

**System Purpose:**

The purpose of the Designated Agency Data Collection (DADC) is for each designated agency (DA) to report candidate information to CDE. Pursuant to state statute, CRS 22-2-112(q)(l), CDE is required to analyze student achievement, student growth, educator retention, educator mobility, and educator performance evaluation ratings by educator preparation programs, including alternative educator preparation programs, on an annual basis. To do so, CDE has implemented a data process to collect candidate data from alternative educator preparation programs and IHE-based institutions. CDE will collect candidate data from DAs through its data system, commonly known as Data Pipeline. This process compliments the Colorado Department of Higher Education data collection process. The Department of Higher Education collects candidate data from IHE-based institutions through its data system, SURDS.

**Project Contact:**

If you have any questions concerning the information in this document or other DADC questions, please contact the Educator Development office at CDE at [Educator\\_Development@cde.state.co.us](mailto:Educator_Development@cde.state.co.us).

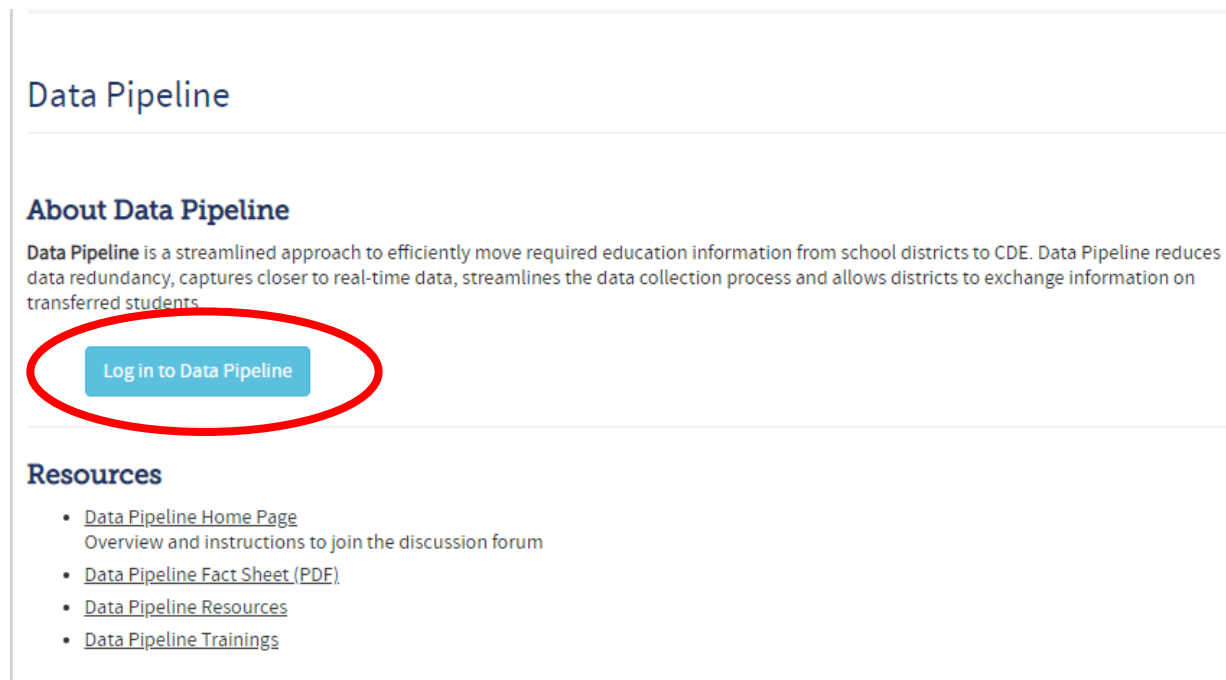
## DADC System Overview

This section provides a quick, guided tour of the collection (hereafter referred to as “data pipeline”), including how to access the tool, log in, and navigate data pipeline.

