



# New Mexico Early Childhood Observation Tool (ECOT)

STARS Training - PED  
October 5, 2017

# Presenter

- Joe Manley
  - Kindergarten Observation Tool (KOT) Coordinator
  - NM PED

# Objectives

- Outline the processes that will be used during the Preschool and Kindergarten Observation Tool administrations
- Learn how to upload and maintain preschool and kindergarten rosters in STARS and ECOT

# What Are the Roles and Responsibilities of a STARS Coordinator (Uploader)?

- Upload and maintain preschool and kindergarten rosters via STARS throughout administration windows.
  - Resolve duplicates in ECOT.
- Update preschool and kindergarten windows.
- Create district- and school-level users.

***\*NOTE: no users can access ECOT until the PED received correct rosters via STARS 7/15 window.***




# The purpose of these tools are to:

- **Preschool Observation Tool** – gather information on what children know and can do at the time of preschool entry and document growth over the preschool year(s);
- **KOT** - gather information on what children know and can do at the time of kindergarten entry;
- **assist teachers in data-driven instructional decision making at the child and classroom level;**
  - identify individual children's needs and provide necessary supports to children and teachers;
- provide families with information about their children's learning and development; and
- inform education and care stakeholders.

# The Observation Tools are...

- an authentic observational assessment;
- in alignment with the National Research Council's recommendations for assessing young children;
- a whole child assessment;
- designed to help teachers determine what students know upon kindergarten entry so that curriculum and instruction can be informed and improved; and
- a “bridge” between Preschool and grade 1.
- The PED feels this tool honors all the research-supported reasons we assess children at preschool and kindergarten entry and highlights the benefits of doing so.

# The Observation Tools are NOT...

-  an evaluative measure for teacher
-  competency;
  - used for “high stakes” decision making;
    - a measure to fund/defund programs;
    - a measure to deny access to kindergarten for any
-  child;
  - a screening tool to identify students with special needs; and

# Participation

## Preschool

- NM PreK
- Title I
- Special Education
- Beginning in SY 2017-18, PED programs must use the Early Childhood Observation Tool (ECOT) to record observations and rubric ratings.

## Kindergarten

- All K-3 Plus districts and charter schools will administer the KOT during K-3 Plus.
- KOT participants include 100% of all districts and charters in the state.
- State Rules for the full implementation of the KOT for the fall 2016.
  - 6.30.5.7 DEFINITIONS
  - 6.30.5.12 PROGRAM ELEMENT: ASSESSMENT



	Beginning of Year (BOY)	Middle of Year (MOY)	End of Year (EOY)
<b>NM PreK and Title 1 Preschool</b>	BOY – Rubric ratings finalized in ECOT by the 45 <sup>th</sup> calendar day from first day of child attendance (including portfolios) BOY data collection window opens July 1	MOY – Rubric ratings finalized in ECOT by the first Friday in February (Portfolio forms for 900 hour programs only) MOY data collection window opens November 1	EOY – Rubric ratings finalized in ECOT <u>within</u> the last two weeks the child's program (including portfolios) EOY data collection window opens March 13
<b>Special Education Preschool</b>	BOY – Rubric ratings finalized and ECO reporting (in STARS) completed using ECOT data by the 30 <sup>th</sup> calendar day from the first day of child attendance; Portfolio forms due 45 <sup>th</sup> calendar day from first day of child attendance; BOY data collection window opens July 1	MOY – Rubric ratings finalized in ECOT by the first Friday in February (Portfolio forms for 900 hour programs only) MOY data collection window opens November 1	EOY – Rubric ratings finalized in ECOT <u>within</u> the last two weeks of the child's program (including portfolios); Complete ECO exit reporting in STARS using ECOT data for all children who have been in program for at least six months, EOY data collection window opens March 13
<b>Kindergarten</b>	BOY – 25 instructional days of K-3 Plus program OR 30 instructional day window; final ratings must be submitted by October 15th		

\*Calendar days include ALL days on calendar (holidays, non-school days, & weekends)

