



Facility Schools Data System December Staff User Guide

March 2023

Exceptional Student Services Unit
Office of Facility Schools
1560 Broadway, Suite 1100, Denver, CO 80203

Table of Contents

Section I: Introduction and General Information	3
Introduction	3
Purpose	3
December Staff Basic Principles	3
Annual Facility Schools Activities	4
Section II: System Functionality	5
Facility Schools Tuition Cost and December Staff Homepage	5
Single Sign-On Registration	7
Access Data Pipeline for System Login	7
Facility Schools Tuition Cost Application/December Staff System Layout	8
Facility Schools System Screens – Facility Schools December Staff	9
A. Add Record	9
A.1 Data Fields for Program Identification	9
A.2 Add Record for Staff	11
B. Edit Record	12
B.1 Edit Record – Data Fields for Program Identification	13
B.2 Edit Record – Data Fields for Staff	14
C. Snapshot	16
D. Cognos Reports	17
E. Status Dashboard	18
E.1 Submit December Staff to CDE	18
E.2 Download Sign Off Form	18

Section I: Introduction and General Information

Introduction

Federal regulation 34 CFR §300.115 requires each Local Education Agency (LEA) ensure a continuum of placement alternatives to meet the educational needs of students eligible for special education services. The Exceptional Children's Educational Act (ECEA) and State Board rules specify that the Department shall establish the tuition cost rate for educating a child with a disability in a facility school to be approved by the State Board of Education [C.R.S. 22-20-109, ECEA Rule 9.01(8)]. The costs for special education services including salaries, benefits, materials, and equipment are calculated and divided by all students served to determine daily tuition cost rates. Tuition cost rates are calculated by CDE annually according to ECEA Rule [ECEA Rule 9.06(1)].

Facility Schools December Staff reporting is part of the Special Education December Count reporting. The Special Education December Count collection is an annual count of students receiving Part B Special Education services as of December 1st. The information is used to determine state level ECEA funding that helps to provide specialized student services. Special Education December Staff Data is also required to obtain data on special education staff employed by administrative units on December 1st of each year so that appropriate licensure and endorsement of staff may be verified; and reports generated for the State Legislature, Federal government, local Administrative Units, and the public.

The Facility Schools Tuition Cost and December Staff system will be available for data entry for two open collection windows: Tuition Cost Application and December Staff.

Purpose

The Tuition Cost and December Staff System User Guide addresses the following topics:

- Add Record
- Edit Record of entered data
- Create a Snapshot
- Create / view Cognos reports
- Review Errors and Warnings
- Status Dashboard
- Submit data to CDE

December Staff Basic Principles

- The Facility School Program will enter the Program Identification and Staff.
- December Staff Snapshots are created. There is no limit to the number of Snapshots a Facility School Program can create. A Snapshot is the means for the system to save entered data.
- An email is generated to confirm a December Staff Snapshot was created.
- The email will indicate if there are Errors.
- If Errors exist, the Facility School Program will review Errors with a Cognos report.
- The Facility School Program will correct Errors by editing the affected record(s).
- The Facility School Program will create a December Staff Snapshot to capture corrected Errors.
- If no Errors exist, the Facility School Program will review the December Staff Summary Report to confirm entered data is complete and correct.

- If entered data is complete and correct, the Facility School Program will submit the December Staff and download the Sign Off Form through the Status Dashboard.
- The Sign Off Form is signed by the Executive / Agency Director and the Special Education Director and submitted to CDE.
- The CDE System Administrator will review applications and perform a statewide school / program staff validation process for all applications to ensure no staff is duplicated.
- The CDE System Administrator will finalize and accept all applications.
- If there are issues during the December Staff process, the CDE System Administrator will contact the Facility School Program.
- The Facility School Program must employ a CDE licensed / appropriately endorsed special education director, either salaried or on a purchased services contract. Director of special education staff is reported as:

Job Code / Staff Title = 102 Special Education Director
- The Facility School Program must employ CDE licensed / appropriately endorsed special education teachers. If the Facility School Program is small and only employs one special education teacher, the teacher must be fully licensed / appropriately endorsed in an area of special education appropriate for the student disabilities served in the program. Employment on temporary status is not appropriate or allowed for a one teacher facility program. Special education teacher staff is reported as:

Job Code / Staff Title = 202 Special Education Teacher
- All reported staff records must be auditable.
- Facility School Programs report the annual salaries and benefits for each staff member reported in December Staff.

