

wde

WDE549 – School District October Caseload Count Guidebook

October 2016

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Introduction

The WDE549 is the annual report of children who are in local group homes, correctional facilities or other residential placements within the district boundaries between October 1st and October 30th. The U.S. Department of Education requires states to collect this data for the purposes of determining state allocations for Title I, Part D, Subpart 2 programs and Title I, Part A programs.

School Districts are required to submit a variety of data collections each year. 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.

Department Federal Program staff will be able to review and assist districts to provide complete, accurate data before adjudicating the WDE549 collection. This collection is accessed through the Department forms inventory, downloaded, completed, and uploaded by the district to the Department. The signed form can be uploaded at the same time of the WDE549 Excel workbook by converting it to a .pdf document and uploading it as a secondary file. This report is required annually from all Wyoming school districts even if there is nothing to report. The WDE549 data is meant to be used by the WDE, Wyoming Legislature, Federal Reporting requirements, and district employees. It is inaccessible to the general public.

This guidebook serves as the definitive instruction set for the data contained within the WDE549 Data Collection.

WDE549 Authority

The authority for the WDE to collect data included in the WDE549 is listed below:

Elementary and Secondary Education Act as amended by the No Child Left Behind Act of 2001.

http://find.ed.gov/search?client=default_frontend&output=xml_no_dtd&proxystylesheet=default_frontend&q=ESEA&sa.x=34&sa.y=13

http://find.ed.gov/search?client=default_frontend&output=xml_no_dtd&proxystylesheet=default_frontend&q=Title+I+part+D+subpart+2

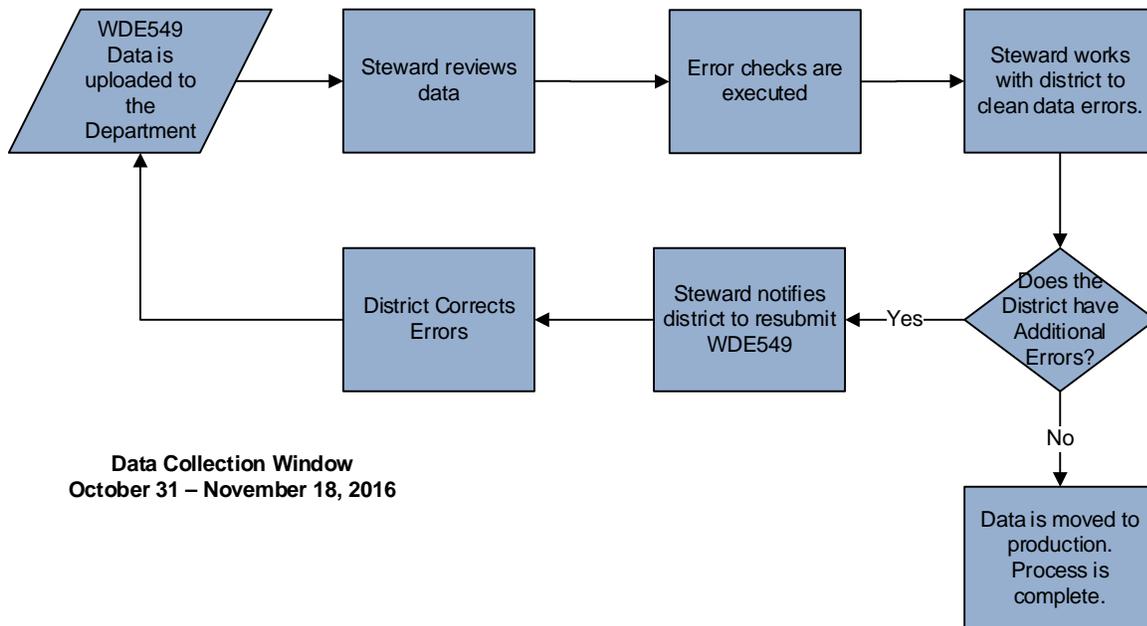
<http://www2.ed.gov/programs/titleiparta/index.html>

Collection Schedule

**WDE549 Fall Collection Window:
October 31 – November 18, 2016**

Districts should upload the WDE549 report per the reporting cycle timeline 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 Legislative 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 collection due date in order to ensure the data is error free.

Typical Data Collection Process Flow



Instructions

Accessing the WDE549 Collection

The WDE549 collection is an Excel based collection that can be accessed through the [Wyoming Department of Education Data Collection Suite – Forms Inventory web page](#).

Within the [Data Collection Suite – Forms Inventory page](#), scroll down to select the **WDE549 – School District October Caseload Count** collection. Click on the arrow on the left and navigate to the Documents tab. Click on the WDE549 link to open the Excel workbook and then save it to your system using the suggested file name of *WDE549-YourDistrictID*.

The WDE549 Data Collection Guidebook can also be downloaded. It provides on the go guidance while completing the WDE549.

