



wde

WDE521 – 21CCLC Program Participation Report

December 2016

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Introduction

The WDE521 is the Participation Report that Sub-grantees must submit in order to meet program guidelines. Sub-grantees must offer programs during time when school is not in session. Programs must be designed to meet state and 21st CCLC objectives and GPRA measures. Programs must incorporate strategies that are best practice in youth development and based in relevant research, strive for inclusion of all students regardless of special needs, and have internal and external evaluation processes for continuous improvement that data driven.

Sub-grantees are required to submit this data collection three times a year. Once for the Summer term, once for the Fall term and once for the Spring term. The data collected by the Wyoming Department of Education (WDE) is critical and essential to the continual growth of Wyoming's education system. It is widely agreed upon that you need quality and timely data to inform the work of stakeholders such as students, teachers, administrators, parents, and policy makers to most appropriately impact the teaching and learning process.

Accountability staff will be able to review and assist sub-grantees to provide complete, accurate data before adjudicating the WDE521 collection. This collection is accessed through the Department forms inventory, downloaded, completed, and uploaded by the sub-grantee to the Department. The WDE521 data is meant to be used by the WDE, Wyoming Legislature, Federal Reporting requirements, and facility employees. It is inaccessible to the general public.

This guidebook serves as the definitive instruction set for the data contained within the WDE521 Data Collection.

WDE521 Authority

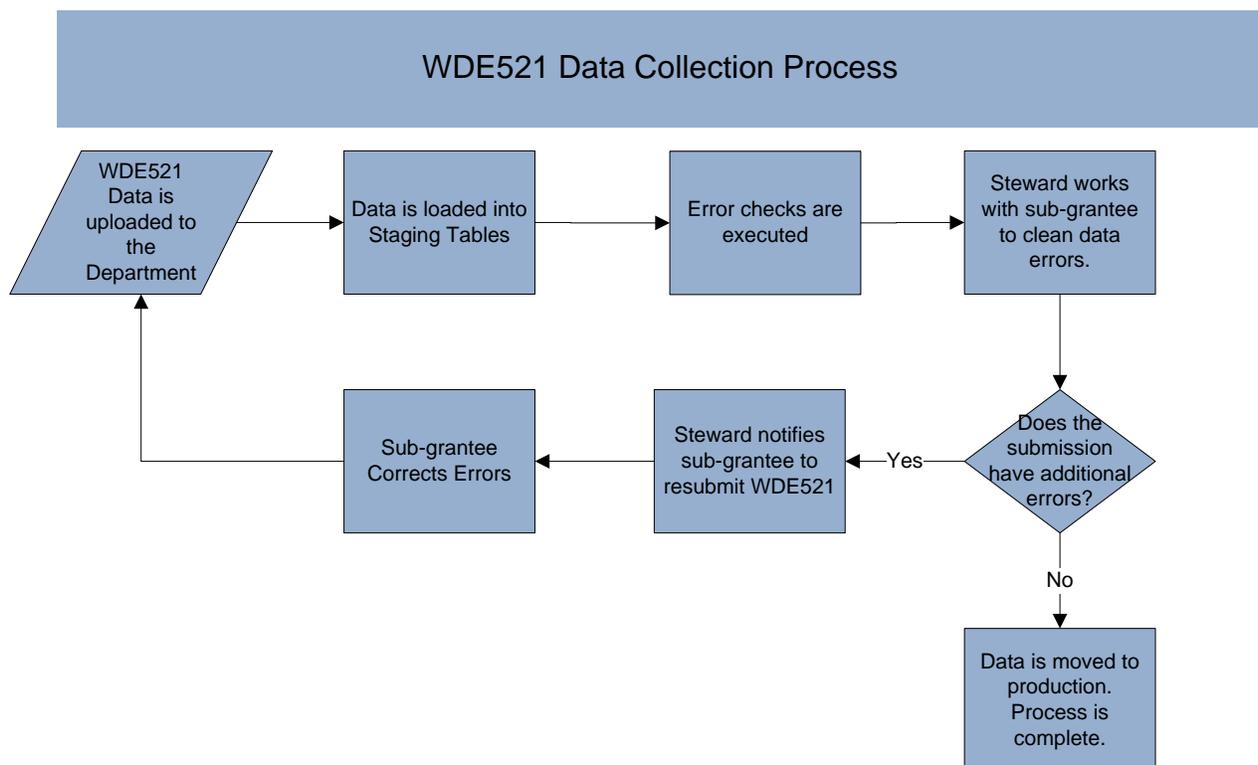
The authority for the WDE to collect data included in the WDE521 is listed below:

