CPFA Individual Student Collection

THE SKY IS NOT THE LIMIT

CSDE
CONNECTICUT STATE
DEPARTMENT OF EDUCATION

2022-2023

May 19, 2023

Tips For Teams Webinar

- All attendees are placed on mute for the duration of the webinar.

- Presenters **will not** be consistently monitoring the chat except during the two brief "question" periods when presenters will address any incoming questions.

- This session is being recorded and will be posted to the [CPFA Individual Student Collection](#) page in a few days.

- A PDF of the presentation is in the chat.

Connecticut Department of Education:
- Ray Martin, Education Consultant, Performance Office
- Abe Krisst, Bureau Chief, Performance Office

Wallingford Public Schools
- Karen Veilleux, Information Technology Director

Westport Public Schools
- Christopher Innaco, Application Support Specialist

Agenda

- CPFA Individual Student Collection Basics
- The System
- How to Load/Enter Data
- The File for Upload
- PowerSchool Demonstration

The change to collecting individual student achievement levels will:

- Improve the overall quality of the data collected.

- Allow for more accurate handling of special circumstances in accountability calculation e.g., including in the participation rate students taking alternate assessments or students who are not held to a gender-based standard, but excluding them from achievement calculations.

- Comply with ESSA requirements

CPFA Due Dates

July 6, 2023: Due date for all data to be processed (loaded without errors and transferred into the database) into the CPFA Individual Database.

July 21, 2023: Data Freeze. No data changes or submissions will be accepted after this date. Only data processed into the CPFA Individual Database on this date will be used for CSDE purposes.

End of August: Submitted data available on EdSight.

CPFA Available Resources/Contacts

[CPFA Individual Student Collection Page](#)

- [Test Administration Manual](#)

- [Sample and Template File](#)

- [CPFA Individual Student Collection User Guide](#)

- [School and District Code Lookup](#)

CPFA Individual Student Collection

Effective in 2022-23, the CSDE will begin collecting individual student assessment achievement levels for the Connecticut Physical Fitness Assessment (CPFA). Districts will be required to provide the achievement level attained for all four CPFA components for all students in tested grades. This modification will enable the CSDE to recognize, for accountability purposes, the participation of some groups of students who may have not been formally rated on the CPFA in the past (e.g., non-binary students who chose not to be held to a gender-based standard or students needing an alternate assessment). The data collection application will open in early 2023. In the meantime, going forward, districts should retain individual scores for ALL tested students and ALL four components so that they can be submitted through the system.

Critical Collection Dates

System Open Date	Submission Due Date (Timely)	Fina Revision Date (Accurate)	Freeze Date
2/27/2023	7/6/2023	7/21/2023	7/21/2023

CPFA Individual Student Collection Resources

- Test Administration Manual [PDF] - Fall 2022
- Sample and Template File [XLS]
- CPFA Individual Student Collection User Guide [PDF] - January 2023
- CSDE CTAHPERD Presentation [PDF] - Fall 2022
- School and District Code Look Up

CPFA System

- Resides on the CSDE's data collection portal (https://csde.ct.gov).

- Access to the site is managed by your district's LEA Security Manager. If you do not know who your LEA Security Manager is, see the Find Contacts report on EdSight.

- Is designed to collect data by:
  - Batch upload
  - Manual entry

- Was designed in consultation with Physical Education and Health experts in Connecticut as well as PowerSchool and Infinite Campus (the state's two largest SIS providers).

CPFA Individual Student Application

Application 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

*Certification is not expected to be part of the year 1 collection, but the CSDE reserves the right to add this requirement in the future.

CPFA Individual Student Application: Data Entry Process

Regardless of how the data are entered, submission is a three-step process:

1. Entry
2. Validation
3. Processing

Initial Entry
A. Upload
B. Manual Entry

→ Validation → Does the batch contain errors? → No → Process into Database

Fix In CPFA

Yes → Correct Errors in CPFA or Delete Batch and Resubmit

Delete and Resubmit
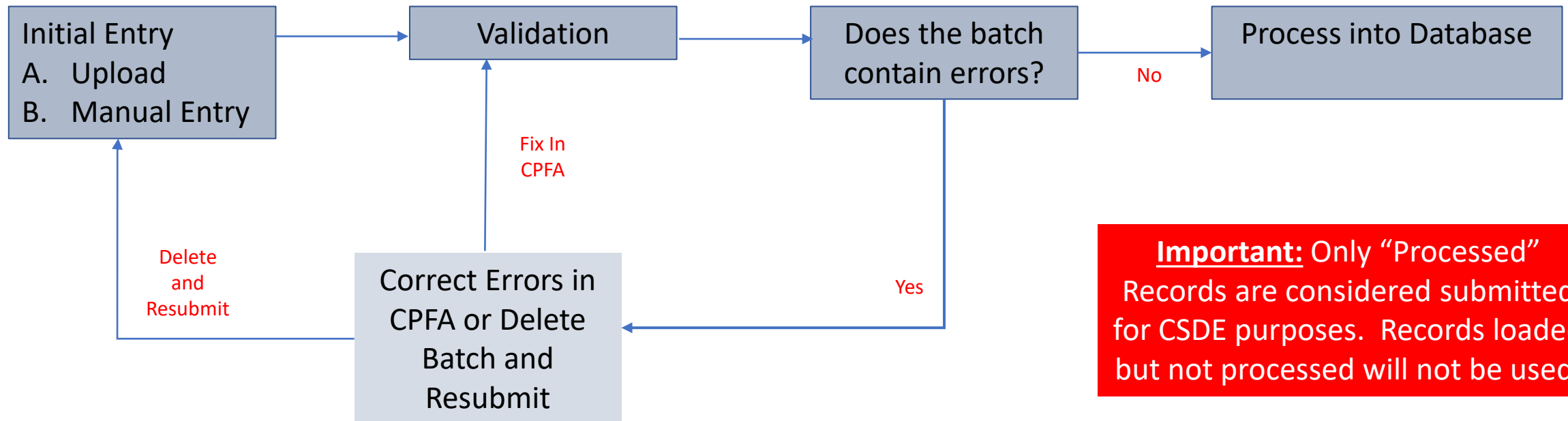
Important: Only "Processed" Records are considered submitted for CSDE purposes. Records loaded but not processed will not be used.

CPFA Individual Student Application

CPFA Individual Student Collection Home Page

CPFA File Upload/Entry | Reports | MartinRa

Welcome to the CPFA Individual Collection

This site collects student level achievement levels attained for all students on the Connecticut Physical Fitness Assessment.

Important: *All Records must be Entered, Validated **and** Processed to be added into the assessment database. Data entered (either manually or by upload) are not considered submitted to the state unless they have been processed into the state CPFA Individual database.*

Please use the three resources to complete this collection:

1. **CPFA File Upload/Entry Page** : Use this page to upload files and manually enter individual student results.
2. **Certify Data**: Use this page to certify the data collection when it is completed.
3. **Reports**: Use this page to run completion reports related to this data collection.

Click on the "CPFA File Upload/Entry" option on the navigation bar to enter data.

CPFA Individual Student Application

CPFA Individual Student Collection File Upload Page

CPFA Individual Student Application

Two Ways to Enter Results in to the CPFA Application

Manual Entry

Upload File

CPFA Individual Student Application: Manual Entry

THE SKY IS NOT THE LIMIT — Back-to-School 2022-2023

CSDE — CONNECTICUT STATE DEPARTMENT OF EDUCATION

CPFA File Upload

Before you upload:
- For your reference, you can download ⬇
  1. Blank CPFA upload template
  2. CPFA user guide
- Make sure no extra columns are included in file. Only CSV files can be loaded.

Select a CSV file

Choose File | No file chosen

Only .csv files smaller than 5 MB will be accepted.

⊕ Upload   ☑ Create Manual Batch

Uploaded Files (click the "Details" Button to View, Enter, Validate or Process a batch)

Batch Id	File Name	Total Lines	Error Count	Uploaded Date	Processed Date	Status	
54	Manual Input	2	1			Awaiting Validation	⚬ Details

Files Awaiting Validation. Files waiting to be revalidated.

| 20 | Manual Input | 4 | 0 | | | Validated without Errors | ⚬ Details |

Files Validated without Errors, REMEMBER to Process Batch to update Assessment database.

File Details

Batch Id   20
File Name   Manual Input
Total Records 4
Error Count   0
Uploaded Date
Uploaded By   TestTestR
Status   Validated without Errors

🗑 Delete Batch File

📥 Download Batch

🔄 Revalidate Batch

⧗ Process Batch

➕ Add Record

⊞ All Records

SASID	Student Name	Reporting District	District Student ID	DOB	School/Program	Assessment Type Code	Assessment Result Code
▬▬▬	▬▬▬	0020011		08112013	0020311	CU	13
▬▬▬	▬▬▬	0020011		08112013	0020311	SR	13

Manual Entry:
Two Approaches
1. Adding records to a new Batch
2. Adding records to a prior (but not processed) manual batch. Click "Details" to go to the existing Manual Batch's page and click "Add Record" on that page.

