

# 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.

To calculate the quality rating scores for the performance profiles, teacher preparation providers must verify that their program completer data is 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 [believeandprepare@la.gov](mailto:believeandprepare@la.gov)

**Important: All teacher preparation providers must complete the data verification process by the closing date to ensure the data that will be used to calculate the performance profiles is 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.**

# Table of Contents

<b>How to Complete the Data Verification Process</b>	<b>4</b>
<b>Louisiana Data Review Overview</b>	<b>5</b>
How to Log in to the Louisiana Data Review (LDR) Secure Online Data Certification System	5
How to Change Your Name, Email Address, or Password Using the Teacher Preparation Dashboard	5
<b>Data Verification Process Technical Guide</b>	<b>8</b>
Step 1: Review Program Completer Data	8
Download Roster Files (optional but highly recommended)	8
Accessing Program Completer Data	9
How to search and sort records	9
Data flagged by the Department for review	10
Step 2: Modify or Add Program Completer data, as Needed	11
How to modify an existing completer's data.	11
How to add a new program completer, including those with add-on certifications.	13
How to remove a program completer.	14
Step 3: Submit Your Changes to the Department for Review	16
Submitting Your Records	16
Viewing Your Submitted Records	16
Step 4: The Department Reviews Your Submission and Asks for Additional Information if Needed	18
Viewing and Submitting Responses	18
Step 5: The Department Approves Your Submission and Uploads Your Final Roster	20
Accessing Your Final Roster	20

<b>Data Verification Process FAQs</b>	<b>21</b>
Resolving Errors Flagged by the Department	21
<b>Documentation Needed to Update Fields</b>	<b>22</b>
Which fields need documentation to update and what type of documentation is needed for each field?	22
<b>Entering Residency Information</b>	<b>22</b>
How is “residency” defined for the purposes of the performance profiles?	22
How does the Department define “residency year?”	22
How should providers fill in the “Residency 1, Residency 2, and Residency 3” columns?	23
Which of the residency site columns will be used to obtain the teacher’s value-added measures (VAM)?	23
Will the residency data collected through the Department-led process also be used for the Board of Regents data dashboards?	23
<b>General Questions about Performance Profiles</b>	<b>23</b>
How are VAM scores used in the performance profiles?	23
Which program completers will be included in the calculation of the Meeting Workforce Needs domain of the Quality Rating System?	23

## How to Complete the Data Verification Process

The data verification process involves five steps, which are outlined in this document. In brief, the steps are as follows:

- **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 and Asks for Additional Information if Needed:** 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.

The [data verification process technical guide section](#) outlines in detail the process for completing the verification.

# Louisiana Data Review Overview

## How to Log in to the Louisiana Data Review (LDR) Secure Online Data Certification System

Log in to the Louisiana Data Review online system by following the steps below

1. Using your web browser, visit the link at <https://www.ladatareview.net/TeacherPrep/>
2. Type in the username and password you received via the email from the Department of Education
3. Click the “Log In” button

## How to Change Your Name, Email Address, or Password

To modify your name, email address associated with your account, or change your password, click “My Profile” in the top right corner of the screen. On this page, you can change your profile information and password.

## Using the Teacher Preparation Dashboard


The Teacher Preparation Dashboard is a useful way to see the status of all of your submissions on one page. Each time you log in to the Louisiana Data Review system, you will see your institution’s name at the top of the page and the word “Dashboard.”

The screenshot shows the 'DATA VERIFICATION TRAINING' dashboard for Delombre University. At the top right, there are navigation links: 'Demo User | Home | My Announcements | My Profile | Log Out'. Below the header, there are links for 'Program Provider' and 'Documentation'. The breadcrumb trail reads '2018-19 / Louisiana / Delombre University'. The main heading is 'Delombre University Dashboard'. A section titled 'Summary of Rosters' includes a note: 'Click on the > button to view additional details.' Below this is a table with a table header and an 'Export to Excel' button. The table has two columns: 'Status' and 'Program Completer Roster'. The rows show: '- Total Records in Roster -' (19), '- Not Submitted / Draft -' (1), '- Submitted / Pending Review -' (3), '- Submitted / Under Review -' (0), and '- Closed -' (0).

