# Preschool Desk Audit Instructions

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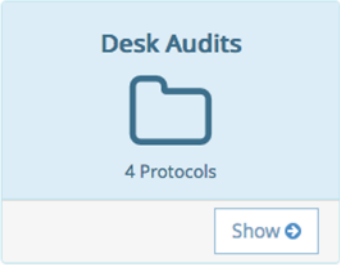
## General Instructions

All districts are required to complete the Preschool Desk Audit found in the Consolidated Accountability and Support Application (CASA). Districts must ensure prior access to CASA in order to complete the Preschool Desk Audit.

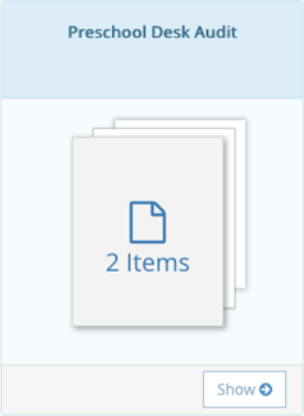
The Preschool Desk Audit is comprised of two parts, available at different times during the school year:

- Session ID Information (Part One): Open by August 1st – September 15th (closes)
  - All session information is entered through the Preschool Desk Audit in CASA.
  - Each district is required to provide information for all Statewide Voluntary Preschool Programs (SWVPP) and all early childhood sessions serving one or more students with an Individualized Education Program (IEP) whether they are located in district buildings or with community partners. Shared Visions Preschool Programs implementing IQPPS should also be reported.
  - Session ID numbers required for Student Reporting in Iowa (SRI) will be generated during this portion of the desk audit.
  - Session Information must be completed within the Preschool Desk Audit prior to upload to Student Reporting in Iowa.
- IQPPS Evidence (Part Two): September 15th – December 15th (closes)
  - ADJUSTED FOR 2020-2021: Due to the impact of COVID-19, the procedures for the 2020-2021 Preschool Desk Audit: IQPPS Evidence portion have been adjusted. IQPPS Evidence will open September 15. Items not yet accepted will be ported forward from the 2019-2020 Preschool Desk Audit. Districts will address state reviewer feedback and submit by December 15, 2020. If all items were met during the 2019-2020 desk audit, there will be no items to port forward and no action will be required. No new items will be added to the 2020-2021 desk audit.

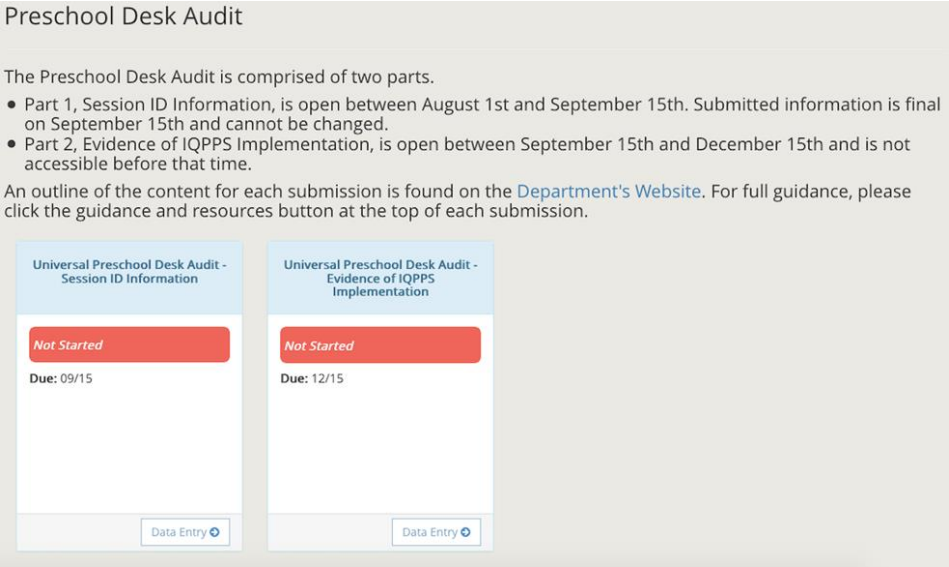
Navigate to the Preschool Desk Audit by selecting “Show” in the Desk Audits folder on your dashboard.



