# FY20 In-Field Webinar

## 02.14.20

# Disclaimer

- The information in the presentation is the most current information available on In-field Reporting as of 02.14.20. As with any evolving system, updates will continue to be made in guidance and in coding. Please access the website www.gadoe.org for the most current In-field documentation. If there are any questions, please email professionalqualifications@doe.k12.ga.us and copy your assigned specialist.

# Presenters
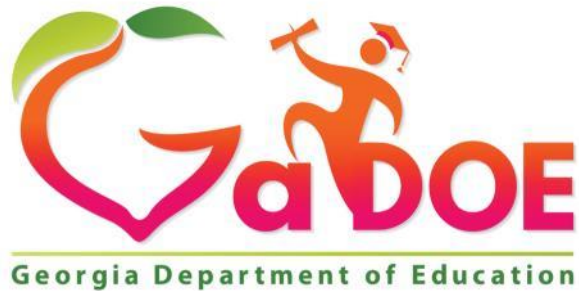


**Ken Banter**
Title I, Part A Senior Program Manager
Georgia Department of Education



**Jackson Alley**
Data Analyst
Georgia  Professional Standards Commission

# GaDOE PQ/In-Field Support



GaDOE > Offices & Divisions > School Improvement/ Federal Programs > Resources

*"Professional Qualifications and Related Reporting Requirements"*

# GaDOE PQ/In-Field Support

ESSA PQ & IN-FIELD
IMPLEMENTATION GUIDE

THE GEORGIA DEPARTMENT OF EDUCATION
IMPLEMENTATION GUIDELINES FOR PROFESSIONAL
QUALIFICATIONS AND ESSA IN-FIELD REPORTING

January 2020

The PQ/ In-Field Implementation Guide is an authoritative document that guides local education agencies (LEAs) in their efforts to implement federal, state and local requirements related to professional qualifications and in-field reporting in Georgia. This document is a living document that is updated as guidance becomes available. The most current version is always available on the GaDOE website.

# Reminders

- Today's focus is on In-Field and NOT Professional Qualifications
  - We will have another In-Field webinar **May 21st 9:30 AM** – Save the Date!
- Spring Data Collections Submission Final Date for CPI and Student Class is March 26, 2020
  - Calendar is on Data Collections Webpage
- Reach out for technical assistance before second submission

# Reminders

- Current In-Field reflects:
  - The most recent official data collections submission for CPI
  - The most recent official data collections submission for Student Class
  - The most recent official data collections submission with GAA Flag for Student Record
  - Daily certification records (including GACE assessments)
  - Daily verification of program enrollment (GaTAPP)

- Final In-Field Reports will come from summer collections and final certification records as of June 30.

- Updates to CPI and Student Class will NOT appear until the next official collection is merged in the portal. Updates to certification will appear overnight.

# Provisioning Users

- If you are the Account Manager, you can provision users on www.gapsc.org

- Contact your Account Manager within your District if you do not have an account for www.gapsc.org

- Levels and roles same as prior year
    - Building-level
    - System-level

# Accessing the In-Field Portal

## Georgia Professional Standards Commission
*Protecting Georgia's Higher Standard of Learning*

**Welcome,**

| Quick Lookup | SSN | | Certification ID | | | Go |
|---|---|---|---|---|---|---|

### *Attention: Please note the new HR line hours below.

**To contact the GaPSC, please call:**

- 404-334-6462 – (inside the metro Atlanta area)
- 800-390-6698 – (outside the metro Atlanta area)

These numbers are available every weekday from 12:30 pm – 4:30 pm, excluding Tuesday's and holidays. The HR line will be closed every Tuesday through fall CPI so staff can focus on case processing.

**NOTE:**

Voicemail is available during the HR line hours listed above. If the HR Specialists are assisting other HR line callers, your call will be returned in the order in which it was received. You can also contact the Certification Helpdesk by emailing us at certhelp@gapsc.com.

**Please remember not to share these numbers or email with the general public.**

| CAPSLOOKUP | HIQ | In-field | In-field 2020 |
|---|---|---|---|
| Employer Surveys | DataBank | | |

### Message Center

If you need assistance...

