CDE P-EBT Data Collection
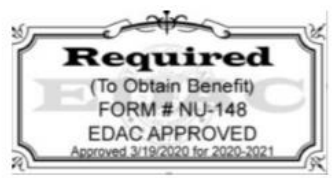
Data Pipeline Instructions

Background

These instructions can be used to assist staff responsible for uploading and completing the CDE Pandemic-EBT (P-EBT) data pipeline collection.

Districts should upload all enrolled students again including any new students to ensure all eligible students receive benefits they are entitles to.

Quick Links:

Data Pipeline Access

To access the Colorado Department of Education Data Pipeline, click
https://www.cde.state.co.us/idm/datapipeline.

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Data Pipeline

About Data Pipeline

Data Pipeline is a streamlined approach to efficiently move required education information from school districts to CDE. Data Pipeline reduces data redundancy, captures closer to real-time data, streamlines the data collection process and allows districts to exchange information on transferred students.

[Log in to Data Pipeline]

Resources

- Data Pipeline Home Page
  Overview and instructions to join the discussion forum
- Data Pipeline Fact Sheet (PDF)
- Data Pipeline Resources
- Data Pipeline Trainings

Contact

For more information, contact Data Pipeline Support.

Click on the Data Pipeline.

COLORADO
Department of Education

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

Do not bookmark this login page!

Sign In:
Enter your user name and password.

Username: [   ]

Password: [   ]

[Continue]

Forgot your password?

Log in using your existing credentials.

If you do not have credentials, refer to the IDM Quick Reference Guide Final also attached to this email.

Each District should have an identified Data Respondent who is familiar with the CDE Data Pipeline and the process for submitting data to the State.

If you are not aware of who your Data Respondent is, contact your IT Department or reach out to p-ebt.datapipeline.support@cde.state.co.us.

The Data Respondent will need to ensure they have the Identity Management (IDM) role for the P-EBT collection set to PIPELINE-####-PBT~LEAAPPROVER where #### is the district code. They will also need to go into the Data Pipeline and assign themselves to the P-EBT data collection.
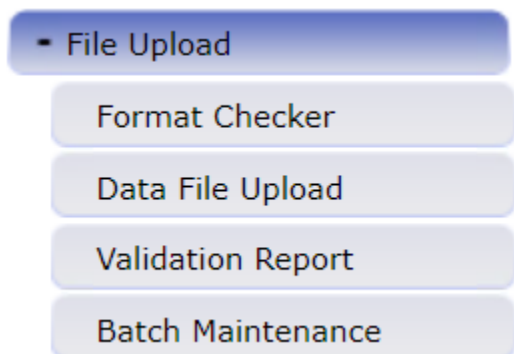
2

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Data Pipeline Home Screen

Once the Data Respondent has logged into the P-EBT Data Collection, they will see the three available buttons.
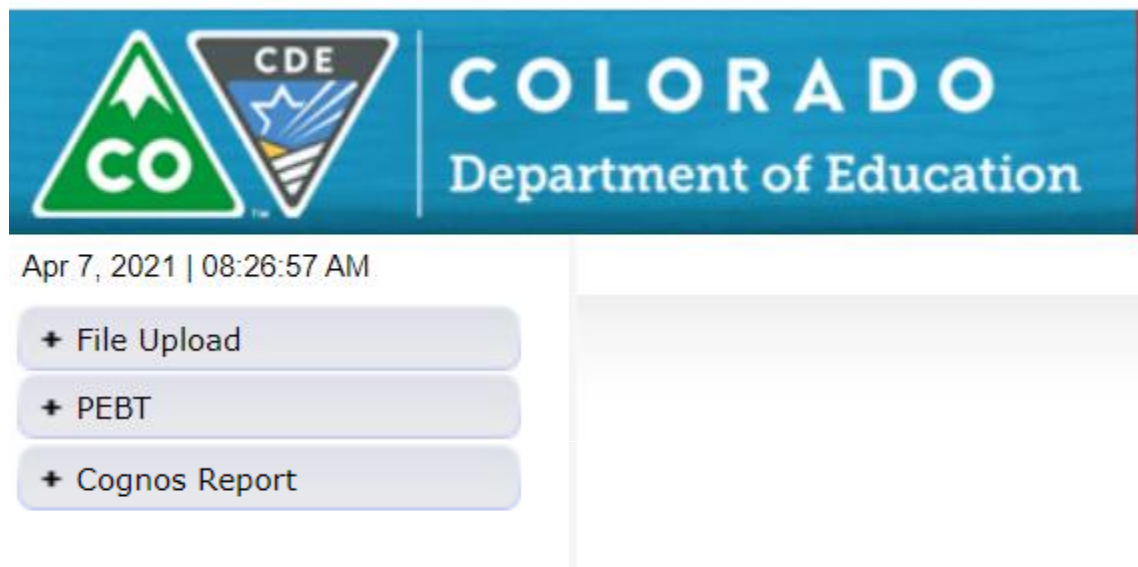
Format Checker Feature

