Achievement Tutoring Session Two Webinar Questions	
Question	**Answer**
I had a parent of a student reach out to us for tutoring from a charter school - the school wasn't sure if they are eligible to participate in the program. Can you please clarify this for me? THe school was Archway Scottsdale	live answered
no sat prep?	live answered
If a tutor is working virtually, is it a requirement for them to have an IVP Clearance Card?	No.
I have had parents ask if they could have 2 hours on 2 days a week instead of 1 hour on 4 days a week. Is that 60 minutes per day a hard line, especially for those in grades 9 - 12?	live answered
Do the teachers have to be certified in order to tutor?	live answered
Are the gains made only within a single 6-week session or could they be across multiple sessions (pre-test in Session 2, post-test improvements in Session 3)?	live answered
Does Focal Point provide a certificate of completion, or how will we document completion?	live answered
Can the Achievement Tutoring funding be used to provide stipends to the ATP Manager and ATP Testing coordinators?	live answered
Attendence of sessions record: just a one hour session attendence record by tutor or do you require sign-in and out from student?	live answered
no names of the students ??	live answered
When will 3rd party billing system be finalized?	ADE hopes to have this in place in the month or two.
so is this reimbursement to LEA? Or do we invoice, then they pay teachers directly?	Correct. ADE will not be paying the tutors directly. ADE wil reimburse the LEA.
So for billing you do not need student names - just the number of students tutored?	live answered
What are the steps we should take to confirm eligibility when a parent reaches out to us?	live answered

Question	Answer
Can we tutor only 1 student at a time? Can we tutor longer than 1 hour? We live rurally.	live answered
If a student has just finished a session in a particular subject and is starting another session in the same subject, do they still need to take a pre-assessment at the beginning of the second session?	Yes, it is expected that the student will take a pre- and post assessment for each session.
If session is longer than 1 hour, does it still need to take place 4X a week?	live answered
We have parents reaching out to us directly to sign up, are we good to just enroll them on focal point and start?	You would want to first confirm that they student is eligible- not attending a D or F School
Is the gain stipend different than the pay for tutoring?	Yes.
Who pays the tutors	The LEA. ADE will not pay tutors directly.
Are emails regarding the Focal Training site by ADE or links from the administrator of the school.	FocalPoint will send emails to the ATP Test Coordinator after they submit their test security form.
public charters vs private school kids	live answered
Can students we tutored last session also be tutored this session if they still want to be tutored?	Yes, they can participate in additional sessions. They can continue with the same subject or switch subjects at that time.
Question	Answer
Does the program begin tomorrow? What if we have not solidified all students thus far, can we still begin?	live answered
Are Saturdays ok, too?	live answered
" Tutors get trained in FocalPoint" Can you elabrate how this looks like?	live answered
Are certified substitutes, emergency certified teachers, or CTE/Language teachers ok to tutor?	live answered
Could we do a "Saturday School" for 4 hours for middle schoolers?	live answered
for proctoring the focal point session - the slide said parents shouldn't proctor, but Audra said parents MUST not proctor… Is that a hard line?	Parents are not permitted to proctor pre or post tests
Can we tutor on Sundays, too?	live answered
Just to confirm, as an LEA, are limited on the number of ATP Tutors we can hire? (ie., the total 24 hours is per tutor, not total for the whole LEA)	No limitations on how many Tutors can LEA can have. The 24 hours is the maxium that can be billed per tutor for a session

Is the 24 hours per teacher tutor?	No. The 24 hours is per student.
Will only FocalPoint training be paid for tutors? What about training on using the tutoring portal?	live answered
Hello, does the pre and post test that the student will take, count within the 24 hours for session 2?	live answered
Is this session currently closed to sign up?	live answered
What if teacher are highly qualified, the teacher of record at a charter school but not certified, are they eligible?	live answered
Given that charter schools do not need teachers to be certified, are uncertified charter teachers able to participate as tutors? If yes, are there other requirements?	live answered
The focal point training information site is very helpful -- is there a similar training/FAQ site that provides all the logistical information about the ATP more broadly?	live answered
Will a tutor get the stipend for each student who makes growth or is this based on the average growth of the group?	The tutor will get a stipend for each student who meets the criteria for gains in a session.
Are Principals (with teaching certificates) allowed to tutor under this program?	live answered
Will the Focal Point test be a timed test? Is there a maximum time for a student to complete?	The FocalPoint Test is not timed however the test was designed to be completed in about a hour or less
If a tutor took the FocalPoint training for last session, will they need to retake it this session?	No, they do not need to take the training again.
Students attending online school programs, with asynchonous time during their day have asked to have tutoring during the school day, we know regular in school students need to tutor outside of school hours, but would it be acceptable in this case for a student to meet a tutor during the day?	live answered
The original information from ADE stated that Substitutes could tutor, If we have para's that are substitute certified, they can tutor correct?	live answered

