COLORADO
Department of Education

# Facility Schools Data System December Staff User Guide

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Exceptional Student Services Unit
Office of Facility Schools
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# Section I: Introduction and General Information

## Introduction

Federal regulation 34 CFR §300.115 requires each Local Education Agency (LEA) to ensure a continuum of placement alternatives to meet the educational needs of students eligible for special education services.

Facility Schools December Staff reporting is part of the Special Education December Count reporting. The Special Education December Count collection is an annual count of students receiving Part B Special Education services as of December 1st. The information is used to determine state level ECEA funding that helps to provide specialized student services. Special Education December Staff Data is also required to obtain data on special education staff employed by administrative units on December 1st of each year so that appropriate licensure and endorsement of staff may be verified; and reports generated for the State Legislature, Federal government, local Administrative Units, and the public.

The Facility Schools December Staff system will be available for data entry during the data collection window.

## Purpose

The December Staff System User Guide addresses the following topics:

- Add Record
- Edit Record of entered data
- Create a Snapshot
- Create/View Cognos reports
- Review Errors and Warnings
- Status Dashboard
- Submit data to CDE

## December Staff Basic Principles

- The Facility School Program will enter the Program Identification and Staff.
- December Staff Snapshots are created. There is no limit to the number of Snapshots a Facility School Program can create. A Snapshot is the means for the system to save entered data.
- An email is generated to confirm a December Staff Snapshot was created.
- The email will indicate if there are Errors.
- If Errors exist, the Facility School Program will review Errors with a Cognos report.
- The Facility School Program will correct Errors by editing the affected record(s).
- The Facility School Program will create a December Staff Snapshot to capture corrected Errors.
- If no Errors exist, the Facility School Program will review the December Staff Summary Report to confirm entered data is complete and correct.
- If entered data is complete and correct, the Facility School Program will submit the December Staff and download the Sign Off Form through the Status Dashboard.
- The Sign Off Form is signed by the Executive / Agency Director and the Special Education Director and submitted to CDE.
- The CDE System Administrator will review applications and perform a statewide school / program staff validation process for all applications to ensure no staff is duplicated.

- The CDE System Administrator will finalize and accept all applications.
- If there are issues during the December Staff process, the CDE System Administrator will contact the Facility School Program.
- The Facility School Program must employ a CDE licensed / appropriately endorsed special education director, either salaried or on a purchased services contract. Director of special education staff is reported as:

  Job Code / Staff Title = 102 Special Education Director

- The Facility School Program must employ CDE licensed / appropriately endorsed special education teachers. If the Facility School Program is small and only employs one special education teacher, the teacher must be fully licensed / appropriately endorsed in an area of special education appropriate for the student disabilities served in the program. Employment on temporary status is not appropriate or allowed for a one teacher facility program. Special education teacher staff is reported as:

  Job Code / Staff Title = 202 Special Education Teacher

- All reported staff records must be auditable.
- Facility School Programs report the annual salaries and benefits for each staff member reported in December Staff.
- Facility School Programs report the staff in the position they were hired to fulfill. Example: A staff member with a teacher license hired as a paraprofessional (teacher assistant) would be reported as a 416 paraprofessional.

## Annual Facility Schools Activity

Each year the Facility School Program will access the Facility School December Staff System to:

- Submit staff data for the annual December Staff collection

# Section II: System Functionality

## December Staff Homepage

The Facility Schools December Staff System homepage contains:

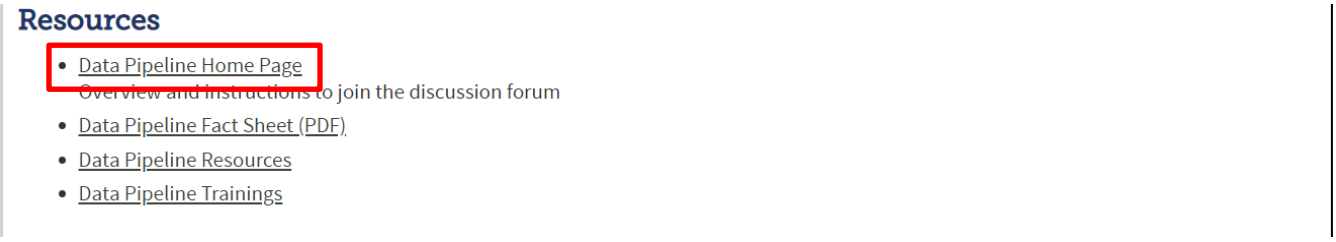
- Overview (regulatory and system requirements)
- Deadlines (December Staff)
- Data Elements, Definitions, and Instructions (December Staff)
- Business Rules (December Staff)

