

Please refer to this FAQ as a primary resource for any questions you may have about the FOI rubric. If you cannot find the answer you are looking for, contact your ESC HIT representative. We will update this document as new questions arise.

UPDATED 5/10/2023 regarding FOI submission #2.

Regarding purpose of FOI:

1. Why was the FOI created?
 - a. This resource was created as a support tool for Decision 6 districts to use to evaluate tutor programming as well as an extra piece of data collection for ESCs and TEA. This tool is NOT compliance driven. Ratings on this rubric are not related to grant status or changes in funding. LEAs cannot lose any of their TCLAS D6 grant based on their rubric ratings.
2. Do we have to complete the FOI?
 - a. All TCLAS D6 LEAs are required to complete this rubric per grant assurances. Non-TCLAS D6 LEAs are welcome to use this tool as a measure for HB 4545 compliance or HIT evaluation, should they choose.
3. When is the FOI due for LEAs?
 - a. The FOI is due twice annually for the remaining grant cycle:
 - i. Fall 2022 rubric due between Oct. 24th, 2022 and Nov. 11th, 2022
 - ii. Spring 2023 rubric due between June 5th and June 23rd, 2023
 - iii. Fall 2023 rubric due between Oct. 23rd and Nov. 10th, 2023
 - iv. Final Spring 2024 rubric due between June 3rd and June 21st, 2024

4. When is FOI submission two due for LEAs?

- a. Submission number two is being split into two separate submissions- Part A and Part B. The reason for two separate submissions is the release of STAAR scores timeline for 2023. Since performance measures (DNM, approaching, meets, masters) will not be available until August 11th, we are asking districts to complete the FOI in two parts. Part A is due June 12th to June 30th and will consist of an evaluation of performance measures 1 and 2. Part B is a resubmission of the same rubric, but with the addition of an evaluation of performance measure 3. Part B is due August 21st to September 8th. The same submission protocol applies- send your completed FOI Part A to your ESC HIT lead within the June submission window. Send your completed FOI Part B to your ESC HIT lead within the Aug/Sept submission window.
 - b. The tutoring team and ESC leads spent many weeks giving input on whether a full delayed submission or a two-part submission would better serve TCLAS decision 6 LEAs. The decision for a two-part submission came down to two variables: 1) staffing turnover, and 2) timely evaluation of programming. If you have any questions about the two-part submission, please contact your ESC HIT lead or the Texas Tutoring team.
5. Where do I “turn in” my district’s FOI?

- a. Please turn in your rubrics to your ESC HIT lead. Your ESC lead has developed a submission protocol. Additionally, your ESC lead will communicate with you any options for completing the first rubric submission with their guidance.
6. What happens after I “turn in” my district’s FOI?
 - a. Your ESC will take all D6 rubrics and use them to find trends in the challenges and celebrations school districts are experiencing in HIT programming and results. They’ll use those trends to determine the best use of their ESC Tutor grant to cater specific supports/training/resources LEAs can take advantage of. They may also use the data to work more closely with a D6 LEA to tackle specific needs. Data will also get rolled up to the agency so that TEA can identify where / how we can better support our D6 districts.
7. How can I receive additional support in completing the FOI?
 - a. First check the Texas Tutoring Supports [web page](#) for upcoming office hours and previously recorded webinar trainings. If you cannot find the assistance you need, reach out to your ESC lead to arrange more training or 1x1 help completing the rubric.
8. What if my district is already doing something like this?
 - a. We’re glad that your LEA already cultivated a practice similar to this one! However, we cannot sustain LEAs turning in different reporting to their ESC leads, so we ask that you take that information and input it into this new FOI platform.

Regarding technical difficulties:

1. My auto-prompts on the “narrative section” tab are not generating. What should I do?
 - a. First, please delete that copy and download [another](#). Open with excel rather than Google sheets. If that doesn’t work, email sarah.mccaslin@tea.texas.gov to troubleshoot.
2. My document is not loading the color-coding. What should I do?
 - a. While helpful, the color-coding is not essential to following the instructions. Download a fresh copy and open it in Excel, not Google sheets. If you are still unable to view the color coding, you’ll still be able to complete the rubric via the written instructions.
3. There is a link on one of the in-time support tabs that is not working properly. What should I do?
 - a. There is a good chance that the resource you’re looking for is found on one of these pages: [HERE](#) or [HERE](#). If it is not, reach out to your ESC HIT lead and they will locate and send the resource(s). They will also inform the TEA Tutoring Team of those malfunctioning links.

Regarding the formative tab:

1. Is my LEA required to complete the formative tab?

- a. No, TCLAS D6 LEAs are not required to complete this tab. This tab serves as an optional tool for D6 LEAs who may have been struggling to evaluate their district's tutoring programs on a more routine basis. We encourage LEAs to use this tool (or one of their own that is similar) to evaluate programming at the local level on a monthly to quarterly basis so that challenges can be surfaced and addressed before the fall and spring summative evaluations begin.
2. Do we have to type all our answers?
 - a. If you are choosing to complete the optional formative tab, feel free to type out your answers, but you are not required to do so.

Regarding the summative tab:

1. Is my LEA required to complete the summative tab?
 - a. Yes, all TCLAS D6 LEAs are required to complete the summative tab twice annually according to the due dates listed above.
2. Do we have to type all our answers?
 - a. Your LEA is required to rate 1-5 on the summative tab using the drop down menus in column G, but you are not required to type out all your answers in each cell.

