COLORADO
Department of Education

2024-2025
At-Risk Interchange Training

August 20, 2024

Agenda

- Purpose of the At-Risk Interchange
- Intersection with Student October Snapshot
- Assigning Data Pipeline At-Risk Interchange Roles
- Syncplicity Folders
- At-Risk Interchange Website Resources
  - File Layout and Definitions
  - Business Rules
  - Templates
  - Timeline
  - Trainings
  - Additional Resources

Purpose of the At-Risk Interchange

Purpose

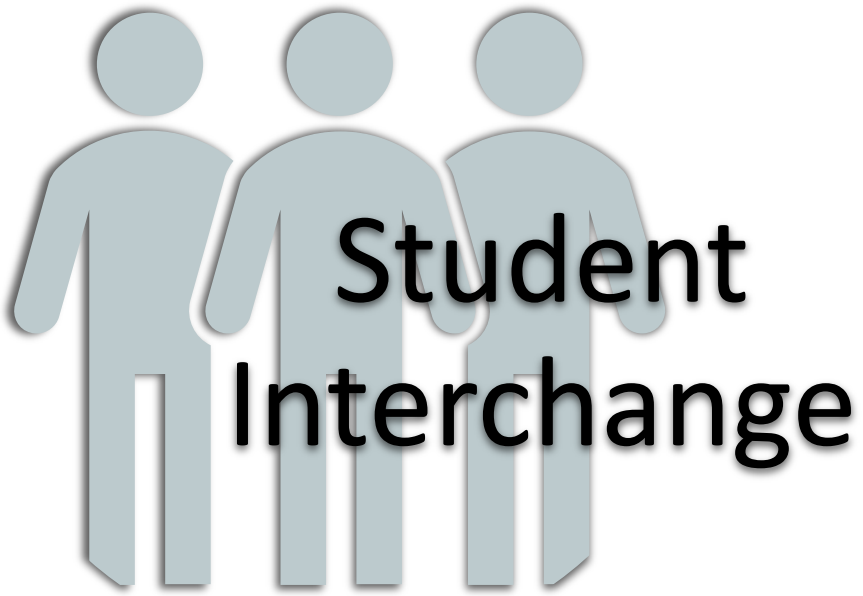
- To obtain **student-level census block data** needed to implement the new at-risk measure as described in HB22-1202.
- As provided for under SB24-188, data needed for the implementation of this measure will be collected beginning with the 2024-25 school year.
- In the 2025-26 school year, the new at-risk measure will be fully implemented and included in the Total Program funding calculation as described in the Public-School Finance Act which will continue to utilize student-level data reported through the Student October Count data collection.

Intersection with Student October Snapshot

Student October Snapshot

- For the 2024-2025 school year, data collected through the At-Risk Interchange will be included in the Student October Snapshot only.
- Districts must upload this data for every student included in its Student October Snapshot. If data is missing for a given student, this will trigger a Student October Snapshot error.
  - Error: *OC200 - This student is currently missing from your district's At-Risk Interchange File. Please add this student's record to the At-Risk Interchange data and take a new Student October Snapshot.*

Student October: Student Interchange Files



Student Demographic File

- One record per student

Student School Association File

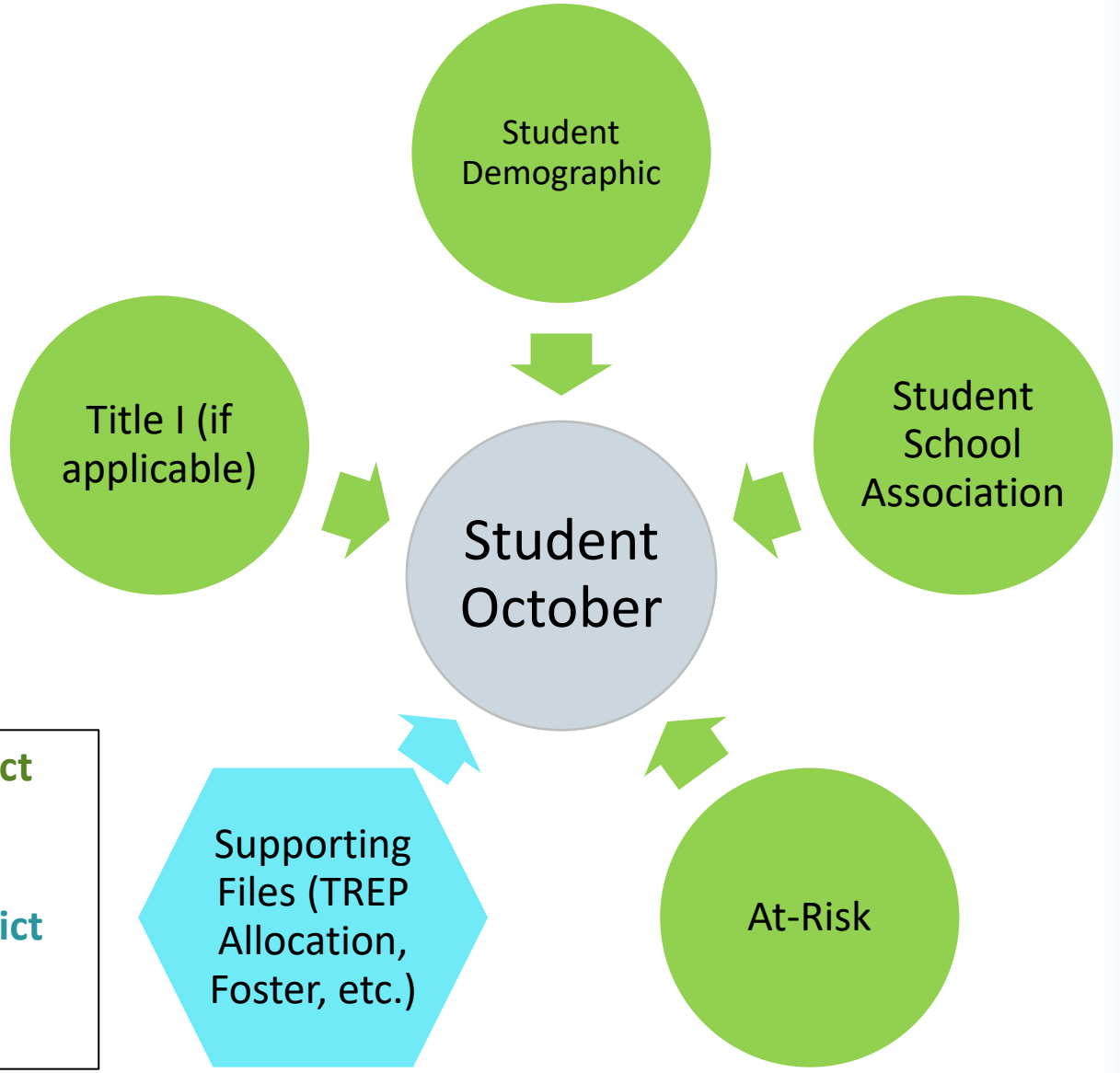
- May include multiple records per student

Student October: Other Interchange Files

Title 1
- Targeted Assistance schools only

At-Risk Interchange
- Student Census Information

Note: It is important that At-Risk Interchange "users" partner with their district's Student October Data Respondent in order to ensure the Student October Snapshot is accurate and ready to go by November 8, 2024.

