Data Collection for ACCESS for ELLs Alternate ACCESS for ELLs Precode

November 13, 2014

November 19, 2014

Objectives

- Data Consolidation and Internal Snapshots

- Data Flow and Precode Labels

- PIMS Data and the November 21, 2014 Internal Snapshot

- LEA Preparation Procedures

- Considerations for ACCESS/Alternate ACCESS Test Ordering

- Special Instructions for Administration of 2014 ACCESS/Alternate ACCESS Testing Window

- Reports and Resources

- Technical Assistance

Task	Start Date	End Date
LEA Test Administrator Training Window for ACCESS/Alternate ACCESS for ELLs	--	01/25/15
LEAs Order Test Materials for ACCESS/Alternate ACCESS for ELLs	11/17/14	12/12/14
PIMS Internal Pull for Precode File for ACCESS/Alternate ACCESS for ELLs	11/21/14	
LEAs Receive ACCESS/Alternate ACCESS Test Materials	1/12/15	
ACCESS/Alternate ACCESS for ELLs Test Window	01/26/15	03/06/15
Deadline to Order Additional Materials for ACCESS/Alternate ACCESS for ELLs	2/20/15	
LEAs Ship Completed ACCESS/Alternate ACCESS for ELLs Materials to MetriTech	03/13/15	
MetriTech Data Validation Website Open for LEAs to Correct ACCESS/Alternate ACCESS for ELLs Demographic Information	04/16/15	04/21/15
PIMS Window Open for LEAs to Validate Data Elements for the ACCESS/Alternate ACCESS for ELLs File	04/16/15	04/21/15
PIMS Internal Pull for ACCESS/Alternate ACCESS for ELLs File	4/22/15	
MetriTech Data Validation Website Open for LEAs to Correct ACCESS/Alternate ACCESS for ELLs Demographic Information (Only for LEAs Notified by PDE)	05/07/15	05/12/15
PIMS Window Open for LEAs to Validate Data Elements for the ACCESS/Alternate ACCESS for ELLs File (Only for LEAs Notified by PDE)	05/07/15	05/12/15
Final ACCESS/Alternate ACCESS for ELLs Internal File Pulled from PIMS	05/15/15	
ACCESS/Alternate ACCESS for ELLs Reports Shipped to Districts* *Subject to change depending on timeliness of materials returned to Metritech and accuracy of demographic data in PIMS & Metritech	Week of 06/08/15*	

Date and Time	Topic
November 4, 2014, 1:30—3:30	Administering ACCESS for ELLs Kindergarten
November 4, 2014, 10:00—12:00	Administering ACCESS for ELLs Grades 1-12
November 6, 2014, 10:00—12:00	Administering Alternate ACCESS for ELLs
November 6, 2014, 1:30—3:30	ACCESS for ELLs Test Ordering, Administration & Security Procedures

Webinar recordings and power point materials are available on the ESL Portal at www.eslportalpa.info.

Data Collected	Window	Purpose	Impact
Student Enrollment Counts	October Snapshot (Collection #1—October 1-17, 2014)	Collects data on LEP students, Title III served LEP students, immigrant students, and nonpublic LEP and immigrant students being served by Title III.	Data is used for federal reporting and Title III LEP and immigrant funding purposes.
Title III Professional Development Activities Survey (SY 2013-14)	October Snapshot (Collection #1—October 1-17, 2014)	Collects types of professional development activities provided to educators and counts of educators who participated in professional development.	Data is used for federal reporting.
PreCode ACCCESS/Alternate ACCESS	Internal Snapshot (November 21, 2014)	Collects demographic data for LEP students.	Data is provided to Metritech to produce precode labels for ACCESS/Alternate ACCESS for ELLs assessments
ACCESS for ELLs Accountability	Internal Snapshot Initial Pull—April 22, 2015 Final Pull—May 15, 2015	Collects data on LEP and Title III LEP students during the ACCESS for ELLs test window.	ACCESS Test Files are matched to reported LEP students. Test booklets that do not match demographic data in PIMS are invalidated for federal reporting and accountability purposes.
LEP System	March 9—27, 2015	Collects data on ESL Programs. LEP students in programs designed for LEP students.	This data is used for federal reporting purposes and program compliance monitoring.
ELL End of Year Count	June Snapshot (Collection #4)—for district fact template Internal Snapshot (August 21, 2015)—	Collects data on LEP, immigrant, and Title III served students who were enrolled in a school at any time during the school year.	This snapshot is used for federal reporting purposes and program compliance monitoring. Congress uses this data for decisions concerning policy and funding for LEP and immigrant students.

