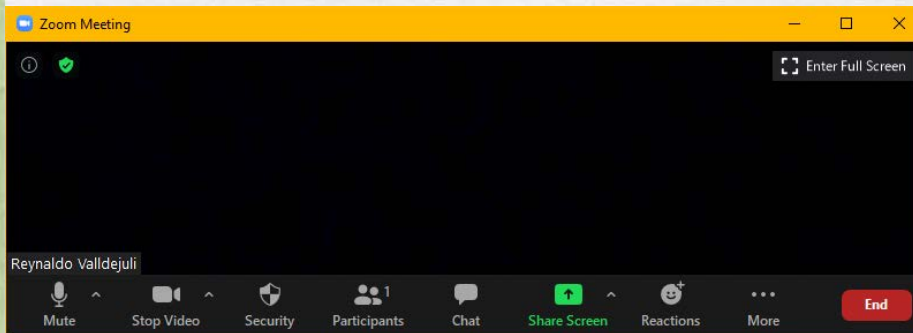


Zoom Meeting Preparation

- Please make sure your phone or computer is muted to minimize background noise.
 - To do this, hover over the bottom left-hand side of your screen and click “Mute.”
- Please make sure you have turned off your camera to save bandwidth and prevent any connectivity issues.
 - To do this, hover over the bottom left-hand side of your screen and click “Stop Video.”
- Please submit questions during the presentation in the “Chat” function located on the bottom of your screen.



NOTICE: In accordance with the Americans with Disabilities Act, if you need special assistance at this meeting please contact Idoecommunications@la.gov.



Data Coordinator Office Hours October 21, 2021

Visit the [School Improvement Library](#) for a
copy of all webinar decks.

Agenda

I. 2019-20 PEP Audit Findings

II. 2020-21 EOY Data Collections Closeouts

III. 2021-2022 Data Reporting

- 2021-2022 Benchmark Calendar and Snapshots
- Verifying data for K3 and Oct 1 MFP Fall Collections
- EdLink Open and Resolved Issues
- Resources and Ongoing Support

Suggested participants for this call:

- Early Childhood Supervisors
- Curriculum Supervisors
- Data Coordinators
- District Test Coordinators and Accountability Contacts
- Federal Program Supervisors
- High School and Career and Technical Supervisors
- Personnel Directors
- Talent Supervisors
- Business Managers





2019-20 PEP Audit Findings

2019-20 Audit Findings

Profile of Educational Personnel (PEP)

- School system financial audits include specialized procedures that examine the accuracy and completeness of PEP data and its supporting documentation
- The LDOE is performing follow-up with the school systems on audit findings regarding PEP data to assist in improving data quality.
- Two data points are examined:
 - Education Levels of Public School Staff and Experience of Principals, Assistant Principals and Full-Time Classroom Teachers - audit procedures include selecting a sample of individuals and reviewing the education level and experience to verify this information was properly classified and reported in the PEP data submission.
 - Public School Staff Average Salaries - verification tests include a sample of individuals from the EOY PEP data that is traced to each individual's personnel file where each individual's salary, extra compensation, and full-time equivalents are reviewed to ensure this information was properly included in the PEP data submission.

2019-20 Audit Findings

Profile of Educational Personnel (PEP) (contd.)

- A summary of the 2019-20 PEP data issues have been provided for quick reference and was dropped on the DM FTP on Friday, October 15, 2021.
- The full detailed audit report inclusive of any audit findings may be viewed in the school system independent audit that may be obtained from the Legislative Auditor website at <https://www.la.la.gov/reports-data/index.shtml>
- School systems whose audit firm identifies inconsistent supporting documentation for the data reported should examine the audit results and institute more rigorous internal controls in the preparation of PEP data to ensure accuracy and completeness.