Title IV, Part B, of the Elementary and Secondary Education Act

Collection Schedule

WDE521 Collection Windows:
 Summer Term: Nov 14 – Dec 15, 2016, Fall Term: TBD, Spring Term: TBD

Sub-grantees should upload the WDE521 report no later than a week before the final due date of the current term in question, unless the Collection Steward has approved a later deadline. However, the data for this collection can be uploaded and validated at any time during the collection window. Due to the submission of Federal Reporting requirements from the Department, all data must be submitted by the due date. Corrections to submitted data (if needed) must be completed by the final due date in order to ensure the data is error free.



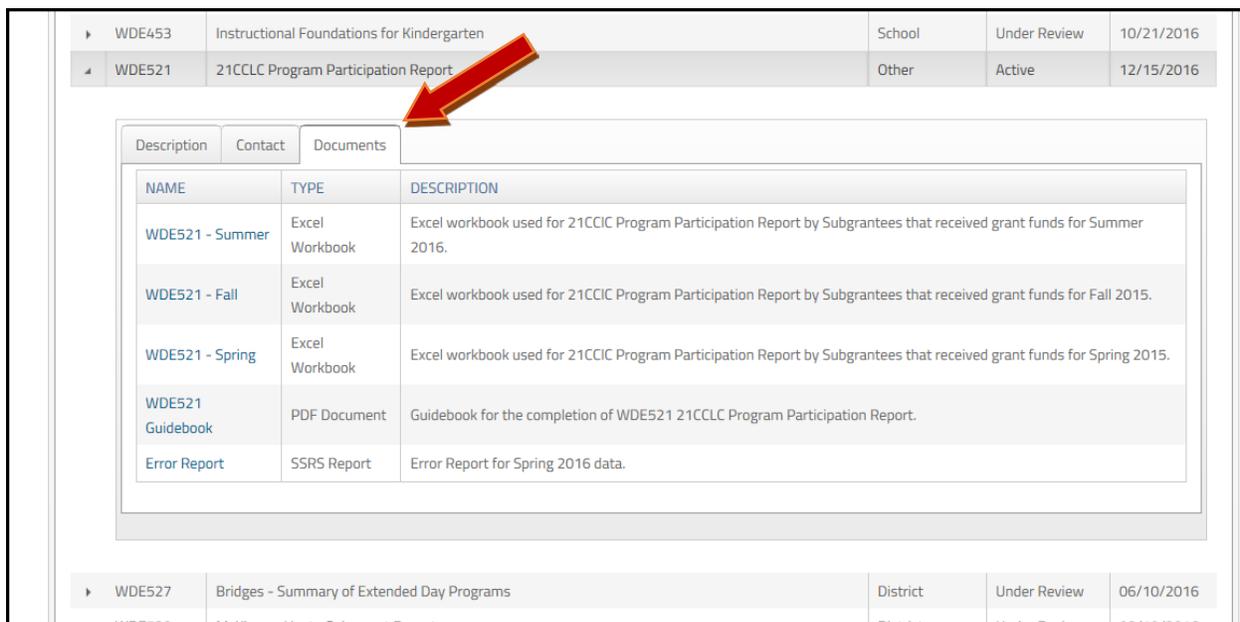
Instructions

Accessing the WDE521 Collection

The WDE521 collection is an Excel based collection that can be accessed through the Wyoming Department of Education Data Collection Suite – Forms Inventory web page. Or follow this link: <http://edu.wyoming.gov/data/dcs/> The WDE521 is collected three times per school year. Once for the Summer term, once for the Fall term and once for the Spring term. The examples in this document will be valid for all three collections.

