K12 SWP – Required Data Upload Webinar Q&A

The following questions were gathered during the 2021 K12 SWP – Required Data Upload Webinar. If you have a question not covered by this document, please email K12SWP@cccco.edu.

1. **How can we confirm that our district's data have been received?**
   If you are an organization that maintains CALPADS student records and are seeking confirmation that your required data has been received by Cal-PASS Plus, your first step is to identify which years your organization is required to submit data (see webinar slide 26). Second, send an email to the Cal-PASS Plus Help Desk at help@calpassplus.org following the message format and instructions for submitting a data inquiry per the instructions on webinar slide 29.

2. **How can we receive a copy of our organizations MOU?**
   First make sure your organization has an active MOU with Cal-PASS Plus by checking the Cal-PASS Plus member list. After confirming your organization has an MOU in place, you can email help@calpassplus.org to request a copy of your organization's MOU. If your district does not have an MOU, please follow the steps to become a Cal-PASS Plus member district.

3. **Where do we go to retrieve the required files for Cal-PASS Plus?**
   Submitters must extract files from CALPADS and then upload them to Cal-PASS Plus. Follow the instructions on the CALPADS ODS extracts page. Because downloading the ODS extracts will require the submitter to have a CALPADS login, it is best for this task to be performed by the person(s) at each submitting organization who manages the CALPADS data.

4. **Will there be a form/format for notifying the TAPs the required district contact information for organizations that do not maintain CALPADS files?**
   A. Please email your K14 Technical Assistance Providers with the following information for all of the Partner Agencies in the K12 SWP project:
      - The name of the district(s) that will be uploading CALPADS data to Cal-PASS Plus
      - The name of the individual(s) who will be performing the upload
         o This individual's email
         o This individual's phone number

   It is important for us to have this information so that we can have direct communication with the individual(s) performing the upload and provide immediate support if assistance is needed.

5. **If we need help from Cal-PASS Plus, is there contact information to set up the 30-minute coaching sessions?**
   Use this link to book a 30-minute upload session with a member of the Cal-PASS Plus help desk team. Please come to the upload session prepared to upload your ODS extracts to Cal-PASS Plus. This means prior to the upload session, make sure to complete steps 1 through 5 (see webinar slides 15 to 33). If for any reason you are having difficulty

completing steps 1 through 5, please provide as much detail as possible in the notes section when booking your appointment, so that the help desk knows in advance what issues you are having.

6. **What years should the ODS files be for?**
   Round 1 Awarded Projects: data files for 2018-19, 2019-20, and 2020-21 must be reported
   Round 2 Awarded Projects: data files for 2019-20 and 2020-21 must be reported
   Round 3 Awarded Projects: data files for 2020-21 must be reported

7. **How do we ensure we are getting the correct years data from the ODS extract? What date range should be used?**
   Please use the following date range when pulling files for a specific school year: 07/01/20XX – 06/30/20XX.

8. **Are K-8 programs required to report to Cal-PASS Plus?**
   At this time we are putting a hold on the data request for Middle Schools (grades 7-8) to report to Cal-PASS Plus by November 1st.

9. **How long does it take for an LEA to see that their MOU is active on the website after sending it in?**
   The Cal-PASS Plus team is working to get their systems updated as quickly as possible. Due to the high volume of requests that have come in, it may take a few days for the MOU to appear on the website. However, if you are a new member, you will know your MOU was processed when the contact person for your district receives Cal-PASS Plus login credentials. If you have any doubt that your MOU has been received and processed, please reach out to the Cal-PASS Plus helpdesk at help@calpassplus.org.

10. **If we previously submitted data, do we need to resubmit data for the same years?**
    No, you do not have to resubmit data if your district has already uploaded it for previous years. However, please check to confirm Cal-PASS Plus has received all of your data for previous years by following the instructions on webinar slide 29 for submitting a data inquiry.

11. **If we have multiple projects funded in the same round, will the same data upload be used for all of those projects?**
    The fiscal year data file that is submitted will be organized by the organizations CDS Code and will be applied to all projects for that fiscal year with a matching CDS Code.

12. **Will there be reminder emails sent out to organizations that have not reported?**
    The K14 Technical Assistance Providers will help facilitate email reminders to Organizations that are missing data files.

13. **How should awardees whom received their funding during COVID report if their programs were never able to start because of the pandemic?**
    Please notify your regions K14 Technical Assistance Provider that your organization does not have data records to report due to the COVID pandemic. There will be a survey question on the bi-annual expenditure and progress report in NOVA that will ask if your organization has uploaded all of the required data to Cal-PASS Plus; an explanation will be required for those organizations that select a "No" response. An answer in this field is

required for audit purposes. In the event that certain file types are not available to an LEA or if an LEA has zero students to report for a specific file type, those LEAs will also need to select "No" and give a short explanation. For example, "SCTE file is not available for our LEA" or "there were no student records to report for the 2020/21 SCTE file".