Proposing Accountability Team Members in ISAM

Summary

Districts and Campuses rated in the Texas Accountability Intervention System (TAIS) must propose Accountability Team members by entering specific information in ISAM for each proposed Accountability Team member. For districts, the accountability team will consist of the District Leadership Team (DLT). For campuses, the accountability team will consist of the District Coordinator of School Improvement (DCSI), Professional Service Provider (PSP), and Campus Leadership Team (CLT).

The proposed DCSI must be submitted by **August 23, 2013** and the proposed PSP must be submitted for approval no later than **September 6, 2013**. The proposed names will be submitted to the TEA by emailing them to ISAM@tea.state.tx.us. Once the Intervention Stage and Activity Manager (ISAM) application of the Texas Education Agency Secure Applications (TEASE/TEAL) has been opened for districts to access, any names to propose will be sent via ISAM. ISAM will open for district access the week of **September 16, 2013**.To propose a Professional Service Provider (PSP), you must open the Review Contacts screen and select the individual from a dropdown list of approved PSPs. No additional information is required to be entered or submitted for the PSP.

For all other Accountability Team members, you must complete two steps to propose The Accountability Team member in ISAM:
1. Add the Accountability Team member to the main contact list for the campus.
2. Assign the Accountability Team member to the review for the current monitoring year (e.g. 2013-2014).

Please note that users must have a TEASE/TEAL account with access to the ISAM application to complete this process. To request ISAM access, go the TEASE/TEAL application website at http://www.tea.state.tx.us/index2.aspx?id=2684, find the "ISAM" application link, and click "Request Access On-line." Note that the district superintendent must submit the application for approval. Once the request is submitted a member of the ISAM team will approve the request. When you have gained access to ISAM, log in to your TEASE/TEAL account and click the "ISAMEnhanced" application link. The ISAM home page will appear, and you are ready to begin proposing Accountability Team members. The following sections provide detailed, step-by-step instructions on how to propose Accountability Team members in ISAM.

Proposing a Professional Service Provider

Follow the instructions below to propose a Professional Service Provider for your campus.

- Using the "smart lookup" tool (next to the magnifying glass icon), type in the name of the campus for which a PSP is being proposed. Monitorees matching the search text will begin appearing in the lookup tool. Click on the name of the campus once it appears in the pick list. **Please verify the campus number**.

- The Event Summary screen for the selected campus is loaded for the current monitoring year. Click the name of the campus under the appropriate "Accountability Monitoring" heading. If the campus is participating in both federal and state accountability monitoring, contacts do not need to be entered separately for each accountability system. Click on either "State Accountability Monitoring" or "Federal Accountability Monitoring" to enter contacts and the information will be displayed for both accountability systems.

- The Review Summary screen for the selected campus is loaded. Click the "Review Contacts" link in the left navigation bar.

This loads the Review Contacts screen. Click the "Edit" link.

- A PSP can now be assigned for the campus. If the campus is new to the accountability system, click "Add" to enter the PSP contact. Campuses continuing in the accountability system may need to edit the current PSP listed in ISAM. In the "Role" dropdown list, select "Professional Service Provider (PSP)." In the "Name" dropdown list, select the person who will serve as the PSP for the campus.

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- Finally, click the "Save" button. The PSP is now successfully assigned in ISAM. Confirm the change by noting the "Review Contacts" panel at the lower right of the page, which should display the PSP under "Monitoree Contacts."

Proposing a District Coordinator of School Improvement, Campus Leadership Team Member, or District Leadership Team Member

Follow the steps below to propose a District Coordinator of School Improvement (DCSI), member of the Campus Leadership Team (CLT), or member of the District Leadership Team (DLT). The screenshots for this process will display the process for campus contacts; however, the same process applies for the nomination of district contacts.

Step 1: Add a DCSI, CLT, or DLT member to the main contact list for the district/campus.

- Using the "smart lookup" tool (next to the magnifying glass icon), type in the name of the district/campus for which you want to propose a DCSI, CLT, or DLT member.
- Monitorees matching your search text will begin appearing in the lookup tool. Click on the name of the district/campus once it appears in the pick list. **Please verify the district/campus number**.

- The Event Summary screen for the selected district/campus is loaded for the current monitoring year. Click the "Contacts" link in the left navigation bar.

- The Contacts screen is loaded and displays a list of the contacts for the district/campus. Verify the correct district/campus name in bold letters in the page header. If a campus contact is to be entered, make sure that the campus name is displayed in bold with the district name below it as shown in the screenshot below. If only the district name appears, return to the first bullet under "Step 1" and follow the steps carefully.
- Please note if a PSP is to the campus, he or she will appear on the contact list. **Please do not delete this contact.**
- Additionally, if the DCSI, CLT, or DLT member to be assigned already appears in the list, their contact information does not need to be reentered.. Simply confirm that the "Active Dates" column indicates through the "Present" year and if so, the contact will be available for assignment to the Accountability Team.
- If the DCSI, CLT, or DLT member to be assigned does not appear in the Contact list, click the "Create New" link to add the proposed DCSI, CLT, or DLT member to the campus contact list.