Add Record

SASID *

Reporting District *

0020011

District Student ID

DOB (MMDDYYYY) *

School/Program *

--Select--

Assessment Code *

-- Select --

Assessment Result Code *

-- Select --

* Required Field

✖ Cancel   💾 Save

Regardless of whether you create a new batch or add on to an existing manual batch, you get the same "Add Record" page. You must enter all the data, except that the District Student ID is optional.

Note: your district is derived from your user account. The example here is for a test account from Ansonia (district 0020011).

File Specifications

Name	Length	Mandatory or Recommended?	Description
SASID	10	M	Student's SASID
Reporting District	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

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

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 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

Important: In accordance with current CSDE practice, Reporting District code is the full 7-digit field, not the 3-digit found in older legacy applications.

Seven-Digit District Codes

New CSDE Applications use the full-seven Digit Org Code. This has three parts. The three-digit town code (in older apps this is also referred to as district code), two-digit school code (00 for districts), and an institution code. For all users the district code follows the below format:

Town Code + 00 + Institution Code

Organization Type	Institution Code
Town-based district	11
Regional district	12
Charter School Districts	13
RESC	14
CTECHs	16
College Affiliated School District	18
Endowed Academies	22

Uploading CPFA Data in the CPFA app

Upload File

The process of uploading a file of results is as simple as attaching a file to an email, except that you can only upload one type of file (a CSV file). You click the choose file button and it will prompt you to find the file on your network or machine and you then can upload the file.

CPFA Individual Student Application

Uploading CPFA Attainment Levels in the CPFA Application

File Preview

SASID	Reporting District	District Student ID	DOB	School/Program	Assessment Type Code	Assessment Result Code
	20011		8112013	20311	CU	13
	20011		8112013	20311	SR	13
	20011		10092001	26111	CU	13
	20011		10092001	25111	PU	13

Above are the first five lines of the file you uploaded. Is the first row (highlighted in yellow) a row of data to be submitted, or does it contain headers or other text that should be ignored?

○ This is a header row, please **ignore** it.
○ This is a row of data, please **include** it.

Load Data for Validation   Cancel

Indicate if your File has a header row and then click the "Load Data for Validation" button.

CPFA Individual Student Application

The CPFA File Upload/Entry Page will show your Uploaded/Manual Batches. Click the "Details" button to "View/Edit/Process" the Batch.
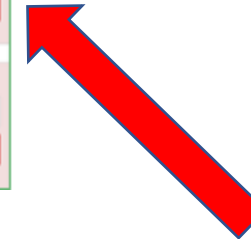
CPFA Individual Student Application

On the File Details page for a Batch, you can see the records with errors for all records in a batch. Records can be edited or deleted from the page.
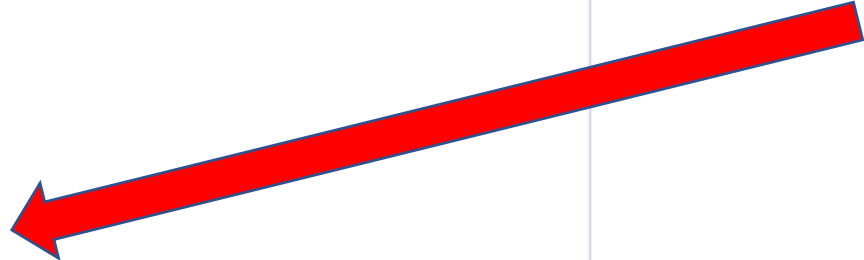
To correct an error in a record in a batch, click the "Edit" button on the record row and the Edit Record page opens. You correct the data that is causing the error here.

This means if you have a batch with a handful of errors, you can fix them in the system instead of having to delete the batch, fixing the records in the CSV and the reloading.

CPFA Individual Student Application

File Details

Download Batch

Revalidate Batch

＋ Add Record

Important: After you are done editing a batch, you need to revalidate the batch to make the system accept your changes.

CPFA Individual Student Application

Processing a Batch

File Details

Batch Id: 20
File Name: Manual Input
Total Records: 4
Error Count: 0
Uploaded Date:
Uploaded By: TestTes
Status: Validated without Errors

🗑 Delete Batch File

📥 Download Batch
🔄 Revalidate Batch
⏳ Process Batch
➕ Add Record

When a Batch has no Errors (i.e., Error Count = 0 and the Status is Validated without Errors), it can be processed into the Assessment Database by Clicking the Process Batch button. After this point, you cannot make changes to the records in the batch.

