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

2017 CCRPI Data Collection

Post Data Collection

School Activity

This application works best with Internet Explorer

Application closes June 22, 2017

User Guide

April 2017
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 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

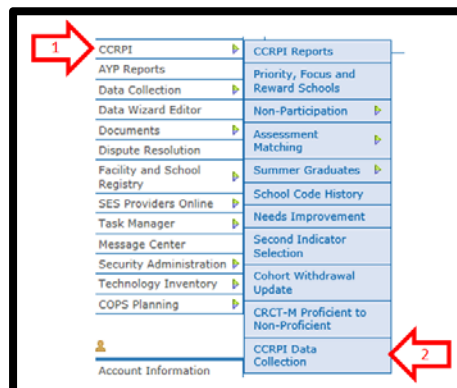## Accessing the CCRPI Data Collection Application

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**.
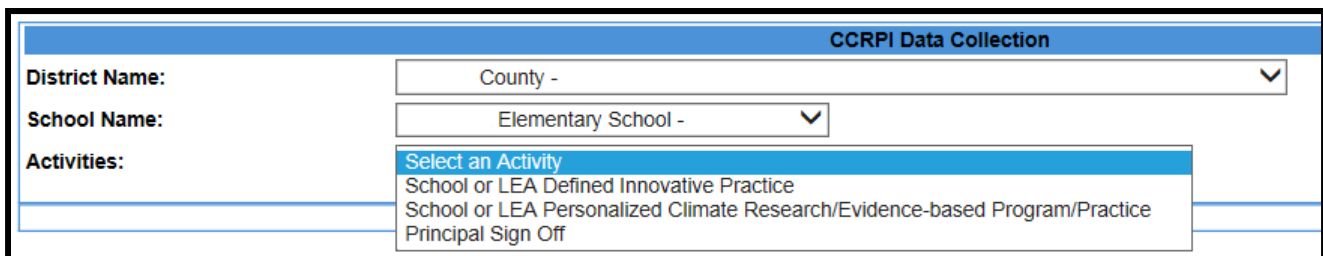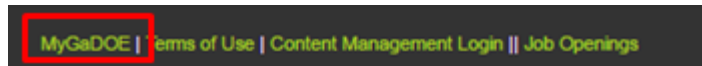

3. Enter your **Username** and **Password** and then **Login** (NOTE: Passwords are case sensitive). If you need additional assistance, please contact the GaDOE Information Systems Customer Support Center at 800-869-1011 or dticket@doe.k12.ga.us.
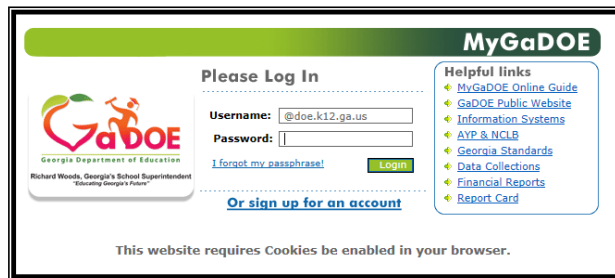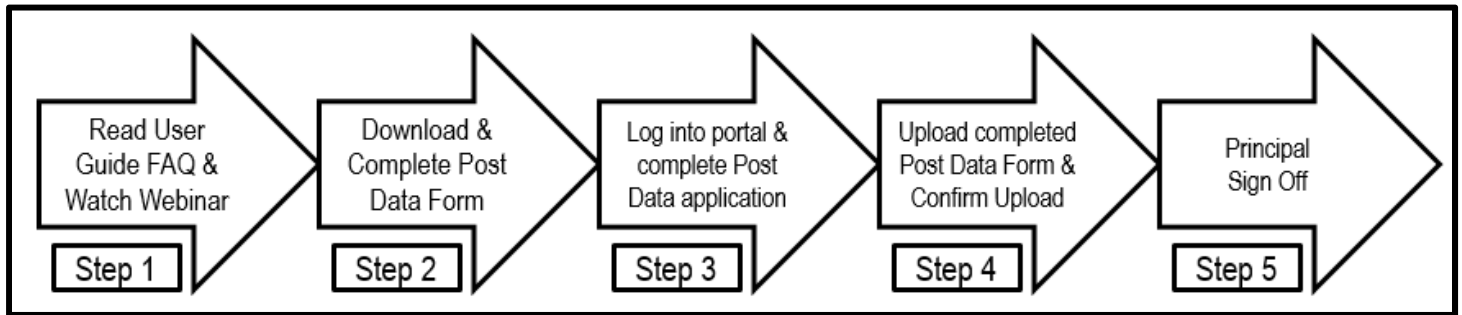