The File Upload function allows the user to complete the four actions below:

Format Checker allows the user to check the format of the file they are attempting to upload by selecting a file using the Choose File button in the File Name field.

Once the file has been selected, click on the Upload button.

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Updated April 26, 2022

Format Checker

- **File Upload**
  - Format Checker
  - Data File Upload
  - Validation Report
  - Batch Maintenance
- **+ PEBT**
- **+ Dataset Administration**
- **+ Pipeline Reports**
- **+ Cognos Report**

Dataset * Student Pandemic EBT Reimbersements ▾
File Type * Student Pandemic EBT Reimberse ▾
School Year * 2020-21 ▾
File Name * [Choose File] No file chosen

[Upload]

Data File Upload

- **File Upload**
  - Format Checker
  - Data File Upload
  - Validation Report
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Data File Upload

Exception File ☐
Dataset * Student Pandemic EBT Reimbersements ▾
File Type * Student Pandemic EBT Reimberse ▾
School Year * 2020-21 ▾
Organization/LEA * Select... ▾
Locate File * [Choose File] No file chosen
Upload Type * ○ Append ○ Replace

[Submit]

Once the user is confident that the file format is valid, the Data File can be uploaded.

The user will need to select the Organization/LEA if it does not automatically default to your District.

Select a file using the Choose File button in the File Name field.

Select the Replace radio button if you wish to upload and replace the previous data set or a brand-new data set. This will ensure your complete file is uploaded.

4

Once you have selected the file to upload, selected Append or Replace accordingly, and clicked Submit, a pop-up message will appear asking if you are sure you want to replace the data. Click the OK button.

You will receive a message and an email indicating that your file upload was successful.
Once the file is uploaded, you will need to check to see if there were any errors with loading the file. There are a couple of ways to do this:

1) Click and view the Validation Report
2) Click and view the Status Dashboard
3) Generate a Cognos Report that shows the P-EBT Error Detail Report

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Validation Report

Select your District. The Batch Id should automatically populate once the Organization/LEA is selected based on the upload that was already completed.

Click on the View Report button.

Validation Report

Error Code	Error Type	Error Message	Count
99999	E	The SASID is invalid or name, birth date, or gender doesnt match whats in the RITS system for the entered SASID	102
PB17	E	Primary Parent Telephone Number is a required field. If there is no phone number on file, enter None.	2
PB19	E	Student Language Background does not contain a valid code.	2
PB21	E	FRPLEligible does not contain a valid code.	2
PB23	E	Student Gender does not contain a valid code.	2
PB24	E	Invalid Grade Level	2
PB30	E	School Code does not contain a valid code within the District.	2
PB34	E	Student Grade Level reported must be within grade range of school code reported.	2

The report will display the errors that exist in the upload and the number of records that are affected.

Status Dashboard

Under the PEBT function, select Status Dashboard.

Select your District and click on the Submit button.

Status Dashboard

Finalized : No

Please note: Not all data issues are presented as warnings or errors. Review Cognos data reports for additional analysis regarding data quality.

