COPMS Implementation Guide:
All educator evaluations for 2019-2020

Please review the following considerations and apply the guidance related to the necessary steps within the Colorado Performance Management System (COPMS), also known as RANDA, **to successfully close-out the 2019-2020 evaluation cycle** and ensure that you are ready to begin the 2020-2021 cycle with the start of the next school year.

Considerations

- Have you completed all available data entry (i.e., Professional Practices, minimum number of observations, and measures of student learning [MSLs]) for all educators?

- How do the timelines and requirements within the evaluation cycle need to be adjusted to more accurately reflect this year's actions, e.g., number of observations?

- Have any necessary adjustments to district/BOCES policy been made to accommodate this change to the evaluation cycle for the 2019-2020 school year?

- Have the decisions related to the 2019-2020 evaluation cycle, along with anticipated implications for the 2020-2021 evaluation cycle been documented?

- How are you communicating your decisions to your educators and stakeholders?

Steps within COPMS/RANDA

1) Determine the basis for educators' final effectiveness rating (FER).
   a. Professional Practices **and** MSLs
      i. Complete the evaluation process in the same manner as you have completed the evaluation cycle in previous years.
   b. Professional Practices **and Modified** MSLs
      If guidance/support is needed to adjust your MSLs, please contact your [Regional Specialist](#).
   c. **ONLY** Professional Practices (no inclusion of MSLs)
      i. Go to the "Evaluations" page.
      ii. Enter *each* educator's evaluation through the "Edit" button.
      iii. Scroll down to the educator's MSL/MSO Worksheet.

This implementation guide is applicable for ONE YEAR ONLY related to decisions made by your district for the 2019-2020 evaluation cycle.

For additional information regarding resources and responses from CDE and the Educator Talent division, please use the following links:

[COVID-19 Resources for Schools](#)

[Educator Talent COVID-19 FAQs](#)

iv. Go to the column on the far-right side and select "Close/Complete Activity"

Professional Growth Plan	Not Started			0	Close/Complete Activity
Mid-Year Review	Not Started			0	Close/Complete Activity
Evaluator Assessment Rubric	Not Started	Not Required		0	
End-of-Year Review	Not Started			0	Close/Complete Activity
MSL/MSO Worksheet	Not Started	Not Required		0	Close/Complete Activity

v. Within the drop-down options under "Reason" for the close, choose "Other", and within the comments section add "COVID-19".

2) Complete the evaluation process in the same manner as previous years with the completed changes.

QUESTIONS?
Contact your Regional Specialist for support and more information, or identify who to contact by using the regional map or email: support@copms.randasolutions.com,