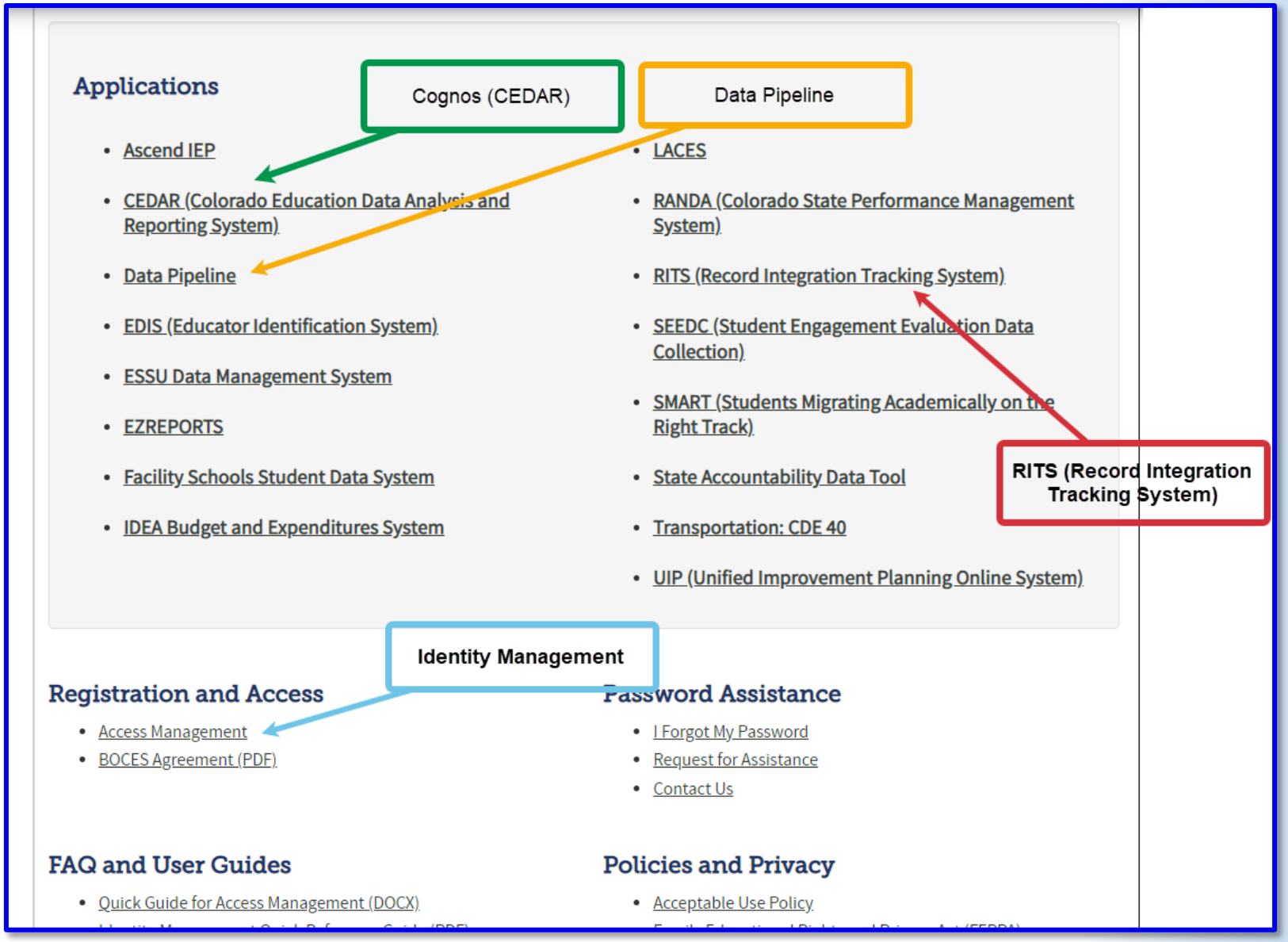


- **Light Green Circles – District Uploads**
- **Gray – CDE Uploads**
- **Light Blue Hexagon – District "Triggers"**

Student October Snapshot Visual

Assigning Data Pipeline At-Risk Interchange Roles

IdM Website



CDE Application Login

Identity Management Roles- At-Risk Interchange

Don’t have access?

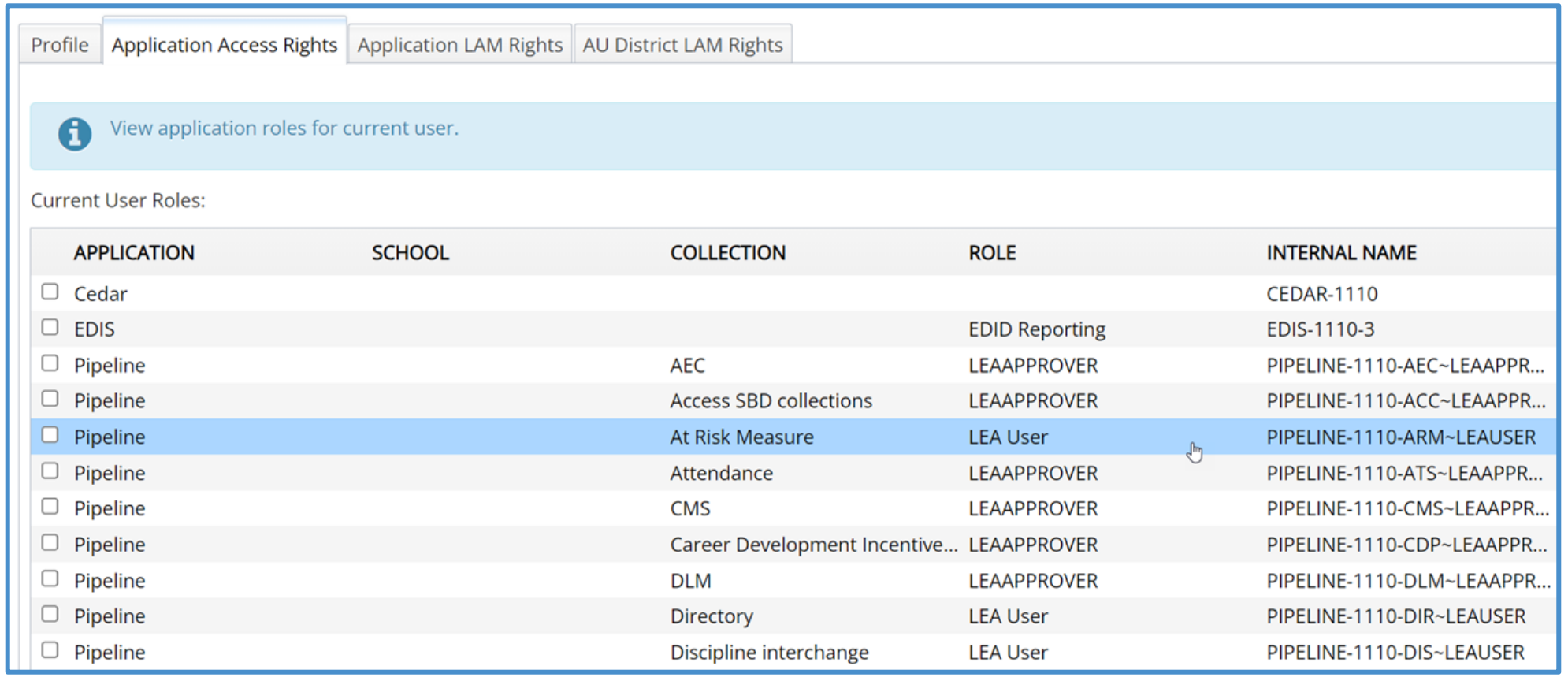
Talk to your District’s Local Access Manager (LAM)!

