

System Purpose:

The purpose of the Designated Agency Data Collection (DADC) is for each designated agency (DA) to report candidate information to CDE. Pursuant to state statute, CRS 22-2112(q)(I), CDE is required to analyze student achievement, student growth, educator retention, educator mobility, and educator performance evaluation ratings by educator preparation programs, including alternative educator preparation programs, on an annual basis. To do so, CDE has implemented a data process to collect candidate data from alternative educator preparation programs and IHE-based institutions. CDE will collect candidate data from DAs through its newly developed data system, commonly known as Data Pipeline. This process compliments the Colorado Department of Higher Education data collection process. The Department of Higher Education collects candidate data from IHE-based institutions through its data system, SURDS.

Project Contact:

If you have any questions concerning the information in this document or other DADC questions, please contact the Educator Development office at CDE at Educator_Development@cde.state.co.us.

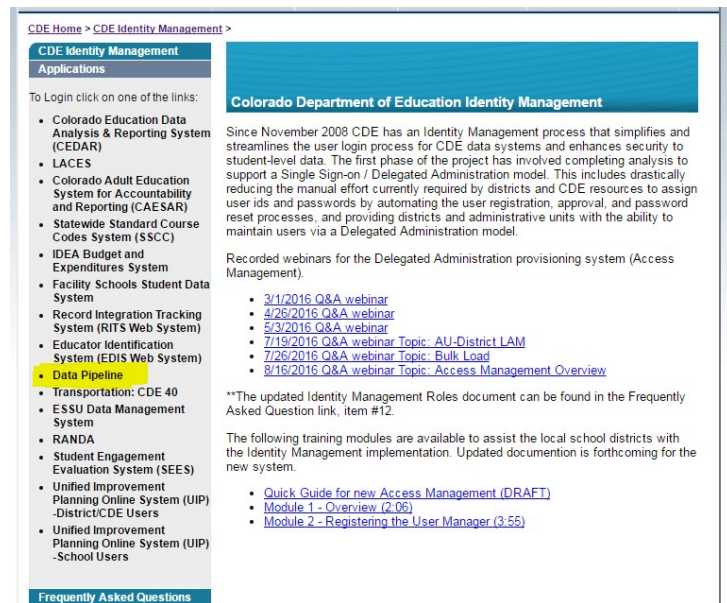
DADC System Overview

This section provides a quick, guided tour of the collection (hereinafter referred to as “data pipeline”), including how to access the tool, log in, and navigate data pipeline.

Access and Login

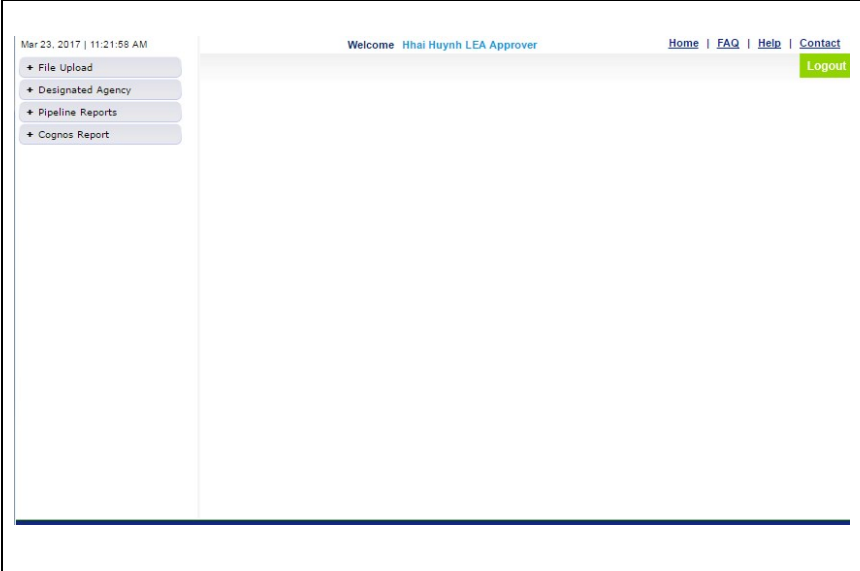
The easiest way to access data pipeline is using the link below. We recommend bookmarking the link for future reference.

