



Prevent Harassment and Discrimination Data Collection

2024-2025 Reporting Manual

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Section 1: Overview

General Information

In April 2023, the Colorado General Assembly passed [Senate Bill 23-296](#). The act defines "harassment or discrimination" as any unwelcome physical or verbal conduct or any written, pictorial, or visual communication by a student or employee that is directed at a student or group of students because of that student's or group's membership in, or perceived membership in, a protected class. The act seeks to provide equitable standards for harassment to ensure that students who are subject to harassment or discrimination are provided a prompt and fair process, information about their rights and status of the complaint, and supportive measures or accommodations to remedy the impact of the harassment or discrimination.

Senate Bill 23-296 states that:

(5) (a) ON OR BEFORE JULY 1, 2025, AND ON OR BEFORE JULY 1 OF EACH YEAR THEREAFTER, EACH PUBLIC SCHOOL OF A SCHOOL DISTRICT SHALL REPORT TO THE SCHOOL DISTRICT, AND EACH INSTITUTE CHARTER SCHOOL SHALL REPORT TO THE STATE CHARTER SCHOOL INSTITUTE, THE FOLLOWING INFORMATION, AGGREGATED AND WITHOUT PERSONALLY IDENTIFIABLE INFORMATION ABOUT THE PARTIES, FROM THE PRIOR TWELVE MONTHS:

(I) THE NUMBER OF FORMAL HARASSMENT OR DISCRIMINATION REPORTS RECEIVED BY THE SCHOOL AND THE TYPE OF BIAS REPORTED WHEN HARASSMENT OR DISCRIMINATION WAS FOUND; AND (II) THE TIME TO COMPLETE EACH INVESTIGATION AND TO MAKE FINDINGS RELATED TO EACH REPORT.

(b) ON OR BEFORE AUGUST 1, 2025, AND ON OR BEFORE AUGUST 1 OF EACH YEAR THEREAFTER, THE STATE CHARTER SCHOOL INSTITUTE AND EACH SCHOOL DISTRICT SHALL REPORT TO THE DEPARTMENT OF EDUCATION THE INFORMATION IT RECEIVED FROM EACH SCHOOL PURSUANT TO SUBSECTION (5)(a) OF THIS SECTION.

(c) ON OR BEFORE OCTOBER 1, 2025, AND ON OR BEFORE OCTOBER 1 OF EACH YEAR THEREAFTER, THE DEPARTMENT SHALL REPORT THE INFORMATION RECEIVED PURSUANT TO THIS SECTION TO THE SEXUAL MISCONDUCT ADVISORY COMMITTEE CREATED IN SECTION 23-5-147.

Collection Timeline

- **January 15, 2025 Collection Opens**
- **August 1, 2025 Collection Closes, sign off forms due to CDE**

Section 2: Identity Management Roles

Prevent Harassment and Discrimination data respondents need assigned permissions in Identity Management (IdM) to complete the collection. Your district's Local Access Manager (LAM) assigns accounts/privileges in IdM for your district. LAMs, [see the IdM website for access management instructions](#).

Application	Collection	User Role	Access Level	Notes
Pipeline	Prevent Harassment and Discrimination	LEA User	Upload and edit records	Users with this role can complete the majority of the collection but will require support from a user with the LEA Approver role.
Pipeline	Prevent Harassment and Discrimination	LEA Approver	Upload and edit records, submit final collection, download sign-off form.	At least one person in the district must have this role. Can do all of the actions that a LEA User role can do.
Pipeline	Prevent Harassment and Discrimination	LEA Viewer	View CEDAR/COGNOS reports related to the collection. Cannot edit data.	Useful role for district staff who need access to collection related CEDAR/COGNOS reports for data validation but are not actively completing the data collection.

Example user role: PHD~LEAAPPROVER

Section 3: Data Fields

School District / BOCES Code

A unique code assigned to a LEA by CDE. Refer to School District/BOCES Code table. School District/BOCES Code Table.

School Code

A unique code assigned by CDE to a school building.

Investigation Identifier

A locally assigned unique ten-digit number for each incident. For each reported incident there may be multiple bias types applicable to the investigation. Please indicate all bias types applicable with the yes/no indicator fields listed.