4. The application is found behind the portal under the CCRPI menu item.

5. Select the Practice where you will submit an application

Principal Process Flow

**Steps 2 through 4 must be completed for each application that you wish to complete
(Innovative Practice and Personalized Climate)**

> Step 1: Review Post Data Form, Read User
> Guide and FAQs and Watch Webinar

Step 1: Review resources to support the post data collection application; they are posted on the Accountability Website (Resources for Educators) and include
   a. User Guide
   b. Webinar
   c. FAQs
   d. Post-data Templates (**2 Different Forms**)
      i. Innovative Practice Post Data Form
      ii. Personalized Climate Post Data Form
   e. Scoring rubrics (included in this document)
      i. Innovative Practice Scoring Rubric
      ii. Personalized Climate Scoring Rubric

Step 2: Download & complete the applicable Post Data Form(s)*
   a. Download & review the submitted Pre Data Form (available in the portal)
   b. Innovative Practice Post Data Form
   c. Personalized Climate Post Data Form
      *Detailed directions for completing each form are included in this document

Step 3: Through the portal, complete the applicable post data collection application
   a. Innovative Practice
   b. Personalized Climate

Step 4: Upload the appropriate Post Data Form(s) (Innovative Practice or Personalized Climate) & confirm document upload through the Post Data Collection application

Step 5: Sign Off on application through portal

School or LEA Defined Innovative Practice
Applicable for Elementary, Middle, and High Schools

This data collection activity supports Exceeding the Bar indicator #8 for high schools, #5 for middle schools, and #5 for elementary schools.

This activity provides schools with an opportunity to identify an innovative practice they are implementing that improves student performance. While multiple practices may be implemented at the local level, for the purpose of this CCRPI application, schools should have chosen one practice, one target population, one data source, and one numeric goal. The form will be scored based on the rubric provided in this document.

<div style="border:1px solid black; text-align:center; padding:10px;">
Step 2: Complete Post Data Form
</div>

**All shaded boxes in the post data form must be completed
in order to be eligible to receive points.**

1. Review the submitted pre data form in the portal. This pre data form may not be edited at this time.
   a. Information from this pre data document is required to accurately complete the Post Data Form

2. Download the [Innovative Practice Post Data Form](#) from the Accountability website and save it to your computer
3. Click on the cell in the post data application where you wish to enter text
   a. If you have trouble entering text, it may be that the document is in *read* mode
   b. Change the view to *edit* mode and then begin working with the document
4. Complete school information section of the form which includes

System Code: Numeric district code	Click to enter text.	School Code: Numeric four digit school code	Click to enter text.
System Name:	Click here to enter text.		
School Name:	Click here to enter text.		

5. Complete Target Population Description

Innovative Practice Target Population

All shaded cells <u>must</u> be completed in order to be eligible for application review to potentially receive credit for this optional ETB. Refer to Post Data User Guide for critical guidelines and additional information.	
Target Grade Level(s)	• Indicate the grade level(s) of the students included in this practice (may be 1 grade level or multiple grade levels) • This should match the target grade levels as identified in the pre-data application. • Only those students in the identified target grade level(s) and who participated in this practice should be included in the post data form
Target Subgroup(s) (can be all students)	• Identify the subgroup population • If including all students in the grade level(s), use "All" as the subgroup • This should match the target subgroup(s) identified in the pre-data application • Only those students in the identified target subgroup(s) and who participated in this practice should be included in the post data form
Target Content Area(s)	• Indicate the content area(s) of focus for this practice which were included in this innovative practice • This should match the target content area(s) as identified in the pre data application and who participated in this practice • Only those students who participated in this practice in the identified target content area(s) should be included in the post data form

