COLORADO
Department of Education

Staff Evaluation Snapshot Collection Guide

Collection Steps

Contents

Identify Management System (idM) Roles 2
General Information-Required Interchange files 2
Purpose of Staff Profile Interchange File 3
Purpose of Staff Evaluation Interchange File 3
Job Codes included in Staff Evaluation Collection 3
Evaluation ratings included in Staff Evaluation Collection 6
Purpose of Staff Evaluation Snapshot Collection 7
Business Rules: Errors and Warnings 7
Exception Process: Requesting Exceptions 7
Data Pipeline Process 7
Data Pipeline Home page 7
Uploading Staff Profile Interchange File 7
Staff Interchange Website 7
Staff Profile Interchange File has been uploaded and Processed in Data Pipeline 8
Checking for Staff Profile errors and warnings 9
Correcting Errors and Warnings 9
NEW COGNOS Report 9
LEAs that use COPMS (RANDA) 10
Staff Evaluation Interchange File has been uploaded and processed in Data Pipeline 10
Checking for Staff Evaluation Interchange for errors and warnings 13
Correcting Errors and Warnings 14
LEAs that do not use COPMS (RANDA) 14
Correcting Errors and Warnings 15
Creating a Staff Evaluation Snapshot 15
Validating Staff Evaluation Snapshot Data 17
Verifying that your snapshot records are complete and accurate 17
Using Snapshot records to validate your data 17
Submitting Staff Evaluation Snapshot Data 18
Final Step to get your Staff Evaluation Snapshot data submitted 18

Identify Management System (idM) Roles

Staff Evaluation data respondents must be assigned roles within the Identity Management System to both Staff Interchange and Staff Evaluation Snapshot to complete the collection. Your district's Local Access Manager (LAM) assigns accounts/privileges in IdM for your district. LAM Resources and Guides are posted on our website. Users must only have one role under each collection, assigning multiple roles within the collections can lock the user out of the Data Pipeline. Users should have only one role under staff interchange and one role under staff evaluation snapshot depending on the user's collection responsibilities.

Application	Collection	User Role	Access Level	Notes
Pipeline	Staff Interchange	LEA Viewer	View interchange records	Viewers can view only staff interchange records uploaded
Pipeline	Staff Interchange	LEA User	View, upload, and modify staff profile and staff evaluation files	Users can upload, modify, and view staff profile and staff evaluation interchange files in Pipeline, Pipeline Reports, and Cognos Reports
Pipeline	Staff Evaluation Snapshot	LEA Viewer	View snapshot records	Viewers can view staff evaluation snapshot records in Pipeline, Pipeline Reports, and Cognos Reports
Pipeline	Staff Evaluation Snapshot	LEA User	Create snapshots, view snapshot records	Users can create staff evaluation snapshots, view snapshot records in Pipeline, Pipeline Reports, and Cognos Reports
Pipeline	Staff Evaluation Snapshot	LEA Approver	Create snapshots, view snapshot records	Approvers can create staff evaluation snapshots, view snapshot records in Pipeline, Pipeline Reports, and Cognos Reports. Approver approves the data and submits the LEAs staff evaluation data. **At least one person within the LEA must have this role.**

General Information-Required Interchange files

Staff Profile and Staff Evaluation Interchange files are required to complete the Staff Evaluation Snapshot collection. All staff in your staff profile file must have one record. The Staff Profile interchange file must be uploaded and processed first. Once your Staff Profile interchange file is uploaded and error free you will upload your Staff Evaluation interchange file. The Staff Evaluation Interchange file must contain one record for each teacher, special service provider, and principal. If a staff member has multiple assignments only report the job code and the evaluations from the category of which the staff member was evaluated by your LEA.

Purpose of Staff Profile Interchange File

The purpose of the Staff Interchange-Staff Profile file is to capture and verify the attributes of staff employed by the LEA or contracted staff providing services for the currently selected school year. This data is collected for the Human Resources snapshot employees and contracted staff as of December 1st); Special Education December Count snapshot (employees and contracted staff as of December 1st), Staff Evaluation (all teachers, special service providers and principal employed throughout the school year) and Teacher Student Data Link snapshot (all teachers throughout (school year). The key to the staff interchange file is found in the staff profile file layout.

Purpose of Staff Evaluation Interchange File

The purpose of the Staff Interchange – Evaluation Data file is to capture and verify the final evaluation ratings of licensed staff employed at the district for the currently selected school year.

Job Codes included in Staff Evaluation Collection

PRINCIPALS

Job Code	Job Code Name	Job Description	Staff
105	Principal	Performs the highest level of executive management functions in an individual school, a group of schools or units of a school system. Responsibilities include the administration of instructional programs, extracurricular programs, community relations, operation of the school plant and the coordination of staff and student activities.	Special Education Assignment Flag = 0
106	Assistant/Deputy/ Associate Principal	Performs high-level executive management functions in an individual school, group of schools or units of a school system. Primary duties include but are not limited to: (1) supervising student behavior; (2) handling specific assigned duties related to school management; (3) continuing curriculum and staff development; (4) working cooperatively with professional staff; and (5) providing leadership in the instructional program.	Special Education Assignment Flag = 0

TEACHERS, CLASSROOM INSTRUCTION

Job Code	Job Code Name	Job Description	Staff
201	Teacher, Regular	Provides learning experiences and care to students during a particular time period or in a given discipline.	Special Education Assignment Flag = 0
202	Teacher, Special Education	Provides learning experiences and care to special education students during a particular time period or in a given discipline.	Special Education Assignment Flag = 1
206	Teacher, Title I	Provides enriched learning experiences and care to at risk students during a particular time period or in a given discipline.	Special Education Assignment Flag = 0

TEACHERS, INSTRUCTIONAL SUPPORT

Job Code	Job Code Name	Job Description	Staff
213	Dean	Counsels' students and supervises the enforcement of rules.	Special Education Assignment Flag = 0
216	Librarian/Media Consultant	Develop plans for and manage the use of teaching and learning resources, including the maintenance of equipment, content material, and services.	Special Education Assignment Flag = 0 or 1
218	Teacher Mentor/Instructional Coach	Provides instruction and coaching, learning experience, professional development and/or mentoring to teaching staff to increase the effectiveness of educational delivery.	Special Education Assignment Flag = 0 or 1
222	Reading Interventionist	Teachers who conduct assessments and provide consultative or direct services (interventions and instruction) in the area of reading to meet the individual needs of students through the use of evidence-based practices to improve reading achievement.	Special Education Assignment Flag = 0 or 1
223	Math Interventionist	Teachers who conduct assessments and provide consultative or direct services (interventions and instruction) in the area of mathematics to meet the individual needs of students through the use of evidence-based practices to improve mathematics achievement.	Special Education Assignment Flag = 0 or 1

SPECIAL SERVICE PROVIDERS, INSTRUCTIONAL SUPPORT

Job Code	Job Code Name	Job Description	Staff
211	Counselor	Guides individuals, families, groups, and communities by assisting them in problem-solving, decision-making, discovering meaning, and articulating goals related to personal, educational, and career development.	Special Education Assignment Flag = 0 or 1

SPECIAL SERVICE PROVIDERS, OTHER SUPPORT SPECIAL SERVICE PROVIDERS

Job Code	Job Code Name	Job Description	Staff
231	Audiologist	Provide services including: 1) identification of individuals with hearing loss; 2) determination of the range, nature, and degree of hearing loss, including referral for medical or other professional attention; 3) provision of habilitating activities such as language habilitation, auditory training, speech reading (lip reading), hearing evaluation, and speech conservation; 4) creation and administration of programs for prevention of hearing loss; 5) counseling and guidance of students, parent/guardians, and teachers regarding hearing loss; and 6) determination of an individual's need for group and individual amplification, selecting and fitting an appropriate aid, and evaluating the effectiveness of amplification.	Special Education Assignment Flag = 0 or 1
233	School Nurse, Registered Nurse	Directs school health services and provides nursing services for students who are licensed and properly endorsed in accordance with State Law.	Special Education Assignment Flag = 0 or 1
234	Occupational Therapist	Provides services that address the functional needs of an individual relating to self-help skills, adaptive behavior and play, and sensory, motor, and postural development. These services are designed to improve the individual's functional ability to perform tasks in the home, school, and community settings and include: 1) identification assessment and intervention; 2) adaptation of the environment, and selection, design, and fabrication of assistive and orthodontic devices to facilitate the development of functional skills, and 3) prevention or minimization of the impact of initial or future impairment, delay in development, or loss of functional ability.	Special Education Assignment Flag = 0 or 1
235	Physical Therapist	Performs activities including physical methods of treatment and rehabilitation without the use of drugs or surgery.	Special Education Assignment Flag = 0 or 1
236	Psychologist	Evaluates and analyzes students' behavior by measuring and interpreting their intellectual, emotional, and social development, and diagnosing their educational and personal problems.	Special Education Assignment Flag = 0 or 1
237	Social Worker	Provides social services for clients who may be individuals, families, groups, community organizations, or society in general. Social workers help individuals increase their capacities for problem solving and coping, and help obtain needed resources, facilitate interactions between individuals and their environments, make organizations responsible to individuals, and influence social policies.	Special Education Assignment Flag = 0 or 1

