

COLORADO

Department of Education

2024-2025 DPSR End-of-Year Reporting

May 2025

DPSR CDE Team

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Who Is In the Room



- District or School
- •One positive thing that happened in your program this year







□End-of-Year Reporting Requirements

- □ Reporting Data in Qualtrics
- Reporting Data in Student Engagement Evaluation Data Collection (SEEDC)
- General Reporting Tips





End-of-Year Reporting Requirements





Purpose of Reporting

Track your own progress to date

• Number of students served and progress on objectives and student outcomes.

Inform CDE management of the program

• Monitor compliance and identify service and support needs for technical assistance.

An opportunity for you to share the story of your students and your program's impact.

• CDE, other programs, the Legislature, and the general public.



Reporting Requirements



Who should complete the report?

• Required for all grantees.

When is it due?

- Monday, July 14, 2025 End of Year Survey Due
- Friday, July 19, 2025 SEEDC Report Due
- **Reporting Period:** Should only include data from <u>July 1, 2024</u> through <u>June 30, 2025</u>

Where do I find the reporting materials?

- Emails
- Evaluation Website



2024-2025 End-of-Year Reporting Components

2024-2025 End-of-Year Survey

• Survey is hosted online in *Qualtrics*.

SASIDs Template Submission

• Submitted via the *Student Engagement Evaluation Data Collection.*





Reporting Data in Qualtrics





Qualtrics Access

Program managers or delegate will receive an e-mail with the link(s) to the survey(s)

- *Personalized link* specific to each school for your grant program.
- Can revisit the survey(s) as many times as needed.
- It is up to the program managers to decide whether to share the links with others (e.g., grant coordinators, external evaluators).
- If others are filling out the survey, program managers should review the survey before submission.





End-of-Year Survey Main Page



Student Re-engagement Grant (SRG) Program

End-of-Year Survey

This survey is for Denver Public Schools for the following school: John F Kennedy

Instructions: Please answer the following questions for the End-of-Year Student Re-engagement Grant (SRG) Reporting. Your survey is customized and includes pre-populated contact information and performance objectives specific to your grant. To enter data and responses, click the shaded boxes provided after each question and begin typing or select an option/options as applicable. Please do not include family or student personally identifiable information in the report.



If this is not your survey, please let us know.



Qualtrics Smart Features

Smart Survey

Pre-populated information will show up in **blue** based on previous responses or pre-programming. *Example:* Contact information, performance measures, etc....

Survey questions will appear based on your responses and conditions of your grant.



Only use internal navigation options on the bottom of the page or table of contents.





Qualtrics Saving Function



Saving Responses

- Can revisit survey multiple times if not submitted.
- Completed page only saves when you click "save and next".

Error Messages

• Will appear as you click "save and next" .

 There are 2 unanswered questions on this page. Would you like to continue?
 We'll temporarily save your work, but answers on this page will not be recorded unless you come back and submit this page.

 Continue Without Answering
 Answer the Questions
 Go Back
 Stay on Page



Qualtrics Platform Submission

Submitting the Survey

• Only click submit when survey is complete.

Additiona	l Comments:			
				1
Submission	on Confirmation for filling out the accurate, and rea	SRG	End-of-Yeo	ar Report. If your surv
please sele back to yo available in	ect the "Submit to ur survey once you mmediately after s	CDE" button u submit. A submission.	below. You PDF copy of Please keep	u will not be able to your responses will a copy for your rec





Qualtrics Submission Confirmation



Submission and Follow-Up

- Qualtrics will notify CDE when survey is submitted.
- Confirmation email to the program contact within 5-10 minutes.
 - A copy of responses will be included.
- CDE team will only contact you if there are any questions or issues with the survey.
- After a survey is submitted and a data error is detected, CDE can reissue a new link to re-open a survey for edits.



Submit the survey first before submitting your SASIDs template. CDE will email you when SEEDC is ready.



Qualtrics Submission Record



End-of-Year Survey Data Elements





Refer to the Guidance Document

 Review the Guidance Document which includes both questions and extensive guidance for the End-of-Year Reporting Survey. Share it with others who are assisting.



Reach out with questions

• Please reach out if you have any questions about items in the survey.



Tell your story

• Survey contains both quantitative and qualitative elements use the open-ended questions to really tell your story and provide context.





SRG – Changes in 2025





Grade Levels Served

If you serve middle school students, please indicate students under "other"



- Question 8 Outcomes of Out-of-School Youth – Describe the success and challenges you had in your program in re-engaging outof-school youth.
- Question 9 Success Story Data Outcomes

 Please share a highlight of an outcome that could be a system of structure that allowed you to significantly impact a group of students as part of your implementation of the grant.





State Assigned Student Identifiers (SASIDs) and SEEDC



What are SASIDs?

All grantees are responsible for compiling a list of SASIDs and additional student level data for all students served.

• The SASID is a 10-digit number assigned to students to enable CDE to conduct detailed analysis of student performance over time.







