



COLORADO
Department of Education

READ Act Teacher Training Reporting Office Hours

August 25, 2022



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READ Act Teacher Training Reporting Office Hours

Scheduled Dates and Times

- None scheduled at this time

Webinar Logistics

Q&A During the Webinar

- Organized by topic
- As we complete discussion of each topic, there will be designated time for participants to **enter questions in the Q&A feature** that are related to the specific topics
- Some questions will be answered during the webinar and others will be captured for further consideration
- Frequently asked questions will be included by topic as well

Additionally:

- For questions related to Data Pipeline and the READ Teacher Training Completion data reporting email: READActData@cde.state.co.us
- For general questions about the CDE-Provided Teacher Training options email: ReadActTraining@cde.state.co.us
- For all other questions related to the READ Act email: READAct@cde.state.co.us

Webinar Topics Include:

- ✓ Data Privacy
- ✓ Access into Data Pipeline
- ✓ Timeline
- ✓ Steps to Complete the Process
- ✓ READ Training Export Report
- ✓ Submitting Data into Data Pipeline
- ✓ Submitting Evidence of Completion
- ✓ District Next Steps

Data Privacy & Security

What is PII?

- Student Personally Identifiable Information (PII) is defined by state and federal laws as information that, alone or in combination, personally identifies an individual
 - This includes direct identifiers (i.e. name, SASID, etc.)
 - Includes information that when combined is identifiable
- Colorado's Student Data Transparency and Security Act introduces a number of new requirements for how Student PII is collected, used and shared
- CDE has prepared guidance on how to comply with this and other privacy laws which can be found here:
<http://www.cde.state.co.us/dataprivacyandsecurity>

- Check local policies for restrictions, requirements, etc.
- Ensure that you are following local policies when transmitting PII to any third party
- Use secure methods to transfer any PII to CDE
 - Contact Data Collection leads with questions about how to transmit PII securely
 - Use [Syncplicity](#) to encrypt emails to CDE
- Avoid sending PII via unencrypted email or to unsecured faxes when sharing data between or within districts
- Individuals with shared permissions to your folder have full access to PII
- Do not use PII in trainings, presentations, etc.
- Do not share PII with unauthorized individuals
- Do not share passwords

Data Pipeline



Data Pipeline Website

- Data Pipeline is a streamlined approach to efficiently move required education information from school districts to CDE

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](#)

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 \(FERPA\)](#)

Question:

How do I log into Data Pipeline?

- To successfully log into Data Pipeline, you must first request access through your district's Local Access Manager (LAM)
- When requesting access, please ask to be assigned to READ with an LEA Approver role (REDLEAAPPROVER) in the Identity Management System
- After you are granted access, you will be able to log into Data Pipeline and complete your data submission
- [Data Pipeline Website](#)

Question:

I don't see READ as option in Data Pipeline

- Please contact your Local Access Manager (LAM) and ask to be assigned to the REDLEAAPPROVER role for READ in the Identity Management System
- After you've been granted access, you should have READ as a Dataset option and then READ Teacher Training as the File type when uploading your file
- [Data Pipeline Website](#)

Data Collection Timeline

District Reporting Phase

- The deadline to have files locked in Data Pipeline is **August 31, 2022**
- Data must be submitted and locked in order to receive 22-23 READ funds
- Data submissions received **after** the August 31st deadline may result in delayed distribution of READ Act funding

Before August 15th

COMMUNICATION PHASE

Use the communication toolkit ready made materials to encourage your licensed teachers to upload their K-3 READ Act Teacher Training Evidence of Completion to the Colorado Online Licensing System (COOL) before the August 15th deadline.

August 15th-August 31st

COLLECTING YOUR DISTRICT DATA from CDE

After August 15th, pull your district's READ Training Export report in Cognos to see which licensed and non-licensed teachers have not submitted their Evidence of Completion (EoC) to the CDE and have a blank READ Training Status code. COOL will continue to accept K-3 READ Act teacher training EoC submissions from licensed educators and the 15th and the report is updated nightly.

