



Georgia Department of Education

Richard Woods, Georgia's School Superintendent
"Educating Georgia's Future"

2016 CCRPI Data Collection

Pre Data Collection

School Activity

This application works best with Internet Explorer

Application closes December 11, 2015

User Guide

November 2015

For help accessing the portal or with any functionality issues, please contact the GaDOE Information Systems Customer Support Center at 1-800-869-1011 or dticket@doe.k12.ga.us

For help with the Data Collection Application, contact the Accountability Specialist assigned to your district at this link <http://www.doe.k12.ga.us/Curriculum-Instruction-and-Assessment/Accountability/Pages/default.aspx>

Overview

The 2016 CCRPI Data Collection Application includes two (2) optional activities.

1. School or LEA Defined Innovative Practice – Optional activity for all schools
2. School or LEA Personalized Climate – Optional activity for all schools

Accessing the 2016 CCRPI Data Collection Application

Logging In

1. Start your web browser and go to <http://public.doe.k12.ga.us/>.
2. At the bottom of the Georgia Department of Education home page is the **MyGaDOE Login**.



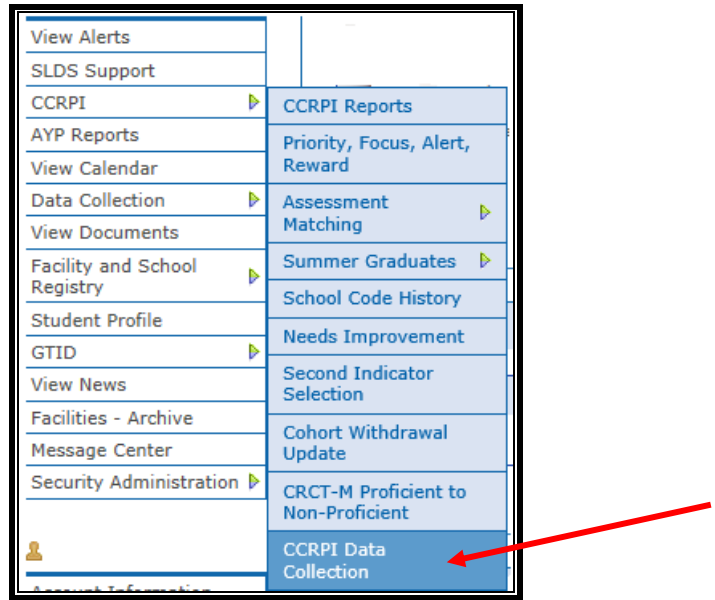
The following screen is displayed:

The image shows the MyGaDOE login page. It has a green header with the "MyGaDOE" logo. On the left is the GaDOE logo with the text "Georgia Department of Education" and "Richard Woods, Georgia's School Superintendent 'Educating Georgia's Future'". In the center, under "Please Log In", there are input fields for "Username:" (containing "@doe.k12.ga.us") and "Password:". Below these is a link "I forgot my passphrase!" and a "Login" button. At the bottom of the login section is a link "Or sign up for an account". On the right, under "Helpful links", there is a list of links: "MyGaDOE Online Guide", "GaDOE Public Website", "Information Systems", "AYP & NCLB", "Georgia Standards", "Data Collections", "Financial Reports", and "Report Card". At the bottom of the page, it says "This website requires Cookies be enabled in your browser."

3. Enter your **Username** and **Password** (NOTE: Passwords are Case Sensitive). If you need additional assistance, please contact the GaDOE Information Systems Customer Support Center at 800-869-1011 or dticket@doe.k12.ga.us.

4. Click the **Login** button. The MyGaDOE Home Page will be displayed.

5. The application is found behind the portal under the CCRPI menu item.



CCRPI Data Collection	
District Name:	County -
School Name:	Elementary School -
Activities:	Select an Activity School or LEA Defined Innovative Practice School or LEA Personalized Climate Research/Evidence-based Program/Practice Principal Sign Off

School or LEA Defined Innovative Practice

Applicable for Elementary, Middle and High Schools

1. This data collection activity supports Exceeding the Bar indicator # 9 for high schools, #5 for middle schools, and #6 for elementary schools:

*School or LEA-defined **innovative practice** accompanied by data **supporting improved student achievement**: examples include but are not limited to Charter System, Georgia College and Career Academy, Striving Reader initiative, dual language immersion program, Literacy Design Collaborative (LDC) and/or Mathematics Design Collaborative (MDC), Response to Intervention (RTI), Positive Behavioral Interventions & Supports (PBIS), local instructional initiatives, etc. Practice must be reported via the CCRPI Data Collection application.*

