

# 2017 CCRPI Data Collection

## Pre Data Collection

### School Activity

This application works best with Internet Explorer

**Application closes October 31, 2016**

## User Guide

October 2016

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](mailto: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

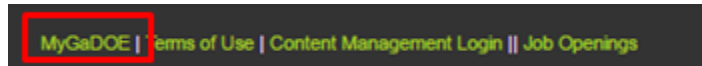
The CCRPI Data Collection Application includes two (2) optional activities.

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

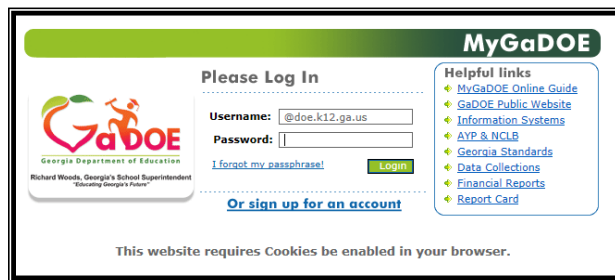
## Accessing the CCRPI Data Collection Application

### Logging In

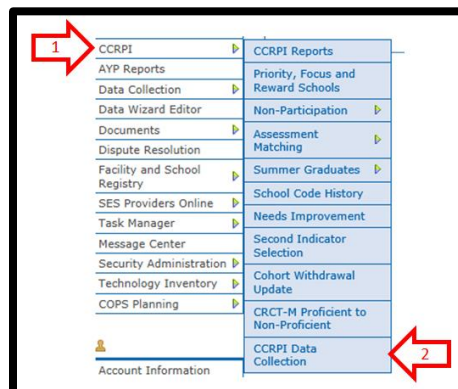
1. Start your web browser and go to <http://public.doe.k12.ga.us/>.
2. At the bottom of the Georgia Department of Education home page is the **MyGaDOE Login**.



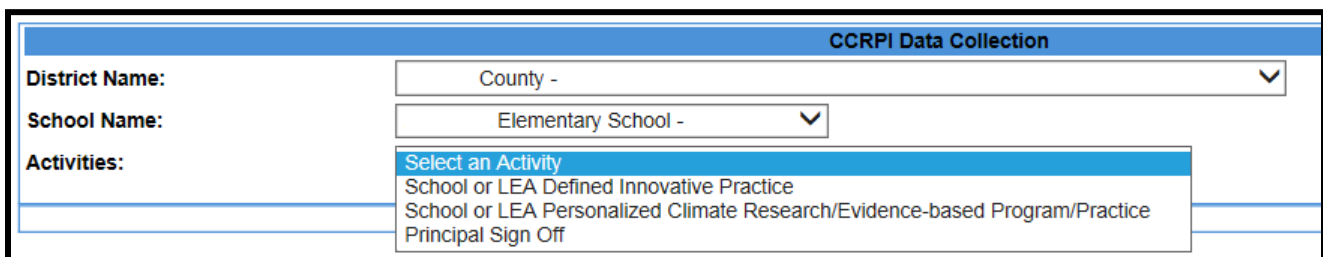
3. Enter your **Username** and **Password** and then **Login** (NOTE: Passwords are Case Sensitive). If you need additional assistance, please contact the GaDOE Information Systems Customer Support Center at 800-869-1011 or [dticket@doe.k12.ga.us](mailto:dticket@doe.k12.ga.us).



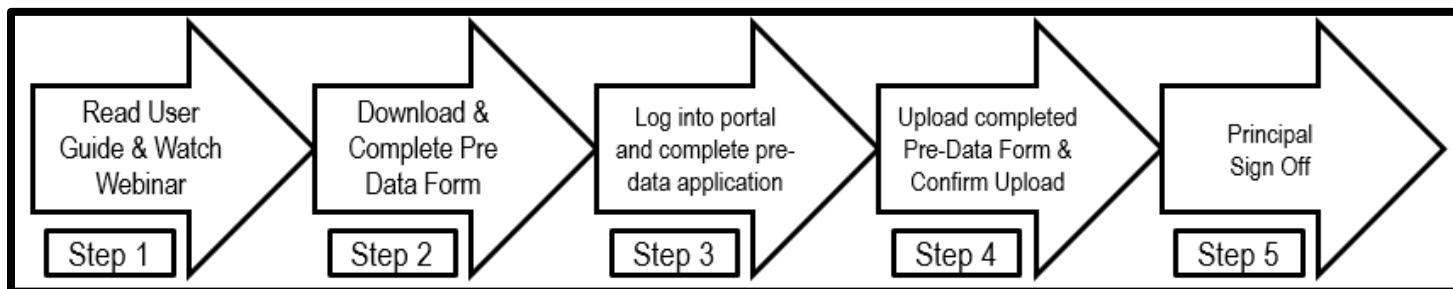
4. The application is found behind the portal under the CCRPI menu item.



