



Comprehensive
Exceptional Children
Accountability System

NC DPI :: EXCEPTIONAL CHILDREN DIVISION

CECAS 3rd-Party Integration Supplement

Version 1.7

Revision History

Date	Version	Description	Author
08/18/2004	1.0	Updated Information to submit 3 rd Party Periodic Count files.	CECAS Team
03/03/2005	1.1	Updated to include information on <IsAIG> elements.	CECAS Team
08/02/2005	1.2	Added business rules and validations as an appendix. Updated reference codes for Exit Reasons to match federal requirements (A previous version of this document had published incorrect codes). Added a section for Data Element Changes to communicate past and future changes to the data collected from 3 rd party files.	CECAS Team
02/24/2006	1.3	<ol style="list-style-type: none"> 1. Updated <ServiceLocation> element in Appendix A to indicate the new codes (settings) for PK. 2. Updated “Data Element Changes” section. 3. Updated introduction to Appendix B to show new validations for counting a child as “Active”. 4. Added note reminding LEAs to use the appropriate ID field for their LEA (Reference Code section). 	Malcolm Alexander
11/16/2007	1.4	Updated Appendix A Lookup and Reference Codes table to include required IsLEP element	Ilona Ketting
7/14/2010	1.5	<ol style="list-style-type: none"> 1. Revised the Note on Page 4 of 13. 2. Updated <Grades> element in Appendix A to include Grade 13. 3. Updated <ServiceLocation> element in Appendix A to remove inactive codes (settings) for Private Residential, Public Residential, Private Separate School and Public Separate School. Added the new codes (settings) for Parentally Placed in Private School (for a PSSP Only), Residential Facility and Separate School. 	

		<p>4. Updated <ExceptionalityCategory> element</p> <p>in Appendix A to indicate the new codes for</p> <p>Intellectual Disability – IDMI, IDMO, & IDSE. Changed code for Serious Emotional Disability to ED. Removed the inactive codes for Educable Mentally Disabled, Severely/Profoundly Mentally Disabled and Trainable Mentally Disabled.</p>	
8/26/2010	1.6	<p>Updated Appendix A Lookup and Reference Codes table to include new setting codes. Removed the following setting codes.</p> <p>PKRE-RECP 40-79% of time</p> <p>PKRG-RECP 80% or more of time</p> <p>PKSP-RECP less than 40% of time</p>	Kelley Steen
11/29/2011	1.7	Corrected Setting PKRC to PKSC	Kelley Steen

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3rd-Party Integration Supplement

Purpose

The purpose of this supplement is to provide additional information required for LEAs that wish to use third party EC software to report student information to CECAS for the Periodic Count.

Personnel and Discipline Data Collection

Personnel information and Discipline information will be obtained in other ways and will not be a CECAS reporting requirement for Daily Users or Reporting Users. *Therefore, the Personnel.xml file is not required to be submitted for the Periodic Count, and the Discipline element in ChildCount.xml is not required for the Periodic Count.*

Academically or Intellectually Gifted

The Department of Public Instruction collects AIG information in a separate data collection, through SIMS and NCWISE. CECAS handles data collections for Students with Disabilities. EC Division, however, requires data on disabled students that are also AIG. To enable 3rd parties to report this information, there is an <IsAIG> element in the ChildCount.xml file. This field uses codes of “Y” or “N”, as indicated in the reference tables below.

Reference Codes

The Reference codes for the elements of ChildCount.xml are included in Appendix A of this document. Any elements not mentioned here are as indicated in the CECAS Periodic Count Step-by-Step Guide. The Periodic Count Step-by-step Guide indicates which elements are optional, mandatory, etc. Please refer to that document for file format information.

WARNING: Do not submit (in your .xml files) the descriptions given in the reference tables of Appendix A. For each of the above elements, submit the appropriate code.

NOTE: Please submit the ID that is widely used in the LEA to report student information to DPI (NCWISE or Local ID). Student information is shared throughout DPI, and most matching is done using one of the ID fields.

Business Rules

Refer to Appendix B for business rules and validations applied to the 3rd party file submissions.

Data Formats

The following information pertains to data formats within the 3rd Party submission files:

Element	Definition	Format
LEACode	The official DPI-recognized LEA code.	3 alphanumeric characters.
SchoolCode	A concatenation of the LEACode	6 alphanumeric characters.

Element	Definition	Format
	and the official DPI-recognized school code (LEACode+SchoolCode).	
Various Date Elements	Dates are used in various places throughout the files.	MM/DD/YYYY
SSN	Social Security Number of the student	9 numeric characters, no dashes or other characters.

Data Element Changes

This section provides information on data element changes that have been made or are planned to be made for the 3rd Party files.

