



READ Data Collection Office Hours

Thursday, July 13, 2023

READ Data Collection Office Hours

Introductions

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Readiness

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Readiness



Colorado Department of Education Identity Management (IdM)

Identity Management Site Frequently Asked Questions

- How do I get the right permission to log into Data Pipeline?
 - Contact your LAM to get an account or be assigned to the READ data collection
- What is the IdM role for this data collection?
 - REDLEAAPPROVER

Identity Management (IdM)

About CDE Identity Management (IdM)
CDE's Identity Management process streamlines the user login process for CDE data systems and enhances security to student-level data. It automates the user registration, approval, and password reset processes and provides districts and administrative units with the ability to maintain users via a Delegated Administration model.

Questions
Use the [password reset form](#), or for other questions, please contact:
1. CDE Identity Manager: CDEIdM@cde.state.co.us

Applications also known as COGNOS

- CEDAR (Colorado Education Data Analysis and Reporting System)
- Data Pipeline
- EDIS (Educator Identification System)
- ESSU Data Management System
- EZREPORTS
- Facility Schools Student Data System
- IDEA Budget and Expenditures System
- LACES
- RANDA (Colorado State Performance Management System)
- RITS (Record Integration Tracking System)
- SEEDC (Student Engagement Evaluation Data Collection)
- SMART (Students Migrating Academically on the Right Track)
- State Accountability Data Tool
- Transportation: CDE 40
- UIP (Unified Improvement Planning Online System)

Registration and Access

- [Access Management](#)
- [BOCES Agreement \(PDF\)](#)

Password Assistance

- [I Forgot My Password](#)
- [Request for Assistance](#)
- [Contact Us](#)

FAQ and User Guides Local Access Manager (LAM) Guide

- [Quick Guide for Access Management \(DOCX\)](#)
- [Identity Management Quick Reference Guide \(PDF\)](#)
- [Identity Management FAQ](#)
- [Training](#)

Policies and Privacy

- [Acceptable Use Policy](#)
- [Family Educational Rights and Privacy Act \(FERPA\)](#)

READ Data Collection Office Hours

Where Can I find Office Hours Links?

<https://www.cde.state.co.us/coloradoliteracy/readdatapipeline>

- Scroll to any collection.
- A standing Zoom Link is listed near the bottom of the collection section.

Teacher Training Completion Reporting

Districts must annually ensure and report that all K-3 teachers who provide literacy instruction to students in grades K-3 have completed evidence-based training in teaching reading. Using the Data Pipeline, local education providers are required to report the READ Act teacher training completion status of K-3 teachers who provide literacy instruction to students in grades K-3.

Guidance Resources

- [Data Submission Guide: READ Act Teacher Training Collection](#) (*updated monthly*)
- [2023-2024 District Non-Licensed Reporting Template](#) (*updated 4/5/23*)
- [How to Pull the READ Teacher Training Status Report](#) (*video, 3:32*)

Important Dates

- 2023-2024 READ Teacher Training Reporting Timeline (*coming soon*)
- Deadline: August 31, 2023

File Layout and Definitions

- [2023-2024 READ Teacher Training Completion Reporting File Layout and Definitions \(PDF\)](#) (*updated 4/14/23*)

READ Data Office Hours

- [Zoom Link](#)



Teacher Training Completion Reporting



READ Data Collection Office Hours

Purpose of Data Collection

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22-7-1210.5. Per-pupil intervention money - uses - distribution - monitoring - repeal.

(3) (a) At the beginning of each budget year, the department shall distribute to a local education provider that meets the requirements specified in subsection (3)(b) of this section the amount of per-pupil intervention money calculated for the local education provider pursuant to subsection (1) of this section for the applicable budget year.

