



**COLORADO**  
Department of Education

# Early Literacy Assessment Tool Project 2018-2019

Pursuant to C.R.S. 22-2-141

*April 11, 2018*

# Grant Overview

# Introduction

- The 2012 School Finance Act required the Colorado Department of Education to select a contractor to supply an early literacy assessment tool that teachers may use to obtain real-time assessments of the reading skill levels of students in kindergarten through third grade.
- The intent of the program was to support state purchase of software that would provide individualized assessments with immediate results, store and analyze those results, and recommend activities based on those results.
- Through a new competitive process in the spring of 2018, the award was made to both Amplify and Istation for the approved interim assessments on both platforms.
- Pending legislative approval during the 2018 session, the department will offer the project for the 2018-2019 school year. This is a non-competitive project.

# Introduction (cont.)

- By participating in the Early Literacy Assessment Tool Project, applicants will first select one of the two vendors and then will be supplied with the online tools to support the assessment. Participants will select:
  - Amplify for DIBELS Next and IDEL, approved interim assessments and DIBELS Deep PA/WRD diagnostic reading assessment, an approved diagnostic measure.
  - Istation for ISIP Early Reading and ISIP Lectura Temprana, Istation, approved interim assessments for the READ Act.
- All approved applicants will receive software licenses to use the assessment that they select. The tool will store and analyze the results and recommend school and home activities based on those results. Hardware is not included. Applicants will be responsible for providing their own hardware.
- A list of hardware devices that support the software is available for each vendor:
  - Amplify: [www.amplify.com/assessment/devices](http://www.amplify.com/assessment/devices)
  - Istation: <https://www.istation.com/Support#technical>

# Purpose

- The Early Literacy Assessment Tool is designed to assist teachers in meeting the assessment requirements of the READ Act. The tool will allow teachers to obtain real-time assessment of the reading skill levels of students enrolled in kindergarten, first, second, and/or third grades, and, based on the assessment results, generate intervention plans and materials.
- Both platforms will:
  - Provide individualized assessments with immediate results;
  - Store and analyze assessment results, recommend activities that are aligned with the assessment results, and assist in tracking students performance and identifying strategies to improve student performance;
  - Provide student grouping recommendations based on a short-term cycle; and
  - Assist in generating and populating individualized plans to improve students' reading skills.

# Eligible Applicants

- All local education agencies (LEAs) are eligible to apply.
- For purposes of this application, “local education agency” means a:
  - school district;
  - charter school authorized through a district or the Charter School Institute;
  - public school within a district applying as a stand-alone applicant; or
  - public school operated by a board of cooperative services (BOCES).
- The applicant must enroll students in **kindergarten, first, second, and/or third** grades.

CDE is accepting applications from both new and renewal applicants. If the number of applicants exceeds the number of available licenses, prioritization will occur pursuant to C.R.S. 22-2-14.

- 1) First preference will be given to LEAs renewing their participation from the 2017-2018 school year; then new LEA applicants will be accepted.
- 2) Should there need to be a selection process for new LEAs, it will be based on highest percentages of kindergarten and first-second-, and third grade students who are below grade level expectations in reading; and LEAs with the highest percentages of schools that are eligible to receive money under Title 1 of the federal “Elementary and Secondary Education Act of 1965”, 20 U.S.C. sec 6301 et seq.

# Duration of Program

1. The current RFP will apply to the 2018-2019 school year (Year 6)
2. Participation in subsequent years is dependent upon appropriations and available licenses.



# Required Activities

**School and District level activities required of the Early Literacy Assessment Tool Project include the following:**

- Selection of the assessment through one of the two platforms offered: Amplify or Istation
- Obtain and utilize supported devices to assess all kindergarten, first, second, and/or third graders on the approved interim assessment that the district selects, either DIBELS Next and IDEL or Istation English and Spanish (**Note: the hardware purchase is the district's responsibility.**).
- Collection and secure submission of staff and student roster data to the LEA selected vendor:
  - The following demographics will be entered for all students: names, grades, dates of birth, state, school, school district, and classroom associations, SASID, gender, ethnicity, EL status and, special education status
  - Staff identifier information: name and staff e-mail.
- Assessment of all kindergarten, first, second, and third grade students using the LEA selected interim assessment at the three designated benchmark periods.
- Conduct progress monitoring of students: Students well below benchmark will be progress monitored every 7-10 days, and students below benchmark will be progress monitored every 10-12 days.

## **Additional Requirements for New Applicants Only (new to the assessment platform and/or new to the ELAT project):**

- Attendance by teachers or designated local trainers per school at all face-to-face trainings and any webinar trainings to support first year implementation.
- Assurance that local trainers will have training time with teachers at their school to implement what they have been trained on in their sessions.
- Attendance by principals at any scheduled instructional leader full day trainings and/or webinars as scheduled throughout the year.

