FY20 In-Field Webinar Part 2

02.21.20
Disclaimer

• The information in the presentation is the most current information available on In-field Reporting as of 02.21.20. 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
GaDOE PQ/In-Field Support

Professional Qualifications & ESSA In-Field Reporting

Under the reauthorization of the Elementary and Secondary Education Act of 1965 as the Every Student Succeeds Act (ESSA) of 2015, Highly Qualified (HQ) is no longer required or reported to the United States Department of Education (USDE). Instead, ESSA, under Title I, Part A, says that state education agencies (SEAs) and local education agencies (LEAs) must ensure teachers meet applicable state certification requirements. In Georgia, under the Official Code of Georgia Annotated (O.C.G.A.), state certification requirements are established by the Georgia Professional Standards Commission (GaPSC). However, Georgia law also allows LEAs to waive certification requirements in Title 20 if the LEA has an approved Charter or Strategic Waiver Application. LEAs that waive state certification must establish professional qualifications (PQ) for their teachers and report the requirements in their annual ESSA application - the Consolidated LEA Improvement Plan (CLIP). In Georgia, professional qualification requirements apply to all teachers in all local education agencies.

In addition, ESSA requires SEAs to report information on the qualifications of teachers including out-of-field. In Georgia, this is done at the close of each school year and is based on data submitted by LEAs (CP, Teacher Course, Student Record) as cross-referenced with GaPSC certification records. In Georgia, out-of-field is determined using the GaPSC in-field requirements as listed in the Certification/Curriculum Assignment Policies System (CAPS). If certification is waived, teachers may meet in-field requirements using equivalent qualifications (degree, coursework, or content area assessment).

For more detailed information about professional qualifications and reporting requirements, please use the resources below.

“Professional Qualifications and Related Reporting Requirements”
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:
  • October - Official Signed-Off Data Collections submission for CPI
  • October - Official Signed-Off Data Collections submission for Student Class
  • October - The most recent official data collections submission with GAA Flag for Student Record Daily certification records
  • December – GAVS Teacher, Student, Course Data
  • Daily – GaPSC verification of program enrollment (GaTAPP)
  • Daily – GaPSC Certification Records (including GACE Assessments)
Reminders

• Final Records
  • Spring CPI,
  • Summer Student Class and Student Record,
  • Summer GAVS Records
  • June 30 GaPSC Certification Records and GaTAPP Enrollment

• Updates to In-Field
  • May - CPI, Student Class, Student Record and GAVS will NOT appear until the next official collection is merged in the portal.
  • Daily - Updates to certification and GaTAPP enrollment will appear overnight.
Accessing the In-Field Portal

*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 cealthelp@gapsc.com.

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

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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

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

Find an educator
SSN OR Certificate Number

First name Last name

Search Educator
Search By Names

Select Records

<table>
<thead>
<tr>
<th>Academic Year &amp; Data Cycle</th>
<th>System</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020-1</td>
<td>-- Select one system --</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>School Buildings</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Schools</td>
<td>Teachers</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Content Status</th>
<th>Services Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject to In-field rules</td>
<td>Subject to In-field rules</td>
</tr>
</tbody>
</table>

Search System Report Building Report

Locate an educator directly without looking through the list.
New Feature – Content/Services Status with Educator Search

<table>
<thead>
<tr>
<th>SSN</th>
<th>Cert ID</th>
<th>Name</th>
<th>Course</th>
<th>System</th>
<th>School</th>
<th>Content Status</th>
<th>Services Status</th>
<th>Overall Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>27.02200</td>
<td></td>
<td>Mathematics/Grade 7</td>
<td></td>
<td></td>
<td>In-field</td>
<td>Out-of-field</td>
<td>Out-of-field</td>
</tr>
<tr>
<td></td>
<td>27.02200</td>
<td></td>
<td>Mathematics/Grade 7</td>
<td></td>
<td></td>
<td>In-field</td>
<td>Not applicable</td>
<td>In-field</td>
</tr>
<tr>
<td></td>
<td>35.01800</td>
<td>Study Skills 7</td>
<td></td>
<td></td>
<td></td>
<td>In-field</td>
<td>Not applicable</td>
<td>In-field</td>
</tr>
<tr>
<td></td>
<td>45.00800</td>
<td>Social Studies/Grade 7</td>
<td></td>
<td></td>
<td></td>
<td>In-field</td>
<td>Out-of-field</td>
<td>Out-of-field</td>
</tr>
</tbody>
</table>
New Feature – Content/Services Status with Educator Search

Service = Special Education, EIP, Gifted, and ESOL

What happens when a service teacher does not hold in-field credentials? The primary teacher, as teacher of record, will show out-of-field for service. Once the additional teacher has in-field credentials, the primary teacher will show as in-field for service. Service teachers are not listed in the search results unless they are the teacher of record.
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
2020-1