2. This is an optional activity but must be accessed to answer the question, “*Would you like to continue with this data collection activity?*” You must answer “Yes” or “No”. “Yes” provides access to the activity. A “No” will generate an “NA” for this indicator on the CCRPI report.
3. **If SLO targets are being utilized to indicate improved student achievement, note the following:**
 - Include the term *SLO* in the name of the Innovative Practice. If it is not included, the application cannot be read.
 - Reference the use of SLO targets to indicate improved student achievement in the Description of the Pre-Data.
 - Do not upload pre assessment data. The GaDOE has access to the SLO data through Student Record.
4. There are six steps to completing the activity.
 - Provide a name for the Innovative Practice
 - Provide a Description of the Innovative Practice
 - Describe the Pre-Data – Georgia Milestones data may be submitted
 - Upload a Pre-Data file – Ensure that the data file meets the requirements listed in the application
 - Click Upload Data File
 - Click Save All

School or LEA Defined Innovative Practice

CCRPI Data Collection

District Name:

School Name:

Activities:

This data collection activity supports an Exceeding the Bar indicator. This activity is not required; it is optional.

Would you like to continue with this data collection activity? Yes No

Name Innovative Practice:

Provide a brief description of:

1. Brief description of the Innovative Practice. Provide the following in the description:

- a. Name of Practice
- b. Goal of Practice
- c. Target Population
- d. Date of Implementation and Frequency
- e. Description of the Innovative practice proposed for improving student achievement during the current school year

Application keeps a running count of characters used.

Description of Innovative Practice (2000 characters remaining of 2000)

2. Description of Pre-Data – Pre-data submitted in the fall are considered baseline data. Describe how the attached pre-dataset will support improved student achievement for the target population. (Data must be generated from a norm referenced or criterion referenced measurement; or a GaDOE-approved research-based reading program; or from approved school SLO targets).

- Georgia Milestones data may be submitted.
- Schools using SLO targets to indicate improved student achievement do not have to upload pre or post assessment data. The Department has access to the data through Student Record.

Description of Pre-Data (2000 characters remaining of 2000)

The pre-dataset must follow these requirements!

Attached Pre-dataset must meet the following requirements:

1. Pre-dataset must be generated from a norm referenced or criterion referenced measurement; or a GaDOE-approved research-based reading program; or from approved school SLO targets.
2. If using charts and tables, include the following information: year, grade level, subject, other relevant information necessary to interpret the chart and/or table.
3. Data submitted must be prior year or current year data.
4. Do not include student names or other student identifiers.
5. Do not submit district level data reports or district benchmark data.
6. Submit school level reports relevant to the instructional practice and target population.
7. The data file size limit is 2 MB.
8. There is a one file limit on pre-data submitted.

You must click this button before clicking Save All, or your data file will not save!

No documents uploaded for pre collection

Upload File: Display Name:

After uploading data file, "No documents uploaded for pre collection" will be replaced by the path to the uploaded file.

Scoring Sheet used by Reviewers for 2016 Innovative Practices for the CCRPI

Name of School _____ System _____

Awarded _____ **Not Awarded** _____

Points not awarded due to:

- _____ Goal of practice does not identify a numerical or percentile goal for improved student achievement
- _____ Target population is not identified
- _____ Description does not indicate date(s) of implementation of practice and/or dates of measurements or assessments
- _____ No dataset submitted
- _____ Dataset submitted was not generated from a **norm referenced or criterion referenced measurement or GaDOE - approved dataset such as SLO or SGP**
- _____ Dataset is not reviewed because it contains individual student data or student identifying information
- _____ Dataset does not include measurable student achievement gains/results in a numerical or percentile format
- _____ Dataset does not reflect current year and prior year or fall and spring of current year
- _____ Dataset is not readable as submitted digitally
- _____ Post dataset is not for targeted population (same group(s) of students) as pre –dataset
- _____ Post dataset is from a measurement/assessment different from the pre- dataset
- _____ Dataset **does not reflect/support measurable gains** that match the targeted goals for improved student achievement submitted with the description
- _____ Dataset is in charts/tables or format that is not clearly labeled

Reviewer Number: _____ Date: _____

School or LEA Personalized Climate Research/Evidence-based Program/Practice

Applicable for Elementary, Middle and High Schools

1. This data collection activity supports Exceeding the Bar indicator # 10 for high schools, #6 for middle schools and #7 for elementary schools.

