# Child Development Management Information System (CDMIS) User Manual Appendix C: Creating Electronic Files

**A Guide for Program Staff**

**Version 9.0**

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**This version supersedes previous versions of this guide.**

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## Glossary

Below is an alphabetical list of commonly used acronyms, initialisms, and terms used throughout this document.

* **Agency:** Agency that maintains a child care and development contract with the California Department of Education, Early Education Division
* **CDD-801A:** CDD-801A Monthly Child Care Population Report
* **CDE:** California Department of Education
* **CDMIS:** Child Development Management Information System
* **Contract:** California Department of Education, Early Education Division, Child Care and Development Contract
* **CR/LF:** Carriage Return/Line Feed
* **EED:** Early Education Division
* **FEIN:** Federal Employer Identification Number
* **FICN:** Family Identification Case Number
* **File:** CDD-801A Monthly Child Care Population Report Electronic File
* **FIPS:** Federal Information Processing Standards
* **HoH:** Head of Household
* **IEP:** Individualized Education Program
* **PC:** Personal Computer
* **QRIS:** Quality Rating and Improvement System
* **Report Period:** Month and Year of a CDD-801A Monthly Child Care Population Report
* **SMI:** State Median Income
* **SSN:** Social Security Number
* **TANF:** Temporary Assistance for Needy Families
* **Vendor:** Software Vendor who has Expressed Interest in Working with Early Education Contracted Agencies on the Electronic Reporting of the CDD-801A Monthly Child Care Population Report

Below is an alphabetical list of current Early Education Division Child Care and Development Contract Codes with Descriptions.

* **C2AP:** CalWORKS Stage 2
* **C3AP:** CalWORKS Stage 3
* **CAPP:** Alternative Payment Program
* **CCTR:** General Childcare and Development Program
* **CFCC:** Family Childcare Home Education Networks
* **CHAN:** Severely Disabled Program
* **CMAP:** Migrant Alternative Payment Program
* **CMIG:** Migrant Child Care and Development Programs
* **CRRP:** Resource and Referral Program
* **CSPP:** California State Preschool Program

## Revision History

| **Version Number** | **Revision Date** | **Section** | **Summary of Changes** |
| --- | --- | --- | --- |
| v 9.0 | 2019 | All Sections | CDD-801A Electronic File Transfers created |

## Overview

The purpose of this document is to provide agencies maintaining a child care and development contract (contract) with the California Department of Education (CDE), Early Education Division (EED) with the technical description and format specifications of a CDD-801A Monthly Child Care Population Report (CDD-801A) electronic file (file) as well as comprehensive instructions for structuring, creating, and reading a file.

### Contents

This document contains the following sections and topics:

* Background Information
* Section A: Electronic File Technical Description
* Section B: Electronic File Format Specifications
* Section C: Structuring an Electronic File
* Section D: Reading an Electronic File
* Section E: Creating an Electronic File

## Background Information

Agencies maintaining a contract with the CDE, EED may utilize the CDD-801A Electronic File Transfer function of the Child Development Management Information System (CDMIS) website to fulfill the CDD-801A requirement. The uploaded file contains all family, child, and provider information for a given report month and year (report period).

Step-by-step instructions for submitting the CDD-801A via the Electronic File Transfer method is available in Chapter 3: CDD-801A Reporting of the CDMIS User Manual.

## Section A: Electronic File Technical Description

This section provides technical descriptions of the various components of a file.

### File Name

#### Agency-Assigned

Agencies maintaining a contract with the EED (agencies) are permitted to name files uploaded to the CDMIS to fulfil the CDD-801A reporting requirements, at their own discretion; however, for convenience and record keeping purposes, the EED recommends that file names include the report period and the agency’s vendor number/submission code.

#### California Department of Education-Assigned

Once uploaded to the CDMIS website, files are assigned a name by the CDE. This name includes the report; report period; agency vendor number/submission code; and date and time of file upload.

