![Missouri Department of Elementary & Secondary Education logo]

MOCAP- Missouri Course Access and Virtual School Program

Please go to https://mocap.mo.gov/ and check out the MOCAP Guidance memo and other helpful information for LEAs.

Q: Can we add more than one person for a category on Screen 03?
A: There is only one person allowed as the MOCAP facilitator on Screen 03.

Q: Could you review again how to access the accountability reports for MOCAP?
A: DESE will be sending out instructions on how to access the progress reporting soon. In the meantime, LEAs should be working with the courseware providers to see progress.

Q: MOVA is a DESE Approved MOCAP vendor, correct? So they have all educator file information uploaded already?
A: All courses listed on the https://mocap.mo.gov/ Course Catalog have turned in their educators and been verified that those teachers are appropriately certificated. Therefore, you use Program Code 50.

Q: MOCAP course supervised on-site with an educator, but course is being taught by the MOCAP educator - how should the supervising teacher be coded?
A: Report the course with the program code of 50 – MOCAP (because MOCAP has checked the certificate already). Then the delivery system is V. The supervisory teacher must at least have a substitute certificate as the minimum requirement.

Q: They are reported with a study hall code and not with the actual course. Correct?
A: If there is a teacher in the room and supervising the students, the supervising person can be coded as study hall. This is in addition to the virtual course being reported.

Q: What is the state course number we should report?
A: Look at the MOCAP course catalog; all the course IDs are from Exhibit 10.

Q: Where do we find the state reporting codes for virtual classes that are not MOCAP?
A: You will use the course codes that are in Exhibit 10 for course reporting.

Q: Do I REALLY have to get the SSNs from the Virtual Course Provider for the Virtual Educators and report them?
A: Yes, you need to get the courseware provider educators for non-MOCAP courses so you can ensure that teacher has the appropriate Missouri certificate to teach that course. The courses on the MOCAP catalog that include an educator can just have program code 50- MOCAP because DESE has already assured the educators are appropriately certificated. If an LEA uses their own virtual provider where the LEA verified alignment, the LEA will need to obtain the educator credentials from that provider. The point of Program Code 50 MOCAP of the October Course Assignment file is the educators have already been checked so vendors do not send that private information to every LEA. But if an LEA uses a NON-MOCAP provider, the LEA is responsible for securely obtaining that information.

Q: Virtual Course Attendance - is the 47% for 50% of any part of that course, or is it if they complete from beginning of semester to midpoint of course?
A: Course completion is calculated *when the course is over*. Some courses are a semester; some are a full year. At the end of the course, the provider will give a percentage of completion of all assignments for that course. Providers should report monthly based on progress.

Q: We want to make sure that we can mark a student as virtual but still report actual attendance if the student is attending in the building?
A: Yes, you can mark the student as virtual and still use actual attendance. Virtual is just the delivery system. The student is given actual attendance if the student is in the building and the teacher can take attendance. You can setup the course in your SIS that "Teacher takes attendance = TRUE"

Q: On virtual courses, if the student is on campus entirely in seat during regular scheduled day, they would actually be 100% attendance. Virtual attendance is for off-campus programs/courses?
A: Correct. If the student is entirely in-seat, it is the actual attendance whether it is virtual or traditional teaching. The 94/47/0% attendance based on course completion is only when they are outside of the building.

Q: How do you handle attendance if a student starts the year in a teacher class then moves to virtual? If the student gets attendance for both, they'll automatically go over the allowed hours for the year.
A: The student is claimed in-seat for the time they are at school. If they then move to a virtual course, you claim for what it would have taken to complete the course in-seat. I'm not sure how they would go over the hours as they do have to complete the course in the exact particular time frame. You may want to call me at 573-751-0357 to discuss further.

Q: If we purchase the Edgenuity instructor and not curriculum only, do we exclude the course and student assignment from our file since Edgenuity is reporting the course and educator?
A: I am unaware of the scenario of purchasing a MOCAP instructor to teacher LEA: developed curriculum. **Courseware providers do not submit into MOSIS.** LEAs are the only ones submitting into MOSIS. MOCAP providers submit progress reports to DESE, which MOCAP office uses to verify the LEA submissions into MOSIS are the same.

