Reviewing Errors and Validating Data

Each time a file is uploaded, or a snapshot file is created in Data Pipeline, the system does an automatic check of the data using a list of business rules which are provided in each collection webpage for reference. These are indicators that there is an issue with the data as uploaded and the data needs to be corrected. However, not all data inaccuracies can be found by these business rules, so there are also data reports available for review and validation throughout the process. Both methods are valuable for ensuring the data provided to CDE for reporting purposes is as accurate and complete as possible.

Business Rules: Errors and Warnings

Business rules are the list of errors and warnings that are checked when a file is uploaded, or a snapshot created for a specific data collection. They help ensure data accuracy by alerting you to common coding irregularities. Most business rules are related to a specific student's information, staff's information, or school's information but some indicate a data inconsistency that applies to all data within a data field. These are sometimes referred to as 'snapshot level' or 'collection level' errors/warnings. Business Rules can be found on each specific collection page within the Data Pipeline CDE website.

Warnings

Warnings indicate possible data inconsistencies/coding issues. Some warnings indicate a coding situation that could become an error in a later phase of a multi-phase collection. It is beneficial to review warnings to ensure data accurately reflects a student's, staff members or school's educational history. A snapshot or periodic file **can** be submitted and finalized even if warnings are present.

Errors

Errors must be addressed to submit and finalize data for a given data collection. Errors on interchange files will prevent that record from being included in the snapshot or collection you are working on. Errors can be addressed by updating the related data field and reuploading your interchange files or by requesting an exception.

Reporting Exceptions

Reporting Exceptions, or 'exceptions' refer to overriding Data Pipeline errors. CDE occasionally overrides these business rule errors because, although errors are legitimate, the case needs to be corrected to accurately reflect the reporting history for a student, staff, or school. This occurs under unique circumstances when the reporting history does not follow the anticipated coding patterns outlined in the business rules for an interchange file, snapshot or periodic file. The resulting coding pattern must fall within the parameters of the data collection for an exception to be granted.

Typically, exceptions are used to clear errors, but in some cases an exception may be used to clear a warning too.

Most reporting exceptions are requested using an exception request template, found on the corresponding collection's website. Some reporting exceptions may require additional supporting documentation.

Validating Data

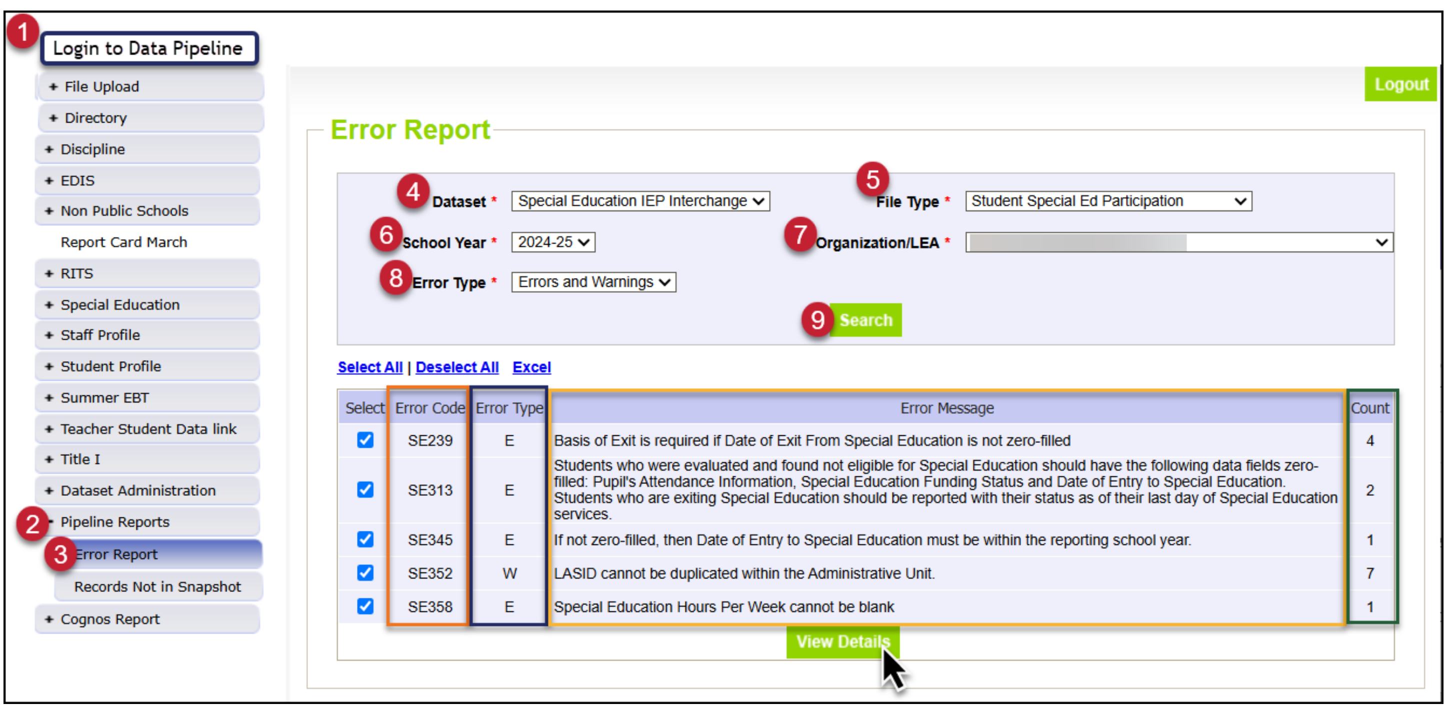
In Data Pipeline, there are two sources for reviewing and validating the data. The first is the Data Pipeline error report, which is the preferred method for reviewing errors and warnings. The second is the Cognos report (also referred to as CEDAR) which provides more detailed reports, aggregate counts, included records, etc. for reviewing and validating the data once all errors have been resolved for the file.

