

# January 14 Public Health Directive on Reporting Details of In-Person Instruction

January 22, 2021

# Presenters

---



Tom Armelino

Executive Director, CCEE



Sujie Shin

Deputy Executive Director, CCEE

# Setting the Context

---

The [January 14th California Department of Public Health directive](#) requires every LEA (school district, COE, and charter school) and private school to submit data about how student instruction is provided. Specifically, reporting whether:

- In-person instruction is being provided full-time;
- In-person is provided only part-time (hybrid model);
- In-person instruction and services are provided only pursuant to the [Guidance Related to Cohorts](#) issued by the CDPH; or
- No in-person instruction and services are provided (distance learning only).

# Statewide School Reopening Dashboard

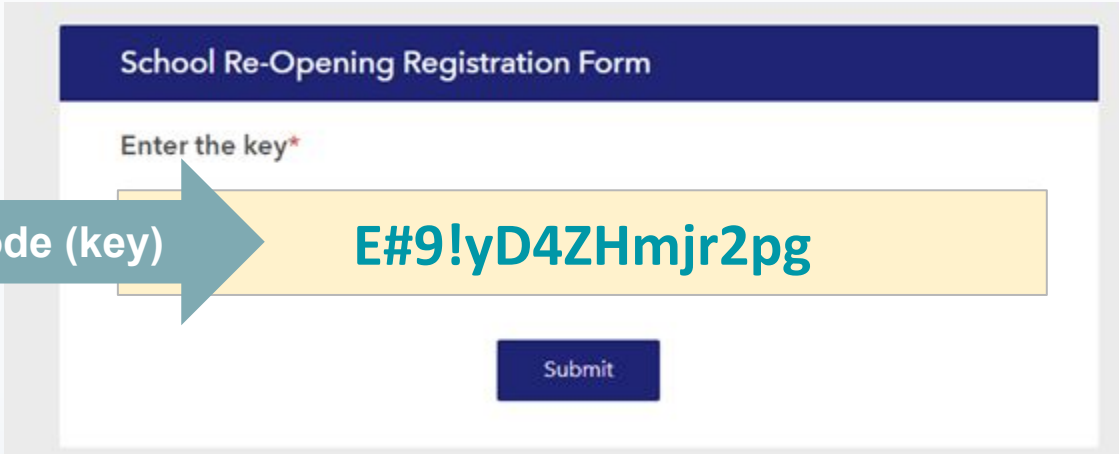
---

- On behalf of the California Department of Public Health (CDPH), CCEE will be supporting the data collection process to host a school reopening GIS map which will be available through the [California Safe Schools for All Hub](#).
- To support this effort, each COE is asked to reach out to all school districts, charter schools, and private schools to register a point of contact for their data submission process, *prior to the data submission deadline of January 25th.*

# Step-by-Step Overview of the Registration Process

**STEP 1:** Prior to January 25th, each LEA and private school registers a point of contact using this registration [link](#)


**STEP 2:** Enter the access code (key)



The image shows a screenshot of a web form titled "School Re-Opening Registration Form". The form has a dark blue header with the title in white. Below the header, there is a label "Enter the key\*" in a light gray font. A large, light blue arrow points from the left towards a yellow input field. The input field contains the alphanumeric string "E#9!yD4ZHmjr2pg" in a bold, teal font. Below the input field is a dark blue "Submit" button.

