



COLORADO

Department of Education

2014-2015 Supplemental Educational Services (SES)

Data Collection and Submission

August 25, 2014

Overview

- Historical context
- Data security
- Data reporting requirements for SES in Colorado
- Walkthrough of SES data template
- Data submission process
- CDE recommendations
- Questions
- Follow-up survey

SES Prior To 2014-2015

- RFP for SES providers
- List of approved providers
- Providers submitted data to CDE using OMNI tracker system
- Districts accessed data using OMNI tracker system

SES for 2014-2015

- Districts can choose any SES provider that offers them services OR districts can create and implement their own SES program
- Districts submit data using CDE's Secure File Transfer Server
- What the changes mean for providers
- What the changes mean for districts

Data Reporting Requirements for SES in Colorado

- **All districts providing SES services to Colorado students must submit complete and accurate data to CDE using CDE's SES data template**
 - Districts acting as their own provider are responsible for the completion and submission of the template
 - Districts using an external provider can have the provider complete the template and securely send it to the district
 - District then sends completed template to CDE


Data Template

■ Process for creating the template

- Created a draft based on former fields collected in the OMNI SES Tracker System and data needed for the statewide program evaluation
- Sent the template draft to several districts for input
 - Telephone conferences with various districts to gather input
 - Incorporated edits and suggestions from districts
- Received approval from Educational Data Advisory Committee (EDAC)
- Final version is based on program evaluation needs, district input, and EDAC input

Data Template

INSTRUCTIONS FOR SES DATA SUBMISSION



These instructions are intended to answer the most common questions. Before contacting CDE with questions, please also read the full *SES Data Requirements Training Manual*, which contains detailed instructions for every data element and is available from CDE's main SES webpage (<http://www.cde.state.co.us/fedprograms/ti/ses>).

This template is for submitting SES student data to CDE upon the completion of all SES services. During the academic year you must keep track of each student's record of attendance *by subject area* to the nearest quarter of an hour (15 minutes). To avoid having to resubmit to CDE, please enter *complete and accurate* data for each student that received SES tutoring over the course of the 2014-2015 academic year. Districts need to communicate with their provider(s) regarding the most secure method for obtaining their students' record of SES attendance to ensure personally identifiable information is protected (e.g. USB drive with password protected file). Districts acting as their own provider are fully responsible for the completion and submission of the template.

Upon opening the Excel spreadsheet, you will see three separate worksheets at the bottom of the page titled Provider, Student, and Instructions. Please complete the Provider and Student pages only after reading the entire Instructions page. You will also see worksheets titled Sample Provider and Sample Student. These provide examples for reference when filling out the Provider and Student worksheets

The column titles in the first row of each worksheet indicate data that is collected by CDE. Column titles in **bold text** represent a required element. Column titles that are not in bold text are not required. If an element is required and left blank, you will be contacted to resubmit with all required data.

Populate each row with the correct information as indicated by the column titles. The Provider worksheet will consist of one row of data. In the Student worksheet, each student will make up one to four rows depending on the number of content areas in which that student received tutoring. For example, if a student was tutored in Math and Reading, you will populate two rows on the spreadsheet for that student, where each row contains information unique to that specific student and content area. If you are ever unsure of what to enter, please refer to the *SES Data Requirements Training Manual*. If you still have a question after reading the training manual please contact CDE using the contact information at the bottom of this page.

Once you have completely filled out the Provider and Student worksheets for every student that received SES throughout the entire academic year, you must securely submit this file to CDE. First save the final copy of this file using the following naming convention: 20142015SESDData_ProviderName_MMDDYY.xls, where MMDDYY is the date you submit the file to CDE. For example: 20142015SESDData_SESTutoringCompany_053115.xls.

