



# KSIS & More

## KDE requests input on Infinite Campus private cloud district migration project by Feb. 2

KDE Office of KIDS is taking steps to obtain input from district administrators on their disposition to migrate from on premise equipment that hosts the Kentucky Student Information System (KSIS) to an Infinite Campus private cloud. As a follow-up to the Dec. 10 online KDE/district discussion on this project, KDE opened a survey to get additional district feedback. KDE will use the information from districts to guide work and contract negotiations. On Jan. 19, KDE distributed the Cloud Migration survey to

district chief information officers (CIOs) and KSIS points of contact that currently have on premise sites. The survey will close on Feb. 2. KDE asks each KSIS contact in the affected districts to discuss this project with your CIO to ensure your district's voice is heard on this matter. Districts will have a choice to migrate to the private cloud or stay on site.

For an overview of the project, recorded webcast of the Dec. 10 discussion and project Q&A, go to the [KSIS Other Information webpage](#).

## New Student Voice–Teacher Results report

Student Voice – Teacher Results report, available in the Feb. 10 Infinite Campus Update, will display response scores for each question in the student voice survey. One teacher per school and survey window is reported per page. The report groups survey questions by construct and includes the construct score. Results are only available if there are a minimum of 10 student responses to a teacher survey and the survey window has ended. [PATH: KY State Reporting > KDE Reports > Student Voice – Teacher Results](#)

For additional information about this report, see the [Student Voice – Teacher Results Quick Reference Card](#). For more information about how to administer student voice, contact Joyce Richards by [email](#) or telephone at 502-564-1479, ext. 4532 or technical assistance, contact Shale Detwiler by [email](#) or telephone at 502-564-2020, ext. 2279.

## KTS data exchange – procedures to grant high school counselor access

Area technology centers (ATCs) servicing multiple high schools and/or multiple districts that choose to allow high school counselors to view their student data in the ATC's Infinite Campus database can find the proper steps to assign tool rights [here](#). Following these procedures will avoid potential FERPA violations.

## ICD-10 health condition codes

ICD-10 health condition codes, made available to districts with the Infinite Campus 1541 release in November, are required for Medicaid billing and 2015-16 end-of-year state reporting. To minimize data cleanup within districts, the KDE's School Health Services branch is working closely with Infinite Campus on the conversion of ICD-9 codes to ICD-10 codes for approximately 300 of the most commonly used health condition codes. Conversions are scheduled to be completed by March 2016.

Using a crosswalk of corresponding ICD-9 to ICD-10 codes, provided by KDE, Infinite Campus will:

- end date the student's active health condition with the ICD-9 code,
- create a new student health condition with the corresponding ICD-10 code, and
- set the default health condition system preference to ICD-10 for all districts.

For more information, see the *ICD-10 Codes Conversion Update* session materials used for the 2015-16 Mid-Year training on the [KSIS Training](#) page. Once the conversion date has been determined, KDE will provide district contacts with additional guidance on data cleanup needed for health conditions not included in the conversion.

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# Student Voice survey administration available in Infinite Campus

Schools may administer the Student Voice survey in Infinite Campus until March 4. The new updates allow school level control of when automatic educator assignment and survey windows will occur. Survey results will be reported in CIITS reporting windows.

Results for surveys ending by Feb. 5 will be reported in the first CIITS reporting window and surveys ending between Feb. 6 and March 4 will be reported in the second CIITS reporting window.

The [Student Voice web page](#) contains several resources for administering a survey in Infinite Campus including:

- [Student Voice Implementation Guide](#)
- [Administrator How-To Guide](#)
- [Teacher Administration Guide](#)
- [Student How-To Guide](#)

When scheduling a survey, schools should consider the following:

- If using Automatic Educator Assignment:
  - be sure Student Voice Auto-Assignment Date is **BEFORE** Student Voice Window Start Date and
  - provide ample time between Student Voice Auto-Assignment Date and Student Voice Window Start Date to review educator assignments.
  - Automatic Educator Assignment will run the evening of the date entered in SV Auto-Assignment Date. Do not enter a date earlier than the current day.
- Student Voice window start date must be at least one day in the future (tomorrow). Do not enter the current day or a day earlier than the current day.
- Surveys will generate between 5:00 p.m. and midnight the night before or between midnight and 6:00 a.m. the day of Student Voice Window Start Date.
- Students will be sent a survey for a teacher only if:

- student has been scheduled in a course section with the teacher for no less than 15 instructional days during the previous 90 calendar days, and
- at least one of the 15 instructional days must have been within the last 15 calendar days.

