



State Reporting:

Using Enrich and the Data Pipeline

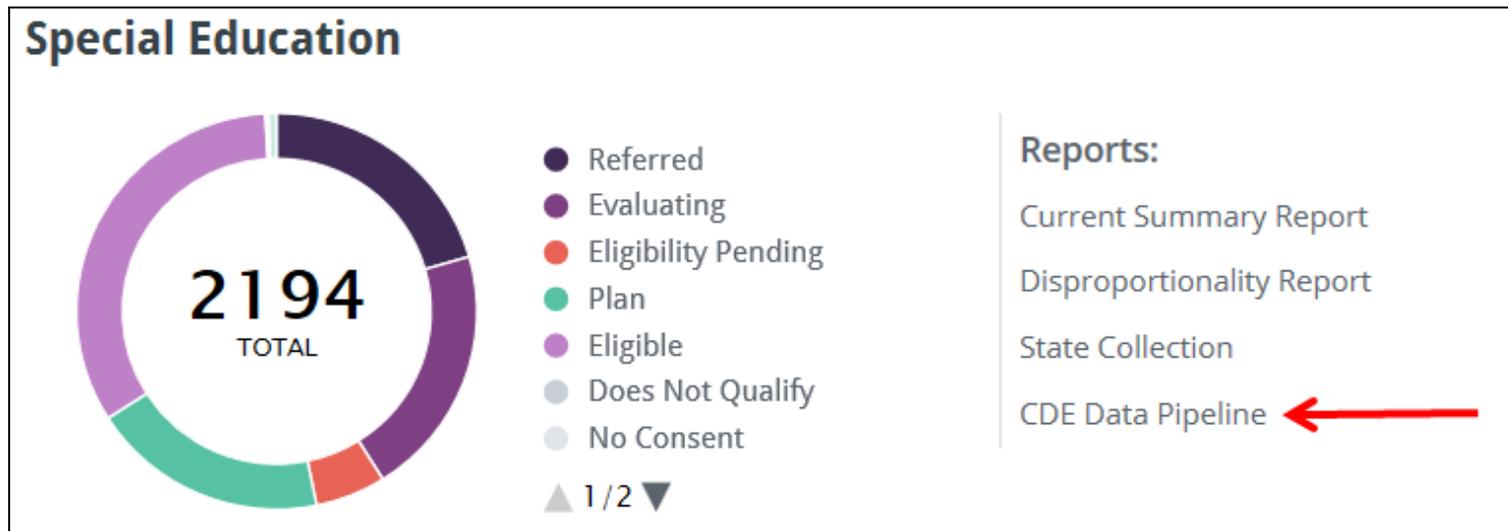
This guide was created to assist Administrative Units with State Reporting using Enrich and the IEP Interchange (Data Pipeline). The Special Education EOY and Special Education December Count files can be collected in Enrich, corrections can be made if necessary, then uploaded to the Data Pipeline.

A special thanks to Dan Wright from Aurora Public Schools for his contributions to this tutorial!



From the Home screen in Enrich:

- Scroll down to the Special Education section of the Enrich Home page.
- Click on **CDE Data Pipeline**.





- Choose the collection.

CDE Data Pipeline				
Print Contact Support Help				
Settings				
School Year / Collection	Last Collected	Last Submitted	Status	Due Date
2013-2014	8/19/2015 9:00 PM		Closed	
2014-2015 (Child Count)	11/28/2016 11:07 AM		Closed	
2014-2015 (End of Year)	6/28/2017 2:14 PM		Closed	
2015-2016 (Child Count)	2/20/2017 11:59 AM		Closed	
2015-2016 (End of Year)	2/20/2017 11:52 AM		Closed	
2016-2017 (Child Count)	10/31/2017 3:01 PM		Closed	
2016-2017 (End of Year)	10/20/2017 2:16 PM		Closed	
2017-2018 (Child Count)	6/21/2018 9:10 AM		Open	
2017-2018 (End of Year)	9/18/2018 3:52 PM		Open	
2018-2019 (Child Count)	9/20/2018 7:35 AM		Open	
2018-2019 (End of Year)	9/19/2018 3:20 PM		Open	



Configuration of the Collection Settings

- In this collection you will see the files **Student Special Ed Participation** and **Special Education Child**.
- Choose the **Settings** link located in the upper right to edit the collection process.

