

Making HiQ Edits for FY16

ENSURING ACCESS TO THE HIQ DATA SYSTEM FOR LEA PERSONNEL

Go to www.gapsc.org for school system review and edits.

- You must have access to this website to make corrections to the HiQ data. If you do not have access, contact your HR Director or designee. Your HR Director has received directions for requesting access to the various tools on the www.gapsc.org website.
- Later in the year, the principals and superintendents will be required to “sign off” on the HiQ data for their school(s) and system, respectively, within the HiQ program. These individuals will also need access to this website. All access to the website must be requested through the HR director.
- **To ensure all principals and superintendents have timely access to HiQ, all requests for logins for HiQ should be issued by the HR Director by March 31, 2016.**

More information about obtaining login credentials www.gapsc.org:

- To view or edit the HiQ data system, an individual needs access to the HiQ link at www.gapsc.org.
- As the Local Education Agency (LEA) Account Manager for www.gapsc.org, the HR Director or designee has the capability to issue login credentials to www.gapsc.org. This includes a variety of tools available at www.gapsc.org.
- In order to receive login credentials to the HiQ data system (HiQ), Mid-Year School Personnel Analysis (MySPA), DataBank, and/or Equity Technical Assistance (ETA), your HR Director or designee must give you access.
- If your HR Director needs information on how to establish Account Manager credentials, he/she can send an email to certhelp@gapsc.com.
- **The GaPSC no longer issues login credentials to HIQ, MySPA, DataBank, and ETA.**

VERIFYING THE ACCURACY OF HIQ DATA FOR 2016

The primary role of the LEA HiQ Operator is to edit inaccurately reported teaching/paraprofessional assignments in the HiQ data system to ensure the data reported is accurate. The following step-by-step procedures will assist in ensuring all necessary edits have been made. Specific directions on *how to edit records* are below under **Editing Records to Correct Inaccurately Reported Assignments**.

1. Edit the records under the status ‘**Cannot determine – check coding**’. These records will be moved to the ‘not HiQ’ status after June 30 if they remain in the ‘cannot determine – check coding’ status:
 - Change either the subject code or job code or both to correct the record.
 - When all corrections have been successfully made, there will be no records under “cannot determine-check coding.”
2. Review records under the status ‘**HiQ not applicable**’. Ensure there are no records listed for teachers who teach one or more core academic content courses. Pay close attention to subject codes for special

education teachers keeping in mind that all students must be taught core academic content. Be sure there are no teaching assignments in this category that should be reported as core academic classes.

Reminder: Be aware this list will likely include records that do not relate to HiQ positions, such as bus drivers, food service workers, etc.

3. Review the records under the status 'Not HiQ'. Check the teaching assignment to ensure that it is accurately reflected on HiQ:
 - Confer with the principal to determine the accuracy of the teaching assignment as reported in HiQ.
 - Edit records only to accurately report the job code and subject code for each educator.
4. Review records under the status 'HiQ by HOUSSE' to ensure the completed HOUSSE rubric and supporting data are available for each teacher listed as HiQ by HOUSSE.
5. Review records under the status 'HiQ by Certification Waiver' to ensure supporting documentation for the specific certification waiver assertion is available.
6. Add educators who have been hired since the October CPI report:
 - Enter the social security number or certificate ID at the top of the main page and press the "Add Educator" button.
 - When adding an additional record for an educator already reported, ensure that the cumulative percent of time does not surpass 200%.

Reminder: Educators hired after the October CPI report cannot be added to HiQ if it is a "HiQ not applicable" position.

7. Add long term substitute teachers if they meet the following criteria:
 - The long term substitute taught in a classroom for four consecutive weeks or more during the school year. This applies to all schools: Title I, non-Title I schools, and charter schools; AND
 - The long term substitute taught a core academic subject; AND
 - The long term substitute was the sole "teacher of record" **and there was not a teacher under contract for the class.**

Reminder: Reports on long term substitutes **should not** include persons substituting for teachers under contract who are away temporarily and expected to return, such as those on medical or maternity leave.

8. Add remediation methods to each record under Remediation 'Needs plan':
 - Choose the remediation method that will be used throughout the year to assist non-highly qualified teachers and paraprofessionals in becoming highly qualified and assist teachers who do not hold a clear renewable teaching certificate in meeting the requirements for the certificate. Records needing a remediation plan are indicated by a red asterisk (*). Once a remediation plan has been asserted, the record will be marked with a green asterisk (*).

HIQ SYSTEM CLOSING

Corrections may be made as many times as necessary up until June 30, 2016.

TECHNICAL ASSISTANCE

For HiQ Technical issues only, please email HiQ@gapsc.com and copy your Title II, Part A Education Specialist. Contact your Title II, Part A Education Specialist for other HiQ questions.

