# Mathematics & Science Partnership Grant

**Reporting Requirements 2015**

May 26, 2015

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# Program Reporting

- **USDE Annual Performance Report (APR)**

- **Local Evaluation Report (LER)**

- **Participant List (PL)**

- **Automated Data Exchange (ADE)**

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# Annual Performance Report (APR)

**Due to CDE: August 31, 2015**

**Via USDE's Online Platform**

**CDE to USDE: November 1, 2015**

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# Annual Performance Report

- **USDE Annual Performance Report (APR) – "Submitted to State" by August 31, 2015**
  - CDE will review and if changes are needed, communicate those back to project director
  - Recommended changes must be made within 10 business days of this communication
- **Final submission to USDE by CDE – November 1, 2015**
- **Projects currently in Year 2 already have access**
- **Projects currently in Year 1 will have access by the end of this week (5/29/15)**

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# APR Contents

- **Section I – MSP Project Information**
- **Section II – MSP Project Abstract**
- **Section III – Responsibilities**
- **Section IV – PD Participants**
- **Section V – PD Models**
- **Section VI – PD Content**

- **Section VII – Program Evaluation**
- **Section VIII – Findings**
- **Section IX – Lessons Learned**
- **Section X – State Review**
- **Section XI – Attached Supplementary Documents**

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# Accessing the APR

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# Navigating the APR



"Edit APR" – Table of Contents

"Comments" – CDE will use this section for comments during end of year review

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# I. MSP Project Information
## C. Partner Organizations

# New Feature as of 2014

- **Validation check feature which will check the relationships among a few commonly misreported APR items.**

- **To help ensure these items are reported correctly, a button has been added on the APR website that will allow you to automatically check whether any key rules guiding the relationship among APR items are not being met.**

- **This "validation check" button has been added on the screen you see when you first login to the APR website for any active APRs that have not yet been submitted.**

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# Completing the APR

- **After you have completed editing your APR, click "save report," then click the "reports" tab in the upper left hand corner to navigate back to the APR website main page.**

- **Run the validation check which will open a new window with the validation check results and make any necessary changes.**

- **When there is a legitimate reason why these rules may not be met, this feature will allow you to provide an explanation of why your data accurately reflect the project work.**

- **This feature will not prevent you from submitting your APR even when issues are identified.**

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# Rules Guiding the Use of Selected APR Items

- **Please download the document located on the bottom-left corner of your screen.**

- **This document summarizes important notes and rules guiding the use of selected Annual Performance Report (APR) items that are most commonly misreported.**

- **For each section of the APR included in this document, the relevant APR items are listed along with important notes to keep in mind when entering data for these items and rules guiding the relationships across items.**

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# Local Evaluation Report (LER)

**Due to CDE: August 31, 2015**

**Via Email to Jennifer Simons**

# Local Evaluation Report

- **Intended to expand upon the APR in order to elicit deeper details about the partnership's project.**
  - Is used as part of the statewide evaluation of the program's effectiveness

- **Only submitted to CDE.**

- **Section 3 can be replaced by an external evaluation report if a cross-reference to LER sections is provided.**

- **Provide as much detail as possible in all sections.**

- **If additional information or clarification is needed upon review, CDE will send comments to be addressed by the partnership.**

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# Section 1: Abstract

- **Project Information**
  - Name, lead, evaluator, person completing the LER
- **Description of the goals and objectives, participants, PL implemented**
  - Explain any differences in proposed and actual

| Section 1: Abstract | |
|---|---|
| **Project Name:** | |
| **Project Lead:** | |
| **Evaluator:** | |
| **This form completed by:** | |
| Briefly describe the goals and objectives of your project, the participants, and professional learning interventions or models *that were implemented in 2014-15*. This narrative may be used for Section II of the APR (1000 words). Please identify any differences or changes from the abstract submitted as part of the application and/or prior years' evaluation reports. | |

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# Section 2: Participants

- **How participants and comparison groups are selected**
- **Number of educators from each participating or comparison school and district**
  - Broken down by
    - Math and science teachers
    - Non-math and non-science teachers
    - Non-teachers
- **Voluntary or required participation and other general info**
- **Types and focus of PD**

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# Section 2

| Section 2: Participants |
| --- |

| Explain how participants were selected. |
| --- |
|  |

Using the table below, list the schools that had participants in MSP-funded activities in 2014-15.  Include the number of participants per school.

