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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 review and assist sub-grantees to provide complete, accurate data before adjudicating the WDE521 collection. This collection is accessed through the Department’s 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 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.

Data Elements

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...  *** Tracked on Summer Term only
• ...ELA (English/Language Arts) Skills
• ...Math Skills
• ...SEL (Social/Emotional Learning) Skills

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 WyEd username and password are required. To obtain the right to upload data to the Department, contact your WyEd 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 Uploads link and will then be prompted to enter their WyEd User Name and Password if the system does not already have this information.

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

Please be aware that there are multiple steps involved with the upload and certification process. They include:

- Upload
- Data Validation Checks
- 2nd Level Checks
- Certification

Please refer to all steps outlined in this document to ensure that the data has been submitted and that the process is complete.
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:

(Example of blank Submission Upload screen)
If this is the first time submitting the data, then for the Submission information select ‘Start a New Submission’ \(^1\) from the drop down box. Otherwise, the user can upload to a previous submission by selecting a previous submission date from the drop down box. For the File Role in Submission select ‘Primary Data File’ \(^2\) and then enter the primary file that is stored on the system \(^3\). Comments \(^4\) may be entered and are optional.

Once all items are complete, click the Upload File button to submit the WDE521 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.

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 keep in mind that the Cell Location on the Validation Report is the actual cell location in the Excel workbook and does not correspond to the Entry # on left side of the worksheet.

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 Submissions 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.

Now that the uploaded Excel workbook has passed data validation, the user will be required to initiate the 2nd Level Checks. To initiate these 2nd Level checks, click on the Validation Report button. The following screen will appear.
Click on the 2nd Level option to initiate the checks. The following screen will be displayed.
This screen is showing the progress of the 2nd Level Checks.

Data did not pass 2nd Level checks

If the submitted data did not pass the second level business rules checks, the found errors will be displayed as the following example depicts.
The data needs to be corrected in the Excel workbook and resubmitted, repeating the process until all data has passed all checks.

NOTE: The 2nd Level checks only display errors. The Collection Steward may contact respondent in regards to warnings.

Data did pass 2nd Level checks

If the submitted data did pass the second level business rule checks, the following screen is displayed.
Once all data has passed data validation as well as the second level business rules checks, the Certify option will appear on the floating menu.

If the Certify option is grayed out, this means that the WyEd user account does not have the Certify role and the WyEd user that does have this role will need to certify this data under the Submissions link.

Click on the Certify option (if available) to view the following summary/certification screens.
Click on the Certify button to certify the submission to the Department and view the following conformation screen. Until the submission is certified, the Department does not actually have the data contained in the submission and the process is not complete.
Once the submission is certified, the persons that have the certify rights to this collection along with the Collection Steward will receive a confirmation email stating that the submission was certified. The process is now complete.

**NOTE:** The submission can also be certified under the Submissions link as well; the process is the same.

**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.
**Definitions to remember:**

**Data Validation:** This is the process of validating the data upon upload. This process makes sure that all required fields have been provided as well as making sure all data is within the specified ranges. That is, if the field can only be a “Y” for yes, or ‘N’ for no, then the system validates this field to make sure these are the only valid options.

**Validation Report:** The Validation Report is generated at the time of upload. This report does data validation and it can be accessed immediately after upload or under the Submissions link in the DCS module.

**2nd Level Checks:** The user is required to execute the 2nd Level Checks. The 2nd Level Checks is the secondary error checking process, otherwise known as the application of the Business Rules. Data cannot be certified until these checks have been executed and data is error free. Until the data is error free and certified the process is not complete.

**Corrections to Data**

The Collection Steward and user work together to resolve any errors in the data set. Corrections to the WDE521 data are restricted to a firm timeline. Plan to work closely with the Collection Steward during the collection period until the submitted data are clean. If help is needed with the resolution of an error(s), please 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 the data is uploaded, the user will be able to upload again as needed to correct errors discovered in the previous submission. The Collection Steward will work with the user to resolve any errors. Remember, all errors must be resolved before data is final.
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