2017-2018 (End of Year)

CDE Data Pipeline 2017-2018 (End of Year)

Print Contact Support Help

Collect Data Validation Report Send to CDE Data Pipeline Download Files Process Log User Activity **Settings**

Last Collected: 9/18/2018 3:52:22 PM Last Sent: -- Due Date:--
Next Scheduled Collection: 9:00 PM Next Scheduled Send: --

Description +

Validation Summary +

! There are 2 files with errors.
- Special Education Child contains 618 errors
- Student Special Ed Participation contains 1489 errors

Details

Table	Records	Errors ▼	Unsent
Student Special Ed Participation	614	1489	614
Special Education Child	614	618	614



- Determine the date range in which the data should be collected, make sure the dates match the collection. Checking the **Collect Data** box will initiate automatic collections each night. Make sure the 5-digit AU code is entered. Click **Save**.

The screenshot shows a web form titled "Edit Collection Settings". At the top right, there are links for "Print", "Contact Support", and "Help". Below the title is a section header "Daily Processes for 2018-2019". Under this header, there are two settings: "Collect Data" with a checked checkbox and a red arrow pointing to it, and "Only send records with no errors" with an unchecked checkbox. Below the "Daily Processes" section is another section header "Data Collection Parameters". Under this header, there are three fields: "Start Date" with the value "7/1/2018", "End Date" with the value "6/30/2019", and "Administrative Unit Code" with the value "0000" and a red arrow pointing to it. At the bottom left, there are "Save" and "Cancel" buttons. The "Include items still pending administrative approval" checkbox is checked.

Edit Collection Settings

Print Contact Support Help

Daily Processes for 2018-2019

Collect Data Automatically refresh records based on source data.

Only send records with no errors When checked, only records passing all validation rules will be sent. This also applies to sending manually.

Data Collection Parameters

Start Date 7/1/2018

End Date 6/30/2019

Administrative Unit Code 0000

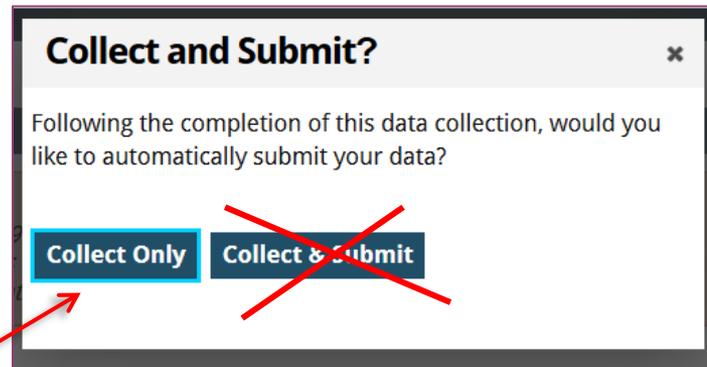
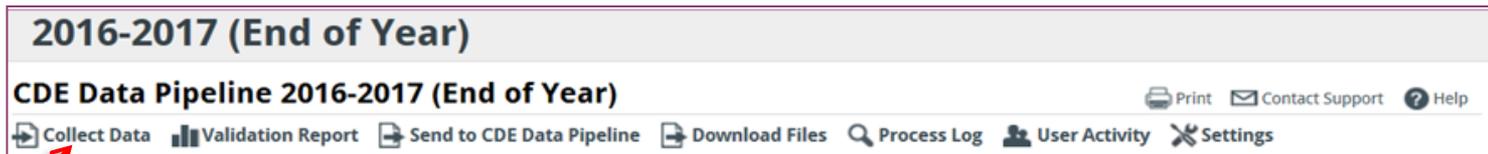
Include items still pending administrative approval

Save Cancel



Manual Collection in Enrich

- Choose the **Collect Data** link.
- Choose **Collect Only** in the pop-up box.
- Once complete, you will see the most recent updated collection results with the # of records, # of errors, and # of unsent records to the IEP Interchange.





- **Last Collected** will show the most recent collection date, time and when the next data collection will happen.
- **Next Scheduled Collection** will show the time an automatic collection will occur.
- **Last Sent** date and time will also show the most recent submission to the IEP Interchange (the Enrich Sandbox shown here does not send to the IEP Interchange so it is always blank).
- Enrich does not schedule automatic uploads to the IEP Interchange, this has to be manually done by the AU, so **Next Scheduled Send** will be blank.