Annual Facility Schools Activities

Each year the Facility School Program will access the Facility School Tuition Cost and December Staff System to:

- Submit the annual Tuition Cost Application
- Submit staff data for the annual December Staff collection

Section II: System Functionality

Facility Schools Tuition Cost and December Staff Homepage

The Facility Schools Tuition Cost and December Staff System homepage contains:

- Overview (regulatory and system requirements)
- Deadlines (Tuition Cost Application and December Staff)
- Data Elements, Definitions, and Instructions (Tuition Cost Application and December Staff)
- Business Rules (combined Tuition Cost Application and December Staff)
- Additional Resources
 - Tuition Cost Application – Cost Line Items Reference Table

Access the Facility Schools Tuition Cost and December Staff Homepage

Open CDE’s homepage in your internet browser, click on the red DISTRICTS tab at the top of the page.

In the red Data Reporting section, click on Data Pipeline online system.



In the Resources Section, click on Data Pipeline Home Page

Resources

- [Data Pipeline Home Page](#)
Overview and instructions to join the discussion forum
- [Data Pipeline Fact Sheet \(PDF\)](#)
- [Data Pipeline Resources](#)
- [Data Pipeline Trainings](#)

In the right side column titled **Data Pipeline Home**, click on Periodic Collections to open the list of all CDE collections that are considered periodic (collections with specific open / close dates).

Click on Facility Schools Tuition Cost and December Staff to open the homepage.

The homepage provides information relevant to the system and contains documents to assist in data entry and allowable items.

Overview

Federal regulation requires each local education agency (LEA) ensure a continuum of placement alternatives to meet the educational needs of students eligible for special education services. The student's Individualized Education Program (IEP) team is charged with developing an individualized plan for the student and determining the most appropriate placement for the implementation of the IEP. In some cases, the IEP team may determine the most appropriate placement to be an approved facility school.

Per state ECEA Rules, approved facility schools may charge tuition to the responsible LEA for the additional cost of providing special education services to students with disabilities. ECEA Rules require the Colorado Department of Education to have a process in place to calculate tuition cost rates for approved facility schools. Tuition cost rates are approved annually by the State Board of Education.

The Facility Schools Tuition Cost System contains three sections that make up a complete Tuition Cost Application: 1) Program Identification, 2) Cost Line Items, and 3) Staff. This system provides a secure means for each approved facility school/program to submit budgetary cost items and staff information necessary for the Department to calculate a tuition cost rate.

The system will additionally be used by approved facility schools to submit education December Staff data for those staff employed on December 1st, as required per the Special Education December Count collection, to ensure staff employed in facility schools are appropriately licensed and endorsed and to fulfill Federal and State reporting requirements.

The Office of Facility Schools, through this system, will ensure that tuition cost rates are calculated consistently across all facility school programs and that December Staff data is verified for qualified position status.

Deadlines

Provides system open and close dates and data submission deadlines.

The current year Facility Schools December Staff Timelines document provides specific dates when data is due in the system. The timeline assists in keeping facility schools / programs on track to meet expected deadlines in order for CDE to review data and complete the data finalization process.

File Layout and Definitions

The current year Facility Schools Tuition Cost File Layout and Definitions document contains system data elements, definitions, and instructions that will assist the LEA in entering data for the Tuition Cost Application.

Business Rules

The current year Facility Schools Tuition Cost and December Staff Business Rules document provides system Error and Warning codes with the corresponding Error/Warning message.

Additional Resources

The current year Tuition Cost Application – Cost Line Items Reference Table provides information to assist the LEA in accurately entering cost line item data for the Tuition Cost Application. Examples include how to report item cost, quantity, and item description.

To access the Facility Schools Tuition Cost and December Staff homepage, bookmark the page at:

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

Single Sign-On Registration

A designated person who will enter the Tuition Cost Application and/or the December Staff for a Facility School / Program must request access to Data Pipeline through CDE by submitting the Facility Schools Tuition Cost and December Staff System Access Request form.

