

P-EBT Data Collection

Data Pipeline Instructions

To access the Colorado Department of Education Data Pipeline, click

<https://www.cde.state.co.us/idm/datapipeline>.

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.



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:

[Forgot your password?](#)

Log in using your existing credentials.

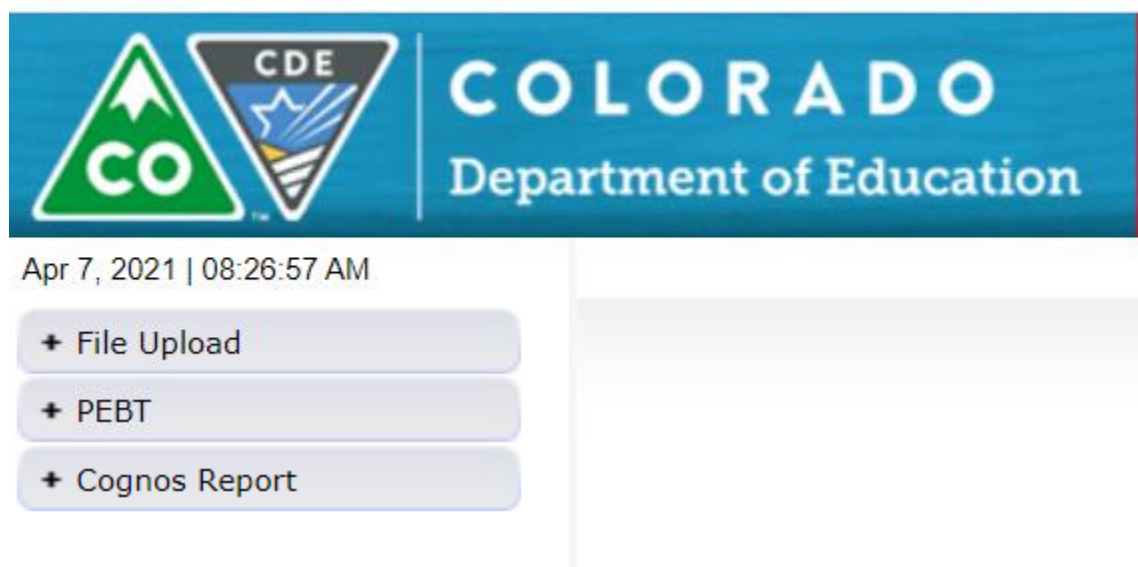
This institution is an equal opportunity provider.

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

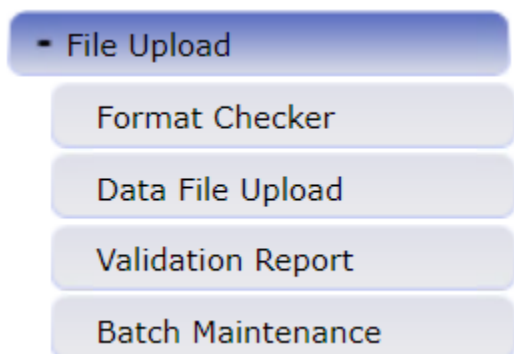
Each District should have an identified Data Respondent who is familiar with the CDE Data Pipeline and the process for submitting data to the State.

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.

