

How to load the IEP files in Data Pipeline

Data Pipeline Special Education Special Education IEP Interchange Overview, File Layouts (Child and Participation), Business Rules, Excel Template, Trainings, and Additional Resources may be found on the CDE Website at http://www.cde.state.co.us/datapipeline/inter_sped-iep.

In order to upload “IEP” Child and Participation interchange files to the Data Pipeline system the Administrative Unit respondent will first need the **SPE** role assigned by the Administrative Unit Local Access Manager (LAM) in the Colorado Department of Education Identity Management System (IdM). Please find additional information about IDM on the CDE Website under Identity Management <https://cdeapps.cde.state.co.us/faqs.html>

Below are the user groups relative to the **SPE** group

- **Interchange User roles:**
 - **LEA Viewer:** able to view data. *Read only access*
 - **LEA User:** *able to upload, edit, and submit data to Interchange*

EXAMPLES

DOUGLAS_RE1 PIPELINE-18010-SPE~LEAUSER Submit and Modify Role

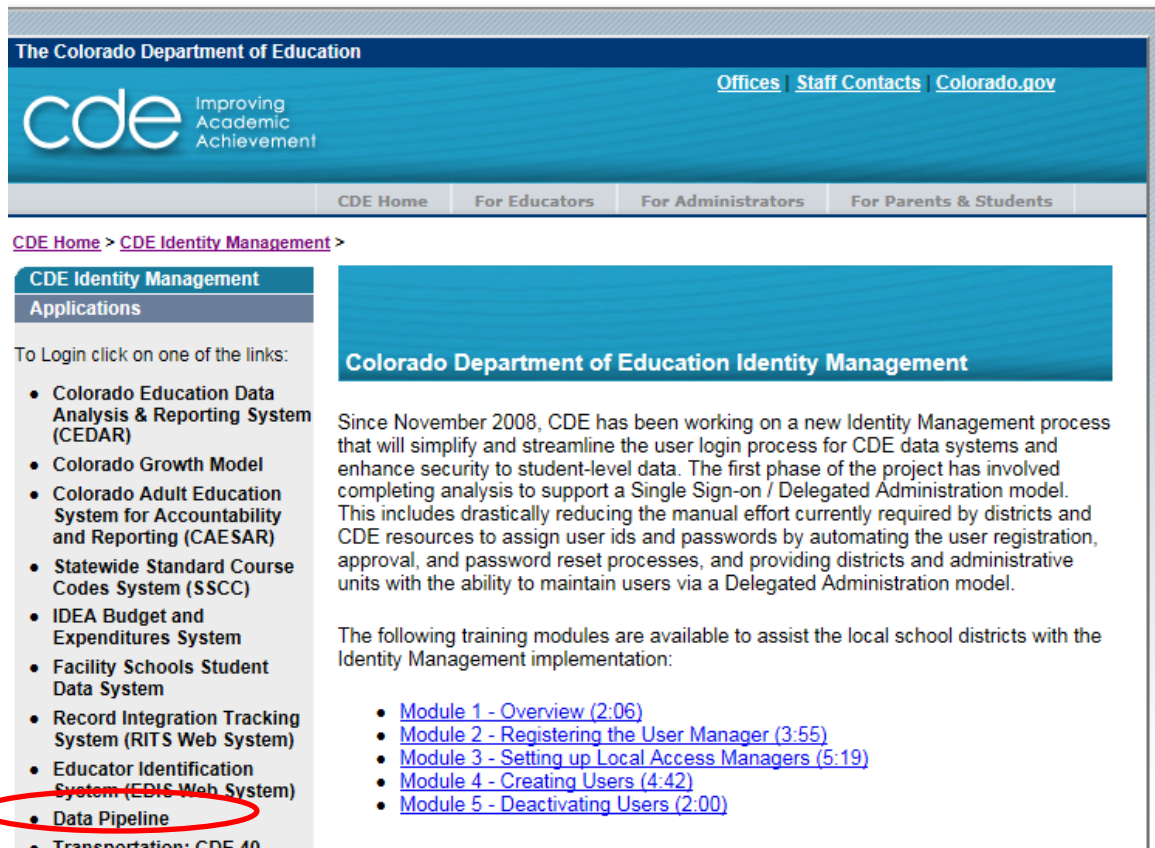
DOUGLAS_RE1 PIPELINE-18010-SPE~LEAVIEWER Read-Only Role

