Quality Control Checks Staff Student Course /Staff Assignment

May 2018
QC Checks Reports SSC / Staff Assignment

- As in years past, SED’s Accountability Metrics Team is performing a set of (QC) quality control checks each week on Staff Student Course (SSC) and Staff Assignment data sent by districts to L2.

**Purpose:** to identify data issues that have the potential to cause a student to be excluded from a teachers growth score or a principal not to receive a growth score.

*Note: Deadline June 14th - 2:30pm - for all SSC/Staff Assignment data for APPR*

**Which Teachers and Courses are the SSC QC checks for?**

- The quality control checks are completed only for teachers *that could receive a State-provided growth score.* :
  - 1. Grades 4-8 ELA (reporting date 4/10/18): 51032, 51033, 51034, 51035, 51036
  - 2. Grades 4-8 Math (reporting date 5/1/18): 52034, 52035, 52036, 52037, 52038
  - 3. Math Regents (reporting dates 5/1/2018 or 6/5/18 for grades 6-8 students only): 02052CC, 02072CC, 02056CC
# QC Checklist- SSC

## High Priority

1. **Overlapping Records- Start/End date Overlap**
   - Because the start and end dates overlap, the records will be treated as though the student was enrolled in two courses simultaneously.
   - As a result the growth vendor will sum the minutes across all of the duplicate records to obtain the total duration of time that the student was enrolled and attended the course with a teacher. This may cause the student to not meet the minimum enrollment requirement of 60% of the course.

2. **Enrollment Linkage Duration = 0**
   - A student must be enrolled in a course with a teacher for at least 60% of the course duration in order to be included in a teacher’s mean growth percentile (MGP) calculation otherwise the student will NOT count in the calculation.
   - A zero value in this field means that the student would not be included in a teacher’s growth score.

3. **Attendance Linkage Duration = 0**
   - Attendance minutes are used to weight student scores in a teachers’ State-provided growth score.
   - A zero value in this field would mean that a student’s SGP would be multiplied by zero.

4. **Course Duration = 0**
   - Course Duration is used to determine the total number of instructional minutes in the course.
   - A value of zero indicates an error in the scheduling/system setup.

## Low Priority

1. **Overlapping – Duplicate Linkage Records**
   - More than one record has the same group of variables in common: staff ID, reporting date, district, school, course id, section code, student, start date, end date.
   - Most records are valid

2. **Enrollment Linkage > Course Duration**

3. **Attendance Linkage > Course Duration**
QC Checks Reports SSC / Staff Assignment

• Review L1 Verification Reports
  – 9.7.1 Teacher Course Verification: NYSED – TSDL QC Checks
  – 21.2.0 Staff Assignment – NYSED Staff Assignment Quality Control Checks
QC Checks Reports SSC / Staff Assignment

- Please Note: high priority overlapping records appear first. Because some high priority records fall into both high and low priority categories, some records will show more than once.
**Overlapping Records Examples - Start/End Date Overlap - High Priority**

- **Student drops one section of a course for another - same teacher - dates overlap**
  - This overlap is an issue because the course duration minutes are inflated when summed and the student *does not meet* the 60% minimum
  - For most record sets this overlap is *invalid* and *should be corrected*

*After reviewing these records please consult with your SMS support to determine how you can correct these records.*

<table>
<thead>
<tr>
<th>STATE COURSE ID</th>
<th>TEACH ID</th>
<th>TEACHER NAME</th>
<th>LOCAL COURSE ID</th>
<th>LOCAL COURSE NAME</th>
<th>SECTION CODE</th>
<th>STUDENT NAME</th>
<th>NYSSIS ID</th>
<th>LOCAL STUDENT ID</th>
<th>Linkage Start Date</th>
<th>Linkage End Date</th>
<th>Enrollment Linkage Duration MIN</th>
<th>Attendance Linkage Duration MIN</th>
<th>Course Duration MIN</th>
<th>Grade Level</th>
<th>Reporting Date</th>
</tr>
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<tbody>
<tr>
<td>51032</td>
<td>ELA-004</td>
<td>ELA-004</td>
<td>1</td>
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<td>ELA-004</td>
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<td>84</td>
<td>10248</td>
<td>9576</td>
<td>10080</td>
<td>04</td>
<td>04/10/2018</td>
</tr>
<tr>
<td>52038</td>
<td>38000</td>
<td>Math 8</td>
<td>3303</td>
<td></td>
<td>09/05/2017</td>
<td>38000</td>
<td>09/10/2017</td>
<td>09/09/2018</td>
<td>360</td>
<td>360</td>
<td>5560</td>
<td>5560</td>
<td>5560</td>
<td>08</td>
<td>05/01/2018</td>
</tr>
</tbody>
</table>

