



**Texas Education Agency (TEA)
Information Task Force (ITF)
Tuesday, October 22, 2019**

GoToMeeting
Wm. B. Travis Building, 1-110A
1701 N. Congress Avenue
10:00 a.m. – 2:00 p.m.

Meeting Minutes

Call Meeting to Order

Nancy Dunnam

Nancy Dunnam called the ITF meeting to order at 10 a.m.

Roll call of the ITF members was taken by Stephanie Sharp.

ITF Members Present

Adrian Garcia

ITF Members Present via GoToMeeting:

Dianne Borreson, Dana Braun, Jennifer Carver, Nancy Dunnam, Dara Fuller, Keitha Ivey, D'Lynne Johnson, Scott Lewis, Kim O'Leary, Pablo Martinez, David McKamie, Traci Pesina, John Shaffer, David Taylor, Debby Wilburn

TEA Staff Present:

Candice DeSantis (ITS-BMD), Terri Hanson (ITS-BMD), Ryan Merritt (College, Career, and Military Preparation), Avery Barrera (College, Career, and Military Preparation), Stephanie Sharp (ITS-BMD), Leanne Simons (ITS-BMD), Linda Roska (Accountability Research Division), Scott Johnson (ITS-BMD)

TEA Staff Present via GoToMeeting:

Jeanine Helms (ITS-BMD), Nina Taylor (Research and Analysis)

Nancy Dunnam requested that the ITF member list at the top of the agenda be updated.

Leanne Simons announced that Michele Elledge was no longer working at the agency and that we are working to find a replacement. Additionally, she introduced the new TEDS Data Analyst, Stephanie Sharp, and also mentioned that another data analyst was being hired.

Approve Combined Meeting Minutes from the July 9, 2019 and July 16, 2019 ITF Meetings Action Item

Nancy Dunnam called for a motion to approve the combined meeting minutes from the July 9, 2019 and July 16, 2019 ITF meetings.

Dara Fuller made a motion to approve the minutes and it was seconded by Jennifer Carver. The committee voted and approved the minutes as presented.

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1. Industry Certification Exam Fees and Vendors for the 2020-2021 School Year **Action Item**

Under HB 3, students are entitled to a subsidy to help defray the cost of industry certification exams. Funds to reimburse students or local education agencies (LEAs) that pay for an industry certification for a student will be provided by the Texas Education Agency (TEA) to LEAs as authorized under HB 3. In order to determine the amount of subsidy to which a student is entitled, TEA proposes to collect the industry certification exam fee and the vendor/organization who administered the exam.

Presentation:

Leanne Simons presented the proposal which includes:

1.	Modify the StudentExtension complex type to change the collection of industry certification information.
1a.	Add new data element, IBC-EXAM-FEE-AMOUNT (E16XX) to the TX-IndustryCertifications complex type to be reported in the PEIMS Fall and Summer Submissions.
1b.	Add new data element, IBC-VENDOR-CODE (E16XX) to the TX-IndustryCertifications complex type to be reported in the PEIMS Fall and Summer Submissions.
2.	Add a new code table VENDOR-CODE (C2XX).
2a.	Provide an Industry Certification Vendor cross reference list.
3.	Update StudentExtension complex type guidance in the Texas Education Data Standards related to the reporting of industry certifications earned by students.
4.	Add and update TSDS PEIMS reports to reflect the changes in this proposal.
5.	Add and revise associated data validation rules to reflect the changes in this proposal.

Leanne introduced Ryan Merritt and Avery Barrera from the College, Career, and Military Preparation division and explained that under House Bill 3 (HB 3), local education agencies (LEAs) are entitled to a reimbursement to help defray the cost of industry certification exams. A student may not receive more than one subsidy. Therefore, only one LEA is able to receive a subsidy for that student. If a student transfers to another LEA, the new LEA will not be able to receive another subsidy for the same student.

