WDE521 – 21CCLC Program Participation Report

September 2017
Table of Contents

Introduction ................................................................................................................................................... 4
Collection Schedule ....................................................................................................................................... 5
Instructions .................................................................................................................................................... 6
Student Demographics ................................................................................................................................... 7
Program Statistics .......................................................................................................................................... 7
Data Submission ............................................................................................................................................... 7
Uploading the WDE521 Collection .............................................................................................................. 9
Data did not pass validation .......................................................................................................................... 11
Data passed validation ..................................................................................................................................... 13
Corrections to Data ......................................................................................................................................... 15
Re-uploading .................................................................................................................................................. 16
Error Report .................................................................................................................................................. 16
Frequently Asked Questions ......................................................................................................................... 17
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
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. 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 – 21CCLC 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.

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

During the summer, did the student show improvement in...

- …ELA (English/Language Arts) Skills
- …Math Skills
- …SEL (Social/Emotional Learning) Skills

*** Tracked on Summer Term only

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 Suite – Forms Inventory page.
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.
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. Choose 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:
(example of blank Submission Upload screen)
If this is the first time you are submitting data then for the Submission information select ‘Start a New Submission’ \textbf{1} from the drop down box. Otherwise, you can upload to a previous submission. For the File Role in Submission select ‘Primary Data File \textbf{2} and then enter the primary file that is stored on your system \textbf{3}. Comments \textbf{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.

\textbf{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.
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.
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.

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

**DATA COLLECTION SUITE R1**

**STATE OF WYOMING**

**DEPARTMENT OF EDUCATION**

**forms | uploads | submissions | tracking | collections | admin | support**

**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:** l Districts
- **Submitter Name:** Liz Districts
- **Submitter Phone:** 207-777-7675
- **Submitter Email:** elizabeth.foster@wyo.gov
- **Current Status:** Certified

<table>
<thead>
<tr>
<th>File name</th>
<th>Data Submit Date</th>
<th>Modified</th>
<th>Modified By</th>
</tr>
</thead>
</table>

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

**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