CPFA

CONNECTICUT PHYSICAL FITNESS ASSESSMENT

Individual Student Collection Application

CSDE
CONNECTICUT STATE DEPARTMENT OF EDUCATION

Connecticut State Department of Education

March 2024

Contents

Objective

The purpose of this document is to provide districts with procedures and guidance for submitting data and to address questions regarding the use of this data collection.

This document is organized into four sections:

Handbook or reference guide on the purpose of this collection and definition of data collected

Step-by-step procedures for use of the system

Appendix of terminology and references

Documentation Standards
Standards used in this document include the following:

- FIELDS displayed on a screen are referenced using ALL CAPS.
- Field **values** are highlighted in **bold.**
- *Screens* are referenced using *italics.*
- **Buttons** or **menu selections** are in **bold.**
- When following procedures contained in this guide, always proceed to the next step if not directed to go to another step.

Represents important information related to data reporting.

Represents helpful tips and references to other sections of documentation for related topics.

Represents reminders of information previously stated related to the current topic.

Contact List

CPFA General Email
CSDE Assessment
ctstudentassessment@ct.gov

CPFA Project Manager
Raymond Martin
raymond.martin@ct.gov

CPFA Individual Collection Support

Kimberly Johnson
Kimberly.Johnson@ct.gov

Handbook/Reference Guide

CPFA Individual Student Collection Application Overview

The Connecticut Physical Fitness Assessment (CPFA) is Connecticut's annual assessment of public school students' physical well-being. Students in Grades 4, 6, and 8 are assessed annually. At the high school level, schools have the flexibility to assess students at any grade but must assess each student at some point between Grades 9 and 12.

The goals of the assessment program are to:

- inform schools, districts and the public about programs focusing on fitness and physical activity in our schools and evaluate their success.

Students taking the CPFA are evaluated using age and gender appropriate standards in four components of fitness. The components assessed include:

- aerobic endurance;
- flexibility;
- upper body strength and endurance; and
- abdominal muscle strength and endurance.

The CPFA Individual Student Collection Application is designed to compile data to report on the level of attainment each student achieved on all four parts of the CPFA. These results are used for both public reporting and as part of the CSDE Next Generation Accountability system.

While it is common for schools and school districts to assess students outside the required CPFA grades, the CPFA Individual Student Collection Application is only designed to accept student results for students in Grades 4, 6, and 8 annually, and one time between Grades 9-12.

🛈 **Important:** This guide is for the CPFA Individual Student Collection Application. For information on administering the CPFA and/or other information about the assessment itself, please see the CPFA Test Administrator's Manual.

Types of Data Collected in CPFA Individual Student Collection

The data collected by the CPFA Individual Student Collection Application for students in tested grades fall into three general categories:

- Demographic information – Student Assigned Student ID (SASID), Date of Birth, and District ID (optional).
- District/School information – the reporting district and school/program administering the assessment.
- Assessment information – each of the four assessments and the student's attainment level on each assessment.

Collection Cycle

While the CPFA can be administered at any point during the school year, the CPFA Individual Student Collection Application will be open for entry of results from late fall through early summer. Please check the CPFA Individual Collection website for specific due dates.

Dates and Actions

- **March:** System opens for entry.
- **Late May:** Complete testing by the end of May to allow time to process the data and upload reports.
- **Middle of June:** Due date for all data to be loaded, processed, and certified.

Timely and Accurate Dates

The CSDE has established the following timely and accurate due dates for the annual entry of CPFA Individual Student Collection data:

- Timely due date is typically in early July.
- Accurate due date is typically in mid to late July.

Each collection year, the exact calendar due dates are published in the *LEA Level Determinations - Timely and Accurate Data Collection* calendar.

Timely and Accurate (SPP Indicator #20 / Principles, Procedures and Standards for the Approval of Private Special Education Programs / Connecticut General Statutes (CGS) 46a-153)

> *The Department will take into account whether or not district data are submitted in a timely and accurate manner in District-level Annual Performance Report (APR) Determinations, in accordance with CGS 46a-153, and 10-76b/10-76d for Approved Private Special Education Programs (APSEPs). Please work with staff to ensure data submitted to the Department are timely and accurate.*
>
> *(20 U.S.C. 1416(a)(3)(B))*

The Department defines *Timely and Accurate* as a holistic system analysis, thereby ensuring the determination is not about minor edits/errors, but instead is about <u>systemic failure</u> to report and/or follow reporting directions/guidelines.

