

Data Submissions

New Leader Orientation



Our Purpose

The purpose of the Data Submissions Team is to work with and support CSI schools in the complete and accurate submission of data for state and federal collections.



Why Data Collections?



[Legislation and Uses for Each Mandatory Data Collections](#) (CDE)

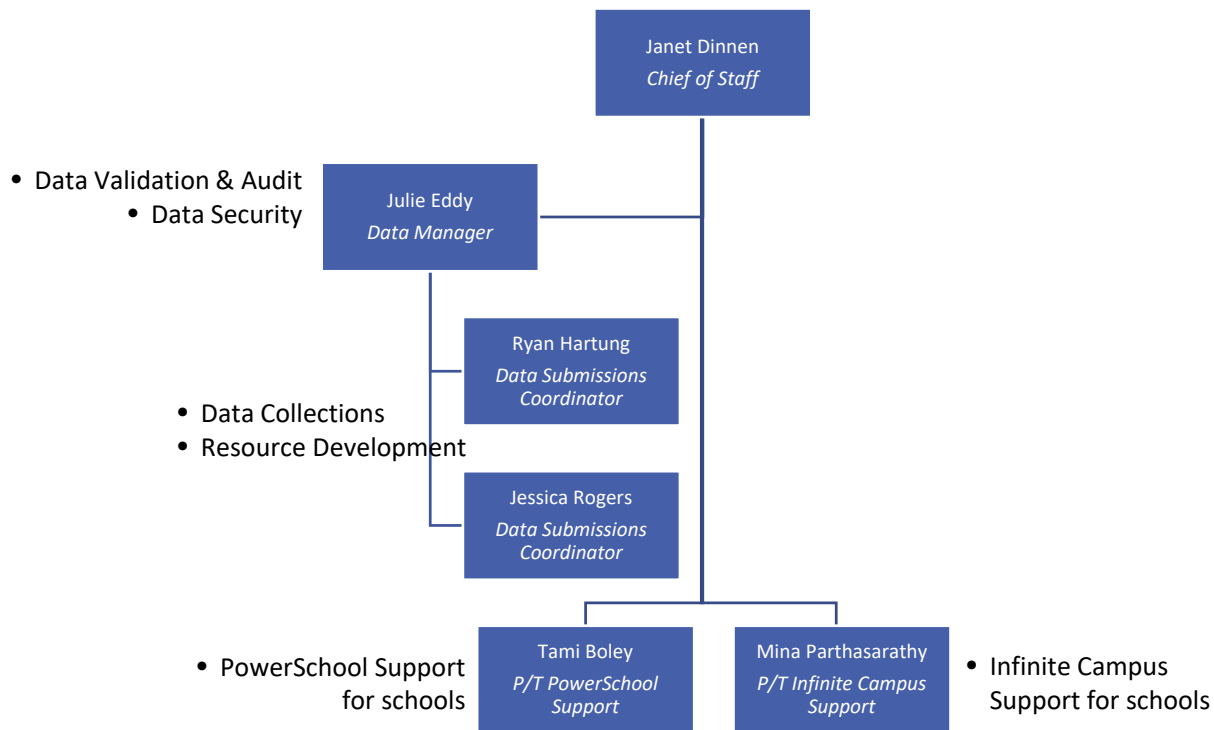


Our Team

Unit Organizational Structure & Staff

Data Collections

- October Count
 - Free/Reduced Lunch Data Reporting
 - Documentation Audit
- SPED December Count
- Human Resources
- Impact Aid
- AEC Data Collection
- Student Biographical Data Collections
- Teacher Student Data Link
- End of Year
- SPED End of Year
- School Discipline and Attendance
- SPED Discipline
- Civil Rights Data Collection
- March Report Card
- SASIDs / EDIDs
- Directory