Data Pipeline Error Report

Using the Pipeline error report LEAs can review a summary of all errors and warnings and a detailed list of the records triggering specific business rules. Use the ‘View Details’ button at the bottom of the Pipeline error report summary screen to view the detailed list of students triggering each error or warning. Both the summary screen and the detail error screens can be extracted as an excel document.

Steps

1. Login to [Data Pipeline]
2. Select Pipeline Reports
3. Select Error Report
4. Select Dataset
5. Select Filetype
    - Dependent on dataset
6. Select School Year
    - Auto fills to most recent year
    - Some interchanges may have multiple years open at a time
7. Select Organization/LEA
    - Auto fills when only one option applies to a user based on their IdM permissions
8. Select Error Type
    - Errors and Warnings recommended
9. Select Search



Notes

- **Error Code:** This is a helpful code when communicating with a collection lead. It is a necessary piece of information when requesting a reporting exception.
- **Error Type:** E for Error and W for Warning.
- **Error Message:** Provides an explanation about what is wrong with the record(s) and may include information about when a reporting exception is applicable.
- **Count:** The number of records this error/warning applies to.
- Use the checkboxes on the left to select the error/warning to review in more detail, then select the **View Details** button at the bottom of the screen to see a list of specific individuals impacted by the business rule.
    - Some collections include two sections on the view details screen, one for individual student/staff level details and one for ‘global errors’ when a business rule applies to a specific school/institution.

Cognos/CEDAR Reports

The Colorado Education Data Analysis and Reporting system (CEDAR) is a private, secure system which provides student level data to authorized users. Access to the system and data is limited to educators who have need for such data. Often CEDAR is referred to as COGNOS since COGNOS is the software currently powering the Colorado Education Data Analysis and Reporting system (CEDAR).

Reports in CEDAR/COGNOS have multiple purposes. Some are used as operational reports to assist data respondents in looking up specific information on students, file/snapshot errors, and students missing from a snapshot due to profile errors. Other reports are used to validate data when finalizing a data collection. Many reports also provide districts with a preview of data that will be published based upon specific data collections.

Accessing & Navigating CEDAR

Google Chrome is the preferred browser when working with CEDAR reports. If CEDAR is not loading properly in Chrome, clear the browser history/cookies/cache and try logging in again.

Access via Identity Management (IdM) webpage

1. Go to the IdM webpage
2. Select the CEDAR application link.
    a. A new window will open
3. Select the ‘Log in to CEDAR’ button

Access via link in Data Pipeline

1. Login to Data Pipeline
2. Select the COGNOS Report button on the bottom of the navigation menu on the left.

Navigating CEDAR/COGNOS

Use the navigation bar on the left to open the pipeline reports folder and view specific categories of reports. Reports are organized based upon a user’s access permissions in IdM. Each category file of reports represents reports connected to a specific data collection/IdM user role. Within each category of reports is a list of all available reports. Select the desired report from the list to view the report. Most reports will have an introductory screen with dropdown menus to further refine the data in the report.