Timely = 1) The test results are loaded, processed and certified for all students assessed in the prior school year
  2) The submission passed general edit checks and provided complete data.
  Timely Due Date is typically in early July.

Accurate = District has submitted all CPFA data and the results have been processed and certified. Any outstanding assessments reflect assessments that were not completed during the test window.

  Accurate Due Date is typically in mid to late July.

What types of organizations submit CPFA Individual Student Collection Data?

All Connecticut public school districts must submit CFPA results through the CPFA Individual Student Collection Application. Specifically, the following organization types must submit results:

- public school districts (both municipal and regional);
- regional education service centers (RESCs);
- charter schools;
- endowed and incorporated academies;
- college affiliated school districts; and
- the Connecticut Technical Education and Career System.

Certification

When districts have submitted all their CPFA results, they are required to certify these results. Only CPFA results that have been processed (i.e., loaded to the assessment database) and certified will be considered submitted and used for public reporting and accountability purposes.

Important: CSDE policy requires that certification of data only be performed by individuals holding administrative endorsement in the State of Connecticut.

Gaining Access and User Roles

Gaining Access

The CPFA Individual Student Collection Application uses the state's Directory Manager (DM) application and is accessed through the CSDE's data collection portal (https://csde.ct.gov). Each district has at least one staff member with a DM role called "LEA Security Manager". This person(s) manages the access to and rights in the portal for their district. Each district's LEA Security Manager is responsible for assigning and maintaining CPFA Individual Collection roles in DM.

- If an individual already has a DM account, they will use their existing username/password.
- If an individual is new to DM, they will receive one email with a unique username and a second email with a password.
- **Usernames and passwords should NOT be shared**, as each are unique to the assigned individual. This process improves accountability for any errors or changes entered into the system and allows the department to identify exactly who to contact should we have questions about a specific student record.
- The list of CPFA Individual Student Collection Application users from DM will be used to conduct all communication about the CPFA Individual Collection Application system.

Note: If you do not know who your LEA Security Manager is, view this listing of all LEA security managers.

User Roles

Name	Required Role	Permissions	Notes
CPFA LEA Certifier	Yes	• Enter data • View reports • Certify data	• Must be a certified administrator
CPFA LEA Writer	No	• Enter data • View reports	• Can be any staff member in the district • This role is not designed for school level staff

Browser Requirements

The CPFA Individual Student Collection Application has been designed to work with most common up to date internet browsers. The CSDE has not tested and cannot ensure compatibility with older and obsolete internet browsers.

Making sure you are using the most up to date version of your internet browser will improve your browsing experience as well as your computer's security.

Other data collection site connection requirements and tips:

- Do not set up a favorite based on the site. Favorites are usually set up on the redirected site and that will cause problems.
- The website does have a "time out" function and it will log you off if it does not detect an action for a period of approximately 15 minutes.
- The site customizes what a user can see and do based upon their role(s), so your colleagues may have a different level of access than you based upon their role(s).
- Under no circumstances should you share your credentials. This is a significant security breach. The CSDE reserves the right to deactivate access of users who have shared their account information.
- If you have a problem or an unexpected error, take a screen capture (that does not include any student data) of the message you are receiving (use the print screen or snipping tool in windows). Include the screen capture along with a detailed account of the issue that you have encountered when sending an email request for help.

The CPFA Individual Student Collection Application Layout

The CPFA Individual Student Collection Application is designed to have a top navigation bar to allow users to quickly move between the different sections of the system.
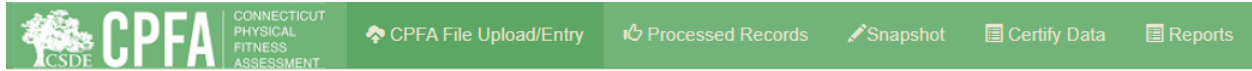
Note: The Certify Data option will only be visible to CPFA LEA Certifiers.

The different navigation options are listed and described in the table below.

Section	Description
Home (CFPA logo on nav bar)	This is the page users land on when logging into the CFPA system.
File Upload/Entry	This section allows users to upload data files of students' level of attainment as well as directly enter manual batches into the system.
Processed Records	This section presents users with all of their processed data. On this page, users can edit or delete individual assessment results.
Snapshot	This section provides users with a quick view of the records processed and is designed to help identify potential problems with data that has been submitted.
Certify Data	This section is for CPFA LEA Certifiers (Superintendent/Superintendent's Designee) to certify the data for their district when all data has been submitted and processed.
Reports	This section contains reports to assist districts with completing and verifying CPFA data.