- Head to <https://cdeapps.cde.state.co.us/index.html>
- Click on the “Data Pipeline” on the left-hand side (reference the image below)



- Log in with your username and password (contact Educator Development at Educator_Development@cde.state.co.us if you don't have an account)

Once logged in, you are presented with a window that contains four menu options. The table below explains each menu option.

	Menu Option	Description
	File Upload	Here, you can delete submitted data using batch maintenance , check the file format to ensure data are properly formatted using format checker , upload data files using data file upload , and check upload status using validation report .
	Designated Agency	Here, you can submit data to CDE using status dashboard , add or edit, and download data using add record, edit record, and file extract download , respectively.
	Pipeline Report	Access to error report , which gives you information about data error at the summary or detailed level.
Cognos Report	Use reports to perform data validation for data accuracy.	

Data Entry Methods:

There are two methods for data entry –data file (or bulk) upload and manual entry. We will describe each of these methods.

Data file upload, using the data file upload feature, allows you to upload a spreadsheet (either .xlsx or xls) or CSV file containing candidate data. Use this method if you extract/export candidate data from an Access database or student information system in a format that is ready for upload. This is also the preferred method for you if you maintain candidate data in an Excel document.

For designated agencies that only have a few candidates, manual entry allows you to enter candidate data directly into the system without the need to create a data file for upload. Users will have the option to download all candidate data once entered into the system.

High Level Process Outline by Data Entry Method:

The process for uploading, validating, and submitting data to CDE is similar between the two methods. Below is a table that outlines the processes for each method.

Data File Upload (Bulk upload)	Manual Data Entry
<ol style="list-style-type: none"> 1. File Generation: <ol style="list-style-type: none"> a. File Types b. Format Checker 2. Importing Candidate Data: <ol style="list-style-type: none"> a. File Upload b. Add Record 3. Data Validation: <ol style="list-style-type: none"> a. Status Dashboard b. Business Rules c. Pipeline Error Reporting d. Cognos Reporting 4. Error Correction: <ol style="list-style-type: none"> a. Re-import File b. Edit Record 5. Submit to CDE 6. Sign Off 7. Cross-LEA Validation 	<ol style="list-style-type: none"> 1. N/A 2. Importing Candidate Data: <ol style="list-style-type: none"> a. n/a b. Add Record (Skip to page 9) 3. Data Validation: <ol style="list-style-type: none"> a. Status Dashboard b. Business Rules c. Pipeline Error Reporting d. Cognos Reporting 4. Error Correction: <ol style="list-style-type: none"> a. Re-import File b. Edit Record 5. Submit to CDE 6. Sign Off 7. Cross-LEA Validation

Based on your preferred data entry method, skip to the section below that is most relevant to you.

Data File Upload

1. File Generation:

You may generate your own data file or download a template from our website here: <http://www.cde.state.co.us/datapipeline/per-dadc>

If you generate your own file, please use the following field specifications to generate your file. The ordering of the data fields and the field length are important, and if any data field is out of order or the field length is too long or too short, the upload process will fail.

Name of Field	Field Length	Example
Designated Agency Code	4	1234
Program Code	4	1234
Social Security Number*	9	123456789
First Name	30	Text
Last Name	30	Text
Gender	2	01
Date of Birth	8	01011980
Staff's Ethnicity: Hispanic or Latino	1	0
Staff's Race: American Indian or Alaska Native	1	0
Staff's Race: Asian	1	0
Staff's Race: Black or African American	1	0
Staff's Race: White	1	0
Staff's Race: Native Hawaiian or Other Pacific Islander	1	0

Name of Field	Field Length	Example
Teacher or Principal	1	1
Enrollment Date	8	07012017
Year in Program	1	1
Endorsement Area	4	1234
Enrollment Status	1	1
Program Recommendation	1	1
Completion Date	8	07012018

a. File Types:

Files should be created with one header row and the remaining rows as data.

Files can be uploaded as an .xlsx, .xls, .csv

A file name cannot have spaces in the name.

b. Format Checker

Use the format checker to validate that the file you wish to upload is in the correct format. This function only check the first row to ensure the data is formatted properly and in the right order.

From the left hand panel: Select File Upload > Format Checker

Dataset*: Designated Agency

File Type*: Designated Agency Collection

School Year*: 2018-19

File Name*: Use browser to locate saved file (note – file name should not have spaces in the name)

Format Checker

Dataset *

File Type *

School Year *

File Name * No file selected.