Excel

LEA	Data Exists	Total Records	Validation Errors	RITS Errors	Ignore Errors	Overall Status	Data Locked	Last Updated Date
○ 2690-PUEBLO CITY 60	Y	102	42	102	N	P	N	04/07/2021

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This will show the number of records that have been uploaded and the number of errors that exist but it will not provide details about what the errors are.
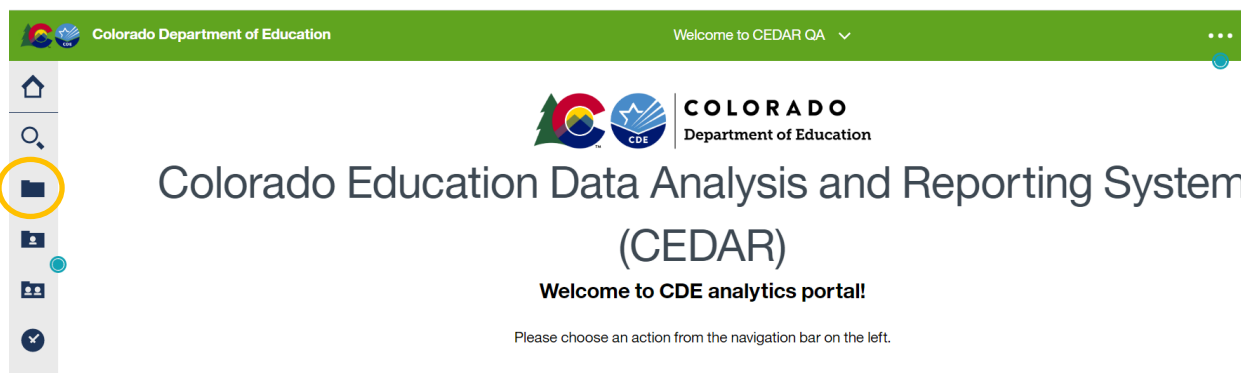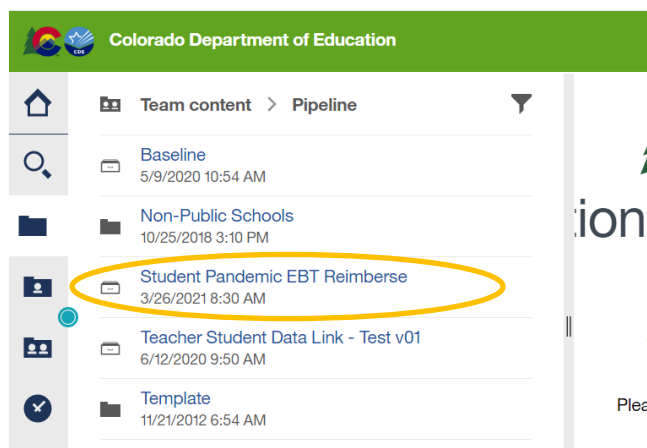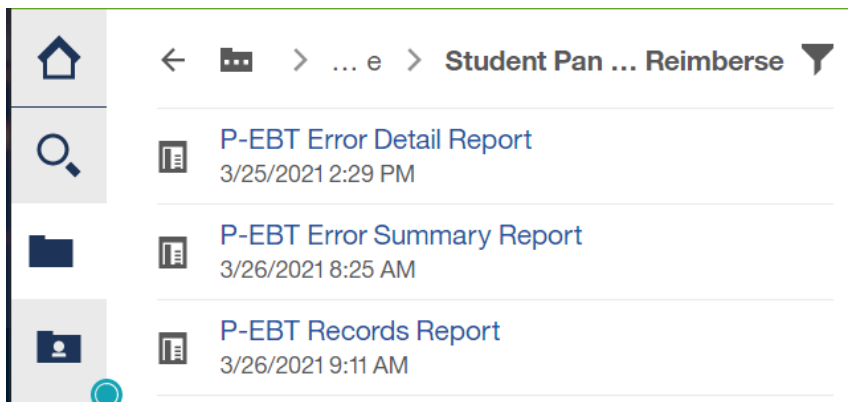
Cognos Report

Click on the Cognos Report button. This will open a new window and allow you to select the Cognos Report you want to generate.

Click on the folder icon on the left-hand panel to open the report options.
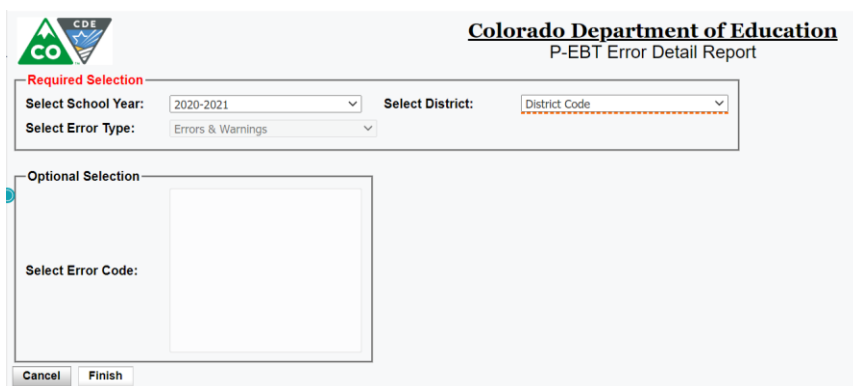

Click on the Student Pandemic EBT Reimburse option.

