LOUISIANA DEPARTMENT OF EDUCATION

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Steve Carter Literacy Tutoring
Fall 2022
Tutoring Service Providers Webinar

Agenda

- Program Overview
- Eligibility and Funding
- Tutoring Portal - Tutor Profile Set Up
- Accessing Tutor Dashboard
- Tutor Dashboard Overview
- Individual Student Dashboard Overview
- Reimbursement Request
- Steve Carter Tutoring Provider Requirements
- Instructional Resources

Mission: Louisiana students will have improved literacy outcomes through high-quality instruction and interactions from an effective teacher who is supported by leaders and families.

PRIORITY ALIGNMENT
Provide the highest quality teaching and learning environment.

FOCUS AREA
· Literacy

Overview of Literacy Work
Key Pillars of the Louisiana Comprehensive Literacy Plan

Student literacy outcomes will increase when schools create and monitor **LITERACY GOALS.**

Literacy outcomes will improve when students are provided high-quality core instruction together with **EXPLICIT LITERACY INTERVENTIONS AND EXTENSIONS** based on individual student needs.

ONGOING PROFESSIONAL GROWTH is an essential component of effective teaching and literacy development.
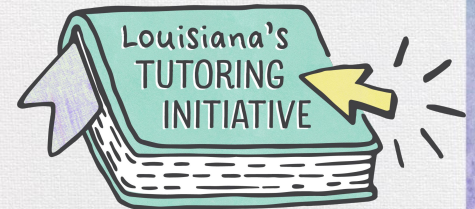
FAMILIES play an essential role in the literacy development of children at all ages and stages.
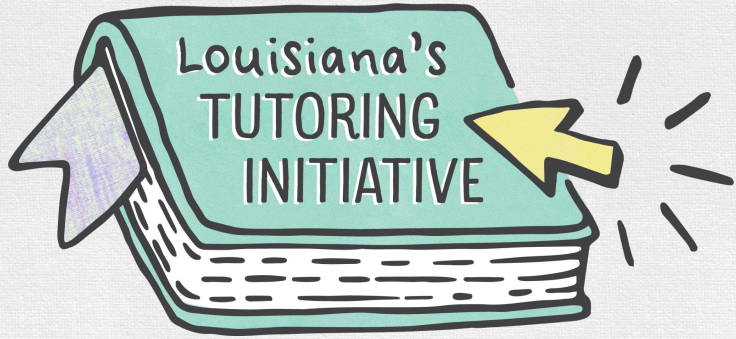
Program Overview

Steve Carter Literacy Tutoring: Program Overview

- Steve Carter Literacy Program provides tutoring services to Kindergarten through fifth grade public school students who are below reading proficiency to address unfinished learning.
- The Department has designated $40 million dollars of the Elementary and Secondary School Emergency Relief (ESSER) funds toward this tutoring program.
- All tutoring services must be provided by certified teachers in early elementary or reading or those with a degree in education, English or other subject indicative of expertise in reading and literacy. Tutoring providers must also agree to complete the Act 108 training by December 31, 2023.
- Tutoring for Steve Carter participants is provided by LDOE approved tutoring providers.

Eligibility and Funding

Louisiana's TUTORING INITIATIVE

Any Louisiana public school student in grades K-3 who scored below proficiency on the beginning of the year literacy screener is eligible for Steve Carter Literacy Tutoring.