2020-21 EOY Data Collections Closeouts

2020-21 EOY Data Collections Closeouts

- Profile of Educational Personnel (PEP) - **CLOSED**
 - The Statement of Affirmation form was included in the final PEP EOY Validation report dropped on the [DM FTP](#) on October 1
 - This [link](#) should be used to return the completed SOA form - **50% submitted**
- Annual Financial Reporting System (AFR) - **Open**
 - AFR [guidelines and documents](#) are posted on the [System Support page](#)
 - For AFR deadlines, refer to the [2021-2022 Benchmark and Snapshot Calendar](#)



2021-2022 Data Reporting



2021-2022 Data Reporting

Please refer to [October 7 Data Coordinator webinar and October 14 office hours](#) for additional information about 2021-2022 Data Reporting

- Startup Actions
 - Sponsor Site System (SPS) Certification - **School Systems Certified: (54% have certified in SPS)**
 - Opt-in to 2021-2022 Data Sharing Agreements: Please use the [Data Sharing Agreement Tracker](#) for downloading agreements and for uploading agreements with the appropriate approvals
- Applications Systems for Data Reporting – Please refer to [October 7 Data Coordinator webinar and October 14 office hours](#)
 - eScholar – Uniq-ID, DirectMatch, StaffID Please refer to [eScholar Resources](#)
 - LEADS Portal – AFR, STS, SER - Please refer to [System support page](#)
 - EdLink – Please refer to [EdLink 360 support page](#)
 - STS System Enhancements

2021-2022 Benchmark Calendar

Application systems:

Data is reported during scheduled collection periods with specific open/close dates.

EdLink 360: Data is reported daily (when available) with snapshots taken at specific times during the school year

SNAPSHOT PERIODS:

FALL

SPRING

END-OF-YEAR

Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Verification Systems: eScholar Uniq-ID, eScholar DirectMatch, eScholar StaffID Other Systems: Special Education Reporting (SER), Sponsor Site (SPS), Compass (HCS)											
	Oct 1 MFP/IDEA					Feb 1 MFP					
	K-3 ASSESSMENTS										
	Oct 1 CLASS								CVR		
	LEAP 2025 Fall Assessments					LEAP 2025 Spring Assessments					
End-Of-Year TRANSCRIPTS (Prior Year)						Mid-Year TRANSCRIPTS			End-Of-Year TRANSCRIPTS		
								Final Student Submissions End-Of-Year			
Final Staff Submissions End-Of-Year (Prior Year)									Final Staff Submissions End-Of-Year		
AFR System End-Of-Year (Prior Year)											
Student Dropout Corrections (Prior Year)											

2021-2022 Fall K3 Assessments

School Year	Snapshot Group	Snapshot Start Date	Snapshot End Date	As of Date
2021-2022	K3 Assessments	8/1/2021	10/29/2021	N/A

This snapshot will capture Kindergarten entry assessment data and K-3 Literacy assessment data for students enrolled within the first 30 days of school.

This data is used for kindergarten entry and K-3 literacy analysis

Please refer to the 2021-2022 Benchmark Calendar [2021-2022 Benchmark Calendar](#) for a list of extracts that should be submitted

The K-3 assessments are mandatory for every student per state law.

- In EdLink, the dashboard expects to see a score or exception code for every student that was enrolled during first 30 days of school (It takes into account the school calendar's start date and excludes same day entry/exits). This includes students who exited during the first 30 days or students who are still enrolled.

2021-2022 Fall K3 Assessments (contd.)

- If a student is enrolled in your school system during the first 30 days of school, was **not tested** and **fits one of the exception codes** (see below):
 - No KEA and/or K3 score should be submitted for the student
 - Enter the exception code for the student (KEA = 01, 02, or 04; K3 = 01 or 05)
 - 01= Student not assessed due to extenuating medical reasons
 - 02= Not first time Kindergartener
 - 04= Student assessed with TSGOLD
 - 05=Student has a documented significant disability with an approved alternate assessment
- If a student is enrolled in your school system during the first 30 days of school, was **not tested**, and **does not** fit any of the exception codes:
 - No K-KEA and/or K3 score should be submitted for the student
 - There is no exception code to report for the student
 - The student will be included in the percentage of KEA or K3 test scores missing in EdLink

