# Data Crosswalk for the Preschool Language Information System (PLIS) Report and CDD-801A Report

 **A Guide for PLIS Users**

**Version 1.3**

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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 childcare and development contract with the California Department of Education, Early Education Division
* **CDD-801A:** CDD-801A Monthly Childcare Population Report
* **CDE:** California Department of Education
* **CDMIS:** Child Development Management Information System
* **Contract:** California Department of Education, Early Education Division childcare and development contract
* **CR/LF:** Carriage Return/Line Feed
* **CSPP:** California State Preschool Program
* **DLL:** Dual Language Learner
* **EED:** Early Education Division
* **File:** PLIS Report electronic file
* **IEP:** Individualized Education Program
* **IFSP**: Individualized Family Service Plan
* **PLIS:** Preschool Language Information System
* **QRIS:** Quality Rating and Improvement System
* **Report Period:** Period in which the PLIS Report data is collected from
* **Submission Period:** Period in which a PLIS Report is submitted
* **Vendor:** Software vendor who has expressed interest in working with Early Education contracted agencies on the electronic reporting of the PLIS Report.

## Revision History

| **Version Number** | **Revision Date** | **Section** | **Summary of Changes** |
| --- | --- | --- | --- |
| v 1.0 | 08/2022 | All Sections | Data Crosswalk for PLIS Report and CDD-801A Report created |
| v 1.1 | 11/2022 | GlossarySection BSection C | Added termsUpdated field name for Date of InstrumentUpdated field name and available options for Language Program Types |
| v 1.2 | 03/2023 | Section BSection C | Added fields and instructions for the following fields:* Head-of-Household Name Fields
* DLL Teacher Designated Field
* Site Address Information fields
* Language Program Type fields
 |
| v 1.3 | 05/2023 | Section ASection BSection C | Updated overall reporting information in Section AAdded the Data Entry column in the Section B tableAdded Header Titles in Section B tableUpdated ordering of data fields in Section B tableUpdated Most-Used Language and Date of Enrollment 801A correspondence in Section C |

## Overview

The purpose of this document is to provide a data crosswalk between the informational fields contained in the Preschool Language Information System (PLIS) Report, and where this corresponding information can be found within the CDD-801A report.

### 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: PLIS Report and CDD-801A Report File Format

## Background Information

The Preschool Language Information System (PLIS) was created to collect required data every quarter on children in the California State Preschool Program (CSPP) that are identified as dual language learners (DLL). All CSPP children, both part-day and full-day and both DLL and non-DLL children, must be submitted in the PLIS Report. To enter information into the PLIS, contractors will submit the PLIS Report on a retroactive basis. The PLIS Report can be entered manually into the PLIS system or uploaded in a tab-delimited text (.txt) file.

## Section A: Electronic File Technical Description

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

### File Format

All files uploaded to the CDMIS must be specifically formatted to meet the PLIS 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 PLIS.

#### 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 or blank rows are not allowed in files.
* Files must contain at least one record and no more than 100,000 records.
* Each file must contain a header row, with the appropriate header titles. The header row is case sensitive and must follow the header template exactly. The header titles can be found in Section B.

#### Fields (Columns)

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

* All 32 fields indicated in Section B: Electronic 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, quotation marks, 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.
* Letter fields must contain only letters.
* Fields that allow multiple codes should not contain quotation marks or spaces between codes.

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 value rules, size, and an example value.

