Quick Start Guide to the

Preliminary Norm Enrollment and Staffing Dashboards

FOCUS

LOS ANGELES UNIFIED SCHOOL DISTRICT • BOARD OF EDUCATION •

Two norm dashboards are available to schools to monitor preliminary norm enrollment and norm staffing levels:

- Norm Enrollment Dashboard – The Norm Enrollment Dashboard was launched in 2016-17 to help schools monitor their enrollments and resolve data issues in a timely manner. The dashboard has been upgraded to enhance the user experience and improve data transparency. The dashboard displays classification enrollment counts, adjustment counts, norm enrollment counts, and warning counts from the first day of school through Norm Day.
- Norm Staffing Dashboard – The Norm Staffing Dashboard helps schools monitor their staffing levels. The dashboard uses adjusted norm enrollment counts from the Norm Enrollment Dashboard to calculate teacher, administrator, counselor, and clerical allocations from the first day of school through Norm Day.

Information from the Norm Enrollment and Staffing Dashboards is preliminary until posted as Final 2022-23 Norm Data by Budget Services. Refer to the Quick Start Guide to the Final Norm Enrollment and Staffing Dashboards for School Users.

This Quick Start Guide to the Preliminary Norm Enrollment and Staffing Dashboards for School Users describes the components of the dashboards and how to navigate them, including these topics:

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Access the Dashboards

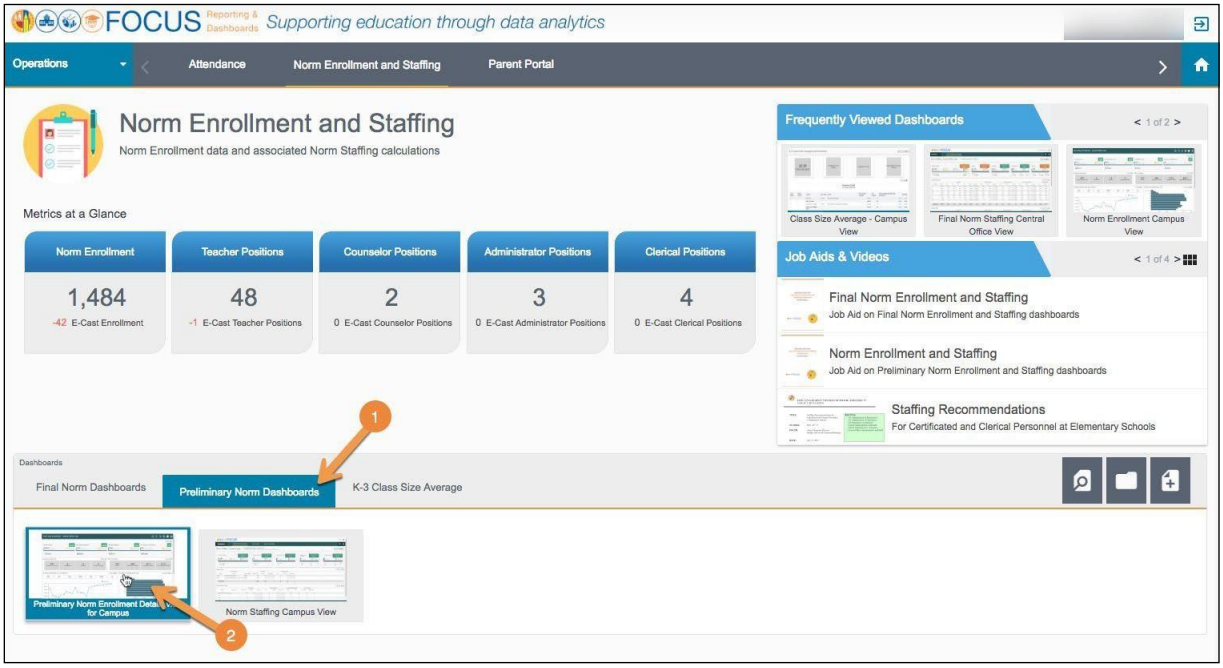
Note: The preferred browser is the most recent version of Google Chrome or Mozilla Firefox.

1. To access the dashboard, enter this URL into your browser: https://focus.lausd.net

2. Log into Focus by entering your Single Sign On username and password. Then, click Sign In.

3. This takes you to the Focus Welcome Page. (1) Click the Operations Analytic Area. Then (2) click Norm Enrollment and Staffing.