## Access the Facility Schools December Staff Homepage

Open CDE's homepage in your internet browser, click on the red DISTRICTS tab at the top of the page.

In the red Data Reporting section, click on Data Pipeline online system.

In the Resources Section, click on Data Pipeline Home Page




In the right side column titled **Data Pipeline Home**, click on Periodic Collections to open the list of all CDE collections that are considered periodic (collections with specific open / close dates).

Click on Facility Schools December Staff to open the homepage.

The homepage provides information relevant to the system and contains documents to assist in data entry and allowable items.

## Overview

Federal regulation requires each local education agency (LEA) ensure a continuum of placement alternatives to meet the educational needs of students eligible for special education services. The student's Individualized Education Program (IEP) team is charged with developing an individualized plan for the student and determining the most appropriate placement for the implementation of the IEP. In some cases, the IEP team may determine the most appropriate placement to be an approved facility school.

The system will be used by approved facility schools to submit education December Staff data for those staff employed on December 1st, as required per the Special Education December Count collection, to ensure staff employed in facility schools are appropriately licensed and endorsed and to fulfill Federal and State reporting requirements.

The Office of Facility Schools, through this system, will ensure that December Staff data is verified for qualified position status.

## Deadlines

Provides system open and close dates and data submission deadlines.

The current year Facility Schools December Staff Timelines document provides specific dates when data is due in the system. The timeline assists in keeping facility schools / programs on track to meet expected deadlines in order for CDE to review data and complete the data finalization process.

## File Layout and Definitions

The current year Facility Schools December Staff File Layout and Definitions document contains system data elements, definitions, and instructions that will assist the LEA in entering data for the December Staff reporting.

## Business Rules

The current year Facility Schools December Staff Business Rules document provides system Error and Warning codes with the corresponding Error/Warning message.

To access the Facility Schools December Staff homepage, bookmark the page at:

**CDE Data Pipeline Facility Schools December Staff**

# Single Sign-On Registration

A designated person who will enter the December Staff for a Facility School / Program must request access to Data Pipeline through CDE by submitting the Facility Schools December Staff System Access Request form.

## Facility Schools December Staff System

### Access Request Form

In order to access the Facility Schools December Staff System, a username and password is required for Facility Schools staff to log into the COE Identity Management (IdM) site. Please use this form to request a unique, individual user name (typically this is the user's email ID) for each facility school staff member you wish to have access to the system to add/ edit staff data and cost line items, or to review detail and summary reports for the December Staff data. IdM passwords are set by the user. This process/ form will also be used to update user access for staff who are no longer employed at your facility program or who no longer need system access. If this occurs, please provide the name of the person who no longer needs system access so that the user name can be deactivated. **It is the facility school's responsibility to inform COE / OFS when December Staff System access should be deactivated for a former or reassigned staff member.** You may use this form or send an email message to request accounts be disabled.

| | | | |
|---|---|---|---|
| Date of Request: | | | |
| Facility School: | | Location/Program: | |
| User Name: | | | |
| User Title: | | | |
| User Phone: | | | |
| User email ID: | | | |
| Active User: | | | |
| Deactivate User: | Yes | No longer employed at facility school program | |
| | Yes | Role change / Reassigned to different position | |

**By signing below you are acknowledging that the person listed above is authorized by your facility school / program for user access to the Facility Schools December Staff System, or is being deactivated as a user.**

**Facility Director:** _____ **Date:**

**Print Name** **Signature**

**Please scan the completed form and send to FS_TuitionCost@cde.state.co.us**

## Basics of User Roles

Each user is assigned the LEA (local education agency) Approver role and can access their Facility School(s) and associated program(s) only.