Once the file is complete and named following the above convention, please contact CDE using the contact information below indicating that you are ready to submit and provide the email address of the person responsible for submitting the file. CDE will then be able to grant you access to the CDE Secure File Transfer Server (<https://transfer.cde.state.co.us/bds/Login.do>) through which you must submit the file. **Do not send the file via e-mail as it is not a secure method of transfer.**

Ready | Provider | Student | **Instructions** | Sample Provider | Sample Student | Lists | 100%



Data Template - Provider Information

- **Provider Name**
- **Address, City, State, Zip Code**
- **Phone Number, Fax Number**
- **Website URL**
- **Email Address**
- **Minutes per Week, Sessions per Week**
- **Total Number of Sessions, Total Number of Hours**
- **Start Date, End Date**
- **Cost per Hour**
- **Total Cost**

Data Template - Student Information

- **SASID, Student's First and Last Name, Student's Grade Level**
- **LEA Name, LEA Code, School Name, School Code**
- **Eligibility Criteria: 1 - Assessment or Body of Evidence Used to Identify Student as Eligible for SES, 2 – Minimum Criteria**
- **Content Area of Tutoring**
 - ELD, Math, Reading, or Writing
- **First and Last Session Date**
- **Time of Day of Sessions (if multiple or other, please specify)**
 - Before school, Lunch time, After school (late afternoon), Evening, Weekend, Pullout during school day, Multiple (specify), Other (specify)
- **Session Format**
 - In person, Online, Hybrid (both in person and online)

Data Template - Student Information

- **Location of Tutoring Services (if multiple or other, please specify)**
 - School, Home, Community Center, Provider Facility, Multiple (specify), Other (specify)
- **Session Type (if multiple, please specify)**
 - Individual, Group of 2 - 5 students, Group of 5 - 10 students, Group of more than 10 students, Multiple group sizes (specify)
- **2014-2015 State Assessment Test Date for Content Area**
- **Number of Hours of Services Received Prior to Test Date in Content Area**
- **Number of Hours of Services Received On and After Test Date in Content Area**
- **Program Name**
- **Tutor First and Last Name**

Data Template - Student Information

- **Test Name**
- **Test Content Area (if other, please specify)**
 - ELD, Math, Reading, Writing, Other (specify)
- **Test Detail**
- **Pre and Post Test Dates**
- **Pre and Post Test Scores**
- **Test Score Type**
 - Raw scores, Percent correct, Percentiles, Standardized, Normed, Grade equivalent, Age equivalent
- **Test Comments**

Data Submission Process

- **All data is submitted at once, when all SES services for the academic year are complete**
 - No more monthly submissions
 - It is still recommended to keep a monthly log of services
- **Do not send data via email, even when sharing data with providers**
 - This is not a secure method of transfer
- **Data must be submitted through the CDE Secure File Transfer Server**
 - <https://transfer.cde.state.co.us/bds/Login.do>
 - E-mail or call CDE first to notify us that you are ready to submit so that you can be registered in the server. (young_e@cde.state.co.us; 303-866-4571)

Secure File Transfer Server


Young, Eric <Young_E@cde.state.co.us> 11:06 AM (2 minutes ago) to me 

Sender : Young, Eric
Link : <https://transfer.cde.state.co.us/bds/Login.do?id=A047728374&p1=dej02k8sbfiidjeifldjddb20>
Sent To : 

User Registration

To view your delivery, you must be a registered user. Please enter your information for registration, your email address will be your sign in username
Already registered? Visit the [Account activation](#) page or click here to have the activation email resent to you.

For LDAP or Active Directory users, click here to sign in using your network username and password.

| | |
|-------------------------|---|
| Email address* | <input type="text"/> |
| Confirm email address* | <input type="text"/> |
| Name | First name <input type="text"/> Middle name <input type="text"/> Last name <input type="text"/> |
| Display as* | <input type="text"/> |
| Password* | <input type="password"/> |
| Confirm password* | <input type="password"/> |
| Password strength | <input type="text"/> |
| Password reset question | Question <input type="text"/> |
| | Answer <input type="text"/> Hint <input type="text"/> |
| Image verification* | <div style="border: 1px solid gray; padding: 5px;">✘ reCAPTCHA challenge image </div> <input type="text"/> |

[Privacy & Terms](#)

* Required fields



Secure File Transfer Server

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User Registration

Thank you for registering! A message has been sent to your email. Please follow the instructions in the email to activate your account.