2016-2017 (End of Year)

CDE Data Pipeline 2016-2017 (End of Year) Print Contact Support Help

[Collect Data](#) [Validation Report](#) [Send to CDE Data Pipeline](#) [Download Files](#) [Process Log](#) [User Activity](#) [Settings](#)

Last Collected: 10/20/2017 10:16:08 AM **Last Sent:** -- **Due Date:** --
Next Scheduled Collection: 9:00 PM **Next Scheduled Send:** --

Description +

Validation Summary +

Details

Table	Records	Errors ▼	Unsent
Student Special Ed Participation	606	1465	606
Special Education Child	606	609	606



Validation Reports and Files

Please note there is a Validation **Report** and a Validation **File** and they are different.

- Click **Validation Report** to get to the **Validation Report** screen.

2016-2017 (End of Year)

CDE Data Pipeline 2016-2017 (End of Year)

Print Contact Support Help

Collect Data **Validation Report** Send to CDE Data Pipeline Download Files Process Log User Activity Settings

Last Collected: 10/20/2017 11:13:52 AM Last Sent: -- Due Date:--
Next Scheduled Collection: 9:00 PM Next Scheduled Send: --

- Click **Generate Validation File**. This will create a csv file with a comprehensive list of the errors, including the student data.

Validation Report

CDE Data Pipeline 2016-2017 (End of Year)

Print Contact Support Help

CDE Sandbox - Special Education Child

Validation Message	Alert Level	Count
District of Residence (student) does not contain a valid code [SE019]	Error	1
Gender does not contain a valid code [SE005]	Error	2
Admin Unit/SOP Code is not a valid Admin Unit/SOP Code. [SE002]	Error	606

Generate Validation File



Editing Records in Enrich Associated with the Collection:

- Going back to the main Collection screen, click on **Validation Report**, or click the **Errors** number associated with the file you wish to view.

2016-2017 (End of Year)

CDE Data Pipeline 2016-2017 (End of Year)

Print Contact Support Help

Collect Data **Validation Report** Send to CDE Data Pipeline Download Files Process Log User Activity Settings

Last Collected: 10/20/2017 10:16:08 AM Last Sent: -- Due Date:--
Next Scheduled Collection: 9:00 PM Next Scheduled Send: --

Description +

Validation Summary +

Details

Table	Records	Errors ▼	Unsent
Student Special Ed Participation	606	1465	606
Special Education Child	606	609	606
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- The **Validation Report** itself will list the errors and how many students have that error in that file. Click on the **Count** number of the error code to go to the list of students with that error.

Validation Report		
CDE Data Pipeline 2016-2017 (End of Year)		
Print Contact Support Help		
CDE Sandbox - Student Special Ed Participation		
Validation Message	Alert Level	Count
If not zero-filled, School Code must be a valid school code within the District of Attendance unless: 1) AU is 16010 AND school code is 2840; 2) School code is not public [SE118]	Error	395
Pupil's Attendance Code designated for this pupil requires a PUBLIC school code or zero-filled. [SE259]	Error	2
School code must be a valid public, non-public, head start, facility or detention center code or zero-filled. [SE009]	Error	162
Total School Hours per Week is required if Hours of Special Education Services per Week is not 0000 [SE227]	Error	15
Percentage of time in SPED exceeds 200%, please verify the SPED Hours and Total School Hours reported [SE248]	Error	2
Pupil's Attendance Info Code, Primary Disability, and Date of Entry to Special Education are required and cannot be zero-filled when Funding Status is not zero-filled. If student is not attending please zero-fill Funding Status. [SE348]	Error	1
If a student is eligible for Special Education Primary Disability is required and cannot be zero-filled. [SE350]	Error	34
FUNDING STATUS must be 52 for reported Attendance Code [SE286]	Error	1
SASID is required if Special Education/Part C Referral = 06 [SE122]	Error	44



- The students with the chosen error code will be listed. Clicking on the **name** of the student will go to the student's record in Enrich, clicking on **View** will go to the edit file for the student. A specific student can be searched for by name, SASID or LASID.

CDE Sandbox - Student Special Ed Participation

View Records (Error SE259) Print Contact

[+](#) Add Record [Validation Report](#) [Download File](#)

AU: CDE Sandbox **File Type:** Student Special Ed Participation

Error: Pupil's Attendance Code designated for this pupil requires a PUBLIC school code or zero-filled. [SE259]

SASID LASID
FIRST_NAME_STUDENT LAST_NAME_STUDENT

[Search](#) [Reset](#)

Link	Detail ▲	SASID	LASID	FIRST_NAME_STUDENT	LAST_NAME_STUDENT
<input type="checkbox"/> Audrina Arrey	View	2867351232	9246451000	Audrina	Arrey
<input type="checkbox"/> Gia Tate	View	5323568066	3265841400	Gia	Tate



- Student Enrich record (Profile, IEP history) by clicking on the name.

