**TQS Quarterly Reports Guide**

*Instructions for…*

*Running TQS Reports*

*Identifying Gaps in Data*

*Addressing Gaps in CISDM*

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| TQS Report: Site Coordination (quarterly report outs) | | |
| **1** | Click on the wrench icon at the top of the screen. |  |
| **2** | From the Data Admin Toolbox, click the Reports/Summaries Dashboard button. |  |
| **3** | From the CIS Affiliate Level Reports section, click the TQS data button. |  |
| **4** | From the TQS Type dropdown, select Site Coordination. |  |
| **5** | Click the Report button at the bottom right hand corner of the screen. |  |

**Look For:**

* School Support Plan should show as complete
* Number of times reporting to school support team, school leadership, and affiliate should each be equal to the number of completed grading periods. For example,
  + End of 1st grading period: Number in each column should be 1
  + End of 4th grading period: Number in each column should be 4
* Number of school progress entries should be equal to the number of completed grading periods times the number of metrics that are being tracked. For example,
  + End of 1st grading period: Number of progress entries should be 1 (if only one goal and metric)
  + End of 4th grading period: Number of progress entries should be 4 (if only one goal and metric)

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| Description of the Site Coordination TQS Data Report | | |
| **Column** | **Description** | **Steps to address gaps** |
| School | Name of school | Admin Dashboard > Affiliate/School Management > Use gear icon next to affiliate’s name > click Schools > Use the gear icon next to schools’ name > click Edit |
| School Type | Designates whether the school is CIS Model or General Youth Services |
| School Level | Shows the grade levels served at the school |
| School Support Plan | Indicates whether the school needs assessment and support plan are complete | Admin Dashboard > Affiliate/School Management > Use gear icon next to affiliate’s name > click Schools > Use the gear icon next to schools’ name > click School Needs Assessment |
| Total School Enrollment | Pulls the School Enrollment from the school needs assessment | Admin Dashboard > Affiliate/School Management > Use gear icon next to affiliate’s name > click Schools > Use the gear icon next to schools’ name > click School Needs Assessment > Use the gear icon next to that year’s information > click Edit School Demographics |
| # of Grading Periods | Indicates the number of grading periods at the school | Admin Dashboard > Affiliate/School Management > Use gear icon next to affiliate’s name > click Schools > Use the gear icon next to schools’ name > click Edit |
| # of Times Reporting to School Support Team Documented | The number of times the report out to the school support team has been documented | Site Coordinator Dashboard > Site Coordination Entry > +Add New SC Entry (top right) > Select Reporting: School Support Team > Save |
| # of Times Reporting to School Leadership Documented | The number of times the report out to school leadership has been documented | Site Coordinator Dashboard > Site Coordination Entry > +Add New SC Entry (top right) > Select Reporting: School Leadership > Save |
| # of Times Reporting to Affiliate Documented | The number of times the report out to affiliate leadership has been documented | Site Coordinator Dashboard > Site Coordination Entry > +Add New SC Entry (top right) > Select Reporting: Affiliate > Save |
| # of Times Adjustments Made to School Support Plan | The number of times the SSS has adjusted the school support plan | Site Coordinator Dashboard > School Needs Assessment & Support Planning > Gear icon > School needs assessment data > School Support Plan |
| # of School Progress Entries | The number of times school progress has been entered for relevant school goals | Site coordinator dashboard > School needs assessment & support planning > Gear icon > School needs assessment data > Progress monitoring > Use gear icon next to goal to update progress > Repeat for each targeted goal |
| Goal Achievement Entered | Indicates whether the final goal achievement for the end of the year had been entered | Should be entered at end of year from the school needs assessment portion site coordinator dashboard |

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| TQS Report: Tier 1 Supports (# of Tier 1 supports, Tier 1 saturation rate) | | |
| **1** | Click on the wrench icon at the top of the screen. |  |
| **2** | From the Data Admin Toolbox, click the Reports/Summaries Dashboard button. |  |
| **3** | From the CIS Affiliate Level Reports section, click the TQS data button. |  |
| **4** | From the TQS Type dropdown, select Tier 1 Supports. |  |
| **5** | Click the Report button at the bottom right hand corner of the screen. |  |

**Look For:**

* # of Tier I Supports should be on-track to have 4 supports by EOY
  + “On-track” is typically seen as having 1 Tier I support per grading period. For example,
    - At end of 1st grading period, there is at least 1 Tier I support
    - At end of 4th grading period, there are at least 4 Tier I supports
* Total Students Served (duplicated) should show that the SSS is on-track to serve at least 75% of the total school enrollment by EOY
  + Look to see whether the Total Students Served (duplicated) shows a number that is trending towards or already exceeding 75% to ensure the school is on-track.

