



READ Data Collection Office Hours

Thursday, April 6, 2023

READ Data Collection Office Hours Introductions



COLORADO
Department of Education

Whitney Hutton

Senior Literacy Business Analyst

Elementary Literacy and School Readiness

Gionna Pembroke

READ Act Program Assistant

Elementary Literacy and School Readiness

READ Data Collection Office Hours

Purpose



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The purpose of the monthly live READ Data Collections Office Hours are to provide:

- Information and guidance on a monthly plan districts can take to ensure they are ready for the READ Act data submissions
- An opportunity for stakeholders to ask specific questions related to the specific topic
- Highlight deadlines and details about each READ Data Collection

READ Data Collection Office Hours Procedure



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READ Data Office Hours will be organized by the 3 main data collections:

1. Teacher Training Completion Reporting
2. Literacy Programs & Assessment Reporting
3. Spring READ Assessment Reporting

During the Office Hours, CDE will:

- Introduce the topic being presented and provide a short summary of the topic
- Allow for participants to ask questions live during the office hours

After the Office Hours, CDE will:

- Replace the live Office Hours Link with a recording link accordingly

READ Data Collection Office Hours

Where Can I Find Office Hours Links?



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

- Scroll to the bottom of the READ Act Data Collections in Pipeline website
- Upcoming Office Hours will have a Zoom Link
- We will replace the live Zoom links with recordings of Office Hours that have already occurred.

READ Data Office Hours

All Office Hours are held on Thursdays from 3-4 p.m. New Office Hours will be added as they are developed. To join, click on the links below. Recordings of completed Office Hours will replace the live links accordingly.

- [February 23rd \(recording\)](#): Introducing the Data Submission Guide & READ Teacher Training Status Report
- [March 9th \(recording\)](#): Overview of the READ Spring Assessment Reporting & the Literacy Programs and Assessment Data Collections
- [April 6th](#): New to 2023-2024 What's Different & READ Data Reporting Codes
- [May 4th](#): READ Training Export & Adding/Editing Staff Reports

Colorado Department of Education Identity Management (IdM)



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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 \(FERPA\)](#)

Accessing the Data Pipeline



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- Data Pipeline is a system that provides a streamlined approach to efficiently move required education information from school districts to the CDE
- Please bookmark the following link to access Data Pipeline <https://www.cde.state.co.us/idm/datapipeline>
- It is recommended that districts upload Excel files into Data Pipeline

Data Pipeline

About Data Pipeline

Data Pipeline is a streamlined approach to efficiently move required education information from school districts to CDE. Data Pipeline reduces data redundancy, captures closer to real-time data, streamlines the data collection process and allows districts to exchange information on transferred students.

[Log In to Data Pipeline](#)

A red arrow points from the right side of the text area towards the 'Log In to Data Pipeline' button.

Literacy Programs & Assessments



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Literacy Programs & Assessment Reporting Purpose & Criteria



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The Literacy Curriculum Transparency Act

With the passage of Senate Bill 21-151, the General Assembly enacted the Literacy Curriculum Transparency Act. This Act amends the Colorado READ Act to require each Local Education Provider (LEP) to submit the following information to CDE and requires the CDE to post the information on its website:

- The evidence-based or scientifically based core, supplemental, and intervention reading curriculum by grade (K-3), used at each of schools operated by the LEP
- The READ Act administered interim and diagnostic assessments

The screenshot shows the 'The Literacy Curriculum Transparency Dashboard' interface. At the top, there is a blue header with the title. Below the header, a text block explains that the dashboard provides a state, district, school, and grade level view of literacy instructional core, supplemental, and intervention programming, services, and supports, along with student data on READ plans and reading competency. The main content area features a navigation menu with tabs for 'Home Page', 'Core Programming', 'Supplemental Programming', and 'Intervention Programming'. Below the navigation, there are filters for 'Statewide', 'District Level', 'School Level', and 'Statewide Map'. A search bar labeled 'Meta-Data Boxes' is also present. The central part of the dashboard is a map of Colorado, where different counties are shaded in blue and white, representing data points. At the bottom, there is a large orange button that says 'View the Literacy Curriculum Transparency Dashboard'.

