



COLORADO

Department of Education

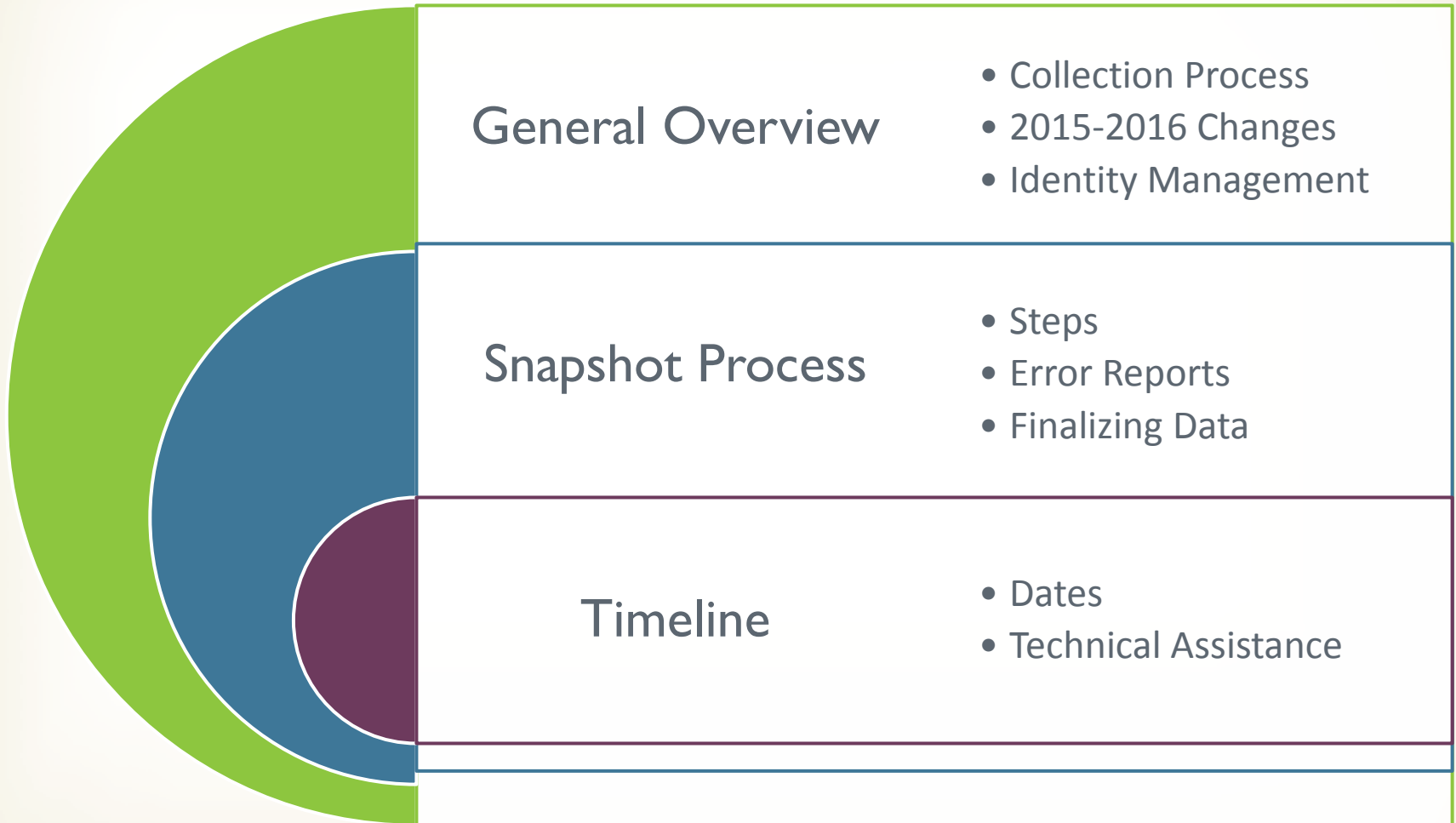
SPECIAL EDUCATION DECEMBER COUNT 2015-2016

Purpose of the Training

The purpose of this training is to provide guidance around the Special Education December Count Data Collection Snapshot process