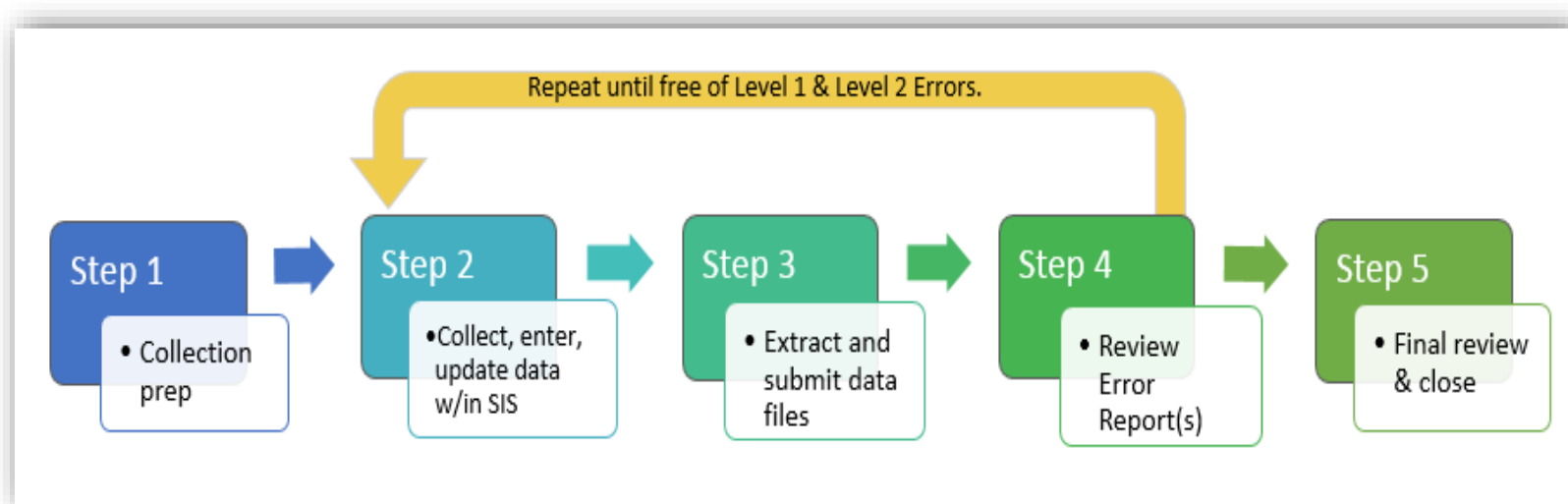
Main Data Collections

COLLECTION	DESCRIPTION
Student Collections	
RITS	Collects basic student demographic information for assigning a student number (SASID)
October Count	Collects student demographic and enrollment information as of the pupil enrollment count date.
End of Year	Collects student enrollment information throughout the school year.
Student Biographical Data (SBD)	Collects student demographic data related to students taking state assessments.
Staff Collections	
Human Resources	Collect information on all staff employed by each school as of December 1.
EDIS	Collects basic employee demographic information for assigning an employee number (EDID)
School Collections	
March Report Card	Collects characteristics of the school's programming.
School Discipline	Includes school-level counts of discipline by student behavior (e.g., bullying or vandalism)
Civil Rights Data Collection	Collects data about enrollment, demographics, preschool, math and science, advanced placement, SAT/ACT, school discipline, expenditures, and teacher experience
Special Education Collections	
December Count	Gathers information on students with special needs and SPED teacher qualifications.
Special Education End of Year	Collects all referrals, evaluations, and special education services offered by a school during a school year.
Special Education Discipline	Collects children with disabilities served under IDEA subject to disciplinary removal.

*not a comprehensive list of data collections



Data Submissions Process





Roles & Responsibilities

CSI

- Liaison between CDE and CSI schools
- Provide training, technical assistance, and access to resources

School

- Detailed set up and maintenance of SIS
- Regular extraction and submission of data files
- Meeting CSI submission deadlines
- Updating SIS to correct for reporting errors
- Using and referencing regularly CSI provided resources and troubleshooting documentation
- Reading the Weekly Email Update



The Data Submissions Contact serves as the “expert” on the data submissions process.

It is expected that additional staff, who are content experts in their respective areas, are also engaged in the data submissions process.



What is your role as school leader in the data submissions process?



Reiterate the Importance of Data Quality

- School Performance Framework (SPF)
- CARS Accreditation
- Tiers of Support



- PPR
- ECEA (SPED)
- At-Risk Adjustment (FRL)
- READ
- GT

- SPED Reporting
- Discipline



Allocate Adequate Time

- More [new] students = more records = potential for more errors
- The learning curve is real

Last updated 7/14/2019

CSI DATA SUBMISSIONS CALENDAR | 2019-2020

AUGUST '19

S	M	T	W	Th	F	S
					1	2
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

7 18-19 EOY Initial Summary Report Review Training
13 OC Training
15 18-19 SPED Discipline Cert Due
14 TSDI Training
20 HR Training
23 DC Data Entry Training for SPED Staff
28 OC Audit Training
30 18-19 EOY Initial Cert Due

FEBRUARY '20

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

7 EOY Training
17 Presidents' Day (CSI Office Closed)
20 TSDI Course Enrollment Initial Submission
26 SPED EOY Training

SEPTEMBER '19

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

2 Labor Day (CSI Office Closed)
5 OC Initial Submission
6 OC Alternative Date Request
17 TSDI Course Code Initial Submission
25 HR Initial Submission
25 11-Day Count Window Starts
27 DC Data Submissions Training

