

Last updated April 21, 2016

## About

This document outlines the steps of the EPSS closeout process for evaluators and district configuration administrators in LEAs using the Educator Performance and Support System (EPSS) for managing educator evaluations. **LEAs not using EPSS to manage evaluations should consult the Data Collection Specification Document.**

## Important Dates

**July 8** –By this date, all districts must submit and finalize forms for all educators including those on the cyclical process and those not being evaluated for other reasons.

**July 15** – RIDE will close EPSS as part of an automated process. After this date, any changes that need to be made to a 2015-16 evaluation will need to be made by submitting a letter from the district superintendent to Lisa Foehr at the Rhode Island Department of Education.

**August 9** - All 2016-17 evaluation forms will be available in EPSS.

## Steps for Evaluators

### If the educator is receiving a FULL EVALUATION in 2015-16:

1. Make sure you submit the following forms prior to submitting the Final Effectiveness Rating Report Form:

Teacher Forms	Support Professional Forms	Building Administrator Forms
<ul style="list-style-type: none"><li>• Classroom Observation Forms</li><li>• Professional Responsibilities Scoring Form</li><li>• SLO/SOO Results and Scoring Form</li></ul>	<ul style="list-style-type: none"><li>• Professional Practice Scoring Form</li><li>• Professional Responsibilities Scoring Form</li><li>• SLO/SOO Results and Scoring Form</li></ul>	<ul style="list-style-type: none"><li>• Professional Practice Scoring Form</li><li>• Professional Responsibilities Form</li><li>• Student Learning Objective Results and Scoring Form</li></ul>

2. Open the 2015-16 Final Effectiveness Rating Report form.
3. The Evaluation Status section is new for 2015-16. Evaluators must complete this section for all educators. Click within the box that says **Yes, this educator RECEIVED a full evaluation this year.**

**Evaluation Status**

**\*New for 2015-2016!\***

Evaluation Status		
	Yes	No
<b>Did this educator receive a full evaluation?</b>	Yes, this educator RECEIVED a full evaluation this year.	No, this educator DID NOT receive a full evaluation this year.

If the evaluation process was not completed and a Final Effectiveness Rating will not be calculated for this educator, please enter the reason below.

**Reason for no Final Effectiveness Rating:**

Extended absence  
 Cyclical process  
 Other\*

\*If Other, please explain:

4. Review the Final Effectiveness Rating report for each educator. Make sure that all information is pulling into the form correctly before clicking **Submit** at the bottom of the form. Do not submit a Final Effectiveness Rating Form if pieces of data appear missing; instead, consult the troubleshooting section on page 3 of this document or contact your District Configuration Administrator.
  
5. Finalize all applicable evaluation forms for teachers, support professionals, and building administrators. To do this, click the “Thumbs Up” button next to the form (shown below) and then the thumbs up button on the folder. Optional or unused forms (e.g. Professional Improvement Plan) do not need to be finalized.

Foehr, Lisa (Teacher)		Building: None	
Component Name	Progress	Status	
Optional Teacher Self Assessment	0 of 1	Incomplete	
Element Name	Schedule/Assigned Admin	Status	
2015 Teacher Self-Assessment	Unassigned	Incomplete	

**If the educator is NOT receiving a full evaluation in 2015-16:**

1. Open the 2015-16 Final Effectiveness Rating Report.

- The Evaluation Status section is new for 2015-16. Evaluators must complete this section for all educators. Click within the box that says **No, this educator DID NOT receive a full evaluation this year.**

Evaluation Status		
*New for 2015-2016!*		
Evaluation Status		
	Yes	No
Did this educator receive a full evaluation?	Yes, this educator RECEIVED a full evaluation this year.	No, this educator DID NOT receive a full evaluation this year.

- Select one of the following reasons for no Final Effectiveness Rating.
  - Extended absence** – Select this option if the educator did not work a full 135 days (or equivalent, if the educator works part-time).
  - Cyclical process** – Select this option if the educator was not scheduled to have a full evaluation this year.
  - Other** – Click this if the educator did not receive a full evaluation for another extenuating circumstance and provide detail about the situation in the box on the form.

If the evaluation process was not completed and a Final Effectiveness Rating will not be calculated for this educator, please enter the reason below.