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| Description of the Tier 1 TQS Data Report | | |
| **Column** | **Description** | **Steps to address gaps** |
| Basic Needs Entries | Shows the number of Basic Needs supports that have been entered in CISDM | Site Coordinator Dashboard > Basic Needs/Resources Entry > Add New Basic Needs |
| # of Tier I Supports | Shows the number of Tier I Supports that have been entered in CISDM | Site Coordinator Dashboard > Tier I Support Entry > Add new Tier I Support |
| Total Students Served (duplicated) | Shows the total number of students that have attended Tier I supports. “Duplicated” indicates that 1 student may have attended multiple Tier I events, so students may be counted more than once |
| Avg Served | Shows the average number of students served at each Tier I support | To edit students served at Tier I Support:  Site Coordinator Dashboard > Tier I Support Entry > Gear icon next to relevant Tier I > Edit |
| Min Served (at any one Tier I Support) | Shows the lowest number of students served through a single Tier I support |
| Max Served (at any one Tier I Support) | Shows the highest number of students served through a single Tier I support |

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| TQS Report: Case Management (quarterly report outs) | | |
| **1** | Click on the wrench icon at the top of the screen. |  |
| **2** | From the Data Admin Toolbox, click the Reports/Summaries Dashboard button. |  |
| **3** | From the CIS Affiliate Level Reports section, click the TQS data button. |  |
| **4** | From the TQS Type dropdown, select Case Management. |  |
| **5** | Click the Report button at the bottom right hand corner of the screen. |  |
| Drilling down into the *Student* TQS Data Report | | |
| **6** | From the TQS data report, click the underlined Case Management hyperlink at the top of the table – this will bring up a new report with individual student details. |  |

**Look for…**

* # of students enrolled should match # of students with completed support plans
  + For example, if 10 students are enrolled at a school, 10 students should have completed support plans
* # of students enrolled with support plans should match # of students with tier II/III supports and support plan
  + This indicates that each of the students enrolled with a completed support plan also have at least 1 support entered
  + For example, if # of students enrolled with support plan shows as 10, # of students with tier II/III supports should also show as 10
* # of students receiving tier II/III supports without parent consent should be 0
* # of students without check-in should be 0
* # of students with progress entry should match # of students enrolled with support plan

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| Description of the Case Management TQS Data Report | | |
| **Column** | **Description** | **Steps to address Gaps** |
| Total Student Profiles (# of Students Enrolled) | Indicates the number of students enrolled in a school in CISDM | *\*Use Student TQS Data Report to view students enrolled at a school*  Case Management > Add student |
| # of Students Enrolled With Support Plans | Indicates the number of students enrolled in a school in CISDM with completed support plans | *\*Use Student TQS Data Report to view students missing completed support plans*  Student dashboard > Student Needs Assessment > Complete/save all forms > Student dashboard > Goal Setting and Support Planning > Open box icon |
| % of Students with Support Plans | Indicates the percentage of enrolled students with a completed support plan |
| # of Students with Tier II/III Supports | Indicates the number of students with at least 1 Tier II/III support entered in CISDM | Student dashboard > Tier II/III Support entry > Add new student support Tier II/III |
| # of Students with Tier II/III Supports and Support Plan | Indicates the number of students with completed support plans and at least 1 tier II/III support entered | Use above steps to complete support plan and enter supports |
| Saturation Rate | Indicates the percentage of the total school enrollment that is enrolled in CIS services | Case Management > Add student |
| # of Students Receiving Tier II/III Supports without Parent Consent | Indicates the number of students missing parent consent info with supports entered in CISDM | *\*Use Student TQS Data Report to view students missing parent consent*  Student dashboard > Parent/Guardian Consent > Add new parent/guardian consent in top right corner |
| # of Students without Check-In | Indicates the number of students without at least 1 check-in | *\*Use Student TQS Data Report to view total # of check-ins for each student*  Student dashboard > Check-In > Add new check-in entry button at top right of screen |
| # of Students with Progress Entry | Indicates the number of students with at least 1 progress entry | *\*Use Student TQS Data Report to view # total progress entries for each student*  Student dashboard > Progress Monitoring & Goal Achievement > Gear icon next to goal > Progress monitoring > Fill out required fields > Repeat for all assigned goals |
| Students Goal Achievement | Indicates the number of students that have goal achievement entered | \**Use Student TQS Data Report to see if goal achievement has been entered for all assigned goals for each student*  Goal achievement will be entered from the progress monitoring portion of the Student Dashboard at EOY |
| % of Students with Goal Achievement Entered | Shows the % of enrolled students that have goal achievement entered |
| # of Students with EOY Status Entered | Indicates the number of students with EOY status entered | *\*Use Student TQS Data Report to see students with/without EOY status entered*  Student dashboard > Student Enrollment/Exit/EOY status > Gear icon > Exit/EOY Status |
| % of Students with EOY Status Entered | Shows the % of enrolled students that have EOY status entered |