



Highly Qualified Online System Help Documentation – Using Filters



1. Overview

When viewing records in the HQOS, you will initially be presented with a list of all of the records you are able to access, which can be quite a few. It may be useful to narrow down the record list you are working with using the HQOS filtering system. These filters offer a variety of ways to narrow your result set, either by selecting an item from a dropdown list, or by entering a value in a text box. Multiple filters can be applied at once.

When using a filter, you must:

1. click on the dropdown box or text field you are interested in using;
2. either select an item from the dropdown box or enter a value in the text field;
3. hit the Tab key to apply your filter.

To remove a filter, select "All" from the top of the dropdown list or remove the value you have entered into a text field, and hit the Tab key again.

2. Available Filters

a. Admin Unit

The Admin Unit filter is only available to those users who have been granted access to enter data for administrative units. This dropdown lets you select which administrative unit you would like to work in.

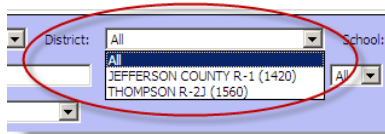
The list contains all of the administrative units you have access to, sorted alphabetically by name, with the organization code in parenthesis after the name. In this example, the

user has been granted access to one administrative unit "LARIMER R-2J THOMPSON (35020)."

After selecting a value from the dropdown and hitting the Tab key, the page you are viewing will refresh. After the page reloads, you will only see records from the administrative unit you have selected.

Note: Changing this filter changes the District and School filters so that they only contain districts and schools that are part of the administrative unit you have selected. Changing this filter back to "All" will repopulate the District and School filters with all possible values.

b. District



The District filter lets you choose which district you would like to work in. The dropdown values for this filter are any districts that you have access to edit, as well as any districts that are part of the administrative

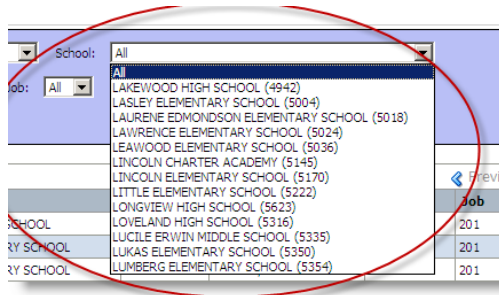
units you have access to.

In this example, the user has been granted access to one administrative unit (35020), as well as one district (1420).

The District filter shows "THOMPSON R-2J (1560)" because it is a part of the administrative unit "LARIMER R-2J THOMPSON (35020)." However, this user also has direct access to "JEFFERSON COUNTY R-1 (1420)," so that district is also in the list.

This District filter is affected by the value selected in the Admin Unit filter, if applicable. If a particular administrative unit is selected, the District dropdown filter will only contain districts that are members of the selected administrative unit. Clearing the Admin Unit filter will restore the complete list of districts to this filter.

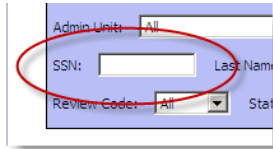
c. School



The School filter functions similar to the District filter. It contains a list of all schools that belong to any district the user has access to. This list of values is affected by the District filter and the Admin Unit filter. If a particular district or administrative unit has been selected, the School filter will only contain

those schools that belong to the organization currently selected. If the District or Admin Unit filter is reset to "All," the complete list of available schools will be restored.

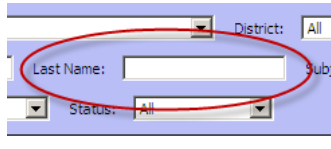
d. SSN



This filter behaves like a search box. You can enter full or partial social security numbers in this field, and the database will search for any matches.

If only a partial social security numbers is entered, records will be returned that contain the value entered anywhere in the social security numbers. For example, if you enter "853" in the filter, then the system will match "853999999", "999999853", or "999853999". The more numbers you enter, the more accurate the filter will be.

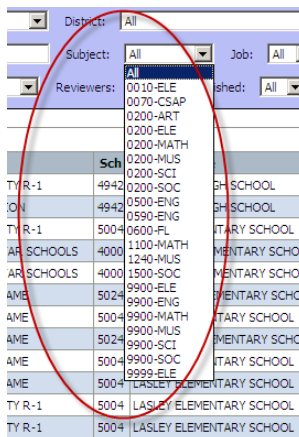
e. Last Name



The Last Name filter functions similar to the SSN filter. You can enter a full or partial name, and the database will search for any matches.

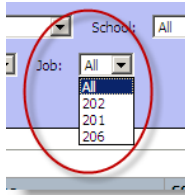
Entering a partial value will match anyone with a last name that begins with the value. For example, entering "al" will match "Alexander, Jennifer" and "Allen, Joe" but not "Ralston, Michael." This filter is not case-sensitive. The more letters you enter, the more accurate the filter will be.

f. Subject



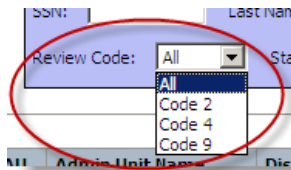
The Subject filter contains a dropdown of all of the possible subject areas in the HQOS. Although a subject area is in the list, if there are no records in the selected administrative unit or district with that subject area, the system will not return any results when the filter is applied. The list of subjects is ordered by subject area code, including subareas within a subject.

g. Job



The Job filter allows you to filter the HQOS data by the teacher's jobclass code. The codes available for districts are 201 and 206, and code 202 is available for administrative units. All three codes are available to users with both district and administrative unit access.

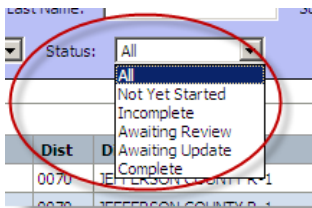
h. Review Code



The Review Code filter allows you to see only those records for which CDE has assigned a review code. There are three possible codes, "Code 2" which indicates an approved HOUSSE rubric, "Code 4" which indicates an approved plan for the teacher to become highly qualified, and "Code 9" which means that more information is needed before CDE can approve the HOUSSE rubric or plan for this teacher.

This filter will not return records for which CDE has not assigned a review code.

i. Status



The Status filter allows you to see records which are at various stages within the HQOS review process.

- Not Yet Started: The record does not yet have a completed HOUSSE rubric or plan attached to it.
- Incomplete: The record has a partially completed HOUSSE rubric or plan, but the information is insufficient for CDE to review and approve the record.
- Awaiting Review: The record has a complete HOUSSE rubric or plan and needs to be reviewed by CDE.
- Awaiting Update: The record has been reviewed by CDE and more information is needed from the district or administrative unit before CDE can approve the record.

- Complete: The record has been assigned an approval review code by CDE and is considered finished.