Count for which the change takes affect	Data Element Affected	Explanation
December 2005	<ServiceLocation>	New codes for PK students. Result of new OSEP data collection requirements (IDEA Reauthorization). See Appendix A.
April 2005	<PlanType>	Added to indicate whether students have an Individualized Education Plan (IEP) or a Private School Services Plan (PSSP). Result of new OSEP data collection requirements (IDEA Reauthorization).
December 2006	<IsLEP>	Result of new OSEP data collection requirements (IDEA Reauthorization).
September 2010	<ServiceLocation>	New codes for PK students. Result of new OSEP data collection requirements. See Appendix A.

Appendix A – Lookup and Reference Codes

Race

CODE	DESCRIPTION
AM7	American Indian/Alaskan Native
AS7	Asian
BL7	Black
PI7	Native Hawaiian or Other Pacific Islander
WH7	White

Ethnicity

CODE	DESCRIPTION
Y	Is Hispanic
N	Not Hispanic

Gender

CODE	DESCRIPTION
M	Male
F	Female

Grade

CODE	DESCRIPTION
PK	Pre-Kindergarten
KI	Kindergarten
01	First Grade
02	Second Grade
03	Third Grade
04	Fourth Grade
05	Fifth Grade
06	Sixth Grade
07	Seventh Grade
08	Eighth Grade
09	Ninth Grade
10	Tenth Grade
11	Eleventh Grade
12	Twelfth Grade
13	First Year of College
GR	Graduate

ExceptionalityCategory

CODE	DESCRIPTION
AU	Autism
DB	Deaf-Blindness
DD	Developmental Delay
DF	Deafness
ED	Serious Emotional Disability
HI	Hearing Impairment
IDMI	Intellectual Disability - Mild
IDMO	Intellectual Disability - Moderate
IDSE	Intellectual Disability - Severe
LD	Specific Learning Disabled
MU	Multiple Disabilities
OH	Other Health Impairment
OI	Orthopedic Impairment
SI	Speech or Language Impairment
TB	Traumatic Brain Injured
VI	Visual Impairment incl. Blindness

ProgramExit/Reason

CODE	DESCRIPTION
CP	Received a Certificate
DI	Died
DO	Dropped Out
GR	Graduated with Regular High School Diploma
MA	Reached Maximum Age
MV	Moved, known to be continuing
TR	Transferred to Regular Education

IsAIG

CODE	DESCRIPTION
Y	This Student with Disabilities is also AIG
N	This Student with Disabilities is not AIG

IsLEP

CODE	DESCRIPTION
Y	This Student with Disabilities is also LEP
N	This Student with Disabilities is not LEP

ServiceLocation

CODE	DESCRIPTION	Age Group
PKHM	Home – Not RECP or SEP	PK
PKPL	Service Provider Loc. – Not RECP or SEP	PK
PKSC	SEP Separate Class	PK

CODE	DESCRIPTION	Age Group
PKRS	SEP Residential Facility	PK
PKSS	SEP Separate School	PK
RECP1	RECP 10 Hours or More (3-5)	PK
RECP2	RECP 10 Hours or More – Other Location (3-5)	PK
RECP3	RECP Less Than 10 Hours (3-5)	PK
RECP4	RECP Less Than 10 Hours – Other Location (3-5)	PK
HOM	Homebound/Hospitalized	School Age
PPP	Parentally Placed in Private School	School Age
REF	Residential Facility	School Age
REG	Regular >80% of the day w/non-disabled peers	School Age
RES	Resource 40%-79% of the day w/non-disabled peers	School Age
SEP	Seperate <39% of the day w/non-disabled peers	School Age
SPS	Separate School	School Age

Entitlement

CODE	DESCRIPTION
Y	Entitled to include this student in the Periodic Count
N	Not entitled to include this student in the Periodic Count

Appendix B – Business Rules and Validations

These validations are done on CECAS 3rd party submissions. Each section specifies when in the CECAS submission processing that these validations take place. All of these validations, when considered together, represent the data checks 3rd party files are subject to.

Note: Active student validation is done by comparing the Program/Service begin dates and end dates with the date of the count.

1. The earliest program/service begin date must be on or before the count date.
2. The latest program/service end date must be after the count date (or blank).
3. Exit date and Exit reason must be blank.

When Uploading A File [XML]

Validations for Student Data

Note: Files are uploaded only for Non-CECAS submissions.

1. Each submitted field should be less than or equal to the maximum length allowed for that field.
2. ID element must be present in the file.
3. If the Entitlement flag element is present in the file, then it must have a value of Y or N.
4. IsAIG flag is present in the file and has a value of Y or N.
5. IsLEP flag is present in the file and has a value of Y or N.
6. Following the upload of a file, the application will isolate all records with Exit Information and validate the data to determine if an exit date falls before or after the Count Period End Date. If the Exit Date falls on or before the Count Period End Date, then the child is counted as being exited. If the Exit Date falls after the Count Period End Date, the child is counted as active.