Q: We have a license to use a MOCAP vendor. So for a MOCAP student who is taking classes with this vendor, would we identify this student as a 50 or 52 program code?
A: If you have a separate core site license agreement with a vendor and you have checked their curriculum and educators, you do not need to report them as MOCAP or use a program code. You only need to report the delivery system as V for virtual. However, be ready to show that those standards have been met (curriculum and educators).

Q: Is there a place we can see the vendors who are already approved by MOCAP?
A: https://mocap.mo.gov/. Look under Course Catalog.

Q: MOCAP - what is considered completion? A student could log in but not do the work properly and receive an F just like they can do in high school?
A: Course completion is based on the assignments completed. If the student logs in but does not submit any work, he/she will not be completing the course if the work has not been attempted. So the student would receive an F and the school would receive zero attendance for that student.

Q: We offer virtual courses to students through a MOCAP approved provider but do not go through MOCAP at the present time. Do I still report a code of 50?
A: Only use Program Code 50 for MOCAP courses; that shows that MOCAP has approved the curriculum and the educator. You would just list the course with the delivery system of V for virtual. The LEA will be responsible for the verifying with the virtual provider that the curriculum is aligned to standards and the educators have the appropriate certificate. Using Program Code 50 –MOCAP means that the vendor will not have to send you the educator information because MOCAP has already checked it.

Q: When creating MOCAP courses in our SIS, do we use the MOCAP course numbers and they'll report correctly?
A: The MOCAP course codes are all based on Exhibit 10. Then the educator certificates are checked against those course codes to verify the teacher is appropriately certificated (grade level and course subject).

A: Aspire is not a MOCAP approved provider so you will only use a delivery system; you will not use a program code. Credit recovery is not offered through MOCAP.

Q: If we have a full-time MOCAP student, will we need to create MOCAP classes by subject for reporting purposes in our SIS?
A: Yes.

Q: We have a student attending another district with MOCAP. We have them enrolled in our system but do we use our instructors or the other district's?
A: Students take MOCAP through their resident district. If it is a MOCAP course, you would use the MOCAP educator. MOCAP courses allow LEAs to use Program code 50 in the Course Assignment file because the MOCAP office has already approved the educators and course alignment. The program code 50 allows DESE to track those courses/vendors for accountability purposes. If you are purchasing courses through another LEA with a cooperative agreement, that *receiving district* fills out the Educator Core/October files on your behalf and you do not need a program code, just the delivery system. No matter what, the student is enrolled in his/her resident district. You can use your own teacher by just purchasing curriculum, or use the receiving LEA's teacher.

Q: How do you code a teacher that proctors a virtual class?
A: Study hall as the supervisor assuming that it is a MOCAP course and the educator has been checked by MOCAP.

Q: For virtual courses through MOCAP, do we designate in the Student Assignment file who the MOCAP vendor is (e.g., if Launch, put district code for Springfield Public Schools)?
A: No, you do not need to designate the courseware provider in the Student Assignment file.

Virtual

Q: What is the separate core site license agreement? Do we need that? If so, how do we get one?
A: Under 162.1250 districts can review and contract with their own virtual provider. That means the LEA is responsible for ensuring courses align to MO Learning Standards and the teachers have a Missouri certificate. The vendor would then send the Educator Core information to the LEA for the October file.

Launch

Q: We use Launch as one of our MOCAP providers. They have told us not to report Educator or Course/Student Assignment files; they will be reporting that. Am I correct in understanding that we do need to report those?
A: Member districts of Launch are purchasing courses from another LEA. Launch fills out the October and June files so the resident district does not need to get that information from Launch. For LEAs that are non- Launch members

and are using a MOCAP course, you will use Program Code 50 and know that the MOCAP office already checked those educator certificates.

Q: I was confused on why Launch was different from other MOCAP providers. Launch is part of Springfield school district. Therefore, member districts that have a cooperative agreement with Launch will use the Resident 1 scenario.