Job Code	Job Code Name	Job Description	Staff
238	Speech-Language Pathologist	Diagnoses specific speech or language impairments and provides speech language services for the habilitation or prevention of communicative impairments and provides counseling and guidance to parents, children/students, and teachers, regarding speech and language development.	Special Education Assignment Flag = 0 or 1
242	School Orientation and Mobility Specialist	A professional who specializes in teaching travel skills to visually impaired persons, including the use of canes, dog guides, or sophisticated electronic travel aids, as well as the sighted guide technique.	Special Education Assignment Flag = 1

Evaluation ratings included in Staff Evaluation Collection

Teachers

Teachers/Instructional Staff (Job Codes 201, 202, 206, 216, 222, 223): These roles require valid Teacher evaluation ratings. Deans (Job Code 213): These roles have flexible rubric options: If evaluated using the Teacher rubric, Dean must have valid Teacher evaluation ratings.

- Teacher Overall Performance Evaluation Rating
- Teacher Quality Standard 1: Know Content
- Teacher Quality Standard 2: Establish Environment
- Teacher Quality Standard 3: Facilitate Learning
- Teacher Quality Standard 4: Professionalism
- Teacher Measures of Student Learning

Special Service Providers

Staff with 211, 231, 233, 234, 235, 236, 237, 238, 242 must have valid Special Service Providers evaluation ratings.

- Special Services Provider (SSP) Overall Performance Evaluation Rating
- Special Services Provider (SSP) Quality Standard 1: Professional Expertise
- Special Services Provider (SSP) Quality Standard 2: Learning Environment
- Special Services Provider (SSP) Quality Standard 3: High Quality Delivery
- Special Services Provider (SSP) Quality Standard 4: Professionalism
- Special Services Provider (SSP) Measures of Student Outcomes

Principal

Principals and Assistant Principals (Job Codes 105, 106): must have valid Principal evaluating ratings. Deans (Job Code 213): May be evaluated using either the Teacher or Principal rubric. However, if the principal rubric is used to evaluate, then Dean must have Principal evaluation ratings.

- Principal Overall Performance
- Principal Quality Standard 1: Strategy
- Principal Quality Standard 2: Culture
- Principal Quality Standard 3: Instruction
- Principal Quality Standard 4: Professionalism
- Principal Measures of Student Learning

Purpose of Staff Evaluation Snapshot Collection

The purpose of the Staff Evaluation snapshot is to obtain the final evaluation ratings for teachers, special service providers, and principals.

Business Rules: Errors and Warnings

Business rules ensure data accuracy by identifying common coding irregularities when you upload files or create snapshots. A complete list of business rules is posted on the website.

Warnings flag potential inconsistencies. While you should review them to ensure your records are accurate, they **do not prevent** you from submitting a snapshot.

Errors must be fixed before you can submit your data. If an interchange file contains errors, those staff records will be excluded from the snapshot. To resolve them, you must either update the data and re-upload the file or request a reporting exception.

Exception Process: Requesting Exceptions

Reporting Exceptions, or 'exceptions' refer to overriding Data Pipeline errors. CDE occasionally overrides these business rule errors because, although errors are legitimate, the case requires an exception. This occurs under unique circumstances when a staff's record does not follow the anticipated coding patterns outlined in the business rules for an interchange file or snapshot. The staff record must fall within the parameters of the data collection for an exception to be granted. Snapshot errors EV001-EV008 please copy and paste the URL address found in the error message to request an exception from our Ed Talent team. To request other error exceptions email staffevaluation@cde.state.co.us.

When an exception is requested and approved, you will receive an email with next steps. The staff record causing the error does not change, but instead it is ignored to allow the error to clear. Exceptions are in rare circumstances, as most errors must be cleared by correcting invalid data.

Data Pipeline Process

Data Pipeline Home page

This section details the screenshots and functions you will use during data collection process withing Data Pipeline. You can also find universal guidance on the new, Respondent Training Page.

Uploading Staff Profile Interchange File

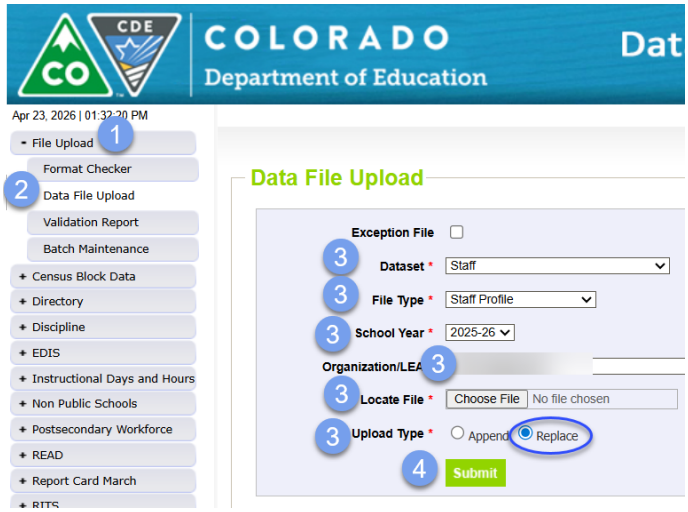
Staff Interchange Website

Staff Profile File Layout

To upload Staff Profile Interchange file in Data Pipeline:

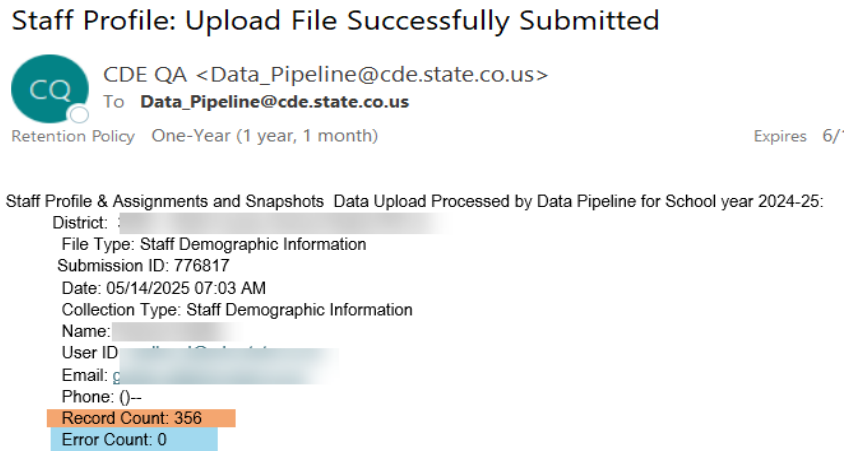
1. Data File Upload
2. File upload
3. Dataset: Staff, File Type: Staff Profile, School Year: 2025-2026, Choose LEA, locate file, Upload Type: Replace (Recommend choosing to replace, append only picks up new records and does not pick up record changes).