### Access and Login

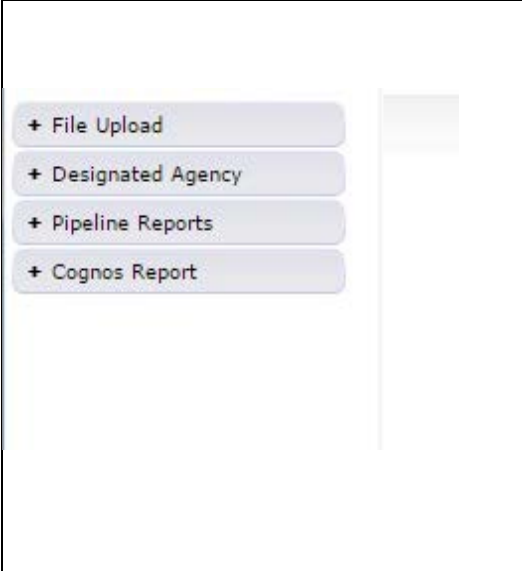
The easiest way to access data pipeline is using the link below. We recommend bookmarking the link for future reference.

- Head to <https://www.cde.state.co.us/idm/datapipeline>
- Click on the “Log in to Data Pipeline” button (reference the image below).



- Log in with your username and password (contact Educator Development at [Educator\\_Development@cde.state.co.us](mailto:Educator_Development@cde.state.co.us) if you don't have an account).

Once logged in, you are presented with a window that contains four menu options. The table below explains each menu option.

	Menu Option	Description
	File Upload	Here, you can delete submitted data using <b>batch maintenance</b> , check the file format to ensure data are properly formatted using <b>format checker</b> , upload data files using <b>data file upload</b> , and check upload status using <b>validation report</b> .
	Designated Agency	Here, you can submit data to CDE using <b>status dashboard</b> , add or edit, and download data using <b>add record</b> , <b>edit record</b> , and <b>file extract download</b> , respectively. Additionally, you can indicate that your agency has no records to submit for the collection using <b>no candidates to report</b> .
	Pipeline Report	Access to <b>error report</b> , which gives you information about data error at the summary or detailed level.
	Cognos Report	Use <b>reports</b> to perform data validation for data accuracy.

**Data Entry Methods:**

There are two methods for data entry –data file (or bulk) upload and manual entry. We will describe each of these methods.

Data file upload, using the data file upload feature, allows you to upload a spreadsheet (either .xlsx or xls) or CSV file containing candidate data. Use this method if you extract/export candidate data from an Access database or student information system in a format that is ready for upload. This is also the preferred method for you if you maintain candidate data in an Excel document.

For designated agencies that only have a few candidates, manual entry allows you to enter candidate data directly into the system without the need to create a data file for upload. Users will have the option to download all candidate data once entered into the system.

**For designated agencies that have no candidates enrolled, the No Candidates to Report feature allows you to indicate that your agency has no candidates to report for the year (September through the following August).** The process for submitting no candidates is included on page 18 of these instructions.

**High Level Process Outline by Data Entry Method:**

The process for uploading, validating, and submitting data to CDE is similar between the two methods. Below is a table that outlines the processes for each method.

<b>Data File Upload (Bulk upload)</b>	<b>Manual Data Entry (starts on page 9)</b>
<ol style="list-style-type: none"> <li>1. File Generation:               <ol style="list-style-type: none"> <li>a. File Types</li> <li>b. Format Checker</li> </ol> </li> <li>2. Importing Candidate Data:               <ol style="list-style-type: none"> <li>a. File Upload</li> <li>b. Add Record</li> </ol> </li> <li>3. Data Validation:               <ol style="list-style-type: none"> <li>a. Status Dashboard</li> <li>b. Business Rules</li> <li>c. Pipeline Error Reporting</li> <li>d. Cognos Reporting</li> </ol> </li> <li>4. Error Correction:               <ol style="list-style-type: none"> <li>a. Re-import File</li> <li>b. Edit Record</li> </ol> </li> <li>5. Submit to CDE</li> <li>6. Sign Off</li> <li>7. Cross-LEA Validation</li> </ol>	<ol style="list-style-type: none"> <li>1. N/A</li> <li>2. Importing Candidate Data:               <ol style="list-style-type: none"> <li>a. n/a</li> <li>b. Add Record</li> </ol> </li> <li>3. Data Validation:               <ol style="list-style-type: none"> <li>a. Status Dashboard</li> <li>b. Business Rules</li> <li>c. Pipeline Error Reporting</li> <li>d. Cognos Reporting</li> </ol> </li> <li>4. Error Correction:               <ol style="list-style-type: none"> <li>a. Re-import File</li> <li>b. Edit Record</li> </ol> </li> <li>5. Submit to CDE</li> <li>6. Sign Off</li> <li>7. Cross-LEA Validation</li> </ol>

**Based on your preferred data entry method, skip to the section below that is most relevant to you.**

## Data File Upload

### 1. File Generation:

You may generate your own data file or download a template from our website here: <http://www.cde.state.co.us/datapipeline/per-dadc>

If you generate your own file, please use the following field specifications to generate your file. The ordering of the data fields and the field length are important, and if any data field is out of order or the field length is too long or too short, the upload process will fail.

