

# PASA Test Talks

November 19, 2020

Meeting #7

# Thank You for Joining

- You are muted upon entry.
- PaTTAN facilitators will monitor the chat.
- Questions entered in the chat will be answered.
- Reminder: chats are to everyone unless designated as private.
- This session will be recorded and posted to [PaTTAN PASA Web Page](#) following captioning.
- All sessions are also available on PASA DLM AC Google folder at [https://drive.google.com/drive/folders/14\\_QJ9I1WAN0--aadOsYz9DovmynkSqvt?usp=sharing](https://drive.google.com/drive/folders/14_QJ9I1WAN0--aadOsYz9DovmynkSqvt?usp=sharing)
- Questions after PASA Test Talks may be emailed to:
  - [alternateassessment@pattan.net](mailto:alternateassessment@pattan.net)

# PASA Test Talks

- Provide a forum for on-going support to PASA ACs
- Provide reminders and updates about timely test enrollment procedures, training, and administration/management tasks
- Demonstrate procedures in the KITE Educator portal
- Answer questions

## Meeting #7 Overview

- Updates to field
- Data Review
- PASA AC Next Steps
- Reminders
- Questions and answers

# Updates

- No updates from the week of 11/12 – 11/19
- PASA AC Email No. 8 will be sent next week with the following -
  - Enrollment reminder – December 11<sup>th</sup>
  - Data accuracy reminder
  - PASA DLM Test Talks continue into December
  - Access PASA DLM Test Talks on Google at [https://drive.google.com/drive/folders/14\\_QJ9l1WAN0--aadOsYz9DovmynkSqvt?usp=sharing](https://drive.google.com/drive/folders/14_QJ9l1WAN0--aadOsYz9DovmynkSqvt?usp=sharing)

# Data Review

**Data Management- Data pulled 11/16/2020 6:45 pm CT**

	11/2/2020	11/16/2020
<b>Enrollment</b>		
Students enrolled	4987	7529
<b>Rostering</b>	6380	12417
Total # of Rosters in the Rosters Extract (i.e., unique roster names)	1747	3519
Students Rostered to ELA in assessed grades 3-8 and 11	2635	5106
Students Rostered to ELA in non-assessed grades	3	10
Students Rostered to Mathematics in assessed grades 3-8 and 11	2606	5067
Students Rostered to Mathematics in non-assessed grades	3	10
Students Rostered to Science in assessed grades 4, 8, 11	1048	2068
Students Rostered to Science in non-assessed grades	63	115
Students Not Currently Rostered	2319	2300
Students rostered to Other	22	29
Students rostered to Social Studies	0	12
<b>First Contact Survey</b>		
Students with Completed First Contact Surveys	121	454

# Data Review

<b>Required Test Administrator Training</b>		
Teachers completed	492	890
<b>Security Agreement</b>		
Security Agreement Accept	2150	2150
Security Agreement Reject	116	116

<b>User Role</b>		
District Test Coordinator- Active	690	749
District Test Coordinator- Pending	205	157
District Superintendent-Active	3	3
District Superintendent-Pending	4	4
District User- Active	90	120
District User- Pending	36	42
Building Test Coordinator- Active	161	223
Building Test Coordinator- Pending	86	62
Teacher- Active	1946	2612
Teacher- Pending	1169	1146

# Data Review

- Student Enrollment Template Upload should be verified for appropriately enrolled students
  - Were all of the PASA eligible students correctly identified from the PIMS Cognos report?
  - If not, there may be too many students participating who are not eligible or eligible students may not have been identified
  - How do I know?
    - Match against last year's data available in PASA digital
    - Confirm with Special Education Administrator and/or teachers and IEP
    - Use an IEP writing/tracking system



## Data Review

- Were the correct grades listed on the student enrollment template - assessed grades only?
  - Remember the state level data
  - Grades 3-8 and 11 ELA/Math
  - 4, 8 and 11 Science
- If rostered, were the correct assessments listed – no Social Studies or Other

## Data Review

- Other data analyses
  - Special Education Administrators are currently completing the 1% Threshold Justification by reviewing the student enrollment template
    - Examining the participation rate in the PASA DLM
    - Examining the **primary** disability categories of enrolled students
    - Note: LD, S/L only, ED are typically not students who meet eligibility criteria

## Data Review

- What if I find an error in the student data?
  - Ensure accuracy in PIMS
  - Re-run the Cognos Report and/or make correction on the Student Enrollment Template .csv file and re-upload in the Kite Educator Portal

# PASA AC Next Steps

1



## Access DLM

Visit and bookmark the [Pennsylvania DLM webpage](#).

Locate your activation email from [kite-support@ku.edu](mailto:kite-support@ku.edu) sent previously and click on the link to activate.

Note: Activation email will only be active for 20 days.

- For questions regarding activation email, contact [alternateassessment@pattan.net](mailto:alternateassessment@pattan.net).

Log into and get started with Educator Portal. For help see [Getting Started Video](#).

2



## Get Familiar with DLM

Locate PASA AC emails and resources at [PaTTAN PASA](#) webpage.

Sign up for DLM test updates on the [PA DLM webpage](#).

Review [PASA DLM Important Dates](#) under Supplemental Resources on the PA DLM homepage.

Locate [Assessment Coordinator Manual](#) and [Data Management Manual](#).

3



## Complete Required Getting to Know DLM Training

Register for Getting to Know DLM for District Assessment Coordinators on the [PaTTAN Events Calendar](#).

Access training modules under Supplemental Resources on the [Pennsylvania DLM webpage](#).