Notice the 5 Digit Administrative Unit Code associated with the group

How to load the IEP files in Data Pipeline

Logging into the Data Pipeline system

1. Once you have a **SPE** role you will be able to access the Data Pipeline System. You can access CDE Identity Management Applications from the Colorado Department of Education Identity Management page here <https://cdeapps.cde.state.co.us/index.html>



The screenshot shows the Colorado Department of Education (CDE) Identity Management page. The header includes the CDE logo and navigation links for Offices, Staff Contacts, and Colorado.gov. Below the header, there are tabs for CDE Home, For Educators, For Administrators, and For Parents & Students. The main content area is titled 'CDE Identity Management Applications' and lists various systems. The 'Data Pipeline' link is circled in red. To the right, there is a section titled 'Colorado Department of Education Identity Management' with a paragraph explaining the new process and a list of training modules.

CDE Identity Management Applications

To Login click on one of the links:

- Colorado Education Data Analysis & Reporting System (CEDAR)
- Colorado Growth Model
- Colorado Adult Education System for Accountability and Reporting (CAESAR)
- Statewide Standard Course Codes System (SSCC)
- IDEA Budget and Expenditures System
- Facility Schools Student Data System
- Record Integration Tracking System (RITS Web System)
- Educator Identification System (EDIS Web System)
- **Data Pipeline**
- Transportation: CDE 40

Colorado Department of Education Identity Management

Since November 2008, CDE has been working on a new Identity Management process that will simplify and streamline the user login process for CDE data systems and enhance security to student-level data. The first phase of the project has involved completing analysis to support a Single Sign-on / Delegated Administration model. This includes drastically reducing the manual effort currently required by districts and CDE resources to assign user ids and passwords by automating the user registration, approval, and password reset processes, and providing districts and administrative units with the ability to maintain users via a Delegated Administration model.

The following training modules are available to assist the local school districts with the Identity Management implementation:

- [Module 1 - Overview \(2:06\)](#)
- [Module 2 - Registering the User Manager \(3:55\)](#)
- [Module 3 - Setting up Local Access Managers \(5:19\)](#)
- [Module 4 - Creating Users \(4:42\)](#)
- [Module 5 - Deactivating Users \(2:00\)](#)

2. You may also access the Data Pipeline directly from the following link which will take you to the login screen:

<https://cdeapps.cde.state.co.us/CDEAccess/login.jsp>

How to load the IEP files in Data Pipeline

- Please enter your username and password and press "Login". Your user name is your email address.

The Colorado Department of Education

[Offices](#) | [Staff Contacts](#) | [Colorado.gov](#)

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[CDE Home](#) > [CDE Access Management](#) >

Colorado Department of Education - Single Sign-On

Username:

Password:

[Username: Email Address](#)

[I forgot my password](#)

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.

Any questions or comments on the organization or operation of this site? [Please contact the CDE Identity Manager](#) Last modified: May 5, 2009

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[Title IX](#) [Accessibility](#) [Disclaimer](#) [Privacy](#)

- If you don't remember your password you can use the "I forgot my password" link to reset your password.
- The system will display a screen similar to the screenshot below. The buttons on the left side of the system will depend strictly on the groups assigned in Access Management.

https://cdx.cde.state.co.us/pipeline/ Welcome

File Edit View Favorites Tools Help

Suggested Sites ADE Replacement Project Bug 2101 processed CDE Home Colorado Department of E... Colorado Depart...

cde Improving Academic Achievement **Data Pipeline**

Oct 15, 2015 | 10:38:02 AM Welcome [Kristi Gleason CDE Admin](#)

[File Upload](#)

[Special Education](#)

How to load the IEP files in Data Pipeline

With the **SPE** role you should see the following links:

- File Upload
 - Batch Maintenance
 - Format Checker
 - Data File Upload
 - Validation Report
- Special Education
 - Status Dashboard
- Pipeline Reports
- COGNOS Report
 - Special Education IEP
 - Special Education Child Error Detail Report
 - Special Education Child Error Summary Report
 - Special Education IEP and Student Profile Comparison
 - Special Education Student Participation Error Detail Report
 - Special Education Student Participation Error Summary Report
 - Students in the IEP Interchange and not in the Student Interchange Report

The next steps assume you've already created the interchange files and are ready to upload them to the Data Pipeline.

