

# CSCL

# Database Instructions

**NEW CSCL Users**

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## How the CSCL Formula Works

The CSCL formula yields a CSCL Factor score. The formula multiplies each of the variables (i.e., FTE, number of students, age range, number of different primary exceptionalities, number of buildings they serve, number of paraprofessionals and average daily miles driven by the service provider) by a weight and sums the results to obtain the CSCL Factor Score. We have added some additional notes at the bottom of printed CSCL results to assist you to better understand the data and how it relates to your local teacher caseloads.

The spring 2001 statewide sample of renormed data from each of the variables was used to arrive at a CSCL Factor score mean of 179.974 and standard deviation of 102.557. Interpreting whether an individual's CSCL Factor score differs from the mean is cumbersome when using a standard deviation of 102.557. In an effort to make the CSCL Factor score easier to interpret, the CSCL Factor scores were normalized into Standard Scores with a mean of 5 and a standard deviation of 1. Normalizing the scores maintains the relative distance between a CSCL Factor score and the mean of the CSCL Factor Scores. In other words, a CSCL Factor score that was twice as far from the mean as another CSCL Factor score is still twice as far from the mean when converted to a State CSCL Standard Score.

Data for each of the variables is imported or entered into the database, which calculates the CSCL Factor score and State CSCL Standard Score for each provider. If a providers State CSCL Standard Score is 1.5 or more standard deviations from the statewide mean, the provider has a "High" Class Size Case Load when compared with service providers from across the state. Otherwise, the provider has a "Normal" Class Size Case Load. If all the Factors for a Provider are zero, the status is "No CSCL."

The database also calculates the CSCL Factor score mean and standard deviation for the service providers for the LEA. The Local CSCL Factor score is used to compare a provider's CSCL with that of their local peers. The Local CSCL Factor scores, using the local mean and standard deviation, are normalized into Standard Scores with a mean of 5 and a standard deviation of 1. If a providers Local CSCL Standard Score is 1.5 or more standard deviations from the local mean, the provider has a "High" Class Size Case Load status when compared with the other service providers in that LEA. Otherwise, the provider has a "Normal" Class Size Case Load status. If all the Factors for a provider are zero, the status is "No CSCL."

After a provider's CSCL Factor Score is calculated it remains the same regardless of whether the comparison is made between the statewide group of providers or the local group of providers. A provider's State Standard Score will probably differ from their Local Standard score because of differences between the mean and standard deviations of the two groups of providers. When the means and standard deviations are different, a providers CSCL Factor Score will not be the same distance from State mean and standard deviation as it is from the Local mean and standard deviation and will therefore yield a different standard score because the standard score is indicative of the degree to which a providers CSCL Factor Score differs from the average of the group.

## CSCL FY2003 Database Instructions

The following instructions are for those LEAs who are using the CSCL Database for the first time. We have added some additional instructions to better explain the results of the calculations and how to compare the results of your local CSCL with the statewide average. The student data will be exported from the Filemaker KV10 FY2003 file and imported into the CSCL database (you can also import previous data from KV8, KV9 or KV10 FY2002 to compare your CSCL, but these must be separate databases and folders). The CSCL FY2003 database will also store provider information regarding average daily miles driven and number of paras assigned to each teacher and can be exported the following year if needed. The database then links the student data to the provider and calculates the CSCL results. The CSCL database was renamed in Spring 2001.

You will need to download the new CSCL FY2003 program from the Student Support Services web site at [www.kansped.org](http://www.kansped.org) or use <http://linus.nekesc.k12.ks.us/~mis> unzip these files and save these files in a new CSCL FY2003 folder. Window Users must **unlock** the files. Double Click on the folder called CSCL FY2003 to open it, then Click on **Edit** and pull down to **Select All** to highlight all of the files, then go to **File** and pull down to **Properties** and Deselect the **Read Only** box and click on **Apply**. The program will **not** work until you have unlocked these files.

**These instructions for the new CSCL user explain the following stages:**

- Stage 1. Exporting the Building List information from the Filemaker MIS data files**
- Stage 2. Exporting the Provider data from the Filemaker MIS data files**
- Stage 3. Exporting Student data from the Filemaker MIS data files**
- Stage 4. Loading the CSCL FY2003 Database**
- Stage 5. Importing & Editing the Building List Information**
- Stage 6. Importing & Editing the Provider Data**
- Stage 7. Importing Student Data**
- Stage 8. Checking Links between Student and Provider data**
- Stage 9. Checking Links between Building and Students**
- Stage 10. Calculating, Printing and Exporting the Results of the CSCL Formula**

## **Stage 1 Downloading the LRD\_CSCL\_export.txt file:**

1. Go to [www.misdata.org](http://www.misdata.org).
2. Click on the LRD/CSCL tab.
3. On the left are two round buttons for downloading the LRD\_CSCL\_export.txt file. One is for Macintosh and the other for Windows. Click on the button which is appropriate for your platform.
4. After the compressed file downloads, open it. Inside the folder you will find a file called LRD\_CSCL\_export.txt. Put LRD\_CSCL\_export.txt in your LEAMIS folder. It is used to set up the correct export order for the LEAMIS General Export in the next phase.

## **Stage 2 Exporting the Provider and Student Data from LEAMIS:**

1. Open LEAMIS.
2. Go to Setup and select Edit Providers.
3. Go to Edit and choose Select All.
4. Click on the Export.
5. Name the file Provs.txt and click on Save.
6. Click on Done.
7. Go to Students and select View MIS Active Stu Multi.
8. Go to Utilities and select Import-Export
9. Click on General Export.
10. Click on the Load button.
11. Open LRD\_CSCL\_Export\_List.txt
12. Click on the Export
13. Click on OK.
14. Click on OK again.
15. Name the file CSCL\_export.txt and click on Save. Save the file to your LEAMIS folder.