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: Read User Guide and Watch Webinar

**Step 1:** Review resources to support the pre data collection application; they are posted on the Accountability Website ([Resources for Educators](#)) and include

- a. User Guide
- b. Webinar
- c. Pre-data Templates (**2 Different Forms**)
  - i. Innovative Practice Pre Data Form
  - ii. Personalized Climate Pre Data Form
- d. Scoring rubrics (included in this document)
  - i. Innovative Practice Scoring Rubric
  - ii. Personalized Climate Scoring Rubric

**Step 2:** Download & Complete the applicable Pre Data Form(s)\*

- a. Innovative Practice Pre Data Form
- b. Personalized Climate Pre Data Form

\*Detailed Directions for completing each form are included in this document

**Step 3:** Through the portal, complete the applicable pre data collection application

- a. Innovative Practice
- b. Personalized Climate

**Step 4:** Upload the appropriate Pre Data Form(s) (Innovative Practice or Personalized Climate) & confirm document upload through the pre 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 choose 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.

### Step 2: Complete Pre Data Form

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

1. Download the [Innovative Practice Pre Data Form](#) from the Accountability Website and save it to your computer
2. 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
3. Complete school information section of the form which includes

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

4. Complete Innovative Practice Description

<b>Innovative Practice Description</b>	
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 Pre Data User Guide for critical guidelines and additional information.	
<b>Title of Innovative Practice</b>	Name of the Innovative Practice
<b>Description of Innovative Practice proposed for improving academic performance during the current school year and reason for implementing this practice.</b> (limit 60 words)	In 60 words or less, describe the practice being implemented
<b>Dates of Program Implementation</b>	Indicate the start and end dates for the practice in the mm/dd/yyyy format

<b>Innovative Practice Description</b>	
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 Pre Data User Guide for critical guidelines and additional information.	
<b>Program Frequency</b>	Indicate how often the program occurs (may include the number of minutes/hours students are engaged in the program)

5. Complete Target Population Description

<b>Innovative Practice Target Population</b>	
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 Pre Data User Guide for critical guidelines and additional information.	
<b>Target Grade Level(s)</b>	Indicate the grade level(s) included in this practice (may be 1 grade level or multiple grade levels)
<b>Target Subgroup(s)</b> (can be all students)	<ul style="list-style-type: none"> <li>• Identify the subgroup population</li> <li>• If including all students in the grade level(s), use “All” as the subgroup</li> </ul>
<b>Target Content Area(s)</b>	Indicate the content area(s) of focus for this practice

6. Complete Innovative Practice Pre Data

<b>Innovative Practice Pre Data</b>	
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 Pre Data User Guide for critical guidelines and additional information.	
<b>Pre data collection period</b> (may be same day)	<ul style="list-style-type: none"> <li>• Enter beginning and end of the pre data collection period dates using mm/dd/yyyy format</li> <li>• All data may be collected in a single day.</li> <li>• Pre and post data may be current school year (fall to spring) or prior school year to current school year</li> </ul>
<b>Total number of students in target population</b> Minimum 15 students required (in both pre and post data)	<ul style="list-style-type: none"> <li>• This is the total number of students (n count) who completed the pre data collection and are included in the innovative practice treatment</li> <li>• The minimum student count for both pre and post is 15</li> <li>• These are the students identified in the previous table (target population)</li> </ul>
<b>Pre data source</b> (select one)	<ul style="list-style-type: none"> <li>• Pre data submitted in the fall are considered baseline data</li> <li>• Written description of the single source of pre data used to measure success of the practice</li> <li>• Data 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)</li> <li>• Identified pre data must have matching post data available during the post submission window (June 2017)</li> </ul>