4. Submit

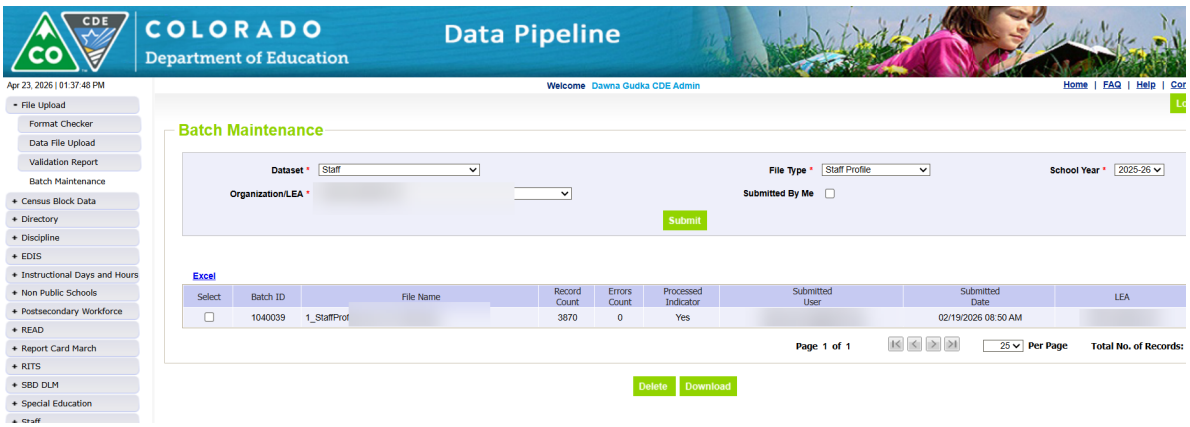


Staff Profile Interchange File has been uploaded and Processed in Data Pipeline

Once the file has been uploaded and processed into Data Pipeline, you will receive an email from Data Pipeline. Check for record and error count in the email.



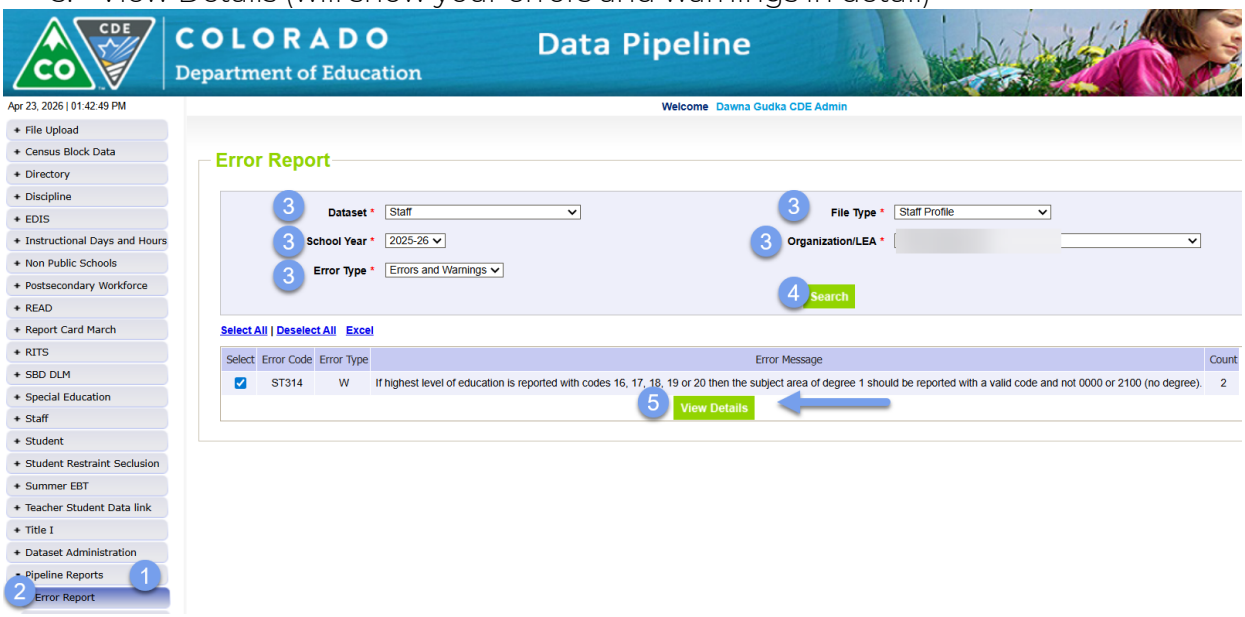
Check batch maintenance in Data Pipeline to see if your file has been processed, checking the record count and error count. Verify that records uploaded and that the process indicator is displaying, "yes."



Checking for Staff Profile errors and warnings

Once your file has been processed, check for errors and warnings. To check for errors and warnings:

1. Pipeline Reports
2. Error Report
3. Choose dataset: Staff, file type: Staff Profile, school year: 2025-2026, LEA, error type: errors and warnings
4. Search
5. View Details (will show your errors and warnings in detail)



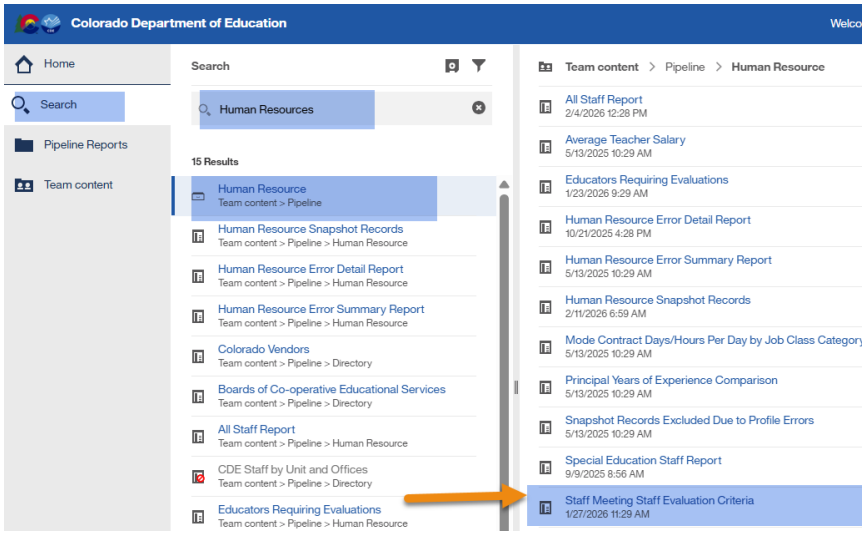
Correcting Errors and Warnings

Errors must be fixed before you can submit your data. If an interchange file contains errors, those staff records will be excluded from the snapshot. To resolve them, you must update your LEAs staff information system. **Warnings** flag potential inconsistencies. While you should review them to ensure your records are accurate, they **do not prevent** you from submitting a snapshot. Once your errors have been corrected, extract a new staff profile file, and repeat the process of uploading the staff profile interchange file, repeating this process until your file is uploaded and error free.

NEW COGNOS Report

We have a new Cognos Report available. This report, "Staff Meeting Staff Evaluation Criteria" pulls all teachers, special service providers, and principals that were reported in Human Resources and Special Education December count that we are expecting evaluation data for. This report will put the staff data in the correct format required for the staff evaluation interchange file. LEAs will add all new teachers, special service providers and principals that were hired after December 1st. LEAs that do not use a staff information system for staff's evaluations can use this report to upload into Data Pipeline. To access the report:

1. Log into Data Pipeline
2. Cognos system
3. Search Human Resources
4. Choose Staff Meeting Staff Evaluation Criteria

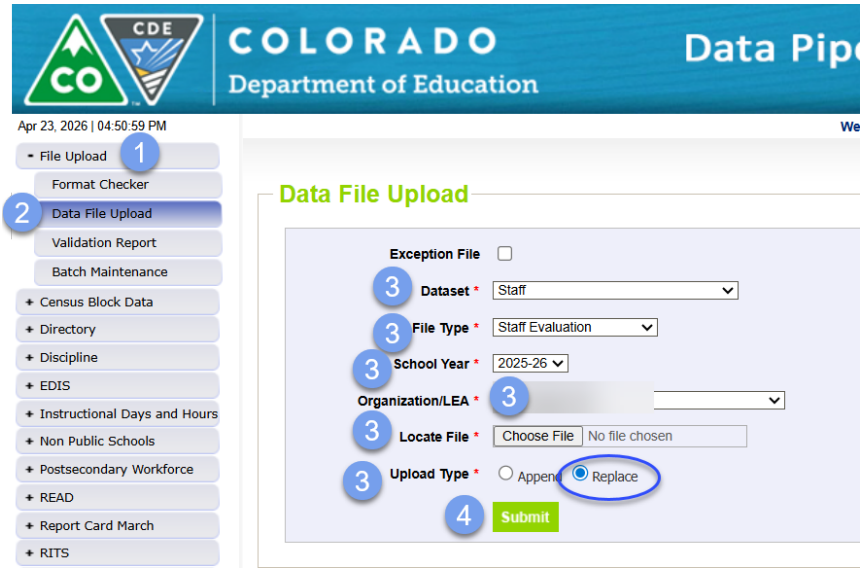


LEAs that use COPMS (RANDA)