<https://www.cde.state.co.us/code/literacycurriculumtransparency-dashboard>

Literacy Programs & Assessment Reporting Timeline



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Literacy Programs & Assessment reporting window opens
April 3, 2023 and closes **June 30, 2023**.

You are reporting information for the upcoming 2023-2024 school year.

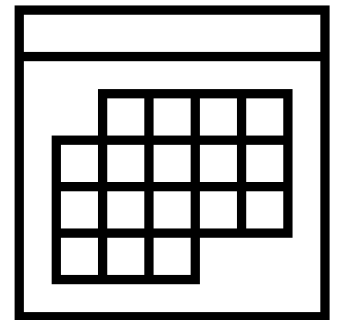
Timeline:

April 3, 2023:

Data collection opens, and files may be uploaded in
Data Pipeline

June 30, 2023:

Date by which district **must** have error free and locked
file in the Status Dashboard



READ Data Collections in Data Pipeline Literacy Programs & Assessments



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READ Data Collections in Data Pipeline

Overview

The Colorado READ Act requires districts to report specific student, school, and district level data to CDE to determine and report on the important milestones in implementing key provisions of S.B. 19-199. The information provided in these reports is intended to assist the department, the state board of education, the governor, and the public in monitoring the implementation of and identifying the results achieved in implementing the [Colorado READ Act](#).

Jump to:

Literacy Programs & Assessments

Spring READ Assessment

Teacher Training

How-To Videos

Literacy Programs & Assessment Reporting

Districts must annually report the READ Act administered interim and diagnostic assessments along with the core, supplemental, and intervention instructional literacy programs for grades K-3 for each school operated by the LEP (including charter schools). This collection window is open annually from April through June.

Guidance Resources

- [Data Submission Guide: Literacy Programs & Assessment Collection](#)
- [How to Pull the READ K-3 Literacy Programs and School Report \(video, 3:25\)](#)

Important Dates

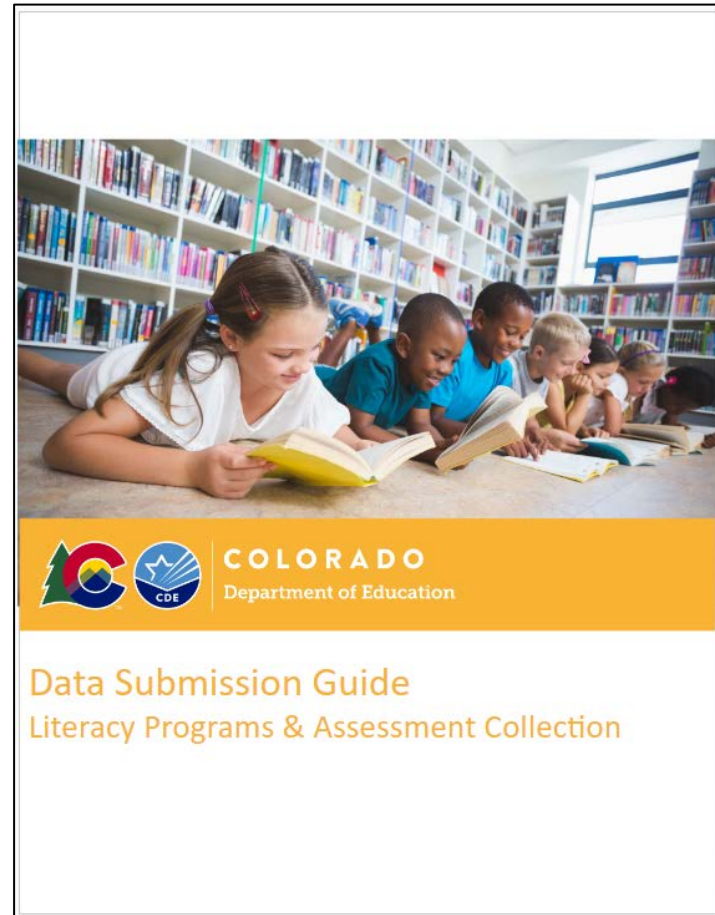
- [2023-2024 READ K-3 Literacy Programs & Assessment File Reporting Timeline](#)
- Deadline: June 30, 2023