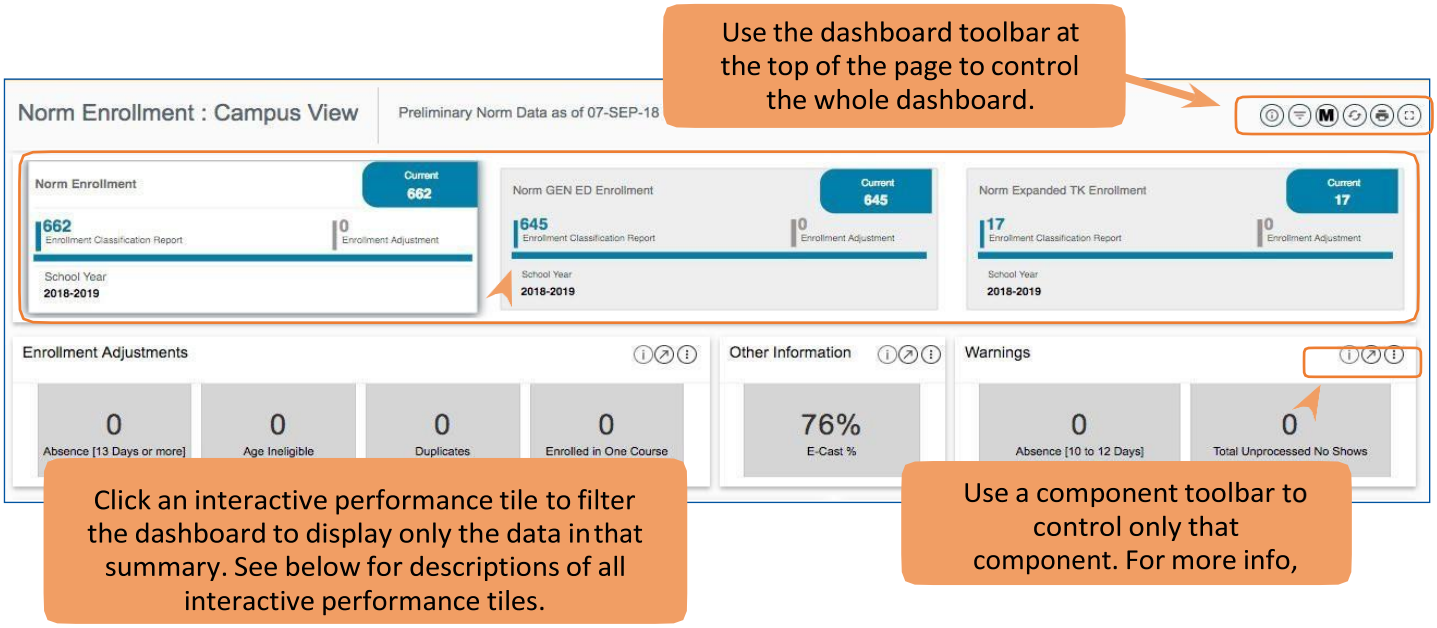
4. At the bottom of the Subject Page, (1) click the Preliminary Norm Enrollment tab, and then (2) click the Norm Enrollment Campus View to navigate to the dashboard.



Navigate the Preliminary Norm Enrollment Dashboard

The Preliminary Norm Enrollment Dashboard captures daily enrollment data and applies adjustments to the data to arrive at the norm enrollment used for staffing schools. Data on the dashboard is defaulted to the latest capture date unless the dashboard is filtered for a different date. Use the dashboard toolbar to filter the dashboard for another capture date.

Note: ***If you access the dashboard and the data does not appear accurate***, you must clear your browser cache. Refer to the job aid, Clearing the Browser Cache, for step-by-step instructions (This job aid can be found in the Job Aids & Videos section on the Subject Page).



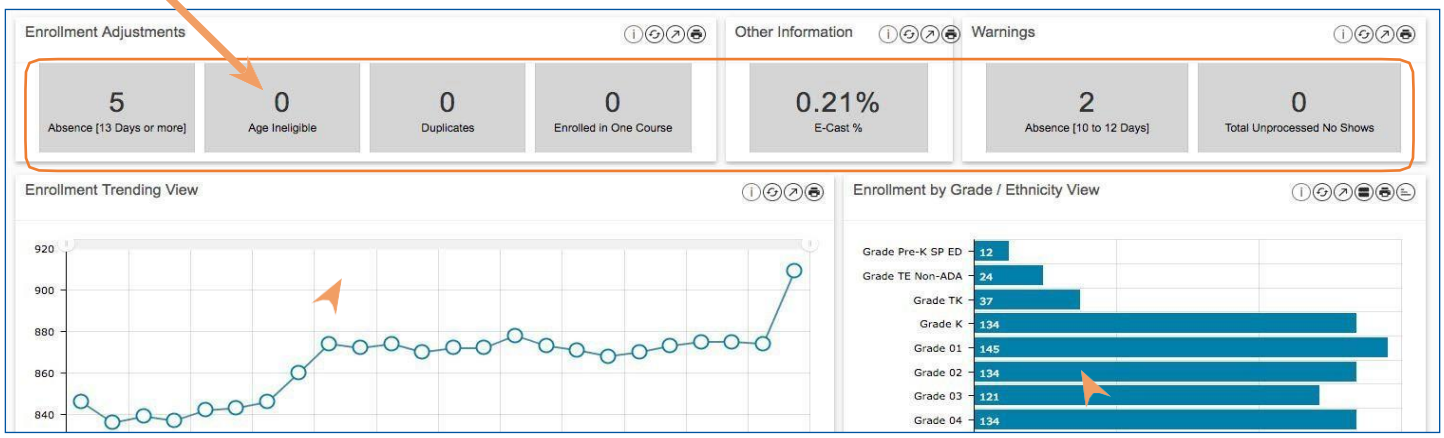
PERFORMANCE TILE	DESCRIPTION
Norm Enrollment	Count of students enrolled from Pre-Kindergarten to Grade 12, including Special Day Program (SDP) students.
Norm GEN ED Enrollment	Count of students enrolled from Grade TK to Grade 12, excluding Special Day Program (SDP) and Expanded TK students (TE).
Norm SDP Enrollment	For Elementary, this is the count of students enrolled in Special Day Program classes. For Secondary, this is the count of students with an active Individualized Education Program (IEP) where the "Percent Time in Special Ed" is 50% or more.
Norm Expanded TK Enrollment	Count of students enrolled in Grade TE.
California State Preschool Enrollment	Count of Pre-Kindergarten students enrolled in California State Preschool Program at Elementary schools.

