

Special Education December Count Phase I Pilot Statewide IEP Data System Step by Step Instructions

Statewide IEP Data System

Purpose

The following instructions describe the IEP interchange operations that can be performed by Administrative Units that are not using Enrich locally.

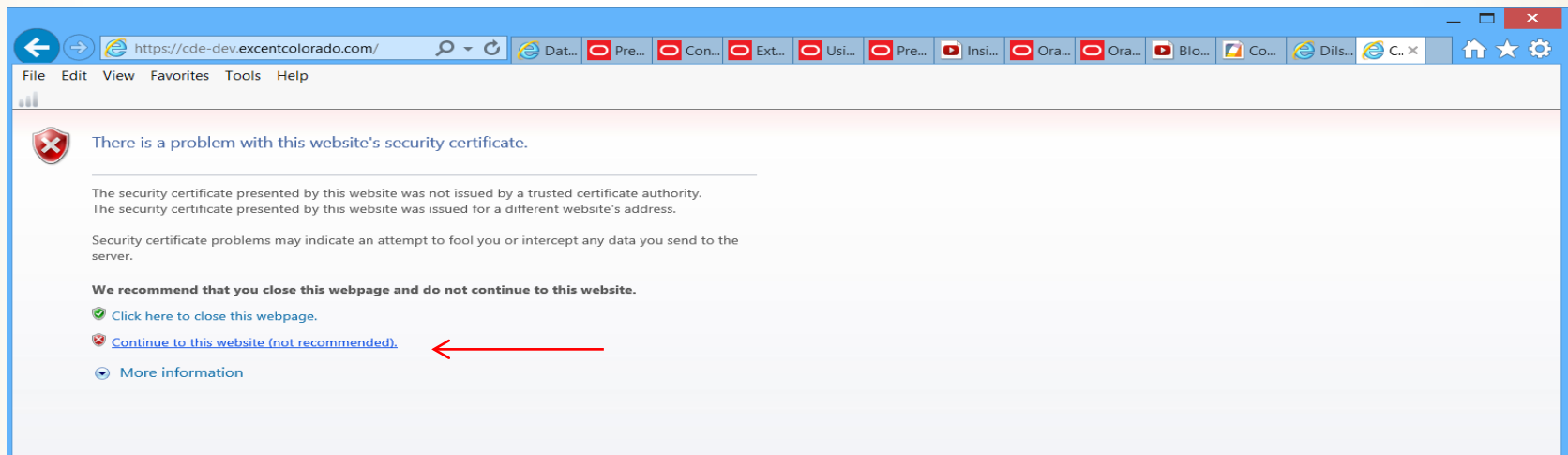
Logging In

You must log in using your CDE-provided username and password in order to access the IEP Interchange. These are the same credentials used to access the CDE Pipeline system.

Step 1: Go to Dev/QA Enrich IEP Home Page

<https://cde-dev.excentcolorado.com/>

CDE Enrich-IEP Authentication



Step 2: You will see 'Security Certificate' warning. Ignore this warning and click on "continue to this website (not recommended)".

NOTE: You see this warning because we are using a CDE internal server certificate and not a 3rd party trusted from Verifisign and others. Once Enrich is live, you will not see this warning page.

