



COLORADO
Department of Education

Staff Authoritative Source

October 2015



Talking Points

- **Background**
 - Pre Data Pipeline
 - Data Pipeline
 - Authoritative Source
 - Student Authoritative Source
 - Staff Authoritative Source
- **Reporting**
 - Who SHOULD report?
 - Who can report?
 - Best Practices – CDE Guidance
- **TIMELINE**
 - The Human Resources and Special Education December Count Timelines going forward are now aligned
- **Technical Assistance**
- **Data Privacy**

HISTORY

Pre-Data Pipeline

- **Automated Data Exchange (ADE)** – system that previously collected data replaced by the *Data Pipeline* system
- **POLL**
 - When polled the majority did not want to go back to ADE
- **Who Reported Data?**
 - Administrative Units reported Special Education Staff and Students as part of the Special Education December Count Data Collection
 - Districts reported regular education staff as part of the Human Resources Data Collection
 - Districts also reviewed special education reported staff to ensure accurate reporting

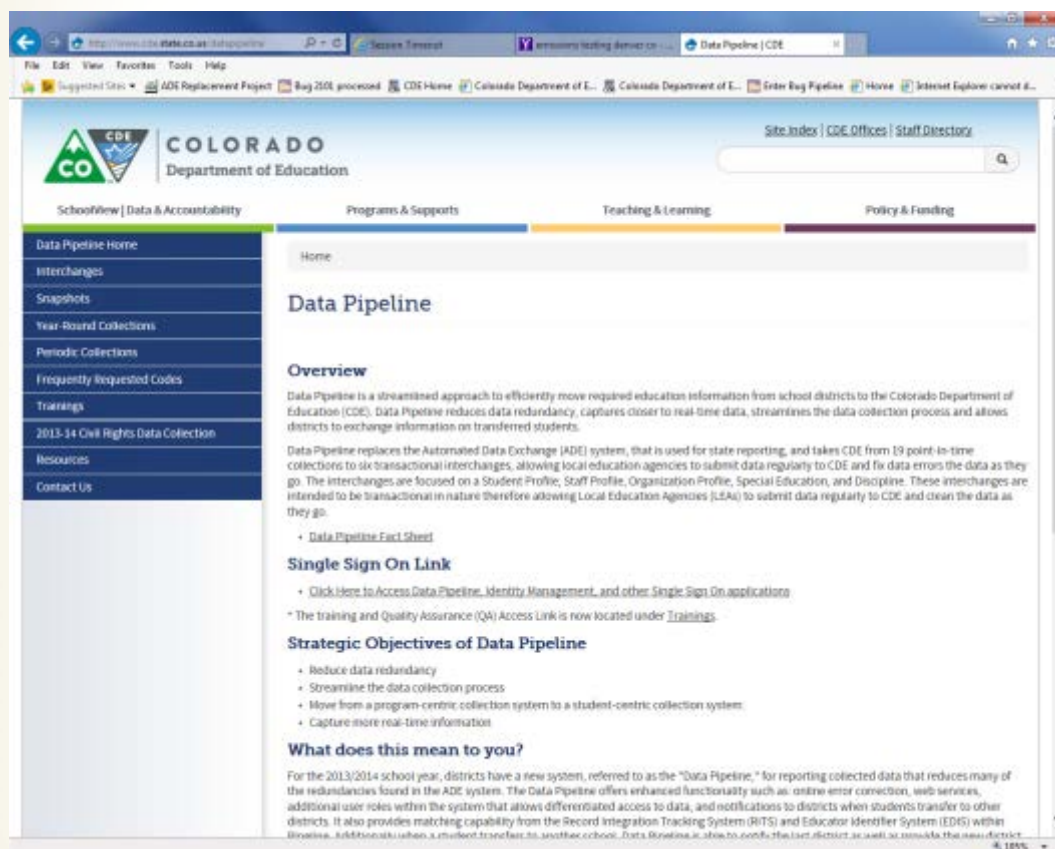
Data Pipeline

The *Data Pipeline* system replaced the ADE system turning the data reporting world upside down in Colorado!



