Guidance for TEAM Districts Using Third Party Vendor Data Systems

For districts using the TEAM observation model who have elected to use a third party vendor for their observation data system, we have created a list of requirements for the 2014-15 school year to ensure that evaluation data can be smoothly and accurately transferred from the third party systems to the state-wide CODE data system.

If your district is using a third party observation data system, please be sure that your vendors are prepared to meet the following criteria for submitting your observation data. Districts may only use one observation data collection system. If your district chooses to use a third party evaluation data system, all schools within the district must use the same system.

Evaluation Data Requirements:

- All indicators within a scored domain must be complete. For example, if an evaluator scored the instruction domain, all 12 indicators on the instruction domain must be completed.
- All indicators must be scored with whole numbers. Evaluation data should not include any decimals on indicator scores.
- Open text fields of reinforcement and refinement do not need to be completed on the import template.

Process Points:

- All districts must submit data **at least** twice a year, once at mid-year and once at the end of the school year. If your district wishes to submit evaluation data at more frequent intervals, we will work with you to determine an appropriate schedule for submitting data.
- Final submissions of evaluation data are considered **final**. If any errors are discovered after the final submission, any corrections must take place in CODE. **If there are systemic errors that need to be corrected, your vendor will be invoiced by NIET.**
- Data imported into CODE from third party vendors will overwrite any data that had previously been entered into CODE.

Formatting of Files:

- The column headings and column order on the import template cannot be changed. Files submitted to NIET with changes to column headings or column order will be returned to the vendor for correction.
- Submissions must be in .xls format.
- District and school names and numbers must match the names and numbers in CODE.
- User information must match the user information in CODE, including names and license numbers.
- Reinforcement and refinement areas must use the acronyms as they are listed in CODE. NIET will provide a list of the acronyms along with the import template.