To verify Student Voice Window and Automatic Educator Assignment settings for schools, use the ad-hoc filter “curriculum Student Voice School Parameters”.

PATH: Ad Hoc Reporting > Data Export > curriculum Student Voice School Parameters

Reports are available to schools for verifying survey assignments and monitoring survey progress. For report details, click the Quick Reference Cards listed below.

PATH: KY State Reporting > KDE Reports > Student Voice – (report name)

- [Student Voice – Projected Counts](#) – only shows results before the start of a survey window and can be used to verify survey assignments are as expected. It provides a list of teachers, their assigned survey type and the number of students expected to receive a survey.
- [Student Voice – Progress Monitoring](#) provides for each participating educator, the number of students who were sent a survey and how many valid responses (responses received between 7 a.m. and 5 p.m. local time) have been received.
- [Student Voice – Educator with List of Students](#) only shows results while the survey window is active. It lists, for each participating educator, each student who was sent a survey and if he/she completed (submitted) his/her survey.

For more information about how to administer student voice, contact Joyce Richards by [email](#) or telephone at 502-564-1479, ext. 4532.

## Benchmark report

School administrators are reminded to run the Benchmark report in Infinite Campus to identify students who have not met benchmark on their state assessments and may need intervention services. Assessment data for the 2014-15 school year has been published to districts along with 2015-16 Kindergarten Readiness assessment data and ACT National scores for September and October 2015.

Located under KY State Reporting KDE reports, the Benchmark report shows students’ longitudinal results on major assessments by content area. More information regarding the report can be found in the [Kentucky State Reporting Quick Reference Guide](#).

## 2016 Preschool Spring Enrollment Count

KDE will generate the 2016 Preschool spring enrollment count on Monday morning, March 7. This count will include students who are four-years-old in the “At-Risk” category (up to 160 percent of poverty) along with three- and four-year-olds with individual education plans (IEPs). Please ensure all IEPs are locked and active by 4:30 p.m. (ET) on March 4. KDE will pull the numbers based on the district’s summary data for eligible preschool children. Look for additional information including presentation slides and video on the [KSIS Training webpage](#) under the Resources from Prior Trainings section.

For more information, please contact Annie Rooney-French or Andrena Cox:

[annie.rooney-french@education.ky.gov](mailto:annie.rooney-french@education.ky.gov), 502-564-7056 x 4736  
[andrena.cox@education.ky.gov](mailto:andrena.cox@education.ky.gov), 502-564-7056 x4144

## ARE YOU SOCIALLY CONNECTED TO KDE?

KDE has both a Facebook page and a Twitter feed. Subscribe to the KDE Twitter feed by connecting to @KyDeptofEd. Access the KDE Facebook page [here](#) or by searching for “Kentucky Department of Education” on Facebook under “Government Organization.”



# Infinite Campus Intervention tab

For the 2015-16 school year, student intervention plans must be entered in the Intervention tab in Infinite Campus for:

- All high school seniors who did not meet statewide ACT benchmarks on the junior year administration
- All Extended School Services (ESS) students
- All 3<sup>rd</sup> Year Focus Schools (for their students scoring Novice)
- All students served by Read to Achieve (RTA) grants
- All students served by Mathematics Achievement Fund grants

Data will be pulled from the Intervention tab quarterly on Oct. 30, Jan. 30 March 30 and June 30. Summer Extended School Service (ESS) records should be entered by Sept. 30 when ESS summer school data will be pulled from the Intervention tab.

Analysis of 2014-15 intervention data reveals the following areas that need additional focus to ensure good data quality:

- The Intervention Type (i.e. Course, ESS, Other) must be indicated in the tab.
- If the Intervention Type selected is “Course”, the appropriate state course code should be entered in the text box.
- If “Other” is selected in any area on the tab, the accompanying text field should be used to explain the

“Other.”

