

# CertifyCALPADS™

## State Reporting Data Certification

CALIFORNIA

*CertifyCALPADS helps to reduce the amount of time that district and school personnel spend reviewing, reconciling and correcting data issues.*

### What is CertifyCALPADS?

CertifyCALPADS is a web-based data certification service that allows California school districts to easily validate and monitor the data in their CALPADS data submission files – on a daily basis, at any time during the year.

With the introduction of CALPADS in the 2009-2010 school year, many districts are concerned with their ability to deliver complete, accurate CALPADS submissions, in a timely manner. CALPADS will be a new process for all California districts, and many districts anticipate that the system will have some growing pains – just as all new systems do.

CertifyCALPADS, based on proven Certify™ district data certification software from Certica Solutions, is a highly automated, secure, easy-to-use service for checking CALPADS submissions at any time, to:

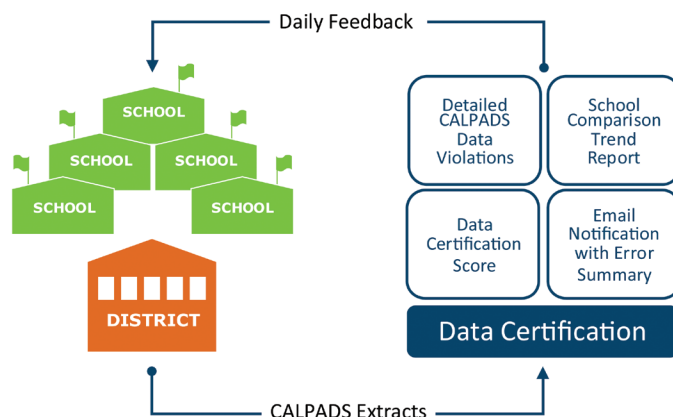
- Give your district a high level of confidence in your ability to submit complete and accurate data to CALPADS;
- Identify any gaps or weaknesses in your state reporting processes or information systems;
- Provide a detailed inventory of data issues that need to be addressed in your student information system or other administrative systems;
- Reduce the time that district and school personnel spend reviewing, reconciling and correcting data issues.

### Why Should My District Be Concerned About Our CALPADS Submissions?

Districts in California – and elsewhere around the nation – are often challenged in their ability to submit complete and accurate information to their state education agencies. CertifyCALPADS provides a pro-active, daily process of automated data certification which allows your district to correct data errors in a timely fashion, ensuring that:

- Your district meets state and federal reporting requirements;
- Special programs, like English Language Learning and Special Education, are properly funded;

- Key metrics, like Average Yearly Progress (AYP), Academic Performance Index (API) and Graduation Rate, are properly calculated and reported;
- Student sub-populations are appropriately represented and recorded, in accordance with state and federal guidelines;
- The time that district and school staff spend validating, reconciling and cleaning up data is significantly reduced;
- School personnel better understand data entry procedures, especially as state data requirements can change frequently, so data accuracy and completeness can be maintained over time.



### How does CertifyCALPADS work?

1. CertifyCALPADS is a hosted software application that runs a battery of data certification rules, called an “observation,” against your CALPADS submission formats to check for data that is incomplete, inaccurate or otherwise expected to compromise your CALPADS data submission. The data certification rules used in CertifyCALPADS have been configured and tested jointly by Certica Solutions and California school districts and are based entirely on the 2009-2010 CALPADS data specifications.
2. School and district users have access to their own, personalized Data Certification Scorecard – for just the data in their purview. For example, a data clerk at the Grove Elementary School in the Sundown Unified School District will see only student, teacher and school data for that particular school, whereas a special education coordinator for the district would see only special education data, but for all schools in the district.
3. The CertifyCALPADS Data Certification Scorecards: a) quantify the number of data errors in a summary or digest form; and also b) provide highly detailed data certification results, which are the actual records that violate the rules. The Data Certification Scorecards are accessible online to your authorized users and are refreshed daily.
4. Authorized personnel in your district, such as data administrators, technology coordinators and

school data clerks will receive an email notification when errors are detected in your district’s data. The email will display the Scorecard showing which rules have errors and the number of errors per rule, along with a link to CertifyCALPADS.com, so the authorized user can login and see the detailed data certification results.

5. Once data issues are reviewed using the Scorecard, they can then be expediently researched, reconciled and corrected in your student system. Problematic records which have been corrected or reconciled will not show on the Scorecard when the next observation is run.

### What is Meant by “Data Certification”?

Certica Solutions defines “data certification” as the process of validating, reporting and monitoring data in a manner that is objective, systematic and repeatable. Such a process leads to measurable, sustained improvements in data quality, reporting processes, operational efficiency and funding attainment.