DISTRICT REPORTING PHASE

- In your READ Training Export Report, add the READ Training Status for all teachers without a status code of '10'
- Add narrative descriptions for teachers who have not completed the training and have a status code of '13'
- Submit EoC for all teachers who do not have COOL designation and code as '11'
- Upload into Data Pipeline and resolve errors
- Lock error free data file in the Status Dashboard

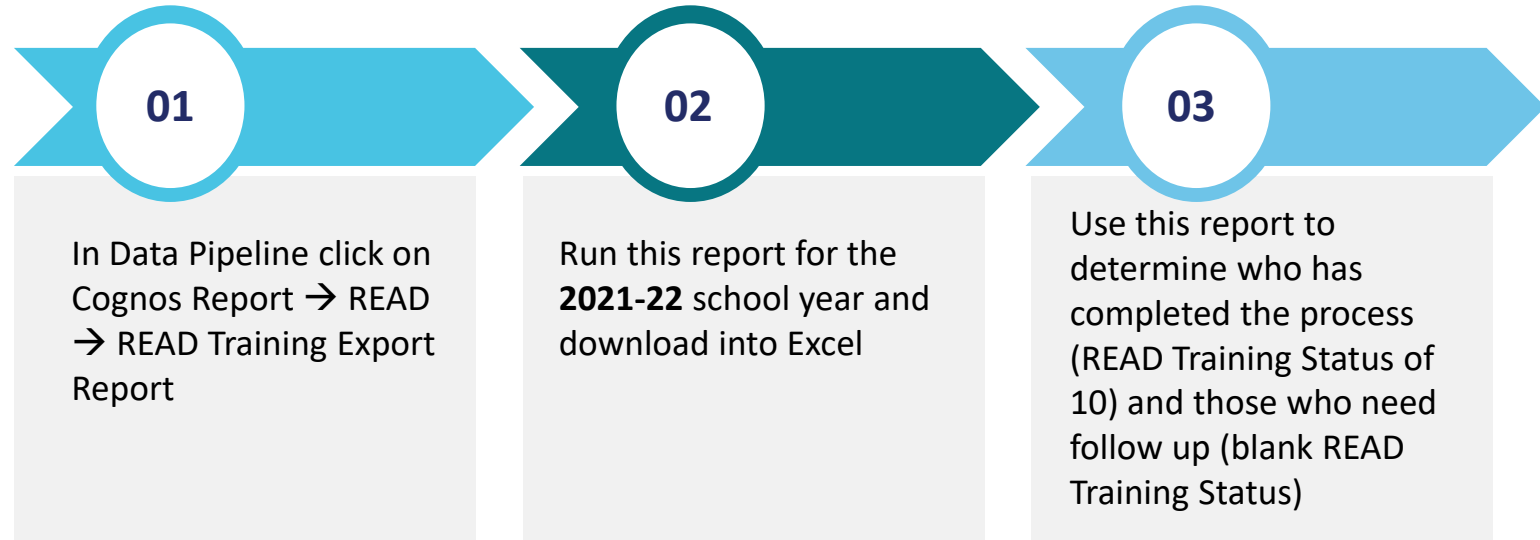
Steps to Complete Process

Steps to Complete Process

1. In Cognos, pull the **READ Training Export** report for the **21-22** school year and export into Excel
2. Update the **READ Training Export** to **only** include teachers required to complete the training (per your district's policy)
 - ✓ Newly hired teachers are added
 - ✓ Teachers no longer employed by the district are deleted
 - ✓ Teachers are currently employed to teach for the 22-23 school year
3. Use the [22-23 READ Teacher Training Completion File Layout & Definitions](#) document to add a **READ Training Status** for teachers who have a blank training status field
4. Ensure that all teachers have a valid code reported in **the READ Training Status field**
5. Remove the District Name, School Name all other columns after the Training Not Complete Narrative column
6. Save file with no spaces in file name
7. Upload file into Data Pipeline under **Data File Upload** and **READ Teacher Training** file type
8. Pull the **READ Training Error Detail Report** in Cognos to check for validation errors
9. When file has 0 validation errors, please lock data by clicking the **Submit to CDE** button in the **Status Dashboard**
10. If applicable, make sure that all teacher EoC is submitted in your district's Syncplicity folder

READ Training Export Report

Steps to Pull the READ Training Export Report



The READ Training Export report in Cognos will provide a list of K-3 teachers in your district and whether they have received their READ designation in COOL.

- This report pulls the latest available READ designation data from COOL and the latest available HR Snapshot data from the 21-22 school year
- Therefore, the list only includes K-3 teachers (licensed & non-licensed) as reported for the 21-22 school year
- Job classification codes are included so the district can determine if the teacher is required to complete the training or not

This report is **not** a complete and final list of teachers who are required to take the training and/or be reported.

Data respondents must update the list by removing teachers who are not required to take the training or are no longer employed and add teachers who are required to complete the training per your district's policy.

Question:

Is the COOL report the same as Cognos report?