Some general information to be aware of regarding user roles:

- A username can be assigned to only one role (LEA Approver) for a specific collection
- Usernames and passwords are not to be shared
- A Facility School can have more than one LEA Approver

## Access Data Pipeline for System Login

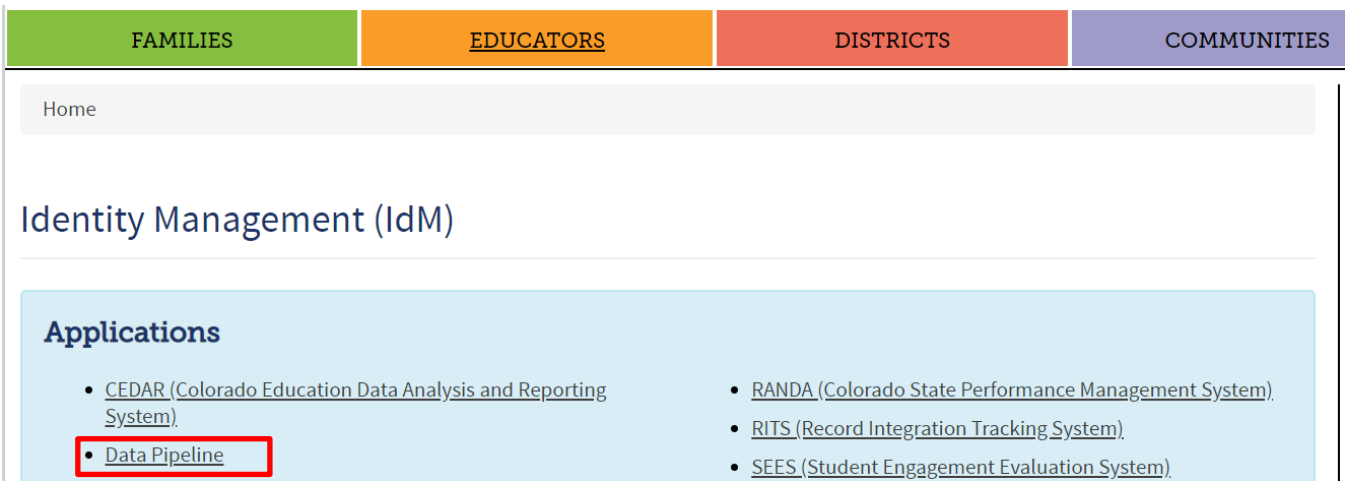
Open CDE's homepage in your internet browser, click on the red DISTRICTS tab at the top of the page.

To access the Identity Management (IdM) homepage, click on the purple box.

**The recommended bookmark link to access the Data Pipeline is:**

- **CDE Data Pipeline**

In the Applications section, click on Data Pipeline.



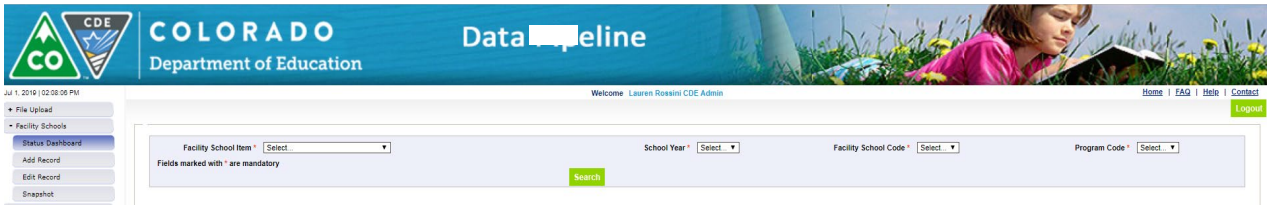

To access the Data Pipeline Username and Password login page, click on the blue box.

Enter your Username and Password in the Sign In box and click Continue.

