

ACCESS SBD Review

2022-2023 Instructions to CSI Schools



ACCESS SBD Purpose: Verify the accuracy of the WIDA ACCESS language proficiency assessment data (both demographic AND test score data). Last chance to correct data before scoring is finalized and made available.

ACCESS SBD Impact: Can have a profound impact to accountability reporting including Performance Framework Ratings (CSI and school levels), priority and focus school designations, and Title III funding to benefit LEP students.

Timeline & Deadlines

- For 2022-2023*:
 - School reviews begin on Tuesday, **March 14**
 - Final error free files due Tuesday, **March 21**
- No extensions available due to state deadlines.
- Start your review as close to March 14th as possible (once CSI has provided you the files) in case of unexpected corrections are needed.
- Multiple file submissions may be needed to clear all errors.

** Your school is still responsible for completing this SBD review and submitting corrected data even if your school is scheduled to be on Spring Break during the collection window.*

New This Year

- **Schools already comfortable with the process of completing the ACCESS SBD review** can review this document up through this section at a minimum and skip the general information/instruction sections below.
- **Schools NEW/NEWER to the process of completing the ACCESS SBD review** should review this entire document before jumping into completing the collection in order to ensure you do so correctly and do not negatively alter data.

There are very few changes to the process for this year and those are listed here:

- File Layout changes:
 - No file changes for the 22-23 School Year
- Important Validation Process:
 - With the recent addition of the new “ELL Count” funding factor based on the total number of English language learners reported by schools in the October Count collection, it has become even more important that schools ensure the accuracy of the ACCESS test results in this review and follow through with accurate designation updates to ELL fields in each school SIS before the start of the next school year.
 - CDE is now checking that students reported by schools as NEP or LEP in the October Count match up to WIDA ACCESS testing results from the prior spring. Invalid matching records will require submission of adequate documentation and result in possible funding exceptions if the data is reported inaccurately.

Resources Available

All ACCESS SBD Resources, including these instructions are posted to the CSI [SBD ACCESS webpage](#). Links to resources outside of this CSI webpage are also provided below.

- **SBD ACCESS File Layout - CSI Additions**
 - Download a copy of the file layout to understand how to complete the review of your SBD file and make any needed corrections.
 - Do not use a prior year file layout!
 - The file layout contains data definitions for each field to help you determine the most appropriate value for each field.
 - Please be sure to review all of the CSI notes in green in the file layout as they point out important things to know.
 - Not all fields are updatable in your SBD file. The file layout will show which ones are updatable.

- **CSI Google Troubleshooting Document**
 - See the [SBD ACCESS tab](#) of this document for error and warning messages and possible tips for resolving them.
- **ACCESS Test Administrator/School Manuals**
 - Sometimes there are questionable SBD records that might require looking up information in the current year ACCESS testing manuals. Links to these are available on the CSI [ACCESS for ELLs webpage](#).
- **WIDA and DRC Support Services**
 - Once in a while, schools may need to reach out to these support services to resolve issues with some records. The contact emails and phone numbers are available in the [22-23 ACCESS Colorado-Specific Directions](#).
 - The CSI data submissions team can help determine if you will need to reach out to these supports.

File Review Process

The ACCESS SBD review is much different than other collections during the year in that schools do not extract files from their SIS and then upload to Google Drive for CSI to process.

Instead, CSI will build and provide an “SBD” file to schools to review and correct any inaccurate data, and then the schools will submit the corrected file back to CSI for processing.

Schools that followed the testing phase requirements and rules correctly will typically have zero to a very small number of corrections that need to be made.

General Steps Explained:

- The day prior to the opening of the collection, CSI will **prepare and then upload the SBD file** for each school to Google Drive under //Assessments/SBD/ACCESS/22-23.
 - CSI will **send an email announcement** to schools as soon as the SBD file is available in G-Drive.
 - Both school submission contacts and EL coordinators will be copied on the email announcement.
 - Please plan to work together at your school to strategize how the data will be corrected and also who will complete the download and uploads within G-Drive. *All submissions contacts already have accounts to G-Drive. With such a short window we would prefer not to create new accounts just to retrieve/upload files.*
 - The **file name** will look like “SBDACCESS_schoolcode_school_03132023.xls” (CLA/VP will have one file per school).
 - The **data in the SBD file** is built from data provided by the assessment vendor to CDE and reflects what took place during the ACCESS WIDA testing window.
 - Download the SBD file and create your own copy to begin your review and make corrections.
 - If errors are identified in the SBD file at the time the file is built, then CSI will also upload a copy of an **error report** in G-Drive along with the SBD file.
 - The file name will be similar to the SBD file but will have “Error Report” in the file name.
 - If you do not see an error report in G-Drive, it means that there were not any errors or warnings found, but you must still review your SBD file for accuracy particularly within the assessment related fields, which could still have problem data.
 - Errors listed in the error report must be corrected in the SBD file (not in the error report itself).
 - Warnings do not need to be corrected, but they can often still indicate problem data that may need to be corrected.
 - The CSI [Google Troubleshooting](#) document (SBD ACCESS tab) and the file layout are important starting point resources to use when correcting errors.
 - If you are unable to confidently correct errors or change assessment related values on your own, then please reach out to CSI at submissions_csi@csi.state.co.us and we will help.
 - In addition to correcting errors, the following are important points and steps to complete in the review process (be sure to see the file layout for more detail on many of these points):
 - Only students **classified as NEP or LEP** should have taken the WIDA ACCESS assessment and have existing records in the SBD file.
 - Most common problem records:
 - Students who have a language proficiency code other than NEP or LEP who took the test **and/or** students who are coded as NEP or LEP who did not take the test.
 - Be sure to involve EL coordinator in this review process to verify language proficiency.

Getting your SBD file and error report

Correcting errors plus important points & steps to complete review

Correcting errors plus important points & steps to complete review

- In prior years, some students had their tests invalidated because they were incorrectly coded in a school's SIS.
- For the Language Proficiency field:
 - Only 1 (NEP) or 2 (LEP) are valid all others will trigger an error.
- For the Language Instruction Program field:
 - Students must be in a program if they are NEP or LEP
 - If a student has been opted out of a language program by a parent, they may be coded as 98
 - 00 or Blank will trigger an error.
- For the Language Background field:
 - Cannot be ENG (English)
 - Use only 3-character alpha codes that are used in the Student Interchange
See <https://www.cde.state.co.us/datapipeline/activelanguagecodes>
- WIDA ACCESS tests are based on **grade clusters** rather than specific grade levels:
 - There are 4 cluster fields, one for each test domain.
 - Each cluster field contains the test taken by the student for that domain.
 - If the cluster field is blank, it means that the student did not complete that cluster
 - This will mean that the student will **not** receive an overall score.
 - There is NO PARENT OPT OUT allowed for the WIDA ACCESS.
 - Sometimes students will have a complete assessment that crosses multiple records.
 - This is usually caused by mis-bubbled information on paper tests.
 - If the Grade or SASID on a paper test does not match the student record in WIDA AMS, it will create a second record.
 - Make sure the SASID and grade match across the records and they will be merged by DRC after the SBD review.
 - DO NOT INVALIDATE EITHER RECORD!
- WIDA ACCESS does not have a **participation component/measure** in accountability reports.
 - Do Not Score codes are used to prevent the DRC from creating a score for the student or for record keeping purposes.
 - There is a separate code for each domain.
 - There are four possible codes (see the file layout for more detail on each!)
 - ABS – Absent
 - INV – Invalidation
 - DEC – Declined
 - SPD – Withdrew from State
- Be sure to check overall FRL counts, race/ethnicity counts, and language proficiency counts. These impact final accountability reporting.
- Fill in any blank cells in updatable columns. (Use the Excel sort and filter tools to find these records)
- Do not delete or add rows to file; only make changes to existing records in columns that are updatable. Notify CSI if you believe records should be added or removed.
- If your file contains records of any **students who moved before or during the WIDA test window**, then notify CSI so that we can plan to move the student record if it is found that the student tested at another district.
- You **must indicate all corrections** you make in the SBD file by **highlighting-- (filling)** the cells with some other color than white. Otherwise, the data submissions team will not know what data you have edited.
- **Upload your corrected file** back to G-Drive in the same folder location.
 - Name your corrected file with a slightly different name so that CSI can easily tell it is the corrected version. Feel free to tag on the word "corrected".
 - Correcting all issues can take several rounds of back and forth, so please work ahead of the final deadline.
 - Please do not wait until the deadline date to try to clear errors as there may not be enough time to do that or for CSI to provide assistance to help you.
- **Notify CSI by email** at submissions_csi@csi.state.co.us when you have uploaded your corrected file **OR** to let us know that your file is fine and needs no corrections.

Final steps to upload corrected file and notifying CSI

- For schools that do not find any data to update, you must still notify us, or we will not consider your review of the data to have been completed.