Early Childhood Observation Tool (ECOT) Guidance

Changes 2018-19 school year:

- PEER students no longer need to be identified as such in STARS via the STUDENT COURSE ENROLLMENT (COURSE ENROLL) field #18, Special Program Code (P=PEER). Instead this value will be derived by PED via the following business rule: If Course Code is 0033 (3Y SpEd) or 0044 (4Y SpEd) AND Student Grade Level is PK AND Special Ed = N, then student is PEER. In addition, please do not create separate course codes for PEER students, but instead include them in the same course code and section as their classmates.
- Enhanced import process from STARS to ECOT to alleviate some of the issues encountered the prior year, such as automated the ECOT updating process to handle duplicates more efficiently.

Description:

The Early Childhood Observation Tool (ECOT) was first introduced in the School Year 2017-18. It is an enhancement of KOT (Kindergarten Observation Tool) and was expanded to include Prekindergarten (PreK) students and teachers.

Purpose:

ECOT is an application developed and housed at The PED and will contain the STARS universe of PreK and Kindergarten students for assessing students and tracking growth to assure students are on-track.

- PreK – Progress monitoring tool
- Kindergarten – Knowledge & skill level assessment tool

In STARS, PreK includes students defined as NMPREK, Head Start, FACE, PEER (no longer reported, but instead derived), Title I PreK, and 3Y and 4Y Special Ed students.

The 7/15 Open Year Round snapshot window for ECOT submission opens the beginning of June. Teachers will want to assess their students soon after school starts.

ECOT Business Rules:

- Requires data submission to the 7/15 (Open Year Round) snapshot of all the templates which make up a class roster (***STAFF***, ***STAFF SNAPSHOT***, ***STUDENT, STUDENT SNAPSHOT , COURSE***, ***COURSE INSTRUCTOR***, ***COURSE ENROLL***) – Only 7/15 snapshot data is transferred to ECOT
    - o July 15 Values
        - ▪ Snapshot Date = **YYYY-07-15**

- YYYY represents a school year. e.g. for school year 2018-19 the snapshot date value will be 2018-07-15)
    - Semester = **9**
    - Enrollment Period Number/Marking Period = **906**
  - Data may be submitted whenever changes occur and will get transferred within 24 hours from STARS to ECOT (the current schedule is nightly at 7p)
    - It's recommended to submit data to the eDM Test Environment first (and clean it up there) before loading it into eDM Production. This prevents bad data from being transferred to ECOT.
    - The teacher's email address is essential and is passed to ECOT and used to generate an email with their ECOT login information. Email address changes should be submitted to STARS in the STAFF SNAPSHOT template and are processed automatically in ECOT; Teachers will be sent new login credentials and their OLD login will no longer work. Prior students will still be tied to them as long as their Staff ID has not changed.
- The STARS universe of prekindergarten (PreK) and kindergarten students should be assessed in ECOT. These students are identified in the *Student Snapshot* template as *Student Grade Level* = PK (PreK) or KF (Kindergarten Full-Day). Note: KN (1/2 day kindergarten) is obsolete. The transfer process is setup to ONLY transfer Prek and kindergarten students.
- Only PK and kindergarten "home-room" Course Codes are transferred to ECOT (to eliminate multiple teachers from being assigned to students)
  - **PK "Home-room" Course Codes:**
    - 0033 (3-yr old SpEd self-contained class – teacher must be certified; cannot be used for NMPREK funded students because 3-yr olds are not funded thru NMPREK--only 4-yr olds are funded thru NMPREK)
    - 0034 (3 & 4 year olds, typically non-special ed class, but may contain SpEd students if it's an inclusion class. Teacher must be certified. May contain NMPREK 4-yr olds.)
    - 0044 (4-yr old SpEd self-contained class – teacher must be certified. May contain NMPREK 4-yr olds.)
    - 0035 (Non-certified PreK Teacher. May be used for Head Start & FACE but not for NMPREK, Title I or 3Y/4Y (due to funding rules))
  - **Kindergarten "Home-room" Course Codes:**
    - 0000 Kindergarten
    - 0K3P K-3 Plus Summer
    - 2802 Special Ed Self-contained C & D level
- ECOT's goal is to receive from STARS 1 student record per 7/15 snapshot date with one Course Code and one Teacher (Primary Instructor is passed to ECOT, but not the other instructors). If duplicate student records are found, they will need to be resolved manually in ECOT by the district/charter.

How often to submit ECOT data to the 7/15 (Open Year Round) snapshot date?

