



U.S. DEPARTMENT OF EDUCATION

**User Guide: Consolidated State
Performance Report (CSPR)
Part I and II**

SY 2018-19

Release 2.0

March 2020

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DOCUMENT CONTROL

DOCUMENT INFORMATION

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| 1.0 | August 2019 | This is a new technical User Guide for the SY 2017-18 CSPR Collection Tool. |
| 2.0 | March 2020 | <p>Updated for SY 2018-19:</p> <ul style="list-style-type: none"> • Updated Section 2.1 to remove reference to cascading questions. • Updated Sections 2.1 and 6.1 to note that CSPR section 2.6 was added for the Student Support and Academic Enrichment Grants (Title IV, Part A), and that the Rural Education Achievement Program (REAP) section was moved from 2.6 to 2.8. • Updated section 2.1 with all CSPR changes from the prior year. • Updated table 12.2-0 to re-add the CSPR-ED<i>Facts</i> Crosswalk. • Updated the document throughout to change references from the Business Rules Guide (BRG) to the Business Rules Single Inventory (BRSI). • Moved section 12.0 to 13.0, and removed references to the CSPR Validation and CSPR017 reports. • NEW! Added section 12.0. Automated Emails. |

PREFACE

The User Guide is intended to assist users submitting the Consolidated State Performance Report (CSPR) for SY 2018-19. This guide addresses the basic mechanics of the Annual Performance Report (APR) tool, system access, and navigation for this process.

This guide will be updated if major system modifications affect user procedures.

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1810-0724. The time required to complete this information collection is estimated to average 35.00 hours per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. The obligation to respond to this collection is required to obtain or retain a benefit under the Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act (ESSA). If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, D.C. 20202-4537. If you have comments or concerns regarding the status of your individual submission of this form, write directly to: Office of Elementary and Secondary Education, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202¹.

EDFacts is a U.S. Department of Education (ED) initiative to govern, acquire, validate, and use high-quality, pre-kindergarten through grade 12 (pre-K–12) performance data for education planning, policymaking, and management and budget decision-making to improve outcomes for students. *EDFacts* centralizes data provided by SEAs, LEAs and schools, and provides users with the ability to easily analyze and report data. This initiative has significantly reduced the reporting burden for state and local data producers, and has streamlined data collection, analysis and reporting functions at the federal, state and local levels.

¹ Paperwork Burden Statement

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1.0 Introduction

The Annual Performance Report (APR) tool is a Web-based application that allows state education agencies (SEAs) to report and maintain information that aids in the analysis of data collected as part of the *EDFacts* Initiative.

This document is intended to guide State CSPR Coordinators in submitting Part I and Part II of the **SY 2018-19 Consolidated State Performance Report**.

Technological Requirements

The APR Tool will work in all browsers; however, Chrome is recommended for the best performance.

Note! *EMAPS* is unavailable from 8:00 a.m. ET to 2:00 p.m. ET on Saturdays for regularly scheduled maintenance.

2.0 Overview

This document provides instructions for submitting the school year (SY) 2018-19 Consolidated State Performance Report (CSPR) through the APR Tool.

Sections 8303 of the Elementary and Secondary Education Act (ESEA), as amended, provide to states the option of applying for, and reporting on, multiple ESEA programs through a single consolidated application and report. Although a central, practical purpose of the CSPR is to reduce burden on states, the CSPR is also intended to encourage the integration of state, local, and ESEA programs in comprehensive planning and service delivery, and enhancing the likelihood that the state will coordinate planning and service delivery across multiple state and local programs. The combined goal of all educational agencies – state, local, and federal – is a more coherent, well-integrated educational plan that will result in improved teaching and learning. The CSPR includes the following *ESEA* programs:

- Title I, Part A;
- Title I, Part C;
- Title I, Part D;
- Title II, Part A;
- Title III, Part A;
- Title IV Part A;
- Title V, Part A;
- Title V, Part B, Subparts 1 and 2; and
- The McKinney-Vento Act.

2.1 Types of Users

Due to the approval of the Three-Year CSPR OMB Package, many sections have either been Added, Changed, or Removed. To view the full list of changes, please view the CSPR Part I and Part II Data Keys found on the [EDFacts Initiative Homepage](#).

Note! Overview of operational changes from the prior year:

- The nightly prefill will run for the CSPR Part I and II initial open period only. It will not run during the reopen period.
- Privacy protected versions of the PDF will not be available until after the reopen period has closed, and the PDFs have been uploaded by ED. Once available, a PDF hyperlink will be present in the **Protected Version** column of the Reports page.
- All Business Rules have been disabled, except for manual entry and fatal error edits. See the BRSI for details.
- To download a copy of the DOCX both pre-submission and post-submission, review [Section 10.0 Accessing Submitted CSPR](#).

- All sections and sub-sections for both Parts have been renumbered to reflect the approved CSPR OMB Package.

Part I Changes:

- Section 1.6.1.2 – Updated to reflect the removal of permitted value **S – Shelters, Transitional housing, Awaiting Foster Care from Homeless Primary Nighttime Residence** from FS118.
- In SY 2017-18, the EDEN012 report moved from CSPR Part I to Part II. This ERS report provides data that answers questions 2.1.4.1 and 2.1.4.2 of the CSPR.

Part II Changes:

- **Note!** For SY 2018-19 only, Migrant data spreadsheets will be sent to SEAs prior to the initial open of CSPR Part II for data input. The Office of Migrant Education (OME) will need to use these data to make their determinations prior to the final close of CSPR Part II. PSC sent these spreadsheets on Monday, March 9, 2020. The spreadsheets will be due back to PSC by Friday, April 3, 2020. These same Migrant data will also need to be submitted into the CSPR Part II when it becomes available.
- Added section 2.6 – Student Support and Academic Enrichment Grants (Title IV, Part A).
- Moved the Rural Education Achievement Program (REAP) section from 2.6 to 2.8.

3.0 APR Tool User Roles

3.1 Types of Users

The Partner Support Center (PSC) works with each state to determine users and assign appropriate usernames and passwords. The CSPR collection, through the APR Tool, supports the following user roles:

View User:

- Allows state staff to view CSPR data via the APR Tool, only for their own state. They can view and print reports, but they cannot enter or submit CSPR data.

Data Entry User:

- Allows state staff to view, enter, and update CSPR data via the APR Tool, only for their own state. They can view and print reports, but they cannot submit CSPR data.

Super User:

- Allows state staff to view, enter, update, and submit the CSPR via the APR Tool, only for their own state. They can view and print reports.

Submission Release User:

- Allows state staff to view and submit CSPR data via the APR Tool, only for their own state. They can view and print copies of the DOCX version.

Note! EMAPS password will be used to access the APR Tool. Contact PSC to obtain usernames and passwords for additional users.

3.2 Concurrent Users

The system is designed to allow multiple users within a state to access the system and enter data simultaneously. For instance, one person can enter data in *Section 1.2 Student Academic Achievement and Participation in State Assessments*, while another is entering data in *Section 1.4 Title III and Language Instructional Programs*. If two users work on the same screen (or page) simultaneously, there is a risk that one of the users' input will be omitted. The data saved last will be the data that are saved to the database. To avoid potential confusion and unintended omission of data, assign responsibilities so no two users work in the same section at the same time.