Date and Time	Topic
November 13, 2014, 10:00—11:30 November 19, 2014, 1:30—3:00	PIMS ACCESS/Alternate ACCESS for ELLs Precode Collection
April 14, 2015, 10:00—12:00 April 15, 2015 1:30—3:30	PIMS ACCESS for ELLs Collection
February 19, 2015, 10:00—11:30 February 24, 2015, 2:00—3:30	LEP System LEP Data Collection
June 3, 2015, 10:00—11:30 June 16, 2015, 2:00—3:30	PIMS June 15 End of Year Snapshot and ESL End of Year Collection

Webinar recordings and power point materials will be recorded and posted on the ESL Portal at www.eslportalpa.info.

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The Data Consolidation Calendar

▪Data Collection Consolidation reduces the number of PIMS data collection windows from 29 to 6 annually, one of which will be available all year.

▪ The Data Collection Consolidation standardizes the collections, and enables PDE to parse data instead of asking LEAs to submit subgroups of students.

▪The Data Collection Consolidation assists LEAs in reporting accurate data while reducing burden and ensuring/improving data quality.

• Gives LEAs the opportunity to regularly update PIMS allowing for flexibility and time management (making updates to student and school enrollment using Collection Window 6)

Internal Snapshot – What is it?

▪A PDE generated student snapshot based on LEA reported:

- School enrollment entry and withdrawal data

- Student demographic and program indicators at a point in time

- Uses current PIMS data

Important Dates

- **Date of the internal snapshot: Nov. 21, 2014**

- The "sandbox" should be open two weeks prior to the date of the internal snapshot.

- **Estimated date of the sandbox: Oct. 30, 2014**

- Local Education Agencies (LEA) have until 11:59 p.m. November 21, 2014, to ensure data is correct.

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Internal Snapshot – How it works

	School Enrollment
Student A	Enrolled 9/26
Student B	Enrolled 10/1
Student A	Withdrawal 9/29
Student C	Enrolled 10/2
Student A	Enrolled 10/1
Student D	Enrolled 10/4

Student	Demographic Data
Student A	
Student B	
Student C	
Student D	

	11/21/2014 Student Snapshot
Student A	Demographic Data
Student B	Demographic Data
Student C	Demographic Data
Student D	Demographic Data

Attention PIMS Coordinators:

DATA CONSIDERATIONS FOR NOVEMBER 21 ACCESS AND ALTERNATE ACCESS PRECODE

Nov. 21, 2014 Internal Snapshot

- The internal snapshot will be used for generating the ACCESS /Alternate ACCESS precode file

- LEAs will provide data for the internal snapshot through the Student and School Enrollment templates

- Student and school enrollment data must be kept up to date so internal snapshots are accurate

- LEAs will use Collection Window 6 to update student and school enrollment data for internal snapshots