## STEP 3:

Appoint a source of contact and submit their contact information

Personal Details 

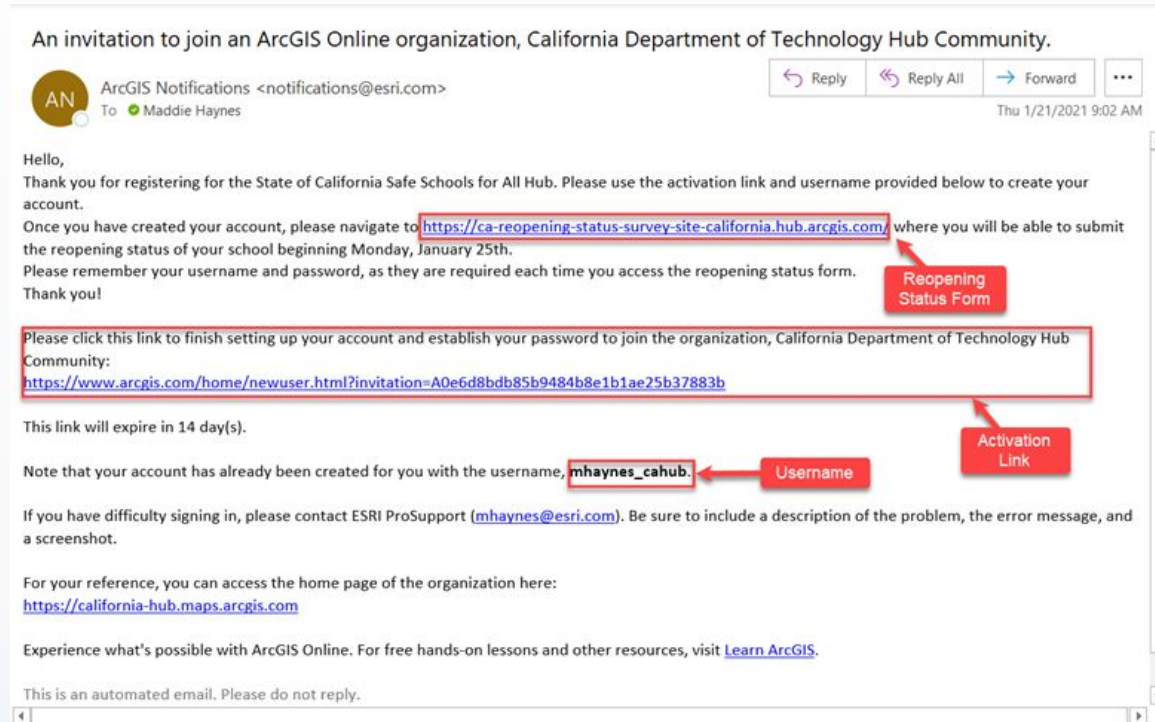
First Name\*

Last Name\*

Email Address\*

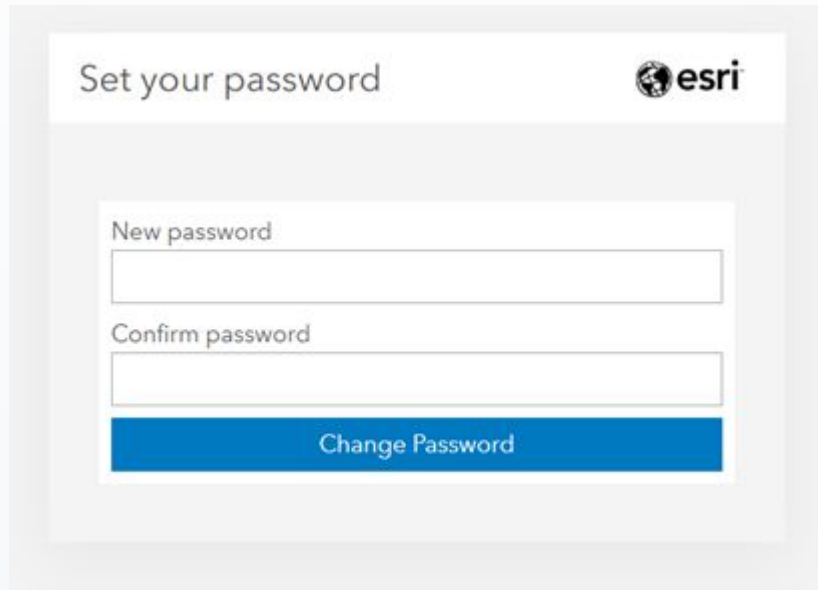
Phone Number\*


# STEP 4: Within 24 hours of registration, each point of contact will receive an activation email from ArcGIS Notifications





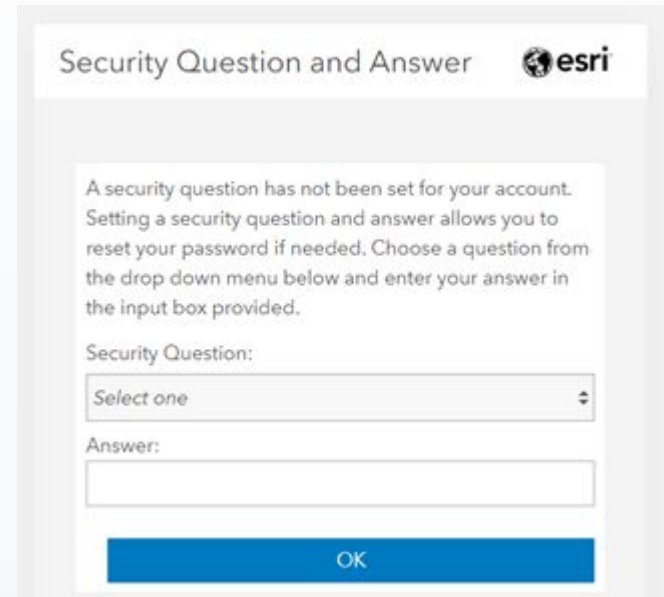
# STEP 5: Point of contact clicks to activate account and sets password and security questions




Set your password 

New password

Confirm password



Security Question and Answer 


A security question has not been set for your account. Setting a security question and answer allows you to reset your password if needed. Choose a question from the drop down menu below and enter your answer in the input box provided.