Status	Program Completer Roster
> - Total Records in Roster -	19
> - Not Submitted / Draft -	1
> - Submitted / Pending Review -	3
> - Submitted / Under Review -	0
> - Closed -	0

The dashboard page displays a summary of how many program completer records are in the system and easily allows you to determine how many records fall into each of the following categories:

1. **Not Submitted/ Draft:** displays the number of records you have modified but have not yet submitted.
2. **Submitted/ Pending Review:** displays the number of records you have modified and submitted, but have not yet been reviewed by the Department.
3. **Submitted/Under Review:** displays the number of records you have modified, submitted, and are currently under review by the Department.
4. **Closed:** displays the number of records you have submitted that have been reviewed by the Department, and have been either approved or rejected.

Clicking the  **button** to the left of each status will allow you to see a further breakdown of these records into more nuanced categories for each status, as shown below:

Status	Completer Roster
▼ - Total Records in Roster -	18
Submitted for Certification	1
New/Added	1
Flagged for Removal	1
▼ - Not Submitted / Draft -	2
Eligible for Submission	1
Missing a Changed Value	0
Missing an Attachment	1
▼ - Submitted / Pending Review -	1
Submitted / Pending Review	1
▼ - Submitted / Under Review -	0
Under Review	0
Incomplete	0
▼ - Closed -	0
Approved	0
Rejected	0

Below is a description of the sub-categories for each status listed above

### 1. Not Submitted/Draft

- a. Eligible for submission: the number of records that you have modified or added to the roster that have all supporting documentation and are ready to be submitted.
- b. Missing a changed value: the number of records that have supporting documentation but no modification have been made to the correct fields. For these records to become eligible for submission, you must make a change to at least one field in the record ([How to modify an existing completer's data](#)).
- c. Missing an attachment: the number of records you have modified or added that are missing supporting documentation. For these records to become eligible for submission, you must

upload supporting documentation ([How to modify an existing completer's data](#)).

**2. Submitted/Pending Review**

- a. (No sub-categories for this status).

**3. Submitted/Under Review**

- a. Incomplete: the number of records with insufficient documentation. In this case, the Department will send you a response to your record submission to let you know that additional documentation is needed before the record change can be approved.

**4. Closed**

- a. Approved: the number of records for which the modifications you made to the roster have been approved by the Department.
- b. Rejected: the number of records for which the modifications you made to the roster have been rejected by the Department.

To download the data in this window into a Microsoft Excel file, click the “Export to Excel” button toward the top right of the data window.

Finally, the Dashboard page will also display any announcements from the Department in the box at the bottom of the screen. Clicking on the “Go to Announcements” button will allow you to see both unread and read announcements.

# Data Verification Process Technical Guide

## Step 1: Review Program Completer Data

1. **Download Roster Files** (optional but highly recommended)
  - a. You may download a file that contains the data displayed in the data review system. It is best practice to use this file to make notes of any updates to make in the system. To access the downloadable roster file, hover your mouse over the “Program Provider” menu at the top left of the page and click on “Downloadable Roster Files”.

The screenshot shows the 'DATA VERIFICATION TRAINING' web application. At the top right, there are navigation links: 'Demo User | Home | My Announcements | My Profile | Log Out'. The main header features the title 'DATA VERIFICATION TRAINING' in large, stylized letters. Below the header, there is a navigation menu with options: 'Program Provider', 'Documentation', 'Dashboard', 'Announcements', 'Downloadable Roster Files' (highlighted), 'Rosters', 'Data Certification Submissions', and 'Output Tables'. The main content area is titled 'Delombre University Downloadable Roster Files'. It includes two dropdown menus: 'Level: Provider-level' and 'Type: 2016-2019 Completer Roster'. Below these are 'Search' and 'Show All' buttons. A message states: 'Click on file link or double-click on row to download file.' A table with three columns is shown: 'Entity', 'Description', and 'File'. The table contains one row: 'Delombre University', '2016-2019 Completer Roster', and '2016-2019 Completer Roster - 9999.xlsx (10.5 KB)'. At the bottom of the table are navigation icons and the text '1 items in 1 pages'. The footer contains the text: 'Teacher Preparation Data Verification Software v2.2 - © 2014-2019 MMCS Consulting, LLC and its Licensors - All Rights Reserved'.