## LEAs will receive the following items upon application approval

<b>Amplify DIBELS Next and IDEL, and DIBELS Deep</b>	<b>Istation: ISIP Early Reading and ISIP Lectura Temprana</b>
<ul style="list-style-type: none"><li>• DIBELS Next Kits</li><li>• IDEL Kits DIBELS Deep PA/WRD Kits</li><li>• Each school will receive one kit per grade level per school.</li><li>• Assessment selection and kit selection will be indicated in the application.</li></ul>	<ul style="list-style-type: none"><li>• The district contacts listed will receive a welcome email from Istation and step-by-step instructions on getting started.</li><li>• Once the data contact has worked with Istation to create rosters of users, then principals and teachers will receive emails with links to get started.</li></ul>

# Evaluation and Reporting

By receiving software licenses, LEAs agree to share all data collected using the software. This data will be shared with Amplify and the CDE or with Istation and the CDE.

- Data includes:
  - Student identifier information: names, grades, dates of birth, state, school, school district, and classroom associations, SASID, gender, ethnicity, EL status and, special education status
  - Staff identifier information: name and staff e-mail; and
  - Results: records and/or scores for the assessments listed as part of the assessment

Districts will still be required to submit READ Data through Data Pipeline. The data collected is solely used by Amplify and the CDE or Istation and the CDE for the scope of successful implementation of the project. This includes implementation fidelity, achievement and growth results, and used to direct professional development support.

***\*\*See the **Project Assurances and Authorization for Release of Personally Identifiable Information** for additional information (Attachment A for Amplify and Attachment B for Istation).***

# Submission Process and Deadline

- Applications are due on **Friday, May 11, 2018 by 11:59 pm.**
- The application is available online at <https://www.surveymonkey.com/r/ELAT2018application>
- The application must be completed online using the link above.
- Incomplete or late applications will not be considered.
- Once submitted, your application will be reviewed by CDE staff to ensure it is complete.
- An e-mail notification confirming receipt will be sent out to the program contact named in the application no later than one week after the application is received.

# Project Assurances and Release of Information

- Applicant must obtain signature approval from the appropriate representatives on both the Project Assurances and Authorization for Release of Personally Identifiable Information for the selected vendor (**Attachment A** for Amplify and **Attachment B** for Istation).
- These forms do not need to be submitted to the CDE; however, they must be kept on file by the applicant through December 31, 2019, and available for verification by the CDE program staff for any monitoring purposes.

# Application Resources and Guidelines

CDE School and District Code List:

<http://www2.cde.state.co.us/edulibdir/School%20Building%20Codes-en-us.xlsx>

Signature guidelines for applicants applying as a single school:

- The named LEA will be the school's authorizer, either the local district or the Charter School Institute.
- The named authorized representative in the LEA section of the application should be a representative from the district/CSI and not a school representative.
- The appropriate authorized representatives from the LEA, not the school, should provide the signatures for both the Project Assurances and Authorization for Release of Information, though these can be kept on file at the school level.



# Online Application



# Application Information

## Early Literacy Assessment Tool Project 2018-2019

### ELAT Application Introduction

#### Early Literacy Assessment Tool Project 2018-2019

For New and Renewal Applicants

Pursuant to C.R.S. 22-2-141

**Proposals Due: Friday, May 11, 2018 at 11:59 pm**

**Recorded Webinar:** (will be updated after the webinar on April 11, 2018)

**For ELAT program questions, contact:**

Donna Bright ([Bright\\_D@cde.state.co.us](mailto:Bright_D@cde.state.co.us) | 303-866-6002)

**For application questions, contact:**

Anna Young ([Young\\_A@cde.state.co.us](mailto:Young_A@cde.state.co.us) | 303-866-6250)

#### Submission Process and Deadline

Applicant must complete the online application via SurveyMonkey by the deadline indicated above. Incomplete or late applications will not be considered. Application materials are available for download on the CDE Website at [www.cde.state.co.us/coloradoliteracy/READAct/assessmenttool](http://www.cde.state.co.us/coloradoliteracy/READAct/assessmenttool)

Applicant must obtain signature approval from the appropriate representatives on both the *Project Assurances* and *Amplify Authorization for Release of Information*. These forms do not need to be submitted to CDE, however, they must be kept on file by the applicant through December 31, 2019, and available for verification by CDE program staff for any monitoring purposes.