When Assigning UIDs

Validations for Student Data

Note: SUI process takes place only for Non-CECAS submissions.

1. First Name
 - a. Cannot be blank.
 - b. Can have only the following characters: (Aa-Zz , ' . - #).
2. Last Name
 - a. Cannot be blank.
 - b. Can have only the following characters: (Aa-Zz , ' . - #).
3. Middle Initial
 - a. Can be blank.
 - b. Can have only the following characters: (Aa-Zz , . - #).
4. Date Of Birth
 - a. Cannot be blank.
 - b. Must be a date value.
5. Gender
 - a. Cannot be blank
 - b. Must be M or F.

When Checking For Data Errors

Validations for Student Data

Note: Data validations are done for both CECAS and Non-CECAS submissions.

1. Region Code
 - a. Cannot be blank.
 - b. Must be the same as the one submitted on the Request screen.
 - c. Must exist in the School Code Master.
2. LEA Code
 - a. Cannot be blank.
 - b. Must be the same as the one submitted on the Request screen.
 - c. Must exist in the School Code Master.
3. School Code
 - a. Cannot be blank.
 - b. Must belong to a school in the LEA submitted on the Request screen.
 - c. Must exist in the School Code Master.
4. Placement Date (IEP Date)
 - a. Cannot be blank.
 - b. Must be a date value.
 - c. Must be on or after the Date of Birth.
5. Date Of Birth
 - a. Cannot be blank.
 - b. Must be a date value.
 - c. Must be before the Count Period End Date.
6. Gender
 - a. Cannot be blank.
 - b. Must be M or F.
7. Ethnicity
 - a. Cannot be blank.
 - b. Must exist in the Ethnic lookup.
8. Race
 - a. Cannot be blank.
 - b. Must exist in the Race lookup.
9. Primary Handicapping Condition (Exceptionality)
 - a. Cannot be blank.
 - b. Must exist in the Exceptionality lookup.

- c. Validate Exceptionality Age range based on the Students Age as of the Count Period End date only for Active Students. This check will NOT be performed for students who have been Exited.
 - d. The age of the student at the Count Period End Date should be equal to or greater than the Exceptionality Min Age and less than the Exceptionality Max Age.
10. Primary Educational Setting (Service Location)
- a. Cannot be blank.
 - b. Must exist in the Settings lookup.
 - c. Validate the Primary Setting Age range based on the Students Age as of the Count Period End date only for Active Students. This check will NOT be performed for students who have been exited.
 - d. The age of the student at the Count Period End Date should be equal to or greater than the Setting Min Age and less than the Setting Max Age.
11. Exit Reason
- a. Cannot be blank if the Exit Date is given.
 - b. Must exist in the Exit Reason lookup.
 - c. If contains a value and the Exit Date is blank then it will flag the record as erroneous.
 - d. Validate Exit Reason Age range based on the Students Age as of the Count Period End date.
 - e. The age of the student at the Count Period End Date should be equal to or greater than the Exit Reason Min Age and less than the Exit Reason Max Age.
12. Exit Date
- a. Cannot be blank if the Exit Reason is given.
 - b. Must be a date value.
 - c. Must be on or after the Placement Date (IEP Date).
 - d. If contains a value and the Exit Reason is blank then it will flag the record as erroneous.
13. Last Name
- a. Cannot be blank.
14. First Name
- a. Cannot be blank.
15. Grade
- a. Cannot be blank.
 - b. Must exist in the Grades lookup.
16. Child ID
- a. May be repeated.
 - b. Can be Blank - However, if the ID field is left blank but the SSN field contains valid data, then no error will be generated.
 - c. Application will check to see that either the Child ID field or the SSN field contain data. If both fields are blank, then an error is raised indicating that the ID field is blank
 - d. Must include 'Type' attribute. Allowable values are 'UID', 'NCWISE' or 'LOCAL'. Any other Type values will be flagged as erroneous.

17. SSN

- a. Can be blank.
- b. If given, must be all numeric.
- c. If given, must have a length of 9.
- d. Application will check to see that either the Child ID field or the SSN field contain data. If both fields are blank, then an error is raised indicating that the ID field is blank.
- e. If the ID field is left blank but the SSN field contains valid data then no error will be generated.

18. Plan Type

- a. Can be blank
- b. If blank, the default will be "IEP"
- c. Allowable values will be 'PSSP' or 'IEP'.

19. IsLEP

- a. Cannot be blank.

20. IsAIG

- a. Cannot be blank.