## 2. Accessing Program Completer Data

- a. To access your institution's program completer data, hover your mouse over the "Program Provider" menu at the top left of the page. Go to "Rosters" and then click "Program Completer Roster."

The screenshot displays the 'Program Completer Roster' page. At the top, there is a navigation menu with 'Program Provider' and 'Documentation' tabs. The 'Rosters' menu is expanded, showing 'Program Completer Roster' as the selected option. Below the navigation, there is a search area with a 'Search by Name' input field, 'Submission ID' and 'Status' dropdown menus, and 'Search' and 'Show All' buttons. A 'Submit All Eligible Records for Review' button is also present. The main content area features a table with the following columns: Submission ID, New/Removed, Status, Grad Year, Last Name, Last Name 2, Last Name 3, and First Name. The table contains several rows of data, including records for 'Que', 'Barker', 'Barlow', and 'Burrows'.

	Submission ID	New/Removed	Status	Grad Year	Last Name	Last Name 2	Last Name 3	First Name
View		New	Missing an Attachment	2019	Que			Suzie
View				2018	Barker			Maxine
View	9999.2	Removed	Submitted / Pending Review	2016	Barlow			Del
View	9999.1		Submitted / Pending Review	2017	Burrows			Cade

- b. The Program Completer Roster page displays all of your institution's program completers and the associated data for each completer (e.g., name, program type, certification area, etc.). You will use this page to determine whether details for each program completer are correct or incorrect, to make modifications to program completer records, and to add or remove program completers from the database.

## 3. How to search and sort records

- a. Search: At the top of the Program Completer Roster page, you can search by:
  - i. Name - By using the search bar next to "Search by Name"
  - ii. Submission ID (when you submit records to the Department for review, a submission ID number is created and linked to all records in that submission batch. Remember, you will submit multiple records at one time, so every record in that submission batch will have the same Submission ID).
  - iii. Status - This option allows you to filter records according to the record's status, including records that have been added or modified but not submitted, records that are missing an attachment or a changed value, records that are under review, and

records that have been accepted or rejected.

- b. Sort: Clicking on the headers for each column on the Program Completer Roster page will allow you to sort the data in ascending or descending order by each column.

#### 4. Data flagged by the Department for review

- a. 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. 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 academic 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.
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 candidates’s SSN.

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

### 1. How to modify an existing completer's data.

- After logging in to the Louisiana Data Review system, hover your mouse over the “Program Provider” menu at the top left of the page. Go to “Rosters” and then click “Program Completer Roster.”
- From the Program Completer Roster page, find the record you want to modify. Click “View.”

The screenshot shows a web browser window titled "Dixon, Bud". At the top, it displays "Status: N/A" and "New Record: No". Below this are two tabs: "Data Certification Fields" (active) and "Description & Support Documents". Under the active tab, there is a "Flag For Removal" section with radio buttons for "No" (selected) and "Yes (fields are locked)". The main form is divided into sections: "Completer Information" and "Program".

**Completer Information:**

- Program Provider: Delombre University
- Graduation Year\*: 2018 (dropdown)
- Completer:
  - Last Name: Dixon
  - Last Name 2: (empty)
  - Last Name 3: (empty)
  - First Name: Bud
  - Middle Initial: M
- SSN: 999962217
- Gender: Female (dropdown)
- Ethnicity/Race: White (dropdown)
- Error Notes: (empty)

**Program:**

- Student Category\*: Completed (dropdown)
- Pathway Type\*: Post-Baccalaureate (dropdown)
- Route Type: Practitioner-Teacher (dropdown)

\* Changing this value will require supporting documentation to be uploaded via the "Description & Support Documents" tab above

At the bottom of the form are "Save" and "Close" buttons.

- A window will appear that allows you to see the program completer's information. You can edit the completer's information by either typing into the relevant fields on this page or, if applicable, using the dropdown menus available for some fields. Also, notice that the submission status of the record is displayed at the top of the window. This status will inform you whether the record has been submitted to the Department, whether it is currently under review by the Department, or whether you still need to submit additional information before it can be submitted.
- For certain changes to a program completer's record (see section e below), you will need to submit documentation verifying that the changes you have made are justified. You can do this by viewing a specific program completer's record and clicking on the “Description & Support Documents” tab toward the top right of the record window.

