Louisiana Teacher Preparation Quality Rating System
Data Verification Process User Guide

Introduction

In June 2017, the Louisiana Board of Elementary and Secondary Education (BESE) approved the Teacher Preparation Quality Rating System. The purpose of the Teacher Preparation Quality Rating System is to provide teacher preparation providers with meaningful information for improvement, identify programs of excellence and programs in need of improvement, and reward programs for meeting Louisiana's educator workforce needs.

In order to calculate the quality rating scores for the performance profiles, teacher preparation providers must verify that their program completer data are accurate. The Louisiana Data Review (LDR) system is a secure, online system that allows educator preparation providers to view and verify program completer data, making modifications to the data where necessary.

This guide is designed to provide users with instructions for using the Louisiana Data Review system. For more information about how to use the Louisiana Data Review system, please contact Robert Markle, Director of Program Approval, at robert.markle@la.gov.

Important: All teacher preparation providers must complete the data verification process by the closing date of February 14th, 2019 to ensure the data that will be used to calculate the performance profiles are accurate. The Department will use the program completer information that was previously uploaded in the system for any providers that do not submit updates to their data by the closing date. Providers cannot make changes to the data after the closing date of February 14th.

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General Information

How to Log in to the Louisiana Data Review (LDR) Secure Online Data Certification System

Log in to the Louisiana Data Review online system by following the steps below:

1. Using your web browser, visit the link at https://www.ladatareview.net/TeacherPrep/.
2. Type in the username and password you received via the email from the Department of Education.
3. Click the "Log In" button.

How to Change Your Name, Email Address, or Password

To modify your name, email address associated with your account, or change your password, click "My Profile" in the top right corner of the screen. On this page, you can change your profile information and password.

Using the Teacher Preparation Dashboard

The Teacher Preparation Dashboard is a useful way to see the status of all of your submissions on one page. Each time you log in to the Louisiana Data Review system, you will see your institution's name at the top of the page and the word "Dashboard."

The dashboard page displays a summary of how many program completer records are in the system, and easily allows you to determine how many records fall into each of the following categories:

1. **Not Submitted/Draft** - displays the number of records you have modified but have not yet submitted.
2. **Submitted/Pending Review** - displays the number of records you have modified and submitted, but have not yet been reviewed by the Department.
3. **Submitted/Under Review** - displays the number of records you have modified, submitted, and are currently under review by the Department.
4. **Closed** - displays the number of records you have submitted that have been reviewed by the Department, and have been either approved or rejected.

Clicking the ❯ button to the left of each status will allow you to see a further breakdown of these records into more nuanced categories for each status, as shown below:

Status	Completer Roster
- Total Records in Roster -	18
Submitted for Certification	1
New/Added	1
Flagged for Removal	1
- Not Submitted / Draft -	2
Eligible for Submission	1
Missing a Changed Value	0
Missing an Attachment	1
- Submitted / Pending Review -	1
Submitted / Pending Review	1
- Submitted / Under Review -	0
Under Review	0
Incomplete	0
- Closed -	0
Approved	0
Rejected	0

Below is a description of the sub-categories for each status listed above:

1. **Not Submitted/Draft**
   a. *Eligible for submission* - the number of records that you have modified or added to the roster that have all supporting documentation and are ready to be submitted.
   b. *Missing a changed value* - the number of records that have supporting documentation but no modification have been made to the correct fields. In order for these records to become eligible for submission, you must make a change to at least one field in the record (see *How to modify an existing completer's data* on page 8).
   c. *Missing an attachment* - the number of records you have modified or added that are missing supporting documentation. In order for these records to become eligible for submission, you must upload supporting documentation (see *How to modify an existing completer's data* on page 8).
2. **Submitted/Pending Review**
   a. *(No sub-categories for this status).*
3. **Submitted/Under Review**
   a. *Incomplete* - the number of records with insufficient documentation. In this case, the Department will send you a *response* to your record submission to let you know that additional documentation is needed before the record change can be approved.
4. **Closed**
   a. *Approved* - the number of records for which the modifications you made to the roster have been approved by the Department.

b. *Rejected* - the number of records for which the modifications you made to the roster have been rejected by the Department.

To download the data in this window into a Microsoft Excel file, click the "Export to Excel" button toward the top right of the data window.