6. Complete Innovative Practice Post Data

Innovative Practice Post Data

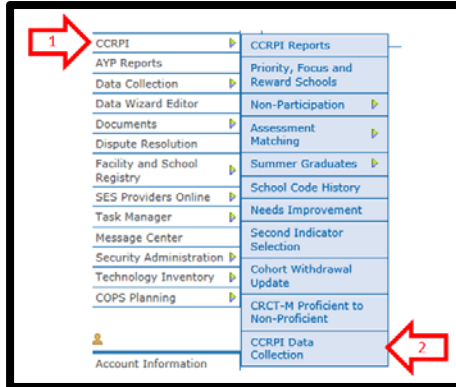|	
All shaded cells <u>must</u> be completed in order to be eligible for review to potentially receive credit for this optional ETB. Refer to Post Data User Guide for critical guidelines and additional information.	
Post data collection period (may be same day)	• Enter beginning and end of the post data collection period dates using mm/dd/yyyy format • All post data may be collected in a single day • Pre and post data may be current school year (fall to spring) or prior school year to current school year (spring to spring)

Innovative Practice Post Data

All shaded cells <u>must</u> be completed in order to be eligible for review to potentially receive credit for this optional ETB. Refer to Post Data User Guide for critical guidelines and additional information.

Total number of students in target population Minimum 15 students required (in both pre and post data)	• This is the total number of students (n count) who completed the post data collection and were included in the innovative practice treatment • The minimum student count for both pre and post is 15 • These are the students identified in the previous table (target population) • If your school included <u>multiple goals and/or aggregate scores</u> in the pre data application, then an n count for <u>each identified subgroup</u> must be entered here. Each of those subgroups must meet the required n count of 15. • While the target student population must remain the same, the actual students included in this application may change due to student mobility as students enter/exit the program or school.
Post data source <u>Must</u> be the same one used in the pre data application	• The identified post data source in the post data application should be the same as the identified pre data source found in the pre data application • Please remember that the pre data application required that the pre data source must be generated from a norm referenced or criterion referenced measurement; or a GaDOE approved assessment utilized in CCRPI (ACCESS, ACT, AP, GAA, Georgia Milestones, IB, SAT)
Single Numeric goal of practice • Copy and paste the single numeric goal stated in the pre data form here in the post data form	• The numeric increase which must be met in order to be eligible for award • One goal for the entire identified target population
Post data score description Description of the post data score below (e.g. average of Georgia Milestones 3rd grade ELA Scale Scores)	• This is a description of the post data score such as "average" or "frequency" and should be the same as the description used in the submitted pre data form. • For example: if an average was reported in the pre data form then an average must be reported in the post data form to ensure comparable scores in measuring change toward the identified single number goal of the practice.
Post data score (aggregate score) **Provide the single numeric score (e.g., 510)** Student level data used in the calculation of the post data score must be maintained at the local level	• This is the single, aggregate, numeric post data score or value • In the event that multiple aggregate scores were provided for multiple subgroups in the pre data application, then scores for <u>each of those subgroups must</u> be provided in the post data application. • Student level data used in the data score for both the pre and post data forms should be maintained at the local level

7. Save the finalized post data form to the computer where it can be accessed to upload through the portal application

<div style="border:1px solid black; text-align:center;">

Step 3: Complete Post Data Application in Portal

</div>

1. Login to the GaDOE portal and select" CCRPI Data Collection" from the CCRPI list of activities

2. Select "School or LEA Defined Innovative Practice" from the dropdown menu

3. Review and answer the **required** question indicating if the single numeric goal of the program/practice identified in the pre data application was met.