Each tile has three parts:

1. Enrollment Classification Report – Enrollment counts from the classification report.
2. Enrollment Adjustments – Enrolled students to be deducted from Enrollment count; this is the sum of all adjustments: Duplicates, Absences, Enrolled in 1 course, and Age Ineligible.
3. Norm Enrollment – Count of students enrolled from Pre-K to Grade 12, including Special Day Program students (SDP) minus total Enrollment Adjustments.

Norm Enrollment Dashboard Cont'd

See below for descriptions of all other performance tiles.



The Enrollment Trending View displays the total norm enrollment from the first day of school through Norm Day.

The Enrollment Grade/Ethnicity View displays the ethnic breakdown by grade level for the selected capture date.

Enrollment Adjustments

Enrollment adjustments are applied to the classification enrollment counts, which include the following:

PERFORMANCE TILE	DESCRIPTION
Absence [13 Days or more]	Students with absences of 13 days or more from the enrollment date through Norm Day.
Age Ineligible	Students enrolled as Kindergarten (K) or Transitional Kindergarten (TK) but turn 5 years old after February 2, 2023 or students enrolled as Expanded Transitional Kindergarten (TE) but turn 5 years old after September 1, 2023.
Duplicates	Students who have more than one enrollment record.
Enrolled in One Course	Students enrolled in one course only.

Other Information

PERFORMANCE TILE	DESCRIPTION
E-Cast %	Percentage of total norm enrollment to total E-CAST enrollment.

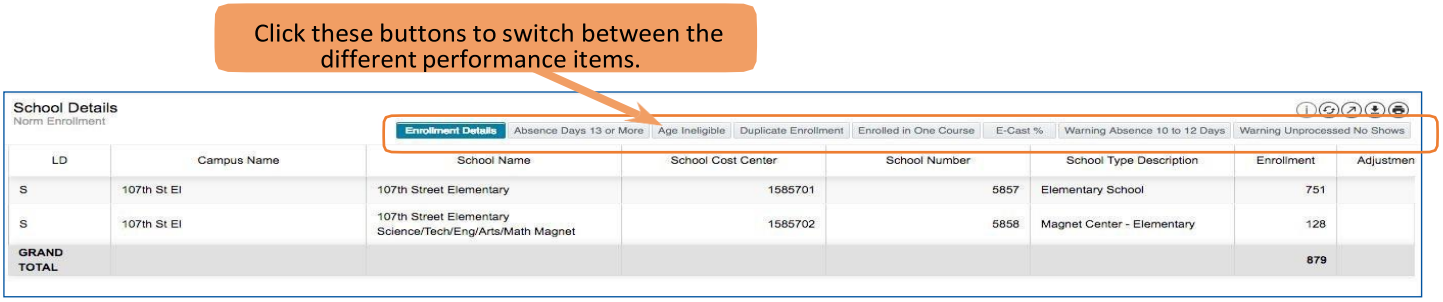
Warnings

PERFORMANCE TILE	DESCRIPTION
Absence [10 to 12 Days]	Students with absences of 10-12 days from the enrollment date through Norm Day. These students are within 1-3 additional absences of being deducted from the enrollment count.
Total Unprocessed No Shows	Students flagged as no show in MiSiS by a school but the no show cannot be processed by the system because the students have a record of attendance, etc.

Norm Enrollment Dashboard Cont'd

The School Details Report provides a summary of the classification enrollment, adjustments, and the net or norm enrollment for each school on the campus (that is, home school, magnet center, other learning center, or dual language center). School Details are available for each of the following performance items:

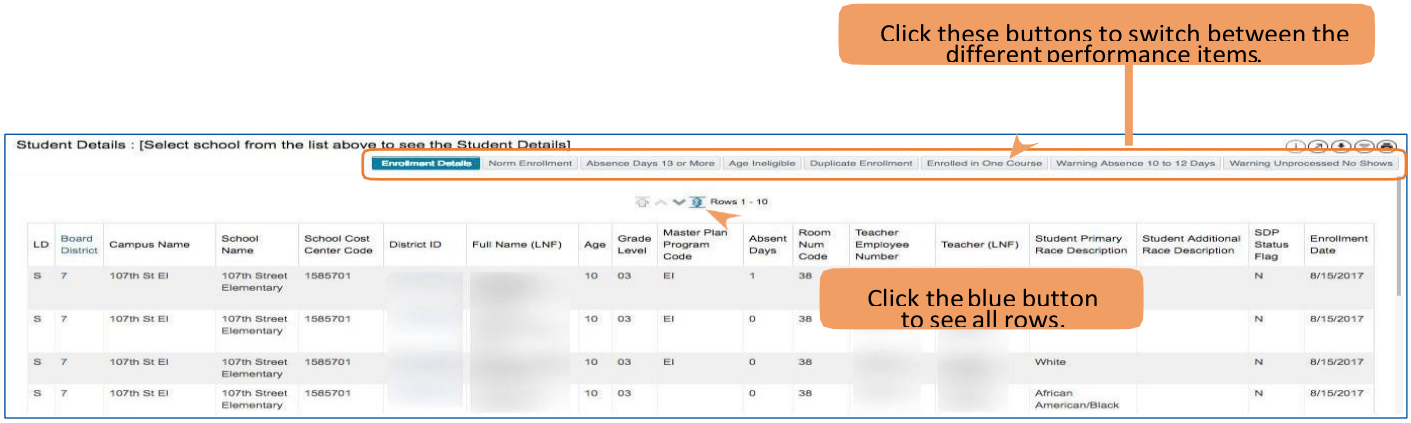
- Enrollment Details
- Absence Days 13 or More
- Age Ineligible
- Duplicate Enrollment
- Enrolled in One Course
- E-CAST %
- Warning: Absence [10 to 12 Days]
- Warning: Total Unprocessed No Shows



LD	Campus Name	School Name	School Cost Center	School Number	School Type Description	Enrollment	Adjustmen
S	107th St El	107th Street Elementary	1585701	5857	Elementary School	751	
S	107th St El	107th Street Elementary Science/Tech/Eng/Arts/Math Magnet	1585702	5858	Magnet Center - Elementary	128	
GRAND TOTAL						879	

The Student Details Report provides a list of students enrolled at each school on the campus and displays any applicable adjustments or warnings for each student. The Student Details will only be displayed when a school is selected from the School Details. Student level details are available for each of the following performance items:

- Enrollment Details
- Absence Days 13 or More
- Age Ineligible
- Duplicate Enrollment
- Enrolled in One Course
- E-CAST %
- Warning: Absence [10 to 12 Days]
- Warning: Total Unprocessed No Shows



LD	Board District	Campus Name	School Name	School Cost Center Code	District ID	Full Name (LNF)	Age	Grade Level	Master Plan Program Code	Absent Days	Room Num Code	Teacher Employee Number	Teacher (LNF)	Student Primary Race Description	Student Additional Race Description	SDP Status Flag	Enrollment Date
S	7	107th St El	107th Street Elementary	1585701			10	03	EI	1	38					N	8/15/2017
S	7	107th St El	107th Street Elementary	1585701			10	03	EI	0	38					N	8/15/2017
S	7	107th St El	107th Street Elementary	1585701			10	03	EI	0	38			White		N	8/15/2017
S	7	107th St El	107th Street Elementary	1585701			10	03		0	38			African American/Black		N	8/15/2017