# ECOT – Bringing Systems Together

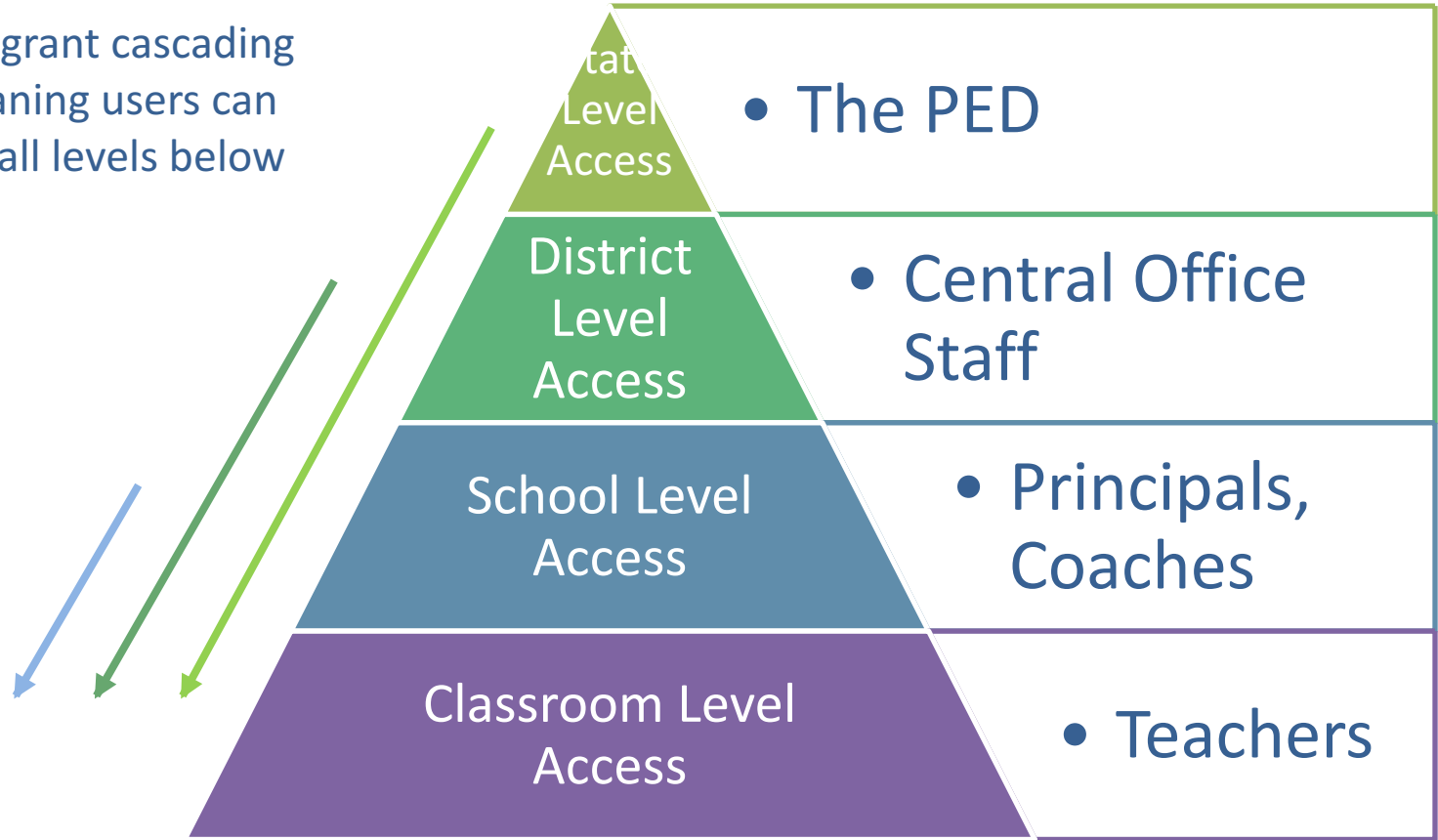
- Development Process:
  - Built over the course of 2 years at the PED with feedback from stakeholders
  - Continued improvement
  - Refined and renamed to ECOT to collect Preschool and Kindergarten Observation Tools' data in same system

# ECOT Functionality

- Operates on personal and professional Windows, Apple, and Android devices
- Operates on all major web browsers
- Interactivity – observations “on the fly”
- Syncs data to database
- **Populated by STARS data (PED)**
  - **NEW for SY ‘17-’18**
- Secure login

# ECOT Roles

Note: roles grant cascading access, meaning users can see data in all levels below their role.