> Did you meet the single numeric goal of the program/practice that you provided in the Innovative Practice Pre Data application? If you select "no," this signifies that the school did not meet the identified goal and will not receive credit for the innovative practice ETB.
>
> ○ Yes   ○ No

   a. Yes – this signifies that the numeric goal of the practice was met. This answer will be supported through review of the submitted pre-data application and post-data application

      i. If multiple Subgroups or goals were entered, then all goals must be met in order to meet the "Yes" criteria. If one or more subgroups failed to meet the goal then "No" should be selected.

> Did you meet the single numeric goal of the program/practice that you provided in the Innovative Practice Pre Data application? If you select "no," this signifies that the school did not meet the identified goal and will not receive credit for the innovative practice ETB.
>
> ● Yes   ○ No
>
> You selected "Yes" which signifies that the school did meet the identified goal. Please check that the completed appropriate post data collection form has been uploaded into this application.

b. No – this signifies that the numeric goal of the practice was **not** met. The school will not receive credit for this optional ETB.

Did you meet the single numeric goal of the program/practice that you provided in the Innovative Practice Pre Data application? If you select "no," this signifies that the school did not meet the identified goal and will not receive credit for the innovative practice ETB.
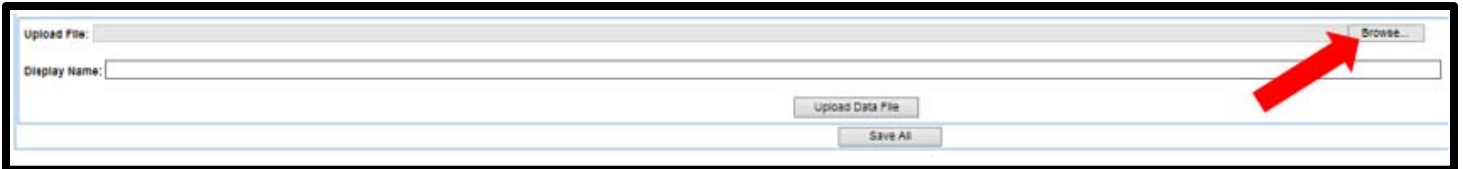
     ○ Yes   ◉ No

You selected "No" which signifies that the school did not meet the identified goal. The school will not receive credit for this optional ETB.

Step 4: Upload Completed Post Data Form & Confirm Upload

1. Select "browse" and then select the completed 2017 CCRPI Innovative Practice Post Data Collection Form document to upload

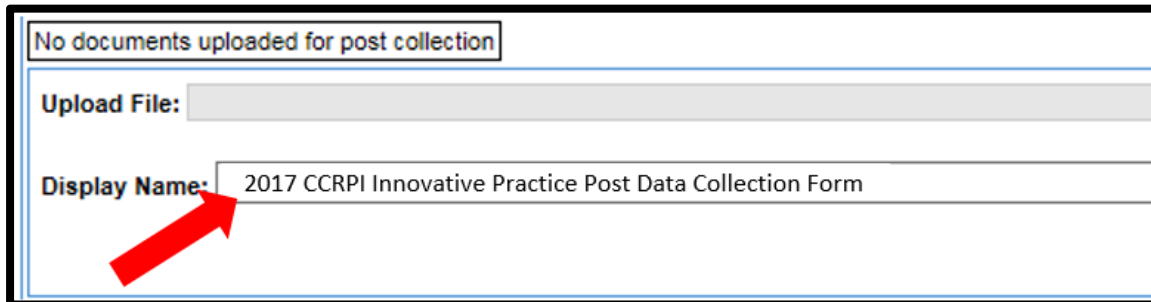Upload File: Browse...