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# LEA/Organization Information

**Early Literacy Assessment Tool Project 2018-2019**

**Local Education Agency/Organization Information**

**\* 1. Applicant Type:**

☐ Renewal Applicant (participated in the 2017-2018 school year)

☐ New Applicant (did not participate in the 2017-2018 school year)

**\* 2. Select which vendor you are choosing for the 2018-2019 school year.**

☐ Amplify

☐ Istation

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# Applicant Contact Information

## Early Literacy Assessment Tool Project 2018-2019

### New and Renewal Applicant Information

#### \* 3. Applicant Information:

**Must be completed for all new and renewal applicants. Enter only District/BOCES/CSI information in this section. School Information will be asked for later in the application.**

Name of LEA/Organization

LEA/District Code

LEA/Organization Address

Total Number of Schools  
Represented in Application

#### \* 4. Authorized Representative:

**This is a district/BOCES/CSI person who approves the project and may serve as a secondary contact person for the project.**

Name

Telephone Number

E-mail Address

# Applicant Contact Information (continued)

## \* 5. Program Contact:

**This person will be the primary contact for the project and will receive emails and updates in addition to the Authorized Representative. This person will be responsible for managing the project implementation at the district and will work with their selected vendor and CDE for project implementation representatives.**

Name

Telephone Number

E-mail Address

## \* 6. Tech Contact:

**This person is responsible for program deployment. Deployment includes: authorizing access through the firewall, installation, confirming technology and network capability, and troubleshooting technical issues that arise during deployment. This person is usually the Network Engineer or another person in the district technology office.**

Name

Telephone Number

E-mail Address

## \* 7. Data Contact:

**This person is responsible for uploading student and teacher rosters. If this is the same as your tech contact please duplicate the contact information.**

Name

Telephone Number

E-mail Address

# Renewal Applicants - Amplify

**Early Literacy Assessment Tool Project 2018-2019**

**Renewal Applicants - Amplify**

Returning schools will receive new kits to supplement and or replace kits sent out in prior years. These kits are the same as in prior years and each school will receive one kit per grade level assessed K-3 (Note: all kits will contain student materials and administration manuals that assessors will need.)

\* 8. I would like to receive the DIBELS Next kits (one kit per grade / per school):

☒ Yes

☐ No

\* 9. I would like to receive the DIBELS Deep kits (one kit per grade / per school):

☒ Yes

☐ No

\* 10. I will need access to IDEL:

☒ Yes

☐ No

\* 11. I would like to receive IDEL kits:

☒ Yes

☐ No

\* 12. This is my first year using the IDEL assessment and I will need support.

☒ Yes

☐ No

\* 13. Kits should be delivered to:

☒ District Office

☐ Individual Schools



# Renewal Application - Istation

## Early Literacy Assessment Tool Project 2018-2019

### Renewal Applicants - Istation

The district contacts listed in this application will receive a welcome email from Istation and step-by-step instructions on getting started. Once the district's data contact creates the roster, principals and teachers will receive emails with links to get started.

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# New Applicants - Amplify

## Early Literacy Assessment Tool Project 2018-2019

### New Applicants - Amplify

Each school new to the project in 2018-2019 will receive one kit per grade level assessed K-3 (Note: the DIBELS Next kits will have student materials and administration manuals that assessors will need.)

\* 4. I will need access to IDEL:

- ☐ Yes
- ☐ No

\* 5. Kits should be delivered to:

- ☐ District Office
- ☐ Individual Schools

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# New Applicants - Istation

## Early Literacy Assessment Tool Project 2018-2019

### New Applicants - Istation

The district contacts listed in this application will receive a welcome email from Istation and step-by-step instructions on getting started. Once the district's data contact creates the roster, principals and teachers will receive emails with links to get started.

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# Amplify Assurances

*Note: Please keep on file at school or district through 12/31/19. Do not return to CDE.*

The School Board President and Board-Appointed Authorized Representative must sign below to indicate approval of the contents of the application and the receipt of program funds.

The Board hereby applies for and, if awarded, accepts the goods requested in this application. In consideration of the receipt of these goods, the Board agrees that the General Assurances form for all the terms therein are specifically incorporated by reference in this application. The Board also certifies that all program and pertinent administrative requirements will be met. In addition, the Board certifies that the district is in compliance with the requirements of the federal Children's Internet Protection Act (CIPA), all applicable laws and regulations, and that no policy of the local educational agency prevents or otherwise denies participation in constitutionally protected prayer in public schools. In addition, school districts accept the conditions of the Early Literacy Assessment Tool Project and agree to the following assurances:

1. The applicant will provide the Colorado Department of Education (CDE) with access to all data collected with the software. This data will be shared with Amplify and the Colorado Department of Education. Transfers of student data are protected under the Colorado Department of Education's current contract with Amplify and Istation, available here: <http://www.cde.state.co.us/dataprivacyandsecurity/agreements>
2. The school will not discriminate against anyone regarding race, gender, national origin, color, disability, or age.