## Stage 3 Downloading the CSCL files

**If you have not done so already, you will need to download the CSCL files. You might also want to check the website to see if a new version has been deployed.**

1. Go to [www.misdata.org](http://www.misdata.org).
2. Click on the LRD/CSCL tab.
3. On the left is a rectangular button entitled "Go to [www.ksde.org/lrd](http://www.ksde.org/lrd)." Click on it.
4. On this page are tables for Macintosh and Windows files. Inside of each table is a link for the CSCL application and a link for the CSCL data file. Click on EACH one of these links for your platform to download the compressed files.
5. Put the compressed files in a folder called CSCL.
6. Open the compressed CSCL file and extract it into the CSCL folder you just created.
7. Open the compressed CSCL data file and extract it into the CSCL folder you just created.

## Stage 4: Loading the CSCL Database

1. Open your folder named CSCL FY2003.  
Start the program by double clicking on the Ccsl2003 .exe



2. Select Any User from the menu by clicking on it.

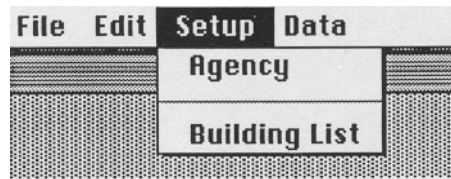


3. Enter **KSDE** in the password field.  
The password is case sensitive.
4. Click on the OK button.

The menu bar contains a Setup menu and a Data menu. The Setup menu is used to enter the Agency and Building List information. The Data menu is used to enter the Provider Data and Student Data.

## Stage 5: Agency and Building List Information

1. Select **Agency** from the **Setup** menu.



2. Type your LEA number in the Agency Number field and LEA name in the Agency Name field.
3. Click on the Accept button.
4. Select **Building List** from the **Setup** menu.
5. The Buildings window appears. It contains no records the first time you use it. If you exported your buildings data from the BLDGLU10.fp5, click on the import button. If you did not export, go to step 8.
6. The Open file dialog appears. Go to your CSCL FY2003 folder for this file. Open the file called **buildings.txt**.
7. A list of your buildings appears.  
If the data is the wrong fields, you did not export the data in the correct order. Select the **Select All** option from the **Edit** menu. Click on the **Delete** button, click on the **Done** button and **Quit/Exit**. Go back to the top of page 2 and re-export the buildings and re-import them.
8. If you want to edit building data, double-click on the building name. OR click on the **New** button to **add** a building. Be sure to add the minutes in the year for this new building.
9. The building entry screen appears. Change the data, click on **Accept** to save it and then click on **Cancel**.
10. Click on the **Done** button on the building list screen.

## Stage 6 - Provider Data

1. Select Edit Providers from the Data menu.



2. A field opens with no providers, go to the bottom of the page and select Import. An Import Providers box will open and ask you for the Short form (new CSCL users) or a long form (for current CSCL users with para data, Miles, and areas) Use the Short form. You will add your para information, average miles driven daily etc. in the next edits.

The screenshot shows the CscL2003 application window with the menu bar: File, Edit, Setup, Data, Selection, Help. The main window displays a table titled 'Providers: 18 of 18' with the following data:

Provider SSN	First Name	Last Name	Numb Paras	Miles Driven	Areas	CSCL	Local	Diff :
999999018	Betty	Munchabuncha	0.00	46		227.10	4.82	-0.18
999999012	Carolee	Pickles	3.00	35		350.30	5.59	0.59
999999016	Karen	Whitebread	0.00	0		39.10	3.64	-1.36
999999008	Richard	Jellysandwich	3.00	0		305.30	5.31	0.31
999999009	Jodi	Keeblercookies	1.00	0		110.90	4.09	-0.91
999999010	Edward	Layschips	5.00	0		527.20	6.71	1.71
999999001	Judith	Applebetty	2.00	0		281.80	5.16	0.16
999999013	Mary	Radish	3.00	0		300.00	5.10	0.10
999999017	Kim	Zuppa	0.00	0		0.00	0.00	0.00
999999003	Terri	Cake	0.00	0		0.00	0.00	0.00
999999005	Jon	Foodstuffs	2.00	0		0.00	0.00	0.00
999999004	Janet	Deviledham	2.00	0		0.00	0.00	0.00
999999002	Sandra	Bakedham	8.00	0		0.00	0.00	0.00
999999006	Todd	Grape	0.00	0		0.00	0.00	0.00
999999007	Mary	Hamsandwich	0.00	0		0.00	0.00	0.00
999999014	Steven	Sandwich	8.00	0		0.00	0.00	0.00
999999011	Sue	Mustard	3.00	0		0.00	0.00	0.00
999999015	Donna	Tacoburger	0.00	0		0.00	0.00	0.00

An 'Import Providers' dialog box is open, showing two options: 'Short form' (selected) and 'Long form'. The 'Short form' option lists 'SSN, First Name, Last Name'. The 'Long form' option lists 'SSN, First Name, Last Name, #Paras, Miles Driven, Areas'. The dialog box has 'Cancel' and 'Import' buttons.

The application window also features a toolbar at the bottom with icons for NEW, EXPORT, IMPORT, DELETE, QUICK, RESULTS, APPLY VALUE, and DONE.

3. Select the Short form and Click Import. Go to your CSCL FY2003 folder for this file. Open the file called **teachers.txt**.

This returns you to the main screen.

4. To enter a new provider, click on the New button on the bottom of the page. Enter the Provider First name, Last name, SSN, Number of Paras assigned, average number of miles driven **daily** between buildings (if staff do not drive daily to provide special education services to students, you will not need this information) and the Areas as indicated on the Personnel Report.

Click on the Accept button. A new Providers entry screen will appear. Enter the data for the next provider.

When you are finished entering providers, click on the Accept button to save the last one you entered and then click on the Cancel button.

5. To edit each provider and add additional data, select Data at the Menu and click on edit providers. The list of providers appears.

From the list of providers, select one by double-clicking on the name (or any field of data associated with the provider). The Providers entry screen appears.