Regarding the narrative tab:

1. Is my LEA required to complete the narrative tab?
 - a. Yes, all TCLAS D6 LEAs are required to complete the narrative tab twice annually according to the due dates listed above.
2. Do we have to type our answers in column D?
 - a. Yes, you are required to complete this column according to the instructions. Quantitative data without a story doesn't mean much. We want to hear about the celebrations and challenges you're experiencing so that there is meaning behind the numbers. We also want you to be able to look back and see your own growth.

Regarding the FOI performance measures:

Scaling HIT-

1. What happens if we are out of compliance with HB4545?
 - a. Your rubric provides in-time supports to address being out of compliance with HB4545. Your ESC will also have access to your completed rubric and will be able to provide you with the resources you need to work towards compliance and an eventual implementation of HIT best practice. Remember that rubric ratings do not affect the TCLAS Decision 6 grant.

Aligned Supports/Strategies-

1. Is the HIT workshop series required?
 - a. Yes, all TCLAS D6 LEAs are required to have staff trained in HIT best practices via their ESC. Your LEA has flexibility in who is trained. For example, one LEA may choose to send all of their tutors to ESC HIT training. Another LEA may choose to send district leaders or campus instructional coaches to ESC HIT training who then come back and deliver training to their tutors. You may choose which model works best for your LEA.
2. Are LEAs required to use a TEA subsidized provider?
 - a. Yes, all TCLAS D6 LEAs must implement use of one or more subsidized providers with fidelity. The choices are Amplify, BookNook, and/or Zearn. However, there is flexibility in how LEAs implement with the subsidized provider(s). For example, one LEA may choose to have all elementary and middle school campuses and grade bands licensed on Zearn. Another LEA may choose to have only one campus' 4th graders licensed on Amplify. Both models are acceptable according to grant requirements.
3. Can ESCs see LEA's subsidized provider usage?
 - a. Yes, ESCs have access to LEA-level usage reports for any district using a subsidized license for Amplify, BookNook, and Zearn. Due to privacy rights, ESCs cannot see student-level usage data. By allowing ESCs access to LEA-level usage data, districts have another support system to ensure that they are using the license with fidelity.
4. Do all of my tutors have to be trained on the subsidized provider platforms?
 - a. Yes, all tutors at a D6 campus implementing Amplify, Booknook, and/or Zearn for HIT must be trained on their respective platforms. Trainer of trainer (TOT) models are allowable for each provider. Please contact your ESC HIT lead to arrange the necessary training by September 30th, 2022. Many ESCs travel to the LEA to perform training as well as arrange training dates on in-service/PD days or afterschool.

Student Outcomes:

1. I need help understanding the student outcome performance measure.
 - a. Here's an example of what determining and evaluating this goal may look like:
 - i. Apple ISD has 22% of their students move from "did not meet" to "approaches" from the 20/21 to 21/22 SY. Knowing that they will have implemented HIT in the 21/22 SY, they will strive to achieve 40% of their students receiving HIT to move from DNM to Approaches from SY 21/22 to SY 22/23. So, their Fall 2022 FOI rubric indicates a goal of 40%.
 - ii. Apple ISD implemented HIT during the 22/23 SY and their students have all tested. Once they get their STAAR/EOC scores back, they determine that 35% of their students receiving HIT moved from DNM to Approaches!
 - iii. According to the spring 2023 FOI rubric, they would receive a "2" in the student outcome performance measure given the "2" indicates being within 10% of achieving your goal.

- iv. When Apple ISD sets a goal for their Fall 2023 rubric, they make a new goal: 50% of their students receiving HIT move from DNM to Approaches between the 2023 tests and 2024 tests.
 - v. Apple ISD implemented HIT in the 23/24 SY and their students have all tested. Once they get their STAAR/EOC scores back, they determine that 53% of their students receiving HIT moved from DNM to Approaches!
 - vi. According to the spring 2024 rubric, they would receive a “4” in the student outcome performance measure given a “4” indicates surpassing the goal by less than 10%.
2. How do I determine my district’s goal?
- a. Work with campus/district leaders to determine what growth from DNM to Approaches has looked like in previous years and use that to determine what you’d like to see after a year of HIT implementation. If you need additional help ensuring your goal is reasonable, reach out to your ESC HIT lead for assistance.
3. Can I change my goal?
- a. Yes, you will most likely change your student outcome goal between Fall 2022 and Fall 2023 based off of the data you receive after testing. Remember, even if you fall short of your goal in 2023, that doesn't mean you need to lower that goal. Rather, determine if it’s still a reasonable goal that can be achieved with a certain set of changes to your tutor programming and go from there. That being said, if your original goal was 70% of students receiving HIT would move from DNM to approaches and only 30% moved, you may want to lower that goal so that you don’t enter the next cycle disappointed or so that you have a better chance to create buy-in with campus tutors. On the other hand, you may have exceeded your Fall 2022 goal and want to strive for a higher growth goal in the 23/24 SY.
 - b. All in all, ensure that your goal is a SMART goal: specific, measurable, attainable, relevant, time-bound. Your ESC HIT lead may assist you in writing this goal, should you need additional support.
4. What if our LEA doesn’t make their goal?
- a. Depending on the margin, your ESC HIT lead may reach out to help formulate a more approachable goal for the next SY, or offer support ideas to help meet the goal. As a reminder, rubric ratings are not tied to grant compliance or funding!

5. For the summer 2023 submission- the student outcomes performance measure will not be evaluated until the Part B submission window from August 21st to September 8th.