2012-2013 Title I Performance Report for Title I, Part A Funds

Instruction Manual

New Jersey Department of Education



2012-2013 Title I Performance Report

The Elementary and Secondary Education Act, reauthorized as the No Child Left Behind Act (ESEA-NCLB), requires the annual collection of data from school districts that receive Title I funds. This information contributes to a larger comprehensive Consolidated State Performance Report that the New Jersey Department of Education must submit to the U. S. Department of Education for a national perspective. The purpose of the Title I Performance Report is to provide a summative analysis of the impact of Title I, Part A funds on student performance and to report how these funds were used.

All districts that received Title I, Part A funds in the 2012-2013 school year (project period September 1, 2012 to August 31, 2013) must submit data for this Performance Report, even if districts did not receive Title I funding for the 2013-2014 school year. The data for how Title I, Part A funds were spent in 2012-2013 must match your district's approved *FY 2013 ESEA-NCLB Consolidated Application*. For example, if your application indicated expenditures for teachers and paraprofessionals, the Title I Performance Report should include corresponding numbers on the FTE table.

<u>Please note:</u> The Title I, Part A performance reporting system is incorporated into the EWEG system. Enter the system using the district's ID and password and choose "Title I - Performance Report." In the drop-down box at the top of the screen that is labeled "Year," select year 2013 and click on the button that says "Create Application."

This instruction manual will guide you through each screen of the report.

If you have questions relating to the Title I, Part A **program, data**, **or technical performance of the collection system**, you may e-mail them to <u>titleone@doe.state.nj.us</u> and include the following information:

- name and code of the LEA, i.e., Absecon City (0010)
- the inquirer's direct phone number.

Checklist of Data Required to Complete This Report

You will need the following data about Title I, Part A services your district provided during the 2012-2013 school year. ☐ Table 1a – The number of Title I students served with Part A funds, disaggregated by race/ethnicity. These counts do not include nonpublic school students served or students served with Part A, Neglected funds. Title I, Part A data counts must identify students as attending targeted assistance schools (TAS) or schools operating approved Title I schoolwide programs (SWP). ☐ Table 1b – The number of Part A students who received Title I services, disaggregated by grade level, and identified as either TAS, SWP, Part A Neglected, or Nonpublic (Private) School students. ☐ Table 2 – The number of Title I, Part A students, disaggregated by instructional subject and support services, for TAS only. Nonpublic school students are also counted. □ Table 3 – The number of students served within special service groups, i.e., students with disabilities (IDEA), limited English proficient (LEP), homeless and migrant. ☐ Table 4 – The number of full-time equivalent staff (administrators, support staff, teachers) in Title I targeted assistance programs, paraprofessionals in targeted assistance and schoolwide programs, and the number of paraprofessionals, disaggregated by qualification criteria.

2012-2013 Title I Performance Report on EWEG

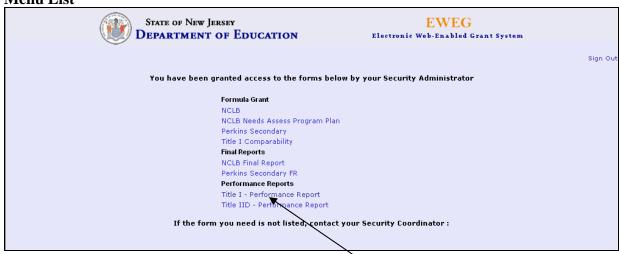
The Title I, Part A performance data collection is part of the EWEG system. **All** districts that received Title I, Part A funds in the 2012-2013 school year must complete the Title I Performance Report. The instructions in this manual will guide you through this process. If you have any problems entering your data or submitting the report, contact the Office of Title I at titleone@doe.state.nj.us.

Logging On

Each district must use its individual EWEG ID and Password to log into the system. If you do not know your district's ID and Password, contact your district technology support person.



Menu List



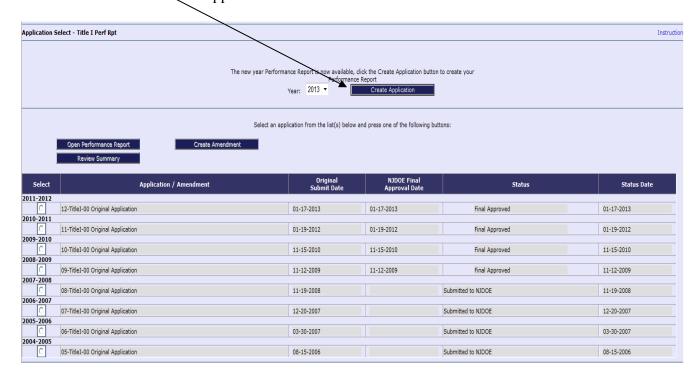
To access the performance report, click on the Title I - Performance Report link. You will then see a screen similar to the one shown on the following page.