The CDE-assigned file name is indicated on the CDD-801A Electronic File Transfer Status Reports screen and is accessible via the CDD-801A Management Reports function.

### File Format

All files uploaded to the CDMIS must be specifically formatted to meet CDMIS website standards. Specifically, files must maintain the following characteristics:

* Files must be a tab-delimited ASCII text file
* Files must not be compressed (i.e., zipped)

Incorrectly formatted files will not be processed by the CDMIS.

#### Records (Rows)

The term “records” is used to refer to the rows of a file:

* Each record in files must end with the standard personal computer (PC) end-of-line characters Carriage Return (CR)/Line Feed (LF).
* Blank records are not allowed in files.
* Files must contain at least one record and no more than 100,000 records.

#### Fields (Columns)

The term “fields” is used to refer to the columns of a file:

* All 40 fields indicated in Section B: File Format Specifications must appear in files, even fields with null or blank values.
* All fields are delimited (separated) by tabs, except the last one, which is followed by a CR/LF.
* The use of two tabs next to each other indicates a blank field.
* Fields must not be padded with spaces.
* Fields must not contain control characters or format symbols.
* If a field is marked as required, null values (no data) are not allowed.
* Field lengths may be less than the specified length if the data size column includes "Max and Min sizes" but can never exceed the maximum. If the data size column includes a specific field size, the field must be exactly that length.

#### Data

Within each field, data elements must be specifically formatted. Each field contains different data format specifications.

General descriptions of the format of the different data elements are presented below:

* Character fields can contain both upper- and lower-case letters, numbers, and dashes, unless otherwise noted.
* Number fields must contain only numbers.
* Date fields must contain dates in the format mm/dd/yyyy.

Detailed descriptions of the format of the different data elements of a file are presented in the following section, Section B: File Format Specifications.

## Section B: Electronic File Format Specifications

This section provides detailed information of format specifications for each data field within a file.

Within a file, all data elements must be specifically formatted and meet specific criteria. The below table outlines each data element of a file. Additionally, the table below provides descriptions and comments of each data element, including the data type, size, and entry requirement.

C: Character (upper- and lower- case letters, numbers, dashes, etc.)