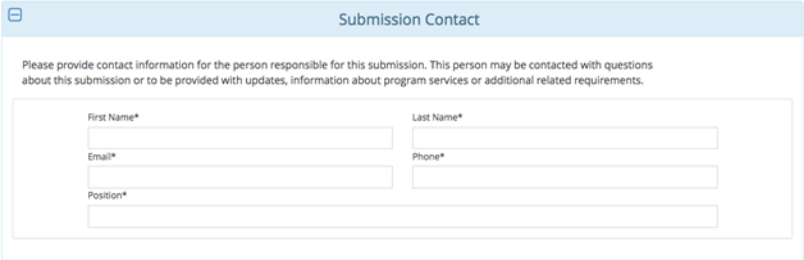

Click “Show” again on the Preschool Desk Audit folder.



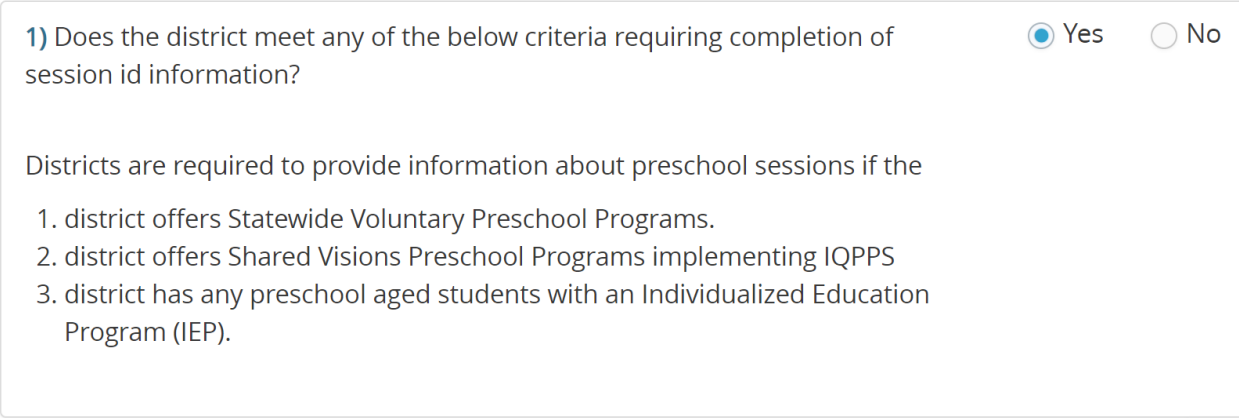

Click “Data Entry” on the Preschool Desk Audit 2020-21 – Session ID Information tile to begin entering data.



The following will show once the Data Entry button is clicked for “Preschool Desk Audit 2020-21 – Session ID Information:”




Provide contact information for the person responsible for the submission of the Preschool Desk Audit under “Submission Contact.” This person may also be contacted (as needed) during the year about related program services or program requirements.




The District must select “Yes” to indicate that there are sessions to report if any of the following apply:

1. The District is or will be accepting SWVPP funding, including for distribution to community partners.
2. The District includes any Shared Visions Preschool Program classrooms implementing IQPPS.
3. The District provides services to any children with an Individualized Education Program (IEP).

If the District selects “No,” all session information copied over from the previous year may be removed. If the District responds “No” in error, copied session information from the previous year may be unrecoverable, and all session information will need to be re-entered.

2) Which of the following program standards do the preschool programs offered by the district follow? Check all that apply.

- [ ] NAEYC
- [ ] HSPPS
- [ ] IQPPS

Check all that apply for the program standards that are followed across the district and its community partners, as applicable.

# Completing Session ID Information and Retrieving Session Numbers

## Review and edit session information copied from the previous year, create sessions, and delete any inactive sessions, as needed:

- Once the district answers "Yes" that there are sessions to report, the District will see session information copied over from the previous year, organized by Program Standard, based on the districts' selections for program standards that are followed across the district and its community partners. Session information can be expanded individually by clicking on the (+) on the left hand side of each blue bar or for all by clicking on the "Expand All Sections" button:

Expand All Sections

⊞ Introduction

⊞ NAEYC

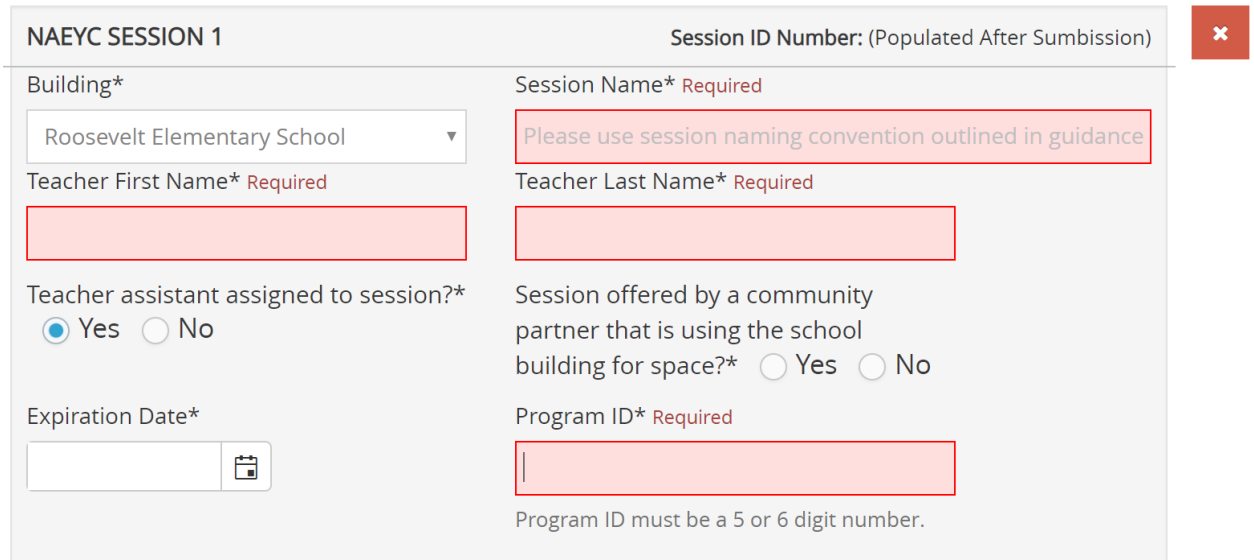
⊞ HSPPS

⊞ IQPPS

⊞ Evidence of IQPPS Implementation

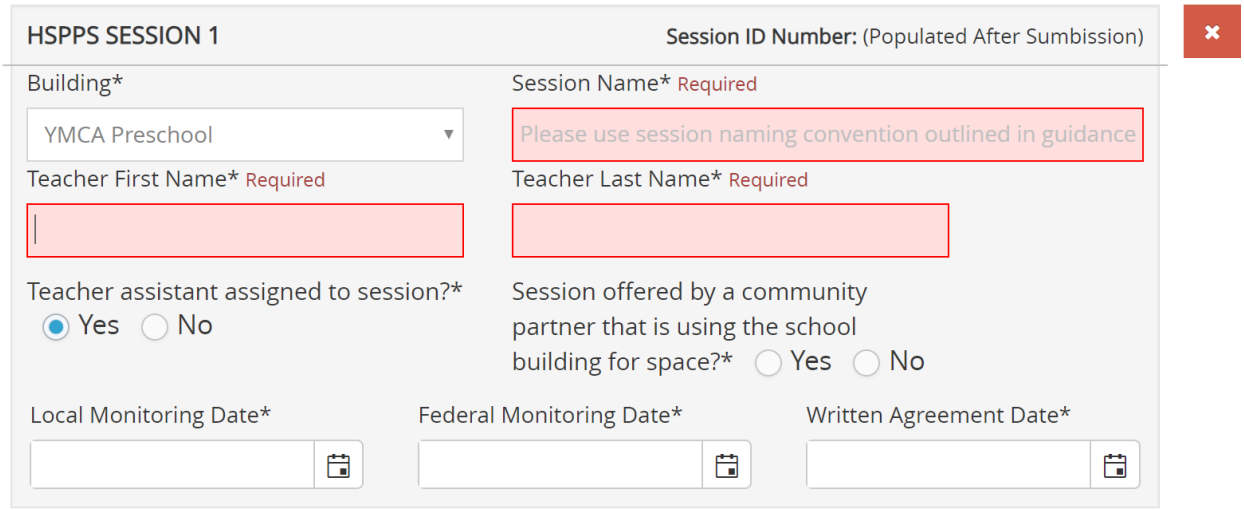
- Edit Sessions: Since all Session Information has been copied over from the previous year, Districts may make edits to information entered before. Sessions copied from the previous year will be organized by the Program Standard being followed by each classroom as of the previous year: the National Association of Education of Young Children (NAEYC) Early Learning Program Accreditation Standards and Assessment Items; Head Start Program Performance Standards (HSPPS); or the Iowa Quality Preschool Program Standards (IQPPS). The district will review all session information that has been copied over from the previous year and update the information so that it is complete based on guidance for reporting Program Standard information and accurate for the current year. Note: *If a classroom is following more than one set of Program Standards including IQPPS, report the session under NAEYC or HSPPS (as appropriate) instead of IQPPS*. To begin editing sessions, click anywhere on the blue bars for NAEYC, HSPPS, or IQPPS to open session information for editing.
    - Consider whether existing Session Names address the following **Session Naming Conventions**, and edit as needed:
        - Name the Session with the teacher's last name followed by an indication of the Session meeting times; such as:
            i. "Smith AM" and "Smith PM" for a teacher teaching a morning and an afternoon Session.
            ii. "Smith MW" and "Smith TTh" for a teacher teaching a Session meeting on Monday and Wednesday and another Session—with different students—on Tuesday and Thursday.
            iii. "Smith M-F" for a teacher teaching a Session meeting Monday through Friday (even if this is the teacher's only session).
- Delete Sessions: If any session that was copied over from the previous year will be inactive for the current year, the session should be deleted by clicking on the red "X" in the upper right hand corner.
    - Once a session is deleted, information for that session cannot be recovered.
- Create Sessions: If new sessions have been added at a school building or community partner, new sessions will need to be created. Districts will organize entry of session information based on the Program Standard being followed by each classroom. Enter all new sessions following NAEYC, HSPPS, and IQPPS. The information required to be entered for each session depends on the Program Standard of the Session. To begin, click anywhere on the blue bars for NAEYC, HSPPS, or IQPPS. Click on the "+Add New ____ Session" button to create a new session.
    - If the Program Standard being followed for any session changed since the previous year, create a new session under the new Program Standard, provide complete information, and delete the session under the old Program Standard. Note: *If a classroom is following more than one set of Program Standards including IQPPS, report the session under NAEYC or HSPPS (as appropriate) instead of IQPPS*. This may result in the need to create new sessions in order for sessions to be properly organized under the appropriate Program Standard.
    - Be sure **Session Naming Conventions** are followed for each session created.

