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.
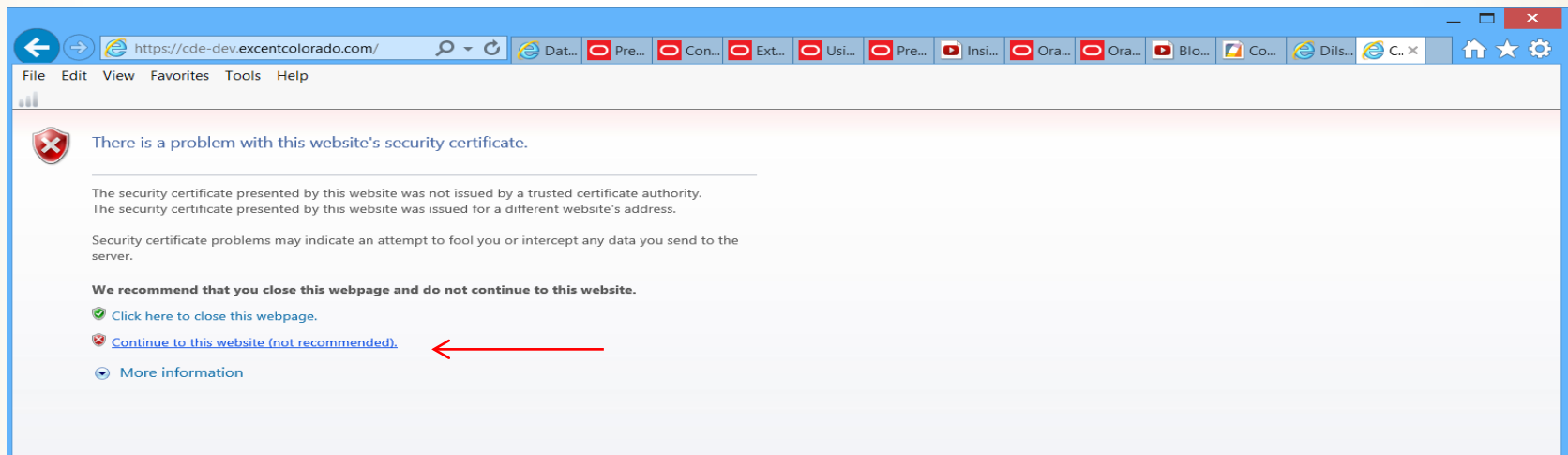
Logging In

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/

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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 e and not a 3rd party trusted from Verifisign and others. Once Enrich is live, you will not see this warning page.
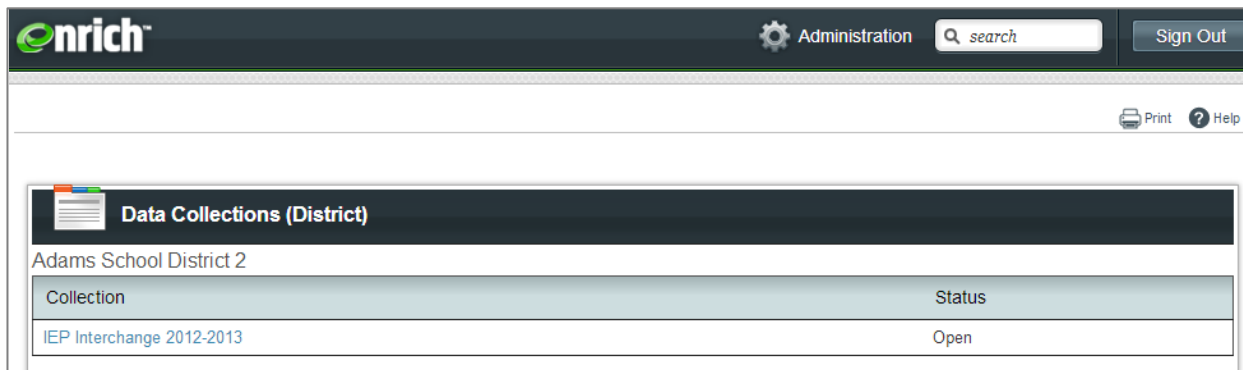
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CDE Enrich-IEP Authentication

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

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Accessing an Open Interchange

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

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:

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Accessing an Open Interchange

IEP INTERCHANGE 2012-2013

🖨 Print ❓ Help

📊 Format Checker   ➡ Upload File   ℹ 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

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

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Accessing an Open Interchange

IEP INTERCHANGE 2012-2013

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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.