Facility Schools Tuition Cost and December Staff System ACCESS REQUEST

In order to access the Facility Schools Tuition Cost and December Staff System, a user name and password is required for facility schools staff to log into the COE Identity Management (IdM) site. Please use the following form to request a unique, individual user name (typically this is the user's email ID) for each facility school staff member you wish to have access to the system to add/edit staff data and cost line items, or to review detail and summary reports for the Tuition Cost application and December Staff data. IdM passwords are set by the user. This process/ form will also be used to update user access for staff who are no longer employed at your facility program or who no longer need system access. If this occurs, please provide the name of the person who no longer needs system access so that the user name can be deactivated. **It is the facility school's responsibility to inform COE / OFS when Tuition Cost and December Staff System access should be deactivated for a former or reassigned staff member.** You may use this form or send an email message to request accounts be disabled.

Date of Request:			
Facility School:		Location/Program:	
User Name:			
User Title:			
User Phone:			
User email ID:			
Active User:			
Deactivate User:	Yes	No longer employed at facility school program	
	Yes	Role change / Reassigned to different position	

By signing below you are acknowledging that the person listed above is authorized by your facility school / program for user access to the Facility Schools Tuition Cost and December Staff System, or is being deactivated as a user.

Facility Director: _____ Date: _____
Print Name Signature

Please scan the completed form and send to FS_TuitionCost@cde.state.co.us

Basics of User Roles

Each user is assigned the LEA (local education agency) Approver role and can access their Facility School(s) and associated program(s) only.

Some general information to be aware of regarding user roles:

- A username can be assigned to only one role (LEA Approver) for a specific collection
- Usernames and passwords are not to be shared
- A Facility School can have more than one LEA Approver

Access Data Pipeline for System Login

Open CDE's homepage in your internet browser, click on the red DISTRICTS tab at the top of the page.

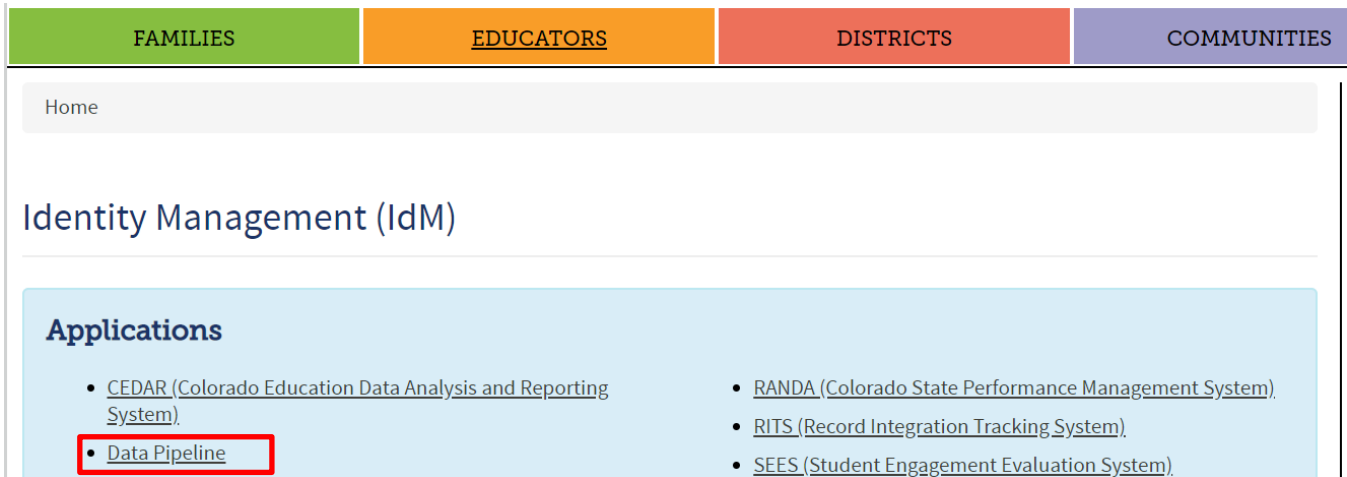
To access the Identity Management (IdM) homepage, click on the purple box.



The recommended bookmark link to access the Data Pipeline is:

- <https://www.cde.state.co.us/idm>

In the Applications section, click on Data Pipeline.



Home

Identity Management (IdM)

Applications

- [CEDAR \(Colorado Education Data Analysis and Reporting System\)](#)
- [Data Pipeline](#)
- [RANDA \(Colorado State Performance Management System\)](#)
- [RITS \(Record Integration Tracking System\)](#)
- [SEES \(Student Engagement Evaluation System\)](#)

To access the Data Pipeline Username and Password login page, click on the blue box.