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There will be three report option.

The first two reports will provide you with information about the errors that have occurred with your file upload. The last report "P-EBT Records Report" will provide a report of the data that has been uploaded.

Select the P-EBT Error Detail Report and click on the Finish button.

Details about the errors that occurred during your file upload will be displayed.

Click on the Finish button and a spreadsheet of each row and the specific error will be displayed.

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Making Data Corrections

To make corrections to your data there are two options:

1) Make corrections to the file and reupload. Be sure to Select the Replace radio button when uploading a corrected file.

2) Select the PEBT function and then select the Edit Record button.

Enter your District and click on the Search button.

All errors will be highlighted in RED.

Go to the field you want to correct and enter or select the correct option.

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Click on the check box to the left of the rows you want to save updates to and click on the Save button.

You will receive a message indicated that the record has been updated.

Submitting the P-EBT Data Collection

Once all your errors have been resolved and the data is uploaded, click on the Submit to CDE button to finalize the process.

To get to the "Submit to CDE" button, from the Status Dashboard screen, click the radio button next to your District's name and then click on the name of your District.

Click on the "Submit to CDE" button. Once that has been complete, the data will be submitted and locked.

Once that step has been completed, the user should receive an email saying "Record(s) is submitted for approval". There is no additional step to "approve" the collection. Once the "Submit to CDE" button has been clicked, the District is complete.

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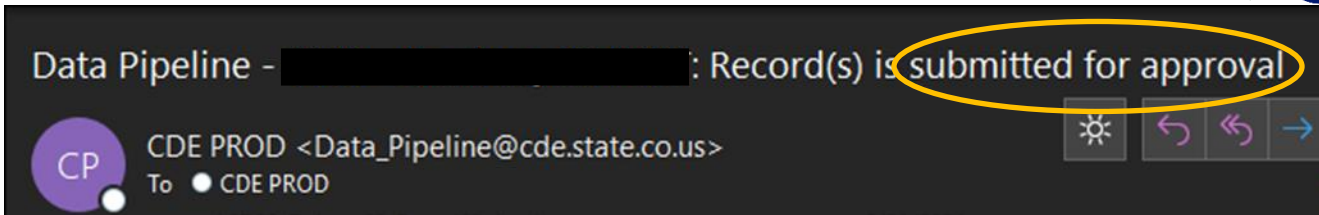
The user can also return to the Status Dashboard screen to verify the submission has been complete. Once the data has been submitted, the **Overall Status will display "S" for submitted and the Data Locked will display "Y".**

	LEA	Data Exists	Total Records	Validation Errors	RITS Errors	Ignore Errors	Overall Status	Data Locked	Last Updated Date
○		Y	190	0	0	N	S	Y	04/22/2021

Common Errors

Occasionally, an email will be generated from Data Pipeline that indicates a file was uploaded successfully but there were actually NO records uploaded. Be sure to open the email and verify the number of records and the number of errors. If this email is received, it likely means the file structure was not accepted. **Please use the Format Checker feature in Data Pipeline to verify the file can be accepted.**

9170 – Education reEnvisioned BOCES Data Pipeline – PEBT: File Successfully Submitted Data Pipeline ×

Student Pandemic EBT Reimbursements Processed by Data Pipeline for School year 2020-21:
    Dataset: Student Pandemic EBT Reimbursements
    File Type: Student Pandemic EBT Reimbursements
    File: EBT20210427.csv
    Submission ID: 604876
    District:
    Date: 04/27/2021 10:50 AM
    Collection Type: Student Pandemic EBT Reimbursements   Student Pandemic EBT Reimbursements
    Name:
    User ID:
    Email:
    Record Count: 0
    Error Count: 0
Data Pipeline test system (QA) can be accessed here: https://cdx.cde.state.co.us/pipeline

This data has **NOT been successfully uploaded** and has not been submitted.