Staff Evaluation Interchange file layout is the key to this file

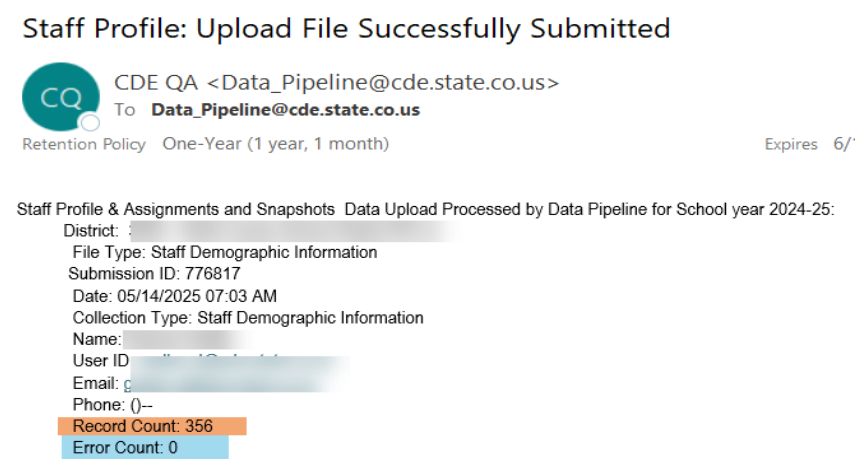
If your LEA uses COPMS (RANDA): Extract staff evaluation interchange file from COPMS.
Once you extract the file, upload it into Data Pipeline. To upload file:

1. File upload
2. Data file upload
3. Dataset: Staff, File type: Staff Evaluation, School year: 2025-2026, LEA, locate the file, Upload type: Replace
4. Submit



Staff Evaluation Interchange File has been uploaded and processed in Data Pipeline

Once the file has been uploaded and processed into Data Pipeline, you will receive an email from Data Pipeline. Check for record and error count in the email.

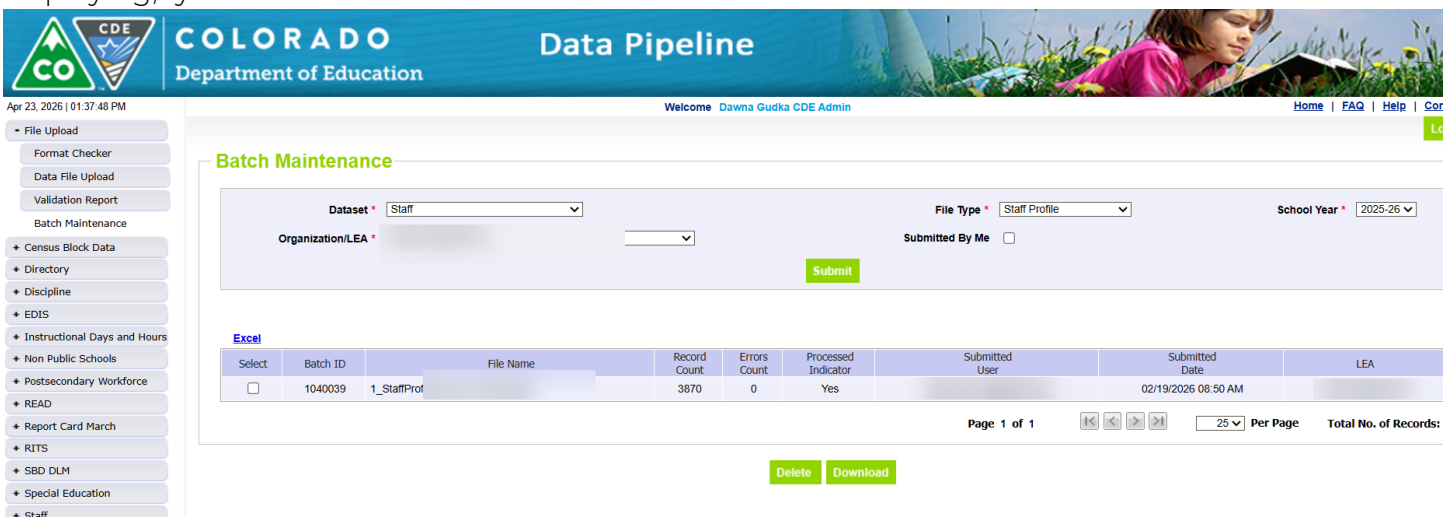


Staff Profile: Upload File Successfully Submitted

CDE QA <Data_Pipeline@cde.state.co.us>
To **Data_Pipeline@cde.state.co.us**
Retention Policy One-Year (1 year, 1 month) Expires 6/

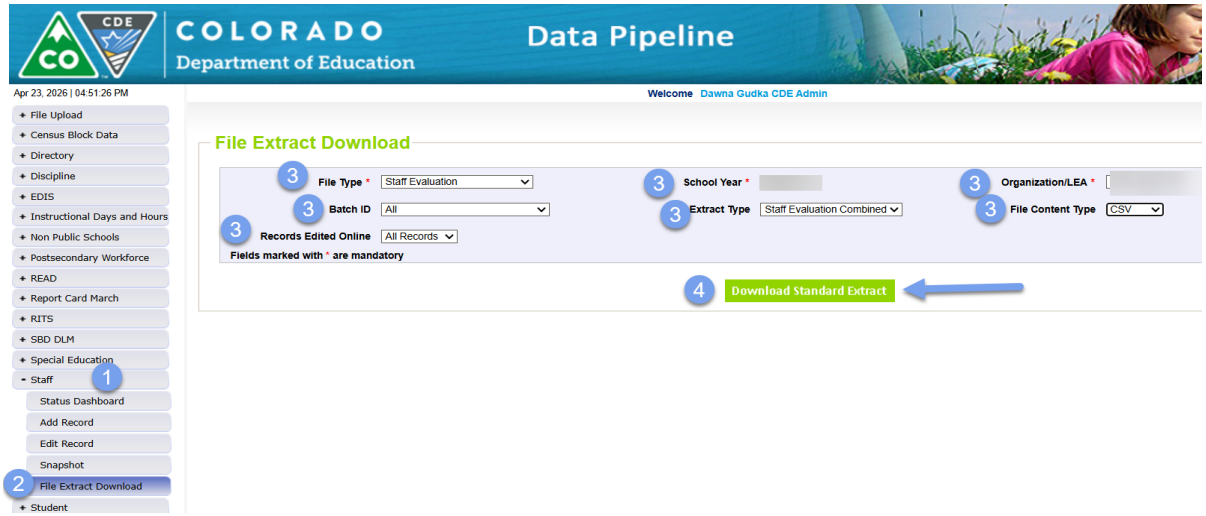
Staff Profile & Assignments and Snapshots Data Upload Processed by Data Pipeline for School year 2024-25:
District:
File Type: Staff Demographic Information
Submission ID: 776817
Date: 05/14/2025 07:03 AM
Collection Type: Staff Demographic Information
Name:
User ID
Email:
Phone: ()--
Record Count: 356
Error Count: 0

Check batch maintenance in Data Pipeline to see if your file has been processed, checking the record count and error count. Verify that records uploaded and that the process indicator is displaying, "yes."



