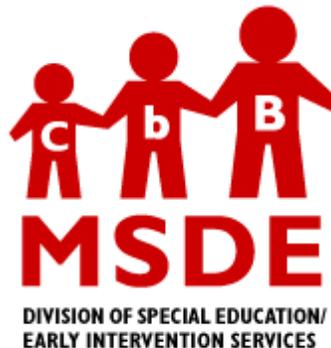


Maryland State Department of Education
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The Johns Hopkins University
Center for Technology in Education



MD IDEA Scorecard
Quick Reference Guide
Early Warning Alert System

May 2010



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GETTING STARTED:

Overview

The MD IDEA Scorecard provides a variety of reports that serve as monitoring tools for the State Performance Plan (SPP) indicators using data from the Special Services Information System (SSIS) and other data collected by the Maryland Division of Accountability and Assessment. The reports will assist local school systems with determining progress toward the SPP targets, evaluating the efforts implemented to improve SPP indicator outcomes, and analyzing data for improvement of student achievement. In addition, Analytics Studio allows the user to analyze the data through a custom design.

Once you log in using the User ID and Password assigned by MSDE and CTE, you will be taken to your district's Indicator Portal Page. From this page, you have access to all Scorecard components, which includes selected SPP indicators, monitoring reports for selected SPP indicators and Analysis Studio.

The MD IDEA Scorecard operates in the Cognos business intelligence framework. It is important for MD IDEA Scorecard users to familiarize themselves with three key Cognos framework items found on the Indicator's Portal Page before using the application.

- **SPP Metrics Package** – The SPP Metrics Package runs in Cognos Metric Studio. Each SPP indicator is a Metric. Certain Metrics impact other Metrics (e.g. county level indicators impact the MSDE statewide indicator). Each Metric can be viewed in a Scorecard. A Scorecard displays the measures that are compared to the state target for each indicator. Scorecards for MSDE and for all counties are available to all users. For Part B SPP Indicators 1, 2, 3C, 4, 5, 6, 9, and 10 data displayed in SPP Metric Studio scorecards mirrors the static data available at the MD IDEA Report public SPP website (<http://mdideareport.org>). The Cognos business intelligence framework makes it easy for users to see at a glance performance on indicator Metrics and trends across annual reporting periods.
- **Indicators Reports** – Certain SPP indicators lend themselves to monitoring progress as data is collected throughout an annual SPP reporting period. As SSIS data is collected (as often as nightly for MD Online IEP LSS's) the data that is available to the SPP Indicator Reports results for the current school year in MD IDEA Scorecard will build over time. Indicators Reports are available for Part B SPP Indicators 1, 2, 3C, 4, 5, 9, 10, 11, 12, and 13.
- **Watch List** – Allows user to choose Metric Scorecards to view whether targets were met and compares them to previous year's results.

Analysis Studio can be accessed through a dropdown list on the Indicator's Portal Page.

Logging In

1. Internet Explorer (version 6 or higher) is the preferred internet browser for MD IDEA Scorecard. If using IE 8, be sure to choose the Compatibility View button next to the address bar. Navigate to <http://www.mdideascorecard.org>. Next click on the middle button to access the MD IDEA Scorecard application.