Additionally, for the 2019-2020 school year, student post-secondary industry certification and licensure information will be collected in the PEIMS Fall and Summer submissions. Leanne explained that Industry certifications earned between September 1 and May 31 of a given year are reported in the PEIMS Summer Submission and certifications earned between June 1 and August 31 of a given year are reported in the PEIMS Fall Submission.

In order for TEA to reimburse the LEAs, TEA must begin collecting the certification exam fee and the vendor/organization that administered the exam on the same schedule as the certification and licensure information – PEIMS Fall and Summer beginning in 2020-2021. LEAs will be reporting all exam fees and vendors and TEA will reimburse for the highest exam fee. Additionally, Leanne explained that once an LEA is reimbursed for the student, no other LEA may be reimbursed for that student. Therefore, TEA will need to add a data element in TREx so that the new LEA will know that a reimbursement has already been received for a student that transfers. If the student pays for the exam, the LEA will reimburse the student.

Leanne also explained that the vendor list will be reviewed and approved on an annual basis.

ITF Discussion:

Candice DeSantis stated that the guidance on page 16 indicates the LEA will be reimbursed for the highest exam fee. She asked if that is per student, and not per exam. Leanne Simons confirmed that it is per student,

explaining that if the student took multiple exams, the LEA will be reimbursed for the highest exam fee for that student.

David McKamie noted that the chart on page 16 begins with September 2019. He asked if that means that LEAs are gathering this info this school year. Ryan Merritt confirmed this stating that they will be collecting this data for 2019-2020 in another format, such as Qualtrics. He continued by saying that TEA will collect the certifying entity (vendor) and the cost in PEIMS for the first time in fall of 2020. Leanne Simons added that for the fall of 2019-2020, LEAs will be able to report the certifications and licensures, but not the vendor and fee information.

David McKamie asked if there is a TAA letter for this information. Ryan replied that a TAA was released on October 17, 2019 that covers industry-based certifications. David asked if the exam fee information is included in that TAA. Ryan stated that additional information will be provided later about the changes (vendor and fee) that we are talking about today.

Ryan noted that page 18 of the proposal needs a correction to rule 40100-0180. A recent decision was made that TEA will only reimburse and give credit for certifications earned by students while in grades 09-12. Leanne stated that rule 40100-0180 will not change from grades 09-12 to grades 07-12, but instead will stay grades 09-12.

ITF Action:

Nancy Dunnam called for a motion to approve the proposal as presented.

Jennifer Carver made a motion to approve the proposal with the removal of the 40100-0180 rule edit and it was seconded by Dianne Borreson. The committee voted and the motion passed.

2. Remove OnRamps Indicator

Action Item

The ONRAMPS-DUAL-ENROLLMENT-INDICATOR-CODE (E1597), collected in the PEIMS Summer Submission and PEIMS Extended Year Submission, indicates whether the student has successfully completed an OnRamps dual enrollment course. The Performance Reporting Division now receives this information directly from UT, so TEA proposes to remove the data element from PEIMS.

Presentation:

Stephanie Sharp presented the proposal which includes the following:

1. Remove ONRAMPS-DUAL-ENROLLMENT-INDICATOR-CODE (E1597) from the CourseTranscriptExtension complex type.
2. Remove guidance associated with the ONRAMPS-DUAL-ENROLLMENT-INDICATOR-CODE (E1597).
3. Update existing TSDS reports to reflect the changes in this proposal.
4. Update and delete data validation rules to reflect the changes in this proposal.

Stephanie explained that with the change in how TEA receives the OnRamps enrollment indicator from UT, TEA will no longer need to collect this information in the PEIMS Summer and Extended Year Submissions. She reviewed the removal of the data element, guidance and updates to reports and rules.

ITF Discussion:

Dara Fuller asked if the data element being removed will still show on prior year reports. Candice responded yes, the data element will still be on prior year reports.

ITF Action:

Nancy Dunnam called for a motion to approve the proposal as presented.