(b) To receive per-pupil intervention money in a budget year, a local education provider must meet the following requirements: (I) The local education provider must submit the information described in subsection (2) of this section and in section 22-7-1213 (2); (II) For the 2022-23 budget year and budget years thereafter, the local education provider must submit evidence that it is in compliance with the teacher training requirements specified in section 22-7-1208 (6); (II.5)



READ Data Collection Timeline



The 2023-24 Teacher Training Completion reporting window opens **August 1, 2023**, and closes **August 31, 2023**

Timeline:

- **August 1, 2023:**
Data collection opens and files may be uploaded in Data Pipeline
- **August 15, 2023:**
*Suggested deadline for districts to set for teachers to obtain their READ designation in COOL. This is not required but will benefit both the teacher and district.
- **August 31, 2023:**
Date by which district must have file locked in the Status Dashboard screen of Data Pipeline – data collection closes

**If your district wishes to lock prior to August 15th, you will need to set a different deadline for your staff as to when they are required to obtain their READ designation in COOL.*



What's Different from the 2022 READ Act Teacher Training Collection?

READ Training Export

Colorado Department of Education
READ Training Export

Required Selections:

Select School Year: 2023-2024

Select District: District

FY2023-2024 READ Teacher Training Reporting

Staff's Teacher Training Not Complete Status Code	2	02	03	04	05	Info this code from 5 th grade	06	Did Not Complete
---	---	----	----	----	----	---	----	------------------

READ Teacher Training Reporting Data Elements and Definitions

School District/BOCES Code - A unique code assigned by CDE. Refer to School District/BOCES Code table at http://www.cde.state.co.us/dataset/pipeline/org_codes.

School Code - A unique code assigned by CDE. Refer to School Code table at http://www.cde.state.co.us/dataset/pipeline/org_codes.

EDID - An eight (8) digit numeric field containing the 8-digit value assigned by CDE for the Educator.

Staff's First Name - A name given to an individual at birth, baptism, or during another naming ceremony, or through legal change.

Staff's Last Name - The name borne in common by member of a family.

Staff's Gender - An individual's sex.

01	Female - identifies as female (including a transgender student/staff who identifies exclusively as female).
02	Male - identifies as male (including a transgender student/staff who identifies exclusively as male).
03	Nonbinary - does not identify exclusively as male or female. Nonbinary does not refer to a transgender student/staff who identifies exclusively as either male or female.

Staff's Date of Birth - The month, day, and year on which an individual was born. Formatted as MMDDYYYY

Staff's Primary K-3 Grade Level - Grade primarily served by the educator (most classes/class time).

000 Administrative/Multiple Grade Levels

Last Updated April 2023

2 of 4

Non-Licensed/Inactive Licensed Collection

Why Should LEPs Create a Non-Licensed Folder?
During the data collection, the CDE will ask for districts to upload their non-licensed folder into Syncplicity. Evidence of completion for each individual and corresponding identifiers on the Excel Spreadsheet are required for the CDE to confirm exact matches of information. Non-licensed or teachers with inactive licenses will not be able to add their information to COOL because it is designed only for licensed individuals. This means, the LEP is responsible, per statute, for providing the EOC to the CDE.

Recommended Steps for Setting up your Non-Licensed Staff Collection

CREATE A DIGITAL FOLDER
Create a folder using your preferred system with the naming convention: **District Name_NL**. This file will need to have the ability to be uploaded in August.


DOWNLOAD, RENAME, and Place in District Digital Folder
Download and rename the excel template: District Name_NL and put it in the folder.

ADD CDE-APPROVED FORMS OF EOC for non-licensed staff to folder
EOC must be in **CDE-Approved format**. This varies depending on the pathway the educator took to meet the requirements.

Tip: As your educators to rename their files for you prior to providing them for your records. File formats should follow the naming convention the CDE needs for our internal review: **Last,First_EOC** (i.e. Smith,Joe_EOC). Be sure to use the legal first and last name that matches your HR file.

ENTER THE EDUCATORS INFORMATION on the MyDistrictName_NL.xlsx FILE
Each column of the Excel Spreadsheet needs to be completed for every non-licensed educator added. EDID numbers must be listed correctly. The CDE cannot provide EDID numbers and your district Human Resources department should be contacted if you need them.