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CDE-Transfer account activation link

Inbox x



notify@transfer.cde.state.co.us

11:13 AM (3 minutes ago) ☆



to me ▾

Dear [REDACTED]

Thank you for registering for an account. To activate your account, click on the link below.
<https://transfer.cde.state.co.us/bds/Activate.do?uid=2822&code=35530942>

If you are having problems with the link above, you can manually enter your username and activation code here:
<https://transfer.cde.state.co.us/bds/Activate.do>

Your username is: [REDACTED]

Your activation code is: 35530942

Please note: This email was sent from an address that cannot accept incoming emails. Please do not reply to this message.



Secure File Transfer Server

The Colorado Department of Education



You have successfully activated your account

Colorado Department of Education (CDE) Secure File Transfer Server

Please enter your username (email address) and password to sign in.

User sign in

Username

Password

Remember my username

[Forgot your password?](#)

Register

If you don't have a username, register [here](#).

Learn More

Learn more about the Colorado Department of Education.






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Securely Deliver and Access Files

-  **View Your Deliveries: Received**
Unread deliveries: 1. Total received deliveries: 2.
-  **Secure Workspaces**
View and manage secure workspaces
-  **Help**

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Home

Your Deliveries:
Received

| <input type="checkbox"/> | From | Subject | Received | Last activity | Expires |
|--------------------------|-------------|---------|---------------------|---------------------|---------|
| <input type="checkbox"/> | Young, Eric | test | 08/19/2014 10:13 AM | 08/19/2014 12:02 PM | |

Items to 1 of 1

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Secure File Transfer Server

Home > Your Deliveries

Your Delivery

[Delete this delivery](#)

Package name test
To [REDACTED]
Subject test
From Young, Eric

Delivery last updated on 08/19/2014 10:13 AM by Young, Eric

Secure message
[No message]

Notification message

| <input type="checkbox"/> | File name | Description | Date Created | Size |
|--------------------------|---|-------------|---------------------|----------|
| <input type="checkbox"/> |  map-district.pdf | | 08/19/2014 10:13 AM | 827.7 KB |

Download

Reply securely



Secure File Transfer Server

Delivery last updated on 08/19/2014 10:13 AM by Young, Eric

Secure message

[No message]

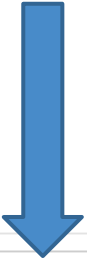
Notification message

| <input type="checkbox"/> | File name | Description | Date Created |
|--------------------------|--|-------------|---------------------|
| <input type="checkbox"/> |  map-district.pdf | | 08/19/2014 10:13 AM |

Download

Subject [[Upload without applet](#)]

