

## Proposing Accountability Team Members in ISAM

Districts and Campuses rated in the Texas Accountability Intervention System (TAIS) must propose Accountability Team members by entering specific information in ISAM for each proposed Accountability Team member. The proposed DCSI must be submitted by **September 10, 2015** and the proposed PSP must be submitted for approval no later than **September 10, 2015**. The proposed names will be submitted to the TEA by emailing them to [ISAM@tea.state.tx.us](mailto:ISAM@tea.state.tx.us). Once the Intervention Stage and Activity Manager (ISAM) application of the Texas Education Agency Secure Applications (TEASE/TEAL) has been opened for districts to access, any names to propose will be sent via ISAM.

Please note that users must have a TEASE/TEAL account with access to the ISAM application to complete this process.

### Proposing a Professional Service Provider

Follow the instructions below to propose a Professional Service Provider for your campus.

- Using the “smart lookup” tool, type in the name of the campus for which a PSP is being proposed. Click on the name of the campus once it appears in the pick list. Please verify the campus number. This will bring up the Event Summary screen.
- Click the name of the campus under the appropriate “Accountability Monitoring” heading to display the Review Summary screen. If the campus is participating in both federal and state accountability monitoring, contacts do not need to be entered separately for each accountability system. Click on either “State Accountability Monitoring” or “Federal Accountability Monitoring” to enter contacts and the information will be displayed for both accountability systems.
- Click the “Review Contacts” link in the left navigation bar to display the Review Contacts screen.
- Click the “Edit” link. If the campus is new to the accountability system, click “Add” to enter the PSP contact. Campuses continuing in the accountability system may need to edit the current PSP listed in ISAM. In the “Role” dropdown list, select “Professional Service Provider (PSP).” In the “Name” dropdown list, select the person who will serve as the PSP for the campus.
- Click the “Save” button.

### Proposing a District Coordinator of School Improvement, Campus Leadership Team Member, or District Leadership Team Member

Follow the steps below to propose a District Coordinator of School Improvement (DCSI), member of the Campus Leadership Team (CLT), or member of the District Leadership Team (DLT).

#### Step 1: Add a DCSI, CLT, or DLT member to the main contact list for the district/campus.

- Using the “smart lookup” tool, type in the name of the district/campus for which you want to propose a DCSI, CLT, or DLT member.
- Monitorees matching your search text will begin appearing in the lookup tool. Click on the name of the district/campus once it appears in the pick list. **Please verify the district/campus number.** This will bring up the Event Summary screen.

- Click the “Contacts” link in the left navigation bar. This will bring up the Contacts screen and display a list of contacts for the district/campus. Verify the correct district/campus name in bold letters in the page header.
- Please note if a PSP is assigned to the campus, he or she will appear on the contact list. **Please do not delete this contact.** Additionally, if the DCSI, CLT, or DLT member to be assigned already appears in the list, their contact information does not need to be reentered. Simply confirm that the “Active Dates” column indicates through the “Present” year and if so, the contact will be available for assignment to the Accountability Team.
- If the DCSI, CLT, or DLT member to be assigned does not appear in the Contact list, click the “Create New” link to add the proposed DCSI, CLT, or DLT member to the campus contact list. This will display the Contact Edit screen.
- Follow the steps below to properly enter the contact:
  - In the “Basic Info” section, enter contact information of the proposed DCSI, CLT, or DLT member including name, e-mail, phone number(s), and address.
  - In the “Organization Info” section, click “Add Position” and select “DCSI/ CLT/ CIT” in the dropdown. The next two fields represent the starting and ending school years for this position.
  - Next click “Add Program” and select either “Acct-State” or “Acct-Fed” in the dropdown, depending on the appropriate accountability system. If the campus is participating in both federal and state accountability monitoring, both programs need to be assigned to the contact. Click on “Acct-State” and then click “Add Program”. In the new drop down box select or “Acct-Fed”. The next two fields represent the starting and ending school years for this program assignment.
  - Click the “Save” button.
- Click the “Contacts” link on the left navigation bar to return to the Contacts screen. To add the DCSI or additional CLT members, click “Create New” and repeat the steps above.

Step 2: Assign the DCSI, CLT, or DLT member to the review for the current monitoring year

- After all DCSI, CLT, or DLT members have been entered under Step 1, click the “Events” link in the left navigation bar to display the Event Summary screen.
- Click the name of the district/campus under the appropriate “Accountability Monitoring” heading to display the Review Summary screen. If the district/campus is participating in both federal and state accountability monitoring, contacts do not need to be assigned for each accountability system. Click on either “State Accountability Monitoring” or “Federal Accountability Monitoring” to enter your contacts and the information will be displayed for both accountability systems. This will display the Review Summary screen.
- Click the “Review Contacts” link in the left navigation bar to display the Review Contacts screen.
- Click the “Edit” link to assign contacts to a particular review.
- In the “Accountability Team Members” section, click the “Add” link.

- Users assigning a contact to a district level review will see options to select a “Monitoree Contact” “District Leadership Team (DLT)”, or “Dist. Coord. for Schl Imp. (DCSI)” in the “Role” dropdown box. Users assigning a contact to a campus level review will see options to select a Campus Leadership Team (CLT)” or “Dist. Coord. for Schl Imp. (DCSI)” in the “Role” dropdown box. Select the proposed contact’s role from this list as applicable. In the “Name” dropdown, select the name of the Accountability Team member to be proposed.
- Continue proposing Accountability Team members by repeating the last two steps until all proposed Accountability Team have been entered.
- When all Accountability Team members have been added, click the “Save” button.

Please contact the TEA/TCDSS Support Specialist assigned to your district/campus intervention for any questions regarding PSP, DCSI, CLT, and DLT assignments. Additionally, requests for technical assistance can be sent to [isam@tea.state.tx.us](mailto:isam@tea.state.tx.us) and a member of the TASP team will respond to your inquiry as soon as possible.