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COLORADO
Department of Education

Data Submission Guide

READ Act Teacher Training Collection



Teacher Training Completion Reporting File Layout & Definition Updates



FY2023-2024 READ Teacher Training Reporting

Purpose: Colorado school districts must annually ensure that all K-3 teachers, as defined by the READ Act and Rule, have completed evidence-based training in teaching reading as a result of changes to the Colorado READ Act in SB 19-199. To receive per-pupil intervention money, LEPs must submit evidence to the department that each teacher has completed the training by reporting the training option each individual teacher has completed.

Dependencies: Each staff has been assigned an Educator Identifier (EDID) and updated through the Educator Identification System (EDIS).

Record Expectation: In the Teacher Training Reporting file, the LEP should submit 1 record per staff per LEP for K-3 educators currently employed.

Name of Field	Field Length	Text Start Position	Text End Position	CSV order	Excel Column	Examples	Remarks
Teacher Training Reporting							
* Indicates required (no field can be blank)							
School District/BOCES Code*	4	1	4	1	A1	1111	
School Code*	4	5	8	2	B2	2222	
EDID*	8	9	16	4	D4	12345678	<i>Must match in EDIS</i>
Staff's First Name*	30	17	46	5	E5	valid name	<i>First name must match in EDIS</i>
Staff's Last Name*	30	47	76	6	F6	valid name	<i>Last Name must match in EDIS</i>
Staff's Gender*	2	77	78	7	G7	01	Remains 01-Female or 02-Male <i>Gender must match in EDIS</i>
Staff's Date of Birth*	8	79	86	8	H8	01011980	MMDDYYYY Format <i>DOB must match in EDIS</i>
Staff's Primary K-3 Grade Level*	3	87	89	9	I9	010	Grade primarily served by the educator (most classes/class time).
Staff's Teacher Training Status Code*	2	90	91	10	J10	10	Teacher Training completion status
Staff's-Teacher-Training-Not-Complete-Narrative	255	92	246	11	K11	Educator just transferred	Explanation for why the educator did not complete training on-time.

Last Updated April 2023

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Teacher Training Reporting

		into-this-role from-5 th grade.	
1		01	Did Not Complete

Elements and Definitions

BOCES Code table at

www.cde.state.co.us/datapipeline/org_orgcodes.

the Educator.

naming ceremony, or through legal change.

staff who identifies exclusively as female).

who identifies exclusively as male).

binary does not refer to a transgender

Reporting

meet the training requirement. For a select the training option that the . If the educator has not completed the

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element. Please select the reason for

Staff's Date of Birth – The month, day, and year on which an individual was born. *Formatted as MMDDYYYY*

Staff's Primary K-3 Grade Level - Grade primarily served by the educator (most classes/class time).

000 Administrative/Multiple Grade Levels

Last Updated April 2023

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02	Medical - FMLA
03	Natural Disaster
04	Did Not Complete

Last Updated April 2023

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File Layout Template: READ Act Teacher Training Collection: Where Can I Find It?

<https://www.cde.state.co.us/coloradoliteracy/readdatapipeline>

Teacher Training Completion Reporting

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Important Dates

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File Layout and Definitions

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READ Data Office Hours

- [Zoom Link](#)



Recommended Process for K-3 READ Training Data Collection



Recommended Process: Preparing for the August Data Collection Deadline

STEP 1:

- Pull the 2023/2024 READ Training Export Report in Cognos

STEP 2:

- REMOVE N/A Staff
- ADD New Staff
- SAVE

STEP 3:

- Focus on blank fields in the READ Training Status column
- Staff Outreach
- Collect Information

Recommended Process

STEP 1: Pulling the READ Training Export Status Report

STEP 1:

- Pull the 2023/2024 READ Training Export Report

Remember, this is just a **STARTING POINT**, and it is not comprehensive.

This file pulls from your **previous year's** HR collection, so adjustments/customizations are needed.