Finally, the Dashboard page will also display any announcements from the Department in the box at the bottom of the screen. Clicking on the "Go to Announcements" button will allow you to see both unread and read announcements.

How to Complete the Data Verification Process

The data verification process involves five steps, which are outlined in detail this document. In brief, the steps are as follows:

- **Step 1: Review Program Completer Data**: Check whether the data in the Louisiana Data Review system is consistent with the data in your records.
- **Step 2: Modify or Add Program Completer data, as Needed** - if there are discrepancies between the data in the Louisiana Data Review system and the data in your records, modify the data in the online portal so that it is accurate.
- **Step 3: Submit Your Changes to the Department for Review** - after modifying the data, send the changes to the Department.
- **Step 4: The Department Reviews Your Submission and Asks for Additional Information if Needed** - The Department will review your data and may ask for additional information for certain changes to your roster.
- **Step 5: The Department Approves Your Submission and Uploads Your Final Roster** - the Department will approve your submission and will upload your final roster, complete with program completer effectiveness and employment data. Please download the final roster for your records and for your own use in program improvement efforts.

Step 1: Review Program Completer Data

1. *Accessing Program Completer Data*
    a. To access your institution's program completer data, hover your mouse over the "Program Provider" menu at the top left of the page. Go to "Rosters" and then click "Program Completer Roster."

b. The Program Completer Roster page displays all of your institution's program completers and the associated data for each completer (e.g., name, program type, certification area, etc.). You will use this page to determine whether details for each program completer are correct or incorrect, to make modifications to program completer records, and to add or remove program completers from the database.

2. **How to search and filter records**
   a. Search: At the top of the Program Completer Roster page, you can search for a specific program completer by name by using the search bar next to "Search by Name"
   b. FIlter: At the top of the Program Completer Roster page, you can also filter the roster records by:
      i. Submission ID (when you submit records to the Department for review, a submission ID number is created and linked to all records in that submission batch. Remember, you will submit multiple records at one time, so every record in that submission batch will have the same Submission ID).
      ii. Status: This option allows you to filter records according to the record's status, including records that have been added or modified but not submitted, records that are missing an attachment or a changed value, records that are under review, and records that have been accepted or rejected.

Step 2: Modify or Add Program Completer data, as Needed

1. ***How to modify an existing completer's data.***
   a. After logging in to the Louisiana Data Review system, hover your mouse over the "Program Provider" menu at the top left of the page. Go to "Rosters" and then click "Program Completer Roster."
   b. From the Program Completer Roster page, find the record you want to modify. Click "View."
   c. A window will appear that allows you to see the program completer's information. You can edit the completer's information by either typing into the relevant fields on this page or, if applicable, using the dropdown menus available for some fields. Also notice that the submission status of the record is displayed at the top of the window. This status will inform you whether the record has been submitted to the Department, whether it is currently under review by the Department, or whether you still need to submit additional information before it can be submitted.

   d. For certain changes to a program completer's record (see section *e* below), you will need to submit documentation verifying that the changes you have made are justified. You can do this by viewing a specific program completer's record and clicking on the "Description & Support Documents" tab toward the top right of the record window. **NOTE:** For every change you make to the data, you will need to add a **text description** about the changes you are submitting in the box provided. For the fields listed in section *e* below, you will also need to submit **documentation** justifying the change.

e. Adding descriptions and support documents.
    i. Any time you modify a program completer's data, you will need to provide a written description of the reason for the modification. To submit a description, click the "Description and Support Documents" tab. Use the text box provided write a description of the reason for the change you are making.
    ii. **If you are modifying any of the fields listed below, you will also need to provide supporting documentation verifying that the modification should be made. ***NOTE: For post-baccalaureate pathways, the residency site fields will not apply and therefore do not need to be filled in for post-baccalaureate completers.*****
        1. Pathway type (Undergraduate or Post-Baccalaureate)
            a. **Type of Documentation Required:** Program completion certificate/documentation showing the type of pathway completed
        2. Consent Form Received
            a. **Type of Documentation Required:** A copy of the program completer's signed consent form (NOTE: If you scanned the signed consent forms as one document, you may upload this document for each record).
        3. Certification/License Area Name

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      a. **Type of Documentation Required:** Program completion document showing certification area(s) OR application for certification showing certification area(s).