Dara Fuller made a motion to approve the proposal and it was seconded by David McKamie. The committee voted and the motion passed.

3. Add Role IDs to the ROLE-ID code table for the 2020-2021 School Year **Action Item**

Under HB 18, LEAs are granted the authority to employ or contract with nonphysician mental health professionals. This proposal includes the addition of roles to the ROLE-ID code table for nonphysician mental health professionals not already listed. Additionally, for clarification purposes, TEA proposes to update code translations that are currently duplicated on the ROLE-ID and AUXILIARY-ROLE-ID code tables.

Presentation:

Stephanie Sharp presented the proposal which includes the following:

1.	Update the ROLE-ID (C021) code table as follows:
	Add four new roles to the ROLE-ID (C021) code table: 115 – Psychiatric Nurse 116 – Licensed Clinical Social Worker 117 – Licensed Professional Counselor 118 – Licensed Marriage and Family Therapist
	Update the translation of code 008 from Counselor to School Counselor
	Update the translation of codes 110 Custodial and 111 Maintenance
2.	Update the AUXILIARY-ROLE-ID (C213) code table by updating the translations of code 213 Custodial and code 214 Maintenance.
3.	Update TEDS StaffResponsibilitiesExtension complex type guidance to reflect the new and updated ROLE-IDs.
4.	Update existing TSDS reports to reflect the new and updated ROLE-IDs.
	Add new Role IDs to the Professional Support information on the following reports: PDM1-110-001 – Staff Counts and Totals PDM1-110-004 – Staff FTE Summary PDM1-110-006 – Staff FTE by Role
5.	Add and update associated data validation rules to reflect the new and updated ROLE-IDs.

Stephanie reviewed the updates to the ROLE-ID (C021) code table with the addition of four new roles and the update of the translation of two codes. Additionally, she explained that the AUXILIARY-ROLE-ID (C213) code table will be updated by updating the translation of two codes.

ITF Discussion:

Nancy Dunnam called for comments or questions, and none were presented.

ITF Action:

Nancy Dunnam called for a motion to approve the proposal as presented.

Jennifer Carver made a motion to approve the proposal and it was seconded by D'Lynne Johnson. The committee voted and the motion passed.

4. Leaver Reason Update**Action Item**

The State Board of Education (SBOE) authorized two companies to offer a test of high school equivalency (GED and HiSET), so the language in the LEAVER-REASON-CODE table referring only to “GED” was inaccurate and required updates, so TEA proposes to update the language accordingly.

Presentation:

Stephanie Sharp presented the proposal which includes the following:

1. Update code tables LEAVER-REASON-CODE (C162 and C162A) translations.

Code Table ID	Name	XML Name	Date Issued	Date Updated
C162-A	LEAVER-REASON-CODE (ABBREVIATED)	TX-LeaverReasonCodeType	3/2/1998	12/01/2019
Code	Translation			

86	GED High School Equivalency Program Outside Texas
88	Court ordered to attend a GED High School Equivalency program, has not earned a Texas Certificate of High School Equivalency (TxCHSE)

Stephanie presented the information regarding the code translation updates to the LEAVER-REASON-CODE (C162 an C162A) code tables and the updates required to Appendix D, PEIMS and SPPI-14 reports, and data validations.

ITF Discussion:

Nancy Dunnam called for comments or questions, and none were presented.

ITF Action:

Nancy Dunnam called for a motion to approve the proposal as presented.

Adrian Garcia made a motion to approve the proposal as presented and it was seconded by Dianne Borreson. The committee voted and the motion passed.

5. Out of School Suspension Reporting for the 2020-2021 School Year**Action Item**

Under HB 65, LEAs must report the number of out-of-school suspensions that are inconsistent with the guidelines included in the student code of conduct under Section 37.001(a)(3). Due to this requirement, TEA proposes to collect an additional data element when the discipline action is Expulsion, out-of-school suspension or Disciplinary Alternative Education Program (DAEP) and is not consistent with the guidelines included in the student code of conduct.