▶	WDE548	Institutional Schools October Caseload Count	Institution	Under Review	11/04/2016															
▲	WDE549	School District October Caseload Count	District	Under Review	11/18/2016															
<table border="1"> <tr> <td>Description</td> <td>Contact</td> <td>Documents</td> </tr> <tr> <td colspan="3"> <table border="1"> <thead> <tr> <th>NAME</th> <th>TYPE</th> <th>DESCRIPTION</th> </tr> </thead> <tbody> <tr> <td>WDE549</td> <td>Excel Workbook</td> <td>Fall 2016 October Caseload Count.</td> </tr> <tr> <td>WDE549 Guidebook</td> <td>PDF Document</td> <td>Guidebook for the completion of the WDE549 School District October Caseload Count.</td> </tr> </tbody> </table> </td> </tr> </table>						Description	Contact	Documents	<table border="1"> <thead> <tr> <th>NAME</th> <th>TYPE</th> <th>DESCRIPTION</th> </tr> </thead> <tbody> <tr> <td>WDE549</td> <td>Excel Workbook</td> <td>Fall 2016 October Caseload Count.</td> </tr> <tr> <td>WDE549 Guidebook</td> <td>PDF Document</td> <td>Guidebook for the completion of the WDE549 School District October Caseload Count.</td> </tr> </tbody> </table>			NAME	TYPE	DESCRIPTION	WDE549	Excel Workbook	Fall 2016 October Caseload Count.	WDE549 Guidebook	PDF Document	Guidebook for the completion of the WDE549 School District October Caseload Count.
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▶	WDE555	WyCTE Collection	School and Institution	Under Review	06/15/2016															
▶	WDE567	Institutional Schools Title I Part D Annual Program Evaluation (CSPR Submission)	Institution	Under Review	08/31/2016															

Data Compilation

The WDE549 is an Excel based data collection that gathers counts of neglected and delinquent children.



The district contacts locally operated institutions and correctional facilities within their district to obtain a count of students placed during the period of October 1st – October 30th of the reported year. Each facility's count should be applied to either the neglected or the delinquent column. One facility may not have counts in both neglected children and delinquent children. The INSTRUCTIONS worksheet of the WDE549 Excel workbook also contains information in regards to the data elements.

WDE549 Elements

Data will be entered into designated areas of the Excel worksheet. The WDE549 workbook has two worksheets' one of data entry and one of instructions. Data elements are defined within this document.

- Facility Name
- City

- Facility Type
- Count of Neglected Children
- Count of Delinquent Children

Entering data in the WDE549

Enter data in the form following all instructions to ensure data quality and no error report. If elements for the collection are pulled from another source, the data can be copied into the WDE549 using the Paste Special option within Excel.

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 district uploader will select the **Data Submission Log In** link at the top right of the [Data Collection – Forms Inventory](#) page

COLLECTION	TITLE	RESPONDENT	STATUS	DUE DATE
WDE100A	School Foundation Program Funding 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 is 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 uploads link and will then be prompted to enter his/her Fusion User Name and Password if the system does not already have this information.

The Data Collection Suite – Forms Inventory page can also be accessed through Fusion by clicking on the Data Collection button.

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.

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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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Uploading the WDE549 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 WDE549 – School District October Caseload Count. Once selected, the Collection Due Date will load and the user will then be requested to respond to the Submission Upload information as the following screen depicts:

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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:

Submission Upload

Submissions:

[Reset Form](#)

File Role in Submission

File:

Comments:

Current Respondent

You are currently representing:
Big Horn County School District #4
Organization Code: **0204000** [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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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:
Big Horn County School District #4
Organization Code: 0204000 [Change](#)

Previous Submissions
 No Previous Submissions

Submission Upload

Submissions:
 {1}

File Role in Submission
 {2}

{3}

Comments:
 {4}

[Reset Form](#)

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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This collection allows submission of a Supporting File along with the Primary Data File {2}. The Supporting File will be the signed version of the WDE549 Excel form converted to a .pdf document. You do not have to submit the Supporting File at this time. If you do not submit the signed version of the Excel form at this time, you will either have to email the .pdf to Kenya Haynes at kenya.haynes@wyo.com or you can mail the signed form to the Department to the attention of Kenya Haynes. However, you will be required to submit the WDE549 through the Data Collection Suite (DCS) for tracking purposes.

This document will depict how to submit and certify the WDE549 when the Supporting File is submitted along with the Primary Data file. If this is the first time you are submitting data then for the Submissions information select 'Start a New Submission' {1} from the drop down box. Otherwise, you can upload to a previous submission. For File Role in Submission select 'Supporting File' {2} and then enter the secondary file {3}. Comments {4} may be entered and are optional.

Click the Upload File button once all Submission Upload information has been entered. Once the secondary file has been uploaded, the user will be asked to upload another file. Click the Upload Another File button.