Tips for Verifying data accuracy and completeness for K3

- Review and compare information displayed on the EdLink dashboards against data in your local systems to ensure the data is accurate and complete
- **Dashboards: *Essentials/School System/School Calendar Usage and Data/Data Quality Usage and Data/Data Validation/Assessment Data Validation (Kindergarten Readiness (KEA) and K-3 Literacy Readiness sections)***
 - Calendar data
 - Student demographic and enrollment data
 - KEA Assessment data
 - K-3 Literacy Assessment data

2021-2022 Fall Oct 1 MFP Snapshot

Oct 1 MFP

School Year	Snapshot Group	Snapshot Start Date	Snapshot End Date	As of Date
2021-2022	Oct 1 MFP	8/1/2021	11/19/2021	10/1/2021

This snapshot will capture data for students enrolled on Oct 1, 2021, which is the count date.

This data is Critical for IDEA and MFP Funding and ED Calculations.

Please refer to the [2021-2022 Benchmark Calendar](#) for a list of extracts that should be submitted.

Tips for Verifying data accuracy and completeness for Oct 1 MFP

- Review and compare information displayed on the EdLink dashboards against data in your local systems and make necessary updates to ensure the data is accurate and complete.
 - Calendar data
 - Student enrollment counts
 - Total Enrollment Special Populations (Free/Reduced lunch, Homeless)
 - Sites with No Enrollments
 - Enrollment by Site by Grade and Free/Reduced Lunch by Site by Grade)

Issues that impact the Oct 1 MFP active student count

- The regular and the extension extracts are not being submitted at the same time or are **not aligned** (e.g. *student.tsv* and *students_ext.tsv*; *calendars.tsv*, and *calendars_ext.tsv*, etc.)
- eScholar Uniq-ID not being run on a consistent basis to align with the LASIDS reported in the student extracts
 - Student demographic and enrollment updates must be current
 - LASIDs must be identified for new enrollments
- **Failure to audit LASIDs and/or respond to LASID audit requests**
 - Failure to retire a LASID when a student has been assigned more than 1
 - Failure to split a LASID when students share the same LASID
- Failure to review information displayed on the ***Usage and Data/Data Processing/File Errors*** dashboard and make the appropriate corrections in your local system

Issues that impact the Oct 1 MFP active student count (contd.)

- Failure to review information displayed on the ***Usage and Data/Data Processing/File Errors and File Record Rejection*** dashboards and make the appropriate corrections in your local system
- Failure to correct **Enrollments with missing or misaligned CALENDAR_CODE**
 - A district calendar is needed
 - A school level calendar is needed and must align with the CALENDAR_CODE on the enrollment record for the student
 - **Audit Code 304:** *Enrollments with Missing or Misaligned Calendar Code*
- Failure to review information displayed on the **Usage and Data/Data Quality** dashboards and make the appropriate corrections in your local system
 - ***School Calendar, Enrollments and Student Data Quality Measures*** sections

Issues that impact the Oct 1 MFP active student count (contd.)

- Failure to review information displayed on the **Usage and Data/Data Validation/Student Data Validation** dashboards and make the appropriate corrections in your local system
 - ***Multiple and Duplicate Enrollments*** section
 - Multiple: A student is enrolled at more than one site (within or across school systems)
 - **Audit Code 302 Overlapping Enrollments**
 - **Audit Code 901 Student Enrolled in another LEA**
 - Duplicate: A student is enrolled at multiple sites within the same school system and has a different LASID for each enrollment
- The ***EdLink Advanced Data Quality Critical Errors List*** provides critical errors that will have a significant impact to funding or required state/federal reporting. Errors must be cleared and if not will have impact on student or staff funded counts (posted [on the EdLink 360 support page](#))

EdLink Resolved Issues

- Multiple and Duplicate Enrollments for both schools are now being displayed on the dashboard when a student is actively enrolled in more than one school at the same time.
- Assessments search dashboard has been corrected to show all assessment scores
- Student Search dashboard has been updated to show a student's full enrollment history

New EdLink Open Issues

- Review and adjust student schedule ADQs *LDOEDATA-240*
- Transfer students not being included in Oct 1 MFP count *LDOEDATA-258*
- School staggered re-opening dates after Hurricane Ida are triggering errors in dashboard *LDOEDATA-259*
- Potential Dropouts don't include all dropout types

A complete listing of all open issues is posted [here](#).