Name of Field	Field Length	Example
Designated Agency Code	4	1234
Program Code	4	1234
Social Security Number*	9	123456789
First Name	30	Text
Last Name	30	Text
Gender	2	01
Date of Birth	8	01011980
Staff's Ethnicity: Hispanic or Latino	1	0
Staff's Race: American Indian or Alaska Native	1	0
Staff's Race: Asian	1	0
Staff's Race: Black or African American	1	0
Staff's Race: White	1	0
Staff's Race: Native Hawaiian or Other Pacific Islander	1	0

Name of Field	Field Length	Example
Teacher or Principal	1	1
Enrollment Date	8	07012019
Year in Program	1	1
Endorsement Area	4	1234
Enrollment Status	1	1
Program Recommendation	1	1
Completion Date	8	07012020

***a. File Types:***

Files should be created with one header row with the remaining rows as data.

Files can be uploaded as an .xlsx, .xls, or .csv file.

A file name cannot have spaces in the name.

**b. Format Checker**

Use the format checker to validate that the file you wish to upload is in the correct format. This function only checks the first row to ensure the data is formatted properly and in the right order.

From the left-hand panel: Select File Upload > Format Checker

**Dataset\***: Designated Agency

**File Type\***: Designated Agency Collection

**School Year\***: 2021-22

**File Name\***: Use browser to locate saved file (note – file name cannot have spaces in the name)

**Format Checker**

Dataset \*

File Type \*

School Year \*

File Name \*

Data Element Name	Excel Column	Data Element Length	Original Length From File	Result
Designated Agency Code	A2	4	4	Pass
Designated Agency Program	B2	4	3	Pass
Sex Staff	C2	9	9	Pass
First Name Staff	D2	30	5	Pass
Last Name Staff	E2	30	0	Pass
Gender Staff	F2	2	0	Pass
Birth Date Staff	G2	8	8	Pass
Ethnicity Staff	H2	1	1	Pass
Race Indian Staff	I2	1	1	Pass
Race Asian Staff	J2	1	1	Pass
Race Black Staff	K2	1	1	Pass
Race White Staff	L2	1	1	Pass
Race Hawaiian Staff	M2	1	1	Pass
Candidate Enroll Date	N2	8	8	Pass
Teacher Or Principal	O2	1	1	Pass
Candidate Year In Program	P2	1	1	Pass
Candidate Primary Ekey	Q2	4	4	Pass
Candidate Enroll Status	R2	1	1	Pass
Candidate Program Rec	S2	1	1	Pass
Candidate Complete Date	T2	8	8	Pass

**2. Importing Candidate Data**

**a. How to upload your data file**

The **Data File Upload** screen allows you to import an excel, text, or system export file into the CDE Data Pipeline system.

From the left-hand panel: Select File Upload > Data File Upload

**Dataset\***: Designated Agency

**File Type\***: Designated Agency Collection

**School Year\***: 2021-22

**Organization/LEA\***: Your Designated Agency

**Locate File\***: Use browser to locate saved file (note – file name cannot have spaces in the name)

The screenshot shows the 'Data File Upload' form with the following fields and values:

- Exception File**:
- Dataset \***: Designated Agency
- File Type \***: Designated Agency Collection
- School Year \***: (empty dropdown)
- Organization/LEA \***: (empty dropdown)
- Locate File \***: Browse... (button) and (empty text input)
- Submit**: (green button)

Click **Submit** to finish uploading your file.



**b. How to add a single record**

The **Add Record** screen will allow you to enter a single candidate at a time through Pipeline.

From the left-hand panel: Select Designated Agency > Add Record

**File Type\***: Designated Agency Collection

**School Year\***: 2021-22

**Organization/LEA\***: Your Designated Agency

Click **Add New Record**

Enter data for all fields according to file specifications.