Audrina Princess Arrey

Tanker Middle 6th Grade
ID: 929246451000 SASID: 2867351232 DOB: 3/8/00 (17y 7m)

Profile

Test Scores

Transcript

Files

Programs

Programs History

[Print](#) [Contact Support](#) [Help](#)

[View Active Programs](#)

There are **10** program items for the current student matching the filter criteria below.

Item Start Date Filter
 10/3/2013 ▼ - ▼

Item Types

IEPs

Meetings

Program Actions

Refresh »

Special Education

[End](#) [Edit Local Periods](#)

Dates	Item / Event	Outcome / End Status
10/3/2013	Program Started	
10/3/2013 - 10/3/2013	▶ Consider Eligibility for Special Education	▶ Complete; start with the Referral for Special Education
10/17/2013 - 10/17/2013	Consent for Initial Evaluation	▶ Initial Eval Consent Received
10/17/2013 - 10/17/2014	Referral for Special Education	▶ Evaluate
10/21/2013 - 10/28/2013	Initial Evaluation or Reevaluation	▶ Initial Evaluation Completed
11/7/2013 - 11/14/2013	Eligibility Determination	▶ Eligible
11/14/2013	Meeting	
11/14/2013 - 11/14/2013	Consent - Init Provision of Spec Ed & Related Svcs	▶ Consent Received
11/15/2013 - now	IEP - School Age (6-14)	
2/4/2014	Meeting	



- Student edit file screen by clicking **View**. To correct the data here, click **Override Values**.

View Record

Print Contact Support Help

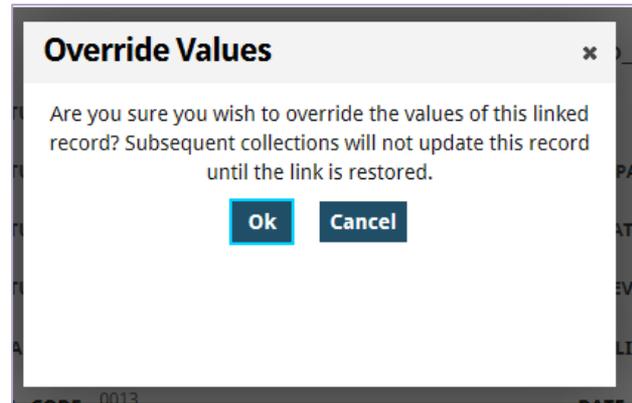
Override Values

Linked to [Audrina Arrey](#)

ADMIN_UNIT_CODE	00000	REASON_EXITED_SPED	00
SASID	2867351232	SPED_PART_C_REFERRAL	06
LASID	9246451000	SPED_ELIGIBILITY_AND_SERVICES	02
FIRST_NAME_STUDENT	Audrina	DATE_REFERRED_PART_C	00000000
LAST_NAME_STUDENT	Arrey	DATE_PARENTAL_CONSENT_PART_C	00000000
GENDER_STUDENT	01	DATE_EVAL_COMPLETE_PART_C	00000000
BIRTH_DATE_STUDENT	03082000	EVALUATION_DELAY_PART_C	00
PRIMARY_DISABILITY	03	ELIGIBILITY_SERVICES_PATH_1	00
SCHOOL_CODE	0013	DATE_REFERRED_SYSTEM_PART_C	00000000
SPED_PROGRAM_CODE	0000	DATE_ELIGIBLE_PART_C	00000000
ENTRY_GRADE_LEVEL	060	DATE_REFERRAL_ADMIN_UNIT	00000000
DISTRICT_OF_ATTENDANCE	1550	DATE_PARENTAL_CONSENT_C_TO_B	00000000
PUPIL_ATTENDANCE_INFO	01	DATE_EVAL_COMPLETE_C_TO_B	00000000
STATE_OF_ATTENDANCE	00	EVALUATION_DELAY_C_TO_B	00



- Click **OK**. The **Restore Link** is located on the student's edit file after it has been saved.



- **Restore Link** – As long as the **Restore Link** is not activated, the overnight update from SIS will not affect the Override.





- Edit the file and click **Save**.