Secure message



Add files and Send reply

Send reply without files

Secure File Transfer Server

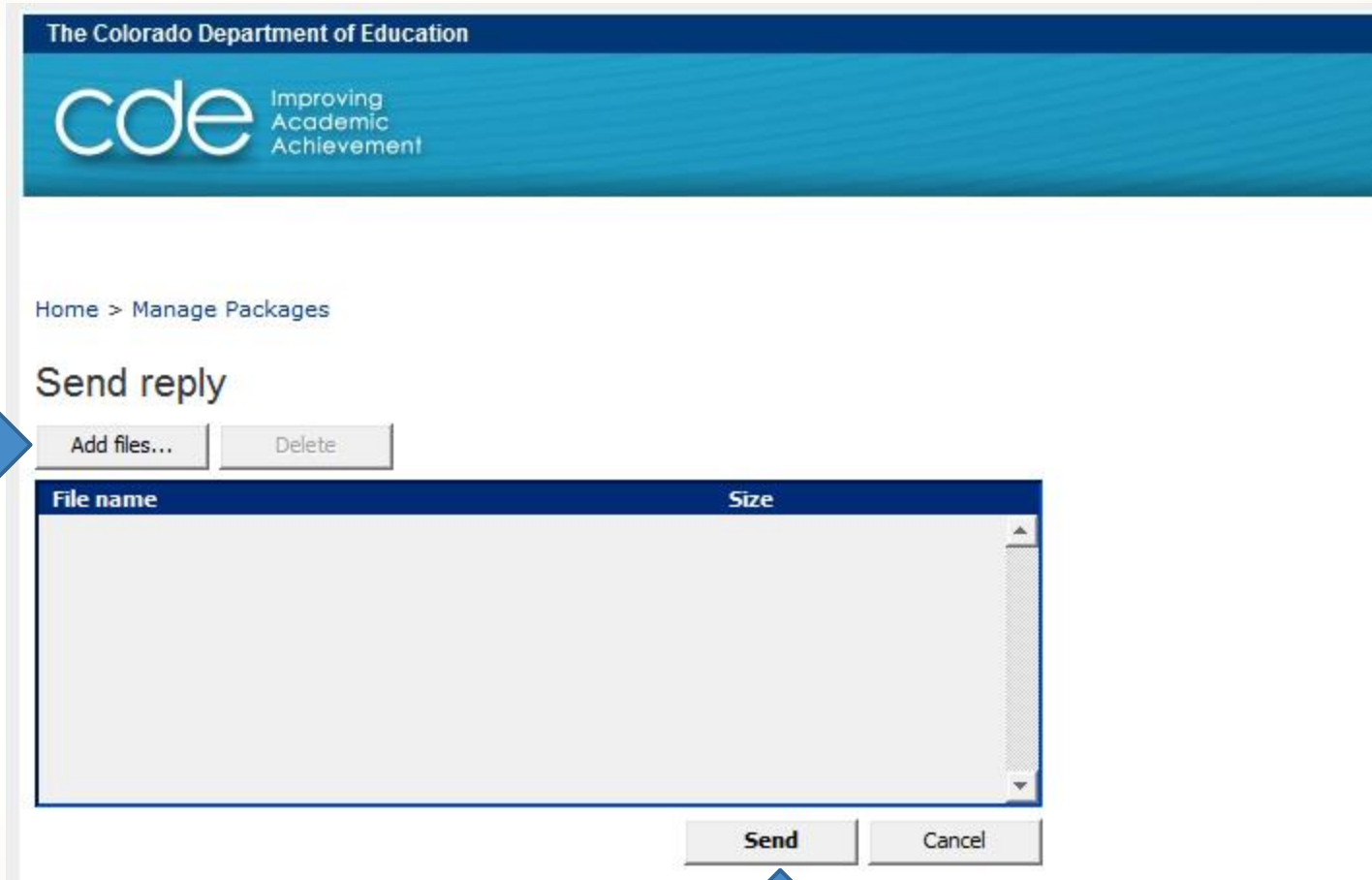
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Home > Manage Packages

Send reply

| File name | Size |
|-----------|------|
|-----------|------|



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Reply sent!

All files were uploaded successfully and the reply was sent.

Upload summary:

- Files successfully uploaded: 1 (map-county.pdf)
- Total bytes: 265.66 KB out of 265.66 KB
- Total time: 00:00:00

[Back to Your Delivery](#) | [Home](#)

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Recommendations for Using Template

- **Share template and accompanying manual with the internal and/or external providers approved to serve the district**
 - Insert student information for students assigned to each provider
- **Require providers to review all CDE 2014-2015 SES training materials posted on CDE's website**
- **Share CDE contact information for technical support with providers**
- **Request that providers submit data to the district monthly**
 - Validate data against billing statements
 - Require detailed record keeping
 - Maintain billing and service data on all students served for audit and monitoring purposes

Data Security

- **Family Educational Rights and Privacy Act (FERPA)**
 - <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>
- **Personally Identifiable Information (PII)**
 - <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/library/1031.html>
- **Secure methods of transfer**
 - In person hand off
 - Password protected USB drive or CD-R
 - Secure website
- **Secure data maintenance**
 - Secure confidential records (e.g., on secured network files)

Questions

- **Questions regarding SES program:**
 - Stacy Goodman
 - goodman_s@cde.state.co.us
 - 303-866-6298

- **Questions regarding SES data collection and submission:**
 - Eric Young
 - young_e@cde.state.co.us
 - 303-866-4571

- **Questions regarding the program evaluation, reporting, and data use:**
 - Nazanin Mohajeri-Nelson
 - Mohajeri-nelson_n@cde.state.co.us
 - 303-866-6205

Survey

- Please provide feedback using the following link:
<https://www.surveymonkey.com/s/20142015SES>