File Formatting

Data Pipeline accepts csv, text, and excel

Data Pipeline requires a header for csv and excel

Data Pipeline only accepts field delimiters of: , | ~

Include leading zeros (o) for required fields (e.g. 01 or 02 for gender)

How to load the IEP files in Data Pipeline

Uploading data into the Data Pipeline system

1. Click on the File Upload menu option. This will display the options under File Upload
The first time you upload the file you want to use the Format Checker option. We are going to validate the fields in the spreadsheet. In order to upload a Special Education IEP Child or Special Education IEP Participation Interchange file you will need the LEAUSER role. **The system will read the first row of data** (not header records).

https://cdx.cde.state.co.us/pipeline/FormatChecker

File Edit View Favorites Tools Help

Suggested Sites ADE Replacement Project Bug 2101 processed CDE Home Colorado Department of E... Colorado Department of

cde Improving Academic Achievement Data Pipeline

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File Upload

Batch Maintenance

Format Checker

Data File Upload

Validation Report

+ Special Education

+ Student Profile

+ Staff Profile

+ Discipline

+ EDIS

+ Dataset Administration

+ Pipeline Reports

+ Cognos Report

Format Checker

Dataset * Special Education IEP Interchange

File Type * Special Education Child

School Year * 2014-15

File Name * Browse...

Upload

2. Enter the values into the format checker screen. We are going to load the “Special Education Child” file first. This means we need to select the following values:
 - a) Dataset = Special Education IEP Interchange
 - b) File Type = Special Education Child
 - c) School Year = 2015-16
 - d) File Name – click on “Browse” button to locate the file
 - e) Once the file has been selected click on the “Upload” button

How to load the IEP files in Data Pipeline

3. Once you have “Uploaded” the file, the system will process for a minute or two and the screen will display either a “Pass” or “Fail” result.
 - a) All of the fields should say **Pass**.
 - b) A “Fail” Result typically means the bytes of a particular field are off from the bytes expected.
 - a. If you receive “Fail” Results make changes to the interchange file in the affected fields that are failing. We suggest you have the File Layout and Definitions document handy to ensure the characters of a file are as expected. The document may be found here <http://www.cde.state.co.us/datapipeline/201516spedchildfilelayout>.
 - b. An example of a “Fail” Result might be that you only have 7 numbers in the Student Birth Date and the system requires 8 in the MMDDYYYY format.
 - c.

Below is an example of a file with “Pass” Results. Once the Result for all fields is “Pass” you are now ready to upload your file.

The screenshot shows the 'Format Checker' interface in a web browser. The left sidebar contains a navigation menu with options: Format Checker, Data File Upload, Validation Report, Special Education, Student Profile, Staff Profile, Discipline, EDIS, Dataset Administration, Pipeline Reports, and Cognos Report. The main content area displays the upload form and a results table.

Upload Form:

- Dataset: Special Education IEP Interchange
- File Type: Special Education Child
- School Year: 2015-16
- File Name: [Empty field] Browse...
- Upload button

Results Table:

| Data Element Name | Excel Column | Data Element Length | Original Length From File | Result |
|-------------------------------|--------------|---------------------|---------------------------|--------|
| Admin Unit Code | A2 | 5 | 5 | Pass |
| Sasid | B2 | 10 | 10 | Pass |
| Lasid | C2 | 10 | 10 | Pass |
| First Name Student | D2 | 30 | 3 | Pass |
| Middle Name Student | E2 | 30 | 5 | Pass |
| Last Name Student | F2 | 30 | 6 | Pass |
| Gender Student | G2 | 2 | 2 | Pass |
| Birth Date Student | H2 | 8 | 8 | Pass |
| Eli Yn | I2 | 1 | 1 | Pass |
| Ethnicity Student | J2 | 1 | 1 | Pass |
| Race Indian Student | K2 | 1 | 1 | Pass |
| Race Asian Student | L2 | 1 | 1 | Pass |
| Race Black Student | M2 | 1 | 1 | Pass |
| Race White Student | N2 | 1 | 1 | Pass |
| Race Hawaiian Student | O2 | 1 | 1 | Pass |
| District Of Residence Student | P2 | 4 | 4 | Pass |
| State Parents Residence | Q2 | 2 | 2 | Pass |
| District Parents Residence | R2 | 4 | 4 | Pass |
| Address Student | S2 | 50 | 21 | Pass |
| Address City Student | T2 | 30 | 6 | Pass |
| Address State Student | U2 | 2 | 2 | Pass |
| Address Zip Student | V2 | 9 | 9 | Pass |
| Telephone Primary Student | W2 | 10 | 10 | Pass |

