Data Management Meeting - Expanded Agenda

March 2016

1. Regional ESD Partners support Assessments and Collections that impact accountability. More comprehensive list on Schedule of Due Dates https://district.ode.state.or.us/apps/info/

2. Region 3 ESD Partner website
   a. http://www.imesd.k12.or.us/programs-services/assessment/links-resources
   b. Handouts from DMM posted on the Data Manager Meeting link

3. Assessment & Accountability (AA) Update weekly email Newsletter
   a. Subscribe: http://listsmart.osl.state.or.us/mailman/listinfo/ayprcupdates
   b. Archive: http://www.ode.state.or.us/search/page/?id=1312

4. Assessment and Accountability Checklist http://www.ode.state.or.us/search/page/?id=472
   a. Timelines for all assessment and accountability items

5. Region 3 Assessment and Accountability Updates - January, February and March handouts

6. Assessment
   a. Testing schedule- handout
   b. All grade 11 students must have a high school assessment in Smarter Balanced ELA and Math and OAKS Science for Assessment Accountability
      i. If a parent opts the student out of Smarter Balanced testing, this must be flagged (X) in the Current Administrative Code field in the Student Centered Staging system when the virtual test records post (June 7)
   c. Assessment Accountability Achievement levels http://www.ode.state.or.us/search/results/?id=223;
      For 2014-15 and 2013-14 ELPA cut scores http://www.ode.state.or.us/go/elpa21;
      1516 ELPA21 cut scores will be set this summer
   d. Sign up for OAKS Online email alerts http://oaksportal.org/?show=register
   e. Assessment webpage http://www.ode.state.or.us/search/results/?id=169
      i. Click on the Assessment Administration hyperlink
         1. DTC List, Test Schedule, Checklists, Manuals & User Guides, Training Materials, Informal DTC Webinar PowerPoints and QA Logs
   f. OAKS Portal http://oaksportal.org
   g. Answer key to Smarter Balanced Practice Tests (and Scoring Guides) http://oaksportal.org/resources/ then click on “Smarter Balanced Practice Tests Scoring Guides.” Look in the 2014 column
   h. Use OAKS Online Reporting System/Plan and Manage Testing to ensure tests are complete prior to expiring
      i. Use TA Training site to create practice test session, then have student log in to Practice test as themselves (not as a guest), use practice test session to practice their accessibility support(s) and to resume practice test where they left off (must use same platform and OS)
      j. Lookup test results for new students in your district: Student Centered Staging/Reports Menu/Test Lookup Report: Select test year (remember we have very few test records in 15-16 so far, you may want to check 14-15), enter SSID number(s), click Submit

