COPMS Implementation Guide:
Some 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 you determine which educators will receive a final effectiveness rating (FER)?

- Who will be involved in the decision-making process to determine which educators receive a FER?

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

- For the educators receiving a final effectiveness rating, 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?

- What guidance is available from your legal counsel related to this change to the evaluation cycle?

- 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 if you will force close OR leave evaluations open for those educators who will *not* receive a FER.

a. If you are leaving 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.*
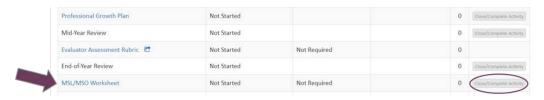
b. When force closing your evaluations, the evaluator (or district administrator) will need to complete a force close for *each* individual educator.

    i. Go to the educator's main page.

    ii. On the top of the educator's main page is the button for "Close/Complete Evaluation".

    iii. When you click on this button, the "Force Close Evaluation" option will come up.

    iv. 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.

2) Determine the basis for the final rating for those educators who will receive a 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.

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

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

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