

2016 PMF

INSTRUCTIONS FOR
SUBMITTING EARLY
CHILDHOOD DATA



Released June 3, 2016

Questions? Contact datatickets@dcpcsb.org

Outline

1. Early childhood data collected and timeline
2. Download initial early childhood template (FTP)
3. Completing the templates
4. Upload completed template (FTP)
5. Data submission verification
6. Early childhood assessment data dictionary



EARLY CHILDHOOD DATA COLLECTION AND TIMELINE



What early childhood data are collected?

- DC PCSB collects student-level data for both literacy and math for all students in grades PK3 – 2. Social-emotional learning assessment data are optional.
- Data are collected from LEAs, rates are calculated by DC PCSB, and then the rates are validated by each LEA
- For overall timelines and instructions for specific data collection and validation windows, please see <http://www.dcpsb.org/report/data>
- Questions? Please contact datatickets@dcpsb.org



Timeline

Early childhood templates will be available on June 6 in your FTP folder.

Completed templates must be submitted back into FTP folders by June 30.

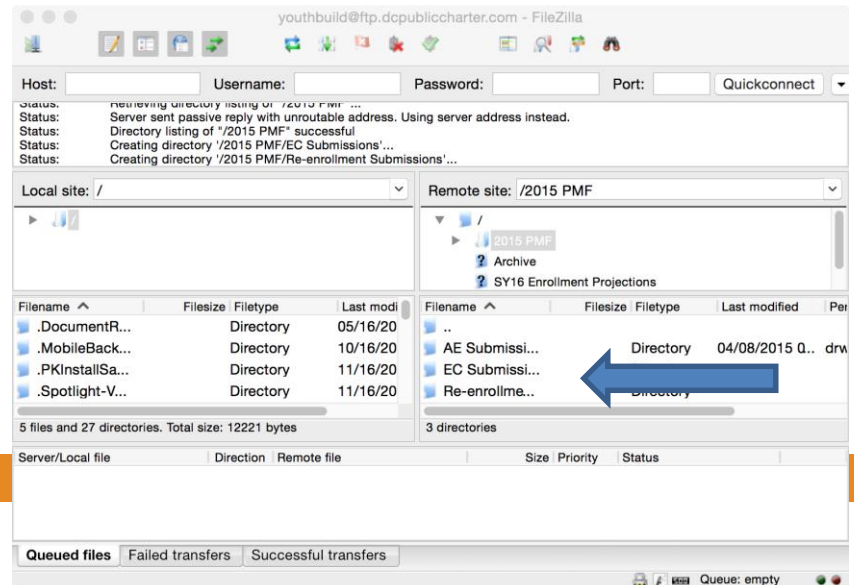
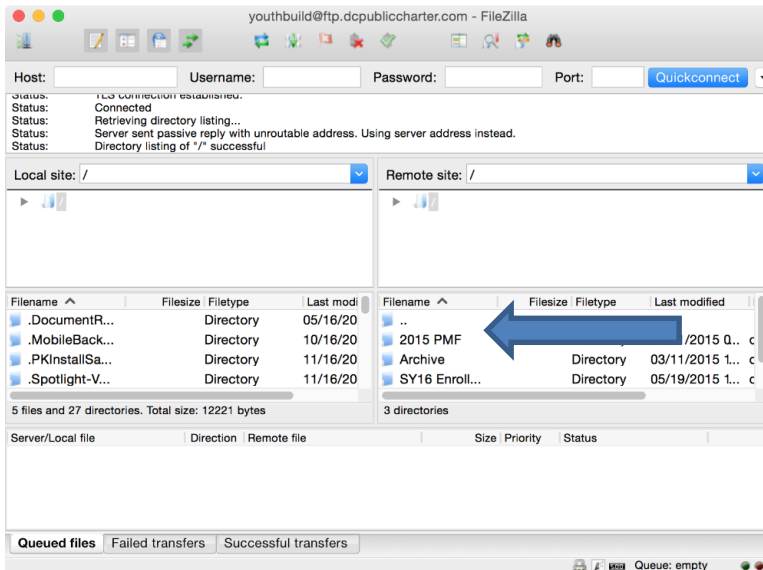


DOWNLOAD INITIAL EARLY CHILDHOOD ASSESSMENT TEMPLATE (FTP)



Download Initial EC Template

1. Open FileZilla and connect to PCSB's FTP server to access the "2016 PMF" folder. (For detailed instructions, see [this guide](#).)
2. Select the "Early Childhood" folder.