7. Accountability
   a. Every Student Succeeds Act (ESSA) http://www.ode.state.or.us/search/page/?id=5493
      i. Highlights (handout)
   b. Using Smarter Balanced in lieu of college placement exam http://us3.campaign-archive2.com/?u=4594642efda13a6f682ce6914&id=e1d77a2415&e=c49bbfd968
c. References for Accountability Reporting  [http://www.ode.state.or.us/search/page/?id=472](http://www.ode.state.or.us/search/page/?id=472)
d. Apr 21-May 16 (5:00 pm) Institution Validation for Report Card in ADI  
i. May 5-Sep 23 Validation window in ADI  
f. May 10, 2:00 Student Centered Staging Webinar (Third Pd ADM and LEP)  
g. May 13, Deadline to submit new school status due to boundary or grade changes  [http://www.ode.state.or.us/search/page/?id=661](http://www.ode.state.or.us/search/page/?id=661)
h. June 3 (up to 5:00), Student Centered Staging- Fix all errors and enter all of the “Current Administrative Codes” that you can by this day/time; And ensure Third pd cum ADM is final, fix any audits and errors that you can by June 3 (ADM audit window June 2-10)  
i. June 3 (5:00)-June 6, Student Centered Staging & Secure Assessment Reports 2.0 closed  
j. June 7, Student Centered Staging opens with Virtual (non-participation) test records, closes again June 10 (5:00)  
  i. Important: Remember not all tests are loaded/scored yet, don’t panic if you have virtual test records for tests that were just recently completed, ensure they load later. Partial test records will not load until after test windows close (June 24)  
   ii. Fix all errors, flag all test records (Current Admin Code field) in Student Centered Staging appropriately: Homeschooled and foreign exchange students, SB opt outs, Not enrolled during test window, Medical, etc.; Check Student Demographics, Accommodation and Modification codes, etc.  
k. June 8 2:00 School Report Card Ratings Detail Report webinar  
l. June 9-Aug 19 (5:00) Not Chronically Absent, Student Enrollment, Student Attendance ADI validation window (data comes from Third pd cum ADM)  
m. June 10 (5:00) Last day for test record updates to be included in initial Report Card validations  
n. June 10 (5:00)-June 13, Student Centered Staging and Secure Assessment Reports closed  
o. June 11 OAKS Science and Social Science tests load  
p. June 16-Aug 19 (5:00), Assessment validation window in ADI: Performance, Participation, Growth  
q. June 24 Partial test records load in Student Centered Staging  
r. June 24-26 OAKS Online System offline  
s. July 21-Oct 5 Preliminary Report Card Rating Detail PDFs Validation in ADI  
t. July 27 2:00, Report Card Summary Webinar  
u. July 28-Oct 5 Preliminary Report Card Summary PDFs Validation in ADI  
w. Aug 4-Sep 2 HQT and Emergency Certification Validations in ADI  
x. Aug 11-19 Secure Test Results Validation in ADI (public release Sep 15)  
y. Aug 11-Sep 23 Unsafe Schools and Expulsions & Suspensions Validations in ADI  
z. Aug 18- Sep TBD District preview Final AMAO 1, 2, 3, prior to public release  
aa. Aug 19 Last day for changes to test records in SCS and Third pd Cum ADM  
bb. Aug 19-22 Student Centered Staging and Secure Assessment Reports Applications closed for Final processing  
8. Kindergarten Assessment  
a. Non-secure in 2016-17, however training will still be required to ensure standardized test administration; data will be entered in the KA collections as in previous years  
b. Booklet ordering- more information to come
9. ELPA21- test window closes Apr 19
   a. Technology Skill Requirements for ELPA21, TAM pg 63-64
   b. If the student has domain exemptions this year, they will be required to log in to each domain of the test individually- please ensure the student completes all domains
   c. TAM pg 98, ELPA21 and other State Assessment requirements based on English Learner enrollment date
   d. Tests must be completed, no partials allowed
      i. Kindergarten and grade 1- must complete supplemental paper writing test
   e. ELPA21 standard setting will occur this summer, achievement standards must be adopted
10. Smarter Balanced- test window closes June 10
    a. Smarter Balanced test results will begin to load Mar 28. Tests will take approx. 3 weeks to score after both the CAT and PT portions are complete
    b. For Participation credit: answer 5 CAT items or 1 PT item
    c. Constructed response items: if the student started but did not finish a question and they pause the test for more than 20 minutes, they cannot go back to the item to edit it. To delete their response so they can go back to it after the test is paused, they must delete their response and save before pausing the test. The student may create a draft on paper and the teacher may securely store the student’s draft between test sessions
    d. Opt out Applies to Smarter Balanced and Extended ELA and Math assessments only, ODE Numbered memo
       http://www.ode.state.or.us/news/announcements/announcement.aspx?ID=13373
    a. For ELPA21, Science (extended and OAKS), Social Sciences: parents may request exemption in writing based on disability or religion, see TAM pgs 38-39
11. Science- test window closes June 10
    a. All grade 5, 8 and 11 students must have a valid Science test
12. Extended Assessment- test window closes Apr 28; data entry deadline May 13; results May 27
    a. Grade 12, submit results by Apr 28, results returned May 13
    b. Oregon’s Alternate Assessment page http://www.ode.state.or.us/search/results/?id=178
    c. New Oregon Extended Assessment Administration Manual posted
       www.ode.state.or.us/go/ExtendedAssessments
    d. Oregon Extended Assessment Decision making guidance posted- Adopted October board meeting, so is not included in TAM or OAM
       http://www.ode.state.or.us/teachlearn/testing/admin/alt/ea/orextassessguidance.pdf
    i. As of 9/2015, Oregon IEP teams are required to select Oregon’s Extended Assessment as the only option for all subject areas assessed. Students who participate in Oregon’s Extended Assessment will not participate in Oregon’s general assessments
13. Accessibility manual and supports- Universal tools, designated supports and accommodations
    http://www.ode.state.or.us/search/page/?id=487
14. Video Training: Accountability, Assessment and Collections
    https://district.ode.state.or.us/search/page/?id=250
15. Essential Skills http://www.ode.state.or.us/go/ES
    b. Free work sample bank available for seniors who have not yet met ES requirement
    i. For instructions on accessing ODE Secure Work Sample prompt bank, see Appendix B and C of ESLPA Manual, and contact Michelle.Slate@wesd.org to setup ORskills Online System account
c. Oregon official work sample scoring guides http://www.ode.state.or.us/search/page/?id=32
d. Changes to approved assessments www.ode.state.or.us/go/ES
e. Locate Smarter Balanced or OAKS test records that meet Essential Skills, handout
   i. Adopted Smarter Balanced cut-scores for essential skills.
      1. Reading claim 1 score for Reading ES- 2515
      2. Writing claim 2 score for Writing ES- 2583
      3. Mathematics overall composite score for Math ES- 2543
f. HS Entry yr 11-12 and 12-13: HS State Assessment Data files (OAKS and Smarter Balanced) noting whether student met Essential Skills via state assessment sent to DTC and ADM submitters Feb 15
g. Smarter Balanced high school math composite scores, reading claim scores, and writing claim scores from other states may be accepted as evidence of demonstrating proficiency on the Essential Skills. Method of transferring student scores is up to the district.
   i. In ADM, report out of state Smarter Balanced tests used to meet Essential Skills with ES Code: 1-Completed via Statewide Assessment
h. New modified cut score guidance for IEP teams- may use to calculate modified Essential Skills cut scores (OAKS to Smarter Balanced) for modified diplomas http://www.ode.state.or.us/search/page/?id=5446