### Resources

Certification Resources

Certification Training Library

PRS-II Screen Shots - 6/14/17

Site Visitor Training

EPP Quick Reference Guide - Certification

Candidate Quick Reference Guide

Program Approval FAQs

### Downloads

Certification Applications and Forms

Pre-Service Certificate Application

License and Clearance Certificate Application

### Links

PSC Home Page

Georgia School Superintendents Association

Georgia Department of Education

# Accessing the In-Field Portal

# New Feature – Content/Services Status with Educator Search

**Find an educator**

| SSN | ____ | **OR** Certificate Number | ____ | Search Educator |

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| First name | ____ | Last name | ____ | Search By Names |
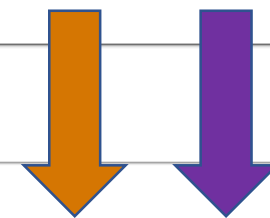
**Search Results**

| SSN | Cert ID | Name | Course | System | School | Content Status | Services Status | Overall Status |
|-----|---------|------|--------|--------|--------|----------------|-----------------|----------------|
| | 653715 | | 27.02200 Mathematics/Grade 7 | | | In-field | Out-of-Field | Out-of-field |
| | 653715 | | 27.02200 Mathematics/Grade 7 | | | In-field | | In-field |
| | 653715 | | 35.01800 Study Skills 7 | | | In-field | | In-field |
| | 653715 | | 45.00800 Social Studies/Grade 7 | | | In-field | Out-of-Field | Out-of-field |

# Accessing the In-Field Portal

# Accessing the In-Field Portal

**In-field System**

**Documentation**

ESSA In-Field Updates for FY19
For further assistance email: infield@gapsc.com

**Find an educator**

SSN [            ] **OR** Certificate Number [            ]    [ Search Educator ]

First name [            ]    Last name [            ]    [ Search By Names ]

**Select Records**

**Academic Year & Data Cycle**          **System**
[ 2020-1 ∨ ]                             [ -- Select one system -- ∨ ]

**School Buildings**                     **Type**
[ All Schools ∨ ]                        [ Teachers ∨ ]

**Content Status**                       **Services Status**            New Field
[ Subject to In-field rules ∨ ]          [ Subject to In-field rules ∨ ]

[ Search ]  [ System Report ]            [ Building Report ]

In-field
Out-of-field
Subject to In-field rules
Not Subject to In-field rules
All

# Accessing the In-Field Portal

**In-field System**

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**Find an educator**

SSN [          ] **OR** Certificate Number [          ]  [ Search Educator ]

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**Select Records**

**Academic Year & Data Cycle**          **System**
[ 2020-1 ∨ ]                             [ -- Select one system -- ∨ ]
**School Buildings**                     **Type**
[ All Schools ∨ ]                        [ Teachers ∨ ]
**Content Status**                       **Services Status**
[ Subject to In-field rules ∨ ]          [ Subject to In-field rules ∨ ]

[ Search ]  [ System Report ]  ←→  [ Building Report ]

# The In-Field Portal – System Report

| | Percent Out-of-field Courses | Percent Out-of-field CTAE/JROTC Courses | Percent Out-of-field ELA Courses | Percent Out-of-field Fine Arts Courses | Percent Out-of-field Foreign Language Courses | Percent Out-of-field Math Courses | Percent Out-of-field PE/Health Courses | Percent Out-of-field Pre-Kindergarten Courses | Percent Out-of-field Science Courses | Percent Out-of-field Social Science Courses | Percent Out Of Field Paraprofessional Courses |
|---|---|---|---|---|---|---|---|---|---|---|---|
| System Wide | 13.7% | 8.2% | 27.5% | 17.4% | 0% | 7.7% | 4.3% | 0% | 19.5% | 12.6% | 0% |
| XXX County High School | 13% | 13.3% | 20.4% | 32% | 0% | 8.1% | 7.1% | 0% | 11.5% | 7.4% | 0% |
| XXX County Elementary School | 13.3% | 0% | 33.3% | 0% | 0% | 11.1% | 0% | 0% | 4.8% | 4.5% | 0% |
| XXX County Middle School | 18.6% | 5.3% | 37.5% | 0% | 0% | 12.5% | 5.9% | 0% | 30% | 37.5% | 0% |
| XXX County Primary School | 19.4% | 3.7% | 56% | 0% | 0% | 6.1% | 0% | 0% | 44.4% | 0% | 0% |
| XXX Elementary School | 7.1% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 15.8% | 5.3% | 0% |
| XXX Elementary School | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% |

# The In-Field Portal

✓ In-field by certification   ✔ In-field by waiver   ✓ In-field by GACE   ✗ Not In-field   CC No Clearance Certificate   REV Certificate Revoked   ✗ Content OK needs SpEd   ✗ Content OK needs Gifted   ✗ Content OK needs ESOL   **4** IN4 req not met Pri Tchr   **4** IN4 req not met Add'l Tchr   **?** Course not in CAPS   n/a In-field not applicable   * Indicates status is disputed

| Printable View | | These functions coming soon |
| Data View | | |

| SSN | Cert ID | Name | School | Course Number | Grade(s) | Students | Content Status | Services Status | Overall Status |
|---|---|---|---|---|---|---|---|---|---|
| | | | | 23.00300 Language Arts/Grade 2 | 2 | 23 | In-field | Out-of-Field | |
| | | | | 41.01500 Science/Grade 4 | 4 | 42 | In-field | Out-of-Field | |
| | | | | 45.00500 Social Studies/Grade 4 | 4 | 40 | In-field | Out-of-Field | |

- **Printable View** – prints all rows on all pages of the list.
- **Data View** – generates a file from all rows on all pages of the list.