Data Element Name	Excel Column	Data Element Length	Original Length From File	Result
Designated Agency Code	A2	4	4	Pass
Designated Agency Program	B2	4	3	Pass
Sex Staff	C2	9	9	Pass
First Name Staff	D2	30	5	Pass
Last Name Staff	E2	30	0	Pass
Gender Staff	F2	2	0	Pass
Birth Date Staff	G2	8	8	Pass
Ethnicity Staff	H2	1	1	Pass
Race Indian Staff	I2	1	1	Pass
Race Asian Staff	J2	1	1	Pass
Race Black Staff	K2	1	1	Pass
Race White Staff	L2	1	1	Pass
Race Hawaiian Staff	M2	1	1	Pass
Candidate Enroll Date	N2	8	8	Pass
Teacher Or Principal	O2	1	1	Pass
Candidate Year In Program	P2	1	1	Pass
Candidate Primary Ekey	Q2	4	4	Pass
Candidate Enroll Status	R2	1	1	Pass
Candidate Program Rec	S2	1	1	Pass
Candidate Complete Date	T2	8	8	Pass

2. Importing Candidate Data

a. How to upload your data file

The **Data File Upload** screen allows you to import an excel, text, or system export file into the CDE Data Pipeline system.

From the left hand panel: Select File Upload > Data File Upload

Dataset*: Designated Agency

File Type*: Designated Agency Collection

School Year*: 2018-19

Organization/LEA*: Your Designated Agency

Locate File*: Use browser to locate saved file (note – file name should not have spaces in the name)

The screenshot shows the 'Data File Upload' form with the following fields and values:

- Exception File**:
- Dataset ***: Designated Agency
- File Type ***: Designated Agency Collection
- School Year ***: [Empty]
- Organization/LEA ***: 1265-FRIENDS SCHOOL
- Locate File ***: 1265_Friends_2015.xlsx
- Submit**:

Click **Submit** to finish uploading your file.

b. How to add a single record

The **Add Record** screen will allow you to enter a single Candidate at a time through Pipeline.

From the left hand panel: Select Designated Agency > Add Record

File Type*: Designated Agency Collection

School Year*: 2018-19

Organization/LEA*: Your Designated Agency

Click **Add New Record**

Enter data for all fields according to file specifications

Add Record

Click **Submit/Add Record** to finish uploading your file.

3. Pipeline File Validation

a. Status Dashboard

The Status Dashboard will indicate the overall status of the Data for the Designated Agency.

From the left hand panel: Select Designated Agency > Status Dashboard

File Type*: Designated Agency Collection

School Year*: 2018-19

Organization/LEA*: Your Designated Agency

Status Dashboard

File Type * Designated Agency Collection School Year * Organization/LEA * 1265-FRIENDS SCHOOL

Fields marked with * are mandatory

Search

Details will display regarding errors and the overall status of the data. This will also allow the user to submit the data to CDE once it is error free.

DAG Status Dashboard (2015-16): 1265-FRIENDS SCHOOL

Data Exists Y

Validation Errors 2

Data Locked N

LEA Comments

Overall Status P

Last Updated Date 03/02/2017 01:24 PM

State Comments

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

Submit to CDE Download Sign Off Form Back

b. Business Rules

After your data is uploaded the system will process a set of rules that will enforce data combinations, integrity, and standardization of the data.

Business Rule Details for the Designation Agency Data Collection				
Name of Field	Rule #	Error Message	Field Length	Example
Designated Agency Code	DA001	Designated Agency must be a valid value and cannot be blank.	4	1234
Program Code	DA002	Designated Agency Program must be a valid value or left blank.	4	1234
Social Security Number*	DA022 DA023 DA024 DA025	<ul style="list-style-type: none"> SSN is mandatory. SSN cannot be zero-filled. SSN must be numeric. SSN must be 9 digits. 	9	123456789
First Name	DA003 DA004 DA005	<ul style="list-style-type: none"> First Name is mandatory. First Name must contain valid characters (a-z, A-Z, ' ', '-', '.', ',', '/', '_'). First Name may only contain one space between name parts (e.g. MARY ANN). 	30	Text
	DA006	Possible duplicate header records (first name, last name, birth date).		
Last Name	DA007 DA008 DA009	<ul style="list-style-type: none"> Last Name is mandatory. Last Name must contain valid characters (a-z, A-Z, ' ', '-', '.', ',', '/', '_'). Last Name may only contain one space between name parts (e.g. VAN DYKE). 	30	Text