EDITING RECORDS TO CORRECT INACCURATELY REPORTED ASSIGNMENTS

General Reminders:

- Subject codes in the drop down box are only those for core academic content courses.
- Job codes in the drop down box are only those for which HiQ is applicable.
- Carefully review the choices in the "Reason" drop down box before making a selection.
- Zero, "0", is not an appropriate entry for the percent of time. If you enter a zero you will receive a message that directs you to make an appropriate selection. To delete a record, you must select **Delete Entry** in the **Reason** drop down box.
- The **TYPE** pull down box has an option of **All** that will result in teachers and paraprofessionals records listed together (and long term subs once those are added).

Regular Classroom Teachers

When making any changes to a core academic assignment record:

- Change the subject code, job code, percent of time, or educator type to correct the record.
- Also indicate a change has been made using the "**coding change**" option in the "**Reason**" drop down box.

Example: A teacher teaches life science but is coded on CPI as social science. The subject code should be changed to "Life Science" to accurately depict what the teacher is teaching.

Example: A middle school certified person is teaching science at the fourth grade level but is coded as a P-5 teacher. The job code should be changed to "Grade 4 teacher" to accurately depict the grade level the teacher is teaching.

Reminder: If a teacher is housed at a middle school but teaches a class for high school credit, such as Spanish, the teacher must be highly qualified at the high school level for that class.

Gifted Teachers

For a gifted teacher who serves as the "teacher of record" for a core academic subject, report as you would any other core academic teacher. Gifted is treated the same way as General Education courses by the HiQ system.

- Choose the job code that reflects the appropriate grade level.
- Choose the subject code for the content being delivered.

Example: An early childhood gifted teacher should have the job code aligned with the grade level of instruction.

ESOL Teachers

For an ESOL teacher who serves as the “teacher of record” for a core academic subject, report as you would any other core academic teacher:

- Choose the job code that reflects the appropriate grade level.
- Choose the subject code for the content being delivered.

Example: ESOL teacher teaches English high school. Job code: coded 114 – “Grades 9-12 Combination Teacher.”

Special Education Teachers

1. Teacher of Record

For special education teachers (all exceptionalities) who are the “**teacher of record**” in core academic subjects:

- Choose the job code that reflects the cognitive level of the students (Sp Ed Cognitive Levels P-5, 4-8, or 6-12).
- Choose the subject code that reflects the actual subject that is being taught, such as mathematics “278”.

If a teacher has a class with mixed cognitive levels, the job code should reflect the highest cognitive level within the class. Example: If the special education teacher has students with cognitive levels P-5 and 4-8 in one classroom, the class should be coded as Cognitive Level 4-8.

Reminder: The LEA needs to ensure that it is reporting the cognitive level of **students** that a teacher is teaching.

2. Consultative/Inclusion

For special education teachers (all exceptionalities) who are **NOT** the “**teacher of record**” in core academic subjects:

- Choose **Delete Entry** in the **Reason** drop down box.
- Choose - **CPI Coding Error - Educator in Co-Teaching Position** in the **Delete Entry** drop down box.

GNETS and Alternative School Teachers

1. Consultative: Teachers who are using the consultative method and are **not** the “teacher of record”

- Choose **Delete Entry** in the **Reason** drop down box.
- In the **Delete Entry** drop down box, choose **CPI Coding Error – Educator Using Consultative Model**.

2. Computer-based: Teachers who are using the computer-based model and are the facilitators

- Choose **Delete Entry** in the **Reason** drop down box.
- In the Delete Entry drop down box, choose **CPI Coding Error – Educator Using Computer Assisted Instruction**.

3. Subject: Teachers who are the "teacher of record"

- The subject code should reflect the content area(s). For example: An alternative school teacher teaches history at the high school and is the "teacher of record" should have the Subject code of "45 HIST."

HOUSSE

- Choose **HOUSSE** in the **Reason** drop down box if the teacher meets the qualifications for HOUSSE.

Reminder: The HOUSSE Rubric and supporting documentation must be maintained by the LEA and made available on request.

Charter Schools, Charter Districts, and Strategic Waiver Districts

For teachers in charter schools, charter districts, or strategic waiver districts where the charter **does not require teacher certification**, choose the appropriate option in the **Reason** drop down box to indicate how the teacher meets the HiQ requirements:

1. ***Certification Waiver - Highly Qualified By Major***
2. ***Certification Waiver - Highly Qualified By Content***
3. ***Certification Waiver - Highly Qualified By Test***

Reminders:

- The district must provide and maintain documentation as to how the teacher of record in core academic subjects is highly qualified.
- Asserting in the HiQ system as to how the educator holds subject-matter expertise is not sufficient documentation.
- The district must provide remediation plans for every non-HiQ teacher who serves as the teacher of record in core academic subjects.
- If the district employs currently enrolled GaTAPP candidates, remediation plans must be provided for every GaTAPP teacher.
- If the teacher is highly qualified and is not enrolled in GaTAPP, a remediation plan is not required.

If the District has an approved Charter to waive certification, then no school within that district will be required to provide remediation plans for teachers based solely on the certification status. However, all tenets above apply to the district.

If the LEA does not hold a Charter that waives state certification, the LEA must meet the requirements of non-Charter districts.