**Select Records**

| Academic Year & Data Cycle | System |
|---|---|
| 2020-1 ▾ | ▾ |
| **School Buildings** | **Type** |
| All Schools ▾ | Teachers ▾ |
| **Content Status** ◀━ | **Services Status** ◀━ |
| Subject to In-field rules ▾ | Subject to In-field rules ▾ |

Search | System Report | Building Report

✓ In-field by certification | ✓ In-field by waiver | ✓ In-field by GACE | ✗ Not In-field | CC No Clearance Certificate | REV Certificate Revoked | ✗ Content OK needs SpEd | ✗ Content OK needs Gifted | ✗ Content OK needs ESOL | **4** IN4 req not met Pri Tchr | **4** IN4 req not met Add'l Tchr | **?** Course not in CAPS | **n/a** In-field not applicable | * Indicates status is disputed

Printable View

Data View

| SSN ⬙ | Cert ID | Name ⬙ | School | Course Number | Grade(s) | Students | Content Status | Services Status | Overall Status |
|---|---|---|---|---|---|---|---|---|---|
| | 652925 | Boatright, Erika | | 55.00400 ESOL/Grade 3 | 3 | 9 | In-field | Out-of-Field | Out-of-field |
| | 263047 | Boatright, Sheila | | 23.01300 Language Arts/Grade 8 | 8 | 75 | Out-of-field | In-Field | Out-of-field |

**Click SSN or enter Cert ID for Details on Content and Service Status**
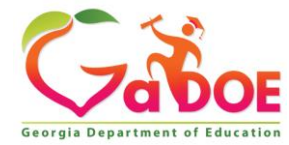
**Name:**

**Academic year:** 2020 **Data cycle:** 1

✓ In-field by certification  ✓ In-field by waiver  ✓ In-field by GACE  ✗ Not In-field  CC No Clearance Certificate  REV Certificate Revoked  ✗ Content OK needs SpEd  ✗ Content OK needs Gifted  ✗ Content OK needs ESOL  **4** IN4 req not met Pri Tchr  **4** IN4 req not met Add'l Tchr  **?** Course not in CAPS  **n/a** In-field not applicable  ✱ Indicates status is disputed

**In-field Status Information**

Content Status: In-field ✓

Services Status: In-Field

Overall Status: In-field

System:

School:

Course: 27.02100 Mathematics/Grade 6

Grade(s): 6

Class size: 53

SpEd: 15 ✓    EIP: 0  n/a  ESOL: 0  n/a  Gifted: 0  n/a  AP: 0  n/a  IB: 0  n/a  GAA: 0  n/a

Disputation Reason: -- Select a reason -- ⌄  Log Dispute

✱ indicates that a reason cannot be used at this time.

> Flag indicates In-field status

> All courses appear as '.0'

> EIP, AP, IB # – New for 2020

> # of students w SpEd flag

**Additional Teachers**

| Name | CertID | SpEd General | SpEd Adapted | Gifted | ESOL |
|------|--------|--------------|--------------|--------|------|
|  |  | Yes | No | No | No |

> Additional Teacher Listed with Service

**Content Certificate Fields/Endorsements Needed**

The educator could meet content In-field requirements for the following courses if he/she holds appropriate certification in any fields or endorsements appropriate for the course.