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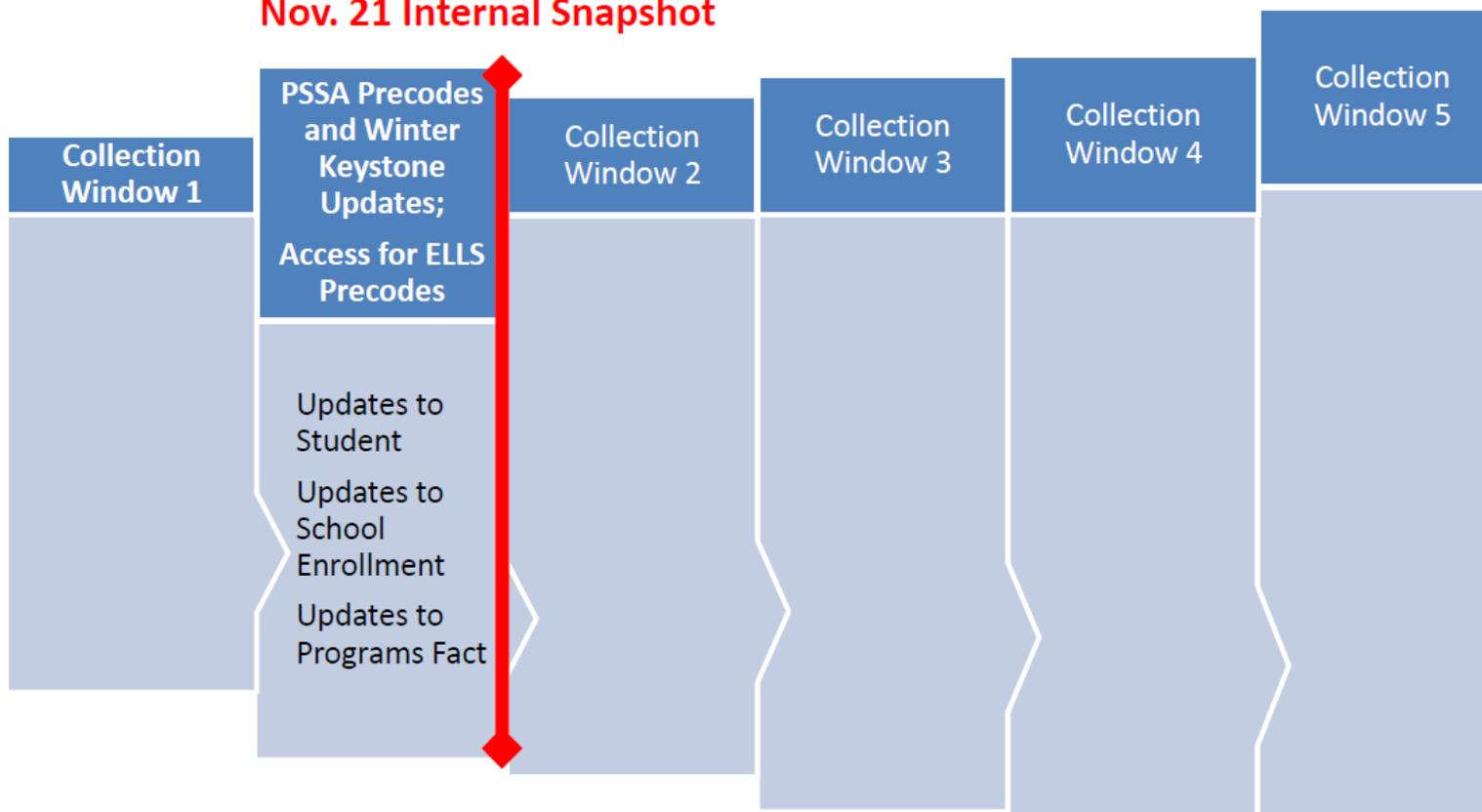
Internal Snapshot – How To Plan

- Planning Ahead (LEA's Choice)

    - Update student and school enrollment data routinely through Collection Window 6 (open all year long)

    - Or send all of your students and school enrollment data prior to the Internal Snapshot date (Nov. 21, 2014)

- Up to date student and school enrollment data ensures that internal snapshots are accurate

- Keeping PIMS accurate, reduces hand-bubbling assessment booklets

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Internal Snapshot – How To Plan (continued)