A: Resident I - Cooperative Agreements Students residing in one district but attending school in another district with a negotiated payment structure in place. (The district where student attends provides the Student Core and Student Enrollment & Attendance data to the district of residence which then reports the data to the Department as a RI student). Student Assignment data is reported by the district where the student attends.
- Alternative School Programs
- Special Ed Coops / Special Ed Collaborative
- Area Career Centers

Q: We are providing virtual instruction with Launch. We have a Launch teacher who is in charge of the instruction, but we have a supervising teacher from our district physically in the room. Should we use the MOCAP course code or 999999 for student hall? Would we use our district employee's SS number? Then we would use Course Delivery of V?

A: If you are a Launch member district, you do not use program code 50 because Launch is filling out those October and June files for you AC - please answer about the supervising teacher when using sending/receiving.

Q: Should Launch Course show up on Screen 22 in Core Data? Yes, once Launch reports it, the sending LEA will see it. When purchasing courses from another LEA under a cooperative agreement, the receiving district reports October and June files.

A: Yes

Q: For Launch classes that have required in-seat attendance and a teacher to monitor the class, will that be 100% attendance and Del-Code "S" or 94% attendance and Del-Code "V", or something else?

A: In-seat attendance = actual attendance. When the student is not in the building, use 94% if the student completes 100% of the course.

Q: So if we are a member district of Launch we do NOT use the Program Code 50? Or does it not really matter what we put in our Student Information System since Springfield/Launch is reporting the student assignment and the course completion?

A: Correct- Launch is filling out the Course Assn. files on your behalf so there is not a place to even input program code 50.

Q: We have a required 8th grade class that is taken using Launch and daily attendance is required. Would this be considered (S)atellite 100% attendance or (V)irtual 94%, please?

A: I have not heard of satellite attendance before. If the student is in-seat, it is their actual attendance. If the student is outside of the building, the attendance is based on course completion.

Q: If a student is a .86 FTE but takes one Launch virtual class after school/off campus, would I show his FTE as .86 or 1?

A: How many classes does this student take versus a full time student in seat? If they take six out of seven and then take one more virtually for a total of seven, which is what a full time student takes, then the FTE would be 1.0.

Q: Do Project Lead the Way courses need to be coded with any special codes: program code, delivery system, etc.?
A: I am not sure but you might be able to use the Delivery System ST for the (PLTW Launch) and (PLTW Gateway). ST is in Exhibit 14 on p. 344. The delivery system can be used for science, technology, engineering, mathematics (STEM) or science, technology, engineering, art and mathematics (STEAM) integrated instruction. You wouldn't use that in any of the Career Education courses such as approved PLTW courses and I believe you will get an error in the system if you do.
If the course is an approved career education course then you use 01 for the program code.

Q: In reference to not reporting Launch: Launch has told us they are reporting educator and assignments and Edgenuity has said that if we purchase their educator and not just "curriculum only," they also take care of reporting.
A: This is incorrect. Only LEAs with a cooperative agreement through another LEA share responsibility for reporting. NO commercial providers submit into MOSIS, this is all done by the student's resident LEA. The courseware providers also send MOCAP reports so we verify what the LEAs report.

Q: I do not have Edgenuity's educator information to report. Am I supposed to ask them for their educator info?
A: If it is a MOCAP course, no, you do not need the educator information. Any courses not in the MOCAP catalog need to have an educator reported by the LEA. If you use a MOCAP course and purchase the teacher and the curriculum, you only need to use Program Code 50 because the MOCAP office checked those educators.

Q: If we purchase virtual courses through another district (e.g., Launch), will those show up on Screen 22?
A: Yes, once Launch reports it, the sending LEA will see it. When purchasing courses from another LEA under a cooperative agreement, the receiving district reports October and June files.

Q: Are Launch classes considered the same as MOCAP classes?
A: Launch has two options: (1) member districts that have Launch completing the October and June files with the cooperative agreement, and (2) MOCAP courses for non-member districts that an LEA would just use Program Code 50 in the Course Assignment file. The important thing is that when using Program Code 50, that course is listed on the course catalog because then you know the MOCAP office has approved the course and the educator.

Q: Fueled by Launch is now MOCAP-approved. The course is 100% online but a teacher is supervising the students in a classroom. How does this look for the teacher in the assignment file?
A: If you are a Launch member, then Launch is doing the educator and assignment files for you.