Bias Types

Bias types are indicated as being found in a report investigation with either a 0 for no or 1 for yes. The following are the types of bias that are listed in SB 23-296 with an additional option of no bias reported.

- Bias Type: Disability
- Bias Type: Race
- Bias Type: Creed
- Bias Type: Color
- Bias Type: Sex
- Bias Type: Sexual Orientation
- Bias Type: Gender Identity
- Bias Type: Gender Expression
- Bias Type: Family
- Bias Type: Religion
- Bias Type: Age
- Bias Type: National Origin
- Bias Type: Ancestry
- Bias Type: No bias reported

Report Investigation Time

Indicator of whether the time to complete the investigation for the reported harassment or discrimination was completed within 60 school days, 90 school days, or past 90 school days.

In your data submission, this will be indicated using the following codes:

- 01 - Within 60 school days
- 02 - Within 61-90 school days
- 03 - Exceeded 90 school days

Section 4: Data Pipeline

Data File Upload

The data file upload screen is where a LEA uploads the files required to complete the Prevent Harassment and Discrimination collection.

Upon completing the file upload steps listed below, a message will be displayed across the top of the screen indicating a batch number or that there was an error uploading the file. Data pipeline sends an email to data respondents once the file has processed. This email will indicate the number of records uploaded into data pipeline and the number of errors related to this file upload. If you receive an email indicating a file upload error, double check the formatting of your file and try again. Alpha characters or symbols included in data fields that are numeric only is a common cause for file uploads to fail. This includes if an alpha character/symbol in a single data field for a single row of data.

Steps

1. Login to [Data Pipeline](#)
2. Select *File Upload*
3. Select *Data File Upload*
4. Complete the Dropdown menus, indicating the specific file you are uploading.
 - a. Dataset: Prevent Harassment and Discrimination
 - b. File Type: Prevent Harassment and Discrimination
 - c. School Year: Current School Year
 - d. Organization/LEA: Your district
 - e. File Name: Choose File Select file from your computer
 - i. .csv, .xls, .xlsx (.xlsx is preferred)
 - ii. Spaces are not allowed in the file name
 - f. Upload Type = Append or Replace
 - i. Relace is recommended
5. Select *Submit*

- File Upload
 - Format Checker
 - Data File Upload
 - Validation Report
 - Batch Maintenance
- Directory
- Discipline
- EDIS
- Non Public Schools
 - Prevent Harassment
 - Report Card March
 - RITS
 - Special Education
 - Staff Profile
 - Student Profile
 - Summer EBT
 - Teacher Student Data link
 - Dataset Administration
 - Pipeline Reports
 - Cognos Report

Data File Upload

Exception File

Dataset * Prevent Harassment and Discrimination ▼

File Type * Prevent Harassment and Discrimination ▼

School Year * 2024-25 ▼

Organization/LEA * Select... ▼

Locate File * Choose File No file chosen

Upload Type * Append Replace

Submit

Add Record

This screen can be used to add a single record to the Prevent Harassment and Discrimination collection without uploading a new file. This is most beneficial when working with only a few records. A new file upload will delete any manually added records, so only use this feature if you are no longer planning to upload new data files or if you have also updated your file before the new upload to reflect the same additional record.

Steps

1. Login to [Data Pipeline](#)
2. Select *Prevent Harassment*
3. Select *Add Record*
4. Complete the drop-down menus for school year and district if it did not auto populate
 - a. School Year: current year
 - b. Organization/LEA: your district
5. Select *Add New Record*
6. Complete all fields on the add record screen.
 - a. Refer to the Prevent Harassment and Discrimination file layout or the Data Fields section of this handbook for more information about each data field on a specific file.
7. Select *Submit / Add Record*
8. Errors will be highlighted in RED for the submitted record.



- File Upload
- Directory
- Discipline
- EDIS
- Non Public Schools
- Prevent Harassment
 - Status Dashboard
 - Add Record
 - Edit Record
 - File Extract Download
- Report Card March
- RTTS
- Special Education
- Staff Profile
- Student Profile
- Summer EBT
- Teacher Student Data link
- Dataset Administration
- Pipeline Reports
- Cognos Report

Add Record

File Type * Prevent Harassment and Discrimination School Year * 2024-25 Organization/LEA * Logout

Fields marked with * are mandatory Add New Record

The new record has been submitted to Batch ID 775600, however, it may have ERRORS. To view and correct errors please go to the "Edit Record" screen and select the appropriate file type.