Within the Data Collection Suite – Forms Inventory page, scroll down to the appropriate term and select the **WDE521 – 21CCCLC Program Participation Report** collection. Click on the arrow on the left and navigate to the Documents tab. Click on the appropriate WDE521 term link to open the Excel workbook and then save it to your system using the suggested file name of *WDE521-YourInstitutionID*.

The WDE521 Data Collection Guidebook can also be downloaded. It provides on the go guidance while completing the WDE521.



NAME	TYPE	DESCRIPTION
WDE521 - Summer	Excel Workbook	Excel workbook used for 21CCCLC Program Participation Report by Subgrantees that received grant funds for Summer 2016.
WDE521 - Fall	Excel Workbook	Excel workbook used for 21CCCLC Program Participation Report by Subgrantees that received grant funds for Fall 2015.
WDE521 - Spring	Excel Workbook	Excel workbook used for 21CCCLC Program Participation Report by Subgrantees that received grant funds for Spring 2015.
WDE521 Guidebook	PDF Document	Guidebook for the completion of WDE521 21CCCLC Program Participation Report.
Error Report	SSRS Report	Error Report for Spring 2016 data.

Data Compilation

Data will be entered into the worksheet page of the WDE521 Excel workbook. The workbook has one worksheet of data entry and one worksheet of instructions. Data can be pasted from a source file compiled from the institution's Student Information System (SIS) or other source material. Use the 'cut and **paste special**' function within Excel to minimize data entry errors. Data elements are defined in this document. The INSTRUCTIONS worksheet of the WDE521 Excel workbook also contains information on the data elements of the WDE521. This data collection is designed to collect student level data along with information on the center where the students received services, the cohort, 21APR grade span, attendance and additional family members served.



Student Demographics

- WISER ID
- First Name
- Middle Name
- Last Name
- Date of Birth
- Gender
- Asian Race
- American Indian Race
- Black Race
- Pacific Islander Race
- White Race
- Hispanic Ethnicity

Program Statistics

- Center Number and Name
- Cohort
- 21APR Grade Span
- Attendance
- # Family Served

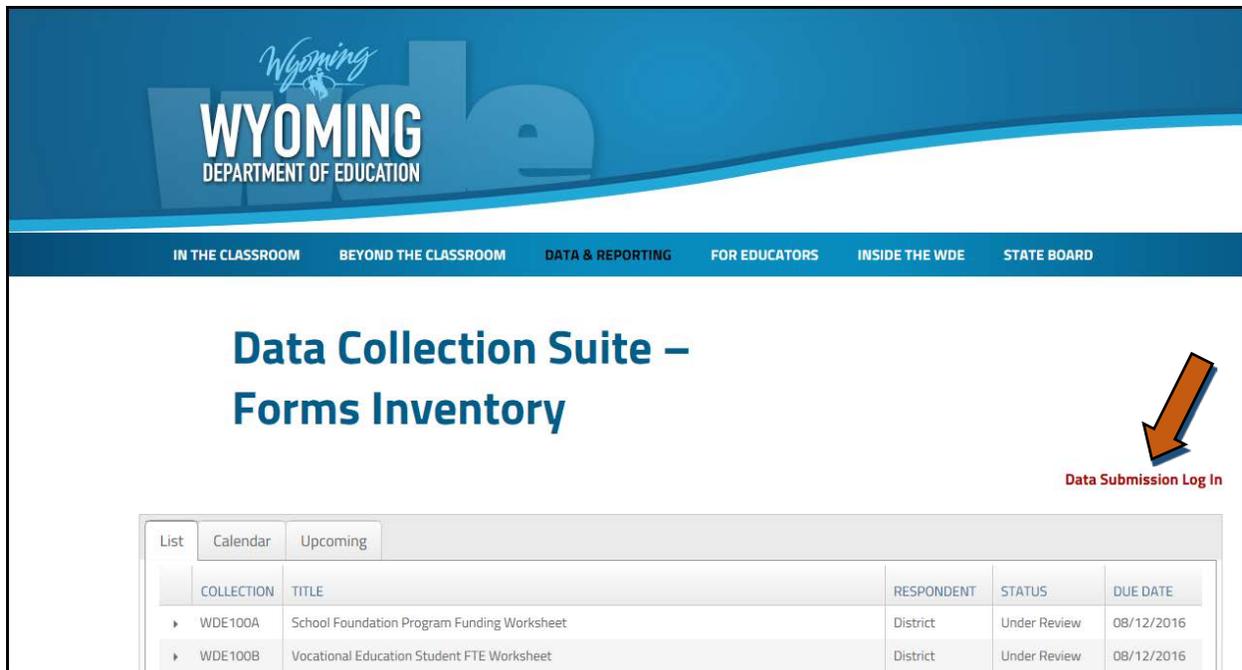
Detailed definitions for each element are contained on the instructions worksheet of the WDE521 data collection worksheet.