Application Select Screen

Once Title I - Performance Report has been selected from the Menu screen the Application Select screen will open.

Creating the Report

You must now generate the 2013 report. Select the year 2013 in the drop-down box and click on "Create Application." This will establish the report in EWEG and you will see the 2013 report added to the list of available applications.



Once the 2013 report is generated for the first time, you will need to click on the radio button for 13-Title I-00 Original Application to select the 2012-2013 Title I Performance Report for data input.

Navigation

The EWEG system has a tabbed interface available for navigating throughout the system.

Do not use the browser Back button when you are working in the EWEG system. Using the browser Back button will cause errors and may log you out of the system. All necessary navigation within the system can be accomplished using the tabs.

General Conventions

Within the EWEG system, white cells are available for entering data, light blue or gray cells that display a number are pulling information from another part of the report and are not available for data entry.

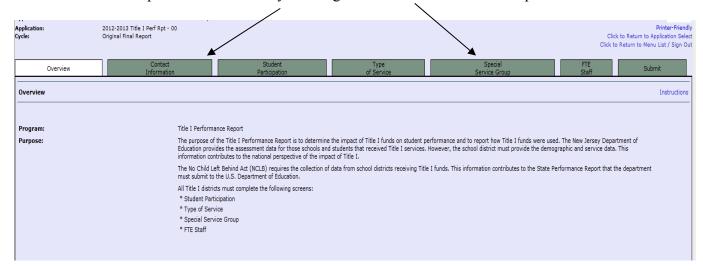
Cells available for text entry will have a limitation on the number of characters that can be entered. Text to be entered in EWEG can be prepared in a word processing program and then copied and pasted into EWEG. However, the EWEG system only supports Internet Explorer browser (Version 5.01 is minimum and 7.0 is maximum).

Selecting the Report Application Select - Title I Perf Rpt Instruction Select an application from the list(s) below and press one of the following buttons Status Date 2012-2013 01-17-2013 12-TitleI-00 Original Application 01-17-2013 Final Approved 01-17-2013 2010-201 01-19-2012 01-19-2012 Final Approved 01-19-2012 11-TitleI-00 Original Application 2009-2010 11-15-2010)-TitleI-00 Original Application 11-15-2010 11-15-2010 Final Approved TitleI-00 Original Application 11-12-2009 11-12-2009 Final Approved 11-12-2009 I-00 Original Application 11-19-2008 Submitted to NJDOE 11-19-2008 07-Title -00 Original Application 12-20-2007 -20-2007 Submitted to NJDOE 03-30-Submitted to NJDOE 03-30-2007 08-15-2006 08-15-2006 05-TitleI-00 original Application Submitted to NJDOE

Click on the radio button to the left of the listing for the 13-TitleI-00 Original Performance Report. The screen will refresh itself, updating the selection buttons located above the application line. Buttons that are available will display text that is clearly visible and buttons that are unavailable will display blurred text. To open and display the Title I Performance Report, click on the button that says "Open Performance Report."

Navigating Within the Report

All sections of the report are accessible by clicking on tabs located across the top of the screen.



All pages that require data to be entered will have a Save button located at the bottom of the page.

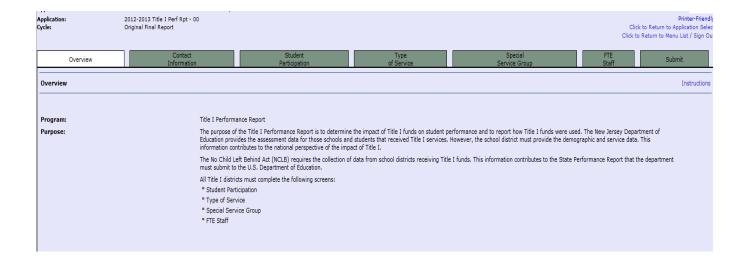
<u>Notes:</u> You must click the Save button before you leave each screen or you will lose the data you entered.

Do not use the Back button to access a previous screen. Save your work and use the tabs at the top of the screen. Using the Back button will create error pages preventing you from accessing screens and interfering with the system's functionality.

Title I, Part A Performance Report Step-by-Step

Tab 1: Overview

This screen provides the purpose of the Title I Performance Report and does not require any data input.



Tab 2: Contact Information

The information on this screen is pulled automatically from the Central Contact system.

