



## COPMS Implementation Guide: No 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

- How will no final effectiveness rating in the 2019-2020 school year impact probationary teachers' status?
- How will no final effectiveness rating in the 2019-2020 school year impact non-probationary teachers' status?
- Have you completed all available data entry (i.e., Professional Practices, minimum number of observations, and measures of student learning [MSLs]) for all educators?
- What guidance is available from your legal counsel related to this change to the evaluation cycle?
- What, if any, adjustments to district/BOCES policy are needed to accommodate this change to the evaluation cycle for the 2019-2020 school year?
- How 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 RANDA

- 1) Determine if you will force close OR leave evaluations open. If you are leaving all evaluations open, no additional steps need to be taken.

*NOTE: If evaluations are left open, no reports will be available from the 2019-2020 school year.*

*NOTE: If evaluations are left open and the End of Year Review is not completed, the educator's PGP goals **will not** carry forward (i.e., automatically pre-populate the PGP) into the 2020-2021 evaluation cycle.*

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

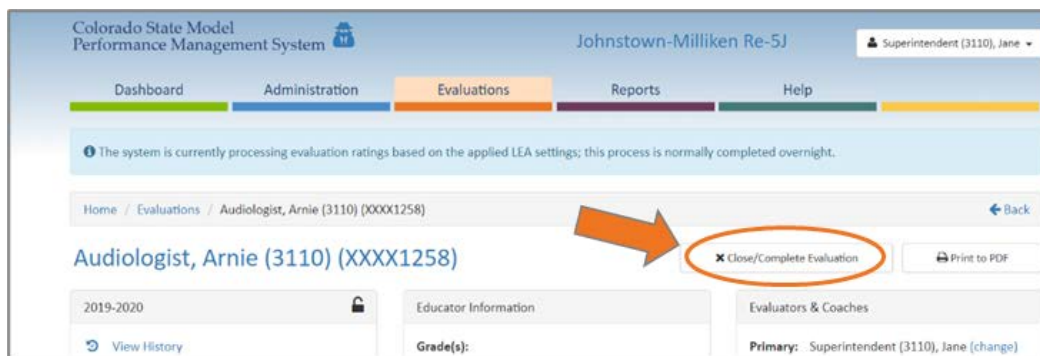
For additional information regarding resources and responses from CDE and the Educator Talent division, please use the following links:

[COVID-19 Resources for Schools](#)

[Educator Talent COVID-19 FAQs](#)

- 2) When force closing your evaluations, the evaluator (or district administrator) will need to complete a force close for each individual educator.
  - a. Go to the educator's main page.
  - b. On the top of the educator's main page is the button for "Close/Complete Evaluation".
  - c. When you click on this button, the "Force Close Evaluation" option will come up.
  - d. Choose "Other" within the reason for force closure, and within the comments section add "COVID-19".

*NOTE: When you "force close" an evaluation, the evaluator may choose to reverse this closure, and select "Reopen Evaluation" if needed.*



Once the evaluation is force closed for an educator, it is not necessary to force close each step.

- 3) 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](mailto:support@copms.randasolutions.com).