| Column Name (Manual Entry)Header Title (Electronic File) | Description | Value Rules | Data Entry Requirement | Example Value |
| --- | --- | --- | --- | --- |
| Last NameLastName | The child's Last Name | * Text from 1-50 characters
* Can consist of English alphabet letters, spaces, apostrophes, or hyphens
 | Required | **Garcia** |
| First NameFirstName | The child's First Name | * Text from 1-50 characters
* Can consist of English alphabet letters, spaces, apostrophes, or hyphens
 | Required | **Ana** |
| Middle Initial (MI)MiddleInitial | The child's Middle Initial | * The first character of the child's Middle Name
 | Optional | **M** |
| Child Identification Case Number (CICN)CICN | The child's unique Child Identification Case Number (CICN) | * Maximum 100 characters
* If your agency has one, use a unique identifier for this child
 | Optional; system will automatically generate a value if left blank | **123456** |
| Date of BirthDateOfBirth | The child's Date of Birth | * Must be formatted as MM/DD/YYYY
 | Required | **11/18/2018**  |
| Date of Enrollment DateOfEnrollment | The child's Date of Enrollment into CSPP | * Must be formatted as MM/DD/YYYY
 | Required | **11/18/2020**  |
| Date of Instrument DateOfInstrument | The date when the Family Language Instrument (Attachment A) was administered to the child. | * Must be formatted as MM/DD/YYYY
* If using the Family Language Instrument, contractors must complete the instrument with the parent or guardian of each child no later than upon enrollment; this is not enforced in the upload
 | Required unless the child is dually enrolled in CSPP and TK/K, and has been designated an English Language Learner; in this case, this field should be left blank. | **11/25/2020**  |
| Hispanic IsHispanicYN | Indicator that the child is Hispanic (regardless of other Race) | * Either "Y" (Yes), "N" (No), or blank (indicates "No Response")
 | Semi-Optional; at least one of either Hispanic or Race(s) fields must have a value. | **Y**  |
| Race(s) Races | The child's racial background(s) | * 0 or more Race Codes (found in the table below)
* Blank indicates "No Response"
* When inputting multiple codes, separate each with a comma; do not include a space between codes
 | Semi-Optional; at least one of either Hispanic or Race(s) fields must have a value | **302,399,700**  |
| Home Language(s)LanguagesHome | Family Language and Interest Interview Question 4: Young children love to talk, read, sing and are able to learn all the languages around them. Which language(s) does your child speak the most at home? | * Language Code(s) (found in the table below)
* Can accept multiple codes
* When inputting multiple codes, separate each with a comma
* Do not include a space or quotation marks between multiple codes
 | Required if the Dual Language Learner field is Yes (Y) | **00,01** |
| Most-used LanguageLanguageMostUsed | Family Language and Interest Interview Question 6: Which language does your child speak the most overall? This would be inside and outside of the home combined. | * Language Code (found in the table below)
* Only one code will be accepted
 | Required if the Dual Language Learner field is Yes (Y) | **01** |
| Dual Language Learner (DLL)IsDualLanguageLearnerYN | Indicator that the child is a Dual or Multi Language Learner | * Either "Y" (Yes) or "N" (No)
 | Required | **Y**  |
| Teacher Designation of DLL StatusIsDLLTeacherDesignatedYN | .Indicator that the child’s teacher made the DLL designation based on the teacher's observation of the child and not on responses in the Family Language Instrument | * Either “Y” (Yes) or “N” (No)
 | Required if the Dual Language Learner field is Yes (Y)If the Dual Language Learner field is No (N), this field must be blank in an electronic file submission | **N** |
| Family Identification Case Number (FICN) FICN | The child's family's Family Identification Case Number (FICN) | * Maximum 15 characters
* Must be the same FICN as reported in the CDD-801A Report
 | Required | **123456789012345**  |
| Head-of-Household Last Name HeadOfHouseholdLastName | The last name of the child's Head-Of-Household | * Text from 1-100 characters
* Can consist of English alphabet letters, spaces, apostrophes, or hyphens
 | Required | **Garcia**  |
| Head-of-Household First NameHeadOfHouseholdFirstName | The first name of the child’s Head-of-Household | * Text from 1-100 characters
* Can consist of English alphabet letters, spaces, apostrophes, or hyphens
 | Required | **Jane** |
| Head-of-Household Middle InitialHeadOfHouseholdMiddleInitial | The middle initial of the child’s Head-of-Household | * The first character of the Head-of-Household's Middle Name
* One letter only
* Do not include any spaces in this field
 | Optional | **S** |
| Written Communication Preference LanguageFamilyWritten | The language preference for the family's written communication | * Language Code (found in the table below)
* Family Language and Interest Interview Question 7
* Only one code will be accepted
 | Required if the Dual Language Learner field is Yes (Y) | **01**  |
| Verbal Communication Preference LanguageFamilyVerbal | The language preference for the family's verbal communication | * Language Code (found in the table below)
* Family Language and Interest Interview Question 8
* Only one code will be accepted
 | Required if the Dual Language Learner field is Yes (Y) | **01**  |
| Language(s) Used – Lead Teacher LanguagesLeadTeacherUses | Language(s) used by the child's lead teacher | * 1 or more Language Codes (found in the table below)
* When inputting multiple codes, separate each with a comma
* Do not include spaces or quotation marks in this field
 | Required | **00,A7**  |
| Language(s) Proficient – Lead Teacher LanguagesLeadTeacherProficient | Language(s) proficient in of the child's lead teacher | * Language Code(s) (found in the table below)
* When inputting multiple codes, separate each with a comma
* Do not include spaces or quotation marks in this field
 | Required | **00,01,A7**  |
| Language(s) Used – Other Program Staff LanguagesOtherStaffUses | Language(s) used by other program staff | * Language Code(s) (found in the table below)
* When inputting multiple codes, separate each with a comma
* Do not include spaces or quotation marks in this field
 | Required | **00,11** |
| Language(s) Proficient – Other Program Staff LanguagesOtherStaffProficient | Language(s) proficient in of the other program staff  | * Language Code(s) (found in the table below)
* When inputting multiple codes, separate each with a comma
* Do not include spaces or quotation marks in this field
 | Required | **00,01,A7**  |
| Language Program TypeLanguageProgramType | Indicates if the classroom participates in a Language Program Type. Can only choose one option. | * “00” – None
* “01” – 50/50 Program
* “02” – Other Allotment (Majority English) Program
* “03” – Other Allotment (Majority Non-English) Program
* “04” – Home Language Support
* “99” – Other
* Only one code will be accepted
 | Required | **01** |
| Site Name FacilityName | The name of the site where this child attends  | * Text from 1-100 characters
 | Required | **ABC Daycare**  |
| Facility/License Number FacilityNumber | The facility/license number where this child attends  | * Either blank or a number with 8 or 9 digits
 | Semi-Optional; can only be left blank if the LEA CDS code column contains a valid value or the Site Address Information fields contain valid values. | **123456789**  |
| LEA Provider CDS Code LEAProviderCDSCode | The 14-digit County-District-School (CDS) Code of the Local Education Agency (LEA) that provides service at this facility.  | * Either blank or a number with 14 digits
 | Semi-Optional; can only be left blank if the Facility Number column contains a valid value or Site Address Information fields contain valid values. | **12345678901234**  |
| Site Address (Line 1)SiteAddress1 | The main street address where the site is located; this address must be the physical street address where the child receives services. | * Numbers and letters accepted in this field
 | Semi-Optional; can only be left blank if the Facility Number column contains a valid value or the LEA Provider CDS code contains a valid value | **123 Main St** |
| Site Address (Line 2)SiteAddress2 | The unit, apartment, suite, or space number of the site’s main address, if needed. This field does not require data entry. | * Numbers and letters accepted in this field
 | Optional | **Apt 2** |
| Site CitySiteAddressCity | The city in which the site is located. | * This field is required if the license number AND CDS code fields are blank
* City spelled out
 | Semi-Optional; can only be left blank if the Facility Number column contains a valid value or the LEA Provider CDS code contains a valid value | **Sacramento** |
| Site StateSiteAddressState | The state in which the site is located. | * Include the two-letter state abbreviation only
 | Semi-Optional; can only be left blank if the Facility Number column contains a valid value or the LEA Provider CDS code contains a valid value | **CA, NV** |
| Site Zip CodeSiteAddressZip | The zip code where the site is located.  | * The zip code must include both the five-digit zip and four-digit extension
* In an electronic file, this must be submitted without a hyphen
 | Semi-Optional; can only be left blank if the Facility Number column contains a valid value or the LEA Provider CDS code contains a valid value | **958315114** |