4.0 Logging into the APR Tool

To access the APR Tool login screen, go to <https://emaps.ed.gov/suite/>.

1. A Department of Education approved warning banner will appear. Accept the terms of the consent to monitoring before accessing the application (see fig. 4.1).

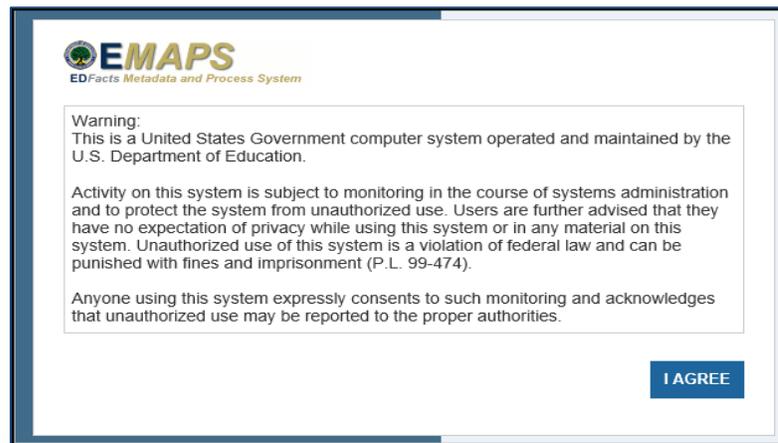


Figure 0.1 – Department of Education approved warning banner

2. Enter the assigned username and password into the appropriate fields (see fig. 4.2). See Section 4.1 if a password reset is needed. If there are issues logging into the APR Tool, please contact PSC.

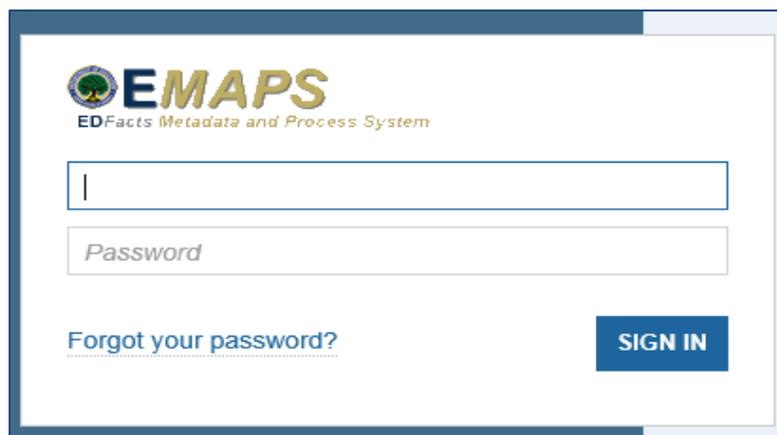


Figure 0.2 – APR Tool Login Screen through EMAPS

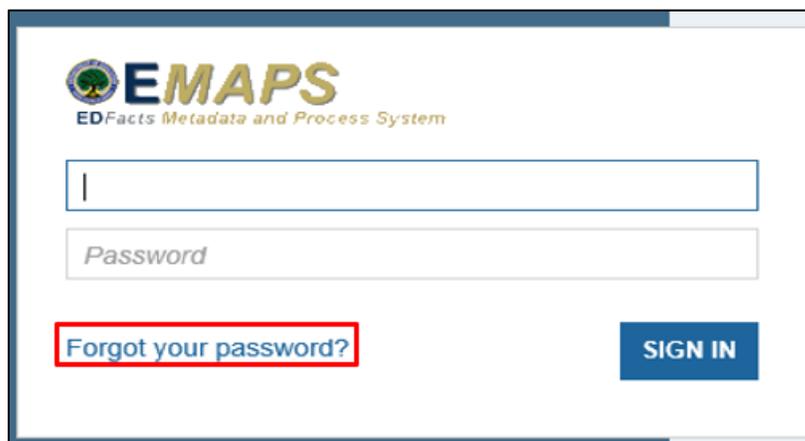
Note! Both the APR Tool username and password are case sensitive.

4.1 Resetting the APR Tool Password

If unable to log into the APR Tool, the password can be reset by clicking the **Forgot your password?** (see fig. 4.3) link on the login screen. After clicking the link, enter the

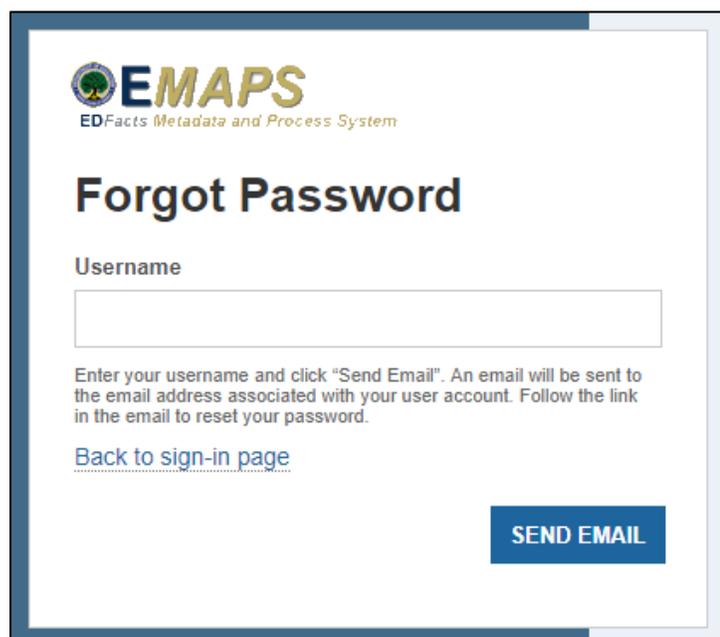
Username, which is case-sensitive (not the email address), and click **SEND EMAIL** (see fig. 4.4).

A link will be sent to the email address associated with the APR Tool account, allowing a password reset.



The screenshot shows the EMAPS login interface. At the top left is the EMAPS logo with the tagline 'EDFacts Metadata and Process System'. Below the logo are two input fields: the first is empty, and the second is labeled 'Password'. At the bottom left, the text 'Forgot your password?' is enclosed in a red rectangular box. To the right of this text is a blue button labeled 'SIGN IN'.

Figure 0.3 – APR Tool Login Screen Forgot Password



The screenshot shows the 'Forgot Password' page. At the top left is the EMAPS logo with the tagline 'EDFacts Metadata and Process System'. The main heading is 'Forgot Password'. Below the heading is a label 'Username' followed by an empty input field. Underneath the input field is a paragraph of text: 'Enter your username and click "Send Email". An email will be sent to the email address associated with your user account. Follow the link in the email to reset your password.' Below this text is a blue hyperlink labeled 'Back to sign-in page'. At the bottom right is a blue button labeled 'SEND EMAIL'.

Figure 0.4 – APR Tool Send Email

5.0 Accessing the CSPR

Once logged into the APR Tool, the EDFacts Portal landing page will display.

