



## Accessing the Consolidated Data Collection (CDC)

Nebraska Department of Education  
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 NDE Helpdesk: ADVISERHelp@Nebraskacloud.org

Instructions updated: April 27, 2021

The Consolidated Data Collection (CDC) is designed to collect data for Federal and State reporting. It is a collection available in the NDE Portal: <https://portal.education.ne.gov>

The CDC is found in the **Data Collections** tab.



### Activation Codes

To add the CDC to a portal account, an activation code (or codes) are required. These can be obtained from the portal District Administrator for the District/School (usually a Superintendent.)

The CDC contains multiple collections and as such, has multiple levels of access. Each collection is assigned a Category. These Categories are also called UserTypes. Each UserType has it's own activation code. The CDC Categories/UserTypes are:

UserType	Description
<b>GENERAL</b>	The GENERAL category is used for collecting general information about districts and schools. Example collections are Human Resources Director Contacts and Days in Session / Instructional Program Hours.
<b>ASSESSMENT</b>	The ASSESSMENT category is used for collecting miscellaneous Assessment data.
<b>TRANSPORTATION</b>	The TRANSPORTATION category collects information about school transportation. One such collection is the Pupil Transportation Report.
<b>MIPS</b>	The MIPS category relates to Medicaid in Public Schools – this activation code is required to access the Medicaid in Public Schools (MIPS) report. <b>Even if a portal account has the CDC code for ALL or APPROVER roles, the</b>

	<b>MIPS UserType is required in order to view the Medicaid in Public Schools (MIPS) report.</b>
<b>STAFF</b>	The STAFF category collects information about staff not reported in the Staff Reporting collection. Collections include Substitute Teachers and Non-Certificated Staff.
<b>FEDERAL</b>	The FEDERAL category collects data for Federal programs such as Title I or Title III. Example collections include Annual Participation Report and Title I Nonpublic Consultation Form.
<b>DISCIPLINE</b>	The DISCIPLINE category collects the data for the Report of Suspensions/Expulsions.
<b>FINANCIAL</b>	The FINANCIAL category includes collections containing financial data.
<b>ALL</b>	The ALL category includes all collections within the CDC <i>except Medicaid in Public Schools (MIPS)</i> .
<b>APPROVER</b>	The APPROVER code is available to only <u>one person</u> and this is typically the District Administrator. The Approver has access to all collections in the CDC ( <i>except Medicaid in Public Schools (MIPS)</i> ), is able to enter data, formally submit the data and will also be required to Approve every collection on behalf of the District/System before it's considered complete.

More than one activation code may be needed, based on the Category of collection. For example, one person may be responsible for Assessment and Staff, but not the rest of the categories. This person will require an activation code for ASSESSMENT and one for STAFF.

There may be multiple users in every category except the APPROVER UserType. This UserType is only available to one person and this is typically the portal District Administrator.

When the activation code(s) have been applied, the collection, **Consolidated Data Collection (CDC)** is listed in the Data Collections tab and can be entered by clicking the collection name.

Available You have access to 1  
Please proceed by c

Status	Activation Code(s)	Collection Name/Link
Available	<a href="#">Edit/Remove</a>	<a href="#">Consolidated Data Collection (CDC)</a>
Available	<a href="#">Edit/Remove</a>	<a href="#">Future Ready District Technology Profile</a>

Note: to add or remove activation codes after the collection has already been added to a portal account, click **Edit/Remove**.

Available You have access to 1  
Please proceed by c

Status	Activation Code(s)	Collection Name/Link
Available	<a href="#">Edit/Remove</a>	<a href="#">Consolidated Data Collection (CDC)</a>
Available	<a href="#">Edit/Remove</a>	<a href="#">Future Ready District Technology Profile</a>

## Navigating the CDC

The left hand side of the collection lists the District Name and School Year.



[Click To View Previous Data](#)

[Click for Instructions](#)

[Click to view Calendar](#)

[Home](#)

User ID: JSmith

Current  
District: **EXAMPLEVILLE  
PUBLIC  
[00-0000-000]**

School Year: 2018-2019

Admin  
Functions:

Change Districts ▾

[Submit](#)

[Logout](#)

Open Collections:

CATEGORY	COLLECTION
GENERAL	<a href="#">Request To Submit Data Late Or Make Data Changes</a>
STAFF	<a href="#">Substitute Teachers</a>

\*Enter the collection to view submission status.