Students in grades 4-5 who scored below mastery in the ELA portion of LEAP in the spring of 2022 are also eligible for Steve Carter Literacy Tutoring.
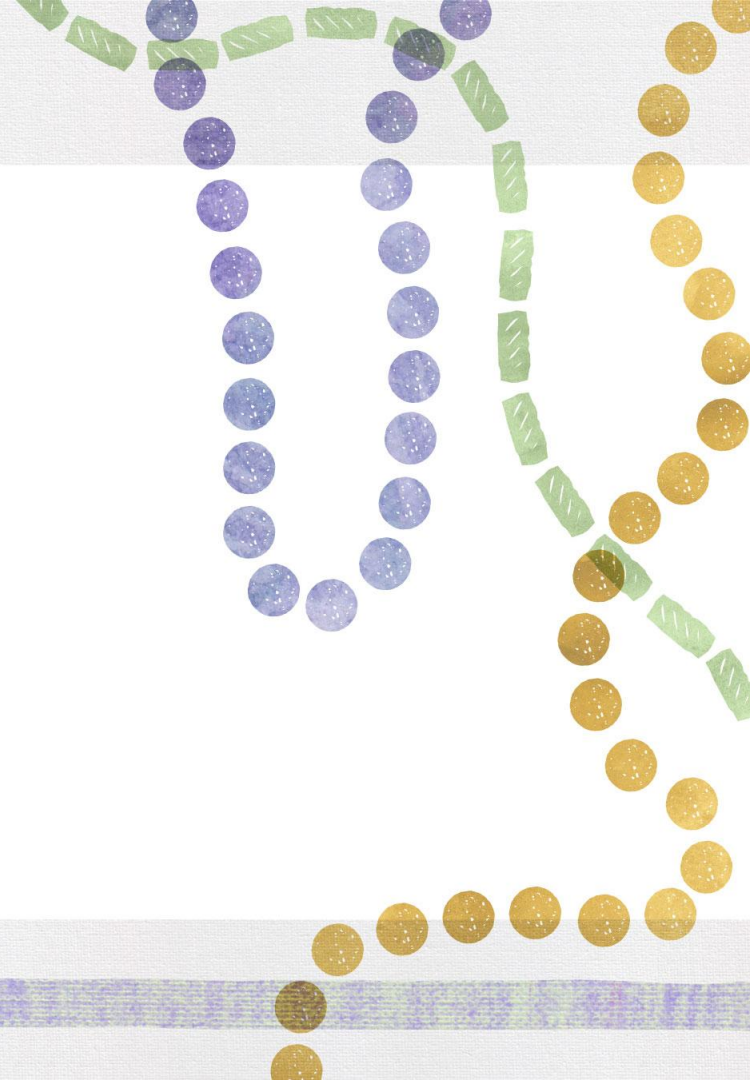
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Eligibility and Funding

Schools will identify eligible students and send a letter home to families stating eligibility. Upon family registration, eligible students will receive a $1,000 digital tutoring voucher. This voucher will be for the year.

The voucher will be automatically uploaded into the child's account through the portal. As tutoring sessions are scheduled, the voucher will decrease until extinguished. Families will verify the tutoring sessions occurred prior to the tutor receiving payment.
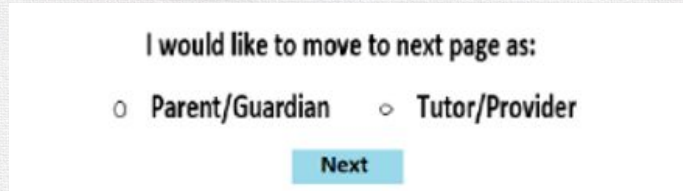
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Tutor Profile Set Up

Tutor Profile Set Up

In order to submit reimbursement requests, tutors must complete their tutor profile on the LDOE Steve Carter Program Portal

To complete the tutor profile, tutoring providers must visit LouisianaTutoringInitiative.com and select the Tutor/Provider button, then click next

I would like to move to next page as:

○ Parent/Guardian   ○ Tutor/Provider

Next

This will direct the user to the tutor search page where tutor business name, contact name, and zip code will be searched.

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Tutor Profile Set Up

Once the tutor is located, additional data points will become visible. Any data on this screen will be sourced from the approved tutoring provider list. Any blank fields will need to be populated prior to moving to the next page.

Upon submitting this information, the tutor contact will be required to provide the routing and checking account number that the organization would like to receive reimbursements to. An IRS Form W-9 will also need to be provided at this time.

Once this step is complete, the tutor profile setup will be complete, and the tutor can begin to submit requests for reimbursement.
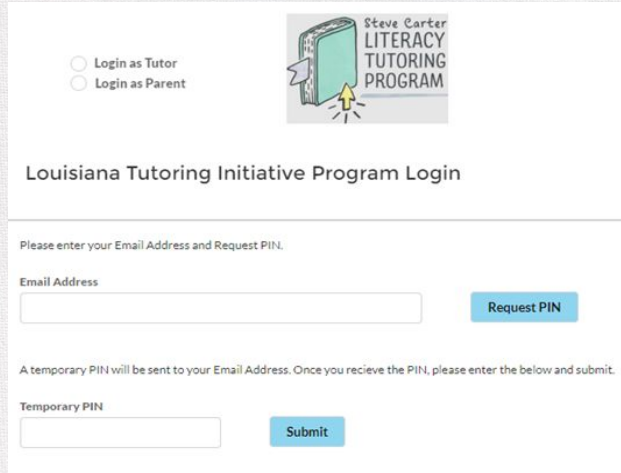
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Accessing Tutor Dashboard

Once the tutor profile is complete, the tutoring provider can access the Tutor Dashboard. The Tutor Dashboard can be accessed by visiting LouisianaTutoringInitiative.com and selecting "login" on the top right of the landing page.