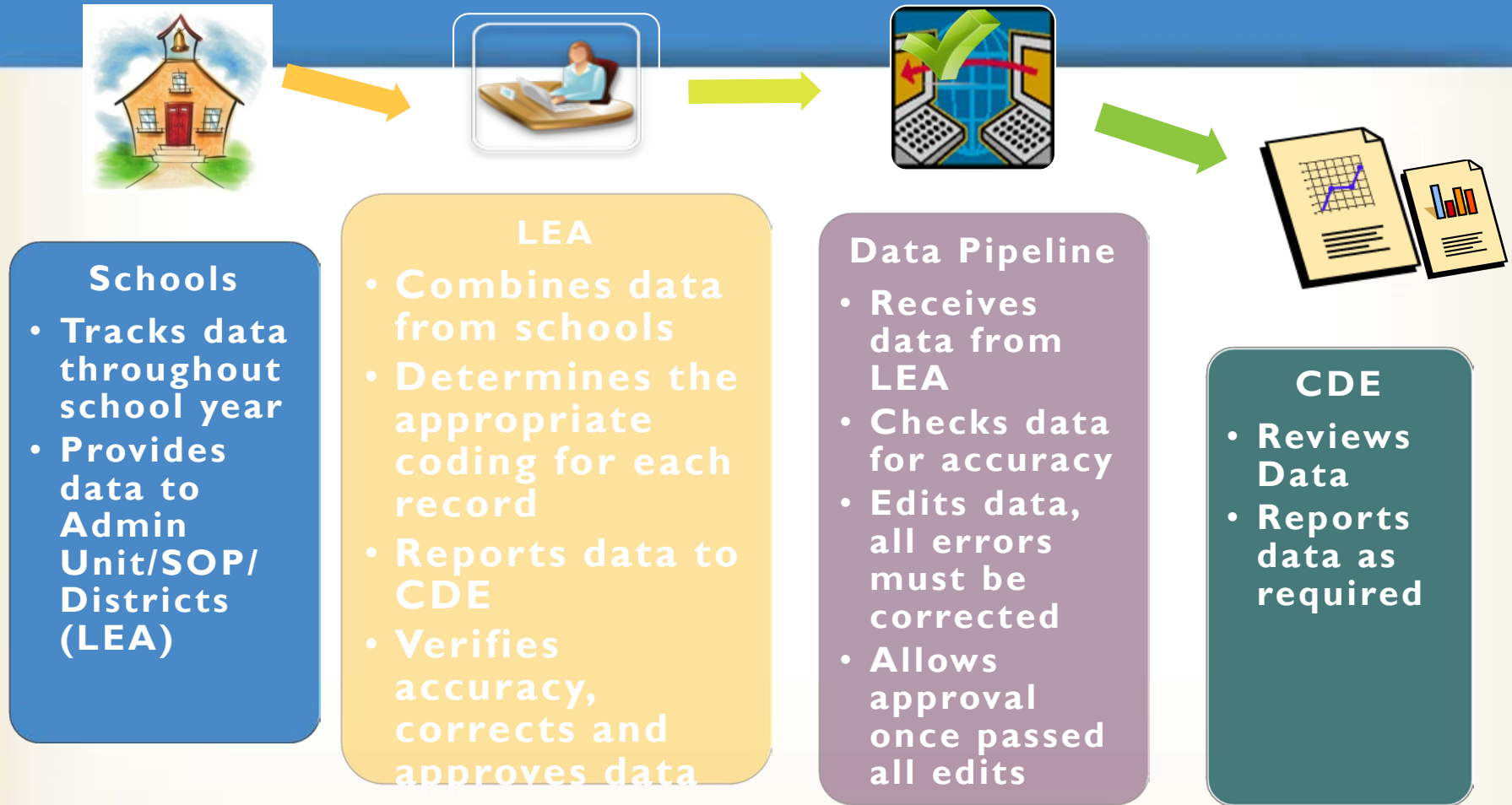
Information relative to Reports will be handled under separate cover

Agenda



COLLECTION PROCESS

Collection Process Overview



What is the Special Education December Count?



Special Education December Count

- The Special Education December Count collection is an annual count of Eligible Students Under Part B of the Individuals with Disabilities Education Act (IDEA) as of December 1st used to generate federal funding to provide specialized student services.
- Special Education December Staff Data is also required to obtain actual data on special education staff employed by administrative units on December 1st of each year so that appropriate licensure and endorsement of staff can be verified; and reports can be made to the State Legislature, Federal government, local administrative units, and the public

Mandatory Data Pipeline Collections – Legislation and Uses

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



Staff Data

- Staff data comes from the Staff Interchange
 - Set of two files which contain all staff data

In order for a staff record to be included in the Special Education December Count Data Collection the following must be true

- Special Education Flag in the Assignment file must = 1
- Start Date of the Staff is December 1st or prior
- End Date is blank or post December 1st
- Employment Status Code is 11, 12, 23, 25 or 26

Additional Information may be found here

http://www.cde.state.co.us/datapipeline/inter_staff

Special Education Student Data

- Student data comes from the IEP Interchange
 - Set of two files which contain Special Education data for the school year (Child & Participation)

In order for a student record to be included in the Special Education December Count Data Collection the Date of Entry to Special Education the following must be true

- must be as of December 1st or prior

Additional information may be found here

http://www.cde.state.co.us/datapipeline/inter_sped-iep

2015-16 CHANGES

Staff Interchange File Updates

- ***“Passed NCLB HQ Approved Elementary Or Early Childhood Core Content Test”*** moved from Staff Profile to Staff Assignment File
- ***“State Approved Content Test Administered for Elementary or Early Childhood Core Content Test”*** removed from Staff Profile
- ***“24 Semester Hours of Secondary Core Content Coursework”*** added to Staff Assignment
- ***“Passed Approved Secondary Core Content Test in Teaching Area”*** added to Staff Assignment

Staff Interchange File Updates

- ***Number of Classes Taught – required for all core content area teachers***
 - Must be between 1 and 16
 - Special circumstances (teacher pulls out students as needed, not truly a “class”: suggestion would be use the hours they work on December 1st, each hour they are scheduled to be assisting students with instruction would count as 1 class)
- ***Teaching Subject Area Code must be valid***
- ***Employment Status Codes***
 - 16 – On Leave – removed
 - 26 – On Leave and Not Replaced – added
 - 27 – On Leave and Replaced - added

IEP File Updates

- **“Grade Level”** removed from the Special Education IEP Child file
- **“Grade Level”** added to the Special Education IEP participation file
- **“Extended School Year (ESY) Services”** changed definition on what’s collection to *“Indicate if the IEP team determined the student eligible to receive ESY services”*.
- **Reason for Delay Code 57 added to Path 2**
 - Referral received by the Administrative Unit with less than 60 days before the child’s third birthday.

Special Education December Count Business Rule Updates

- ***Teachers and SSPS must be reported with a valid code (not zero-filled) for these fields:***
 - Overall Performance Evaluation Rating
 - Quality Standards 1-6
- ***HQ edits referencing updated fields in Staff Assignment***

December Count Business Rule HQ Updates

- HQ edits referencing updated fields in Staff Assignment
- Messages provide more detail to hopefully assist with finding/correcting data in file
- Majority of fields used for HQ edits are in the Staff Assignment file
- Errors will occur for Title I teachers only, warnings for non-Title I teachers
- Training recorded and posted for review
- http://www.cde.state.co.us/datapipeline/inter_staff

Staff Assignment Fields used for HQ edits

- Passed Approved Secondary Core Content Test In Teaching Area
- 24 Semester Hours of Secondary Core Content Coursework
- Passed HOUSSE Provision
- Highly Qualified for Assignment
- Teaching Subject Area
- Administrative/Instructional Area

Other Fields Used for HQ Edits

- **Staff Profile:**

- Subject Area of Degree 1, 2, 3, 4, and 5

- **Calculated Fields:**

- Licensure Information (license, endorsement, NBC) – based on SSN
- E or S or E,S level – based on grade levels reported

IDENTITY MANAGEMENT



First Hurdle

The first Hurdle for Accessing the Data Pipeline system is having the right privileges which is managed through CDE's Identity Management System (IdM)



Colorado Department of Education Identity Management

<https://cdeapps.cde.state.co.us/index.html>

CDE provides Local Education Agencies (LEAs) a means of administering and maintaining user access to integrated CDE data systems.

