Data & Accountability Systems

New and Transfer School Orientation
July 2016
Agenda

- Introduction
- SASIDs / EDIDs
- State & Federal Reporting
- School Data System Requirements
- Student Registration Guidance
Our Team

Full-Time Data Team
• Janet Dinnen, Director of Data & Accountability Systems
• Julie Eddy, Data Manager
• Marianne Reale, Submissions Coordinator

SASID/EDID Contact
• Liz Schmit, Office Administrator

SIS/IT Part-Time Support
• Tami Boley, PowerSchool Support
• Mina Parthasarathy, Infinite Campus Support
• TBD, IT Contract Position
Our Team’s Role

• Work with schools on fulfilling state and federal reporting requirements
  • Used for compliance monitoring
  • Used for funding determinations
• Support schools in developing systems for ensuring data quality and data security
RITS AND SASIDS

Liz Schmit
State Assigned Student ID (SASID) Numbers

- Required for every public school student in Colorado
- Follows the student throughout their public school career
- Used for nearly everything, including assessments and data submissions
School’s Role

- When your school enrolls a new student
  - Search for the student in RITS
    - If not there, request a SASID from CSI
    - If there, request updates from CSI (if needed)
  - Year-round: request updates to existing SASIDs from CSI
CSI’s Role

• Submit SASID requests to CDE
  • Processing time: 24-48 hours (may take longer during busy times)
• Contact CDE on school’s behalf, if necessary
Timeline

• SASIDs can be requested at any time
• October Count: All students who are to be counted must have a SASID prior to count day
• Requests are accepted on an ongoing basis throughout the school year for newly enrolled students
School Contact

- Registrar, Office Manager, HR
- Responsible for submitting accurate student information
- Skills: basic Excel

- All staff who require RITS access must be approved by school leader via view-only access form (available on CSI website or through CSI’s Office Administrator)
Resources

CSI:
- Guidebook
- CSI website
- CSI SASID Template Guidelines
- RITS View-Only Access Form

External:
- CDE RITS web portal
EDIS and EDIDDs

Liz Schmit
Educator Identifier (EDID) Numbers

- Required for every educator in the state of Colorado
- Remains with the educator indefinitely
- Assists CDE with uniquely identifying each educator
School’s Role

- When your school hires a new educator
  - Search for the educator in EDIS
    - If not there, request an EDID from CSI
    - If there, request updates from CSI (if needed)
  - Year-round: request updates to existing EDIDs from CSI
CSI’s Role

• Submit EDID requests to CDE
  • Processing time: 24-48 hours (may take longer during busy times)
• Contact CDE on school’s behalf, if necessary
School Contact

• Registrar, Office Manager, HR
• Responsible for submitting accurate educator information
• Skills: basic Excel

• All staff who require EDIS access must be approved by school leader via view-only access form (available on CSI website or CSI’s Office Administrator)
Timeline

- Requests are accepted on an ongoing basis throughout the school year for new educators
- EDIDs must be requested prior to submissions (i.e.- Teacher Student Data Link)
Resources

CSI:
• Guidebook
• CSI website
• RITS and EDIS View-Only Access Form

External:
• CDE EDIS web portal
• CDE EDIS Frequently Asked Questions
State & Federal Reporting Goals

- Description & Impacts of Data Collections
- Data Submission Process
- School and CSI Roles and Contributions
- Administrative Roles and Contributions
Descriptions & Impact of Data Sets

CSI Guidebook Mandatory Collections:

- Student October (October Count)
- Human Resources (HR)
- March Report Card
- School Discipline and Attendance (SDA)
- Student End of Year (EOY)
- Teacher Student Data Link (TSDL)
- Civil Rights Data Collection (CRDC; every other year)
- Special Education December Count
- Special Education Discipline
- Special Education End of Year
<table>
<thead>
<tr>
<th>COLLECTION</th>
<th>DESCRIPTION</th>
<th>IMPACT</th>
<th>EXAMPLE VARIABLES COLLECTED</th>
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</thead>
</table>
| October Count            | Contains student enrollment information as of the pupil enrollment count date (count date is October 5, 2016). | **FUNDING:** One of two primary funding streams, October count is the primary source of a school’s federal per pupil revenue (PPR). | • School demographics  
• Free/Reduced lunch status  
• Title I designation  
• Gifted and talented designation |
| Human Resources          | This required CDE report collects information on all staff employed by each school as of December 1. | **EDUCATOR EFFECTIVENESS:** One of the primary purposes of this collection is to ensure that necessary staff is qualified and effective. | • Educator gender  
• Educator education level  
• Educator salary  
• Grades taught |
| March Report Card        | This mandatory CDE collection contains variables pertaining to each school’s campus. | **INFORMATION FOR COMMUNITY MEMBERS:** Data from this collection provided in CDE’s School View application, which can help inform guardians about school offerings as they determine which school students should attend. |
| School Discipline and Attendance | Includes school-level counts of discipline by student behavior (e.g., bullying or vandalism) and school-level attendance information for an entire school year. | **INFORMATION FOR COMMUNITY MEMBERS:** Data from this collection provided in CDE’s School View application, which can help inform guardians about school offerings as they determine which school students should attend. | • School nurse on staff  
• Year round calendar  
• After school day care  
• Preschool options |
| End of Year              | The student end of year snapshot collects student enrollment information throughout the school year. | **STUDENT PROGRESS AND POST-SECONDARY READINESS:** Used to calculate dropout, graduation, and completion rates. | • Enrollment and withdrawal information by student  
• Student services received  
• Student post-secondary information (when applicable) |
| Teacher Student Data Link | The link provides data on specific courses offered at every school and the students enrolled in each. | **EDUCATOR PERFORMANCE MANAGEMENT:** CDE’s educator identifier system links student data to educators for the purposes of supporting the continuous improvement of teaching and learning. | • Standard course codes and the standards they are linked to  
• Specific students enrolled in each course |
## Descriptions and Impact of Data Sets

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| December Count          | An annual count of eligible students under Part B of the Individuals with Disabilities Education Act (IDEA) as of December 1, this collection gathers information on SPED student needs and SPED teacher qualifications. | **FUNDING:** One of two primary funding streams, December Count is used to allocate federal funding for student special services.                                                                             | • Student grade level  
• Student primary disability  
• Educator licensure status  
• Educator hours worked per day                                                                                                                                 |
| Special Education       | This collection helps school's and the state track all referrals, evaluations, and special education services offered by a school during a school year.                                                          | **FEDERAL AND INDICATOR REPORTING:** Information from this collection is used to monitor compliance in the provision of services to students with disabilities.                                             | • Part C evaluation information  
• SPED services provided in the school year  
• Student exits from SPED program                                                                                                                                 |
| End of Year             |                                                                                                                                                                                                             |                                                                                                                                                                                                         |                                                                                                                         |
| Special Education       | Includes information on children with disabilities served under IDEA subject to disciplinary removal                                                                                                | **FEDERAL AND INDICATOR REPORTING:** Information from this collection is used to monitor state performance, and to examine issues related to disproportionality in policy development decisions.                        | • Student behaviors requiring discipline  
• Discipline action (e.g., suspension)  
• Student demographics                                                                                                                                 |
| Discipline              |                                                                                                                                                                                                             |                                                                                                                                                                                                         |                                                                                                                         |
October Count

Data Submissions

+ Audit Process

Begins as early as July and continues through November.

Begins as early as June and continues through the following year.
October Count Audit Process

- CSI schools audited annually by CDE
  - FAST (Field Analyst Support Team)
- Huge financial implications
  - Risk of paying back $$$ to the state
- Pupil membership must have verification
  - Attendance – Enrollment – Scheduling
- For SY16-17, CSI is ramping up data validations and documentation collections
October Count Audit Process

Auditable Area Examples:

- Calendar calculations
- Bell schedule calculations
- Enrollment and attendance reports
- Student schedules
- Student handbook
- Student types:
  - Transfer, Truant, ASCENT, Concurrent, Dropout, Expelled, Home-school, GED...
Data Submissions Process

1. School staff trained on specific data submission requirements
2. School staff sets up SIS in a manner that allows them to best meet state data submission requirements
3. School staff enters student, staff, and program information into SIS
4. School submits data for each submission by CSI deadline
5. School receives error report and guidance on information that needs to be reconciled
6. Once data set is error-free, school reviews summary report of data for accuracy and signs a certification confirming the content of their report.
## Reporting Timeline

### Data Set

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<thead>
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<td>SASID/EDID Requests</td>
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Deadlines