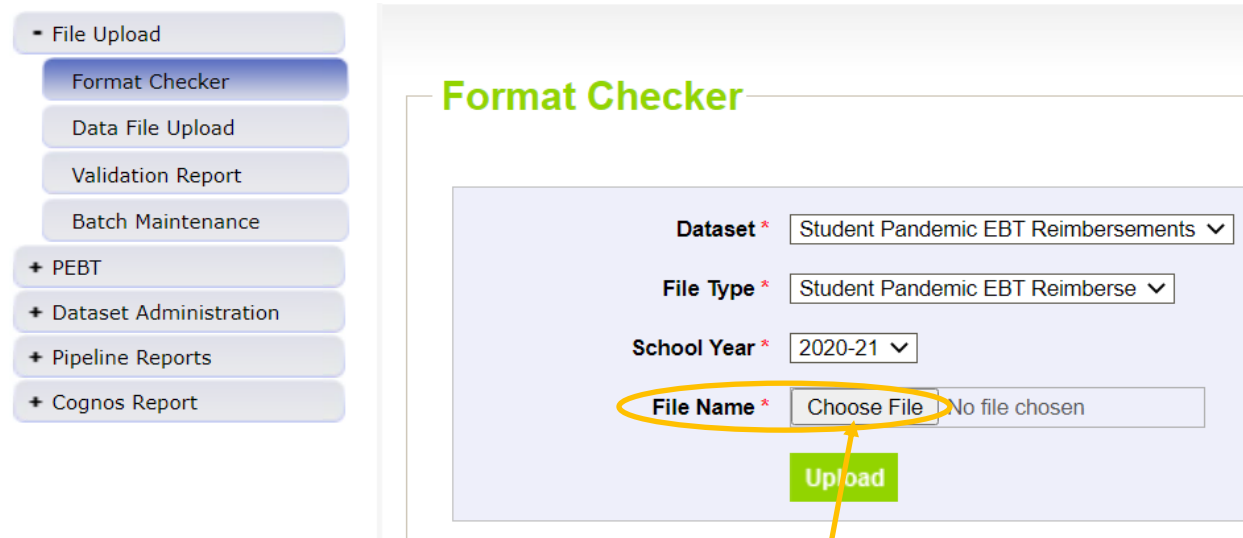
The Data Respondent will need to ensure they have the Identity Management (IDM) role for the P-EBT collection set to [PIPELINE-####-PBT~LEAAPPROVER](#) where #### is the district code. They will also need to go into the Data Pipeline and assign themselves to the P-EBT data collection.



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



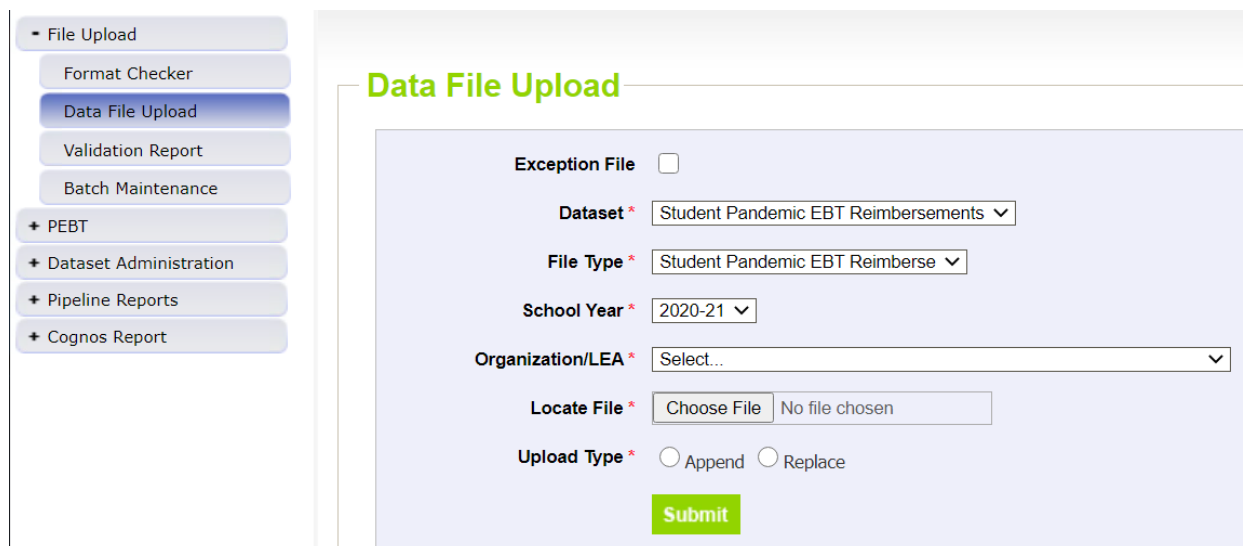
The File Upload function allows the user to complete the four actions above.



