

ESSU Data Management System

Common Gifted Education Terms

ESSU Data Management System	Exceptional Student Services Unit (ESSU) Data Management System (DMS) - This is an electronic system for AU submissions, reporting, monitoring activities, and a functionality to send and monitor ESSU records.
Administrative Unit (AU) Self-Evaluation	This was formerly called the AU Checklist. The new title reflects change to an electronic submission format and the provisions established in rules passed in March 2015. AUs may use this at any time for program dialogue or improvements. The Self-Evaluation is still required for the review process as information and indicators of evidence presented for the desk audit.
ALP Interchange	This refers to ALP record reviews. AU will be notified when this feature of the data management system is open. Both Enrich and non-Enrich ALP users will be able to use this feature of the DMS.
Annual Review	Each tab has a feature of annual review to ask questions about ongoing program assurances and evidence of program evaluation. The annual review has the intent to be self-reflective and inform AUs about important provisions of gifted programs.
Attachments	Documents may be uploaded into an area by AU roles that have permission to upload attachments. Example: The AU director role uploads attachments under the monitoring tab when sharing AU documents with the review team.
AU Access	This title is within the Communication feature located on each tab. When checked, it permits AU with Communication permission to see the note or email being sent. When unmarked, the message is not for all AU communication readers.
Budget: Proposed/Actual	Proposed budget is the projected use of gifted education state funds and the amount contributed by the AU for the gifted program estimated for the upcoming fiscal year and submitted to CDE by April 15. Actual budget is a report of expenditures
Job Aides	These are activity-based, “live”, exercises created to facilitate the understanding and use of the data management system (DMS). New users are encouraged to practice by using Job Aides located on the Gifted Education Director’s Corner Web page: XXX
LAM	Local Access Manager (LAM) has the role to maintain identity management in the AU. The AU gifted education director will need to



	work with the local special education LAM who will initially create the LAM for gifted education. The LAM creates gifted education user accounts within the CDE's Identify Management System. Set-up may take up to two days until the process is completely automated.
Mode	This is a DMS title for the drop-down document selections when in a particular tab. Example: In Profile there are three modes: Comprehensive Plan, Early Access Addendum, and Profile Review. The user selects the mode or document that he/she wishes to use at the time.
Roles	Users of the ESSU data management system for gifted education are assigned roles with specific permissions that allow for access, ability to complete submissions, communication, and other activities within the DMS. See Role descriptions: XXX
Single sign-on	Users of the ESSU Data Management system use this method to sign into the ESSU interchange or data management system. https://cdeapps.cde.state.co.us/index.html . Single Sign-On is an automated system whereby AU local access managers register users, conduct approval and password reset processes, and has the ability to maintain users via a Delegated Administration model. The LAM for gifted education sets up the gifted education users.
TABS: Profile Monitoring Fiscal Family and Communication Performance Summary	Information contained in each of the following tabs includes, but is not exclusive of other attachments and resources: <u>Profile</u> <ul style="list-style-type: none"> • Comprehensive Program Plan • Early Access Addendum • Enrollment • Annual Profile Review <u>Monitoring</u> <ul style="list-style-type: none"> • AU Self-Evaluation • Advanced Learning Plan Record Review <u>Fiscal</u> <ul style="list-style-type: none"> • Proposed budget • Actual budget • Annual Budget Review <u>Family and Communication</u> <ul style="list-style-type: none"> • Questions for AU stakeholder questionnaires <u>Performance</u> <ul style="list-style-type: none"> • Gifted student performance – achievement and growth <u>Summary</u> <ul style="list-style-type: none"> • Future development will include a summary of data collections that will inform state and AU program and instructional improvements.
View Reports	This is a title displayed on the gifted education director and the coordinator roles home page whereby they may see reports generated for state and/or AU reporting. Reports will be initiated in Phase II of DMS development.