School District/BOCES Code * School Code 1234

Investigation Identifier * 1234567890 Bias Type Disability * 0-No

Bias Type Race * 0-No Bias Type Creed * 0-No

Bias Type Color * 0-No Bias Type Sex * 0-No

Bias Type Sexual Orientation * 0-No Bias Type Gender Identity * 0-No

Bias Type Gender Expression * 0-No Bias Type Family * 0-No

Bias Type Religion * 0-No Bias Type Age * 0-No

Bias Type: National Origin * 0-No Bias Type: Ancestry * 0-No

Bias Type: No bias reported * 0-No Report Investigation Time * 02-Within 61 to 90 school days

Submit/Add Record

Edit Record

This screen can be used to update a record in the Prevent Harassment and Discrimination file without uploading a new file. Filters allow you to search for records in error. A new file upload will delete any manually added records, so only use this step if you are no longer planning to upload new data files or if you have also updated your file before the new upload.

Steps:

1. Login to [Data Pipeline](#)
2. Select *Prevent Harassment*
3. Select *Edit Record*
4. Complete the drop-down menus for the desired file.
 - a. File Type: Prevent Harassment and Discrimination
 - b. School Year: current year
 - c. Organization/LEA: your district
 - d. OPTIONAL: Error Records = desired category
5. Select *Search*

- File Upload
- Directory
- Discipline
- EDIS
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- Cognos Report

Edit Record (2024-25) : 0030-Adams County 14 Logout

Sort Order Sort Data

#1 Investigation Identifier Sort Data

Fields shown in RED have an error

Total # of Records : 1 Go to Standard View

#	School Code	Investigation Identifier	Bias Type Disability	Bias Type Race	Bias Type Creed	Bias Type Color	Bias Type Sex	Bias Type Sexual Orientation	Bias Type Gender Identity	Bias Type Gender Expression	Bias Type Family	Bias Type Religion	Bias Type Age	Bias Type: National Origin
1	1234	1234567890	0-No	0-No	0-No	0-No	0-No	0-No	0-No	0-No	0-No	0-No	0-No	0-No

Page 1 of 1 10 20 30 25 Per Page

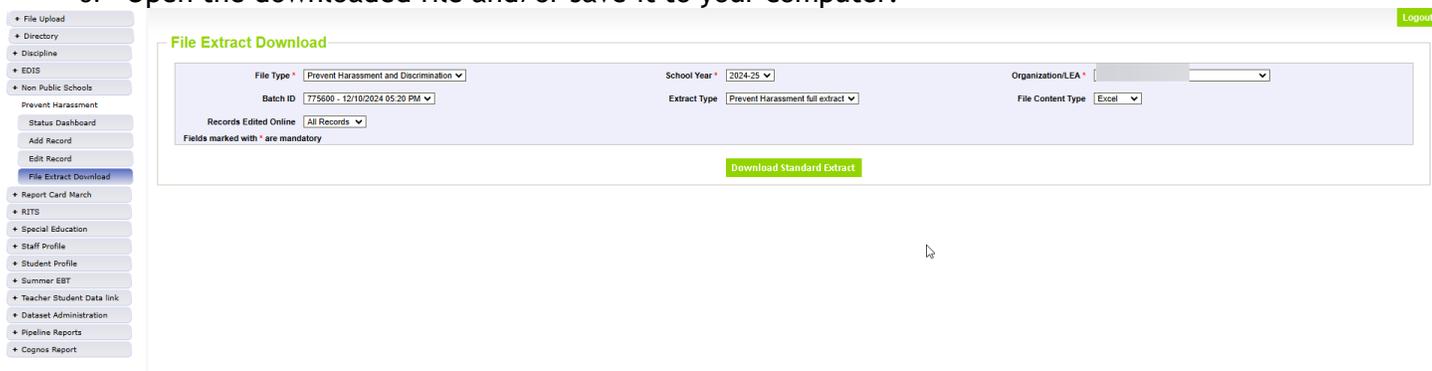
Save Delete Back

File Extract Download

A copy of the current Prevent Harassment and Discrimination file can be extracted from data pipeline for future reference. This is especially beneficial if you want to download a copy of your file after you've made several manual additions or edits, allowing you to have a record of those updates.