Display Name:

                              Upload Data File

                                Save All

2. Enter the "Display Name" for this document

No documents uploaded for post collection

Upload File:

Display Name: 2017 CCRPI Innovative Practice Post Data Collection Form

3. Select "Update Data File"

            Upload Data File

               Save All

4. Confirm document has uploaded
   a. The following box will appear and replace the "No documents uploaded for post collection" box

SL #	Post Data File Name		
1	2017 Innovative Practice Post Data Collection Form	Download	Delete

5. Select the "Save All" button

            Upload Data File

               Save All

Additional Notes:

- In the post data file name box
  - "Download" is a hyperlink where the submitted post data form can be accessed
  - "Delete" will remove the submitted post data form

SL #	Post Data File Name		
1	2017 Innovative Practice Post Data Collection Form	Download	Delete

- During Post Data Collection, the principal may delete and upload revised post data forms as needed; however no changes or edits may be made to the pre data form
- After the Data Collection Application has closed
  - the uploaded post data form document can be reviewed in the application but cannot be replaced
  - if the uploaded form was deleted and NOT replaced, then there will be no uploaded form for review
- Keep an electronic copy of the submitted pre and post data applications at the local level
- Student level data utilized for calculations in both the pre and post data forms should be maintained at the local level

2017 Innovative Practice Form Scoring Rubric

- ☐ Pre and/or post form not uploaded or field(s) are blank/missing
- ☐ Pre and/or post form was modified

Innovative Practice Description

- ☐ Description of practice is unclear
- ☐ Dates of program are not clearly defined or are outside of school year
- ☐ Frequency of program is not clearly defined

Innovative Practice Target Population

- ☐ Target grade level(s) not clearly identified
- ☐ Target subgroup(s) not clearly identified
- ☐ Target content area(s) are not clearly identified
- ☐ Target population is not aligned with description of practice
- ☐ Target population is not aligned between pre and post forms

Innovative Practice Pre and Post Data

- ☐ Date of pre data and/or post data collection period are not clearly identified
- ☐ Date of pre data and/or post data collection period are outside of acceptable window as defined as either (1) current year and prior year or (2) fall and spring of current year
- ☐ Total number of students in target population (1) are not identified, (2) are unfounded, or (3) does not meet minimum student count (15)
- ☐ Data source not clearly identified
- ☐ Data source does not come from a norm or criterion referenced measurement or data source utilized for CCRPI (ACCESS, ACT, AP, GAA, Georgia Milestones, IB, SAT)
- ☐ Data source reference not clearly cited
- ☐ Data are not aligned with description of practice
- ☐ Numeric goal of the program is not clearly stated
- ☐ Aggregate data score missing or format not aligned between pre and post forms
- ☐ Data sources not aligned between pre and post forms
- ☐ Identified numeric goal not met (pre to post data)

School or LEA Personalized Climate Research/Evidence-based Program/Practice
Applicable for Elementary, Middle and High Schools

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

This activity provides schools with an opportunity to identify a school wide research/evidence-based program/practice designed to facilitate a personalized climate in the school. While multiple programs/practices may be implemented at the local level, for the purpose of this CCRPI application, schools should choose one research/evidence-based program/practice, one data source, and one numeric goal. The form will be scored based on the rubric provided in this document.

If your school is recognized by the GaDOE for implementation of Positive Behavioral Interventions and Supports (PBIS) with fidelity, then you <u>do not</u> need to <u>fill out or submit</u> the Post Data Collection form or complete the application.

Step 2: Complete Post Data Form

**All shaded boxes in the post data form must be completed
in order to be eligible to receive points**

1. Review the submitted pre data form in the portal – this pre data form may not be edited at this time

2. Download the Personalized Climate Post Data Form from the Accountability Website and save it to your computer
3. Click on the cell where you wish to enter text in the form
    a. If you have trouble entering text, it may be that the document is in read mode
    b. Change the view to edit mode and then begin working with the document

4. Complete demographic Information portion of the form which includes

| System Code: Numeric district code	Click here to enter text.	School Code: Numeric four digit school code	Click here to enter text.
System Name:	Click here to enter text.		
School Name:	Click here to enter text.		