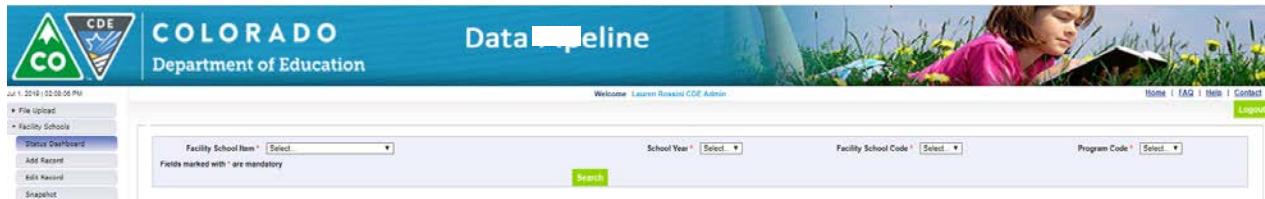
[Log in to Data Pipeline](#)

Enter your Username and Password in the Sign In box and click Continue.

Once logged in, a blank screen displays with two buttons on the left - Facility Schools and Cognos Report.

Facility Schools Tuition Cost Application/December Staff System Layout

The Facility Schools Tuition Cost System screens within Data Pipeline have the following basic layout and user options:



A standard screen header displays containing the State of Colorado and CDE logos and Data Pipeline title. Below the header is the Welcome line which displays the Username and assigned role (LEA Approver). The right side contains links to the Home Page, FAQ, Help, and the Contact pages. The links for Home Page and Help are currently inactive.

The left menu pane consists of the navigation area for the Facility School Tuition Cost Application

- Facility Schools
 - Status Dashboard
 - Add Record
 - Edit Record
 - Snapshot
- Cognos Report

All fields marked with a red asterisk (*) are required fields.

Screens contain a green Add New Record, Submit/Add Record or Search button

- Text Boxes — allows for user input via keyboard.

- Drop-downs — contain an arrow pointing downward at the end of the field. Click the arrow to expand the dropdown to show possible choices. Highlight the desired data value and click to select the value.

Greyed out fields contain prepopulated data / calculations and cannot be changed.

YELLOW highlighted text fields indicate a Warning in the data entered. Hovering over the field with the mouse will provide further messages to the user.

RED highlighted text fields indicate an Error in the data entered. Hovering over the field with the mouse will provide further messages to the user.

Facility Schools System Screens - Facility Schools December Staff

The following sections outline each screen available to enter and submit data in the annual Facility Schools December Staff. An overview will be provided of each screen, detailed step-by-step instructions to complete each screen, the User Interface Descriptions, and Business Rules.

- Select Facility Schools from the left menu to expand on available screens in the Facility Schools December Staff.
- Note: In order to take a successful Facility Schools December Staff Snapshot each program needs a Program ID and one cost line item.

A. Add Record

During the application submission period, the December Staff may have been entered during the Tuition Cost Application period via the Add Record screens. If new staff was hired after the Tuition Cost Application, then new staff records can be added through the Add Record screen. Added records can then be viewed from Edit Record screens and Errors, if any, can be corrected through the Edit Record screen. Errors may also be viewed from Cognos reports menu. Select the Add Record menu item and the basic Add Record screen will appear.

Add Record for Program Identification and Staff

Field Name	Field Description / Use	Purpose / Use
Facility School Item	Select from the drop-down list: Program Identification Staff	Tells the system the section selected to enter data for the Facility School/Program. Always enter data in the Program Identification section first.
School Year	The current school year will prepopulate	Tells the system the school year for the Tuition Cost/December Staff.
School	Select from the drop-down list the Facility School that is associated with the LEA Approver	Displays the list of Facility School(s) associated with the role of LEA Approver.
Program	Select from the drop-down list the Program associated with the Facility School	Displays the list of Program(s) associated with the Facility School.

A.1 Data Fields for Program Identification

Add Record for Program Identification

- Select Program Identification from the Facility School Item drop-down menu field.

- Current School Year will prepopulate.
- Select the School from the drop-down menu field.
- Select the Program from the drop-down menu field.
- Once Program Identification, School Year, School, and Program are selected, click the Add New Record button and the Program Identification input screen will appear.