Accessing Tutor Dashboard

To log in, the tutor contact will select "Login as Tutor", type their email address, and select "Request PIN".

This will trigger a temporary PIN that will be sent to the tutor contact's email address. The PIN will be entered into the "Temporary PIN" field. Upon selecting "Submit", the user will be directed to the Tutor Dashboard.

Tutor Dashboard Overview

•The Tutor Dashboard provides an overview of the history of each student that a reimbursement request has been submitted for. This includes total funds requested, total funds approved, and total funds disbursed to date.

•From the Tutor Dashboard, the user will also be able to create a reimbursement request for a new student and view the organization information that was provided/confirmed during the tutor profile setup.

•If the tutor contact would like to view an individual student's details, he/she will select the student ID. Upon selecting the student ID, the user will be taken to the Individual Student Dashboard.

Tutor Dashboard

Welcome Back [Contact First name, Contact Last name]

Kindly click on the respective Student ID for individual student dashboard and upload invoices

The below dollar figures only represent only reimbursement requests submitted by your organization, Requests may have been submitted by other tutors

Student ID	Total Funds Requested	Total Funds Approved	Total Funds Disbursed
ID 1234	$700	$500	$200
ID 2345	$600	$400	$300

Upload Invoice for New Student

View Tutor/Company Information

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Individual Dashboard Overview

The Individual Student Dashboard allows the user to see the details of previously submitted reimbursement requests and submit new reimbursement requests for the student.

Reimbursement Requests Overview

In order to submit a new reimbursement request, the user will need to provide:

- The Student's ID
- The tutor who led the tutoring session
- Total number of students that attended the session
- Hourly rate of the session ($40 per hour 1:1, $30 per hour 2:1 or $27 per hour 3:1)
- Length of session
- Total cost of the session

Reimbursement Requests Overview (cont.)

Continued:

- Description of the service (e.g., 10 minutes of phoneme segmentation, 30 minutes of decoding/encoding, 20 minutes of fluency, 1;1 with Mary)
- Type of service (In-person or virtual)
- Date of session
- Invoice that includes student ID, date of session, length of session, and total cost of the session

•Once all information is submitted and approved, the system will trigger a notification to the student's parent/guardian to approve the reimbursement.

•Once approved by the student's parent/guardian, the reimbursement will be processed in the next round of payments.

No Shows

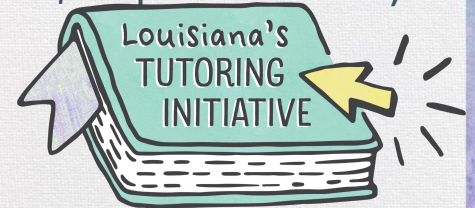| Scheduled	Present	Invoice
3	2	2
3	1	1
3	0	½ hour for 1
2	1	1
2	0	½ hour for 1
1	0	½ hour for 1

No shows with no prior notice are only be allowed for groups where no students were present.

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Steve Carter Tutor Requirements

According to Act 415, all Steve Carter Literacy Tutors must be certified teachers in elementary or reading or have a degree in education, English, or another subject indicative of expertise in reading and literacy. Tutoring providers must also agree to complete the [Act 108 training](#) by December 31, 2023.

Group Size
Face-to-face and virtual literacy tutoring group size can be up to 3 students. (Reimbursement for tutoring $40 per hour 1:1, $30 per hour 2:1 or $27 per hour 3:1.)

Instructional Resources

- High-quality instructional materials
  - Core
  - Intervention
- Phonological awareness activity cards
- Literacy Interventions and Foundational Tools (LIFT) Kit
- Foundational Instruction for Reading Excellence (FIRE) Materials (Grades 3-5)

Questions

Email louisianaliteracy@la.gov with questions.

FAQ will be sent out early next week, including dates and times for office hours.

REAL Recipients

REAL Recipient?

- Yes - Use REAL funding for grades K-3rd students at CIR/UIR-A schools and Steve Carter for Literacy Tutoring funding for K-3rd students not at at CIR/UIR-A and any 4th-5th grade students at all schools
- No - Use Steve Carter Literacy Tutoring funding for all K-5th grade students