<u>Note:</u> Be sure you have updated the Central Contact system to reflect district staff currently responsible for the various programs and functions.



Tab 3: Student Participation

All districts that received Title I, Part A funding in 2012-2013 must complete Tables 1a. and 1b. Any district that had Title I reimbursements, but reports zero students participating in Title I services may be subject to recovery of funds.

1a. Student Participation by Racial/Ethnic Group (Unduplicated)

Purpose: This table collects data on public school students by type of program—targeted assistance (TAS) or schoolwide (SWP). The student data must be disaggregated according to racial/ethnic group.

<u>Note:</u> The EWEG system has built-in edits that interact to verify column totals and cross-reference tables, if appropriate. If totals do not correlate, you may receive an error message.

For Table 1a., enter the *unduplicated count*, by ethnicity, for students who participated in a Title I program at anytime during this reporting period. Include students in targeted assistance programs (TAS) and schoolwide programs (SWP). Count a student only once in each category even if the student participated during more than one term or in more than one school during the reporting period. Any racial/ethnic combination that includes Hispanic must be counted as Hispanic only and students of multiple races must be counted as two or more races. Include pre-K through Grade 12. Do not include Local Neglected Students (those served with Title I, Part A Neglected funds), nonpublic students, or adult participants in adult literacy programs funded by Title I in this table.

Students may only be listed under SWP if the funded school is operating an approved Title I schoolwide program. Please do not confuse a school with a Title I schoolwide program with a single attendance area school. Please review the definitions of these terms.

<u>Note:</u> All students attending a Title I school operating an approved schoolwide program are considered Title I students.

Overview	Contact Information	Contact Student Information Participation		s	Special ervice Group	FTE Staff	Submit	
tudent Participation							Instruc	
a.) Student Participants by Raci	ial/Ethnic Group (Unduplicated)							
				Part A				
			TAS	SWP	Total			
	American Indian/Alaskan Native			36	36			
	Asian				0			
	Pacific Islander			203	203			
	Hispanic			5	5			
	Black (Not Hispanic)			4598	4598			
	White (Not Hispanic)			1780	1780			
	Two or More Races			2510	2510			
	Total		0	9132	9132			
	** Note: Do not include Nonpublic ar ** Note: Total Student Participants o must be counted as Hispanic.	d Local Neglected Students n Table 1a.) must equal the Total	Public TAS + SWP Participants o	n Table 1b.)**Note: Any racial/ethr	nic combination that includes Hispani	с		

1b. Public, Nonpublic & Local Neglected Students by Grade Level

Purpose: This table collects data by grade level for all students served with Title I, Part A funds.

For Title I, Part A, enter the total *unduplicated* number of students who received Title I services during the 2012-2013 school year, by grade level. Enter the totals for your district's TAS and SWP students in columns 1 and 2. Enter the total served with Title I, Part A Neglected funds in column 3. Enter the total nonpublic school students served with Title I, Part A funds in column 4. The numbers in column 5 are calculated automatically and represent the total for each row.

<u>Notes:</u> All students attending a Title I school operating an approved schoolwide program are considered Title I students.

The student totals for the TAS and SWP columns in Table 1b must be greater than zero and equal to the student totals for Table 1a. If totals do not correlate, you may receive an error message.

Ages 0-2 Ages 3-5 (pre-K) K	Public TAS	Public SWP	N	Nonpublic	Total
Ages 3-5 (pre-K) K					
K 1					
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
Ungraded					
Total *					
Total Public TAS + Public SW	'P				
** Note: Total Public TAS and S	WP Participants on Table 11	o.) must equal Total Student P	articipants on Table 1a.).		

After all data are entered, first click the Calculate Totals button and then click the Save Page button.

Tab 4: Student Participation by Type of Service (TAS only and Nonpublic)

* All districts that received Title I, Part A funding in 2012-2013 and conducted a targeted assistance program must complete this table. In addition, all districts that had nonpublic students that received Title I services must complete this table as well.*

Overview	Contact Information	Student Participation	Type of Service	Special Service Group	FTE Staff	School Data Information	School Choice	SES Provider Information	Corrective Action	Restructuring	Subm
Student Par	ticipation by Typ	pe of Service									Instructi
2.) Student	Participation by	Type of Service	(Duplicate Cour	it)							
SERVICE AREAS Title IA											
								Public TAS	Nonpublic	Total	
			INSTRUCTI	ONAL							
Reading/Lang	g. Arts										
Mathematics											
Science											
Social Studie	s										
Vocational/Ca	areer										
Instructio	nal Other: List										
Instruction	al Totals										
			SUPPORT	ING							
Supporting G	uidance/Advocacy	,									
Health/Denta	l/Eye Care										
Supporting O Necessary											
Necessary	y Hearing Aid										
	cessary Medical Eq ig Other: List	uipment									
Supporting	Totals										
Total Partic	ipation by Stude	ent Type									
					Calculate To	itals					