## Innovative Practice Pre Data

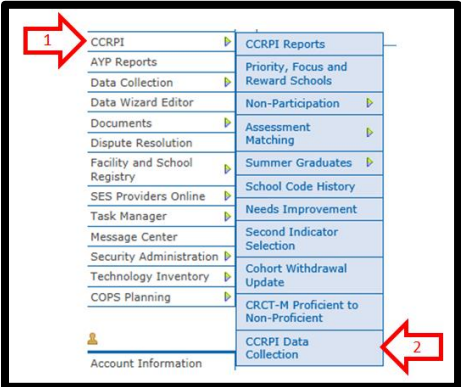
All shaded cells must be completed in order to be eligible for review to potentially receive credit for this optional ETB. Refer to Pre Data User Guide for critical guidelines and additional information.

<b>Pre data single source reference</b>	<ul style="list-style-type: none"> <li>• If using assessment data from a data source utilized for CCRPI, then type “NA” in this field (ACCESS, ACT, AP, GAA, Georgia Milestones, IB, SAT)</li> <li>• Reference to technical or research documentation which confirms this is a valid norm or criterion referenced assessment (e.g. reference to journal article or link to website page or document with relevant information)</li> </ul>
<b>Pre data description</b>	Describe how pre data single source will support improved student achievement for the target population
<b>Single Numeric goal of practice</b>	<ul style="list-style-type: none"> <li>• The numeric increase which must be met in order to be eligible for award</li> <li>• One goal for the entire identified target population</li> </ul>
<ul style="list-style-type: none"> <li>• Numerical increase which must be met in order to be eligible for award</li> <li>• One goal for entire identified target population</li> </ul>	
<b>Pre data score description</b>	This is a description of the pre data score such as “average” or “frequency”
<b>Pre data score (aggregate score)</b>	<ul style="list-style-type: none"> <li>• This is the single, aggregate, numeric pre data score or value</li> <li>• Student level data used in the calculation of the pre data score must be maintained at the local level</li> </ul>
Student level data used in the calculation of the pre data score must be maintained at the local level	

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

Step 3: Complete Pre Data Application in Portal

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



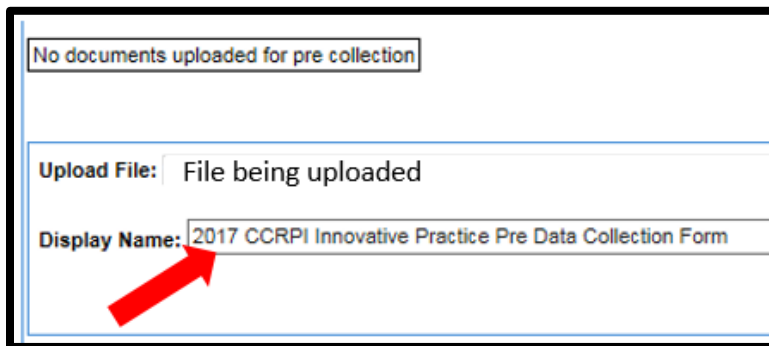
- 2. Select "School or LEA Defined Innovative Practice" from the dropdown menu

- 3. Enter the name of the Innovative Practice

Step 4: Upload completed Pre Data Form & Confirm Upload

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

2. Enter the “Display Name” for this document



No documents uploaded for pre collection

Upload File: File being uploaded

Display Name: 2017 CCRPI Innovative Practice Pre Data Collection Form

3. Select “Update Data File”



4. Confirmation Document has Uploaded

- a. The following box will appear and replace the “No documents uploaded for pre collection” box

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

5. Select the “Save All” button



### Additional Notes:

- In the pre data file name box
  - “Download” is a hyperlink where the submitted pre data form can be accessed
  - “Delete” will remove the submitted pre data form
- During Pre Data Collection, the principal may delete and upload revised pre 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