Click the **CSPR Part I** or **CSPR Part II** blue survey link under the *Consolidated State Performance Report* section (see fig. 5.1).

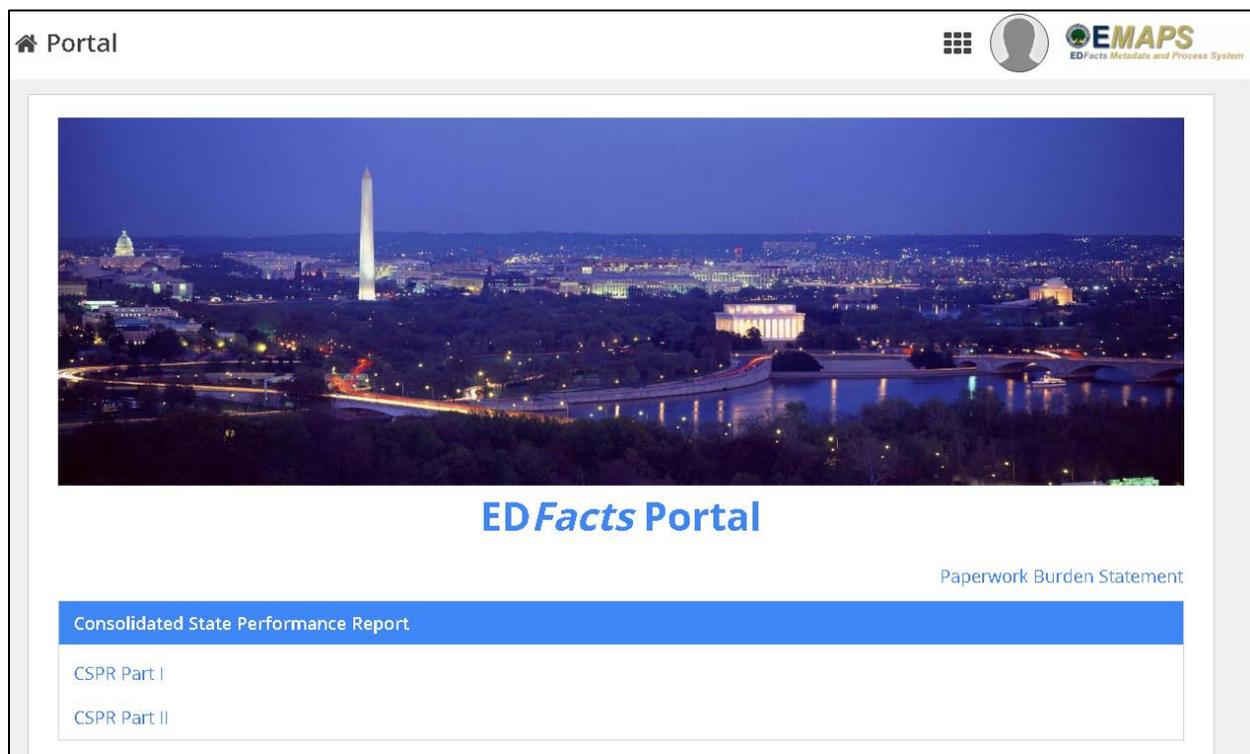


Figure 0.1 – ED Facts Portal Landing Page

The system will redirect to the CSPR **DASHBOARD** (see fig. 5.2 and 5.3) where the following will be available:

- A. **State Banner:** Displays the current part and school year of the CSPR being viewed.
- B. **Current Status:** Displays the status of the current active version of the CSPR.
 - a. **Not Started:** All sections are in *Not Started* status
 - b. **In Progress:** Sections are in a combination of statuses (*Not Started, In Progress, Ready to Submit*)
 - c. **Ready to Submit:** All sections are in *Ready to Submit* status
 - d. **Submitted:** User has *Submitted* this version of the CSPR
- C. **Version #:** Displays the current version number of the CSPR, which is incremented if a new version is created.
- D. **Last Submitted:** Displays the version number, date, and time the previous version was submitted. If the current version is 1, this area will be blank.
- E. **CSPR File Submission Progress:** Displays the percentage of files submitted, and the number of files submitted as compared to the number of files required.

Note! The percentage and the number of files required will be updated if a file has been marked as **Not Required to Submit/Not Collected** in the State Submission Plan (SSP). See the [EMAPS User Guide: Submission Plan and File Status](#) for details regarding this status.

- F. **Milestones:** Displays the CSPR timeline, highlighting important milestones, and due dates.
- G. **Sections Status:** The pie chart displays the progress summary of each of the main CSPR sections. Clicking on a status in the pie chart will filter the pie chart and the list shown in the Sections area to only display the status selected.
- H. **CSPR Progress:**
- a. **Prefill Date:** Displays the last date and time the data were prefilled.
Note! The nightly prefill will run during the CSPR Part I and II initial open periods only but will not run during the reopen periods.
 - b. **Validation Date:** Displays the last date and time the validation rules were run against the data.
 - c. **Assessment Metadata Survey Submission Date:** Displays the last date and time the Assessment Metadata Survey was submitted for the current school year.
- I. **Sections:** Table displaying the progress details for each CSPR section and sub-section. Each section can be expanded to display the sub-sections. A hyperlink is present for each of the sections and sub-sections to navigate to the corresponding section or sub-section.
- a. **Status:** Displays the status of the section or sub-section.
 - b. **Warnings:** Displays the number of warnings for the section or sub-section.
 - c. **Errors:** Displays the number of errors that require a comment for the section or sub-section. This number will be reduced, and the number in the **Explained** column will be increased, when a comment has been entered for an error.
Note! The number of Errors must be 0 in order to mark a section or sub-section as **Ready to Submit**.
 - d. **Fatal Errors:** Displays the number of fatal errors that must be corrected by resubmitting the data for the section or sub-section.
Note! The number of Fatal Errors must be 0 in order to mark a section or sub-section as **Ready to Submit**.
 - e. **Explained:** Displays the number of errors where a comment has been entered. This number will be increased, and the number in the **Errors** column will be reduced, when a comment has been entered.

