



Frequently Asked Questions (FAQs)

TAP Program Review

1. What is TAP Program Review?

TAP Program Review provides a “snapshot” of where a school is in terms of TAP implementation according to the national model. It measures how fully and effectively TAP is being implemented at a school site. Based on the TAP Implementation Rubric developed by the National Institute for Excellence in Teaching (NIET), TAP Program Review is not an event—but rather an ongoing process that occurs throughout the school year.

2. What are the components of TAP Program Review?

The TAP Program Review consists of two components: a quantitative component and a qualitative component.

3. What is the quantitative component of TAP Program Review?

The quantitative component includes practices and outcomes related to training and certification and basic implementation and structure of the four TAP elements (multiple career paths, ongoing and applied professional growth, instructionally focused accountability, and performance-based compensation).

4. What is the qualitative component of TAP Program Review?

The qualitative review includes practices and outcomes related to cluster group operations, master/mentor instructional leadership, and principal leadership. The qualitative review also examines cluster group meeting records and leadership team meeting logs.

5. Are there additional activities involved with TAP Program Review?

Yes, TAP Program Review also involves two additional activities:

- An Informal Principal Interview--scheduled in conjunction with a regular site visit by the Executive Master Teacher.
- A Guided Program Review Self-Reflection--conducted by the Executive Master Teacher (in collaboration with the School Principal) with the School Leadership Team. Typically occurs in late spring of each year.

6. Who conducts the TAP Program Review?

The TAP Program Review is conducted by TAP State staff, in collaboration with TAP School staff. The school’s leadership team plays a vital role in the program review.

7. Are schools required to complete/submit any documents to the State for TAP Program Review?

Yes, school administrators should complete the Annual Program Review-Quantitative Components School Information Request form and submit to Alicia.Bethley@la.gov.

8. What happens at the conclusion of TAP Program Review?

At the conclusion of TAP Program Review, each school receives a Program Review School Report. The report identifies an overall area of reinforcement (strength) and an overall area of refinement (area of growth) for the school. It is hoped that the program review process will provide leadership teams an opportunity to reflect on TAP implementation and ways they can further strengthen the implementation of TAP and achieve its goal of improved teacher quality and increased student achievement.

Comprehensive Online Data Entry (CODE) System

9. What is CODE?

The Comprehensive Online Data Entry (CODE) system is a comprehensive web-based application for managing and analyzing teacher observations as part of the TAP System.

10. How do I access/register for CODE?

Individuals from participating TAP schools and districts may access CODE by visiting www.code-education.com/louisiana. You must be a registered user to access CODE. To register, contact Alicia.Bethley@la.gov.

11. What happens if I forget my login username or password?

If you have forgotten your login information, go to www.code-education.com/louisiana. Enter your username, then click “Forgot Password.” Your login information will be sent to the email address on file. Please note it will come from admin@code-education.com and the subject line of the message will read, “CODE - Louisiana New User Registration.”

12. How do I navigate within CODE?

The menu bar at the top of the page is the primary navigation tool within CODE. The options available in the menu bar change based upon the user’s role. These include observations, surveys, reports, administration, forms, and calculate.

13. What are the different user roles in CODE?

Based upon the role played in a TAP school/district, individuals should be registered as a career teacher, mentor teacher, master teacher, school administrator, or district administrator. The role in which the user is registered will determine the level of administrative privileges allowed in CODE.

14. Can schools/districts add new users into CODE?

Yes, school (or district) administrators can add new users into CODE. Once logged into the system scroll over “Administration” on the top toolbar, then select “Users” from the menu options. Click the “Add User” icon at the top of the page. Enter the first name, last name, email, and select the appropriate user role from the drop-down menu. Next, click the “Save” button. Login information will be sent to the new user from admin@code-education.com.

15. How do I edit a user in CODE?

School (or district) administrators can edit existing CODE users. Scroll over “Administration” on the top toolbar, then select “Users” from the menu options. Locate the user name from the list displayed and click the “Edit” link on that user’s row. The “Edit User” screen will display. Once all edits have been made, click the “Save” button at the bottom of the page.