IdM ensures protection of data received, collected, developed, and used by CDE in compliance with the Family Educational Rights and Privacy Act as well as other privacy mandates.

More about IdM

- <https://cdeapps.cde.state.co.us/faqs.html#2>
- Single Sign-On
- District Superintendent Role
- Local Access Manager (LAM) Role
- System Logon
 - User Name – Email Address
 - Password – complex and expiration after 90 days
- Privileges – Roles Assigned to *Users* 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>

Responsibilities

- ***District Superintendent***
 - Responsible for creating and managing a user or a group of users known as the Local Access Managers (LAMs)
- ***Local Access Manager (LAM)***
 - Responsible for approving and administering access to CDE systems for all users within their organization.
 - District and Administrative Unit LAM
- ***Data Pipeline Groups (for the purpose of this training)***
 - *Interchanges*
 - *SPE – Special Education IEP*
 - *Snapshot*
 - *DEC – Special Education December Count*
- ***User*** (often referred to as a *Respondent*) is an employee of a local education agency (LEA) who has been granted CDE application access by either the District or the Administrative Unit LAM

Identity Management

Special Education December Count Roles

- Every Administrative Unit will have at least 1 personnel member with the DEC “Approver” role
- The Special Education Director does not have to be the person with the Approver role. The director is responsible for authorizing reports and validating accuracy of reporting.
- There can only be one DEC role associated with a User Name (Email)
- There can be several staff members in your Admin Unit with a DEC role

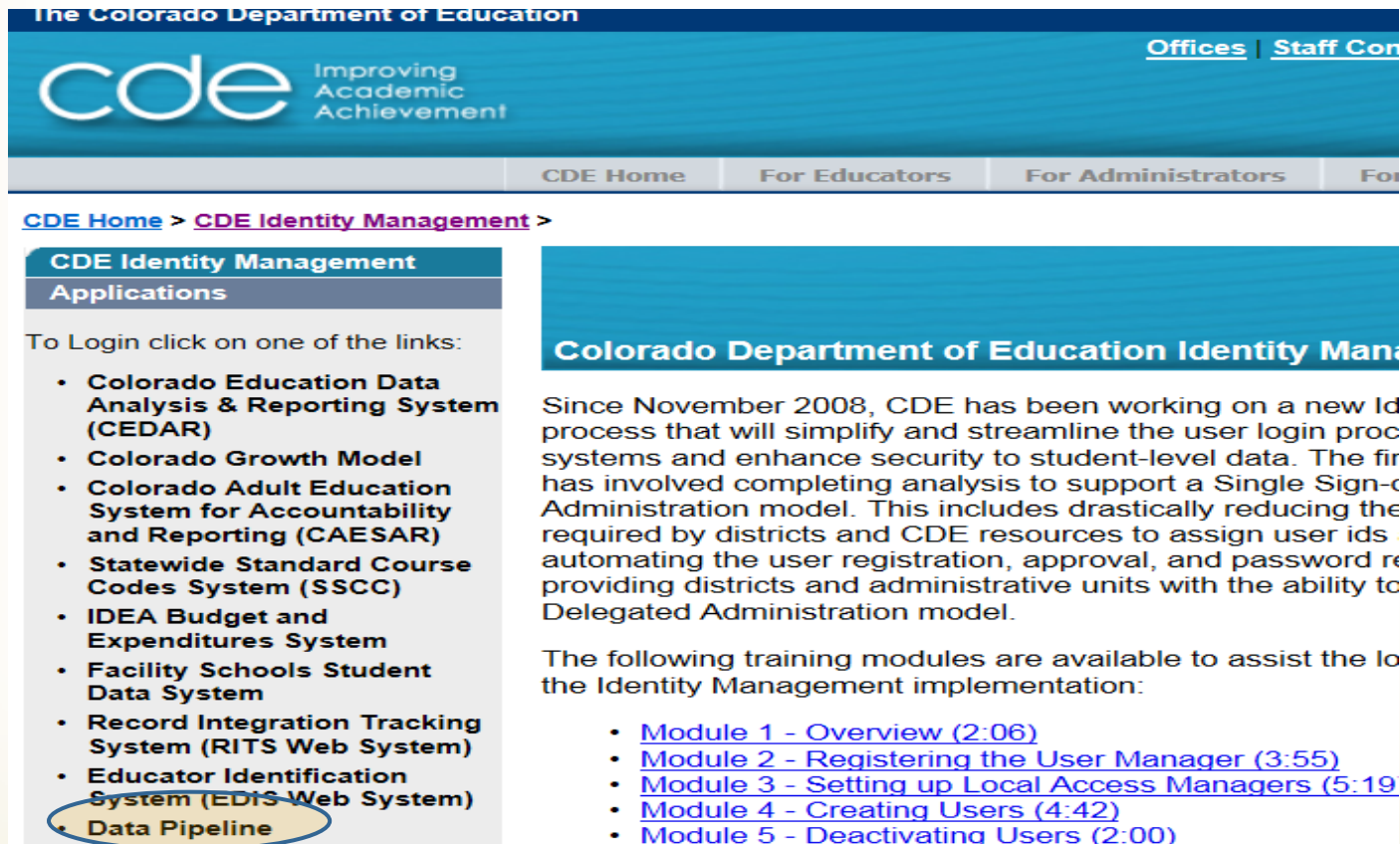
SPECIAL EDUCATION DECEMBER COUNT SNAPSHOT

