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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. 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:


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

Collection Schedule

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

- **WDE549 Data is uploaded to the Department**
- **Steward reviews data**
- **Error checks are executed**
- **Steward works with district to clean data errors.**
- **District Corrects Errors**
- **Steward notifies district to resubmit WDE549**

Does the District have Additional Errors?

- **Yes**
  - **District Corrects Errors**
  - **Steward reviews data**
  - **Error checks are executed**
  - **Steward works with district to clean data errors.**

- **No**
  - **Data is moved to production. Process is complete.**

Data Collection Window: November 1 – November 18, 2022
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.

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.

This website is restricted to authorized users conducting official business with the Wyoming Department of Education. A WyEd user name and password is required along with the WDE549 credentials. 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. The user will then select the Uploads link and will be prompted to enter his/her 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 WDE549 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 **WDE549 – School District October Caseload Count**. Once selected, the Collection Due Date will load and the user will be prompted for the Submission Upload information.

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

Once all items are complete, click the Upload File button to submit the WDE549 to the Department. Data validation will be performed on the incoming data to create the Validation Report. This process can take up to five minutes, depending on the amount of data being uploaded.

Once the validation is complete, 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 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 the 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 (actual cell location in the Excel workbook) of the error.

Please correct the errors noted and resubmit the file. If the file 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.

Now that the uploaded Excel workbook has passed data validation, the user will be required to initiate the 2nd Level Checks. Certification cannot take place until the 2nd Level checks have been initiated. 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 your WyEd 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 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 your submission to the Department and view the following confirmation 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.
Corrections to Data

The Collection Steward and user will work together to resolve any errors in the data set. Corrections to the 2022 Fall WDE549 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 WDE549 Collection Steward: Jessica Fancher at jessica.fancher3@wyo.gov, or (307) 777-8964. 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. The collection window is November 1 – November 18, 2022. Remember, all errors must be resolved before data is final.
Frequently Asked Questions

WHOM DO I CONTACT REGARDING THE WDE549 CONTENT QUESTIONS?
Jessica Fancher, (307) 777-8964 or jessica.fancher3@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?
For 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 WyEd Administrator who can set rights.

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