16. Cumulative ADM
   a. The end date should always be the weekday following the end of the period or last day of school, or the weekday following the student’s exit date, whichever comes first.
   b. Third Pd
      i. Webinar Apr 13, 2:00; collection window Apr 21-May 27; audit review June 2-10
      ii. June 3- Last day for changes to be included in initial posting of Report Card data
      iii. Aug 19 Last day to make changes
      iv. Include enrollment through first school day in May: May 2; for students still enrolled May 2 the end date is reported as 5/3/16. When ordering data from SIS-enrollment period should be first school day through 5/2/16. School Master knows to enter the end date as 5/3
      v. Review the Internal and External Production Downloads. Any student with your district listed in the resident district/school fields and with end date 5/3/16 (column BG), will be included in your accountability reporting; this applies to Annual ADM as well (graduation reporting)
   c. Annual ADM-
      i. Webinar May 12, 2:00; collection window May 19-July 11; Audit review July 21-29
      ii. Order Production download (internal and external)
         1. Be sure to report all graduates, check end date code and diploma type (columns BH and BI)
         2. Check Calculated ADM amount field (column CC) to ensure students enrolled all year have 100 listed; session days may be incorrect, or days present/absent may be incorrect
      iii. Exit Adjustment window generally opens mid Oct-end of Nov; this is the first step in checking graduation data
      iv. Use program type code 14 to update a student’s outcome
   d. Enrollment and Attendance Validation Webinar June 1 2:00
17. Staff Position
   a. Language of Origin - collect this data from staff (administrators and teachers)
   b. Staff FTE and Ethnicity validations in ADI Mar 31-Apr 25

18. NCLB Title III Limited English Proficiency
   b. Collection window Apr 21-May 27; final window for edits June 9-20

19. Class Roster
   a. Webinar Apr 27, 2:00; collection window May 12-June 27; audit review July 7-15
   b. July 7- Sep 20 Class Size validation in ADI

20. Staff Assignment
   a. Webinar Mar 3; collection window Mar 10-Apr 8; audit review May 5-13

21. Discipline Incidents collection window May 12-July 1

22. Freshman on Track collection window May 19-July 11; Validation in ADI July 7-Aug 12; audit review Aug 18-26

23. Achievement Data Insight application (in addition to Validations listed in item 7 above)
   a. Assessment performance results
   b. Essential Skills
   c. Fall Membership
   d. Graduation Cohort (4 and 5 Year) & NCES Dropout Validations Oct 29-Dec 11, 2015,
      Public release 1/16
      i. Look for Accountable District/School columns- new fields in 15-16
   e. Kindergarten Assessment
   f. Report Card
   g. Spring Membership

24. Review Data Collection Committee Meeting Notes- handouts

25. ODE Interim/Formative Assessments resources webpage contains open and commercial educational resources [http://www.ode.state.or.us/search/page/?id=512](http://www.ode.state.or.us/search/page/?id=512)