WDE OPERATIONS
INFORMATION MANAGEMENT

WDE568 – District Title I, Part D, Annual Program Review Guidebook

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Introduction

The WDE568 is the annual collection from school districts that receive Title I, Part D subpart 1 federal funds to run Neglected and Delinquent programs for Wyoming students. The data collected on the WDE568 is used to monitor and report performance on programs and activities supported by the Elementary and Secondary Education Act, as amended. This data will be used in responses in the Consolidated State Performance Report (CSPR).

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.

Districts that were awarded Title I, Part D, subpart 1 funds to provide programs for neglected and delinquent students are expected to submit this data to the Department each year. School Support and Federal Programs staff will be able to review and assist institutions to provide complete, accurate data before adjudicating the WDE568 collection. This collection is accessed through the Department forms inventory, downloaded, completed, and uploaded by the institution to the Department. The WDE568 data is meant to be used by the WDE, Wyoming Legislature, Federal Reporting requirements, and facility employees. It is inaccessible to the general public.

Data provided is reported to the U.S. Department of Education for EDPass (formerly EDFacts) and in the Consolidated State Performance Report.

This guidebook serves as the definitive instruction set for the data contained within the WDE568 Data Collection.

WDE568 Authority

The authority for the WDE to collect data included in the WDE568 is listed below:

Elementary and Secondary Education Act as amended by the Every Student Succeeds Act, Title I, Part D
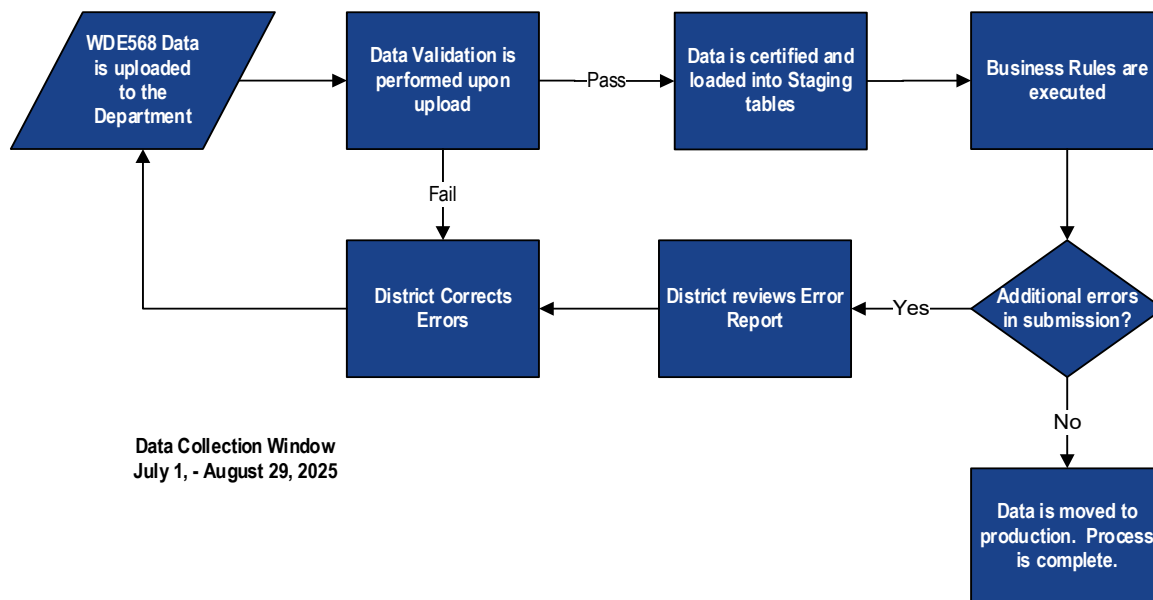
Neglected, Delinquent, At-Risk – Title I, Part D

Collection Schedule

WDE568 Spring Collection Window:
July 1, 2025 – August 29, 2025

Districts should upload the WDE568 report no later than a week before the due date, 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 August 29, 2025 in order to ensure the data is error free.