Important: Certify Data has been added to the CPFA system. Superintendents or their designee (certified administrator) must complete the district certification upon submission of the CPFA data.

Entering Data into CPFA Individual Student Collection

There are two ways to enter data into the CPFA Individual Student Collection Application. The first is a data upload. The second is direct entry of the data into the CPFA Individual Student Collection Application. Both approaches result in a batch of records that must be validated and (when the batch has no errors) processed.

Data Uploads

Uploading a data file is one of the fastest ways to get large quantities of data into the CPFA Individual Student Collection Application. This requires a user to go into the proper section of the system and upload a comma separated value (CSV) file. You can create a CSV file within most of the common data spreadsheet software systems. In Microsoft Excel, you can save a CSV file by using the "Save As" feature and selecting CSV (Comma delimited).

Important: The most common student information systems in the state have created custom reports designed to generate a file of student results, which then can be uploaded seamlessly into the CPFA Individual Student Collection Application.

General Requirements for Uploading Data into CPFA system

To load student CPFA levels of attainment into the CPFA system, there are certain base requirements. They are:

- The State Assigned Student ID (SASID) and student date of birth must match a student enrolled in the tested grades in your district during the current school year.
- The reporting district and school/program codes must be the full seven-digit codes associated with your school district (see EdSight Find School/District report to look up these codes).
- The file must match the established file template and specifications for the CPFA Individual Collection (see the Appendix for more on the file specifications).
- The file must be in the CSV format.

The Data Upload Process
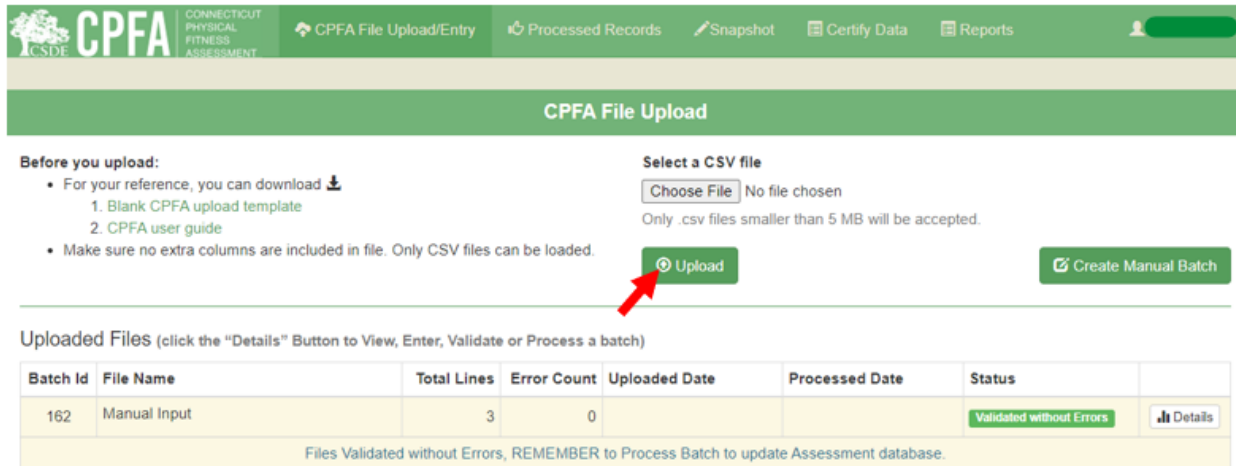
To upload data in the CPFA system, go to the CPFA File Upload/Entry and follow the steps listed on the page.
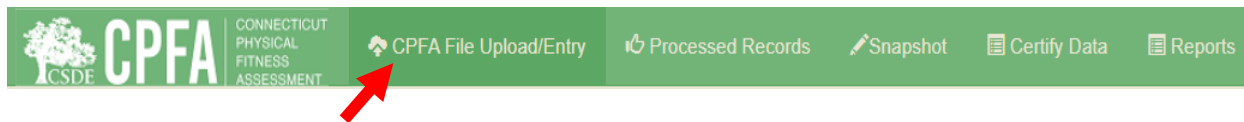
The process of uploading a file into the CPFA system is like adding an attachment to an email. On the *Upload/Entry* page, you will need to take the following steps:

- **Step 1:** Click the "**Choose File**" button.