Entering data in the WDE521

Enter data in the form following all instructions to ensure data quality and no error report. If elements for the collection are pulled from the SIS (School Information System), the data can be copied in the WDE521 using the Paste Special option within Excel. Do not have blank rows between student entries.

Data Submission

When all data has been entered and checked for accuracy save the file to your system. The file is now ready to be uploaded to the Department. The Sub-grantee respondent will select the **Data Submission Log In** link at the top right of the Data Collection – Forms Inventory page at <http://edu.wyoming.gov/data/dcs/>



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Data Collection Suite – Forms Inventory

[Data Submission Log In](#)

COLLECTION	TITLE	RESPONDENT	STATUS	DUE DATE
WDE100A	School Foundation Program Funding Worksheet	District	Under Review	08/12/2016
WDE100B	Vocational Education Student FTE Worksheet	District	Under Review	08/12/2016

This website is restricted to authorized users conducting official business with the Wyoming Department of Education. A Fusion username and password are required. To obtain the right to upload data to the Department, contact your Fusion Administrator and make sure the correct roles are assigned. Once the Data Submission Log In link is accessed, the user will be on the Support page of the Data Collection Suite. From there, the user will select the upload link and will then be prompted to enter their Fusion User Name and Password if the system does not already have this information.



Data Collection Suite R1
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Citizen | Business | Government | Visitor 

forms uploads submissions tracking collections admin support

Support

Welcome to the Data Collection Suite Support!

Per [Director's Memorandum No. 2013-080](#), the Collection Tracking System (CTS) has been replaced with Data Collection Suite Release 1 (DCS). To sign in to DCS please use your Fusion username and password. To sign in, click on the upload hyperlink in the DCS navigation bar at the top of this page. The WDE690 is no longer utilized to manage user credentials for data submission and reporting.

This support page contains valuable links to help solve any technical issues. Please feel free to contact us using any of the following methods.

- The [DCS User Manual](#) can be downloaded via the link on the right.
- The Instructional Video list contains several short how-to videos to help guide users through the data collection submission process.
- In an effort to continuously improve our products and services, please send constructive comments and suggestions to the WDE through the [Provide Feedback](#) tool.
- The [Contact](#) link has telephone and email information for various WDE staff.

We appreciate your time and hope DCS can be a tool that works for everyone.

Sincerely,
The WDE Information Management Division

Support Resources

- [Provide Feedback](#)
- [DCS User Manual](#)
- [Contact Us](#)
- [Current User Profile](#)

Resources

- [Collection Summary](#)
- [DCS - Forms Inventory on WDE Website](#)
- [Home Page of WDE Website](#)
- [Communications on WDE Website](#)
- [WISE Website](#)
- [DCS Support](#)

Instructional Videos

- [Signing into DCS](#)
- [Using the Respondent Selector](#)
- [Uploading and Certifying](#)
- [Retrieving and Resetting Passwords](#)
- [Certifying, Downloading and Decertifying Submissions](#)

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Please be aware that the following depictions of what the user will view on the screen are examples only. The user account information that is shown is a testing account and does not represent a valid user.

