



**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
<p>LDOE Performance Profile Data Collection Window</p> <ul style="list-style-type: none"> ● <u>Excel file submission using sFTP</u> <ul style="list-style-type: none"> ○ Collection of add-on completers and residency information and post-baccalaureate program type for 2020-2021 program completers ● Collection of <u>consent forms</u> using sFTP 	11/8/2021 - 11/19/2021 <i>(2 week window)</i>
<p>LDOE Performance Profile Data Verification Window</p> <ul style="list-style-type: none"> ● Opportunity for providers to verify data that will be used in calculations ● Correct any records that have missing/incorrect data or issues with SSN <p>LDOE Performance Profile Website Profile Data Collection Window</p> <ul style="list-style-type: none"> ● Opportunity for providers to submit updates to their About page 	12/6/2021 - 12/17/2021 <i>(2 week window)</i>

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.


Louisiana Undergraduate Pathways Averages

1201 North 3rd St, Baton Rouge, LA 70802 (877) 453-2721 [Facebook](#) [Twitter](#) [Instagram](#) [Website](#)

About Louisiana Providers Performance Profile Additional Information

Undergraduate Pathway

In Louisiana, there are two pathways to teaching: Undergraduate and Post-Baccalaureate. The undergraduate teacher preparation pathway consists of a Bachelor of Arts or Science university degree program. If you do not have a Bachelor's degree or are in the process of completing a Bachelor's degree, the undergraduate pathway may be the right pathway for you. There are 19 programs in Louisiana who offer undergraduate pathways.



Watch on [YouTube](#)

The Process

The process to both pathways includes a [competency-based curriculum](#) and a year-long teaching residency experience. Use this website to explore Louisiana's teacher preparation programs and pathways to becoming a teacher. If you are not sure this is the correct pathway for you, take this [survey](#) to determine the correct pathway.

Number of Program Completers

2,551 candidates completed this program from 2017-2018 through 2019-2020.



Data Verification Process

Data Verification Overview

Data Collection

LDOE uploads preparation provider data collection file to FTP by **November 8, 2021**

Preparation providers complete the data collection file and upload to the FTP by **November 19, 2021**

Data Verification

LDOE uploads files to data verification system by **December 6, 2021**

Preparation providers complete the data verification by **December 17, 2021**

How to Complete the Data Verification Process

Step 1:
Review Program
Completer Data

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.

Step 2:
Modify or Add
Program Completer
data, as Needed

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.

Step 3:
Submit Your Changes
to the Department
for Review

After modifying the data, send the changes to the Department.


Step 4:
The Department
Reviews Your
Submission

The Department will review your data and may ask for additional information for certain changes to your roster.

Step 5:
The Department
Approves Your
Submission

The Department will approve your submission and will use the data to generate your second informational performance profile.

Accessing the Data Verification System



TEACHER PREPARATION DATA VERIFICATION

LOG IN

Username:







Password:

Log In

Forgot Your Password?

Perform All Your Data Certifications In ONE place

The **Teacher Preparation Data Verification Software**, a version of the **MMCS Consulting, LLC** Educational Data Review and Certification Software licensed by and customized for the Louisiana Department of Education, is a secure online data certification system that allows authorized agency and Educator Preparation Program provider users to request changes to records from various rosters.

 Secure Environment This online software uses 128-bit Secure Socket Layer (SSL) encryption to protect sensitive roster information.	 Roster Download All fully-formatted rosters are available for download for Educator Preparation Program providers.	 Dashboard Monitor data certification process by roster and status via a dashboard including number of submitted, processed roster records, and more.
 Lines of Communication Program provider and State users may broadcast announcements as well as privately interact with each other regarding submitted data certifications.	 Track Progress Track progress of data certification procedure in real-time including last transaction and next course of action. Quickly identify modified fields including value changes.	 Output Files For State users, summary of data certifications is available for download including value changes and correspondence between State and program provider users.

IMPORTANT NOTICE:
As an authorized user for this software, you must know that sharing Login ID and password as well as any information about this proprietary and copy-protected software, including but not limited to the screens, reports, and documentation, with unauthorized individuals are strictly forbidden, against the law, and against the provisions of the licensing agreement signed by the Louisiana Department of Education.

Teacher Preparation Data Verification Software v2.2 - © 2014-2019 MMCS Consulting, LLC and its Licensors - All Rights Reserved

<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”.



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.

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.