

Title II IPRC Training Series: Overseeing the IPRC Data Collection [Transcript]

Hello and welcome to this training for state coordinators who are overseeing the Title II Institution and Program Report Card data collection.

This is part of a series of trainings for the IPRC data collection. We are releasing training videos for teacher preparation providers over the course of the data collection. This training video is unique in that it is tailored specifically for your role as a state coordinator.

Let's start off by reviewing **your role as a state coordinator during the IPRC data collection**. As a state coordinator, you oversee the IPRC data collection in your state. You are the day-to-day contact for the teacher preparation providers during the data collection for any state-specific questions, and it's expected that there will be communication and collaboration between you at the state and your teacher preparation providers.

Your role in overseeing the data collection means that you should be monitoring the progress of the teacher preparation provider reports in your state.

You want to ensure that each provider is aware of the Title II reporting responsibilities, process, and deadline. They should have all received emails from us at Westat, but it is a good idea to double check in case our emails are going into their spam box. You also may want to regularly check that each provider has logged in, has begun the reporting process, and is making progress towards completing and certifying the report by the deadline.

In your role as a Title II state coordinator, you should establish a point of contact for Title II reporting questions, whether that's you or someone else on your team. It should be someone who can respond to questions from teacher preparation providers and clarify or provide information on any state-specific issues or requirements.

For example: if a teacher preparation program asks us at the Title II Support Center whether their lateral entry participants are counted in the traditional report or the alternative report, that's an example of a question we would direct to you as the state

coordinator. Alternative routes are defined by the state, and lateral entry is not something that is defined by Title II, it's a term that is used in some states, but may mean slightly different things from one state to the next. So we don't necessarily know based on the name alone, how lateral entry candidates would be counted, as it depends on what lateral entry means in that state, and how the state defines or classifies those programs. You want to be sure there is someone available to your teacher preparation providers for answering those types of state-specific questions.

Of course, we at Westat can assist programs with questions on the IPRC reporting system (such as log-in problems or navigating the system), and the testing company can assist with pass rate issues or questions with their systems or timelines.

Some practices that have worked well in other states during the IPRC data collection include:

- Setting up a specific email address that teacher preparation providers can use for Title II reporting questions.
- Holding your own meetings or trainings with the teacher preparation providers in your state. If you are interested in doing this, we can support you in a couple ways if you would find it helpful. We can provide a presentation kit that includes a slide deck and key talking points/highlights that you can use and tailor for your meeting. We can also co-present with you and/or be available for questions from your teacher preparation providers.
- Setting internal state benchmarks or deadlines to facilitate on-time completion. The Title II-mandated deadline is April 30, but you as the state coordinator have the authority to set an earlier deadline or specific milestones for your teacher preparation providers; those can be helpful for you to see whether your providers are on track, and if not, it allows some wiggle room so you can provide more intensive support to a particular teacher preparation provider who may need extra help.
- Providing state-collected data to be uploaded in order to populate some sections of the IPRC reports. This can help reduce the burden for your teacher preparation providers and possibly prevent duplication of effort. For example, if you have already collected the enrollment and program completion data from your teacher preparation providers in your own state data collection, and you would like that data to be upload into the IPRC so your teacher preparation providers don't all have to enter it in themselves, we can do that. Just let us know, and we can send you a template that allows you to send back the data you'd like to populate so we can upload.

Now that we've reviewed your role as a state coordinator, let's take a look at some of the features and tools available to support you in your role. **The reporting system has built-in tools to assist you in tracking the progress of the teacher preparation providers in your state, communicating with them, and drilling down to view a specific report.**

First, we'll go over **tools for tracking the progress of the IPRC data collection** in your state. When you log in to the reporting system, you come to your dashboard. You may need to scroll down past your State Report Card dashboard items to get to the IPRC portion. There, your dashboard provides you with these program metrics that indicate:

- how many of the IPRC reports have been certified;
- how many are in progress, which means a user has saved at least one page of the report as complete;
- how many are opened, which means a user has logged in but not yet saved a page as complete; and,
- how many are inactive, which means no user associated with that report has logged in yet.

You also have the full list of your teacher preparation providers, their program types, and the status of the report. You can use the search function up in the top right to type in the name of a specific teacher preparation provider if you are looking for a specific one, you can page through to look at your providers using the page numbers, or you can sort your providers by completion status using the tabs.

Scrolling down on your dashboard, there is also a **Send Mail feature** towards the bottom. This feature is great, because you can target an email to any of those groups that we just went over using the dropdown options.

If you want to send a message to all of your inactive providers, you can send them a targeted email to request that they log in as soon as possible.

You can send an email to providers with Opened reports to acknowledge that they have logged in but haven't yet saved any of the pages of their report, and offer any support if they need it. You can send an email to providers with reports that are in progress to thank them for making progress early.

And when you send an email using this Send Mail feature on your dashboard, it will CC you so you have a copy for your records as well. If your providers reply, they will be replying to you via email.

And last, if you need to view a specific IPRC for any reason, you are able to download those in PDF form by simply clicking on the teacher preparation provider's name in the list. That will allow you to download a PDF of version of the most recently saved version of the report.

As a state coordinator, you have several resources and tools at your fingertips to oversee the IPRC data collection in your state. We will continue to release training videos as part of the IPRC training series, and those are all posted to the Technical

Assistance page of the website as they are released. You can also find PDF versions of the survey instruments, as well as the glossary on the Technical Assistance page.

And, upon request, we can also provide presentation kits or an IPRC data template which I mentioned earlier in this training.

Email is the best way to reach us reach us at the Title II Support Center, during the COVID-19 pandemic. We do have a hotline as well, which is going straight to voicemail during the pandemic while our staff are working from home offices. We check the voicemails daily to return messages, but we're more likely to see an email sooner, so we do recommend email so we can get back to you more quickly. You can email us at title2@westat.com, or by using the Send Mail feature on your dashboard.

That wraps up our Overseeing the IPRC training video. I hope you found this helpful. And I'll see you again soon in our next training video.