Note: To receive communication about the at-risk interchange, you must have this role!

66% of LEAs have assigned a User to this Interchange File

Application	Collection	Role	Access Level
Pipeline	At Risk Measure (ARM)	**LEA User**	Upload and Edit Records for the At-Risk Measure File
Pipeline	At-Risk Measure (ARM)	LEA Viewer	View Cognos reports – cannot edit data

Data Pipeline: At-Risk Measure LEA User



APPLICATION	SCHOOL	COLLECTION	ROLE	INTERNAL NAME
Cedar				CEDAR-1110
EDIS			EDID Reporting	EDIS-1110-3
Pipeline		AEC	LEAAPPROVER	PIPELINE-1110-AEC~LEAAPPR...
Pipeline		Access SBD collections	LEAAPPROVER	PIPELINE-1110-ACC~LEAAPPR...
Pipeline		At Risk Measure	LEA User	PIPELINE-1110-ARM~LEAUSER
Pipeline		Attendance	LEAAPPROVER	PIPELINE-1110-ATS~LEAAPPR...
Pipeline		CMS	LEAAPPROVER	PIPELINE-1110-CMS~LEAAPPR...
Pipeline		Career Development Incentive...	LEAAPPROVER	PIPELINE-1110-CDP~LEAAPPR...
Pipeline		DLM	LEAAPPROVER	PIPELINE-1110-DLM~LEAAPPR...
Pipeline		Directory	LEA User	PIPELINE-1110-DIR~LEAUSER
Pipeline		Discipline interchange	LEA User	PIPELINE-1110-DIS~LEAUSER

Collection: At Risk Measure
Role: LEA User
Internal Name: PIPELINE-1110-ARM-LEAUSER

Reminder: Pipeline Maintenance Window

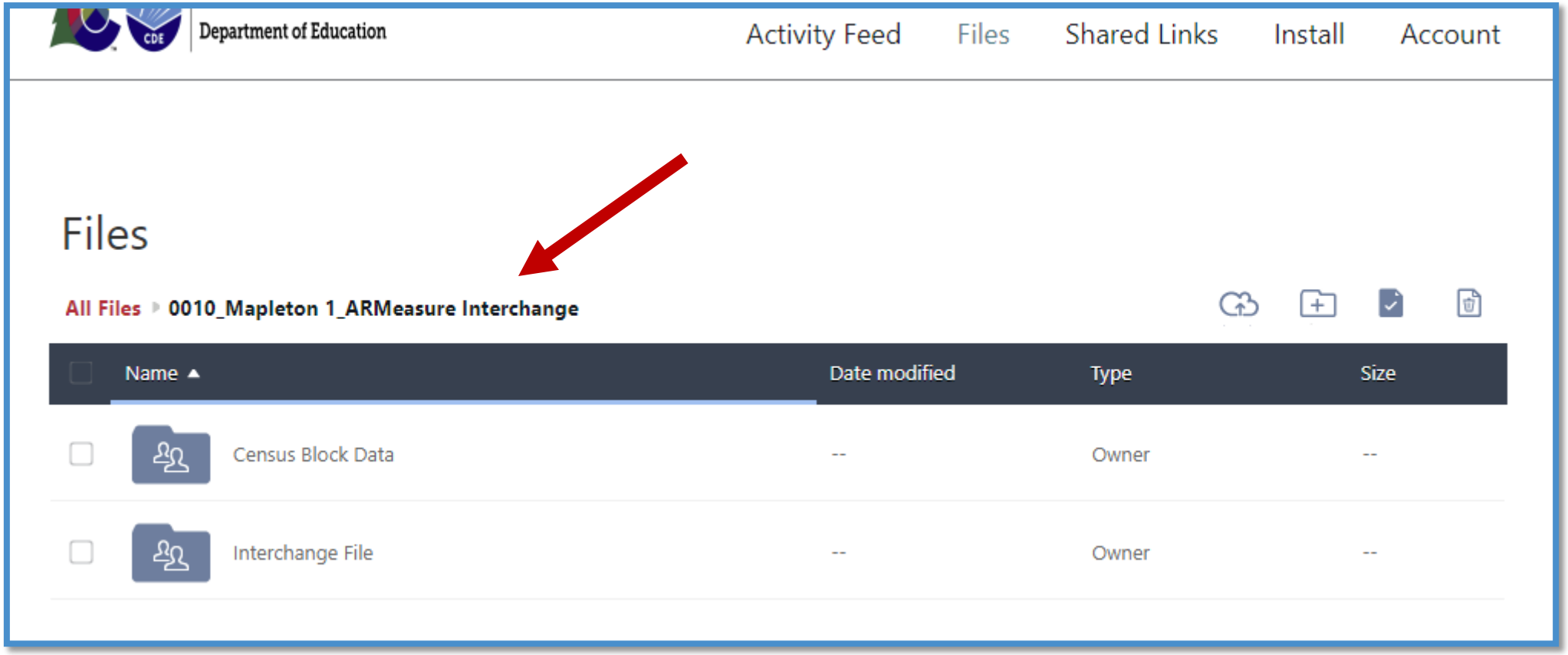
- Every Tuesday around 5:00 p.m. there is a Pipeline Maintenance Window
- Avoid any work within Data Pipeline
  - Uploading Interchange Files
  - Triggering Snapshots
  - Etc.
- Why?
  - Could cause files or snapshots to be stuck in processing
  - Unnecessary errors will occur

Syncplicity Folders

Syncplicity Folders

- Syncplicity folders will be shared with individuals assigned the ARM LEAUSERS and LEAVEWIERS roles within IDM. The folder naming convention is:
  - District Code_ District Name_ ARMeasure Interchange
- These folders will be used to share files containing PII between the district or BOCES and CDE when requesting assistance with the At-Risk Interchange or Census Geocoding tool.
  - Syncplicity is CDE's secure file sharing service of choice
- If you have been assigned the user or viewer role for this interchange file and you do not receive notification that this file has been shared with you within 48 hours, email ARMeasure@cde.state.co.us.
  - Folders are shared with email addresses in IDM; if you have a Syncplicity account established under another email address, you may not see this folder when you're logged into Syncplicity.