Below is the view for entering information for each session following NAEYC. All fields are required to be completed. Use the following steps to guide entry of information:



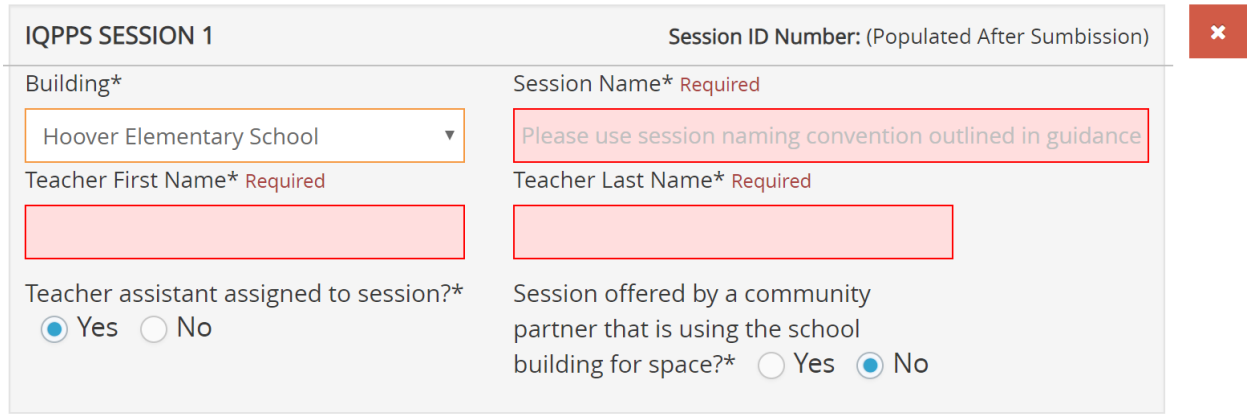

- Select the Building in which this session is located from the Dropdown menu. If the building in which this session is located does not appear in the dropdown list, select "Site Not Listed." If a school building or SWVPP community partner is not included in the dropdown list, enter (or update) information for missing locations in the School Information Update as soon as possible after noticing this.
- Enter the Session Name using the **Session Naming Conventions**.
- Enter the lead teacher's legal name (the name should match other systems such as Fall BEDS Staff and the Board of Educational Examiners).
- Respond "Yes" or "No" to indicate the assignment of a teacher assistant to this classroom. If there are more than 10 children in the classroom at any time, the classroom must have a teacher assistant.
- Respond "Yes or "No" to indicate whether the session operates in a school building, but operates as a SWVPP community partner.
- Enter the Expiration Date-- Enter the date this location's NAEYC Accreditation expires in the text box provided. A calendar function will aid in entering the date.
- Enter the Program ID—Enter the NAEYC Program ID number in the text box. The Program ID should be 5 - 6 numerals in length.
    - If needed, reference the building's NAEYC Accreditation Certificate or the notification letter which contains the NAEYC Accreditation Decision Report for the above information.
- Click on the "+Add New ____ Session" button to create additional NAEYC sessions as needed.
- Repeat these steps for each session following NAEYC.

Below is the view for entering information for each session following HSPPS. All fields are required to be completed. Use the following steps to guide entry of information:




- Select the Building in which this session is located from the Dropdown menu. If the building in which this session is located does not appear in the dropdown list, select "Site Not Listed." If a school building or SWVPP community partner is not included in the dropdown list, enter (or update) information for missing locations in the School Information Update as soon as possible after noticing this.
- Enter the Session Name using the **Session Naming Conventions**.
- Enter the lead teacher's legal name (the name should match other systems such as Fall BEDS Staff and the Board of Educational Examiners).
- Respond "Yes" or "No" to indicate the assignment of a teacher assistant to this classroom. If there are more than 10 children in the classroom at any time, the classroom must have a teacher assistant.
- Respond "Yes or "No" to indicate whether the session operates in a school building, but operates as a SWVPP community partner.
- Enter Local Monitoring Date—Enter the date the local Head Start Agency last monitored this session. A calendar function will aid in entering the date. Monitoring by the local Head Start grantee should occur annually at minimum.
- Enter Federal Monitoring Date—Enter the date of the most recent federal Head Start monitoring visit. A calendar function will aid in entering the date. The date of the federal monitoring visit can be determined by asking the local Head Start grantee when it occurred. The federal monitoring visit looks at the overall Head Start grantee's program and may or may not include a visit to each classroom.
- Enter Written Agreement Date—The District should have a written agreement with the local Head Start Agency addressing regular local monitoring. The written agreement should be reviewed, updated, and signed on an annual basis. Enter the last date the written agreement was reviewed. A calendar function will aid in entering the date.
- Click on the "+Add New ____ Session" button to create additional HSPPS sessions as needed.
- Repeat these steps for each session following HSPPS.

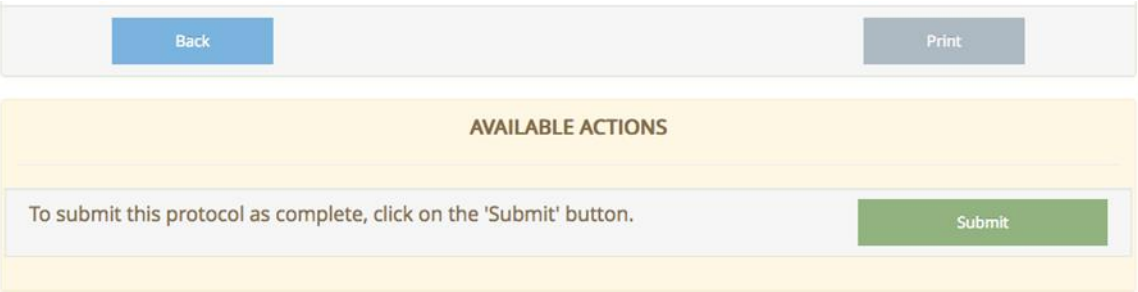
Below is the view for entering information for each session following IQPPS. All fields are required to be completed. Use the following steps to guide entry of information:




- Select the Building in which this session is located from the Dropdown menu. If the building in which this session is located does not appear in the dropdown list, select "Site Not Listed." If a school building or SWVPP community partner is not included in the dropdown list, enter (or update) information for missing locations in the School Information Update as soon as possible after noticing this.
- Enter the Session Name using the **Session Naming Conventions**.
- Enter the lead teacher's legal name (the name should match other systems such as Fall BEDS Staff and the Board of Educational Examiners).
- Respond "Yes" or "No" to indicate the assignment of a teacher assistant to this classroom. If there are more than 10 children in the classroom at any time, the classroom must have a teacher assistant.
- Respond "Yes or "No" to indicate whether the session operates in a school building, but operates as a SWVPP community partner.
- Click on the "+Add New ____ Session" button to create additional IQPPS sessions as needed.
- Repeat these steps for each session following IQPPS.