**Enrollment duration/course duration = 50%**

10164 / 20328 = 50%

5600 / 11120 = 50%
Overlapping Records Examples- Duplicate Linkage - Low Priority

- For most record sets this overlap is *valid* and *does not need adjusting*

- Both ELA courses are both mapped to 51033- ELA 5- same student, same teacher. This overlap is not an issue because the enroll/course duration minutes for each section add up to the full course minutes and student meets 60% minimum

- All should be reviewed
QC Checks Reports
Staff Student Course

Enrollment/Attendance or Course Duration Minutes = 0 - High Priority

- Example 1 - Attendance linkage Minutes = 0 makes sense – no action necessary
- Example 2 – All linkages are 0 – this suggests a scheduling setup issue

*After reviewing these records please consult with your SMS support to determine how you can correct these records.

Example 1

<table>
<thead>
<tr>
<th>DISTRICT NAME</th>
<th>SCHOOL LOCATION</th>
<th>SCHOOL LOCATION ID</th>
<th>STATE COURSE ID</th>
<th>LOCAL COURSE ID</th>
<th>LOCAL COURSE NAME</th>
<th>SECTION CODE</th>
<th>TEACH ID</th>
<th>TEACHER_NAME</th>
<th>NYSSIS ID</th>
<th>LOCAL STUDENT ID</th>
<th>STUDENT NAME</th>
<th>Linkage Start Date</th>
<th>Linkage End Date</th>
<th>Enrollment</th>
<th>Attendance</th>
<th>Course Duration</th>
<th>Grade Level</th>
<th>REPORTING DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>52036</td>
<td>Iowa City</td>
<td>50101</td>
<td>02AM501</td>
<td>MATH ADV 9</td>
<td>31</td>
<td></td>
<td>10</td>
<td>Critical Lit Through 7 7</td>
<td>31</td>
<td>09/05/2017</td>
<td>09/07/2017 129</td>
<td>0</td>
<td>6275</td>
<td>06</td>
<td>09/01/2018</td>
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<tr>
<td>51035</td>
<td>Glenwood</td>
<td>50107</td>
<td>00AM70</td>
<td>ELA 7</td>
<td>37</td>
<td></td>
<td>37</td>
<td>Gina</td>
<td>4</td>
<td>09/05/2017</td>
<td>09/05/2017 42</td>
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<td>5502</td>
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<td>04/10/2018</td>
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Example 2

<table>
<thead>
<tr>
<th>DISTRICT NAME</th>
<th>SCHOOL LOCATION</th>
<th>SCHOOL LOCATION ID</th>
<th>STATE COURSE ID</th>
<th>LOCAL COURSE ID</th>
<th>LOCAL COURSE NAME</th>
<th>SECTION CODE</th>
<th>TEACH ID</th>
<th>TEACHER_NAME</th>
<th>NYSSIS ID</th>
<th>LOCAL STUDENT ID</th>
<th>STUDENT NAME</th>
<th>Linkage Start Date</th>
<th>Linkage End Date</th>
<th>Enrollment</th>
<th>Attendance</th>
<th>Course Duration</th>
<th>Grade Level</th>
<th>REPORTING DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>51035</td>
<td>Iowa City</td>
<td>50101</td>
<td>110101</td>
<td>ELA 7</td>
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<td></td>
<td>Gina</td>
<td></td>
<td>4</td>
<td>09/07/2017</td>
<td>11/07/2017 0</td>
<td>0</td>
<td>0</td>
<td>07</td>
<td>04/10/2018</td>
<td></td>
<td></td>
<td></td>
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<tr>
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<td>Glenwood</td>
<td>50107</td>
<td>01AM70</td>
<td>ELA 7</td>
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<td></td>
<td>Gina</td>
<td></td>
<td>4</td>
<td>01/01/2018</td>
<td>04/05/2018 0</td>
<td>0</td>
<td>0</td>
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<td>04/10/2018</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>51035</td>
<td>Glenwood</td>
<td>50107</td>
<td>02AM70</td>
<td>ELA 7</td>
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<td></td>
<td>Gina</td>
<td></td>
<td>4</td>
<td>09/07/2017</td>
<td>04/05/2018 0</td>
<td>0</td>
<td>0</td>
<td>07</td>
<td>04/10/2018</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
QC Checks Reports  
Staff Student Course

No Data Available? Either you haven’t loaded Staff Student course yet or you have no errors for that particular check.

⭐ Reminder- this report refreshes on Wednesday’s – review each week until the deadline (6/14) to ensure the proper corrections have been made up at L2
QC Checks Reports - Staff Assignment

Level 1 Verification Secure Staff Data Reports > 21. Staff Assignment 21.2.0: NYSED-Staff Assignment QC Checks

**QC Checklist - High Priority**
1. Does the building lack principals assigned to it?
2. Are principals linked to the District Location rather than building level?
3. Are any grades in the building missing a principal staff assignment?