- The Cognos and COOL are different reports but contain the same data
- Licensed teachers can continue to upload their Evidence of Completion into COOL
 - Questions about COOL contact Tanya Klein
Klein_T@cde.state.co.us
- The Cognos report syncs with COOL data nightly
 - Questions about Cognos contact
READActData@cde.state.co.us
- Teachers will receive notification when their READ Act designation is approved

Looking at the READ Training Export Report

A	B	C	D	E	F	G	H	I	J	K	L
District Code	District Name	School Code	School Name	EDID	Staff First Name	Staff Last Name	Staff Gender	Staff Date of Birth	Staff Primary K-3 Grade Level	READ Training Status	Training Not Complete Narrative
1234	District	4567	School	12345678	First Name	Last Name	01	07251969	007	10	
1234	District	4567	School	12345678	First Name	Last Name	01	01111988	020		
1234	District	4567	School	12345678	First Name	Last Name	02	06141967	010		
1234	District	4567	School	12345678	First Name	Last Name	02	04151971	020		
1234	District	4567	School	12345678	First Name	Last Name	02	08301976	007		

Note, teachers with a pre-populated READ Training Status = 10 are complete. Teachers with a blank READ Training Status need follow up and district will manually code which READ Training Status (10-13) is applicable

<http://www.cde.state.co.us/coloradoliteracy/202223teacher-trainingfilelayoutanddefinitions>

Staff's Teacher Training Status – Required for all K-3 educators. Educators need to only complete one of the options to meet the training requirement. For a teacher to successfully meet the requirement, they must have passed an end of course assessment of learning. Please select the training option that the individual educator completed. If the educator has not yet completed the READ training and is newly hired, use code 12. If the educator has not completed the READ training for another reason, use code 13, however additional information is required in the next data element.

10	Yes, evidence has been submitted by the educator to CDE via COOL or Secure Transfer, confirming the completion of a CDE approved, evidence-based training in teaching reading and passing the end of course assessment.
11	Yes, evidence has been submitted by the district to CDE via Syncplicity, confirming the completion of a CDE approved, evidence-based training in teaching reading and passing the end of course assessment.
12	No, this educator did not complete the training as they were newly hired after the required deadline.
13	No, this educator did not complete the training due to another reason other than being newly hired. (Note that usage of this code should be very limited and over-use will cause an error.)

Preparing Data File for Upload

A	B	C	D	E	F	G	H	I	J	K	L
District Code	District Name	School Code	School Name	EDID	Staff First Name	Staff Last Name	Staff Gender	Staff Date of Birth	Staff Primary K-3 Grade Level	READ Training Status	Training Not Complete Narrative
1234	District	4567	School	12345678	First Name	Last Name	01	07251969	007	10	
1234	District	4567	School	12345678	First Name	Last Name	01	01111988	020	10	
1234	District	4567	School	12345678	First Name	Last Name	02	06141967	010	11	
1234	District	4567	School	12345678	First Name	Last Name	02	04151971	020	12	
1234	District	4567	School	12345678	First Name	Last Name	02	08301976	007	13	Training not complete due to medical issue

1. Fill in your blank READ Training Status fields using codes 10, 11, 12 or 13 (if using code 13, you must include a narrative in the Training Not Complete Narrative column)
2. Next, you must remove the District Name, School Name and all columns to the right of the Training Not Complete Narrative column
 - Failure to remove columns will cause an upload error when you attempt to submit in Data Pipeline
3. Save and rename your file
 - Data Pipeline does not accept files that have spaces in the file name

Now your file is ready to upload into Data Pipeline

Question:

What about “_____” if they teach more than one grade?

- What grade level code do I use for our Sped teacher, interventionists, and teachers who teach more than 1 grade?
 - Which roles must complete the training relates to the definition of a “teacher” in the State Board rules:
 - 1 CCR 301-92 (2.36) Teacher: The professional responsible for the literacy instruction of the student(s) and may include the main instructor for a class, an instructional coach, reading interventionist, special education teacher, Title I teacher or other personnel who are identified as effective in the teaching of reading.
 - The last portion of this definition makes it difficult to provide a blanket response about which job titles need to complete the requirement because the definition is open ended and relates to function. Please keep in mind that the determination of that function must be made locally.
 - Select the K-3 grade code that best represents most students for those who teach students in multiple K-3 grade levels and who are required to take the READ Act Teacher Training.

Question:

What status code do I use?



