

wde

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

April 2020

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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 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

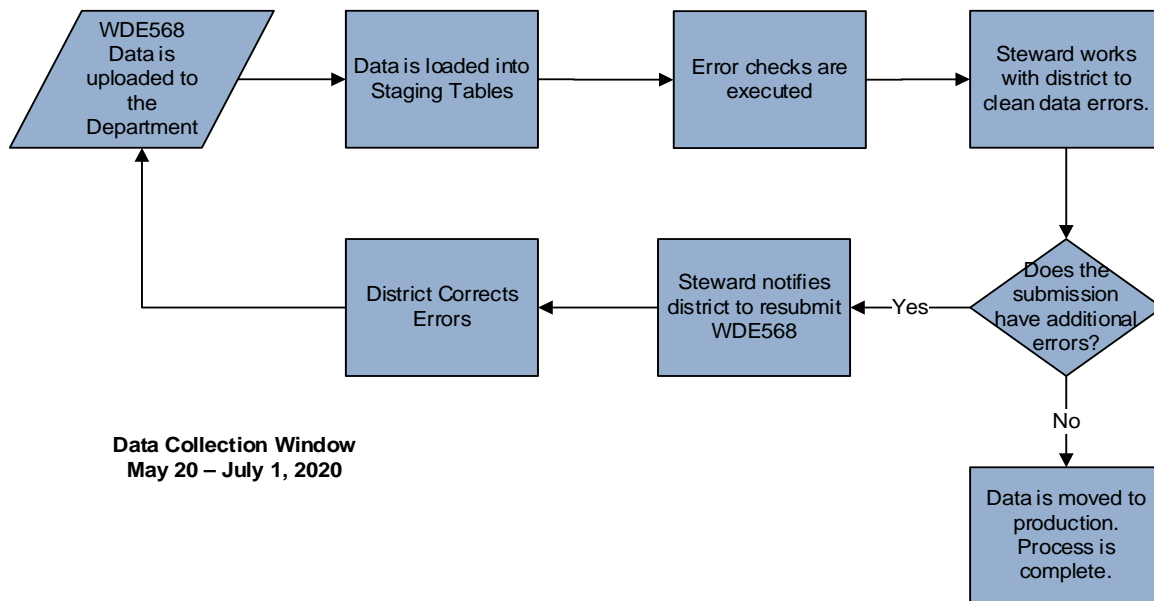
<http://www2.ed.gov/policy/elsec/leg/esea02/pg9.html>

Collection Schedule

**WDE568 Spring Collection Window:
May 20, 2020 – July 1, 2020**

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 July 1, 2020 in order to ensure the data is error free.

Spring 2020 WDE568 Data Collection Process Flow



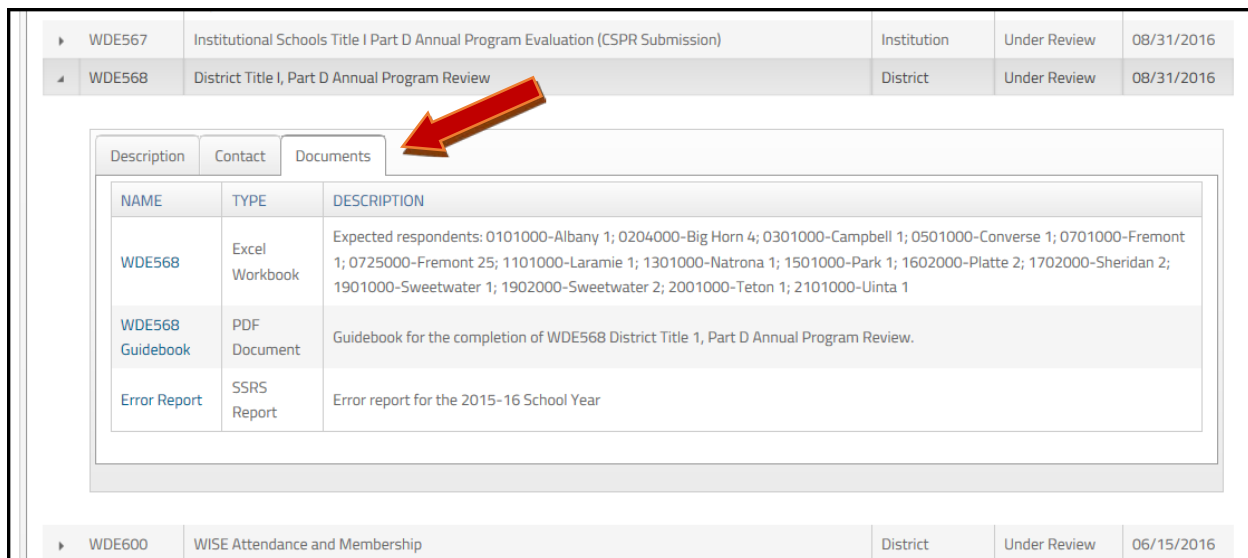
Instructions

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.