N: Numbers only

| **Field #** | **Field Letter** | **Data Element Description** | **Data Type** | **Data Size** | **Entry Required?** | **Comments** |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | A | Report month and year | C | 7 | Yes | Required format is mm/yyyy. Example: January 2019 must be entered as 01/2019. |
| 2 | B | Vendor number/ Submission code | C | 7-8 | Yes | Example: Vendor number Z987 and Submission code 000 is entered as Z987000. |
| 3 | C | FICN | C | Max. 15 | Yes | Only letters A-Z (both upper and lower case are acceptable) and numbers zero-nine are allowed. For each family you must report the FICN. |
| 4 | E | HoH Last Name | C | Max. 50; min. 1 | Yes | Only letters, hyphens, spaces, and apostrophes are allowed. |
| 5 | F | HoH First Name | C | Max. 50; min. 1 | Yes | Only letters, hyphens, spaces, and apostrophes are allowed. |
| 6 | G | HoH Middle Initial | C | 1 | No | This field must be included in the file, even if it is blank. |
| 7 | H | HoH Zip Code | N | 9 | Yes | Numbers only; do not include dash. Example: 999999999 (Five-digit zip code + four-digit extension) |
| 8 | I | TANF/ CalWORKs Cash Aid Recipient? | C | 1 | Yes | Three valid entries are: Y (yes), N (no), or U (unknown). |
| 9 | J | Family Income Greater Than 85 Percent of the SMI Level? | C | 1 | Yes | Three valid entries are: Y (yes), N (no), or U (unknown). |
| 10 | K | Family Size | N | 2 | Yes | Numbers only; zero-nine. |
| 11 | L | Family Income | N | 4 | Yes | Numbers only; zero-nine; no decimals. |
| 12 | M | Reason for Receiving Child Care | C | 1 | Yes | Only nine valid entries: A, B, D, E, F, G, H, J, Q. |
| 13 | N | HoH FIPS Code | N | 5 | Yes | This field must contain five digits. Example: 06001, 06003. Leading zero must be included. |
| 14 | O | Family Start Date | Date | 10 | Yes | Required format is mm/dd/yyyy (include the slashes). Example: September 2, 2019, must be entered as 09/02/2019. |
| 15 | P | Child's Last Name | C | Max. 50; min. 1 | Yes | Only letters, hyphens, spaces, and apostrophes are allowed. |
| 16 | Q | Child's First Name | C | Max. 50; min. 1 | Yes | Only letters, hyphens, spaces, and apostrophes are allowed. |
| 17 | R | Child's Middle Initial | C | 1 | No | This field must be included in the file, even if it is blank. |
| 18 | S | Child's Ethnicity | C | 1 | Yes | Two valid entries; Y (yes) or N (no). |
| 19 | T | Child's Race: American Indian or Alaskan Native | C | 1 | Yes | Two valid entries; Y (yes) or N (no). |
| 20 | U | Child's Race: Asian | C | 1 | Yes | Two valid entries; Y (yes) or N (no). |
| 21 | V | Child's Race: Black or African American | C | 1 | Yes | Two valid entries; Y (yes) or N (no). |
| 22 | W | Child's Race: Native Hawaiian or Other Pacific Islander | C | 1 | Yes | Two valid entries; Y (yes) or N (no). |
| 23 | X | Child's Race: White | C | 1 | Yes | Two valid entries; Y (yes) or N (no). |
| 24 | Y | Child's Gender | C | 1 | Yes | Two valid entries; M (male) or F (female). |
| 25 | Z | Child's Date of Birth | Date | 10 | Yes | Required format is mm/dd/yyyy (include the slashes). Example: September 2, 2019, must be entered as 09/02/2019. |
| 26 | AA | Child Has IEP or IFSP | C | 1 | Yes | Two valid entries; Y (yes) or N (no). |
| 27 | AB | Child's Primary Language | N | 2 | Yes | This field must contain two digits. Example: 02, 04, etc. Leading zero must be included. See list of language codes on EED-9600 Confidential Application for Child Development Services, Certification of Eligibility form, and Data Definitions. |
| 28 | AC | Child is English Learner | C |  | Yes | Three valid entries; Y (yes) or N (no), or blank. |
| 29 | AD | Child Start Date | Date | 10 | Yes | Required format is mm/dd/yyyy (include the slashes). Example: September 2, 2019, must be entered as 09/02/2019. |
| 30 | AE | Child Receives Part-Time Care? | C | 1 | Yes | Two valid entries; Y (yes) or N (no). |
| 31 | AF | Provider FEIN/SSN | N | 9 | Yes | Numbers only; do not include dashes (-). |
| 32 | AG | Provider FIPS Code | N | 5 | Yes | This field must contain five digits. Example: 06001, 06003. Leading zero must be included. |
| 33 | AH | Provider Zip Code | N | 9 | Yes | Numbers only; do not include dash. Example: 999999999 (Five-digit Zip Code + four-digit extension) |
| 34 | AI | QRIS Participation | C | 1 | Yes | The field must contain a single digit. Four valid entries are: 0 – No: Provider is eligible but does not participate in QRIS 1 – Yes: Provider does participate in the QRIS 2 – Yes, Provider does participate in a QRIS and tier rank is 2. 3 – Yes, Provider does participate in a QRIS and tier rank is 3. 4 – Yes, Provider does participate in a QRIS and tier rank is 4. 5 – Yes, Provider does participate in a QRIS and tier rank is 5. 6 – Yes, Provider does participate in a QRIS but is not rated yet. 7 – There is an operating QRIS in the provider’s area, but the provider is not eligible to participate 8 – There is no operating QRIS in the provider’s area. 9 – The State has an operating QRIS in the Provider's area but information is currently unavailable at the Provider level. |
| 35 | AJ | Accreditation Status | C | 1 | Yes | The field must contain a single digit. Six valid entries are: 0 – No 1 – Yes: National Accreditation 2 – Yes: State Accreditation 3 – Yes: Other Accreditation (not National or State Level) 4 – Yes: Level/Type of Accreditation Unavailable 9 – NA: Information Currently Unavailable |
| 36 | AK | Type of Child Care | N | 2 | Yes | This field must contain two digits. Example: 02, 04, etc. Leading zero must be included. |
| 37 | AL | Program Code 1 | C | 4 | Yes | Program Code 1 is required. |
| 38 | AM | Program Code 2 | C | 4 | No | This field should only contain data if the child receives services from more than one program code. This field must be included in the file, even if it is blank. |
| 39 | AN | Program Code 3 | C | 4 | No | This field should only contain data if the child receives services from more than two program codes. This field must be included in the file, even if it is blank. |
| 40 | AO | Services Date | Date | 10 | Yes | Required format is mm/dd/yyyy (include the slashes). Example: September 2, 2019, must be entered as 09/02/2019. |