How to load the IEP files in Data Pipeline

- Now that all of the fields at least as far as the first row goes are now valid (Result = **Pass**), continue on to Data File Upload. Click on Data File Upload on the left side of the menu. You will see a screen similar to below. Reminder, the file may not be open while it's being uploaded and the file name may not contain any spaces.

The screenshot shows a web browser window with the URL <https://cdx.cde.state.co.us/pipeline/DataFileU>. The browser's address bar shows the page title "Data File Upload". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The browser's status bar shows "Suggested Sites" and "ADE Replacement Project". The browser's tabs show "Data File Upload" and "Public Folders - IBM Cognos...".

The page header features the "cde" logo, the text "Improving Academic Achievement", and the title "Data Pipeline". The page content includes a sidebar on the left with a menu of options: "File Upload", "Batch Maintenance", "Format Checker", "Data File Upload" (highlighted with a red circle), "Validation Report", "Special Education", "Student Profile", "Staff Profile", "Discipline", "EDIS", "Dataset Administration", "Pipeline Reports", and "Cognos Report".

The main content area is titled "Data File Upload" and contains a form with the following fields:

- Exception File: ☐
- Dataset *: Special Education IEP Interchange (dropdown menu)
- File Type *: Special Education Child (dropdown menu)
- School Year *: 2014-15 (dropdown menu)
- Organization/LEA *: 18010-DOUGLAS RE-1 (dropdown menu)
- Locate File *: Browse...
- Upload Type *: ☐ Append ☐ Replace
- Submit (green button)