Let's review how to pull the report.

The screenshot shows the 'READ Training Export' interface. At the top, there is a blue header with the text 'READ Training Export' and a dropdown arrow. Below the header, the Colorado Department of Education logo is on the left, and the text 'Colorado Department of Education' and 'READ Training Export' is on the right. Underneath, there is a section titled 'Required Selections:' which contains two dropdown menus. The first dropdown menu is labeled 'Select School Year:' and has '2023-2024' selected. The second dropdown menu is labeled 'Select District:' and has 'District' selected. The 'Select District:' dropdown menu is highlighted with a dashed orange border.

Recommended Process

STEP 1: Pulling the READ Training Export Status Report

1. Click on the Cognos report tab
2. Click on READ in the left-hand menu
3. Click on the READ Training Export Report option
4. Select the **2023-2024 school year** for the correct report
5. Go to the bottom left-hand corner and click the blue “Finish” button. This will trigger an automatic Excel file download. Click on the file to open it.
6. This file is a starting point that you will need to customize because it is based off the previous year’s HR data. Save this file and customize according to your current staffing.



Recommended Process

STEP 2: Customizing the READ Training Export Report

STEP 2:

- REMOVE N/A Staff
- ADD New Staff
- SAVE

You will need to **customize** the names on this file according to your current school year (2023-24) staffing.

Do not submit this file without making these customized changes!

1. **Add** any new teachers hired after June 1st, 2023
2. **Add** any teachers who may have changed into a position that requires the training, such as a 5th grade teacher moving to 3rd grade.
3. **Add** any permanent substitutes, interventionists, or additional staff who are required to take the training.
4. **Remove** any teachers who are not required to take the training based on their position and statute definition.
5. **Remove** any teachers who are currently no longer working for your district.