Question	Answer
Is there a minimum/max students per session?	live answered
Where can we email the certificates of completions for the trainings?	At the end of thhe Training Videos, it provides an email to request a Certificate of Completion.
Question	Answer
Thank you. Follow up. Is it 30% of all student hours tutored? So if we have 10 students with 24 hours each and a total of 240 hours, we could bill for 72 hours?	live answered
Is this session currently closed to sign up?	live answered
How do coordinators and tutors gain access to this portal?	Access to the portal is through ADEConnect.
Would the Test Coordinator be able to assign students to a tutor instead of the teacher?	live answered
I apologize, but just to clarify, a school itself doesn't have to "participate," but any students at any eligible school can participate separately from the school. Is this correct?	That is correct. The student could utilize an authorized ATP provider.
If we see a student in two sessions, will need to enter the student manually both times?	live answered
How do we get the student DOB and state ID number to provide to the tutors?	live answered
How do parents get state issued IDs? The ones we talked to do not have this information. This is specifically for vendors who would not have this information.	live answered
can a report of this session log be printed so we don't have to keep a separate log to submit with billing?	live answered
Tutors need to manage sessions/add new sessions daily?	live answered
Is it $40 per hour, or $40 per student? For example, if there are 2 students tutored at one time, do you get paid $40 or $80?	live answered
If a tutor logs in 4 hours with the group, but students were absent, can they be paid for make-up sessions? Or are they paid just for sessions where 3 students attend?	live answered

If a parent wants to utilize one of the approved tutoring companies. Is the LEA responsible for anything as far as billing or is that completely out of the hands of the LEA and the parent and the tutoring company work together to support the student and the tutoring company then bills the state?	That is correct. If a parent wants to utlized an authorized provider, then the parent will work directly with them. The LEA does not have to be involved.
Please clarify, is ACT Prep included? It was on the previous slides and this demo.	Yes,this is allowable for students in grades 9-12 only.
How many students can be tutored in a session by a single instructor? Is the instructor compensated more for tutoring more than one student at a time?	live answered
Can the system track 30-minute sessions or are they only an hour?	live answered
Does the pre and post-assessment time count towards the 24 hours students are allotted for tutoring?	live answered
Do tutors do all their own scheduling, or can our admin team take on that scheduling of the students with their tutor centrally to take this admin task off the tutors' plates?	live answered
Do parents have to request the tutoring, or can we suggest to parents their child would benefit from it?	live answered
What happens if a student stops attending the second week, can we replace with another student?	live answered
Does the ADEConnect portal validate somehow that a given student isn't working with multiple different tutoring providers during a given 6-week session?	live answered
Our district is looking into using one of your approved tutoring organizations. Can we bill for transportation and a monitor because the organization is an online tutoring platform.	This will be part of the 30% administrative cost that LEAs and Charter can bill for.
do teachers get paid even if the expected gains are not met? they just miss out on the stipend?	That is correct. The stipends for student gains are in addition to the payment for tutoring.
Is there a way to delete students from focal point if they never started?	You will only add students when you have started tutoring.

Can tutoring session details be added at any time during the 6-week session? i.e., if a tutor added sessions once a week for all tutoring students at once	Yes.
As this new session starts and we feel we will need more $$ added to our P.O.- do we send this request to you Linda?	ADE will be monitoring this and we will make an adjustment for the P.O.
Can we have more than one entity administrator in ADEconnect for this program?	No.
As an entity administrator, do we not have access to assign the role of ATP Portal until the 15th, to staff who have ADEConnect accounts?	You can add accounts, but you cannot assign tutors to the ATP Portal until it goes live on the 15th.
Do tutoring companies list each individual instructor in the portal, or do they just list the tutoring company since the tutoring company is the approved vendor?	Each tutor will need an ADEConnect account to record their sessions.
Would the entity provider be able to add the students/hours for the tutor?	Yes. They would need to be assigned to the ATP Portal as a user.
to be clear , providers do or do not need the ssid number ?	All providers will need a students' SSID number to record sessions in the ATP Portal.
Is this the number we need to use for our stduents? Arizona SAIS ID	Yes. It is now referred to as an SSID number.
If a student has to leave during a test - will there be the ability to pause or reset the test?	You will have to contact ADE- Testing Inbox at Testing@azed.gov.
i noticed date of june 6....what is that?	That was just for the training in the demo environment.
how many digits are the ssid #'s	Typically 8 digits
Will the ATP Manager be able to see the activity of all tutors in the application?	Yes. Reporting will be in phase two of the portal and available for session three.
Are we able to pull a list of eligible students vs. having to look for them individually via assigning a session	You will have to assign them individually.
When will we gain access to this portal?	15-Jan-24
Do students know their own SSID numbers?	Some students may but most will not.
If all tutors must be an employee of a school or charter than yes they must have an IVP card.	No.
for Qs, can we have Kim's number ??	Contact AchievementTutoring@azed.gov for questions