| School Name | District Name | # of teachers who taught math and/or science during the 2014-15 school year | | # of teachers who did not teach math or science during the 2014-15 school year | # of non-teacher participants (e.g., coaches, media specialists, principals) |
| --- | --- | --- | --- | --- | --- |
|  |  | Math | Science |  |  |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |

# Sample Table

| Math Teacher Content Knowledge | | |
|---|---|---|
| **Delivery Method** | **Dates** | **Hours of PL** |
| Summer Workshop | 07/15/14-08/15/14 | 80 |
| Professional Learning during the School Year | 08/15/14-05/15/15 | 120 |
| Distance and Online Learning Programs | NA | 0 |
| Coaching/Mentoring Programs | NA | 0 |
| Professional Learning Communities (PLCs) | 05/15/14-05/15/15 | 40 |
| Grad Courses at IHE | NA | 0 |
| Other (specify): | | |

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# Section 2: Participants (Cont.)

- **Assessments used to measure impact on participants' content knowledge and/or pedagogy**

- **Sample Table:**

| Name of Test (Provide content area assessed in brackets after the assessment name) | Pre-test Administration Date | # of participants who took pre-test | Post-test Administration Date | # of participants who took pre-test |
|---|---|---|---|---|
| Learning Mathematics for Teaching – [Math] | 10/14/14 | 25 | 03/15/15 | 23 |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |

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# Section 2: Participants (Cont.)

- **Impact on students of the participating educators**
- **Sample Table**

| Name of test (Provide content area assessed in brackets after the assessment name) | Grade Levels | Pre-test Administration Date | # of students who took pre-test | Post-test Administration Date | # of students who took pre-test |
|---|---|---|---|---|---|
| NWEA Maps (Reading) | 6 | 10/12/14 | 15 | 03/15/15 | 14 |

# Section 3: Narrative

- **Section 3: Narrative**
  - Program Implementation (3 questions)
    - 1: General functioning of the program
    - 2: Implementation fidelity
    - 3: Challenges and changes needed
  - Evaluation Methods and Findings (12 questions)
    - Evaluation plan, methods, and findings
    - MSPs impact on TLs, & TLs impact on other teachers
    - Targets for changes in teacher content knowledge and pedagogy
    - Student performance before and after teachers' participation
    - Lessons learned and plans for sustaining positive impacts
    - Any other significant findings

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# Required Attachments

- **Attachment A: Copy of pre and post tests**
- **Attachment B: Copy of pre/post-test scoring information or score report**
- **Attachment C: Copy of professional learning (PL) content (e.g., syllabus)**
- **Attachment D: Participant Spreadsheet, including participants and comparisons for all years of the grant.**
- **Attachment E: Proposed Timeline for 2015-2016, if applicable**

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# Participant List (PL)

**Due to CDE: August 31, 2015**

**PERSONALLY IDENTIFIABLE INFORMATION**
**Via Secure File Transfer to Alexandra Rechlin**

# MSP Participant List

- **Spreadsheet of all participants with pre and post test scores**
- **Include all participating teachers, even those with no pre-post scores, and those from prior years**
- **Include all control group teachers**
- **Maintain list for all years of the grant**
- **Use the same list submitted to CDE in January, but with all columns completed for each participant**
- **If a teacher is not included in the ADE submission, please explain why in the Comments / Notes column**
- **Due to CDE on August 31, 2015 via the Secure File Transfer**

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# Sample Table

| 4 digit Project Code | District Name | District Code | School Name | School Code | Participant Last Name | Participant First Name | 8-digit Unique ID | EDID | Treatment Group = 1 AND Comparison Group = 0 | Subject area of PD in 2012-13 | Number of Hours of PD | Pre-test Assessment Name | Pre-test Date | 12-13 pretest score | Post-test Assessment Name | Post-test Date | 12-13 posttest score | Comments and Notes |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 2100 | Colorado SD | 0001 | ES | 0001 | Smith | Gina | 21006789 | 123456789 | 1 | | | | | | | | | |

| Subject area of PD in 2013-14 | Number of Hours of PD | Pre-test Assessment Name | Pre-test Date | 13-14 pretest score | Post-test Assessment Name | Post-test Date | 13-14 posttest score | Comments and Notes | Subject area of PD in 2014-15 | Number of Hours of PD | Pre-test Assessment Name | Pre-test Date | 14-15 pretest score | Post-test Assessment Name | Post-test Date | 14-15 posttest score | Comments and Notes |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | M | 160 | LMT | 10/15/14 | 20 | LMT | 03/15/15 | 25 0 | Science teacher so no math students |
| | | | | | | | | | | | | | | | | | |