**Add Record**

File Type \*  School Year \*  Organization/LEA \*

Fields marked with \* are mandatory

**Add New Record**

Designated Agency Code <input type="text"/>	Designated Agency Program Code <input type="text"/>
Social Security Number * <input type="text"/>	Candidate's First Name <input type="text"/>
Candidate's Last Name <input type="text"/>	Candidate's Gender * <input type="text" value="Select ..."/>
Candidate's Date of Birth * <input type="text"/>	Candidate's Ethnicity: Hispanic or Latino * <input type="text" value="Select ..."/>
Candidate's Race: American Indian or Alaska Native * <input type="text" value="Select ..."/>	Candidate's Race: Asian * <input type="text" value="Select ..."/>
Candidate's Race: Black or African American * <input type="text" value="Select ..."/>	Candidate's Race: White * <input type="text" value="Select ..."/>
Candidate's Race: Native Hawaiian or Other Pacific Islander * <input type="text" value="Select ..."/>	Teacher or Principal * <input type="text" value="Select ..."/>
Candidate year in program * <input type="text" value="Select ..."/>	Candidate Primary Endorsement Key * <input type="text" value="Select ..."/>
Candidate Enrollment Status * <input type="text" value="Select ..."/>	Candidate Program Recommendation <input type="text"/>
Candidate completion date <input type="text"/>	

**Submit/Add Record**

Click **Submit/Add Record** to finish uploading your file.

**3. Pipeline File Validation**

**a. Status Dashboard**

The Status Dashboard will indicate the overall status of the Data for the Designated Agency.

From the left-hand panel: Select Designated Agency > Status Dashboard

**File Type\***: Designated Agency Collection

**School Year\***: 2021-22

**Organization/LEA\***: Your Designated Agency

Click **Search** to view details will display regarding errors and the overall status of the data. This will also allow the user to submit the data to CDE once it is error free.

***b. Business Rules***

After your data is uploaded, the system will check the data against a set of rules that enforce data combinations, integrity, and standardization of the data.

Name of Field	Rule #	Error Message	Field Length	Example
Social Security Number	DA022 DA023 DA024 DA025 DA042	<ul style="list-style-type: none"> <li>SSN is mandatory.</li> <li>SSN is zero-filled.</li> <li>SSN must be numeric.</li> <li>SSN must be 9 digits.</li> <li>Duplicate SSNs are not allowed.</li> </ul>	9	123456789
Gender	DA010 DA011	<ul style="list-style-type: none"> <li>Gender is an invalid code.</li> <li>Gender is mandatory</li> </ul>	2	01
Date of Birth	DA012 DA013 DA014 DA040	<ul style="list-style-type: none"> <li>Date of Birth is mandatory.</li> <li>Date of Birth must be a valid date.</li> <li>Age of the individual must be between 18 and 88.</li> <li>Date of Birth must be 8 digits.</li> </ul>	8	MMDDYYYY
Ethnicity: Hispanic or Latino	DA015	Ethnicity: Hispanic or Latino is invalid.	1	0
Race: American Indian or Alaska Native	DA019	Race American Indian is invalid.	1	0
Race: Asian	DA016	Race Asian is invalid.	1	0
Race: Black or African American	DA017	Race Black or African American is invalid.	1	0
Race: White	DA020	Race White is invalid.	1	0
Race: Native Hawaiian or Other Pacific Islander	DA018	Race Native Hawaiian or other Pacific Islander is invalid.	1	0
Year in Program	DA027	Year in Program value is invalid.	1	1

Name of Field	Rule #	Error Message	Field Length	Example
Race Fields	DA021	The five race fields ("Race: American Indian", "Race: Asian", "Race: Black", "Race: White", and "Race: Pacific Islander") cannot all = 0 (no). At least one race category must equal 1 (yes).	N/A	N/A
Enrollment Status	DA032 DA043	<ul style="list-style-type: none"> <li>Enrollment status is mandatory</li> <li>Enrollment status is an invalid code.</li> </ul>	1	1
Enrollment Date	DA028 DA029 DA045 DA049	<ul style="list-style-type: none"> <li>Enrollment Date is mandatory.</li> <li>Enrollment Date must be a valid date.</li> <li>Enrollment date must be 8 digits.</li> <li>Candidate completion date must be after the enrollment date.</li> </ul>	8	MMDDYYYY
Teacher or Principal	DA026 DA051	<ul style="list-style-type: none"> <li>Teacher or Principal value is invalid.</li> <li>Endorsement 1550 is only valid for principals. If the principal is correct, please update endorsement to 1550.</li> </ul>	1	1
Endorsement Area	DA030 DA035 DA036 DA050  DA054	<ul style="list-style-type: none"> <li>Endorsement Area is mandatory.</li> <li>Endorsement area needs to be a valid code for the Designated Agency.</li> <li>eKey value is invalid.</li> <li>Endorsement 1550 is only valid for principals. If the endorsement is correct, please update teacher or principal to principal.</li> <li>This designated agency is not authorized to provide preparation for principal candidates whose enrollment date is after January 31, 2020.</li> </ul>	4	1234
Program Recommendation	DA031 DA037 DA047	<ul style="list-style-type: none"> <li>Program Recommendation is mandatory if enrollment status is completed.</li> <li>Candidate program recommendation is an invalid code.</li> <li>Program recommendation must be blank when enrollment status is not indicated as completed.</li> </ul>	1	1
Completion Date	DA034 DA044 DA046 DA048  DA052	<ul style="list-style-type: none"> <li>Completion date must be a valid date.</li> <li>Completion date must be 8 digits.</li> <li>Candidate completion date is mandatory if enrollment status is completed.</li> <li>Candidate completion date must be blank when enrollment status is not set to completed.</li> <li>Completion Date must be between September 1st and the following August 31st of the given academic year.</li> </ul>	8	MMDDYYYY