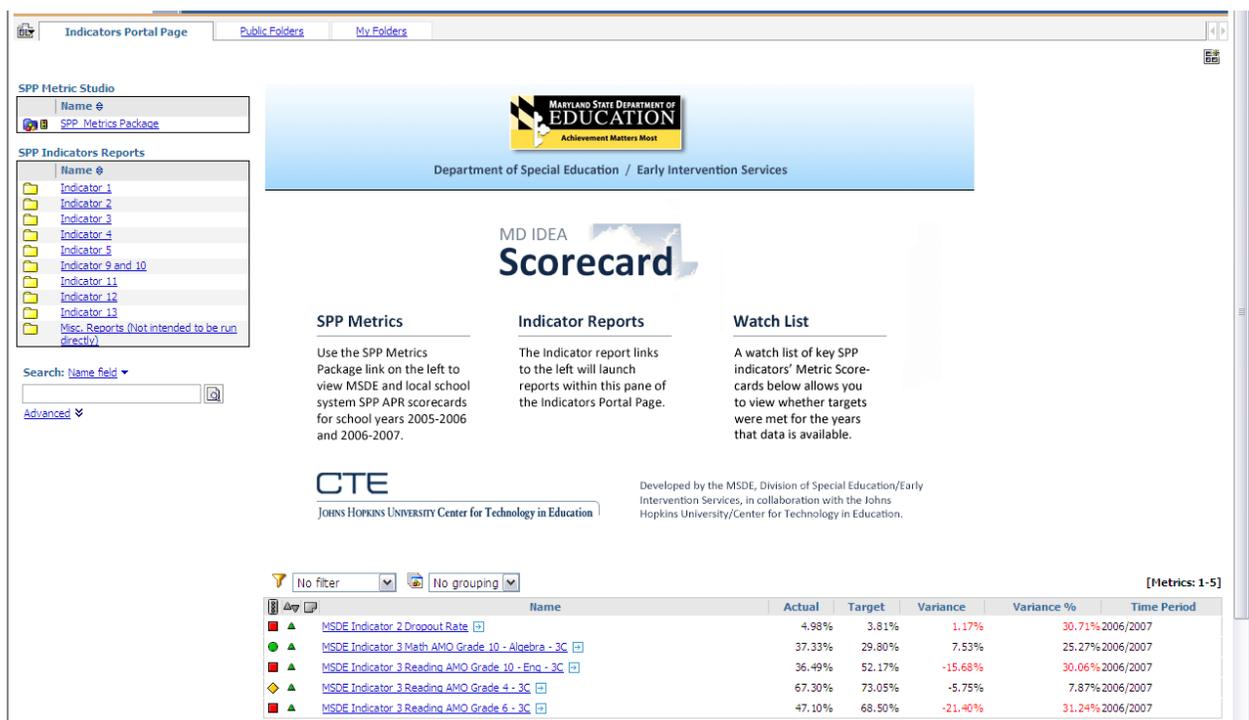
MD IDEA Scorecard 

2. The Log on screen at <https://www.mdideascorecard.org/cognos8> will prompt you for a User ID and Password.
3. Enter your assigned User ID and Password. The password is case sensitive. To complete the login process, click on the OK button or press Enter.

INDICATORS PORTAL PAGE:

Opening Screen

1. After logging into MD IDEA Scorecard, the Indicators Portal Page tab will appear by default. A user can return to Indicators Portal Page at any time during a session by clicking the () Home button in the upper right hand corner of the page.



Name	Actual	Target	Variance	Variance %	Time Period
MSDE Indicator 2 Dropout Rate	4.98%	3.81%	1.17%	30.71%	2006/2007
MSDE Indicator 3 Math AMO Grade 10 - Algebra - 3C	37.33%	29.80%	7.53%	25.27%	2006/2007
MSDE Indicator 3 Reading AMO Grade 10 - Eng - 3C	36.49%	52.17%	-15.68%	30.06%	2006/2007
MSDE Indicator 3 Reading AMO Grade 4 - 3C	67.30%	73.05%	-5.75%	7.87%	2006/2007
MSDE Indicator 3 Reading AMO Grade 6 - 3C	47.10%	68.50%	-21.40%	31.24%	2006/2007

EARLY WARNING ALERT SYSTEM

EARLY WARNING ALERT SYSTEM

The Early Warning Alert System is made of 5 pre-defined (canned) reports. These reports are:

- Two reports detailing SPP Indicator 2 – Dropout
 - One report based on the Attendance File data and
 - One report based on the October Child Count data),
- An attendance report detailing students with <80% attendance
- An assessment report detailing students with Basic proficiency on prior assessments, and
- A suspension report

A. Navigating the Early Warning Alert canned reports

- A. To access the canned reports, from the MD IDEA Scorecard, the Indicators Portal Page, click on the Public Folders tab:



- B. To access the Early Warning System Reports, click on the Early Warning System Reports hyperlink next to the folder icon.

<input type="checkbox"/>	Name ↕	Modified ↕	Actions
<input type="checkbox"/>	SPP Indicators Detail Reports	April 9, 2010 2:06:13 PM	More...
<input type="checkbox"/>	SPP Indicators Predictor Reports	April 19, 2010 10:18:42 AM	More...
<input type="checkbox"/>	SPP Metrics Package	April 19, 2010 10:20:17 AM	More...
<input type="checkbox"/>	Student Cube (Analysis Studio)	April 19, 2010 9:40:12 AM	More...
<input type="checkbox"/>	Advanced Student Cube (Analysis Studio)	March 23, 2010 10:15:24 PM	More...
<input type="checkbox"/>	Advanced Tools	March 24, 2010 10:30:34 AM	More...
<input type="checkbox"/>	portal	April 9, 2010 2:04:49 PM	More...
<input type="checkbox"/>	Early Warning System Reports	April 28, 2010 1:33:01 PM	More...