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Updated April 26, 2022

File Layout

There is a dedicated webpage https://www.cde.state.co.us/datapipeline/p-ebtdatacollection for the P-EBT Data Collection.
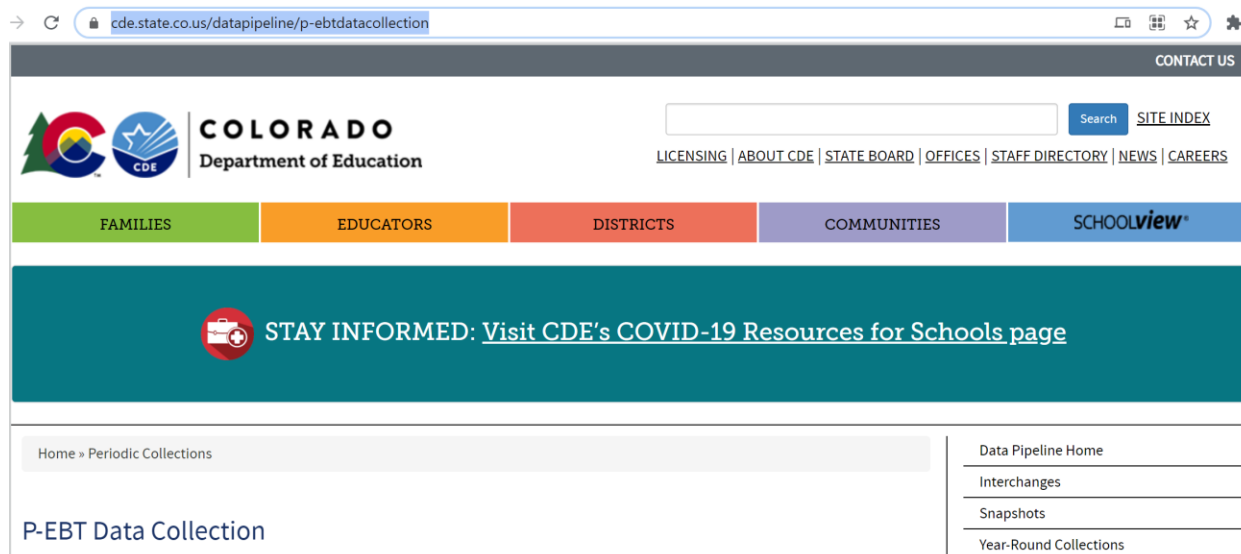
The file layout is available on the webpage and has been sent to the identified District Data Respondents.

P-EBT Data Collection

Overview

The P-EBT program was created as part of the U.S. government response to the COVID-19 epidemic. P-EBT benefits are intended for school-aged children who would have received a free or reduced-price school meal during the time that schools were closed during the 2019-20 school year as well as during the current 2020-21 school year. P-EBT provides a cash-like benefit that will be issued to a P-EBT card or an existing EBT card. Existing EBT cards will automatically receive the additional P-EBT benefits and new P-EBT cards will be mailed directly to eligible students.

Student level data is needed in order to assess eligibility for P-EBT and also to obtain household information. This data collection will follow the typical process of new Data Pipeline collections. More information will be shared at regular town halls. This collection is a periodic data collection. More specific information will also be provided at upcoming training opportunities.

Deadlines

CDE requests that Local Education Agencies (LEAs) submit data by the following:

- First required collection due April 23, 2021
- Second required collection due May 31, 2021
- Potential upload due in August

File Layout and Definitions

- 2020-2021 P-EBT Data Collection *(posted 4/5/2021)*

Below is an example of a file layout. The data contained in this snapshot is completely fictitious data.