### c. Pipeline Error Reporting

You will most likely have a Business Rule error or two after importing data. To view the details of the errors in order to correct them, select Pipeline Reports > Error Report.

**Dataset\***: Designated Agency

**File Type\***: Designated Agency Collection

**School Year\***: 2021-22

**Organization/LEA**: Your Designated Agency

**Error Type\***: Errors and Warnings

Click **Search** to view errors. A list of errors will be presented: check select box to view desired error, click **View Details**.

The screenshot shows the 'Error Report' interface. At the top, there are search filters: Dataset (Designated Agency), File Type (Designated Agency Collection), School Year (2021-22), and Organization/LEA. Below these is a Search button. Underneath the filters are links for 'Select All', 'Deselect All', and 'Excel'. The main part of the interface is a table with columns: Select, Error Code, Error Type, Error Message, and Count. There are six rows of error messages, each with a checked checkbox in the Select column. A View Details button is located at the bottom of the table.

Select	Error Code	Error Type	Error Message	Count
<input checked="" type="checkbox"/>	DA021	E	The five race fields ("Race: American Indian", "Race: Asian", "Race: Black", "Race: White", and "Race: Pacific Islander") cannot all = 0 (no). At least one race category must equal 1 (yes).	1
<input checked="" type="checkbox"/>	DA028	E	Enrollment date is mandatory.	2
<input checked="" type="checkbox"/>	DA033	E	Completion date is mandatory.	1
<input checked="" type="checkbox"/>	DA035	E	Endorsement area needs to be a valid code for the Designated Agency.	2
<input checked="" type="checkbox"/>	DA047	E	Program recommendation must be blank when enrollment status is not set to completed.	1
<input checked="" type="checkbox"/>	DA048	E	Candidate completion date must be blank when enrollment status is not set to completed.	1

### d. Cognos Report

The Cognos Report provides an additional validation tool. Available within the Cognos Report option is a Data Summary report, which summarizes the data submitted by variable. Click Cognos Report → Designated Agency Data Collection → Data Summary.

Other reports available under the Cognos Report option include exportable error reports.

## 4. Error Corrections:

There are two ways to correct Business Rule errors in the Data Pipeline system:

### a. Re-import File

Edit the details in your file and re-import the file following the steps in the file import section. Repeat error checking steps until the error count is zero.

### b. Edit Record Screen

The Edit Record Screen allows you to edit record(s) through the Data Pipeline system without re-importing a file.

From the left-hand panel: Select Designated Agency > Edit Record

**Dataset\***: Designated Agency

**File Type\***: Designated Agency Collection

**School Year\***: 2021-22

**Error Records\***: All

**Organization/LEA\***: Your Designated Agency

Click **Search** to view errors.

The screenshot shows the 'Edit Record' interface. At the top, the title 'Edit Record' is displayed in green. Below it, there is a form with several fields: 'File Type\*' is a dropdown menu set to 'Designated Agency Collection'; 'School Year\*' is a text input field containing '2021-22'; 'Organization/LEA\*' is a dropdown menu; 'Error Records\*' is a dropdown menu set to 'All'; and 'Batch ID\*' is a text input field containing '46298 - 03/02/2017 01:55 PM'. A note below the fields states 'Fields marked with \* are mandatory'. At the bottom right of the form, there is a green 'Search' button.