IMPORTANT STEP FOR LEAs THAT USE COPMS (RANDA) This step is incredibly unique to this collection. Once you have uploaded the staff evaluation interchange file that you extracted from COPMS (RANDA) you will not check for errors and warning, instead you will extract the combined file from Data Pipeline. To extract the combined file from Data Pipeline:

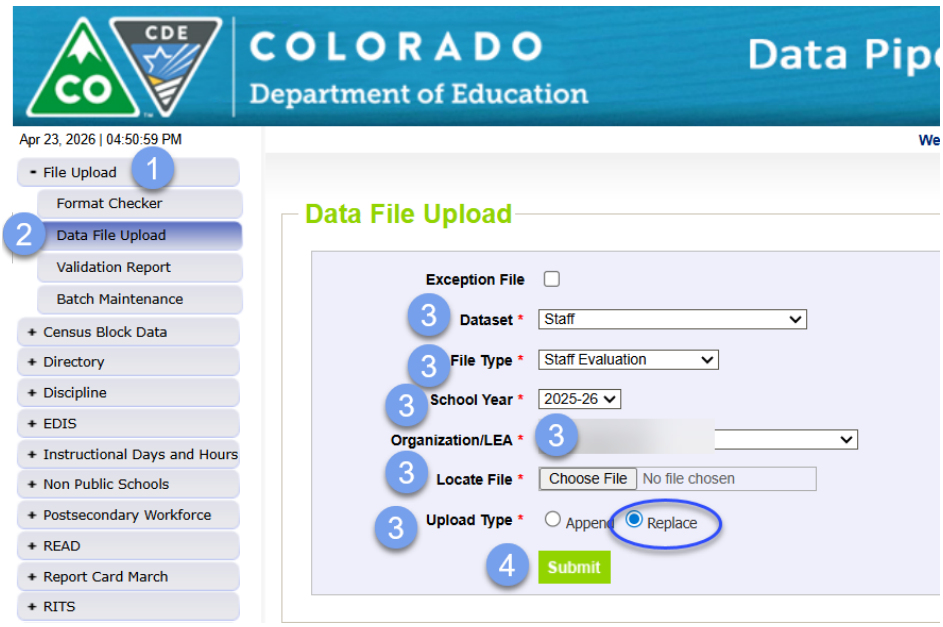
1. Staff
2. File extract download
3. File type: staff evaluation, school year: 2025-2026, LEA, batch ID: all, extract type: CSV, records edited online: all records
4. Download standard extract



This extract has been developed by CDE to help ensure that missing data elements from your staff evaluation interchange file pulled from COPMS (RANDA) are looked up using your Human Resources snapshot and or Special Education December count snapshot data and pulled into the extract for you. The combined extract will only pull missing information from staff reported in Human Resources Snapshot and or Special Education December Count Snapshots. Staff Evaluation interchange file must contain all teachers, special service providers, and principals that provided services to your LEA students during the school year (excluding contracted (purchased service staff) with an employment status of 23).

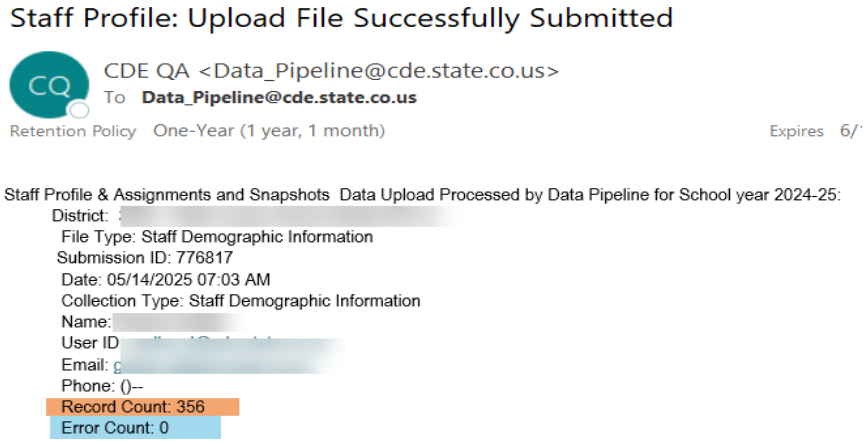
Open the file, using the staff evaluation file layout complete the missing data elements for staff that started their assignment with your LEA after December 1st.

Now, upload the combined extract into Data Pipeline.



Checking for Staff Evaluation Interchange for errors and warnings

Now it is time to check for staff evaluation interchange errors! Once your file has been processed in Data Pipeline, you will receive an email like this:

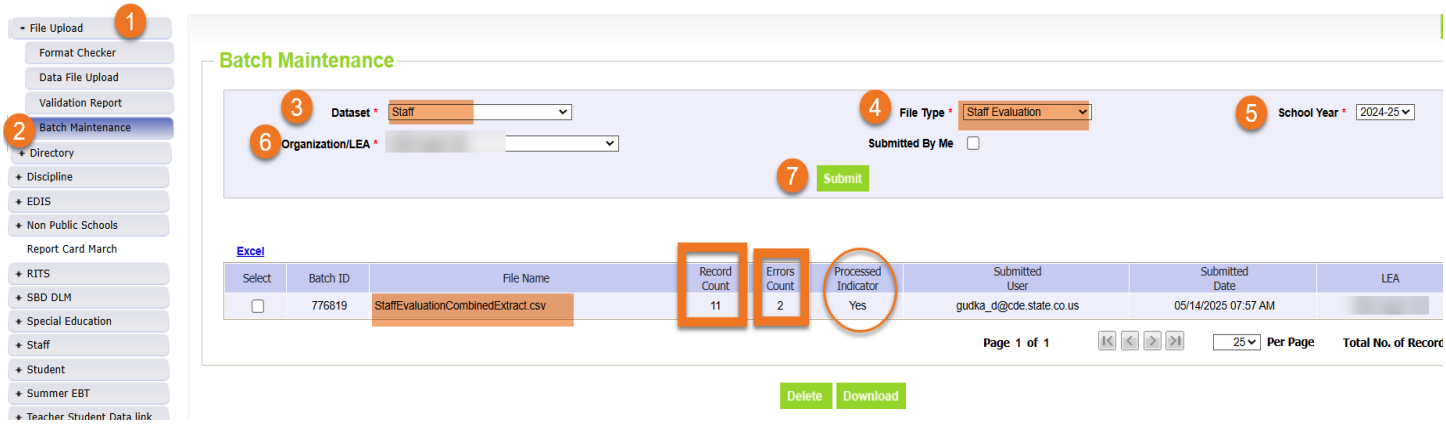


Staff Profile: Upload File Successfully Submitted

CDE QA <Data_Pipeline@cde.state.co.us>
To **Data_Pipeline@cde.state.co.us**
Retention Policy One-Year (1 year, 1 month) Expires 6/

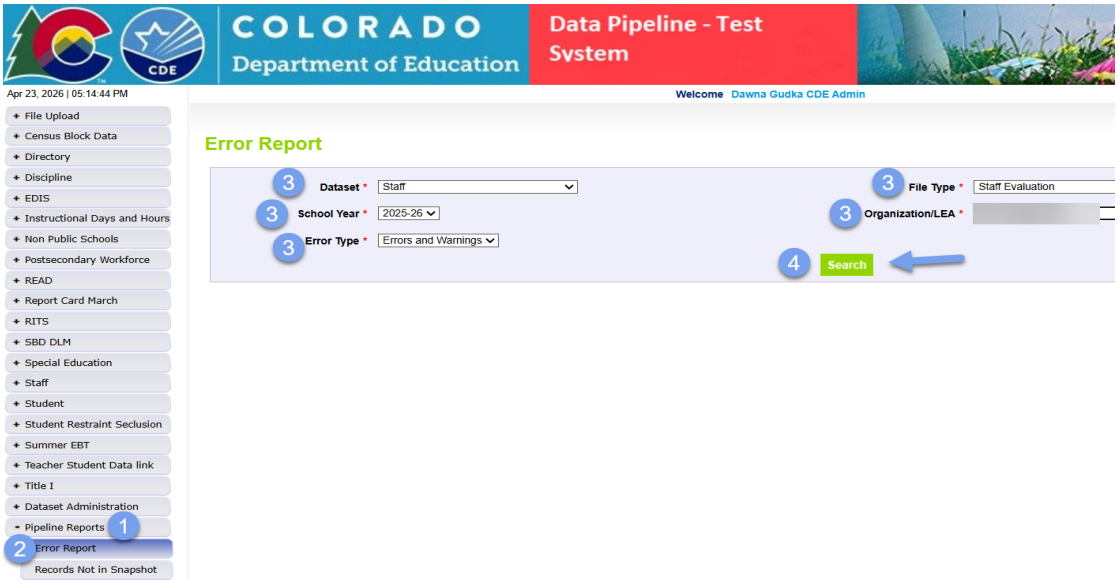
Staff Profile & Assignments and Snapshots Data Upload Processed by Data Pipeline for School year 2024-25:
District:
File Type: Staff Demographic Information
Submission ID: 776817
Date: 05/14/2025 07:03 AM
Collection Type: Staff Demographic Information
Name:
User ID
Email:
Phone: ()--
Record Count: 356
Error Count: 0

Or utilize batch maintenance in Data Pipeline, to verify that the file has been processed. First verify that you have a record count and that the processed indicator displays, "yes."