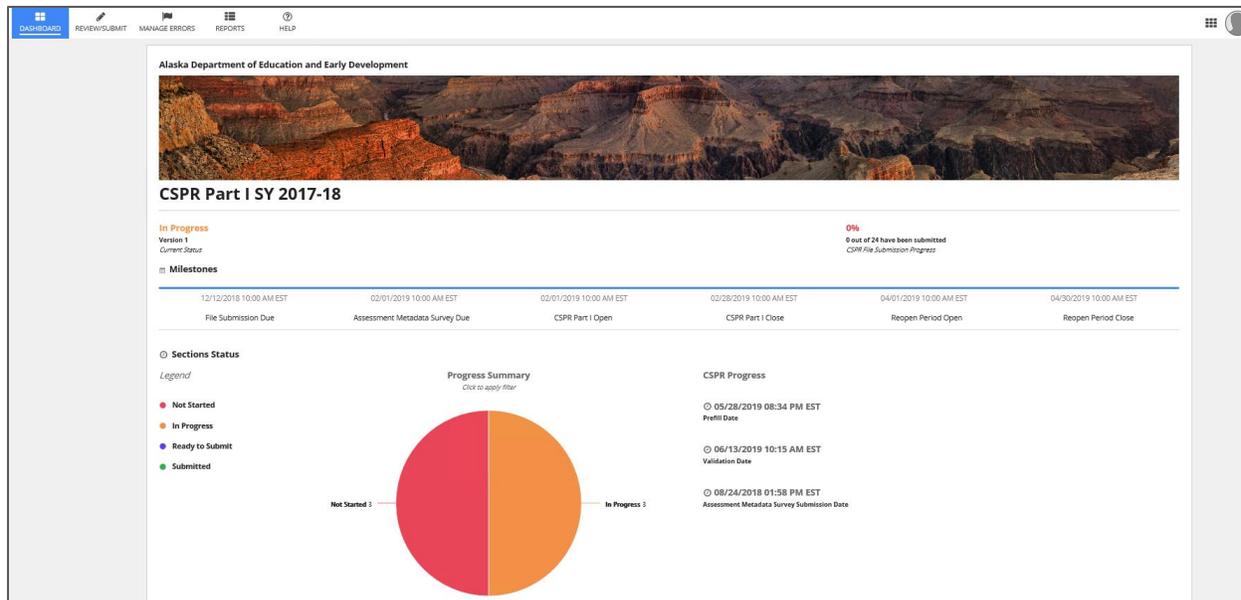


Figure 5.2 – CSPR Dashboard (Banner, Milestones, Graph)

| Sections | Status | Warnings | Errors | Fatal Errors | Explained |
|---|-------------|----------|--------|--------------|-----------|
| + 1.1 GENERAL INFORMATION | IN PROGRESS | 0 | 0 | 0 | 0 |
| + 1.2 STUDENT ACADEMIC ACHIEVEMENT AND PARTICIPATION IN STATE ASSESSMENTS | IN PROGRESS | 1 | 634 | 0 | 0 |
| + 1.3 TEACHERS | NOT STARTED | 0 | 0 | 0 | 0 |
| + 1.4 TITLE III AND LANGUAGE INSTRUCTIONAL PROGRAMS | IN PROGRESS | 0 | 2 | 0 | 0 |
| 1.5 PERSISTENTLY DANGEROUS SCHOOLS | NOT STARTED | 0 | 0 | 0 | 0 |
| + 1.6 EDUCATION FOR HOMELESS CHILDREN AND YOUTHS PROGRAM | NOT STARTED | 0 | 0 | 0 | 0 |

Figure 0.3 – CSPR Dashboard (Table)

There is a toolbar (see fig. 5.4) at the top of each CSPR page that contains the following links:

- A. **DASHBOARD**: Return to the CSPR **DASHBOARD**.
- B. **REVIEW/SUBMIT**: To review and submit both manual and pre-filled data in the CSPR (see Sections 6.0 and 7.0 for additional details).
- C. **MANAGE ERRORS**: To address CSPR errors (see Section 8.0 for additional details).
- D. **REPORTS**: Includes a list of available CSPR reports and documents in Word and Excel formats.
 - a. Pre-Submitted CSPR
 - b. Submitted CSPR
- E. **HELP**: Includes quick links to:

a. Resources

- CSPR-EDFacts Crosswalk SY 2018-19
- CSPR SY 2018-19 Part I Data Key*
- CSPR SY 2018-19 Part II Data Key*
- Direct link to EDFacts Initiative Website
 - EDFacts Business Rules Single Inventory (BRSI)

b. Getting Started

- SY 2018-19 CSPR User Guide
- Any CSPR-specific resources, such as webinars

c. FAQs

- Frequently Asked Questions

d. State Users

- List of the state's active CSPR users, which includes name, user role, email, and phone number

e. Contact Support

Toll Free: 877-457-3336 (877-HLP-EDEN)

Federal Relay Service: 800-877-0996 (federalrelay@sprint.com)

Email: EDEN_SS@ed.gov

Website: [EDFacts Community](#)

*The Data Keys that appear on the **HELP** page align with the school year and applicable CSPR Part.



Figure 0.4 – CSPR Toolbar

6.0 Navigation Tips

6.1 Section Organization

CSPR Parts I and II are divided into logical data areas to facilitate online navigation. The specific CSPR Sections are shown in the table below:

| CSPR Part I | CSPR Part II |
|---|---|
| 1.1 General Information | 2.1 Accountability |
| 1.2 Student Academic Achievement and Participation in State Assessments | 2.2 Graduation Rates and Postsecondary Enrollment |
| 1.3 Teachers | 2.3 Title I, Part A Program Participation |
| 1.4 Title III and Language Instructional Programs | 2.4 Education of Migratory Children |
| 1.5 Persistently Dangerous Schools | 2.5 Prevention and Intervention Programs for Children and Youth Who Are Neglected, Delinquent, or At Risk |
| 1.6 Education for Homeless Children and Youths Program | 2.6 Student Support and Academic Enrichment Grants (Title IV, Part A) |
| | 2.7 Funding Transferability for State and Local Educational Agencies (Title V, Part A) |
| | 2.8 Rural Education Achievement Program (REAP) |

6.2 How to Provide Responses

To provide manual responses or enter a comment, navigate to the specific section or sub-section by one of the following methods.

From the **DASHBOARD**:

1. Click the edit icon to the left of the section or sub-section in the **Sections** table at the bottom of the page.
2. Click the **REVIEW/SUBMIT** tab at the top of the page.

Note! If the **REVIEW/SUBMIT** page is accessed from the **Sections** table in the **DASHBOARD**, and the **CANCEL** button is clicked while in Edit mode, the system will redirect to the **DASHBOARD**.

From the **REVIEW/SUBMIT** page:

1. Click the name of section or sub-section in the navigation tree on the left side of the page.

2. Select the section or sub-section from the quick access drop-down list at the top of the page and click the **GO** button (see fig. 6.1).
3. Click the **NEXT** or **PREVIOUS** buttons at the top and bottom of the page.

The selected section will initially display in view-only mode. To enter responses, follow these instructions:

1. Click the **EDIT** button to manually enter the data (see fig. 6.1).

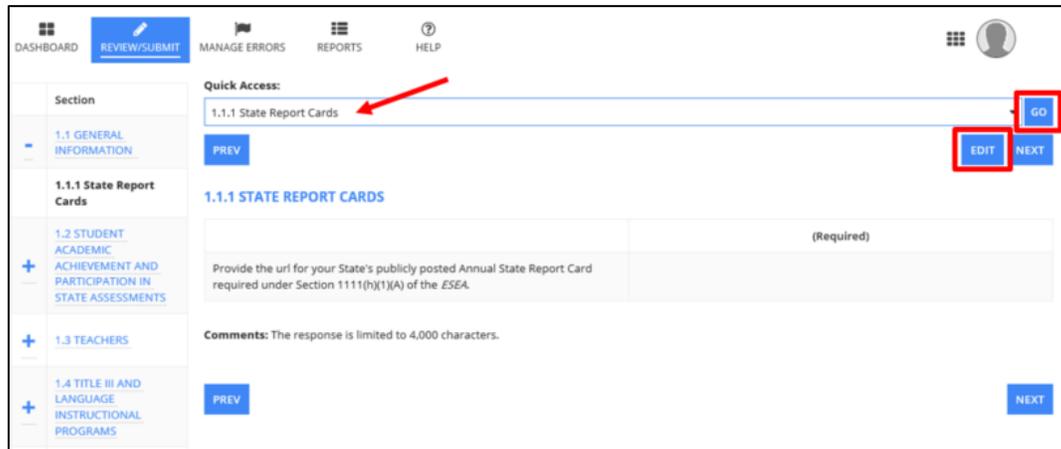


Figure 0.1 – Edit Button

Note! The **EDIT** button will only be displayed in sections or sub-sections that contain prefilled data or manual data entry fields, and only for users with data entry permissions (e.g., Data Entry User, Super User). Once the **EDIT** button is clicked, users can navigate between sections and make edits without having to click on the **EDIT** button each time. Clicking the **CANCEL** button will change the screen back to view-only mode.