File Layout and Definitions

- [2023-2024 READ K-3 Literacy Programs & Assessment File Layout & Definitions \(PDF\) \(updated 3/31/23\)](#)

Data Submission Guide: Literacy Programs & Assessment Collection

- Updated frequently
- Recommendations for district reporting
- How-to Videos and Resources
- General information
- 1 of 3 Data Submission Guides in our Collection



Literacy Programs & Assessment Reporting

Literacy Programs & Assessment Collection Guidance Document



CDE Office Hours - READ Data Submission

To visit recorded Office Hours or to get the links for Office Hours, please go to our website at

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

READ Data Office Hours

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- [March 9th \(recording\)](#); Overview of the READ Spring Assessment Reporting & the Literacy Programs and
- [April 8th](#); New to 2023-2024 What's Different & READ Data Reporting Codes
- [May 4th](#); READ Training Export & Adding/Editing Staff Reports

Office hours Zoom links can be found on our website. As we replace the live links will be replaced with a recorded presentation so you can watch them on your own time.



Annual READ K-3 Literacy Programs & Assessment Collection

Recommendations for District Reporting

This collection is open April through June each year.

However, the information you are providing should all pertain to what you will be using in the upcoming school year that begins in Fall.

Below are the necessary steps districts need to take for this annual submission.

- Ensure the Data-Approver information for your LEP is updated and accurate.** This person is the key point of contact for outgoing CDE communication on the process.
- Pull the READ K-3 Literacy Program School List on or after April 3rd.** The CDE recommends pulling this report as soon as it is available to help with data collection and entry.
- Gather/Collect ALL K-3 literacy programs the district intends to use in the following school year.** Please note districts are required to report on all literacy programs that meet this criteria, even if they are not listed on the [CDE-approved Advisory List of Instructional Programming](#)
- When submitting, allow enough time to problem solve and correct any errors.** This means, you will want to plan on uploading your submission about one week prior to the deadline closure at the latest. Districts can upload and submit their files as early as April.
- Click the green Submit to CDE button.** Your file submission is not finalized or sent to the CDE until you have clicked this button. Please do not stop at just uploading your file.
- Download and Email the Verification form.** This form needs to be reviewed and signed by your Superintendent. Email the signed verification form to: ReadActData@CDE.state.co.us



[Return to TOC](#)

