Data Certification for 2017-2018 Performance Profiles
Process for Lead Agencies, program leaders, and site directors
Objective of this session is to help early childhood leaders prepare for the data certification process taking place August 2018.

- Overview of roles and responsibilities
- Overview of Performance Profiles
- Overview of Data Certification for Informational Metrics
  - Review of the LDR system and process for completing data certification
  - Updates to data certification in 2018
- Data Certification Timeline
- Questions and Answers
## Roles and Responsibilities for Data Certification

The Department, Lead Agencies, and sites will work together to ensure all data is certified in the Louisiana Data Review system.

### Before Data Certification (Fall and Spring)

- **Teachers and site-level admins** input site and classroom level informational metrics into TS GOLD
- **The State** reflects to Lead Agencies what is reported in TS GOLD after each checkpoint
- **Lead Agencies** work with sites to ensure data is as accurate and complete as possible

### Right Before Data Certification (June)

- **The State** will upload all site and classroom level informational metric data into data certification after final checkpoint
- **Lead Agencies** will receive final data in their FTP and will begin collecting corrections

### During Data Certification (August)

- **Sites** will work with Lead Agencies to confirm or revise informational metrics data
- **Lead Agencies** will make all corrections and upload all necessary documentation into the LDR system
- **The State** will begin responding to each record and will provide ongoing support to Lead Agencies

### After Data Certification (September)

- **The State** will respond to and finalize all records in the LDR system
- **Lead Agencies** will provide additional information or documentation upon State request and if necessary
Overview of Performance Profiles
Louisiana Vision for Kindergarten Readiness

Over the past five years, Louisiana has worked to unify the early childhood system – birth to pre-K – to prepare all children for kindergarten.

Shared high standards for what children should learn and what excellent teaching looks like.

Teachers are excellent at interacting with children and guiding learning.

Expectations for health, safety, and learning are consistent with adequate funding levels for programs that serve children well.

Families can easily enroll and choose the best option for their children.

In 2016-2017, Louisiana completed the first full year of actual implementation, which resulted in Performance Profiles published on School and Center Finder in fall 2017.
Overview of Performance Profiles

Purpose

Performance Profiles provide information about the quality of publicly-funded sites to families to inform choice and to communities to guide improvement.

In 2015, Louisiana launched a unified rating system to:
• Measure core elements needed for positive child outcomes;
• Provide a clear and focused path to improvement; and
• Give families an easy way to compare choices in their community.

Louisiana’s unified rating system has two components, featured on Performance Profiles:
1. Ratings that relate to positive child outcomes
   • Adult-child interactions and instructions, as measured by CLASS™; and
2. Information on classroom best practices
   • E.g., using curriculum, assessing children for learning, credentialing of teachers

Incentives and consequences continue in 2017-2018 and beyond:
• Tax credits and bonuses have been revised to reward performance and improvement.
• Programs that fail to meet minimum standards for two years in any three year period may lose license or funding.
• Programs that have overall scores below 3.75 will participate in required improvement planning
Each site receives a performance rating that is based on CLASS™ observations. Data Certification does not impact a site’s performance rating.
Informational metrics data certified during Data Certification will appear at the bottom of each site’s 2017-2018 Performance Profile on School and Center Finder.
Overview of Data Certification
Overview of Data Certification

Purpose

Data Certification is a critical process that allows each site to ensure that self-reported informational metrics are accurately captured and reflected in their Performance Profile.

Through Data Certification, programs/sites must verify for each classroom in the site:

- Ages served by the site
- Number of children assessed in each classroom using GOLD™
- Pre-K or Infant/Toddler curriculum used in each classroom
- Highest degree earned for one lead teacher for each classroom
- Louisiana Certification for one lead teacher for each classroom (including Early Childhood Ancillary Certificate)

- Note: October 1 counts are used in this process but they are not certified in Data Certification. If you want to make changes to your October 1 counts, you have to make them directly to the October 1 count spreadsheet found in the lead agency FTP.
Lead agencies are responsible for working with programs to ensure any correction requests to self-reported information are submitted to the Department during August.