Purpose: The purpose of this table is to determine the number of students in Title I targeted assistance programs who received Title I instructional services in content areas and support services during the 2012-2013 school year supported by Title I funds. This table collects data for TAS only; *do not* include schoolwide student counts. Include students funded with Title I, Part A Neglected funds in this count. Include the nonpublic students served in the "Nonpublic" column.

The screen is shown above in two sections showing the instructional and supporting data collection fields.

Enter the student counts for public school TAS students in column 1 and the counts for nonpublic school students in column 2.

Since students may have received services in multiple categories, students *may be counted more than once*. These may be *duplicate* counts, but count each student only once in each category.

Notes:

If a check is placed in the "Instructional Other: List" and/or "Supporting Other" check boxes, text boxes will appear. Counts and text are required for the TAS students (column 1) and/or the nonpublic school students (column 2). If you do not enter the text, you may receive an error message.

Each student participation count for Public TAS and Nonpublic for both Service Areas (Instructional and Supporting) cannot be greater than the Table 1b. Public TAS and Nonpublic column totals accordingly. If amounts are greater, you may receive an error message.

When all data are entered, click the Calculate Totals button, then click the Save Page button.

Tab 5: Student Participation by Special Service Group

* All districts that received Title I, Part A funding in 2012-2013 must complete this table.*

	-					
					Click to Return	to Menu List / Sign Out
Overview	Contact Information	Student Participation	Type of Service	Special Service Group	FTE Staff	Submit
	Illottilation	raticipation	OI SELVICE	Service Group	Stail	
Student Participation by Speci	ial Service Group					Instructions
3.) Student Participation by S	pecial Service Group					
	·				Public TAS and SWP	
# of Students with Disabilities						
(IDEA)						
LEP Students						
Homeless						
Migrant						
			Save Page			

Purpose: The purpose of this screen is to provide the total unduplicated count of all Title I disabled, limited English proficient (LEP), homeless, and migrant students in the district and the number who received Title I services at any time during the 2012-2013 school year.

Enter in the Public TAS and SWP column the total number of public school disabled, LEP, homeless, and migrant students who received instructional and support services funded by Title I, Part A during the 2012-2013 school year in TAS and SWP. Count pre-K through Grade 12. Count each student in as many categories as apply to the student but count a child only once in each category even if the child participated during more than one term or in more than one school during the reporting period.

A task box will appear when a count is entered for the # of students with disabilities (*IDEA*) in the Public TAS and SWP column. The task box requires verification that the count represents students with disabilities meeting the definition of *IDEA*, who also received Title I funded services. Enter the count and click "yes" to proceed. If there were no students with disabilities who also received Title I funded services, enter zero.

<u>Notes</u>: Do not count students with disabilities who receive only IDEA services. Count students with disabilities, that meet the definition of IDEA, who received any extra academic services funded with Title I.

Do not include nonpublic students, local neglected students, or adult participants of adult literacy programs funded by Title I.

After all data are entered, click the Save Page button.

Tab 6: FTE Staff

* All districts that received Title I, Part A funding in 2012-2013 must complete this table.*

Overview	Contact Information	Student Participation		Type of Service	S	Special Service Group	FTE Staff		Submit
FTE Staff									Instruct
4.) Staff Information for Title I Targ	geted Assistance Programs and Scho	oolwide Programs (Unduplicated).							
		FTEs for TAS	STAFF						
		# 0	of People	Total Title I Hrs Worked Pe	r Yr. (All Staff)	Length of Full-Time Work Year	in Hours #	of FTEs	
FTEs: Administrators (Nonclerical)							0		
FTEs: Clerical Support Staff							0		
FTEs: Teachers							0		
FTEs: Instructional Paraprofessionals							0		
FTEs: Other Paraprofessionals							0		
		FTEs for SWI	PSTAFF	,					
FTEs: Instructional Paraprofessionals							0	ı	
		Paraprofess							
		TA	S	SWP					
# Total Title I Instructional Paraprofessi	ionals	0		0					
A. # Completed Para Pro Assessment									
B. # Completed Portfolio Assessment									
C. # Completed 2 Years of College									
D. # Completed Associate's or Higher	Degree								
E. # Unqualified Instructional Paraprofe	essionals	0		0					
		,		,					
		Calculate Totals	Save Pag	je _					

Purpose: The purpose of this table is to provide the number of full-time equivalent (FTE) staff <u>funded</u> through Title I, Part A programs during the 2012-2013 school year, by job category and breakdown of Title I, Part A Instructional Paraprofessionals.