VIEW ONLY	DEC~LEAVIEWER
CREATE	DEC~LEAUSER
FINALIZE/SUBMIT TO CDE	DEC~LEAAPPROVER

Accessing the Data Pipeline

Pre-Step: Accessing the Data Pipeline

Now that you have the appropriate DEC role in IdM you now have access to the Data Pipeline to view elements of the Special Education December Count
<https://cdeapps.cde.state.co.us/index.html>



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[CDE Home](#) > [CDE Identity Management](#) >

CDE Identity Management Applications

To Login click on one of the links:

- Colorado Education Data Analysis & Reporting System (CEDAR)
- Colorado Growth Model
- Colorado Adult Education System for Accountability and Reporting (CAESAR)
- Statewide Standard Course Codes System (SSCC)
- IDEA Budget and Expenditures System
- Facility Schools Student Data System
- Record Integration Tracking System (RITS Web System)
- Educator Identification System (EDIS Web System)
- **Data Pipeline**

Colorado Department of Education Identity Management

Since November 2008, CDE has been working on a new IdM process that will simplify and streamline the user login process and enhance security to student-level data. The firm has involved completing analysis to support a Single Sign-On Administration model. This includes drastically reducing the required by districts and CDE resources to assign user ids, automating the user registration, approval, and password reset providing districts and administrative units with the ability to use the Delegated Administration model.

The following training modules are available to assist the local education agency with the Identity Management implementation:

- [Module 1 - Overview \(2:06\)](#)
- [Module 2 - Registering the User Manager \(3:55\)](#)
- [Module 3 - Setting up Local Access Managers \(5:19\)](#)
- [Module 4 - Creating Users \(4:42\)](#)
- [Module 5 - Deactivating Users \(2:00\)](#)



Snapshot Process

Creating Snapshot Steps

- 1. Log into Data Pipeline**
- 2. Click on Special Education Button (on the left)**
- 3. Select 'Snapshot' from the expanded list**
- 4. Enter appropriate search criteria**
 - ❖ File Type – Sp. Ed Dec Count snapshot
 - ❖ School Year – automatically populates with 2015-16
 - ❖ Organization/LEA – automatically populates based on IdM role
- 5. Click on Search (green button on bottom)**
- 6. Select 'Create Snapshot'**
 - ❖ Record Type: Tagged Records Only or Tagged and Untagged
- 7. New message should appear: "Snapshot creation triggered and processing. A notification email will be sent upon completion."**

#1: Logging into Data Pipeline

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CDE Home For Educators For Administrators

CDE Home > CDE Access Management >

Colorado Department of Education - Single Sign-On

Username:

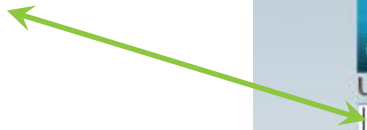
Password:

Login

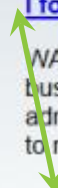
[I forgot my password](#)

WARNING: This computer system may be accessed only by authorized personnel at business. Unauthorized access or use of this computer system may subject violator to administrative action. Inappropriate use may subject violators to criminal, civil, and/or to monitoring.

Username = Email Address

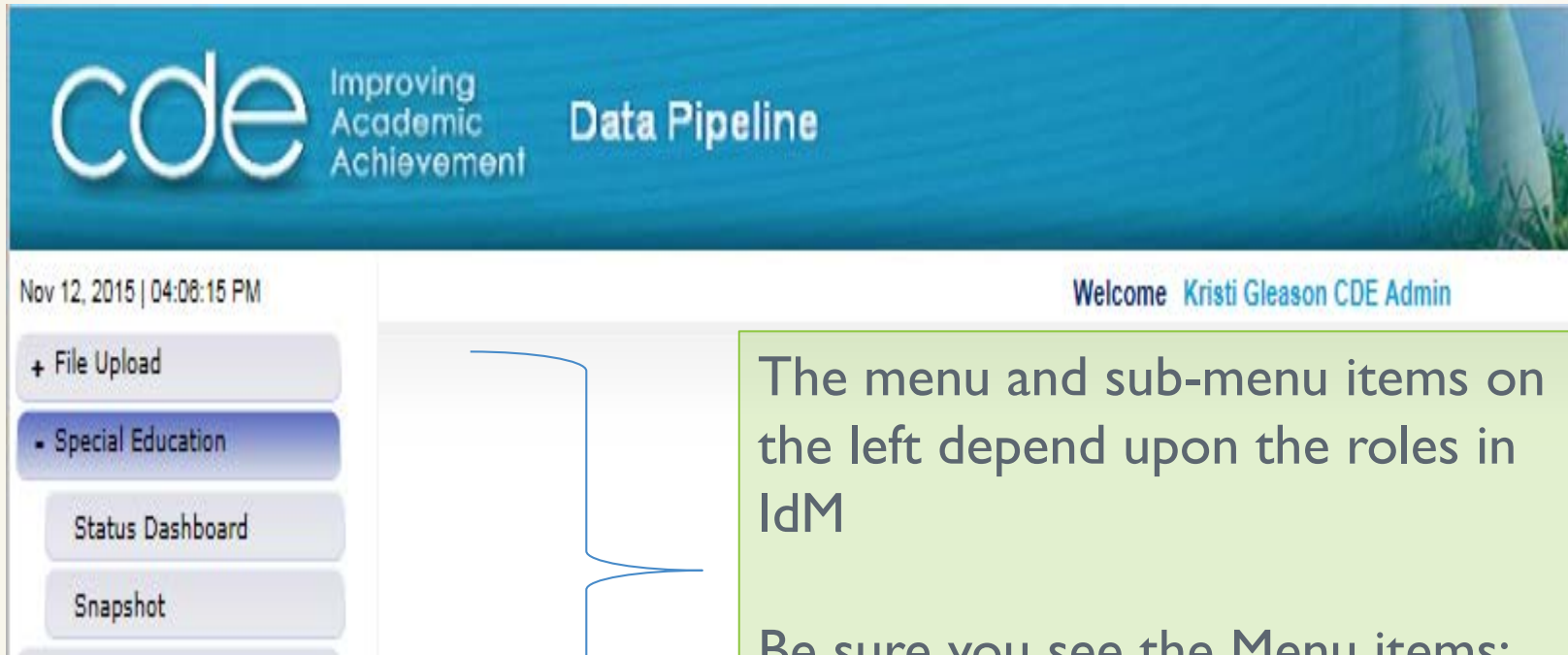


Password – you created it



If forgotten password, use 'I forgot my password'