   4. Residency LEA Name

      a. **Type of Documentation Required:** Document from school or school system, on official letterhead and signed by an employee of the LEA, verifying that the program completer completed their residency at that site.

   5. Residency Site Name

      a. **Type of Documentation Required:** Document from school or school system, on official letterhead and signed by an employee of the LEA, verifying that the program completer completed their residency at that site.

  iii.   To submit documentation for changes you make to the fields listed above, click the "Description and Support Documents" tab. From here you can upload documents as needed.

  f. After you have modified the information in a record, be sure to click "Save" at the bottom of the page or your changes will not be saved.

  g. After saving your modifications to the record, you will be able to see the changes in the spreadsheet on the Program Completer Roster page. Scrolling to the right will allow you to see all fields for each program completer. Notice that the changes you have made are now highlighted in a **pink or coral color**. Hovering over the changed data with your mouse will allow you to see both the previous value for that data field and the new value that you have input.

  h. Similar to the dashboard page, you can export this data to a Microsoft Excel file by clicking on the "Export to Excel" button toward the top right of the spreadsheet.

  i. IMPORTANT: When you are finished making changes to the records, you MUST CLICK "Submit All Eligible Records for Review." Clicking this button will submit all records you have modified to the Department for review. **Please note that once you submit a record for review by the Department, you cannot modify it again, so be sure that your changes are final before clicking Submit.** However, you can return to the portal at a later time and submit changes to records that you have **NOT** previously submitted.

  j. If after submitting a record, you have additional changes you would like to make to the record, you will need to indicate that in a *response* (see *Viewing Your Submitted Records* on page X).

2. ***How to add a new program completer, including those with add-on certifications.***

  a. Log in to the Louisiana Data Review system as outlined on page 3 of this document.

  b. Hover your mouse over the "Program Provider" menu at the top left of the page. Go to "Rosters" and then click "Program Completer Roster." On this page, you will see a list of the program completer records and any changes you have previously made to these records.

  c. Click the "Add Record" button toward the top left of the spreadsheet window.

7081 - Caddo Parish
Program Completer Roster

Filter Options

Search by Name: [Enter Name...]

Submission ID: - Show All -

Status: - Show All -

[Search] [Show All]

Click on the **View** link or double-click on a row to view details.

[Submit All Eligible Records for Review]

[➕ **Add Record**] Filter by Last Name: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z **All** [📊 **Export to Excel**]

	Provider Code	Program Provider Name	Submission ID	New/Removed	Status	Last Name	Last Name 2
View	7081	Caddo Parish		New	Missing an Attachment	Doe	
View	7081	Caddo Parish	7081.2	New	Under Review	Test 1	
View	7081	Caddo Parish	7081.2	Removed	Under Review	DIX	
View	7081	Caddo Parish				DOUGHTY	
View	7081	Caddo Parish	7081.2		Approved	DUHON	WAINWRIGHT
View	7081	Caddo Parish				DUKE	
View	7081	Caddo Parish				DURST	

d. Fill in the relevant information for the program completer you are adding using the fields provided.

    i. General information you will need to specify when adding a new program completer includes the completer's last name, first name, middle initial, graduation year, SSN, Gender, Race, Pathway Type, whether their consent form was received, and their route type (e.g., masters, certification-only, etc.).

    ii. If the completer you are adding has any add-on certifications, you will need to add that information in the "Certification/License Information" section by selecting "Yes" from the drop-down menu next to "Add-on Certification." Then, specify the completer's specific areas of certification by using the drop-down menus titled "Certification/License Area." A program completer can have up to 3 certification areas.