The screenshot shows the 'Format Checker' interface. On the left is a sidebar with a menu: 'File Upload' (expanded), 'Format Checker' (selected), 'Data File Upload', 'Validation Report', 'Batch Maintenance', 'PEBT', 'Dataset Administration', 'Pipeline Reports', and 'Cognos Report'. The main content area is titled 'Format Checker' in green. It contains a form with the following fields: 'Dataset *' (dropdown menu showing 'Student Pandemic EBT Reimbursements'), 'File Type *' (dropdown menu showing 'Student Pandemic EBT Reimburse'), 'School Year *' (dropdown menu showing '2020-21'), and 'File Name *' (text input field showing 'Choose File' and 'No file chosen'). The 'File Name' field is circled in orange, and an orange arrow points from the 'Choose File' button to the 'Upload' button below it. The 'Upload' button is a green rectangle with white text.

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.



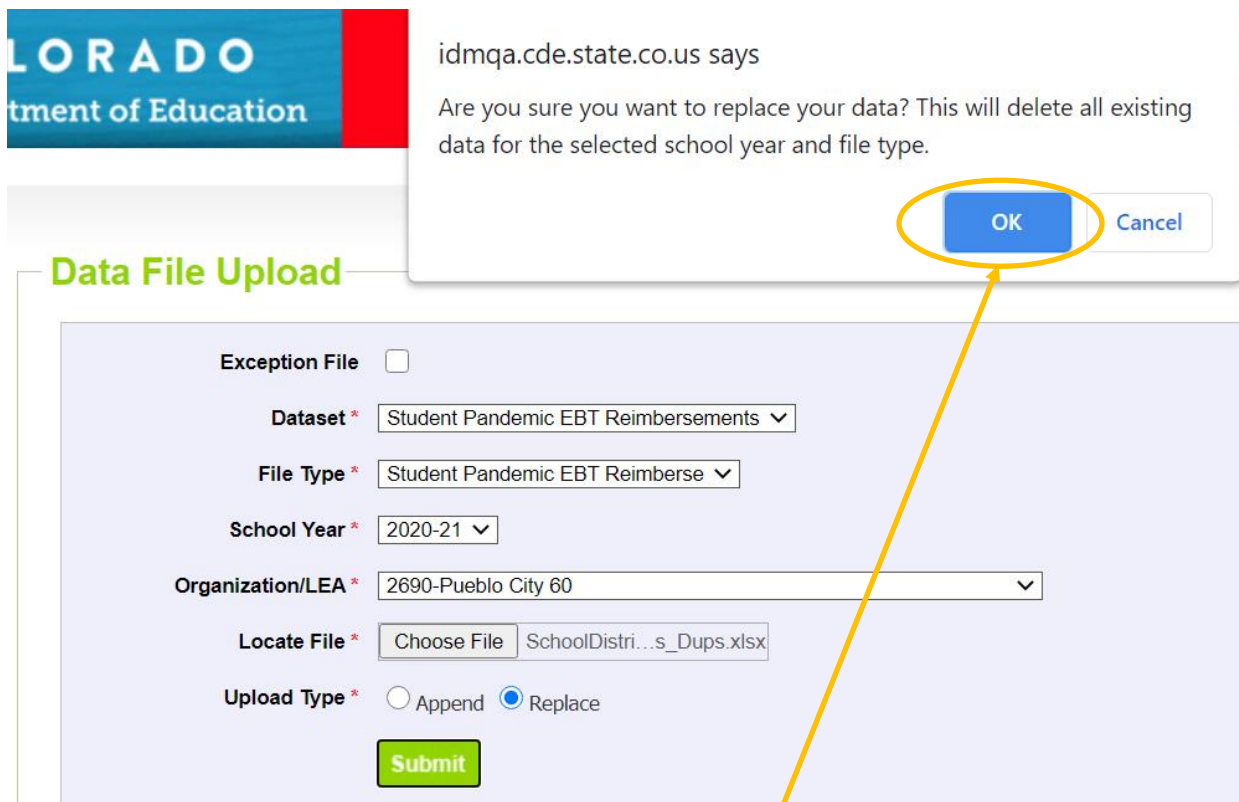
The screenshot shows the 'Data File Upload' interface. On the left is the same sidebar as in the previous screenshot. The main content area is titled 'Data File Upload' in green. It contains a form with the following fields: 'Exception File' (checkbox), 'Dataset *' (dropdown menu showing 'Student Pandemic EBT Reimbursements'), 'File Type *' (dropdown menu showing 'Student Pandemic EBT Reimburse'), 'School Year *' (dropdown menu showing '2020-21'), 'Organization/LEA *' (dropdown menu showing 'Select...'), 'Locate File *' (text input field showing 'Choose File' and 'No file chosen'), and 'Upload Type *' (radio buttons for 'Append' and 'Replace'). The 'Submit' button is a green rectangle with white text.