DATA PIPELINE



cde Improving Academic Achievement Data Pipeline

Nov 12, 2015 | 04:08:15 PM

Welcome Kristi Gleason CDE Admin

+ File Upload

• Special Education

Status Dashboard

Snapshot

The menu and sub-menu items on the left depend upon the roles in IdM

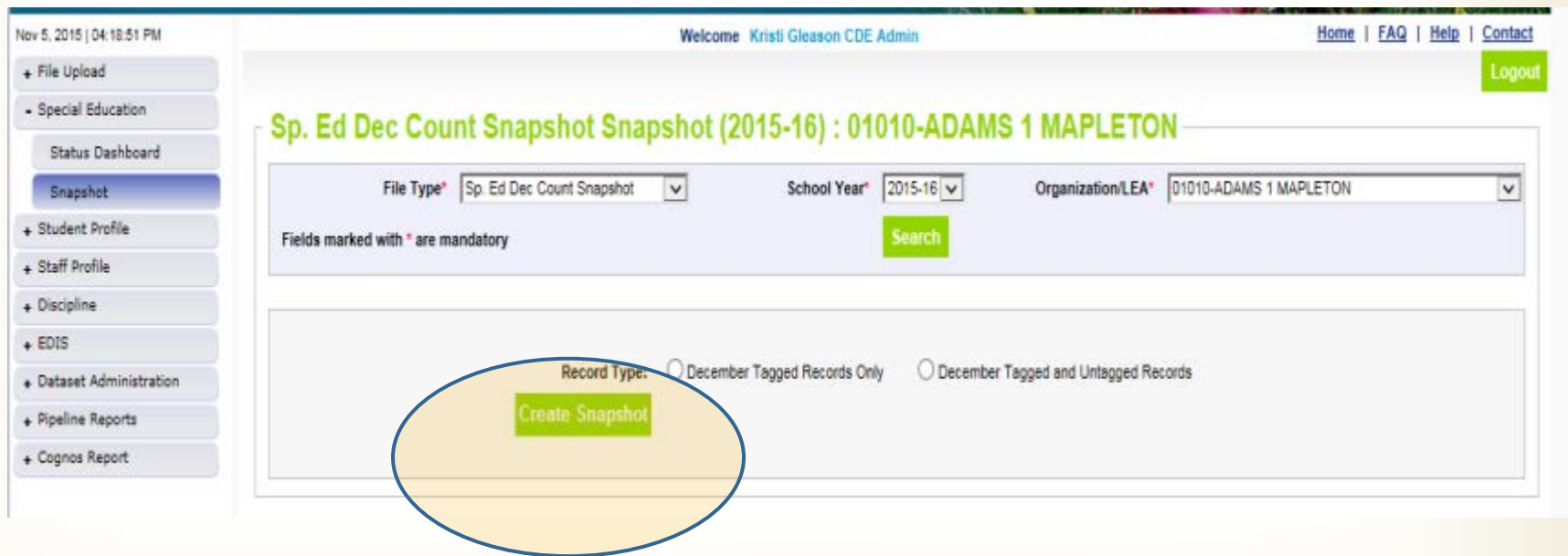
Be sure you see the Menu items:
Special Education

- Sub-Menu Items:
- Status Dashboard & Snapshot

STEP #2:

Snapshot Process

Once Interchange Files are uploaded and have successfully processed, the DEC Respondent will “Create” a Special Education December Count Snapshot



Nov 5, 2015 | 04:18:51 PM

Welcome [Kristi Gleason CDE Admin](#) [Home](#) | [FAQ](#) | [Help](#) | [Contact](#) [Logout](#)

Sp. Ed Dec Count Snapshot Snapshot (2015-16) : 01010-ADAMS 1 MAPLETON

File Type* School Year* Organization/LEA*

Fields marked with * are mandatory [Search](#)

Record Type: ☐ December Tagged Records Only ☐ December Tagged and Untagged Records

[Create Snapshot](#)

STEP #3: STATUS DASHBOARD

Once the snapshot has been created, check the Status Dashboard to confirm data exists and if there are any validation errors.