Important: As previously mentioned, only data processed into the Assessment Database are counted as being fully submitted and therefore used for state purposes.

CPFA Individual Student Application: Reports

District Level Reports

Report Name	
Batch Error Report - This report lists the batch entries with errors and the reason for the error.	👁 View Report
Batch Input (No Errors) Report - This report lists the batch entries with no errors.	👁 View Report
Processed Records - This report lists all records that have been processed without any errors.	👁 View Report
Assessment Status - This report will display the status of each student in the district	👁 View Report

School Level Reports

Report Name	
CPFA Certificates - Coming Soon	👁 View Report
Batch Error Report by School - This report lists the batch entries with errors by school and the reason for the error.	👁 View Report
Batch Input (No Errors) Report - This report lists the batch entries with no errors.	👁 View Report
Processed Records by School - This report lists all records that have been processed without any errors by school.	👁 View Report
Assessment Status by School - This report will display the status of each student in the district by school.	👁 View Report

The CPFA Individual Student Collection has a variety of reports to assist users in determining what students have not had their data submitted, what students have assessment results missing, and what students have had their data processed.

These reports are available at the school and district levels.

Questions

CT Physical Fitness Assessment and PowerSchool

May 19,2023
Presented by Karen Veilleux (Wallingford PS)
and Christopher Innaco (Westport PS)

Step 1 - Execute the Setup (PowerSchool Admin)

In PowerSchool at District, click District Info - click the Connecticut Physical Fitness Assessment Setup (if not run previously). This should create the tests so teachers/admin can see them.

Step 2 - Set up Courses that will be testing (PowerSchool Admin)

In PowerSchool at District, click Courses - search for courses that will be testing. Check the "Use the Course for Fitness Tests". Teachers will now see a
 "Stop Watch" icon in PowerTeacher.

Note: If you don't see the "Stop watch" - you may have custom code blocking this

Teachers - Select class to record scores

In PowerTeacher, Teachers will click on the StopWatch icon next to the class they want to record scores. Next, enter the Test Date and Choose Test Type.

Teachers - Entering scores for a test

- Select student and a pop-up window will appear for that student where you can enter results. The age is calculated based on the test date.
- If a test result was entered, a score of "high fitness, met or needs improvement" will be calculated based on student's age at time of test.
- The teacher can also select a Score Override.
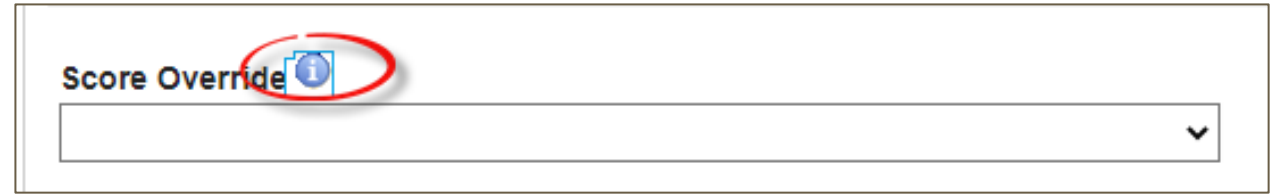
(note: your school may say CPFA 15 meter or just 15 meter depending on when the setup was done). Also, if your teachers cannot see the fall/S1 classes, change school setting on Misc screen (under PowerSchool Admin)

Teachers - Score Overrides

Score Override ⓘ

- **CT - 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 not assessed upon their return, and those who were not assessed after an initial assessment was deemed invalid.
- **CT - Met Health Standard:**
  - Transgender student passes the standard of their choice; Non-binary student who elects to be held to either the boy or girl standard and passes.
- **CT - Participated, but not held to state standard:**
  - Student participated in the standard assessment but using customized or personalized standards.
  - Non-binary student who elects to create their own standard in collaboration with teacher.
- **CT - Alternate assessment used**
  - Student participated in a modified or alternate assessment.
  - Special education student using modified equipment or a modified assessment.
- **CT - Medically Exempt (unable to attend school throughout the testing period):**
  - Student was medically unable to attend school throughout the testing period.