Q: Launch has told us not to include students taking Launch courses in our course/student assignment files. I'm seeing contradicting information here.
A: Launch is correct. Please let me know where you see the contradicting information so I can edit it.

Q: How do we report a teacher that is in the class period for virtual courses but the instruction is given by a contracted virtual provider (SPS Launch)? Students are in seat and being supervised by this teacher.
A: Launch is reporting the October and June files for you. (This way they do not send educator SSN all over the state and take care of those files for you.) The supervisory teacher can be coded in a study hall in addition to the Launch

Q: So if we provide a period of the day in which a student is enrolled in a class specifically for a virtual course like Launch, we can claim 100% attendance? It doesn't matter that the student works on the course outside of school hours, somewhat like homework with a traditional course? We would still get 100% attendance for the student?
A: Yes, you can claim 100% attendance (of when the student is present) if the student is taking the course in seat. If the student is taking the course outside of schools hours, then you'd assume it is outside the building. Therefore,

the attendance would be based on course completion. If the virtual course is scheduled during the regular school day and the teacher takes attendance, it is the actual attendance. When the student has homework and accesses the virtual course outside of the building, it is not a consideration of attendance because it is just homework.

Q: First, we are a member district of Launch. Secondly, I have a new class this year at our high school called ASPIRE. Students are in seats with one of our educators as the instructor. Launch will be used as more of a credit recovery option. Do I report ASPIRE with a course program code of 52 and delivery of V?

Q: So, with my question above, since they are Launch classes, we will not have to report anything?
A: Launch reports the educators, the courses and course completion on your behalf.

Q: How do you report an approved MOCAP course but the district is not going through MOCAP? I am referring to Launch. What program code and dual credit site?
A: Program Code 50 is ONLY for MOCAP courses. This is because the vendors have already turned the educator files in to the MOCAP office for us to check.

A+

Q: Can you define an A+ Candidate?
A: The A+ Scholarship Program is part of the Department of Higher Education and the information is located at this link: https://dhewd.mo.gov/ppc/grants/aplusscholarship.php.

Q: What is an A+ Candidate for the 95% Attendance for MOCAP – a completer or participant?
A: 161.670.3(4) In the case of a student who is a candidate for A+ tuition reimbursement and taking a virtual course under this section, the school shall attribute no less than ninety-five percent attendance to any such student who has completed such virtual course.

Q: For A+ students taking virtual courses. If a student is in 9th grade and taking a virtual course then they may not have been identified as A+ yet. In order to have their attendance calculate properly they would need to be identified as A+ before they enroll in a virtual course. Is that correct? Yes. And do we report the 95% attendance in June or is that percentage only used to determine their A+ eligibility?
A: 161.670.3(4) In the case of a student who is a candidate for A+ tuition reimbursement and taking a virtual course under this section, the school shall attribute no less than ninety-five percent attendance to any such student who has completed such virtual course.

Q: We have a student enrolled into MOCAP courses through Grandview. We were told we have to keep the student enrolled in our district and be the one to report all information. I am not sure how to report the teachers and courses for this student.
A: You are correct. The student must stay enrolled in his/her resident district. You will report Program Code – MOCAP 50 in the Course Assignment File. Then you will not have to input information on the educator because the MOCAP office has already reviewed and verified those teachers have the appropriate certificate. All the MOCAP vendors turned in those educator and course assignment files to the MOCAP office so MOCAP could generate a Staff Assignment report to verify the educators had the correct certificate based on the course codes (from Exhibit 10).

Dual Credit

Q: If a high school student has a full course load with the high school then also takes a virtual college course off campus for both HS and college credit, how is this reported?
A: LEAs cannot claim attendance hours for anything beyond the full course load in-seat.

Q: If we have a student taking an online college class for dual credit, that is physically present in a classroom supervised by a teacher, we still use "COLL" in the dual credit site? What about that teacher supervising that student? Are they reported at all or should we leave that teaching field blank?
A: If the educator is a college instructor they are reported with COLL dual credit site. If the supervising teacher needs minutes, they can be reported with the study hall code.