Nov 12, 2015 | 12:22:59 PM

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Home | FAQ | Help | Contact

Logout

Status Dashboard

File Type: Sp. Ed Dec Count Snapshot School Year: 2015-16 Organization/LEA: All

Submit

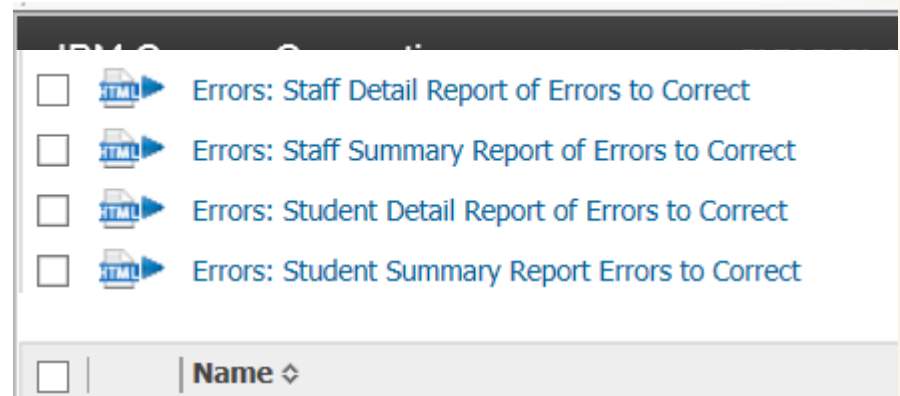
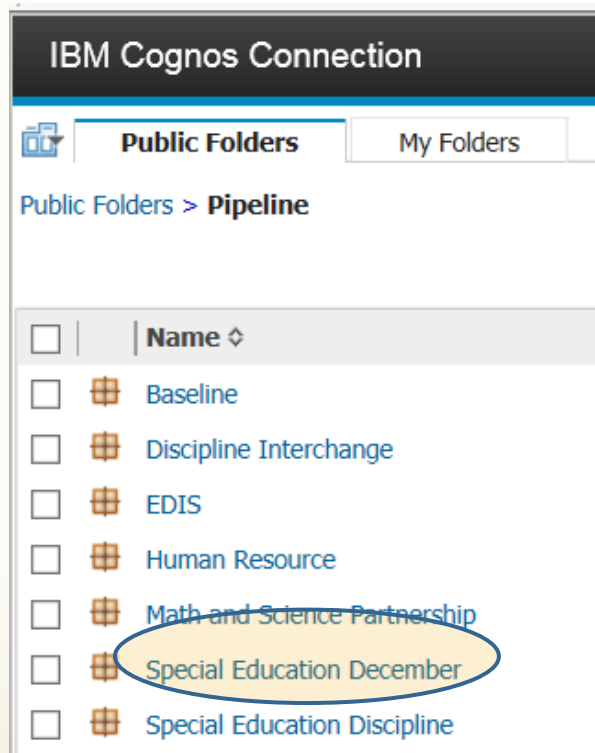
Finalized : No

Excel

LEA	Type	Data Exists	Total Records	Validation Errors	Ignore Errors	Overall Status	Data Locked	Last Updated Date
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STEP #4: VALIDATION ERRORS

In the event you have snapshot validation errors, you will want to go to **Cognos Special Education December Count** and click on **Staff and Student Summary or Detail Error Reports**.



#4 and #5:

Sp Ed Dec Count Snapshot (2015-16) : Admin Unit # and Name

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Sp. Ed Dec Count Snapshot Snapshot (2015-16) : 16010-DENVER 1 #5

File Type* School Year* Organization/LEA*

Fields marked with * are mandatory

#4 Search

Record Type: ☐ December Tagged Records Only ☐ December Tagged and Untagged Records

Create Snapshot

#6 and #7: Creating a Snapshot

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Sp. Ed Dec Count Snapshot Snapshot (2015-16) : 66080-DIVISION OF YOUTH SERVICES

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

#7

File Type* Sp. Ed Dec Count Snapshot

School Year* 2015-16

Organization/LEA* 66080-DIVISION OF YOUTH SERVICES

Fields marked with * are mandatory

Search

Record Type: ☐ December Tagged Records Only ☐ December Tagged and Untagged Records

Create Snapshot

#6

Next Steps

8. View Status of Special Education December Count snapshot

- ❖ Email will be sent with status
- ❖ Status Dashboard screen –shows if processed and number of errors

9. View Snapshot errors in Cognos

- ❖ Select Special Education December

10. Select Error Report

- ❖ **Staff or Student Summary or Detail Errors to Correct** (View on the web or download into excel)

11. Make corrections to applicable interchange file or files

12. Upload updated interchange files

13. Re-create the Special Education December Count snapshot

8: Status Dashboard Screen

Welcome Kristi Gleason CDE Admin [Home](#) | [FAQ](#) | [Help](#) | [Contact](#) [Logout](#)

Status Dashboard

File Type * School Year * Organization/LEA *

Finalized : No

[Excel](#)

	LEA	Type	Data Exists	Total Records	Validation Errors	Ignore Errors	Overall Status	Data Locked	Last Updated Date
<input type="radio"/>	Admin Unit # - Name	Student	Y	2318	1411	N	P	N	11/05/2015 09:26 AM
		Staff	Y	596	413	N	P	N	11/05/2015 09:26 AM