- Please consult the latest edition of the Coding Document for code changes and new codes being added. An error found in a duplicate code resulted in a few codes changes. Please check to see if your program code is available.
- For Content Area of service, do not combine multiple content areas under the “Other” heading. If the student is receiving intervention services in reading and in math, this should be recorded in two different intervention records for the student.
- Do not end date records when they are created. In doing so, the end data is only an estimate of what the record creator thinks will happen, and it appears that this initial “guess” is not always corrected at the actual end of the intervention time period. Ensure that “closed” records also have a student service result and a total number of hours served. Hours served should be a numerical value with no text or symbols.

If you receive communication from KDE about data entry error, please be timely in correcting the error and in your confirmation to KDE that the error has been addressed.

For more information on the Intervention tab, please consider the resources posted [here](#). For additional information, contact April Pieper by [email](#) or by telephone at 405-56404970, ext. 4519.

## Never, never give anyone your password, ever!

Safeguarding students’ personally identifiable information and other sensitive information is the responsibility of each and every member of state and local education agency staff. Regardless of your role, the first, best and easiest rule to follow is, “Never, never give anyone your password, ever!”

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# Training update

## Infinite Campus Kentucky offerings

Mastering the Fundamentals of Campus, 4.5 days  
February 22-26, Erlanger/Elsmere School District  
Cost: \$750.00

Mastering the Fundamentals of Campus II, 4 days  
April 25-29- location to be determined  
Cost:\$750.00

## Spring KSIS User Group meetings

Spring KSIS User Group meeting dates and locations have been set. Each meeting starts at 9:00 a.m., ends at 3:00 p.m. (local time), and features updates from Infinite Campus and KDE along with Campus training sessions. A full agenda will be published prior to the sessions on the KSIS Training page.

The same sessions will be offered at each meeting and EILA credit will be offered to participants. The sessions are free. To register, contact Lisa Rhoton by [email](#) and indicate the session you plan to attend.

### Week 1

March 15 – Graves County Board of Education  
March 16 – Muhlenberg County Board of education  
March 17 – Metcalfe County High School  
March 18 – Nelson County Board of Education

### Week 2

March 22 – Pulaski Board of Education  
March 23 – Knott County of Board of Education  
March 24 – Bath County Board of Education, Annex Building  
March 25 – Scott County Board of Education

## Resources from prior training

KDE offered mid-year training on January 12. PowerPoint slides, Q&As and recorded video for each session are available on the [KSIS Training webpage](#).

EILA certificates will be issued to eligible participants before Feb. 12. To receive EILA credit for participation, complete the online registration on the KSIS Training webpage and the post-training survey and verification of attendance that you receive by email. If you have any questions about how to receive credit for participation in this training, please contact Ryan Adcock by [email](#).



# CIITS News You Can Use

CIITS News, a supplement to the KSIS & More newsletter, is focused on CIITS data quality. CIITS data comes from Infinite Campus, Kentucky's Student Information System (KSIS); therefore, it is important to know how KSIS data is used and the critical need for accuracy.

## Assessment data update

The September test administration for ACT National was added to CIITS in January. To access this assessment data login to CIITS, scroll over the School & District Data tab, click on Pre-Formatted Reports and select the parameters for the data you wish to review.

The STAR data and reports have been updated through January 2016. To access these reports login to CIITS, scroll over the School & District Data tab, click on Report Bank, click the plus sign next to STAR Reports and select the report you wish to run. You can also access this data through other reporting features within CIITS.

### CIITS monthly webcast

The Jan. 28 CIITS monthly webcast featured Northwest Evaluation Association (NWEA), provider of MAP assessments. The NWEA presentation and video portion of the webcast are available on the CIITS Google Training Site: School & District Data tab. NWEA MAP: K-PREP & ACT College Readiness: [Presentation](#) | [Video](#)

### Pearson user study for CIITS new release versions

The Pearson User Study application for CIITS was sent out in December. Users were notified in early January if they were selected. We anticipate three rounds of testing to be conducted in January, April or May, and late in the year.

## District survey response will guide changes to the CIITS Report Bank

In January, chief academic officers (CAOs) received a survey regarding the CIITS Report Bank. The deadline was Friday, Jan. 22 but now has been extended to Friday, Feb. 12. Please collaborate with your CAO and mark all reports your district would like to keep. KDE will use the information to determine which reports to keep and publish to teachers. Your feedback is also requested concerning other reports you would like to have created and published.

### *Office of Knowledge, Information and Data Services (KIDS)*

#### *Division of Enterprise Data*

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