Spring 2025 WDE568 Data Collection Process Flow

```
WDE568 Data          Data Validation is      ──Pass──▶   Data is certified and      Business Rules are
is uploaded    ──▶   performed upon                      loaded into Staging   ──▶  executed
to the               upload                              tables
Department
   ▲                      │                                                            │
   │                     Fail                                                          │
   │                      ▼                                                            ▼
   │              District Corrects    ◀──    District reviews Error   ◀──Yes──  Additional errors
   └──────────    Errors                      Report                            in submission?
                                                                                     │
                                                                                     No
                                                                                     │
                                                                                     ▼
Data Collection Window                                                          Data is moved to
July 1, - August 29, 2025                                                       production. Process
                                                                                is complete.
```

Instructions

Accessing the WDE568 Collection

The WDE568 collection is an Excel based collection that can be accessed through the Wyoming Department of Education Data Collection Suite – Forms Inventory web page. The Date Collection Suite – Forms Inventory page is located off of the WDE's main web site (edu.wyoming.gov), under the Data menu.

Within the Data Collection Suite – Forms Inventory page, scroll down to select the **WDE568 – District Title I, Part D Annual Program Review** collection. Click on the arrow on the left and navigate to the Documents tab. Click on the WDE568 link to open the Excel workbook and then save it to your system using the suggested file name of WDE568-*YourDistrictID.*

The WDE568 Data Collection Guidebook can also be downloaded. It provides on the go guidance while completing the WDE568.

Please do not open or save the workbook in Google Drive or Google Sheets! This corrupts the workbook. Workbooks opened or saved in Google Sheets cannot be uploaded to DCS.

Data Compilation

Data will be entered into the worksheet pages of the WDE568 Excel workbook. The workbook has three worksheets of data entry and one worksheet of instructions. The three data entry worksheets are labeled as WDE568, Outcomes, and Long Term Students. Data can be pasted from a source file compiled from the District's Student Information System (SIS) or other source material. Use the **Paste Special – Values (text)** function within Excel to minimize data entry errors. Data elements are defined in this document. The INSTRUCTIONS worksheet of the WDE568 Excel workbook also contains information on the data elements of the WDE568. This data collection is designed to collect student level data along with information on what each student accomplished while in the program or ninety calendar days after the student exited the program. Long term student data regarding reading and math performance is also collected. Long term students are defined as students in placement for ninety consecutive days or more.

What Data must be included in the WDE568 submission?

- ✓ During the end of year reporting, a district counts students who are in placement in a facility and participate in Subpart 2 funded services, which are supplemental to the general education program (standard curriculum) provided to all children. This is for every placement type - juvenile detention center, juvenile correctional facility, an at-risk program, group home, or community day program.
  - ○ For example: if a student was in a juvenile detention center (JDC) and then returned to their home school, they would then be enrolled in the district's "dropout prevention program", which may also serve at-risk children and youth. This student should then be reported twice on the WDE568; once under the Program Type of 'JD' and once under the Program Type of 'AR'.
  - ○ If the student is in the JDC more than once, he/she should be reported for each time they are placed in the JDC and enrolled in Title I, Part D, Subpart 2 funded services and each time they are enrolled in the school's dropout prevention program that serves "at-risk" children and youth along with the number of days they are enrolled under each placement type receiving Title I, Part D, Subpart 2 funded services.
  - ○ **All students placed in a facility should be enrolled in Title I, Part D, Subpart 2 funded services.**
    - ○ **Certain circumstances may prevent that. If a student is in placement in the facility for a short period of time (one week), but not enrolled in Title I, Part D, Subpart 2 funded services, they would NOT be included on the report.**
      - ▪ **Example:** A youth obtained GED while in placement in another facility and was then transferred to a JDC. The youth attended general education classes for five days, but was not provided any supplemental services because the youth previously obtained a GED and chose not to pursue high school graduation.
      - ▪ **Example:** A youth obtained GED while in placement in another facility and was then transferred to a JDC. The youth attended general education classes and expressed an interest in obtaining a high school diploma. The youth was in the facility for 25 days, but ultimately did not participate in Subpart 2 funded services available. This student would be counted for the number of days out of the 25 that were school calendar days for **days enrolled** and **number of days served** would be zero.
- ✓ **Long Term Students** – **ALL** students in Title I, Part D, Subpart 2 programming for **90 consecutive days**, **MUST** have an initial assessment administered upon placement into programming and a follow-up assessment administered after the 90-day mark. This includes children and youth who are in a facility and/or an at-risk program in the schools. Assessments must be administered even if outside the normal assessment window. An initial assessment would **NOT** need to be administered to the youth described in the first example if you knew the student would not be there more than five days.
- ✓ The WDE568 cannot be certified if there are errors. Errors could include, but not limited to, incorrect gender, incorrect date of birth, or one race has not been marked as a 'Y'. All demographic data must match the information listed under the student's WISER ID.
- ✓ The end of year report captures program information through June 30th and must be submitted no later than **August 31st**.
- ✓ In order for the district's application for Title I, Part D, Subpart 2 to be final approved, the WDE568 report must be submitted. Districts have until 9/30 to receive final approval of their application.