Implementation commitments at the school level include the following:

1. Obtain and utilize supported devices to assess kindergarten, first, second, and third graders on DIBELS Next. Note: the hardware purchase is the district's responsibility.
2. Collect and securely submit staff and student roster data to Amplify to include student demographics.
3. Assess all kindergarten, first, second, and third grade students using DIBELS Next at the three designated benchmarking periods.
4. Progress monitoring of students. Students scoring Well Below Benchmark will be progress monitored every 7-10 instructional days and, students scoring Below Benchmark will be progress monitored every 10-12 instructional days.
5. Attendance by teachers or designated Local Trainers per school at all face-to-face trainings and any webinar trainings.
6. Assurance that Local Trainers will have training time with teachers at their school to implement what they have been trained on in their sessions.
7. Attendance by principals at any instructional leader face-to-face full day trainings and/or webinar trainings as scheduled throughout the year.
8. Sharing of all data from the district to the Colorado Department of Education collected using the tool. Data collected is not used beyond the scope of the Early Literacy Assessment Tool Project. All data is shared solely between the Colorado Department of Education and Amplify for the purpose of monitoring fidelity of implementation and achievement/growth results of the participating LEAs.

Please Note: Districts will still be required to submit READ Data through Data Pipeline.

\* 11. I hereby affirm that the applicant district/BOCES/CSI has approved the contents of this application and the receipt of program funds.

Name of person submitting application:

# Istation Authorization for Release of PII

*Note: Please keep on file at school or district through 12/31/19. Do not return to CDE.*

**Products/Applications ("Solution(s)"): ISIP Early Reading, Istation and ISIP Lectura Temprana, Istation**

**School Year ("Year"): 2019-2020**

**State Program(s) ("Program(s)"): Early Literacy Assessment Tool**

**Background:**

In connection with the Program listed above, Imagination Station, Inc. dba Istation("Istation") has been engaged to provide products and services listed above to certain local educational agencies within the state (i.e., districts; each, an "LEA"). For the purpose of providing such products and services, Istation collects and uses student data listed below in accordance with the Family Educational Rights and Privacy Act of 1974 and 34 C.F.R. § 99.31(a)(1)(i)(B) and applicable Colorado law.

**Data:**

Using Istation's products listed above, LEA-authorized personnel may input current and historical information (collectively, "LEA Information") into, and access LEA Information from, Istation's systems. The LEA Information will consist of the following fields:

- Student identifier information: names, grades, dates of birth, state, school, school district, and classroom associations, SASID, gender, ethnicity, EL status, and special education status;
- Staff identifier information: name and staff e-mail; and
- Results: records and/or scores for the assessments listed as part of the Solution(s).

Istation's agreements with the Colorado Department of Education that include privacy and security requirements applicable to this contract are available at [www.cde.state.co.us/dataprivacyandsecurity/agreements](http://www.cde.state.co.us/dataprivacyandsecurity/agreements).

**Evaluation:**

The Colorado Department of Education desires to collect and analyze certain LEA Information in connection with its audit and evaluation of the Program in order to monitor fidelity of implementation and achievement/growth results of the participating LEA's and to direct professional development support. To facilitate LEA's efforts, LEA desires that Istation provide the Colorado Department of Education access to LEA Information in Istation's systems relating to the program.

**Authorization:**

LEA hereby requests and authorizes Istation to provide the Colorado Department of Education access to current and historical LEA Information as described above. This data will be transmitted securely and in full accordance with the terms of the June 29, 2018 contract agreement between the Colorado Department of Education and Istation. LEA acknowledges and agrees that this Authorization covers all participating LEA schools and programs, and that no additional approvals or releases are required from those schools. In addition, LEA understands and acknowledges that Istation will not have control over LEA Information following its disclosure to the Colorado Department of Education. Istation does not own the Colorado Department of Education's or the LEA's data at any time. This Authorization is effective with respect to LEA Information during the year, or as otherwise extended or terminated by LEA.

- \* 10. I hereby affirm that an LEA signatory with the right, power, and authority, in compliance with LEA policies, to execute and deliver this Authorization on behalf of LEA and the covered schools, has agreed to these terms.

**Name of person submitting application:**

# Questions?

# Contacts

## For Program Questions:

Donna Bright, Office of Literacy

(303) 866-6002 | [Bright\\_D@cde.state.co.us](mailto:Bright_D@cde.state.co.us)

## For Application Questions:

Anna Young, Office of Competitive Grants and Awards

(303) 866-6250 | [Young\\_a@cde.state.co.us](mailto:Young_a@cde.state.co.us)