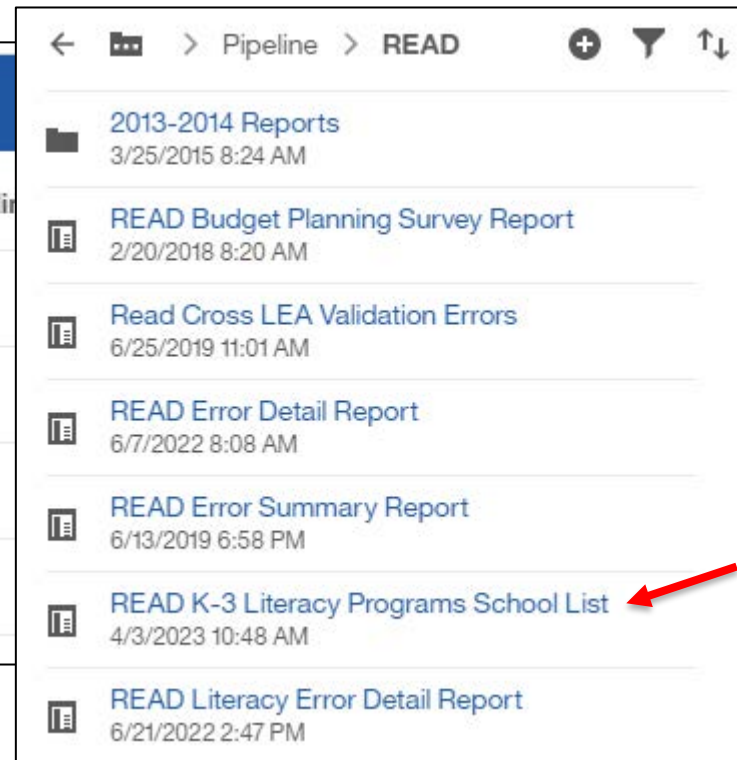
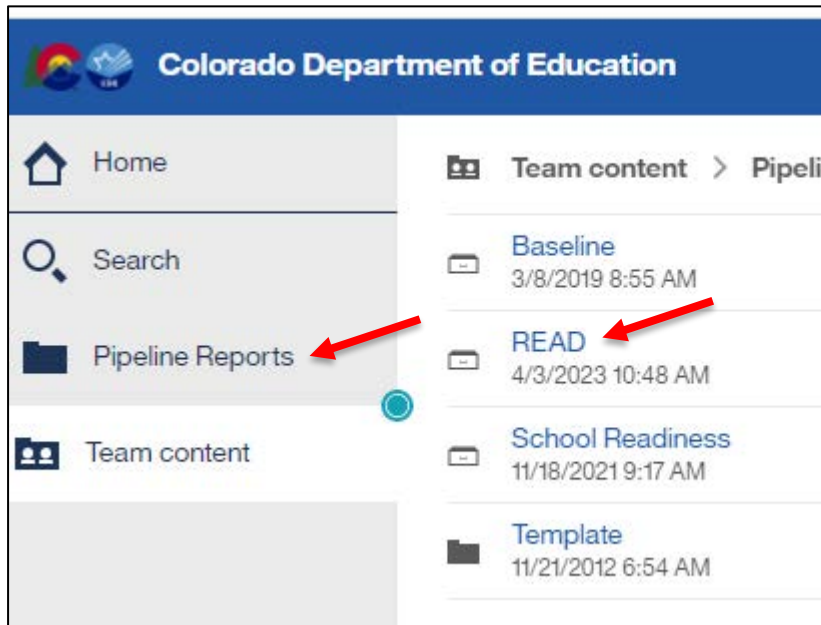
Literacy Programs & Assessment Reporting

Creating Your Data File



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- Click on **Cognos** report tab
- Click on **READ** in the left-hand menu
- Select the **READ K-3 Literacy Programs Schools List** report link
- Select the **2023-24 school year**
- 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.



Literacy Programs & Assessment Reporting

Creating Your Data File



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- This file provides you with a list of each elementary school in your district by grades K-3. **This prepopulated data will serve as your file layout template and will be uploaded into Data Pipeline when complete.**
- **Format columns D-P:**
 - Clicking at the top of each column and holding your mouse button down, **drag to the right all the way to column P.**
 - **Right Click and** select **Format** from the menu.
 - **Click on Custom** in the left-hand menu of the formatting window.
 - **Type** in 00 (double zeros) in the field and click apply. You have now formatted your columns.

	A	B	C	D	E	F	G	H	I
1	ORGANIZATION_CODE	SCHOOL_CODE	Grade	TEST_READ_1	TEST_READ_2	READ_DIAGNOSTIC_1	READ_DIAGNOSTIC_2	CORE_PROGRAM_1	CORE_PROGRAM_2
2	0020	0014	007						
3	0020	0014	010						
4	0020	0014	020						
5	0020	0014	030						
6	0020	0059	007						
7	0020	0059	010						
8	0020	0059	020						

Literacy Programs & Assessment Reporting

Data Input – Manual Entry



- Please reference the File Layout & Definitions document to code the data. Codes must match the codes within the document **and include leading zeros**
- If the assessment and/or program is not list in the provided codes, please email [Hutton W@cde.state.co.us](mailto:Hutton_W@cde.state.co.us) to add a reporting code
- If the instructional program cannot be captured in a code (i.e. does not have a publisher name and/or program name) please use code 00 and provide a narrative description of what is being used

Core Programming – Name of the scientific and evidence-based comprehensive core program used to teach initial and differentiated instruction in the classroom. If the published core programming used in your district is not listed, please contact Whitney at Hutton_W@cde.state.co.us to add a reporting code.