**Note Regarding Vendor Number/Submission Code:** The default submission code for agencies that do not report by sub-agency is "000". If an agency has created sub-agencies for reporting purposes, then each sub-agency has its own submission code. The list of submission codes for each agency is available on the Sub-agency/No Services screen of the CDMIS website.

## Section C: Structuring an Electronic File

This section provides detailed instructions for structuring files.

### Content

The following sub-sections are provided in this section:

* C.1 One-Child Family
* C.2 Multi-Child Family

### C.1 One-Child Family

#### Family Data

Below is fictional information about a family with only one child receiving subsidized child care services through an agency’s contract with the EED.

* In August 2013, Agency X (vendor number/submission code “Z987000") provided subsidized child care services through a contract with the EED to the Alice A. Adams family. Alice is the parent/Head of Household (HoH).
* Agency X assigned the Family Identification/Case Number (FICN) "A9910" to Alice.
* Alice's Social Security Number (SSN) is 123-45-6789; however, as of the October 2018 CDD-801A, the CDMIS no longer accepts HoH SSNs. Even though the CDMIS no longer accepts HoH SSNs, **the blank SSN field must be included in the row**.
* Alice’s home zip code is 95814-1292; she lives in Sacramento County (Federal Information Processing Standards [FIPS] code "06067").
* Alice did not receive Temporary Assistance for Needy Families (TANF) (No = "N"), and her income was not greater than 85 percent of the State Median Income (SMI) level (No = "N").
* Her reason for receiving child care was "Employment" ("D").
* Alice has one child, Ann B., who was born 04/06/2010.
* There is no active Individualized Education Program (IEP) in the family file for Ann.
* Ann's primary language is English.
* Ann is not an English Learner.
* Ann began receiving services on 08/14/2013.
* Ann is not of Hispanic or Latino Origin and Alice has indicated that Ann’s Race is American Indian or Alaskan Native.
* Ann is certified to receive 3.5 hours of subsidized child care services through the agency’s contract with the EED, three days a week. Because she is certified to receive less than four hours of care on a given day, Ann is reported as receiving part-time care.
* Ann is certified for one type of child care: "License center-based care" (type of child care code "04").
* Ann's care was provided by Kiddie Care Center in Sacramento County. The zip code of the licensed center at which she subsidized child care services through the agency’s contract with the EED is 95814-1234.
* Kiddie Care Center participates in the Quality Rating and Improvement System (QRIS) program.
* Kiddie Care Center is accredited through a state operated accreditation program.
* Kiddie Care Center's Federal Employer Identification Number (FEIN) is 23-4567890.
* Ann's care was funded exclusively by the CSPP; even though there is only one program code (i.e., CSPP), the two remaining blank fields must be included in the row.