Hello, does the pre and post test that the student will take, count within the 24 hours for session 2?	Yes.
Can you please explain how tutors are paid? Are they paid from the district or directly from ADE or their 3rd party vendor?	LEAs, Charters, and ATP Tutoring Providers will submit invoices to the third-party vendor. That vendor will distribute funds to the LEA, Charter, and ATP Tutoring Provider to then pay the tutors for their services.
Should we already have a PO in place at this point? Is there guidane on the who to make the PO out to?	All authorized providers should. We are processing LEA's POs. If you do not see one in APP, please reach out to us at Testing@azed.gov
Are there remote proctoring and administration guidelines published for FocalPoint when tutors will be proctoring virtually?	Remote proctoring can be done by a tutor, not a parent.
Can tutoring start anytime during the session?	Tutoring must start within a window. Session two is January 16-30, 2024 after that the student will have to wait until the next open window.
Where is the easiest place for parents to find their students SSID #	Report cards will have a student's SSID number on it.
When is session 3 tentatively planned?	Session three begins March 4 to April 15.
What is the max amount of students you can have in a session?	The maximum is 3 students per session.
Is there a place where timeline is published for signup window and testing windows relative to session 2?	Yes, this information is included on the slides from this presentation.
Is this only for D and F schools? (Our students are below grade level and they need tutoring!) My principal sent this link but we were a C school in SY 22-23.	No, there is another specific tutoring program for D and F schools. ATP (this program) is for students not in a D or F school.
Is there a limit of session per subjects? or should students focus on one subject?	Yes, a student can only be in one session or one content/subject at a time.
Sorry, this isn't related to ATP but to FocalPoint. We noticed that entering students into FocalPoint requires an email address for account creation. Students then need to verify their accounts from an automated email. Is this parameter going to remain in place?	Regarding the creation of students/exam takers, the data that has to be entered into the system for students includes a required field for their email address. In the training video, we make clear that ADE does not want students to receive emails and that a "fake" email address needs to be put into that field (we give suggestions for what that could be in the training; for example, studentfirstname.lastname@focalpointk12.com) so that the student does not receive the email.

Question	Answer
Is there any plan to expand the assessment time slots beyond one day if a student misses an assessment window?	No there is no plan to open the pre-test or post-test windows further.
As a Test Coordinator, I have not yet received the link to the Focal Point training. When can we expect this? Thank you!	You will access the training through the link that was sent in the Welcome Email from ADE.
I think you mentioned it's a separate program -- but our participation as an approved provider for this program doesn't give us permission to reach out to AZ LEAs to offer our services for their D & F schools, correct?	You can reach out to LEAs and offer your services if they are not a D or F school. Those schools fall under the State Tutoring program.
On one of the slides Kim showed when entering hours, I thought it stated invoices will be tallied monthly......do we bill monthly or at the end of each 6 week session?	You can bill monthly or after each six-week session.
If a student no-shows to one or more tutoring sessions, how do we report this to the ADE? Is there a limit to how many sessions a student can miss before being made ineligible for the rest of that session? And what's the process for this?	You can bill for three no-shows, after that the student should be dropped from the system and cannot receive services until the next session.
What criteria do you have for 9-12 measurements?	There is not a pre or post assesssment nor will stipends be provided for students in grades 9-12.
what's the hourly rate again?	For LEAs and Charters it is $40.00 an hour. For ATP Tutoring Providers it is based on the RFP contract you signed.
Will we bill for benefits costs as well as the hourly rate?	LEAs and Charters may use the 30% of billable hours administrative funds to cover the costs of teacher benefits, transportation, and any other administrative costs.
Question	Answer
Is there a possibity this program will extend to next school year?	The ATP uses ESSER III funds which expire in September 2024.
How do we get families to sign up their students?	You can reach out to parents to offer your services.
Why do tutors need to have ADEconnect access?	The ATP Portal is only available through ADEConnect.
Could the ATP Manager input all the sessions for all the teachers? Is that a possibility?	That is a possiblity.

As an authorized tutoring provider, we should bill according to our own pricing submitted with the RFP, correct? Our pricing is different from the $40/hour mentioned.	Tutoring providers should bill according to their contract they signed with ADE.
Can you describe how a LEA would utilize an authorized provider/vendor? Does the district/school lead the implementation, or is this intended to be parent-led?	If an LEA or Charter does not have enough teachers or does not want to participate, they can inform their parents of the Authorized ATP Tutoring Provider list that is on our website. Parents can then reach out to those providers directly to get services for their students.
How do we create an ADEConnect account?	LEAs and Charters should already have an Entity Administrator that can add tutors into ADEConnect and grant access to the ATP Portal. Tutoring providers need to submit a name and email to ADE to grant Entity Administrator privileges.