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# Secure File Transfer (SFT)

- **You will receive an email from Alexandra Rechlin at rechlin_a@cde.state.co.us inviting you to set up an account with the SFT.**

- **Follow the link and instructions to upload the PL to the SFT.**

- **For technical support or if you do not receive the initiating email by July 15, 2015, contact Alexandra.**

- **Link to SFT:**

  - https://transfer.cde.state.co.us/bds/Login.do

- **Instructions for using SFT**

  - https://transfer.cde.state.co.us/bds/images/include/CDE_SFTS_Instructions.pdf

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# Registering for SFT
# After Email is Received

Register and Activate Your Account

You will receive an email containing a delivery notification and a link to the User Registration form. Please follow these instructions:

1. Click on the link to the User Registration form in the email.
2. Complete the User Registration form by entering the required fields. Click Register. You will receive an email containing an activation link along with your user name and an activation code.
3. Click the activation link to activate your account; this will take you to the User sign in screen. You will also receive an email confirming account activation with a link to the User sign in screen.

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# SFT Screenshot

# Automated Data Exchange (ADE)

**Due to CDE: August 31, 2015**

**PERSONALLY IDENTIFIABLE INFORMATION**

**Via the online Automated Data Exchange System**

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# Automated Data Exchange (ADE)

- **For submitting the participating and comparison teachers' 2014-2015 student data**
  - ADE data is due August 31, 2015
- **If a teacher is not included in the ADE submission, please explain why in the Comments / Notes column of the Participant List**

# ADE Documentation and Links Needed

- **Click on "Automated Data Exchange System" to access ADE**
  - https://cdeapps.cde.state.co.us/ade_cdehome.htm
- **Documentation - https://cdeapps.cde.state.co.us/doc_toc.htm#msp**
  - Data Elements and Definitions
    - https://cdeapps.cde.state.co.us/appendix_mspdefs.htm
      - Course Code
  - File Layout
    - https://cdeapps.cde.state.co.us/appendix_b_msp_filelayout.htm
- **Template File**
  - http://www.cde.state.co.us/FedPrograms/tii/b.asp

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# ADE Collection

- **Include students in teacher's classes during 2014-2015 school year**
  - Include all control group teachers
  - Include all teacher participants from all years
    - Teacher participated in 2012-2013 or 2013-2014 only – include teacher's 2014-2015 students
  - Only students in courses directly related to professional learning content
    - Teacher participated in math PD and teaches math and science – only include students from the teacher's math classes
    - Teacher participated in science PD and teaches science and English – only include students from the teacher's science classes
    - Teacher participated in science PD and teaches math – do not include students

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# ADE Instructions

- **Create Data File For Submission to CDE**
  - Use a text editor or excel worksheet (no tabs, commas or spaces between columns), to create a data file according to CDE's Math and Science Partnerships System data file layout.

- **Save the file on your desk using the right naming convention and following the file layout exactly as described.**

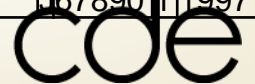- **Review file as a .text file to make sure columns align.**

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# ADE Corks

- **File Name must be exactly as prescribed and include iteration #**
- **No spaces in the whole file**
- **Follow the file layout, including character counts, exactly**

File Name: msp####.nna

| Field Name | No. of Bytes | Begin Pos. | End Pos. | Field Type | Examples | Remarks |
|---|---|---|---|---|---|---|
| School Year | 8 | 1 | 8 | Numeric | 20042005 | Fatal if blank REQUIRED FIELD. |
| District Code | 4 | 9 | 12 | Numeric | 0010 | Fatal if blank REQUIRED FIELD. District Code must be a valid District Code. District Code under 1000 must have leading zeros. |
| School Code | 4 | 13 | 16 | Numeric | 0240 | Fatal if blank REQUIRED FIELD. School code must be a valid school within the District. School Codes under 1000 must have leading zeros. |
| Project Code | 4 | 17 | 20 | Numeric | 0700 | Fatal if blank REQUIRED FIELD. Project Codes under 1000 must have leading zeros. |
| Teacher Last Name | 30 | 21 | 50 | Alphanumeric | Smith | Fatal if blank REQUIRED FIELD |

