MISSISSIPPI COUNTY, ARKANSAS, E.O.C.
EARLY CHILDHOOD EDUCATION DEPARTMENT

CHILD OUTCOMES DATA ENTRY

§1302.33(b) (1-2)

GOAL STATEMENT- MCAEOC will strive for excellence by enhancing educational services to support school readiness of children that will maximize their potential to enter kindergarten with a solid foundation for reading success

POLICY:
MCAEOC staff shall use the MyTeachingStrategies system in efforts to document and record ongoing assessment of children in the early childhood program in supporting infants, toddlers and twos and preschoolers with planning and recording appropriate early childhood learning experiences helping all children succeed.

PROCEDURE:
The following are procedures for data entry of the Child Outcomes Data for MyTeachingStrategies GOLD:

1) Checkpoint due date periods will change from year to year according to that year's calendar. A new checkpoint due date schedule shall be issued in the beginning of each year. All program types will be specified according to the necessary cut-offs and shall be issued separately (i.e., EHS/HS).

2) Each teacher is responsible for entering the documentation on their children into the web-based MyTeachingStrategies assessment tool.

3) If a child is enrolled in your class three weeks or less prior to the end of the 'Marking Period', please do not submit your request to '**ADD**' until one week after the 'Checkpoint Due Date'. This time will be utilized to finalize assessments and generate all of the necessary reports for children who already have adequate documentation in all areas of development. This time will be used to develop new child's portfolio information for the next period due date. The **ONLY exception** to this rule will be that the child is coming from another classroom within the agency **and** there is adequate data recorded in the system by the previous teacher. Site Supervisor and teachers should make certain that the teacher who is transferring the child out of their room has entered all of the necessary assessment data up to the date that the child is being transferred.

4) All children enrolled in the program for at least three weeks should have assessment data entered into the MyTeachingStrategies assessment system.

5) Each teacher will be assigned a user name and password that gives them access to the MyTeachingStrategies. It is the responsibility of the teacher to contact their Site Supervisor, Information Technology Manager or your Site Supervisor if they do not have either or cannot gain access to the system. This request may be faxed or emailed, but **MUST** be in writing.

6) When making your requests, please be cautious with the spelling of the child's name. If the name is not spelled correctly, the system will not be able to match this if the child already in the system. This will cause duplication of children which will be occupying portfolios that are already costing the agency. Please pay attention to your spelling.

7) All teachers are to complete all of their data in their profile upon signing into the data base. **Do not skip** the update screens when the system prompts an update.

8) Each Site Supervisor should enter their children's names according to the spelling that is on **their birth certificates or birth records located in folders**. Include the hyphens, apostrophes, or spaces were indicated on birth records. All names should begin with a capital letter for first and last names. Please refrain from using all caps when spelling the children's names.

9) When children are entered into the data base, it is necessary to complete all pertinent information on the screen for 'Adding a Child'.

10) It is **mandatory** that the **Home Language Survey** be completed by the teacher in its entirety on **ALL** children. This is a fairly short form, only four questions. When it is completed and scores are calculated, teacher will be given directives as to whether the child should be assessed using items 37 and 38 of the assessment tools. If child is younger than three, the information gathered is certainly helpful in future interactions with the child and the parent, as well as for planning.

11) If a child is coming from another classroom or center, please contact your Site Supervisor, Program Operations Manager or the Information Technology Manager and request that child be transferred to your room. **Requests for transfers <u>or</u> drops must be made in writing and submitted to your Site Supervisor.** Please avoid phone calls. This will allow your Site Supervisor the opportunity to process your requests at their earliest convenience. There is also a number of different ways to spell names. Putting requests in writing takes away the guessing and makes things easier to complete for everyone.

12) **The System administrator ONLY** should create new programs, sites and/or classrooms. All requests should be forwarded to the Information Technology Specialist and/or the Site Supervisor.

13) **Teachers are never to create a NEW classroom** or a **NEW PROGRAM** in the data base. If you find that you have not been assigned to the appropriate class, please contact the Center Operations Specialists or Information Technology Specialist for your assigned site. If classes are created and your documentation has been put into the system, it will all be deleted along with the newly created class. You will have to copy and paste data in its appropriate place or re-type the information in the MyTeachingStrategies.

14) All children will have documentation in each of the areas of assessment. After the first marking period, **more is always better** in order to get a real clear picture of skills documented. After you have clearly documented acquisition of a particular skill, you may finalize that and move on to other skills.

15) Teachers will be monitored by their assigned Site Supervisor and Program Operation Manager every two weeks so that they will be on task to finalize at the designated times. Teachers should **never** wait until after the close of the assessment period to begin entering data.

16) After the 'End Date' of the assessment period, the system automatically defaults to the next marking period. It is important to remember to **use the 'Change View'** function to make sure data is being entered into the appropriate marking period in order to avoid duplication of efforts. This will assure that the data is included in the appropriate time period.

17) After all data has been entered on all children, check with your co-teacher before finalizing the checkpoint. Checkpoint must be finalized on all children in order for the child's data to be captured in the reports that will be generated.

18) After the 'Checkpoint Due Date' there should be no additions or changes made to documentation **for ONE WEEK AFTER that** checkpoint period. Note: requests for adds, drops or transfers will not be processed for two weeks after the end of each marking period. This period will be reserved for generating reports at the classroom, center and agency levels.

19) Teachers, Site Supervisors, and/or Program Operation Manager should double check to make sure that the **documentation aligns with the skills** to which they are being linked for assessment. If you are experiencing any difficulties in linking this documentation, you may consult your Creative Curriculum books, view the related videos on line or contact your Site Supervisor for assistance.

20) It is **mandatory** to conduct a Parent Teacher Conference in order to discuss the child's progress at the end of each checkpoint. After your parents have signed off on your Family Conference Form, you will need to have the parent/guardian to sign and date the '***Family Conference and Home Visit Report***' and forward a copy of this form to the Center Operations Specialists, Site Supervisor, and your Family Service Worker. A copy should also be kept by the teacher and filed in their monitoring file. A copy of the Family Conference Form will be given to the parent and one will be filed in the child's portfolio **AND** the child's file. **It is not necessary to forward a copy to the Site Supervisor. However, the '*Family Conference and Home Visit Report Form'* should be forwarded to the Site Supervisor no later than TWO WEEKS following the *Checkpoint Due Date*.**

21) In addition to printing the Family Conference Forms, you **MUST** print a copy of EACH child's 'Individual Child Report'. This report may also be shared with parent during your conference period. This report will be used for individualizing for each child and weekly planning. This step MUST BE completed at the end of each "Checkpoint Period' as well.

    For Infants and Toddlers: For the Third Marking Period, a copy will be placed in the child's file for use if child attends during the summer months.

    For Preschoolers: For the Third Marking Period, a copy will be placed in the child's transition packet for use in public school.