Data Fields for Program Identification

Field Name	Field Description / Use	Example / Use
Contact First Name	Enter the first name of the Facility School contact	
Contact Last Name	Enter the last name of the Facility School contact	
Contact Title	Select from the drop-down menu the title of the Facility School contact: 1-Special Education Director 2-Executiive Director 3-Education Coordinator 4-Chief Financial Officer 5-Office Support	
Contact Phone Number	Enter 10-digit number without dashes or dots	3031234567
Contact Email Address		
Facility School Begin Date	Enter MMDDYYYY format	08152020
Facility School End Date	Enter MMDDYYYY format	06302021
Number of Program Days for the School Year	Default = 176 days	Maximum allowed billing days
Average Number of Students to be Served	Enter as a whole number	Estimate of previous year's census and current enrollment projection
Applied Program Ratio	The ratio will prepopulate per the type of program	
Instructional Supplies	The amount will auto-calculate based on the Average Number of Students to be Served entered. Allowance = \$200 per student.	10 students x \$200 per student = \$2,000
Maximum Allowed FTE	The FTE will auto-calculate based on the Applied Program Ratio and the Average Number of Students to be Served entered	
Submit/Add Record button	When the user is finished with data entry for the record click this button to add the record	Tells the system you are finished entering Tuition Cost/December Staff Program Identification data.

Business Rules for Program Identification

Business Rule	Field Behavior	Example
Contact phone number	Must be entered as a 10-digit number without dashes or dots	3031234567

Business Rule	Field Behavior	Example
Facility School Begin Date	Facility School Begin Date cannot be earlier than August 1 of the current school year	If you enter a date earlier than August 1, a screen Error (RED) is displayed.
Facility School End Date	Facility School End Date cannot be later than June 30 of the current school year	If you enter a date later than June 30, a screen Error (RED) is displayed.
Number of Program Days for the School Year	Number of days should equal between 150 and 176 per the facility school program approval	If you enter a number less than 150, a screen Warning (YELLOW) is displayed.
Average Number of Students to be Served	Enter the total number of all students served in the program. This includes students with disabilities and general education students if all students receive the same educational services.	
Maximum Allowed FTE	The FTE will auto-calculate based on the Applied Program Ratio and the Average Number of Students to be Served entered	

Program Identification includes data (Applied Program Ratio, Average Number of Students to be Served and Maximum Allowed FTE) necessary for the system to run tuition cost calculations and to generate Cognos reports.

Data must be entered in Program Identification first. If it is not, Snapshots will fail, and Cognos reports cannot be generated.

A.2 Add Record for Staff

Add Record for Staff

- Select Staff from the Facility School Item drop-down menu field.
- Current School Year will prepopulate.
- The School and Program should prepopulate with the selection made in Program Identification.
- Once the Staff item, School Year, School, and Program are selected, click the Add New Record button and the Staff input screen will appear.
- Once data entry for a staff member is complete, click the Submit/Add Record button to enter data for another staff member. Continue until you have entered all education staff data for the Facility School / Program. You may enter only your Tuition Cost staff during the Tuition Cost Application window, or you may add all education staff employed at the Facility School / Program in preparation for the December Staff collection. For staff you wish to include in the tuition cost rate calculation, select 1-Yes in the Tuition Cost drop-down menu field. Staff data entered during the Tuition Cost Application window will display for the December Staff collection.
- The user must enter a pro-rated salary and benefits amounts for those staff reported with a less than 1.00 FTE. The system does not have the capability to automatically calculate a full-time salary into a pro-rated FTE salary.
- Staff data will not carry over from one year to the next.

Data Fields for Staff

Field Name	Field Description / Use	Example / Use
Type of Staff / Personnel	Drop-down list includes: 1-Instructional Salary 2-Instructional Purchased Services 3-Support Salary 4-Support Purchased Services 5-Administration Salary 6-Business Salary 7-Operations Salary 8-General Education Salary	
Job Code / Staff Title	Drop-down list includes the Job Code / Staff Title associated for each Type of Staff / Personnel selection. Refer to the Job Codes and Descriptions document for a complete list of allowable job codes and descriptions at: https://www.cde.state.co.us/datapipeline/facilityandtuitioncost	
First Name	Enter the staff's first name	
Last Name	Enter the staff's last name	
Social Security Number	Enter SSN in 9-digit format without dashes or dots	123456789
Hire / Start Date	Enter the staff's start date in MMDDYYYY format	
End Date	Default value of staff's end date = 00000000	Do not enter a staff end date in the December Staff as tuition cost staff are active employees.
FTE	Enter FTE in a 4-digit format	1.00, 0.50
Salary	Enter salary as a whole number	
Benefits	Enter benefits as a whole number	
Tuition Cost	Select 1-Yes or 0-No	All staff records reported are included in the December Staff collection.