- **Step 2:** Select the file for upload. When the open page pops up on your screen, navigate to the location on your PC or network where the file you wish to upload is located, select the file, and click "Open."

- **Step 3:** Click the **Upload** button.

The *CPFA Upload/Entry page*:
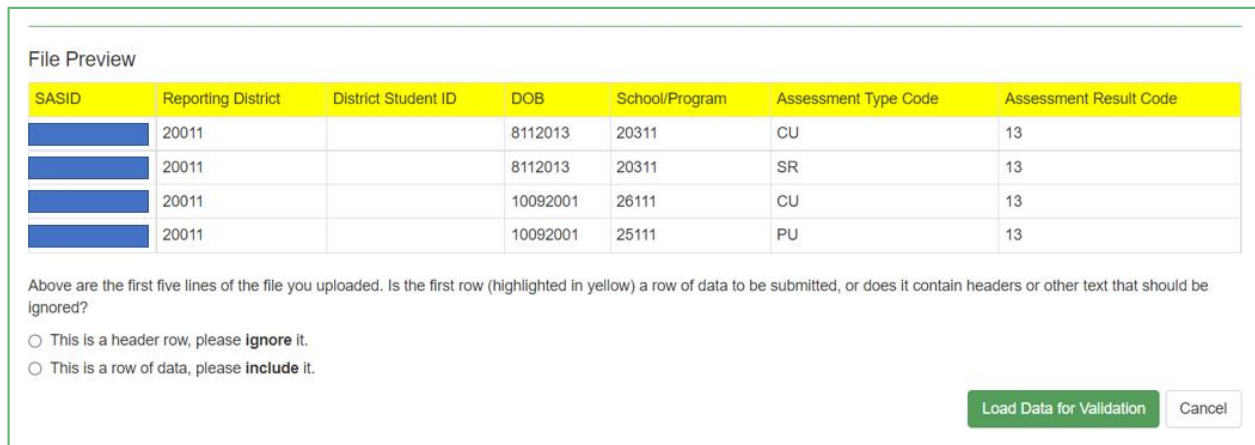
After you click the **Upload** button, the system will review the file to ensure it meets the required specifications (file type, number of columns, etc.). If the file fails this check, you will get a message that the Preliminary File Check Failed.

If your file passes the preliminary file check, the application will give you the option to have it exclude a header row (if your file had one) or include the first row (if it included student data). Click the **Load Data for Validation** button to load the data.

The CPFA application will run validations. This process checks that:

- the student reported is registered in your district in the grade tested;
- the SCHOOL/PROGRAM matches a school/program in your district;
- the ASSESSMENT TYPE matches the assessment code set (i.e., matches one of the codes established for the different CPFA assessments);
- the ASSESSMENT RESULT code (i.e., level of attainment) matches one of the result codes set for this application; and
- the system does not already have an assessment result for a student on a particular assessment (i.e., the system does not already have a result for the student on the test).

! **Important**: Uploading CPFA data is only the first step of the process. Batches must be validated and, when there are no errors in the batch, processed to be loaded into the assessment database. Only results that have been processed are certified and therefore published and used for accountability.

Upload Results

After upload, the file is then referred to as a batch. The CPFA generates a Batch ID for each upload and each batch is given a status of either:

- Validated without Errors
- Validated with Errors

⊙ **Remember**: A batch that has no errors must still be processed to be loaded into the assessment database.

After an upload has occurred, the batch shows on the *CPFA File Upload* page in the Uploaded Files section (see below). Batches in the Uploaded Files table are grouped by status.

Fixing Errors in an Uploaded Batch

When an uploaded batch is found to have errors, it is given the status of Validated with Errors. The CFPA application is designed to allow a user to address these errors in two ways:

- delete the batch and address the changes in your source file (i.e., the file that was uploaded); or
- fix the errors identified in the batch in the CPFA system itself.

Regardless of what approach you choose to take, users will need to go to the *File Details* page to address the issues with the batch. To go to a batch's *File Details* page, click the **Details** button on the right of the Batch ID row on the *CPFA File Upload* page.

The *File Details* page defaults to the Error Records tab when errors are present. The All Records tab will show you all records in a loaded batch.