Data Pipeline Website

<http://www.cde.state.co.us/datapipeline>



- Data Pipeline Home
 - Overview
 - Single Sign On Link
 - Strategic Objective
 - Impact to you
 - What's Happening Now
 - What's on the Horizon?
- Interchanges
 - Student Related
 - Staff Related
- Snapshots
 - e.g. Special Education December Count and Human Resources
- Year-Round Collections
- Periodic Collections
- Frequently Requested Codes
- Trainings
 - e.g. Town Halls
- Civil Rights Data Collection
- Resources
 - **DEFINITIONS**



Data Pipeline Definitions

New Terminology was introduced – see the Data Pipeline Definitions document on-line

<http://www.cde.state.co.us/datapipeline/datapipelinedefinitions>

A couple to keep in mind

- **IdM or OIM – Oracle Identity Management.** A single sign on system allowing the user to navigate between the applications without entering user ID information a second time
- **Interchange** – Method of providing data to CDE in which LEAs may choose from multiple formats of flat files to submit data
- **Snapshot** - A data in time when data is pulled from the appropriate interchanges, validated by additional business rules and approval given that signifies it was accurately reported for a specific point in time by an LEA





Data Pipeline Definitions

A couple to keep in mind

- **Date Pipeline** – a streamlined approach to efficiently move required education information from school districts to CDE.
- **IdM or OIM** – Oracle Identity Management. A single sign on system allowing the user to navigate between the applications without entering user ID information a second time
- **Interchange** – Method of providing data to CDE in which LEAs may choose from multiple formats of flat files to submit data
- **Snapshot** - A data in time when data is pulled from the appropriate interchanges, validated by additional business rules, and approval given that signifies it was accurately reported for a specific point in time by an LEA
- **Cognos** – A type of report in which the user can view applicable reports that are formatted in a user friendly environment



More about OIM

- **Single Sign-On**
- **District Superintendent Role**
- **Local Access Manager (LAM) Role**
- **Change affected several applications**
- **System Logon**
 - User Name – Email Address
 - Password – complex and expiration after 90 days
- **Privileges** – Roles Assigned to *Respondents* by the LAM
- **Collection Group Mappings**
 - See 12. Where can I find Data Pipeline Identity Management collection/group mappings
<https://cdeapps.cde.state.co.us/faqs.html#2>

What is a Respondent?

- Essentially a *Respondent* is an employee of a local education agency (LEA) who giving help or information



Respondent Responsibility

First hurdle to cross when the pipeline went live

- System Access Privilege Maintenance
 - CDE turned over maintenance of respondent responsibility over to the LEAs
 - Maintenance handled through Identity Management (IdM) or Access Management System
 - <https://cdeapps.cde.state.co.us/faqs.html>
 - Respondent changes impacted everyone
 - Introduced new terminology
 - User Manager, LAMs, Groups

Interchanges, Snapshots Oh My

- In the **ADE** system **demographic** data of students and/or staff was often included in what was referred to as a “**Header**” file
 - In the Data Pipeline system demographic data is referred to as a **Profile** file included in an Interchange
 - Example: *Staff Profile part of the Staff Interchange*
- In the ADE system data related to details about a student or staff were often included in what was referred to as a “Detail” file
 - In the Data Pipeline system detail data is a file included in an Interchange
 - **Example:** *Staff Assignment file part of the Staff Interchange*

INTERCHAGE – Method of providing data to CDE in which LEAs may choose from multiple formats of flat files to submit data

The Special Education December Count Data Collection is particularly complicated given the number of interchanges utilized for the Snapshot!

Creating Staff Interchange Files

Reference the Staff Profile File Layout and Definitions documentation for Field Length, Text Start and End, CSV Order, Excel Column

<http://www.cde.state.co.us/datapipeline/201516staffprofile>

- Fields include
 - Admin Unit, District, SSN, EDID, Staff's Name, Gender, Date of Birth, Ethnicity/Race, District of Residence, District Start and End Date, Years of Teaching Experience and Education In and Out of State, Years Principal, Probationary Status, Highest Level of Education Completed, Institution Code of Degree, Subject Area of Degree, Passed Paraprofessional Test, Teacher/ Specialized Service Profession(SSP) and Principal Overall Performance Evaluation Ratings and Quality Standards, Educator Preparation Program

Creating Staff Interchange Files

Reference the Staff Assignment Interchange File Layout and Definitions documentation for Field Length, Text Start and End, CSV Order, Excel Column

<http://www.cde.state.co.us/datapipeline/201516staffassignment>

Fields include

- Admin Unit, District, Special Education Assignment Flag, EDID, Staff's Name, Gender, Date of Birth, School Code, Special Education Program Code, Job Classification Code, Start Date, End Date, Employment Status Code, Number of Contract Days, Hours Worked per Day, Hourly Rate of Pay, Base Salary or Wage, Teaching Subject Area, Administrator/Instructional Area, Grant/Project Funding Source, Years Principal at this school, Grade Levels, Passed NCLB HQ Approved Elementary or Early Childhood Core Content Test, 24 Semester Hours of Secondary Core Content Coursework, Passed Approved Secondary Core content Test in Teaching Area, Number of Classes Taught in a Subject, Passed HOUSSE Provisions, Highly Qualified for Assignment

File Formatting

- Data Pipeline accepts file extensions of:
 - CSV
 - TXT
 - XLS
 - XLSX
- You need a header row (in first row)
- Data Pipeline only accepts field delimiters of: , | ~
- Include leading zero's (0) for required fields

What's next?