	A	В	С	D	E	F	G	Н	I. I.
1	SASID	FIRST_NAME_STUDENT	LAST_NAME_STUDENT	MIDDLE_NAME_STUDENT	GENDER_STUDENT	BIRTH_DATE_STUDENT	STUDENT_TYPE	BEHAVIORAL_SUPPORT	ACADEMIC_SUPPORT
2	10101010	Ann	Smith		01	10272003	32	1	0
3	10101011	Molly	Morris		01	01192004	31	0	1
4	10101012	TJ	Brian		02	07022003	31	0	1
5	10101013	Alexis	Thomas		01	06272002	32	0	1
6	10101014	George	Marks		02	07202004	31	0	1
7									
8									

Columns may need to be reformatted as "TEXT" to support 0 as a first number.

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Each line in the template should represent 1 student.

Name of Field	Description	Status
SASID	A unique ten-digit number assigned to each student by CDE.	Required
FIRST_NAME_STUDENT	Student's first name as recorded in RITS.	Required
MIDDLE_NAME_STUDENT	Student's middle name. This field is not compared to data in RITS. You may leave this field blank.	Optional
LAST_NAME_STUDENT	Student's last name as recorded in RITS	Required
GENDER_STUDENT	01 = Female; 02 = Male;	Required
BIRTH_DATE_STUDENT	MMDDYYYY	Required
SCHOOL_CODE	Use the four-character code assigned to the school by CDE.	Required for SRG. Optional for EARSS.



Each line in the template should represent 1 student.

Name of Field	Description	Status
	Accepted values are dependent on the grant being reported	
	30 = Student is at risk for suspension/expulsion	
	31 = Student is expelled	Required for EARSS
	32 = Student is truant or at risk for habitual truancy	
	33 = Student is chronically absent/at risk for chronically absent	
STUDENT_TYPE	Accepted values are dependent on the grant being reported	
	10 = Student is not an out-of-school youth	Required for SRG
	11 = Student is an out-of-school youth	
	Accepted values are dependent on the grant being reported	
	20 = Students is not on track to graduate	Not Required
	21 = Student is on track to graduate	



Name of Field	Description	Status
BEHAVIORAL_SUPPORT	Services, programs, and/or supports funded by the grant related to improving student behavior and reducing suspension/expulsions (e.g., restorative practices, behavioral plans) 0 = No OR 1 = Yes	Required
ACADEMIC_SUPPORT	Services, programs, and/or supports funded by the grant related to improving grades, course completion, on-track to graduate, and/or credit attainment. 0 = No OR 1 = Yes	Required
ATTENDANCE_SUPPORT	Services, programs, and/or supports funded by the grant related to improving school attendance, decreasing truancy/habitual truancy (e.g., attendance contracts, student attendance review board) 0 = No OR 1 = Yes	Required
SOCIAL_EMOTIONAL_SUP PORT	Services, programs, and/or supports funded by the grant related to building on social and emotional skills and essentials skills (e.g., evidence- and researched-based programs) 0= No OR 1 = Yes	Required
POST_SECONDARY WORKFORCE_SUPPORT	Services, programs, and/or supports funded by the grant related to building knowledge and skills (competencies) students need to succeed in postsecondary settings and to advance in career pathways as lifelong learners (e.g., Individual Career and Academic Planning, CTE, work-based learning opportunities). 0 = No OR 1 = Yes	Required

Name of Field/Column	Description	Status
MIGRANT_EE	Students enrolled in a specially designed program for children who are, or whose parent or spouse is a migratory agricultural worker, and who, in the preceding 36 months, in order to obtain, or accompany such parent or spouse in order to obtain, temporary or seasonal employment in agricultural work has moved from one school district to another. 0 = No OR 1 = Yes	N/A
FOSTER_EE	This includes students in noncertified kinship care or in out-of-home placement. 0 = No OR 1 = Yes	N/A
MCKINNEY_HOMELESS	Students in K-12 who lack a fixed, regular, and adequate primary nighttime residence. 0 = No OR 1 = Yes	N/A



Refer to the file layout document to help with filling out your SEEDC Upload Template.

https://www.cde.state.co.us/datapipeline/seedc



Upload SASIDs spreadsheet using Student Engagement Evaluation Data Collection (SEEDC)

Please do not email SASIDs to CDE

 Please do not send personally identifiable information (PII) via email. Email is <u>not</u> a secure channel and a person's privacy and data security could be compromised. To send such files, you can use our secure file transfer protocol (SFTP). This will ensure the security of student data in accordance with Family Educational Rights and Privacy Act (FERPA) requirements.



Student Engagement and Evaluation Data Collection

SEEDC

- The evaluation system for final portion of the end-of-year reporting.
- All grantees will be required to use this system to upload their SASIDs Excel spreadsheet.





Why Student Engagement Evaluation Data Collection (SEEDC)?