**Reason for no Final Effectiveness Rating:**

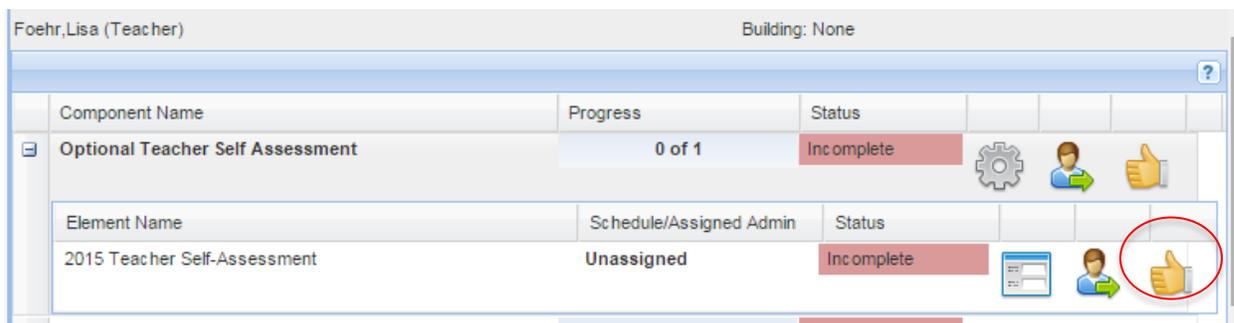
Extended absence  
 Cyclical process  
 Other\*

\*If Other, please explain:

- Scroll to the bottom of the page and click **Save**. Refresh the page in your browser or exit the form and re-open it.
- When you scroll to the bottom, you should now see Not Evaluated as the Final Effectiveness Rating at the bottom of the form.

Final Effectiveness Rating	Total Points	<b>Final Effectiveness Scoring Bands</b> Highly Effective 360 - 400 Effective 295 - 359 Developing 200 - 294 Ineffective 100 - 199 Not Evaluated 0 - 99
<b>Not Evaluated</b>	<b>0</b>	

6. Click **Submit** at the bottom of the form.
7. Finalize all applicable evaluation forms for teachers, support professionals, and building administrators. To do this, click the “Thumbs Up” button next to the form and then the thumbs up button in the folder. Optional or unused forms (e.g. Professional Improvement Plan) do not need to be finalized.



## Troubleshooting

**Problem:** One or more scores or ratings are missing from the Final Effectiveness Rating Report.

**Steps to Take:** Make sure you click **Submit** at the bottom of the End of Year Scoring Forms first because the Final Effectiveness Rating Report relies on data from these forms.

If you have submitted forms but the scores still are missing, click Edit Form at the bottom of each of the following forms and then submit them again:

- Professional Responsibilities Scoring Form
- Professional Practice Scoring Form (support professionals and building administrators)
- Student Learning Results and Scoring Form

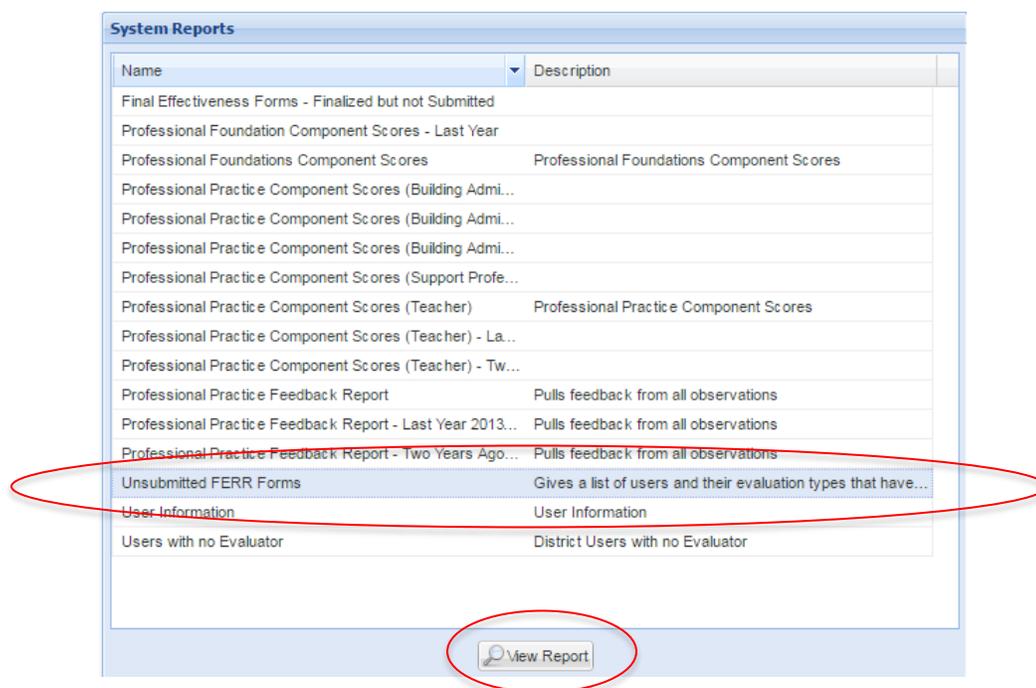
If you are still not seeing the Final Effectiveness Form, please submit a Help Desk ticket.