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. This will ensure your complete file is uploaded. Select Append only if you are adding a subset of records to an existing upload.



Colorado Department of Education

idmqa.cde.state.co.us says

Are you sure you want to replace your data? This will delete all existing data for the selected school year and file type.

OK Cancel

Data File Upload

Exception File ☐

Dataset * Student Pandemic EBT Reimbursements ▼

File Type * Student Pandemic EBT Reimburse ▼

School Year * 2020-21 ▼

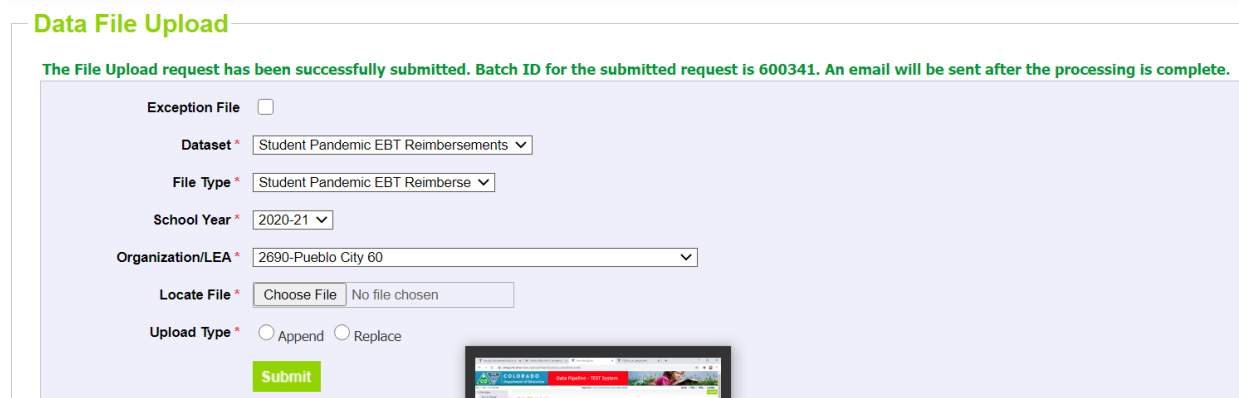
Organization/LEA * 2690-Pueblo City 60 ▼

Locate File * Choose File SchoolDistri...s_Dups.xlsx

Upload Type * ☐ Append ☒ Replace

Submit

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



Data File Upload

The File Upload request has been successfully submitted. Batch ID for the submitted request is 600341. An email will be sent after the processing is complete.