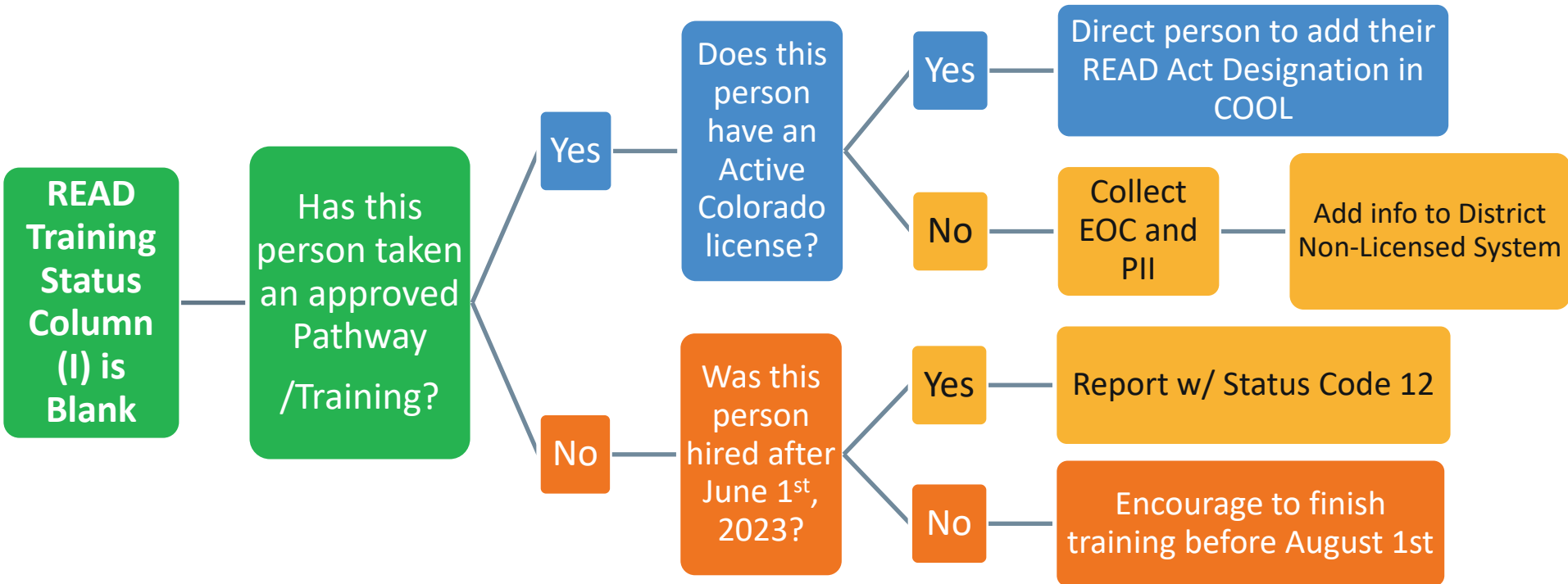
Recommended Process

STEP 3: Staff Outreach & District Data Collection

STEP 3:

- Focus on Blank Fields
- **Staff Outreach**
- **Collect Information**

Use your customized READ Training Export Report and the flow chart below to determine which staff you need to follow up with and next steps for common scenarios.

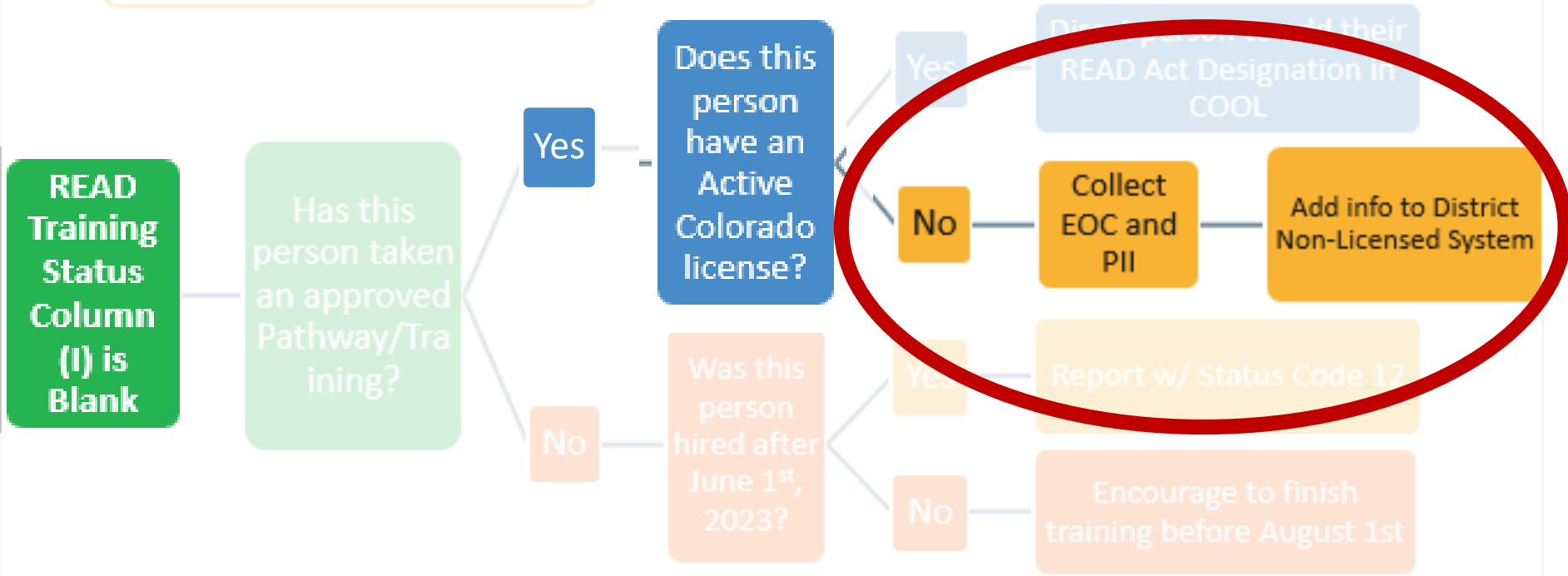


READ Teacher Training Status Report District Non-Licensed System



STEP 3:

- Focus on Blank Fields
- Staff Outreach
- Collect Information



Non-Licensed Data Submission Preparing Your District System



Non-Licensed/Inactive Licensed Collection

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MyDistrictName_NL.xlsx



MyDistrictName_NL

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MyDistrictName_NL.xlsx

MyDistrictName_NL

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Non-Licensed System – Start Today!