Syncplicity Folders

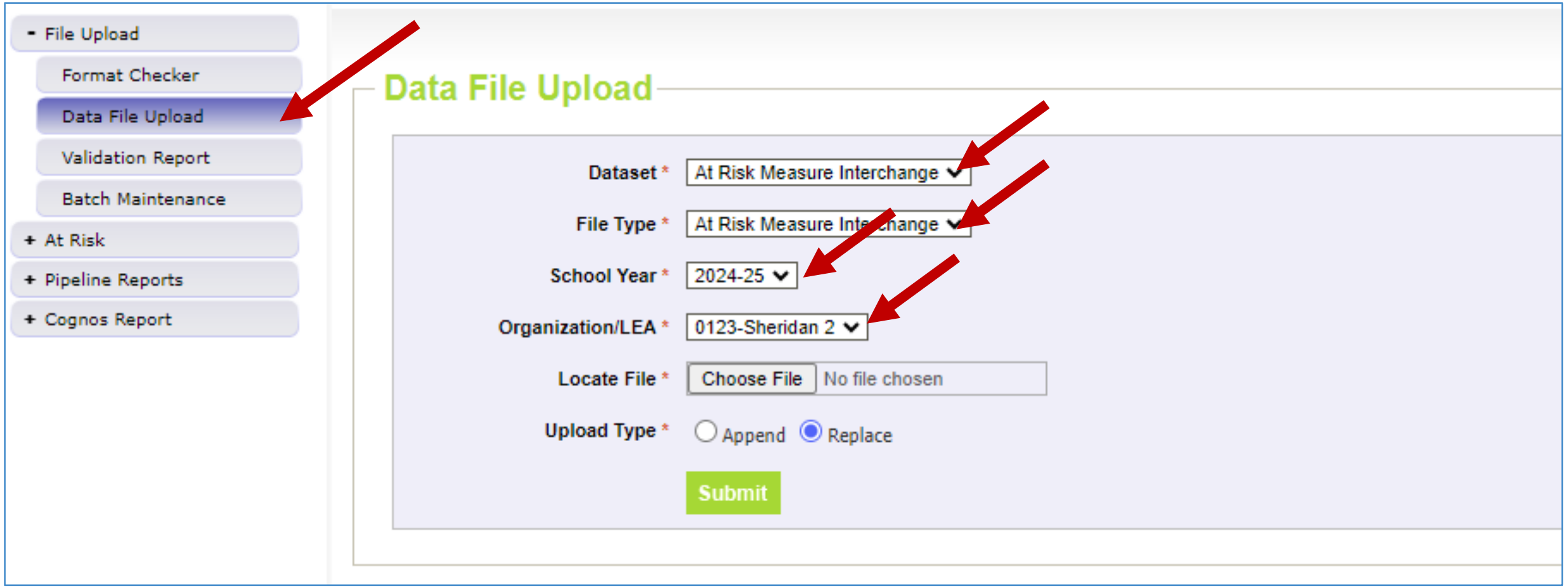


Uploading File to Pipeline

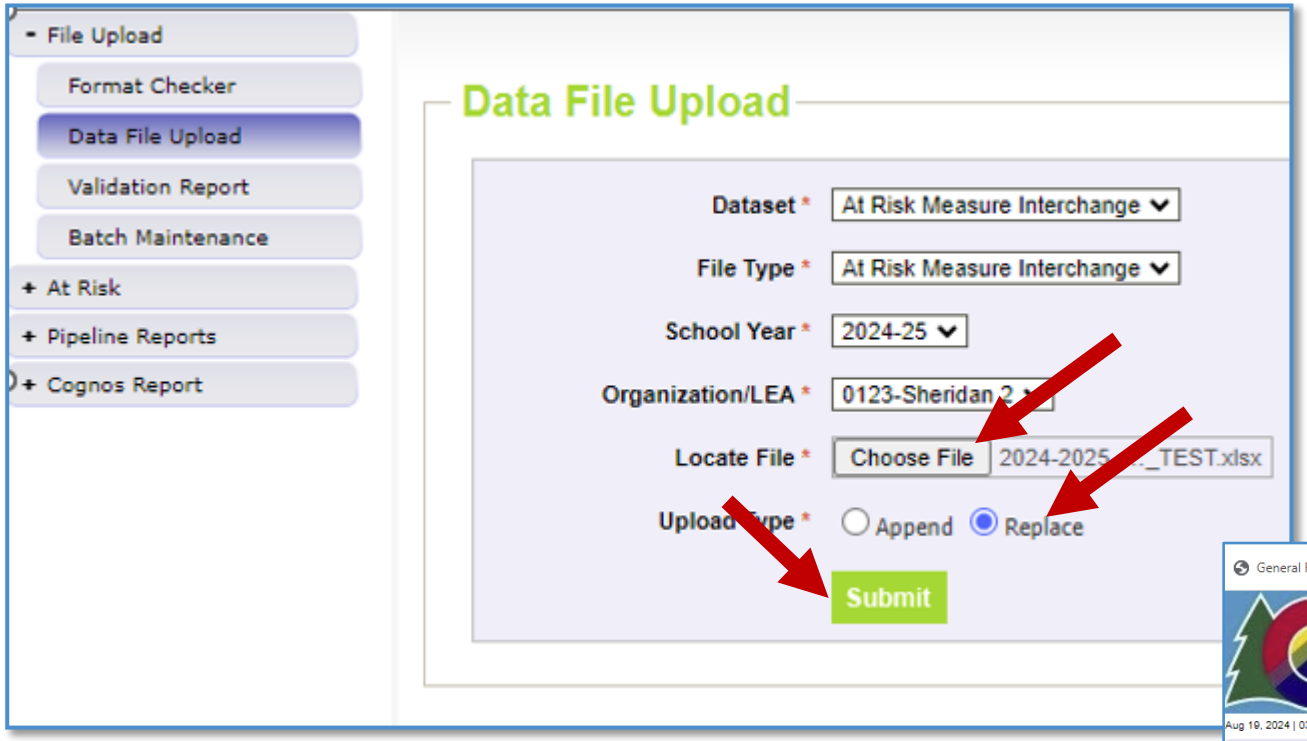
Steps: Uploading File to Pipeline

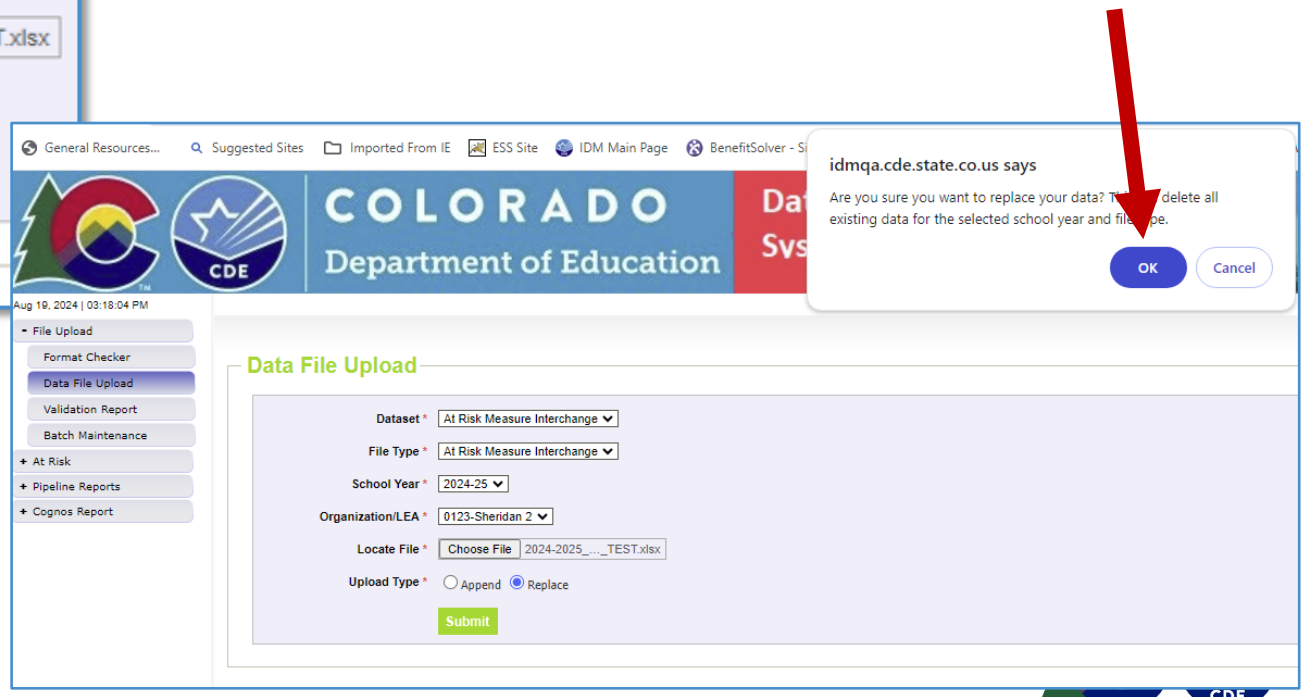
- Step 1: Click on “Data File Upload” from side menu
  - Data Set: At Risk Measure Interchange
  - File Type: At Risk Measure Interchange
  - School Year: 2024-25
  - Organization: [this should default to your organization’s code]
- Step 2: “Chose File”