**Overview of Data Certification**

**Key Activities**

- **By July 30, 2018:** Lead Agencies will receive site-level Data Certification files in FTP.
- **By August 1, 2018:** Lead Agencies will receive access to Data Certification system.
- **The month of August:** Lead Agencies will work with sites to identify and collect any corrections.
- **By August 31, 2018:** Lead Agencies will submit all corrections in the LDR system.
Overview of Data Certification
Materials

Data Certification is used to verify all of the Informational Metrics on the Performance Profile. The Department will provide the necessary materials for verification.

Example Site Level File Columns

<table>
<thead>
<tr>
<th>Community Network</th>
<th>Site Code</th>
<th>Site Name</th>
<th>Infants served</th>
<th>1 year olds served</th>
<th>2 year olds served</th>
<th>3 year olds served</th>
<th>4 year olds served</th>
</tr>
</thead>
<tbody>
<tr>
<td>Geaux Network</td>
<td>ABC123</td>
<td>ABC Child Care</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Example Classroom Level File Columns

<table>
<thead>
<tr>
<th>Teacher Name</th>
<th># of Children Assessed</th>
<th>Ratio</th>
<th>Age Configuration of Classroom</th>
<th>Name of PreK Curriculum</th>
<th>Name of Infant/Toddler Curriculum</th>
<th>Teacher Degree</th>
<th>Teacher Certification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ms. Frizzle</td>
<td>20</td>
<td>3 Stars</td>
<td>PreK</td>
<td>Creative Curriculum</td>
<td></td>
<td>BA</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Only one data point for each metric should be reported for each classroom.
Overview of Data Certification
Louisiana Data Review System (LDR)

Each Lead Agency will have a log in ID and password to log into the system, www.ladatareview.net. Through the LDR System, lead agencies will be able to:

- Download and distribute site rosters (which are also provided via FTP)
- Request changes to site rosters
- Add documentation for changes if required
- Submit corrections to site information for the state to review
- Monitor state response to each correction request submitted – if the state has any questions or concerns about a submission, we will respond directly to the requested correction via the system
## Overview of Data Certification

### Possible Corrections at the Site Level

All information for the site should be accurate as of October 1, 2017.

<table>
<thead>
<tr>
<th>Metrics</th>
<th>Description</th>
<th>Data Gathered from</th>
<th>Possible Ratings</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Site Name</strong></td>
<td>Name of the site</td>
<td>Site Code</td>
<td></td>
</tr>
<tr>
<td><strong>Site Code</strong></td>
<td>Identification number for the site</td>
<td>Sponsor Site</td>
<td></td>
</tr>
<tr>
<td><strong>Community Network</strong></td>
<td>Name of the Community Network</td>
<td>October 1 Child Count</td>
<td></td>
</tr>
<tr>
<td><strong>Infants served</strong></td>
<td>Whether the site serves infants</td>
<td>October 1 Child Count</td>
<td>Yes or No</td>
</tr>
<tr>
<td><strong>1 year olds served</strong></td>
<td>Whether the site serves 1 year olds</td>
<td>October 1 Child Count</td>
<td>Yes or No</td>
</tr>
<tr>
<td><strong>2 year olds served</strong></td>
<td>Whether the site serves 2 year olds</td>
<td>October 1 Child Count</td>
<td>Yes or No</td>
</tr>
<tr>
<td><strong>3 year olds served</strong></td>
<td>Whether the site serves 3 year olds</td>
<td>October 1 Child Count</td>
<td>Yes or No</td>
</tr>
<tr>
<td><strong>4 year olds served</strong></td>
<td>Whether the site serves 4 year olds</td>
<td>October 1 Child Count</td>
<td>Yes or No</td>
</tr>
</tbody>
</table>
Overview of Data Certification
Possible Corrections at the Classroom Level

All information should be accurate as of October 1, 2017, except for curriculum, which should be accurate as of May 31, 2018. Assessment is from the May checkpoint.

