Introduction

The Colorado State Model Performance Management System is an optional tool to support districts in the implementation, data collection and effective use of the Colorado State Model Evaluation System. The system includes an electronic interface and data collection tools for the state model evaluation rubrics, measures of student learning/outcomes, final effectiveness ratings, and aggregate reports to support principals and district leaders in providing useful and actionable feedback and possible professional development opportunities for educators.

Colorado Performance Management System

Recommended Activities for Maximizing Use

Below find a list of activities to be completed in order to maximize use of the system. Each activity has the role(s) that may complete the task within the system along with a resource outlining how to do so.

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| **Activity** | **Role** | **Resource** |
| If the LEA is new to the system, work with CDE to set up roles in identity management (IdM). | LAM | [LAM webpage](http://www.cde.state.co.us/educatoreffectiveness/copms-lams-setting-up) |
| The Local Access Manager (LAM) add/updates/removes users and roles in IdM for staff changes to have the current staff roster for the start of the year.  The LAM is responsible for all user login information and should send out emails regarding login information. | LAM  LAM | [LAM Quick Guide](http://www.cde.state.co.us/educatoreffectiveness/copms-lam-quick-guide)  [LAM webinar](https://enetlearning.adobeconnect.com/p812dxdwjgd8/)  [Login and Help Video](https://vimeo.com/album/3011044/video/104458084) |
| LEA Settings under Administration   1. **Check the Enable Identity Management box and save (should only be done after LAM has ensured the most current roster).** New year information will be available the next day. 2. Configure/update the LAM Contact Information as needed 3. Enter due dates for the Self-Assessment and Evaluator Assessment (will pre-populate from prior year, if available) 4. Professional Practice Standards tab    1. Update/set the minimum number of observations for each rubric by probationary status. (will pre-populate from prior year, if available)    2. Update/set the Professional Practice Standards Weighting by Rubric with the desired Quality Standard weighting. (will pre-populate from prior year, if available)    3. Once observation numbers and Quality Standard weights are finalized, enable the Release Settings to all Schools and apply. **This cannot be updated once enabled.** Final Effectiveness Ratings will not be calculated until this step is complete. 5. Site Logo tab (optional) allows LEAs to upload a picture file. | SI/AS | [Starting the new year](http://www.cde.state.co.us/educatoreffectiveness/comps-lams-annual-transition)  [LEA Settings by Superintendent Video](https://vimeo.com/album/3011044/video/104463926) |
| Administration🡪Staff Assignments.   1. Perform a general review of the staff assigned at the LEA level, then select each school and review. 2. Report any problems or omissions to the LAM for clean-up in IdM. | SI/AS  HR  P | [Review Staff Assignments Video](https://vimeo.com/album/3011044/video/104558206) |
| Administration🡪Evaluator Management   1. LEA Approvals offers the ability to manage which evaluators are eligible to evaluate for specific rubrics. Update as needed. 2. The Assignments tab offers the ability to update primary and/or secondary evaluators. Update as needed. 3. Issue Resolution shows if any educators are missing a primary evaluator to be able to correct them. It also shows if there are IdM issues for the district. 4. Repeat this review as new staff are added to the system or moved between buildings, as needed. | SI/AS HR  P | [Evaluator and Coach Management Video](https://vimeo.com/album/3011044/video/104563481) |
| (optional) SI,HR, and Principals can utilize the Professional Goal Assignment feature under Administration to create common goals for sets/groups of educators | SI/AS  HR  P | Page 184 of [COPMS Application Manual](https://copmstraining.randasolutions.com/HelpResources/copms/COPMS_User_Guide.pdf) |
| (optional) SI, HR, and Principals can utilize the User Information Import feature under Administration to set content areas, grades, and probationary status for their staff in a batch process; this makes reporting and filtering more useful, but it is not required | SI/AS  HR | Page 178 of [COPMS Application Manual](https://copmstraining.randasolutions.com/HelpResources/copms/COPMS_User_Guide.pdf) |
| When appropriate for the LEA, the MSL/MSO feature under Administration should be used to configure LEA defined MSL/MSO templates to enforce policies.  Principals can use LEA-level released templates to further refine and release school-level templates. This **must be done** in order to assign templates to educators and produce measure ratings (and overall ratings) for evaluations.   1. Use the other MSL/MSO features under Administration to assist with assignment of templates to educators and application of group ratings by LEA or School (new feature). | SI/AS  HR (if set up)  P | [District Admin](https://enetlearning.adobeconnect.com/p3x4qcysj4z/) [Principal Perspective – Established Decisions](https://enetlearning.adobeconnect.com/p8op0wciigm/) [Principal and teacher collaboration](https://enetlearning.adobeconnect.com/p2j5fv1llp8/)  [MSL/MSO Template Management](https://vimeo.com/album/3011044/video/245274612) [MSL/MSO Rating an Individual Measure](https://vimeo.com/album/3011044/video/245971037) [MSL/MSO Rating a Collective Measure](https://vimeo.com/album/3011044/video/245433707)  Page 140 of [COPMS Application Manual](https://copmstraining.randasolutions.com/HelpResources/copms/COPMS_User_Guide.pdf) |
| (ongoing throughout year)   * + 1. Review the Evaluations page for progress on the evaluation cycle (pie charts)     2. Send reminder emails by using the pie chart filter Send Email to Group button as desired throughout the year     3. Close evaluations for educators that have a change in status, termination, etc. (see list in system) | SI/AS  HR  P | [Tracking Evaluation Activities Video](https://vimeo.com/album/3011044/video/105071928)  [Sending Emails Within the System Document](http://www.cde.state.co.us/educatoreffectiveness/copms-email)  [Administrative Evaluation/Activity Closing Video](https://vimeo.com/album/3011044/video/104646198) |
| (end of year)   1. Browse to the MSL/MSO LEA and School Ratings feature under Administration and verify that all LEA-level and School-level measures are properly rated 2. Open the Evaluations page and check pie charts for completion status; use the Final Effectiveness Approval feature to review completed evaluations and provide supervisor signature (or ensure completed by others) 3. Ensure that all evaluations that need to be signed and completed are done 4. Do not remove terminated or retired staff in the IdM yet, wait for announcement from CDE on the period of time to make staff changes and removals | SI/AS  HR (if set up)  P | * + - 1. Page 152 of [COPMS Application Manual](https://copmstraining.randasolutions.com/HelpResources/copms/COPMS_User_Guide.pdf)       2. [Final Effectiveness Supervisor Approval Video](https://vimeo.com/album/3011044/video/131246934)       3. [Tracking Evaluation Activities Video](https://vimeo.com/album/3011044/video/105071928)       4. [LAM Quick Guide](http://www.cde.state.co.us/educatoreffectiveness/copms-lam-quick-guide) |