

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.**

Texas Education Agency Division of Program Monitoring & Interventions

ISAM
INTERVENTION STAGE & ACTIVITY
MANAGER

User ID: isamtr0101
User Name: I Samtr
Organization: Texas Education Agency

sample

Sample H S (101010101)
Sample ISD (101010)

Welcome to the enhanced ISAM system.

What's new in ISAM?
2012-2013 Accountability interventions are now available in ISAM, including both state and federal accountability systems. LEAs and campuses identified in either system can now assign review contacts (PSP, DCSI, CLT), download templates, and upload activity documentation for their accountability reviews.

- 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.

Texas Education Agency Division of Program Monitoring & Interventions

ISAM
INTERVENTION STAGE & ACTIVITY
MANAGER

User ID: isamtr0101
User Name: I Samtr
Organization: Texas Education Agency

Home Summary Exit

Sample H S (101010101)
Sample ISD (101010)
Region 1
Year: 2012-2013

Events
Contacts
Escalations

State Accountability Monitoring
...Sample H S (101010101) 2nd Year AU

Federal Accountability Monitoring
...Sample H S (101010101) Stage 1, Year 2

Intervention Links: 2012-2013
1. Program Monitoring and Interventions Website
2. Downloading Templates and Uploading Files in ISAM

Program Contacts: 2012-2013
Acct-State: John Smith

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

Texas Education Agency
Division of Program Monitoring & Interventions

ISAM
INTERVENTION STAGE & ACTIVITY
MANAGER

User ID: isamtr0101
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Organization: Texas Education Agency

Home Summary Exit

Sample H S (101010101)
Sample ISD (101010)
Region 1
State Accountability: 2nd Year AU
Federal Accountability: Stage 1, Year 2
2012-2013

Templates
Review
Submissions
Indicators
Follow Ups
Communication Log
Extensions
Review Contacts

[<<Back to Summary](#)

Intervention Status: Awaiting Review

Review Type: Desk

On-Site Reason:

On-Site Visit Start Date:

On-Site Visit End Date:

Submission Due Date: 10/14/2012

Submission Status: Pending

Random Submission: ☐

Noncompliance: ☐

Review Start Date:

Review End Date:

Intervention Links: 2012-2013

1. 19 TAC, Chapter 97, Subchapter EE
2. 2012-2013 Federal & State Accountability Transition Plan (pdf)
3. 2012-2013 Matrix of Interventions (pdf)
4. Texas Accountability Intervention System Guidance
5. CLT Job Description
6. DCSI Job Description
7. PSP Job Description
8. Downloading Templates and Uploading Files in ISAM
9. Proposing Accountability Team

This loads the Review Contacts screen. Click the “Edit” link.

Texas Education Agency
Division of Program Monitoring & Interventions

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INTERVENTION STAGE & ACTIVITY
MANAGER

User ID: isamtr0101
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Organization: Texas Education Agency

Home Summary Exit

Sample H S (101010101)
Sample ISD (101010)
Region 1
State Accountability: 2nd Year AU
Federal Accountability: Stage 1, Year 2
2012-2013

Templates
Review
Submissions
Indicators
Follow Ups
Communication Log
Extensions
Review Contacts

[<<Back to Summary](#)

TEA Contacts
Primary Reviewer: John Matysek

TCDSS Contacts

Accountability Team Members

NOTE: Prior to the 2012-2013 school year, the PSP was referred to as "Primary External CIT," the DCSI was referred to as the "Internal CIT," and the CLT was referred to as the "External CIT."

[Edit](#)

Intervention Links: 2012-2013

1. 19 TAC, Chapter 97, Subchapter EE
2. 2012-2013 Federal & State Accountability Transition Plan (pdf)
3. 2012-2013 Matrix of Interventions (pdf)
4. Texas Accountability Intervention System Guidance
5. CLT Job Description
6. DCSI Job Description
7. PSP Job Description
8. Downloading Templates and Uploading Files in ISAM
9. Proposing Accountability Team Members in ISAM (pdf)
10. Proposing Accountability Team

- 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.