EdLink Dropout Corrections

- The 2021-2022 User Guide for Correcting Dropouts version 1.0 is now available on the [EdLink360 Support Page](#)
- For a records request received:
 - Update the students records in EdLink360 using the Dropout Corrections Dashboard
 - The record request information you supplied last year on a JotForm have been built into the Dropout Corrections dashboard.
 - Keep a copy of the records request information on file at your school system.
 - Copies of records requests will not be submitted to EdLink or LDOE.



eScholar 2021-2022 On-going Support

2021-2022 Ongoing Support

Through the end of October, daily sessions are being held for school systems to review their dashboards, answer questions and resolve data reporting issues:

- **9:00AM**

Registration Link:

<https://ldoe.zoom.us/join/9tJcocuCpqDIIsHN3kZFdHPCaaqtHxEcgldGrJ>

- **11:00AM**

Registration link:

<https://ldoe.zoom.us/join/9tJcqdeGhqz0sEtSicY6kYGXwiwtPvhee6WUg>

After registering, you will receive a confirmation email containing information about joining the meeting

Data Reporting Resources

EdLink 360 resources are posted and/or linked on the [EdLink 360 support page](#)

- 2021-2022 Benchmark Calendar with Snapshots
- EdLink Extract File Layouts and SAMPLES
- EdLink 360 User Guides (Calendars & Attendance, Student, Staff)
- EdLink Student and Staff Reference Tables
- EdLink Frequently Asked Questions (FAQ)
- EdLink Security Information
- eScholar Applications Information
 - Uniq-ID
 - DirectMatch
 - StaffID
- 2021-22 System Enhancements
- Training Schedules / Slide deck and recording for previous trainings
- Webinar and Office Hours Schedules
- Login URLs and Email addresses for support

Who to contact for support

Email the system data managers listed below if you need assistance with the collections.

- Data Systems Manager: Sherry.Randall@la.gov
- Special Education Reporting (SER) & EdLink LEAP 2025 Assessment Data & Snapshot: Bernetta.Sims@la.gov
- EdLink Student data submissions & snapshots, Dropout Corrections: Tara.Baylot@la.gov
- Student Transcript System (STS) and EdLink transcript/IBC data submissions: SystemSupport@la.gov
- Annual Financial Reporting (AFR) and EdLink Staff data submissions: systemsupport@la.gov
- School Finder and Principal and Superintendent Secure Portal assistance: SystemSupport@la.gov
- 2021-2022 System Enhancements & Sponsor Site System (SPS): Kaylie.Loupe@la.gov
- EdLink Security for Dashboard Access and Other EdLink360 Issues: edLink360@la.gov
- PowerSchool sFTP Credentials and Whitelisting Requests: LDOE_LEA_Support@powerschool.com
- Pandemic-EBT (P-EBT): Carol.Mosley@la.gov

Louisiana SecureID System (eScholar)

Who to contact for support

Who to Contact for Support	For assistance with
anantha.lakkakula@la.gov	• Split a Shared LASID, Retire a Duplicate LASID, LASID Audits • Administrative functions such as system settings and configurations • eScholar User Access and Role Based Questions
jayanthi.sothirajah@la.gov wanggan.yang@la.gov	• SecureID, DirectMatch or StaffID general questions • Security Coordinators needing eScholar credentials or assistance provisioning their school system staff with eScholar system access
support@escholar.com	• eScholar FTP Industry Based Credentials (IBCs) folders • eScholar FTP HiSet folders • Software bugs (system outage, security issues etc.) • File Format/Upload Questions • Requests for utilizing web services
Your LEA Security Coordinator	• System access for new users • Assistance with your eScholar login/password
wen.fan@la.gov or LDEdata@la.gov	• Data Management FTP (DM FTP) Updates and support