School Buildings
All Schools

Content Status
Subject to In-field rules

Search System Report Building Report
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

<table>
<thead>
<tr>
<th>Academic Year &amp; Data Cycle</th>
<th>System</th>
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</thead>
<tbody>
<tr>
<td>2020-1</td>
<td>-- Select one system --</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>School Buildings</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Schools</td>
<td>Teachers</td>
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</tbody>
</table>

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<thead>
<tr>
<th>Content Status</th>
<th>Services Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject to In-field rules</td>
<td>Subject to In-field rules</td>
</tr>
</tbody>
</table>

Search System Report

Building Report

New Field

In-field
Out-of-field
Subject to In-field rules
Not Subject to In-field rules
All
### The In-Field Portal

#### Select Records

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

#### Options

- **Printable View**
- **Data View**

#### Table

<table>
<thead>
<tr>
<th>SSN</th>
<th>Cert ID</th>
<th>Name</th>
<th>School</th>
<th>Course Number</th>
<th>Grade(s)</th>
<th>Students</th>
<th>Content Status</th>
<th>Services Status</th>
<th>Overall Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>123456789</td>
<td>98765</td>
<td>Joe Bob</td>
<td>Ray Charles Middle School</td>
<td>11.01900 Advanced Placement Computer Science Principles</td>
<td>9-12</td>
<td>19</td>
<td>Out-of-field</td>
<td>In-Field</td>
<td>Out-of-field</td>
</tr>
<tr>
<td>232232232</td>
<td>567756</td>
<td>Suzy Q</td>
<td>Erskine Caldwell Elementary School</td>
<td>27.09740 GSE Pre-Calculus</td>
<td>11</td>
<td>14</td>
<td>In-field</td>
<td>In-Field</td>
<td>In-field</td>
</tr>
<tr>
<td>446962834</td>
<td>77826</td>
<td>Marshall Mathers</td>
<td>James Bowie High School</td>
<td>27.02200 Mathematics/Grade 7</td>
<td>7</td>
<td>55</td>
<td>In-field</td>
<td>In-Field</td>
<td>In-field</td>
</tr>
<tr>
<td>987654321</td>
<td>8865310</td>
<td>Conrad Aiken</td>
<td>Ty Cobb Academy</td>
<td>23.01100 Language Arts/Grade 6</td>
<td>6</td>
<td>1</td>
<td>In-field</td>
<td>Out-of-Field</td>
<td>Out-of-field</td>
</tr>
</tbody>
</table>

- **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.
Click SSN or enter Cert ID for Details on Content and Service Status
2020 In-Field Portal Updates since 2-14-20

1. Special Education Delivery Model 1 is only In-Field applicable when Inclusion Code is 8
2. Additional teachers with charter waivers 101, 102 or 103 in CPI with job code 131, 132 or 133 are in field for EIP services
3. Additional teachers with charter waivers 101, 102 or 103 in CPI with job code 144 are in field for ESOL services
4. Additional teachers with charter waivers 101, 102 or 103 in CPI with job code 146, 147, or 148 are in field for Gifted services
5. Web site now has “In-Field by Waiver” under the Content status for your monitoring
Reminder #1 – In-Field Format

Individual students receiving more than one service may appear in multiple categories. If earning FTE, teachers must be scheduled in such a way that honors the service plan established for the student.
The full Student Class Delivery Models spreadsheet also has the information summarized below.

NOTE: Primary Teacher = COURSE TEACHER CODE.
## ESOL DELIVERY MODELS

<table>
<thead>
<tr>
<th>Delivery Model</th>
<th>Student Class - Primary Teacher</th>
<th>Student Class - Additional Teacher</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) Pull-Out</td>
<td>Content</td>
<td>ESOL Certification OR Endorsement</td>
</tr>
<tr>
<td>(2) Push-In</td>
<td>Content</td>
<td>ESOL Certification OR Endorsement</td>
</tr>
<tr>
<td>(4) Resource Center/Lab</td>
<td>ESOL Certification OR Endorsement</td>
<td>N/A</td>
</tr>
<tr>
<td>(5) Scheduled Class</td>
<td>ESOL Certification OR Endorsement</td>
<td>N/A</td>
</tr>
<tr>
<td>(A) Scheduled Class NP</td>
<td>ESOL Certification OR Endorsement</td>
<td>N/A</td>
</tr>
<tr>
<td>(6) Innovative Delivery</td>
<td>Content AND Or ESOL Cert./ End.</td>
<td>Content AND Or ESOL Cert./ End.</td>
</tr>
<tr>
<td>(8) Sheltered Content</td>
<td>Content AND ESOL Certification OR Endorsement</td>
<td>N/A</td>
</tr>
<tr>
<td>(B) Sheltered Content NP</td>
<td>Content AND ESOL Certification OR Endorsement</td>
<td>N/A</td>
</tr>
<tr>
<td>(9) Dual Language Immersion</td>
<td>Content AND ESOL Certification OR Endorsement</td>
<td>N/A</td>
</tr>
</tbody>
</table>
## EIP DELIVERY MODELS