- Now that you've either created the Staff Profile and Assignment file or a vendor has created them you are now ready to 'UPLOAD" them to the Data Pipeline

The First Hurdle for Accessing the Data Pipeline is ensuring you have the Right Roles in Access Management

Staff: Identity Management Roles

- **Staff Interchange Roles:**

- STF~ LEAUSER – upload and modify staff interchange files
- STF~LEAVIEWER – view (only) staff interchange data

Sneak Peak into Snapshot Roles

- **Human Resources Snapshot Roles:**

- HRD~LEAAPPROVER – Approves, creates, views Snapshot
- HRD~LEAUSER - creates, views Snapshot
- HRD~LEAVIEWER- views snapshot

- **Special Education December Count Snapshot Roles:**

- DEC~LEAAPPROVER – Approves, creates, views Snapshot
- DEC~LEAUSER - creates, views Snapshot
- DEC~LEAVIEWER- views snapshot

Role Rules

- You will only have one role in a group
- You can't have a STF User and Viewer Role
- You can only be associated with ONE district with the Staff role

Who can report staff data in the Data Pipeline?

- **Districts**

- *Respondent* has privileges to report general and special education
 - Challenge – can Only report for their district

- **Administrative Units**

- *Respondent* has privileges to report special education staff
 - Challenge - can report ONLY special education

- **BOCES**

- *Respondent* has privileges to report ALL staff
 - Challenge – exceptions required to bypass check that schools report align with the district of that school

Change in Reporting Privileges

Generated

a great deal or **CONFUSION**

Required

more **COLLABORATION**

Resulting in

better **DATA**

“Authoritative Source”

Q: What is “**Authoritative Source**”

A: An authoritative source is a work known to be reliable because its authority or authenticity is widely recognized by experts in the field. (Reitz, Joan. Online Dictionary for Library and Information Science:)

<http://libanswers.piedmont.edu/a.php?qid=242337>



Data Pipeline Prep

- **Pre Data Pipeline Going Live**
 - Regional Trainings
 - Authoritative Source determined for Students
 - But what about the Staff Authoritative Source?
 - Colorado is a locally controlled state
 - LEAs clamoring for guidance
 - Why it's not black and white

Analysis

- **Conduct Analysis**
 - Internally
 - Looked at how districts being the authoritative source for student demographics and Administrative Units the authoritative source for primary disability and how that might play out with staff data reporting
 - Spoke to experts and entities who use the data
 - Where we landed
 - Who Writes the Check
 - Simple right?
 - Next Steps
 - Conduct analysis in the field

External Analysis

- **Conduct Analysis**

- Externally
 - Met with Administrative Units
 - Talked with Special Education Directors
 - Talked with BOCES
 - Entertained feedback from others

Why after all the analysis it's not black and white or as clear as it was for determining the authoritative source for students

Reporting Variables

- **Districts**

- Report regular education data only
- Report all staff associated with their district

- **Administrative Units**

- Report all special education staff

- **BOCES**

- Report BOCES staff

- **Timelines**

- Special Education December Count and the Human Resource Data Collection are different but the same respondent might be responsible for reporting all staff at that district

But what about...

- **Staff who work part time in general education and special education?**
 - Does the district report all of the staff's records
 - Does a district report just the general education assignment data and the administrative unit respondent report the special education portion of the assignment?
- **What about the State Operated Programs (SOPs)?**
- **What about staff who provide services to several districts?**
 - A respondent with the STF District role can ONLY have one STF role and associated with only one district
- **What about reporting schools associated with a district that's NOT associated with that school**
 - Allowed this privilege in 2014 but it required hundred's of exceptions to bypass the school district link validity check
- **And many more scenarios**

Where does the data come from?

- **Could be from a number of different sources right?**
- **Demographics**
 - Does a district have the same data as the administrative unit or BOCES human resources have?
 - Could one LEA have demographic data but districts and administrative units have parts of the assignment data?
- **Special Education Qualifications**
 - Does the district respondent have this information
- **Highly Qualified**
 - Is this information available for all?
- **Educator Effectiveness**
 - Who has the most information about performance ratings and quality standards?