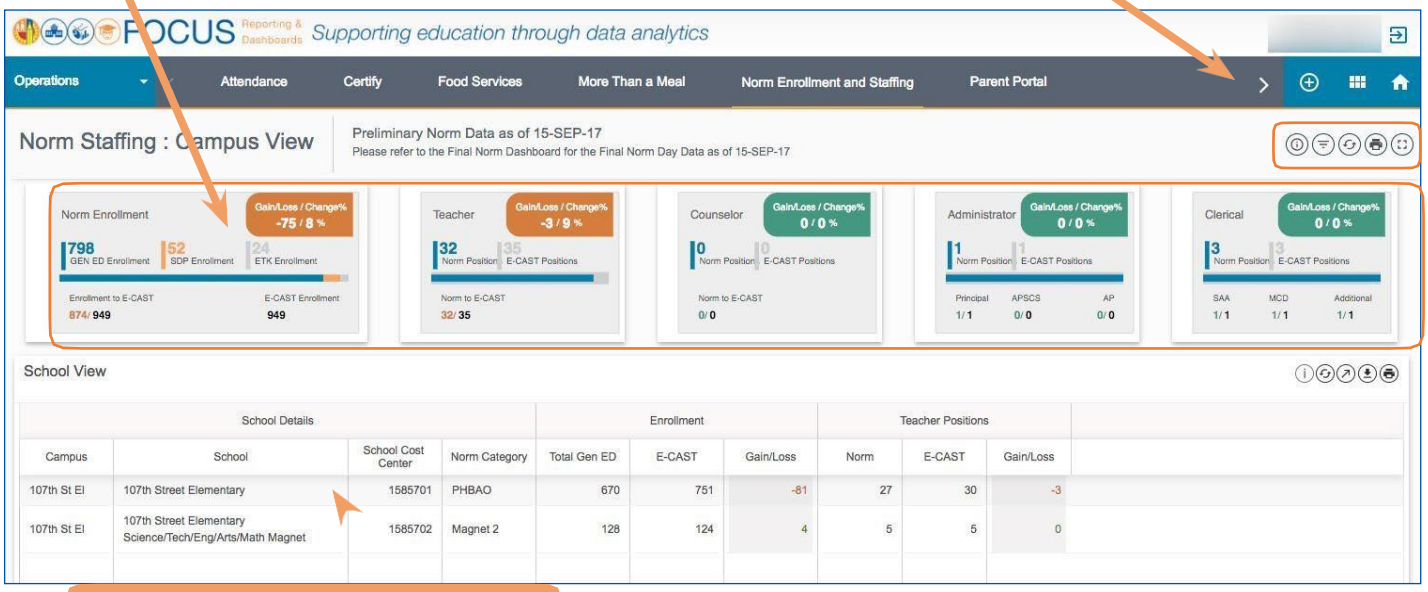
Navigate the Norm Staffing Dashboard

The Norm Staffing Dashboard includes a comparison of E-CAST with the selected capture date for student enrollment and staffing allocations. This dashboard uses adjusted norm enrollment counts from the Norm Enrollment Dashboard to calculate teacher, administrator, counselor, and clerical allocations from the first day of school through Norm Day.

Note: Data on the dashboard is defaulted to the latest capture date unless the dashboard is filtered for a different date. Use the dashboard toolbar to filter the dashboard for another capture date.

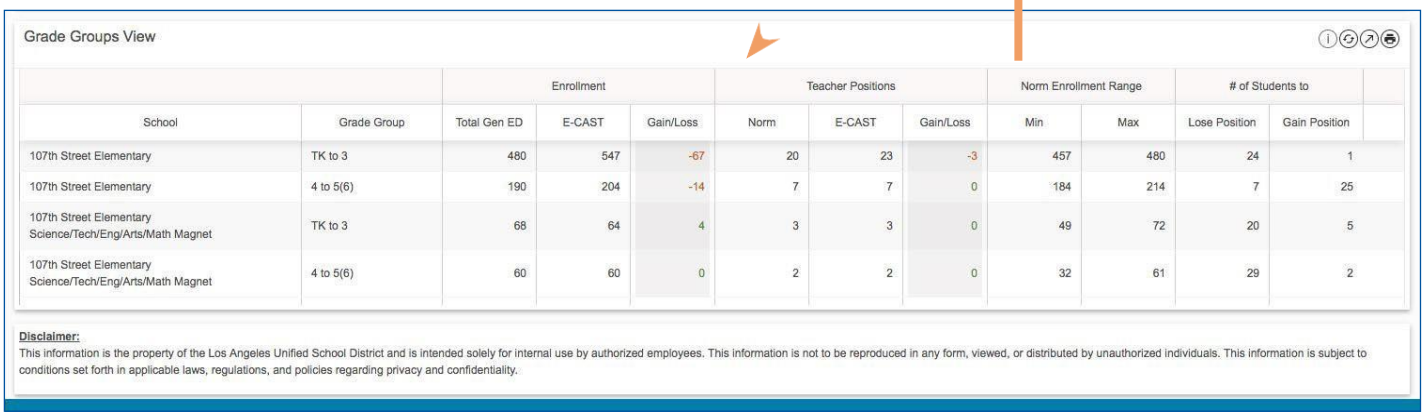
The tiles in the header of the dashboard provide the Gain/Loss/Change data regarding Norm Enrollment, Teacher, Counselor, Administrator and Clerical positions.

Use the dashboard toolbar at the top of the page to control the whole dashboard, or use a component toolbar to control only that component. For more info, see page 8.



The School View allows you to see the enrollment and teacher positions for all campuses to which you are assigned.

In the Grade Groups View, based on the type of school, Elementary, Middle, High School, you willbe able to view the Grade Group enrollment for determining your norm teacher positions. In addition, there is a "Norm Enrollment Range" and "# of Students to" to determine if you are losing or gaining a position.



Report/Component Functions

All components provide various functions to analyze the data presented. Users can…

1. Maximize/view all components in full screen
2. Export Table Views
3. Print all components

Maximize/View Component in Full Screen

All reports and components can be viewed in full screen.

1. Click the maximize icon in the component toolbar to view a report or any other dashboard component in full screen.

2. Click the minimize icon in the component toolbar to return to the dashboard.

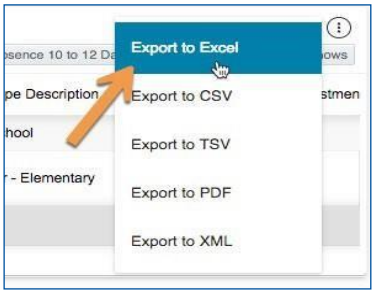
Export Table View

Only the Table Views can be exported.

1. Click the Export icon in the component toolbar to export a Table View.

   Note: The exported report will include all filters applied.

2. Select the desired export format, such as Excel or CSV, from the drop-down menu.



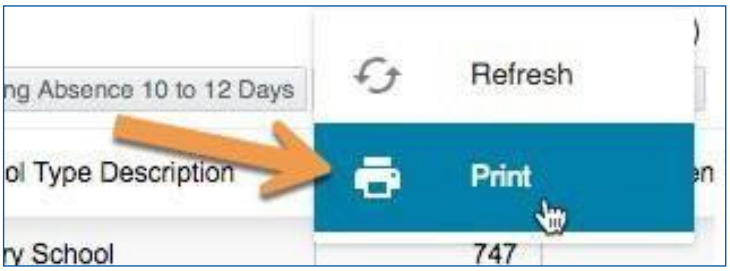
3. The exported file will download to your computer's preferred location. Please remember to keep track of where your files are saved.

