Proposing Accountability Team Members in ISAM



Assigning a Professional Service Provider

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

- Type the name of the campus or the county-district campus number (CDCN) in the org finder in ISAM. Once the campus is visible, click on the name to be directed to the campus Event Summary screen.
- Click the name of the campus under the appropriate program heading to display the Review Summary page.

*Note: If the campus is participating in both federal and state accountability monitoring, contacts do not need to be entered separately for each accountability system. State and Federal accountability reviews are integrated; meaning that you may click on either the state accountability identification or the federal accountability identification and you will be directed to the same Review Summary page.

- Select "Review Contacts" from the left-hand navigation bar to display the Review Contacts screen.
- Click "Edit".
- Click "Add" to identify a PSP.
- 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. PSP names are listed alphabetically by first name. Only those PSPs who are active in the PSP Registry will be visible and available for selection in this drop-down menu.
- Click "Save".

Assigning a District Coordinator of School Improvement or Campus/District Leadership Team Member

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

There should only be one profile per person in the district Contacts table.

Step 1: Add a DCSI, CLT, or DLT member to the District Contact list for the district/campus.

- Type the name of the campus or the county-district campus number (CDCN) in the org finder in ISAM. Once the campus is visible, click on the name to be directed to the campus Event Summary screen.
- Select "Contacts" from the left-hand navigation bar. This will bring up the Contacts table, which is a list of every individual with an ISAM profile in the district regardless of title or program assignment.

*Note: if a PSP is assigned to any campus within the district his/her name will appear in the Contacts table. **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 re-entered. Simply follow the instructions in Section III to update the review contact profile.

- Click the "Create New" to create a profile for the DCSI, CLT, or DLT member. This will display the "Contact Profile" screen. Follow the steps below to properly enter the contact:
 - Basic Info: Enter the contact information for the DCSI, CLT, or DLT member including salutation, name, e-mail, phone number(s), and address.
 - Organization Info:
 - Click "Add Organization" and enter the name or CDCN for each campus the individual will work on. Be sure the dates of service run from the year they were assigned to the campus through "present".
 - Click "Add Position" and enter the title of the individual. Be sure the dates of service run from the year they were assigned the position through "present".
 - Click "Add Program" and select either "Acct-State" or "Acct-Fed" from the dropdown menu. Be sure the dates of service run from the year they were assigned the program through "present".
 - Click "Save".
- Repeat these steps for each person that is new to the campus or district.

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

- Select "Events" from the left-hand navigation bar to display the Event Summary screen.
- Click the name of the campus under the appropriate program heading to display the Review Summary page.

*Note: If the campus is participating in both federal and state accountability monitoring, contacts do not need to be entered separately for each accountability system. State and Federal accountability reviews are integrated; meaning that you may click on either the state accountability identification or the federal accountability identification and you will be directed to the same Review Summary page.

- Select "Review Contacts" from the left-hand navigation bar to display the Review Contacts screen.
- Click "Edit".
- Click "Add" to identify a DCSI/CLT/DLT member.
- In the "Role" dropdown list select the appropriate title for the individual. In the "Name" dropdown list select the person who will serve as the DCSI, CLT, or DLT for the campus.
- Click "Save".
- Repeat these steps for each person that will act as a review contact for the campus/district.
 *Note: Individuals listed in ISAM as a review contact will periodically receive automated emails from the system regarding the status of the review

Editing the Profile of Review Contact

Follow the steps below to update the dates of service or position of an individual in the district Contacts table.

Type the name of the campus or the county-district campus number (CDCN) in the org finder in ISAM.
 Once the campus is visible, click on the name to be directed to the campus Event Summary screen.

- Select "Contacts" from the left-hand navigation bar. This will bring up the Contacts table, which is a list of every individual with an ISAM profile in the district regardless of title or program assignment.
- Select "View" next to the name of the individual whose profile needs revision.
- Click "Edit".

*Note: <u>Never</u> delete information in person's profile! This information must be should be retained for historical purposes.

- Basic Info: Revise contact information, if necessary.
- Organization Info:
 - If the individual no longer works with a campus change the dates of service so they run from the year they were assigned to the campus through the year they left the campus.
 Do not remove the organization.
 - If the individual no longer holds a position in the district change the dates of service so they run from the year they were assigned to the position through the year they left the position. Do not remove the position.
 - If the individual no longer works with a program change the dates of service so they run from the year they were assigned to the program through the year they left the program.
 Do not remove the program.
- Click "Save".
- Repeat these steps for each person who left a campus, left the district, and or changed positions.

Please contact the TEA Support Specialist assigned to your district/campus for any questions regarding review contact assignments. Additionally, requests for technical assistance should be sent to <u>ISAM@tea.state.tx.us</u> and a member of the ISAM Support Team will respond to your inquiry.