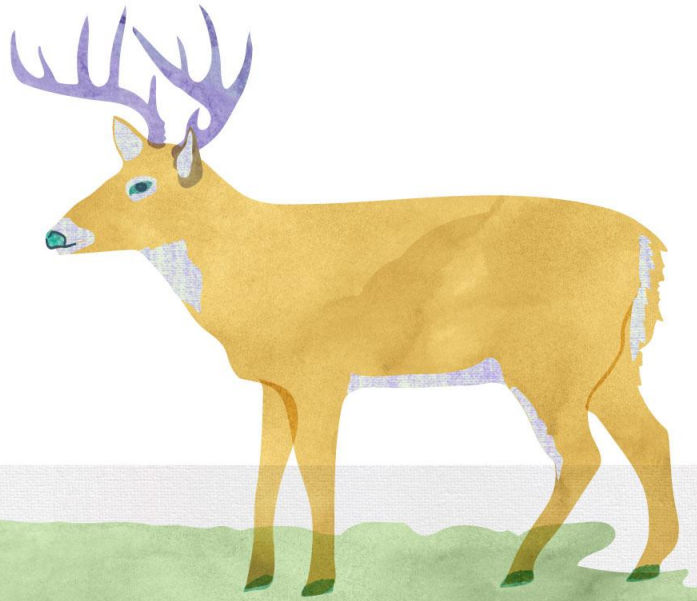
2020-2021 Performance Profile Data Verification Process

Performance Profile
Data Verification Timelines

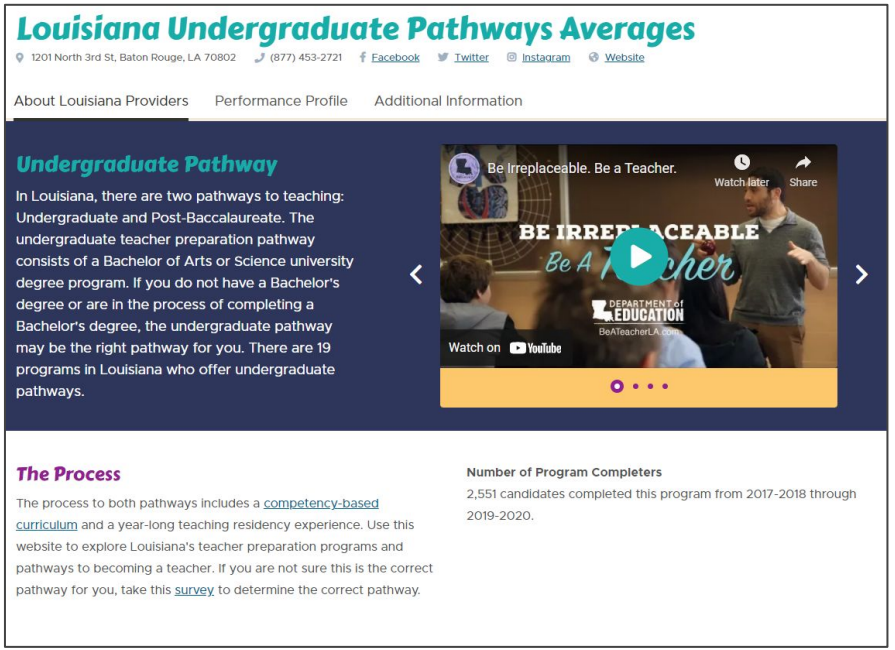
Timeline	Window Dates
ETS Title II Reporting	9/7/2021 - 11/5/2021
LDOE Performance Profile Data Collection Window ● Excel file submission using sFTP ○ Collection of add-on completers and residency information and post-baccalaureate program type for 2020-2021 program completers ● Collection of consent forms using sFTP	11/8/2021 - 11/19/2021 *(2 week window)*
LDOE Performance Profile Data Verification Window ● Opportunity for providers to verify data that will be used in calculations ● Correct any records that have missing/incorrect data or issues with SSN **LDOE Performance Profile Website Profile Data Collection Window** ● Opportunity for providers to submit updates to their About page	12/6/2021 - 12/17/2021 *(2 week window)*

