



COLORADO
Department of Education

Title I Annual Neglected or Delinquent Count

October 25, 2016

Annual Count ~ N or D

- **Used to allocate FY 2017-18 funds**
- **Based on 2016-17 enrollment**
 - Eligibility requirements
- **Template with built-in validation**
 - Local institutions (Subpart 2)
 - Neglected (Part A) and Delinquent (Part D)

Local Institutions ~ Eligibility

- **Children must meet ALL criteria:**
 - Live in local institution for neglected or delinquent children
 - Are age 5-17, inclusive
 - Live in the residential program for at least one day during a count period of 30 consecutive days
 - At least one day in October 2016

Submit Data Template

- *Do not send the template via e-mail!!*
- Once the template is complete, inform CDE that you are ready to submit (negley_t@cde.state.co.us or 303-866-5243)
- Make sure the Facility Name is included in the file name
- You will receive a link to register with and submit your template through the CDE Secure File Transfer Server

User Registration

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*

Confirm email address*

Name

First name	Middle name	Last name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Display as*

Password*

Confirm password*

Password strength

Password reset question

Question

Answer Hint

Image verification*



[Privacy & Terms](#)

* Required fields

Register

User
Registration:

CDE Secure
File Transfer
Server



CDE Secure File Transfer Server

<https://transfer.cde.state.co.us/bds/Login.do>

JRE Recommendation

To enhance the file transfers, it is highly recommended to have the Java™ Runtime Environment (JRE) installed and integrated with your browser on your system.

Technical Support

For all technical support issues, please contact the CDE Help Desk at 303.866.6833.

[Click here for User Instructions \(pdf format\).](#)

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

User sign in

Username	<input type="text"/>
Password	<input type="password"/>
<input type="checkbox"/>	Remember my username
<input type="button" value="Sign in"/>	
Forgot your password?	

Register

If you don't have a username, register here.

Learn More

Learn more about the Colorado Department of Education.



Submit Data Template

- Upon login, Click on “Received”