**NOTE: For every change you make to the data, please include a text description about the changes you are submitting in the box provided.** For the fields listed in section e below, you will also need to submit **documentation** justifying the change.

The screenshot shows a web application window for 'Dixon, Bud'. At the top, it displays 'Status: N/A' and 'New Record: No'. Below this are two tabs: 'Data Certification Fields' and 'Description & Support Documents'. The 'Description & Support Documents' tab is selected. It features a large text input field for 'Description:', a 'Documents:' section with a 'Select' button, and a message box stating 'No attachments found.' At the bottom of the window, there are 'Save' and 'Close' buttons.

- e. Adding descriptions and support documents.
  - i. Any time you modify a program completer’s data, you will need to provide a written description of the reason for the modification. To submit a description, click the “Description and Support Documents” tab. Use the text box provided to write a description of the reason for the change you are making.
  - ii. **If you are modifying any of the fields listed below, you will also need to provide supporting documentation verifying that the modification should be made.** The following table outlines the fields and documentation needed to update each record.

Field Needing Documentation to Update	Documentation Needed
Graduation (Grad) Year	Program completion document showing graduation year.
Student Category (Completed, Not-Completed, Add-on)	Program completion document.
Pathway type (Undergraduate or Post-Baccalaureate)	Program Completion document showing pathway type (Undergraduate or Post-Baccalaureate).
Certification/ License Area Name	Program completion document showing certification (area(s) OR application for certification showing certification area(s).

Consent Form Received	A copy of the program completer’s signed consent form (NOTE: Please place these forms in alphabetical order and upload them as one PDF file).
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- iii. To submit documentation for changes you make to the fields listed above, click the “Description and Support Documents” tab. From here you can upload documents as needed.
- f. After you have modified the information in a record, be sure to click “Save” at the bottom of the page or your changes will not be saved.
- g. After saving your modifications to the record, you will be able to see the changes in the spreadsheet on the Program Completer Roster page. Scrolling to the right will allow you to see all fields for each program. Notice that the changes you have made are now highlighted in a **pink or coral color**. Hovering over the changed data with your mouse will allow you to see both the previous value for that data field and the new value that you have input.

**2. How to add a new program completer, including those with add-on certifications.**

- a. Log in to the Louisiana Data Review system as outlined on page 3 of this document.
- b. Hover your mouse over the “Program Provider” menu at the top left of the page. Go to “Rosters” and then click “Program Completer Roster.” On this page, you will see a list of the program completer records and any changes you have previously made to these records.
- c. Click the “Add Record” button toward the top left of the spreadsheet window.

Delombre University  
Program Completer Roster

Filter Options

Search by Name:

Submission ID: - Show All -

Status: - Show All -

Search Show All

Click on the **View** link or double-click on a row to view details.

Submit All Eligible Records for Review

+ Add Record Filter by Last Name: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All Export to Excel

	Submission ID	New/Removed	Status	Grad Year	Last Name	Last Name 2	Last Name 3	First Name
View		New	Missing an Attachment	2019	Que			Suzie
View				2018	Barker			Maxine
View	9999.2	Removed	Submitted / Pending Review	2016	Barlow			Del
View	9999.1		Submitted / Pending Review	2017	Burrows			Cade

- d. Fill in the relevant information for the program completer you are adding using the fields provided.
  - i. General information you will need to specify when adding a new program completer includes the completer’s last name, first name, middle initial, graduation year, SSN, Gender, Race, Pathway Type, whether their consent form was received, and route type (e.g., masters, certification-only, etc.).

- ii. If the completer you are adding has any add-on certifications, you will need to add that information in the “Certification/License Information” section by selecting “Yes” from the drop-down menu next to “Add-on Certification.” Then, specify the completer’s specific areas of certification by using the drop-down menus titled Certification/License Area.” A program completer can have up to 3 certification areas.

- e. Click on the “Description & Support Documents” tab near the top of the window to input a description of why you are adding the record and upload documentation justifying the addition.
- f. Click “Save” at the bottom of the window.