  - Locate File: click on “Choose File” and browse to the file location
  - Upload Type: (usually) select “Replace”
  - Click “Submit” and then “OK” to message you are about to replace existing data
- Step 3: Confirmation of Successful Upload
  - Message at top of screen indicating batch ID
  - Generated email indicating file successfully submitted

Step 1: Select “Data File Upload”

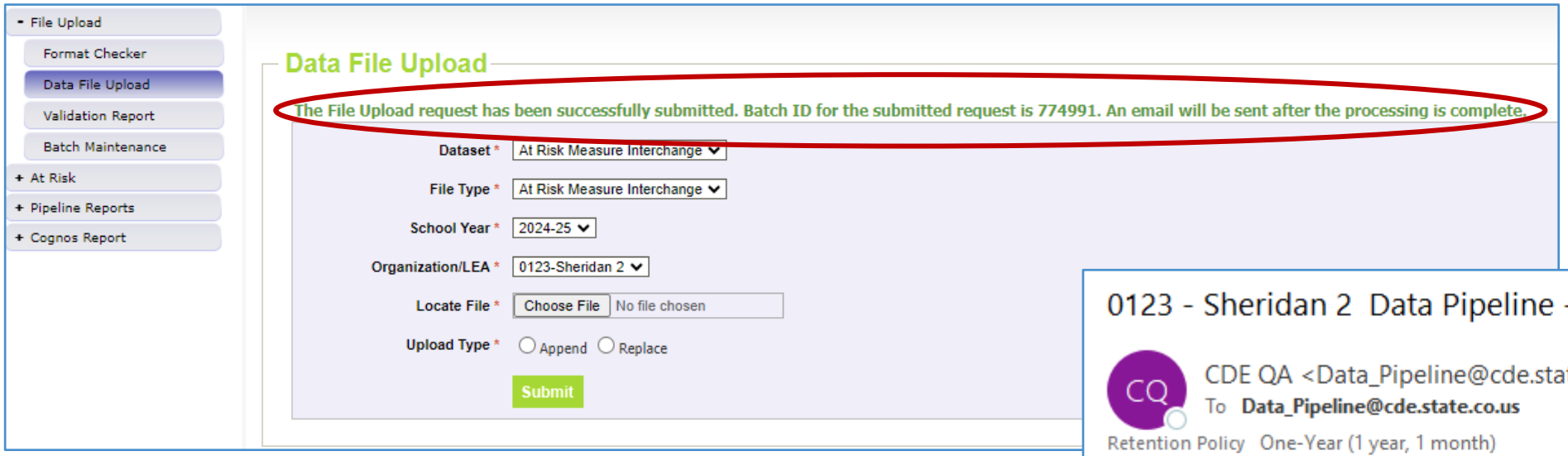


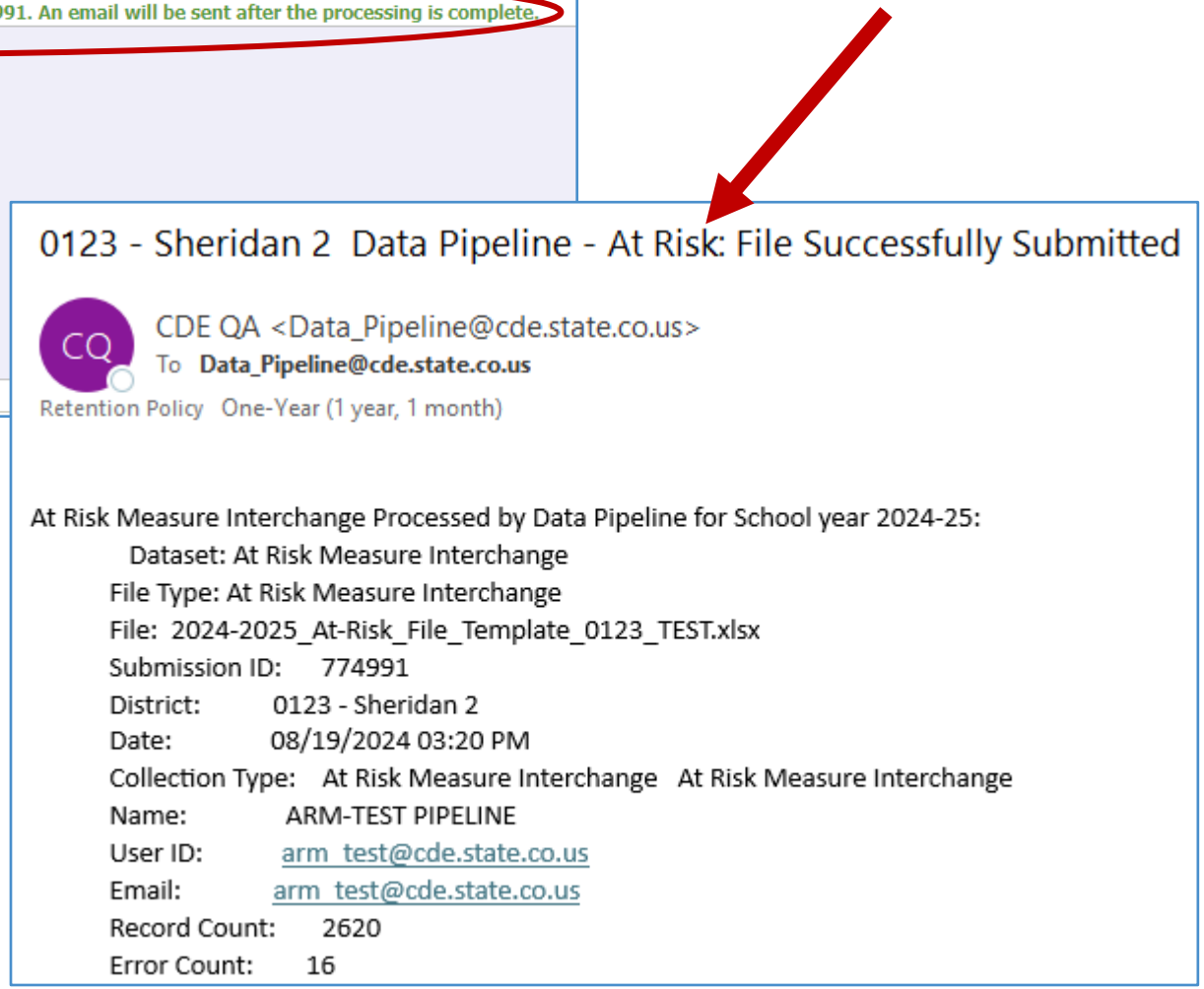
Step 2: “Chose File” and “Select Replace”