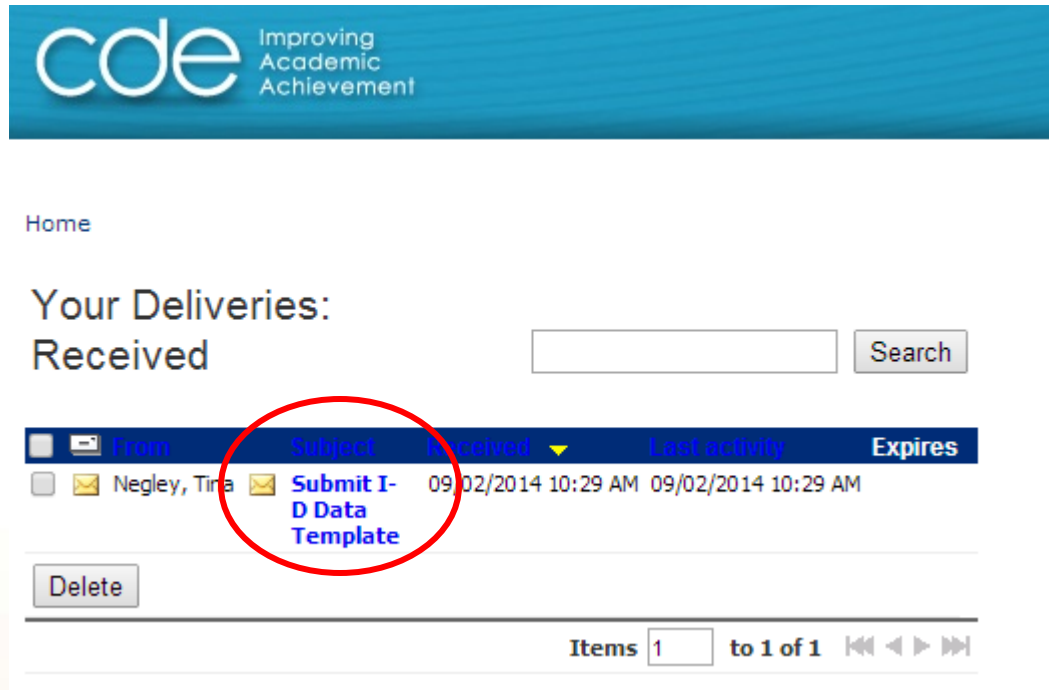


Securely Deliver and Access Files

The user dashboard menu is shown with three items. The first item, 'View Your Deliveries: Received', is circled in red. It includes an icon of a stack of papers and the text 'Unread deliveries: 1. Total received deliveries: 1.'. The second item is 'Secure Workspaces' with an icon of two people and the text 'View and manage secure workspaces'. The third item is 'Help' with a question mark icon.

Submit Data Template

- Click on the delivery to submit the completed CSPR data collection template

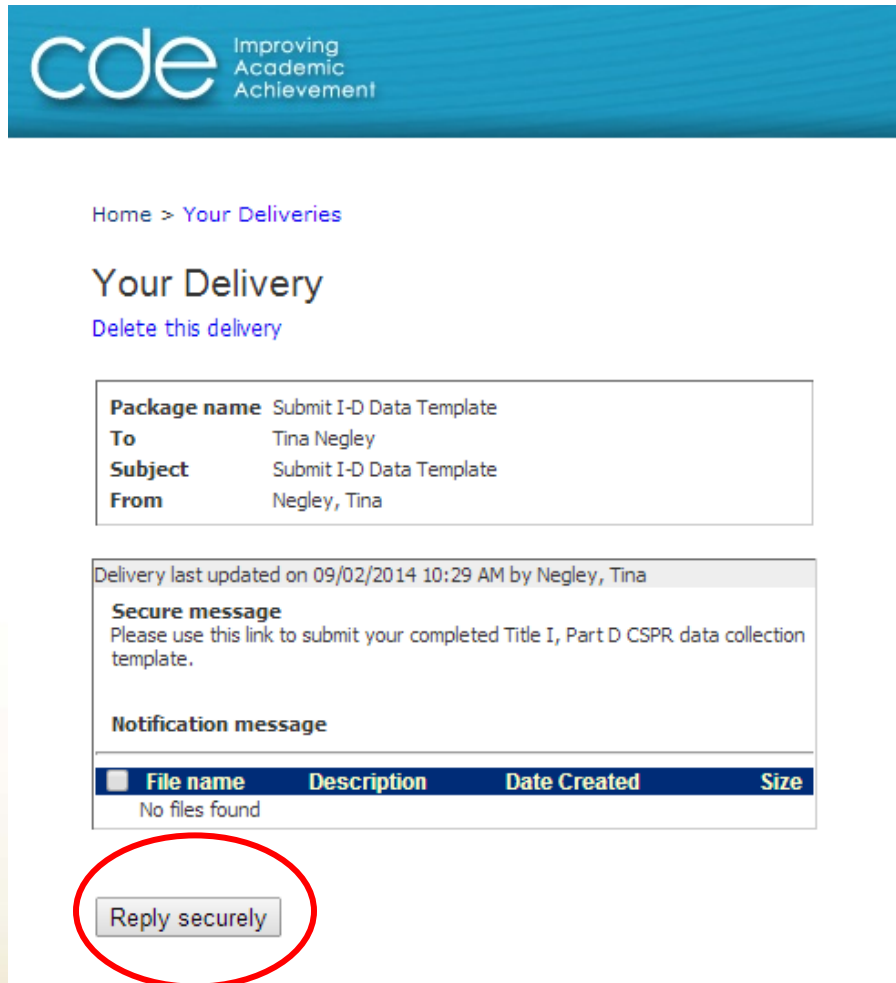


The screenshot shows the CDE website interface. At the top is the CDE logo with the tagline 'Improving Academic Achievement'. Below the logo is a navigation bar with 'Home' and 'Your Deliveries: Received'. A search bar is present. The main content area displays a table of deliveries. The table has columns for 'From', 'Subject', 'Received', 'Last activity', and 'Expires'. A single delivery is listed: 'Negley, Tina' from 'Submit I-D Data Template', received on 09/02/2014 10:29 AM. The 'Submit I-D Data Template' text is circled in red. Below the table is a 'Delete' button and a pagination bar showing 'Items 1 to 1 of 1'.