- The Contact Edit screen will be displayed. Follow the steps below to properly enter the contact:
  - In the "Basic Info" section, enter contact information of the proposed DCSI, CLT, or DLT member including name, e-mail, phone number(s), and address.
  - In the "Organization Info" section, click "Add Position" and select "DCSI/ CLT/ CIT" in the dropdown. The next two fields represent the starting and ending school years for this position. The default selections should be correct (current monitoring year and "Present").
  - Next click "Add Program" and select either "Acct-State" or "Acct-Fed" in the dropdown, depending on the appropriate accountability system. If the campus is participating in both federal and state accountability monitoring, both programs need to be assigned to the contact. Click on "Acct-State" and then click "Add Program". In the new drop down box select or "Acct-Fed". The next two fields represent the starting and ending school years for this program assignment. The default selections should be correct (current monitoring year and "Present").

○ Click the "Save" button.

- The page will refresh to show the saved information for the DCSI, CLT, or DLT member that was entered.
- Next, click the "Contacts" link on the left navigation bar to return to the Contacts screen and note that the new DCSI, CLT, or DLT member now appears in the list.

- To add additional DCSI, CLT, or DLT members, click "Create New" and repeat the steps above. Continue adding names and contact information until all the proposed DCSI, CLT, or DLT members have been added. **NOTE: Only one DCSI should be assigned per district/campus, however, multiple CLT or DLT members may be assigned per campus.**

Step 2: Assign the DCSI, CLT, or DLT member to the review for the current monitoring year (e.g. 2013-2014).
- After all DCSI, CLT, or DLT members have been entered under Step 1, click the "Events" link in the left navigation bar.
- The Event Summary screen for the current monitoring year is loaded. Click the name of the district/campus under the appropriate "Accountability Monitoring" heading to display the Review Summary screen. If the district/campus is participating in both federal and state accountability monitoring, contacts do not need to be assigned for each accountability system. Click on either "State Accountability Monitoring" or "Federal Accountability Monitoring" to enter your contacts and the information will be displayed for both accountability systems.

- The Review Summary screen for your district/campus is loaded. Click the "Review Contacts" link in the left navigation bar.

- The Review Contacts screen is displayed, which allows users to assign contacts to a particular review. Click the "Edit" link.

- In the "Accountability Team Members" section, click the "Add" link.

- Users assigning a contact to a district level review will see options to select a "Monitoree Contact" "District Leadership Team (DLT)", or "Dist. Coord. for Schl Imp. (DCSI)" in the "Role" dropdown box. Users assigning a contact to a campus level review will see options to select a Campus Leadership Team (CLT)" or "Dist. Coord. for Schl Imp. (DCSI)" in the "Role" dropdown box. Select the proposed contact's role from this list as applicable. In the "Name" dropdown, select the name of the Accountability Team member to be proposed. Note: If the Accountability Team member does not appear in the dropdown list, go back to the Contacts screen, open the details for the Accountability Team member entered in Step 1 (above), and confirm that the "Organization Info" data is entered exactly as instructed, including the "Acct" program selection and all start year/end year selections.

- Continue proposing Accountability Team members by repeating the last two steps (click "Add" link, select the Accountability Team member in the dropdown) until all proposed Accountability Team have been entered.
- When all Accountability Team members have been added, click the "Save" button. The page is put back in view mode, and the Accountability Team members are now successfully assigned (proposed) in ISAM. Confirm the change by noting the "Review Contacts" panel at the lower right of the page, which should now display the names of all newly proposed Accountability Team members.
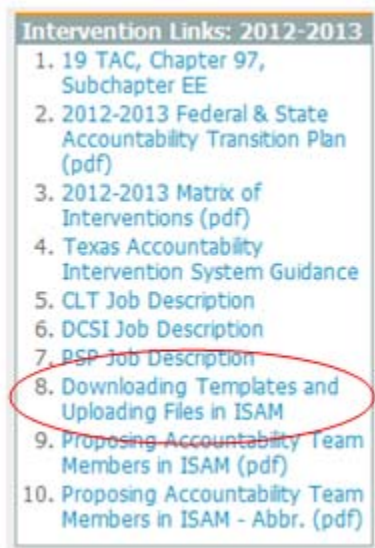
Additional Information

For information on submitting documents in ISAM, refer to the "Downloading Templates and Uploading Files in ISAM" document accessible through the "Intervention Links" panel on the right side of page.

Please contact the TEA/TCDSS Support Specialist assigned to your district/campus intervention for any questions regarding PSP, DCSI, CLT, and DLT assignments. Additionally, requests for technical assistance can be sent to isam@tea.state.tx.us and a member of the TASP team will respond to your inquiry as soon as possible.