Educator Reporting

Q: How are minutes for non-teaching assignments supposed to be calculated?
A: Course Minutes are calculated the same regardless of the position code.

PK/Early Childhood Reporting

Q: We have a pre-K and ECSE program but we do not claim attendance. Do we need to list those students in the files or can we just show those teachers with caseloads?
A: You must report enrollment for all PK students even if you are not claiming them for state aid. So they should be in your Student Core files.

Q: PKA and PKP are causing the Enrollment Report in Core Data to be incorrect because PKA and PKP is being included in the total for K-12. Only PK students are being excluded from that total. When will this be corrected?
A: No one reported this to us as the Enrollment Report has several totals: a K-12 and PK and then a total. Please send me an email with your county-district code, and an example for the year so I can verify and get the issue fixed. Tammy.Lehmen@dese.mo.gov.

Q: Our PK attendance hours do not seem to be showing in the 18-19 summary reports. Is there a reason for this and is it something that needs to be corrected on our end?
A: If the PK hours are for a half-day program, we know there is an issue with the report and we are working on getting it resolved.

Q: Do we have to use the PKA and PKP for pre-K students? Or can we just use PK still?
A: If the preschool program is full-day in MOSIS, you use grade level PK. If it is a half-day a.m. program, grade level is PKA; if a half-day p.m. program, then it is PKP. You must use those grade levels for the data to flow correctly and to describe the program provided.

Q: I only have PK in the grade level in the student file and it certified. Do I need to change the grade level to PKA and PKP?
A: If you had a half-day program, yes, you need to change the grade levels to the appropriate PKA or PKP.

Q: If we have full day PK, do we just use grade level PK?
A: Yes, full day prekindergarten grade levels should be PK.

Q: We have several early childhood students who attend with outside placement such as MOOG. Can they be reported using PK instead of PKA or PKP? If not, how should they be reported?
A: If it is a half-day program you need to use the grade level as PKA or PKP.

Q: If there is an ECSE AM and PM class but attendance is not claimed, do we still have to change to PKA and PKP?
A: Yes, the grade level for a half-day program is supposed to be PKA and PKP. PK is for a full-day program only.

Q: How do I know how many of my PK students will qualify for state aid?
A: After the October Student Core file is submitted, Core Data Screen 15 will show you the maximum 4% you can claim. You can then go back into MOSIS and mark the PK students that you would like to claim for state aid.

School Resource Officers (SROs)

Q: How do you report SROs employed by the local police department when the district pays a fee to that police department?
A: This sounds like a contracted employee and Exhibit 35 should provide guidance on reporting them.

Q: If SROs are contracted, do we have to report them?
A: Yes, there is a course number, 887910, to report for them.

Q: What position code do you use for SROs that are contracted with the school? Because if I try 70 or 90 it gives me warnings.
A: Generally they would be 70 position code.

Q: What position code do we use for our SRO?
A: 70 is the position code for SROs.

Full Time Equivalent (FTE)

Q: I have an employee that is .65 FTE paraprofessional and .35 food service. How do I enter her in Core Data?
A: The para will be reported in the educator and assignment files in MOSIS; however the food service portion is reported on the bottom of Screen 02 in Core Data as part of the FTE count.

General

Q: When a student comes back as not attending the "reported to" school, how should we indicate ending status?
A: When a student comes back as not attending the "reported to" school, and you are not able to determine a current location, that student would need to be reported as a dropout.

Q: If we have a self-contained classroom of Reading with grades 5-8, we code this as combined, correct?
A: Yes, that is correct.

Q: Do we add the dyslexia information for the October cycle?
A: Reporting dyslexia is optional in October and all other cycles, other than June. It is conditional in June.

Q: We have mistakenly issued a duplicate MOSIS number for two students. I have emailed the webreply twice to get the duplicate MOSIS numbers deleted, but I see that they are still active. Who should I contact to get the duplicated MOSIS numbers deleted?
A: We currently have a large volume of duplicate IDs to research and retire. We are trying to prioritize any duplicate IDs that may be causing errors for districts in reporting. Please let us know if you have any specific duplicate IDs that require immediate assistance. All duplicate IDs can be emailed to coredat**A:**mosis@dese.mo.gov. Thank you for your patience.