Presentation:

Stephanie Sharp presented the proposal which includes the following:

1. Add new data element CODE-OF-CONDUCT-CONSISTENT-INDICATOR-CODE (E16XX) to the DisciplineActionExtension complex type to be reported in the PEIMS Summer Submission.
2. Add guidance associated with CODE-OF-CONDUCT-CONSISTENT-INDICATOR-CODE (E16XX) to the Texas Education Data Standards (TEDS).
3. Add CODE-OF-CONDUCT-CONSISTENT-INDICATOR-CODE (E16XX) to existing TSDS reports.
4. Add data validation rules to reflect the changes in this proposal.

Stephanie explained that LEAs must report the number of out-of-school suspensions that are inconsistent with the LEAs student code of conduct. It was recommended that a new data element be collected in the PEIMS Summer Submission, CODE-OF-CONDUCT-CONSISTENT-INDICATOR-CODE along with updating guidance, reports and data validation rule changes.

ITF Discussion:

Nancy Dunnam pointed out that the legislation language refers to actions that are inconsistent with the code of conduct, but that pages 6 and 8 of the proposal refer to a consistent indicator. This is somewhat confusing. Terri Hanson replied that the new data element is set up to indicate when an action is consistent with the code of conduct, but that the question we are answering for the legislation is “was the action inconsistent with the code of conduct?”. We could change the indicator name to be INCONSISTENT instead of CONSISTENT. This would be in better alignment with the legislation.

Stephanie Sharp stated that the indicator would be CODE-OF-CONDUCT-INCONSISTENT-INDICATOR-CODE. Nancy agreed that this would allow us to avoid a double negative. Terri added that the indicator would be marked as Y/1 less frequently. Stephanie continued that we would also modify the data element definition to align with the changed name.

David McKamie requested two or three examples of what would be an inconsistent situation. He suggested the circumstance where too many days are assigned. Mary Scott, TEA discipline policies program specialist, gave the following examples of when a discipline action is inconsistent with guidelines in the student code of conduct:

1. a suspension for more than 3 days,
2. a suspension below the grade level of 3, unless it's a severe offense, and
3. a suspension of a homeless student, unless it is a severe offense.

David McKamie stated that this information is already being reported in the discipline data, so is this new indicator making the LEA more accountable for reporting the information? Mary Scott confirmed that yes, it is holding the LEAs accountable for reporting the inconsistencies.

Terri Hanson continued by referring back to the legislation and what it is asking us to collect. This legislation is also making sure the local code of conduct contains the appropriate content. Nancy Dunnam agreed that, in a way, this is evaluating local student code of conduct policies, in addition to if the LEA is adhering to the law.

Dara Fuller asked if this is also for checking when an LEA reported a discipline action for a code of conduct offense, but they don't have this offense in their code of conduct? For example, a student is caught chewing gum for the 3rd time and given an OSS, but the LEA's code of conduct does not specify OSS for that offense. Mary Scott confirmed that this would be an example of when this information would be reported.

Leanne Simons referred to the legislation and verified it is for suspensions, expulsions, and DAEP placements.

Nancy noted that specific information regarding suspension, expulsions and DAEP placements is not stated in the data element definition. She suggests that TEA reword this proposal and bring it back to ITF at the next meeting so members will all know exactly what they are voting on. She asked if others agreed that the data element definition needed to be made clearer to which they agreed. Terri Hanson stated that TEA will clarify the definition and break it down to include guidance for which actions this indicator needs to be reported.

Nancy stated that this item will be tabled until the next meeting.

After the discussion about the Military Connected TReX proposal, the discussion returned to this topic. Terri Hanson drew attention to the guidance table on page 9 of the proposal which specifies for which actions the new data element is required to be reported. There was discussion of whether this additional guidance was sufficient to vote on this proposal at this meeting, knowing that the data element name and definition would be updated and clarified at the next meeting.