On the *File Details* page, users can:

Action	How to:
Edit an individual record	Click the **Edit** button to open the Edit Record Screen (see below). The user can make changes to the submitted data on that page.
Delete an Individual Record	Click on the **Delete** button on the row of the record.
Delete an entire batch	Click the **Delete Batch File** button to delete the entire batch.
Add a record to a batch	Click the **Add Record** button. This may be helpful if you are trying to keep all records from a school or grade in a single batch and have records that were not included in the initial upload.
Revalidate Batch	Click the **Revalidate Batch** button. This step is required after you make edits to a batch (i.e., correct errors in a batch).
Download Batch	Click the **Download Batch** button.

Edit Record page example (error being addressed below was an assessment type error):

Direct Entry into CPFA Individual Collection

For some districts, entering CPFA level of attainments directly into the application may be the most efficient approach. This may be because the district does not use a student information system (SIS) that has an assessment result module or some other way to track student CPFA results. Other districts will upload batches of results but choose to manually enter a select number of students' results. These can be makeup assessments, students taking an alternate assessment or other cases that their SIS is not designed to handle.

Before attempting to enter results directly into the application, users should make sure they have each student's SASID and DATE OF BIRTH as well as information on the assessment. The manual entry page is not currently designed to work with student name, so the SASID and date of birth are critical elements.

Manual entry requires a batch to add the manually entered record to. This can be a manual batch that already exists in your district, an uploaded batch, or a new manual batch created for this purpose.

> ❗ **Important**: Districts can only add manual records to an existing batch that has not been processed (i.e., not had its records loaded to the assessment database). Once a batch has been processed, the records cannot be edited or added to. A batch that has not been processed, however, can have new records added and corrections made to the data.

Creating a New Manual Batch

The first step of creating a Manual Batch is clicking the **Create Manual Batch** button on the *CPFA File Upload* page (see below).


> ❗ **Important**: Users do not need to create a new manual batch each time they need to manually enter results. Any batch that has not been processed can have records added to it. Users may find

it easier to organize and keep track of entry if they only submit manual records into dedicated manual batches (these will automatically be assigned the file name of Manual Input).

Adding a Manual Record

To add a record manually, on a batches' *File Details* page, click the **Add Record** button.
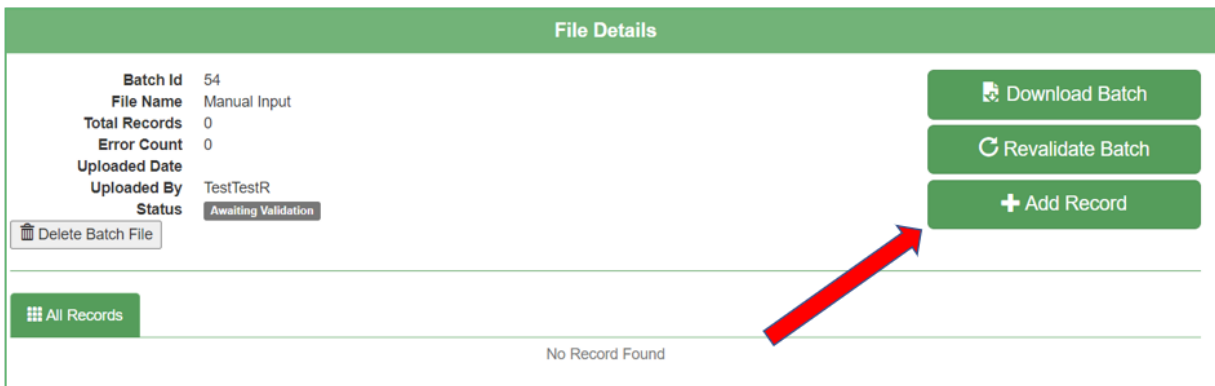
On the *Add Record* page, you will enter the student's SASID, date of birth (DOB), School/Program administering the test, assessment type (Assessment Code), Assessment Result Code (i.e., level of attainment), and (optional) District Student ID. The Reporting District field will be pre-loaded with your district organization code.

Add Record ✕

SASID *

Reporting District *

0250011

District Student ID

DOB (MMDDYYYY) *

School/Program *

--Select--

Assessment Code *

Assessment Result Code *

* Required Field

✖ Cancel   ─ Clear Test   💾 Save/Add Next Test   💾 Save

Once you have entered all the data for a test click the **Save/Add Next Test** button to enter another assessment result for the same student or click the **Save button**, followed by the **Cancel** button after saving to exit the *Add Record* screen. This will load the record to the batch. The record will still need to be validated and processed to be added to the assessment database.