C. Once inside the folder, the five reports will be visible

Name	Modified	Actions
 Indicator 2 - Drop Out	March 24, 2010 10:05:13 AM	 More...
 (< 80%) Attendance	April 28, 2010 1:22:06 PM	  More...
 Basic Proficiency on Prior Assessments	April 28, 2010 12:02:53 PM	  More...
 Suspensions	April 28, 2010 1:32:31 PM	  More...

D. This tutorial will focus on two reports: **Indicator 2 - Dropout – Attendance** and **Basic Proficiency on Prior Assessments** reports.

-  [Basic Proficiency on Prior Assessments](#)
-  [Indicator 2 - Special Ed Drop Out - Attendance](#)

B. Navigating the *Basic Proficiency on Prior Assessments* report

A. Click on the report name

-  [Basic Proficiency on Prior Assessments](#)

B. The assessment report is based on basic proficiency on AltMSA or MSA in prior 2 years. Choose a year. The report will run for the 2 years prior.

- a. i.e. Choose 2007-2008 school year, report will show student scoring Basic in 2005-2006 and 2006-2007 school years on chosen assessments.

Drop Out Early Warning Report

Based on Basic Proficiency on AltMSA or MSA in Prior 2 Years :

2002-2003

2003-2004

2004-2005

2005-2006

2006-2007

2007-2008

2008-2009

C. Next Select an LEA and a School. Once the LEA is selected the available schools list will populate.

Select an LEA

* QUEEN ANNE'S

Select a School :

* Bayside Elementary School

* Centreville Elementary School

* Centreville Middle School

* Church Hill Elementary School

* EASTERN SHORE JUNIOR ACADEMY

* Grasonville Elementary School

* HOME SCHOOLED

* HOMELESS

D. It is optional to add additional filters to the report including types of suspensions and special and/or general ed populations.

Show Only Students with these types of Suspensions : (Optional)

None

Single Suspensions

Multiple Suspensions

[Select all](#) [Deselect all](#)

Show Only Students of these Types: (Optional)

Special Ed

General Ed

[Select all](#) [Deselect all](#)

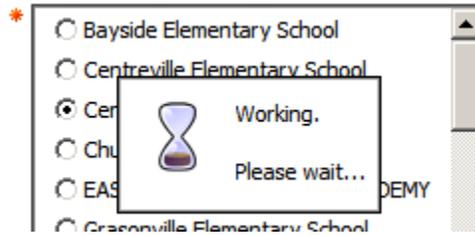
E. Click Run Report to run the report

[Select all](#) [Deselect all](#)

Cancel Run Report

F. Navigating Reports

a. The hourglass spinning indicates the report is running.



b. Once the report is run, it will display within the screen. The assessment report provides data about students who scored Basic on the AltMSA or the MSA in the prior 2 years.

Drop Out Early Warning Report

Students in Danger of Dropping Out

Based on Basic Proficiency on AltMSA or MSA in Prior 2 Years :

Scorecard ID	First Name	Last Name	School	Type	Grade	Ethnicity	Withdrawal Status (Attendance)	Suspensions
19385			Centreville Middle School	Special Ed	Grade 08	White (not Hispanic)		
31580			Centreville Middle School	General Ed	Grade 08	African American, Not of Hispanic Origin		
48567			Centreville Middle School	Special Ed	Grade 07	White (not Hispanic)		
54014			Centreville Middle School	Special Ed	Grade 06	White (not Hispanic)		
58610			Centreville Middle School	Special Ed	Grade 06	African American, Not of Hispanic Origin		
105722			Centreville Middle School	Special Ed	Grade 08	African American, Not of Hispanic Origin		
140480			Centreville Middle School	Special Ed	Grade 08	African American, Not of Hispanic Origin		
147706			Centreville Middle School	Special Ed	Grade 08	White (not Hispanic)		
169928			Centreville Middle School	Special Ed	Grade 06	White (not Hispanic)		
170189			Centreville Middle School	Special Ed	Grade 07	White (not Hispanic)		
174177			Centreville Middle School	General Ed	Grade 08	White (not Hispanic)		
178642			Centreville Middle School	General Ed	Grade 06	White (not Hispanic)		
201333			Centreville Middle School	Special Ed	Grade 08	African American, Not of Hispanic Origin		
204091			Centreville Middle School	Special Ed	Grade 06	White (not Hispanic)		

c. From the report it is possible to drill down to more information about specific students. Click on the students Scorecard ID hyperlink to access the Student Details (Student Profile) screen.