**Need help? Have questions?**

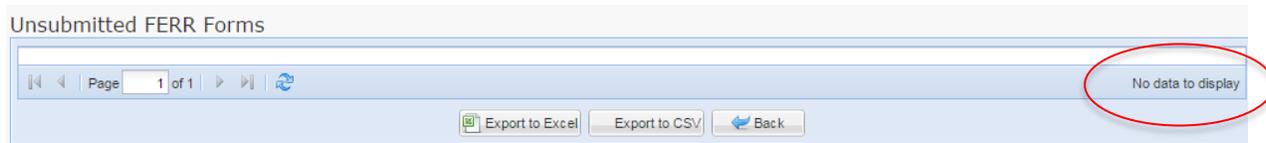
Submit a help desk ticket at <https://support.ride.ri.gov>.

## Steps for District Configuration Administrators

1. Monitor district adherence to timelines and provide support to evaluators as needed by accessing system reports.
2. Click the **System Reports** on the **Config Admin** tab.
3. See which FERR forms have not yet been submitted by clicking **Unsubmitted FERR forms** and then clicking **View Report** at the bottom of the page.

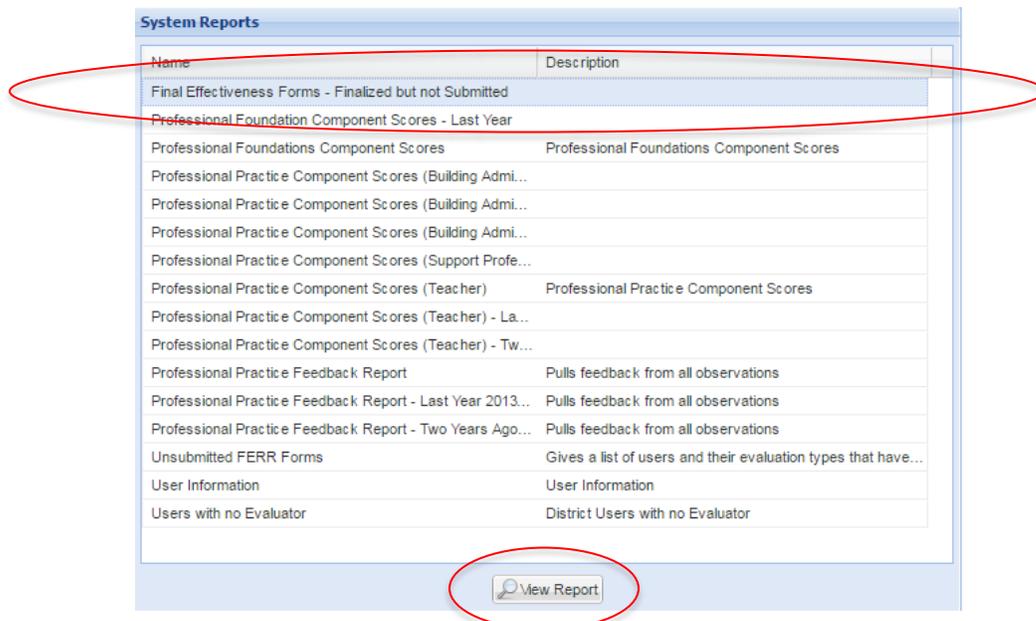


4. Once the report appears, you can download the report as an Excel file by clicking **Export to Excel** at the bottom of the page. You know that all forms have been submitted when you run the report and it returns no data, as shown below.



5. If evaluators finalize Final Effectiveness Rating Reports prior to submitting the form, the data will not pull in properly. Check to see if anyone finalized but did not submit their form by going to **System Reports** on the **Config Admin** tab.

6. Click **Final Effectiveness Forms – Finalized but not submitted** and then click **View Report** at the bottom of the page.



7. If the report returns any results, please follow up with the evaluators of those individuals. Ask them to open up the Final Effectiveness Report, click **Edit Form** and then **Submit**.
8. If you run into problems or have any questions, please do not hesitate to submit a help desk ticket.
9. Once all Final Effectiveness Rating reports have been submitted, please email [edeval@ride.ri.gov](mailto:edeval@ride.ri.gov).

**Need help? Have questions?**

Submit a help desk ticket at <https://support.ride.ri.gov>.