Add New Record to Roster ✕

| Status: N/A | New Record: Yes |

| **Data Certification Fields** | **Description & Support Documents** |

Completer

Last Name:	[ ]	SSN:	[ ]
Last Name 2:	[ ]	Gender:	Select Gender ▼
Last Name 3:	[ ]	Race:	Select Race ▼
First Name:	[ ]		
Middle Initial:	[ ]		

Program

Graduation Year:	Select Year ▼	Pathway Type:	Select Pathway Type ▼
		Consent Form Received:	Yes/Blank ▼
		Route Type:	Certification Only ▼

— Certification/License Information —

Add-on Certification: Yes/Blank ▼

Certification/License Area #1	**Certification/License Area #2**
Name: SE: SIGNIFICANT DISABILITIES ▼	Name: SE: EARLY INTERVENTIONIST B-5 ▼
Code: [Automatically populated]	Code: [Automatically populated]

Certification/License Area #3

[Save] [Close]

    e. Click on the "Description & Support Documents" tab near the top of the window to input a description of why you are adding the record and upload documentation justifying the addition.

    f. Click "Save" at the bottom of the window.

    g. **IMPORTANT:** To submit the new records to the Department for review, YOU MUST CLICK "Submit All Eligible Records for Review."

3. ***How to remove a program completer.***

    a. In the unlikely event that a program completer is listed on the roster when they shouldn't be, you can flag the record for removal by following the steps below.

        i. After logging in to the Louisiana Data Review system, hover your mouse over the "Program Provider" menu at the top left of the page. Go to "Rosters" and then click "Program Completer Roster."

        ii. From the Program Completer Roster page, find the record you want to remove. Click "View."

        iii. A window will appear that allows you to see the program completer's information.

        iv. Look for the option titled "Flag for Removal" toward the top of the window, above "Program Provider Information." Click the button next to "Yes."

DOUGHTY, MICHAEL

| Status: N/A | New Record: No |

Data Certification Fields | **Description & Support Documents**

Flag For Removal: ○ No ● Yes (fields are locked)

─Program Provider Information─

Provider Code: 7081 | Program Provider: Caddo Parish

─Completer Information─

Last Name: DOUGHTY | DOB: 08/27/1987
Last Name 2: | SSN:
Last Name 3: | Gender: Male
First Name: MICHAEL | Race: White
Middle Initial:

─Program Information─

Grad Year: 2017 | Program Type: ARO
Academic Major: ETS Testing ID:05139940 | Pathway Type:
Student Category: Completed | Consent Form Received: No
| Route Type:

Save   Close

v.   Click "Save" at the bottom of the window. The record is now flagged for removal.

vi. **IMPORTANT:** After you have flagged a record for removal, you MUST CLICK "Submit All Eligible Records for Review." Clicking this button will submit all records you have modified to the Department for review. **Please note that once you submit a record for review by the Department, you cannot modify it again, so be sure that your changes are final before clicking Submit.** However, you can return to the portal at a later time and submit changes to records that you have **NOT** previously submitted.

vii. After you submit a record for removal, the Department will review this submission and will send you a response in the system asking you to add a description of the reason you would like to remove the completer from the roster. To add a description, click on the "Description & Support Documents" tab near the top of the record window to input a description of why you wish to remove the record.

viii. **NOTE:** Flagging a record for removal will lock all of the fields so that they can no longer be edited. In addition, modifying any field in a record will eliminate the ability to remove the record, so you cannot remove a record that you have already modified.

**Step 3: Submit Your Changes to the Department for Review**

1. *Submitting Your Records*
   a. **IMPORTANT:**　When you are finished making changes to the records, you MUST CLICK "Submit All Eligible Records for Review." Clicking this button will submit all records you have modified or added to the Department for review. **Please note that once you submit a record for review by the Department, you cannot modify it again, so be sure that your changes are final before clicking Submit.** However, you can return to the portal at a later time and submit changes to records that you have **NOT** previously submitted.
   b. If after submitting a record, you have additional changes you would like to make to the record, you will need to indicate that in a *response* (see *Viewing and Submitting Responses* on page X).

2. *Viewing Your Submitted Records*
   a. You can view your submitted records using the Data Certification Submission page. The Data Certification Submission page allows you to:
      i.　View your submitted records and check the status of each.
      ii.　Submit a note to the department about a certain record.
      iii.　View notes that the department has sent you about certain records.
   b. To access the Data Certification Submission page, follow the steps below:
      i.　Log in to the Louisiana Data Review system as outlined on page 3 of this document.
      ii.　Hover your mouse over the "Program Provider" menu at the top left of the page. Click on "Data Certification Submissions." On this page, you will see a list of all *submissions* (not records, but groups of records) you have submitted to the Department for Review, their Submission ID, their current status (Pending Review, Under Review, Incomplete, Approved, or Rejected), the claimant of the submission (who from the Department is reviewing the submission), who submitted the records, the date and time the submission was sent, whether the Department has sent you a message or is awaiting your response, and how many records in each submission group have been closed by the state (e.g., approved or rejected).