Expanded List of Quality Control Checks of Staff-Assignment Extract Data

<table>
<thead>
<tr>
<th>DISTRICT NAME</th>
<th>SCHOOL NAME</th>
<th>TOTAL PRINCIPALS</th>
<th>GRADE LEVEL SPAN</th>
<th>ERROR MSG</th>
</tr>
</thead>
<tbody>
<tr>
<td>CENTRAL SCHOOL DISTRICT</td>
<td>EN ELEMENTARY SCHOOL</td>
<td>0</td>
<td>01 - 06</td>
<td>No principal assigned to Grade 1, No principal assigned to Grade 2, No principal assigned to Grade 3, No principal assigned to Grade 4, No principal assigned to Grade 5, No principal assigned to Grade 6</td>
</tr>
<tr>
<td>CENTRAL SCHOOL DISTRICT</td>
<td></td>
<td></td>
<td></td>
<td>Principal assigned to district</td>
</tr>
</tbody>
</table>

**Total principals=0?**
SchoolName= building location?
Location is missing a principal in Staff Assignment

**Principal assigned to district location code ’0000’?**
Link principal to a building location in Staff Assignment
Staff Assignment

After corrections are made, review L1 Verification Report: 21.0.0 Staff assignment Summary to review all of your principals.
• Course Instructor/ Staff Student Course Issue
CIA/ SSC- SPED push-in / ENL push-in

- SIS are extracting Staff Student Course records for those teachers identified in CIA as Primary Instr- N but who are special ed or ENL push-ins
- These push-in teachers will receive state calculated growth scores if there are 16 students who take the ELA/Math assessment
- **This may be valid** for your district- if so, no action is necessary (check with your APPR plan administrators)
- **If this is not valid** for your district and growth scores are calculated for these teachers, the scores should not be used and the teachers noted on the Staff Eval certification form when it becomes available in October.

### 9.12.1 Teacher Course Verification: Potential Staff Student Course/Course Instructor Assignment Discrepancy

**2017-18 School Year**

**Report Description:**
This report displays SPED and/or ENL push-in teachers identified in CIA who are attached to 3-8 ELA/Math/Math Regents course records in Staff Student Course. This is not a typical linkage for these teachers. Please contact your district's APPR Plan Administrator to confirm the linkage to growth score calculations for these teachers. If this is not valid for your district and growth scores are calculated for these teachers, the scores should not be used and teachers noted on the Staff Eval certification form when it becomes available in October.

**Disclaimer:**
Discrepancies may occur between source data and the Levels of the Data Warehouse based on invalid Staff, Course, Course Instructor Assignment and/or Staff Student Course data.

#### District: [District Name]
Staff Members: 10; Listed Courses: 11

<table>
<thead>
<tr>
<th>Staff Name</th>
<th>Staff ID</th>
<th>Course ID</th>
<th>Course Name</th>
<th>Course State ID</th>
<th>Section Code</th>
<th>Term Code</th>
<th># of Students</th>
<th>Primary Instr. Ind.</th>
<th>Primary Sp. Ed. Instr. Ind.</th>
<th>Primary ENL Instr. Ind.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0100</td>
<td>0365</td>
<td>MATH 6</td>
<td>S1026</td>
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<td>No</td>
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<td>0396</td>
<td>0180</td>
<td>ENGLISH 8</td>
<td>S1034</td>
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<td>No</td>
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<td>S1036</td>
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<td>4</td>
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<td>Yes</td>
<td>No</td>
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<tr>
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<td>S1036</td>
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<td>No</td>
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<td>S1037</td>
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<td>0383</td>
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<td>S1038</td>
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<td>4</td>
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<td></td>
<td>01071</td>
<td>0170</td>
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<td>S1035</td>
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<td>4</td>
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<td>No</td>
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<td>01071</td>
<td>0170</td>
<td>ENGLISH 7</td>
<td>S1035</td>
<td>4</td>
<td>4</td>
<td>28</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>
Other Important Notes

• EOY Deadline
• Staff Stu Course Assessment reports
• T/NT Reports – L1 & L2
SIRS EOY Deadline Update

- We have been notified by NYSED that there will be no exceptions to the final deadline for reporting all end of year data to SIRS for 2017-18.

- This includes no exceptions for technical issues that could arise at LHRIC, therefore we are setting an earlier deadline of Thursday, August 16th @ 2:30 pm as the last day to load 2017-18 SIRS data to L1.