Edit Record

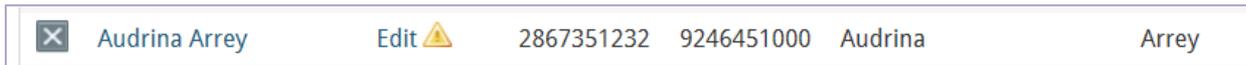
[Print](#) [Contact Support](#) [Help](#)

 The link to Audrina Arrey has been overridden which will prevent this record from being updated when the collection is refreshed. [Restore Link](#)

ADMIN_UNIT_CODE	<input type="text" value="00000"/>	REASON_EXITED_SPED	<input type="text" value="00"/>
SASID	<input type="text" value="2867351232"/>	SPED_PART_C_REFERRAL	<input type="text" value="06"/>
LASID	<input type="text" value="9246451000"/>	SPED_ELIGIBILITY_AND_SERVICES	<input type="text" value="02"/>
FIRST_NAME_STUDENT	<input type="text" value="Audrina"/>	DATE_REFERRED_PART_C	<input type="text" value="00000000"/>
LAST_NAME_STUDENT	<input type="text" value="Arrey"/>	DATE_PARENTAL_CONSENT_PART_C	<input type="text" value="00000000"/>
GENDER_STUDENT	<input type="text" value="01"/>	DATE_EVAL_COMPLETE_PART_C	<input type="text" value="00000000"/>
BIRTH_DATE_STUDENT	<input type="text" value="03082000"/>	EVALUATION_DELAY_PART_C	<input type="text" value="00"/>
PRIMARY_DISABILITY	<input type="text" value="03"/>	ELIGIBILITY_SERVICES_PATH_1	<input type="text" value="00"/>
SCHOOL_CODE	<input type="text" value="0013"/>	DATE_REFERRED_SYSTEM_PART_C	<input type="text" value="00000000"/>



- The student will now have an **Edit** link in the **View Records**. Manually editing collection records (edit file) only affects the file that is being submitted and does not directly affect the SIS or source data in Enrich. It is recommended that the SIS/source data are updated, then perform a manual collection to update the files within Enrich prior to submitting to the ESSU IEP Interchange. That way the student Enrich record is updated as well as the collection.



- The Override function is helpful when the change is made once, and used to correct codes that may not have populated correctly in the collection, such as regular education codes, Child Find, and Private Schools. If there are additional actions in the IEP or IC, that data will not be updated (unless the Restore link is activated).



- After the errors are corrected, recollect the data and submit the data to CDE Data Pipeline by clicking **Send to CDE Data Pipeline**. The **Errors** should be at **0**.

2016-2017 (End of Year)

CDE Data Pipeline 2016-2017 (End of Year) Print Contact Support Help

[Collect Data](#) [Validation Report](#) [Send to CDE Data Pipeline](#) [Download Files](#) [Process Log](#) [User Activity](#) [Settings](#)

Last Collected: 10/20/2017 11:13:52 AM Last Sent: -- Due Date:--
Next Scheduled Collection: 9:00 PM Next Scheduled Send: --

- You will be required to input your Data Pipeline login information. If you do not have access, you must contact your AU LAM.