- What do I do for teachers hired after June 1st, 2022?
 - You need to manually enter these teachers into your data and code them with status code 12.
- How do I code non-licensed teachers who took the training?
 - If they submitted their EoC on their own to the secure file transfer system, code them with a 10.
 - If they did not submit their EoC via the secure file transfer system, you will need to submit EoC for them and code them with a 11.
- What about administrators and principals who completed the training?
 - If your district determines they are required to take the training, code them with a 10 and select the K-3 grade level status code that best represents the population they teach.
- I still need more help determining the READ Training Status Code...

READ Training Status Codes

1. In Cognos, pull the READ Training Export report for the 21-22 SY

2. Update list of teachers to only include those required to complete the training and are employed for the 22-23 SY

3. Enter READ Training Status codes in all blank fields

10

Training completed and teacher submitted via COOL or SFT

Already Verified by CDE

No further action required at this time
(If you have any other status code on your report, you need to take additional steps.)

11

Training completed and district is submitting EoC (Required by Statute)

- Request Syncplicity folder by filling out the request form: <https://forms.gle/g3wocfaVbKsHqG4N7>
- Evidence of Completion must be submitted via Syncplicity by 8/31
- Use K-3 Reporter's Guide and ensure EoC is an approved format

12

Newly hired. 1 year to complete training – still need to be reported

- Manually add any newly hired teachers (on or after June 1st) to your READ Training Export who are not on your list
- Input status code 12

13

Any teachers required to take Training who did not complete. Use sparingly, narratives will go through an approval audit

- Use for any teachers who are required but did not complete the training AND who cannot complete the training before August 31st.
- Invalidated narratives may result in READ Act funding delays or districts not receiving READ Act funds

Submitting Accurate Data

This collection differs from other data collections.

When you submit your data, the CDE will review and cross-check your information. The CDE will begin reviewing data after August 31st.

If there are discrepancies, your data submission will be unlocked, and districts are expected to make corrections and re-submit.

READ funds will not be distributed until district data report aligns with CDE records.

Accurate coding and data submission on the first submission is the best way to ensure districts avoid delays in READ Fund distribution.

Submitting Data in Data Pipeline

Uploading into Data Pipeline



- File Upload 1.

Format Checker

Data File Upload 2.

Validation Report

Batch Maintenance

+ READ

+ School Readiness

+ Dataset Administration

+ Pipeline Reports

+ Cognos Report

Data File Upload

Exception File

Dataset * READ 3.

File Type * READ Teacher Training 4.

School Year * 2022-23

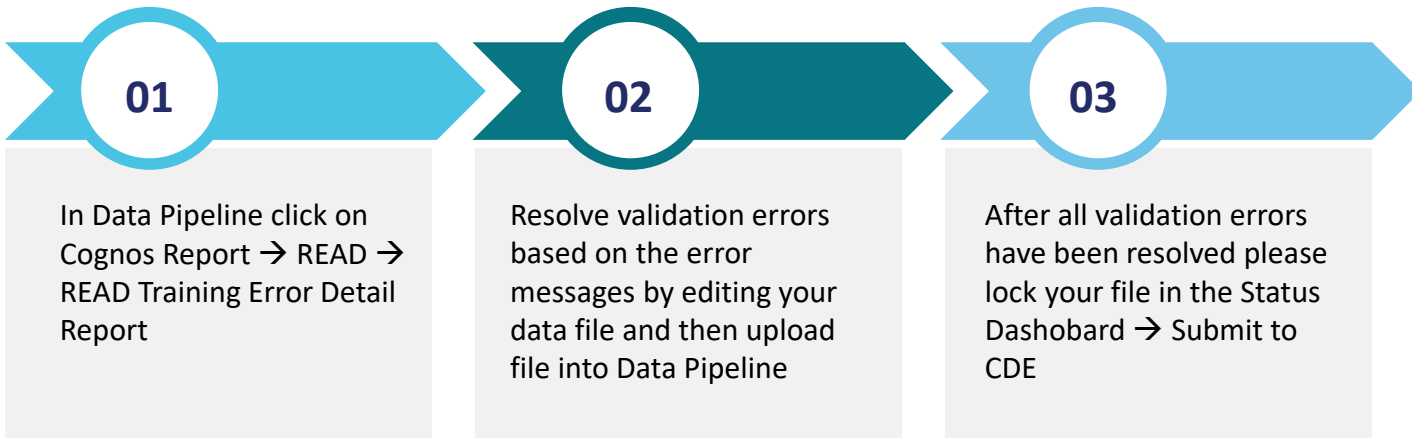
Organization/LEA * 1040-Academy 20

Locate File * Choose File No file chosen 5.