*School or LEA **Research/Evidence-Based Program/Practice** designed to facilitate a **personalized climate** in the school: examples include but are not limited to Teachers as Advisors program; mentoring program; Positive Behavioral Interventions & Supports (PBIS); service-learning program; peer mediation; conflict mediation.*

2. This data collection also supports additional considerations for the School Climate Star Rating for all school levels.
3. School or LEA Personalized Climate Research/Evidence-based Programs/Practices must be accompanied by documented data supporting the improvement of school climate in any one or more of the four components of the School Climate Star Rating:
 - A. Student Discipline (i.e. reduction in office referrals, decreased out-of-school suspension rates)
 - B. Safe and Substance-Free Learning Environment (i.e. reduction in bullying, fighting, use of alcohol, drugs and other substances)
 - C. Increased Student and Staff Attendance
 - D. Categorical Improvement on the Georgia Student Health Survey 2.0 (GSHS 2.0)
4. This is an optional activity but must be accessed to answer the question, “*Would you like to continue with this data collection activity?*” You must answer “Yes” or “No”. “Yes” provides access to the activity. A “No” will generate an “NA” for this indicator on the CCRPI report.
5. Schools that are recognized by GaDOE for implementation of Positive Behavioral Interventions and Supports (PBIS) with fidelity should NOT complete the Personalized School Climate submission for PBIS in the CCRPI Data Collection application. These GaDOE recognized schools will be awarded the .5 point for the Personalized School Climate Exceeding the Bar indicator on the CCRPI.
6. There are six steps to completing the activity.
 - Provide a name for the Personalized Climate Research/Evidence-based Program/Practice
 - Describe Personalized Climate Research/Evidence-based Program/Practice
 - Describe Pre-Data
 - Upload a Pre-Data file - Ensure that the data file meets the requirements listed in the application
 - Click Upload Data File
 - Click Save All

CCRPI Data Collection

District Name:

School Name:

Activities:

School or LEA Personalized Climate Research/Evidence-based Programs/Practices accompanied by documented data supporting the improvement of school climate in any one or more of the four components of the School Climate Star Rating:

1. Student Discipline
2. Safe and Substance-Free Learning Environment
3. Increase Student and Staff Attendance
4. Categorical Improvement on the Georgia Student Health Survey 2.0 (GSHS 2.0)

Examples of the above include, but are not limited to, school-wide implementation of research/evidence-based programs such as Teachers as Advisors program; mentoring program; Positive Behavioral Interventions and Supports (PBIS); service-learning program; peer mediation; conflict mediation.

This data collection activity supports an Exceeding the Bar indicator. This data collection also supports additional considerations for the School Climate Star Rating for all school levels. This activity is not required; it is optional.

Would you like to continue with this data collection activity? Yes No

Name of Program/Practice:

Provide the required documentation to support this activity:

1. Description of Research/Evidence-based Program/Practice proposed for improving school climate.

The description must include components a, b, c, d, and e!

- a. Name of Program/Practice
- b. Goal(s) of Program/Practice-must focus on at least one of the following school climate components:
 - Student Discipline (i.e. reduction in office referrals, decrease out-of-school suspension rates)
 - Safe and Substance-Free Learning Environment (i.e. reduction in bullying, fighting, use of alcohol, drugs and other substances)
 - Increase Student and Staff Attendance
 - Categorical Improvement on the Georgia Student Health Survey 2.0 (i.e.increase in the number of students that feel safe at school)
- c. Describe how the Program/Practice will serve the school-wide population (must indicate that it serves school-wide population and not subgroups)
- d. Date of Program/Practice implementation
- e. Identify Program/Practice Registry or replicated research in a peer-reviewed publication that supports its use. Examples include, but are not limited to:
 - Substance Abuse and Mental Health Services Administration's (SAMHSA'S) National Registry of Evidence-based Programs and Practices (NREPP)
 - Replicated research in a peer-reviewed publication

Description of the Research/Evidence-based Program/Practice(2000 characters remaining of 2000)

Application keeps a running count of characters used.

2. Description of Pre-data - Pre-data submitted as baseline data will be utilized in conjunction with post data to show improvement of school climate in any one or more of the four components of the School Climate Star Rating (pre-data must be uploaded as an attachment and not included in the above narrative):

- a. Include pre-data that will be used as the baseline for demonstrating growth to meet the stated goal (pre-data must be based on a full year of implementation).
- b. If using charts and tables, include the following information: year, grade level, subject, and other relevant information necessary to interpret the chart and/or table.
- c. Submit school level reports relevant to the personalized climate and the school population, not district level reports.
- d. The data file size limit is 2MB.
- e. There is a one file limit on pre-data submitted.
- f. Do not include student names.

The pre-dataset must follow these requirements!

Description of Pre-Data (2000 characters remaining of 2000)

You must click this button before clicking Save All, or your data file will not save!

No documents uploaded for pre collection

Upload File: Display Name:

After uploading data file, "No documents uploaded for pre collection" will be replaced by the path to the uploaded file.