### 3. How to remove a program completer.

- a. In the unlikely event that a program completer is listed on the roster when they shouldn’t be, you can flag the record for removal by following the steps below.
  - i. After logging in to the Louisiana Data Review system, hover your mouse over the “Program Provider” menu at the top left of the page. Go to “Rosters” and then click “Program Completer Roster.”
  - ii. From the Program Completer Roster page, find the record you want to remove. Click “View.”
  - iii. A window will appear that allows you to see the program completer’s information.
  - iv. Look for the option titled “Flag for Removal” toward the top of the window, above “Program Provider Information.” Click the button next to “Yes.”

Elledge, Milton

Status: N/A      New Record: No

**Data Certification Fields**      **Description & Support Documents**

Flag For Removal:  No  Yes (fields are locked)

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**Completer Information**

Program Provider: Delombre University      Graduation Year\*: 2018

**Completer**

Last Name: Elledge      SSN: 999999342

Last Name 2:      Gender: Female

Last Name 3:      Ethnicity/Race: White

First Name: Milton      Error Notes:

Middle Initial:

**Program**

Student Category\*: Completed

Pathway Type\*: Post-Baccalaureate

Route Type: Practitioner-Teacher

\* Changing this value will require supporting documentation to be uploaded via the "Description & Support Documents" tab above

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**Certification/License Information**

**Save**      **Close**

- v. Click "Save" at the bottom of the window. The record is now flagged for removal.
- vi. Now click on the "Description & Support Documents" tab near the top of the record window to input a description of why you wish to remove the record.
- vii. **NOTE:** Flagging a record for removal will lock all of the fields so that they can no longer be edited. In addition, modifying any field in a record will eliminate the ability to remove the record, so you cannot remove a record that you have already modified.

### Step 3: Submit Your Changes to the Department for Review

#### 1. Submitting Your Records

- a. **IMPORTANT:** When you are finished making changes to the records, you MUST CLICK “Submit All Eligible Records for Review.” Clicking this button will submit all records you have modified or added to the Department for review. **Please note that once you submit a record for review by the Department, you cannot modify it again, so be sure that your changes are final before clicking Submit.** However, you can return to the portal at a later time and submit changes to records that you have **NOT** previously submitted.
- b. If after submitting a record, you have additional changes you would like to make to the record, you will need to indicate that in a response (see [Viewing and Submitting Responses on page 18](#)).

#### 2. Viewing Your Submitted Records

- a. You can view your submitted records using the Data Certification Submission page. The Data Certification Submission page allows you to:
  - i. View your submitted records and check the status of each.
  - ii. Submit a note to the department about a certain record.
  - iii. View notes that the department has sent you about certain records.
- b. To access the Data Certification Submission page, follow the steps below:
  - i. Log in to the Louisiana Data Review system as outlined on page 3 of this document.
  - ii. Hover your mouse over the “Program Provider” menu at the top left of the page. Click on “Data Certification Submissions.” On this page, you will see a list of all submissions (not records, but groups of records) you have submitted to the Department for Review, their Submission ID, their current status (Pending Review, Under Review, Incomplete, Approved, or Rejected), the claimant of the submission (who from the Department is reviewing the submission), who submitted the records, the date and time the submission was sent, whether the Department has sent you a message or is awaiting your response, and how many records in each submission group have been closed by the state (e.g., approved or rejected).

Click on the **Submission ID** or double-click on a row to view submission details.

Submission ID	Status	Claimant(s)	Submitted By	Timestamp	Awaiting Response		Closed
					From State	From Provider	
7081.1	Pending Review		Provider User	12/11/2018 4:36 PM	0	0	0 / 1
7081.2	Under Review	state	Provider User	12/13/2018 1:52 PM	0	1	1 / 4

Page size: 50      2 items in 1 pages

- c. To view all records within a particular submission, click the submission ID. From this view, you can see each individual record, its status, whether it is a new record or flagged for removal, who from the Department has claimed the record, and information about responses sent between you and the Department.
  - i. To see more information about a submitted record, click the “View” button to the left of the “Record” column.



Click on the **View** link or double-click on a row to view data certification details.