- Uniform collection.
- User friendly.
- Similar to other CDE collections in Data Pipeline.
- Easier to track and manage submissions.
- Better data quality.
- Data will be stored in the Warehouse.
- Data collected can be connected more easily to other data sources.



How to gain access to the system...

 \leftarrow

- All current grant managers will automatically be given a Data Pipeline role.
- Visit the IDM Page: <u>https://www.cde.state.co.</u> <u>us/idm</u>
- New Data Pipeline Users -Fill out password reset form.





If you need access for a new staff member, please contact your LAM, Tricia Walz (Walz T@cde.state.co.us)



How to gain access to the system...





How to gain access to the system...





How to gain access to the system...











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	Last Name Student	3	35	4	Pass
	Middle Name Student	4	30	0	Pass
	Gender Student	5	2	2	Pass
	Birth Date Student	6	8	8	Pass
	Student Type	7	2	2	Pass
	Behavioral Support	8	1	1	Pass
	Academic Support	9	1	1	Pass
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How to upload a file... Example Format Checker Results



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How to upload a file... Uploading the SEEDC File Upload Template



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How do grantees upload a file? Press Ok to Upload



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	For support or suggestions, please email admini Copyright © 2014 Colorado Department of Educ	strator at : <u>datapipeline.support@cde.state.co.us</u> . ation. All rights reserved.	Relea V_20	ase Information: 201203_8256

How do grantees upload a file?

Example Successful Upload

Note: Just shows that it was uploaded but not that it was error free. Take note of the batch number for TA/reference.







How to check for errors? Cognos Report Landing Page





How to check for errors? Select Pipeline Reports > Student Engagement Evaluation > Detail Report



	SEEDC Mid Year Error Detail Report 🗸	··· • • • • • • • • • • • • • • • • • •
	<u>Colorado Department of Education</u> SEEDC Mid Year Error Detail Report	Page: 1
Required Selection – Select School Year: Select Error Type:	2020-2021 Errors & Warnings	
Optional Selection—	99999 - The SASID is invalid or name, birth date, or gender doesnt match whats in the RITS system fo	r the entered SASID
elect Error Code:		

How to check for errors? Complete dropdowns > Select all > Finish





Colorado Department of Education

SEEDC End of Year Error Detail Report Grantee: 3761 - EARSS 2020 School Year: 2020-2021

E	irror ype	Code	Message	Grant Reporting ID	SASID	First Name Student	Last Name Student	Middle Name Student	Gender Student	Birth Date Student	Student Type	Behavioral Support	Academic Support	Attendance Support	Social Emorional Support	Post-Secondary Workforce Support	School Code	Migrant	Foster	Homeless
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12/4/20

Report Status: <FILL IN COMPLETE OR DRAFT>

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Page:

Top ↑ Page up ↓ Page down ↓ Bottom

How to check for errors? Report Results



Common Errors

- Inaccurate or invalid SASIDs number.
- Duplicate SASID.
- Missing required field.
- Use of characters or spaces.
- Inaccurate response options .



Refer to the business rules to help decipher errors

https://www.cde.state.co.us/datapipeline/seedc.



Files cannot be submitted if all the errors are not addressed.







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How to finalize and submit to CDE when file is error free? Select Status Dashboard



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	Validation Errors	0	RITS Errors	0		
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How to finalize and submit to CDE when file is error free? Select Data Entry Complete Error message will appear at top in red



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	Y - Yes N - No P - Pending I - In P	Progress S - Submitted A - Accepted Data Entry Complete Subm	nit to CDE			

How to finalize and submit to CDE when file is error free? When error free, Submit to CDE













Coordinate the completion of your reports

- \checkmark Determine who is responsible for this coordination.
- ✓ Provide orientation and training to staff.



Start early and set up your system to track...

- ✓ Progress
- ✓ Outcomes



Work with your data management folks to coordinate data collection

- ✓ May include: the contact for your data management system, attendance tracker...
- ✓ Connect with others familiar with Data Pipeline.



Save Documents

- ✓ Save a back-up file of the guidance document with answers and/or PDF of Qualtrics responses.
- \checkmark Save SASID template with values as Excel file.



Submit the survey first before submitting your SASIDs template. CDE will email you when SEEDC is ready.







Ask questions – early and often as needed.

- \checkmark Questions are welcomed
 - General: <u>Walz_T@cde.state.co.us</u>



Feedback is Welcome!

Please let us know early if you run into any troubleshooting issues.



Systems are NOW OPEN

Johann Liljengren

Director Liljengren_J@cde.state.co.us

Amy Werpy (EARSS & SRG)

Senior Consultant <u>Werpy_A@cde.state.co.us</u> 720.470.7558 (text/call)

Nicole Herrera (NGSG)

Dropout Prevention Specialist Hererra_n@cde.state.co.us

Tricia Walz (SEEDC & QUALTRIC)

Program and Evaluation Assistant and SEEDC LAM Walz_T@cde.state.co.us

Martha Fischhoff

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Bonnie Brett

Program Evaluator Brett_B@cde.state.co.us

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