5. Complete the Personalized Climate Post Data

Personalized Climate Post Data

All shaded cells <u>must</u> be completed in order to be eligible for review to potentially receive credit for this optional ETB. Refer to Post Data User Guide for critical guidelines and additional information.

Total number of students and adults in school (all students must be included in practice while the count of adults is only applicable if described in the practice)	Student Count	Total number of students in the building
	Adult Count (if applicable)	• Total number of adults included in the practice • If adults are not included, enter "NA"
Post data collection period (may be same day)	• Enter beginning and end of the post data collection period dates using mm/dd/yyyy format • All data may be collected in a single day • Pre and post data may be current school year (fall to spring) or prior school year to current school year	
Post data source (select one)	• The identified post data source in the post data application should be the same as the identified pre data source found in the pre data application	
Single numeric goal of program/practice Copy and paste the goal from the pre data collection application	• The numeric increase which must be met in order to be eligible for award • One school wide goal	
Post data score description	• This is a description of the post data score such as "average" or "frequency" and should align with the description of the pre data score • For example: if a frequency was reported in the pre data form then a frequency must be reported in the post data form to ensure comparable scores in measuring change toward the identified single number goal of the practice.	
Post data score (aggregate score) Student level data used in the calculation of the post data score must be maintained at the local level	• This is the single, aggregate, numeric post data score or value • Student level data used in the data score for both the pre data form and post data form should be maintained at the local level	

6. Save the finalized form to the computer where it can be accessed to
    a. upload the post data form through the portal application
    b. reference when completing post data collection activity

<div style="border:1px solid black; text-align:center; padding:10px;">
Step 3: Complete Post Data Application in Portal
</div>

1. Login to the GaDOE Portal and select" CCRPI Data Collection" from the CCRPI list of activities
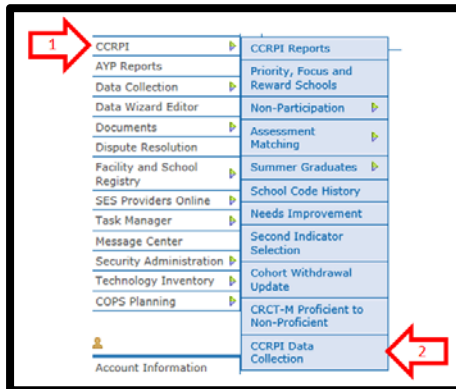
2. Select "School or LEA Personalized Climate Research/Evidence-based Program/Practice" from the dropdown menu

3. Review and answer the **required** question indicating if the single numeric goal of the program/practice provided in the pre data application was met.

> Did you meet the single numeric goal of the program/practice that you provided in the Personalized Climate Pre Data application? If you select "no," this signifies that the school did not meet the identified goal and will not receive credit for the personalized climate ETB for school climate star ratings.
>
> ○ Yes   ○ No

   a. Yes – this signifies that the numeric goal of the practice was met. This answer will be supported through review of the submitted pre-data application and post-data application

> Did you meet the single numeric goal of the program/practice that you provided in the Personalized Climate Pre Data application? If you select "no," this signifies that the school did not meet the identified goal and will not receive credit for the personalized climate ETB for school climate star ratings.
>
> ● Yes   ○ No
>
> You selected "Yes" which signifies that the school did meet the identified goal. Please check that the completed appropriate post data collection form has been uploaded into this application.

b. No – this signifies that the numeric goal of the practice was **not** met. The school will not receive credit for the options ETB.

Did you meet the single numeric goal of the program/practice that you provided in the Personalized Climate Pre Data application? If you select "no," this signifies that the school did not meet the identified goal and will not receive credit for the personalized climate ETB for school climate star ratings.

○ Yes   ◉ No

You selected "No" which signifies that the school did not meet the identified goal. The school will not receive credit for this optional ETB.

Step 4: Upload Completed Post Data Form & Confirm Upload

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1. Select "browse" and then select the completed 2017 CCRPI Personalized Climate Post Data Collection Form document to upload

Upload File: Browse...

