Introduction:

The Consolidated Data Collection (CDC) is a system designed to collect data for Federal and State reporting that is not collected through the Nebraska Student and Staff Record System (NSSRS). CDC is a data collection available on the NDE Portal. Access points for the NDE Portal can be found:

- via a direct link on the NDE homepage: [https://education.ne.gov/](https://education.ne.gov/) and selecting ‘Portal’
- by accessing the NDE Portal link directly: [https://portal.education.ne.gov](https://portal.education.ne.gov)

**An NDE Portal account is required to access the Consolidated Data Collection (CDC). If you do not already have an NDE Portal Account please follow the instructions below on registering a new Portal account in Part A: Accessing the NDE Portal.**

**PART A: Accessing the NDE Portal**

Once you have reached the main Portal page you will need to log in to Portal to access the CDC.

**Existing Users:**

If you have established a Portal account, you can log into the Portal using your **Login ID** and **Password** as shown in the screenshot and click ‘Sign In’.

**New Users:**

New users will need to register a user account for Portal. Click the ‘Register’ link on the left hand side of the screen to begin the registration process.

**Portal accounts are assigned to individual users** (not districts). In the interests of security, do not share your username or password with other users.
New Users: (continued)

On the registration page, complete the required information and click “Register Now”.

Please ensure that you complete all fields and include your current work email address and contact number.

You will be logged on to the NDE Portal and will see your name on a welcome screen.

As NDE uses this contact information to send vital NDE communications to district users please ensure your contact information is correct before creating the Portal account.

PART B: Accessing the Consolidated Data Collection (CDC)

A valid activation code is required in order to access the Consolidated Data Collection (CDC). To access the Consolidated Data Collection (CDC) within the NDE Portal, click on the tab for “Data Collections.” A list of data collections will display on the screen.
Activation Codes – Initial Setup

If you do not currently have access to the Consolidated Data Collection (CDC), you will need to add an activation code to your NDE Portal account to provide you with access to the collection. The activation code is available *only* from the District/System Administrator - if you are not this person, you will need to contact him/her to get the appropriate code.

Your District/System Administrator will provide you with the appropriate code on request (See Part C – Collection Activation Codes/User Permissions for further details on the types of codes available).

Once your District Administrator has provided you with the appropriate access code you can add the code as follows:

1. From the main Portal page, click on the “Data Collection” tab to display the list of data collections currently available in your Portal Account;

2. Click on the “Add” link next to the “Consolidated Data Collection (CDC)”;

3. Next, you must type in your ‘Activation Code’ in the appropriate box and click “Add”;

4. When you have successfully entered the activation code, “Activation Code Accepted” will appear on the screen.

5. Click “Return to previous page”.

The CDC collection should now be listed as a collection that is available to you. Click on the link for CDC to enter the collection.
PART C: Collection Activation Codes/User Permissions

The CDC system contains several collections and has multiple levels of user access categorized under user types.

All collections are assigned a category. Access levels to each collection are based on this category.

A District/System Administrator may give users access to a specific category, or may give a user access to ALL categories.

A user will not be able to get into a collection unless they have entered the appropriate activation code given to them by the District/System Administrator.

District/System Administrators are responsible for distributing the activation code to the appropriate user(s) of the CDC collection. If you require an Access Code please contact your District/System Administrator.

CDC Collection Types

The different user types (categories) in the CDC are as follows:

<table>
<thead>
<tr>
<th>UserType</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>GENERAL</td>
<td>The GENERAL category is used for collecting general information about districts and schools. Collections include Elementary Class Size, Summer School Student Unit, PK Instructional Program Hours/K Program, Days In Session/Instructional Program Hours, ESU/District/System/School Information Report, ARRA Section 1512 Report, Assessed Valuation and Levies, etc.</td>
</tr>
<tr>
<td>ASSESSMENT</td>
<td>The ASSESSMENT category is used for collecting miscellaneous Assessment data. Currently the Nebraska Education Profile (NEP) information is collected under the Assessment category</td>
</tr>
<tr>
<td>UserType</td>
<td>Description</td>
</tr>
<tr>
<td>--------------</td>
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</tr>
<tr>
<td>TRANSPORTATION</td>
<td>The TRANSPORTATION category collects information about school transportation. Collections include Bus Information.</td>
</tr>
<tr>
<td>MIPS</td>
<td>The MIPS category relates to Medicaid in Public Schools – this activation code is required to access the Medicaid in Public Schools (MIPS) report, <em>even if the user has the CDC codes for the ‘ALL’ or ‘APPROVER’ roles.</em></td>
</tr>
<tr>
<td>STAFF</td>
<td>The STAFF category collects information about staff not reported in NSSRS. Collections include Substitute Teachers and Non Certificated Staff.</td>
</tr>
<tr>
<td>FEDERAL</td>
<td>The FEDERAL category collects data for Federal programs such as the Annual Participation Report which includes Title I Part A School-wide Projects; Title I Part A Funded Staff, Neglected/Delinquent and Homeless-Unaccompanied.</td>
</tr>
<tr>
<td>DISCIPLINE</td>
<td>The DISCIPLINE category collects the data for the Report of Suspensions/Expulsions.</td>
</tr>
<tr>
<td>FINANCIAL</td>
<td>The FINANCIAL category includes all CDC collections with financial data.</td>
</tr>
<tr>
<td>ALL</td>
<td>The ALL category includes all collections within the CDC <em>except Medicaid in Public Schools (MIPS).</em> Can enter data and submit.</td>
</tr>
<tr>
<td>APPROVER</td>
<td>Available to <em>one person</em> assigned by the District/System Administrator to be the Approver. Approver has access to all collections in the CDC <em>except Medicaid in Public Schools (MIPS)</em>, is able to enter data, submit and also has the ability to “Approve” the collection on behalf of the District/System.</td>
</tr>
</tbody>
</table>