16. What does it mean when a teacher is marked as “inactive” in CODE?

School (or district) administrators can mark a teacher as “inactive,” meaning the teacher is no longer at the school. Marking a teacher as inactive will deactivate the teacher’s login information. All data (including observations) for the teacher will be maintained in CODE and the teacher will be labeled as inactive on all reports. Inactive teachers will not be carried over into the next school year, however their data for the previous year(s) will be maintained. It is important to note that teachers marked as “inactive” will be eligible for payout unless their “exclude from payout” flag is set.

17. How do I mark a teacher as “inactive” in CODE?

To mark a teacher as inactive, scroll over “Administration” then select “Users” from the menu options. Locate the user name from the list displayed and click the “Edit” link on that user’s row. Click the box besides “This user is no longer active.” Click the “Save” button to update the user status.

18. Can I reactivate a user once they have been marked as inactive?

Please contact Alicia.Bethley@la.gov for assistance with this process.

19. What options are available under the Observation tab?

Depending on your user role, you can view, edit, and print any submitted or open teacher observations or add new ones. Please remember that an Observation will not officially show up in the total number of observations for your school unless it has been submitted. All “Open” observations should be saved as soon as possible after the observation has been entered.

20. How do I edit an observation/evaluation entered into CODE?

Only school and district administrators have the ability to edit an observation in CODE. To edit an observation select the “Observation” menu option from the top toolbar. Identify the appropriate teacher, date of observation, and observer role, then click the “Edit” button on that row. Make the necessary changes and click “next” to continue. After all edits are made you will be able to review a summary report. If correct, print a copy of this page for your records and click “submit.” If additional edits are needed, select the “previous” button to go back to make additional edits.

21. How do I change the number of required observation/evaluations for teachers?

All TAP educators should be evaluated a minimum of 4 times per year. The number of evaluations required for teachers should only be changed by school (or district) administrators if there are extenuating circumstances (i.e., sick leave, maternity leave, sabbatical, retirement, etc.). To change the number of required evaluations, scroll over “Administration,” then select “User.” Locate the user name from the list displayed and click the “Edit” link on that user’s row. Enter the correct number of evaluations in the “# of Req Eval” area, then click “Save.”

22. What information is found under the Survey menu option?

Individuals can access the TAP Responsibility Surveys for Master Teachers, Mentor Teachers and Career Teachers under this menu option. The TAP Responsibility Survey is a reflective and informative tool used to assist stakeholders with providing and receiving feedback regarding the level of implementation and support provided by master teachers, mentor teachers and by and to career teachers. The Responsibility Survey makes up the “R” portion of a teacher’s SKR Score.



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23. Does CODE generate reports for school(s)?

Yes, select the “Reports” option on the menu bar to see a drop-down list of reports available. The CODE Reports are “real-time” reports and are updated as data is entered into the system. The reports can be saved in Excel format after each observation/evaluation cycle to assist your Leadership Team with comparisons from one cycle to the next.

24. What information is contained under the Forums menu option?

By selecting Forums, users will be able to access announcements posted from CODE and Louisiana TAP state personnel, calendar of activities, and resources/materials.

25. What information is found under the Calculate menu option?

This menu option will allow school and district administrators to access the performance payout screens for teachers and school administrators.

26. What does it mean to “Exclude a teacher from Payout”?

If selected, the “Exclude a teacher from Payout” option means that a teacher is not eligible for the performance compensation payout. Thus, the percentage of payout is zero. If a teacher is eligible for a reduced percentage of payout due to extenuating circumstances , he/she should not be excluded from payout.

27. How do I “Exclude a teacher from Payout”?

School (or district) administrators should contact Alicia.Bethley@la.gov regarding this task.

TAP Responsibility Survey

28. What is the TAP Responsibility Survey?

The TAP Responsibility Survey is a reflective and informative tool used to assist stakeholders with providing and receiving feedback regarding the level of implementation and support provided by master teachers, mentor teachers and by and to career teachers. The Responsibility Survey makes up the “R” portion of a teacher’s SKR (Skills, Knowledge, and Responsibility) Score.



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29. Are there different types of TAP Responsibility Surveys?

Yes, there are 3 different types of responsibility surveys:

- Master Teacher Responsibility Survey
- Mentor Teacher Responsibility Survey
- Career Teacher Responsibility Survey

30. Who completes a TAP Responsibility Survey?

Career teachers, mentor teachers, master teachers, and School administrators are required to complete a TAP Responsibility Survey on multiple individuals.