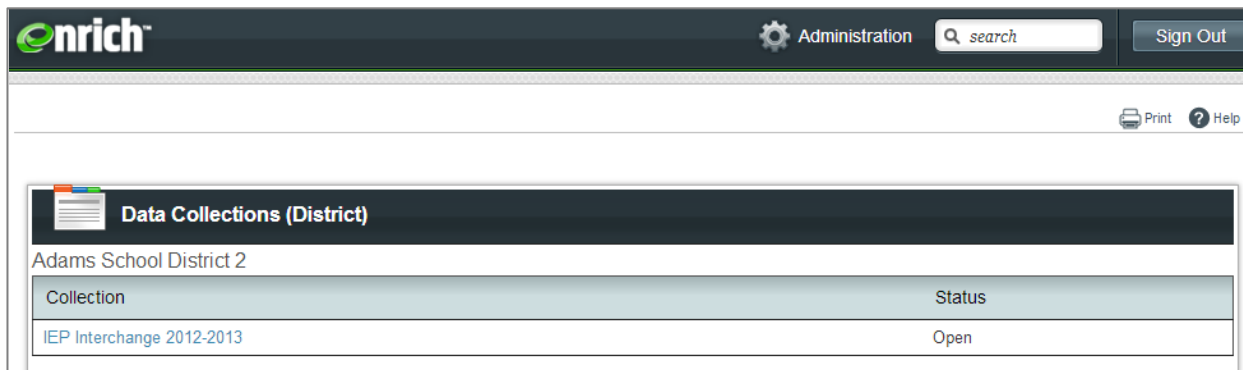
CDE Enrich-IEP Authentication

Step 3: Next enter your CDE Production system credentials supplied to you:



Accessing an Open Interchange

The list of open school years that are accepting interchange data is displayed on The Homepage.



The screenshot shows the 'enrich' web application interface. At the top, there is a dark header with the 'enrich' logo, a gear icon for 'Administration', a search bar, and a 'Sign Out' button. Below the header, there are 'Print' and 'Help' icons. The main content area is titled 'Data Collections (District)' and lists 'Adams School District 2'. A table below this lists data collections. A red arrow points to the first row of the table, which is 'IEP Interchange 2012-2013' with a status of 'Open'.

Collection	Status
IEP Interchange 2012-2013	Open

Clicking on one of the school years will display a summary report for that year along with all the commands needed to manage and validate your data:

Accessing an Open Interchange

IEP INTERCHANGE 2012-2013

Format Checker

Upload File

Validation Report

Print

Help

Adams 1, Mapleton

File Type ▲	Last Uploaded	Uploaded By	Records	Errors	Download File	Edit Records
Special Education Child			0	0	Download File	Edit Records
Student Parent Association			0	0	Download File	Edit Records
Student Special Ed Participation			0	0	Download File	Edit Records

File Type – There are three file types that are part of the IEP interchange:

1. **Special Education Child** – Student demographic data
2. **Student Parent Association** – Parent's associated with the students
3. **Student Special Ed Participation** – Special Education information for each student

Accessing an Open Interchange

IEP INTERCHANGE 2012-2013

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Student Special Ed Participation			0	0	Download File	Edit Records

Last Uploaded – The last date and time the file was uploaded to the IEP interchange. This field will be blank if an upload has not yet occurred.

Uploaded By – The person that last uploaded the file. This field will be blank if an upload has not yet occurred.

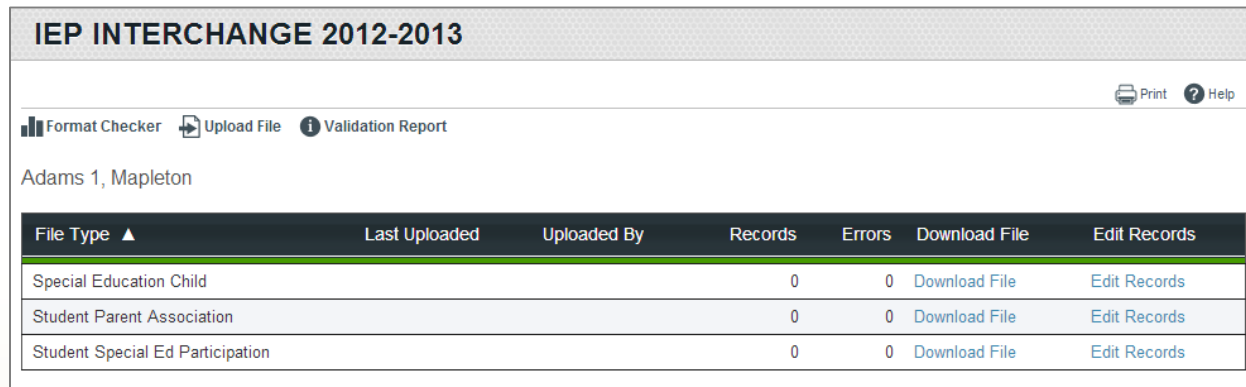
Records – The number of records currently in the IEP interchange for each file type.