Note: teachers should only use score overrides that begin with CT - If they click on the i next to Score Override - they will see these detailed explanations

Teachers - View/Change an individual student's score

- Click on the "Information icon" for a student from the PowerTeacher Start page

- Choose a student from the list

- From the drop down menu, click on Fitness and Add Score

- Scores can be viewed or changed here

Note: make up scores can be entered this way for a student

PowerSchool Admin - View/Change an individual student's score

- From the PowerSchool Start page
- Choose a student
- Click Fitness from the menu on left
- Scores can be viewed or changed here

PowerSchool Admin - Students who never took the CPFA

To run report to find students who never took the CPFA

- From PowerSchool Admin Start Page, choose Special Functions
- Next, Click Manage Fitness Data screen

Note: This screen was available with State Reporting Release 23.3.2.0, released (3/24/23)

Validate/Submit Data to the State (PowerSchool Admin)

Connecticut State Reports	Version	Description
Connecticut Physical Fitness Assessment (CPFA) Report	1.1	This report contains the data for Connecticut Physical Fitness Assessment.

- From PowerSchool Admin, Switch to school (report must be run at school level at this time).

Validate/Submit Data to the State

- Switch to the school you are reporting
- System Reports, State
- Enrollment Snapshot Date (last day of school)
- Report Execution Mode
  - You can run the report as many times as you like in *Validation* mode
  - If you select *Submission*, you will no longer be able to review/change data

Note: The snapshot date will pick anyone active on or before the snapshot date.

Connecticut Physical Fitness Assessment (CPFA) Report

Report Information	
Description	This report contains the data submitted to Connecticut State Department of Educ submitting information for Connecticut Physical Fitness Assessment. Include students enrolled during submission begin/end date within academic yea Exclude students that do not meet Student filter criterion.
Version	1.1
Output File Name	CT_CPFA_Report_[datestamp]_[School Number]
Category	Connecticut State Reports
Published Date	03/04/2023 08:47 PM
Comments	
Report Parameters	(Check box on the right to save as default value)
Select Schools*	⦿ Current School Only
Select Students*	○ The Selected 0 Students Only ⦿ All Students
Enrollment Snapshot Date	MM/DD/YYYY 🗓
Display Headers?*	No ▾
Extract Format*	Comma-delimited ▾
Report Execution Mode*	Validation ▾
	Validation
	Submission

Sample CSV Data

	SASID	Reporting District	District Student ID	DOB	School/Program	Assessment Type	Assessment Result	End of Record
1	SASID	Reporting District	District Student ID	DOB	School/Program	Assessment Type	Assessment Result	End of Record
2	8888888888	1350011	990001	1022009	1351101	SR	01	x
3	8888888888	1350011	990001	1022009	1351101	CU	02	x
4	8888888888	1350011	990001	1022009	1351101	PU	02	x
5	8888888888	1350011	990001	1022009	1351101	MR	03	x
6	2222222222	1350011	990005	1022009	1351101	SR	01	x
7	2222222222	1350011	990005	01022009	1351101	CU	02	x
8	2222222222	1350011	990005	01022009	1351101	PU	02	x
9	2222222222	1350011	990005	01022009	1351101	MR	03	x
10	5555555555	1350011	990009	01022009	1351101	SR	11	x
11	5555555555	1350011	990009	01022009	1351101	CU	11	x
12	5555555555	1350011	990009	01022009	1351101	PU	11	x
13	5555555555	1350011	990009	01022009	1351101	MR	11	x

Above is sample data from the file that is created from running the state report in PowerSchool. You can check the data before running final report.

Note: Reporting District should be 7 digits - this will be fixed soon

Validate/Submit Data to the State

- Once all data is entered, you may run the report in Submission Mode
- Make sure your LEA Security Manager has granted rights in Directory Manager
- Upload data thru State Portal
- Certify Data (must be a Certified Administrator)

Known Issues

Please make sure you are up to date with the state reporting releases - fixes have been released each month on CPFA

Fixed – Curl Up - now says Number of repetitions in 3 minutes

Fixed - back saver Sit and Reach - score was incorrect per state table

Still outstanding:

-Fix School ID to 7 digits

Check Release notes for more information

Questions & Additional Information

Connecticut Physical Fitness Assessment - CPFA help site

https://portal.ct.gov/SDE/Physical-Education/Physical-Education---Test-Administrators-Manual/CPFA-Individual-Student-Collection

Questions

Thank you joining us!

Name	Email
Abe Krisst	abe.krisst@ct.gov
Raymond Martin	Raymond.martin@ct.gov
Karen Veilleux	kveilleux@wallingfordschools.org
Chris Innaco	chinnaco@westportps.org