→

6. Enter the number of paras assigned and also the average number of miles driven **daily** between buildings (if staff do not drive daily to provide special education services to

students, you will not need this information). You can enter the areas as indicated on the Personnel Report as a variable to search on. The Reg Counts is a box that can be used to enter additional comments for consideration, but it will not be used in the formula computation. For example, a director may want to type in the old state regulations class size for this teachers load, i.e.: Autism- 3 students.

7. Click on **Accept** to save it and then click on **Cancel**.

8. Click on the **Done** button on the providers list screen.

**After you have the agency, building, and provider data in the CSCL Database, you are ready for Stages 8-11, which is importing student data and the calculating of the CSCL results.**

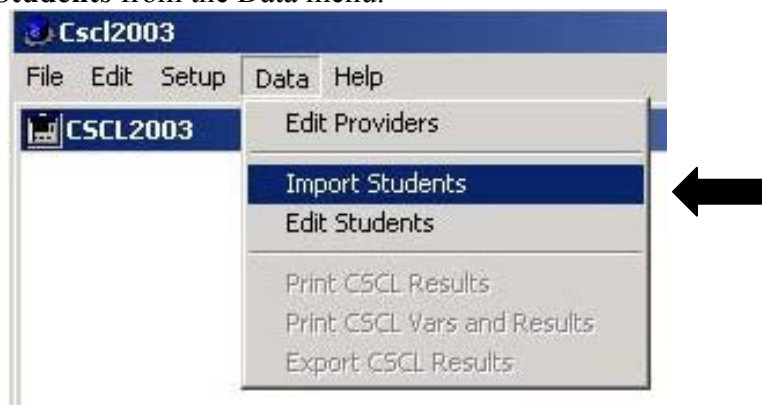
**You will probably leave the agency and building data the same for the entire school year. If a new building needs to be added or the minutes in the school year changes, you might have to edit the data. The provider data will change with new providers or when the para assignments change and/or the miles driven changes.**

**Otherwise, after you get the agency, building, and provider data set up you will probably only have to perform the following steps.**

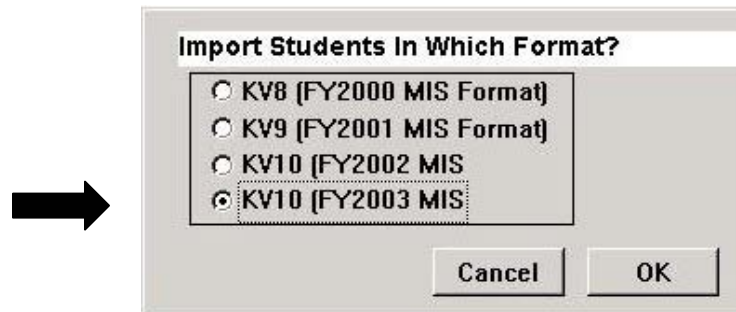
## Stage 7 - Importing Student Data

1. If your CSCL file is not already open, Open the CSCL FY2003 folder and start the program as outlined in the beginning instructions with the **Any User** and password **KSDE**. (see page 3)

2. Select **Import Students** from the Data menu.



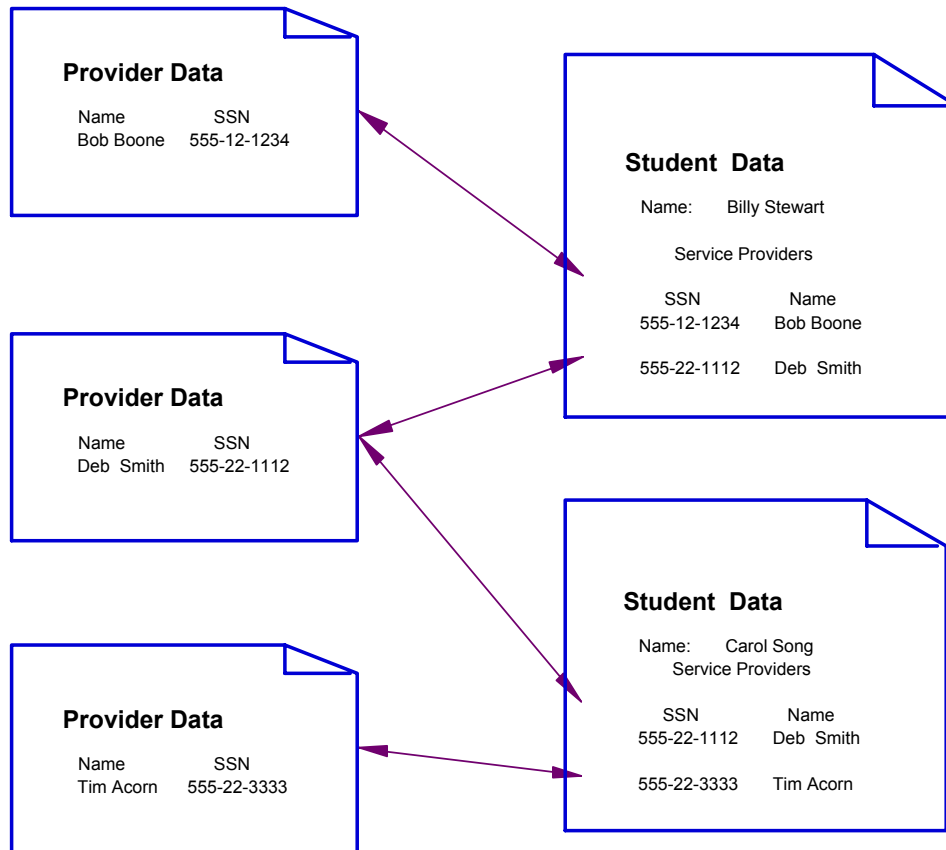
3. If there are records in the database, select the Select All option from the Edit menu and click on **Delete** button. Click the **OK** button and then the **Done** button. Then return to the Data menu and select **Import Students**.
4. A screen will pop up that asks you for the date you want to calculate the students age. The CSCL database calculates the age of the students automatically. Enter the date you want the database to use when calculating the age and click the **OK** button.
5. The CSCL program will then ask you which format you want to import your MIS student data. KV8 is FY2000, KV9 is FY2001, KV10 is FY2002 and **KV10 FY2003** is for this current year. Select **KV10 FY2003 MIS**.