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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

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Checking a File's Format

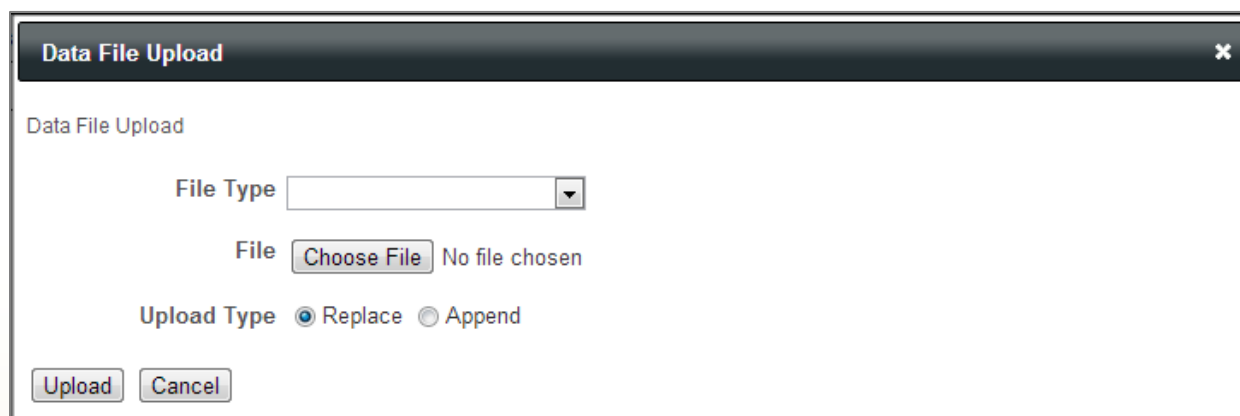**Step 2:** You will then be prompted to upload your file. This file must match the file specification which can be found at **http://www.cde.state.co.us/DataPipeline/inter_SPED-IEP.asp**

File Type: Choose which of the three Special Education – related files you are uploading
File: Choose the data file that you wish to upload

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

Step 4: Review the validation results.

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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

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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.

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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.

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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.

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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.

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Reviewing Validation Errors

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

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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.

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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.
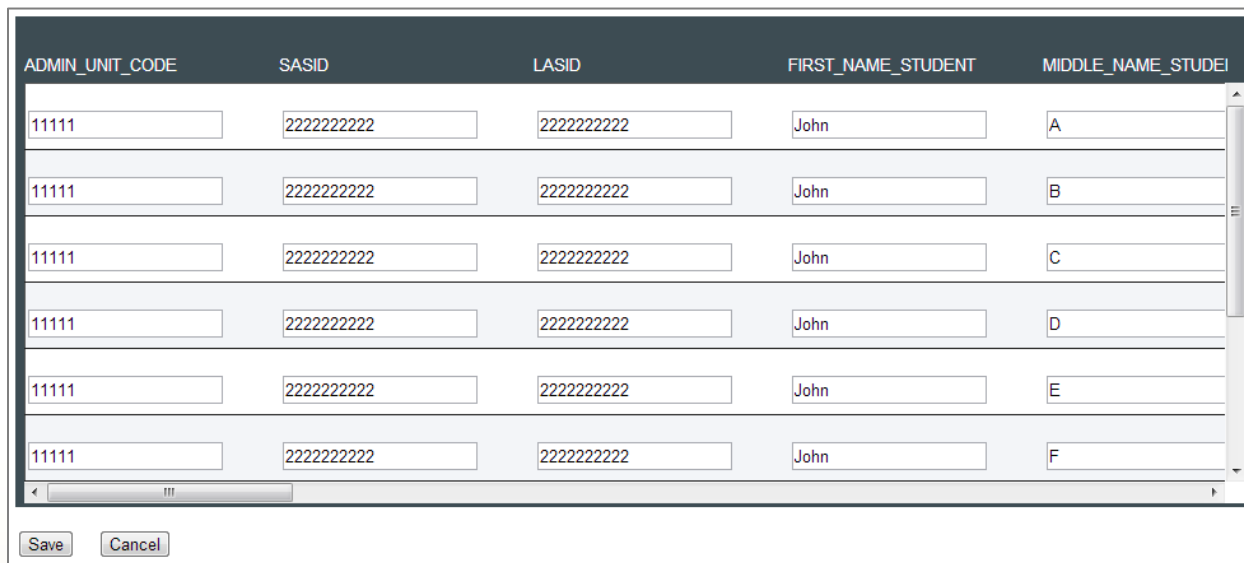
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Online Editing of Data

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.**

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.

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