## Section C: Data Crosswalk Between PLIS Report and CDD-801A Report

The below table outlines each data element of the PLIS report, and corresponding data fields that can be found in the CDD-801A report. Additionally, the table below provides the data field number for the PLIS report, the data field label, the corresponding 801A data field label, and the corresponding 801A data field number and letter used in the electronic file upload option.

| PLIS Report Data Field # | PLIS Report Data Field  | Corresponding 801A Data Field  | Corresponding 801A Data Field # |
| --- | --- | --- | --- |
| 1 | Last Name  | Child’s Last Name | 15/O |
| 2 | First Name  | Child’s First Name | 16/P |
| 3 | Middle Initial (MI) | Child’s Middle Initial | 17/Q |
| 4 | Child Identification Case Number (CICN)  | n/a | n/a |
| 5 | Date of Birth  | Child’s Date of Birth | 25/Y  |
| 6 | Date of Enrollment  | n/a | n/a  |
| 7 | Date of Instrument (if applicable)  | n/a | n/a  |
| 8 | Hispanic  | Child’s Ethnicity | 18/R |
| 9 | Race(s)  | Child’s Race | 19-23/S-W  |
| 10 | Home Language  | n/a | n/a |
| 11 | Most-Used Language  | n/a | n/a |
| 12 | Dual Language Learner (DLL) | n/a | n/a |
| 13 | Teacher Designation of DLL Status | n/a | n/a |
| 14 | Family Identification Case Number (FICN)  | Family Identification Case Number (FICN)   | 3/C  |
| 15 | Head-of-Household Last Name  | Head-of-Household Last Name | 4/D |
| 16 | Head-of-Household First Name | Head-of-Household First Name | 5/E |
| 17 | Head-of-Household Middle Initial | Head-of-Household Middle Initial | 6/F |
| 18 | Written Communication Preference | n/a | n/a |
| 19 | Verbal Communication Preference  | n/a | n/a |
| 20 | Language(s) Used – Lead Teacher  | n/a | n/a |
| 21 | Language(s) Proficient – Lead Teacher  | n/a | n/a |
| 22 | Language(s) Used – Other Program Staff  | n/a | n/a |
| 23 | Language(s) Proficient – Other Program Staff  | n/a | n/a |
| 24 | Language Program Type | n/a | n/a |
| 25 | Site Name  | n/aThis can be found in the CDMIS under the “Agency Information” section | n/a |
| 26 | Facility/License Number  | n/aThis can be found in the CDMIS under the “Agency Information” section | n/a |
| 27 | LEA Provider CDS Code  | n/a | n/a |
| 28 | Site Address 1 | n/aThis can be found in the CDMIS under the “Agency Information” section | n/a |
| 29 | Site Address 2 | n/aThis can be found in the CDMIS under the “Agency Information” section | n/a |
| 30 | Site City | n/aThis can be found in the CDMIS under the “Agency Information” section | n/a |
| 31 | Site State | n/aThis can be found in the CDMIS under the “Agency Information” section | n/a |
| 32 | Site Zip Code | Provider Zip Code | 33/AG |