• Established for each submission
• Communicated through:
  • CSI website calendar
  • Trainings provided to respondents
  • Emails (preliminary and reminder) sent to respondents (typically school leaders are cc’d on these)
• The success of all CSI data submissions relies on the collective adherence to deadlines at ALL schools
## School & CSI Roles

<table>
<thead>
<tr>
<th>Your School’s Contribution</th>
<th>CSI’s Contribution</th>
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<tbody>
<tr>
<td>• Identify a Data Submissions Contact</td>
<td>• Provide trainings and support to school staff</td>
</tr>
<tr>
<td>• Select, purchase, and manage a student information system (SIS) and plan mgmt system to house data</td>
<td>• Troubleshoot errors with school staff</td>
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<tr>
<td>• Provide CSI with accurate, up-to-date contact information for school personnel</td>
<td>• Communicate with CDE</td>
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<tr>
<td>• Review training materials</td>
<td>• Ensure all data that is submitted to the state is accurate, on-time, and error-free</td>
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<tr>
<td>• Submit data to CSI</td>
<td>• Work with CSI to clean data sets until they are error-free and ready for submission to the state</td>
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</tbody>
</table>
School Leader Responsibilities

- **Staffing:** Identify school data submissions contact
- **Scheduling:** Ensure that the data submission contact has time to submit collections by CSI’s deadlines
- **Verification:** Most submissions require that a school leader sign-off on a Certification Statement
  - Ensures that school leaders have the opportunity to review information for accuracy
  - Especially important for October Count since you will be signing-off on total student FTE = funding
Considerations for Data Submissions Contact

- Submissions need to be a high priority of the staff member
- Higher enrollment -> more time to enter data into SIS -> more time to complete/clear errors on submissions
- May require some “quiet space” and time allocated to completing the report
- Must be available when collections occur (examples: summer months for EOY, CRDC, READ Act, SDI; winter break for pre-coded labels, HR Report, and spring break for ACCESS SBD)
Four State and Federal Reporting Goals

• Description & Impacts of Data Collections (Slides 22-23; guidebook pp. 44-46)
• Data Submission Process (Slide 27, Guidebook pp. 48-50)
• School and CSI Roles and Contributions (Slide 30; Guidebook p. 44)
• Administrative Roles and Contributions (Slides 31-13; Guidebook pp. 49-50)
More data collection information is available on the CSI website under the School Resources menu option, then State Data Submissions.

http://www.csi.state.co.us/school_resources/submissions
School Data System
Requirements

• Schools are responsible for selecting, purchasing, and managing a student information system (and student plan management system) to house student data.
  • Schools must provide CSI an account to access the SIS system.
  • The SIS should house a majority (if not all) of the data elements required in the state submissions to reduce manual collection and manipulation of data.

• The majority of CSI schools are using the following systems:
  • Infinite Campus (as SIS and plan management)
  • PowerSchool (as SIS)
  • Alpine Achievement (as plan management)

See CSI IT Strategic Review (SIS tab) for SIS system and feature comparisons: http://www.csi.state.co.us/school_resources/information_technology/itstratreview
Student Registration Data

Consider collecting the following during the registration process

• **Student Information:** All fields included on the three Student Interchange files  [www.cde.state.co.us/datapipeline/inter_student](http://www.cde.state.co.us/datapipeline/inter_student)

• **Home Language Survey:** All students new to your school must complete a Home Language Survey. See CDE guidebook for a list of the required survey questions  [www.cde.state.co.us/cde_english](http://www.cde.state.co.us/cde_english)

• **Free and Reduced Lunch Status:**
  • Schools not participating in a federal nutrition program as well as schools participating in CEP should collect the Family Economic Data Surveys for determining FRL status:  [http://www.csi.state.co.us/school_resources/submissions/FRL_eligibility](http://www.csi.state.co.us/school_resources/submissions/FRL_eligibility)
CSI Contact Information

Data Submissions Contacts
Janet Dinnen: 303.866.4643 – Janet.Dinnen@csi.state.co.us
Julie Eddy: 303.866.3093 – Julie.Eddy@csi.state.co.us
Marianne Reale: 303.866.6973 – Marianne.Reale@csi.state.co.us

SASID/EDID Request Contact
Liz Schmit: 303.866.3299 – Liz.Schmit@csi.state.co.us
Questions?