Upload Type * Append Replace 6.

7. Submit

Completing Data Submission



- Status Dashboard

File Type * READ Teacher Training | School Year * 2022-23 | Organization/LEA * [dropdown] | Submit

Fields marked with * are mandatory

Please note: Not all data issues are presented as warnings or errors. Review Cognos data reports for additional analysis regarding data quality.

Finalized : No

	LEA	Data Exists	Total Records	Validation Errors	Ignore Errors	Overall Status	Data Locked	Last Updated Date
<input type="checkbox"/>	[redacted]	Y	8	0	N	A	Y	08/03/2022



Question:

Common Data Pipeline Issues



- **What does Internal Database Error mean?**
 - This usually indicates an error in your file layout or the data in your file
 - Make sure that the file layout is in the correct format. Please reference the “2022-23 READ Teacher Training Completion File Layout Template” on the READ Data Collection Website (<https://www.cde.state.co.us/coloradoliteracy/readdatapipeline>)
 - Be sure you haven’t lost all your leading zeros on a CSV file or it won’t upload. You can look at the File Layout and Definitions Document to determine which codes need leading zeros.
 - Double check that all your data codes match what is in the File Layout and Definitions Document. For example, you cannot have a numeric code where a text code should be.
- **I do not see the Submit to CDE button in the Status Dashboard**
 - Only data respondents with the REDLEAAPPROVER role assigned to them in the Identity Management System have the permission to see the “Submit to CDE” button and lock the file
- **I need to change the data that I’ve already locked**
 - Please email READActData@cde.state.co.us and ask to have your data submission unlocked. You will be notified via email when your submission is unlocked, and you can re-submit your file

Submitting EoC

When a district needs to submit Evidence of Completion

If districts have 1 or more teachers whose READ Training Status code was an 11, then districts are required to submit evidence that they successfully completed the training for those teachers.

- ✓ Evidence of completion must be submitted via district Syncplicity folders. Districts must request a Syncplicity folder to initiate EoC submission process. Do not use previously shared Syncplicity folders used for other purposes.
- ✓ Evidence of Completion is NOT the same as District Data Reporting. This means that if you have status code 11's at any point throughout the review process, you will need to upload your data report to Data pipeline AND your EoC files for teachers to Syncplicity.
- ✓ At minimum, you should have 1 PDF file for each teacher's EoC that you need to submit:
 - ✓ Example: If you have 5 people with status code 11, you should have a minimum of 5 files added to your district Syncplicity EOC folder
- ✓ It is critical that districts understand what qualifies as CDE-approved EoC to avoid delay in distribution of READ funds.

Question

What does Evidence of Completion look like?

EOC is different based on the training pathway the teacher used to complete the requirement.

- It could be a certificate form:
 - Keys to Beginning Reading (CDE synchronous course)
 - Building a Strong Foundation (Pepper asynchronous course)
 - A CDE-Approved Course/District Certificate (Varies on vendors and program)
- **8** LETRS 3rd Edition Unit Certificates AND a Score Report with Pre and Post test Scores (9 files for 1 person!)
- A Praxis 5205 with passing Score
- Other approved formats listed in the Evidence of Completion guidance document

Teachers can still upload these forms of EoC to COOL. Districts can ensure EoC they are submitting is an approved form using the [evidence of completion guidance document](#).



Preparing & Submitting your Evidence of Completion for Status Code 11

1. Submit the [Syncplicity Folder & Access Request form](#)
2. Use the [K-3 Reporting Guide](#) for detailed steps, links, and help resources
3. Syncplicity folders will also have a subfolder with district support documents that you give explicit instructions on how to submit your EoC, how to tell if EoC is CDE approved, and how to name your files

Key Take Aways for District Next Steps

- ✓ **Create a Sense of Urgency:** If teachers successfully submit their EoC on their own, district will not need to submit EoC for them. Teachers can still upload their EoC into COOL
- ✓ **Ensure you enter accurate READ Training Status Codes:** Data reports that district submit will be reviewed and cross-checked with CDE records. Discrepancies will result in districts needing to resubmit corrected data before READ funds can be distributed.
- ✓ **Prevent Submission Error/Delays:** Understand the several different forms of [CDE-approved Evidence of Completion](#). Your staff may have done any of these paths, which means you may have different EoC documents for teachers

Questions & Resources

READ Data Inbox

READActData@cde.state.co.us

[READ Data Collection Website](#)