Non-Core Academic Classes

Examples of non-core academic classes are CTAE classes, physical education classes, drama, etc.

- Choose **Delete Entry** in the **Reason** drop down box.
- Choose **CPI Coding Error - Non-core academic course** in the **Delete Entry** drop down box.

Specific Teaching Assignments/Categories

Teacher is in a co-teaching position, not the teacher of record

- Choose **Delete Entry** in the **Reason** drop down box.
- Choose - **CPI Coding Error - Educator in Co-Teaching Position** in the **Delete Entry** drop down box.

Teacher is the facilitator in a Computer Assisted Instruction class

- Choose **Delete Entry** in the **Reason** drop down box.
- In the Delete Entry drop down box, choose **CPI Coding Error – Educator Using Computer Assisted Instruction**.

Teacher left the LEA prior to end of the school year

- Choose Delete Entry in the Reason drop down box.
- In the Delete Entry drop down box, choose either:
 - a. Terminated – Class removed from master schedule OR*
 - b. Terminated – Replaced by another educator for current academic year*

Teacher was reassigned to another class

- Choose **Delete Entry** in the **Reason** drop down box.
- In the **Delete Entry** drop down box, choose **CPI Coding Error - Class Canceled**.
- Add the class to which the teacher was reassigned by **Adding a Record**.

Class was canceled – not taught

- Choose **Delete Entry** in the **Reason** drop down box.
- In the **Delete Entry** drop down box, choose **CPI Coding Error - Class Canceled**.
- Add the class which was taught by the teacher by **Adding a Record**.

Paraprofessionals

For non-instructional Aide coded as Paraprofessional:

- Choose Delete Entry in the Reason drop down box.
- In the Delete Entry drop down box, choose **CPI Coding Error – Educator in Non-Instructional Aide Position**.

The Principal and Superintendent HiQ Approval Process

- 1) After the Title II, Part A Coordinator makes all corrections to the HiQ system, the Title II, Part A Coordinator will need to release these data to building principals and the superintendent. These data cannot be released before May 1, 2016.
- 2) When the Title II, Part A Coordinator is ready for principals to view their data, the Title II, Part A Coordinator clicks on the "Release Data" button. The Title II, Part A Coordinator can choose to release data by individual schools or by all schools at once. The HiQ system will then send an email to each building principal with directions on how to verify and accept his/her data. If no principal is assigned, a message on the building report will alert you. Your HR Director or assigned Account Manager will need to setup an account for the appropriate person.
- 3) When logging into www.gapsc.org, the principal will click on HiQ and will see three buttons:
 - The search button will list all HiQ Applicable records for the Principal to review.
 - The Principal Report button opens a report in a separate pop-up window.
 - The final sign-off button is on the Principal Report page.

There is a print feature at each button. Principals are asked to verify the list of teachers and teaching assignments, and then to accept their data or, if they have changes, to contact their Title II, Part A Coordinator. The Title II, Part A Coordinator will be able to immediately view the status list of which principals have accepted their data.

The principal's sign-off statement:

As acting school Principal for <SCHOOL_NAME>, I certify that the information in this report **accurately reflects the highly qualified status of my staff** and conforms to the definitions and instructions used in the Title II, Part A Handbook and Federal Elementary and Secondary Education Act of 1965. I also verify that I understand it is against the law and considered a violation of professional ethics rules to falsify, misrepresent or omit information submitted to federal, state, local school districts and other governmental agencies. See Code of Ethics for Educators, Rule 505-6-.01

- 4) Changes can be made by the Title II, Part A Coordinator to the HiQ system up until the system closes on June 30, 2016. No changes can be made after the system closes.
- 5) Once all principals have reviewed their data, superintendents will need to login into to www.gapsc.org, view their system level HiQ data, and accept these data. Superintendents can sign off prior to the closing of HiQ (June 30, 2016), if they choose. However, they must sign off no later than August 31, 2016. We highly recommend coordinators request that principals sign off on their building level data at least by June 16, 2016, in case the superintendent chooses to sign off prior to the HiQ closing.

Principal and Superintendent Sign Off Reminders:

- a. The building principal should sign off on the HiQ data prior to the Superintendent signing off.
- b. In LEAs in which one individual serves as both Superintendent and the principal, the superintendent sign-off is sufficient (may include GNETs, RESAs, LEA Charters, and any non-

Georgia Department of Education
Making HiQ Edits for FY16

school facilities that may or may not have teaching staff). In this case, the HR staff can assign one individual as the principal for multiple locations in the account manager tool.

- c. Some schools/sites have more than one person listed for sign-off responsibilities. While most sites should have only one person responsible for sign-off, there is a provision in the HiQ system to designate more than one person to sign off for a building. This decision is left up to the HR Director or designee to manage HiQ signs offs in the portal.
- d. A Superintendent can technically sign off before all principals have signed off; however, districts are held accountable on the risk assessment and monitoring that indicates that all principals and the superintendent have signed off.