MARCH '20

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

4 RCM Initial Submissions
9 EOY Initial Submission
12 SPED EOY Initial Submission
16 RCM Errors Cleared

OCTOBER '19

S	M	T	W	Th	F	S
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

2 OC Official Count Date
9 OC Level 1 Errors Cleared
9 11-Day Count Window Ends
11 Home Based Ed Form
23 OC Level 2 Errors Cleared
30 DC Initial Submission

APRIL '20

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

6 RCM Cert Due
9 SPED Discipline Training
20 School Discipline Training

NOVEMBER '19

S	M	T	W	Th	F	S
						1
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

1 18-19 EOY Final Cert Due
5 OC Cert Due
6 OC Signed Audit Checklist
20 DC Level 1 Errors Cleared
21 HR Level 1 Errors Cleared
28-29 Thanksgiving Day (CSI Office Closed)

MAY '20

S	M	T	W	Th	F	S
						1
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

7 School Discipline Test Submission
11 SPED Discipline Initial Submission
12 SPED EOY Level 1 Errors Cleared
15 OC 20-21 Calendar & Bell Schedule Submission
25 Memorial Day (CSI Office Closed)

DECEMBER '19

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

1 DC Count Day
24-25 Christmas (CSI Office Closed)

JUNE '20

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

** School Discipline Level 1 Errors Cleared
3 SPED Discipline Level 1 Errors Cleared
4 SPED EOY Level 2 Errors Cleared
10 EOY Level 1 Errors Cleared
16 TSDI Final Errors Cleared
** School Discipline Cert Due
18 SPED EOY Cert Due

JANUARY '20

S	M	T	W	Th	F	S
						1
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1 New Year's Day (CSI Office Closed)
14 Dec Ct Level 2 Errors Cleared
15 HR Level 2 Errors Cleared
20 MLK Day (CSI Office Closed)
22 Dec Ct Cert Due
23 HR Cert Due

JULY '20

S	M	T	W	Th	F	S
						1
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

4 Independence Day (CSI Office Closed)
9 TSDI Cert Due
14 EOY Level 2 Errors Cleared
16 SPED Discipline Level 2 Errors Cleared



October Count

- Attend trainings, review resources
- Update data, connect with school staff to resolve errors by deadlines
- Review data, connect with school staff to confirm accuracy
- Collect and review documentation to back up funded pupil count

7 18-19 EOY Initial Summary
Report Review Training
13 OC Training
15 18-19 SPED Discipline Cert Due
14 TSDL Training
20 HR Training
23 DC Data Entry Training for SPED Staff
28 OC Audit Training
30 18-19 EOY Initial Cert Due

AUGUST '19						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

2 Labor Day (CSI Office Closed)
5 OC Initial Submission
6 OC Alternative Date Request
17 TSDL Course Code Initial Submission
25 HR Initial Submission
25 11-Day Count Window Starts
27 DC Data Submissions Training

SEPTEMBER '19						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

2 OC Official Count Date
9 OC Level 1 Errors Cleared
9 11-Day Count Window Ends
11 Home Based Ed Form
23 OC Level 2 Errors Cleared
30 DC Initial Submission

OCTOBER '19						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

1 18-19 EOY Final Cert Due
5 OC Cert Due
6 OC Signed Audit Checklist
20 DC Level 1 Errors Cleared
21 HR Level 1 Errors Cleared
28-29 Thanksgiving Day (CSI Office Closed)

NOVEMBER '19						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30



Encourage Collaboration

Collaborator	Project/Task	Time of Year
Front Office Staff	Ensure student registration paperwork aligns with data collection requirements Ensure timely sharing of information with other staff (ELL staff for Home Language Surveys; Homeless contact for McKinney Vento Form)	Ongoing, mostly during Spring/Summer
Finance/Business Staff	Ensure student count aligns with budgeted count	Fall (October Count collection)
Student Services Staff	Ensure regular review for accuracy of student information (SPED, 504, EL, GT, Homeless)	Ongoing