Scorecard ID	First Name	Last Name	School	Type	Grade	Ethnicity	Withdrawal Status (Attendance)	Suspensions
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d. The Student Details is two pages:

Page One: contains information about a specific student including demographic information, years in school, attendance, and discipline data.

Student Details :

First Name	Last Name	Date of Birth	Ethnicity	Gender	Maryland SASID	Scorecard ID
[Redacted]						



Years in School :

School Year	Age*	LEA	School	Student Type	Grade	Student Type (Attendance File)	Grade (Attendance File)	Withdrawal Status (Attendance File)
2008	12	QUEEN ANNE'S	Centreville Middle School	Special Ed	Grade 08	Special Ed	Grade 08	
2007	11	QUEEN ANNE'S	Centreville Middle School	Special Ed	Grade 07	Special Ed	Grade 07	
2006	10	QUEEN ANNE'S	Centreville Middle School	Special Ed	Grade 06	Special Ed	Grade 06	
2005	11	QUEEN ANNE'S	Bayside Elementary School	General Ed	Grade 05	Special Ed	Grade 05	
2004	10	QUEEN ANNE'S	Bayside Elementary School	General Ed	Grade 04	General Ed	Grade 04	
2003	9	BALTIMORE CITY	Rognel Heights Elementary/Middle	General Ed	Grade 03	General Ed	Grade 03	

The information above is based on the October Count Submissions for Special Ed Students, Enrollment Files for General Ed Students, and information from the Attendance Files for All Students (as noted).

**Note: Age reflects the student's age on the last Friday of October.*

Attendance :

Discipline :

*To navigate between pages, click the Top, Page Up, Page Down, and Bottom buttons in the lower left corner.

Attendance :

School	School	Days	Days	FAPMS	LEP	In School
Top Page up Page down Bottom						

Page Two: contains information about the student's special education profile, and assessment history.

Student Details :

First Name	Last Name	Date of Birth	Ethnicity	Gender	Maryland SASID	Scorecard ID
[REDACTED]						



Special Ed Specific Information :

School Year	Disability	Eligibility	IEP Date	Initial IEP Date	Projected Exit Category	Least Restrictive Environment	Behavior Intervention Plan	Functional Behavioral Assessment
2008	Specific Learning Disabilities	Eligibility 1	May 15, 2007			A - INSIDE GENERAL EDUCATION SETTINGS 80% OR MORE		
2007	Specific Learning Disabilities	Eligibility 1	Jun 6, 2006			A - INSIDE GENERAL EDUCATION SETTINGS 80% OR MORE		
2006	Specific Learning Disabilities	Eligibility 1	Jun 7, 2005			A - INSIDE GENERAL EDUCATION SETTINGS 80% OR MORE		

Exit Details:

School Year	Exit Date	Exit Reason
2008	Aug 27, 2007	F - Moved, known to be continuing

The information above is based on the Active and Exit Records for Special Ed Students.

State Assessment Files :

MSA or AltMSA :

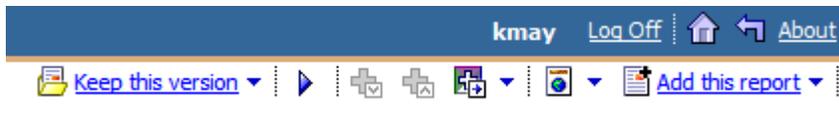
School Year	Assessment	Content	Assessment Grade	Proficiency Level	Scale Score
2008	MSA	Math	Grade 08	Basic	367

↑ Top ↓ Page up ↵ Page down ↵ Bottom

HSA or ModHSA :

School Year	Assessment	Content	Assessment Grade	Scale Score	Pass / Fail
[REDACTED]					

e. To return to the list of canned reports click the return arrow.