## Submit.

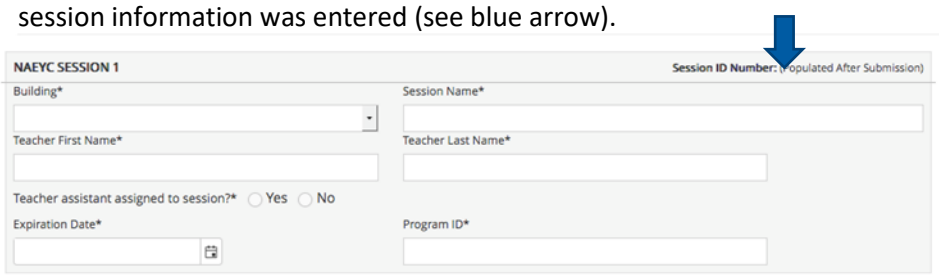
- Once all session information has been entered, click "Submit" at the bottom of the screen as shown in the screenshot below.
    - Note—All fields are required. If there are any blank fields, submission will not be successful.
- If a Submit button does not appear, the user does not have submit level access and the local user who has submit level access will need to be notified (e.g., the Superintendent) that the Preschool Desk Audit is ready to submit.



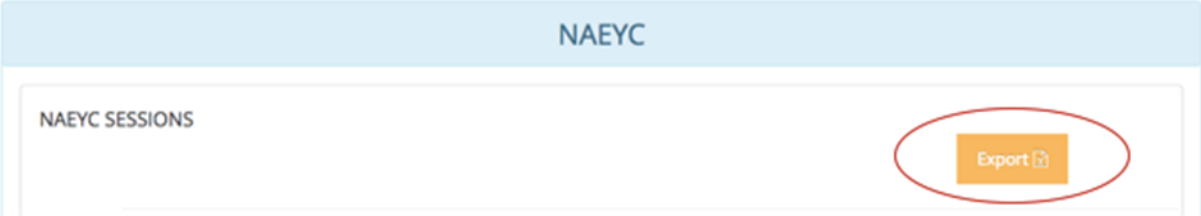

**Note: Submission is final and cannot be undone after September 15th

## Obtain Session ID Numbers.

- Session ID numbers change annually. To prevent errors in Student Reporting in Iowa, do not use Session ID numbers from the previous year.
- Session ID numbers will appear within the Preschool Desk Audit *after submission*. Do not submit the Preschool Desk Audit until all information has been entered and the submission is final. Submissions are final and cannot be rescinded after September 15th.
    - The District is able to self-rescind, edit, and resubmit the Preschool Desk Audit prior to September 15th. Before entering Session ID numbers for Student Reporting in Iowa, the District will need to ensure that it has exported the final list of Session ID numbers.
- After Preschool Desk Audit Submission:
    - Log into CASA and navigate to the Preschool Desk Audit from the dashboard.
    - Scroll to the section for the Program Standard for which you would like to view or export Session ID numbers. The example below shows the process for the NAEYC Program Standard. The process is the same for HSPPS or IQPPS.
    - Individual Session ID numbers are found in the top right hand corner of the field where the session information was entered (see blue arrow).




    - The option to export Session ID numbers for all sessions following a particular Program Standard is found on the right just below the section heading:




- Repeat these steps for each Program Standard to ensure that all Session ID numbers are exported and compiled.
- The result will be Excel .csv files for all sessions following each of the Program Standards that apply across the district and its community partners. The columns included in the Excel files for each of the Program Standards will vary based on the required information for each Program Standard; however, the Session ID numbers will be in the furthest right hand column of the Excel .csv file for each Program Standard.

- Session ID numbers will be four digits in length and should be entered as such into the district's student information system for purposes of Student Reporting in Iowa for certified enrollment.
- District contacts for Session ID Information should communicate Session ID numbers with the district designee for Student Reporting in Iowa (SRI) soon after Session ID Information submission so that the local SRI contact can take advantage of the testing window and sessions can be added to Session ID Information as needed.