Individuals without an active license are **unable to add their Read Training designation to COOL**

Per statute, **districts are responsible** for providing evidence their staff has completed the READ Training requirements

New this year, we have created an improved system for districts to submit the information needed on the behalf of their non-licensed staff using Syncplicity

Detailed steps on how to create your system are located in the Data Submission Guide

We recommend districts begin building their system now, to avoid a last-minute influx of work. These steps will ensure an easy non-licensed data submission when the window opens



Non-Licensed Data Submission Naming Your Files in Advance



Non-Licensed/Inactive Licensed Collection

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MyDistrictName_NL.xlsx

MyDistrictName_NL

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Non-Licensed System – Key Actions

- ❑ Ensure your district has a system and process
- ❑ **Download** the Excel File from the READ Act Teacher Training Collection and **SAVE AS:**

District Name_NL.xlsm

- ❑ Collect PII for each staff person this applies to and enter it on the Excel File. **All fields must be complete.**
- ❑ Collect approved EOC from each individual and **SAVE AS:**

Last,First_EOC

- Store **Excel File** and all EOC in a folder that you can upload into a Syncplicity folder when the collection window opens.



Non-Licensed Data Submission

Non-Licensed Excel File: Where Can I Find It?



<https://www.cde.state.co.us/coloradoliteracy/readdatapipeline>

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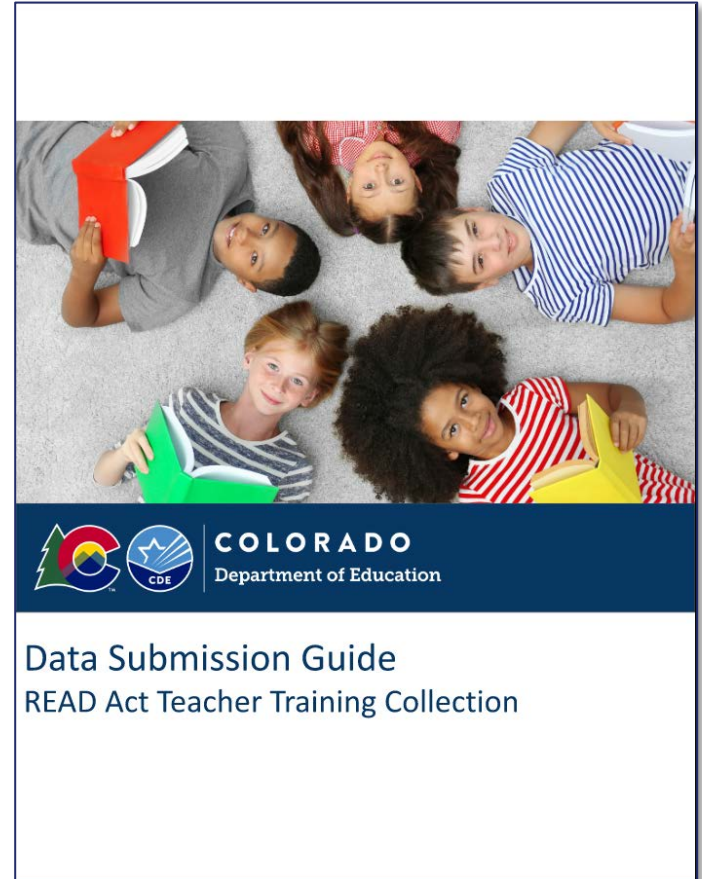
READ Data Office Hours

- [Zoom Link](#)