Exception File ☐

Dataset * Student Pandemic EBT Reimbursements ▼

File Type * Student Pandemic EBT Reimburse ▼

School Year * 2020-21 ▼

Organization/LEA * 2690-Pueblo City 60 ▼

Locate File * Choose File No file chosen

Upload Type * ☐ Append ☐ Replace

Submit

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
-
- 1) Validation Report

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

Validation Report

Dataset * Student Pandemic EBT Reimbursements
File Type * Student Pandemic EBT Reimburse
School Year * 2020-21
Organization/LEA * Select...
Batch Id * Select...
View 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

Dataset * Student Pandemic EBT Reimbursements
File Type * Student Pandemic EBT Reimburse
School Year * 2020-21
Organization/LEA * Select...
Batch Id * Select...
View Report

Error Code	Error Type	Error Message	Count
99999	E	The SASID is invalid or name, birth date, or gender doesn't match what's 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.

2) Status Dashboard

- File Upload
- PEBT
- Status Dashboard**
- Edit Record
- Dataset Administration
- Pipeline Reports
- Cognos Report

Status Dashboard

File Type * Student Pandemic EBT Reimburse
School Year * 2020-21
Organization/LEA * 1040-Academy 20
Submit

Under the PEBT function, select Status Dashboard.

Select your District and click on the Submit button.

Status Dashboard

File Type * Student Pandemic EBT Reimburse
School Year * 2020-21
Organization/LEA * 2690-Pueblo City 60
Submit

Finalized : No

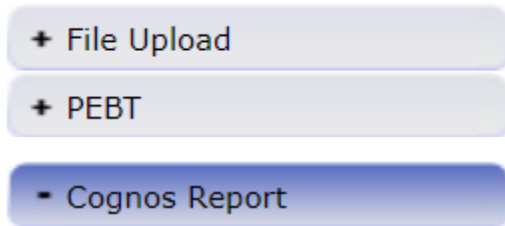
Please note: Not all data issues are presented as warnings or errors. Review Cognos data reports for additional analysis regarding data quality.

[Excel](#)

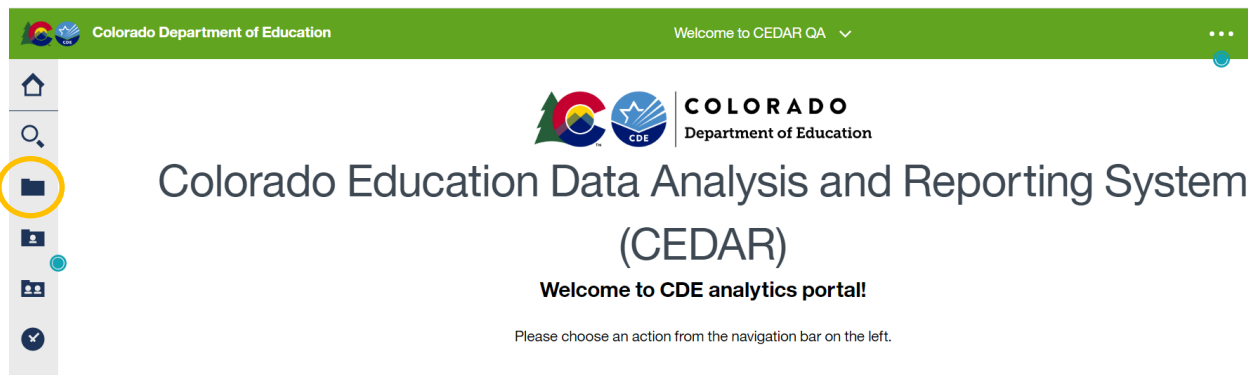
	LEA	Data Exists	Total Records	Validation Errors	RITS Errors	Ignore Errors	Overall Status	Data Locked	Last Updated Date
<input type="radio"/>	2690-PUEBLO CITY 60	Y	102	42	102	N	P	N	04/07/2021

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.