Q: Has the webinar from 9/20 been posted on the recorded webinar page?
A: The recorded webinar from 09/20 is available on the Core Data/MOSIS training page: https://dese.mo.gov/dat**A:**system-management/core-datamosis/training.

Q: Due date for October is the 15th. What does a district need to do if they are not finished by that date?
A: We will continue working with districts past the due date. If at all possible have the Student Core certified.

Q: I do not see a course code for STEM in Exhibit 10 for course reporting. What course code would I use?
A: There is no course code for STEM. In the MOSIS/Core Data manual, p. 344, Exhibit 14 lists the delivery system as ST for STEM or STEAM. You can claim courses under science, technology, engineering, mathematics (STEM) or science, technology, engineering, art and mathematics (STEAM) integrated instruction.

Q: Where do I go to get the ReceivingCollDistCode for each institution?
A: I believe the codes you are looking for are located on the MOSIS/Core Data site for Code Sets 2019-2020 under DESE_College_Codes at this link:
https://dese.mo.gov/sites/default/files/FilespecCodeSets_2020CodeSets.html#DESE_College_Codes.

Q: Do we still need to report all students that may qualify for High Needs?
A: The High Need Student field is not allowed in any cycle except for June. This field is optional in the June Cycle.

Q: Do you ever have a face-to-face conference for those who are brand new to MOSIS/Core Data reporting?
A: We did last year. We are currently talking about new personnel training. If you have suggestions for new personnel training, please send them our way on what would work best for you.

Q: We are getting an error for our October Student Core file and the October Course Assignment file that we are not approved for Title I for our MS bldg. but our Title I plan shows that we are approved for both our MS and elem. bldg. Who do we talk to about this?
A: You can email our webreply, or also check with your federal programs supervisor.

Q: Do I have to report the salary for our aides?
A: Instructional aides should be reported, yes.

Q: If a course is a combined course do you report the full minutes under each course with combined code of 1 or do you divide the actual minutes between the two?
A: Divide the minutes between the two.

Q: Will the slides you presented in the webinar be available to print so I have them to refer back to?
A: Yes, you can download it here from the download pod or it is available on the DESE webinar website.

Q: What position code do I give our librarian – 70 or 40?
A: You may use position code 40.

Years of Experience

Q: When you enter the Educator Reporting and it has years of experience in public, district, MO and we have a new teacher from another district. Will it give us an error if we don't report an increment of the district and MO field of experience? The reason I ask is we verify from other districts when we hire someone but if we had the number of years incorrect, would it be caught when we send our file?
A: At this time the years' experience fields are only checked within your district. Not across districts.

Q: If a teacher left and then came back after a couple years, do years of service start over?
A: No, the years of service could continue from when the teacher left.

Q: I have a teacher that began employment with our district as a paraprofessional. Do I add the years of both positions when reporting years of experience?
A: The years of experience will start over if a paraprofessional becomes a teacher.

Q: For years of service how do we determine when we continue years or start over if a person changes positions? In a previous answer a PARA to a Teacher starts over but what about other positions like a counselor to a teacher?
A: The MOSIS rules expect for positions that go from 70 or 80 to a position 60 to start over. Any other positions the system should allow to continue on.

Dual Credit/Dual Enrollment

Q: How do we report dual enrollment classes that are taken during the last semester of school? Did you say to go back and add them to October reporting?
A: All courses provided for the whole school year should be in October.

Q: How do we code a DC credit class that is taught online by a college professor but not an ITV course?
A: If the instructor is a college instructor, it is considered dual enrollment and you will report COLL in the dual credit site of the student assignment file. You will not need the EDSSN for the college educator.

Q: If we have a student taking an online college class for dual credit, that is physically present in a classroom supervised by a teacher, we still use "COLL" in the dual credit site? What about that teacher supervising that student? Are they reported at all or should we leave that teaching field blank?
A: If the educator is a college instructor they are reported with COLL dual credit site. If the supervising teacher

Residency Reporting

Q: For charter schools, if we have homeless students or students without permanent housing who are currently residing outside the city limit, how do we report their residency status?
A: If they are homeless then they can attend the district they were in before becoming homeless and they are an R1.