Once logged in, a blank screen displays with two buttons on the left - Facility Schools and Cognos Report.

## Facility Schools December Staff System Layout

The Facility Schools December Staff System screens within Data Pipeline have the following basic layout and user options:




A standard screen header displays containing the State of Colorado and CDE logos and Data Pipeline title. Below the header is the Welcome line which displays the Username and assigned role (LEA Approver). The right side contains links to the Home Page, FAQ, Help, and the Contact pages. The links for Home Page and Help are currently inactive.

The left menu pane consists of the navigation area for the Facility School Tuition Cost Application

- Facility Schools
  - Status Dashboard
  - Add Record
  - Edit Record
  - Snapshot
- Cognos Report

All fields marked with a red asterisk (*) are required fields.

Screens contain a green Add New Record, Submit/Add Record or Search button

- Text Boxes — allows for user input via keyboard.
- Drop-downs — contain an arrow pointing downward at the end of the field. Click the arrow to expand the dropdown to show possible choices. Highlight the desired data value and click to select the value.

Greyed out fields contain prepopulated data / calculations and cannot be changed.

YELLOW highlighted text fields indicate a Warning in the data entered. Hovering over the field with the mouse will provide further messages to the user.

RED highlighted text fields indicate an Error in the data entered. Hovering over the field with the mouse will provide further messages to the user.

## Facility Schools System Screens - Facility Schools December Staff

The following sections outline each screen available to enter and submit data in the annual Facility Schools December Staff. An overview will be provided of each screen, detailed step-by-step instructions to complete each screen, the User Interface Descriptions, and Business Rules.

- Select Facility Schools from the left menu to expand on available screens in the Facility Schools December Staff.
- Note: In order to take a successful Facility Schools December Staff Snapshot each program needs a Program ID and one staff record.

## A. Add Record

During the December Staff submission period, the data is entered through Add Record screens. Added records can then be viewed from Edit Record screens and Errors, if any, can be corrected through the Edit Record screen. Errors may also be viewed from Cognos reports menu. Select the Add Record menu item and the basic Add Record screen will appear.

### Add Record for Program Identification, Staff, and Tuition Cost Line Items

| Field Name | Field Description / Use | Purpose / Use |
|---|---|---|
| **Facility School Item** | Select from the drop-down list:<br>Program Identification<br>Staff<br>Tuition Cost Line Items | Tells the system the section selected to enter data for the Facility School/Program. Always enter data in the Program Identification section first. |
| **School Year** | The current school year will prepopulate | Tells the system the school year for the Tuition Cost Application. |
| **School** | Select from the drop-down list the Facility School that is associated with the LEA Approver | Displays the list of Facility School(s) associated with the role of LEA Approver. |
| **Program** | Select from the drop-down list the Program associated with the Facility School | Displays the list of Program(s) associated with the Facility School. |

### A.1 Data Fields for Program Identification

**Add Record for Program Identification**

- Select Program Identification from the Facility School Item drop-down menu field.

- Current School Year will prepopulate.
- Select the School from the drop-down menu field.
- Select the Program from the drop-down menu field.
- Once Program Identification, School Year, School, and Program are selected, click the Add New Record button and the Program Identification input screen will appear.

**Data Fields for Program Identification**

| Field Name | Field Description / Use | Example / Use |
|---|---|---|
| **Contact First Name** | Enter the first name of the Facility School contact | |
| **Contact Last Name** | Enter the last name of the Facility School contact | |
| **Contact Title** | Select from the drop-down menu the title of the Facility School contact:<br>1-Special Education Director<br>2-Executiive Director<br>3-Education Coordinator<br>4-Chief Financial Officer<br>5-Office Support | |
| **Contact Phone Number** | Enter 10-digit number without dashes or dots | 3031234567 |
| **Contact Email Address** | | |
| **Facility School Begin Date** | Enter MMDDYYYY format | 08152020 |
| **Facility School End Date** | Enter MMDDYYYY format | 06302021 |
| **Students to be Served** | Enter as a whole number | Average of prior year's student enrollment and/or current year's student enrollment. Includes all students served in the program. |
| **Submit/Add Record button** | When the user is finished with data entry for the record click this button to add the record | Tells the system you are finished entering Tuition Cost Program Identification data. |