#### Family Record

The sample record below displays how the family, child, and provider information detailed above, must be structured.

Two symbols are used in the examples below to represent required formatting:

* “>” is the symbol used for the tab separation that must appear between each field
* “@” is the symbol for CR/ LF which indicates the end of each record

The example record below is broken into four distinct rows, which represent the following: 1) agency and report period; 2) family; 3) child; and 4) provider.

**Note:** An actual file to be uploaded to the CDMIS would have all four sections together on the same row.

08/2013>Z987000>

A9910>>Adams>Alice>A>958141292>N>N>3>1500>D>06067>08/14/2013>

Adams>Ann>B>N>Y>N>N>N>N>F>04/06/2010>00>N>08/14/2013>Y>

234567890>06067>958141234>1>2>04>CSPP>>>08/14/2013@

### C.2 Multi-Child Family

#### Family Data

Below is fictional information about a family with three children receiving subsidized child care services through an agency’s contracts with the EED.

Suzie Smith has three children: Milly, Barry, and Donny. Agency Z987 began claiming the days of enrollment of Susie’s children for fiscal reimbursement purposes under their contract with the EED on September 14, 2012.

The current report month is July 2013. All three children receive subsidized child care services through the agency’s contract with the EED from the same provider. The provider participates in the local QRIS and received accreditation from the National Association for the Education of Young Children.

Barry and Donny are twins and started receiving subsidized child care services on September 14, 2012, in CSPP.

Milly began receiving services on July 5, 2013, when she was about four months old.

Milly received full-time care in July 2013 and has an active IEP in the family file. The other two children, Barry and Donny, only received two to three hours of care each day during this report period.

All three children speak English as their primary language and are not English Learners.

#### Family Records

The sample records below display how the family, children, and provider information detailed above, must be structured.

Two symbols are used in the examples below to represent required formatting:

* “>” is the symbol used for the tab separation that must appear between each field
* “@” is the symbol for CR/LF which indicates the end of each record

The example records below are broken into four distinct rows, which represent the following: 1) agency and report period; 2) family; 3) child; and 4) provider. Three records are included to represent the services provided to each child within the family. Because all children are from the same family, the family’s information (fields 1–15) are exactly the same in all three rows.

**Note:** An actual file to be uploaded to the CDMIS would have all four sections together on the same row.

07/2013>Z987000>  
SS1832>>Smith>Suzie>>958141234>Y>N>4>3000>D>06067>09/14/2012>  
Smith>Milly>>N>Y>N>Y>N>N>F>03/10/2013>Y>00>N>07/05/2013>N>  
987987987>06067>958284321>1>1>04>CCTR>>>07/05/2013@  
  
07/2013>Z987000>  
SS1832>>Smith>Suzie>>958141234>Y>N>4>3000>D>06067>09/14/2012>  
Smith >Barry>>N>Y>N>Y>N>N>M>06/14/2009>N>00>N>09/14/2012>Y>  
987987987>06067>958284321>1>1>04>CSPP>>>09/14/2012@  
  
07/2013>Z987000>  
SS1832>>Smith>Suzie>>958141234>Y>N>4>3000>D>06067>09/14/2012>  
Smith >Donny>>N>Y>N>Y>N>N>M>06/14/2009>N>00>N>09/14/2012>Y>  
987987987>06067>958284321>1>1>04>CSPP>>>09/14/2012@

## Section D: Reading an Electronic File

This section provides detailed instructions for reading files.