	Record	Status	New/Removed	Claimant	Last Response	By	Awaiting Response From
View	DIX, STEVEN	Under Review	Removed	state			
View	JORGENSEN, SARAH	Under Review	Removed	state			
View	DUHON, JENNIFER	Approved		state			
View	Test 1, Test 1	Under Review	New	state	12/13/2018 2:16 PM	state	Network

Page size: 50 | 4 items in 1 pages

- ii. The resulting window will display all fields for that particular record. To view only the fields that you have modified for that record, click the “Modified Fields” tab. This tab displays all of the data fields you have modified for that record, their original value, and the new value you have input for that field.

**Description:** TEST | **Documentation:** TEST DOCUMENTATION FOR DATA VERIFICATION.docx (11.0 KB)

**Status:** Under Review | **New Record:** Yes

« Previous | Next »

Data Certification Fields	Modified Fields	Responses
Data Field	Original Value	Requested Value
Graduation Year		2016
Provider Code		7081
Program Provider Name		Caddo Parish
Last Name		Test 1
First Name		Test 1
DOB		07/24/1986
SSN		765368543
Gender		M
Race		White
Program Type		Alt
Route Type		Practitioner
Certification/License Area Name #1		SCIENCE: CHEM
Certification/License Area Code #1		368

Close

## Step 4: The Department Reviews Your Submission and Asks for Additional Information if Needed

Once you have submitted changes, the Department will review the changes you have made and will ask for any additional information that is needed to complete the verification process. To communicate with the Department regarding any additional information that is needed, you will need to be familiar with how to view the Department's responses to your submission and how to submit a response back to the Department.

### 1. Viewing and Submitting Responses

- a. Sometimes the Department will need additional information from you regarding a particular record. If this is the case, the Department will send a response to your submission in the portal. When this happens, you will receive an email indicating that there is a message waiting for you in the Louisiana Data Review portal. To view the Department's responses to your submitted records, log in to the portal and hover your mouse over the "Program Provider" menu at the top left of the page. Click on "Data Certification Submissions." You will see a list of your submissions. If the Department has sent you a response and is waiting for your reply, you will see the number of records awaiting your response in the "Awaiting Response" column, under "From Provider."
- b. To view the Department's message, click the Submission ID next to the submission that is indicated as awaiting your response. Now you will see a list of all records contained in that submission. If the Department has sent you a response to a record you submitted, you will see your institution's name in the "Awaiting Response From" field for that record.
- c. To view the Department's message, click "View" next to the record that is indicated as awaiting your response, then click the "Responses" tab on the top right side of the window.
- d. On the "Responses" tab, you can view all messages you have sent to the Department and their replies to your messages. You can also send a new response to the Department and add any supporting documentation if necessary.
- e. To let the Department know that you have seen their response to your submission, click the "Acknowledge Response(s)" button.

Test 1, Test 1

Description: TEST      Documentation: TEST DOCUMENTATION FOR DATA VERIFICATION.docx (11.0 KB)

Status: Under Review      New Record: Yes

« Previous      Next »

Data Certification Fields      Modified Fields      **Responses**

Responses	
Posted By State User	12/13/2018 2:16:00 PM
Okay, thanks for the information.	
Posted By Provider User	12/13/2018 1:58:00 PM
Please disregard this record. It was added incorrectly.	

New Response:

Attachments:

## Step 5: The Department Approves Your Submission and Uploads Your Final Roster

Once the Department has verified that all changes you have made to your institution's data are correct and have all required supporting documentation, the Department will approve your submissions. The Department will then upload your final roster to the Louisiana Data Review system. The final roster uploaded by the Department will also include program completer effectiveness and employment data that the Department will add to the file.

### 1. Accessing Your Final Roster

- a. To access your institution's final roster, hover your mouse over the "Program Provider" menu at the top left of the page. Go to "Rosters" and then click "Program Completer Roster."

**This concludes the review of the major functions of the Louisiana Data Review system. For more information about how to use the system, please contact [believeandprepare@la.gov](mailto:believeandprepare@la.gov)**

# Data Verification Process FAQs

## Resolving Errors Flagged by the Department

### 1. How do I find and resolve data errors that were flagged by the Department?

- a. 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. 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 academic 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.
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.
MISSING POST BACC ROUTE TYPE	Post-Baccalaureate Route type is missing.