Texas Education Agency Division of Program Monitoring & Interventions

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MANAGER

User ID: isamtr0101
User Name: I Samtr
Organization: Texas Education Agency

Home Summary Exit

Sample H S (101010101)
Sample ISD (101010)
Region 1
State Accountability: 2nd Year AU
Federal Accountability: Stage 1, Year 2
2012-2013

Templates
Review
Submissions
Indicators
Follow Ups
Communication Log
Extensions
Review Contacts

TEA Contacts
Primary Reviewer: John Matysek Remove
Add

TCDSS Contacts
Add

Accountability Team Members

Role	Name	Approval Date
Prof. Service Provider (PSP)	John Smith	

Add

<<Back to Summary

Intervention Links: 2012-2013
1. 19 TAC, Chapter 97, Subchapter EE
2. 2012-2013 Federal & State Accountability Transition Plan (pdf)
3. 2012-2013 Matrix of Interventions (pdf)
4. Texas Accountability Intervention System Guidance
5. CLT Job Description
6. DCSI Job Description
7. PSP Job Description
8. Downloading Templates and Uploading Files in ISAM
9. Proposing Accountability Team Members in ISAM (pdf)

-
- 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.”

Review Contacts

TEA Contacts
Primary: John Matysek

Monitoree Contacts
PSP: John Smith

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.**

Texas Education Agency Division of Program Monitoring & Interventions

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MANAGER

User ID: isamtr0101
User Name: I Samtr
Organization: Texas Education Agency

sample
Sample H S (101010101)
Sample ISD (101010)

Welcome to the enhanced ISAM system.

What's new in ISAM?
2012-2013 Accountability interventions are now available in ISAM, including both state and federal accountability systems. LEAs and campuses identified in either system can now assign review contacts (PSP, DCSI, CLT), download templates, and upload activity documentation for their accountability reviews.

- 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.

Texas Education Agency Division of Program Monitoring & Interventions

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MANAGER

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Home Summary Exit

Sample H S (101010101)
Sample ISD (101010)
Region 1
Year: 2012-2013

Events
Contacts
Escalations

State Accountability Monitoring
...Sample H S (101010101) 2nd Year AU

Federal Accountability Monitoring
...Sample H S (101010101) Stage 1, Year 2

Intervention Links: 2012-2013
1. Program Monitoring and Interventions Website
2. Downloading Templates and Uploading Files in ISAM

Program Contacts: 2012-2013

- 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.

Texas Education Agency Division of Program Monitoring & Interventions

ISAM
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MANAGER

User ID: isamtr0101
User Name: I Samtr
Organization: Texas Education Agency

Home Summary Exit

Sample H S (101010101)
Sample ISD (101010)
Region 1
Year: 2012-2013

Events
Contacts
Escalations

Show 20 entries Search all columns:

Action	Name	Position	Programs	Active Dates
View	John Smith	PSP	Acct-State, Acct-Fed	2013-Present

Showing 1 to 1 of 1 entries

[Create New](#) First Previous 1 Next Last

Intervention Links: 2012-2013
1. Program Monitoring and Interventions Website
2. Downloading Templates and Uploading Files in ISAM

Program Contacts: 2012-2013

- 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.