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

Y = snapshot successful!
N= snapshot wasn't taken/no data in snapshot

of Snapshot Record Errors

Date/Time of Snapshot created

Page 1 of 1 Per Page Total No. of Records: 2

9: Cognos Report

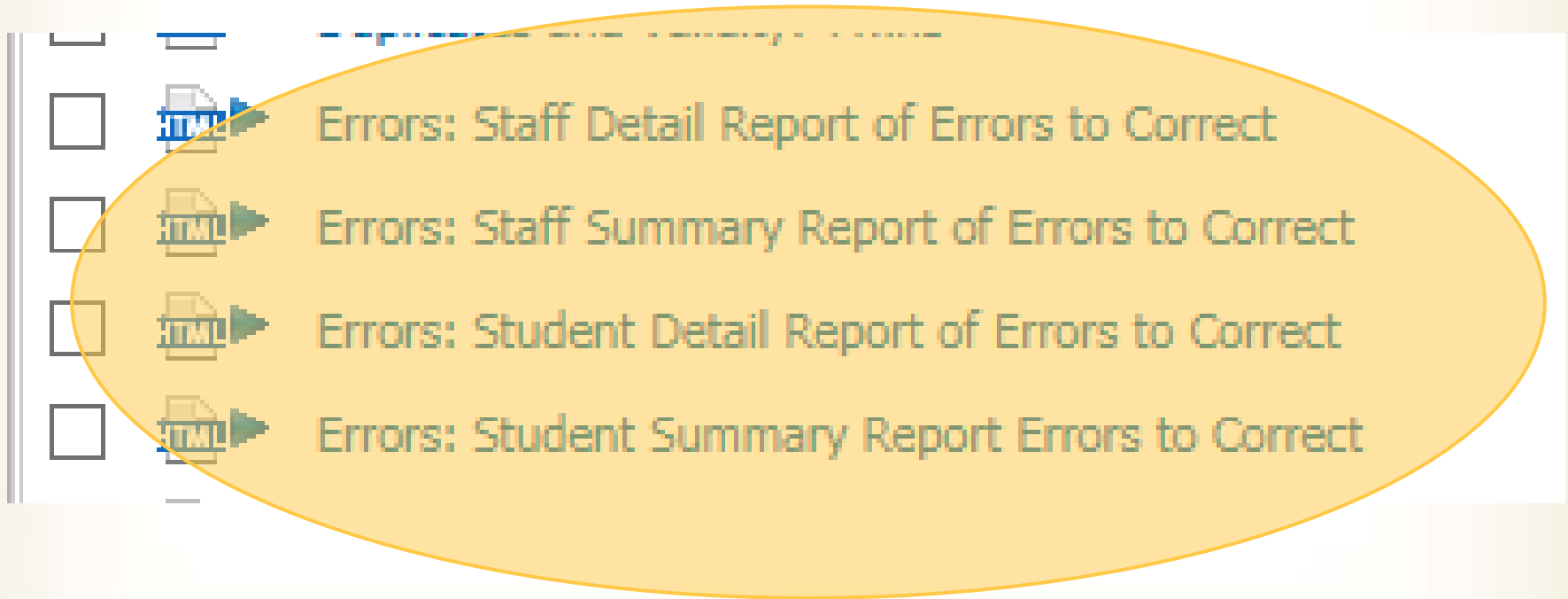


Opens new window



Special Education
December

10: Staff and Student Summary and Detail Error Reports



All Reports – Option to View/Open in Excel

IBM Cognos Viewer - Errors: Staff Detail Report of Errors to Correct

GLEASON_K@CDE.STATE.CO.US Log Off

Keep this version ▾

Add this report ▾

- View in HTML Format
- View in PDF Format
- View in XML Format
- View in Excel Options ▾
- View in Excel 2007 Data
- View in Excel 2007 Format
- View in Excel 2002 Format
- View in CSV Format

Admin Unit Code	Data Uploaded By	Error Type	Error Code	Error Message	SSN	EDID	District Code	First Name	Middle Name	Last Name	Gender	Birth Date	Ethnicity	Race Indian	Race Asian	General	Educator Preparation Program	District Begin Date	District End Date
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- Click on button HTML button located on the far right top of the screen
- View in HTML, PDF, XML, or Excel Format
 - Excel Options
 - 2007 Data, 2007 Format, 2002 Format. CSV Format

11, # 12, # 13:

Steps to resolve Snapshot errors

- You may find Special Education December Count related errors in a number of interchanges: Staff Profile and/or Assignment, Special Education IEP Child and/or Participation. It might be possible there is an issue with Student Demographic or Student School Association Records as well.
- First make the change in your source (Peoplesoft, Alpine, Infinite Campus, Enrich, PowerSchool, etc).
- Once you've updated the records in the source system update the data in the file you will be uploading.
- Be sure the updated file has processed by verifying under Status Dashboard under Special Education before creating a snapshot.

Edits

- **Edits are in place to assist with providing the most accurate information to CDE which is published, analyzed and reviewed by legislators, federal government, researchers, etc.**
- **Edits should provide adequate information to assist you with determining corrections needed.**

Records that make it to the snapshot

In order for records from interchange files to be included in the Special Education December Count Snapshot they must

- 1) Be Error Free at the Interchange**
- 2) Meet the Special Education December Count Criteria**

Records not found in Snapshot

Records that are not included in the snapshot included report may be found in the report below. Either there is an error at the interchange or the record doesn't meet the criteria

The screenshot displays a web application interface for generating reports. On the left is a sidebar menu with options: Special Education, Student Profile, Staff Profile, Discipline, EDIS, Dataset Administration, Pipeline Reports, Error Report, Records Not in Dec., and Cognos Report. The 'Records Not in Dec.' option is highlighted with a green arrow. The main content area is titled 'Error Report' and contains search filters: Snapshot Type * (December Student), File Type * (SSP), School Year * (2015-16), and Organization/LEA *. A green 'Search' button is below these filters. Below the search filters, the title 'Records not Found in December Count Student Snapshot' is displayed. An orange circle highlights an 'Excel' link. Below this is a table with columns: LASID, SASID, First Name, Last Name, and Comment.

LASID	SASID	First Name	Last Name	Comment
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Pipeline Reports: Records not Found in December Count Snapshot

Special Education December Count Snapshot Staff Criteria

- Special Education Flag = 1 (data comes from the Staff Assignment interchange file)
- Start data is December 1st or prior to December 1st of the reporting school year
- End Data is either blank or post December 1st of the reporting school year
- EDID is reported in both Staff Profile & Assignment
- Employment Status Codes 11, 12, 13, 23, 25 or 26
- Staff Profile & Assignment will be joined based on school year, EDID, sped assignment flag = 1, district or admin unit, and the records being error free at the interchange

Special Education December Count

Student Snapshot Criteria

- Date of Entry to Special Education is December 1st or prior to December 1st of the reporting school year.
- Data from the Student Enrollment Interchange will be based on the default tagging
- Pull all error-free records from the Student Participation file and match them with records in the Student Profile interchange (student Demographic file and School Association file) The Student Profile file is the authoritative source for student demographics. School Association file is the authoritative source for grade level. If the student is not part of the Student files the data will come from the Child file.
- Special Education Child & Participation file and the Student Profile will be joined based on SASID LASID school year, district (or Admin Unit), and error free records
- Federal Race and ELL Status are calculated

Finalizing Steps

- **Once all Errors are resolved in Snapshot...**
- **Review, review, review data reports for accuracy!**
 - If mistakes/misreporting is found, correct files again and create new snapshot
 - If data reports are all accurate- you may finalize the data by submitting it to CDE around February 11th
- **Report Training will be conducted under separate cover**

Finalizing Data

Once data is accurate-all reports reviewed and correct the DEC~LEAAPPROVER for Administrative Unit will need to 'Submit to CDE'.