Download Initial EC Template (cont.)

3. Right click to open the template for your LEA and save the template to your computer
4. Open the file using Excel or another spreadsheet program
5. This year, there is a separate file for each assessment



COMPLETING THE TEMPLATES



Full Academic Year (FAY) – Eligibility for the PMF

DC PCSB collects information on students who attended a given school for the entire academic year. Rosters were populated based on the following business logic:

- The student was in the 2015 enrollment audit at the school
- The student was in the school's nightly enrollment feed on May 17

Only students who were FAY based on that rule appear in the roster(s) sent by DC PCSB. The school may appeal that determination if the school's assessment window did not begin until a later date, and the student exited before the opening of the assessment window. To do so, the school should change the FAY variable to 0.

For any students enrolled in a non-public placement, please change FAY to 0.



Data Collection Template Columns

Each template includes a set of standard pre-populated fields; these fields serve to identify the school and student

Variable	Data Type	Description
Assessment	Text	The assessment being reporting on
USI	Numeric	Unique Student ID
FAY	1 OR 0	Set to 1, student met FAY. Change to 0 if school is appealing eligibility.
First Name	Text	
Last Name	Text	
Grade	Numeric	These grades are the grades from the audited enrollment, which were used to assign students to assessments



Data Collection Template Columns (cont.)

Variable	Data Type	Description
<i>Continued</i>		
LEA Code	Numeric	Unique LEA assignment
LEA Name	Text	
School Code	Numeric	Unique Campus assignment
School Name	Text	
Year	Text	The year of the assessment Written in YYYY-YYYY format
Subject	Text	The subject being reported on: Literacy, Math, or Social Emotional Learning



Outcome Data: Overview

To populate your school's assessment results, please see the data dictionary for the specific assessments in use at your school at the end of these directions.