6. It will ask you for the **student.txt** data, so go to your MIS **student.txt** export file you saved in the CSCL FY2003 folder and import the MIS student data- **students.txt**.

## Stage 8 - Check Links between Student and Provider data

The purpose of the CSCL database is to calculate the Class Size Case Load for each provider by plugging the data from the building, provider and student data into a mathematical formula. The student data associated with a particular provider must be attributed or credited to that provider. This is done by linking the provider SSN in the student data with the provider SSN in the provider data. See the diagram below for a brief schematic on this process.



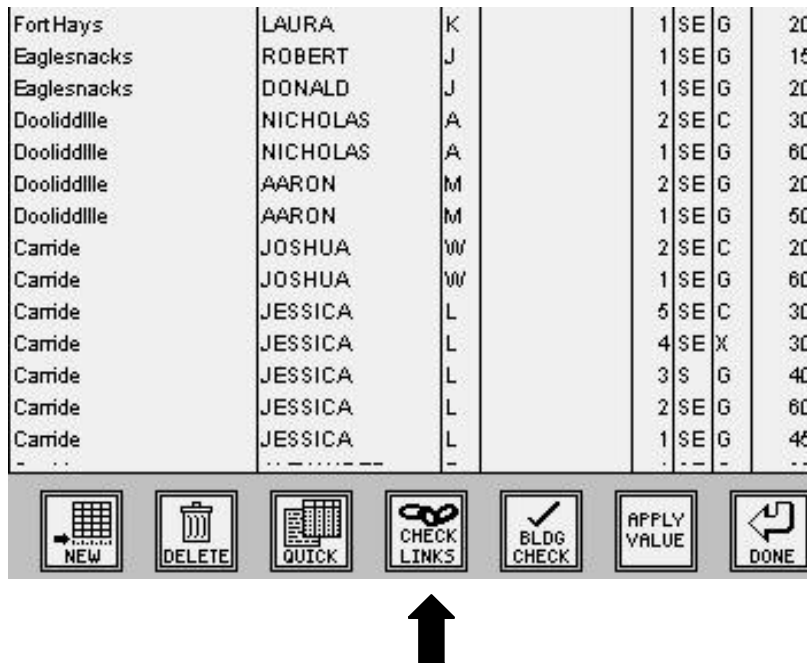
As the links are made, the database calculates the results of **CSCL** formula for each provider. If the links change, the database must recalculate.

In this stage, the database checks for student records that are not linked to providers. **If** any are found, you will have the opportunity to change the provider **SSN** in the provider data and/or the student data.

1. Click on the **Edit Students** button.



2. Click on the **Check Links** button.



3. Select the Entire File button and click on the OK button.

If no records are found, all the student records are linked to providers. Go to Stage 9.

If records show up on the screen, one or more of the student records are not linked correctly to a provider. Therefore, the data from these students will not allow the calculation of any of the providers CSCL. Now you must find out if the Provider SSN in the student's record is correct, if not edit and correct.

Compare the Provider SSN in the Student data against a list of Provider names and SSNs. If the Student data Provider SSN matches the Teacher SSN on the above mentioned list, you must check to see if the Provider is in the Provider part of the CSCL files. If the Student data Provider SSN does not match the Teacher SSN on the list,

change the Student data Provider SSN. Make note to change it in the MIS database file as well. The line number field tells you from which service line the data came.

4. Select a student for editing by double clicking on the students record.

Students: 21 of 1758										
Last Name	First Name	Mi	Student SSN	L#	Sv	St	Mins	Days	Wks	F
WALMER	BRIAN	F	557719491	2	SW	G	30	1	36	0

5. Change the Provider SSN and click on **Accept**.


You may need to change additional student records whose provider SSN is the same as the inaccurate one you just changed, if so continue to edit and correct.

**OR**  
**If several need changes**

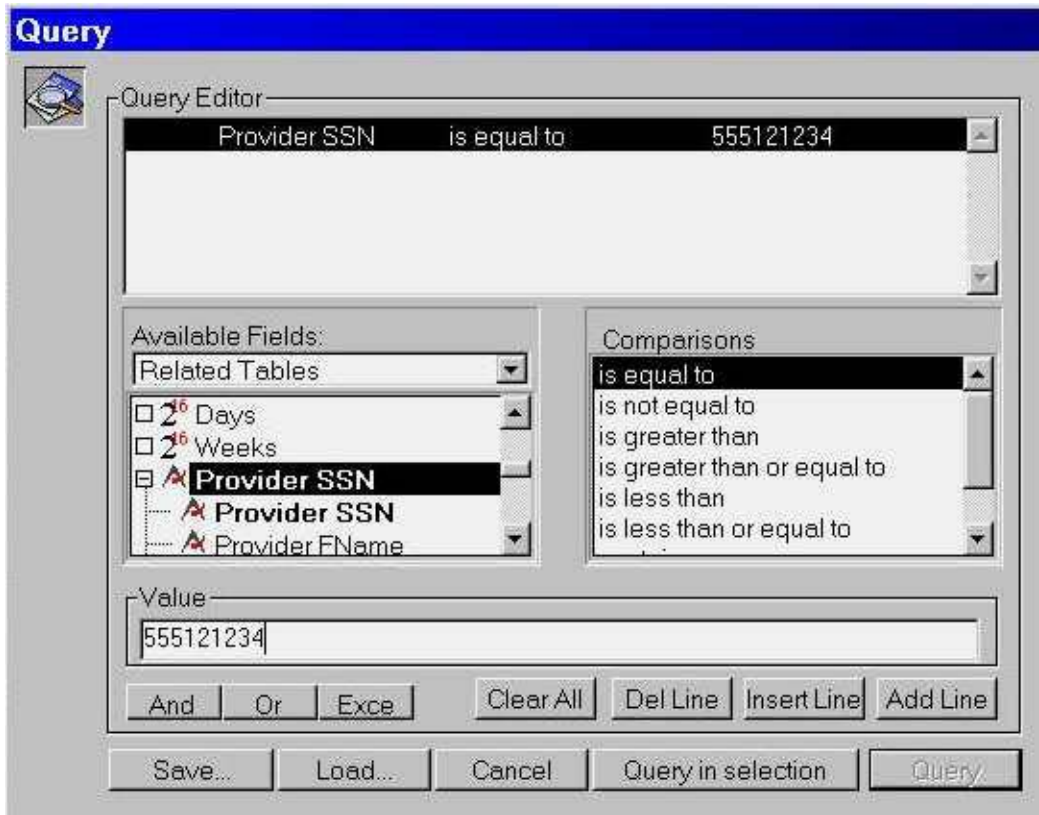
6. Select Search from the Selection menu.