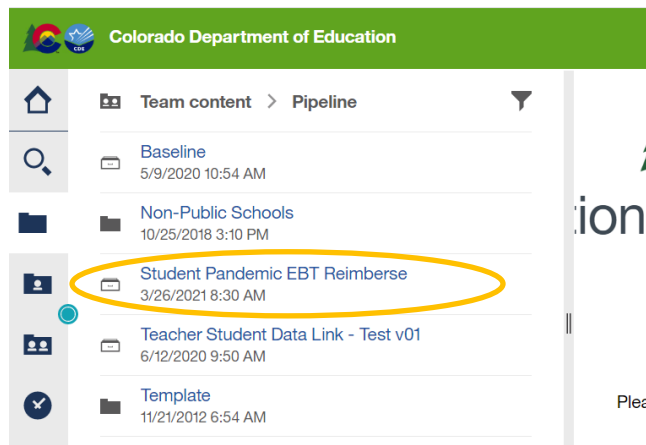
3) Cognos Report



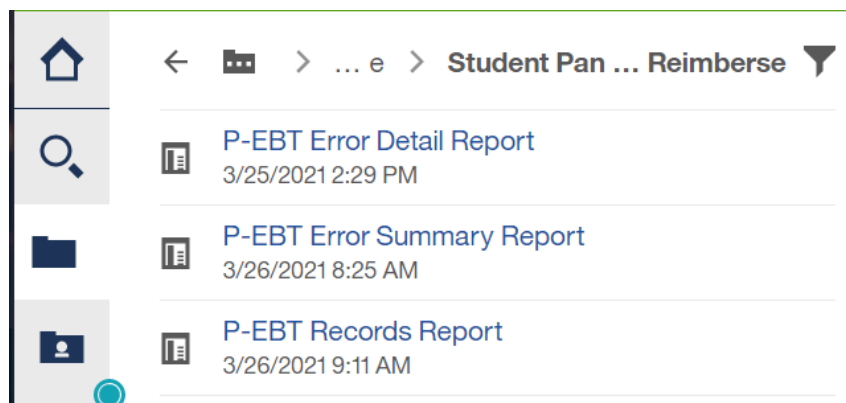
Click on the Cognos Report button. This will open a new window and allow you to select the Cognos Report you want to generate.



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



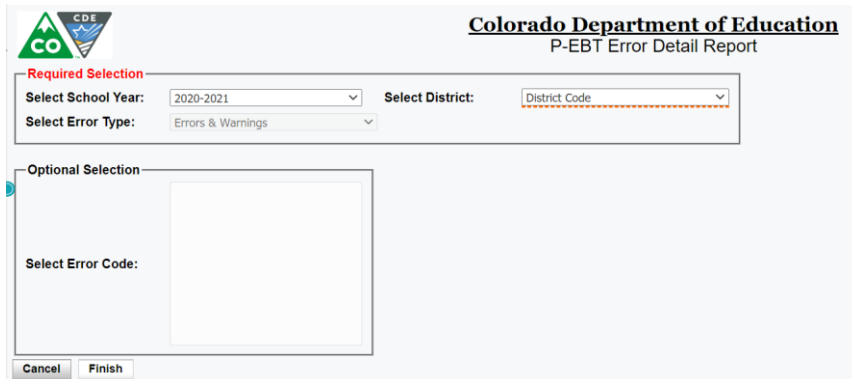
Click on the Student Pandemic EBT Reimburse option.



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.