✓ All data must be reviewed prior to completing the Subpart 2 portion of the grant application. After reviewing the data and detailed conclusions are drawn from the results, describe how that information will be used to make changes to improve the program, if applicable.

✓ When entering information into Part 2 and Part 3 of the WDE568 Excel workbook, the information provided will be based on whether the student was in the program or within 90 days of exiting the program.

Student Demographics – Part 1

- WISER ID
- School 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
- IDEA
- ELL
- Program Type
- At-Risk or Delinquent Program?
- Number of times student was in a program
- Length of stay (Total # of days student was in a program)
- Total number of days served

Outcomes – Part 2

WISER ID

Program Type

While in the program, did this student…

- o …earn a high school equivalency?
- o ...obtain a high school diploma?
- o ...earn high school course credit?
- o ...enroll in a high school equivalency program?
- o …accept or enroll into post-secondary education?
- o …enroll job training courses or programs?
- o …obtain employment?
- o Comments

Outcomes – Part 3

Within 90 calendar days after exiting the program, did this student…

- o …enroll in their local high school?
- o …earn a high school equivalency?
- o …obtain a high school diploma?
- o ...obtain a high school diploma?
- o ...earn high school course credit?
- o ...enroll in a high school equivalency program?

- o …accept or enroll into post-secondary education?
- o …enroll job training courses or programs?
- o …obtain employment?
- o Comments

Long Term Students – Reading Performance Elements

WISER ID

Did the student…

- …test below grade level upon entry?
- …take a pre-test?
- …take a post-test?
- …show or improve between pre- to post-test reading exams by...
  - o NE – show negative grade level change
  - o NO – show no change in grade level
  - o NT – no pre and/or posttest taken, can't determine
  - o U1 – show improvement by one full grade level
  - o U2 – show improvement of more than one full grade level

Long Term Students – Math Performance Elements

Did the student…

- …test below grade level upon entry?
- …take a pre-test?
- …take a post-test?
- …show or improve between pre- to post-test math exams by...
  - o NE – show negative grade level change
  - o NO – show no change in grade level
  - o NT – no pre and/or posttest taken, can't determine
  - o U1 – show improvement by one full grade level
  - o U2 – show improvement of more than one full grade level
- Comments
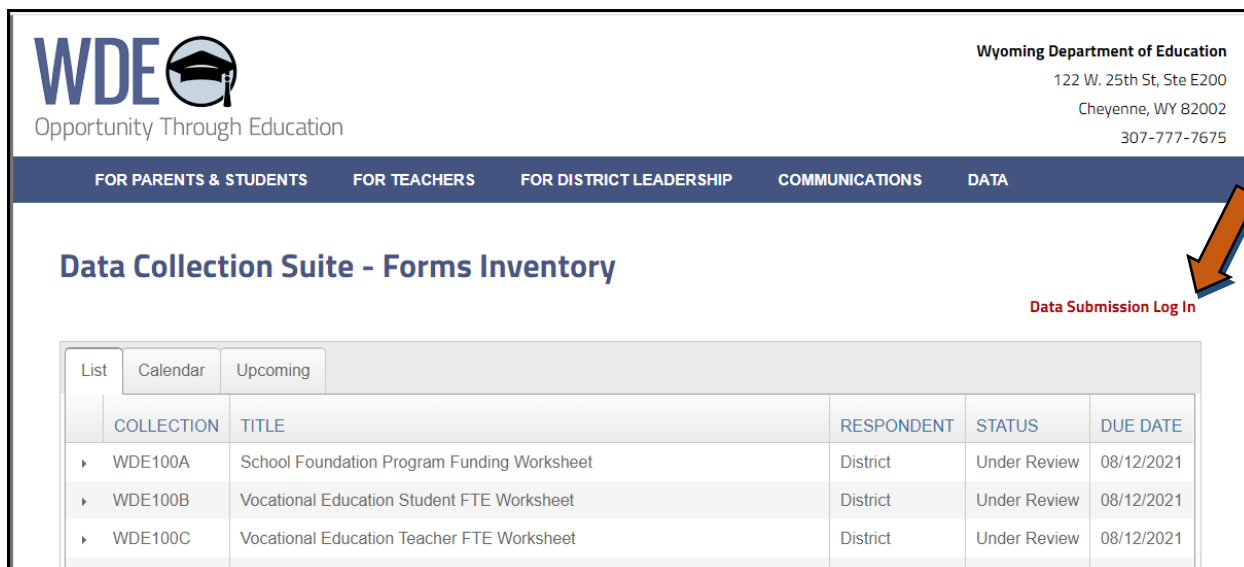
Detailed definitions for each element are contained on the Instructions worksheet of the WDE568 data collection worksheet.