2. Data entry fields will change to edit mode to allow manual entry, as applicable (see fig. 6.2). Once all data have been entered, on-screen errors have been resolved, and data are ready to be saved, click the **SAVE** button (see fig. 6.2).

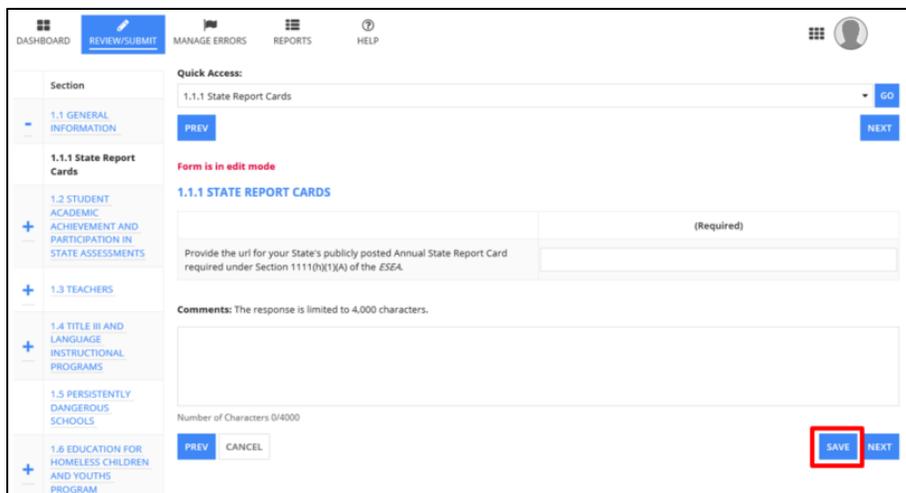


Figure 0.2 – Data Entry Fields Enabled and click Save

- Once all data have been entered, on-screen errors have been resolved, and data are ready to be saved, click the **SAVE** button (see fig. 6.3).

Note! If the *Data Entry Form* is closed without clicking the **SAVE** button, or if either the **CANCEL**, **PREV**, or **NEXT** buttons are clicked prior to clicking the **SAVE** button, a pop-up message will display to caution about navigating away without saving (see fig. 6.3). If the **YES** button is clicked, the changes are reverted and the form is taken out of edit mode. If the **NO** button is clicked, the changes are still present but have not been saved.

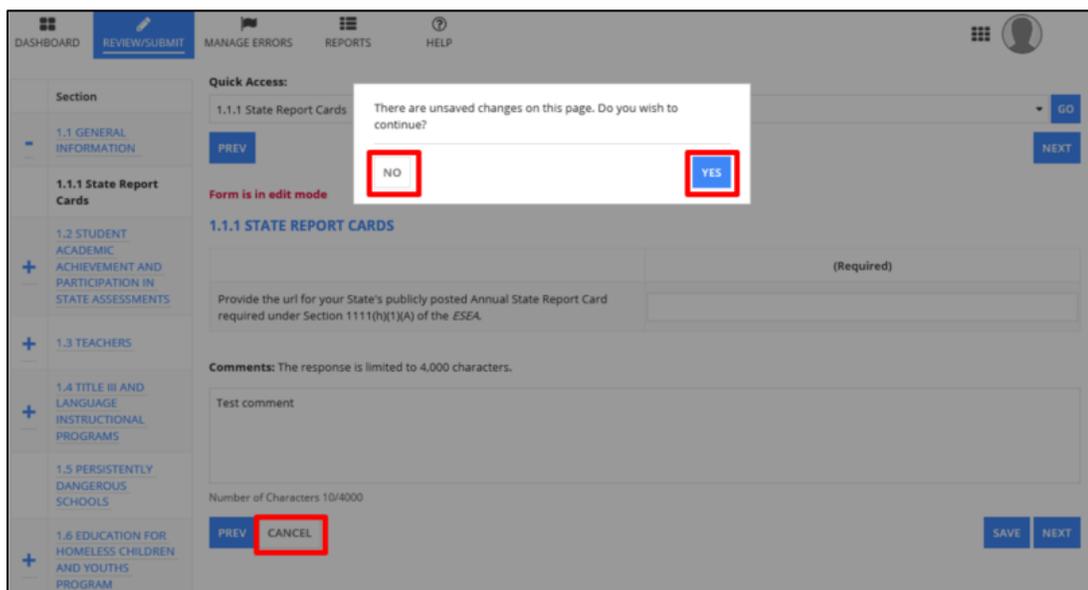


Figure 0.3 – Click CANCEL

7.0 Data Entry

There are three types of data submissions:

- **Prefill:** Many CSPR questions are populated automatically with data provided through ED*Facts* file submissions. For these questions, the CSPR data can only be modified by resubmitting the relevant ED*Facts* files.
Note! The nightly prefill will only run during the CSPR Part I and II initial open periods. The nightly prefill will not run during the reopen periods.
- **Manual:** For the remaining CSPR questions, data must be entered manually through the CSPR collection tool.
- **List of Schools:** Some CSPR questions require a list of schools that meet specified criteria. These lists are generated through the ED*Facts* Reporting System (ERS) (e.g., EDEN036) and are not populated directly into the APR Tool. However, these lists are considered part of the SEA's certified CSPR submission. States should review these lists to ensure the data are accurate.

7.1 Manually Entering Data into Data Entry Fields

To manually navigate between data entry fields, press the Tab key. Doing so will:

- Navigate to the next field; and
- Update an auto-calculated **Total** field with the new value.

7.2 Comment and Description Fields Character Limit

The character limit for most comment and description fields in the survey is 4,000, which is displayed below the field.

To validate that the response does not exceed the 4,000-character limit, enter the text into Notepad, which will count the characters accurately using plain text. From there, copy and paste the text into the APR Tool comment box or description box once the response is complete. The form will not be able to be saved as a draft, and data entry cannot continue, until the count of characters is 4,000 or less.

The following sections have specific response fields limited to 8,000 characters: 1.4, 2.2, 2.4, 2.5, and 2.8.