# ECOT Uploader Pages

- Student Search
- Teacher Search
- Report Viewers
- Log Activity
- Window Maintenance
- Resolve Duplicates

# Creating Report Viewers

- STARS Coordinators can create Report Viewers:
  - District-level
  - School-level
- Report Viewers > Create User > District/School Level

☐ Broad Search ☐ Narrow Search ☒ Create User ☐ Update User

☒ District Level User ☐ School Level User

District \*

Last Name \*  First Name \*

Email \*

# New Year-Long Reporting Period

- 7/15 Yearlong Window
- Values:
  - Snapshot Date = 2017-07-15
  - Semester = 9
  - Enrollment Period Number = 906
- Data Collected: NMEPIC, ECOT (PreK and Kindergarten)

# Templates to submit to 7/15 for ECOT/NMPREK

## COURSE

- Field 26, Semester valid value: 9 = Year-Long

## COURSE INSTRUCTOR

- Field 17, Semester valid value: 9 = Year-Long
- Field 24, Snapshot Date valid value: 2017-07-15 = Year-Long

## STUDENT COURSE ENROLLMENT

- Field 4, Enrollment Period Number valid value: 906 = Year-Long
- Field 5, Effective Date valid value: 2017-07-15 = Year-Long
- Field 13, Semester valid value: 9 = Year-Long
- Field 21, Course Instructor Snapshot Date valid value: 2017-07-15 = Year-Long

\*Will have eDM Validation rules



# Templates to submit to 7/15 for ECOT/NMPREK - Continued

## STAFF SNAPSHOT

- Field 50, Snapshot Date valid values: 2017-07-15 = Year-Long

## STUDENT SNAPSHOT

- Field 83, Snapshot Date valid values: 2017-07-15 = Year-Long

## STAFF

- No change

## STUDENT

- No change

## PROGRAMS FACT

- Reported at Student Grain-Field #5 Programs Code

# Templates to submit to 7/15 for ECOT/NMPREK - Continued

Same as NMEPIC, with additional PROGRAMS FACT

## PROGRAMS FACT

- Reported at Student Grain
- Field #5 Program Codes used for PK
  - NMPREK – will require 450HR or 900HR in field #18  
Participation Info Code
  - 3Y or 4Y
  - HEADST
  - FACE
  - T1APK – Title I funded PreK student
- \* student may be reported in multiple program codes

# NM PreK

- PROGRAMS FACT, field #18 PARTICIPATION INFO CODE will require a value of 450HR (1/2 day) or 900HR (full-day) when field #5 PROGRAMS CODE=NMPREK
  - New values added to existing field. Program Code NMPREK not new.

# NM PreK

**CLASS SESSION** – new field collected in Course Instructor (or Student Course Enrollment) to identify morning, afternoon or full-day class.\*

## **Values:**

AM=morning

PM=afternoon

FD=Full-Day

In ECOT, used for teachers to view their morning, afternoon or full-day classes for assessing these PreK students.

# Class Session Business Rule

## Business Rules:

- Required for PK students only
  - If Student\_Grade\_Level = PK then Class\_Session must be AM, PM or FD
  - Doesn't apply to Kindergarten students-will default to full-day in ECOT

## Purpose:

Only used for ECOT to produce separate teacher's class rosters if they teach both an AM and PM class. Note, in ECOT, a student can only be in ONE course and assigned to ONE teacher (Primary Instructor field from STARS).

# Course Coding issues for PK and Kindergarten

Please do not report a student in more than one of these course codes per snapshot date:

0000, 0K3P, 0033, 0044, 0034 (NMPREK, Title I PK), 0035, 2802 (use for Kindergarten SpEd C/D Lvl; but defined for K-12)

Issue:

00008000 Bilingual Kindergarten Teacher A

00002000 English Lang Arts Kindergarten  
Teacher B

Only one Kindergarten Homeroom teacher should be reported to STARS for this student. English Lang Arts elementary setting course code is 1025 (or 1024 for intervention). Change 0002000 to 10252000. 1025 course codes NOT transferred to ECOT but 0000 Course Codes are.

# Don't Confuse AM/PM/FD with 450HR/900HR

AM/PM/FD refers to a classroom environment and is used in ECOT to determine if the teacher teaches a morning, afternoon or full-day class.

- Collected in COURSE domain in STARS data warehouse\*

450HR/900HR refers to an NMPREK student and determines if they should be funded for ½ day or full-day.

- Collected in STUDENT domain in STARS data warehouse

\*Because STARS allows multiple courses per student, for simplicity, PED prefers for PK and Kindergarten students only a SINGLE homeroom course code be submitted to STARS; otherwise, districts/charters will need to resolve in ECOT.