Making Updates to Your About Program Page



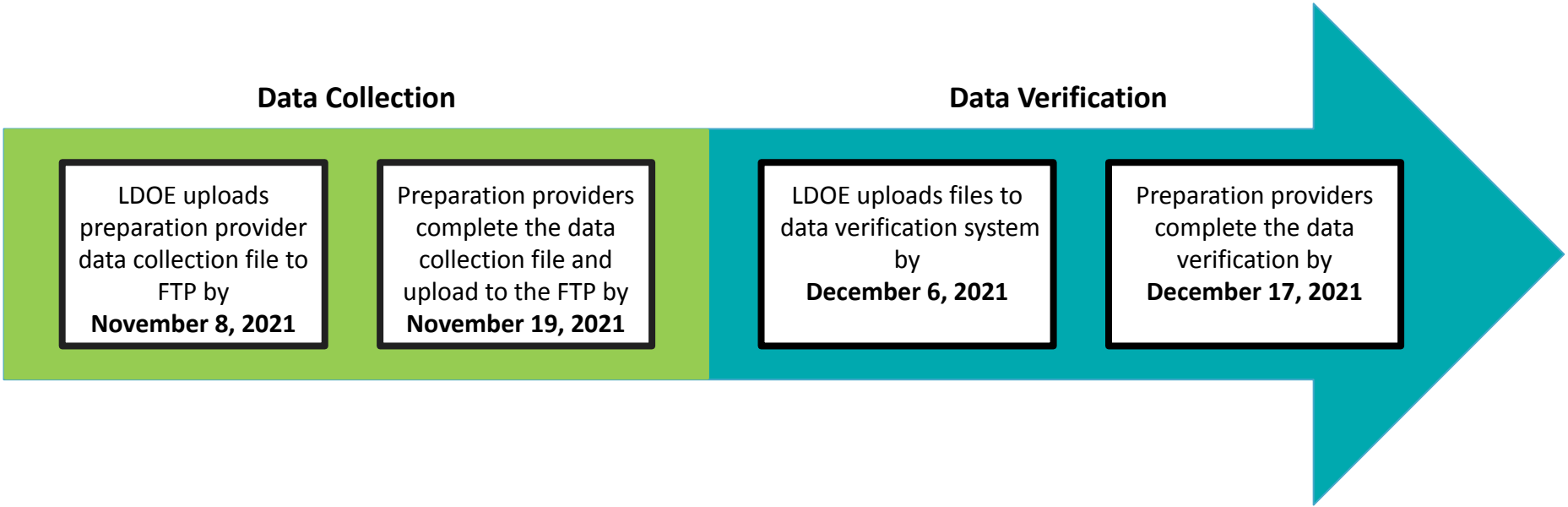
Making Updates to Your About Program Page

If you have any updates you would like to make on your About page on LouisianaTeacherPrep.com, please send an email to Erich.Schultz@la.gov documenting the change you would like to make.



Data Verification Process

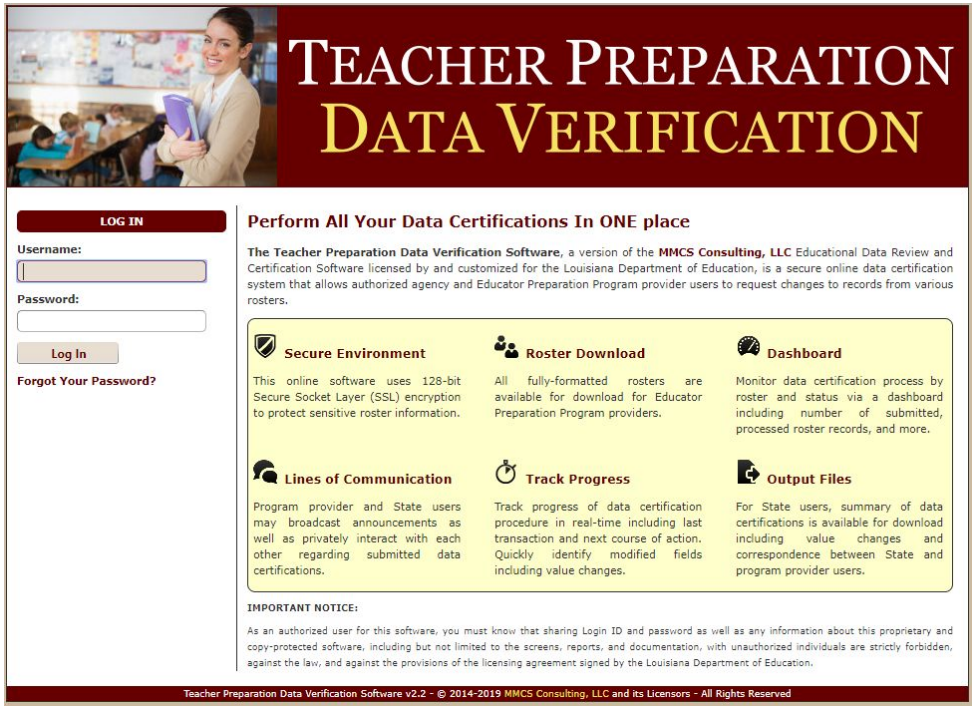
Data Verification Overview



How to Complete the Data Verification Process

Step 1: Review Program Completer Data	Step 2: Modify or Add Program Completer data, as Needed	Step 3: Submit Your Changes to the Department for Review	Step 4: The Department Reviews Your Submission	Step 5: The Department Approves Your Submission
Review the data in the Louisiana Data Review system to examine if any records were flagged by the Department for errors (listed in the "Error Notes" column) and confirm the data is consistent with the data in your records.	If there are any records flagged by the Department for errors or discrepancies between the data in the Louisiana Data Review system and the data in your records, modify the data in the online portal so that it is accurate.	After modifying the data, send the changes to the Department.	The Department will review your data and may ask for additional information for certain changes to your roster.	The Department will approve your submission and will use the data to generate your second informational performance profile.