<table>
<thead>
<tr>
<th>Delivery Model</th>
<th>Student Class - Primary Teacher</th>
<th>Student Class - Additional Teacher</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) Augmented</td>
<td>Content</td>
<td>Content</td>
</tr>
<tr>
<td>(2) Self-Contained</td>
<td>Content</td>
<td>N/A</td>
</tr>
<tr>
<td>(3) Pull-Out</td>
<td>Content</td>
<td>Content</td>
</tr>
<tr>
<td>(4) Reduced Class</td>
<td>Content</td>
<td>N/A</td>
</tr>
<tr>
<td>(5) Reading Recovery</td>
<td>Content</td>
<td>Content</td>
</tr>
<tr>
<td>(6) Innovative Model</td>
<td>Content</td>
<td>Varies by Model</td>
</tr>
</tbody>
</table>
## Gifted Delivery Models

<table>
<thead>
<tr>
<th>Delivery Model</th>
<th>Student Class - Primary Teacher</th>
<th>Student Class - Additional Teacher</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) Resource Class</td>
<td>Content AND Gifted Certification OR Endorsement</td>
<td>N/A</td>
</tr>
<tr>
<td>(2) Advanced Content (Not AP/IB)</td>
<td>Content AND Gifted Certification OR Endorsement</td>
<td>N/A</td>
</tr>
<tr>
<td>(3) Cluster Grouping</td>
<td>Content AND Gifted Certification OR Endorsement</td>
<td>N/A</td>
</tr>
<tr>
<td>(4) Collaborative</td>
<td>Content</td>
<td>Gifted Certification OR Endorsement</td>
</tr>
<tr>
<td>(5) Internship/Mentorship</td>
<td>Content (at Grade Level) AND Gifted Certification OR Endorsement</td>
<td>N/A</td>
</tr>
<tr>
<td>(7) Innovative Delivery</td>
<td>Content And/Or Gifted Cert./End.</td>
<td>Content And/Or Gifted Cert./End.</td>
</tr>
<tr>
<td>(8) Advanced Placement (AP)</td>
<td>Content AND Gifted Cert./End. OR Content AND AP Training + 10 Hr PD</td>
<td>N/A</td>
</tr>
<tr>
<td>(9) International Baccalaureate (IB)</td>
<td>Content AND Gifted Cert./End. OR Content AND IB Training + 10 Hr PD</td>
<td>N/A</td>
</tr>
</tbody>
</table>
# SPECIAL EDUCATION DELIVERY MODELS

<table>
<thead>
<tr>
<th>Delivery Model</th>
<th>Student Class - Primary Teacher</th>
<th>Student Class - Additional Teacher</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) Additional Supportive Service to SWD Student</td>
<td>Content</td>
<td>Any Cert/CHW (Inclusion Code 8 only)</td>
</tr>
<tr>
<td>(2) Additional Supportive Service to the Teacher</td>
<td>Content</td>
<td>N/A</td>
</tr>
<tr>
<td>(3) Direct Service: Consultative</td>
<td>Content</td>
<td>Special Education Certification (Inclusion Code 9)</td>
</tr>
<tr>
<td>(4) Direct Service: Collaborative</td>
<td>Content</td>
<td>Special Education Certification (Inclusion Code 9)</td>
</tr>
<tr>
<td>(5) Direct Service: Co-Teaching</td>
<td>Content</td>
<td>Special Education Certification (Inclusion Code 9)</td>
</tr>
<tr>
<td>(6) Specialized Placement/Individual or Small Group</td>
<td>Content AND Special Education Certification</td>
<td>N/A</td>
</tr>
<tr>
<td>(7) Specialized Placement/Individual or Small Group</td>
<td>Content</td>
<td>Special Education Certification</td>
</tr>
</tbody>
</table>

Updated
What does this Course tell us?

In this course of 66
- 1 student is coded in Student Class with a SpEd Delivery Model with no GAA Flag
- 11 students are coded in Student Class with an EIP Delivery Model
- 2 students are coded in Student Class with an ESOL Delivery Model
- 52 students are coded in Student Class as regular students [No service Delivery Models in Gifted, AP, IB, or GAA]
Reminder #2 - FERPA

• Do not email SSNs to GaDOE or GaPSC – if you have technical assistance question, all we need for look-up is a certificate ID
Reminder #3 - GAA

• GAA Flag – is current year

• SBOE Rule asks IEP teams to discuss testing annually. While a student’s IEP is not required to reflect GAA in non-tested years, it is possible to annually report in the Data Collections submission of Student Class K-12 students who are eligible for alternative testing (GAA) in accordance with the student’s IEP.