Steps

1. Login to Data Pipeline
2. Select *Prevent Harassment*
3. Select *File Extract Download*
4. Complete the drop-down menus
 - a. File Type: Prevent Harassment and Discrimination
 - b. School Year: current year
 - c. Organization/LEA: your district
 - d. Batch ID: All (or desired date/time of a file upload)
 - e. Extract Type: desired value
 - f. File Content Type: CSV, TEXT, or Excel
 - i. Excel format recommended
 - g. Records Edited Online: All Records or Online Edits
5. Select *Download Standard Extract*
6. Open the downloaded file and/or save it to your computer.



The screenshot shows the 'File Extract Download' interface. On the left is a navigation menu with options like 'File Upload', 'Directory', 'Discipline', 'EDIS', 'Non Public Schools', 'Prevent Harassment', 'Status Dashboard', 'Add Record', 'Edit Record', 'File Extract Download', 'Report Card March', 'RITS', 'Special Education', 'Staff Profile', 'Student Profile', 'Summer EBT', 'Teacher Student Data link', 'Dataset Administration', 'Pipeline Reports', and 'Cognos Report'. The main area contains a form with the following fields:

- File Type:** Prevent Harassment and Discrimination
- School Year:** 2024-25
- Organization/LEA:** [Dropdown menu]
- Batch ID:** 775600 - 12/10/2024 05:20 PM
- Extract Type:** Prevent Harassment full extract
- File Content Type:** Excel
- Records Edited Online:** All Records

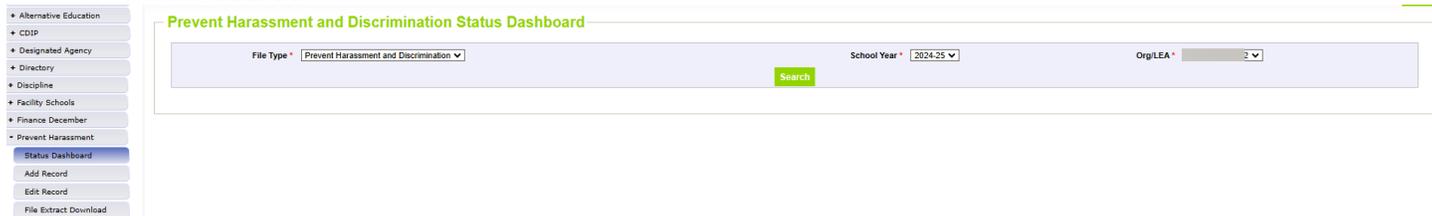
Below the form, it says 'Fields marked with * are mandatory'. A green 'Download Standard Extract' button is visible at the bottom of the form area. A 'Logout' button is in the top right corner.

Status Dashboard

The status dashboard shows the last date a file was updated, the quantity of validation errors, and if data has been submitted (locked) for a collection. The status dashboard is also used by data respondents with the LEA Approver role for Prevent Harassment and Discrimination to submit data to CDE and download the Superintendent sign-off form at the end of the of the collection.

Steps

1. Login to [Data Pipeline](#)
2. Select *Prevent Harassment*
3. Select *Status Dashboard*
4. Complete the drop-down menus
 - a. File Type: Prevent Harassment and Discrimination
 - b. School Year: current year
 - c. Organization/LEA: your district
5. Select *Search*



The screenshot shows the 'Prevent Harassment and Discrimination Status Dashboard' interface. On the left is a navigation menu with options like 'Alternative Education', 'CDIP', 'Designated Agency', 'Directory', 'Discipline', 'Facility Schools', 'Finance December', 'Prevent Harassment', 'Status Dashboard', 'Add Record', 'Edit Record', and 'File Extract Download'. The main area contains a form with the following fields:

- File Type:** Prevent Harassment and Discrimination
- School Year:** 2024-25
- Org/LEA:** [Dropdown menu]

A green 'Search' button is located below the form. The dashboard title is 'Prevent Harassment and Discrimination Status Dashboard'.