Security Question:

Answer:

## STEP 6:


Point of contact navigates to reopening status survey site

 **California Schools Reopening Status**

The California Department of Public Health (CDPH) issued a public health directive effective January 25, 2021, which requires every local educational agency (school district, county office of education, and charter school) and private school in California to notify CDPH whether it is serving students in-person.

**California Schools Reopening Status - STAGING**

**THIS IS THE STAGING SURVEY.**  
v1.0 - 01/18/2021

**Operational Status Details** 

**LEA or Private\***

District     Charter     Private     School or District Not Found

**Has your COVID-19 Safety plan (CSP) been posted?**  
A CSP must be posted by February 1, 2021.

Yes     No

**Comments**

---

**Key Terms**

The following key terms are intended to guide the submission of the requested information.

- In-person Instruction:** Involves teachers and students engaged in teaching and learning in the same physical environment on a designated school campus/learning environment. Students can be counted as receiving full in-person instruction if they are receiving 100% of their instructions program in-person.
- Opened for In-person Instruction:** For a school to be considered offering in-person instruction it must be offering full-time in person instruction to one or more grade levels served by the school.
- Hybrid Instruction:** Students are receiving instruction through a combination of in-person and distance learning.
- Distance Learning Only:** No in-person instruction and services are provided (except through cohorts).
- Cohorts:** In-person instruction is offered only to provide targeted instruction based on a student's profile of needs, pursuant to the Guidance Related to Cohorts issued by the California Department of Public Health.

**STEP 7:** Point of contact completes the reopening status data collection form [*--to be available on Monday, January 25 at 12:01AM--*]

# Data Collection Process

---

- Beginning Monday, January 25 (**12:01am PST**), the [school reopening status data collection site](#) will be accessible to everyone who has registered.  
**[NOTE: The data collection site will be available at 12:01 AM.]**
- Every county office of education, district, charter school, and private school will be required to submit their reopening status every other Monday, in accordance with the [January 14 CDPH health order](#).
- The deadline for submission is Monday, January 25th at 5:00pm.

# Frequently Asked Questions (FAQs)

# Timeline

---

**Q:** By when do I have to submit my data?

**A:** The deadline for submitting data for this first round is Monday, January 25 at 5:00pm.

**Q:** When can I start to submit my data?

**A:** The school reopening status data collection form will go live on Monday, January 25 at 12:01am. [NOTE: The data collection site will be available at 12:01 AM.]

# Initial Registration

**Q:** If your school or district does not appear in the dropdown list, how do they register?

**A:** For any school or district that does not appear in the dropdown menu, they should go back to the first question, where they can:

- 1) Select "*School or District Not Found*"
- 2) Open the dropdown menu to select the county they are in, and
- 3) Type in the name of their school.

The image shows a registration form titled "Reporting Details" with a dropdown arrow. It contains three sections:

- LEA or Private\***: A horizontal line with four radio buttons labeled "District", "Charter", "Private", and "School or District Not Found". The "School or District Not Found" button is selected and highlighted with an orange box and a teal circle containing the number 1.
- School County\***: A dropdown menu with the text "Select county" and a downward arrow. It is highlighted with an orange box and a teal circle containing the number 2.
- Other School/District\***: A text input field with the placeholder text "Type in the name of the school". It is highlighted with an orange box and a teal circle containing the number 3.

# Initial Registration

---

**Q:** What do we do if we find private schools or charter schools that we know are closed or are not in our county?

**A:** We recognize that the initial data will need to be cleaned up following this first submission. If your school or district is not found, please enter the information using the “School or District Not Found” option. We will also be following up with county offices.



# Data Submission

---

**Q:** If we are a district/county office/state that sponsors a charter school(s), do we submit the data for our schools as well as the charter schools?

**A:** Each charter school will need to register and submit their reopening data separate from their district/county or state sponsor.

**Q:** If we are a district/county office that has several programs on one school site, do we submit the data overall for the school or by program?

**A:** Data will be reported overall as one total for all schools and not by program.

# Data Submission

---

**Q:** Do we provide reopening data for preschools?

**A:** No.

# Reopening Status Category

---

**Q:** If a non-classroom based charter school provides some instruction at a school, what category would they fall under?

**A:** Non-classroom based charter schools would report in the category of Distance Learning, but if they are serving groups of students that qualify under the cohort category provided in the [CDPH guidance](#), they would choose this status as well.

# Resources

---

- [January 14th Directive](#) on COVID-19 School Reopening Status Reporting
- [Appendix 4](#): Reporting Details of In-Person Instruction
- [Consolidated Guidance](#) on Reopening Schools
- [California Safe Schools for All Hub](#)



# Thank You