Basic Info

Salutation: --Select--

First Name:

Middle Name:

Last Name:

Email:

Phone: [Add Phone](#)

Address: [Add Address](#)

Organization Info

Organization: Sample H S (101010101) 2012-2013 - Present [Remove](#)

[Add Organization](#)

Position: DCSI/CLT/CIT 2012-2013 - Present [Remove](#)

[Add Position](#)

Program: Acct-State 2012-2013 - Present [Remove](#)

Acct-Fed 2012-2013 - Present [Remove](#)

[Add Program](#)

[Save](#) [Cancel](#)

Intervention Links: 2012-2013

1. Program Monitoring and Interventions Website
2. Downloading Templates and Uploading Files in ISAM

Program Contacts: 2012-2013

Acct-State: John Smith

Acct-Fed: John Smith

Staging Dates: 2012-2013

Program	Week Of
Acct-Fed	09/07/2012
Acct-State	09/07/2012
BE/ESL	TBD
CTE	TBD
DVV	N/A
NCLB	TBD
Nonpublic	N/A
PAR	TBD
RF	TBD
Sped	TBD
SPP	TBD

- 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.

Sample H S (101010101)

Sample ISD (101010)

Region 1

Year: 2012-2013

Show 20 entries

Search all columns:

Action	Name	Position	Programs	Active Dates
View	Jane Adams	DCSI/CLT/CIT	Acct-State, Acct-Fed	2013-Present
View	John Smith	PSP	Acct-State, Acct-Fed	2013-Present

Showing 1 to 2 of 2 entries

[Create New](#)

[First](#) [Previous](#) [1](#) [Next](#) [Last](#)

Intervention Links: 2012-2013

1. Program Monitoring and Interventions Website
2. Downloading Templates and Uploading Files in ISAM

Program Contacts: 2012-2013

Acct-State: John Smith

Acct-Fed: John Smith

- 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.

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Home Summary Exit

Sample H S (101010101)
Sample ISD (101010)
Region 1
Year: 2012-2013

Events
Contacts
Escalations

State Accountability Monitoring
...Sample H S (101010101) 2nd Year AU

Federal Accountability Monitoring
...Sample H S (101010101) Stage 1, Year 2

Intervention Links: 2012-2013
1. Program Monitoring and Interventions Website
2. Downloading Templates and Uploading Files in ISAM

Program Contacts: 2012-2013
Acct-State: John Smith

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

Texas Education Agency Division of Program Monitoring & Interventions

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MANAGER

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Home Summary Exit

Sample H S (101010101)
Sample ISD (101010)
Region 1
State Accountability: 2nd Year AU
Federal Accountability: Stage 1, Year 2
2012-2013

Templates
Review
Submissions
Indicators
Follow Ups
Communication Log
Extensions
Review Contacts

Intervention Status: Awaiting Review

Review Type: Desk

On-Site Reason:

On-Site Visit Start Date:

On-Site Visit End Date:

Submission Due Date: 10/14/2012

Submission Status: Pending

Random Submission: ☐

Noncompliance: ☐

Review Start Date:

Review End Date:

Intervention Links: 2012-2013
1. 19 TAC, Chapter 97, Subchapter EE
2. 2012-2013 Federal & State Accountability Transition Plan (pdf)
3. 2012-2013 Matrix of Interventions (pdf)
4. Texas Accountability Intervention System Guidance
5. CLT Job Description
6. DCSI Job Description
7. PSP Job Description
8. Downloading Templates and Uploading Files in ISAM
9. Proposing Accountability Team

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

ISAM
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MANAGER

Division of Program Monitoring & Interventions

User ID: isamtr0101
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Organization: Texas Education Agency

Home Summary Exit

Sample H S (101010101)

Sample ISD (101010)
Region 1

State Accountability: 2nd Year AU
Federal Accountability: Stage 1, Year 2
2012-2013

Templates

- Review
- Submissions
- Indicators
- Follow Ups
- Communication Log
- Extensions
- Review Contacts**

TEA Contacts

Primary Reviewer: John Matysek

TCDSS Contacts

Accountability Team Members

Prof. Service Provider (PSP): John Smith

NOTE: Prior to the 2012-2013 school year, the PSP was referred to as "Primary External CIT," the DCSI was referred to as the "Internal CIT," and the CLT was referred to as the "External CIT."