Uploading the WDE521 Collection

Once logged in to the secure Data Collection Suite website, the user will have a choice of which collection to upload to (depending on the roles assigned the user) via the Collection Selector drop down. Chose the WDE521 – 21CCLC Program Participation Report. Once selected, the Collection Due Date will load and the user will then be requested to respond to the Submission Upload information as seen in the following example:

[Citizen](#) | [Business](#) | [Government](#) | [Visitor](#)

Data Collection Suite R1

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[forms](#) | [uploads](#) | [submissions](#) | [tracking](#) | [collections](#) | [admin](#) | [support](#)

Collection Selector

Collection:

If you feel there is a collection missing from this list, you may need to [request access](#).

Collection Due Date:

Submission Upload

Submissions:

Upload File [Reset Form](#)

File Role in Submission

File:

Comments:

Current Respondent
 You are currently representing:
Sheridan County School District #2
Organization Code: 1702000 [Change](#)

Previous Submissions
 No Previous Submissions

Submissions are packages of files. A submission is associated with a collection cycle. A collection cycle is a period of time when a collection is open for the receipt of submissions. This upload tool is used to submit files to submission packages for validation and certification. Once a submission is certified it is loaded into a staging environment at WDE for state wide data integrity and quality checks.

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(example of blank Submission Upload screen)

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Collection Selector

Collection:

If you feel there is a collection missing from this list, you may need to [request access](#).

Collection Due Date:

Current Respondent
 You are currently representing:
Sheridan County School District #2
Organization Code: 1702000 [Change](#)

Previous Submissions
 No Previous Submissions

Submission Upload

Submissions:
 {1}

File Role in Submission
 {2}

File:
 {3}

Comments:
 {4}

[Reset Form](#)

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If this is the first time you are submitting data then for the Submission information select 'Start a New Submission' {1} from the drop down box. Otherwise, you can upload to a previous submission. For the File Role in Submission select 'Primary Data File' {2} and then enter the primary file that is stored on your system {3}. Comments {4} may be entered and are optional. Once all items are complete, click the Upload File button to submit the WDE21 to the Department. Data validation will be performed on the incoming data to create the Validation Report. Once the data validation is completed, a summary of the results will be reported to the user. When the file is correctly uploaded, the respondent will receive a confirming email regardless if the data file passed validation.

Data did not pass validation

In the following example, the Validation Results Summary states that the submission did not pass the data validation and lists the error count contained in the data file.

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Collection Selector

Collection:

If you feel there is a collection missing from this list, you may need to [request access](#).

Collection Due Date:

Current Respondent
 You are currently representing:
Sheridan County School District #2
Organization Code: 1702000 [Change](#)

Previous Submissions
[5/9/2016 9:55 AM - Liz Districts](#)

Submissions are packages of files. A submission is associated with a collection cycle. A collection cycle is a period of time when a collection is open for the receipt of submissions. This upload tool is used to submit files to submission packages for validation and certification. Once a submission is certified it is loaded into a staging environment at WDE for state wide data integrity and quality checks.

Submission Upload

Your file has been uploaded. Would you like to upload another file?

Validation Results Summary

The submission package has not passed validation (error count: **5**). Please review the validation report to review data validation errors.

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To view the errors associated with the file upload, select the Validation Report button. Clicking on this button will show the summary of the errors found, as the following example depicts.

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Validation Report:
Loading Results for Submission Package: 5/9/2016 9:55 AM - Liz Districts
 Collection:
WDE521-21CCLC - Program Participation Report
 Is the submission valid? **No**
 Validation Engine Start: **Monday, May 09, 2016 at 9:58:38 AM**
 Validation Engine End: **Monday, May 09, 2016 at 9:58:38 AM**
 Submitter: **ldistricts, elizabeth.foster@wyo.gov, 307-777-7675**
 Number of Errors: **5**
 Number of Warnings: **0**

The submission is invalid and cannot be certified at this time.