Note: If the scientifically or evidence-based core instructional program is not captured in the information provided or cannot be added to the coded fields, please use code 00. If code 00 is used, then you will be required to provide a narrative description of the core programming used for each school operated by the LEP.

00	Literacy Curriculum Transparency Narrative: Core
01	Amplify – CKLA (2017)
02	Benchmark Education – Benchmark Advance (2021)
03	Benchmark Education – Benchmark Workshop (2021)

- Some fields are required to be reported while others are only required if they apply to you

READ Interim Assessment 1*
READ Interim Assessment 2
READ Diagnostic Assessment 1*
READ Diagnostic Assessment 2
Core Programming 1*
Core Programming 2

- Columns must remain in the correct file layout and should not be moved or removed
- Remember to save the file frequently and ensure that the name of your file does **not** contain spaces
- Link to view school codes and school names: <https://www.cde.state.co.us/datapipeline/2022-23schoolcodes>

Literacy Programs & Assessment Reporting

File Extract Download Function



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- To reference the data that was submitted last year for your district, you can pull a File Extract Download
- Select **READ**
- Select the **File Extract Download** tab
- Select **READ Literacy Programs File Type, 2021-22 School Year, and Organization/LEA**
- Select the green **Download Standard Extract** button

The screenshot shows the 'Data Pipeline' interface for the Colorado Department of Education. The header includes the CDE logo and the text 'COLORADO Department of Education' and 'Data Pipeline'. A navigation sidebar on the left lists various functions, with 'File Extract Download' highlighted. The main content area is titled 'File Extract Download' and contains a form with the following fields:

- File Type ***: READ Literacy Programs
- School Year ***: 2022-23
- Organization/LEA ***: 1040-Academy 20
- Batch ID**: 698225 - 06/09/2022 01:35 PM
- Extract Type**: Read Extract
- File Content Type**: Excel
- Records Edited Online**: All Records

A note below the form states: 'Fields marked with * are mandatory'. A green button labeled 'Download Standard Extract' is positioned at the bottom right of the form area.

Literacy Programs & Assessment Reporting

Uploading Your Data File



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- Click on **File Upload/Data File Upload**
- Select **READ Dataset, READ Literacy Programs File Type, School Year, and Organization/LEA**
- Click on **Browse** to locate file
- Select **Replace**
- Click **Submit**
- Successful submission message in green will display across the top and a Batch ID will be created.
- *Email confirmation will be sent once complete

The screenshot shows the 'Data Pipeline' interface for the Colorado Department of Education. The header includes the state logo and the text 'COLORADO Department of Education' and 'Data Pipeline'. The user is logged in as 'Whitney Hutton CDE Admin' on 'Apr 4, 2023 | 04:49:46 PM'. A left sidebar contains navigation buttons for 'File Upload', 'Format Checker', 'Data File Upload' (highlighted), 'Validation Report', 'Batch Maintenance', and several expandable sections: '+ READ', '+ School Readiness', '+ Dataset Administration', '+ Pipeline Reports', and '+ Cognos Report'. The main content area is titled 'Data File Upload' and contains the following form fields:

- Exception File**:
- Dataset ***: READ (dropdown)
- File Type ***: READ Literacy Programs (dropdown)
- School Year ***: 2023-24 (dropdown)
- Organization/LEA ***: 1040-Academy 20 (dropdown)
- Locate File ***: Choose File (button) | No file chosen (text)
- Upload Type ***: Append Replace
- Submit** (button)

Literacy Programs & Assessment Reporting

What is an Error & Why do I get them?