Errors – The number of level one validation errors in the IEP interchange for each file type.

Checking a File's Format

You can check a file's format without affecting existing data that has been already uploaded into the system using the **Format Checker** command.

Step 1: On the interchange screen click the **Format Checker** command



IEP INTERCHANGE 2012-2013

Print Help

Format Checker Upload File Validation Report

Adams 1, Mapleton

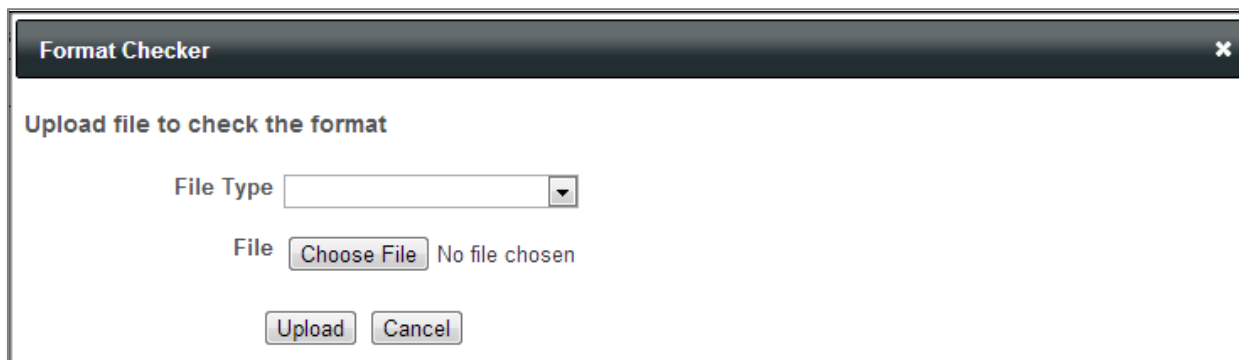
File Type ▲	Last Uploaded	Uploaded By	Records	Errors	Download File	Edit Records
Special Education Child			0	0	Download File	Edit Records
Student Parent Association			0	0	Download File	Edit Records
Student Special Ed Participation			0	0	Download File	Edit Records

Checking a File's Format

Step 2: You will then be prompted to upload your file. This file must match the file specification which can be found at [http://www.cde.state.co.us/DataPipeline/inter SPED-IEP.asp](http://www.cde.state.co.us/DataPipeline/inter_SPED-IEP.asp)

File Type: Choose which of the three Special Education – related files you are uploading

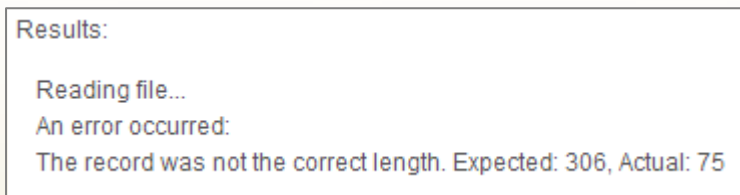
File: Choose the data file that you wish to upload



The screenshot shows a 'Format Checker' dialog box with a dark title bar. Inside, the text 'Upload file to check the format' is displayed. Below this, there is a 'File Type' dropdown menu. Underneath the dropdown, the word 'File' is followed by a 'Choose File' button and the text 'No file chosen'. At the bottom of the dialog, there are two buttons: 'Upload' and 'Cancel'.

Step 3: Click **Upload** to upload the file.

Step 4: Review the validation results.



