ Why do we have no homeless children?
- ✓ Can we have more students return a household app/HIF form 480/4,460=10.76% non-return rate) Note: Horizon POS does not export paid meal statuses; thus, this number will be high for those districts.



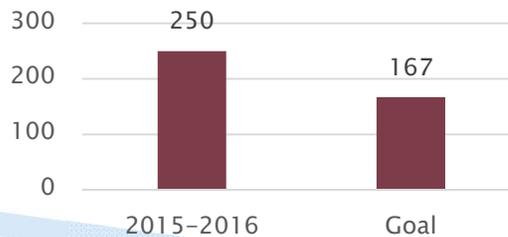
Quick Overview: Data Summary

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



Missing Meal Status

Goal: 90% Return Rate



What about SEEK At Risk?

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

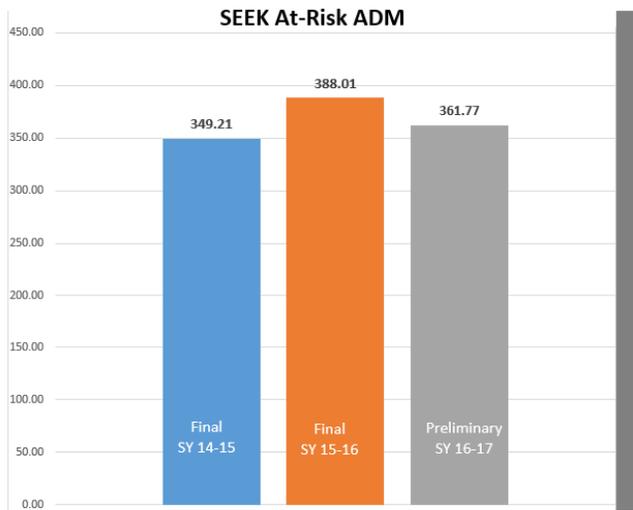
Challenge: How do I know my data is right?

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

Preview

Interactive Tool

Historical Trends



Financial Impact	Final SY 14-15	Final SY 15-16	Projected SY 16-17
SEEK At-Risk Funding	\$225,322	\$232,032	\$216,338
Difference		\$6,710	-\$15,694
% Change		3%	-7%

DRAFT - Fictitious Data

SELECT DISTRICT

Summary Info

Brad Blunt



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

Resources

▶ KDE Resources

- Samantha Engstrom (Samantha.Engstrom@education.ky.gov)
- Brad Blunt (Brad.Blunt@education.ky.gov)

▶ SEEK At Risk ADM

- <http://education.ky.gov/districts/SEEK/Pages/SEEK-At-Risk-.aspx>



Student Voice

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

Ask questions and interact with presenters through GoSoapBox:

<http://app.gosoapbox.com>

Access Code: KDEDData



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

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

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

Before The Survey

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

Survey Window and Automatic Educator Assignment

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

School data is divided into two areas: School Detail and School History. By creating a new School History, the new information is saved. To update an existing School History record, select an existing School History and click on the current information, which can be modified as needed and saved.

School Editor

- ▶ CENTRAL ELEMENTARY SCHOOL
- ▶ DEWITT ELEMENTARY SCHOOL
- ▶ Flat Lick Elementary School
- ▶ G R Hampton Elementary School
- ▶ GIRDLER ELEMENTARY SCHOOL
- ▶ Jesse D Lay Elementary School
- ▶ Knox Appalachian School
- ▶ Knox Central High School
- ▶ Knox County Day Treatment
- ▶ Knox County District Office

School Detail

*Name _____ *Location Number _____

SV Window Start Date
01/18/2016

SV Window Start Time
7:00 AM

SV Window End Date
01/20/2016

SV Window End Time
5:00 PM

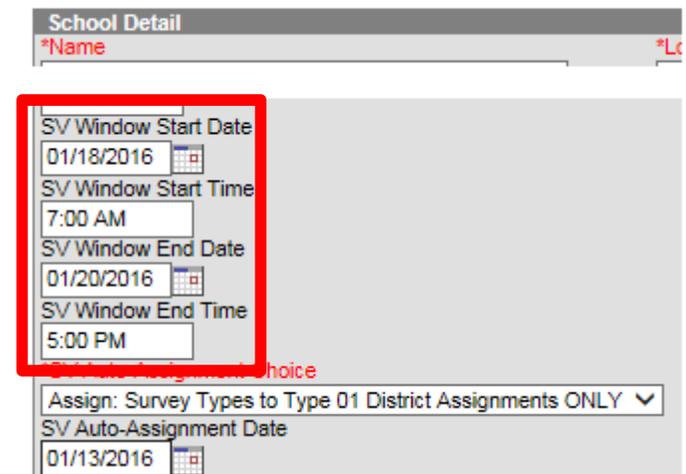
*SV Auto-Assignment Choice
Assign: Survey Types to Type 01 District Assignments ONLY

SV Auto-Assignment Date
01/13/2016

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

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



The screenshot shows a 'School Detail' form with the following fields:

- *Name
- *SV Window Start Date: 01/18/2016
- *SV Window Start Time: 7:00 AM
- *SV Window End Date: 01/20/2016
- *SV Window End Time: 5:00 PM
- *Assign: Survey Types to Type 01 District Assignments ONLY
- *SV Auto-Assignment Date: 01/13/2016

A red box highlights the survey window start and end date and time fields.