A user may have more than one activation code based on the category of collection they may be responsible for. For instance, 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 each category with the exception of the “APPROVER” level.
Activation Codes

A Portal user will not be able to get into a collection unless they have entered the appropriate activation code given to them by the District/System Administrator. If you are entering an initial activation code to access the Consolidated Data Collection (CDC), refer to PART B – Accessing the Consolidated Data Collection (CDC) above.

To add additional activation codes, go to the “Data Collections” tab in the portal and click on “Edit/Remove” next to the Consolidated Data Collection (CDC), type in your ‘Activation Code’ and click “Add”.

Once a user has entered an activation code for the CDC, access to collections in the CDC will be determined by:

- whether the collection is open, and;
- if a user has access (has entered the appropriate activation code).

If the user has not submitted a valid activation code through the Portal, and they click on the link to get into an open collection, a message will appear stating that the user does not have access to this collection and that they will need to get the appropriate activation code from the District/System Administrator.

Once in the CDC, a user will only be able to view those collections that would be available to their District/System and user type. All open collections will be listed in the top grid.

To enter a collection, click on the link for the collection you wish to open, in this example, “Summer School Supplement.”

All other collections in CDC will be listed in the lower grid with their open and close dates.
PART D: APPROVAL/SUBMIT INSTRUCTIONS:

All collections within the CDC must be submitted and approved. The “Submit” role will be the user who does the actual data entry of the collections (all user types). This user will not be able to “Approve” the collection. **There can only be one person assigned as the APPROVER user type per District/System.** This user type will be able to approve all collections. The APPROVER can also “Submit” collections. The Approve button is only accessible on the APPROVER’s screen.

Most collections have the following box at the bottom of the collection’s main page similar to the one on the right.

![Submit and Approve Buttons](image)

All data can be “edited” at any time before the collection has been approved. When you make a change to the data using the “Edit” and “Update” buttons, the data will be saved. Once a user has **completely** finished filling out information in a collection, they should click on the “Submit” button to submit their data, verifying that the data is complete.

Data can be updated, even after it has been submitted, until the “Approve” button has been clicked.

**NOTE:** Not all collections in the CDC will have the Approval/Submit box. Those collections that do not have this option will have directions in the ‘Instructions’ document on how to submit and/or approve the collection.

After the data has been **SUBMITTED** and if there are no further updates, the collection is ready for review by the District/System APPROVER. The District/System APPROVER should click on the ‘Approve’ button to officially submit data for that collection to the Department.

**Once the data has been approved, the data can only be edited by contacting NDE to request that the collection be re-opened** (use the contact details listed in the collection instructions). After the edits have been made, the APPROVER should again click the “Submit” button to update the date, then the “Approve” button to re-submit the data.

On the main page of the CDC, a user is able to view whether a collection has been submitted and/or approved. This is particularly useful if someone other than the ‘APPROVER’ user type does the data entry.
The APPROVER user type can open the CDC, see if the data has been submitted for all collections and if so, can go into the collection to review the data entered. They can then click on the “Approve” button to complete the submission.

**PART E: Viewing CDC Data submitted in a previous year**

You can view data submitted in a previous year without the collection being open by clicking on the “Click to View Previous Data” located at the top of the main page of the CDC.

You will only be able to view your District’s data.

Choose the School Year and the collection in the dropdowns, then click on the “View Report” button.

If there was no data 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. To view another report, click on the “View More Data” button.
PART F: Multi-District Users/Changing Districts:

If a user is responsible for more than one District/System, they will need to enter the appropriate activation codes for each District/System.

Once all activation codes have been entered, changing districts is done after you enter the CDC. Click on “Change Districts” (under “Admin Functions” on the left side of the screen), then click “Submit” just below Admin Functions.

A search box pops up. Click on the District/System you want to enter, then “Select”.

You will automatically be redirected to the home page of the CDC for the District/System you selected. This will take you to a screen that will allow you to select the District/System you want to enter or approve data for.

PART G: Resources

Instructions for each collection in the CDC can be found on the NSSRS public website on the NSSRS Resources webpage: https://www.education.ne.gov/nssrs/Resources.html