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Collection Selector

Collection:
WDE549 - School District October Caseload Count

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

Collection Due Date:
11/18/2016

Submission Upload

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

Validation Results Summary

The submission package was not validated. Supporting file received.

Current Respondent

You are currently representing:
Big Horn County School District #4
Organization Code: 0204000 [Change](#)

Previous Submissions

[10/28/2016 3:26 PM - 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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Notice that under the Validation Results Summary information that it indicates that the submission package was not validated and that a supporting file has been received. The respondent will receive a confirming email that the secondary file has been uploaded.

Once the Upload Another File button is selected, the user will be returned to the 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:

Submission Upload

Submissions:
 {1}

File Role in Submission
 {2}

File:
 {3}

Comments:
 {4}

Upload File

[Reset Form](#)

Current Respondent

You are currently representing:
Big Horn County School District #4
Organization Code: 0204000 [Change](#)

Previous Submissions

[10/28/2016 3:26 PM - 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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For this Submission Upload, select the submission that you just uploaded from the Submissions drop down box {1}. For this upload, the File Role is changed to Primary Data File {2}. The Primary Data File is the WDE549 Excel workbook, which is the file selected to be uploaded {3}. Comments are optional and can be entered at this time {4}. Once all Submission Upload information is entered, click the Upload File button. The respondent will receive a confirming email that the Primary Data file has been uploaded and the following screen will then be displayed.

Since the submission package has passed data validation, click on the Validation Report button to view the next screen.

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Validation Report:
Loading Results for Submission Package: 10/28/2016 3:26 PM - Liz Districts
 Collection:
WDE549-School District October Caseload Count
 Is the submission valid? **Yes**
 Validation Engine Start: **Friday, October 28, 2016 at 3:40:18 PM**
 Validation Engine End: **Friday, October 28, 2016 at 3:40:23 PM**
 Submitter: **ldistricts, elizabeth.foster@wyo.gov, 307-777-7675**
 Number of Errors: **0**
 Number of Warnings: **0**

Set	Is Valid
No records to display.	

WDE549 - School District October Caseload Count

- This collection cycle is **officially open.**
- Due Date: **11/18/2016**
- Window Opening: **10/31/2016**
- Window Closing: **11/18/2016**
- Expected Number Of Respondents: **48**
- Start: **10/1/2016**
- End: **10/30/2016**

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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 submissions link.

Click on this Certify option (if available) to view the following summary/certification screens.

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Certify Submission Package

- Collection: **WDE549 - School District October Caseload Count**
- Due Date: **11/18/2016**
- Creation Date: **10/28/2016**
- Last Modified: **10/28/2016 3:40 PM**
- 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
wde549 - signed .pdf	10/28/2016 3:26:18 PM	10/28/2016 3:26:00 PM	ldistricts
wde549 .xlsx	10/28/2016 3:40:17 PM	10/28/2016 3:40:00 PM	ldistricts

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

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Notice that the Submission Package has both the Supporting File and the Primary File.

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: **WDE549 - School District October Caseload Count**
- Due Date: **11/18/2016**
- Creation Date: **10/28/2016**
- Last Modified: **10/28/2016 3:42 PM**
- 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
wde549 - signed .pdf	10/28/2016 3:26:18 PM	10/28/2016 3:26:00 PM	ldistricts
wde549 .xlsx	10/28/2016 3:40:17 PM	10/28/2016 3:40:00 PM	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 district that have certify rights to this collection along with the Collection Steward will receive a confirming email stating that the submission was certified.

Corrections to Data

You and the Collection Steward work together to resolve any errors in the data set. Corrections to the 2016 Fall WDE549 data are restricted to a firm timeline. The Collection Steward 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 WDE549 Collection Steward: Kenya Haynes, kenya.haynes@wyo.gov, (307) 777-3672. All errors must be resolved before data is final.

Re-uploading

Once your data is uploaded, you will be able to upload again as needed to correct errors discovered in the previous submission. The Steward will have an error report from your submitted data and will work with you to resolve any errors. The collection window is October 31 – November 18, 2016. Remember, all errors must be resolved before data is final.

Frequently Asked Questions

WHOM DO I CONTACT REGARDING THE WDE549 CONTENT QUESTIONS?

Kenya Haynes, (307) 777- 3672 or kenya.haynes@wyo.gov

WHICH STUDENTS DO I INCLUDE IN THE COUNTS FOR THE WDE549?

Count students placed in the facility during the period of October 1st – October 30th of the reported year. If you are unsure if a student should be included in the report, contact the Collection Steward.

WHICH FACILITIES ARE IN MY DISTRICT?

A list of DFS facilities by district is available with the WDE549 workbook. For other questions about which facilities are to be included, contact the Collection Steward.

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?

The rights to upload data to the Department are assigned at the school district office. Contact the district's Fusion Administrator who can set rights and re-set passwords.

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