Students: 616 of 6	
Last Name	First Name
Juicemaker	ROBERT
Juicemaker	ROBERT
Juicemaker	ROBERT
Juicemaker	ROBERT
Hastogotoschool	BLAKE
Greatkid	KENNETH
Greatkid	KENNETH
Greatkid	KENNETH
Greatkid	KENNETH

- Show All
- Show Subset
- Sort...
- Search...
- Load Set...
- Save Set...
- Add Set...



7. Scroll the list of fields on the left until you find the Provider SSN field on the left menu and click on it. Click on "is equal to" in the middle menu. Type the Providers SSN in the Value field. Click on **OK**. If no records are found, click on the **Done** button.

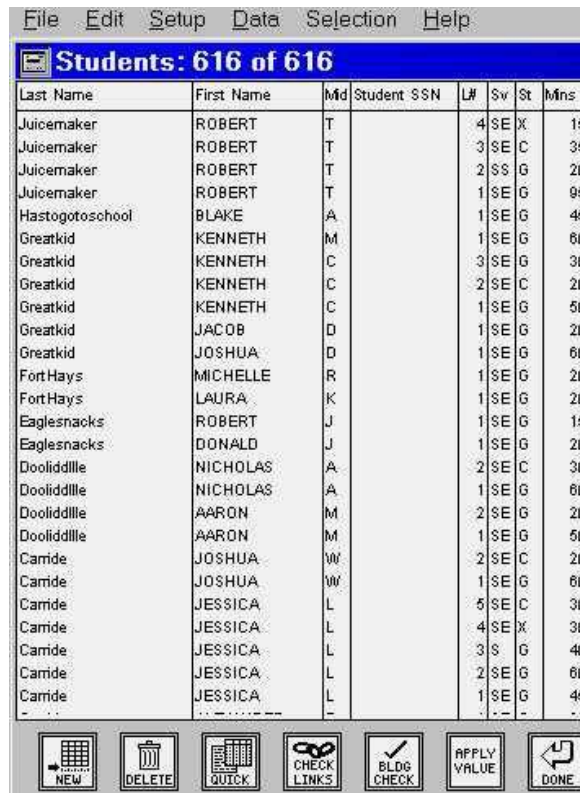


8. Scroll the list of students and change them individually. If you want to change the Provider SSN for all of the found students, click on the **Apply Value** button.
9. Choose **Provider SSN** from the Select variable menu, enter the correct **SSN** in the Replacement value field and click on the **OK** button.
10. Before conducting another search or to view all the records select **Show All** from the Selection menu. This is necessary to load all the records to complete a new search.

## Stage 9 - Check Links between Building and Students

Another critical aspect of the CSCL formula is the accurate calculation of the FTE. The denominator for the FTE calculation for a student comes from the number of minutes in the Building List. This is also based upon the number of minutes in the year the Building provides (go to the KSDE home page for the building minutes total which is available at <http://www.ksde.org> ).

1. To check for student records whose attendance building is not in the Building List, click on the **Bld Check** button.



The screenshot shows a software window titled "Students: 616 of 616". The window has a menu bar with "File", "Edit", "Setup", "Data", "Selection", and "Help". Below the menu bar is a table with the following columns: Last Name, First Name, Mid, Student SSN, L#, Sv, St, and Mins. The table contains 20 rows of student data. At the bottom of the window is a toolbar with several icons: NEW, DELETE, QUICK, CHECK LINKS, BLDG CHECK, APPLY VALUE, and DONE. A black arrow points to the BLDG CHECK button.

Last Name	First Name	Mid	Student SSN	L#	Sv	St	Mins
Juicemaker	ROBERT	T		4	SE	X	15
Juicemaker	ROBERT	T		3	SE	C	35
Juicemaker	ROBERT	T		2	SS	G	20
Juicemaker	ROBERT	T		1	SE	G	95
Hastogotoschool	BLAKE	A		1	SE	G	45
Greatkid	KENNETH	M		1	SE	G	60
Greatkid	KENNETH	C		3	SE	G	30
Greatkid	KENNETH	C		2	SE	C	20
Greatkid	KENNETH	C		1	SE	G	50
Greatkid	JACOB	D		1	SE	G	20
Greatkid	JOSHUA	D		1	SE	G	60
FortHays	MICHELLE	R		1	SE	G	20
FortHays	LAURA	K		1	SE	G	20
Eaglesnacks	ROBERT	J		1	SE	G	15
Eaglesnacks	DONALD	J		1	SE	G	20
Dooliddlle	NICHOLAS	A		2	SE	C	30
Dooliddlle	NICHOLAS	A		1	SE	G	60
Dooliddlle	AARON	M		2	SE	G	20
Dooliddlle	AARON	M		1	SE	G	50
Camide	JOSHUA	W		2	SE	C	20
Camide	JOSHUA	W		1	SE	G	60
Camide	JESSICA	L		3	SE	C	30
Camide	JESSICA	L		4	SE	X	30
Camide	JESSICA	L		3	S	G	40
Camide	JESSICA	L		2	SE	G	60
Camide	JESSICA	L		1	SE	G	45

2. A dialog appears which shows you how many records have an attendance building with no corresponding building in the Building List. Click on the **OK** button.