From	Subject	Received	Last activity	Expires
Negley, Tina	Submit I-D Data Template	09/02/2014 10:29 AM	09/02/2014 10:29 AM	

Submit Data Template

- Click on “Reply securely”



The screenshot shows an email interface with a blue header for 'cde Improving Academic Achievement'. Below the header, the breadcrumb 'Home > Your Deliveries' is visible. The main heading is 'Your Delivery' with a link to 'Delete this delivery'. The email details are as follows:

Package name	Submit I-D Data Template
To	Tina Negley
Subject	Submit I-D Data Template
From	Negley, Tina

Delivery last updated on 09/02/2014 10:29 AM by Negley, Tina

Secure message
Please use this link to submit your completed Title I, Part D CSPR data collection template.

Notification message

<input type="checkbox"/>	File name	Description	Date Created	Size
No files found				

A red circle highlights the 'Reply securely' button at the bottom of the email content.



Your Delivery

[Delete this delivery](#)

Package name Submit I-D Data Template
To Tina Negley
Subject Submit I-D Data Template
From Negley, Tina

Delivery last updated on 09/02/2014 10:29 AM by Negley, Tina

Secure message

Please use this link to submit your completed Title I, Part D CSPR data collection template.

Notification message

<input type="checkbox"/>	File name	Description	Date C
	No files found		

Subject

Secure message

Use the “Add files and Send reply” option to attach the data collection template



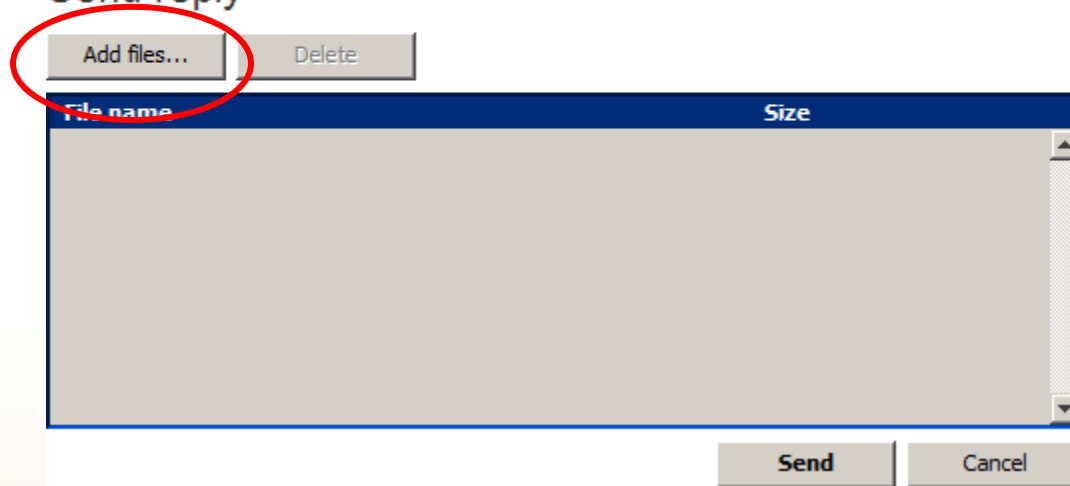
Submit Data Template

- Click on “Add files...” and then click “Send”



Home > Manage Packages

Send reply



- A confirmation page will display “Reply sent!” if the delivery was successful

Walkthrough

- Walkthrough of template
- Explanation of built-in validation
- Signature page

Questions?

- Questions regarding data collection and program evaluation of Title I, Part D:
 - Tina Negley
 - negley_t@cde.state.co.us or 303-866-5243
 - Nazanin Mohajeri-Nelson
 - mohajeri-nelson_n@cde.state.co.us or 303-866-6205

- Questions regarding Title I, Part D program:
 - Brad Bylsma
 - bylsma_b@cde.state.co.us or 303-866-6937