Assessment Data Windows (1 window for Kindergarten; 3 windows for PreK):

Beginning of Year (BOY)
- Beg-Jun thru Mid-Oct
- both PK and K

Middle of Year (MOY)
- Beg-Dec thru Feb
- PK only

End of Year (EOY)
- Mid-Apr thru End-May
- PK only

Note: When students move between districts and schools, teachers who are using ECOT for assessing students may request periodic Class Roster updates be submitted to the STARS 7/15 snapshot date; so the latest changes may be reflected in ECOT. This may consist of submitting new records, individual record deletes (of STUDENT COURSE ENROLLMENT, STUDENT SNAPSHOT or STAFF SNAPSHOT) OR a complete refresh of the 7/15 snapshot data by deleting STAFF SNAPSHOT, STUDENT SNAPSHOT and COURSE, and then resubmitting all 7 templates in their entirety for ECOT. BEWARE: Deleting 7/15 data also deletes NMEPIC data since they share a snapshot date as well as templates. However, once the data has been transferred (occurs every evening), then deleting from STARS has no effect on those other systems.

ECOT Data Process:

- 7/15 Open-Year-Round snapshot window for ECOT submission opens the beginning of June and is available for submission all year long. Teachers will want to assess their students in ECOT soon after school starts; therefore, STARS Coordinators will want to prepare their Student Information System (SIS) earlier than normal and start submitting their PreK and Kindergarten rosters to STARS then. Early submission in June is due to the K-3 Plus program. PreK schools start opening in July.
- Data in the 7/15 snapshot date is NOT cumulative, but should reflect data at the time of submission; real-time SIS data at that time. Districts will be extracting real-time data from their SIS and submitting to the 7/15 snapshot date throughout the year

eDM Submission Process:

This collection window is open in both TEST and PRODUCTION, but only PRODUCTION data will be transferred to ECOT. The eDM collection window is called ***SY2019 7/15 Open Year Round*** for school year 2018-19.

<u>**Roster**</u> **creation in ECOT requires the submission of the following templates:**
STAFF, STAFF SNAPSHOT, STUDENT, STUDENT SNAPSHOT, COURSE, COURSE INSTRUCTOR & COURSE ENROLL

- Ensure any templates that reference a Snapshot Date (including snapshot place-holder fields) contain the values relating to the new snapshot date.
- Because the automatic data transfer to ECOT will be applying the following filters, your vendor may create a 7/15 snapshot extract for ECOT using these same filters:
  - Student Grade Level = PK, KF (Kindergarten full-day) or KN (1/2 day kindergarten is obsolete)
  - 4-alphanumeric Course Codes = 0033, 0034, 0044, 0035, 0000, 0K3P or 2802
    Note: The actual Course Code Long field is 8 in length. The course codes listed here will be reported in the 1st 4 positions of the 8-alphanumeric Course Code Long field.
- Please do not report a student in more than one of these course codes within a snapshot date or duplicate data cleanup may be required in ECOT
  - 0033, 0034, 0044, 0035, 0000, 0K3P or 2802
- PED IT's recommendation is to have your vendor emulate an existing snapshot extract process and replace the snapshot information as follows:
  - COURSE
    - Field 26, Semester valid values: **9** = 7/15 Open Year Round
  - COURSE INSTRUCTOR
    - Field 17, Semester valid values: **9** = 7/15 Open Year Round
    - Field 18, Class Period valid values:
      - For PreK
        - **AM** (morning); **PM** (afternoon) or **FD** (full-day)
      - For Kindergarten
        - **FD** (Full-day) or any of these valid values
          - **SEM** (semester); **TRI** (trimester); **YR** (Year-long); **BLK** (Block Scheduling); **SP** (Self-Paced); **QTR** (Quarter); **PO** (Pull-out)
    - Field 24, Snapshot Date valid values: **2018-07-15** = 7/15 Open Year Round
  - COURSE ENROLL
    - Field 4, Enrollment Period Number valid values: **906** = 7/15 Open Year Round
    - Field 5, Effective Date valid values: **2018-07-15** = 7/15 Open Year Round
    - Field 13, Semester valid values: **9** = 7/15 Open Year Round
    - Field 21, Course Instructor Snapshot Date valid values: **2018-07-15** = 7/15 Open Year Round
  - STAFF SNAPSHOT
    - Field 50, Snapshot Date valid values: **2018-07-15** = 7/15 Open Year Round
  - STUDENT SNAPSHOT
    - Field 83, Snapshot Date valid values: **2018-07-15** = 7/15 Open Year Round
  - STAFF

- No change
  - o STUDENT
    - No change

ECOT STARS reports:

Note: Reside in the ECOT folder.