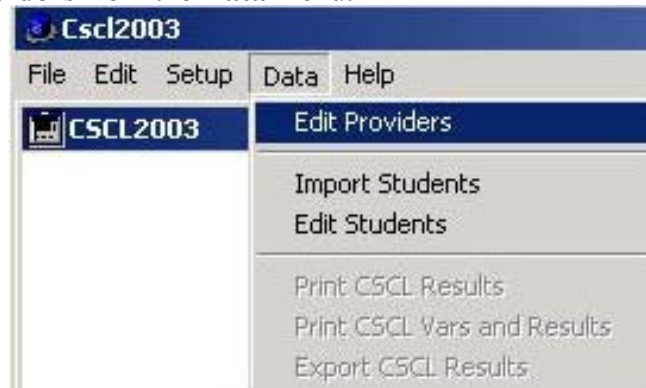
The records selected are those who need a building added to the Building List. Make a list of the building numbers to be added to the Building List. Select **Building List** from the **Setup** menu and add the buildings data.

If the message says no records are found, go to the next step

3. Click Done to return to the Main menu.

## Stage 10 - Calculate, Print and Export the Results of the CSCL Formula

1. Select **Edit Providers** from the **Data** menu.



The formula calculation is done automatically as you import student data. That is why you must enter the building list information and provider information **first**. The results of the formula calculation appear in the Provider list if you did **NOT** change the building list, provider or student data that is used in the calculation. If the CSCL results button will not activate, you have some information incorrect and must edit and correct to allow the CSCL calculation.

Return to the Menu- Select Data and drag to **Print CSCL Results** button.

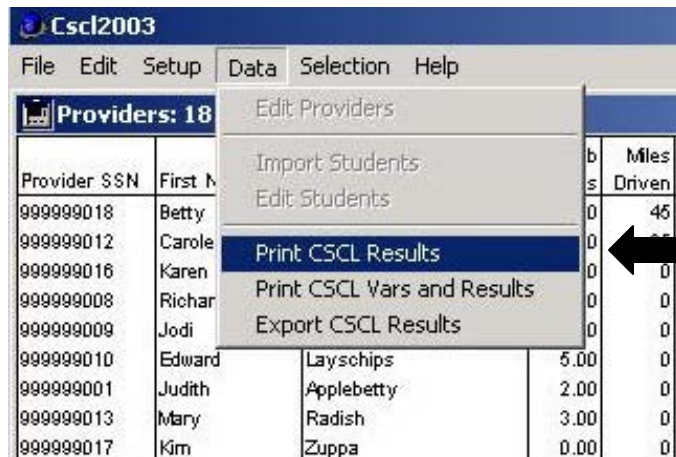


The following similar sample chart will appear showing the CSCL Results:

CSCL Results							
		Local Mean: 5.00		Local StDev: 1.00		08/02/2001	
		Local Adj. Mean: 5.73		Local Adj. StDev: 1.00			
Local Adj. Mean and StDev adjusted to State Mean and StDev. for State Comparison							
Provider SSN	Provider FName	Provider LName	Raw Local CSCL	Local Score m=5; sd=1	State Comparison	Local Difference	Local CSCL Status
99999001	Judith	Applebetty	281.80	5.16	5.99	0.16	Normal
99999002	Sandra	Bakedham	458.90	6.28	7.72	1.28	Normal
99999003	Terri	Cake	79.50	3.89	4.02	-1.11	Normal
99999004	Janet	Deviledham	216.60	4.75	5.36	-0.25	Normal
99999005	Jon	Foodstuffs	326.00	5.44	6.42	0.44	Normal
99999006	Todd	Grape	142.10	4.29	4.63	-0.71	Normal
99999007	Mary	Hamsandwich	37.90	3.63	3.61	-1.37	Normal
99999008	Richard	Jellysandwich	305.30	5.31	6.22	0.31	Normal
99999009	Jodi	Keeblercookies	110.90	4.09	4.33	-0.91	Normal
99999010	Edward	Layschips	527.20	6.71	8.39	1.71	High
99999018	Betty	Munchabuncha	227.10	4.82	5.46	-0.18	Normal
99999011	Sue	Mustard	262.00	5.04	5.80	0.04	Normal
99999012	Carolee	Pickles	350.30	5.59	6.66	0.59	Normal
99999013	Mary	Radish	286.50	5.19	6.04	0.19	Normal
99999014	Steven	Sandwich	589.60	7.10	8.99	2.10	High
99999015	Donna	Tacoburger	0.00	0.00	0.00	0.00	No CSCL

If you did change one of the pieces of information, the Providers screen appears with the CSCL results fields are blank.

2. If the CSCL results are blank, Click on the Recalc button. Otherwise go to Step 3.
3. With the Providers list showing, the Data menu contains two Print options:
  - \* Print CSCL Results and
  - \* Print Var and Results.



The **Print CSCL Results** report: prints the CSCL Factor Score, Local Standard Score, State Standard Score, the Difference between the Local Standard Score and the State-

wide average of 5, and, the CSCL status (i.e., High, Normal or No CSCL). The Mean and Standard Deviation of the State Standard Scores are in the header. The Local Mean and Standard Deviation are always 5 and 1, respectively.

The **CSCL Results:** Local Mean 5.73 St. Dev: 1.00 (top of page in this example)  
 A sample full page printout is attached at the end of the instructions.