Step 3: Confirmation of Successful Upload



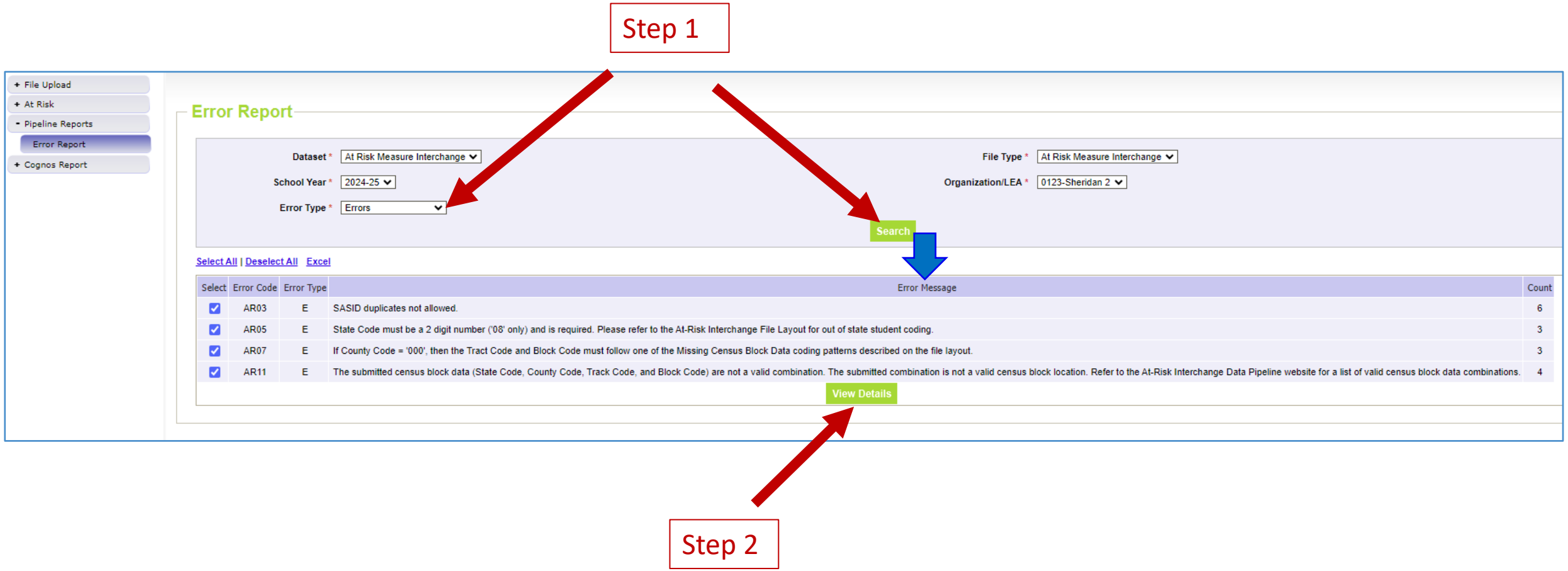


Reviewing File Errors

Steps for Reviewing File Errors

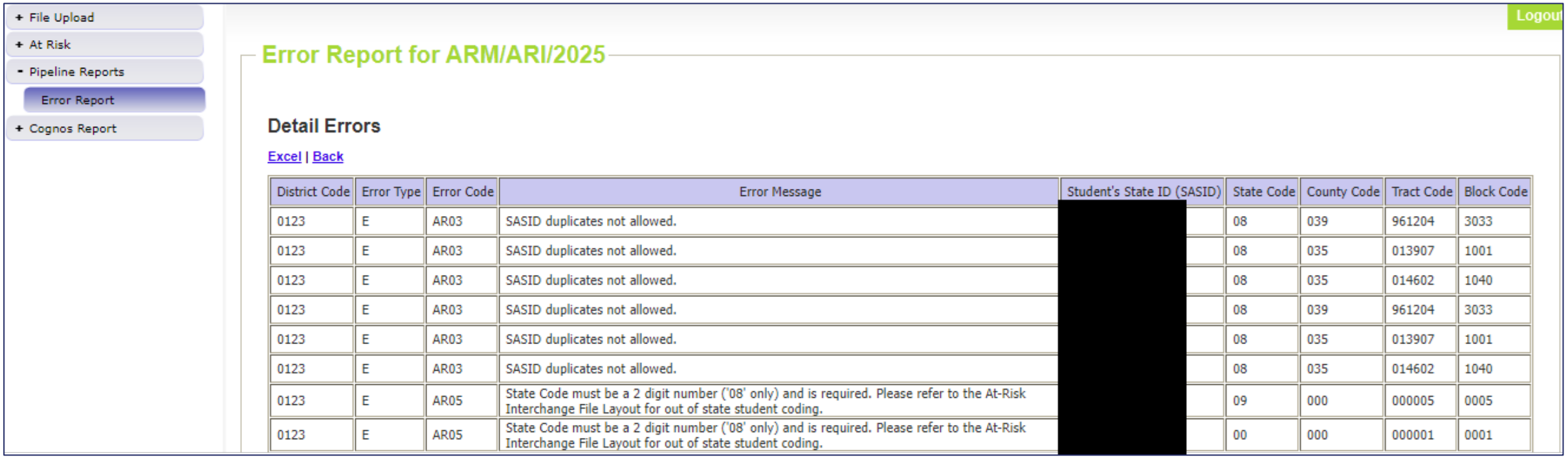
- Step 1: Click on “Pipeline Reports” from side menu and select “Error Report”. Then select the report parameters:
  - **Dataset**: At Risk Measure Interchange
  - **File Type**: At Risk Measure Interchange
  - **School Year**: 2024-25
  - **Organization**: [this should default to your organization’s code]
  - **Error Type**: Select “Errors”
  - Click “Search”
    - This will provide a summary of all error types with a count of students
- Step 2: Click on “View Details”
  - Will provide a SASID specific detailed list of all errors from which to work

Step 1: View Summary Error Report



Step 2: View Detailed Error Report

Results from Step 2”

