

New Support Initiatives for 2020-21



Our Team Vision

Our Purpose

The CSI Data Submissions Team's purpose is work with the CSI portfolio of schools to ensure timely and accurate data is submitted for state and federal data collections.

A Paradigm Shift

Current State

- Reactionary
- Focus on error-free* data
- Most time spent clearing errors

Future State

- Proactive
- Focus on accurate data
- Most time spent on data collection and entry

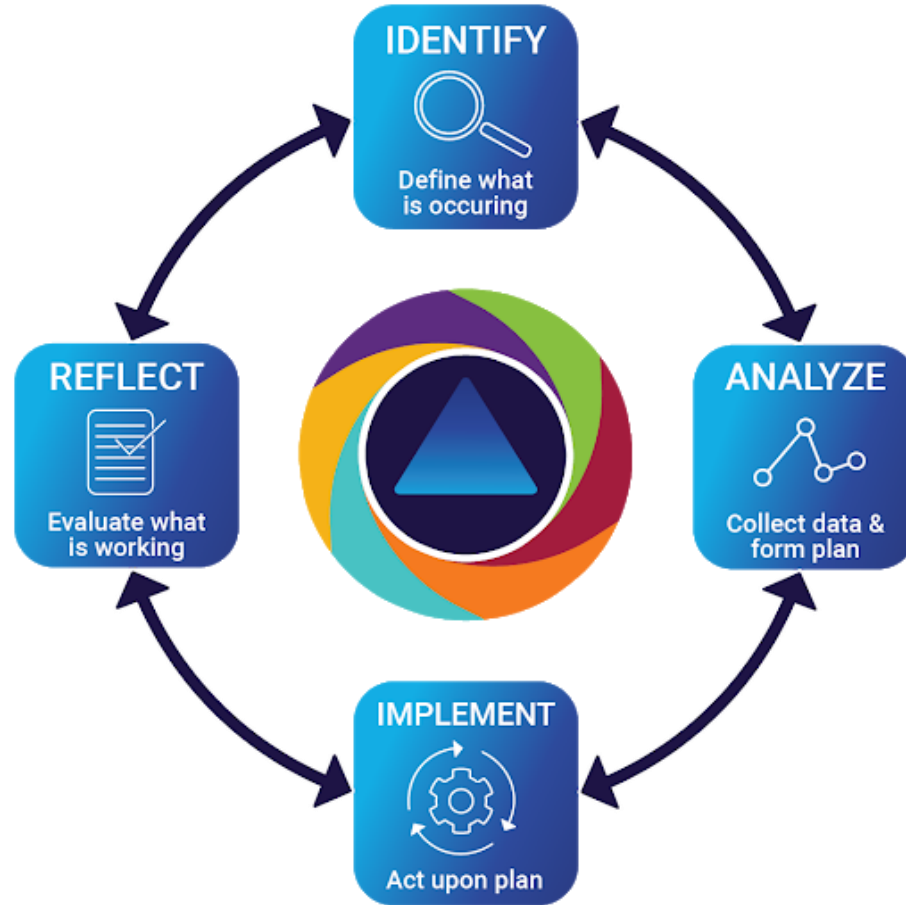
* Defined by CDE's Business Rules, not necessarily confirming data accuracy

How Do We Achieve This?

- Continued sharing of data system resources
- Continued CSI oversight of system setup
- Development and sharing of **data collection/entry** best practices
- Development and sharing of resources surrounding **data validation** best practices
- Increase collaboration across schools in sharing processes, lessons learned



MTSS Process





1. Data Submissions Plan Template



- Document that details the people and processes used to fulfill state and federal reporting requirements at your school
- Designed to be:
 - an internal reference guide for school staff
 - an onboarding and training tool for school staff
 - a point of reference for CSI staff

The Data Submissions Plan Template can be accessed by clicking [this link](#) or via the General Submission Resources web page