### Reading Rows

Each row in a file contains three levels of information:

1. Family information
2. Child information
3. Provider information

Rows must be grouped in a very specific way:

* All children in one family must be grouped together
* All providers/types of care for one child must be grouped together

Multiple rows must be submitted for a family when one or more of the following occur:

* A family has more than one child receiving subsidized child care services through an agency’s contract with the EED
* A child is certified to receive subsidized child care services through an agency’s contract with the EED from more than one provider
* A child is certified to receive subsidized child care services through an agency’s contract with the EED in more than one setting

If there are **multiple rows for one family**, all information for the family (fields 1–15) **must be exactly the same**in all those rows.

If there are **multiple rows for one child** (i.e., a child that had more than one provider during the report period), all information for the child (fields 16–31) **must be exactly the same**in all those rows.

If there is only **one program code in the row**, it must appear in field 38; fields 39 and 40 must be included, even if they are null or blank.

#### Examples

The below table details the number of rows a file should maintain in different hypothetical family situations. Explanations are provided for each situation.

| **If a family has the following** | **Then the file contains the following** | **Explanation** |
| --- | --- | --- |
| 1 child who received 1 type of child care | 1 row | This is the basic format for reporting a family with one child and one provider. |
| 3 children who each received child care from the same provider | 3 rows (one for each child) | All children are from the same family, so the family information is exactly the same in all three rows.  All children received subsidized child care services from the same provider, so the provider information is exactly the same in all three rows. |
| 1 child who received 2 types of child care from different providers | 2 rows (one for each provider) | Only one child received subsidized child care services, so the family and child information are exactly the same in both rows. |
| 1 child who received child care from 2 providers and 1 child who received child care from 1 provider | 3 rows (two rows for the first child, 1 row for the second child) | For the first child, the family and child information is exactly the same in both rows. |
| 1 child who received 2 types of child care from 1 provider (for example, "License-exempt in child's home by a relative" and "License-exempt outside child's home by a relative") | 2 rows (one row for each type of child care) | Only one child received subsidized child care services, so the family and child information is exactly the same in both rows.  The provider FEIN/SSN is the same in both rows. Even though the child received subsidized child care services from the same provider, the type of child care (setting) is different. An example is when the child's grandmother provides the child care in both the child's home on some days and in her own home on some days. |
| 1 child who received child care from the same provider, in the same type of child care, but under 2 contract codes | 1 row | The row has three fields for contract codes. In this example, the first two fields would contain the contract codes and the third field would be blank. |

## Section E: Creating an Electronic File

Data properly formatted in tab-delimited text files can be uploaded to the CDMIS via the CDD-801A Electronic File Transfer function to meet CDD-801A reporting requirements. This section provides an overview of the different methods that can be used to create these files.

### Content

The following sub-sections are provided in this section:

* E.1 Using an Existing Computer System
* E.2 Using a Spreadsheet Application
* E.3 Using a Database Application
* E.4 Using a Software Vendor

### E.1 Using an Existing Computerized System

The flexibility of agencies’ existing computerized systems determines what files agencies can transfer to the CDMIS. PC-based databases, such as Microsoft Access, FileMaker, and FoxPro, can easily create tab-delimited text files. Mini-computer systems and mainframes may need special programming to create PC-readable electronic files.

The primary limitation to creating files is reconciling the files and fields between agencies’ existing systems and the CDMIS. The electronic file structure for the CDMIS is fixed; existing data must conform to the fields required by the CDMIS.

Reconciling two systems' file formats and fields is the most difficult part of the process. Examples of fields that may require reconciliation are as follows:

* If the child's date of birth is stored in an existing system in the format m/d/yy (for example, 8/4/05), then that field must be re-formatted as mm/dd/yyyy (08/04/2005) in the file for the CDMIS.
* If the child's last name in an existing system is 75 characters long, that name will not fit into the CDMIS 50-character child last name field.
* If an existing system does not store all of the required information, an agency may be unable to create a file.

### E.2 Using a Spreadsheet Application

Spreadsheet applications, such as Microsoft Excel (Excel), allow agencies to apply special formatting to each column to meet the formatting requirements, and save data as a tab-delimited text file.