Data Submission Guide: READ Act Teacher Training Collection

- Monthly checklists to use as a guide for ensuring your district is on track with the collection
- How-to videos and resources added as needed
- General information about the collection
- 1 of 3 Data Submission Guides in our collection



Data Submission Guide: READ Act Teacher Training Collection: Checklists

January Checklist for LEPs

- ☐ Ensure the designated Data Reporter (main CDE contact) is correct:

February Systems Checklist for LEPs

Recommended Systems Checklist for LEPs

- ☐ Ensure the LEP is collecting Evidence of Completion for the READ Training
 - ☐ Become familiar with the approved [Evidence of Completion \(EOC\)](#) associated with the different training pathways.
 - ☐ Collect CDE-Approved EOC for all Staff Members. **Digital copies of EOC are recommended.**
Please Use this File Naming Convention:
Last,First_EOC (Use legal name that matches district HR report when naming the file, even if the certificate does not match).
 - ☐ Ensure you are collecting CDE-Approved EOC and information for all staff who are unlicensed or who do not have a current license in COOL.
 - ☐ Use this Non-licensed Spreadsheet to add any staff who do not have an active license in COOL. The CDE will be asking for this information in August, along with their EOC.



Why is this important?

The CDE ran a courtesy internal validation for LEPs in the 2021-2022 collection. While this solved the issue temporarily, it did not resolve the issue permanently. There are a large number of Colorado teachers who have met the training requirement, but who have not successfully added the READ Act designation to their license in COOL.

These teachers will continue to come up as invalidated each year unless they ensure they see a READ Act Designation on their COOL accounts.

The more educators that successfully add the READ Act Designation to their COOL accounts, the fewer individuals districts need to submit Evidence of Completion for to the CDE.

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Monthly Checklists

Designed to keep your district on track with the August data collection

Recommended steps districts can take now to prepare, but you can use any month in accordance with what works best for your schedule

Provide a brief explanation as to why the steps are important for each month



Data Submission Guide: READ Act Teacher Training Collection: Where Can I Find It?



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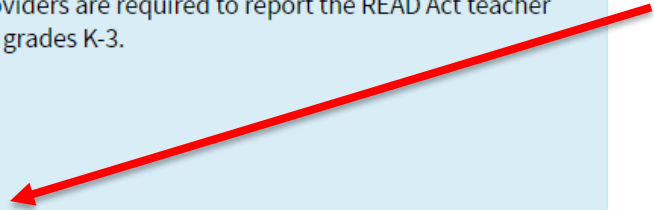
- August 31, 2023

File Layouts and Definitions

- [2022-23 READ Teacher Training Completion Reporting File Layout and Definitions \(PDF\)](#) (*updated 1/10/22*)

File Layout Templates

- [2022-23 READ Teacher Training Completion File Layout Template](#)
- [District Non-Licensed Reporting Template](#)



Customize your READ Act Training Export and use to follow up with staff members who do not have a status code assigned to their name on the report (blank).

Use the flow chart in this presentation to determine your next communication steps for common scenarios.

Prepare your non-licensed system and files, if applicable.

Use the Data Submission Guide for the READ Act Teacher Training Data Collection to assist you in these processes.



Recommended Next Steps



Additional Questions:

- For READ Act Data Collection questions, email: READActData@cde.state.co.us
- For general questions about the CDE-Provided Teacher or Administrator Training options email: ReadActTraining@cde.state.co.us
- For all other questions related to the READ Act email: ReadAct@cde.state.co.us



READ Act Main Page:

<http://www.cde.state.co.us/coloradoliteracy>

READ Act Data Collections in Pipeline Main Page:

<https://www.cde.state.co.us/coloradoliteracy/readdatapipeline>

READ Act Statute and Rules:

<http://www.cde.state.co.us/coloradoliteracy/readactstatuteandstateboardrules>

Science of Reading Resources:

<https://www.cde.state.co.us/coloradoliteracy/scienceofreadingresources>