## Help!

- If the District is experiencing technical difficulty with the CASA system after review of Preschool Desk Audit Instructions, submit a help ticket in CASA. Click on the "Help?" link in the upper right hand corner after login to CASA. Specify the issue and what has been attempted.
- If the District has questions about how to complete Session ID Information after review of Preschool Desk Audit Instructions, contact:
  - Jennifer Adkins
    515-954-5652
    jennifer.adkins@iowa.gov OR
  - Tim Glenn
    515-281-3506
    tim.glenn@iowa.gov

## Corrective Action Log:

If any part of the Preschool Desk Audit results in need for correction, the superintendent will be notified via a feature in the CASA system called the Corrective Action Log. The superintendent may handle the corrective action or assign it to a member of the district staff. The Corrective Action Log will include anything the district/school needs to correct Preschool - 12. The Corrective Actions link is located in the top left hand corner of the screen in CASA. Once the district submits the correction as complete, a school improvement consultant at the Department of Education will receive notification via email.

## Other Preschool Reporting Expectations*:

*These reporting expectations are for all district-sponsored preschool programs, including SWVPP community partners and locations in which early childhood special education instructional services are provided, unless otherwise noted:

### Assurances

- Assurances must be completed by all school districts implementing the SWVPP.
- Assurances are located separately from the Preschool Desk Audit in CASA. Assurances for the SWVPP are included in a single list of assurances for Preschool - 12.
- **Assurances require response by the district superintendent** and will only be part of the view in CASA for the superintendent.
    - Each assurance requires a yes/no response.
    - Corrective action is required for any "No" answer. A district must address any Corrective Actions immediately.
        - Note: If there are any SWVPP teachers without proper licensure/endorsement as of October 1, funding may be impacted.
- Assurances must be completed by September 15, 2020.
- For further assistance with SWVPP Assurances, contact Jennifer Adkins at jennifer.adkins@iowa.gov.

### School Information Update

- This application is located in the Iowa Education Portal under EdInfo.
- The School Information Update opened in April 2020 for the 2020-2021 school year. While updates may be made anytime during the year, updates for the 2020-2021 school year were requested to be entered by June 30, 2020.
- Use the School Information Update to ensure the PK grade level is included for existing school buildings and SWVPP partners.
    - Add new school buildings and SWVPP partners to the School Information Update in order to expedite transfer of information to other reporting systems.
        - If the District selected "Site Not Listed" as the building for any reported session in a school building or SWVPP community partner, the District should ensure that the building is included in (or added to) the District's list of attendance centers in the School Information Update as soon as possible.
- For further assistance with the School Information Update, contact Margaret Hanson at margaret.hanson@iowa.gov.

## Fall BEDS Staff

- This application is located in the Iowa Education Portal under EdInfo.
- The District is requested to enter information for all SWVPP and early childhood special education teachers (including community partners).
- Fall BEDS Staff will tentatively open late September. The District must enter information for all staff employed by the district as of October 1. The District is requested to enter information for SWVPP teachers employed by community partners as well. Per Iowa Administrative Code 16.9(5), districts can only accept SWVPP funding for classrooms in which there is an appropriately licensed and endorsed teacher available for the program by October 1 of the school year for which funding is sought.
- For further assistance with Fall BEDS Staff, contact Shelly Neese at shelly.neese@iowa.gov).

## Student Reporting in Iowa

- Each SWVPP participant and children with IEPs must be entered into the district's student information system, including students participating at community partners.
- Data for SWVPP participants and children with IEPs will be submitted with the District's Student Reporting in Iowa submission, including students participating at community partners.
- Eligible SWVPP participants will be included in the District's Certified Enrollment count, due October 15.
- For more information, view the *Meeting Preschool Reporting Requirements Webinar*, which will be posted to the SWVPP web page.
- For further assistance with Student Reporting in Iowa, please contact Margaret Hanson at (515) 281-3214 or Rachel Kruse at (515) 281-4153.

For more information, view the Meeting Reporting Requirements Webinar, which will be posted to the SWVPP web page. For further assistance, please use the contacts provided above for specific applications or contact Jennifer Adkins at (515) 954-5652 or jennifer.adkins@iowa.gov.