<table>
<thead>
<tr>
<th>Classroom Information That Can Be Changed</th>
<th>Description</th>
<th>Gathered from</th>
<th>Possible Ratings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classroom Type</td>
<td>Age configuration of classroom</td>
<td>GOLD</td>
<td></td>
</tr>
<tr>
<td>Teacher Name</td>
<td>Name of the classroom teacher</td>
<td>GOLD</td>
<td></td>
</tr>
<tr>
<td># of Children Assessed</td>
<td># of children assessed within GOLD</td>
<td>GOLD</td>
<td>Number</td>
</tr>
<tr>
<td>Ratio</td>
<td>Is the classroom using ratios that support child development</td>
<td>GOLD</td>
<td>3,2,1 Star</td>
</tr>
<tr>
<td>Age Configuration</td>
<td>Age group of the children in the classroom</td>
<td>GOLD</td>
<td></td>
</tr>
<tr>
<td>Name of Curriculum</td>
<td>Name of curriculum used</td>
<td>GOLD</td>
<td>Name</td>
</tr>
<tr>
<td>Teacher Degree</td>
<td>Highest Degree the lead teacher has</td>
<td>GOLD</td>
<td>Degree Type</td>
</tr>
<tr>
<td>Teacher Certification (Includes Anc. Cert.)</td>
<td>Is the classroom lead teacher certified</td>
<td>GOLD</td>
<td>Yes or No</td>
</tr>
<tr>
<td>Teacher Certification #</td>
<td>The certification # for the lead teacher</td>
<td>GOLD</td>
<td></td>
</tr>
</tbody>
</table>

All information left blank in GOLD will be reported as ‘None’ or ‘No’ if not corrected in Data Certification.

Louisiana Believes
You will be provided log-in info by August 3, 2018.
# Early Childhood

## Community Network

2016-17 / Louisiana / 001 - Acadia

### Dashboard

#### Summary of Rosters

Click on the button to view additional details.

<table>
<thead>
<tr>
<th>Status</th>
<th>Site-level</th>
<th>Classroom-level</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Total Records in Roster -</td>
<td>25</td>
<td>68</td>
</tr>
<tr>
<td>- Not Submitted / Draft -</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>- Submitted / Pending Review -</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>- Submitted / Under Review -</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>- Closed -</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

### Announcements

[Go to Announcements]
Assurance Agreement

001 - Acadia
Assurance Agreement

My organization affirms the following:

- The revisions I am about to submit are an accurate reflection of my site for the 2016-2017 School Year and I understand this information may be audited at any time.
- I am aware that the Department will not offer Performance Profile corrections after the 2016-2017 Performance Profiles are published. There will not be an opportunity to make changes.
- I affirm the information I am about to submit was true on October 1, 2016 (children served, ratio, teacher degree, and teacher certification) and May 31, 2017 (curriculum).

Lead Agencies should have all sites sign these assurances.

Name: ____________________________

Work Title: ________________________

Date: 8/1/2017

I Accept
Navigate by Clicking Community Network at Top of Screen

Downloadable Roster Files provides excel versions of all information in the system.

Click Rosters to edit site and classroom level information
Site and Classroom Rosters

Click site-level roster to edit the site-level information.

Click classroom-level roster to edit the classroom-level information.
Site Level Rosters

Click view or double click on any site to edit the site level information.

Scroll across the screen to view additional site information.

Click export to excel to download file.

Click on the submit button once all sites have been reviewed.

Search by site code, name, or status.
Site code is not editable but site name is.

Use the drop down menus to change the information about children served.

Click on the save button once all information has been reviewed.

This year, we will not require info on IEP/IFSP at the site level.
Adding Documentation for Site Level Rosters

While you will still be able to use this feature to upload documents or add comments for site-level rosters, no documentation will be required for site-level rosters in 2018.

Click on the save button once all attachments are uploaded.
Classroom Level Rosters

Search by site name, teacher name, or status.

Click on the submit button once all classrooms have been reviewed.

Click view or double click on any classroom to edit the classroom level information.