Print Component

All reports and components can be printed in the format in which they are displayed on the screen.

1. Click the More Tools icon in the component toolbar.

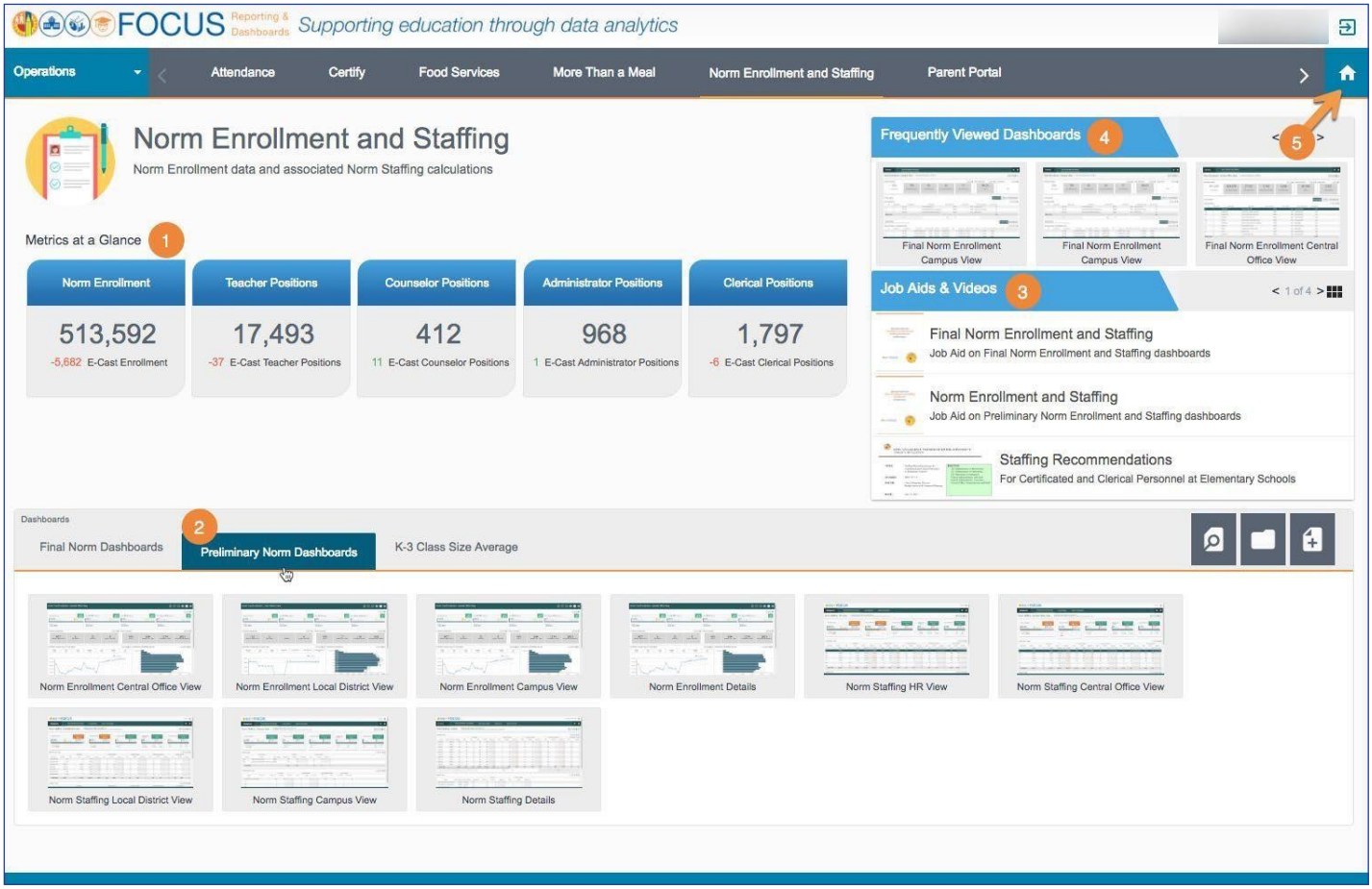
2. In the drop-down menu, click Print.



3. Your browser's print dialogue box will appear to complete the procedure.

Appendix A: Norm Enrollment and Staffing Subject Page

The purpose of the Subject Page is to provide a list of all available dashboards within the subject, as well as the related metrics to which users should pay attention.