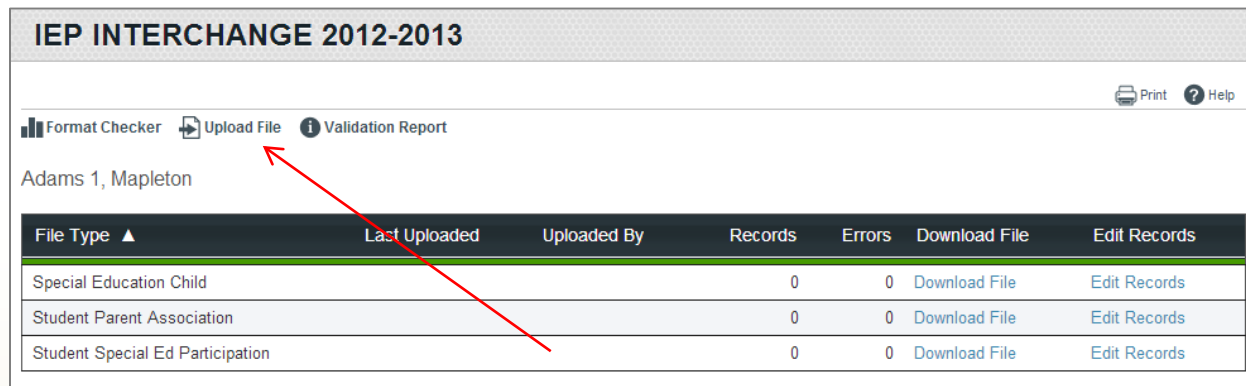
The screenshot shows a text box containing the following text:
Results:

Reading file...
An error occurred:
The record was not the correct length. Expected: 306, Actual: 75

Uploading Files

Use the **Upload File** command to load data from your data file into the interchange. When data is uploaded into the interchange it will either replace all existing data for the school year or simply be added to the existing data.

Step 1: On the interchange screen click the **Upload File** command



IEP INTERCHANGE 2012-2013

Format Checker Upload File Validation Report

Adams 1, Mapleton

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Student Parent Association			0	0	Download File	Edit Records
Student Special Ed Participation			0	0	Download File	Edit Records

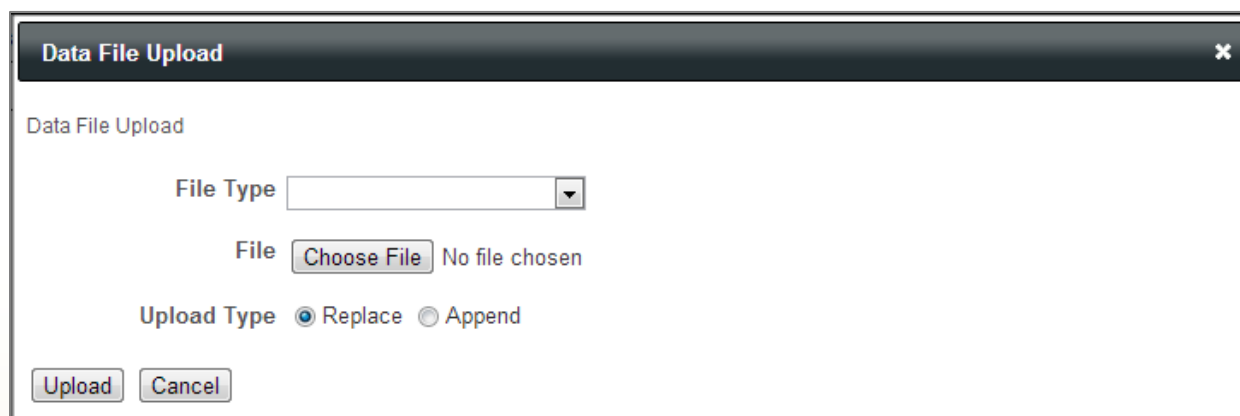
Uploading Files

Step 2: You will then be prompted to upload your file. This file must match the file specification which can be found at http://www.cde.state.co.us/DataPipeline/inter_SPED-IEP.asp

File Type: Choose which of the three Special Education –related files you are uploading

File: Choose the data file located on your computer that you wish to upload

Upload Type: *Replace* will first delete all existing data for the school year and then add your file to the database. *Append* will simply add the new file to the database for the school year.



The screenshot shows a 'Data File Upload' dialog box with a dark title bar and a close button. The main area is white and contains the following elements:

- The text 'Data File Upload' at the top left.
- A 'File Type' label followed by a dropdown menu.
- A 'File' label followed by a 'Choose File' button and the text 'No file chosen'.
- An 'Upload Type' label followed by two radio buttons: 'Replace' (which is selected) and 'Append'.
- At the bottom, 'Upload' and 'Cancel' buttons.