To check for errors and warnings in Data Pipeline:

1. Pipeline Reports
2. Error Report
3. Dataset: staff, file type: staff evaluation, school year: 2025-2026, LEA, error type: errors and warnings, search
4. View details to see errors and warnings in detail



Correcting Errors and Warnings

Errors must be fixed before you can submit your data. If an interchange file contains errors, those staff records will be excluded from the snapshot. To resolve them, you must update your LEAs staff information system. **Warnings** flag potential inconsistencies. While you should review them to ensure your records are accurate, they **do not prevent** you from submitting a snapshot. Once your errors have been corrected, repeat the process of uploading the staff evaluation interchange file, repeating this process until your file is uploaded and error free.

LEAs that do not use COPMS (RANDA)

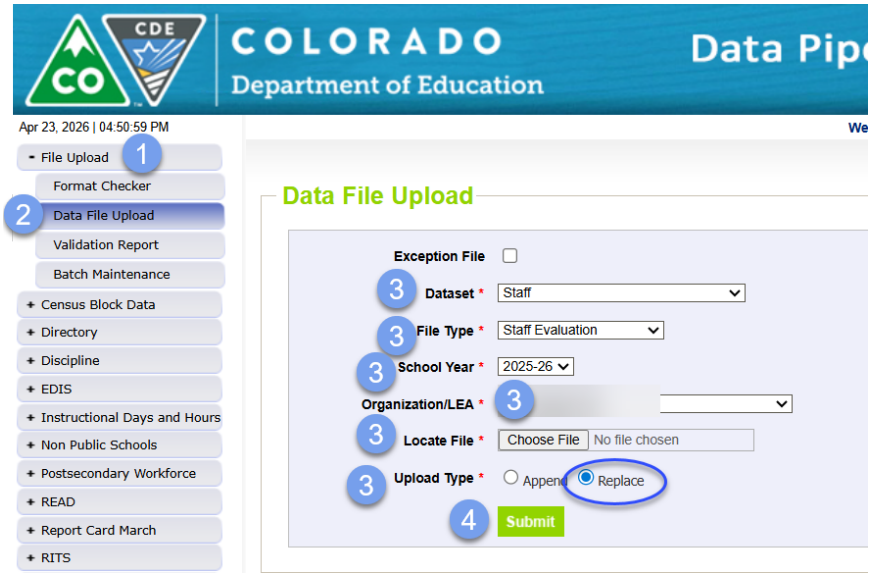
Staff Evaluation File Layout

If your LEA uses the file template, please follow the file layout to complete the data or utilize the Cognos Report, "Staff Meeting Staff Evaluation Criteria." Adding all new teachers, special service providers and principals that meet the staff evaluation criteria.

If your LEA uses another staff evaluation system, extract your staff evaluation interchange file.

Upload your staff evaluation interchange file into Data Pipeline:

1. Log into Data Pipeline
2. Choose File Upload, data file upload
3. Choose dataset: Staff, file type: Staff Evaluation, school year, LEA, find file, Replace, submit



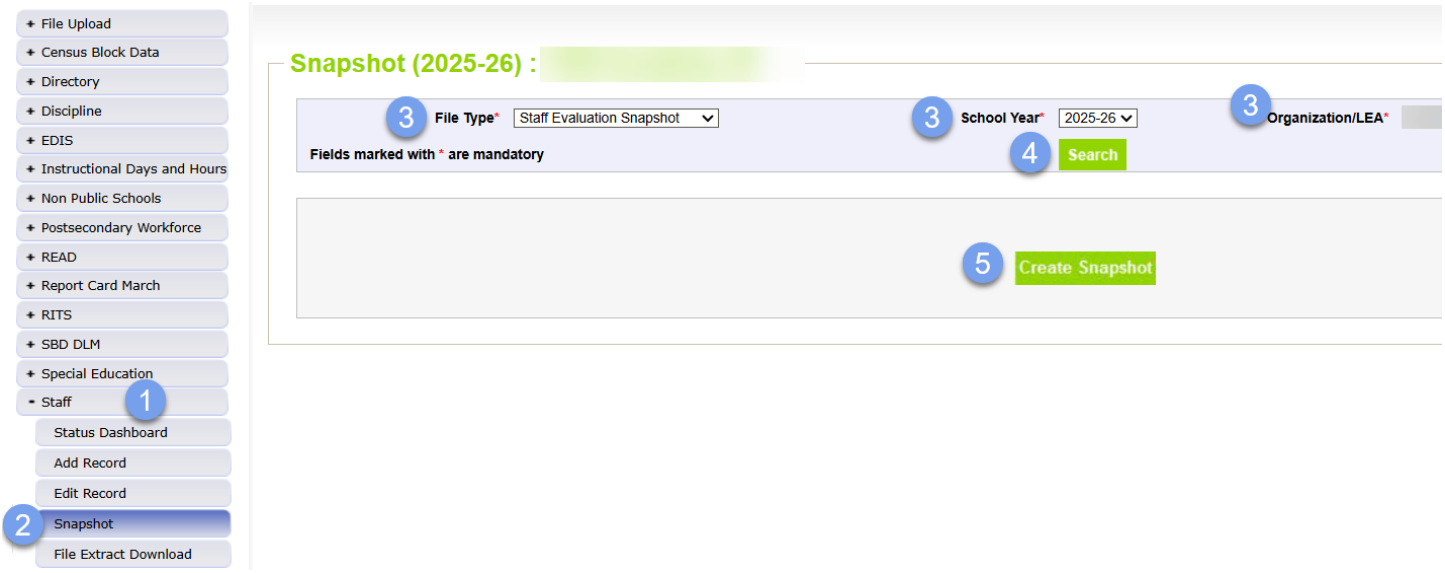
Correcting Errors and Warnings

Errors must be fixed before you can submit your data. If an interchange file contains errors, those staff records will be excluded from the snapshot. To resolve them, you must update your LEAs staff information system. **Warnings** flag potential inconsistencies. While you should review them to ensure your records are accurate, they **do not prevent** you from submitting a snapshot. Once your errors have been corrected, repeat the process of uploading the staff evaluation interchange file, repeating this process until your file is uploaded and error free.