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

School Detail

*Name _____ *Lc _____

SV Window Start Date
01/18/2016

SV Window Start Time
7:00 AM

SV Window End Date
01/20/2016

SV Window End Time
5:00 PM

SV Auto-Assignment should be BEFORE SV Window Start Date

***SV Auto-Assignment Choice**
Assign: Survey Types to Type 01 District Assignments ONLY

SV Auto-Assignment Date
01/13/2016

*Remember to click Save School!

 Save School



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”

Review School Settings

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

301 Knox County District Generated on 01/04/2016 02:49:09 PM Page 1 of 1	Student Voice Survey School Parameters Report Print field name only Total Records: 12
--	--

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	DEWITT ELEMENTARY SCHOOL	Assign	01/11/2016	01/18/2016	7:00 AM	01/21/2016	5:00 PM
240	Flat Lick Elementary School	Clear All	01/07/2016	01/11/2016	7:00 AM	01/14/2016	5:00 PM
320	G R Hampton Elementary School	Assign	01/25/2016	02/01/2016	7:00 AM	02/05/2016	5:00 PM



Shale Detwiler



Manual Educator Assignment

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

Assignments

- Lynn Camp Schools
- (10/11/2007-)

Employment Assignment Information

School: Lynn Camp Schools

Department: [Dropdown]

Title: [Dropdown]

Assignment Code: [Dropdown]

Highly Qualified: [Dropdown]

PD Year: [Dropdown]

PD Class Type: [Dropdown]

PD Class Credit: [Text]

*Start Date: 10/11/2007

End Date: [Text]

Type: D1:Teacher

FTE of Assignment: [Text]

Alternate Type: [Text]

Reading First: [Dropdown]

Evaluation Override: [Dropdown]

PD Class Offered By: [Dropdown]

PD Class Applied Hours: [Text]

Teacher Special Ed Program Behavior Admin Health Behavior Response Approver Response to Intervention

Advisor Supervisor Counselor Foodservice Exclude Behavior Referral Self Service Approver FRAM Processor

Supervisors: [Dropdown]

*Student Voice Survey: D: Not Participating

Save

*Remember to click Save!



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

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

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	GrdLvl	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



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



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

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

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	99663	Gr. 3-5	0	0



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

Student Voice Survey - Educator with List of Students Report

	A	B	C	D	E	F	G	H	I	J
1	Student Voice - Educators with List of Students Executed: 12/23/2015 01:35 PM									
2										
3	School	Last Name	First Name	ID	GrdLvl	Start Dt	Stu Last	Stu First	Survey Status	
4	Test Elementary School	TEACHER	FOUR	54321	Gr. 3-5	12/22/2015	STUDENT	ONE	Not Started	
5	Test Elementary School	TEACHER	FOUR	54321	Gr. 3-5	12/22/2015	STUDENT	TWO	Not Started	
6	Test Elementary School	TEACHER	FOUR	54321	Gr. 3-5	12/22/2015	STUDENT	THREE	Not Started	
7	Test Elementary School	TEACHER	FOUR	54321	Gr. 3-5	12/22/2015	STUDENT	FOUR	Not Started	
8	Test Elementary School	TEACHER	FOUR	54321	Gr. 3-5	12/22/2015	STUDENT	FIVE	Not Started	
9	Test Elementary School	TEACHER	FOUR	54321	Gr. 3-5	12/22/2015	STUDENT	SIX	Not Started	
10	Test Elementary School	TEACHER	FOUR	54321	Gr. 3-5	12/22/2015	STUDENT	SEVEN	Not Started	
40	Test Elementary School	TEACHER	ONE	01122	Gr. 6-12	12/22/2015	STUDENT	ELEVEN	Submitted	
41	Test Elementary School	TEACHER	ONE	01122	Gr. 6-12	12/22/2015	STUDENT	TWELVE	Not Started	
42	Test Elementary School	TEACHER	ONE	01122	Gr. 6-12	12/22/2015	STUDENT	THIRTEEN	Submitted	
43	Test Elementary School	TEACHER	ONE	01122	Gr. 6-12	12/22/2015	STUDENT	FOURTEEN	Submitted	
44	Test Elementary School	TEACHER	ONE	01122	Gr. 6-12	12/22/2015	STUDENT	FIFTEEN	Not Started	
45	Test Elementary School	TEACHER	TWO	99663	Gr. 3-5	12/22/2015				