Name of Field	Rule #	Error Message	Field Length	Example
Gender	DA010 DA011	<ul style="list-style-type: none"> Gender is an invalid code. Gender is mandatory 	2	01
Date of Birth	DA012 DA013 DA014	<ul style="list-style-type: none"> Date of Birth is mandatory. Date of Birth must be a valid date. Age of the individual must be between 18 and 88. 	8	MMDDYYYY
Staff's Ethnicity: Hispanic or Latino	DA015	Ethnicity: Hispanic or Latino is invalid.	1	0
Staff's Race: American Indian or Alaska Native	DA019	Race American Indian is invalid.	1	0
Staff's Race: Asian	DA016	Race Asian is invalid.	1	0
Staff's Race: Black or African American	DA017	Race Black or African American is invalid.	1	0
Staff's Race: White	DA020	Race White is invalid.	1	0
Staff's Race: Native Hawaiian or Other Pacific Islander	DA018	Race Native Hawaiian or other Pacific Islander is invalid.	1	0
Race/Ethnicity Fields	DA021	The five race fields ("Race: American Indian", "Race: Asian", "Race: Black", "Race: White", and "Race: Pacific Islander") cannot all = 0 (no). At least one race category must equal 1 (yes).	NA	NA

Name of Field	Rule #	Error Message	Field Length	Example
Enrollment Date	DA028	<ul style="list-style-type: none"> Enrollment Date is mandatory. 	8	MMDDYYYY
	DA029	<ul style="list-style-type: none"> Enrollment Date must be a valid date. 		
	DA045	<ul style="list-style-type: none"> Enrollment date must be 8 digits. 		
Teacher or Principal	DA026	Teacher or Principal value is invalid.	1	1
Year in Program	DA027	Year in Program value is invalid.	1	1
Endorsement Area	DA030	<ul style="list-style-type: none"> Endorsement Area is mandatory. 	4	1234
	DA035	<ul style="list-style-type: none"> Endorsement area needs to be a valid code for the Designated Agency. 		
	DA036	<ul style="list-style-type: none"> eKey value is invalid. 		
Enrollment Status	DA032	<ul style="list-style-type: none"> Enrollment status is mandatory 		1
	DA043	<ul style="list-style-type: none"> Enrollment status is an invalid code. 		
Program Recommendation	DA031 DA047	<ul style="list-style-type: none"> Program Recommendation is mandatory if enrollment status is completed. Program recommendation must be blank when enrollment status is not indicated as completed. 	1	1
Completion Date	DA033	<ul style="list-style-type: none"> Completion date is mandatory. 	8	MMDDYYYY
	DA034	<ul style="list-style-type: none"> Completion date must be a valid date. 		
	DA044	<ul style="list-style-type: none"> Completion date must be 8 digits 		
	DA046	<ul style="list-style-type: none"> Candidate completion date is mandatory if enrollment status is completed. 		
	DA048	<ul style="list-style-type: none"> Candidate completion date must be blank when enrollment status is not set to completed 		

c. Pipeline Error Reporting

Most likely one will run across a Business Rule error or two after importing data. To view the details of the errors in order to correct them, select Pipeline Reports > Error Report

Dataset*: Designated Agency

File Type*: Designated Agency Collection

School Year*: 2018-19

Organization/LEA: Your Designated Agency

Error Type*: Errors and Warnings

Enter data for all fields according to file specifications > Click **Search** to view errors

A list of errors will be presented: check select box to view desired error, click **View Details**.