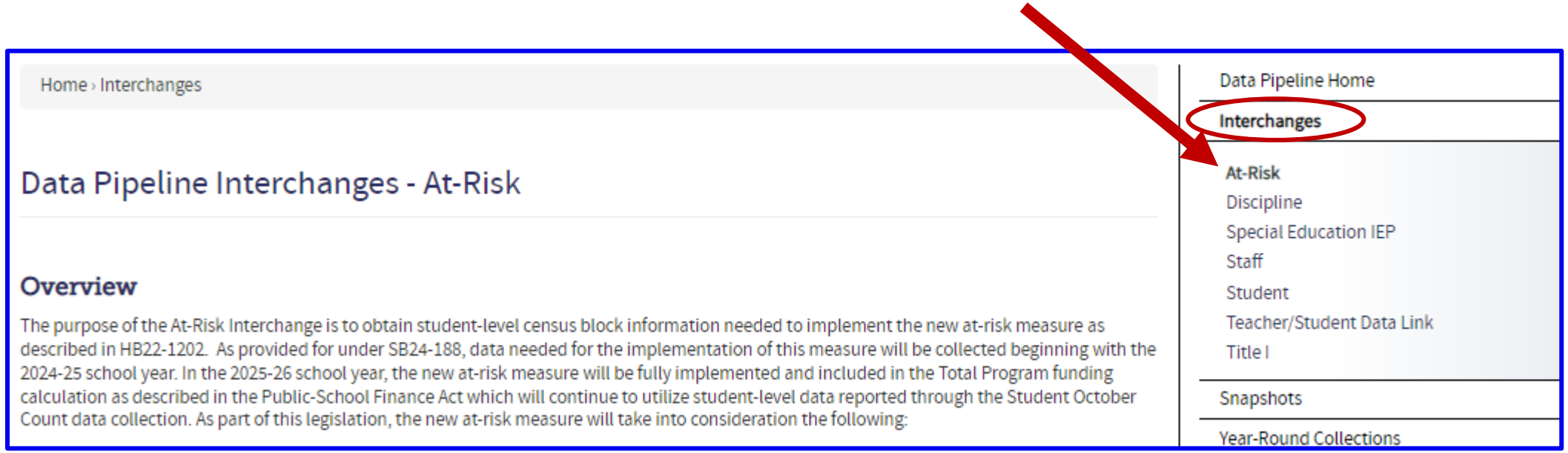


District Code	Error Type	Error Code	Error Message	Student's State ID (SASID)	State Code	County Code	Tract Code	Block Code
0123	E	AR03	SASID duplicates not allowed.	[redacted]	08	039	961204	3033
0123	E	AR03	SASID duplicates not allowed.		08	035	013907	1001
0123	E	AR03	SASID duplicates not allowed.		08	035	014602	1040
0123	E	AR03	SASID duplicates not allowed.		08	039	961204	3033
0123	E	AR03	SASID duplicates not allowed.		08	035	013907	1001
0123	E	AR03	SASID duplicates not allowed.		08	035	014602	1040
0123	E	AR05	State Code must be a 2 digit number ('08' only) and is required. Please refer to the At-Risk Interchange File Layout for out of state student coding.		09	000	000005	0005
0123	E	AR05	State Code must be a 2 digit number ('08' only) and is required. Please refer to the At-Risk Interchange File Layout for out of state student coding.		00	000	000001	0001

At-Risk Interchange Website: Resources

Data Pipeline Interchange: At-Risk Website

At-Risk Interchange Website



Data Pipeline- At-Risk Interchange Website

Data Pipeline Interchanges - At-Risk

Overview

The purpose of the At-Risk Interchange is to obtain student-level census block information needed to implement the new at-risk measure as described in HB22-1202. As provided for under SB24-188, data needed for the implementation of this measure will be collected beginning with the 2024-25 school year. In the 2025-26 school year, the new at-risk measure will be fully implemented and included in the Total Program funding calculation as described in the Public-School Finance Act which will continue to utilize student-level data reported through the Student October Count data collection. As part of this legislation, the new at-risk measure will take into consideration the following:

- Percentage of students certified as eligible for free lunch based on receipt of public benefits (SNAP, TANF, Food Distribution Program on Indian Reservation) or categorical eligibility (foster, homeless, migrant, runaway or Head Start); and
- Supplemented by the direct certification of students participating in Medicaid or Children's Basic Health Plan; and
- A neighborhood socioeconomic status index that weighs students' needs on 5+ socioeconomic status neighborhood factors, linked to each student's census block group.

Deadlines

The At-Risk Interchange will open July 15th, 2024 (tentative) and close on November 8th, 2024. This interchange will only be available during the Student October Collection.

File Layout and Definitions

- 2024-2025 At-Risk Interchange File Layout (PDF) *(posted 3/22/2024)*

Business Rules

- 2024-2025 At-Risk Interchange Business Rules (XLSX) *(updated 7/15/2024)*

Templates

- 2024-2025 At-Risk Interchange File Template (XLSX) *(posted 4/5/2024)*

Timeline

- 2024-2025 At-Risk Interchange File Timeline **NEW!** *(posted 8/2/2024)*

Training

Where to Meet for Live Webinars

(Meeting links will be available 15 minutes prior to the scheduled start time.)

Meeting links will appear here when available

Join by phone: 1 (929)-341-4269 Meeting ID: TBD

- **Overview of the Geocode Tool** July 24, 2024 (1PM)
  - Download presentation (PDF)
  - View webinar recording (00:51:10)
- **Overview of the Geocode Tool** August 13, 2024 (10AM)
  - Download presentation (PDF)
- **Overview of the Data Pipeline At-Risk Interchange File** August 20, 2024 (1PM)

Additional Resources

- Instructions for Using the Census Geocoder Tool (PDF) **Posted July 15, 2024**
- Valid Census Block Data Combinations (XLS) **Posted July 15, 2024**
- At-Risk Interchange Instructions *Coming Soon!*

Internal CDE Resources

- School Auditing Office At-Risk Count Webpage

Contact: At-Risk Measure

File Layout and Definitions

[At-Risk Interchange File Layout and Definitions]

Field List:

*Indicates required field.
NOTE: ZERO-FILL ALL NON-APPLICABLE FIELDS
A header row is required

Name of Field	Field Length	Text Start Position	Text End Position	CSV Order	Excel Column	Example(s)	Remarks
Reporting School District Code*	4	1	4	1	A2	0000	
Student's State ID (SASID)*	10	5	14	2	B2	0000000000	
State Code*	2	15	16	3	C2	08	
County Code*	3	17	19	4	D2	001	
Tract Code*	6	20	25	5	E2	009307	
Block Code*	4	26	29	6	F2	2018	

Field Descriptions:

Reporting School District/BOCES Code
A unique code assigned to a district by CDE. Refer to School District/BOCES Code table.

Student's State ID
A unique ten-digit number must be assigned to each student by CDE.

State Code
This field contains the two-digit state code, as defined by the US census bureau.

County Code
This field contains the three-digit county code that identifies each county.

Tract Code
This field contains the six-digit track number, which is a small relatively permanent statistical subdivision of a county.

Block Code
This field contains the four-digit block number, which is a statistical area bounded by both visible and nonvisible features and is small in area (i.e. a smaller location found within a given tract).