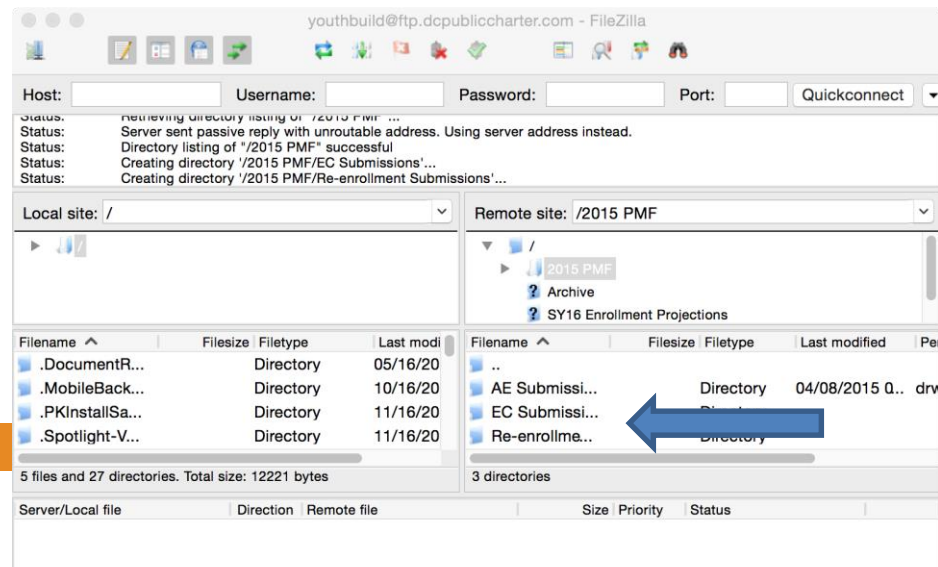
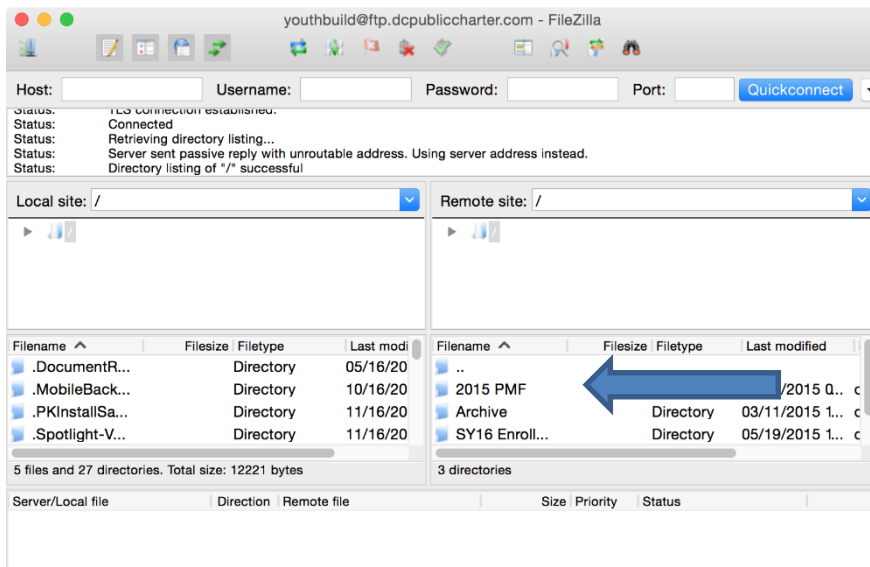


UPLOAD COMPLETED TEMPLATES (FTP)



