How to load the Discipline files in Data Pipeline

Data Pipeline Special Education Discipline Interchange Overview, Deadlines, Discipline Incident and Action Interchange File Layout and Definitions, Business Rules, Excel Templates and Additional Resources may be found on the CDE Website at http://www.cde.state.co.us/datapipeline/inter_sped-discipline

In order to upload "Discipline" Incident and Action interchange files to the Data Pipeline website the district respondent will first need the **DIS** role assigned by the district 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 **DIS** 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_COUNTY_RE_1 PIPELINE-**0900**-DIS~LEAUSER Submit and Modify Role

DOUGLAS_COUNTY_RE_1 PIPELINE-**0900**-DIS~LEAVIEWER Read-Only Role

---

Notice the 4 Digit District Code associated with the group

---

How to load the Discipline files in Data Pipeline

Logging into the Data Pipeline system

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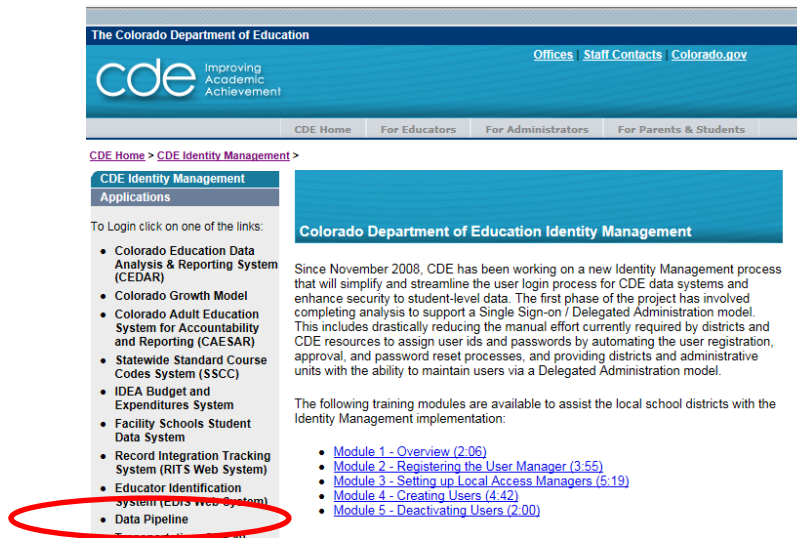
2. You may also access the Data Pipeline directly from the following link which will take you to the login screen:

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

3. Please enter your username and password and press "Login". Your user name is your email address.
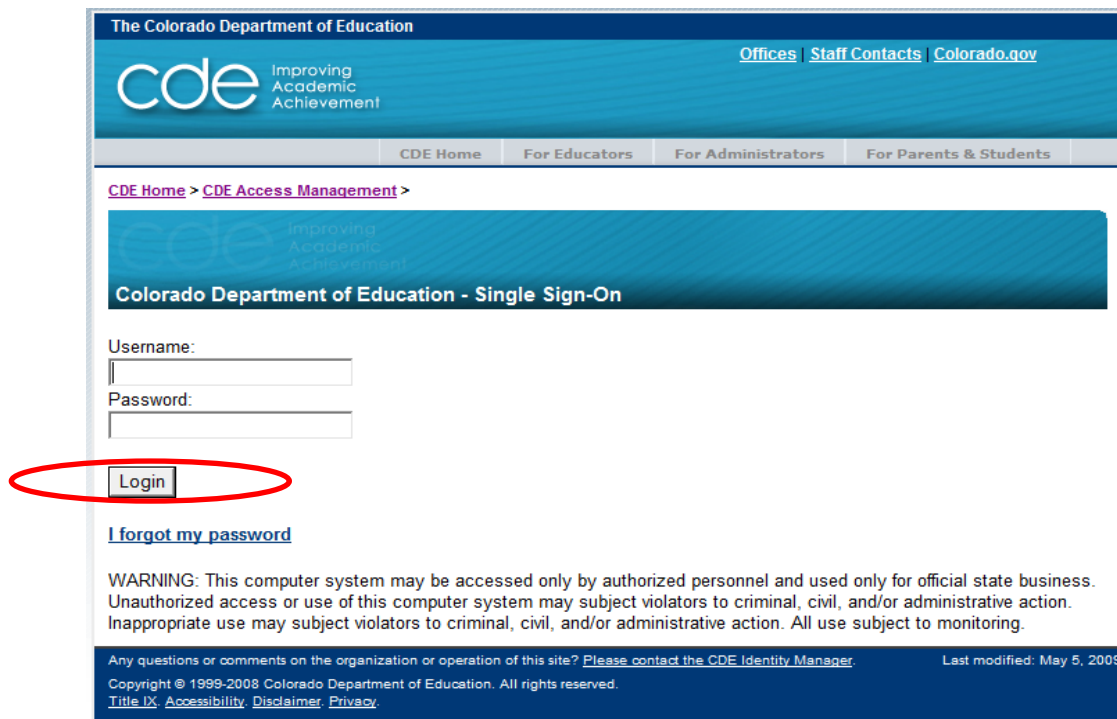
If you have any questions about the Discipline interchange, please contact Kristi Gleason (gleason_k@cde.state.co.us; 303-866-4620)