CSCL Results								Local Mean: 5.00		Local StDev: 1.00		08/02/2001	
								Local Adj. Mean: 5.73		Local Adj. StDev: 1.00			
								Local Adj. Mean and StDev adjusted to State Mean and StDev. for State Comparison					
Provider SSN	Provider FName	Provider LName	Raw Local CSCL	Local Score m=5; sd=1	State Comparison	Local Difference	Local CSCL Statu						
99999001	Judith	Applebetty	281.80	5.16	5.99	0.16	Normal						
99999002	Sandra	Bakedham	458.90	6.28	7.72	1.28	Normal						
99999003	Terri	Cake	79.50	3.89	4.02	-1.11	Normal						
99999004	Janet	Deviledham	216.60	4.75	5.36	-0.25	Normal						
99999005	Jon	Foodstuffs	326.00	5.44	6.42	0.44	Normal						
99999006	Todd	Grape	142.10	4.29	4.63	-0.71	Normal						
99999007	Mary	Hamsandwich	37.90	3.63	3.61	-1.37	Normal						
99999008	Richard	Jellysandwich	305.30	5.31	6.22	0.31	Normal						
99999009	Jodi	Keeblercookies	110.90	4.09	4.33	-0.91	Normal						
99999010	Edward	Layschips	527.20	6.71	8.39	1.71	High						
99999018	Betty	Munchabuncha	227.10	4.82	5.46	-0.18	Normal						
99999011	Sue	Mustard	262.00	5.04	5.80	0.04	Normal						
99999012	Carolee	Pickles	350.30	5.59	6.66	0.59	Normal						
99999013	Mary	Radish	286.50	5.19	6.04	0.19	Normal						
99999014	Steven	Sandwich	589.60	7.10	8.99	2.10	High						
99999015	Donna	Tacoburger	0.00	0.00	0.00	0.00	No CSCL						

The **Print Var and Results** report: prints all of the data in the report above **plus** the Factors that went into the CSCL Score.  
 A sample full page printout is attached at the end of the instructions.

CSCL Variables and Results																	Local Mean: 5.00		Local StDev: 1.00		08/02/2001	
																	Local Adj. Mean: 5.73		Local Adj. StDev: 1.00			
																	Local Adj. Mean and StDev adjusted to State Mean and StDev. for State Comparison					
Provider SSN	First Name	Last Name	DSv1 Cnt	DSv1 FTE	Age Rng	DSv2 Cnt	ISv FTE	DSv2 FTE	#Exc pri	# of Bldg	Miles Drive	# of Para	Raw Local CSCL	Local Score m=5;s=1	State Compare	Local Differenc	Local CSCL Status					
99999001	Judith	Applebetty	40	3.81	8	0	0.08	0.00	5	4	0	2.00	281.80	5.16	5.99	0.16	Normal					
99999002	Sandra	Bakedham	34	6.56	9	0	0.01	0.00	7	2	0	8.00	458.90	6.28	7.72	1.28	Normal					
99999003	Terri	Cake	5	1.60	1	0	0.00	0.00	1	2	0	0.00	79.50	3.89	4.02	-1.11	Normal					
99999004	Janet	Deviledham	26	3.83	6	0	0.00	0.00	6	1	0	2.00	216.60	4.75	5.36	-0.25	Normal					
99999005	Jon	Foodstuffs	47	4.54	6	0	0.01	0.00	8	2	0	2.00	326.00	5.44	6.42	0.44	Normal					
99999006	Todd	Grape	17	1.71	3	0	0.02	0.00	4	1	0	0.00	142.10	4.29	4.63	-0.71	Normal					
99999007	Mary	Hamsandwich	1	0.12	3	0	0.00	0.00	2	1	0	0.00	37.90	3.63	3.61	-1.37	Normal					
99999008	Richard	Jellysandwich	36	4.93	9	0	0.01	0.00	9	3	0	3.00	305.30	5.31	6.22	0.31	Normal					
99999009	Jodi	Keeblercookies	7	1.83	7	1	0.01	0.03	5	3	0	1.00	110.90	4.09	4.33	-0.91	Normal					
99999010	Edward	Layschips	63	10.16	6	0	0.00	0.00	6	1	0	5.00	527.20	6.71	8.39	1.71	High					
99999018	Betty	Munchabuncha	0	0.00	14	20	0.09	1.14	7	10	45	0.00	227.10	4.82	5.46	-0.18	Normal					
99999011	Sue	Mustard	32	4.46	4	0	0.00	0.00	8	1	0	3.00	262.00	5.04	5.80	0.04	Normal					
99999012	Carolee	Pickles	0	0.00	16	58	0.14	5.05	8	6	35	3.00	350.30	5.59	6.66	0.59	Normal					
99999013	Mary	Radish	0	0.00	17	44	0.06	6.39	7	4	0	3.00	286.50	5.19	6.04	0.19	Normal					
99999014	Steven	Sandwich	0	0.00	16	80	0.30	9.88	10	6	0	8.00	589.60	7.10	8.99	2.10	High					
99999015	Donna	Tacoburger	0	0.00	0	0	0.00	0.00	0	0	0	0.00	0.00	0.00	0.00	0.00	No CSCL					

4. To print one of the reports, select print from the Data menu.

5. If you highlighted one or more records, select the Current Selection button. Otherwise click on the Entire File button. Click on the OK button.



6. Print the report as you would from any other program.

7. At the bottom of each of the CSCL reports you will find additional information and explanations for the calculations as well as the state mean (179.974) and the state standard deviation (102.557).

NOTES:

1. Local Score is Raw Local CSCL standardized to mean=5 and stdev=1.
2. State Comparison is Raw Local CSCL standardized using state mean (179.974) and stdev (102.557).
3. Local CSCL Status: High = 1.5 StDev or more above Mean; Low = 1.5 StDev or more below Mean.

7. **Optional:** The Data menu also contains export routines. These were added to enable you to transfer data to other programs such as Excel to use for your own data analysis. The Export CSCL Results exports the same data printed using the Print CSCL Vars and Results report. The Export Provider Data exports the Provider SSN, Names, Miles Driven, Number of Paras and Areas. Select the Export routine you want, name the file and click on the Save button.

For additional assistance please contact:

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## How the CSCL Formula Works

The CSCL formula yields a CSCL Factor score. The formula multiplies each of the variables (i.e., FTE, number of students, age range, number of different primary exceptionalities, number of buildings they serve, number of paraprofessionals and average daily miles driven by the service provider) by a weight and sums the results to obtain the CSCL Factor Score. We have added some additional notes at the bottom of printed CSCL results to assist you to better understand the data and how it relates to your local teacher caseloads.