Uploading Files

Step 3: Click **Upload** to upload the file.

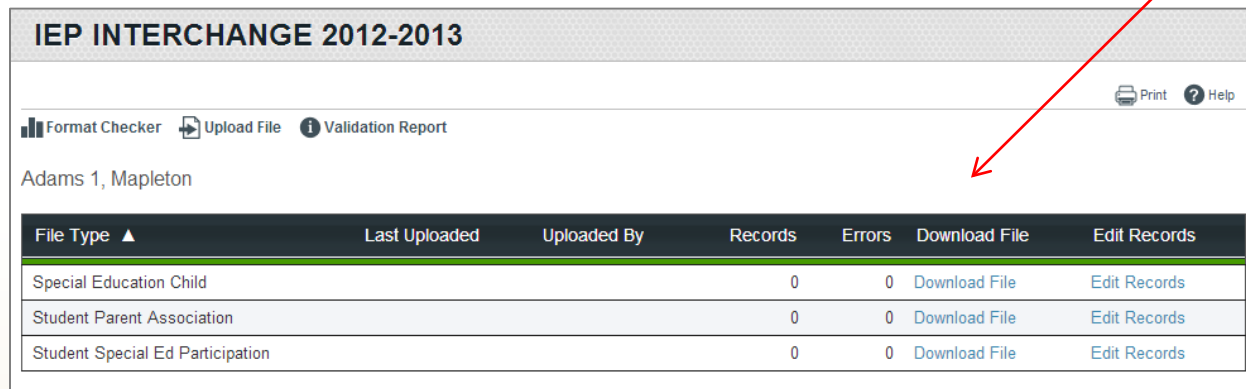
When the upload completes you will see updated record and error totals on the interchange screen. The uploaded data will be automatically submitted to the CDE pipeline system for dataset snapshots and level 2 validation.

Downloading Previously Uploaded Data

Downloading Previously Uploaded Data

Data that has previously been uploaded, added or edited within the IEP interchange can be downloaded using the **Download File** command. The downloaded file contents will reflect all online edits made to the data.

Step 1: On the interchange screen click the **Download File** command for the file type you would like to download.



IEP INTERCHANGE 2012-2013

Format Checker Upload File Validation Report

Adams 1, Mapleton

Print Help

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Student Parent Association			0	0	Download File	Edit Records
Student Special Ed Participation			0	0	Download File	Edit Records

Downloading Previously Uploaded Data

Step 2: You will be prompted to save the file. The appearance of the prompt will vary depending upon which web browser you are using.

Microsoft Internet Explorer – The file will appear at the bottom of the window. Click **Save** to save the file to your computer.

The screenshot shows a web browser window with the URL <https://cde-dev.excentcolorado.com/StateCollections/ViewColle>. The page title is "IEP INTERCHANGE 2012-2013". The page content includes a header with the "enrich" logo, "Administration" link, a search bar, and a "Sign Out" button. Below the header, there is a breadcrumb "Home > IEP Interchange 2012-2013" and a section titled "IEP INTERCHANGE 2012-2013". A sub-header "Adams 1, Mapleton" is visible. Below this, there is a table with columns: File Type, Last Uploaded, Uploaded By, Records, Errors, Download File, and Edit Records. The table contains three rows of data. At the bottom of the page, there is a yellow prompt box asking "Do you want to open or save Data Pipeline_Child.txt from cde-dev.excentcolorado.com?" with buttons for "Open", "Save", and "Cancel". A red arrow points from the "Download File" link in the table to the "Save" button in the prompt box.

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Student Parent Association			0	0	Download File	Edit Records
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Do you want to open or save Data Pipeline_Child.txt from cde-dev.excentcolorado.com?

[Open](#) [Save](#) [Cancel](#)

Reviewing Validation Errors

The IEP interchange provides a level one validation error report that can be accessed using the **Validation Report** command. Unlike other commands within the interchange, many of which are file type specific, the single validation report encompasses all three file types.

