Quick Reference Guide

Data Pipeline: Special Education End-of-Year Snapshot

COLORADO
Department of Education

The Special Education End-of-Year Student collection is required to obtain data on students who were referred, evaluated, or received special education services throughout the school year. The data collected includes information on the services students in special education are receiving and exits from special education.

Click the **Data Pipeline Identity Management** homepage for access to the Data Pipeline system and other CDE applications. This is the recommended link to bookmark for quick access to the system.

Click the **Data Pipeline Resources** homepage to find the collection resources links.

Snapshot	Interchanges	Data is pulled from these files to make up the snapshot:
Special Education End-of-Year	• **Special Education IEP** • **Student** (non-tagged data)	Check snapshot file layout to see which fields pull from each file into the Sped EOY Snapshot. • **Child File** • **Participation File** • **Student Demographics** (demographic fields pull from this file if student LASIDs match the IEP file records) • **Student School Association** (grade level)

Due Dates*	What is Due
Wednesday May 1, 2024	23-24 snapshot open in Data Pipeline
Thursday June 27, 2024	IEP Interchange errors resolved and at least one snapshot created
Thursday Sept. 5, 2024	All errors resolved by this date
Friday Sept. 27, 2024	Final snapshot and signed reports due to CDE

*These are the main due dates but not all interim due dates. Please reference the Timeline for the full set of due dates.

Identity Management (IdM) Checklist

☐ The AU Local Access Manager (LAM) must set up a new user's CDE IdM account and/or assign the appropriate collection groups and roles.

☐ AU LAM assigns the **SPE~LEA User** role for the Special Education IEP Interchange. The LEA User has the ability to upload files into the interchange and view the applicable errors on those records.
Example: **PIPELINE-66789-SPE~LEAUSER**

- [ ] AU LAM assigns the **EOY~ LEA Approver** or **EOY~LEA User** role for the Special Education EOY Snapshot. An AU must have at least one Approver. The LEA Approver has the ability to create snapshots, view snapshot errors, *and* submit the final dataset to CDE. The LEA User has the ability to create snapshots and view the snapshot errors.
  Example: **PIPELINE-66789-EOY~LEAAPPROVER**

Special Education End-of-Year Summary of Steps

- [ ] Review the Special Education End-of-Year Timeline, Snapshot File Layout and Definitions, Trainings, and Additional Resources. [Special Education End of Year Snapshot webpage](#)
- [ ] Review the IEP Interchange Child and Participation File Layout and Definitions and compare to the files provided by your vendor to be sure you have the correct data fields included. [Special Education IEP Interchange webpage](#)
- [ ] Prepare your IEP Interchange Child and Participation files by extracting them from your vendor system for upload to Data Pipeline. AUs with Enrich may review files and clear many of the IEP interchange errors within Enrich system before sending to Data Pipeline.
- [ ] Login to Data Pipeline system from Data Pipeline Identity Management link at the top of the document.
- [ ] First, you have the option to validate your file formats are correct using **Format Checker**. **File Upload-Format Checker**.
- [ ] Next, upload the Special Education Child and Participation files under **File Upload**- **Data File Upload.** AUs with Enrich may transfer the files from Enrich to Data Pipeline by clicking "Send to CDE Data Pipeline" in Enrich.
- [ ] Verify file uploaded successfully under **File Upload-Batch Maintenance screen.** Fill in boxes as applicable and click **Submit** button**.** Processed Indicator will say "**Yes**" if successful. Check Record Count, Error Count, and make sure submitted date and time look accurate. You will also receive an email confirmation as verification.
- [ ] Next, view and download your IEP Interchange errors. Interchange error information can be found in several places within the Data Pipeline.
  - View error details under **Pipeline Reports-Error Reports.** Fill in the applicable file type and click **Search** and then **View Details**. Export to Excel by clicking "Excel" button.
  - View error summary or details under **Cognos Reports-Special Education IEP**.
- [ ] Correct the errors in your vendor system (preferably) or by manually adjusting your files and re-upload them to the IEP Interchange under Data File Upload. Make sure to verify upload was successful under Batch Maintenance. Repeat this process until all IEP Interchange errors are resolved in both files.
- [ ] Create a **Special Education End-of-Year Snapshot** under **Special Education-Snapshot.** Fill in boxes as applicable, click **Search,** and then **Create Snapshot.**
- [ ] You will receive a **Snapshot Confirmation Email** once the snapshot has finished processing.
- [ ] Verify snapshot status under **Special Education-Status Dashboard**. Fill in boxes and click **Submit**. Make sure the **Data Exists** box displays a "**Y**" and scan all status information for accuracy. **Validation errors** indicate your **level 2 snapshot errors**.
- [ ] Next, view and resolve your Special Education EOY Snapshot errors. Snapshot error information can be found in the following places within Data Pipeline:
  - View error summary or details under **Pipeline Reports-Error Reports** (**Dataset-Special Education IEP/File Type-Special Education EOY**)**.** Click **Search**. Click **View Detail** and then **Excel** to export the error details to Excel.
  - View error summary and/or details under **Cognos Reports-Special Education EOY-Special Education Error Detail Report**.
- [ ] Correct the level 2 errors in your vendor system or manually in your files and re-upload them to the IEP Interchange under Data File Upload. Verify successful upload under Batch Maintenance and check for any additional IEP Interchange errors to resolve.

☐ Create another Special Education EOY snapshot and check for any additional level 2 snapshot errors.
☐ Repeat steps until all Interchange and Snapshot errors are resolved. All errors should be resolved by September 5th prior to the duplicate/cross LEA process.
☐ After the duplicate process in September an email will be sent by CDE letting you know once it's okay to Approve your final snapshot dataset in the Data Pipeline by clicking **Submit to CDE** (must be LEA Approver).

Reference collection resource links to find bulleted items below:

Special Education IEP Interchange Webpage
Special Education End-of-Year Snapshot Webpage

- Timeline
- Interchange Files and Snapshot File Layout and Definitions
- Interchange and Snapshot Business Rules (error lists)
- Templates
- Trainings
- Additional Resources

Contact Information:

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