Template Content



Step 1

System Prep

Data Prep



Step 2

Data Collection

Data Entry &
Update

Internal
Review
Process



Step 3

File Extraction

Submission to
CSI



Step 4

Troubleshoot

Resolve Data
Errors



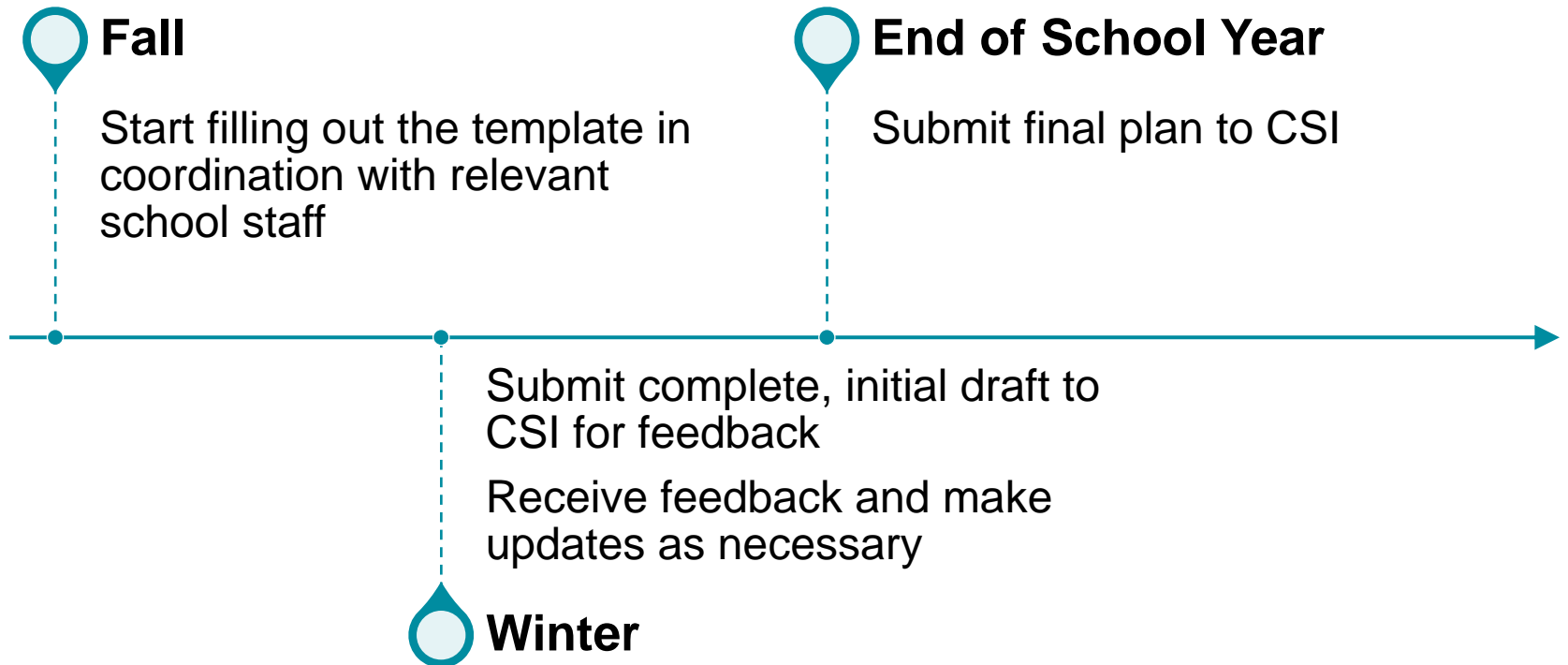
Step 5

Review Data

Certify Data



Implementation Timeline





2. Data Validation Toolkit



- Resource to check and scrub your data as appropriate *prior to* your initial submission to CSI



DATA VALIDATION
CHECKLIST



RECORD CHECKER
TOOL

The Data Validation Toolkits can be access on each collection's webpage under the Validation Resources.



Data Validation Checklist

CSI COLORADO 2019-2020 Data Validation Strategies Checklist SD and SSA
Colorado Charter School Institute

October Count
[STUDENT COUNT](#) | [FUNDING STATUS](#) | [HOME BASED ED](#)

End of Year
[ENR DATE/TIMES](#) | [ATTENDANCE](#)

Both October Count and End of Year
[EARLY COLLEGE](#) | [FREE AND REDUCED LUNCH](#) | [PROGRAM DATA](#) | [ENGLISH LEARNER](#) | [FOREIGN EXCHANGE & MILITARY CONNECTED](#) | [FILE SUBMISSIONS](#) | [INTENTION](#)

This checklist contains strategies for validating the Student Demographic (SD), Student School Association (SSA) and other submission files required for the October Count and End of Year data collections. Each CSI school is **strongly encouraged** to use this validation checklist throughout the year as part of your internal process for ensuring the completeness and accuracy of each collection. It's best to use this document in tandem with the file layouts for each collection (available on the collection webpages of the CSI website).

If you have any questions or would like to share your data validation strategies that can be added to this document, please email the CSI Data Submissions Team at submissions_csi@csi.state.co.us.

October Count
 Student Count (Enrollment, Attendance, Scheduling)

Confirm that you are using **October 2nd** as the count date (unless school has been approved for an alternative count date—request is required).

Confirm that your school is using **October 2nd** as the count date (unless school has been approved for **September 6th, 2019**).

Pupil Count Grades	October Count Date
PK-12	Wednesday, October 2, 2019

Confirm that all students are under special services under an IEP and reach the a

Confirm that students have not met the minimum school graduation requirements as of the count date.

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Confirm that students are enrolled with the school. A student who withdraws or transfers out prior to the count date can't be included in the school submission for funding.

Compare list of students with teacher rosters/seating charts.

Confirm all grade levels (preschool-12th grade) are reported.

Confirm that all student schedules completely and accurately represent the classes each student is enrolled in and attending as of the count date.

Confirm that all students have the minimum courses necessary to qualify for part- or full-time funding.

Confirm that all students being counted for funding were:

- in attendance on Count Day (For quick way to check absences on Count Day, for PowerSchool: Go to Attendance → Absentee Report; for Infinite Campus: Go to Daily Attendance)
- if absent on Count Day, were in attendance prior to Count Day and within 30 calendar days following Count Day (**November 1, 2019** for this year) CDE required documented proof to receive funding!