Scoring Sheet used by Reviewers for 2016 School or LEA Personalized Climate for the CCRPI

Name of School _____ System _____

Awarded _____ **Not Awarded** _____

Points not awarded due to:

- _____ Incomplete or confusing description of program/practice
- _____ Goal of program/practice not identified
- _____ Target population not school wide
- _____ Lack of explanation of implementation date and/or frequency of practice
- _____ No statement identifying improvement in one or more of the school climate components
- _____ Research/Evidence-based Program Registry where program/practice is published is not identified OR
Research/Evidence-based Program or Practice is not replicated in peer-reviewed publication
- _____ No dataset submitted OR incomplete dataset submitted OR dataset was not readable
- _____ Dataset submitted does not support gains described in narrative
- _____ Comparative dataset (baseline and post) not submitted
- _____ Charts/tables not clearly labeled
- _____ Dataset submitted is not dated or reflects years other than current and prior
- _____ Dataset submitted was not school-level data or dataset compared the school to the district or the
school to the state but did not clearly indicate school-level growth to the reviewer
- _____ No pre-data file uploaded
- _____ Description of practice OR data file does not match practice submitted in the pre-collection
- _____ PBIS must be implemented with fidelity and approved by the GaDOE PBIS team

Reviewer: _____ Date: _____

Principal Sign Off

When the Activities have been completed, the application is ready for principal sign off. Even if the school has decided not to complete the optional activities, the principal must still sign off on the application.

Principals must sign off on their school’s data before the superintendent can sign off for the district.

CCRPI Data Collection

District Name:

School Name:

Activities:

Principal Sign Off

SL #	Activity	Count
1	School or LEA Defined Innovative Practice	Not Submitted
2	School or LEA Personalized Climate Research/Evidence-based Program/Practice	Not Submitted

I certify that the information above is accurate and complete. I hereby acknowledge that this information will be used in reporting to the legislature and other policy makers, to federal and state agencies, and in the College and Career Ready Performance Index (CCRPI) Reports.

The responses to the question, “*Would you like to continue with this data collection activity?*” will display as follows:

User Response Selection	User Activity	Display
Yes	No data entered	<i>Not Submitted</i>
Yes	Data entered	<i>Submitted</i>
No	---	<i>No</i>
Neither radio button selected	---	<i>Not Submitted</i>

Principal Sign Off Overview for District Staff

This activity is for district and superintendent access only

This activity allows the district user to check the Edit box and click the Edit Selected School button.

CCRPI Data Collection

District Name:

School Name:

Activities:

List Of Schools

Edit	School ID	School Name	Date Last Modified	Sign Off Status
<input type="checkbox"/>	0205	Middle School	6/5/2014 11:03:17 AM	Not Signed Off
<input type="checkbox"/>	0305	Primary School		Not Signed Off
<input type="checkbox"/>	0405	Elementary School	6/9/2014 9:06:37 AM	Signed Off
<input checked="" type="checkbox"/>	3050	High School	6/9/2014 9:09:47 AM	Signed Off

- This action will “erase” the Date Last Modified and the Signed Off Status.
- This action will re-open the application for that school.
- This action will allow the principal, district user, or superintendent to go into the application for that school to make edits.
- This action will allow the principal or superintendent to sign off for that school under the principal’s or superintendent’s name.

Superintendent Sign Off

Review data as displayed, and click the Sign Off button to complete the application. A time stamp will appear letting you know you have successfully signed off on the 2016 CCRPI Data Collection Application.

CCRPI Data Collection

District Name:

School Name:

Activities:

Reminder message

Superintendent Sign Off

All schools must be signed off before Sign Off is activated.

SL #	Activity	Count
1	School or LEA Defined Innovative Practice	Not Submitted
2	School or LEA Personalized Climate Research/Evidence-based Program/Practice	Not Submitted

I certify that the information above is accurate and complete. I hereby acknowledge that this information will be used in reporting to the legislature and other policy makers, to federal and state agencies, and in the College and Career Ready Performance Index (CCRPI) Reports.

CCRPI Data Collection

District Name:

School Name:

Activities:

Superintendent Sign Off

SL #	Activity	Count
1	School or LEA Defined Innovative Practice	Submitted
2	School or LEA Personalized Climate Research/Evidence-based Program/Practice	Not Submitted

I certify that the information above is accurate and complete. I hereby acknowledge that this information will be used in reporting to the legislature and other policy makers, to federal and state agencies, and in the College and Career Ready Performance Index (CCRPI) Reports.

Should one school in a district not submit data for one of the optional activities, the display will read *Not Submitted*