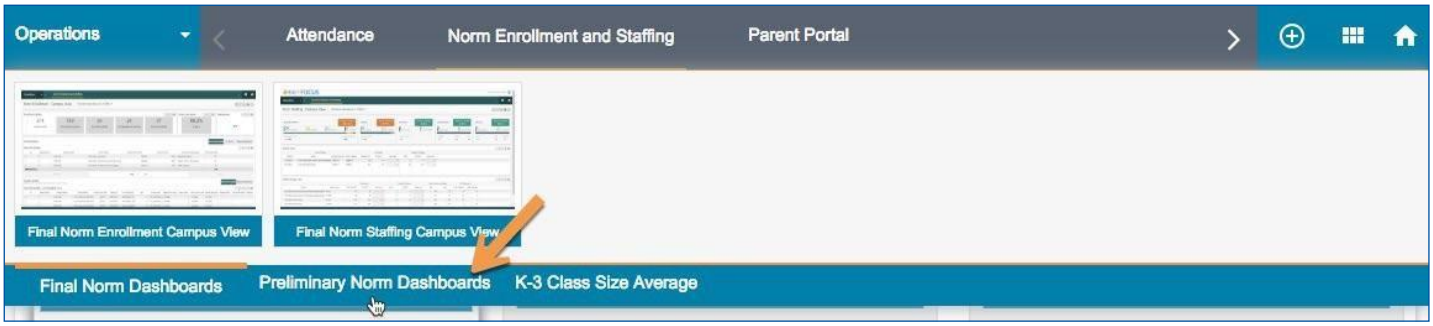


#	DESCRIPTION
1	In the Metrics at a Glance section, review key metrics related to the selected subject.
2	In the Preliminary Norm Dashboards section, click Norm Enrollment Campus View or Norm Staffing Campus View to open the dashboards. (Note: Users will only see the dash- boards to which their role grants access).
3	Review job aids and other norm information in the Job Aids & Videos section.
4	Access the dashboards you visit most often in the Frequently Viewed Dashboards section. Click the arrows to scroll through the list. (Updated nightly.)
5	Click the Home icon to return to the Welcome Page.

Appendix B: Navigational Bar

The navigational bar can be found at the top of the screen on the Norm Enrollment and Norm Staffing Dashboards. To navigate between the Preliminary Norm Dashboards, click Norm Enrollment and Staffing in the navigational bar.

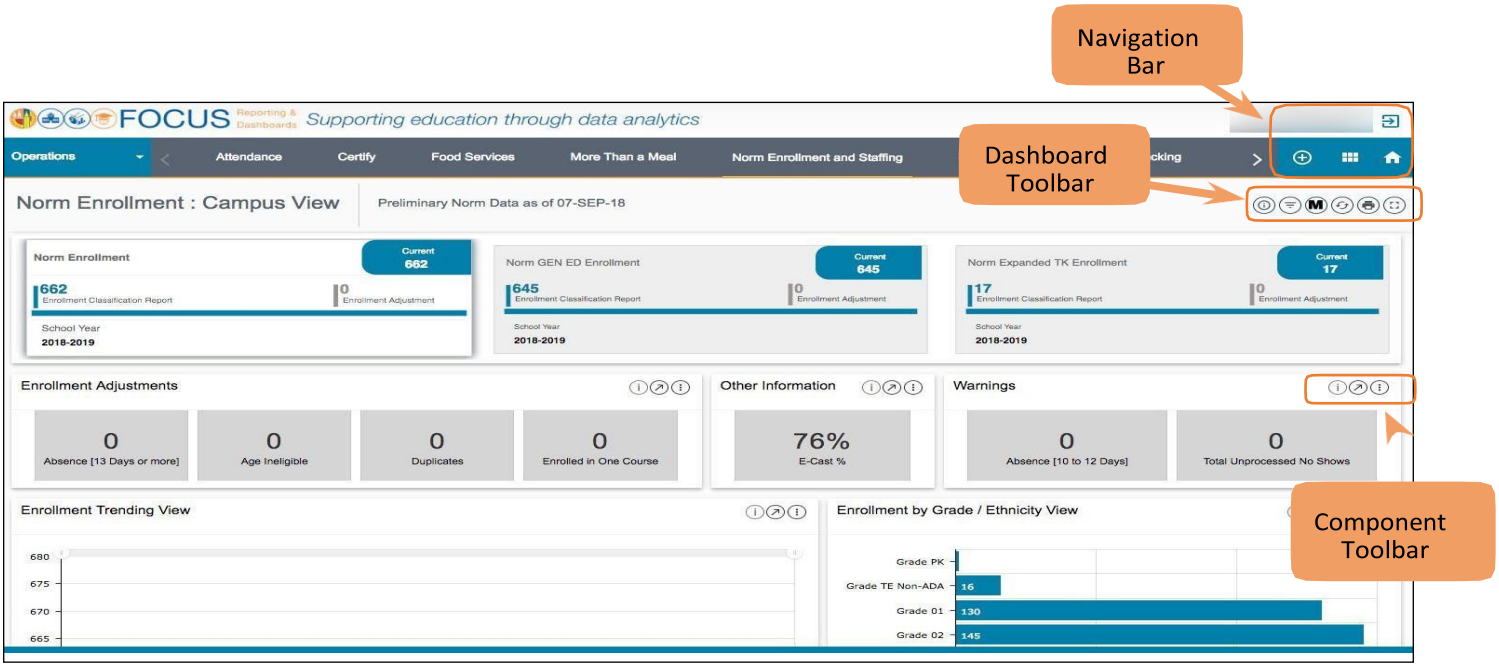
Then, click the Preliminary Norm Dashboards tab.



Lastly, click the dashboard name to navigate to it.