Nov. 21 Internal Snapshot

Collection Window 1

PSSA Precodes and Winter Keystone Updates;

Access for ELLS Precodes

Updates to Student

Updates to School Enrollment

Updates to Programs Fact

Collection Window 2

Collection Window 3

Collection Window 4

Collection Window 5

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<u>Who reports?</u>

- School Districts
- Intermediate Units
- Career and Technology Centers
- Charter and Cyber Charter Schools
- Private Residential Rehabilitation Institutions (PRRI)
- Approved Private Schools (APS)
- Alternative Education for Disruptive Youth (AEDY)

<u>Important Templates</u>

- Student template
- School Enrollment template
- Programs Fact template

School Enrollment Template

- Must be submitted with student template

- Student must have a school enrollment record either in the uploading template or in PIMS for the student to be uploaded

- Tracking student entry and withdrawal

(Not to be confused with Child Accounting requirements which does not use School Enrollment Template)

Student Template and Program Facts Template

- Used to capture all relevant demographic information.

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Important Demographic Data and Program Participation

- Last Name #133
- First Name #134
- PASecureID #4
- Birthdate #14
- District Code #1
- Location Code #2

- LEP Status #41—01 Current ELL
- ESL/Bilingual Instructional Delivery Model #5 Programs Fact—039-046
- LEP/ELL Eligibility #95
- Title III Supplementary ESL/Bilingual Instructional Delivery Model #5 Programs Fact—047-054

Important Demographic Data and Program Participation (continued)

- Native Language #123
- Date First Enrolled in an ESL or Bilingual Education Program (Core) #68
- Grade #10
- Gender #15
- Race/Ethnicity #27
- Student has an IEP (Excluding Gifted) #38
- 504 Plan #70

Current Business Rules

1. ELL students in grades K-12.

2. Student's first name and last name are not missing.

3. Special characters in a student's name (except dashes and apostrophes) have been removed.

4. The student's birthday is no later than Dec. 31, 2009.

Current Business Rules (continued)

5. For students remaining after applying rules 1-4, the PAsecureID must be reported by only one LEA. When more than one LEA reports a student, the following rules will be applied:

a. The student is reported at **one or more occupational (part-time) career technical center and one other LEA of any type**. The record submitted by the other LEA will be used.

b. The student is reported at **one comprehensive (full-time) career technical center and one or more school districts**. The record submitted by the comprehensive (full-time) career technical center will be used.

Current Business Rules (continued)

c. The student is reported at **one intermediate unit and one or more school districts**. The record submitted by the intermediate unit will be used.

d. The student is reported at one **charter school and one or more school districts**. The record submitted by the charter school will be used.

e. The student is reported at **one approved private school and one or more school districts**. The record submitted by the approved private school will be used.

Current Business Rules (continued)

f. The student is reported at **one private residential rehabilitation institution and one or more school districts**. The record submitted by the private residential rehabilitation institution will be used.

g. The student is reported at **one alternative education for disruptive youth institutions and one or more school districts**. The record submitted by the alternative education for disruptive youth institution will be used.

h. The student is reported by **multiple school districts**, The record submitted by the district with the latest district entry date will be used

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LEA preparation for Internal Snapshot

- Correct and/or update student and school enrollment data through Collection Window 6

- Verify the expected contents of your Internal Snapshot with the pre-snapshot report

- Run a pre-accuracy certification statement (ACS)

- Data needs to be correct **PRIOR** to the Internal Snapshot

- **No correction window for the Internal Snapshot data**

- After November 21, 2014 LEAs can run their Accuracy Certification Statement (ACS) against the Internal Snapshot

Sandbox and Cognos Reports

- Sandbox
    - Pre-snap Precode Extract Warnings – Duplicate Students Reported By Other LEAs
    - Pre-snap Precode Extract Warnings – Reporting District and District of Residence Differ
    - Pre-snap Precode Extract Warnings – Students at location code 9999
    - Pre-snap Precode Validation
    - Preliminary ACS
- Cognos
    - All reports that are available in the pre-snapshot will be available in Cognos, except the Preliminary ACS.
    - Run the final ACS after the system re-opens and email it to ra-lep@pa.gov.