Show ▾

Set	Is Valid
> Read Grid - Successfully Imported Rows: 4	Fail

WDE521 - 21CCLC Program Participation Report

- This collection cycle is **officially open**.
- Due Date: **6/1/2016**
- Window Opening: **5/11/2016**
- Window Closing: **6/1/2016**
- Expected Number Of Respondents: **28**
- Start: **6/1/2015**
- End: **9/1/2015**

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To view in detail the reported errors, click the arrow on the left to expand the selection. Please contact the Collection Steward or Data Collection Specialist if there are questions in regards to this Validation Report. The Validation Report will show the error by displaying the Collection Item (element) that did not pass, why the element did not pass data validation and the field location (cell location) of the error. Please correct the errors noted and resubmit the file. If the files does not pass data validation, the submission cannot be certified. NOTE: This validation report may also be viewed under the submission link, Validation Reports tab.

Data passed validation

If the uploaded file did pass data validation, the Validation Results Summary will reflect this. The user will see the following example. Note that there is not an error count being displayed.

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Collection Selector

Collection:
WDE521 - 21CCLC Program Participation Report

If you feel there is a collection missing from this list, you may need to [request access](#).

Collection Due Date:
6/1/2016

Submission Upload

Your file has been uploaded. Would you like to upload another file?
[Upload Another File](#)

Validation Results Summary

The submission package has passed validation. Please review the validation report to certify the submission.

[Validation Report](#)

Current Respondent
You are currently representing:
Sheridan County School District #2
Organization Code: 1702000 [Change](#)

Previous Submissions
[5/9/2016 9:55 AM - Liz Districts](#)

Submissions are packages of files. A submission is associated with a collection cycle. A collection cycle is a period of time when a collection is open for the receipt of submissions. This upload tool is used to submit files to submission packages for validation and certification. Once a submission is certified it is loaded into a staging environment at WDE for state wide data integrity and quality checks.

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Not only is it recommended that the user review the validation report to ensure that all data was uploaded correctly but this is the easiest way to certify the submission. To do this, click on the Validation Report button. Once selected the following screen is displayed.

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Validation Report:
Loading Results for Submission Package: 5/9/2016 9:55 AM - Liz Districts
 Collection:
WDE521-21CCLC - Program Participation Report
 Is the submission valid? **Yes**
 Validation Engine Start: **Monday, May 09, 2016 at 9:55:45 AM**
 Validation Engine End: **Monday, May 09, 2016 at 9:55:46 AM**
 Submitter: **ldistricts, elizabeth.foster@wyo.gov, 307-777-7675**
 Number of Errors: **0**
 Number of Warnings: **0**

WDE521 - 21CCLC Program Participation Report

- This collection cycle is officially open.**
- Due Date: **6/1/2016**
- Window Opening: **5/11/2016**
- Window Closing: **6/1/2016**
- Expected Number Of Respondents: **28**
- Start: **6/1/2015**
- End: **9/1/2015**

Certify Show ▾

Set	Is Valid
No records to display.	

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If your Fusion user account is assigned the Certify role, then you will notice there is now a Certify option. If you do not see this option, then your account does not have the Certify role and the Fusion user that does have this role will need to certify this data under the submission link. Click on this Certify option (if available) to view the following summary/certification screens.

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Certify Submission Package

- Collection: **WDE521 - 21CCLC Program Participation Report**
- Due Date: **6/1/2016**
- Creation Date: **5/9/2016**
- Last Modified: **5/9/2016 9:56 AM**
- Last Modified By: **ldistricts**
- Submitter Name: **Liz Districts**
- Submitter Phone: **307-777-7675**
- Submitter Email: **elizabeth.foster@wyo.gov**
- Current Status: **Editing**

File name	Data Submit Date	Modified	Modified By
wde521 - test .xlsx	5/9/2016 9:55:45 AM	5/9/2016 9:56:00 AM	ldistricts

I certify that to the best of my knowledge and belief all of the information in this submission package is correct.

Certify

Cancel

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Click on the Certify button to certify your submission to the Department and view the following conformation screen.