With CertifyCALPADS, the standard for “certification” is the documented CDE standards for LEA data reporting, as outlined in the CALPADS data specifications. CertifyCALPADS uses a proprietary Data Certification Score™ to summarize and reflect the overall accuracy and completeness of data for each district and school. This score can change over time, based on your data’s compliance with CDE requirements.

## What data areas does CertifyCALPADS address?

CertifyCALPADS certifies data in these CALPADS submission formats . . .	. . . for all the CALPADS collection periods.
<ul style="list-style-type: none"> <li>• SSID/Enrollment</li> <li>• Student Information</li> <li>• Student Program</li> <li>• Student Health</li> <li>• Course Section</li> <li>• Student Course Section</li> <li>• Staff Demographics</li> <li>• Staff Assignments</li> <li>• Student Waivers</li> <li>• Student Discipline</li> </ul>	<p>Fall 1: Annual Enrollment Update / Title III Eligible Immigrants</p> <p>Fall 2: Course Enrollment / Staff Assignment / EL Services</p> <p>Spring 1: English Language Acquisition / Title III Eligible Immigrants</p> <p>End of Year 1: Course Completion / Career Technical Education</p> <p>End of Year 2: Program Participation</p> <p>End of Year 3: Discipline / Truancy</p> <p>End of Year 4: Waivers</p>

### Examples of CertifyCALPADS Rules

CertifyCALPADS provides hundreds of data certification rules, based directly on CALPADS reporting requirements, to certify your CALPADS data each day, on a year-round basis. Following are some examples:

#### Student Enrollment

- If **Country Code** is US, CA or MX, then **Student Birth State Province Code** must be a valid code for that country.
- **Student School Start Date** must be greater than **Student Birth Date** and less than or equal to current date plus six months.
- If **Student Exit Reason Code** equals N420 (No Show Same School) or N470 (No Show Other School), then **Student School Exit Date** may be equal to or one day prior to the **Student School Start Date**. Otherwise, **Student School Exit Date** must be greater than or equal to **Student School Start Date**. In either case, **Student School Exit Date** must be less than or equal to current date plus 30 days.

#### Student Program

- **Education Program Membership Start Date** must be greater than **Student Birth Date** and less than or equal to current date plus 6 months.
- If **Education Program Code** equals 122 (NCLB Title 1 Part A Basic Targeted) then **Education Service Code** must be a valid Title I Part A Basic code. If **Education Program Code** does not equal 122 then **Education Service Code** must not be populated.
- If **Education Program Code** equals 131 (NCLB Title X Homeless) then **Primary Residence Category** must equal 100, 110, 120, or 130.

## How do I get started with CertifyCALPADS?

1. Once your district subscribes to CertifyCALPADS, you decide which individuals and which schools in your district should receive CertifyCALPADS Data Certification Scorecards, e.g., technology coordinators, program directors, data clerks, etc. This information is communicated to Certica Solutions via a confidential survey form.
2. Certica Solutions provides an easy, online training session to give district and school personnel the information they need to login, access and use the CertifyCALPADS Scorecards.
3. You (or the appropriate person in your district) upload a copy of your CALPADS submission formats (files) to the CertifyCALPADS secure server. Ideally this will be scheduled process with a daily upload, so you can ensure that your Scorecards are frequently refreshed. Certica Solutions will guide you in setting up this process.
4. Once your data is uploaded and your users are set up with CertifyCALPADS, the CertifyCALPADS "observation" of data certification rules will run against your CALPADS submission formats data every night.
5. The individuals you've authorized will receive email notifications when data errors have been detected. Email recipients will see a Scorecard showing the data certification rules which have been violated, and can easily login to view the full CertifyCALPADS Data Certification Scorecard, to see the data certification results. The online Scorecards are available to users each day.
6. CertifyCALPADS imparts an ongoing, cyclical process. As such, with each daily upload to the CertifyCALPADS secure server, the observation is automatically run for your district and schools, and refreshed Scorecards are available for your district personnel.

For more information about how to get started with CertifyCALPADS, contact Certica Solutions at [info@certicasolutions.com](mailto:info@certicasolutions.com) or click the "Sign Up" button from the CertifyCALPADS web page.

## About Certica Solutions, Inc.

Certica Solutions provides compliance and accountability solutions for the K-12 education system. The company's data certification software, called Certify, enables education agencies to maximize funding, optimize regulatory reporting, and ensure compliance with education policies and mandates. Founded in 2001, Certica counts among its customers several state departments of education, educational service agencies, and numerous school districts nationwide.

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