All Business Rule errors will be shaded red. Locate the red fields and edit the data to correct the error.

Click the check box next to the record(s) you edited before saving the new record. Click **Save**.

**Edit Record**

Sort Order #1: Designated Agency Code | Sort Order #2: Designated Agency Program Code | Sort Order #3: Candidate's Last Name | **Sort Data**

**Fields shown in RED have an error**

Total # of Records : 2 | **Go to Standard View**

#	ve Hawaiian or Other Pacific Islander	Teacher or Principal	Candidate year in program	Candidate Primary Endorsement Key	Candidate Enrollment Status	Candidate Program Recommendation	Candidate completion date
<input type="checkbox"/>	1   0-No	1-Teacher	1-First Year	1540-Science Education (7-12)	2-Completed	1	00000000
<input type="checkbox"/>	2   0-No	1-Teacher	1-First Year	1525-Elementary Education (K-6)	1-Currently enrolled - Full time	1	00000000

Page 1 of 1 | **Save** | **Delete** | **Back**

## 5. Submit to CDE

After resolving all errors, you must officially submit the data to the CDE.

From the left-hand panel: Select Designated Agency > Status Dashboard

**File Type\***: Designated Agency Collection

**School Year\***: 2021-22

**Organization/LEA\***: Your Designated Agency

**Status Dashboard**

File Type \* Designated Agency Collection | School Year \* | Organization/LEA \* | **Search**

Fields marked with \* are mandatory

Click **Search** to view details will display regarding errors and the overall status of the data.

Click the **Submit to CDE** button to officially submit the data.

**DAG Status Dashboard ( ):**

Data Exists	<input type="text" value="Y"/>	Overall Status	<input type="text" value="P"/>
Validation Errors	<input type="text" value="0"/>	Last Updated Date	03/02/2017 03:02 PM
Data Locked	<input type="text" value="N"/>	State Comments	<input type="text"/>
LEA Comments	<input type="text" value="Sample text"/>		

Y - Yes | N - No | P - Pending | S - Submitted | A - Accepted

## 6. Sign Off

Designated Agencies are required to sign off that the data is correct and accurate.

From the left-hand panel: Select Designated Agency > Status Dashboard

**File Type\***: Designated Agency Collection

**School Year\***: 2021-22

**Organization/LEA\***: Your Designated Agency

**Status Dashboard**

File Type\*  School Year\*

Organization/LEA\*

Fields marked with \* are mandatory

Click **Search** to view details will display regarding errors and the overall status of the data.



Click [Download Sign Off Form](#).

**DAG Status Dashboard ( ):**

Data Exists	<input type="text" value="Y"/>	Overall Status	<input type="text" value="P"/>
Validation Errors	<input type="text" value="0"/>	Last Updated Date	03/02/2017 03:02 PM
Data Locked	<input type="text" value="N"/>	State Comments	<input type="text"/>
LEA Comments	<input type="text" value="Sample text"/>		

Y - Yes | N - No | P - Pending | S - Submitted | A - Accepted

[Submit to CDE](#) [Download Sign Off Form](#) [Back](#)

Sign and email the form to Educator Development at [Educator\\_Development@cde.state.co.us](mailto:Educator_Development@cde.state.co.us)

## **7. Cross-LEA Validation**

Once all of the Designated Agencies have uploaded and submitted error-free data, a duplicate record check across Designated Agencies will be run by CDE. Any DAs with duplicate candidates will be contacted to correct records accordingly.

**No Candidates to Report**

If your agency did not have any candidates in its program, use the No Candidates to Report feature to indicate you have no data to submit for the collection year.

**DO NOT COMPLETE THIS PROCESS UNLESS YOU ARE SURE YOU DO NOT/WILL NOT HAVE ANY CANDIDATES ENROLLED IN YOUR PROGRAM BETWEEN SEPTEMBER 2021 AND AUGUST 2022.**

From the left-hand panel: Select Designated Agency > No Candidates to Report

**School Year\***: 2021-22

**Organization/LEA\***: Your Designated Agency

**No Candidates To Report**

School Year \*  Organization/LEA \*

Fields marked with \* are mandatory

Click **Submit**.

Change the selection to Yes.

Select All | Deselect All

Save	LEA	No Candidates Yes No
<input checked="" type="checkbox"/>	<input type="text"/>	<input checked="" type="radio"/> <input type="radio"/>

Click **Save** to indicate no candidates to report.