#### Spreadsheet Templates

Agencies can create spreadsheet templates to input or format data, and create tab-delimited files that can be transferred to the CDMIS.

Spreadsheets must be built to contain all the fields described in Section B: Electronic File Format Specifications. Files **MUST** be constructed with the **EXACT** format shown (i.e., all fields must be in the proper order, even if they are not populated with data). To export data, saving a file as a "tab-delimited text file" is appropriate in most cases.

When using spreadsheets, remain mindful of the following best practices when working with files:

* **DO**
  + Have a working knowledge of the spreadsheet application
  + Utilize custom formatting for each column of data
  + Exercise caution when altering file contents
  + Save as a tab-delimited text file
* **DO NOT**
  + Allow the spreadsheet application to auto-format file contents (i.e. dates, numbers)
  + Add headers or punctuation (i.e. commas, quotation marks, periods, parentheses) to or between data fields
  + Delete spaces between data fields
  + Save as an XLS or XLSX file type, if using Excel

#### Management Reports

Agencies can use CDD-801A management reports to create tab-delimited files that can be transferred to the CDMIS.

Step-by-step instructions for downloading a CDD-801A Management Report as an Excel file from the CDMIS and converting an Excel file to a properly-formatted tab-delimited text file for transfer to the CDMIS, are provided below.

##### Downloading CDD-801A Management Reports

1. Select the function "CDD-801A Management Reports" from the Main Menu of the CDMIS Production website. Click the “Submit” button.
2. On the CDD-801A Management Reports screen, click the "CDD-801A Submission Export" hyperlink.
3. Indicate the desired report period, and sub-agency (if applicable). Click the “Submit” button.
4. Scroll to the bottom of the CDD-801A Electronic File Transfer Status Report screen and click the "Download this Screen to Excel File" button.

##### Converting an Excel File to a Tab-Delimited Text File

1. Open the downloaded CDD-801A Electronic File Transfer Status Report in Excel

###### Adding Fields (Columns)

1. Select Column "A" and right click on the mouse
2. Insert 2 blank columns to the left of Column "A"

**Result:** The new Column “A” will be the **Report Month and Year** (Field Number 1, Field Letter A)

The new Column “B” will be the **Vendor Number/Submission Code** (Field Number 2, Field Letter B)

1. Click on the "A" at the top of the spreadsheet to select all rows of Column "A"
2. Navigate to the **Home Tab** on the Excel Ribbon and expand the **Number Group**
3. Select the **Number Tab** of the Format Cells dialog box
4. Click **Custom** from the **Category Menu**
5. In the **Type Field**, enter **mm/yyyy**
6. Click "OK"
7. Navigate to Cell "A5" and enter the report month and year

**Result:** Excel will automatically reformat entered text to **mm/yyyy**

1. Copy the same report month and year for all families in the Excel file
2. Navigate to Cell "B5"
3. Enter the agency's vendor number and submission code as **XXXXXXX**
   * The first **four** **numbers** are the agency's **vendor number**
   * The last **three numbers** are the agency's **sub-agency code.** (If an agency **does not use sub-agencies** in reporting, this code will be **000**)
4. Copy the same vendor number/submission code for all families in the Excel file

###### Formatting Dates

Steps 15 – 22 are to be used to format the following fields:

* **Family Start Date:** Field Number 15, Field Letter O
* **Child Date of Birth:** Field Number 26, Field Letter Z
* **Child Start Date:** Field Number 30, Field Letter AD
* **Services Date:** Field Number 41, Field Letter AO

1. Navigate to the indicated column
2. Click on the letter at the top of the spreadsheet to select all rows of that column
3. Navigate to the **Home Tab** on the Excel Ribbon and expand the **Number Group**
4. Select the **Number Tab** of the Format Cells dialog box
5. Click **Custom** from the **Category Menu**
6. In the **Type Field**, enter **mm/dd/yyyy**
7. Click "OK"