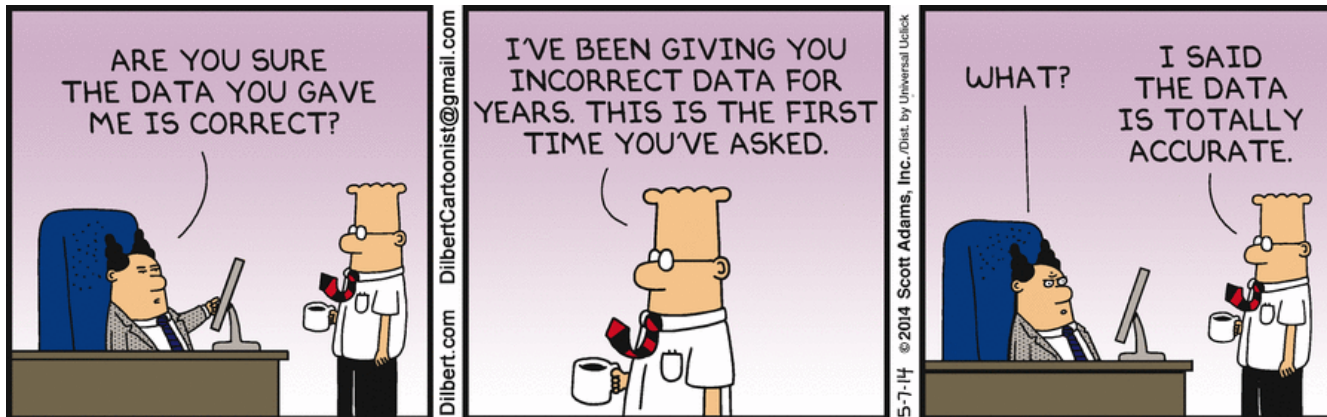
Verify Data

Funding

- October Count
- December Count

Accreditation, Interventions

- October & December Counts
- Special Education End of Year
- End of Year
- SPED Discipline
- School Discipline and Attendance
- Human Resource





October Count 2019



Wednesday, October 2, 2019

MARK YOUR CALENDARS FOR COUNT DAY

CSI October Count **Submissions Training**: August 13th

CSI October Count **Audit Training**: August 28th

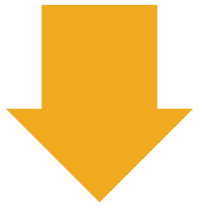


I love Audits!