- Edits and Business Rules are in place to assist with providing the most accurate information to CDE
- The errors should provide adequate information to assist you with determining the corrections needed
- Errors must be corrected in the file before you are allowed to finalize your data submissions
- To view a list of active edits click on **Cognos** report tab
- Click on **Baseline** in the left-hand menu
- Select the **2023-24 School Year, READ Dataset and READ Literacy Programs File Type**
- Select **Finish**

The screenshot shows the Colorado Department of Education Cognos report interface. The left-hand menu is visible, with the 'Baseline' report selected. The main content area displays the 'Required Selections' dialog box, which is used to filter data for the report. The dialog box has the following sections:

- Required Selections:**
 - Select Year: 2023-24
 - Select Dataset: READ
 - Select Error Type: Error
- Optional Selection:**
 - Select Data Element: ENTRY_GRADE_LEVEL, READ_TEST_2, CORE_PROGRAM_2, SUPPLEMENTAL_PROGRAM_2, LCT_NARRATIVE, CORE_PROGRAM_1, INTERVENTION_PROGRAM_2, INTERVENTION_PROGRAM_1, READ_ACT_DIAGNOSTIC_ASSESS_2, INTERVENTION_PROGRAM_3, SCHOOL_CODE
 - Select Code: LT007, LT018, LT025, LT026, LT027, LT003, LT004, LT006, LT017, LT038, LT039

At the bottom of the dialog box, there are 'Cancel' and 'Finish' buttons. Red arrows point to the 'Baseline' report in the left-hand menu and the 'Finish' button in the dialog box.

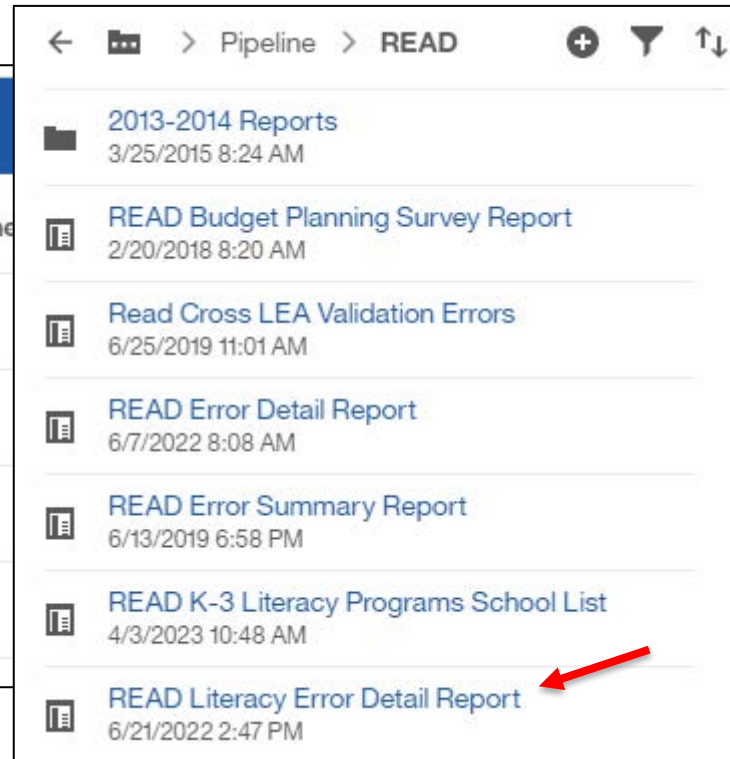
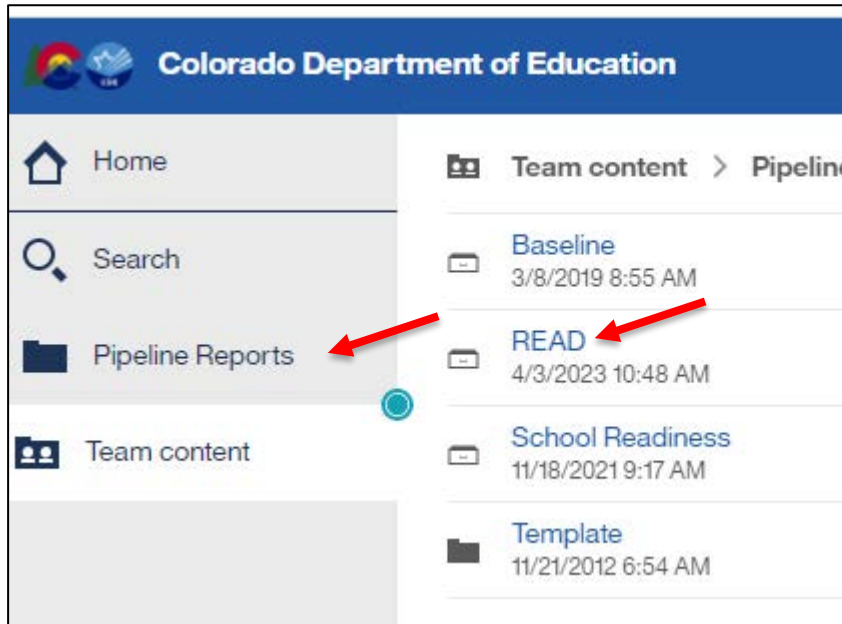
Literacy Programs & Assessment Reporting