<<Back to Summary

Edit

Intervention Links: 2012-2013

1. 19 TAC, Chapter 97, Subchapter EE
2. 2012-2013 Federal & State Accountability Transition Plan (pdf)
3. 2012-2013 Matrix of Interventions (pdf)
4. Texas Accountability Intervention System Guidance
5. CLT Job Description
6. DCSI Job Description
7. PSP Job Description
8. Downloading Templates and Uploading Files in ISAM
9. Proposing Accountability Team Members in ISAM (pdf)
10. Proposing Accountability Team Members in ISAM - Abbr. (pdf)

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

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Home Summary Exit

Sample H S (101010101)

Sample ISD (101010)
Region 1

State Accountability: 2nd Year AU
Federal Accountability: Stage 1, Year 2
2012-2013

Templates

- Review
- Submissions
- Indicators
- Follow Ups
- Communication Log
- Extensions
- Review Contacts**

TEA Contacts

Primary Reviewer: John Matysek Remove

TCDSS Contacts

Accountability Team Members

Role	Name	Approval Date
Prof. Service Provider (PSP)	John Smith	

<<Back to Summary

Add

NOTE: Prior to the 2012-2013 school year, the PSP was referred to as "Primary External CIT," the DCSI was referred to as the "Internal CIT," and the CLT was referred to as the "External CIT."

Save Cancel

Intervention Links: 2012-2013

1. 19 TAC, Chapter 97, Subchapter EE
2. 2012-2013 Federal & State Accountability Transition Plan (pdf)
3. 2012-2013 Matrix of Interventions (pdf)
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5. CLT Job Description
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9. Proposing Accountability Team Members in ISAM (pdf)
10. Proposing Accountability Team Members in ISAM - Abbr. (pdf)

Review Contacts

TEA Contacts

Primary: John Matysek

- 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.

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Region 1
State Accountability: 2nd Year AU
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2012-2013

Templates
Review
Submissions
Indicators
Follow Ups
Communication Log
Extensions
Review Contacts

TEA Contacts
Primary Reviewer: John Matysek Remove
Add

TCDSS Contacts
Add

Accountability Team Members

Role	Name	Approval Date
Prof. Service Provider (PSP)	John Smith	
Campus Leadership Team (CLT)	Jane Adams	

Add Remove

<<Back to Summary

NOTE: Prior to the 2012-2013 school year, the PSP was referred to as "Primary External CIT," the DCSI was referred to as the "Internal CIT," and the CLT was referred to as the "External CIT."

Save Cancel

Intervention Links: 2012-2013

1. 19 TAC, Chapter 97, Subchapter EE
2. 2012-2013 Federal & State Accountability Transition Plan (pdf)
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7. PSP Job Description
8. Downloading Templates and Uploading Files in ISAM
9. Proposing Accountability Team Members in ISAM (pdf)
10. Proposing Accountability Team Members in ISAM - Abbr. (pdf)

Review Contacts

TEA Contacts
Primary: John Matysek

Monitoree Contacts
PSP: John Smith
DCSI: Adam Jones

- 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.

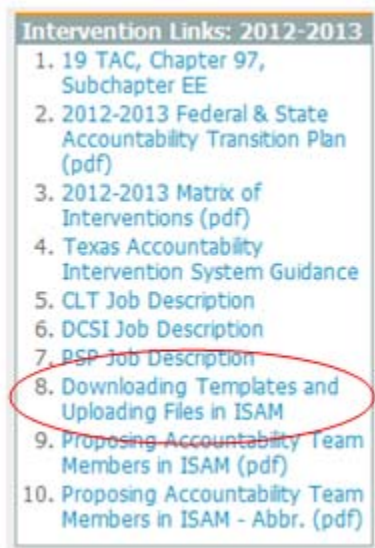
Review Contacts

TEA Contacts
Primary: John Matysek

Monitoree Contacts
PSP: John Smith
CLT: Jane Adams
DCSI: Adam Jones

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.