Closed Collections:

CATEGORY	COLLECTION
GENERAL	Nonpublic High School Completer Report
DISCIPLINE	Report of Suspensions/Expulsions
GENERAL	Days In Session/Instructional Program Hours
TRANSPORTATION	Pupil Transportation Report
GENERAL	ESU/District/System/School Information Report
GENERAL	Nonpublic Membership Report
GENERAL	Nonpublic Dropouts

This information is editable using the Admin Functions: drop down menu, selecting the item to change and clicking **Submit**.

[Home](#)

User ID: JSmith

Current  
District: **EXAMPLEVILLE  
PUBLIC  
[00-0000-000]**

School Year: 2018-2019

Admin  
Functions:

Change Districts

Change Years

[Submit](#)

[Logout](#)

NOTE: To Change Districts, ensure all activation codes for each District/System have been entered into the portal.

Only collections currently available for submission are displayed in the top Open Collections: section.

[Click To View Previous Data](#)

[Click for Instructions](#)

[Click to view Calendar](#)

Open Collections:

CATEGORY	COLLECTION
GENERAL	<a href="#">Request To Submit Data Late Or Make Data Changes</a>
STAFF	<a href="#">Substitute Teachers</a>

\*Enter the collection to view submission status.

Closed Collections:

CATEGORY	COLLECTION
GENERAL	Nonpublic High School Completer Report
DISCIPLINE	Report of Suspensions/Expulsions
GENERAL	Days In Session/Instructional Program Hours
TRANSPORTATION	Pupil Transportation Report
GENERAL	ESU/District/System/School Information Report

Collections in the CDC are open and due at varying times of year. The right side of the page details this information.

Open Collections:

CATEGORY	COLLECTION	SUBMITTED	APPROVED	DUE DATE	AUDIT WINDOW CLOSE DATE
GENERAL	<a href="#">Request To Submit Data Late Or Make Data Changes</a>	N/A	N/A	N/A	N/A
STAFF	<a href="#">Substitute Teachers</a>	No	No	06-15-2019	06-30-2019

\*Enter the collection to view submission status.

Closed Collections:

CATEGORY	COLLECTION	SUBMITTED	APPROVED	DUE DATE	AUDIT WINDOW CLOSE DATE
GENERAL	Nonpublic High School Completer Report	No	No	06-15-2019	06-30-2019
DISCIPLINE	Report of Suspensions/Expulsions	No	No	06-15-2017	06-30-2017
GENERAL	Days In Session/Instructional Program Hours	No	No	06-15-2019	06-30-2019
TRANSPORTATION	Pupil Transportation Report	No	No	06-15-2019	06-30-2019
GENERAL	ESU/District/System/School Information Report	No	No	06-15-2019	06-30-2019
GENERAL	Nonpublic Membership Report	Yes	Yes	10-15-2018	10-31-2018
GENERAL	Nonpublic Dropouts	Yes	Yes	10-15-2018	10-31-2018

Additionally, all collections in the CDC have to be both Submitted and Approved. All UserTypes can Submit collections. Only the APPROVER UserType can Approve collections. The Submit and Approved status are listed in the middle of the chart.

Open Collections:

CATEGORY	COLLECTION	SUBMITTED	APPROVED	DUE DATE	AUDIT WINDOW CLOSE DATE
GENERAL	<a href="#">Request To Submit Data Late Or Make Data Changes</a>	N/A	N/A	N/A	N/A
STAFF	<a href="#">Substitute Teachers</a>	No	No	06-15-2019	06-30-2019

\*Enter the collection to view submission status.

Closed Collections:

CATEGORY	COLLECTION	SUBMITTED	APPROVED	DUE DATE	AUDIT WINDOW CLOSE DATE
GENERAL	Nonpublic High School Completer Report	No	No	06-15-2019	06-30-2019
DISCIPLINE	Report of Suspensions/Expulsions	No	No	06-15-2017	06-30-2017
GENERAL	Days In Session/Instructional Program Hours	No	No	06-15-2019	06-30-2019
TRANSPORTATION	Pupil Transportation Report	No	No	06-15-2019	06-30-2019
GENERAL	ESU/District/System/School Information Report	No	No	06-15-2019	06-30-2019
GENERAL	Nonpublic Membership Report	Yes	Yes	10-15-2018	10-31-2018
GENERAL	Nonpublic Dropouts	Yes	Yes	10-15-2018	10-31-2018

Note: This information is particularly useful for the APPROVER UserType. They can log into the portal, open the CDC, and see if the data has been submitted for all collections. Then, if Yes, enter each collection to review the data entered and approve.

Collections can be sorted by any of the Column headers.

Alphabetically if **COLLECTION** is clicked.