Step 1: On the interchange screen, click the **Validation Report** command.

The screenshot shows the 'IEP INTERCHANGE 2012-2013' interface. At the top, there are three main navigation links: 'Format Checker', 'Upload File', and 'Validation Report'. The 'Validation Report' link is highlighted with a red arrow. Below these links, the text 'Adams 1, Mapleton' is displayed. A table with seven columns is shown: 'File Type', 'Last Uploaded', 'Uploaded By', 'Records', 'Errors', 'Download File', and 'Edit Records'. The table contains three rows of data for different file types: 'Special Education Child', 'Student Parent Association', and 'Student Special Ed Participation'. Each row shows 0 records and 0 errors, with links to 'Download File' and 'Edit Records'.

File Type ▲	Last Uploaded	Uploaded By	Records	Errors	Download File	Edit Records
Special Education Child			0	0	Download File	Edit Records
Student Parent Association			0	0	Download File	Edit Records
Student Special Ed Participation			0	0	Download File	Edit Records



Reviewing Validation Errors

Step 2: The system will analyze all data currently in the interchange and display the report.

Home > IEP Interchange 2012-2013

IEP INTERCHANGE 2012-2013

Validation Report

 Print  Help

Student Parent Association

No Validation Issues Detected

Special Education Child

Validation Error	Count ▼
Student Home Phone valid characters are (0-9) [SE086]	39
Student Cell Phone valid characters are (0-9) [SE087]	39
Primary Phone Number is required [SE244]	39
Phone number cannot be zero-filled, or all a single number, such as all 9's	39
Phone number cannot be zero-filled, or all a single number, such as all 9's	39
Zip Code (student) valid characters are (0-9) [SE085]	39

[Generate Validation File](#)

Student Special Ed Participation

Validation Error	Count ▼
DISTRICT/STATE OF ATTENDANCE is required [SE272]	1

[Generate Validation File](#)

Online Editing of Data

IEP interchange data can be edited using the **Edit Records** command.

It is recommended that edits be made in the source IEP system and the data file re-uploaded whenever possible instead of using the **Edit Records** command.

Step 1: On the interchange screen, click the Edit Records command for the file type you would like to edit.

IEP INTERCHANGE 2012-2013

Format Checker

Upload File

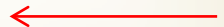
Validation Report

Print

Help

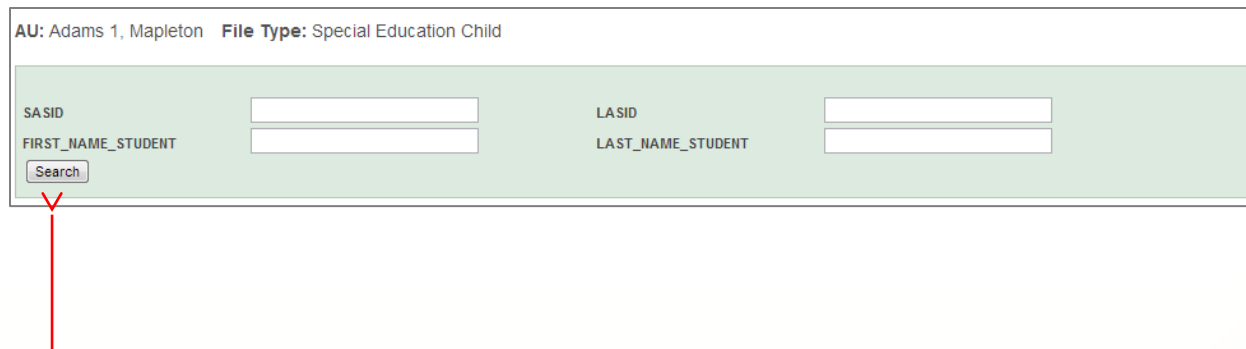
Adams 1, Mapleton

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Online Editing of Data

Step 2: The edit screen includes filters that must be used to identify what records should be edited. Enter values for some of the filters and then click **Search**. The number of results returned by the search is restricted so you should try to make your search criteria as specific as possible.