4. If you don't remember your password you can use the "I forgot my password" link to reset your password.

5. 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.
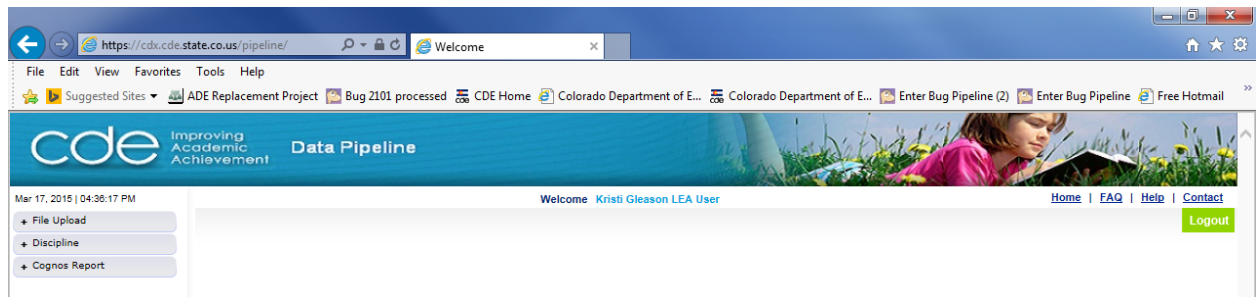

With the DIS role you should see the following links:

- File Upload
  - Batch Maintenance
  - Format Checker
  - Data File Upload
  - Validation Report
- Discipline
  - Status Dashboard
    - Discipline Action
    - Discipline Incident
- COGNOS Report
  - Discipline Interchange
    - Discipline Action Error Detail Report
    - Discipline Action Error Summary Report
    - Discipline Incident Error Detail Report
    - Discipline Incident Error Summary Report
   - Special Education Discipline Snapshot Error Report

How to load the Discipline 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.
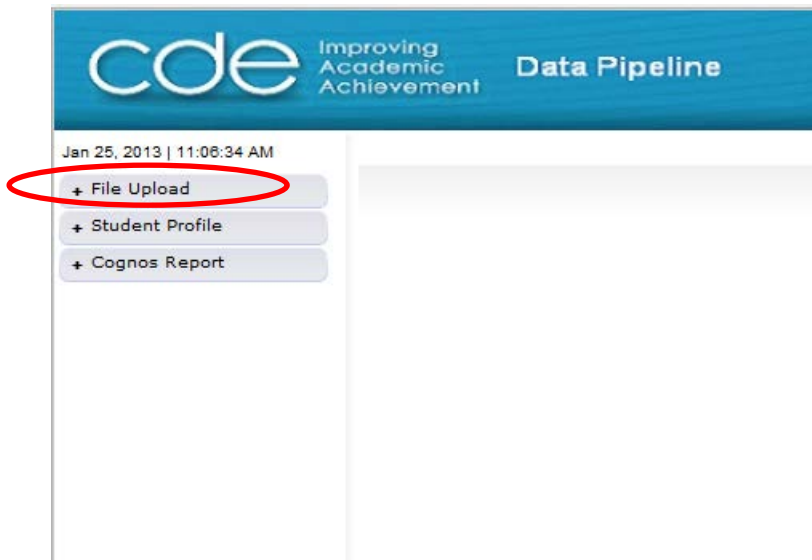
- The first time you upload the file you want to use the Format Checker option. We are going to validate the fields in the spreadsheet. In order to upload a Discipline Incident or Action Interchange file you will need the LEAUSER role. **_The system will read the first row of data_** (not header records).
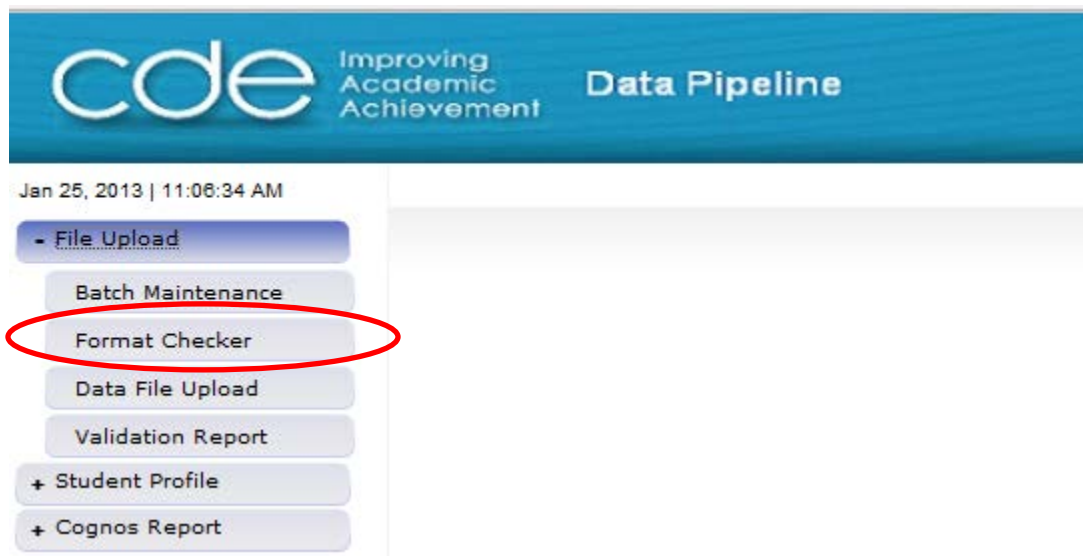
How to load the Discipline files in Data Pipeline