Funding Status

By default, both PowerSchool and Infinite Campus identify students as eligible for full-time funding. It is the school's responsibility to adjust funding code for each student. See "Student Funding Eligibility - SIS Search" for directions on searching for students who do not meet full-time funding criteria at: <https://resources.csi.state.co.us/student-funding-eligibility-sis-search/>

Confirm that all students have the correct funding code based on the number of courses and that another correct time preference is not set. For part- or full-time funding, if a student

Confirm that only a maximum of part-time funding is being claimed for:

- Preschool students
- Kindergarten students attending a half day program
- Homeschool students (even if enrolled in concurrent enrollment courses)
- Students with a class schedule between 90 and 359 hours of instructional time (in the semester of the count date)

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Record Checker Tool

Highlighted SD Field	Issue Flagged
School District/BOCES Code	Students not coded with an 8001 for this field
Student's State ID (SASID)	Missing or zero-filled SASIDs
First, Middle, and Last Name	Missing or zero-filled Names
Student's Gender	Gender not coded either a 1 or 2 for Female and Male*
Student's Date of Birth	Blank or zero-filled Dates of Birth
Student's Ethnicity	Ethnicity coded as something other than 0 or 1, including negatives
5 Race Detail Fields	All 5 individual Race fields coded as 0
Free/Reduced Lunch Eligible	Students co
Homeless	Student hav Homeless s
Primary Nighttime Residence	Students fla Nighttime R
Language Background	Zero-filled L
Language Proficiency	Students La Language p
Language Instruction Program	Students La Language I

*Message shows how flag looks on check template but does not reflect the leading zero intended in the field.

Highlighted SSA Field	Issue Flagged
School District/BOCES Code	Students not coded with an 8001 for this field
Student's State ID (SASID)	Missing or zero-filled SASIDs
First, Middle, and Last Name	Missing or zero-filled Names
Student's Gender	Gender not coded either a 1 or 2 for Female and Male *
Student's Date of Birth	Blank or zero-filled Dates of Birth
Entry Date	Missing or zero-filled
Entry Type	Missing or zero-filled
Grade Level	Missing or zero-filled
Exit Withdraw Date	Exit Date missing, but Exit Type is a non-zero value
Exit Withdraw Type	Exit Type missing with a valid Exit Date
Pupil's Attendance Information	A PAI Code that is something other than 4*
County of Parent's Residence	Anything other than a zero-filled answer
District of Parent's Residence	If field is zero-filled or coded with 8001
Country of Parent's Residence	Anything other than a zero-filled answer
State of Parent's Residence	Anything other than a zero-filled answer
Public School Funding Status	If field is zero-filled or coded as an 82 – Part Time for grades other than Kindergarten
Total Days Attended	Zero filled attendance information
Total Days Excused	Zero filled attendance information
Total Days Unexcused	Zero filled attendance information
Total Days Possible	Zero filled attendance information

*Message shows how flag looks on check template but does not reflect the leading zero intended in the field.



Implementation Timeline

Prior to extracting and submitting initial files to CSI, all schools should:

1

Review your data against applicable items on the data validations checklist

2

Use record checker tool on your SD and SSA files

3

Update data in your SIS as appropriate

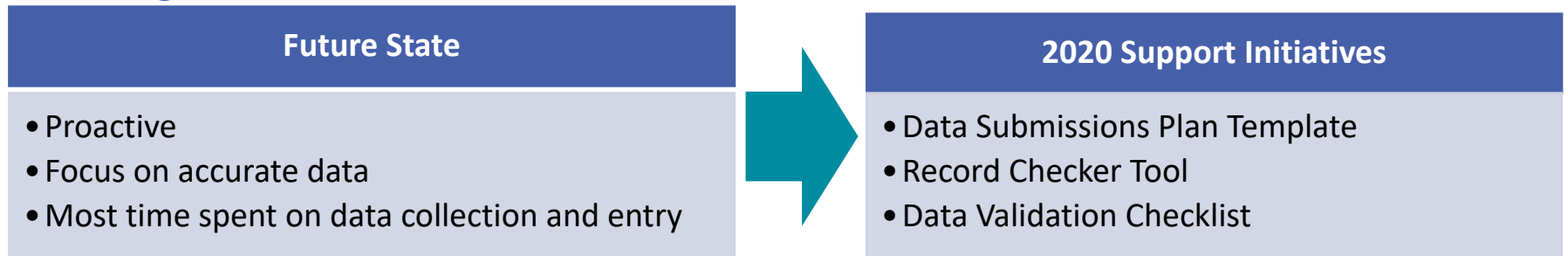


Achieving Our Vision

Our Purpose

The CSI Data Submissions Team's purpose is work with the CSI portfolio of schools to ensure timely and accurate data is submitted for state and federal data collections.

A Paradigm Shift





A Focus on Continuous Improvement

We encourage you to share your feedback with us on how these new initiatives are working for you so we can continue to refine our supports to best meet the needs of our schools