Note! As text is entered into the Comment field, the count of characters will appear next to the character limit below the field (e.g., 10/4000). Microsoft Word counts characters differently than Notepad and the APR Tool. The APR Tool uses plain text while Word uses rich text.

Additional and specific information regarding the data should be entered in these comment fields. The comments are published as part of each state’s official report and should be phrased in a way that helps the public understand the data.

7.3 Native Language Drop Down List

In Section 1.2.5.1.2 Native Language Assessments Offered, the system displays the list of 200+ languages from the **Language(s) (Required)** drop down in random order. Type one (1) letter to jump to that language code (type E for English). Click the language and highlight it to be the identified language.

1.2.5.1.2 NATIVE LANGUAGE ASSESSMENTS OFFERED

In the table below, indicate whether native language assessments were offered in mathematics, reading/languages arts, and science. Write “Yes” if the specified assessment is used for accountability purposes. List languages, other than English, in which content tests were offered.

| Native Language Testing | Yes/No (Required) | If yes, are the tests considered to be trans-adapted assessments? (Required) | Language(s) (Required) |
|---|---------------------|--|---|
| State offers the State mathematics content tests in the students' native language(s). | YES | NO | <div style="border: 1px solid #ccc; padding: 2px;"> ---Please Select--- </div> <ul style="list-style-type: none"> ✓ Creoles and pidgins, English based (Other) ✓ Creoles and pidgins, French-based (Other) ✓ Creoles and pidgins, Portuguese-based (Other) ✓ Creoles and pidgins (Other) ✓ Cushitic (Other) ✓ Danish ✓ German <li style="background-color: #e0e0e0;">✓ English ✓ Persian ✓ Fijian ✓ Filipino; Pilipino |
| State offers the State reading/language arts content tests in the students' native language(s). | ---Please Select--- | | |
| State offers the State science content tests in the students' native language(s). | ---Please Select--- | | |

Comments: The response is limited to 4,000 characters.

Number of Characters 0/4000

PREV BACK TO DASHBOARD
SAVE NEXT

Figure 7.1 – Native Language(s) Drop down List in 1.2.5.1.2

7.4 Data Prefilled from ED Facts Files

The CSPR SY 2018-19 Part I Data Key and CSPR SY 2018-19 Part II Data Key, posted on the [ED Facts Initiative Homepage](#), list whether each question is prefill or manual entry. These documents also indicate which ED Facts file, data group, and category set are used to populate prefilled sections. The state’s ED Facts and CSPR Coordinators should work together to facilitate the submission of timely and accurate CSPR data.

The prefilled questions in the CSPR are refreshed nightly with data from the most recently submitted ED Facts files. This means that data files submitted to ED Facts one day will not refresh in the CSPR until the next day.

Note! During the initial open period for both Part I and Part II, all ED*Facts* files that populate the CSPR must be submitted no later than 11:59:59 p.m. ET the day before the CSPR submission due date. Files submitted after this day will not be included during the reopen period. The reopen period is for manual entry updates only.

8.0 Addressing Errors

In order to improve data quality, some of the sections in the CSPR have built-in business rules. These business rules are defined in the ED Facts BRSI posted on the [ED Facts Initiative Homepage](#). Some numeric fields also have basic validation edits (i.e., student counts should be provided in whole numbers) that will trigger the appropriate error message.

There are three types of errors. For each type, the data should be reviewed carefully, and necessary action taken, as indicated by the error type.

- **Fatal Error** = *Fatal Error* in the BRSI. This error type prevents CSPR submission (certification); the section cannot be marked as **Ready to Submit**. Comments are not accepted for a *Fatal Error* in the CSPR.
- **Error** = *Flag with Comment* in the BRSI. Prevents user from marking the section **Ready to Submit**, until the data are corrected or a comment is entered for the error; when a comment is provided, the error status changes to **Explained**.
- **Warning** = *Flag without Comment* in the BRSI. Does not prevent submission (certification), and the section can be marked **Ready to Submit**. User can provide a comment for the warning, but it is not required.

Users can access the **MANAGE ERRORS** tab to view a list of all current errors (see fig. 8.1). Users can filter current errors by:

- Error Type
- Error #
- Subgroup Name (e.g., Race, Gender, Children with disabilities (IDEA))
- Migratory Student
- Has Comment (errors that have a comment entered)
- Section # (includes sub-sections)

Select the **Section #** link displayed for each error to be directed back to the CSPR section screen (see fig. 8.1).

Alaska Department of Education and Early Development

Version Number 1 Version Status **In Progress**

CSPR Part I SY 2017-18

[Export All Errors](#)
- Collapse Filter(s)

Filter

Error Type
-- Select an Error Type --

Error #
-- Select an Error Number --

Subgroup Name
-- Select a Subgroup Name --

Has Comment
-- Select a Comment Option --

Section #
-- Select a Section Number --

APPLY FILTER(S)

All Errors *Please review all errors*

| Error Type | Error # | Subgroup | Error Description | Comment | Section # |
|------------|-------------|----------------------------------|---|---------|-----------|
| Error | CSPR-1003.3 | All students | CSPR-1003 - The percentage of students participating (EMPTY%) is less than 95% for (M, 03) students. Check data carefully.Explain. | 🟡 | 1.2.1.1 |
| Error | CSPR-1003.3 | American Indian or Alaska Native | CSPR-1003 - The percentage of students participating (EMPTY%) is less than 95% for (M, 03, MAN) students. Check data carefully.Explain. | 🟡 | 1.2.1.1 |

Figure 0.1 – Manage Errors Tab

Users can also export a .csv list of all errors by selecting **Export All Errors** (See fig. 8.2) on the right-hand side of the page, above the filter selection fields.

Alaska Department of Education and Early Development

Version Number 1 Version Status **In Progress**

CSPR Part I SY 2017-18

[Export All Errors](#)
- Collapse Filter(s)

Filter

Error Type
-- Select an Error Type --

Error #
-- Select an Error Number --

Subgroup Name
-- Select a Subgroup Name --

Has Comment
-- Select a Comment Option --

Section #
-- Select a Section Number --

APPLY FILTER(S)

Figure 0.2 – Export All Errors

To enter a comment on the **MANAGE ERRORS** tab, select one error and click the **ADD COMMENT** button (see fig. 8.3).

Figure 0.3 – Add Comment

After the **ADD COMMENT** button is clicked, multiple errors can be selected by selecting the error row(s) before submitting a response. The comment entered will be attached to each of the errors selected. After the comment has been entered, click the **SAVE COMMENT** button to confirm (see fig. 8.4).

Additional error messages can be added to the existing group by entering the error number directly into the **Comment Errors** field (see fig. 8.4). A keyword or description of the error can also be typed into the field (e.g., assessment, ELs, migratory), and a drop-down list will appear with the error messages that match the text being entered. Then, the error can be selected and will be added to the group in the **Comment Errors** field. Errors can also be removed from the group by clicking on the blue **X** to the right of the error message in the **Comment Errors** field (see fig. 8.4).