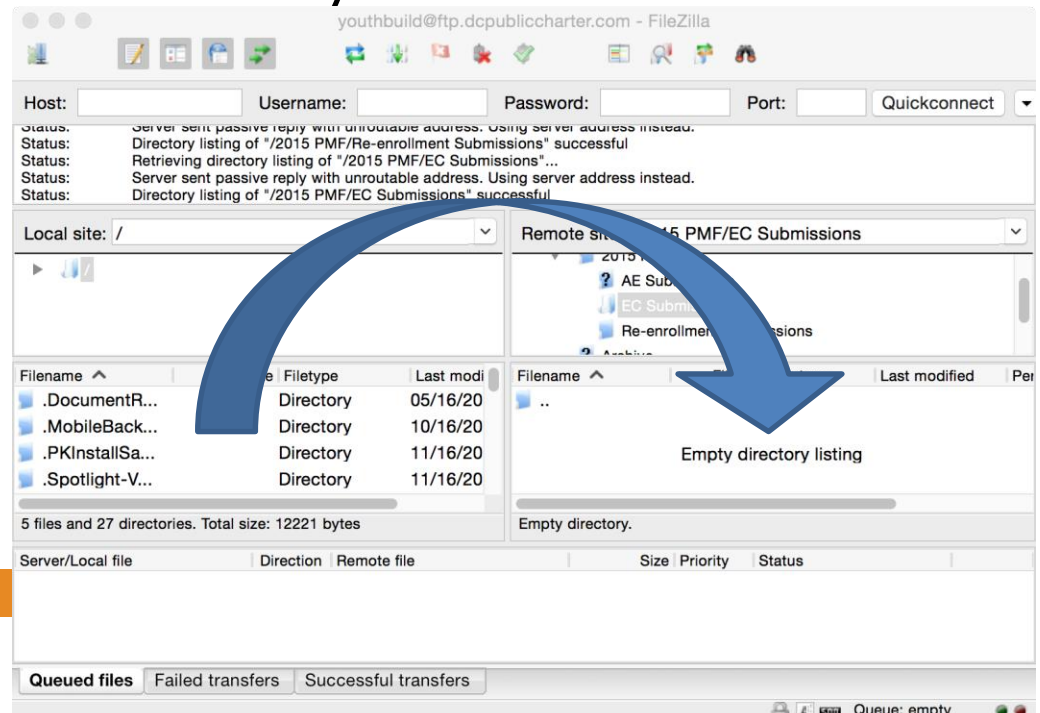
Upload the Completed Template to FTP

1. Once the template file is complete, return to FileZilla and connect to PCSB's FTP server to access the "2016 PMF" folder. (For detailed instructions, see [this guide](#).)
2. Select the "Early Childhood" folder.



Upload the Completed Template to FTP (cont.)

- Using the left-side local navigation pane, locate the files you wish to upload on your local hard drive.
- Drag and drop the files into Early Childhood submissions folder.



DATE SUBMISSION VERIFICATION



Data Verification

- After the Early Childhood data collection window closes on **June 30**, DC PCSB will randomly select a minimum of 25% of schools to verify that the data submitted for the 2016 PMF are 100% accurate.
 - If students took the assessment online, the school can submit publisher reports to DC PCSB, which will conduct a desk audit.
 - If the assessment was taken on paper or the school cannot submit publisher reports to DC PCSB, staff members from DC PCSB will conduct an on-site audit.
- DC PCSB will contact you to schedule a visit between July 11 – August 27 if your school is selected for an audit.



Data Validation

DC PCSB will upload completed assessment templates to DC PCSB's new database application. LEAs will validate the data in the new system in July.

Additional information and directions for the new data system will be released in late-June.



EARLY CHILDHOOD ASSESSMENT DATA DICTIONARY



Data Dictionary

DC PCSB maintained the data collection process from past years to reduce the school's burden.

Please see the following slides for helpful information on the requirements for reporting your early childhood outcomes.



Data Dictionary Key Terms

- Option: For assessments with specific sub-tests for different grades. DC PCSB pre-populates this data.
- Integer: Whole number
- Numeric: Number (can include decimal places)
- Text: words or individual letters
- Test Date: mm-dd-yyyy
- Student's Age: Report in months, submit as integer (rounded down) For example: a student who is 4 years, 3 months and 2 weeks would be 51.5 months old. The age would be reported as 51.



Data Dictionary Directory

Click on the assessment you use to go to that assessment's data dictionary.

- [AIMSWEB](#)
- [AMC](#)
- [Bracken](#)
- [Brigance](#)
- [CK PAT](#)
- [DIBELS – 6th Edition](#)
- [DIBELS – Next Edition](#)
- [Discovery](#)
- [DRA](#)
- [EasyCBM](#)
- [enVisionMath](#)
- [Every Child Ready](#)
- [Fountas & Pinnell](#)
- [GMADE](#)
- [IDEL](#)
- [i-Ready](#)
- [LAP-3](#)
- [mCLASS](#)
- [mCLASS CIRCLE](#)
- [myIGDI – Literacy](#)
- [myIGDI – Math](#)
- [myMath](#)
- [NWEA MAP](#)
- [PALS](#)
- [Positive Behavior Rating Scale](#)
- [PPVT](#)
- [SAT-10](#)
- [SRA](#)
- [SSIS](#)
- [STAR](#)
- [STAR – Early Literacy](#)
- [Teaching Strategies Gold](#)
- [TEMA](#)
- [Terra Nova](#)
- [VBMAPP](#)