Business Rules for Staff

Business Rule	Field Behavior	Example
Job Code / Staff Title	Each application must include staff reported in Job Code 102 Special Education Director and Job Code 202 Special Education Teacher	
Hire / Start Date	If Hire / Start date is greater than 14 days after the Program Begin Date, staff's FTE cannot equal 1.00. FTE must be prorated per the actual hire date. Hire / Start date cannot be later than the Program End Date	
Benefits	Benefits cannot be greater than 50% of Salary	
FTE	FTE for individual staff cannot be greater than 1.00.	

B. Edit Record

This section allows the user to edit or delete records. Once the user has entered Program Identification and Staff data, they will review and/or edit entries and check for Errors directly through the Edit Record input screen. Select Edit Record from the menu item and the basic Edit Record screen will appear.

- Check the box to the left of the record you want to edit or delete.

Edit Record for Program Identification and Staff

Field Name	Field Description / Use	Purpose / Use
Facility School Item	Drop-down list Program Identification Staff	Select the item to review
School Year	Drop-down list Default is the current school year	
Error Records	Drop-down list Default is All Errors and Warnings Errors Warnings No Errors or Warnings	Displays records that have a screen Error or a screen Warning Displays records that have a screen Error or a screen Warning Displays records that have a screen Error Displays records that have a screen Warning Displays no records
School	Drop-down list	Displays the list of Facility Schools associated with the role of LEA approver.
Program	Drop-down list	Displays the list of Program(s) associated with the Facility School selected.

Button Name	Button Description / Use	Purpose / Use
Search	When this button is clicked, an additional screen will display to populate data entered in the Facility School Item selection	Tells the system to search for records entered in the Item selection.

NOTE: the message **Fields shown in RED have an Error** will appear on the screen regardless of whether there is an Error in the data. This message is a standard feature of Data Pipeline collections and cannot be removed. Scroll to the right to display all data fields in the record. If no field is shown in RED, there are no Errors.

B.1 Edit Record – Data Fields for Program Identification

Edit Record for Program Identification

- Select Program Identification from the Facility School Item drop-down menu field.
- Current School Year will prepopulate.
- Select All in the Error Records drop-down menu field.
- Select the School from the drop-down menu field.
- Select the Program from the drop-down menu field.
- Click the Search button and the Program Identification record will appear.
- Scroll from left to right to view all fields in the record.
- Check the box to the left of the record you want to edit or delete.

Field Name	Field Description / Use	Purpose / Use
School Name	Displays the School selected	You cannot edit this field

Field Name	Field Description / Use	Purpose / Use
Program Name	Displays the Program selected	You cannot edit this field
Contact First Name	Displays the first name entered	
Contact Last Name	Displays the last name entered	
Contact Title	Displays the contact title selected	
Contact Phone Number	Displays the phone number entered	
Facility School Begin Date	Displays the Facility School Begin Date entered	
Facility School End Date	Displays the Facility School End Date entered	
Number of Program Days	Displays the Number of Program Days entered	
Average Number of Students to be Served	Displays the Average Number of Students to be Served entered	

Button Name	Button Description / Use	Purpose / Use
Save	Will save any changes made to any field in the selected record	
Delete	Will delete the selected record	
Back	Click the Back button to return to the main Edit Record screen	

Edit Record – Business Rules for Program Identification

Business Rule	Field Behavior	Example
Contact phone number	Must be entered as a 10-digit number without dashes or dots	If you edit a phone number to be less than 10 digits, the field will display a screen Error (RED).
Facility School Begin Date	Facility School Begin Date cannot be earlier than 8/1 of the current school year	If you edit a record to be earlier than 8/1, the field will display a screen Error (RED).
Facility School End Date	Facility School End Date cannot be later than 6/30 of the current school year	If you edit a record to be later than 6/30, the field will display a screen Error (RED).
Number of Program Days for the School Year	Number of days should equal between 150 and 176 per the facility school program approval	If you edit a record to be greater than 176, the field will display a screen Error (RED). If you edit a record to be between 0 and 150 days, the field will display a screen Warning (YELLOW).