**Result:** Excel will automatically reformat all dates in this column to **mm/dd/yyyy**

1. Repeat steps one – seven for all pertinent fields

###### Adding Leading Zeroes

Steps 23 – 30 are to be used to format the following fields:

* **Head-of-Household FIPS Code:** Field Number 14, Field Letter N
* **Child's Primary Language:** Field Number 28, Field Letter AB
* **Provider FIPS Code:** Field Number 33, Field Letter AG
* **Type of Child Care:** Field Number 37, Field Letter AK

1. Navigate to the indicated column
2. Click on the letter at the top of the spreadsheet to select all rows of that column
3. Navigate to the **Home Tab** on the Excel Ribbon and expand the **Number Group**
4. Select the **Number Tab** of the Format Cells dialog box
5. Click **Custom** from the **Category Menu**
6. In the **Type Field**, enter the following:
   1. For **Child's Primary Language** and **Type of Child Care**, enter **00**
   2. For **Head-of-Household FIPS Code** and **Provider FIPS Code**, enter **00000**
7. Click "OK"

**Result:** Excel will automatically reformat all values in this column to **00**

1. Repeat steps one – seven for all pertinent fields

###### Deleting Dash***e***s "-"

Steps 31 – 35 are to be used to format the following fields:

* **Head-of-Household Zip Code:** Field Number 8, Field Letter H
* **Provider Zip Code:** Field Number 34, Field Letter AH

1. Navigate to Column “H;” click on the "H" at the top of the spreadsheet to select all rows of Column "H"
2. Navigate to the **Home Tab** on the Excel Ribbon and click **Replace…** on the **Find & Select** dropdown menu
3. Enter a single dash (-) in the **Find What Field** of the Find and Replace dialog box; leave the **Replace With Field** blank
4. Click "Replace All"

**Result:** Excel will automatically remove all dashes within the spreadsheet

1. Repeat steps one – four for Column “AH”

###### Removing Additional Formatting

1. Navigate to Cell "A1"
2. Click on the "1" at the left of the spreadsheet and drag the cursor down to the "4" to select all contents of rows one – four
3. Right click on the mouse
4. Click **Delete** from the dropdown menu

###### Saving the Excel File as Tab-delimited Text File

1. Navigate to the **File Tab** on the Excel Ribbon and click **Save As**
2. Browse to the location at which the file will be saved
3. Name the file
4. Select **Text (Tab-delimited) (\*.txt)** from the **Save As Type** dropdown menu
5. Click “Save”

**Result:** The file is ready to be uploaded to the CDMIS Test website and/or CDMIS Production website.

### E.3 Using a Database Application

Database applications are slightly less widespread than spreadsheet applications because of their relatively higher level of complexity and (sometimes) their higher prices. It is thus difficult to provide general instructions for exporting from one system to another.

Generally speaking, the same recommendations made for a spreadsheet apply when creating a file from a database: agencies must base table designs on the file format specifications and respect the order of the fields upon export.

### E.4 Using a Software Vendor

For agencies’ convenience, the EED provides information of software vendors (vendors) who have expressed interest in working with agencies on the electronic reporting of the CDD-801A. Vendor contact information is available on the CDE Vendor Information web page at <https://www.cde.ca.gov/sp/cd/ci/vendorinfo.asp>.

The EED provides this list of vendors for agencies’ convenience. Agencies should thoroughly review vendors' products and references before purchase.

**The CDE does not endorse any vendors or their products.**

#### Information for Vendors

Vendors who are interested in contracting with agencies to provide reporting services and who would like to have their information made available on the CDE Vendor Information web page, are encouraged to email [CDMIS@cde.ca.gov](mailto:CDMIS@cde.ca.gov) with the following information:

* Company name
* Product name (if applicable)
* Contact information (name, mailing address, phone number, and email)
* Two references (contact name and title, company or organization name, and phone number)

**The CDE does not endorse any vendors or their products.**