Note: The system calculates the FTE counts in Table 4 after you have entered the "# of People" for each category, "Total Title I Hours Worked Per Year (all staff)", and "Length of Full-Time Work Year (in hours)." The figures entered into the "# of People," "Total Title I Hours Worked Per Year (all staff)" and "Length of Full-Time Work Year (in hours)" columns must be whole numbers. Otherwise, the EWEG system will round the figures.

FTEs for TAS STAFF and SWP STAFF

- Enter the number of staff (*unduplicated*) paid with Title I, Part A funds for administrators (nonclerical), clerical support staff, teachers, instructional paraprofessionals, and other paraprofessionals in targeted assistance programs.
- Enter the number of instructional paraprofessionals in schoolwide programs.

Note: If funds were allocated for staff on the 2012-2013 ESEA-NCLB Consolidated Application under Title I, Part A, counts should appear in this table. If staff were not paid with Title I, Part A funds in a category, leave the category row blank. If a value is entered for "# of People" in any category, the system requires data for "Total Title I Hrs. Worked Per Yr. (All Staff)" and "Length of Full-Time Work Year in Hours" columns. An error

message will appear if values are missing from any of the three columns - "# of People," for "Total Title I Hrs. Worked Per Yr. (All Staff)" and "Length of Full-Time Work Year in Hours" for each corresponding row.

- Enter the total number of Title I hours worked for all staff for school year 2012-2013 for each category for which a count was entered in the "# of People" in both the "FTEs for TAS Staff" and "FTEs for SWP Staff" sections.
- Enter the length of the full-time work year in hours for <u>one person</u> during 2012-2013 for each category for which a count was entered in the "# of People" in both the "FTEs for TAS Staff" and "FTEs for SWP Staff" sections.

Note: The length of the full-time work year in hours may be different for each category. It is calculated by multiplying the regular number of hours in a contractual work week (e.g. 35 or 40 hours) by the actual number of weeks in a contractual year required for that position for one person during 2012-2013. As examples, 12 month positions (i.e. clerical staff, administrators) could equate to 52 weeks, and 10 month positions (i.e. teachers, instructional paraprofessionals, other paraprofessionals) could equate to approximately 43 weeks.

PARAPROFESSIONALS

- What is an "Instructional Paraprofessional?" An instructional paraprofessional is a district employee who provides **instructional support** in a program supported with Title I, Part A funds. Instructional support includes the following activities:
 - 1. One-on-one tutoring for eligible students, if the tutoring is scheduled at a time when a student would not otherwise receive instruction from a teacher;
 - 2. Assistance with classroom management, such as organizing instructional and other materials;
 - 3. Assistance in a computer laboratory under the supervision of certificated staff;
 - 4. Support in a library or media center; and
 - 5. Instructional services to students.
 - Instructional paraprofessionals in a school operating an approved schoolwide program would be those paid in the Title I budget or on the Title I schoolwide salary budget lines.
 - What is an "Other Paraprofessional?" An "other" paraprofessional is a district employee who does **not** provide instructional support, for example, paraprofessionals who are translators or who work with parental involvement.
- In the Paraprofessionals section located at the bottom of Table 4, the total numbers of instructional paraprofessionals entered in the "FTEs for TAS Staff" and "FTEs for SWP Staff" sections will be displayed in the first row. In rows 2-4, enter the number of instructional paraprofessionals who met the highly qualified requirements via the criteria

listed. The system will calculate the number of unqualified Title I instructional paraprofessionals (last row) when the Calculate Totals button is clicked.

Click the Save Page button to save your entries.

Tab 7: Submit

When all screens are completed, click the Submit button to submit your Title I performance data for 2012-2013. The EWEG system will prompt you to initiate a consistency check to ensure that all required screens have been completed. The system will also cross check the values entered into various tables. If more information or revisions are required, you will receive an error message. Once the consistency check is successfully completed, click the Submit to NJDOE button.

<u>Notes:</u> If the Submit to NJDOE button does not appear, the person is not an authorized representative and does not have security clearance to submit the performance report. An authorized representative from the district must submit the application.

The message "The application has been locked by the consistency check process." does not indicate that the Performance Report has been submitted. When the report has been submitted, you will get a message indicating that the application has been approved.