B.2 Edit Record – Data Fields for Staff

Edit Record for Staff

- Select Staff from the Facility School Item drop-down menu field.
- Current School Year will prepopulate.
- Select the type of records you want to display from the Error Records drop-down menu field.
- Select the School from the drop-down menu field.
- Select the Program from the drop-down menu field.
- Click the Search button and the Staff record(s) will appear.

- Scroll from left to right to view all fields in the record
- Check the box to the left of the record you want to edit or delete

Edit Record – Data Fields for Staff

Field Name	Field Description / Use	Purpose / Use
School Name	Displays the School selected when the Program Identification was entered	Cannot edit this field
Program Name	Displays the Program selected when the Program Identification was entered	Cannot edit this field
Type of Staff / Personnel	Displays the Staff / Personnel category selected when the Staff record was entered	Edit this field if you need to change the Type of Staff / Personnel selection. If changed, the Job Code / Staff Title must also be changed.
Job Code / Staff Title	Displays the Job Code / Staff Title category selected when the Staff record was entered	If the Type of Staff / Personnel is changed, you must reselect the Job Code / Staff Title from the drop-down menu field.
First Name	Displays the first name entered	
Last Name	Displays the last name entered	
Social Security Number	Displays the SSN entered	
Hire / Start Date	Displays the Hire / Start date entered	
End Date	Default end date = 00000000	
FTE	Displays the FTE entered	Will display a screen Error (RED) if the FTE is entered in an incorrect format
Salary	Displays the salary entered	
Benefits	Displays the benefits entered	
Tuition Cost	Displays the selection 1-Yes or 0-No entered	Only staff entered with 1-Yes in the Tuition Cost menu field will be included in the tuition cost rate calculation.

Button Name	Button Description	Purpose / Use
Save	Will save any changes made to any field in the selected record	
Delete	Will delete the selected record	
Back	Click the Back button to return you to the main Edit Record screen	

When you click the “Back” button, you will see Filter options. This is useful if you want to view records for staff entered in specific Type of Staff / Personnel or Job Code / Staff Title categories, or to search staff by last name.

Edit Record – Business Rules for Staff

Business Rule	Field Behavior	Example
Social Security Number	SSN must be entered in a 9-digit format without dashes or dots	If you edit an SSN to be less than 9 digits, the field will display a screen Error (RED).

Business Rule	Field Behavior	Example
Hire / Start Date	Hire / Start Date must be entered in MMDDYYYY format	If you edit a Hire / Start Date to not be in the MMDDYYYY format, the field will display a screen Error (RED) If Hire / Start Date is greater than 14 days after the Program Begin Date, the 180 days of FTE, salary, and benefits must be reduced according to the employment start date. The FTE field will display a screen Error (RED) if it is entered as 1.00.
End Date	End Date defaults to 00000000	If you edit an End Date to not be in the 00000000 or MMDDYYYY format, the field will display a screen Error (RED).
FTE	FTE must be in a 4-digit format	If you edit an FTE to not be in the correct 4-digit format (x.xx), the field will display a screen Error (RED).

C. Snapshot

Creating a Snapshot tells the system you are finished entering data required to submit a Facility Schools December Staff. Prior to taking a Snapshot, ensure you have a Program ID and staff data. When a Snapshot is created, the system will check for Errors. After the Snapshot is created, you will be able to review and correct any Errors in Edit Record screens and create a new Snapshot. Once a Snapshot is created, the staff's license information will populate into the Tuition Cost Staff Summary Report.

Snapshot

Select the Snapshot menu item and the basic Facility School Snapshot screen will appear.

- Select December Staff Snapshot from the Facility School Item drop-down menu field.
- Current School Year will prepopulate.
- Select the Facility School from the School Code drop-down menu field.
- Select the Facility School Program from the Program Code drop-down menu field.
- Click the Search button and the Create Snapshot screen will appear.
- Click Create Snapshot button and a message will appear that a Snapshot creation was triggered.

Snapshot creation triggered and processing. A notification email will be sent upon completion.