**Business Rules for Program Identification**

| Business Rule | Field Behavior | Example |
|---|---|---|
| Contact phone number | Must be entered as a 10-digit number without dashes or dots | 3031234567 |
| Facility School Begin Date | Facility School Begin Date cannot be earlier than August 1 of the current school year | If you enter a date earlier than August 1, a screen Error (RED) is displayed. |

| Business Rule | Field Behavior | Example |
|---|---|---|
| Facility School End Date | Facility School End Date cannot be later than June 30 of the current school year | If you enter a date later than June 30, a screen Error (RED) is displayed. |
| Number of Program Days for the School Year | Number of days should equal between 150 and 176 per the facility school program approval | If you enter a number less than 150, a screen Warning (YELLOW) is displayed. |
| Students to be Served | Enter the total number of all students served in the program. This number is based on prior year's enrollment and/or current year's anticipated enrollment. This includes students with disabilities and general education students if all students receive the same educational services | |

Data must be entered in Program Identification first. If it is not, Snapshots will fail, and Cognos reports cannot be generated.

## A.2 Add Record for Staff

**Add Record for Staff**

- Select Staff from the Facility School Item drop-down menu field.
- Current School Year will prepopulate.
- The School and Program should prepopulate with the selection made in Program Identification.
- Once the Staff item, School Year, School, and Program are selected, click the Add New Record button and the Staff input screen will appear.
- Once data entry for a staff member is complete, click the Submit/Add Record button to enter data for another staff member. Continue until you have entered all education staff data for the Facility School / Program. You may enter all education staff employed at the Facility School / Program for the December Staff collection.
- The user must enter a pro-rated salary and benefits amounts for those staff reported with a less than 1.00 FTE. The system does not have the capability to automatically calculate a full-time salary into a pro-rated FTE salary.
- Staff data will not carry over from one year to the next.

**Data Fields for Staff**

| Field Name | Field Description / Use | Example / Use |
|---|---|---|
| **Type of Staff / Personnel** | Drop-down list includes:<br>1-Instructional Salary<br>2-Instructional Purchased Services<br>3-Support Salary<br>4-Support Purchased Services<br>5-Administration Salary<br>6-Business Salary<br>7-Operations Salary | |

| | | |
|---|---|---|
| | 8-General Education Salary | |
| **Job Code / Staff Title** | Drop-down list includes the Job Code / Staff Title associated for each Type of Staff / Personnel selection. Refer to the Job Codes and Descriptions document for a complete list of allowable job codes and descriptions at: **CDE Data Pipeline Facility Schools December Staff** | |
| **First Name** | Enter the staff's first name | |
| **Last Name** | Enter the staff's last name | |
| **Social Security Number** | Enter SSN in 9-digit format without dashes or dots | 123456789 |
| **Hire / Start Date** | Enter the staff's start date in MMDDYYYY format | |
| **End Date** | Default value of staff's end date = 00000000 | Do not enter a staff end date in the December Staff as December Staff are active employees on December 1st each year. |
| **FTE** | Enter FTE in a 4-digit format | 1.00, 0.50 |
| **Salary** | Enter salary as a whole number | |
| **Benefits** | Enter benefits as a whole number | |

**Business Rules for Staff**

| Business Rule | Field Behavior | Example |
|---|---|---|
| Job Code / Staff Title | Each application must include staff reported in Job Code 102 Special Education Director and Job Code 202 Special Education Teacher | |
| Hire / Start Date | If Hire / Start date is greater than 14 days after the Program Begin Date, staff's FTE cannot equal 1.00. FTE must be prorated per the actual hire date.<br>Hire / Start date cannot be later than the Program End Date | |
| Benefits | Benefits cannot be greater than 50% of Salary | |
| FTE | FTE for individual staff cannot be greater than 1.00. | |

## B. Edit Record

This section allows the user to edit or delete records. Once the user has entered Program Identification, Cost Line Items, and Staff data, they will review and/or edit entries and check for Errors directly through the Edit Record input screen. Select Edit Record from the menu item and the basic Edit Record screen will appear.