Figure 0.4 – Save Comment

9.0 Submitting the CSPR

Prior to submitting the CSPR, all sections must be marked **Ready to Submit**. Users with *Data Entry* and *Super User* account permissions can mark a section or sub-section as **Ready to Submit** (see fig. 9.1). When the **READY TO SUBMIT** button is clicked, all on-screen validations and business rules will be verified. If there are no errors within the selected section, the changes will be saved, and the section or sub-section will be marked as **Ready to Submit**. This will also update the status of the section and/or sub-section on the CSPR **DASHBOARD**.

The screenshot shows the 'REVIEW/SUBMIT' tab in the CSPR interface. The selected section is '1.3.1 Inexperienced Teachers'. The interface includes a sidebar with a tree view of sections, a main content area with a table, and a bottom navigation bar. The 'READY TO SUBMIT' button is highlighted with a red box.

Form is in edit mode

1.3.1 INEXPERIENCED TEACHERS

In the table below, provide information on the experience of teachers by poverty quartile and level.

| School Poverty Level | Total # (FTE) Teachers | # (FTE) Inexperienced Teachers | Percentage Inexperienced Teachers |
|----------------------|------------------------|--------------------------------|-----------------------------------|
| High-poverty schools | 45.75 | 1.49 | 3.26% |
| Low-poverty schools | | | |
| Total schools | | | |

Comments: The response is limited to 4,000 characters.

Number of Characters 0/4000

Buttons: PREV, CANCEL, SAVE, **READY TO SUBMIT**, NEXT

Figure 0.1 – Ready to Submit

Note! The **READY TO SUBMIT** button will only appear in sections or sub-sections that have prefilled data or manual data entry fields. To enable the **READY TO SUBMIT** button, users will need to select **EDIT** and then **SAVE** in each section.

Note! If there are errors preventing submission, the system displays a warning message when the **READY TO SUBMIT** button is selected.

Once all upper-level sections (e.g., 1.1, 1.2) are listed as **Ready to Submit**, users can access the **Submit APR** page link on the **REVIEW/SUBMIT** tab (see fig. 9.2).

Figure 0.2 – Submit APR Page

After selecting the **EDIT** button, users must enter the required fields and select the **SUBMIT APR** button (see fig. 9.3).

Figure 0.3 – Submit APR Page Edit

Once completed, the CSPR **DASHBOARD** status will list the application as **Submitted** with a time stamp, and users will have the ability to select the **CREATE NEW VERSION** button if applicable (see fig. 9.4).

Note! The **Create New Version** button is only displayed for users with *Super User* during open/reopen periods.

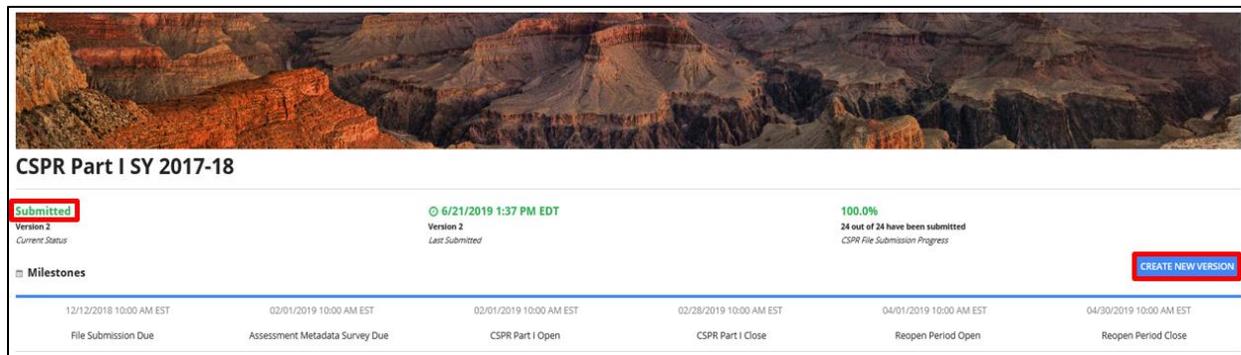


Figure 0.4 – CSPR Dashboard Submitted

Note! Users will receive an automated email message once the CSPR is submitted.

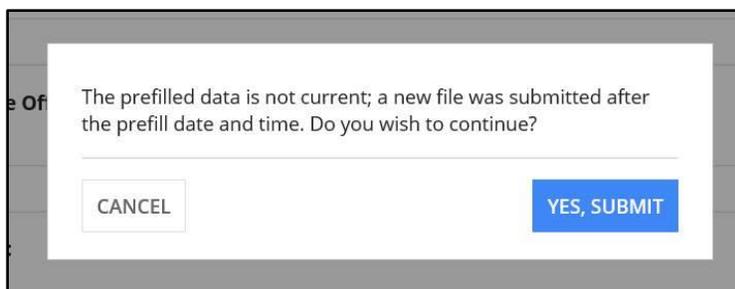


Figure 0.5 – Prefill Data Not Current Popup

Note! A popup will appear when submitting that indicates when the prefill data are not current and a new file has been submitted after the prefill date,

10.0 Accessing Submitted CSPR

To view a prior submitted CSPR document, select the **REPORTS** tab (see fig. 10.1). Users will have access to each submitted CSPR version. Users will be able to download an unprotected version in DOCX and XLSX format and privacy protected versions in PDF format. Users can also download the current version’s error log from the **MANAGE ERRORS** page (see Section 8.0).

WA STATE DEPT OF EDUCATION
CSPR Part I SY 2017-18
 Version Number **2**
 Version Status **Submitted**

Reports & Extracts

School Year: SY 2017-18 [Download Current Version Errors Log](#)

| Version # | Status | Submission Date and Time | Submission Period | Unprotected Version | Protected Version |
|-----------|-----------|--------------------------|-------------------|---|---------------------|
| 1 | Submitted | 4/4/2019 11:33 PM EDT | Initial Open | DOCX XLSX | PDF |
| 2 | Submitted | 6/21/2019 1:37 PM EDT | Initial Open | DOCX XLSX | PDF |

Figure 0.1 – Reports Tab

Note! Prior year submitted CSPR documents are not available in the APR Tool for the SY 2018-19 collection. Archived previous versions can be obtained by contacting PSC. Published PDFs for prior years are posted at [EDFacts Initiative - Consolidated State Performance Reports](#).

Note! Privacy protected versions of the DOCX will not be available until after the reopen period has closed, and the DOCX version has been uploaded by ED. Once available, a hyperlink will be present in the **Protected Version** column (see fig. 10.1).

11.0 APR Tool User Accounts

To update a user profile or account password, select the user account circle in the top right-hand corner of the screen.

11.1 Updating Personal Information

Click **PROFILE** to access the APR Tool account information (see fig. 11.1).

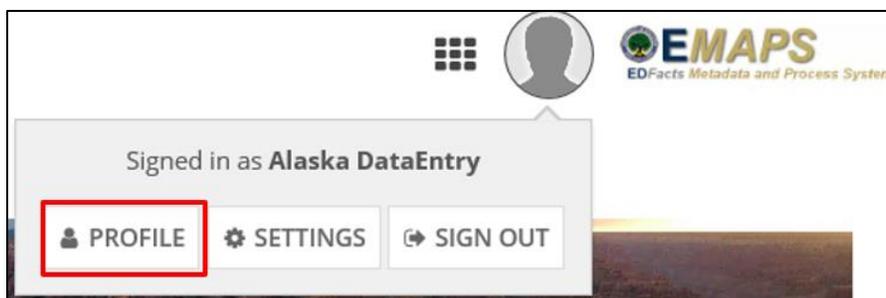


Figure 0.1 – APR Tool User Account Profile

Select **EDIT PROFILE** to update first name, last name, phone number, or email address (see fig. 11.2).