C. Navigating Indicator 2 – Special Ed Drop Out – Attendance report

- A. Click on the Indicator 2 – Special Ed Drop Out –Attendance hyperlink

Entries: | 1 | - | 2 |

<input type="checkbox"/>	Name	Modified	Actions
<input type="checkbox"/>	Indicator 2 - Special Ed Drop Out - Attendance	March 23, 2010 9:29:49 PM	More...
<input type="checkbox"/>	Indicator 2 - Special Ed Drop Out - October Child Count	March 23, 2010 9:35:42 PM	More...

- B. Choose the School Year or choose Select all to look at the data longitudinally.
- C. Choose the LEA by putting a check in the box next to the LEA name.

SPP Indicator 2 - Longitudinal Report Special Ed High School Drop Out

Data: This report is based on the Attendance File which is submitted by LEAs annually.

School Year(s):

- 2002-2003
- 2003-2004
- 2004-2005
- 2005-2006
- 2006-2007
- 2007-2008
- 2008-2009
- 2009-2010

[Select all](#) [Deselect all](#)

LEA(s):

- MSDE/JCEP
- PRINCE GEORGE'S
- QUEEN ANNE'S
- SEED SCHOOL OF MARYLAND
- SOMERSET
- ST. MARY'S
- TALBOT
- WASHINGTON

[Select all](#) [Deselect all](#)

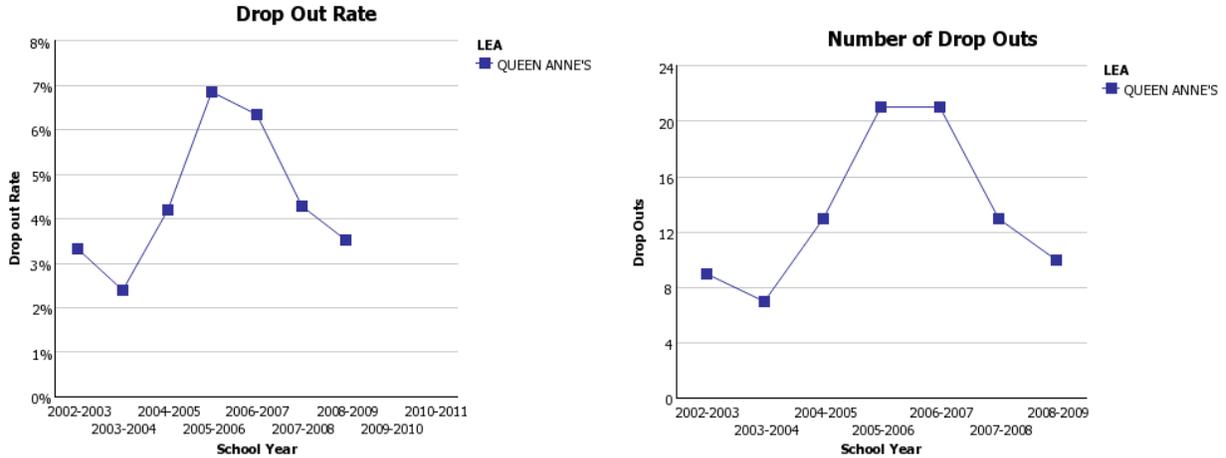
- D. Click Run Report to run the report

[Select all](#) [Deselect all](#)

E. The graphical representations for the chosen filters will show up within the screen

SPP Indicator 2 - Longitudinal Report
Special Ed High School Drop Out

Data: This report is based on the Attendance File which is submitted by LEAs annually.



F. To access more detailed graphical representations of the data, click on any of the numbers (hyperlinks) in the table (number or rates). All links will provide the same graphs.