How to load the IEP files in Data Pipeline

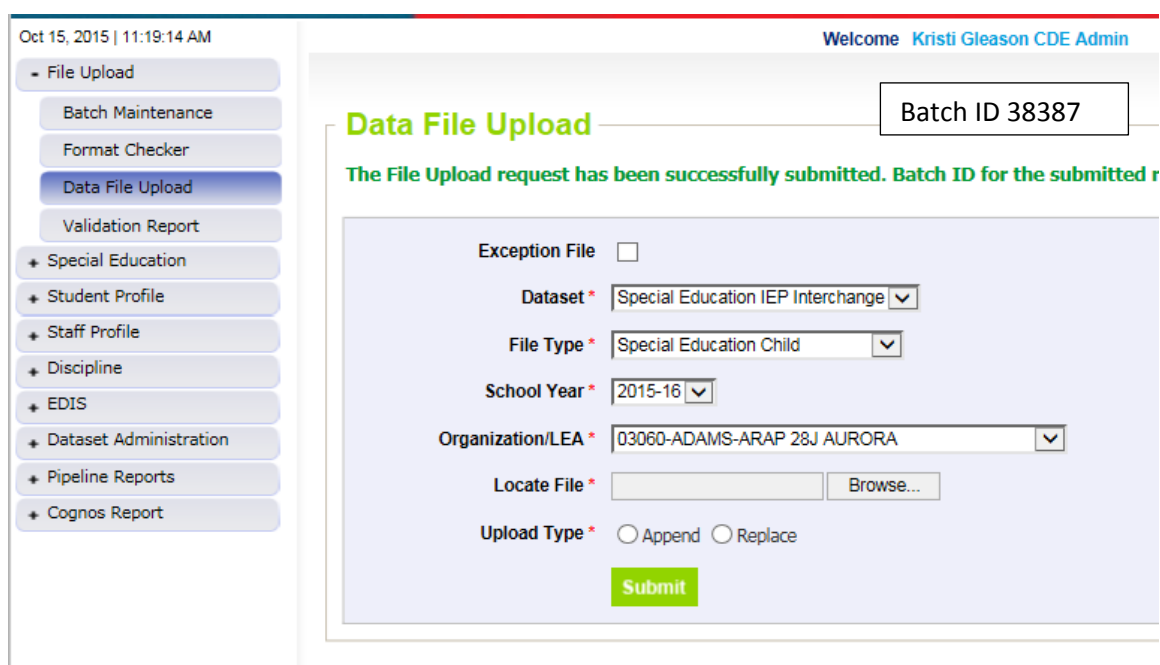
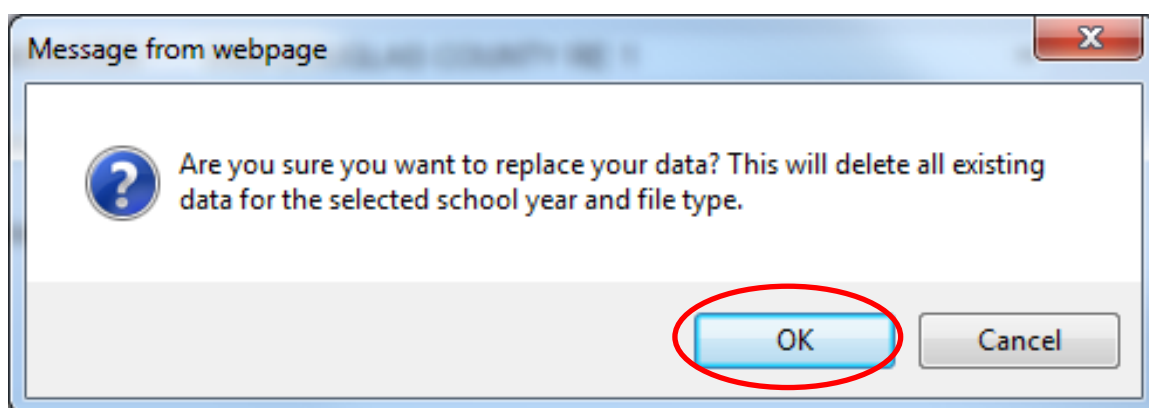
We will go through a similar process as to what we did with the Format Checker. Please select the following values:

- a) Dataset = Special Education IEP Interchange
- b) File Type = Special Education Child
- c) School Year = 2015-16
- d) Organization/LEA = <your Administrative Unit> (in the example I used 18010 –DOUGLAS RE-1)
- e) Locate File = Browse...
- f) You are given a choice to append records or replace them.
 - a. Append will append the records to any existing records. Not Suggested.
 - b. Replace will delete all existing data and load the data in the file. (We suggest **REPLACING** the file each time)
- g) After you choose the Upload Type hit Submit

The screenshot shows the 'Data Pipeline' web application interface. On the left is a sidebar menu with options like 'File Upload', 'Batch Maintenance', 'Format Checker', 'Data File Upload', and 'Validation Report'. The 'Format Checker' option is circled in red. The main content area is titled 'Data File Upload' and contains a form with the following fields: 'Exception File' (checkbox), 'Dataset' (dropdown menu with 'Special Education IEP Interchange' selected and circled in red), 'File Type' (dropdown menu with 'Special Education Child' selected), 'School Year' (dropdown menu with '2015-16' selected), 'Organization/LEA' (dropdown menu with '66080-DIVISION OF YOUTH SERVICES' selected), 'Locate File' (text input field with 'Z:\Exceptional Students Se' and a red arrow pointing to it), and 'Upload Type' (radio buttons for 'Append' and 'Replace', with 'Replace' selected and circled in red). A green 'Submit' button is at the bottom of the form. The top of the browser window shows the URL 'https://cdx.cde.state.co.us/pipeline/DataFileU' and a 'Data File Upload' tab.