Entering data in the WDE568

Enter data in all three worksheets of the WDE568 Excel workbook, by 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 WDE568 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 district 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 Upload 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 WDE568 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

WDE568 – District Title I, Part D Annual Program Review. Once selected, the Collection Due Date will load and the user will then be requested to respond to the Submission Upload information: Submissions, File Role in Submission, File, and Comments (optional).

(Example of a blank Submission Upload screen)

If this is the first time the user is submitting data, then for the Submissions information, select 'Start a New Submission' **{1}** from the drop-down box. Otherwise, the user can upload to a previous submission by selecting that submission date from the drop-down box. For the File Role in Submission option, select 'Primary Data File' **{2}** and then enter the primary file that is stored in the system **{3}.** Comments **{4}** may be entered and are optional.

Once all items are complete, click the Upload File button to submit the WDE568 to the Department and begin the upload process. During this time, data validation will be performed on the incoming data to create the Validation Report. Depending on the amount of data being uploaded, this process may take a while.

Once the data validation is complete, a summary of the results will be reported to the user.

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 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.

Not only is it recommended that the user review the validation report to ensure that all data was uploaded correctly but now Secondary Business Rules need to be executed on the data before the submission can be certified. To do this, click on the Validation Report button. Once selected the following screen is displayed.

Click on the 2nd Level menu option to execute the second level business rules on the submitted data. Once selected, the following screen is displayed.

This screen is showing the progress of the execution of the 2nd level business rules.

Data did not pass 2nd Level Checks

If the submitted data <u>did</u> <u>not</u> pass the second level business rules check, this information will be displayed as the following example depicts.

(Note: student level data is intentionally blurred)

The data needs be corrected in the WDE568 Excel Workbook and resubmitted. Process will be repeated until data is error free.

Data did pass 2nd Level checks

If the submitted data did pass the second level business 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, as the above screen shot depicts.

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 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 confirmation screen.

NOTE: Until the submission is certified, the Department does not actually have the data contained in the submission.

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 districts that have certify rights to this collection along with the Collection Steward will receive a confirming email stating that the submission was certified. This email is confirmation that the process is complete.

Important Note: Since this a student level data collection, there <u>cannot be any blank rows</u> 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 system for further analysis.

Corrections to Data

Corrections to the 2025 Spring WDE568 data are restricted to a firm timeline. Please contact the Collection Steward, Jessica Fancher, jessica.fancher3@wyo.gov, or (307) 777-8964, if help is needed with the resolution of any error. All errors must be resolved before data is final.

Re-uploading

Once the data are uploaded, the user will be able to upload again as needed to correct errors discovered in the previous submission. **The collection window is July 1 – August 29, 2025.** Remember, all errors must be resolved before data is final.

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: Business Rules or 2nd Level Checks are other data validation rules that the 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.

Frequently Asked Questions

WHO MUST SUBMIT THIS DATA?
Wyoming School Districts with students served by Title I, Part D funds.

WHOM DO I CONTACT REGARDING THE WDE568 CONTENT QUESTIONS?
Jessica Fancher, jessica.fancher3@wyo.gov, or (307) 777-8964

WHICH STUDENTS DO I INCLUDE IN THE WDE568?
Report on students in the facility/program during the school year July 1, 2024 through June 30, 2025.

If you are unsure if a student should be counted in the report, 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 WyEd Administrator grants permissions for uploading data to the Department. To obtain these rights, please contact your district's WyEd Administrator. Users are responsible for resetting their own passwords.

WHOM DO I CONTACT REGARDING THE WYOMING DEPARTMENT OF EDUCATION DATA COLLECTION EFFORTS AS A WHOLE?
Susan Kruse, (307) 777-6252 or susan.kruse@wyo.gov
Elizabeth Foster, (307) 777-7009 or elizabeth.foster@wyo.gov