Assessment Data Flow
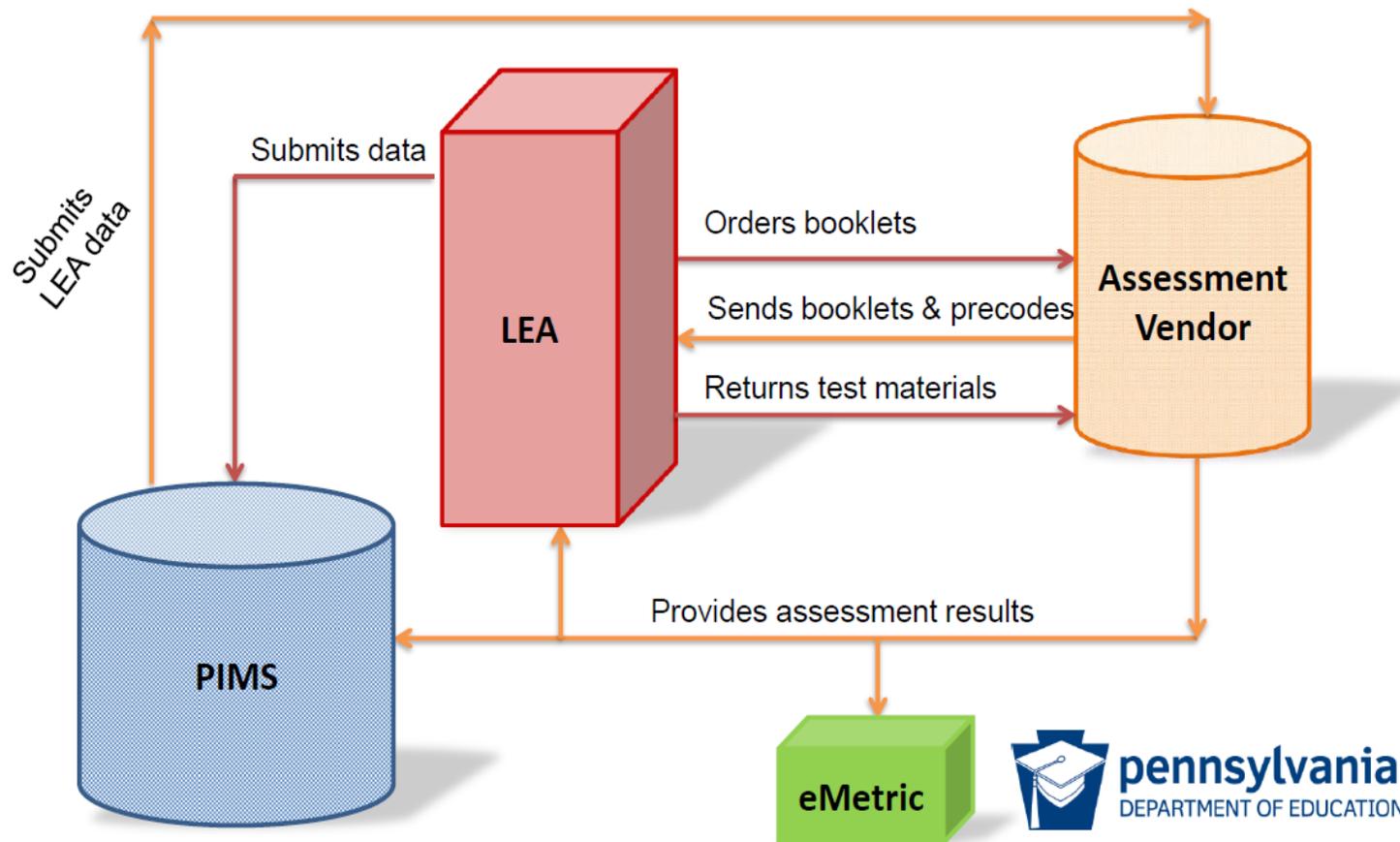
Attention ACCESS for ELLs Test Facilitators:

CONSIDERATIONS FOR ACCESS AND ALTERNATE ACCESS TEST ORDERING

Ordering ACCESS/Alternate ACCESS Assessments

LEAs that have ELL students receiving their education in their buildings will receive precode labels and are responsible to order ACCESS/Alternate ACCESS assessments:

- School Districts
- Career and Technology Centers
- Intermediate Units
- Charter and Cyber Charter Schools
- Private Residential Rehabilitation Institutions (PRRI)
- Approved Private Schools (APS)
- Alternative Education for Disruptive Youth (AEDY)

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Ordering ACCESS/Alternate ACCESS Assessments

- LEAs who ordered assessments last year (2013-2014) use MetriTech's online ordering database. Metritech will send email with instructions to the 2013-14 district test facilitator.

- LEAs who are ordering assessments for the first time must contact Metritech to order assessments. Request a WIDA Order Form
  - by calling 1-800-747-4868
  - by emailing MetriTech at **wida@metritech.com**
  - Or going to MetriTech's website and download the order form, as follows:

  ➤Go to MetriTech 's web site at wida@metritech.com, click on the client area, select WIDA Access for ELLs from the list displayed, and then click on 2015 WIDA Order Form. Follow instructions on the form to complete and return.

Role of the LEA's ACCESS/Alternate ACCESS Test Facilitator

- Oversee all aspects of testing
  - Ordering, receiving, returning test booklets
  - Schedule testing times/locations
  - Maintain test security
  - Train test administrators
  - Collaborate with PIMS Coordinator to ensure accurate upload to PIMS ACCESS for ELLs data collection
  - Ensure that all test administrators receive the Special Instructions for Pennsylvania sheet (goldenrod sheet)
- Maintain LEA's W-APT access
- Create personal accounts for test administrators
- Assign training modules to eligible test administrators.
- Collect test administrators' test security and non-disclosure agreements
- Verify course certificates documenting test administrators' completion of on-line training course modules

Special Instructions

- **Pennsylvania Testing Schedule and Special Instructions** (the goldenrod sheet) is included with testing materials. These instructions override instructions on the WIDA website or in the Test Administration Manual. Please Note--

  - The School Header Sheets identify the district and school code for accountability purposes. Therefore, test materials returned for students under a School Header Sheet are attributed to the LEA identified on the School Header Sheet.

  - LEAs must provide on the School Header Sheet the district number (9 digit AUN#) and name, along with the school number (4 digit #) and name that identifies the student's **district/school of residence** to ensure accurate attribution for accountability purposes.

Special Instructions (continued)

- **For LEAs who are administering assessments but are not accountable for the student's education,** the School Header Sheet placed on top of materials to be scored must indicate the district of residence name and number (9 digit AUN #) and school name and number (4 digit #) <u>where the student would have attended</u> if not receiving educational services at the off-site location.

- These LEAs must cross out the pre-printed names and numbers on the School Header Sheet and **hand-write** the district of residence name and number (9 digit AUN #) and school name and number (4 digit #)

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Questions?

PIMS Resources

- <u>Technical Issues</u>

   PIMS Application Support

   800-661-2423

   help@pimssupport.org

- <u>Content Questions</u>

   ESL Program Area

   Ra-lep@pa.gov

For more information on the PIMS Data Collections please visit PDE's website at www.education.state.pa.us

The mission of the department is to academically prepare children and adults to succeed as productive citizens. The department seeks to ensure that the technical support, resources and opportunities are in place for all students, whether children or adults, to receive a high quality education.