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.



The screenshot shows a web interface with a table of collections. The 'WDE568' row is selected, and a red arrow points to the 'Documents' tab. Below the tabs is a table with the following data:

NAME	TYPE	DESCRIPTION
WDE568	Excel Workbook	Expected respondents: 0101000-Albany 1; 0204000-Big Horn 4; 0301000-Campbell 1; 0501000-Converse 1; 0701000-Fremont 1; 0725000-Fremont 25; 1101000-Laramie 1; 1301000-Natrona 1; 1501000-Park 1; 1602000-Platte 2; 1702000-Sheridan 2; 1901000-Sweetwater 1; 1902000-Sweetwater 2; 2001000-Teton 1; 2101000-Uinta 1
WDE568 Guidebook	PDF Document	Guidebook for the completion of WDE568 District Title 1, Part D Annual Program Review.
Error Report	SSRS Report	Error report for the 2015-16 School Year

Data Compilation

Data will be entered into the worksheet pages of the WDE568 Excel workbook. The workbook has two worksheets of data entry and one worksheet of instructions. Data can be pasted from a source file compiled from the District'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 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 at the facility and/or thirty calendar days after the student exited the facility. 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.



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
- Number of times student was in facility
- Total # of days student was at facility

Student Demographics – Part 2

While in the facility, did this student...

- ...earn at least one high school credit?
- ...enroll in a high school equivalency program?
- ...enroll in elective job training courses?

Student Demographics – Part 3

While in the facility or within 30 calendar days after exit, did this student...

- ...enroll in their local high school?
- ...earn a high school equivalency?
- ...obtain a high school diploma?
- ...accept or enroll into post-secondary education?
- ...enroll in external job training education?
- ...obtain employment?

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...
 - NE – show negative grade level change
 - NO – show no change in grade level
 - NT – no pre and/or post test taken, can't determine
 - U1 – show improvement by one full grade level
 - 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...
 - NE – show negative grade level change
 - NO – show no change in grade level
 - NT – no pre and/or post test taken, can't determine
 - U1 – show improvement by one full grade level
 - U2 – show improvement of more than one full grade level

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 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 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.

COLLECTION	TITLE	RESPONDENT	STATUS	DUE DATE
WDE100A	School Foundation Program Funding Worksheet	District	Under Review	08/12/2016
WDE100B	Vocational Education Student FTE Worksheet	District	Under Review	08/12/2016

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.

The screenshot shows the 'Data Collection Suite R1' website. The header includes 'STATE OF WYOMING DEPARTMENT OF EDUCATION' and navigation links for 'Citizen | Business | Government | Visitor'. A navigation bar contains links for 'forms uploads submissions tracking collections admin support'. The 'uploads' link is highlighted with an orange arrow. The main content area is titled 'Support' and contains a welcome message, a notice about the replacement of the Collection Tracking System (CTS) with Data Collection Suite Release 1 (DCS), and a list of helpful links including 'DCS User Manual', 'Provide Feedback', and 'Contact Us'. The footer includes the Wyoming Department of Education logo and copyright information.

Uploading the WDE568 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 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). Once all items are complete, click the Upload File

button to submit the WDE568 to the Department. When the file is correctly uploaded, the respondent will receive a confirming email regardless if the data file passed validation.

[forms](#) [uploads](#) [submissions](#) [tracking](#) [collections](#) [admin](#) [support](#)

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:

File Role in Submission

File:

Comments:

[Reset Form](#)

Current Respondent
 You are currently representing:
Lincoln County School District #1
Organization Code: 1201000 [Change](#)

Previous Submissions

[4/8/2015 3:36 PM - Liz Districts](#)

[4/7/2015 10:20 AM - 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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Once the Upload File button is selected, the system will 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.

forms uploads submissions tracking collections admin support

Collection Selector

Collection: WDE568 - District Title 1, Part D Annual Program Review

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

Collection Due Date: 8/28/2015

Current Respondent
You are currently representing:
Lincoln County School District #1
Organization Code: 1201000 [Change](#)

Previous Submissions

- [4/8/2015 3:36 PM - Liz Districts](#)
- [4/7/2015 10:20 AM - Liz Districts](#)


Submission Upload

Your file has been uploaded. Would you like to upload another file?

Validation Results Summary


The submission package has not passed validation (error count: **5**). Please review the validation report to review data validation errors.