STARS Home > STARS Reporting > Public Folders > eScholar Framework - Verify > District and Location Reports > ECOT

ECOT Detailed Class Roster

- Run this report to verify roster data against the new 7/15 Open Year Round snapshot date of 2018-07-15
- Report modeled after "Detailed Class Roster for Teachers" and lists students enrolled in courses with their teacher. Only the PRIMARY INSTRUCTOR (Teacher of Record) is transferred to ECOT; not the "other instructors" because a class can only be associated with one teacher in the ECOT system. Note: Additionally, in ECOT a teacher can only be associated with ONE school.
- Snapshot parameter specified will be **2018-07-15 – YEARLONG**.
- To see EXACTLY which rosters will (or were) transferred to ECOT, leave the default parameter for **COURSES = ECOT**, so only those courses to be transferred will be displayed. For trouble-shooting purposes, you may want to change this value to ALL. For example, if you're wondering why a particular course wasn't transferred to ECOT, if you run the "COURSES=ALL" parameter, you'll see all the Class Roster records for the snapshot date. You should then verify the grade level of the student is PreK or Kindergarten AND verify the course code is one of the predefined PreK or Kindergarten homeroom course codes of 0033, 0034, 0044, 0035, 0000, 0K3P or 2802.

To view a list of valid CLASS PERIODS to report in Course Instructor, run the following report:

STARS Site Collection > STARS Reporting > Public Folders > eScholar Framework - Verify > District and Location Reports > General Reports

List Master Lookup

- Prompts
  - o School Year = 2018-2019
  - o Lookup Name = CLASS PERIOD

It's important to note, **ONLY data submitted to the 7/15 Open Year Round snapshot date (YYYY-07-15) will be transferred to ECOT.**

Prekindergarten programs/models (Only to be used when Student Grade Level = PK):

NMPREK

- PED NM PreK funded program
- Field #5 **Programs Code (PROGRAMS FACT)** = NMPREK
- Use Course Codes 0034 (non-Special Ed preschool classroom) or 0044 (4Y Special Ed classroom)

FACE (Family and Children Education)

- Program created by Bureau of Indian Affairs to develop a model for American Indian early childhood & parental involvement. Serves 3 & 4 year olds & funded thru Bureau of Indian Education (BIE).
- Field #5 **Programs Code (PROGRAMS FACT)** = FACE
- Use Course Codes: 0034 (non-Special Ed preschool classroom) or 0035 (non-certified preschool teacher's class)

PEER – Preschool Peer Model (Reverse inclusion)

- General Ed students included in Special Ed classrooms to serve as peers and role models
- PEER never applies to NMPREK. PEER is only for unfunded children in special education classrooms. If there are any NM PreK children in the classroom, it is an NM PreK classroom, not a special education classroom.
- PEER is only used for Special Ed stand-alone programs
- Do not create separate course codes for PEER students, but instead include them in the same course code and section as their classmates
- Derived by PED via the following business rule:
    - If **Course Code** is 0033 (3Y Special Ed) or 0044 (4Y Special Ed) [**COURSE ENROLL** template; field #14, 1st 4 characters]
    - <u>AND</u> **Current Grade Level** is PK [**STUDENT SNAPSHOT** template; field #10]
    - <u>AND</u> **Special Ed** = N [**STUDENT SNAPSHOT** template; field #38], then student is PEER.
- Use Course Codes 0033 (3Y Special Ed classroom) or 0044 (4Y Special Ed classroom)

HEAD START

- **Head Start** is a federal program for preschool children three to five years of age in low-income families. Its aim is to prepare children for success in school through an early learning program.
- Some districts are direct grantees, meaning federal money goes directly to the district. PED will be identifying schools that have Head Start programs (or entire schools as Head Start) in STARS for additional tracking of Head Start students.
- Field #5 **Programs Code (PROGRAMS FACT)** = HEADST
- Use Course Codes: 0034 (non-Special Ed preschool classroom) or 0035 (non-certified preschool teacher's class)

3Y/4Y

- Field #5 ***Programs Code (PROGRAMS FACT)*** = 3Y (3-year old Special Ed) or 4Y (4-year old Special Ed)
- Course Codes 0033 (3Y Special Ed) or 0044 (4Y Special Ed)

Title I PreK

- Field #5 ***Programs Code (PROGRAMS FACT)*** = T1APK
- Use Course Code: 0034 (non-Special Ed preschool classroom)

Note: Since the **PROGRAMS FACT** template is not reported at the 7/15 snapshot date, prekindergarten students should be identified with appropriate codes & class roster data at the standard reporting periods 40D, 80D, 120D & EOY, so prekindergarten statistics may be obtained (including attendance). At these given points-in-time, STARS should be able to determine who the PK students are, what programs they are participating in, & who their teachers are through course codes.

Support contacts:

For STARS eDM loading issues or questions, please contact the STARS help desk at: ***PED-STARSAdmin@state.nm.us***

For STARS ECOT Class Roster report questions once the data has been successfully loaded into STARS, please contact the ECOT Help Desk at ***PED-EcoTHelpdesk@state.nm.us.***

For ECOT application support, please contact the ECOT Help Desk at ***PED-EcoTHelpdesk@state.nm.us.***