- Career teachers complete surveys on their assigned master and mentor teachers.
- Mentor teachers complete surveys on the career teachers that they support and on the master teacher(s) with whom they work.
- Master teachers complete surveys on the career teachers that they support and on the mentor teacher(s) to whom they are assigned.
- Administrators complete surveys on all Mentor Teachers and all Master Teachers.

31. How do I complete the TAP responsibility Survey?

The TAP Responsibility Survey is completed online using the CODE system. To access the CODE System, go to www.code-education.com/louisiana. Once you login with your username and password, click the Surveys menu option on the top toolbar. Click “Add Survey,” then click the name of the teacher on whom the survey is being completed.

32. Can an individual who is not a CODE user access the TAP Responsibility Survey in CODE?

No. In order for a Responsibility Survey to be completed online, an individual must have a username and password to access CODE. To grant an individual access to CODE, school (or district) administrators should login to CODE, select “Administration” on the top toolbar, then select “Users” from the menu options. Next, click the “Edit” button on the row of the desired individual. Check the boxes “Grant access to CODE?” and “Send User Name and Password via email?” A username and password will be immediately e-mailed to the career teachers from admin@code-education.com.

Although not encouraged due to the amount of time, planning, and organization required, school administrators may grant individuals not having CODE access to complete a responsibility survey via paper/pencil option. This will require school administrators to print hard copies of each of the different survey instruments, as well as enter the paper survey results into the CODE system on behalf of the teacher completing the survey.

33. When are Responsibility Surveys completed?

Responsibility surveys are typically completed close to the end of the school year (April/May).

34. How can a school administrator be assured that the correct number of Responsibility Surveys have been completed by the appropriate individuals?

School administrators can utilize the Reports area (see Responsibility Survey Summary) to verify the correct number of surveys has been completed by the appropriate individuals.

35. Can a Master/Mentor Teacher complete a Responsibility Survey on a mentor/career teacher they don't support or to whom they are not assigned?

No, master/mentor teachers should only complete surveys on individuals they support or to whom they are assigned.

36. What happens if an individual is unable to complete the Responsibility Survey (i.e., out on leave)?

Since the Responsibility Surveys can be completed online, it is our hope individuals will still be able to complete the survey. However, if this is not doable please contact Alicia.Bethley@la.gov.

37. Can a school administrator delete a Responsibility Survey completed on a Master/ Mentor Teacher?

School administrators should notify the appropriate state-level TAP personnel if they suspect or have evidence of malicious intent by a survey completer. No surveys should be deleted from CODE without approval granted by the State.

38. What happens once all of the required Responsibility Surveys are completed on an individual?

Once the survey results for all individuals required to submit a survey have been entered, CODE will automatically calculate a weighted average of the combined scores of all the surveys for that one individual to get one final responsibility score. This eliminates the need for manual calculations.



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39. Should a school administrator share the survey results with a teacher?

It is strongly recommended that school administrators share the final responsibility ("R") score with individual teachers since this score become a part of the teacher's overall SKR that impacts the performance pay calculation. Individual surveys, however, should not be shared with a teacher.

CVR (Curriculum Verification Results) Reporting Portal

40. What is the CVR Portal?

The Curriculum Verification and Results (CVR) Reporting Portal is an online portal that collects data to fulfill the requirements of Act 54. Teacher/student/course linkages used for value-added measures are verified within the CVR portal. In addition, reports on state value-added results are available to appropriate district and school level personnel via the portal.

41. What is the connection between the CVR Portal and TAP schools?

The CVR Portal is the key verification process to ensure accuracy in the teacher/student/course linkages used to calculate value-added results and performance-based compensation pay for educators TAP schools.

42. How do I access the CVR Portal?

To access the CVR Portal, go to <https://leads13.doe.louisiana.gov/cvr/>

43. Who can access the CVR Portal?

The following individuals within a district can access to the CVR Portal:

- Current year superintendent
- Current year district CVR data manager
- Current year principal
- Current year teachers instructing core content courses in grades 4-8

44. How do I register as a first-time user on the CVR Portal?

Go to <https://leads13.doe.louisiana.gov/cvr/> and click the "Continue to Registration/Login Page" button. Be sure to review the User Guide, and then click the 'Register' button on the right side of the screen. Follow the instructions provided to register. Once registered, you may login with your 'Personal Login Code' and 'Password' (remember passwords are case sensitive).