- a) If you chose to Replace the file, a message box will display with the message “Are you sure you want to replace your data? This will delete all existing data for the selected school year and file type.”
 - a. Select OK

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5. The system is now processing the file.
 - a) You will get a similar message in the Data Pipeline system to the one above in green indicating the File Upload request has been successfully submitted.
 - b) The system will generate a Batch ID (Remember this later when you check to ensure the file uploaded successfully)
 - c) The system will send you an email once the file has been processed. Below is a sample of an email you might receive when a file is processed.
 - i. If you do not receive this email, please check your junk mail. This email may be identified as junk email.

How to load the IEP files in Data Pipeline

Special Education IEP Interchange Processed by Data Pipeline for School Year 2015-16:

File Type: SPED Student Demographic Information

Batch ID: 38387

District: 03060 – ADAMS-ARAP 28J AURORA

Date: 10/21/2015 11:49 AM

Collection Type: Special Education IEP Interchange - SPED Student Demographic Information

Name: Kristi Gleason

User ID: gleasonk_k@cde.state.co.us

Email: gleasonk_k@cde.state.co.us

Record Count: 6916

Error Count: 0

Data Pipeline can be accessed here: <https://cdx.cde.state.co.us/pipeline>

- d) If you receive an error loading the file, please make sure the spreadsheet is not open on your system. The spreadsheet cannot be open while you are trying to load the data. If this is not the problem and you are still receiving an error, please contact CDE so we can help trouble shoot the problem. Do NOT send the file via email as this would be out of compliance with privacy regulations.
6. You may also verify the file successfully uploaded by going to Batch Maintenance under File Upload. Please select the following values:
- a) Dataset = Special Education IEP Interchange
 - b) File Type = Special Education Child
 - c) School Year = 2015-16
 - d) Organization/LEA = <Administrative Unit> (in the example I used 03060 – ADAMS 28J AURORA)
 - e) Submit

Oct 15, 2015 | 02:40:17 PM

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Batch Maintenance

Format Checker

Data File Upload

Validation Report

Special Education

Student Profile

Staff Profile

Discipline

EDIS

Dataset Administration

Pipeline Reports

Cognos Report

Batch Maintenance

Dataset * Special Education IEP Interchange

File Type * Special Education Child

School Year * 2015-16

Organization/LEA * 03060-ADAMS-ARAP 28J AURORA

Submitted By Me ☒

Submit

Excel

| Select | Batch ID | File Name | Record Count | Errors Count | Processed Indicator | Submitted User | Submitted Date |
|-------------------------------------|----------|--------------------------|--------------|--------------|---------------------|---------------------------|---------------------|
| <input checked="" type="checkbox"/> | 38387 | AU03060Childwograde.xlsx | 6916 | 0 | Yes | gleason_k@cde.state.co.us | 10/15/2015 11:19 AM |

Page 1 of 1

25 Per Page

Total No. of Records: 1

Delete Download

How to load the IEP files in Data Pipeline

The Batch ID will match up with the email notification and the previous screen where we uploaded the file. You'll notice there are 6916 records with an error count of 0. Be sure the Processed Indicator is Yes and the record count is not 0. Verify the record count matches up with the record count in your file.

7. If you need to download the latest file submitted or delete it click on the select button and choose Delete or Download.
8. You can also validate that the file successfully processed by choosing Validation Report under File Upload in the left menu. Please select the following values:
 - a) Dataset = Special Education IEP Interchange
 - b) File Type = Special Education Child
 - c) School Year = 2015-16
 - d) Organization/LEA = <your administrative unit> (in the example I used 03060 ADAMS ARAP 28J AURORA)
 - e) Batch ID will automatically populate with the last batch
 - f) View Report
 - g) Screen should display a summary of the errors in the file.

Oct 15, 2015 | 02:49:50 PM

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Logout

File Upload

Batch Maintenance

Format Checker

Batch ID Upload

Validation Report

Special Education

Student Profile

Staff Profile

Discipline

EDIS

Dataset Administration

Pipeline Reports

Cognos Report

Validation Report

No records in error for this batch ID.

Dataset * Special Education IEP Interchange

File Type * Special Education Child

School Year * 2015-16

Organization/LEA * 03060-ADAMS-ARAP 28J AURORA

Batch ID * 38387 - 10/15/2015 11:19 AM

View Report

- a) Congratulations!!! You have uploaded a Special Education “Child” file in the Data Pipeline system. Now upload the Special Education “Participation” Interchange file following the same outlined steps.