- Special Ed VR’s 11, 12 & 14 (Special Ed Events) and Staff Evaluation Rating data have later deadlines and will be the only 2017-18 data that can be loaded after the deadline.
Staff Stu Crs /Assessment Verification Reports

- **3-8 ELA assessment data** has been loaded to L1 and L2.
- **3-8 Math assessment data** will be loaded over the next few weeks.
- Important: review 9.4.1 for reasonableness check between SSC and Assessments.

![Image of 9.4.1 Teacher Course Verification: Staff Student Course and Assessment Discrepancy]
Assessment Verification Reports

### Level 1 Verification Report Summary (as of May 6, 2018)
#### 2017-18 School Year

**Report Description:**
This document reports focuses on those L1 verification reports most relevant to the highlighted regulations. These highlighted reports are a subset of the majority of L1 verification reports that should be reviewed over the course of the year. This report is refreshed weekly over the weekend, based on the latest level 1 data load.

**Disclaimer:**
Discrepancies may occur between source data and the levels of the Data Warehouse based on invalid data.

**District:** Yeshiva Tzion Yosef - 80039600

<table>
<thead>
<tr>
<th>Level 1 Verification Reports</th>
<th># of Students/Staff Courses</th>
<th>BEDS Verification</th>
<th>Assessment Verification</th>
<th>Teacher Course Verification</th>
<th>APRIL Verification</th>
<th>End of the Year Verification</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.11.0 Assessments: Students without Report Assessments (for Grade 12 Accountability: ELA)</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.11.0 Assessments: Students without Report Assessments (for Grade 12 Accountability: Mathematics)</td>
<td>0</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>4.14.1 Assessments: Students missing Assessment Fact records (Scores) (Enrolled with SOL/SSS)</td>
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<tr>
<td>4.14.2 Assessments: Students missing Assessment Response records (Answer Sheets)</td>
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<tr>
<td>4.15.1 Assessments: Reports CSV file and Level 1 Discrepancy</td>
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<td></td>
</tr>
</tbody>
</table>

### 4.5.1 Assessments: Students Missing 3-8 NYS Assessment
#### 2017-18 School Year

**Description:**
This report identifies students who have a valid Enrollment for test period, but haven’t been tested.

**Disclaimer:**
Discrepancies may occur between source data and the levels of the Data Warehouse based on invalid Student Demographics, Enrollment and/or Assessment data. The “Finish” button once NYS Assessment and a status are selected.

**Select an Assessment:**
- ELA

**Select Assessment Status:**
- All Not Tested

<table>
<thead>
<tr>
<th>Entry Date</th>
<th>Entry Code</th>
<th>Exit Date</th>
<th>Exit Code</th>
<th>Location</th>
<th>Updated</th>
<th>PS-020</th>
<th>PS-021</th>
<th>PS-022</th>
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<th>PS-024</th>
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<tbody>
<tr>
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<td>0811</td>
<td>8/31/2017</td>
<td>0811</td>
<td>Location</td>
<td>Yes</td>
<td>Yes</td>
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<td>No</td>
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<td>No</td>
</tr>
<tr>
<td>8/31/2017</td>
<td>0811</td>
<td>8/31/2017</td>
<td>0811</td>
<td>Location</td>
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<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
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<tr>
<td>8/31/2017</td>
<td>0811</td>
<td>8/31/2017</td>
<td>0811</td>
<td>Location</td>
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<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>8/31/2017</td>
<td>0811</td>
<td>8/31/2017</td>
<td>0811</td>
<td>Location</td>
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<td>Yes</td>
<td>Yes</td>
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<tr>
<td>8/31/2017</td>
<td>0811</td>
<td>8/31/2017</td>
<td>0811</td>
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<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
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</tr>
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</table>

**District did not provide Test Documents to LRBC**

<table>
<thead>
<tr>
<th>Grade 4 ELA</th>
<th>S1</th>
<th>Less than 1 year in USA</th>
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</thead>
<tbody>
<tr>
<td>Grade 4 ELA</td>
<td>96</td>
<td>Refusal</td>
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<tr>
<td>Grade 4 ELA</td>
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<td>Refusal</td>
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### Tested/Not Tested

- SIRS-104 NYSITELL Summary Report
- SIRS-301 Tested/Not Tested Confirmation Report
- SIRS-302 Tested/Not Tested Confirmation All Assessments Report

### New York State Education Department

**Tested/Not Tested Confirmation Report**
Data Contained in the Student Information Repository System

<table>
<thead>
<tr>
<th>School Year</th>
<th>2017-18</th>
</tr>
</thead>
<tbody>
<tr>
<td>District Name</td>
<td>DISTRICT_KEY</td>
</tr>
<tr>
<td>School Name</td>
<td>AB Location</td>
</tr>
<tr>
<td>Report Subject</td>
<td>ELA</td>
</tr>
</tbody>
</table>

Data refresh date:
Thank you!