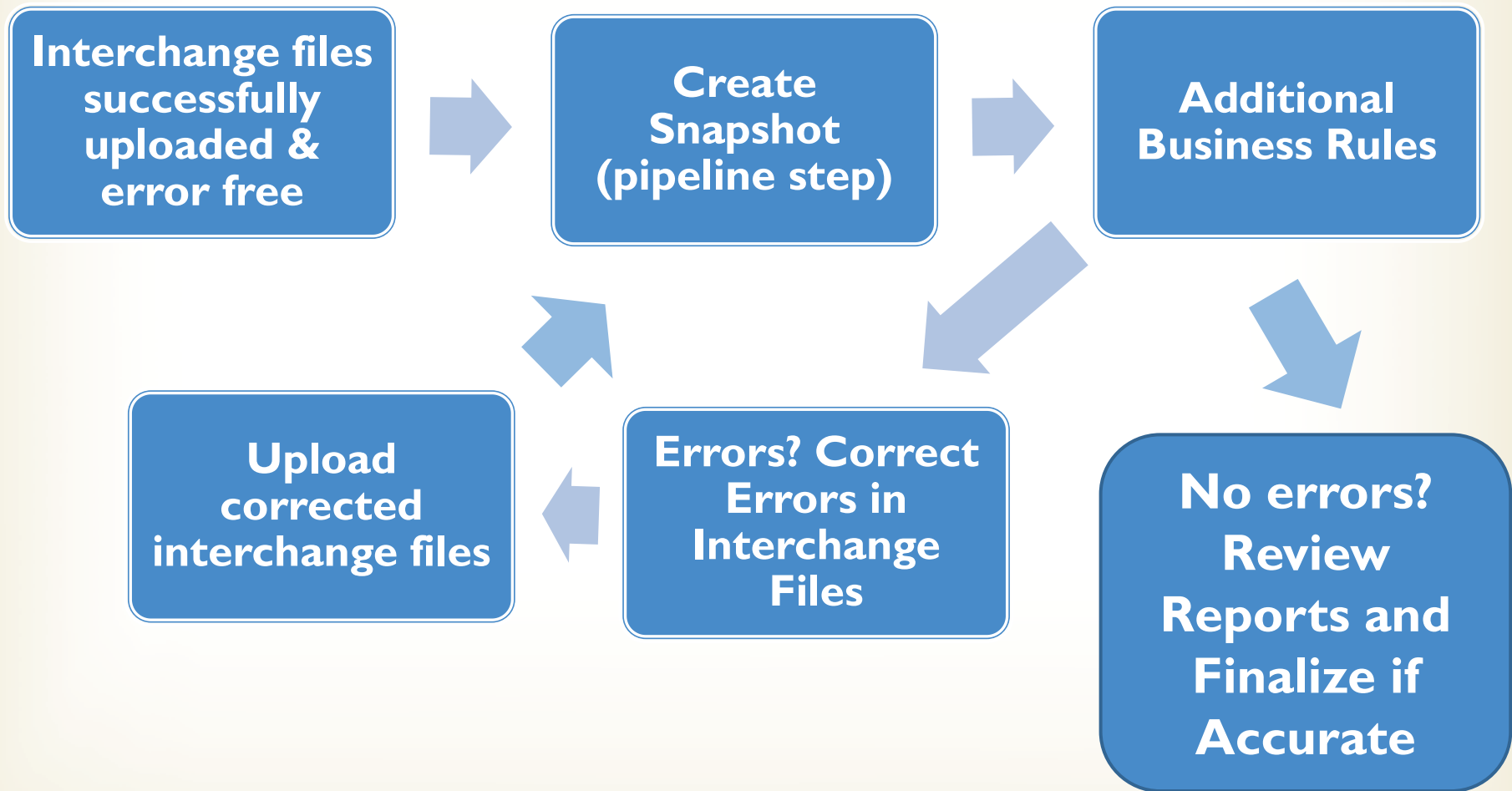
Data Exists: Y; Validation Errors: No; Overall Status will change to: S

The screenshot displays the 'Sp. Ed Dec Count Snapshot Status Dashboard (2015-16:ADMIN UNIT)'. On the left is a sidebar menu with options: File Upload, Special Education, Status Dashboard (selected), Snapshot, Add Record, Edit Record, Staff Approval, Student Profile, Staff Profile, Discipline, EDIS, Dataset Administration, Pipeline Reports, and Cognos Report. The main content area is divided into two sections: 'Student:' and 'Staff:'. Each section contains a form with the following fields: 'Data Exists' (a dropdown menu), 'Data Locked' (a dropdown menu), 'Last Updated Date' (a text field showing '11/18/2015 03:16 PM'), 'LEA Comments' (a text area), 'Validation Errors' (a text field showing '30634' for Student and '0' for Staff), 'Overall Status' (a dropdown menu showing 'P' for both), 'Ignore Errors' (a dropdown menu showing 'N' for both), and 'State Comments' (a text area). At the bottom of the dashboard, a legend reads: 'Y - Yes | N - No | P - Pending | S - Submitted | A - Accepted'.



Submit
to CDE

Snapshot Process Overview



Timeline

Timeline

November	<ul style="list-style-type: none">• 2nd: Snapshot Opens• 10th: Interchange Files uploaded at least once
December	<ul style="list-style-type: none">• 1st: Official Count Date• 8th: Snapshot created at least once
January	<ul style="list-style-type: none">• 11th: Interchange files error free• 13th: Snapshot error free• 14th- 21st: Review data reports• 22nd- 26th: Assist with Special Education Duplication Process
February	<ul style="list-style-type: none">• 11th: Snapshot complete and finalized

Additional Information

Resources

- **Interchange**

- Special Education IEP

- http://www.cde.state.co.us/datapipeline/inter_sped_iep

- Staff

- http://www.cde.state.co.us/datapipeline/inter_staff

- **Snapshot**

- http://www.cde.state.co.us/datapipeline/snap_sped-december

Technical Assistance

We are available via phone or email.

Kristi Gleason (303) 866-4620 gleason_k@cde.state.co.us

Lindsey Heitman (303) 866-5759 heitman_l@cde.state.co.us

Orla Bolger (303) 866-6896 bolger_o@cde.state.co.us

EMAILS

Include District # and Administrative Unit #

Phone Number in your email

Subject of the email

NEVER send files or reports via email – contact to determine best technical assistance avenue.