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



## 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.

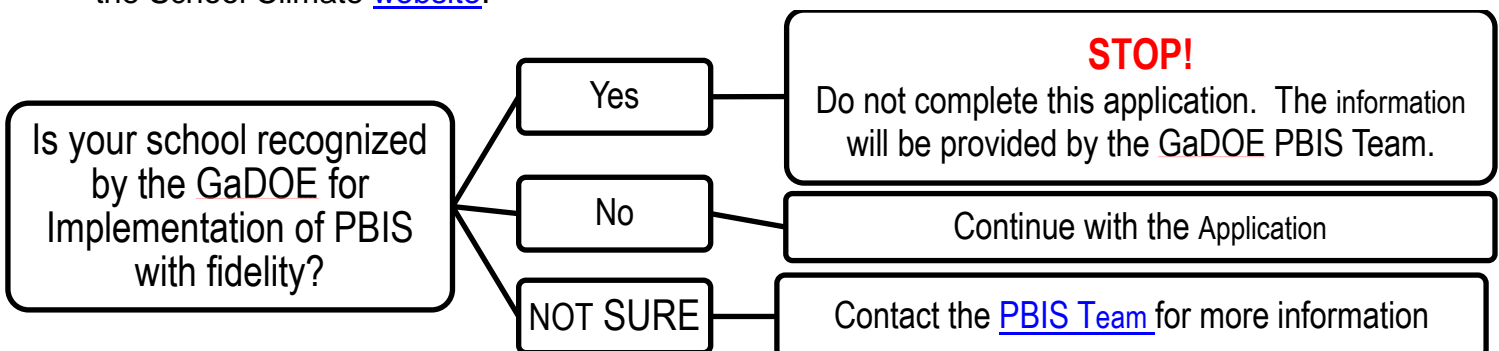
Step 2: Complete Pre Data Form

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

1. Download the [Personalized Climate Pre Data Form](#) from the Accountability Website and save it to your computer
2. 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
3. Complete demographic Information portion of the form which includes

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

4. Answer the question about Positive Behavioral Interventions and Supports (PBIS) intervention. Schools recognized as implementing PBIS by the GaDoE PBIS Team will receive credit for this ETB provided survey participation is met. For more information about PBIS please visit the PBIS [website](#). For more information about the Parent, Personnel, and Student surveys, visit the School Climate [website](#).





## Personalized Climate Description

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

<b>Title of program/practice</b>	Name of the research/evidence-based personalized climate program/practice
<b>Goal of program/practice</b> Select a goal from the dropdown menu	Select the single primary goal of the program/practice from the dropdown menu in the form <ol style="list-style-type: none"> <li>1. Student Discipline</li> <li>2. Safe and Substance-Free Learning Environment</li> <li>3. Increase Student and Staff Attendance</li> <li>4. Categorical Improvement on the Georgia Health Survey 2.0</li> </ol>
<b>Description of program/practice</b> (limit 60 words)	In 60 words or less, describe the program/practice being implemented
<b>Identify program registry or replicated research in a peer-reviewed publication that supports its use</b> Example: <a href="http://www.samhsa.gov/nrepp">http://www.samhsa.gov/nrepp</a>	<ul style="list-style-type: none"> <li>• Identified personalized climate program/practice being implemented at the school <b>must</b> come from a recognized peer-reviewed publication <ul style="list-style-type: none"> <li>• Substance Abuse and Mental Health Services Administration’s National Registry of Evidence-based programs and Practices (<a href="http://www.samhsa.gov/nrepp">http://www.samhsa.gov/nrepp</a>)</li> <li>• Replicated research in a peer-reviewed publication</li> </ul> </li> <li>• Identified personalized climate program/practice cannot utilize any components, variations/adaptations in program, or reference to PBIS</li> <li>• Only schools recognized by the GaDOE PBIS Team are eligible to receive points for PBIS implementation.</li> </ul>
<b>Citation for above referenced program</b>	Citation for the identified program/practice from preceding line (e.g. APA MLA or Turabian format)
<b>Dates of program implementation</b>	Indicate the Start and End Dates for the program/practice in the mm/dd/yyyy format
<b>Program frequency</b>	Indicate how often the program occurs (may include the number of minutes/hours students are engaged in the program)

## Personalized Climate Pre Data

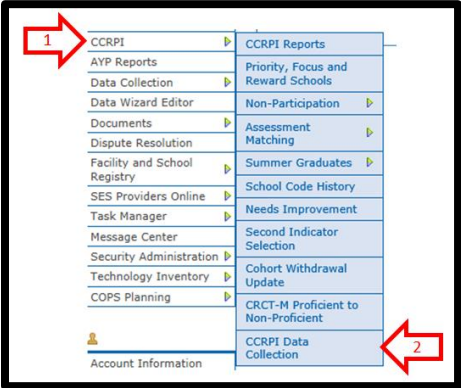
All shaded cells must be completed in order to be eligible for review to potentially receive credit for this optional ETB. Refer to Pre Data User Guide for critical guidelines and additional information.