Staff Authoritative Source Decision

So where does all of this leave us?

Best Practice

- The entity with the most knowledge about the staff or who processes payroll **should** be the respondent reporting the data

Since it was determined it's not always logistically feasible for the Superintendent responsible for determining staff support to have the entity who processes payroll be responsible for providing staff data to CDE, **GUIDELINES** around collaboration support necessary for accurate reporting are being developed.

GUIDELINES

The first step toward providing clear data reporting guidelines for staff reporting is the decision to **align the Human Resources and Special Education Timeline**

- Approved by EDAC and shared across the state in April of 2015 and subsequent trainings.

TIMELINE

TIMELINE COLLECTIONS ALIGNED

Will reduce confusion for districts who report special education and regular education staff

Structure reporting time

Detailed timeline is posted online at:

<http://www.cde.state.co.us/datapipeline/2015-16timelinestaffdatacollections>

May also be found in the Data Pipeline Website under Snapshot

- Human Resources
- Special Education December Count

Aligned Staff Related Snapshot Timelines

- **Human Resources and Special Education December Count Snapshots going forward share the same timeline**
 - To assist with Special Education reporting requirements
 - To have accurate and timely staff data counts available
 - Per request to streamline overall process for districts, BOCES and Administrative Units

Opening Timeline

Thursday, October
1st

Staff Interchange
Opens

Monday, October
19th

Special Education
IEP Interchange
Opens

Monday,
November 2nd

Human Resources
Snapshot Opens



Sped Dec Count
Snapshot Opens

Tuesday,
November 10th

Interchange files must be
uploaded into at least once

Tuesday,
December 1st

Official Count Date



Detailed Snapshot Timeline

**Tuesday,
December 8th**

**At least 1 HR
snapshot created
by all Districts**



**At least 1 Dec
Count snapshot by
all AUs**

**Monday, January
11th 2016**

**All applicable interchange
files are all error free**

**Wednesday,
January 13th**

**HR snapshot
complete and error
free**



**Sped Dec Count
snapshot complete
and error free**

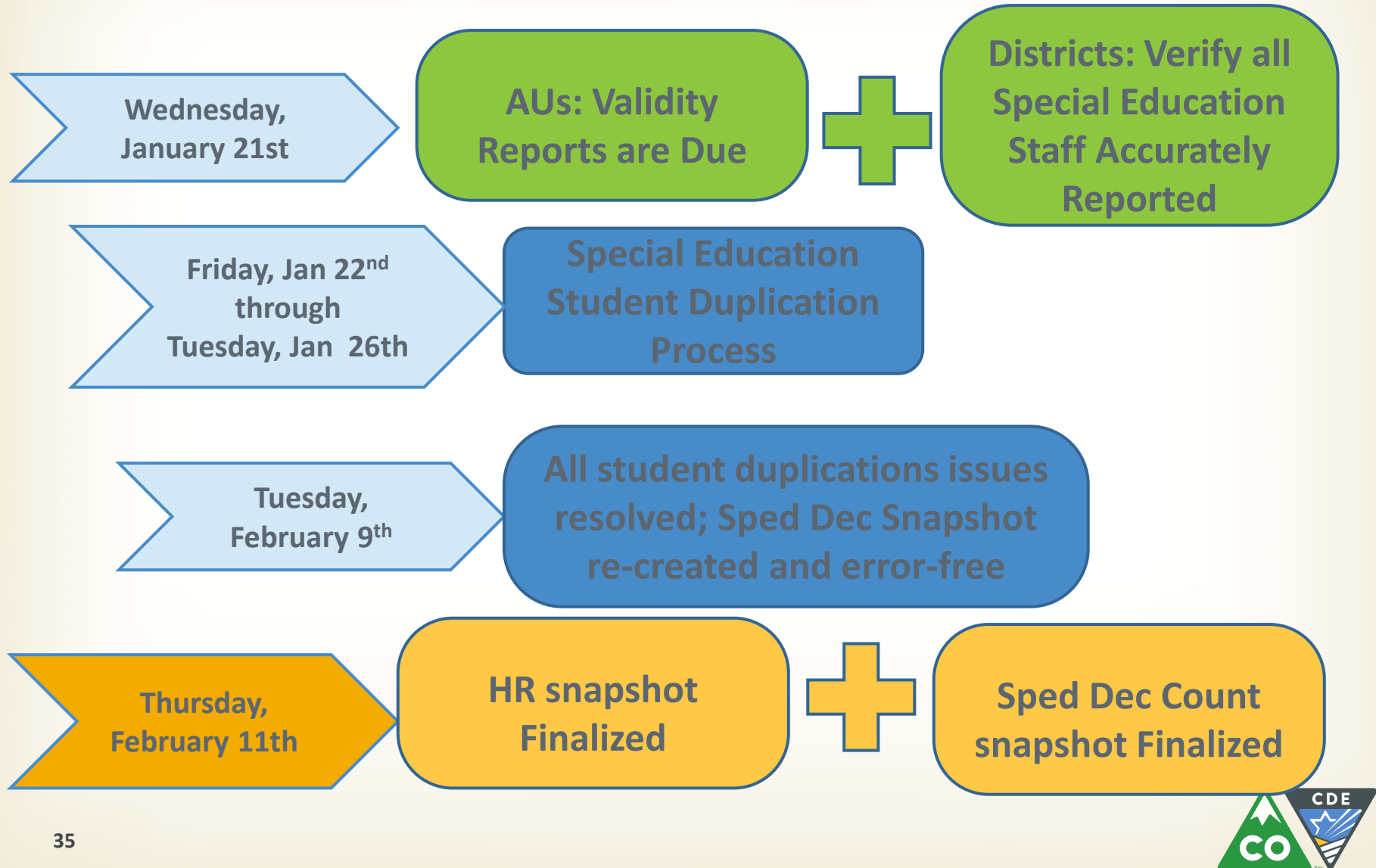
**Thurs,
January 14th
through
Wed,
January 21st**