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Submission Package Certification Confirmed

- Collection: **WDE521 - 21CCLC Program Participation Report**
- Due Date: **6/1/2016**
- Creation Date: **5/9/2016**
- Last Modified: **5/9/2016 9:57 AM**
- Last Modified By: **ldistricts**
- Submitter Name: **Liz Districts**
- Submitter Phone: **307-777-7675**
- Submitter Email: **elizabeth.foster@wyo.gov**
- Current Status: **Certified**

File name	Data Submit Date	Modified	Modified By
wde521 - test .xlsx	5/9/2016 9:55:45 AM	5/9/2016 9:56:00 AM	ldistricts

You have successfully certified this submission. Confirmation emails have been sent to subscribed users and collection steward(s) at the Wyoming Department of Education.

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NOTE: The submission can also be certified under the submission link as well. The process is the same. Once the submission is certified, the persons within the institutions that have certify rights to this collection along with the Collection Steward will receive a confirming email stating that the submission was certified.

Important Note: Since this a student level data collection, there cannot be any blank rows between the student information. The data validation is performed until it comes across a blank row at which point it is assumed that there is no more data to process and the validation process is then terminated. Having blank rows between student information will result in not having all the information processed and loaded into the database for further analysis.

Corrections to Data

You and the Collection Steward work together to resolve any errors in the data set. Corrections to the WDE521 data are restricted to a firm timeline. The Collection Steward will have an error report from your submitted data and will work with you to resolve any errors. Plan to work closely with the Collection Steward during the collection period until your data are clean. If you find an error and need help with resolution contact the WDE521 Collection Steward: Karen Bierhaus at karen.bierhaus@wyo.gov or (307) 857-9284. All errors must be resolved before data is final.

Re-uploading

Once your data are uploaded, you will be able to upload again as needed to correct errors discovered in the previous submission. The Collection Steward will have an error report from your submitted data and will work with you to resolve any errors. Remember, all errors must be resolved before data is final.

Error Report

Once your data is certified, the DCS automatically post-loads your data into to WDE's database. From here, Business Rules are applied to your data. Business Rules are other data validation rules that your data must pass in order for the data to be error free. An example of a Business Rule is when at least one race has to be marked as a 'Y'. Another example is the WISER ID must match the student's name and date of birth. Keep in mind that just because the file passes data validation upon uploading does not mean that the process is complete and that your data is error free. Errors can still reside in the data due to the applying of the Business Rules and must be corrected.

The Error Report can be accessed from the Data Collection Suite – Form Inventory page, under the Documents Tab. Please refer to **Accessing the WDE521 Collection** section of this document for further information on how to access the Error Report. A Fusion user name and password is required to access the report. Once you have certified your data, please wait at least 24 hours before accessing this Error Report to review any additional errors. If your institution does not appear in the drop down box, then you do not have any errors and congratulations, the process is now complete. If there are errors, please correct the original Excel workbook and re-upload, repeating the process over again.

Frequently Asked Questions

WHOM DO I CONTACT REGARDING THE WDE521 CONTENT QUESTIONS?

Karen Bierhaus, (307) 857-9284 or karen.bierhaus@wyo.gov

WHOM DO I CONTACT REGARDING SUBMISSION/UPLOAD QUESTIONS OR PROBLEMS?

Elizabeth Foster, (307) 777-7009 or elizabeth.foster@wyo.gov

WHOM DO I CONTACT REGARDING USERNAME AND PASSWORDS OR COLLECTIONS ROLES IN ORDER TO UPLOAD A COLLECTION?

Susan Williams, (307) 777-6252 or susan.williams@wyo.gov

Elizabeth Foster, (307) 777-7009 or elizabeth.foster@wyo.gov

WHOM DO I CONTACT REGARDING THE WYOMING DEPARTMENT OF EDUCATION DATA COLLECTION EFFORTS AS A WHOLE?

Susan Williams, (307) 777-6252 or susan.williams@wyo.gov

Elizabeth Foster, (307) 777-7009 or elizabeth.foster@wyo.gov