Minnesota Department of

Educatiön

Extracting Data from ECSE Secure Reports

To better support use of program data by early childhood special education program leaders, MDE's ECSE team has worked with the information technology team to create a secure extract of local data.

Those individuals who have approved user names/passwords to enter data into the ECSE Outcomes site will be able to extract data. Remember that these data are personally identifiable and so must be treated with appropriate data privacy procedures.

Extraction process:

1. From MDE's home page, choose "Data Center" from the menu bar across the top of the screen.

2. Select "Secure Reports"

3. Scroll to the bottom of the page to find the header "Other Secure Reports" and select "ECSE Outcomes"

4. Login with your MDE User ID and password

5. Select your program from the drop down menu. If your program is a cooperative or education district please select that organization rather than individual member districts.

6. These files are currently available to save to your computer or to a secure flash drive:

    a. Part C 2012-2013

    b. Part C 2013-2014

    c. Part B 2012-2013

    d. Part B 2013-2014

We plan to add files each year so programs may use their data to conduct longitudinal analyses and identify trends and changes.

Please refer to the *Dictionary of Data Elements* for more information about each element and its code set.