2. Enter the values into the format checker screen. We are going to load the Discipline "Incident" file first. This means we need to select the following values:
   a) Dataset = Discipline
   b) File Type = Discipline Incident
   c) School Year = 2014-2015
   d) File Name – click on "Browse" button to locate the file
   e) Once the file has been selected click on the "Upload" button

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 are off from the bytes expected.
      a. If you receive "Fail" Results make changes to the interchange file. 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/20142015disciplineincidentfilelayoutanddefinitions .
      b. An example of a "Fail" result might be that you only have 7 numbers in the Date of Incident field and the system requires 8 in the MMDDYYYY format.

If you have any questions about the Discipline interchange, please contact Kristi Gleason (gleason_k@cde.state.co.us; 303-866-4620)

How to load the Discipline files in Data Pipeline

Below is an example of a file with "Pass" Results. You are now ready to upload your file.

How to load the Discipline files in Data Pipeline

4. Now that all of the fields 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.
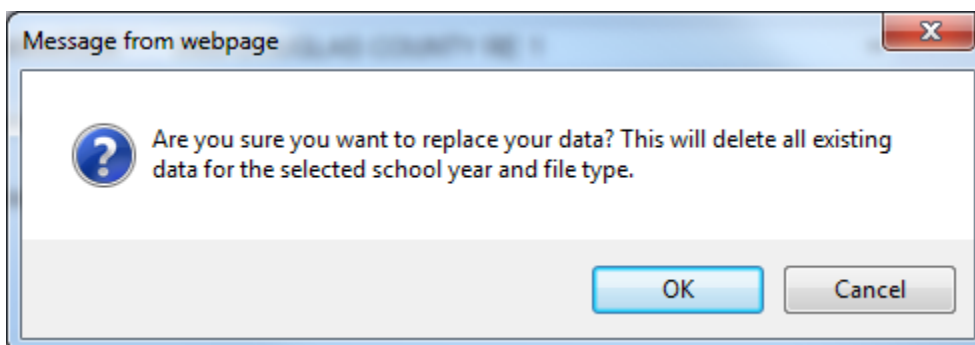
5. We will go through a similar process as to what we did with the Format Checker. Please select the following values:
   a) Dataset = Discipline
   b) File Type = Discipline Incident
   c) School Year = 2014-2015
   d) Organization/LEA = <your district> (in the example I used 0600 – STRASBURG 31J)
   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

   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

If you have any questions about the Discipline interchange, please contact Kristi Gleason (gleason_k@cde.state.co.us; 303-866-4620)

How to load the Discipline files in Data Pipeline

6. The system is now processing the file.
   a) You will get a similar message to the one above in green indicating the File Upload request has been successfully submitted.
   b) The system will generate a Batch ID
   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.

----Original Message-----
From: CDE PROD [mailto:Data_Pipeline@cde.state.co.us]
Sent: Tuesday, March 17, 2015 5:10 PM
To: CDE PROD
Subject: Data Pipeline - Discipline Incident: File Successfully Submitted

Hi
 Discipline Processed by Data Pipeline for School year 2014-15:
      Submission ID: 137150
      District: 0060 - STRASBURG 31J
      Date: 03/17/2015 05:09 PM
      Collection Type: Discipline - Discipline Incident Data
      Name: Kristi Gleason
      User ID: gleason_k@cde.state.co.us
      Email: gleason_k@cde.state.co.us
      Record Count: 26
      Error Count: 3
Data Pipeline can be accessed here: https://cdx.cde.state.co.us/pipeline

If you have any questions about the Discipline interchange, please contact Kristi Gleason (gleason_k@cde.state.co.us; 303-866-4620)

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.

7. You may also verify the file successfully uploaded by going to Batch Maintenance under File Upload. Please select the following values:

a) Dataset = Discipline
b) File Type = Discipline Incident
c) School Year = 2014-2015
d) Organization/LEA = <your district> (in the example I used 0600 – STRASBURG 31J)
e) Submit

The Batch ID matches up with the email notification and the previous screen where we uploaded the file. You'll notice there are 26 records and with an error count of 3

8. If you need to download the latest file submitted or delete it click on the select button and choose Delete or Download.

9. 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 = Discipline
   b) File Type = Discipline Incident
   c) School Year = 2014-2015
   d) Organization/LEA = <your district> (in the example I used 0600 – STRASBURG 31J)
   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.

   a) Congratulations!!! You have uploaded a Discipline "Incident" file in the new Data Pipeline system. Now upload the Discipline "Action" Interchange file following the same outlined steps.