- Module 1 (approximately 35 minutes)
- Module 2 (approximately 30 minutes)

# PASA AC Next Steps

4




## Complete Upload of Templates

- Upload the User Template in Educator Portal beginning Sept. 28th. Use the [PA Guidelines for Uploading User Templates in DLM](#). Refer to p. 27 in the [Data Management Manual](#) and the [Uploading Templates Video](#).
- Upload the Enrollment Template (students) in Educator Portal beginning October 19th. Use the PIMS Cognos report to support student enrollment. Refer to p. 57 in the [Data Management Manual](#) and the [Uploading Templates Video](#).
- Upload the Roster Template after completing uploads of User and Student Enrollment Templates. Refer to p. 14 in the [Data Management Manual](#) and the [Uploading Templates Video](#).  
\*More Helplet videos are available under Resources for Educators and District Staff.

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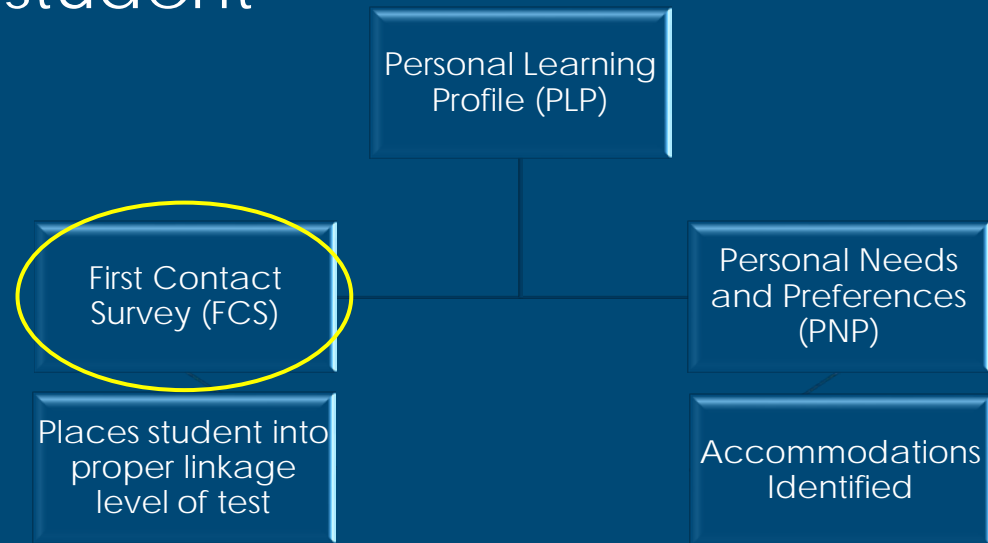


## Begin Test Preparation Activities

- Inform assessors about required *Getting to Know Training for Teachers/Assessors* under Supplemental Resources on [PA DLM Webpage](#) and Required Test Administrator Training under ACCESS [Training Courses](#).
-   Direct assessors to begin the completion of Personal Learning Profile for each student. Refer to p. 30-31 in the [Assessment Coordinator Manual](#) and [Personal Learning Profile Training for Assessors](#).
- Monitor progress of staff using extract reports
  - a. See p. 91 of [Educator Portal User Guide](#).
  - b. Ensure Security Agreements ([Video](#)) are completed.
  - c. Ensure Required Test Administrator Training is completed.
  - d. Use the [Assessment Coordinator Manual Checklist](#) p. 8-16 and [Data Management Manual Checklist](#) p. 8-10 to guide test preparation activities.

## PASA AC Next Steps

- Direct teachers to begin completing the Personal Learning Profile for each student



- See [PLP Training / Helplet Video](#) (approx. 17 minutes in length)

# First Contact Survey

- Test Administration Manual, pp. 112 – 118
  - Seven categories of questions
    - Special Education
    - Sensory capabilities
    - Motor capabilities and health
    - Computer instruction
    - Communication
    - Language
    - Academic (reading, math, writing and science)
- Pennsylvania chose to shorten the FCS this year.
- DTCs, BTCs and Assessors may enter information into FCS

# First Contact Survey

- Demonstration



## PASA AC Next Steps

- Resources from PA DLM webpage
  - Quick Start Guides
  - Assessment Coordinators Manual
  - Test Administration Manual: pp. 9-12  
Checklists for Test Administrators –  
may direct Assessors here
  - Four test administration modules  
may be viewed by PASA ACs (not  
required but helpful)

## Reminders

- No PASA DLM Test Talks next week - November 26<sup>th</sup>
- PASA DLM Test Talks are available on [PaTTAN PASA webpage](#) and at [PASA DLM Test Talks on Google](#)

# Questions from Field

## QUESTION

When we did our PASA Pims upload we missed a student. He is not on the PSSA roster either. Do you have a suggestion on what to do in order to fix this? Just want to make sure that I am doing everything right.

I have added the student to DLM site. He was not our on PASA PIMS upload.

## ANSWER

*You will want to talk directly with your PIMS Coordinator in your school district. Alert them that there is a student eligible for the PASA who is not coming up on the PIMS Cognos report. It may be one of two things causing this –*

- 1. The student is not in PIMS and needs to be added. If that is the case, the PIMS Coordinator is the expert on how to do that.*
- 2. The student is in PIMS, but was likely not identified as eligible for the PASA because they did not have an “A” in Field 212. Again, the PIMS Coordinator would know who to manage that field.*

*In either case, you providing your special education guidance in collaboration with your PIMS Coordinator should ensure that the student is appropriately entered in PIMS.*

# Questions and Answers



# PA Alternate Assessment Team

## Bureau of Special Education and PA Training and Technical Assistance Network

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