Field/Endorsement

> **Click SSN/ Cert ID for Details**

**Certificates Held**

The educator holds certification in the following fields (expired fields are displayed as ~~strikethrough~~ - if all fields are expired, the certificate is expired):

| Type | Field Description | First Issue Date | Current Issue Date | Begin Valid Date | End Valid Date |
|------|-------------------|------------------|--------------------|------------------|----------------|
| C | CLEARANCE CERTIFICATE [FLD694] | 2017-06-06 | 2017-06-06 | 2017-07-01 | 2022-06-30 |
| SRT | ELEMENTARY EDUCATION (P-5) [FLD808] | 2002-06-05 | 2017-06-06 | 2017-07-01 | 2022-06-30 |
| SRT | MIDDLE GRADES (4-8) - MATH [FLD851] | 2012-07-16 | 2017-06-06 | 2017-07-01 | 2022-06-30 |
| SRT | READING ENDORSEMENT [FLD833] | 2013-12-09 | 2017-06-06 | 2017-07-01 | 2022-06-30 |
| SRT | SP ED GENERAL CURRICULUM (P-12) CONSULTATIVE [FLD798] | 2011-07-18 | 2017-06-06 | 2017-07-01 | 2022-06-30 |
| SRT | SP ED LANGUAGE ARTS COGNITIVE LEVEL (P-5) [FLD930] | 2012-04-18 | 2017-06-06 | 2017-07-01 | 2022-06-30 |
| SRT | SP ED MATH COGNITIVE LEVEL (P-5, 4-8) [FLD911] | 2012-07-16 | 2017-06-06 | 2017-07-01 | 2022-06-30 |
| SRT | SP ED READING COGNITIVE LEVEL (P-5) [FLD950] | 2012-04-18 | 2017-06-06 | 2017-07-01 | 2022-06-30 |
| SRT | SP ED SCIENCE COGNITIVE LEVEL (P-5) [FLD920] | 2012-04-18 | 2017-06-06 | 2017-07-01 | 2022-06-30 |
| SRT | SP ED SOCIAL SCIENCE COGNITIVE LEVEL (P-5) [FLD940] | 2012-04-18 | 2017-06-06 | 2017-07-01 | 2022-06-30 |

GaDOE
Georgia Department of Education
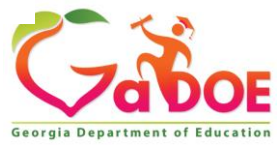
# The In-Field Portal

**Determining In-Field for Content by Certification**

1. Compare the course number for a teacher's entry in Student Class to course definitions in CAPS.

2. Does the teacher hold suitable certification in an appropriate field listed in CAPS for that course number?

**Determining In-Field for Service by Delivery Model and Certification**

1. Compare the Cert ID for a teacher to the Delivery Model.

2. Does the teacher hold suitable certification for the delivery model?

**Determining In-Field for Content, ESOL, or Gifted by Charter Waiver Code**

1. Compare the course number for a teacher's entry in Student Class to course definitions in CAPS.

2. Does the teacher have a waiver code in CPI for the subject code for that course number and each location?

**NOTE:** *Special Education Teachers must hold certification in a special education field*

# Updates

- Updates
  - In-field Portal User Interface
  - Infield & PQ Implementation Guide and Quick Guides– updated (02.06.20)

- Areas to Watch
  - New Delivery Models – Special Education and EIP
  - New CPI Report Assurance – AP and IB (Look for guidance from Data Collections on completing the CPI Report)
  - GAVS – use of correct teacher code (222-22-2222), student GTID and same course code

# Accessing Staff Reports

# Next Steps

- Check records NOW – don't wait
  - Work Internally First
    - Don't forget that In-Field is a snapshot of the most recent official collection – it will not show daily transmissions. If you have already fixed it – don't worry
    - Check employee credentials against assignment. If they don't have the credentials and you want the individual to have the credentials, work with GaPSC to make it happen. In-Field is a reporting requirement not a mandate.
    - Ensure reporting accurately reflects what is happening. Do not change reporting if it is accurate.
    - If a scenario seems to reflect the guidance and rules, but is still showing as 'out-of-field' contact professionalqualifications@doe.k12.ga.us

# Questions?  Who to Contact…

- If you have questions regarding CPI or Student Class, you should contact Data Collections
  - Sharon Armour 404-657-1064 [sarmour@doe.k12.ga.us](mailto:sarmour@doe.k12.ga.us) Data Collections Specialist (Student Class, Course Table Maintenance)
  - Katie Green 404-463-1946 [kagreen@doe.k12.ga.us](mailto:kagreen@doe.k12.ga.us) Data Collections Specialist (CPI, Free and Reduced Meal)
- If your LEA has questions about PQ/In-Field guidance contact GaDOE Program Staff or email [professionalqualifications@doe.k12.ga.us](mailto:professionalqualifications@doe.k12.ga.us)
- If your LEA has questions about In-Field portal on GaPSC.org- email [infield@gapsc.com](mailto:infield@gapsc.com) and copy [professionalqualifications@doe.k12.ga.us](mailto:professionalqualifications@doe.k12.ga.us)

# Next FY20 In-Field Updates Webinar

# Friday 2.21.20 at 2:00 PM