## Documentation Needed to Update Fields

### 1. Which fields need documentation to update and what type of documentation is needed for each field?

- a. The following table outlines the fields and documentation needed to update each record.

Field Needing Documentation to Update	Documentation Needed
Graduation (Grad) Year	Program completion document showing graduation year.
Student Category (Completed, Not-Completed, Add-On)	Program Completion Document
Pathway type (Undergraduate or Post-Baccalaureate).	Program completion document showing pathway type (Undergraduate or Post-Baccalaureate)
Certification/ License Area Name	Program completion document showing certification area(s) OR application for certification showing certification area(s).
Consent Form Received	A copy of the program completer's signed consent form has been received (NOTE: Please upload consent forms for the year in alphabetical order as one PDF file.

## Entering Residency Information

### 1. How is a “residency” defined for the purposes of the performance profiles?

BESE Bulletin 996, §743.C.2 requires all undergraduate teacher preparation programs to include a residency that takes place in a public or approved non-public school classroom in the certification area with a teacher of record who holds a valid teaching certificate in the area for which the candidate is pursuing certification. Bulletin 996, §745.D.2 requires all post-baccalaureate programs to include a residency that takes place in the candidate's certification area. Practitioner teacher programs require candidates to complete the residency as a teacher of record, on a practitioner's license. Master's degree or certification-only programs allow candidates to complete the residency as a teacher of record or in a classroom under a teacher of record. Therefore, for the purpose of reporting for performance profiles a “resident” is considered as any of the following:

- a. An undergraduate teacher candidate who completed a one-year teaching residency.
- b. An undergraduate teacher candidate who completed any student teaching.
- c. A post-baccalaureate candidate who taught in a school on a Practitioner's License.
- d. A post-baccalaureate candidate who co-taught in a school with another teacher of record.

### 2. How does the Department define “residency year?”

Residency year is the academic year that a candidate **completes** a residency in a public or approved non-public school classroom in the certification area while enrolled in a teacher preparation

program.

3. **How should providers fill in the “Residency 1, Residency 2, and Residency 3” columns?**

The columns titled “Residency\_LEA\_1,” “Residency\_LEA\_2,” and “Residency\_LEA\_3,” and “Residency\_Site\_1,” “Residency\_Site\_2,” and “Residency\_Site\_3” are designed to allow for a candidate to have completed their residency at multiple LEAs and multiple school sites. Please add **any** LEAs and school sites where a candidate completed their residency, using the definition of residency provided above. If there are more than three, list only three. It does not matter in which order they are listed.

**Example:** Student A completed their residency in the academic year 2016-2017. During this single year, they were placed at three different sites. In this case, enter the first placement site in the “Residency\_Site\_1” column, their second placement site in the “Residency\_Site\_2” column, and their third placement site in the “Residency\_Site\_3” column. **Please note that the majority of completers will only have one residency site. If this is the case, leave the columns for site 2 and site 3 blank.** If any of the residency site columns contain school sites where a completer was employed **after completing** a preparation program, please delete that information from the column. Information about where a program completer was employed after completing a preparation program is separate information that will be provided to all preparation providers at a later date.

4. **Which of the residency site columns will be used to obtain the teacher’s value-added measures (VAM)?**

Residency site placements are not used to obtain VAM scores. Only teachers who are employed in their first year of teaching in a school **after completing** a preparation program will receive a VAM score that will be used to determine the teacher quality domain score.

5. **Will the residency data collected through the Department-led process also be used for the Board of Regents data dashboards?**

Yes. A separate data submission process is not needed.

## General Questions about Performance Profiles

1. **How are VAM scores used in the performance profiles?**

The teacher quality domain is calculated based on the previous three years of program completers who have finished a preparation program. Each teacher’s VAM results for their **first year of employment after completing a preparation program** are used to calculate the domain rating.

2. **Which program completers will be included in the calculation of the Meeting Workforce Needs domain of the Quality Rating System?**

All teacher candidates, including undergraduate and post-baccalaureate, who meet the definition of resident as defined above will be taken into account when calculating the percentage of residents in high-need schools. All program completers will be taken into account when calculating the percentage of completers teaching in high-need certification areas.