Once you have completed all the manual entries you are entering at this point, click the **Revalidate Batch** button to initiate the data validation process.

🛑 **Important**: Depending on your browser, manual records may not appear on the *File Details* page until it has been validated. Click the **Revalidate Batch** button to validate the batch and make manual records appear.

Error Types

Regardless of the way the data is entered, manual entry or upload entry, the potential for errors in the data exist. The table below contains the most common data errors and the reason for the error.

Error Message	Reason
<SASID> is not a valid SASID for your district.	The SASID entered does not match a student in your district according to the PSIS registration collection.
Not a valid DOB for student.	The date of birth entered for the student does not match the student in your district according to the PSIS registration collection.
<bad code> is not a valid Assessment Type Code	The Assessment Type Code submitted does not match the Assessment Type Code list.
<bad code> is not a valid Assessment Result Code	The Assessment Result Code submitted does not match the Assessment Results Code list.
<Assessment Type> Assessment duplicate test in batch for SASID <SASID>.	An assessment result has already been loaded to the system for this SASID.
<School/Program Code> is not a valid School/Program for your district.	The School/Program code reported does not correspond with School/Program in your district.
<Reporting District Code> is not a valid Reporting District for your district.	The Reporting District code reported does not match the school district code for your district. Please check the file specifications in the Appendix to ensure you are using the proper format.
Record Rejected. Student is in a non-tested grade.	The student associated with this record is not in a CPFA grade of assessment.

The CPFA Individual Student Collection Application is designed to allow you to correct the errors in a batch (both manual entry and uploaded batches). These corrections will be completed through either deleting a record from the batch on the *File Details* page (on the record in question there is a **Delete** button in red on the right of the row) or editing the submitted data (click the **Edit** button and an *Edit Record* screen will open with the record's submitted information preloaded). A sample record with an error and the associated *Edit Record* page are below.

Sample *Error Record* Page:

999999999	0020011		01012011	0026111	PU	13	Edit
Error(s) in above line: • 999999999 is not a valid SASID for your district.							Delete

The *Edit Records* Page:

Remember, only batches where there are no errors can be processed. All records with errors must either be corrected or deleted.
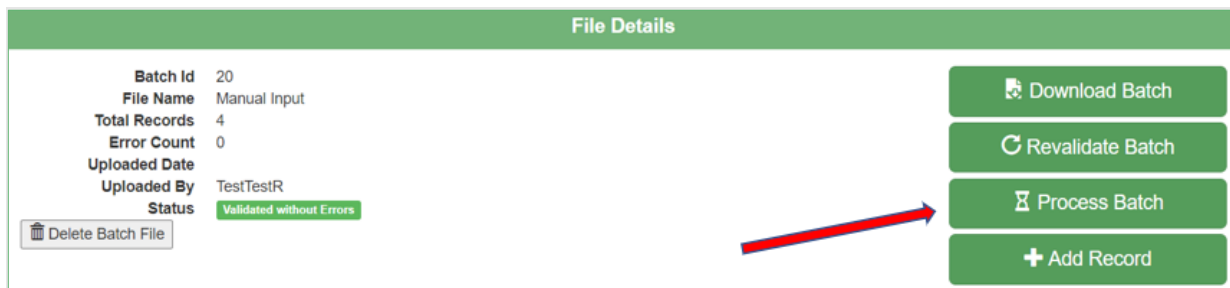
Processing a Batch

The final step of submitting CPFA results is processing the batch containing the results. The act of processing the batch loads the results into the assessment database.

🛈 **Important:** <u>Only</u> data that has been processed is considered to have been submitted to the CSDE.

To process a batch that has a status of Validated Without Errors

1. Once on the *CPFA File Upload* page, click the **Details** button on the right of the row of the Batch you want to Process to open the *Files Details* page for the batch.

2. Confirm that the Batch holds the "**Validated without Errors**" status and that the number of errors is listed as 0 on the left of the page in the Error Count column.

3. Click **Process Batch** button on the Right (see below).

4. When asked if you are sure you want to process the batch.

   - If yes, click the **Process Batch** button.