Resolving Errors



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- Click on **Cognos** report tab
- Click on **READ** in the left-hand menu
- Select the **READ K-3 Literacy Programs Error Detail Report** link
- Select the **2023-24 school year**
- Go to the bottom left-hand corner and click the blue “Finish” button. This will populate a list of validation errors



Literacy Programs & Assessment Reporting Status Dashboard Screen



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- Once errors are resolved, you need to finalize and lock your data submission
- Click on **READ** in the left-hand menu
- Select **Status Dashboard** tab
- Select the **READ Literacy Programs File Type, 2023-24 School Year, and Organization/LEA**
- Click the green **Search** button
- Click the green **Submit to CDE** button
- Download the **READ Verification Form**

Apr 6, 2023 | 02:06:34 PM Welcome Whitney Hutton CDE Admin

+ File Upload

+ READ

- Status Dashboard
- Add Record
- Edit Record
- File Extract Download

+ School Readiness

+ Dataset Administration

+ Pipeline Reports

+ Cognos Report

Status Dashboard

File Type * School Year * Organization/LEA *

Fields marked with * are mandatory

Data Exists	Total Records	Validation Errors	Ignore Errors	Overall Status
Y	28	0	N	A

Literacy Programs & Assessment 23-24 File Layout Updates



2023-2024 READ K-3 Literacy Programs & Assessment Reporting

Name of Field	Field Length	Text Start Position	Text End Position	CSV Order	Excel Column	Examples	Remarks
K-3 Literacy Programs & Assessment Data Reporting							
* Indicates required (no field can be blank)							
School District/BOCES Code*	4	1	4	1	A2	1111	
School Code*	4	5	8	2	B2	2222	
School Name*							<i>Removed for 2023-24</i>
Grade Level*	3	9	11		D2	010	<i>Only grades K-3 should be reported</i>
READ Interim Assessment 1*	2	12	13		E2	03	
READ Interim Assessment 2	2	14	15		F2	07	<i>Leave blank if not applicable</i>
READ Diagnostic Assessment 1*	2	16	17		G2	01	
READ Diagnostic Assessment 2	2	18	19		H2	02	<i>Leave blank if not applicable</i>
Core Programming 1*	2	20	21		I2	01	
Core Programming 2	2	22	23		J2	02	<i>Leave blank if not applicable</i>
Supplemental Programming 1*	2	24	25		L2	04	
Supplemental Programming 2	2	26	27		M2	01	<i>Leave blank if not applicable</i>
Supplemental Programming 3	2	28	29		N2	02	<i>Leave blank if not applicable</i>
Intervention Programming 1*	2	30	31		O2	03	
Intervention Programming 2	2	32	33		P2	01	<i>Leave blank if not applicable</i>
Intervention Programming 3	2	34	35		Q2	02	<i>Leave blank if not applicable</i>
Intervention Supports and Services	500	36	535		R2		<i>Leave blank if not applicable</i>
Professional Development Plan							<i>Removed for 2023-24</i>
Literacy Curriculum Transparency Narrative	500	536	1,035		S2		<i>Leave blank if not applicable – only required for 00 codes</i>

Questions

Please type your questions into the Q&A feature

We will reserve the Chat Box to drop any relevant links



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READ Data Collection Office Hours

Additional Questions



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Additional Questions:

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

Helpful Links



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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>