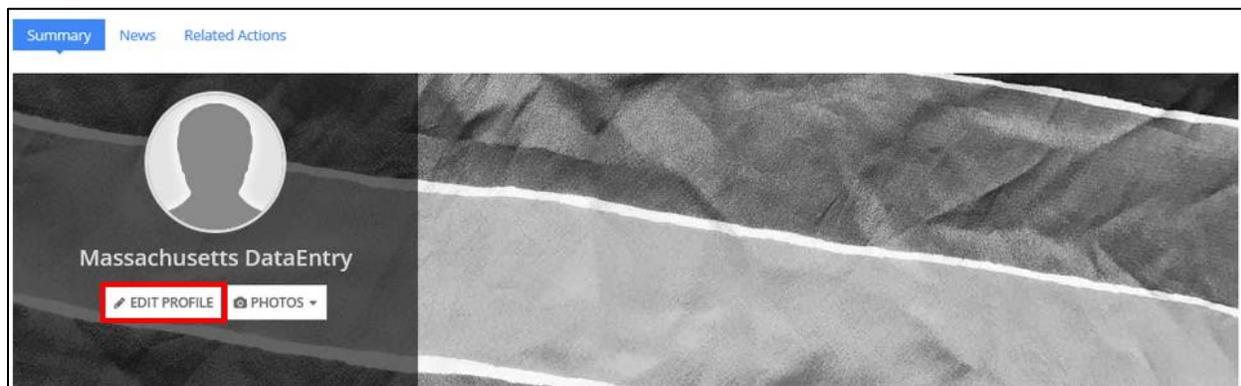


Figure 0.2 – APR Tool Edit Profile

11.2 Resetting APR Tool Account Password (while logged in)

Click **SETTINGS** to reset the APR Tool account password after successfully logging into the APR Tool account (see fig. 11.3).

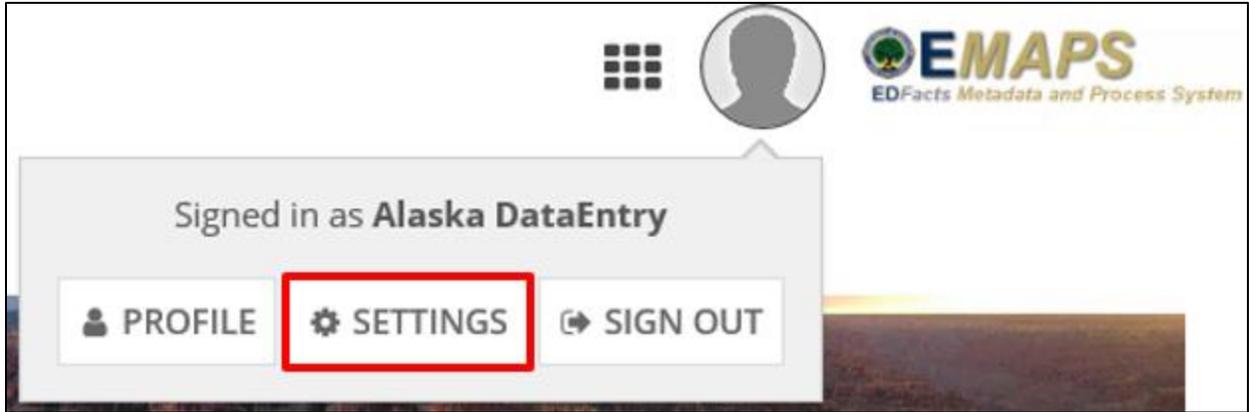


Figure 0.3 – APR Tool Settings

Select the **Password** tab and follow the prompts to create a new password (see fig. 11.4). Enter the old password (the same one used to log into the APR Tool initially) and create a new password by entering it twice. Click **SAVE CHANGES**.

A screenshot of the 'Settings' page in the APR Tool. The 'Password' tab is selected. The page contains three input fields: 'Old Password', 'New Password', and 'Confirm Password'. To the right of these fields, there is a list of password criteria: 'Please select a password that meets all of the following criteria: • is at least one character • is not your previous password'. At the bottom left is a 'CANCEL' button, and at the bottom right is a 'SAVE CHANGES' button.

Figure 0.4 – Resetting APR Tool Password

12.0 Automated Emails

The APR Tool will send CSPR email notifications to states automatically at the following intervals:

- CSPR Opening Soon Reminder
- CSPR Open Reminder
- CSPR Closing Soon Reminder
- CSPR Reopen Period Reminder
- CSPR Submission Confirmation

For CSPR Part I and II, the APR Tool will send email notifications to the following users:

- CSPR Coordinator (View User, Data Entry User, Super User, Submission User)
- ED*Facts* Coordinator
- IDEA Part B Data Managers

13.0 CSPR Resources

Table 13.1: User Documents

| Resource | Description | Location |
|--|---|--|
| OMB-Approved CSPR Documents | These documents contain the data tables, descriptions, and instructions that were approved by the Office of Management and Budget (OMB). The CSPR is designed to match the Word documents approved by OMB. | EDFacts Initiative Homepage |
| CSPR-EDFacts Crosswalk | The Crosswalk specifies whether responses for each sub-section in the CSPR are manually entered or prefilled with data from EDFacts files. | EDFacts Initiative Homepage |
| Part I and Part II CSPR Data Keys | The Data Keys specify whether responses for each question in the CSPR are manually entered or prefilled with data from EDFacts files. The Data Keys also provide more detailed prefill information for each cell within each CSPR table. | EDFacts Initiative Homepage |
| EDFacts Business Rules Single Inventory | The BRSI contains business rules applied to data in the CSPR. | EDFacts Initiative Homepage |
| CSPR DOCX | The APR Tool generates a DOCX Word document that replicates the format of the OMB-approved CSPR document. These documents are populated with data and text that have been collected through the CSPR collection tool. SEA users with access to the tool can download a DOCX version of their responses at any point during or after the CSPR collection period. | A DOCX version of a SEA's current CSPR are available through the APR Tool. Archived previous versions can be obtained by contacting PSC. Published CSPRs for prior years are posted at EDFacts Initiative - Consolidated State Performance Reports . |

CSPR ERS Reports

SEA staff that have access to the *EDFacts* Reporting System (ERS) can generate the following data reports, which are located under the CSPR tab in ERS.

Table 13.2: ERS Reports

| ERS Report | Description |
|-----------------------|---|
| EDEN012 Report | This report provides <i>EDFacts</i> data that answers Questions 2.1.4.1 and 2.1.4.2 of the CSPR. |
| EDEN036 Report | This report provides <i>EDFacts</i> data that answers Question 2.1.1 School Performance on Accountability Indicators of the CSPR Part II. |



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