   - If no, click the **Cancel** button and it will return you to the *File Det*ails page for the Batch.

File Details	
Batch Id 20	🖥 Download Batch
File Name Manual Input	
Total Records 4	
Error Count 0	↻ Revalidate Batch
Uploaded Date	
Uploaded By TestTestR	
Status `Validated without Errors`	⧗ Process Batch
🗑 Delete Batch File	
	➕ Add Record

Reports

The CPFA Individual Student Collection application has a series of reports available at the school and district levels found on the *Reports* page of the application. Each of these reports can be searched, printed, and exported to a variety of file formats.

Report	Description
Batch Error Report	This report lists the batch entries with errors and the reason for the error. This report can be run at either the school or district level.
Batch Input (No Errors) Report	This report lists the batch entries with no errors.
Processed Records	This report lists all records that have been processed without any errors.
Assessment Status by School	This report summarizes the processed records. It displays a breakdown by assessment type and number of participants by grade level for each school.
Assessment Status	This report will display the status of each student in the district in tested grades. This report allows districts to identify which students have results for all assessments processed and which students still need results loaded and/or processed. *Note*: assessment results that have been loaded and validated, but not processed (i.e., loaded into the assessment database) are not reflected on this report.
Processed Records	This report lists all records that have been processed without any errors. **Remember**: only processed records have been entered into the

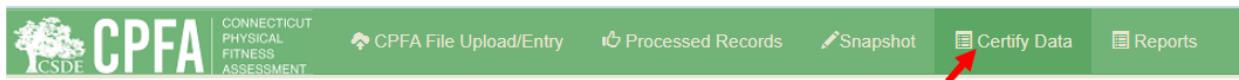|	
	assessment database and therefore are considered submitted to the CSDE. This means only the records in this report are officially submitted.
CPFA Certificates	Certificates of Achievement are generated by school and may be printed for students who have successfully met the standard for each assessment and completed all components of the Connecticut Physical Fitness Assessment.

Certification

⚠ Important: While the Certification process will be disabled upon release of the application and this guide, all data will need to be certified to be published by the CSDE and used for accountability purposes.

Certification is the final act of the data collection process, where the district certifies the data are accurate and complete to the best of its knowledge.

To certify CFPA Individual Student Collection data, a CPFA LEA Certifier will need to:

1. Be sure that all district data have been entered, validated, and processed. Once a district has certified their data, no further data can be entered for that school year.
2. Go to the *Certify Data* Page, by clicking the **Certify Data** option on the top navigation bar in the application (see Below).
3. On the *Certify Data* page, the CPFA LEA Certifier should click the **Certify** button.

CPFA Individual Student Collection Application Navigation Bar:

Certification Page:

💬 Reminder: CSDE policy requires that a certified school administrator certify data. While any district employee can enter data, a certified school administrator must complete the final certification of data.

Appendix A: CPFA Individual Collection Upload File Specifications

Name	Length	Mandatory (M) or Recommended (R)	Description
SASID	10	M	Student's SASID
Reporting District [1]	7	M	District reporting the student
District Student ID	20	R	District student ID
DOB	8	M	Student's Date of Birth - MMDDYYYY
School/Program	7	M	School/program administering the assessment
Assessment Type	3	M	Code denoting the type of assessment
Assessment Result	2	M	Code indicating the result of the assessment
End of Record	1	M	X for all records

Assessment Type Codes

Code	Description
SR	Sit and Reach
CU	Curl Up
PU	Push Up
MR	Mile Run
P20	20m PACER
P15	15m PACER

---

[1] Please visit EdSight - Find Schools page to look up your district's full-seven digit organization code.

Assessment Result Codes

Code	Description	Use Case
00	Did not participate	Student did not take the assessment. This includes but is not limited to students who refused to be assessed, were absent/ill during testing and were not assessed upon their return, and those who were not assessed after an initial assessment was deemed invalid.
01	Needs Improvement Zone	Student scored in the Needs Improvement Zone.
02	Health Fitness Zone	Student scored in the Health Fitness Zone.
03	High Fitness Performance Zone	Student scored in the High Fitness Performance Zone.
11	Participated, but not held to a gender-based standard	Student participated in the standard assessment but using customized or personalized standards.
12	Alternate assessment used	Student participated in a modified or alternate assessment.
13	Medically Exempt	Student was medically unable to attend school throughout the testing period.