Outcome Data: AIMSWEB

Variable	Permitted Values and Notes
Option	<p>Option describes the sub-tests that must be reported on for a student-subject combination. Subtests should be reported in the assigned letter variable columns. Options include:</p> <ol style="list-style-type: none"> 1) A. Letter Naming Fluency (LNF), B. Letter Sound Fluency (LSF), C. Phoneme Segmentation Fluency (PSF) 2) A. Math Computation (M-COMP) 3) A. Oral Counting (OCM), B. Number Identification (NIM), C. Missing Number (MNM), D. Quantity Discrimination (QDM) 4) A. Reading Curriculum-Based Measurement (R-CBM) 5) A. Reading Curriculum-Based Measurement (R-CBM), B. Nonsense Word Fluency (NWF)
End Score A	Integer
End Growth A	Numeric
End Score B	Integer, blank if not assigned in <i>Option</i>
End Growth B	Numeric, blank if not assigned in <i>Option</i>
End Score C	Integer, blank if not assigned in <i>Option</i>
End Growth C	Numeric, blank if not assigned in <i>Option</i>
End Score D	Integer, blank if not assigned in <i>Option</i>
End Growth D	Numeric, blank if not assigned in <i>Option</i>



Outcome Data: AMC

Variable	Permitted Values and Notes
Option	<p>Option describes the sub-tests that must be reported on for a student-subject combination. Subtests should be reported in the assigned letter variable columns.</p> <ol style="list-style-type: none">1. A. Changing Numbers and B. Number Arrangements2. A. Hiding Assessment and B. Ten Frames Addition3. A. Two Digit Addition and B. Two Digit Subtraction
End Category A	"Below Basic", "Basic", "Proficient", or "Advanced"
End Category B	"Below Basic", "Basic", "Proficient", or "Advanced"



Outcome Data: Bracken

Variable	Permitted Values and Notes
End Level	"Very Delayed", "Delayed", "Average", "Advanced" or "Very Advanced"

Note: Bracken uses a single outcome, which is reported for both Literacy and Math. To ensure accurate weighting, report the outcome for both subjects.



Outcome Data: Brigance

Variable	Permitted Values and Notes
Spring Test Date	Date of spring test administration; unique per student
Age (Months)	Integer, student's age in months. If fractional, lower integer may be reported
End Level	Integer



Outcome Data: CK PAT

Variable	
End Category	<p data-bbox="459 475 1290 521">"Met Expectations" or "Did Not Meet Expectations"</p> <p data-bbox="459 558 1754 672">Beginning in 2015-2016, DC PCSB will collect only the outcome of whether the student met or did not meet expectations for each subject. If the school is selected for data verification, DC PCSB will review each sub-domain.</p>



Outcome Data: DIBELS – 6th Edition

Variable	Permitted Values and Notes
LNF Score	Integer
NWFCLS Score	Integer
NFWRC Score	Integer
WUF Score	Integer
ORFWRC Score	Integer
ORFA Score	Integer
ORFWC Score	Integer



Outcome Data: DIBELS – Next Edition

Variable	Permitted Values and Notes
Start Score	Integer
Start Level	"Below Benchmark", "Benchmark", "Core Support", "Intensive Support", "Strategic Support", "Well Below Benchmark", "Incomplete"
End Score	Integer
End Level	"Below Benchmark", "Benchmark", "Core Support", "Intensive Support", "Strategic Support", "Well Below Benchmark", "Incomplete"



Outcome Data: Discovery

Variable	Permitted Values and Notes
Start Score	Integer
Start Level	Integer
End Score	Integer
End Level	Integer



Outcome Data: DRA

Variable	Permitted Values and Notes
End Level	Integer



Outcome Data: EasyCBM

Variable	Permitted Values and Notes
End Score	Integer



Outcome Data: enVisionMath

Variable	Permitted Values and Notes
End Percent	Integer



Outcome Data: Every Child Ready

Variable	Permitted Values and Notes
Start Score	Numeric
Start Percentile	Numeric
End Score	Numeric



Outcome Data: Fountas & Pinnell

Variable	Permitted Values and Notes
End Level	Integer



Outcome Data: GMADE

Variable	Permitted Values and Notes
End Score	Integer
End Percentile	Integer



Outcome Data: IDEL

Variable	Permitted Values and Notes
End Level	"At Risk", "Deficit", "Intensive", "Emerging", "Some Risk", "Strategic Support", "Low Risk", "Benchmark"