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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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.

forms uploads submissions tracking collections admin support

Validation Report:
Loading Results for Submission Package: 4/8/2015 3:36 PM - Liz Districts
Collection:
WDE568- District Title 1, Part D Annual Program Review
Is the submission valid? **No**
Validation Engine Start: **Friday, April 24, 2015 at 3:04:56 PM**
Validation Engine End: **Friday, April 24, 2015 at 3:05:08 PM**
Submitter: **ldistricts, elizabeth.foster@wyo.gov, 307-777-7675**
Number of Errors: **6**
Number of Warnings: **0**


The submission is invalid and cannot be certified at this time.

▼

Set	Is Valid
> Student Level Data - Successfully Imported Rows: 4	Fail


WDE568 - District Title 1, Part D Annual Program Review

- This collection cycle is officially open.**
- Due Date: **8/28/2015**
- Window Opening: **4/1/2015**
- Window Closing: **8/28/2015**
- Expected Number Of Respondents: **48**
- Start: **7/1/2014**
- End: **6/30/2015**



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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.

The screenshot displays the WDE568 application interface. At the top, a navigation bar contains links for forms, uploads, submissions, tracking, collections, admin, and support. The main content area is divided into several sections:

- Collection Selector:** A dropdown menu shows 'WDE568 - District Title 1, Part D Annual Program Review' selected. Below it, a message states: 'If you feel there is a collection missing from this list, you may need to [request access](#).' A 'Collection Due Date' dropdown shows '8/28/2015'.
- Submission Upload:** A message reads: 'Your file has been uploaded. Would you like to upload another file?' with an 'Upload Another File' button. To the right, the 'Validation Results Summary' states: 'The submission package has passed validation. Please review the validation report to certify the submission.' Below this is a 'Validation Report' button, which is highlighted with an orange arrow.
- Current Respondent:** A box indicates 'You are currently representing: Lincoln County School District #1 Organization Code: 1201000 Change'.
- Previous Submissions:** A list shows two entries: '4/8/2015 3:36 PM - Liz Districts' and '4/7/2015 10:20 AM - Liz Districts'.

Below the main content, a footer contains the Wyoming Department of Education logo, copyright information for 2015, and links for Disclaimer, Privacy Policy, Free CSS Templates, and Theme Icons by FAMFAMFAM. A circular seal is visible on the right side of the footer.

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.

forms uploads submissions tracking collections admin support

Validation Report:
Loading Results for Submission Package: 4/8/2015 3:36 PM - Liz Districts
 Collection:
WDE568- District Title 1, Part D Annual Program Review
 Is the submission valid? **Yes**
 Validation Engine Start: **Friday, April 24, 2015 at 3:17:11 PM**
 Validation Engine End: **Friday, April 24, 2015 at 3:17:12 PM**
 Submitter: **ldistricts, elizabeth.foster@wyo.gov, 307-777-7675**
 Number of Errors: **0**
 Number of Warnings: **0**

Certify Show ▾


Set	Is Valid
No records to display.	

WDE568 - District Title 1, Part D Annual Program Review

- This collection cycle is officially open.**
- Due Date: **8/28/2015**
- Window Opening: **4/1/2015**
- Window Closing: **8/28/2015**
- Expected Number Of Respondents: **48**
- Start: **7/1/2014**
- End: **6/30/2015**

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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:

forms uploads submissions tracking collections admin support

Certify Submission Package


- Collection: **WDE568 - District Title 1, Part D Annual Program Review**
- Due Date: **8/28/2015**
- Creation Date: **4/8/2015**
- Last Modified: **4/24/2015 3:17 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
wde568 - test .xlsx	4/24/2015 3:17:11 PM	4/24/2015 3:17:00 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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Submission Package Certification Confirmed

- Collection: **WDE568 - District Title 1, Part D Annual Program Review**
- Due Date: **8/28/2015**
- Creation Date: **4/8/2015**
- Last Modified: **4/24/2015 3:25 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
wde568 - test .xlsx	4/24/2015 3:17:11 PM	4/24/2015 3:17:00 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.



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.

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 system for further analysis.

Corrections to Data

You and the Collection Steward work together to resolve any errors in the data set. Corrections to the 2020 Spring WDE568 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 WDE568 Collection Steward: Jessica Fancher, jessica.fancher3@wyo.gov, or (307) 777-8964. 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. **The collection window is May 20 – July 1, 2020.** 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 WDE568 Collection** section of this document for further information on how to access the Error Report. A WyEd 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.

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.

Error Report: This report is generated once the data has been certified and has been loaded into WDE's SQL database where the Business Rules are applied. The report is accessed from the Forms Inventory page of the WDE website. Please wait **24** hours between correcting and uploading cycles to view this report.

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, 2019 through June 30, 2020.

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 rights to upload data to the Department are assigned by the WyEd Administrator. Contact your institution's WyEd 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