Appendix C: Icon Glossary

Focus displays many icons throughout the application, with the majority in toolbars. Each dashboard consists of multiple sets of toolbars. The Dashboard Toolbar, located at the top right corner of the screen, controls the entire dashboard, while the Component Toolbars throughout the dashboard control each component individually. In addition to the toolbars, the Navigation Bar contains icons to navigate to other screens. See the image below for an example, and refer to this section of the guide for definitions of all icons.



ICON	TOOLBAR LOCATION	HOVER TEXT	ACTION PERFORMED
	Welcome Page / Subject Page	Search	On the Welcome Page, search the entire application. On the Subject Page, search the displayed Subject.
	Welcome Page/ Subject Page	Catalog	Go to the Basic View of the Catalog. The Composer View can be accessed within the Basic View.
	Welcome Page / Subject Page	Create Your Report	Create an ad hoc report.
	All Pages	Logout	Log out of Focus.

ICON	TOOLBAR LOCATION	HOVER TEXT	ACTION PERFORMED
	Subject Page/ Navigation Bar	Return to Welcome Page	Return to the Welcome Page.
	Navigation Bar	Return to Subject Page	Return to the Subject Page for the displayed dashboard.
		More Options	Reveal options to view Catalog, Create Report, or view Job Aids.
		Catalog	Go to the Basic View of the Catalog. The Composer View can be accessed within the Basic View.
		Create Report	Create an ad hoc report. Refer to the job aid, How to Create a Report.
		Job Aids	View and download job aids, videos, and other help content.
	Dashboard Toolbar	Info	View help information related to the current dashboard.
		Filter	Reveal options for modifying the data displayed on the dashboard. Use the Filters to narrow the set of students displayed in the dashboard. Available filters vary by dashboard.
		MiSiS	A direct link to MiSiS reports so that the user may generate the Classification report according to MiSiS' instructions.
		Refresh	Refresh the data on the dashboard.
		Print	Print the entire dashboard as it is currently displayed on the screen. (To print a component by itself, see Component Toolbar icons).
		Full Screen	Remove the header and display the dashboard full screen.

ICON	TOOLBAR LOCATION	HOVER TEXT	ACTION PERFORMED
	Component Toolbar	Info	View help information for the component.
		Refresh	Update the data in the component, retaining all filters applied.
		Maximize	Display the component on the entire browser screen.
		Filter	Reveal options for modifying the display of the component; click a filter name to display the list in a different configuration. Available filters vary by component.
		Export	Export the component to an Excel, CSV, or PDF file.
		Sort	Click to toggle between sorting the list in the component from best to worst or worst to best.

Whom to Contact for Support

For questions about the Norm Enrollment Dashboard:

QUESTIONS OR ASSISTANCE NEEDED	WHOM TO CONTACT
Assistance on where to find the links and other information on Norm Enrollment Dashboard.	Fiscal Specialists assigned to your school
Age Ineligible students	Early Childhood Education - Telephone: (213)241-0415 LD East — Ranae Amezquita — ramezqui@lausd.net LD Northeast — Martha Borquez — mlb6470@lausd.net LD South — Ifetayo Ewing — iewing1@lausd.net LD West — Tracey Washington — tracey.washington@lausd.net LD Northwest — Ana Oregel — abo9100@lausd.net LD Central — Obioma Uche — oiu9972@lausd.net
Regarding % of program time outside General Education	Local District LRE Specialists assigned to your school
Secondary students enrolled in one course; Students enrolled but not scheduled in any classes	School Counselor
Inquiry on Norm and Manual Adjustments Counts	AttendanceEnrollmentSection@lausd.net

For questions about the Norm Staffing Dashboard, please contact the Specialist(s) in your Local District:

LOCAL DISTRICT	SPECIALIST	EMAIL ADDRESS
CENTRAL	WILLIAM MASIS	william.masis@lausd.net
	PATRICIA CAMACHO	patricia.camacho@lausd.net
EAST	PATRICIA CAMACHO	patricia.camacho@lausd.net
	EDWARD SALAZAR	exs3827@lausd.net
NORTHEAST	ELISE CHO	esc8642@lausd.net
	OSCAR HERNANDEZ	oherna2@lausd.net
NORTHWEST	BEATRIZ SMISSEN	bsmissen@lausd.net
	ELISE CHO	esc8642@lausd.net
SOUTH	THOMAS RAMIREZ	thomas.ramirez@lausd.net
	MICHAEL THOMPSON	michael.a.thompson@lausd.net
WEST	KAREN CASTRO	karen.castro@lausd.net
	THOMAS RAMIREZ	thomas.ramirez@lausd.net
SUPPORT SERVICES/PSA SPECIAL ED/ITINERANTS	ANDRES EQUIHUA	andres.equihua@lausd.net
	SUZY KIM	suzy.kim1@lausd.net

For assistance with technical issues, such as...

- Difficulty accessing the application or dashboards
- Difficulty finding something

Please submit a Service Request to the ITD Help Desk. Enter this URL into your browser:

https://achieve.lausd.net/Page/11176

Scroll down and click Online Ticket. In the new window, choose Request Assistance with MiSiS. In the Select the Affected Module drop-down menu, select “MiSiS - Focus Reporting & Dashboards.”