The spring 2001 statewide sample of renormed data from each of the variables was used to arrive at a CSCL Factor score mean of 179.974 and standard deviation of 102.557. Interpreting whether an individual's CSCL Factor score differs from the mean is cumbersome when using a standard deviation of 102.557. In an effort to make the CSCL Factor score easier to interpret, the CSCL Factor scores were normalized into Standard Scores with a mean of 5 and a standard deviation of 1. Normalizing the scores maintains the relative distance between a CSCL Factor score and the mean of the CSCL Factor Scores. In other words, a CSCL Factor score that was twice as far from the mean as another CSCL Factor score is still twice as far from the mean when converted to a State CSCL Standard Score.

Data for each of the variables is imported or entered into the database, which calculates the CSCL Factor score and State CSCL Standard Score for each provider. If a providers State CSCL Standard Score is 1.5 or more standard deviations from the statewide mean, the provider has a "High" Class Size Case Load when compared with service providers from across the state. Otherwise, the provider has a "Normal" Class Size Case Load. If all the Factors for a Provider are zero, the status is "No CSCL."

The database also calculates the CSCL Factor score mean and standard deviation for the service providers for the LEA. The Local CSCL Factor score is used to compare a provider's CSCL with that of their local peers. The Local CSCL Factor scores, using the local mean and standard deviation, are normalized into Standard Scores with a mean of 5 and a standard deviation of 1. If a providers Local CSCL Standard Score is 1.5 or more standard deviations from the local mean, the provider has a "High" Class Size Case Load status when compared with the other service providers in that LEA. Otherwise, the provider has a "Normal" Class Size Case Load status. If all the Factors for a provider are zero, the status is "No CSCL."

After a provider's CSCL Factor Score is calculated it remains the same regardless of whether the comparison is made between the statewide group of providers or the local group of providers. A provider's State Standard Score will probably differ from their Local Standard score because of differences between the mean and standard deviations of the two groups of providers. When the means and standard deviations are different, a providers CSCL Factor Score will not be the same distance from State mean and standard deviation as it is from the Local mean and standard deviation and will therefore yield a different standard score because the standard score is indicative of the degree to which a providers CSCL Factor Score differs from the average of the group.

## CSCL Factors

- *Headcount of students served by the teacher*
- *Student FTE*
- *Age range of students*
- *Number of primary exceptionalities on the teacher caseload*
- *Number of buildings the teacher provides service*
- *Average Daily Miles driven*
- *Number of paras assigned to the teacher*

### Factor & Effect Applied

<i>Factor</i>	<i>Effect</i>
<i>Headcount</i>	
<i>Primary</i>	4.0×Data
<i>Secondary</i>	2.0×Data
<i>FTE</i>	20.0×Data
<i>Age range</i>	1.5×Data
<i>Exceptionalities</i>	4.0×Data
<i>Buildings</i>	3.0×Data
<i>Miles driven</i>	1.5+Data
<i>Paraprofessionals</i>	0=16
	1=04
	2=00
	3=04
	4=16
	5=36
	6=64 con't

## Statewide mean and std dev

- Mean = 179.974
- Std dev = 102.557
- One std dev above the mean is:

$$179.974 + 102.557 = 282.531$$

- 1.5 std dev above the mean is:

$$179.974 + 102.557 + 51.278 = 333.809$$

## How high is too high?

- KSDE has set 1.5 std devs above the mean (333.809) as "high"

## CSCL Variables and Results:

Below is a brief description of the columns of the CSCL variables and results that are used to factor and compile the data for the CSCL formula.

<b>CSCL Variables and Results</b>																	
										Local Mean: 5.00			Local StDev: 1.00				08/02/2001
										Local Adj. Mean: 5.73			Local Adj. StDev: 1.00				
Local Adj. Mean and StDev adjusted to State Mean and StDev. for State Comparison																	
Provider SSN	First Name	Last Name	DSv1 Cnt	DSv1 FTE	Age Rng	DSv2 Cnt	ISv FTE	DSv2 FTE	#Exc pri	# of Bldg	Miles Drive	# of Para	Raw Local CSCL	Local Score m=5;s=1	State Compare	Local Differenc	Local CSCL Status
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999999003	Terri	Cake	5	1.60	1	0	0.00	0.00	1	2	0	0.00	79.50	3.89	4.02	-1.11	Normal

**DSv1 Cnt-** Head Count -direct services from line 1 of the providers from the MIS data

**DSv1 FTE-** FTE Count -direct services from line 1 of the FTE from the MIS data

**Age Rng-** Difference in age from the youngest to the oldest student served by the teacher

**DSv2 Cnt-** Head Count -direct services from line 2 of the providers from the MIS data

**ISv FTE-** FTE Count -indirect services from line 1 of the FTE

**DSv2 FTE-** FTE Count -direct services from line 2 of the FTE from the MIS data

**# Exc pri-** Total number of primary exceptionalities provider serves

**# of Bldg-** Number of buildings the provider serves

**Miles Drive-** Average daily miles driven by the provider

**# of Para-** Number of paraprofessionals assigned to the provider

**Raw Local CSCL-** This is the actual raw factor score.

**Local Score-** The "normalized" or standard score for local norms. 5 is the mean standard score or 50th percentile, 4 is one standard deviation from the local mean or 16th percentile, 6 would be one standard deviation above the local mean or the 84th percentile.

**State Comparison-** The statewide standard scores from the renormed statewide sample completed in spring 2001.

**Local Diff-** This is the difference (in z-score or standard deviation units) from the mean standard score of 5. In the first line, Teacher Applebetty has a difference of +.16; her local score is almost one-fifth a standard deviation from the mean of 5.

**Local CSCL status-** This currently classifies the teacher's caseload as NORMAL if it is within the plus or minus 1.5 Standard Deviations from the Mean. (KSDE established 1.5 std dev from the mean as HIGH)

This CSCL formula is only one piece of data that will help assess the status of caseloads in your local program and give you some comparative calculations for the state average. Obviously a good teacher can provide services to more than the average person and this should not be the only factor in your determination of caseload demands on your staff.