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| school year | district code | school code | project code | teacher last name | teacher first name | teacher middle initial | CDE Educator ID | teacher social security number | MSP unique teacher identifier | course code | student last name | student first name | student middle initial | SASID | gender | date of birth | grade |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 2014 2015 | 0040 | 0040 | 2100 | Smith | Gina | L | 123456789 | 123456789 | 2100678 | 21 | Jones | Lisa | J | 1234567890 | 01 | 01151997 | 012 |

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# ADE Instructions

- **Connect to CDE**
  - Connect to CDE through the Internet using the following URL address: https://cdeapps.cde.state.co.us/. At this point all data sent between your computer and CDE is encrypted for security reasons.
- **Enter District User Name and Password (More on this later)**
  - CDE's secured web site requires a District User Name and Password assigned by CDE to be entered before you can begin the Data Exchange.
  - If you need a username and password, contact Alexandra Rechlin.
- **Enter User Name and Password**
  - Enter your personal User Name and Password on the User Authentication Screen. For the "System" value, choose MSP File Submission.  For the "Collection Period" value, leave the default value of "Choose one if Applicable".  For the "School Year", select the school year your processing.
- **Confirm Choice:**
  - Confirm that the collection File Submission is for MSP. If correct, click on the "YES" button to continue otherwise, click on the "No" button to return to the Main Menu Screen.

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# Instructions (Continued)

- **Start Automated Data Exchange Main Menu**
  - Click on the Main Menu button and you will be given any of the following three options depending on your current status in the data collection process:
- **Submit New Data File**
- **Download or View Reports**
- **Approve/Reject Data**
- **Submit Data File to CDE**
  - From the Submit Data Screen enter the data file's name and location and click on the Submit File button to transfer this file to CDE. You may use the Browse button to enter the file name. Reports will be generated from the data soon after your file is received at CDE. E-mail notification will be sent to inform you if errors were detected or not, and to list the reports generated by CDE.
- **Download and Review Reports**
  - From the Download or View Reports screen select any of the available reports by clicking the button next to its name. Click on the View Report button to see the selected report on your screen or click on the Download Report button to transfer the report to your computer.

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# Uploading the file

# Instructions (Continued)

- **Re-Submit Data if Errors Found**
  - If the data was found to have any errors, you will receive an E-mail message that the data file failed CDE edit checks. You should review the available error reports, modify the data and re-submit a file by repeating this process starting at the beginning.

- **Approve or Reject Your Data**
  - If no errors were found in the data, you will receive an E-mail message indicating that the data passed CDE edit checks and the data reports are ready to be downloaded and reviewed. After reviewing these reports, use the Approve/Reject Data Screen to send your decision to Approve or Reject the data file. You must download Edit Report before you will be allowed to approve your data for further processing by CDE.
  - Click on the Reject File button to reject the data as presented in the data reports.
  - You will be notified by E-mail that CDE has recorded your decision to reject the data file. Modify the data and re-submit a file by repeating this process starting at the beginning.
  - Click on the Approve File button to approve the data as presented in the data reports. You will be notified by E-mail when CDE has recorded your decision to approve the data file.

- **CDE Continues Processing**
  - After CDE records your decision of Approval, the data submitted will be loaded into a detail data base. Access to this data is restricted only to the CDE custodians for this data collection.

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# File Uploading

- **Be patient – it will likely take multiple iterations**
- **Each iteration must have a new file name**
- Data File Name - msp####.nna
  - msp - Indicates the Mathematics and Science Partnerships System
  - #### - Is your District/BOCES code
  - .nn - Is the file revision number (01, 02, 03, 04.... 99)
  - a - Is the file format
- **Remove any "extension types" from the file name (e.g., ".csv", or ".doc")**

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# ADE Respondent Form

- **If you used ADE last year to submit MSP data you will be able to login using the same User Name and Password.**
  - Contact Alexandra Rechlin if you forgot your User Name or Password.
- **If you have not previously used ADE to submit MSP data then you will need to submit an ADE Respondent Form.**
  - Please download the ADE Respondent Form located on our website:
    - http://www.cde.state.co.us/fedprograms/tii/b
  - If you fax the form, please notify Alexandra via e-mail or phone.
  - She will call you back when a username and password has been assigned to you.

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# Questions

**Program Questions:**

Jennifer Simons

303-866-3905

Simons_j@cde.state.co.us

**Evaluation Questions:**

Nazanin Mohajeri-Nelson

303-866-6205

Mohajeri-nelson_n@cde.state.co.us

**Data Submission and Technical Support Questions:**

Alexandra Rechlin

303-866-4571

Rechlin_a@cde.state.co.us

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