- You will receive an email when the Snapshot is created.
- The email will contain the number of entries in the December Staff and the number of Errors. There is no limit to the number of times a Snapshot can be created. The **final** Snapshot must be Error free before you can submit the December Staff.

Snapshot – Data Fields

Field Name	Field Description / Use	Purpose / Use
Facility School Item	Select from the drop-down list: December Staff Snapshot Tuition Cost Snapshot	Tells the system you are finished entering data for the Facility and Program Tuition Cost Application or education staff for the December Staff Collection. There is no limit to the number of Snapshots you can create. A Snapshot should be created each time you are finished entering data into the system, so it is saved.
School Year	Drop-down list with the school year for which the application / collection is open	Tells the system the school year for the Tuition Cost/December Staff.
School	Select from the drop-down list the Facility School that is associated with the (LEA Approver)	Displays the list of Facility School(s) associated with the role of LEA Approver.
Program	Select from the drop-down list the Program associated with the Facility School	Displays the list of Program(s) associated with the Facility School.

D. Cognos Reports

The Facility Schools Tuition Cost and December Staff System uses Cognos Reporting. These reports help identify Errors in the application and to review and validate the data entered.

- Select Cognos Reports from the left menu pane and the basic Cognos Menu screen will appear.
- Click the Facility Schools menu to expand the list of reports available.
- Click on the report you want to run from the report menu.
- Select the School Year from the drop-down menu field.
- Select the School Code from the Select School drop-down menu field.
- Select the Program Code from the Select Program drop-down menu field.
- Click the Finish button in the lower left corner of the screen.
- Reports default display is PDF format. To change the format, click on the format drop-down menu and select another format. Available formats are HTML, XML and Excel.

Key December Staff Reports

Facility Schools December Staff Summary Report – displays entered staff information in alphabetical order by staff's last name. When a Snapshot is created, the report will populate the entered staff information, including the staff's CDE license information by License Type, Expiration Date, and Endorsement. Flags are set in the columns titled SPED License Approved, Temporary Status (TEE), and SPED Qualified, to indicate if the staff's license is appropriate for the reported Job Code / Staff Title. Review this report to ensure you have not missed entering staff in any Staff Category and that staff are appropriately licensed and endorsed.

Facility Schools December Staff Snapshot Error Report – displays any Errors or Warnings that are generated in the system. Review these reports to view the list of Errors or Warnings for the various components of the system. Pay particular attention if the December Staff generates Error TU002. This Error may indicate that a staff is reported at multiple facility school programs at full-time employment. No staff may be reported in any individual or multiple facility school program(s) with an FTE that exceeds 1.00. Review Error Detail and Summary reports to ensure the December Staff is Error free. Errors that are generated must be cleared before the December can be submitted and data is finalized. Warnings will not prevent submission of the December Staff.

E. Status Dashboard

The Status Dashboard allows the Facility School to submit and view the status of the December Staff.

- Select the Status Dashboard from the left menu pane and the basic Status Dashboard screen will appear.
- Once you have corrected all Errors and your application is Error free, select December Staff Snapshot. There is no limit to the number of Snapshots you can create, but the **final** Snapshot must be Error free before you can submit your December Staff.
- Current School Year will prepopulate.
- Select the Facility School from the Facility School Code drop-down menu field.
- Select the Program from the Program Code drop-down menu field.
- Click the Search button.
- Once the Facility School Item, School Year, Facility School, and Program are selected, click the Search button and the Snapshot created will appear.

E.1 Submit December Staff to CDE

- Click on the name of the program in the Program Code column to view details.
- Click on the Submit to CDE button.
- Click on the Download Sign Off Form.

If the Facility School attempts to submit their December Staff with Errors, a message is generated stating the Program has not met the threshold for validation Errors.

The program (displays the program code) has not met the threshold for validation errors.

When you submit your December Staff, you will receive an email to verify the Snapshot has been submitted. Data is now locked and cannot be modified. If changes are necessary, contact the CDE System Administrator to have your data unlocked.

E.2 Download Sign Off Form

After the December Staff is submitted to CDE, the LEA Approver will download the Sign Off Form. This form is signed by both the Executive / Agency Director and the Special Education Director of the Facility School / Program and emailed to the CDE System Administrator at FS_TuitionCost@cde.state.co.us. The form will download in the lower left corner of the screen. Click on the PDF to open the form.