

Instructions for Completing the CLASS Observation Plan and Schedule

The template is provided in your Lead Agency folder on the Department's secure website. Email Kaye Eichler, kaye.eichler@la.gov, for instructions on how to access your account.

Preliminary plans are due September 11, 2015, with the final plans due September 30, 2015.

The template is an Excel workbook with four tabs. The instructions for each tab are provided below.

Prior to completing the observation plan, review the *Guidance for Completing the CLASS Observation Plan and Schedule*.

NOTE: There are many cells in the workbook that are shaded grey or a darker color. Do NOT enter data in these cells.

TAB – STEP 1 COVER SHEET

First Table on left	Instructions
Community Network	Enter the name of your community network
Total # of PreK Classrooms	Enter the total number of PreK classrooms in your network
Total # of Toddler Classrooms	Enter the total number of Toddler classrooms in your network
Total Classrooms to be observed	<i>No action needed - This number will self-calculate</i>
# of PreK only Observers	Enter the number of observers who have ONLY PreK CLASS certification
# of Toddler only Observers	Enter the number of observers who have ONLY Toddler CLASS certification
# PreK/Toddler Observers	Enter the number of observers who are certified in BOTH PreK and Toddler CLASS
Total # of Observers	<i>No action needed - This number will self-calculate</i>
Second Table on left	Instructions
Site Name	This is prepopulated with the site names in the network – Verify and correct as needed, according to: <ul style="list-style-type: none"> • Add sites that are missing from this list but are a part of the network. Highlight these sites in yellow. • If a site listed is not a part of the Network and needs to be deleted, highlight the site in red. Do NOT delete the site. • If a site name is edited, highlight the site in blue.
Site Code	This is prepopulated with the site code for each site – If a site is added, include the site code if known (do not enter license or TIPS numbers). You can check sites against the master site code list.
Total PreK Classrooms	Enter the total number of PreK classrooms for each site
Total Toddler Classrooms	Enter the total number of Toddler classrooms for each site
Overall TOTAL (shaded cells)	<i>No action needed - This number will self-calculate for the total number of PreK and Toddler classrooms in the network.</i>
NOTE: The tables on the right of the cover sheet will self-calculate. DO NOT TYPE IN THESE BOXES.	

TAB – STEP 2 OBSERVATION PLAN

Questions	Plan
What is the plan to ensure all observers are reliable?	<p>Answer the question in 500 words or less. Some questions to consider:</p> <ul style="list-style-type: none"> • How many certified Toddler and PreK CLASS observers do you currently have? Have they all completed the training and passed their reliability test? • Do your observers have cards or certificates to prove they are reliable with the date their reliability expires? • What is your plan to ensure recertification when reliability expires? • What is your plan to replace observers when observers resign, retire, or no longer want to be on contract to conduct observations?
What is the plan to ensure that all observers maintain inter-rater reliability and fidelity?	<p>Answer the question in 500 words or less. Some questions to consider:</p> <ul style="list-style-type: none"> • How many observations will have to be shadow scored in order to meet the 10 percent minimum of all observations conducted? • Do you have the capacity of certified observers to complete observations as well as to shadow score observations? If not, what is your plan? • How will you ensure that observers are following Department protocol and using the instrument as it was designed to be used? • Will you complete random data checks on the written scoresheets? What about providing feedback to the observers? • What support will be provided for observers?
What is the plan to ensure that no observer conducts an observation in a classroom in which the observer has a conflict of interest?	<p>Answer the question in 500 words or less. Some ideas to consider:</p> <ul style="list-style-type: none"> • Should you have observers sign assurances to ensure that there is no conflict of interest in the observations that they are scheduled to conduct? • What process will you put in place to reschedule an observation in the event that the conflict of interest was not discovered until the observer arrived at the site?

TAB – STEP 3 DROP DOWN LISTS

Columns	Instructions
Column A	<i>No action needed – Prepopulated with the months of the year</i>
Column B	Prepopulated with site codes – If site codes were added to the cover sheet, add to this list as well
Column C	Enter the lead teacher’s first and last name for all Toddler and PreK teachers in the Network
Column D	Enter a classroom name for each Toddler and PreK classroom in the Network (name can be of your choosing, e.g., Classroom A, Ms. Jackie, Butterfly Class, etc.)
Column E	<i>No action needed – Prepopulated with classroom type options</i>
Column F	Enter first and last name for each certified CLASS observer in the Network
Column G	<i>No action needed – Prepopulated with choice of “yes” or “no” for a shadow scoring observation</i>
Column H	Enter first and last name for each certified CLASS observer in the Network who may be chosen to shadow score an observation

TAB – STEP 4 SCHEDULE

Columns	Instructions
Column A - Month	Click on the cell, click on the drop down arrow and select the month for the observation to be scheduled
Column B - Date	Enter the date for the scheduled observation
Column C – Site Code	Click on the cell, click on the drop down arrow and select the site code for the site of the scheduled observation
Column D – Teacher Name	Click on the cell, click on the drop down arrow and select the name of the teacher to be observed
Column E – Classroom Name	Click on the cell, click on the drop down arrow and select the classroom to be observed
Column F – Observer Name	Click on the cell, click on the drop down arrow and select the observer for the observation
Column G – Observation Type	Click on the cell, click on the drop down arrow and select the type of observation
Column H – Shadow Score	Click on the cell, click on the drop down arrow and select yes if the observer will have a shadow observer or no if the observer will not have a shadow observer
Column I – Shadow Observer	Click on the cell, click on the drop down arrow and select a shadow observer if yes was chosen in Column H