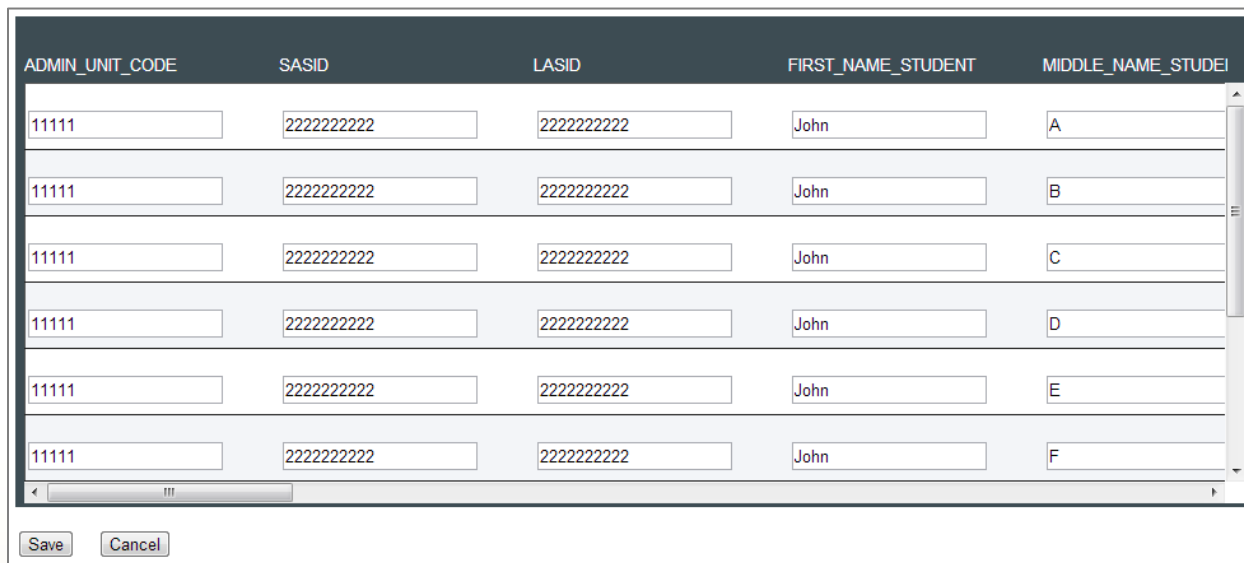
AU: Adams 1, Mapleton File Type: Special Education Child

SASID	<input type="text"/>	LASID	<input type="text"/>
FIRST_NAME_STUDENT	<input type="text"/>	LAST_NAME_STUDENT	<input type="text"/>
<input type="button" value="Search"/>			

A red arrow points to the Search button.

Online Editing of Data

Step 3: Each of the fields available in the file specification will be displayed for each matching record in the search results. Change the desired fields and then click **Save**.



The screenshot displays a web-based data entry form. At the top, there are five column headers: ADMIN_UNIT_CODE, SASID, LASID, FIRST_NAME_STUDENT, and MIDDLE_NAME_STUDEI. Below these headers is a table with six rows of data. Each row contains text input fields for the respective columns. The first five rows have the same data: ADMIN_UNIT_CODE is '11111', SASID is '2222222222', LASID is '2222222222', FIRST_NAME_STUDENT is 'John', and MIDDLE_NAME_STUDEI is 'A', 'B', 'C', 'D', and 'E' respectively. The sixth row has MIDDLE_NAME_STUDEI as 'F'. At the bottom of the form, there are two buttons: 'Save' and 'Cancel'. A red arrow points to the 'Save' button.

ADMIN_UNIT_CODE	SASID	LASID	FIRST_NAME_STUDENT	MIDDLE_NAME_STUDEI
11111	2222222222	2222222222	John	A
11111	2222222222	2222222222	John	B
11111	2222222222	2222222222	John	C
11111	2222222222	2222222222	John	D
11111	2222222222	2222222222	John	E
11111	2222222222	2222222222	John	F

Save Cancel

The records that were changed will be marked as having been edited online.