Colorado Department of Education
P-EBT Error Detail Report

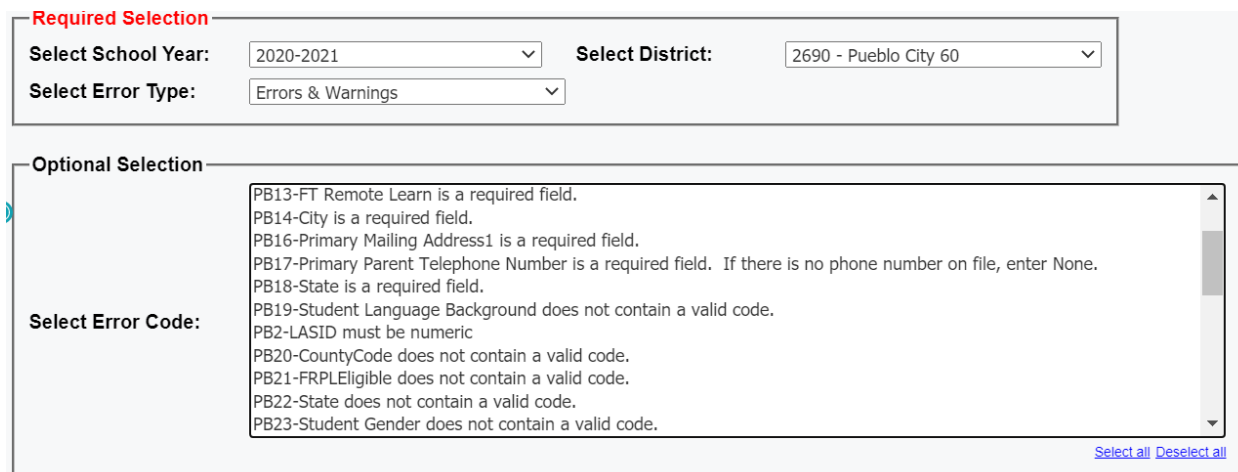
Required Selection

Select School Year: 2020-2021
Select Error Type: Errors & Warnings
Select District: District Code

Optional Selection

Select Error Code:

Cancel Finish



Required Selection

Select School Year: 2020-2021
Select Error Type: Errors & Warnings
Select District: 2690 - Pueblo City 60

Optional Selection

Select Error Code:

- PB13-FT Remote Learn is a required field.
- PB14-City is a required field.
- PB16-Primary Mailing Address1 is a required field.
- PB17-Primary Parent Telephone Number is a required field. If there is no phone number on file, enter None.
- PB18-State is a required field.
- PB19-Student Language Background does not contain a valid code.
- PB2-LASID must be numeric
- PB20-CountyCode does not contain a valid code.
- PB21-FRPLEligible does not contain a valid code.
- PB22-State does not contain a valid code.
- PB23-Student Gender does not contain a valid code.

[Select all](#) [Deselect all](#)

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

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.

Data File Upload

Exception File ☐

Dataset * Student Pandemic EBT Reimbursements

File Type * Student Pandemic EBT Reimburse

School Year * 2020-21

Organization/LEA * 2690-Pueblo City 60

Locate File * Choose File SchoolDistri...s_Dups.xlsx

Upload Type * ☐ Append ☒ Replace

Submit

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

File Upload

PEBT

Status Dashboard

Edit Record

Dataset Administration

Pipeline Reports

Cognos Report

Edit Record

File Type * Student Pandemic EBT Reimburse

School Year * 2020-21

Error Records All

Organization/LEA * Select...

Batch ID * All

Fields marked with * are mandatory

Search

Enter your District and click on the Search button.

Edit Record

Fields shown in RED have an error

Total # of Records : 102

Go to Standard View

#	Primary Parents Address	Secondary Parents Address	Parents Address City	Parents Address State	Parents Address Zip	County Code
<input checked="" type="checkbox"/>	1 800-7352 Proin Av.		Pueblo	CO-Colorado	81008	51
<input type="checkbox"/>	2 Ap #270-6971 Eget Street		Pueblo	CO-Colorado	81008	
<input type="checkbox"/>	3 P.O. Box 650, 9928 Arcu St.		Pueblo	CO-Colorado	81008	5
<input type="checkbox"/>	4 P.O. Box 147, 9206 Eu St.		Pueblo	CO-Colorado	81008	51
<input type="checkbox"/>	5 Ap #617-3960 Ut Street		Pueblo	CO-Colorado	81008	51
<input type="checkbox"/>	6 377-1042 Augue Rd.		Pueblo	CO-Colorado	81008	51
<input type="checkbox"/>	7 P.O. Box 156, 1695 Lectus Road		Pueblo	CO-Colorado	81008	51
<input type="checkbox"/>	8 Ap #104-6822 Aenean St.		Pueblo	CO-Colorado	81008	51

Page 1 of 5

Save **Delete** **Back**

All errors will be highlighted in RED.