- Check the box to the left of the record you want to edit or delete.

### Edit Record for Program Identification and Staff

| Field Name | Field Description / Use | Purpose / Use |
|---|---|---|
| **Facility School Item** | Drop-down list<br>Program Identification<br>Staff | Select the item to review |
| **School Year** | Drop-down list<br>Default is the current school year | |

| | | |
|---|---|---|
| **Error Records** | Drop-down list<br>Default is All<br>Errors and Warnings<br>Errors<br>Warnings<br>No Errors or Warnings | Displays records that have a screen Error or a screen Warning<br>Displays records that have a screen Error or a screen Warning<br>Displays records that have a screen Error<br>Displays records that have a screen Warning<br>Displays no records |
| **School** | Drop-down list | Displays the list of Facility Schools associated with the role of LEA approver. |
| **Program** | Drop-down list | Displays the list of Program(s) associated with the Facility School selected. |

| Button Name | Button Description / Use | Purpose / Use |
|---|---|---|
| **Search** | When this button is clicked, an additional screen will display to populate data entered in the Facility School Item selection | Tells the system to search for records entered in the Item selection. |

**NOTE:** the message **Fields shown in RED have an Error** will appear on the screen regardless of whether there is an Error in the data. This message is a standard feature of Data Pipeline collections and cannot be removed. Scroll to the right to display all data fields in the record. If no field is shown in RED, there are no Errors.

## B.1 Edit Record – Data Fields for Program Identification

**Edit Record for Program Identification**

- Select Program Identification from the Facility School Item drop-down menu field.
- Current School Year will prepopulate.
- Select All in the Error Records drop-down menu field.
- Select the School from the drop-down menu field.
- Select the Program from the drop-down menu field.
- Click the Search button and the Program Identification record will appear.
- Scroll from left to right to view all fields in the record.
- Check the box to the left of the record you want to edit or delete.

| Field Name | Field Description / Use | Purpose / Use |
|---|---|---|
| **School Name** | Displays the School selected | You cannot edit this field |
| **Program Name** | Displays the Program selected | You cannot edit this field |

| | |
|---|---|
| **Contact First Name** | Displays the first name entered |
| **Contact Last Name** | Displays the last name entered |
| **Contact Title** | Displays the contact title selected |
| **Contact Phone Number** | Displays the phone number entered |
| **Facility School Begin Date** | Displays the Facility School Begin Date entered |
| **Facility School End Date** | Displays the Facility School End Date entered |
| **Students to be Served** | Displays the Students to be Served entered |

| Button Name | Button Description / Use | Purpose / Use |
|---|---|---|
| **Save** | Will save any changes made to any field in the selected record | |
| **Delete** | Will delete the selected record | |
| **Back** | Click the Back button to return to the main Edit Record screen | |

**Edit Record – Business Rules for Program Identification**

| Business Rule | Field Behavior | Example |
|---|---|---|
| Contact phone number | Must be entered as a 10-digit number without dashes or dots | If you edit a phone number to be less than 10 digits, the field will display a screen Error (RED). |
| Facility School Begin Date | Facility School Begin Date cannot be earlier than 8/1 of the current school year | If you edit a record to be earlier than 8/1, the field will display a screen Error (RED). |
| Facility School End Date | Facility School End Date cannot be later than 6/30 of the current school year | If you edit a record to be later than 6/30, the field will display a screen Error (RED). |

## B.2 Edit Record – Data Fields for Staff

**Edit Record for Staff**

- Select Staff from the Facility School Item drop-down menu field.
- Current School Year will prepopulate.
- Select the type of records you want to display from the Error Records drop-down menu field.
- Select the School from the drop-down menu field.
- Select the Program from the drop-down menu field.
- Click the Search button and the Staff record(s) will appear.
- Scroll from left to right to view all fields in the record
- Check the box to the left of the record you want to edit or delete