Sample Status Dashboard Screen

Status Dashboard (2024-25): C

Data Exists	<input type="text" value="Y"/>	Validation Errors	<input type="text" value="0"/>
Total Records	<input type="text" value="1"/>	Data Locked	<input type="text" value="Y"/>
Overall Status	<input type="text" value="S"/>	Last Updated Date	09/13/2024 08:44 AM
LEA Comments	<input type="text" value="test comment from lea 2"/>	State Comments	<input type="text" value="unlock test"/>

Y - Yes | N - No | P - Pending | S - Submitted | A - Accepted

[Submit to CDE](#) [Back](#)

Pipeline Reports

The data pipeline error report is the preferred method for reviewing errors and warnings for the Prevent Harassment and Discrimination collection. Using the pipeline error report LEAs can review a summary of all errors and warnings. Use the 'View Details' button at the bottom of the pipeline error report summary screen to view the detailed list of each error or warning and their corresponding business rules. Both the summary screen and the detail error screens can be extracted as an excel document.

Steps

1. Login to [Data Pipeline](#)
2. Select *Pipeline Reports*
3. Select *Error Report*
4. Complete the drop-down menus
 - a. Dataset: Prevent Harassment and Discrimination
 - b. File Type: Prevent Harassment and Discrimination
 - c. School Year: current year
 - d. Organization/LEA: your district
 - e. Error Type: Desired type of business rules (Errors and Warnings recommended)
5. Select *Search*

Error Report

Dataset: File Type:

School Year: Organization/LEA:

Error Type: [Search](#)

[Select All](#) | [Deselect All](#) | [Excel](#)

Select	Error Code	Error Type	Error Message	Count
<input checked="" type="checkbox"/>	PH003	E	School Code is mandatory and must be an active school for the reporting district.	1

[View Details](#)

Steps for completing the Prevent Harassment and Discrimination Collection

1. Upload a Prevent Harassment or Discrimination file to data pipeline
 - a. It is recommended to utilize a file that contains all of your investigations and select "Replace" instead of trying to append multiple files.
2. Resolve errors and review warnings.
3. Verify that there are no validation errors in the Status Dashboard.
4. Review file extract and / or COGNOS reports for data accuracy.
5. Submit error free collection by the August deadline
 - a. PHD-LEAAPPROVER role in Identity Management (IdM) required.
6. Download the superintendent sign-off form and return to CDE.

Section 5: Cognos Reports

Overview

The Colorado Education Data Analysis and Reporting system (CEDAR) is a private, secure system which provides student level data to authorized users. Access to student-level data is limited to educators who have need for such data.

Often CEDAR is referred to as COGNOS since COGNOS is the software currently powering the Colorado Education Data Analysis and Reporting system (CEDAR).

Reports in CEDAR/COGNOS have multiple purposes. Some are used as operational reports to assist data respondents in looking up specific information on students, file/snapshot errors, and students missing from a snapshot due to profile errors. Other reports are used to validate data when finalizing a data collection. Many reports also provide districts with a preview of data that will be published based upon specific data collections. (i.e., graduation statistics)

Accessing and Navigating CEDAR

Google Chrome is the preferred browser when working with CEDAR reports. If CEDAR is not loading properly in Chrome, clear the browser history/cookies/cache and try logging in again.

Access via Identity Management (IdM) webpage

1. [Go to the IdM webpage](#)
2. Select the CEDAR application link.
 - a. A new window will open
3. Select the 'Log in to CEDAR' button

Access via link in Data Pipeline

1. Login to [Data Pipeline](#)
2. Select the COGNOS Report button on the bottom of the navigation menu on the left.

Navigating CEDAR

Use the navigation bar on the left to open the pipeline reports folder  and view specific categories  of reports. Reports are organized based upon a user's access permissions in IdM. Each category file  of reports represents reports connected to a specific data collection/IdM user role. Within each category of reports is a list of all available reports. Select the desired report from the list to view the report. Most reports will have an introductory screen with dropdown menus to further refine the data in the report.

Types of CEDAR Reports

Error Reports

Prevent Harassment and Discrimination data respondents have access to two types of errors reports in CEDAR that mirror the error reports found in data pipeline. These are titled Errors: PHD Detail Report of Errors to Correct and Errors: PHD Summary Report of Errors to Correct.

District Summary Report

The district Summary Report gives a count by school of the number of investigation identifiers, bias types, and investigation report times.



PHD Records Report

The PHD Records Report provides a list of all the records submitted for the district. This is similar to the file extract found in data pipeline.