Accessing the Data Verification System

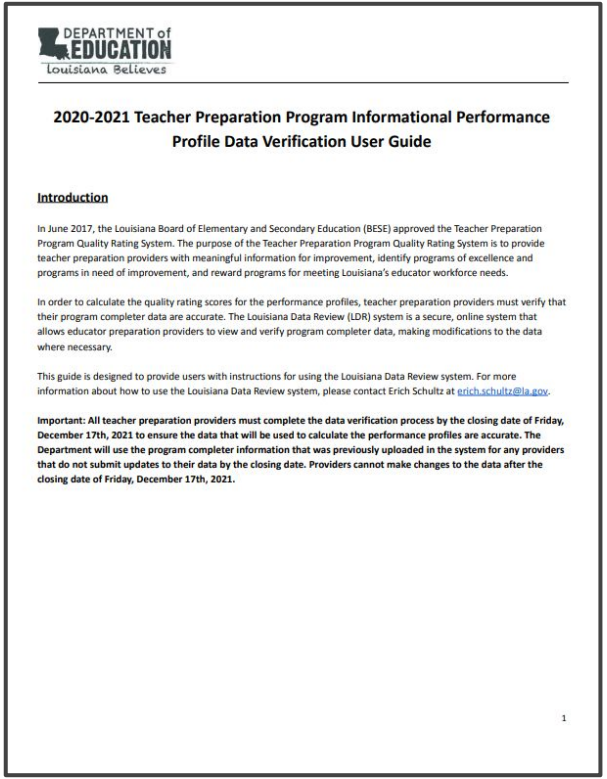


https://www.ladatareview.net/TeacherPrep/Index.aspx

Data Verification User Guide

The data verification user guide can be found on the preparation library on LouisianaBelieves.com under the "Teacher Preparation Accountability" header.

The file is titled "2020-2021 Performance Profile Data Verification User Guide PDF".



DEPARTMENT of EDUCATION
Louisiana Believes

2020-2021 Teacher Preparation Program Informational Performance Profile Data Verification User Guide

Introduction

In June 2017, the Louisiana Board of Elementary and Secondary Education (BESE) approved the Teacher Preparation Program Quality Rating System. The purpose of the Teacher Preparation Program Quality Rating System is to provide teacher preparation providers with meaningful information for improvement, identify programs of excellence and programs in need of improvement, and reward programs for meeting Louisiana's educator workforce needs.

In order to calculate the quality rating scores for the performance profiles, teacher preparation providers must verify that their program completer data are accurate. The Louisiana Data Review (LDR) system is a secure, online system that allows educator preparation providers to view and verify program completer data, making modifications to the data where necessary.

This guide is designed to provide users with instructions for using the Louisiana Data Review system. For more information about how to use the Louisiana Data Review system, please contact Erich Schultz at erich.schultz@la.gov.

Important: All teacher preparation providers must complete the data verification process by the closing date of Friday, December 17th, 2021 to ensure the data that will be used to calculate the performance profiles are accurate. The Department will use the program completer information that was previously uploaded in the system for any providers that do not submit updates to their data by the closing date. Providers cannot make changes to the data after the closing date of Friday, December 17th, 2021.

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Data Flagged by the Department

The column titled “Error_Notes” on the program completer roster can be used to filter records that were flagged by the Department for errors. These records will not be used for calculations unless they are resolved during the data verification process. Only records submitted for 2020-2021 cohort have “Error_Notes” flagged. The following table outlines how to resolve the errors that were flagged by the Department.

Error Description	**Guidance to Resolve Error**
ADD-ON CERTIFICATION AREA ALREADY ISSUED	The add-on certification area that was indicated by the provider was already issued during a previous academy year. Either update the certification area with the correct add-on or leave as is and it will be removed.
ADD-ON CERTIFICATION AREA NOT HIGH-NEED	The add-on certification area that was indicated is not a high-need certification area. Either update the certification area with the correct add-on or leave as is and it will be removed
DUPLICATE	Determine the duplicate record and flag for removal of the one that should be deleted. If none are flagged, the earliest instance submitted will be used.

Data Flagged by the Department

Error Description	Guidance to Resolve Error
INITIAL CERTIFICATION AREA NOT FOUND	An initial certification, practitioner's license, or resident certificate was not found in the Teacher Certification Management System record. Please submit the program completion document showing certification area(s) OR application for certification showing certification area(s).
MISSING RESIDENCY INFORMATION (YEAR, LOCATION, or YEAR AND LOCATION)	Residency information is missing for the program completer. Please update the residency information for the program completer.
SSN DOES NOT MATCH LDE CERTIFICATION RECORDS	The SSN submitted could not be matched to the Teacher Certification Management System record. Please either update the SSN OR submit the program completion document showing certification area(s) OR application for certification showing certification area(s).
SSN IS MISSING	The program completer is missing their SSN. Update the record with the candidate's SSN.

Walkthrough of the Data Verification System

Next Steps

Next Steps

Email Erich.Schultz@la.gov if additional users need to be granted access to the system

Complete the data verification process by **Friday, December 17th**.

Email Erich.Schultz@la.gov if you would like to schedule office hours for additional assistance or support with the system.