Click on the **Submission ID** or double-click on a row to view submission details.

Submission ID	Status	Claimant(s)	Submitted By	Timestamp	Awaiting Response		Closed
					From State	**From Provider**	
7081.1	Pending Review		Provider User	12/11/2018 4:36 PM	0	0	0 / 1
7081.2	Under Review	state	Provider User	12/13/2018 1:52 PM	0	1	1 / 4
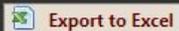
|◀ ◀ **1** ▶ ▶|　Page size: 50 ▼　　　　　　　　　　　2 items in 1 pages

   c. To view all records within a particular submission, click the submission ID. From this view, you can see each individual record, its status, whether it is a new record or flagged for removal, who

from the Department has claimed the record, and information about responses sent between you and the Department.

i. To see more information about a submitted record, click "View" button to the left of the "Record" column.

Click on the **View** link or double-click on a row to view data certification details.

	Record	Status	New/ Removed	Claimant	Last Response	By	Awaiting Response From
View	DIX, STEVEN	Under Review	Removed	state			
View	JORGENSEN, SARAH	Under Review	Removed	state			
View	DUHON, JENNIFER	Approved		state			
View	Test 1, Test 1	Under Review	New	state	12/13/2018 2:16 PM	state	Network

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ii. The resulting window will display all fields for that particular record. To view only the fields that you have modified for that record, click the "Modified Fields" tab. This tab displays all of the data fields you have modified for that record, their original value, and the new value you have input for that field.

Description: TEST

Documentation: 📎 TEST DOCUMENTATION FOR DATA VERIFICATION.docx (11.0 KB)

Status: Under Review

New Record: Yes

« Previous   Next »

Data Certification Fields	**Modified Fields**	Responses

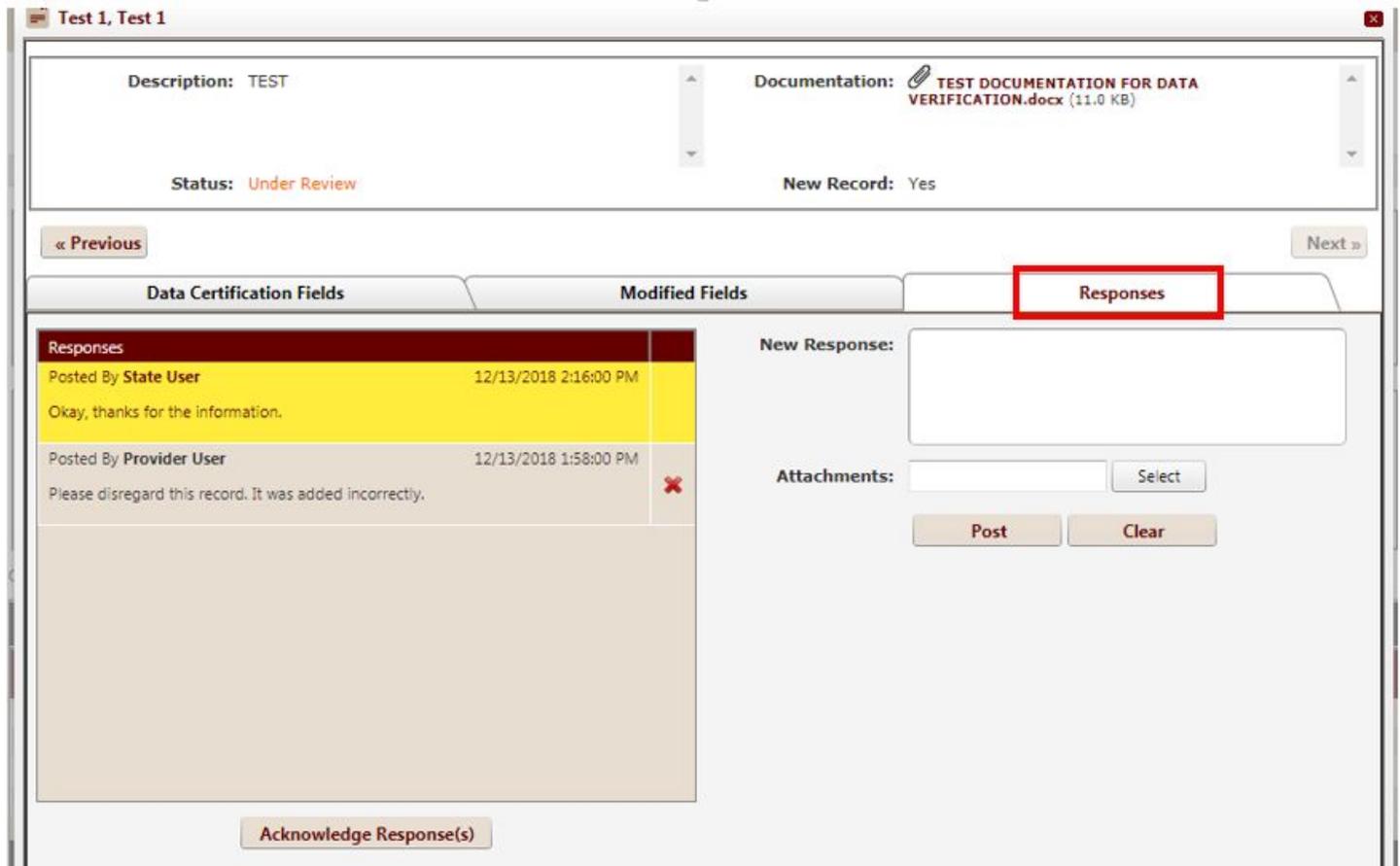| Data Field	Original Value	Requested Value
Graduation Year		2016
Provider Code		7081
Program Provider Name		Caddo Parish
Last Name		Test 1
First Name		Test 1
DOB		07/24/1986
SSN		765368543
Gender		M
Race		White
Program Type		Alt
Route Type		Practitioner
Certification/License Area Name #1		SCIENCE: CHEM
Certification/License Area Code #1		368