Outcome Data: i-Ready

Variable	Permitted Values and Notes
Start Score	Integer
End Score	Integer



Outcome Data: LAP-3

Variable	Permitted Values and Notes
Spring Test Date	Date of spring test administration; unique per student
Age (Months)	Integer, student's age in months. If fractional, lower integer may be reported
End Level	Integer



Outcome Data: mCLASS

Variable	Permitted Values and Notes
End Score	Integer
End Category	"Below Benchmark", "Below Proficient", "Emerging", "Far Below Proficient", "Benchmark", "Green/Proficient", "Intensive", "Red/Emerging", "Strategic", "Well Below Benchmark", "Yellow/Developing"



Outcome Data: mCLASS CIRCLE

Variable	Permitted Values and Notes
End Score	Integer
End Category	"Emerging", "Red/Emerging", "Developing", "Yellow/Developing", "Proficient", "Green/Proficient"



Outcome Data: myIGDI - Literacy

Variable	Permitted Values and Notes
Spring Test Date	Date of spring test administration; unique per student
Age (Months)	Integer, student's age in months. If fractional, lower integer may be reported
Picture Naming Score	Integer
Rhyming Score	Integer
Alliteration Score	Integer



Outcome Data: myIGDI - Math

Variable	Permitted Values and Notes
Spring Test Date	Date of spring test administration; unique per student
Age (Months)	Integer, student's age in months. If fractional, lower integer may be reported
Quantity Comparison Score	Integer
Oral Counting Score	Integer
One to One Score	Integer



Outcome Data: myMath

Variable	Permitted Values and Notes
End Score	Integer
End Level	"Below Basic", "Basic", "Proficient", or "Advanced"



Outcome Data: NWEA MAP – 2015 NORMS

Variable	Permitted Values and Notes
Start Score	Integer; Starting RIT score
Start Percentile	Integer; Starting percentile
End Score	Integer; Spring RIT score
End Percentile	Integer; Spring percentile
Projected Growth	Integer; projected growth (RIT points) from starting administration to spring administration
Conditional Growth Percentile	Integer



Outcome Data: PALS

Variable	Permitted Values and Notes
End Score	Numeric



Outcome Data: Positive Behavior Rating Scale

Variable	Permitted Values and Notes
Start Score	Numeric
Start Percentile	Numeric
End Score	Numeric



Outcome Data: PPVT

Variable	Permitted Values and Notes
Start Score	Integer (Standard Score)
End Score	Integer (Standard Score)



Outcome Data: SAT-10

Variable	Permitted Values and Notes
End Score	Integer
End Percentile	Integer
End Stanine	Integer



Outcome Data: SRA

Variable	Permitted Values and Notes
End Score	Integer
End Level	"Below Basic", "Basic", "Proficient", "Advanced"



Outcome Data: SSIS

Variable	Permitted Values and Notes
End Score	Integer
End Level	"Well Below Average", "Below Average", "Average", "Well Above Average"



Outcome Data: STAR

Variable	Permitted Values and Notes
End Score	Integer
End GE	Numeric



Outcome Data: STAR – Early Literacy

Variable	Permitted Values and Notes
End Score	Integer
End Classification	Optional: “Early Emergent”, “Probable”, “Transitional”, or “Late Emergent”



Outcome Data: Teaching Strategies GOLD

Variable	Permitted Values and Notes
Start Score	Integer
End Score	Integer
End Level	"Not Meeting", "Meeting", or "Exceeding"



Outcome Data: TEMA

Variable	Permitted Values and Notes
Start Score	Optional: Integer (Standard Score)
Start Percentile	Optional: Integer
End Score	Integer (Standard Score)
End Percentile	Integer



Outcome Data: Terra Nova

Variable	Permitted Values and Notes
End Score	Integer



Outcome Data: VBMAPP (Alternate Assessment)

Variable	Permitted Values and Notes
End Category	"Met Expectations" or "Did Not Meet Expectations"

Note: VBMAPP is an alternate assessment. Students must be pre-approved to use this assessment.



Questions

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