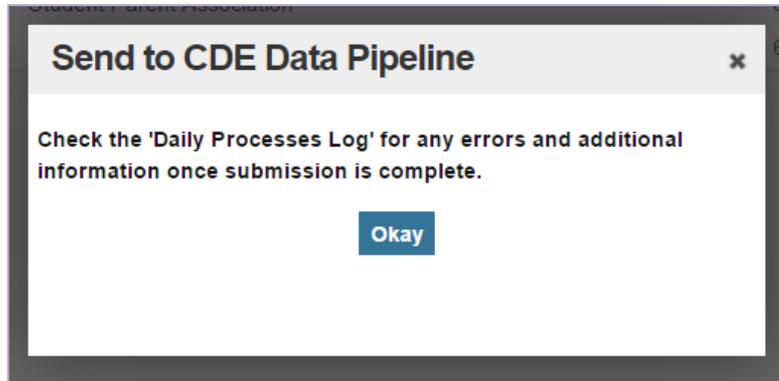
Send to CDE Data Pipeline ×

Username
Data Pipeline username

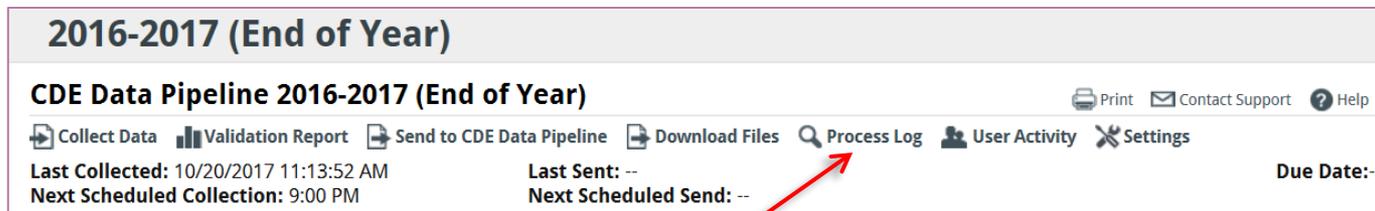
Password
Data Pipeline password



- Once the files have been submitted, check the **Process Log**.



- Click **Process Log** to find out the status of the upload to the Interchange.





- The **View Log** will show the results of the collection and the upload to the Interchange. Since the Enrich Sandbox does not upload to the Interchange, see the 2nd screenshot below of a successful data submission done by an AU.

View Log Print Envelope

Showing 90 days of log entries.

Log			
Time ▼	Duration	Status	Log
10/20/2017 11:13:52 AM	00:00:49	Succeeded	[00:00:00]: Data collection starting. [00:00:00]: Starting collection of period: 2016-2017 (End of Year). [00:00:00]: Collecting Student Parent Association (CDE Sandbox) [00:00:13]: Collecting Student Special Ed Participation (CDE Sandbox) [00:00:30]: Collecting Special Education Child (CDE Sandbox) [00:00:45]: Running validation rules and updating record counts. [00:00:45]: Revalidating Student Parent Association (CDE Sandbox)

View Log Print Help

Showing 30 days of log entries.

Log			
Time ▼	Duration	Status	Log
5/22/2015 9:53:19 AM	00:01:04	Succeeded	[00:00:00]: Data submission starting. [00:00:00]: Starting submission of 2014-2015 (End of Year) reporting period. [00:00:22]: Submission status: FileReceived. Batch ID: 145787 [00:00:22]: Special Education Child file submission was successful. 6608 records submitted. [00:00:41]: Submission status: FileReceived. Batch ID: 145789 [00:00:41]: Student Parent Association file submission was successful. 6568 records submitted. [00:01:04]: Submission status: FileReceived. Batch ID: 145790 [00:01:04]: Student Special Ed Participation file submission was successful. 6602 records submitted. [00:01:04]: Submission of period '2014-2015 (End of Year)' was successful. 3 files. [00:01:04]: Data submission completed.



- The **Unsent** section and the **Errors** section should both now be at 0.

2016-2017 (End of Year)

CDE Data Pipeline 2016-2017 (End of Year)

Print
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Collect Data
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Last Collected: 10/20/2017 10:16:08 AM
Last Sent: --
Due Date:--

Next Scheduled Collection: 9:00 PM
Next Scheduled Send: --

Description +

Validation Summary +

Details

Table	Records	Errors ▼	Unsent
Student Special Ed Participation	606	0	0
Special Education Child	606	0	0
-----	---		



Uploading files directly from your computer to the Data Pipeline

- Click “Download Files” located near the top of the selected collection screen.
- Choose the “File Types” (Special Education Child and/or Student Special Ed Participation).
- Choose CSV with Header Row.
- Select “Download”.
- If you are uploading the file directly to the Data Pipeline from your computer and not from Enrich, then this is the file you will need to do that. You can also correct errors within this csv spreadsheet file. You will need to go to the Data Pipeline link to log in and submit the files. If you need to, you can make changes in these files instead of Enrich and upload.

2018-2019 (End of Year)

CDE Data Pipeline 2018-2019 (End of Year)

Print Contact Support Help

Collect Data Validation Report Send to CDE Data Pipeline **Download Files** Process Log User Activity Settings

Last Collected: 8/8/2019 9:47:10 AM Last Sent: -- Due Date:--
Next Scheduled Collection: 9:30 PM Next Scheduled Send: --

Description +



State Collection Link

- **State Collection** link (SC) located above the **CDE Data Pipeline** link.
- SC will export the same validation files and reports as CDE Data Pipeline.
- SC is not connected to the Data Pipeline.
- SC allows flexible export dates to be entered.
- SC is not used by many AUs.
- SC was used in Enrich before the Data Pipeline was connected.
- SC feature may be removed in the future.