# NMPREK Business Rules (2017-18)

1) Student must be 4 by September 1 (cannot be 3 or 5) if NMPREK is specified

- Validation rule will be created

Issue: NMPREK is a specific below-the-line funded program (not SEG) and does not include ALL PreK students. e.g. Some principals believe their school has NMPREK program just because they serve 4-year old SpEd students.

2) PROGRAMS FACT Programs Code must be NMPREK

3) PROGRAMS FACT, field #18 PARTICIPATION INFO CODE will require a value of 450HR (1/2 day) or 900HR (full-day) when field #5 PROGRAMS CODE=NMPREK

4) Student Grade Level must be PK

5) Course Code must be 0034 (GenEd) or 0044 (SpEd)—due to lic req

6) Snapshot Dates (40D, 80D, 120D, EOY & new 7/15 year-long)

7) By 15<sup>th</sup> every month need NMPREK students submitted to 7/15



# NMPREK Confusion

**Only PED NMPREK funded students should be identified as NMPREK (Program Code).**

- NMPREK defined as PreK students attending a public or charter school
- Do not submit to STARS PreK students who are in a CYFD-funded facility (unless they are funded by Special Ed, in which case report Program Code 3Y or 4Y)
- NMPREK reported students are NOT funded through SEG, but through an award letter (and funding may be adjusted based on STARS enrollment data; hence, NMPREK identified students must be submitted monthly by 15th to 7/15 snapshot window)

# NMPREK vs Special Ed

- 3Y/4Y Special Ed Students are funded thru SEG
- A Special Ed student who is 4 years old by midnight Sep 1 may be submitted in BOTH 4Y and NMPREK program codes, and they will be funded for both programs. 4Y funded thru SEG; NMPREK funded thru award letter (funding may be adjusted based on STARS enrollment data). Grade level=PK.
- A Special Ed student who is 3 years old by midnight Sep 1 should be reported in program code 3Y but not NMPREK (because they don't meet the requirement "must be 4 on Sep 1"). 3Y funded thru SEG. Grade level=PK.

# NMPREK Additional Info (2017-18)

NMPREK students transferred to ECOT (need to include Class Roster templates)

Last year collected in a different system developed by UNM, which included CYFD students

Quarterly STARS reports run by Early Childhood Bureau from new 7/15 snapshot date (but still submit NMPREK program code to ALL reporting periods, not just 7/15)

# Who assigns Prek Student IDs?

Important change - In prior years, Student ID assigned at UNM, but now will be assigned at school. Should result in better Student IDs in STARS.

Various state agencies use STARS Unique ID system to assign Student IDs; therefore, it's important to SEARCH for students first; assure DOB and name is accurate.

Issue: PED has found student IDs were changing in STARS - should be unique and never change once assigned. Be careful when assigning Student IDs.

# NMPREK Monthly Update to 7/15 Snapshot

Rule: **Quarterly**, STARS Coordinators will need NMPREK funded students submitted to new 7/15 Year-long snapshot

Templates required:

- STUDENT
- STUDENT SNAPSHOT
- PROGRAMS FACT
  - NMPREK (Program Code)
  - 450HR or 900HR (Participation Info Code)

Important - NMPREK funding may be adjusted based on STARS enrollment data

# How often to report class rosters to 7/15 for ECOT?

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

BOY – Beginning of Year

- Beg-Jun thru Mid-Oct
- both PK and K

MOY – Middle of Year

- Beg-November thru Feb
- PK only

EOY – End of Year

- Mid-Apr thru End-May
- PK only

*\*Some maintenance of Kindergarten rosters may be necessary.*

# What data gets transferred from STARS to ECOT?

## ECOT Goals:

- Receive from STARS 1 student record per 7/15 snapshot date with one Course Code and one Teacher (Primary Instructor is passed to ECOT, not other instructors).\*
- Assess in ECOT ALL PreK & Kindergarten students found in STARS

Students with Grade Level = PK or KF (Full-day kindergarten) Note: KN ½ day grade level no longer submitted

\*If duplicate student records are found, they need to be resolved manually in ECOT by the district/charter.