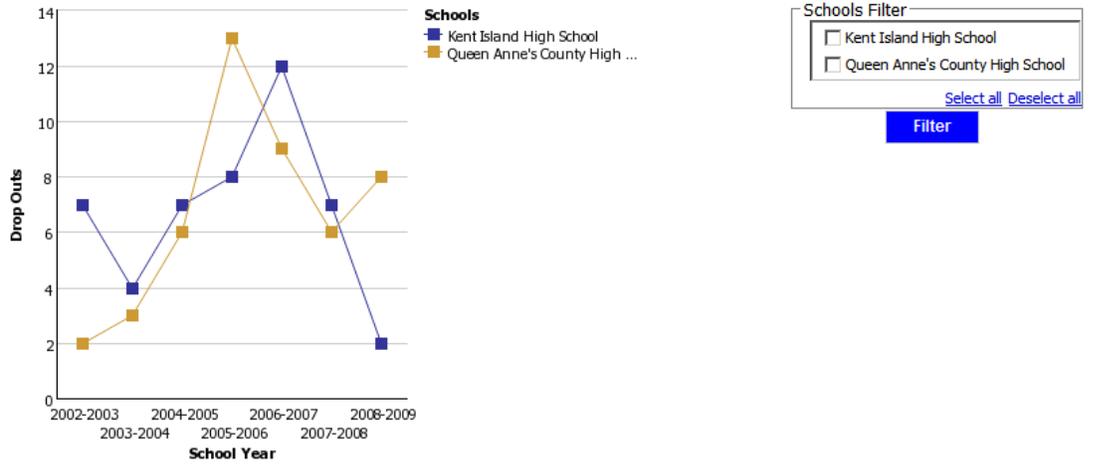
Drop Outs	2002-2003		2003-2004		2004-2005		2005-2006		2006-2007		2007-2008		2008-2009	
	Drop out Rate	Number of Drop Outs	Drop out Rate	Number of Drop Outs	Drop out Rate	Number of Drop Outs	Drop out Rate	Number of Drop Outs	Drop out Rate	Number of Drop Outs	Drop out Rate	Number of Drop Outs	Drop out Rate	Number of Drop Outs
QUEEN ANNE'S	3.32%	9	2.41%	7	4.21%	13	6.86%	21	6.34%	21	4.29%	13	3.53%	

Note: The dropout rate is computed by dividing the number of dropouts by the total number of students in grades 9 through 12 served by schools.

G. The graphical representations will show up in the screen.

SPP Indicator 2 - Longitudinal Report Special Ed High School Drop Out

Data: This report is based on the Attendance File which is submitted by LEAs annually.



Disaggregated by Disability



H. From this screen choose to filter by school

Schools Filter

Kent Island High School

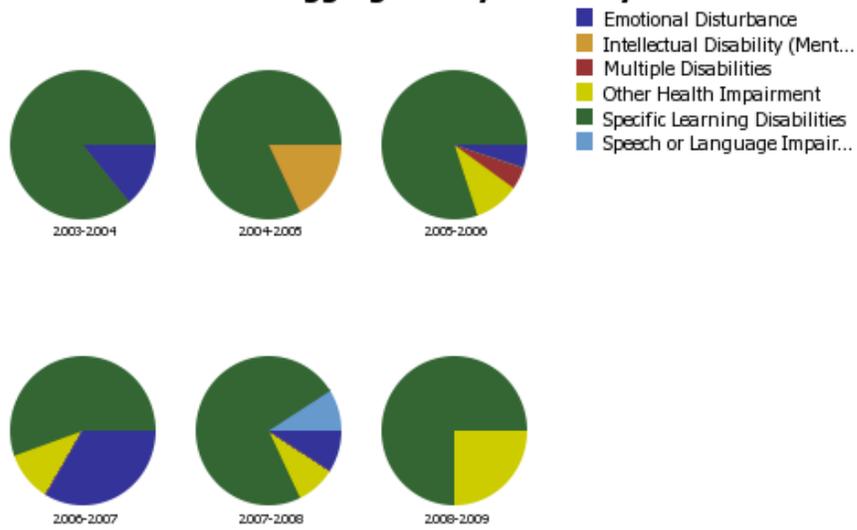
Queen Anne's County High School

[Select all](#) [Deselect all](#)

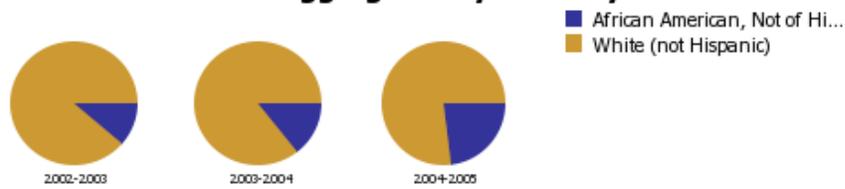
Filter

I. Or view the data disaggregated by disability and/or ethnicity

Disaggregated by Disability



Disaggregated by Ethnicity



J. To return to the list of canned reports click the return arrow.

