

CalSAAS Assignment Monitoring Virtual Hour

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Welcome & Virtual Hour Housekeeping

- Camera is optional, but encouraged
- Mute when listening, unmute when speaking
- Put questions for Q&A in the Chat Box
- If you get disconnected, attempt rejoining
- If SDCOE gets disconnected, wait 5 minutes and attempt to get back in

<https://calsaas.ctc.ca.gov/>

2022 - 2023 Assignment Monitoring

- LEAs and their monitoring authorities will be able to review exceptions **August 1, 2023**
- LEAs will have 60 calendar days to complete their initial review – ***September 29, 2023***
- Monitoring authorities will then have a total of 90 days to complete their review – ***October 30, 2023***
- CTC will finalize monitoring results when the monitoring cycle officially closes

CaISAAS Assignment Monitoring

1. If you are a Monitoring Authority (District overseeing Charter) you must make a determination via the Exceptions in REVIEW folder.
2. Monitoring Authority will either accept determination or return to District/Charter User for more information. SDCOE makes final determination.

Initial Responses/Determinations must be submitted by LEA's to SDCOE for review by 09/29/2023

Final data must be submitted by SDCOE to CTC by 10/30/2023

Initial Steps for CalSAAS Data Review

- Log into CalSAAS at <https://calsaas.ctc.ca.gov/>
- Click Exceptions Tab
 - **Within first 60 days**
 - Review “Undetermined” tab and make edits to submit to Monitoring Authority (MA) – (no access to Undetermined Tab after 60 days)
 - **Within 90 days**
 - Review “Returned” tab for responses from your MA on your submissions
 - Review and resubmit with corrected info
 - Check “Review” Tab for submissions from Charters you Authorize and respond/accept*

* SDCOE makes final determination.

Final Steps for CalSAAS Data Review

- Submit any TPSLs by using TPSL List tab
- Submit any Misassignments found outside CalSAAS using MA Reported Misassignment tab (Monitoring Authorities only)
- Run Reports and save for your records

CalSAAS Determinations

- **Appropriate Assignment** – *Do not use* this determination unless employee had the ***appropriate credential on census day*** for the assignment listed in CalPADS/CalSAAS and there is no other reason for the exception.
- **Core Setting** – Middle School Ed Code option - multiple subject credential holder teaching two or more subjects to the same group of students. ELD and Special Education do not qualify.
- **Local Assignment Option** (LAO) – Ed Code Option that allows teachers to teach outside their subject area. Must meet certain requirements and must have teacher consent. Attach board approval/consent.
- **Misassigned** – Not qualified for the assignment.

CalSAAS Determinations

- **Short-Term Waiver** – Seldom used – for a credentialed teacher to teach outside their subject area in an emergency situation for less than 1 semester. Form must be on file at SDCOE.
- **Vacancies** – Confirm if this an actual vacancy, place holder position, or an error.
- **Corrected MA** (MA=misassignment) – Applied for the appropriate credential after 10/7/2022.
- **Alternative Sped** – Student’s IEP identifies the class as the “least restrictive environment”. Provide a letter to attach to CalSAAS record to confirm (do not include student names). Or services are provided by another qualified educator (provide name and SEID)
- **CALPADS Error** – Entered the wrong code for the class. Identify the appropriate code and include a course description (if possible) to verify that the new course code is appropriate.
- **Other** – to be used in extremely rare instances in which no other determination is appropriate.

CalSAAS Determinations

- **2019-20 Charter** – Was employed in 2019-20 and has until **July 1, 2025**, to obtain an appropriate credential. Does not apply to CORE subjects (Math, Science, English, Science, etc.) or English Learner authorization. Must stay in same assignment to qualify for deferral. Still reported as a Misassignment.

Appropriate Credentials for CALPADS Course Codes

Appropriate Credentials for Special Education Categories

Appropriate Credentials for English Learner Services

Appropriate Credentials for Non Classroom Based Assignments

[SDCOE - CaISAAS Exception Remedy FAQs](#)

[English Learner \(CTC\) Chart](#)

[CTC Charts](#)

[Credential Authorization Sort Table](#)

Credential Information Guide (CIG)

To access the CIG, do the following:

- 1) Type in the following link: http://www.ctc.ca.gov/credentials/cig/cig_toc.html
 - 2) A box will appear labeled “Enter Network Password”
 - 3) Enter the following:
 - a) Username: cig2011
 - b) Password: ctcguide
 - 4) Click box to save your password
- Coded Correspondence & Credential Information Alerts (CIA) available on CIG or CTC website.
 - Workshops, Presentations and Charts on the CIG
 - SEID Lookup - **Account:** ciguser2002, **Password:** cctccig4u

CalSAAS Resources on the Credential Information Guide (CIG)

- General CalSAAS Info on the CIG:
<https://www.ctc.ca.gov/credentials/cig2/calsaas-information>
- Troubleshooting CalSAAS Issues on the CIG:
<https://www.ctc.ca.gov/credentials/cig2/calsaas-information/troubleshooting-in-calsaas>
- Information about Assignment Monitoring in the 2022 - 2023 School Year on the CIG:
[2022-23 Assignment Monitoring Frequently Asked Questions \(ca.gov\)](https://www.ctc.ca.gov/credentials/cig2/assignment-resources/assignment-school)
- Training Modules on Assignments on the CIG:
<https://www.ctc.ca.gov/credentials/cig2/assignment-resources/assignment-school>

Other CalSAAS Links

- **CalSAAS Training Module** : One-hour step by step online training:
<https://public.ctc.ca.gov/Training/Modules/CalSAASTraining/>
- YouTube Tutorial on creating and managing users in CalSAAS:
<https://www.youtube.com/watch?v=-PSIR5V7Kkw&feature=youtu.be>
- YouTube Tutorial on Managing Workloads in CalSAAS:
<https://www.youtube.com/watch?v=ykJJJ1ruFGY&feature=youtu.be>
- Access CalSAAS System:
<https://calsaas.ctc.ca.gov/>