

## Detailed Steps for Evaluation Information System (EIS) Completion

### Background

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The primary purpose of the EIS is to allow school district administrators to submit and certify evaluation data through one application in [NJDOE Homeroom](#) rather than through NJ SMART, the EIS and the Annual AchieveNJ survey. The system will allow for:

- **Submission of initial evaluation score data**
- **Submission of the Annual Evaluation Survey**
- **Incorporation of mSGP scores into summative ratings**
- **Support of district review of local records and calculations:** The certification process provides districts a final opportunity to ensure that all evaluation ratings assigned to educators are accurate.
- **Improvement of overall state data accuracy:** The certification process helps to ensure all educator evaluation information is provided in a standardized format to comply with state and federal requirements – and that future policy decisions at the state level are based on real evidence.

### Confidentiality Notification

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The EIS is accessible to certified NJDOE Homeroom users. Given that this interface contains confidential evaluation scores for individual educators, leaders must ensure that any district personnel accessing the information have the proper permission to do so. Specifically, evaluation data of a particular employee shall be confidential in accordance with the TEACHNJ Act and N.J.S.A. 18A:6-120.d and 121.d. Educator evaluation data must be handled in the secure manner one would treat, handle, and store any part of a confidential personnel record and must not be released to the public. Further, such individual data is exempt from the Open Public Records Act (OPRA).

### Completing the Certification Process

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The EIS certification window will open with the official mSGP release and will close after one month. Data functions for verifying, correcting and certifying data will be unlocked during this time in order for districts to complete the score certification process.

Districts should follow these steps to complete the certification process (**required for all districts**):

#### 1. Access the district's information.

If the CSA (or his/her designee) already has a district-level Homeroom account, then he/she will be authorized to view the EIS. Additional user accounts can also be added to view the reports through Homeroom Administration, but leaders must **ensure that such individuals are in appropriate roles to ensure the confidentiality of educator evaluation data**. Authorized Homeroom users can access the report by following these steps:

- Enter [NJDOE Homeroom](#)
- Select EIS
- Log into the EIS application using assigned credentials

**2. Compare local evaluation records to data in the EIS and make modifications as appropriate.**

Review local evaluation records containing the component and summative scores for each qualifying educator in each school and compare them to the scores listed. The following examples describe when and how districts may need to adjust scores to accurately reflect data found in local personnel files. Detailed instructions for each of these processes are included in the [Evaluation Information System Technical Manual](#).

- A district submitted inaccurate data through the initial EIS Summer 2018 Evaluation Data Submission. If the district can identify the error and has the correct roster information in hand, the designated EIS user should consult the state’s correction guidance. The mSGP score for qualifying educators may be recalculated in these instances and adjusted in the EIS. If the district is unable to provide the correct roster information, incorrect mSGP scores cannot be used in an educator’s evaluation rating. Please consult the [Procedures for Addressing mSGP Data Issues](#) for full details on handling these situations.
- A district submitted inaccurate data through the initial EIS Summer 2018 Evaluation Data Submission, due to typographical errors, mistakes in score calculations, or other issues identified after the submission. The district should adjust all component and summative evaluation scores that are incorrect in the EIS, and/or in local personnel records where calculation errors have been found, to ensure they match and reflect any modifications made since the Summer 2018 submissions.

**3. Certify and submit the district’s information.**

After reviewing the data and making any necessary modifications, certify that all data is correct. **All districts must certify 2017-18 evaluation scores by December 15, 2018 regardless of whether any changes have been made through this process.** Districts will be required to provide a reason for each missing evaluation if the EIS reports show that any educators were not evaluated.

Please note that, as with similar processes such as the web-based Application for State School Aid (ASSA), the EIS will not update mSGP data from NJ SMART and districts cannot upload the information from the tool to NJ SMART. Rather, districts should ensure that the data in this interface matches evaluation score information in local personnel files, which are the official permanent records of an individual educator’s scores and final rating in a given school year.

During this process, districts may find that they expected to receive mSGP scores for educators who ended up not qualifying and vice versa. Guidance for these situations can be found in the [Procedures for Addressing mSGP Data Issues](#).