Open Collections:

CATEGORY	COLLECTION	SUBMITTED	APPROVED	DUE DATE	AUDIT WINDOW CLOSE DATE
GENERAL	<a href="#">Request To Submit Data Late Or Make Data Changes</a>	N/A	N/A	N/A	N/A
STAFF	<a href="#">Substitute Teachers</a>	No	No	06-15-2019	06-30-2019

\*Enter the collection to view submission status.

Closed Collections:

CATEGORY	COLLECTION	SUBMITTED	APPROVED	DUE DATE	AUDIT WINDOW CLOSE DATE
GENERAL	Days In Session/Instructional Program Hours	No	No	06-15-2019	06-30-2019
GENERAL	ESU/District/System/School Information Report	No	No	06-15-2019	06-30-2019

By date if **DUE DATE** is clicked.

Open Collections:

CATEGORY	COLLECTION	SUBMITTED	APPROVED	DUE DATE	AUDIT WINDOW CLOSE DATE
STAFF	<a href="#">Substitute Teachers</a>	No	No	06-15-2019	06-30-2019
GENERAL	<a href="#">Request To Submit Data Late Or Make Data Changes</a>	N/A	N/A	N/A	N/A

\*Enter the collection to view submission status.

To enter a collection, click the name of the collection.

Open Collections:

CATEGORY	COLLECTION
GENERAL	<a href="#">Request To Submit Data Late Or Make Data Changes</a>
STAFF	<a href="#">Substitute Teachers</a>

\*Enter the collection to view submission status.

## Submitting/Approving collections

All collections within the CDC must be submitted and approved. The submitter should be the person who completes the data entry. This can be done by any UserType.

**There can only be one person assigned as the APPROVER UserType per District/System.** This user type will need to Approve all collections. The APPROVER can also Submit collections. The Approve button is only accessible on the APPROVER's screen.

All CDC collections have the following box at the bottom of the collection's main page.

ACTION	STATUS	DATE	USER
<input type="button" value="SUBMIT"/>	Not Submitted	N/A	N/A
<input type="button" value="APPROVE"/>	Not Approved	N/A	N/A
<input type="button" value="Print Page"/>			

Only once the data is totally complete should the Submit button be selected. This verifies the data is ready for Approval. That said, all data within the collection can be edited at any time before the collection has been Approved (even if it's been Submitted).

After the data has been Submitted and no further updates are needed, the collection is ready for review by the District/System APPROVER. The District/System APPROVER should click the Approve button to officially submit data for that collection to the NDE.

Once the data has been Approved, it cannot be edited any more. It can only be edited by contacting the NDE Helpdesk ([ADVISERHelp@NebraskaCloud.org](mailto:ADVISERHelp@NebraskaCloud.org)) to request the collection be re-opened. The collection will only be re-opened if it is within the Due/Audit Window dates.

NOTE: Not all collections in the CDC have the Submit/Approve box. Those collections who do not have this option will have specific instructions on how to submit and/or approve the collection, if necessary.

## Viewing CDC Data Submitted in a Previous Year

Data from previous years can be viewed without the collection being open. This is done using the **Click to View Previous Data** button located at the top of the main page of the CDC.



**NEBRASKA DEPARTMENT OF EDUCATION**  
**CDC Consolidated Data Collection** Helpdesk

[Click To View Previous Data](#) [Click for Instructions](#) [Click to View](#)

[Home](#)

User ID: [REDACTED]

Current District: EXAMPLEVILLE PUBLIC SCHOOLS [99-0000-000]

Open Collections:

CATEGORY	COLLECTION
MIPS	<a href="#">Medicaid In Public Schools (MIPS)</a>
GENERAL	<a href="#">Summer School Supplement</a>
GENERAL	<a href="#">Human Resources Director Contacts</a>
GENERAL	<a href="#">Graduate School Enrollment Report (Optional)</a>

Districts are only able to view their own previous data.

Choose the School Year and collection name from the dropdown menus. Then click **View Report**.



**CDC Consolidated Data Collection** Helpdesk (888) 285-0556

[View More Data](#) [CDC Main Page](#) [Logout](#)

EXAMPLEVILLE PUBLIC SCHOOL [99-9999-000]

**SUMMARY REPORTS**

View a summary of the data submitted for a Consolidated Data Collection by selecting the school year and the collection below.

School Year: --Select--

Collection: --Select--

[View Report](#)

If no data was submitted for the chosen collection in the selected school year, or if the collection was not open for the selected school year, a message will display stating that the data is not available.