- said no one ever

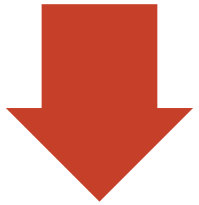


October Count Audit



108.5

2015 October Count Audit



21.5

2016 October Count Audit



13.5

2017 October Count Audit

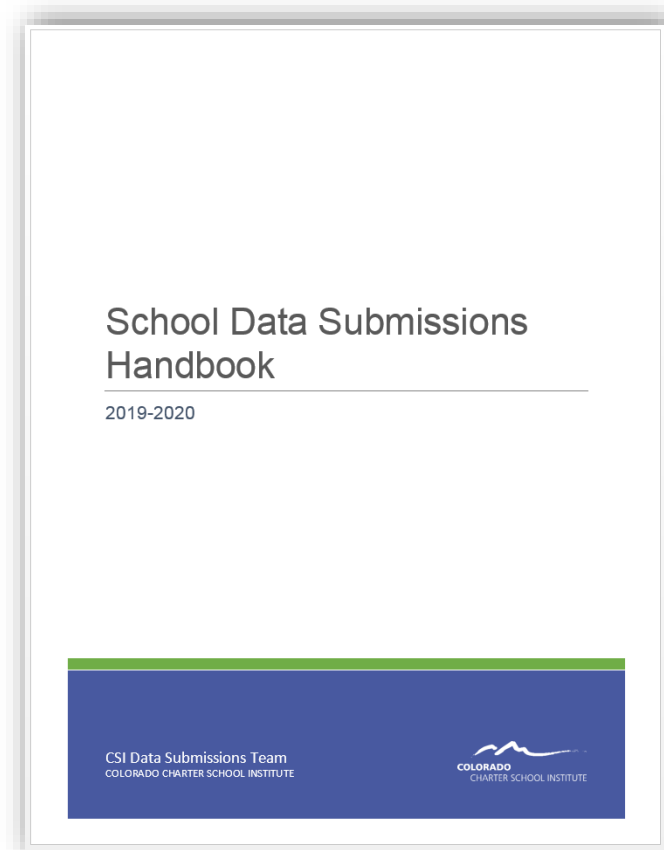
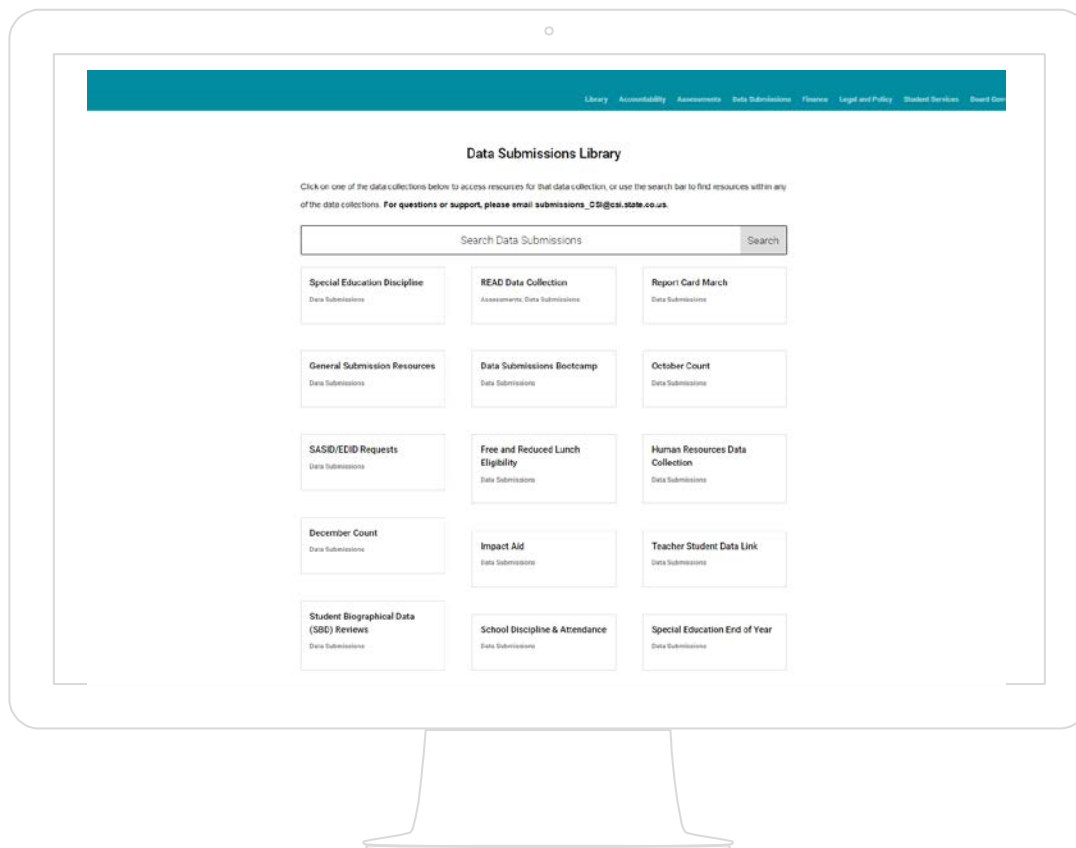




Resources



Online Resources



<https://resources.csi.state.co.us/data-submissions-library/>



School-Specific Resources

- PowerSchool / Campus Community Online Support
- Weekly Email Updates

School Status as of 06/26/2019							
School Year	Collection	Initial Files Received	Level 1 Error Count	Level 2 Error Count	Summary Report Provided to School	Signed Certification Received by CSI	Other
18-19	End of Year (EOY)	Due 2/20/2019 Yes	Clear by 6/13/2019 SD: 0 SSA: 0 AAC: Title I: n/a Grad: n/a	Clear by 7/12/2019 0		To be Announced Later	
18-19	SPED End of Year	Due 3/14/2019 Yes	Clear by 5/16/2019 Child: 0 Participation: 0	Clear by 6/6/2019 0	Yes	To be Announced Later	
18-19	SPED Discipline	Due 5/10/2019 No Data to Report	Clear by 6/12/2019 0	Clear by 7/16/2019 0		Due 8/15/2019	

Note: The numbers above refer to the numbers of errors that need to be cleared for each file/collection. If you have a zero, it means you have no errors. If Initial Files Received is blank, it means that the due date has not yet been reached or a technical issue has delayed the due date. If Level 1 is blank, it means the initial files have not yet been uploaded. If you have not cleared Level 1 errors, then your Level 2 error count will be blank. If the Summary Report Provided to School cell is blank, then CSI has not yet started to provide those.

Please be aware that there could be changes that have taken place in the statuses listed above since the time a school submitted data and your receipt of this weekly update.



Staff Resources



Janet Dinnen

Chief of Staff
303.866.4643
JanetDinnen@csi.state.co.us



Julie Eddy

Data Manager
303.866.3093
JulieEddy@csi.state.co.us



Ryan Hartung

Data Submissions Coordinator
303.866.6973
RyanHartung@csi.state.co.us



Jessica Rogers

Data Submissions Coordinator
303.866.4023
JessicaRogers@csi.state.co.us



Office Hours

Topics: October Count preparations, school status on open collections, student information system, school leader role