Display Name:

Upload Data File

Save All

2. Enter the "Display Name" for this document

No documents uploaded for post collection

Upload File:

Display Name: 2017 CCRPI Personalized Climate Post Data Collection Form

3. Select "Upload Data File"

Upload Data File

Save All

4. Confirmation Document has uploaded
   a. The following box will appear and replace the "No documents uploaded for pre collection" box

SL #	File Name		
1	2017 CCRPI Personalized Climate Post Data Collection Form	Download	Delete

5. Select the "Save All" button

Upload Data File

Save All

Additional Notes:

- In the post data file name box
  - "Download" is a hyperlink where the submitted post data form can be accessed
  - "Delete" will remove the submitted post data form

SL #	File Name		
1	2017 CCRPI Personalized Climate Post Data Collection Form	Download	Delete

- During Post Data Collection, the principal may delete and upload revised post data forms as needed
- After the Data Collection Application has closed
  - the uploaded document can be reviewed in the application but cannot be replaced
  - if the uploaded form was deleted and NOT replaced, then there will be no uploaded form for review
- Keep an electronic copy of the submitted pre and post data applications at the local level

2017 Personalized Climate Form Scoring Rubric

☐ Pre and/or post form not uploaded or field(s) are blank/missing

☐ Pre and/or post form was modified

Personalized Climate Description

☐ Goal of program/practice not identified

☐ Description of program/practice is unclear

☐ Description of program/practice is not aligned to identified goal of the program/practice

☐ Research/evidence-based program/practice not identified

☐ Research/evidence-based program/practice is not listed on NREPP website

☐ Research/evidence-based program/practice is not replicated in peer-reviewed publication

☐ Research/evidence-based program/practice is not clearly cited

☐ PBIS must be implemented with fidelity and approved by the GaDOE PBIS team

☐ Dates of program/practice are not clearly defined or are outside of school year

☐ Frequency of program/practice is not clearly defined

Personalized Climate Pre and Post Data

☐ Description of how the program serves the school wide population is not clear

☐ Target population is not school wide

☐ Total number of students and adults (if applicable) is not clearly identified or is unfounded

☐ Date of pre data and/or post data collection period are not clearly identified

☐ Date of pre data and/or post data collection period are outside of acceptable window as defined as either (1) current year and prior year or (2) fall and spring of current year

☐ Data source not clearly identified

☐ Data are not aligned with description of program/practice

☐ Numeric goal of the program/practice is not clearly stated

☐ Aggregate data score missing or format not aligned between pre and post forms

☐ Data sources not aligned between pre and post forms

☐ Identified numeric goal not met (pre to post data)

Principal Sign Off

<div style="border:1px solid black; text-align:center">

Step 5: Principal Sign off

</div>

When the Activities have been completed, the application is ready for principal sign off.
1. Select "Principal Sign Off" from the dropdown menu
2. Select "Sign Off"
    a. Please note that the status indicates if an application has been started. This does NOT guarantee the required form was uploaded. Step 4 details directions for verification of uploaded form.

3. The "sign-off" button will be replaced with the Certification information

Principal Sign Off Overview for District Staff
This activity is for district and superintendent access only

During the post data collection window, this activity allows district and superintendent users to
1. Monitor status of schools as they work to submit their applications
2. Reopen a school for further edits if a principal, in error, signs off before completing the application.

To reopen the application
1. Select the check box by the school to release for further editing
2. Select the "edit selected school" button
3. Sign off status for selected released schools will change from "signed off" to "not signed off"

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 2017 CCRPI Data Collection Application.

CCRPI Data Collection		
District Name:	Georgia County Schools	
School Name:	All Schools - ALL	
Activities:	Superintendent Sign Off	

Superintendents should sign off even if all principals have not signed off on the application.

	Superintendent Sign Off
SL #	**Activity**
1	School or LEA Defined Innovative Practice
2	School or LEA Personalized Climate Research/Evidence-based Program/Practice

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.

Sign Off