• Reach out to Linda Castellanos if you have questions regarding this.
Reminder #4 - Prioritize

- CPI is due March 26
- Check Data Collections for details on submission requirements
- March CPI is the last chance to make updates to Charter Waiver Codes and AP/IB Reports
Reminder #5 – Research Alignment

• Certification/Curriculum Assignment Policies System is on GaPSC’s website
  • Main Page>Quick Links>CAPS

• This shows the certificates that are in-field for courses. Special Education certification appears in many courses but may also require content. Check certification rules if you are unsure.

• Questions about alignment should be directed to the LEA’s HR department and their designated GaPSC contact.
Reminder #6 – GAVS

• LEAs reporting GAVS teachers should use the teacher identifier 222-22-2222. In-Field uses this teacher code exclusively to ‘look-up’ GAVS records to determine the actual teacher.

• In-Field also references GTID and course codes to ensure the correct teacher is reported.

• If you experience data discrepancies review Student Class and contact GAVS.
Reminder #7 – Updates Since Friday

• Update 1
  • Some certificates that did not require GACE assessments were appearing as out-of-field, primarily in non-core fields, – this has been fixed.

• Update 2
  • While all data for Special Education students, including GAA were behind the scenes in the In-Field Portal, the dashboard did not display the GAA count. This has been fixed.
Reminder #8 – Charter Waiver Codes

• CHW and Content
  • The In-Field Portal matches the Course Number in Student Class with the Subject Code in CPI to apply the Charter Waiver Code (CHW) asserted in CPI.

• CHW and Service
  • Charter Waiver Codes are allowable for ESOL, EIP, and Gifted, however, they are not currently reflected in the data. GaDOE and GaPSC are working behind the scenes to address this. Communication will go out to all stakeholders once a determination is made. No action is required at this time.
Reminder #9 – CPI Data Collection
Update New process

CPI Coordinators are required to verify that the **Advanced Placement Teachers** and **International Baccalaureate Teachers** have completed 10-hours of professional development.

- Please work with your CPI Coordinator to ensure verifications are complete and accurate

- Last opportunity to report this data for the current school year is the March CPI Data Collection which ends **March 26, 2020**.

- Please ask your CPI Coordinator for a copy of the **CP047 Licensed or Professional Development Report** to view before the deadline.
Accessing Staff Reports

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

To contact the GaPSC, please call:

- 404-338-6650 - (inside the metro Atlanta area)
- 800-352-6658 - (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@gapsa.com.

Please remember not to share these numbers or email with the general public.
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? Whom 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
    Data Collections Specialist (Student Class, Course Table Maintenance)
  • Katie Green 404-463-1946 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

• If your LEA has questions about In-Field portal on GaPSC.org- email infield@gapsc.com and copy
  professionalqualifications@doe.k12.ga.us
Questions? Whom to Contact…

- CAPS – Contact HR to contact GaPSC
- Certification – Contact HR to contact GaPSC
- Charter and Strategic Waiver – Allen Mueller, Director, Flexibility & Charter Schools / amueller@doe.k12.ga.us
- EIP - Anisha Donald, EIP Program Specialist / a donald@doe.k12.ga.us
- ESOL - Dr. Margaret Baker, Program Manager, ESOL and Title III, Part A Language Programs / mbaker@doe.k12.ga.us
- Gifted - Gail Humble, Program Manager, College Readiness and Talent Development / ghumble@doe.k12.ga.us
- Special Education – Linda Castellanos, Program Manager for GO-IEP / lcastellanos@doe.k12.ga.us
- TKES/LKES – Melinda Moe, Program Manager, Leader Support / mmoe@doe.k12.ga.us
Questions from the webinar

• Where can I view the webinar recording?
  • The webinar recording will be available on the professional qualifications web page https://www.gadoe.org/School-Improvement/Teacher-and-Leader-Effectiveness/Pages/Professional-Qualifications-(PQ).aspx

• Why was there a red X next to the ESOL information (slides 18 and 24)?
  • The red X indicates out-of-field so for that course the two ESOL students were coded in Student Class as receiving ESOL services, but an additional teacher with ESOL credentials was not listed to provide those services.
Questions from the webinar

• I can only see the FY19 in-field portal
  • There are two buttons in the portal one is for the FY19 and before data and one is for FY20. Click on the button to see this years data.

• A teacher in a parasupport classroom would show as out-of-field for service; is that correct?
  • Not necessarily. If the delivery model for the SPED student is coded as a 1 in Student Class and the inclusion model is a 4 then the portal knows not to look for an additional teacher providing services and the class would be in-field for services.
Next FY20 In-Field Updates Webinar

Thursday 5.21.20 at 9:30 AM