### Edit Record – Data Fields for Staff

| Field Name | Field Description / Use | Purpose / Use |
|---|---|---|
| **School Name** | Displays the School selected when the Program Identification was entered | Cannot edit this field |
| **Program Name** | Displays the Program selected when the Program Identification was entered | Cannot edit this field |
| **Type of Staff / Personnel** | Displays the Staff / Personnel category selected when the Staff record was entered | Edit this field if you need to change the Type of Staff / Personnel selection. If changed, the Job Code / Staff Title must also be changed. |
| **Job Code / Staff Title** | Displays the Job Code / Staff Title category selected when the Staff record was entered | If the Type of Staff / Personnel is changed, you must reselect the Job Code / Staff Title from the drop-down menu field. |
| **First Name** | Displays the first name entered | |
| **Last Name** | Displays the last name entered | |
| **Social Security Number** | Displays the SSN entered | |
| **Hire / Start Date** | Displays the Hire / Start date entered | |
| **End Date** | Default end date = 00000000 | |
| **FTE** | Displays the FTE entered | Will display a screen Error (RED) if the FTE is entered in an incorrect format |
| **Salary** | Displays the salary entered | |
| **Benefits** | Displays the benefits entered | |

| Button Name | Button Description | Purpose / Use |
|---|---|---|
| **Save** | Will save any changes made to any field in the selected record | |
| **Delete** | Will delete the selected record | |
| **Back** | Click the Back button to return you to the main Edit Record screen | |

When you click the "Back" button, you will see Filter options. This is useful if you want to view records for staff entered in specific Type of Staff / Personnel or Job Code / Staff Title categories, or to search staff by last name.

### Edit Record – Business Rules for Staff

| Business Rule | Field Behavior | Example |
|---|---|---|
| Social Security Number | SSN must be entered in a 9-digit format without dashes or dots | If you edit an SSN to be less than 9 digits, the field will display a screen Error (RED). |

| Business Rule | Field Behavior | Example |
|---|---|---|
| Hire / Start Date | Hire / Start Date must be entered in MMDDYYYY format | If you edit a Hire / Start Date to not be in the MMDDYYYY format, the field will display a screen Error (RED)<br>If Hire / Start Date is greater than 14 days after the Program Begin Date, the 180 days of FTE, salary, and benefits must be reduced according to the employment start date. The FTE field will display a screen Error (RED) if it is entered as 1.00. |
| End Date | End Date defaults to 00000000 | If you edit an End Date to not be in the 00000000 or MMDDYYYY format, the field will display a screen Error (RED). |
| FTE | FTE must be in a 4-digit format | If you edit an FTE to not be in the correct 4-digit format (x.xx), the field will display a screen Error (RED). |

## C. Snapshot

Creating a Snapshot tells the system you are finished entering data required to submit a Facility Schools December Staff. Prior to taking a Snapshot, ensure you have a Program ID and staff data. When a Snapshot is created, the system will check for Errors. After the Snapshot is created, you will be able to review and correct any Errors in Edit Record screens and create a new Snapshot. Once a Snapshot is created, the staff's license information will populate into the December Staff Summary Report.

### Snapshot

Select the Snapshot menu item and the basic Facility School Snapshot screen will appear.

- Select December Staff Snapshot from the Facility School Item drop-down menu field.
- Current School Year will prepopulate.
- Select the Facility School from the School Code drop-down menu field.
- Select the Facility School Program from the Program Code drop-down menu field.
- Click the Search button and the Create Snapshot screen will appear.
- Click Create Snapshot button and a message will appear that a Snapshot creation was triggered.

  *Snapshot creation triggered and processing. A notification email will be sent upon completion.*

- You will receive an email when the Snapshot is created.
- The email will contain the number of entries in the Tuition Cost Application and the number of Errors. There is no limit to the number of times a Snapshot can be created. The **final** Snapshot must be Error free before you can submit the Tuition Cost Application.