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

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

Edit Record

1 record(s) updated successfully.

Fields shown in RED have an error

Total # of Records : 102

[Go to Standard View](#)

	#	School District/BOCES Code	School Code	Students State ID (SASID)	Local ID (LASID)	Students First Name	Students Middle Name	
<input type="checkbox"/>	5	2690-PUEBLO CITY 60 ▾	6132	8031105615	149126063	Sara	T	Park
<input type="checkbox"/>	6	2690-PUEBLO CITY 60 ▾	6132	3871877934	770627415	Grady	Y	Sper
<input type="checkbox"/>	7	2690-PUEBLO CITY 60 ▾	8082	9955430143	593050618	Echo	U	Kran
<input type="checkbox"/>	8	2690-PUEBLO CITY 60 ▾	8082	6393773152	826233527	Daniel	D	Linds
<input type="checkbox"/>	9	2690-PUEBLO CITY 60 ▾	6132	4503247501	893126144	Gray	R	Hoge
<input type="checkbox"/>	10	2690-PUEBLO CITY 60 ▾	6132	4315807139		Noah	H	Horn
<input type="checkbox"/>	11	2690-PUEBLO CITY 60 ▾	8082	4864029748	name	Yetta	M	Guy
<input type="checkbox"/>	12	2690-PUEBLO CITY 60 ▾	8082	2904632777	313074168	Cain	R	Jaco


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

Resources

There is a dedicated webpage <https://www.cde.state.co.us/datapipeline/p-ebtdatacollection> for the P-EBT Data Collection.

→ [cde.state.co.us/datapipeline/p-ebtdatacollection](https://www.cde.state.co.us/datapipeline/p-ebtdatacollection)


CONTACT US

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P-EBT Data Collection

Data Pipeline Home
Interchanges
Snapshots
Year-Round Collections

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.

SchoolDistrictCode	SchoolCode	SASID	LASID	StudentFirstMiddleInitial	StudentLast	StudentGender	StudentDOB	StudentGrade	StudentLanguageBackground	PrimaryParentFirstLast	PrimaryParentPhone	PrimaryParentEmail	PrimaryMailingAddress1	PrimaryMailingAddress2	City	State	PostalCode	CountyCode	FRPL	Eligible	FT	Remot
2690	6132	330150004	755210799	Molly	U	William	1 12182012	30	eng	Fletcher	Cooley	3325011764	800-7352 Proin Av.		Pueblo	CO	81008	51	0	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	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	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	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	0	
2690	6132	387187793	770627415	Grady	Y	Spence	1 10102010	30	eng	Brent	Onell	4755994167	377-1042 Augue Rd.		Pueblo	CO	81008	51	0	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	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	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	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	0	
2690	2731	486402974	922271847	Yetta	M	Guy	2 2182010	40	spa	Jenna	Coleman	8349140664	6430 Pede Ave		Pueblo	CO	81008	51	1	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	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	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	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	1	
2690	2731	426314247	281968250	Ulysses	X	Mills	2 2262011	40	spa	Ulysses	Hardin	665796586	P.O. Box 111, 1520 Elit, Ave		Pueblo	CO	81008	51	1	1	1	
2690	6132	926673497	292572578	Alko	H	Joseph	1 12172014	40	eng	Albot	Hutchinson	4752691634	Ap #672-1638 Pede. St.		Pueblo	CO	81008	51	0	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	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	1	
2690	2731	280309121	151245449	Amos	Z	Bass	2 1272009	40	spa	Maris	Russo	8262462703	7808 Dictum Avenue		Pueblo	CO	81008	51	1	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.