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45. Are schools implementing the TAP System required to use the CVR Portal?

In accordance with the requirements of ACT 54, beginning with the 2011-12 school year all schools, including TAP schools, will be required to use the CVR Portal.

46. What information can teachers view/edit via the CVR Portal?

A teacher can edit his/her rosters, view their verified data and value-added results report on the CVR Portal.

47. What information can principals view/edit via the CVR Portal?

A principal is able to view changes to/edit rosters, view verification progress reports, and view value-added results on all teachers in their school.

48. What information can superintendents view/edit via the CVR Portal?

Superintendents may view verification progress reports and value-added results for their district.

49. What information can the District CVR Data Manager view/edit via the CVR Portal?

The District CVR Data Manager can view roster data, add/remove classes, verify progress reports, and reset account users. The District CVR Data Manager also has lead responsibility of ensuring LEADs data has been accurately uploaded to the CVR Portal.

50. Who is responsible for making the CVR Data Manager aware of changes in the school as it relates to student transfers, students changing classes, changes in teacher assignments, etc?

It is the responsibility of the School Administrator to make the District CVR Data Manager aware of the changes that have occurred since October 1st of each year.

51. If a teacher switches subjects/grade-levels during the year, how will they be captured in the CVR portal?

The information displayed for a teacher in the CVR Portal is based upon the data submitted by the district. All subject/grade-level changes for a teacher should be made by the District CVR Data Manager during the appropriate verification process timelines.

52. Are long-term substitute teachers listed in the CVR portal?

Long-term substitutes are not submitted to PEP, so they are not listed in the CVR Portal.

53. If 2 teachers teach the same group of students, will the students show up in the CVR on each teacher's roster?

This depends on how the district submits data into the CVR Portal. Both teachers can be reported with the classes and if that happens, both teachers should verify their rosters.

54. What types of data are “connected” to the CVR Portal?

PEP, SIS and CUR data are all accessed via the CVR Portal.

55. What is PEP data?

The Profile of Educational Personnel (PEP) is an information system by which public school staff data are collected via electronic batch files. The collection of personnel data by individual records through PEP has made public school personnel data much more accessible to the Legislature, the Board of Elementary and Secondary Education (BESE), the Department, and district administrators. The PEP database contains staff data on public school personnel, including Charter and State Schools. PEP data are limited to the following areas:

- Demographic
- Professional qualifications
- Job assignment and compensation
- Employment status
- Professional Improvement Program (PIP) Salary Information
- Non-attendance data relative to time away from an employee's daily activity

56. What is CUR data?

CUR data is Curriculum data. The Curriculum Database contains information on each class taught by the schools. This information includes Course Code, Class Beginning and Ending Dates, Total Class Time Count, and, for Special Education classes, the Special Education Placement Setting Code.

57. What is SIS data?

SIS data is the Student Information System data. The SIS database is comprised of records of information about individual students enrolled in Louisiana public schools. These records contain information about student demographic characteristics, their enrollment in particular schools, and their disciplinary and attendance history.

58. Who is responsible for updating the PEP/SIS/CUR data for each school?

The District CVR Data Manager is responsible for updating PEP/SIS/CUR data in the CVR Portal.

58. How are students linked to teachers for value-added data?

For a student to be linked to a teacher for their value-added data, the student must have been instructed by the teacher for the entire school year (up until State testing) or the whole length of the course in the case of semester/block courses. If a student moves out of a classroom before the completion of the course, the student will no longer be connected to the teacher, even if the student returns at a later date. Teacher rosters, for verification purposes, should include any student a teacher instructed for the course and not any students who were mobile.

59. What does the term “Not in Class” means when listed by the name of a student?

The “Not in Class” checkbox should only be checked for a student who is listed on your roster, but was never actually assigned to the class. The reason could be that the student was accidentally put on the roster by mistake.

60. What does the term “Moved from Class” mean when listed by the name of a student?

The “Moved from Class” checkbox should only be checked for a student who was in a classroom for any amount of time, but moved out of the classroom before the completion of the course.

61. Why am I unable to add a student to a roster?

In order for a student to be added to a roster, the student must currently reside within the school district. Due to confidentiality reasons, students coming from another school district.

62. Who do I contact should I have questions regarding the CVR Portal?

Questions regarding the CVR Portal should be forwarded to LDOECVR@la.gov