<b>Describe how the program will serve the schoolwide population</b>	Briefly describe how this program will benefit the school wide population	
<b>Total number of students and adults in school</b> (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)	<ul style="list-style-type: none"> <li>• Total number of adults included in the practice</li> <li>• If adults are not included, enter "NA"</li> </ul>
<b>Pre data collection period</b> (may be same day)	<ul style="list-style-type: none"> <li>• Enter beginning and end of the pre data collection period dates using mm/dd/yyyy format</li> <li>• All data may be collected in a single day</li> <li>• Pre and post data may be current school year (fall to spring) or prior school year to current school year</li> </ul>	
<b>Pre data source</b> (select one)	<ul style="list-style-type: none"> <li>• Pre data submitted in the fall are considered baseline data</li> <li>• Written description of the single source of pre data used to measure success of the practice</li> <li>• Identified pre data must have available post data during the post submission window (June 2017)</li> </ul>	
<b>Single numeric goal of program/practice</b> <ul style="list-style-type: none"> <li>• Numerical increase which must be met in order to be eligible for award</li> <li>• One school wide goal</li> </ul>	<ul style="list-style-type: none"> <li>• This is a numeric change (increase or decrease) which must be met in order to be eligible for award.</li> <li>• One school wide goal</li> </ul>	
<b>Pre data score description</b>	This is a description of the pre data score such as "average" or "frequency"	
<b>Pre data score (aggregate score)</b> Student level data used in the calculation of the pre data score must be maintained at the local level	<ul style="list-style-type: none"> <li>• This is the single, aggregate, numeric pre data score or value</li> <li>• Student level data used in the calculation of the pre data score must be maintained at the local level</li> </ul>	

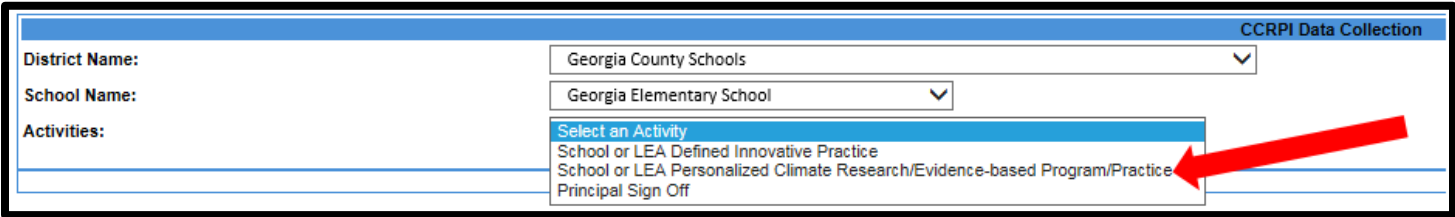
5. Save the finalized form to the computer where it can be accessed to
  - a. upload the pre data form through the portal application
  - b. reference when completing post data collection activity

Step 3: Complete Pre Data Application in Portal

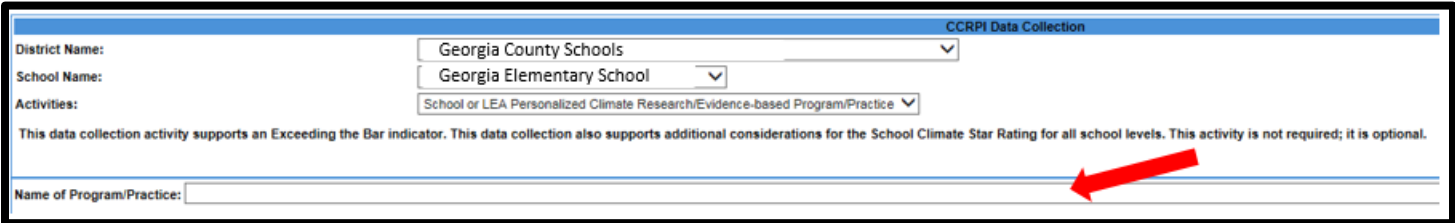
1. Login to the GaDOE Portal and select” CCRPI Data Collection” from the CCRPI list of activities