Results

- ▶ Survey End Date determines reporting period
 - January 4, 2016 – February 5, 2016
 - February 6, 2016 – March 4, 2016
- ▶ One result per educator per period will be reported in CIITS
 - May have results for an educator in both reporting periods
- ▶ Schools and/or surveys cannot be combined

Setting up Additional Surveys

- ▶ Can have more than one survey window in a reporting period
 - Results are only 1 per educator per reporting period
- ▶ Only one active window at a time
 - Schedule surveys one at a time
 - Schedule new window to begin AFTER prior window ends

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



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

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

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

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](#)

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](#)



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





CIITS

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

Ask questions and interact with presenters through GoSoapBox:

<http://app.gosoapbox.com>

Access Code: KDEDData



CIITS

Michael Spence, CIITS Technical Analyst

Office of Knowledge, Information & Data Services
Enterprise Data Division

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.

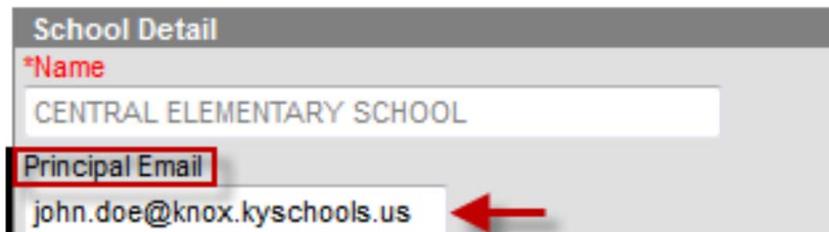
Employment Assignment Information	
School	DEWITT ELEMENTARY SCHOOL
*Start Date	End Date
11/10/2014	
Type	FTE of Assignment
07:Other	
Alternate Type	
ISC: School Instructional Specialist/Coach	

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



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.



School Detail

*Name
CENTRAL ELEMENTARY SCHOOL

Principal Email
john.doe@knox.kyschools.us

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

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 / PHT: 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

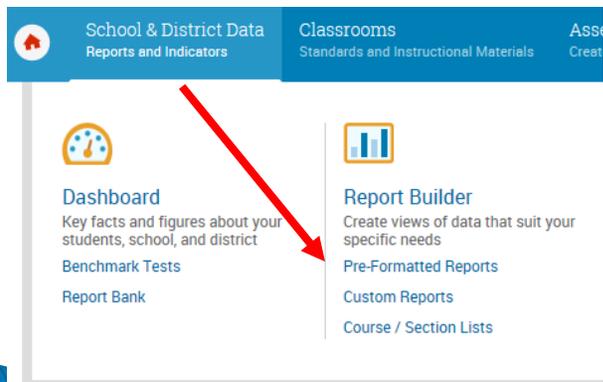
- ▶ 04 – Support
- ▶ 07 – Audiologist
- ▶ 07 – Interpreter
- ▶ 07 – Other Non-Professional
- ▶ 07 – Other Professional
- ▶ 07 – Teacher Aide
- ▶ 07 – Work Study Coordinator

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* :
 1. **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.
 2. **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.

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.



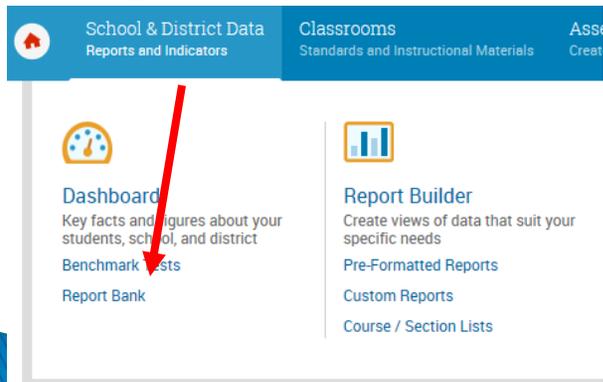
Assessment Data Loaded to CIITS	Number of Times Loaded/Updated per Year
ACCESS for ELLs	1
ACT EXPLORE	1
ACT Junior	1
ACT National	5 (under negotiation 2015-2016 SY)
ACT PLAN	1
ACT WorkKeys (NCRC)	1
Alternate K-PREP	1
Advanced Placement (AP)	1
Armed Services Vocational Aptitude Battery (ASVAB)	1
Brigance 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 (KYOTE)	2
Kentucky Performance Rating for Education Progress (K-PREP)	1
K-PREP End-of-Course (EOC)	1
Measures of Academic Progress (MAP)	12 (Monthly)
Stanford 10 (NRT)	1
STAR	365 (Daily)
Student Growth	1

Michael Spence



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.



Dashboard

KPI Dashboard Benchmark Tests Report Bank

Institution: Kentucky Department of Edu

Filter By: View All Category

Search:

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- College and Career Ready Reports
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- Students with Disabilities Reports

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



Questions?

Contact: Michael Spence

- michael.spence@education.ky.gov
- (502) 564 – 2020 ext. 2273

Michael Spence





Wrap-up

Thank you!

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