# What Course Codes get transferred to ECOT?

## **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-yrs olds are not funded thru NMPREK-only 4-yr olds)
- 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 (new – Non-certified PreK Teacher. May be used for HeadStart & FACE but cannot be used for NMPREK (due to funding))

## **Kindergarten “Home-room” Course Codes:**

- 0000 Kindergarten
- 0K3P K-3 Plus Summer
- 2802 SpEd Self-contained C & D lvl

\*Similar to NMEPIC where ONLY course codes linked to EOCs are transferred



# What Course codes to use for SpEd Kindergarten?

**0000** – Kindergarten Homeroom; Use for reporting general ed Kindergarten class OR Special Ed Inclusion Class

**0K3P** – K-3 Plus. Use for Kindergarten students who started school 20 or 25 days early. May also contain Special Ed students if it's an inclusion class. Course code ONLY reported at 9/1 & 7/15 reporting periods. Once school starts, then will report course code 0000 instead for Kindergarten. At 40D on will report course code 0000, not 0K3P. Program Code=K3P.

**2802** – Use for Kindergarten SpEd C/D level

Note: Subject-specific course codes aren't transferred to ECOT, only general ones

# New Fields for Preschool (not to be confused with NMPREK)

## **New Programs Code in Template Programs Fact:**

HEADST - HeadStart PreK

## **New Student Course Enrollment value for field Course Special Program Code:**

P - PEER (Preschool Peer Model - to identify RegEd Mentoring student in 0033 or 0044 SpEd class)

**Why are we collecting these?** Students must be passed to ECOT to assess

## **PEER Business Rule & Example:**

In a single class (0033/0044), 3Y/4Y SpEd students will be identified as 3Y/4Y, and RegEd students will be identified as PEER. e.g. A class submitted as 0044 (4-yr old SpEd Class) with a class size of 12 may consist of 6 SpEd students and 6 RegEd students (reverse of Special Ed Inclusion). Report 6 RegEd students with P (PEER) in Student Course Enrollment and 6 SpEd students in 3Y or 4Y program code in Programs Fact.

# Additional 7/15 Snapshot Date Info

Data in 7/15 snapshot is NOT cumulative, but should reflect data at time of submission. Real-time SIS data. e.g. extract Real-time data from SIS and submit to 7/15 snapshot date throughout year

Data will get transferred from here to other systems (NMEPIC, ECOT) and will be used to keep other systems up-to-date. This methodology may require clean-up in other systems because can't reflect EVERY change, such as doesn't know Course Code changed from 0033 to 0034. Data never gets DELETED in other systems...as it does in STARS. Duplicates in other systems will need to be resolved.

e.g. Student reported to STARS in NMPREK 450HR at July 15 and then leaves your district. You will remove the student from 7/15 snapshot. **May look at ACTIVE flag in Student Snapshot or School Enrollment.**

# ECOT scenario SpEd PK-5 Classroom Teacher

What Course Codes to report to STARS for a Special Ed Teacher's class if they have PreK-5<sup>th</sup> grade Special Ed students in their classroom?

0033 – Report SpEd 3-yr olds here

0044 – Report SpEd 4-yr olds here

0000 – Report SpEd kindergarten students here

0001 – Report SpEd 1<sup>st</sup> graders here

0002 – Report SpEd 2<sup>nd</sup> graders here

0003 – Report SpEd 3<sup>rd</sup> graders here

0004 – Report SpEd 4<sup>th</sup> graders here

0005 – Report SpEd 5<sup>th</sup> graders here

Note: 0033, 0044 & 0000 class rosters will be transferred to ECOT.

0001 – 0005 could also be lumped into course code 2802

Best for ECOT to not report multiple grade levels in single course.

# QUESTIONS?

# Next Steps & Support

- PED contact:
  - General KOT and policy support
    - Joe Manley – Kindergarten Observation Tool Coordinator
      - [jmanley@crecnm.org](mailto:jmanley@crecnm.org)
      - 505-889-3412
  - General ECOT and PreK support
    - Brenda Kofahl – PreK Program Manager
      - [Brenda.kofahl@state.nm.us](mailto:Brenda.kofahl@state.nm.us)
      - 505-827-6627
- ECOT Application, data system, reporting system, and miscellaneous technology support
  - ECOT Help Desk
    - [PED-ECOTHelpDesk@state.nm.us](mailto:PED-ECOTHelpDesk@state.nm.us)
- STARS Uploads:
  - Alecia Moll
    - [Alecia.moll@state.nm.us](mailto:Alecia.moll@state.nm.us)
    - 505-827-6502