Error Report

Dataset * File Type *
 School Year * Organization/LEA *
 Error Type *

Search

[Select All](#) | [Deselect All](#) | [Excel](#)

Select	Error Code	Error Type	Error Message	Count
<input checked="" type="checkbox"/>	DA021	E	The five race fields ("Race: American Indian", "Race: Asian", "Race: Black", "Race: White", and "Race: Pacific Islander") cannot all = 0 (no). At least one race category must equal 1 (yes).	1
<input checked="" type="checkbox"/>	DA028	E	Enrollment date is mandatory.	2
<input checked="" type="checkbox"/>	DA033	E	Completion date is mandatory.	1
<input checked="" type="checkbox"/>	DA035	E	Endorsement area needs to be a valid code for the Designated Agency.	2
<input checked="" type="checkbox"/>	DA047	E	Program recommendation must be blank when enrollment status is not set to completed.	1
<input checked="" type="checkbox"/>	DA048	E	Candidate completion date must be blank when enrollment status is not set to completed.	1

View Details

d. Cognos Report

The Cognos Report provides an additional validation tool. Available within the Cognos Report option is a Data Summary report, which summarizes the data submitted by variable. Click Cognos Report → Designated Agency Data Collection → Data Summary.

Other reports available under the Cognos Report option include exportable error reports.

4. Error Corrections:

There are 2 ways to correct Business Rule errors in the Data Pipeline system:

a. Re-import File

Edit the details in your file and re-import the file following the steps in the file import section. Repeat error checking steps until the error count is zero.

b. Edit Record Screen

The Edit Record Screen allows one to edit record(s) through the Data Pipeline system without re-importing a file.

From the left hand panel: Select Designated Agency > Edit Record

Dataset*: Designated Agency

File Type*: Designated Agency Collection

School Year*: 2018-19

Error Records*: All

Organization/LEA*: Your Designated Agency

Click **Search** to view errors.

Edit Record

File Type * Designated Agency Collection

Organization/LEA * 1265-FRIENDS SCHOOL

School Year *

Batch ID * 46298 - 03/02/2017 01:55 PM

Error Records All

Fields marked with * are mandatory

Search

All Business Rule errors will be shaded Red. Locate the red fields and edit the data to correct the error.

Click the check box before saving the new record. Click **Save**.

Edit Record

Sort Order #1 Designated Agency Code

Sort Order #2 Designated Agency Program Code

Sort Order #3 Candidate's Last Name

Sort Data

Fields shown in RED have an error

Total # of Records : 2 Go to Standard View

#	vs Hawaiian or Other Pacific Islander	Teacher or Principal	Candidate year in program	Candidate Primary Endorsement Key	Candidate Enrollment Status	Candidate Program Recommendation	Candidate completion date	
<input type="checkbox"/>	1	0-No	1-Teacher	1-First Year	1540-Science Education (7-12)	2-Completed	1	0.00000000
<input type="checkbox"/>	2	0-No	1-Teacher	1-First Year	1525-Elementary Education (K-6)	1-Currently enrolled - full time	1	0.00000000

Page 1 of 1 < > << >> 25 Per Page

Save
Delete
Back

5. Submit to CDE

After resolving all errors, the designated agencies will be asked to submit their data to the CDE. Users can do this by going to the Status Dashboard screen and clicking the **Submit to CDE** button.

DAG Status Dashboard (2015-16): 1265-FRIENDS SCHOOL

Data Exists	<input type="text" value="Y"/>	Overall Status	<input type="text" value="P"/>
Validation Errors	<input type="text" value="0"/>	Last Updated Date	03/02/2017 03:02 PM
Data Locked	<input type="text" value="N"/>	State Comments	<input type="text"/>
LEA Comments	<input type="text" value="Sample text"/>		

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

Submit to CDE **Download Sign Off Form** **← Back**

6. Sign Off

Designated Agencies are required to sign off that the data is correct and accurate. Users can do this by going to the Status Dashboard screen and clicking **Download Sign Off Form**. Then, sign and return the form to Educator Development at Educator_Development@cde.state.co.us

DAG Status Dashboard (2015-16): 1265-FRIENDS SCHOOL

- Data accepted for LEA 1265 successfully

Data Exists	<input type="text" value="Y"/>	Overall Status	<input type="text" value="A"/>
Validation Errors	<input type="text" value="0"/>	Last Updated Date	03/02/2017 03:03 PM
Data Locked	<input type="text" value="Y"/>	State Comments	<input type="text"/>
LEA Comments	<input type="text" value="Sample text"/>		

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

Submit to CDE **Download Sign Off Form** **← Back**

7. Cross-LEA Validation

Once all of the Designated Agencies have uploaded and submitted error-free data, a duplicate record check across Designated Agencies will be run by CDE. Any DAs with duplicate candidates will be contacted to correct records accordingly.