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SchoolDistrictCode	SchoolCode	SASID	LASID	StudentFirstName	StudentMiddleInitial	StudentLastName	StudentGender	StudentDOB	StudentGradeLevel	StudentLanguageBackground	PrimaryParentFirstName	PrimaryParentLastName	PrimaryParentTelephoneNumber	PrimaryMailingAddress1	PrimaryMailingAddress2	City	State	PostalCode	CountyCode	FRPLEligible	FT_RemoteLearn
2690	6132	330150004	755210799	Molly	U	William	1	12182012	30	eng	Fletcher	Cooley	3325011764	800-7352 Proin Av.		Pueblo	CO	81008	51	0	0
2690	6132	996457082	715622689	Axel	X	Horne	1	10162013	30	eng	Barry	Bauer	8460248778	Ap #270-6971 Eget Street		Pueblo	CO	81008	51	0	0
2690	2731	270029549	739243499	Sopoline	M	Lott	2	7262011	30	spa	Lois	Ware	9805579791	P.O. Box 650, 9928 Arcu St.		Pueblo	CO	81008	51	1	1
2690	2731	237825118	180766311	Cheyenne	T	Stark	2	3282013	30	spa	Mariam	Gill	6826975778	P.O. Box 147, 9206 Eu St.		Pueblo	CO	81008	51	1	1
2690	6132	803110561	149126063	Sara	T	Parks	1	11282012	30	eng	Lyle	Burt	7010957671	Ap #617-3960 Ut Street		Pueblo	CO	81008	51	0	0
2690	6132	387187793	770627415	Grady	Y	Spence	1	10102010	30	eng	Brent	Oneill	4755994167	377-1042 Augue Rd.		Pueblo	CO	81008	51	0	0
2690	2731	995543014	593050618	Echo	U	Kramer	2	11032014	30	spa	Holly	Simon	8424873604	P.O. Box 156, 1695 Lectus Road		Pueblo	CO	81008	51	1	1
2690	2731	639377315	826233527	Daniel	D	Lindsay	2	7292009	30	spa	Garrison	Howe	5455114273	Ap #104-6822 Aenean St.		Pueblo	CO	81008	51	1	1
2690	6132	450324750	893126144	Gray	R	Hogan	1	5072011	30	eng	Brianna	Albert	4909909150	Ap #751-3083 Luctus Av.		Pueblo	CO	81008	51	0	0
2690	6132	431580713	146502782	Noah	H	Horn	1	6072009	30	eng	Gillian	Sparks	6528477060	P.O. Box 820, 4697 Lacus. St.		Pueblo	CO	81008	51	0	0
2690	2731	486402974	922271847	Yetta	M	Guy	2	2182010	40	spa	Jenna	Coleman	8349140664	6430 Pede Ave		Pueblo	CO	81008	51	1	1
2690	2731	290463277	313074168	Cain	R	Jacobs	2	9212013	40	spa	Karleigh	White	5738609168	572-1415 Ac Av.		Pueblo	CO	81008	51	1	1
2690	6132	735363278	457907820	Kendall	I	Riley	1	4242013	40	eng	May	Lancaster	6486353940	P.O. Box 184, 2941 Ridiculus Av.		Pueblo	CO	81008	51	0	0
2690	6132	197783597	347979164	Azalia	I	Parsons	1	9292012	40	eng	Hannah	Clemons	3689605299	875-2944 Mauris. St.		Pueblo	CO	81008	51	0	0
2690	2731	892524836	313992072	Emery	L	Booth	2	1212015	40	spa	Drake	Holden	8550023429	561-838 Pharetra Avenue		Pueblo	CO	81008	51	1	1
2690	2731	426314247	281968250	Ulysses	X	Mills	2	2262011	40	spa	Ulysses	Hardin	6665796586	P.O. Box 111, 1520 Elit, Ave		Pueblo	CO	81008	51	1	1
2690	6132	926673497	292572578	Aiko	H	Joseph	1	12172014	40	eng	Abbot	Hutchinson	4752691634	Ap #672-1638 Pede, St.		Pueblo	CO	81008	51	0	0
2690	6132	818577866	970048974	Indira	Z	Payne	1	4192014	40	eng	Chase	Tanner	3466548175	P.O. Box 356, 1903 Nulla Road		Pueblo	CO	81008	51	0	0
2690	2731	993055262	887491813	Gwendolyn	W	Maldonado	2	4132011	40	spa	Victoria	Maddox	6736845582	P.O. Box 114, 832 Est, St.		Pueblo	CO	81008	51	1	1
2690	2731	280309121	151245449	Amos	Z	Bass	2	1272009	40	spa	Maris	Russo	8262462703	7808 Dictum Avenue		Pueblo	CO	81008	51	1	1

For resources and training materials visit the P-EBT data collection webpage. For questions, contact p-ebt.datepipeline.support@cde.state.co.us.

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