2. Select “School or LEA Personalized Climate Research/Evidence-based Program/Practice” from the dropdown menu

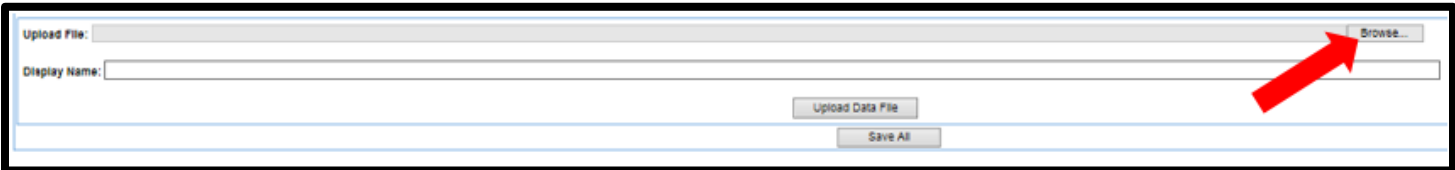


3. Enter the name of the Program/Practice

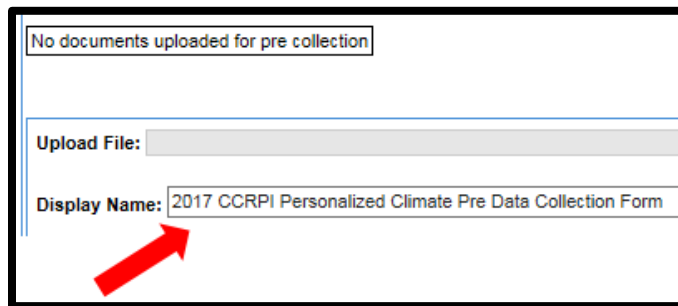


Step 4: Upload completed Pre Data Form & Confirm Upload

1. Select “browse” and then select the completed 2017 CCRPI Innovative Practice Pre Data Collection Form document to upload



2. Enter the “Display Name” for this document



3. Select “Update Data File”



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 Pre Data Collection Form	Download	Delete

5. Select the “Save All” button



### Additional Notes:

- In the pre data file name box
  - “Download” is a hyperlink where the submitted pre data form can be accessed
  - “Delete” will remove the submitted pre data form
- During Pre Data Collection, the principal may delete and upload revised pre 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

## 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

Step 5: Principal Sign off

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.

The screenshot shows the CCRPI Data Collection interface. At the top, there are dropdown menus for District Name (Georgia County Schools) and School Name (Georgia Elementary School). Below these, the 'Activities' dropdown is set to 'Principal Sign Off'. A table below lists activities with columns for SL #, Activity, and Status. The first row shows 'School or LEA Defined Innovative Practice' with a status of 'Submitted'. The second row shows 'School or LEA Personalized Climate Research/Evidence-based Program/Practice' with a status of 'Not Submitted'. A 'Sign Off' button is visible at the bottom right. Red arrows and boxes highlight the 'Principal Sign Off' dropdown (labeled '1') and the 'Sign Off' button (labeled '2').

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

This screenshot is similar to the previous one, but the 'Sign Off' button has been replaced by a 'Certified By' field. The table below the form shows the same activities and status options as in the previous screenshot.

## Principal Sign Off Overview for District Staff

This activity is for district and superintendent access only

During the pre 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.

The screenshot shows the 'Principal Sign Off Overview for District Staff' activity. It features a table with columns: Edit, School ID, School Name, List Of Schools, Date Last Modified, and Sign Off Status. The table lists five schools: School 1 (ID 0100), School 2 (ID 0104), School 3 (ID 0108), School 4 (ID 0111), and School 5 (ID 0190). The 'Sign Off Status' for each school is 'Not Submitted'. There are 'Date and Time' fields for each school. An 'Edit Selected School' button is located at the bottom right.

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:

School Name:

Activities:

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

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.