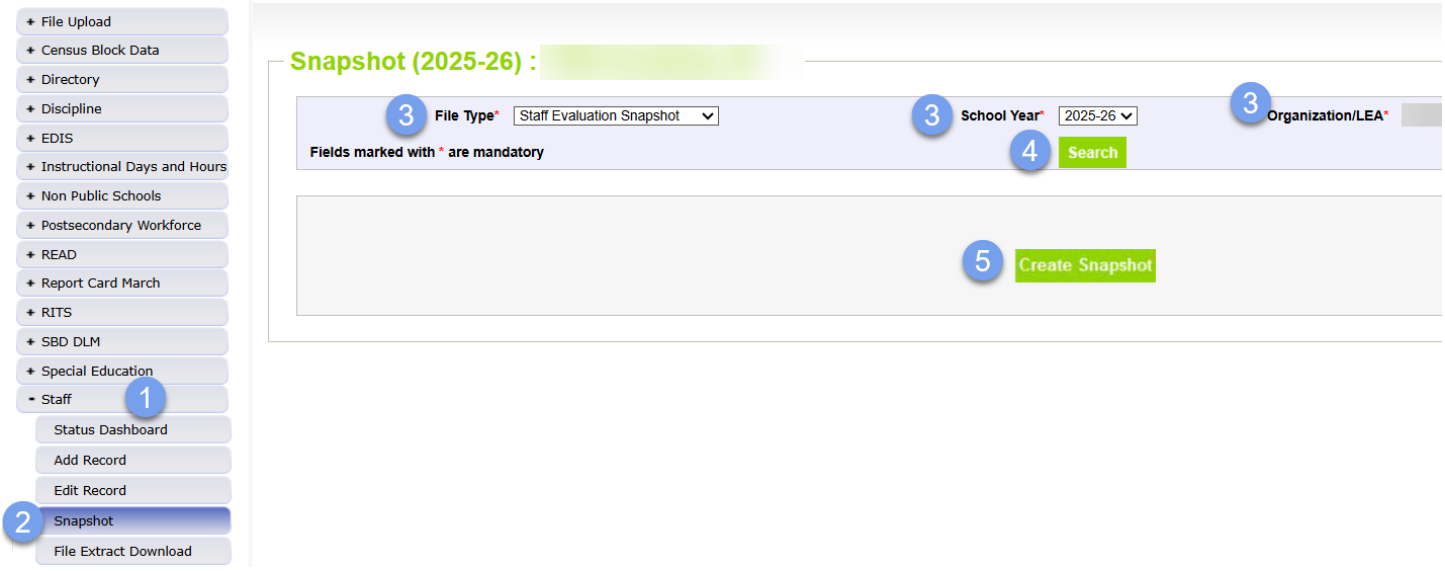
Creating a Staff Evaluation Snapshot

Once your staff profile and staff evaluation interchange file is error free. Create a Staff Evaluation Snapshot. To create a Staff Evaluation Snapshot from Data Pipeline:

1. Staff
2. Snapshot
3. File type: staff evaluation snapshot, school year: 2025-2026, LEA
4. Search
5. Create Snapshot

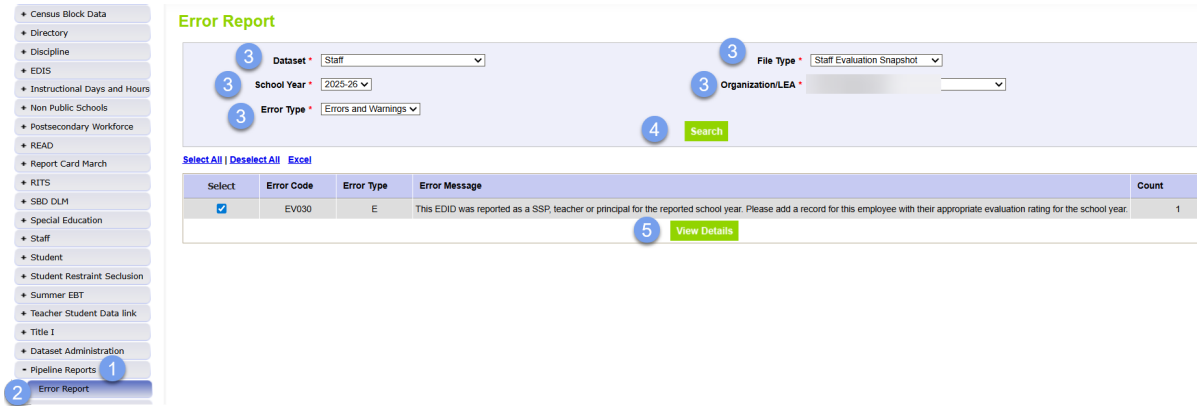


When you create a snapshot, Data Pipeline merges your staff profile and staff evaluation files together to create a Staff Evaluation Snapshot. Once a snapshot has been created, you will receive an email from Data Pipeline. Check for record count and error count in the email. Or you can also check the status of the snapshot by going to Status Dashboard. To check your status using Status Dashboard:



To check for errors and warnings from Data Pipeline:

1. Pipeline Reports
2. Error Reports
3. Dataset: Staff, file type: staff evaluation snapshot, school year: 2025-2026, LEA, error type: errors and warnings,
4. Search
5. View Details



Next steps resolve and correct your staff information system and extract your staff profile and or staff evaluation interchange file depending on which files your errors are on. Repeat the above process of uploading your interchange files. **Every time you upload a new interchange file you must create a new snapshot**. The snapshot is looking at your data at the time the snapshot is taken. Once you are free on your Staff Evaluation Snapshot move to the next step of validating your data.

Validating Staff Evaluation Snapshot Data

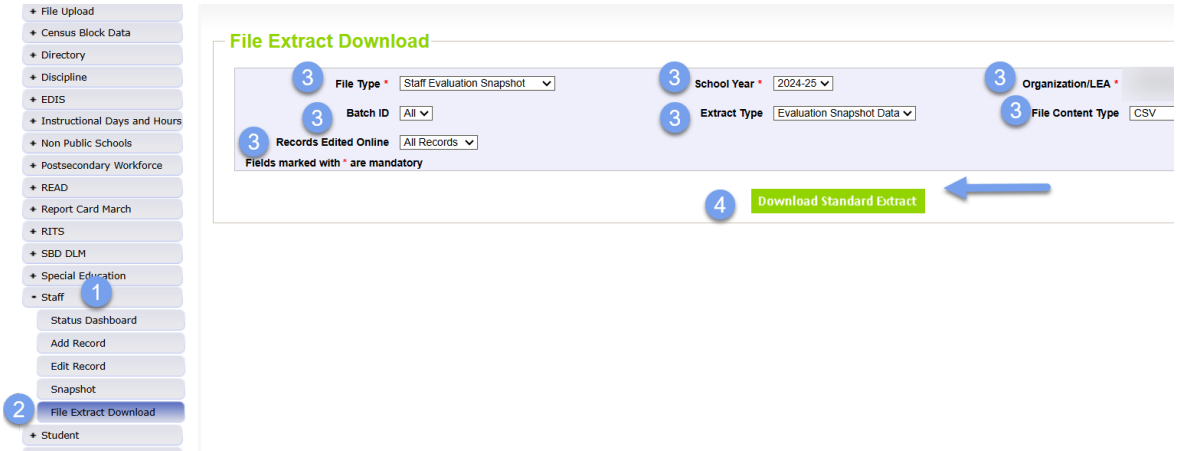
Verifying that your snapshot records are complete and accurate.

There are several ways to validate your snapshot records. The interchange files alone do not get reported to CDE. Only the records that pull into the snapshot get reported to CDE. Staff Evaluation snapshot records pull in all teachers, special service providers, and principals meeting the staff evaluation criteria. Refer to the job codes included in the staff evaluation collection and the file layouts.

Using Snapshot records to validate your data

Extract your Staff Evaluation Snapshot records from Data Pipeline. To extract records:

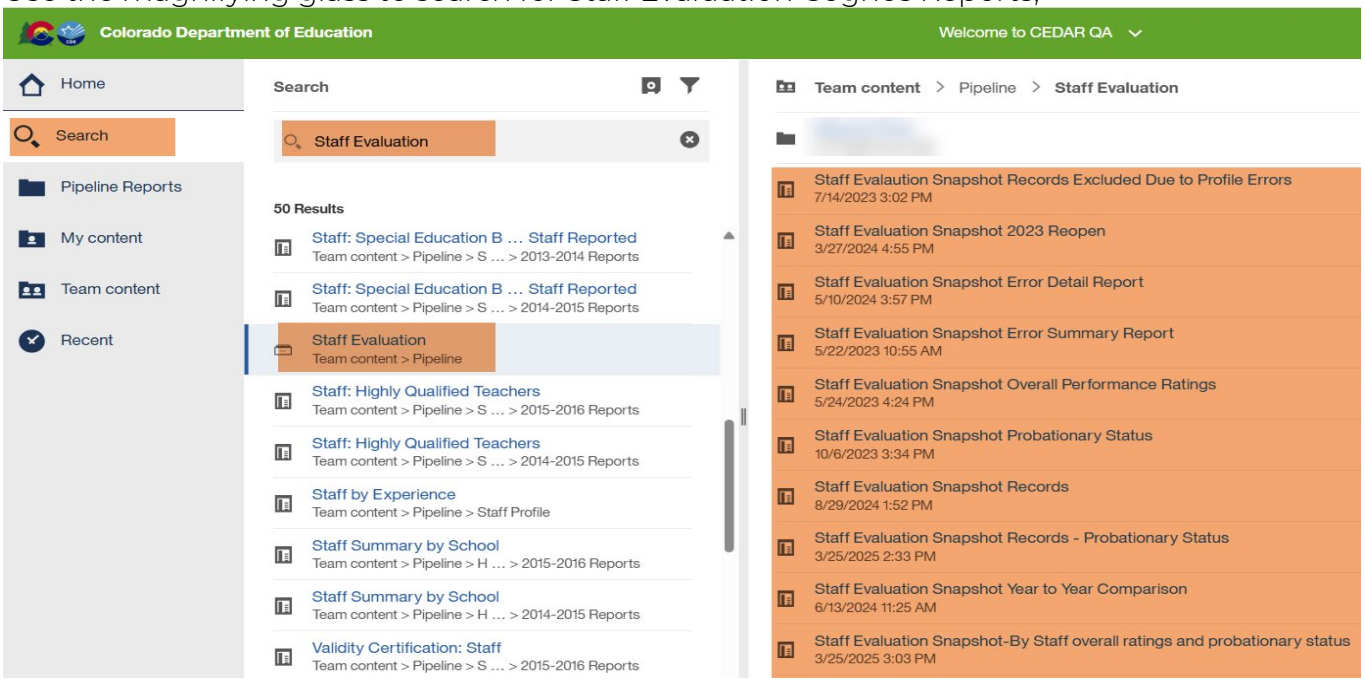
1. Staff
2. File extract download
3. File type: staff evaluation snapshot, school year: 2025-2026, LEA, batch ID: all, extract type: staff evaluation snapshot data, file content type: CSV, records edited online: all records
4. Download standard extract



Using Cognos Reports to validate your data

There are several Cognos reports available to help you review your staff evaluation data.

1. Click on Cognos Reports from Data Pipeline
2. Use the magnifying glass to search for Staff Evaluation Cognos Reports,



All available reports populate. You can view and download all reports that are helpful to verify that all your teachers, special service providers, and principals have pulled into your snapshot and their correct evaluation ratings are reported. If you find you need to make some corrections, please repeat the process of correcting your files and uploading them again. Reminder to create a new snapshot if you have made any changes to the interchange files.

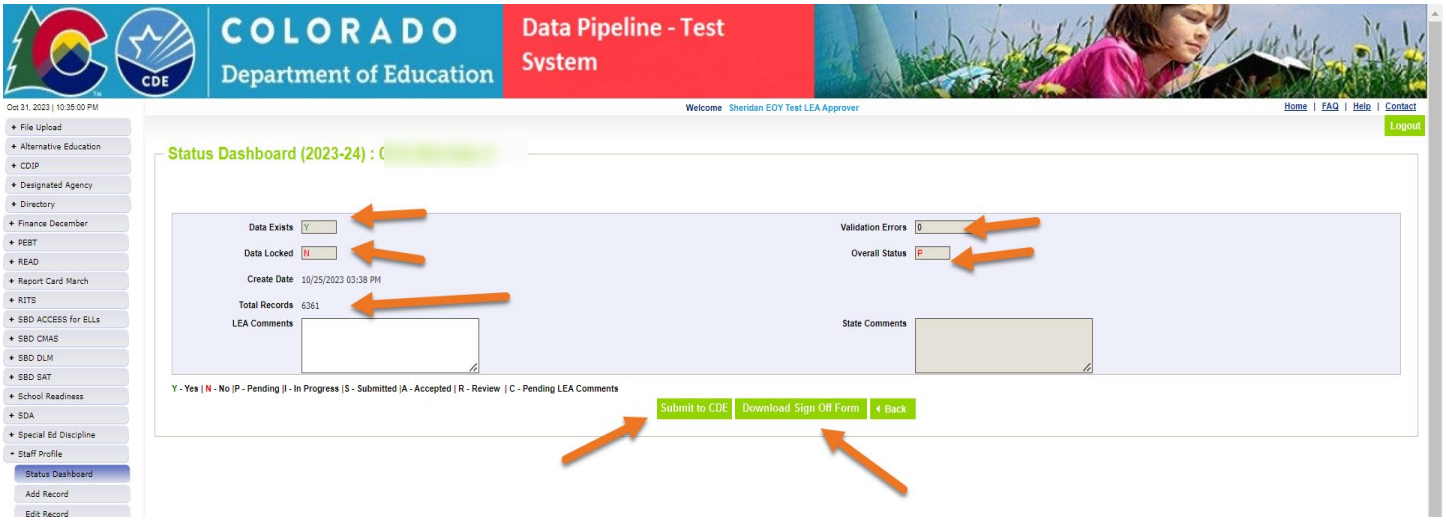
Once you have verified (validated) your snapshot records are correct you can move to the final steps to complete the Staff Evaluation Snapshot collection.

Submitting Staff Evaluation Snapshot Data

Final Step to get your Staff Evaluation Snapshot data submitted

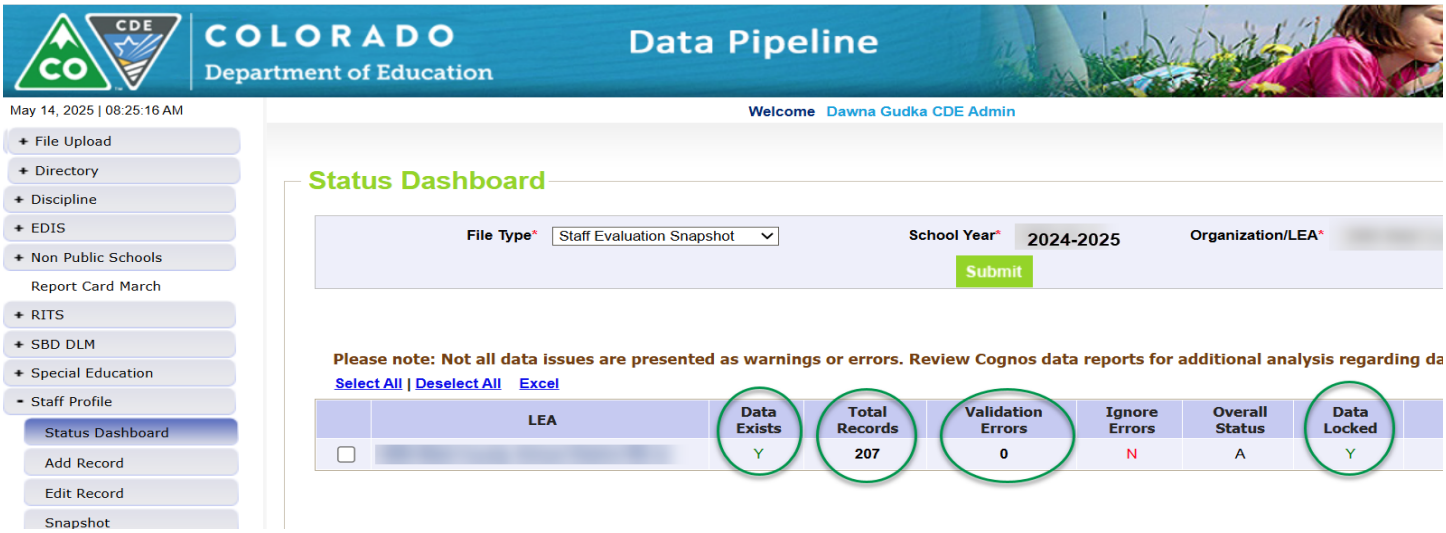
To submit your Staff Evaluation Snapshot data,

1. From Data Pipeline, choose Staff Profile
2. Choose file type: Staff Evaluation Snapshot, year, LEA
3. Click on submit (this submit does not submit your data)
4. Choose to submit to CDE to submit your data
5. Click on Download sign off form



Once you have submitted your data, download the sign off form. Get this sign off form signed by your superintendent. Then email the signed form to StaffEvaluation@cde.state.co.us

To verify that your Staff Evaluation snapshot data has been submitted, check the status dashboard,



Your data has been submitted, and you are finished with the collection.

If you have any questions, regarding this process, please do not hesitate to reach out for assistance, StaffEvaluation@cde.state.co.us