Scroll across the screen to view additional information.
Editing Classroom Level Rosters

This year, the site code and site name will be editable.

Use the drop down menus to change the information about children served.

Flag for removal if classroom should be deleted

Changes to assessment requires documentation, unless you are changing it to ‘0’

Click on the save button once all information has been reviewed.
# Changes to the LDR System in 2018

We are working with the LDR vendor to make several changes to the system in 2018 that will streamline the experience for all users.

<table>
<thead>
<tr>
<th></th>
<th>Update in 2018</th>
<th>Comparison to 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>No IEP/IFSP reporting requirements at the site-level, because this is only reported on Performance Profiles at the Network level</td>
<td>In 2017, any change made to IEP/IFSP status at the site level required uploading document</td>
</tr>
<tr>
<td>2</td>
<td>Teacher certification # is required for all teachers with “Yes” response to question asking about certification</td>
<td>In 2017, teacher certification # was not required even if a teacher reported being certified</td>
</tr>
<tr>
<td>3</td>
<td>No documentation required if the # of students assessed is zero</td>
<td>In 2017, any updates to the # of students assessed, even if changed to zero, required documentation</td>
</tr>
<tr>
<td>4</td>
<td>Lead agencies can manually enter site code and site name if the existing one is incorrect</td>
<td>In 2017, users could not change the site code or site name</td>
</tr>
<tr>
<td>5</td>
<td>Age configuration of classroom (pre-K, toddler, mixed, or unknown) will be required</td>
<td>In 2017, the age configuration of the classroom was not required</td>
</tr>
<tr>
<td>6</td>
<td>All fields will be required and any fields without information will default to “none,” “no,” or “unknown” (e.g. curriculum left blank will default to “none,” while age configuration left blank will default to “unknown”)</td>
<td>In 2017, users could submit a record with many fields blank (curriculum, teacher name, degree, certification, classroom name)</td>
</tr>
</tbody>
</table>
# Common Mistakes in 2017-2018

Adjusting to the new system resulted in some common mistakes in 2016-2017 that we hope to avoid in 2017-2018.

<table>
<thead>
<tr>
<th>Common Mistake</th>
<th>Way to Avoid in 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Editing a classroom record for the incorrect site</td>
<td>For example, if you need to move a classroom record from one site to another, you must delete the record from the original site and create a new record in the correct site— you cannot transfer a classroom</td>
</tr>
<tr>
<td>2. Leaving informational metrics blank</td>
<td>In 2018, you will not be able to leave any of the fields blank; if nothing is entered for curriculum, for example, the system will default to “none”</td>
</tr>
<tr>
<td>3. Saving changes to a record without officially submitting it</td>
<td>Make sure that you click “Submit All Eligible Records for Review” after the save changes to a record</td>
</tr>
</tbody>
</table>
Data Certification Timeline
2018
## Timeline for Informational Metrics

**Lead Agencies and programs will need to work together to ensure the Data Certification process is as smooth as possible.**

<table>
<thead>
<tr>
<th>Timeline</th>
<th>Action Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/31/18</td>
<td>Department provides site roster files via the FTP to Lead Agencies</td>
</tr>
<tr>
<td>Week of 8/1/18</td>
<td>Lead Agencies provide site roster files to individual sites and communicate method to collect corrections</td>
</tr>
<tr>
<td>Week of 8/6/18</td>
<td>Department will email sites that are missing informational metrics with a reminder to complete Data Certification</td>
</tr>
<tr>
<td>Week of 8/27/18</td>
<td>Department will send reminder email to sites missing informational metrics to complete Data Certification</td>
</tr>
<tr>
<td>No later than 9/3/18</td>
<td>Lead Agencies must enter data certification changes into LDR — approval of corrections is rolling, so the sooner they are entered, the sooner the changes will be approved</td>
</tr>
<tr>
<td>9/14/18</td>
<td>Department will respond to all corrections with Approve, Deny, or Questions</td>
</tr>
</tbody>
</table>
Questions and Answers