**Snapshot – Data Fields**

| Field Name | Field Description / Use | Purpose / Use |
|---|---|---|
| **Facility School Item** | Select from the drop-down list: December Staff Snapshot | Tells the system you are finished entering data for the Facility Program Identification and education staff for the December Staff Collection. There is no limit to the number of Snapshots you can create. A Snapshot should be created each time you are finished entering data into the system, so it is saved. |
| **School Year** | Drop-down list with the school year for which the collection is open | Tells the system the school year for the December Staff |
| **School** | Select from the drop-down list the Facility School that is associated with the (LEA Approver) | Displays the list of Facility School(s) associated with the role of LEA Approver. |
| **Program** | Select from the drop-down list the Program associated with the Facility School | Displays the list of Program(s) associated with the Facility School. |

## D. Cognos Reports

The Facility Schools December Staff System uses Cognos Reporting. These reports help identify Errors in the application and to review and validate the data entered.

- Select Cognos Reports from the left menu pane and the basic Cognos Menu screen will appear.
- Click the Facility Schools menu to expand the list of reports available.
- Click on the report you want to run from the report menu.
- Select the School Year from the drop-down menu field.
- Select the School Code from the Select School drop-down menu field.
- Select the Program Code from the Select Program drop-down menu field.
- Click the Finish button in the lower left corner of the screen.
- Reports default display is PDF format. To change the format, click on the format drop-down menu and select another format. Available formats are HTML, XML and Excel.

## Key Tuition Cost Application Reports

**Facility Schools December Staff Summary Report** – displays entered staff information in alphabetical order by staff's last name. When a Snapshot is created, the report will populate the entered staff information, including the staff's CDE license information by License Type, Expiration Date, and Endorsement. Flags are set in the columns titled SPED License Approved, Temporary Status (TEE), and SPED Qualified, to indicate if the staff's license is appropriate for the reported Job Code / Staff Title. Review this report to ensure you have not missed entering staff in any Staff Category and that staff are appropriately licensed and endorsed.

**Facility Schools December Staff Snapshot Error Report** – displays any Errors or Warnings that are generated in the system. Review these reports to view the list of Errors or Warnings for the various components of the system. Pay particular attention if the December Staff generates Error TU002. This Error may indicate that a

staff is reported at multiple facility school programs at full-time employment. No staff may be reported in any individual or multiple facility school program(s) with an FTE that exceeds 1.00. Review Error Detail and Summary reports to ensure the December Staff is Error free. Errors that are generated must be cleared before the December can be submitted and data is finalized. Warnings will not prevent submission of the December Staff.

## E. Status Dashboard

The Status Dashboard allows the Facility School to submit and view the status of the December Staff.

- Select the Status Dashboard from the left menu pane and the basic Status Dashboard screen will appear.
- Once you have corrected all Errors and your application is Error free, select December Staff Snapshot. There is no limit to the number of Snapshots you can create, but the **final** Snapshot must be Error free before you can submit your December Staff.
- Current School Year will prepopulate.
- Select the Facility School from the Facility School Code drop-down menu field.
- Select the Program from the Program Code drop-down menu field.
- Click the Search button.
- Once the Facility School Item, School Year, Facility School, and Program are selected, click the Search button and the Snapshot created will appear.

### E.1 Submit December Staff to CDE

- Click on the name of the program in the Program Code column to view details.
- Click on the Submit to CDE button.
- Click on the Download Sign Off Form.

If the Facility School attempts to submit their December Staff with Errors, a message is generated stating the Program has not met the threshold for validation Errors.

*The program (displays the program code) has not met the threshold for validation errors.*

When you submit your December Staff, you will receive an email to verify the Snapshot has been submitted. Data is now locked and cannot be modified. If changes are necessary, contact the CDE System Administrator to have your data unlocked.

### E.2 Download Sign Off Form

After the December Staff is submitted to CDE, the LEA Approver will download the Sign Off Form. This form is signed by both the Executive / Agency Director and the Special Education Director of the Facility School / Program and emailed to the CDE System Administrator at **FS_TuitionCost@cde.state.co.us**. The form will download in the lower left corner of the screen. Click on the PDF to open the form.