Data Fields

- This interchange file will include six (6) required data fields:
  - Reporting School District Code
  - Student's State ID
  - **State Code**
  - **County Code**
  - **Track Code**
  - **Block Code**
- The state, county, track and block codes are **unique combinations of data** specific to a given student's **primary physical residential address**. These fields should be stored together.
- Notes:
  - County code associated with census block data will **not** be the same as the county code reported in the Student School Association Interchange file.
  - The same track and block code combinations can appear in multiple counties. Therefore, it is very important that census data is obtained through a geocoding process.

Obtaining Census Block Data

- For most district, obtaining and storing individual student-level census block data will require new processes to be established.
- While Student Information Systems (SIS) have been notified by CDE of this new data collection requirement, most are still working on implementing this new requirement.
  - Infinite Campus and PowerSchool are currently working to provide fields for storying this data within their Systems.
  - Districts are encouraged to reach out to their SIS support for additional information.
- For the 2024-2025 school year, districts should ensure they have processes in place for gathering and storing this data. In some cases, an SIS may have existing fields associated with 1 or more fields (such as tract and block codes), but not for all data elements associated with an address's census block.

Obtaining Census Block Data

- Some districts will be able to use their own geographic information system (GIS) technology (such as ArcGIS) to obtain student level census block data.
- However, the majority of districts will use the Census Geocoder Tool.
  - Instructions for Using the Census Geocoder Tool (PDF)
  - Overview of the Geocode Tool Training (Power Point PDF) (Recording)
- High-level steps:
  1. Collect primary physical residential address data for all students.
  2. Prepare address data for use
     - Clean up data- check for completeness, misspellings, etc.
  3. Validate addresses (as necessary)
  4. Geocode addresses

File Layout and Definitions (page 3): Missing Census Block Data- Coding Patterns

Description	State Code	County Code	Track Code	Block Code
Address on File- Did Not Attempt to Obtain Census Block Data: The district has a primary physical address on file but did NOT attempt to obtain census block data using the geocode tool.	08	000	000001	0001
Address on File- No Census Block Data Returned: The district confirmed that the primary physical address is valid using USPS but the geocode tool did not return census block data.	08	000	000002	0002
Confidentiality Program: No census block data was provided because the district has confirmed the student is participating in a confidentiality program.	08	000	000003	0003
No Physical Primary Address on File- Identified Group: The district does not have a primary physical address on file and the student is confirmed homeless, migrant, foster child, or attending a detention center	08	000	000004	0004
No Physical Primary Address on File- No Identified Group: The district does not have a primary physical address on file and the student is not confirmed homeless, migrant, foster child, or attending a detention center.	08	000	000005	0005
Out of State codes: The district has a primary physical address on file that is not in Colorado	08	000	000006	0006

Business Rules: Errors

Data Element Name	Error Code	Message
ARM_COUNTY_CODE	AR06	County code must be a 3-digit number and is required.
ARM_COUNTY_CODE	AR07	If County Code = '000', then the Track Code and Block Code must follow one of the Missing Census Block Data coding patterns described in the file layout.
BLOCK_CODE	AR09	Block Code must be a 4-digit number and is required.
DISTRICT_CODE	AR01	District Number is invalid.
DISTRICT_CODE	AR02	District Code on file must match reporting district code on file upload screen, please select the correct district code when uploading this file.
SASID	99999	The SASID is invalid or name, birth date, or gender does not match what's in the RITS system for the entered SASID.
SASID	AR03	SASID duplicates not allowed.
SASID	AR04	The SASID must be a 10-digit number.
SASID	AR10	SASID is mandatory.
STATE_CODE	AR05	State Code must be a 2-digit number ('08' only) and is required. Please refer to the At-Risk Interchange File Layout for out of state student coding.
TRACT_CODE	AR08	Tract Code must be a 6-digit number and is required.
TRACT_CODE	AR11	The submitted census block data (State Code, County Code, Tract Code, and Block Code) are not a valid combination. The submitted combination is not a valid census block location. Refer to the At-Risk Interchange Data Pipeline website for a list of valid census block data combinations.

File Template

This template is in excel. Be certain not to lose leading zeros!!

	A	B	C	D	E	F
1	DISTRICT_CODE	SASID	STATE_CODE	COUNTY_CODE	TRACT_CODE	BLOCK_CODE
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						

Timeline

Date	Event	Event Description
7/15/2024	Open	Districts may begin to upload the At-Risk Interchange file to the data pipeline.
8/20/2024	Training Event	Overview of the At-Risk Interchange File (1-2pm)
8/23/2024	Open	Districts may begin creating Student October Snapshots. This Snapshot is dependent on the Student Demographic File, Student School Association File, Title 1 File (if applicable) and the **At-Risk File**.
9/13/2024	Other Date	Gather, review, clean-up and validate student addresses
9/27/2024	Other Date	Obtain census block data for all student primary physical addresses
10/2/2024	Interim Deadline	Upload the At-Risk Interchange File
10/9/2024	Interim Deadline	Obtain error-free At-Risk Interchange File upload
10/22/2024	Interim Deadline	Obtain error-free Student October Snapshot
11/1/2024	Report Review	Review Student October Cognos Reports for data validation. Submit Student October Snapshot data as soon as review is complete
11/8/2024	State Deadline	Submit Student October Snapshot data

Trainings

- Overview of the Geocode Tool
  - This live training was offered twice- once in July and once in August
  - Recordings of this training and its accompanying power points have been posted to the At-Risk Interchange website.
- Overview of the Data Pipeline At-Risk Interchange File
  - Today's training: Materials for this training, including the recording and accompanying power point will be posted to the At-Risk Interchange website.

Additional Resources

- Instructions for Using the Census Geocoder Tool (PDF)
  - Information contained in this document was covered during the “Overview of the Geocode Tool” training.
- Valid Census Block Data Combinations (XLS)
  - This excel document contains all possible census block combinations that can be reported within the At-Risk Interchange file.
  - Districts should refer to this list if they are getting error **AR11**
    - *The submitted census block data (State Code, County Code, Tract Code, and Block Code) are not a valid combination. The submitted combination is not a valid census block location.* ***Refer to the At-Risk Interchange Data Pipeline website for a list of valid census block data combinations.***

Data Pipeline Trainings

The Data Services Unit is hosting several trainings over the next few months that cover Student Interchange Files and Student October Snapshot specifics. A listing of these trainings can be found on the Data Pipeline Snapshots- Student October website.

Relevant Highlighted Trainings

- Data Pipeline Training- August 28th (10-11am)
- New Respondent Training- September 5th (1-2pm)

For questions:

Visit: At-Risk Interchange Website
Contact: ARMeasure@cde.state.co.us

Appendix A: Headers & Example Data from Error Report ARM/ARI/2025 screenshot in slide 26

District Code	Error Type	Error Code	Error Message	Student's State ID (SASID)	State Code	County Code	Tract Code	Block Code
0123	E	AR03	SASID duplicates not allowed.		08	039	961204	3033
0123	E	AR03	SASID duplicates not allowed.		08	035	013907	1001
0123	E	AR03	SASID duplicates not allowed.		08	035	014602	1040
0123	E	AR03	SASID duplicates not allowed.		08	039	961204	3033
0123	E	AR03	SASID duplicates not allowed.		08	035	013907	1001
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0123	E	AR05	State Code must be a 2 digit number ('08' only) and is required. Please refer to the At-Risk Interchange File Layout for out of state student coding.		09	000	000005	0005