David McKamie requested that the statement on page 9 of the proposal be made part of the definition. "This data element is required when the DISCIPLINARY-ACTION-CODE (E1005) is an out-of-school suspension, a placement in DAEP (not by court order), or an expulsion."

Nancy asked if there would be any problem with waiting until the next meeting to vote. That would allow the word "consistent" to be "inconsistent" in the data element name so members would be clearer about what they are voting on. David McKamie also requested assistance in training on this element since he anticipates this concept being confusing to users. Terri Hanson replied that yes, the vote can be at the next meeting, and that TEA will do our best to provide guidance and include examples, based upon the legislation.

Stephanie Sharp suggested expanding the guidance table on page 9 to show the descriptions in addition to the code values. Nancy Dunnam agreed that this would help show that those actions are discretionary.

ITF Action:

None. ITF will not vote on this item at this time. TEA will present an updated proposal at the November 12, 2019 meeting.

6. Military Connected Student – TREx**Action Item**

At the July 16, 2019 ITF meeting, a proposal to update the MILITARY-CONNECTED-STUDENT-CODE (E1529) and MILITARY-CONNECTED-STUDENT-CODE (C197) code table was presented and approved for the PEIMS Fall and Summer submissions. Military connected information is also transmitted via TREx. As a result, the changes that were made to the PEIMS data element and PEIMS code table will also be made to the TREx data element and code table.

Due to the expansion of the definition of military connected student, the definition for data element MILITARY-CONNECTED (TE101) and the associated code table, MILITARY-CONNECTED- CODE (TC34) must be updated in TREx.

Presentation:

Leanne Simons presented the proposal which includes the following:

1. Update the definition of data element MILITARY-CONNECTED (TE101).
2. Update existing codes and add new codes in the MILITARY-CONNECTED- CODE (TC34) code table.

Leanne explained that these changes have already been made in TREx in order to make it consistent with PEIMS.

ITF Discussion:

Nancy Dunnam asked if there is going to be another release of TEDS, and if this change is for 2019-2020. Leanne replied that this is a TREx change for 2019-2020, and the TREx data standards were updated in early October to align with TEDS.

ITF Action:

Nancy Dunnam called for a motion to approve the proposal as presented.

Dara Fuller made the made a motion to approve the proposal as presented and it was seconded by Jennifer Carver. The committee voted and the motion passed.

7. Add PK-ELIGIBLE-PREVIOUS-YEAR INDICATOR-CODE to TREx for the 2020-2021 School Year**Action Item**

Starting in the 2019-2020 school year, PK-ELIGIBLE-PREVIOUS-YEAR-INDICATOR-CODE will be collected in the PEIMS Fall and Summer Submissions. Since a student may transfer to a different LEA in Texas after their first year of prekindergarten, TEA proposes to add PK-ELIGIBLE-PREVIOUS-YEAR-INDICATOR-CODE to TREx beginning in 2020-2021.

Presentation:

Leanne Simons presented the proposal which includes:

1. Add new data element PK-ELIGIBLE-PREVIOUS-YEAR-INDICATOR-CODE to TREx.

ITF Discussion:

David McKamie requested that the language for this element state that the student is not eligible for PK based upon any other eligibility criteria. He stated the need to highlight this as a key point, as he has already seen districts misinterpreting this. Leanne Simons asked if he is making this request for both PEIMS and TREx. David confirmed he would like this clarification in both places since they have already had training issues with this element.

Nancy Dunnam asked if there is an edit that checks for this. Stephanie Sharp replied that fatal 40100-0192 checks that the student is not eligible for PK with any other eligibility criteria. Nancy responded that when users get these error messages it may become clearer.

Adrian Garcia suggested bolding this information to make it stand out. Leanne Simons stated that it could also be in uppercase letters.