Close

Step 4: The Department Reviews Your Submission and Asks for Additional Information if Needed

Once you have submitted changes, the Department will review the changes you have made and will ask for any additional information that is needed to complete the verification process. To communicate with the Department regarding any additional information that is needed, you will need to be familiar with how to view the Department's responses to your submission and how to submit a response back to the Department.

1. *Viewing and Submitting Responses*
    a. Sometimes the Department will need additional information from you regarding a particular record. If this is the case, the Department will send a *response* to your submission in the portal. When this happens, you will receive an email indicating that there is a message waiting for you in the Louisiana Data Review portal. To view the Department's responses to your submitted records, log in to the portal and hover your mouse over the "Program Provider" menu at the top left of the page. Click on "Data Certification Submissions." You will see a list of your submissions. If the Department has sent you a response and is waiting for your reply, you will see the number of records awaiting your response in the "Awaiting Response" column, under "From Provider."
    b. To view the Department's message, click the Submission ID next to the submission that is indicated as awaiting your response. Now you will see a list of all records contained in that submission. If the Department has sent you a response to a record you submitted, you will see your institution's name in the "Awaiting Response From" field for that record.
    c. To view the Department's message, click "View" next to the record that is indicated as awaiting your response, then click the "Responses" tab on the top right side of the window.
    d. On the "Responses" tab, you can view all messages you have sent to the Department and their replies to your messages. You can also send a new response to the Department and add any supporting documentation if necessary.
    e. To let the Department know that you have seen their response to your submission, click the "Acknowledge Response(s)" button.

Step 5: The Department Approves Your Submission and Uploads Your Final Roster

Once the Department has verified that all changes you have made to your institution's data are correct and have all required supporting documentation, the Department will approve your submissions. The Department will then upload your final roster to the Louisiana Data Review system. The final roster uploaded by the Department will also include program completer effectiveness and employment data that the Department will add to the file.

1. *Accessing Your Final Roster*
   a. To access your institution's final roster, hover your mouse over the "Program Provider" menu at the top left of the page. Go to "Rosters" and then click "Program Completer Roster."

This concludes the review of the major functions of the Louisiana Data Review system. For more information about how to use the system, please contact robert.markle@la.gov.