**Districts: Special
Education Staff
Report Review**



**AUs: Staff and
Student Report
Review**

Finalized Snapshot Data Timeline



Timeline - Highlights

- Start early! Staff Interchange is open! Interchange files can be uploaded multiple times throughout process
- **January 13th – Snapshots created and error free**
 - Districts/BOCES: Human Resources Snapshot – *much earlier than prior years*
 - Administrative Units: Special Ed December Count Snapshot
- **January 14th – 21st – Review week**
 - Districts MUST REVIEW Special Education Staff Report (Cognos)
 - AUs review reports in detail and make any data corrections deemed necessary

Timeline - Highlights

- **January 22nd – February 9th – Duplicates**
 - Administrative Units research and make file changes to resolve duplicate and data validity issues. All respondents must be available during this time.
- **February 10th – 11th – Final Report Review and Approval**
 - All records are complete and have passed all Interchange and Snapshot validations
- **February 11th, 2016 - Collection Close**
 - *This date is not flexible given Federal Reporting Requirements and will require structured reporting efforts by respondents*

RESOURCES

Staff Resources

- http://www.cde.state.co.us/datapipeline/inter_staff
 - File layouts
 - Summary of changes
 - Timeline
 - Business Rules
 - Templates
 - Training information (including registration link)
- **Contact Annette Severson at:**
severson_a@cde.state.co.us
- Gleason_k@cde.state.co.us (303) 866-4620



Special Education Staff Report

- **Available to HRD respondents**

Trainings

Date	Time	Training
October 5 th	2:00 pm to 3:00 pm	Staff Authoritative Source - Interactive
October 6 th	1:00 pm to 2:00 pm	Staff Interchange Updates
October 8 th	3:00 pm to 4:00 pm	Staff Updates
October 13 th	1:00 pm to 2:00 pm	Highly Qualified
October 28 th	10:00 am to 11:00 am	Special Education December Count
November 2 nd	2:00 pm to 3:00 pm	Human Resources

Webinars are posted here: http://www.cde.state.co.us/datapipeline/inter_staff

Contact Information

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For Email Communication please include the following

- District and Associated Administrative Unit Number
- Your contact information in the body of the email
- Subject of the email; error, report, content questions
- For questions related to special education, please include Kristi Gleason, Lindsey Heitman, and Orla Bolger





Importance of Data Privacy

Federal and state laws govern data privacy, confidentiality and security and require CDE to collect data that may include personally identifiable information (PII).

- Name, address, personal identifier
- Other indirect identifiers (e.g., date or place of birth)

Information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty. (§ 99.3)

How to Share Data

- ✓ Check local policies for restrictions
- ✓ Use secure-file transfer protocols
- ✓ Call CDE with questions about how to transmit PII securely
- X **Do not** send PII over e-mail or fax
- X **Do not** use PII in trainings
- X **Do not** share PII with unauthorized individuals
- X **Do not** share passwords

For more information

<http://www.cde.state.co.us/dataprivacyandsecurity>

*We realize the Staff Interchange/HR Snapshot/
Dec Count Snapshot
can all take considerable effort & time*

THANK YOU

in advance for your hard work!