Linda Roska suggested stating this information in the reverse also. Terri Hanson continued by saying a statement could be added to TEDS section 2.4: "You should not use this indicator if the student is eligible for PK through any of the following eligibility criteria."

Pablo Martinez requested an example in the standards. Terri replied that some examples were provided during some recent ESC training that could be incorporated into the guidance for this element. One such example was a student who homeless as a 3-year-old, then was no longer homeless at age 4, but the student was eligible for PK as a 4-year-old because they were eligible when they were 3 years old.

ITF Action :

Nancy Dunnam called second for the motion with the clarifications to the wording as discussed.

Jennifer Carver made the made a motion to approve the proposal with requested changes for both TREx and PEIMS and it was seconded by Dianne Borreson. The committee voted and the motion passed.

8. Remove Former ECDS Items from PEIMS Collection**Discussion Item**

Prior to 2019-2020, the ECDS Collection used student and classroom link information from the PEIMS Summer Submission. For 2019-2020, the ECDS Collection changed to no longer use the PEIMS Summer Submission data, and instead uses the TSDS collection for all its data needs. TEA proposes to remove the ECDS specific items from the PEIMS Summer Submission.

Presentation:

Leanne Simons presented the discussion item which includes:

1. Remove HOME-ROOM-INDICATOR (E1440) in the StudentSectionAssociation complex type from the PEIMS Summer Submission.
2. Deactivate and remove PEIMS code table STUDENT-INSTRUCTION-TYPE-CODE (C210).

Leanne presented the discussion item and reminded the committee that a similar proposal was reviewed in the summer ITF meetings regarding changing ECDS to no longer use the PEIMS Summer Submission data. Leanne stated that no action is necessary, but TEA was just closing the loop on something we missed previously.

ITF Action:

N/A

Other Business**Discussion Item**

Nancy Dunnam stated that November 12 is the next meeting. She asked for confirmation that it is being held in Austin, and that David McKamie will be chairing that meeting. David McKamie confirmed that he will chair that meeting.

Leanne Simons reviewed some of the upcoming items for the November 12 meeting. We are working with the program areas to get requirements for Senate Bill 2293 (Charter School Wait List) and House Bill 548 regarding Truancy and Language Acquisition. Language Acquisition will be a new collection for the 2020-2021 school year, and Truancy data will be added back into PEIMS for 2020-2021. Since we met it has been determined that Charter School Wait List and Truancy will be presented at the 12/10/2019 ITF meeting.

Nancy asked about the status of the Extended Year changes. Terri replied that the expectation is that all the data will be collected in PEIMS Extended Year after the school year ends, even if some of those attendance days occur during the regular school year. The details will be worked out in the next few weeks so that the proposal is ready for November 12.

Nancy asked if there was going to be another release of TEDS. Leanne replied that there would not be another release of TEDS for 2019-2020.

Nancy inquired as to how this morning's TWEDS presentation went, and if everything was working well. Leanne replied that TWEDS is a beta version with some known issues. But all the TEDS content is available. A known issues document will be released in a few weeks. She requested that as users try out TWEDS, they submit a TIMS ticket for any issues seen. The next release of TWEDS will be November 15, which will provide the ability to print and the ability to download the code tables. Terri added that the link to TWEDS will be in the FCN Newsletter going out later today.

Nancy Dunnam asked if one browser is better than others for TWEDS. Leanne stated that Chrome seems to work best, as others have some issues. Candice DeSantis showed the TWEDS content to the committee, including the ability to filter by collection and submission. Leanne explained that one issue will likely have a KB article. The issue is that some items being used from PEIMS by other Core collections appear in TWEDS to be coming from the TSDS collection. We are in the process of fixing that so that it will correctly display that the data comes from the PEIMS collection. A recording of the demo this morning will be made available.

Adjournment

Nancy Dunnam called for a motion to adjourn the meeting.

Dara Fuller made a motion to adjourn the meeting and it was seconded by Jennifer Carver.

The meeting was adjourned at 11:17 a.m.