# California Preschool Data Collection (CAPSDAC) User Manual Appendix C: Electronic File Format Specifications

**A Guide for Program Staff**

**Version 1.0**

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

## Revision History

| **Version Number** | **Revision Date** | **Section** | **Summary of Changes** |
| --- | --- | --- | --- |
| v1.0 | 03/18/2024 | All sections | User Manual Appendix C: Electronic File Format Specifications Created |

## Overview

This document provides detailed information of the format specifications for each data field within the Classroom, Staff, and Child record data submissions. Within a Comma Separated Value (CSV) electronic file, all data elements must be specifically formatted and meet specific criteria. The tables in this document outline each data element of a CSV file. Additionally, the tables below provide descriptions and comments of each data element, including the data type, size, and entry requirement.

### Contents

This document contains the following sections and topics:

* Classroom Record File Format Specifications
* Staff Record File Format Specifications
* Child Record File Format Specifications

## Classroom Records File Format Specifications

This section provides detailed information of format specifications for each data field within the Classroom Records CSV file.

This section provides a table with the following file specifications:

i. Column Name & Header Title

ii. Data Description

iii. Data Entry Requirement

iv. Value Rules

v. Example Value

| Field Name  (Manual Entry)  Header Title  (Electronic File) | Data Description | Data Entry Requirement | Value Rules | Example Value |
| --- | --- | --- | --- | --- |
| Preschool CDS Code  PreschoolCDSCode | The Preschool CDS Code for the site where this Classroom resides | Required | * A unique 14-character code consisting of digits (0-9) and capital English alphabet letters (A-Z) * A list of preschools (and their CDS Codes) within this LEA can be downloaded under the "File Downloads" section * In cases where agencies operate multiple preschool sites, each site must be assigned a distinct CDS code | 1234678901234 |
| ClassroomID  ClassroomID | The Classroom's Local Identifier | Required | * Unique (across the preschool) value from 1−50 characters | TOD-1/S |
| Classroom Name  ClassroomName | The Classroom's Name | Required | * Text from 1−255 characters * Can consist of English alphabet letters, numbers, special characters, and spaces | Toddlers #1 (Spanish Immersion) |
| Care Type  CareType | Indicates if the Classroom offers Full-Day or Part-Day services. | Required | * "F": Full-Day * "P": Part-Day | P |
| Language(s) Used – Teacher(s)  LanguagesTeachersUse | Language(s) used by the Classroom's teacher(s) | Required | * Value must be one or more codes (found in the "Language Codes" table) * When inputting multiple codes, separate each with a comma * Do not include a space between codes | eng,spa |
| Language(s) Proficient – Teacher(s)  LanguagesTeachersProficient | Language(s) proficient in of the Classroom’s teacher(s) | Required | * Value must be one or more codes (found in the "Language Codes" table) * When inputting multiple codes, separate each with a comma * Do not include a space between codes | eng,spa,jpn |
| Language(s) Used – Aide(s)  LanguagesAidesUse | Language(s) used by aide(s) in the Classroom | Semi-Optional | * Value must be one or more codes (found in the "Language Codes" table) * When inputting multiple codes, separate each with a comma * Do not include a space between codes * **Semi-Optional**: Either both or neither of the LanguagesAides[Use/Proficient] must have a value | spa,eng |
| Language(s) Proficient – Aide(s)  LanguagesAidesProficient | Language(s) proficient in of the aide(s) in the Classroom | Semi-Optional | * Value must be one or more codes (found in the "Language Codes" table) * When inputting multiple codes, separate each with a comma * Do not include a space between codes * **Semi-Optional**: Either both or neither of the LanguagesAides[Use/Proficient] must have a value | spa |
| Language Program Type  LanguageProgramType | Indicate if the Classroom participates in a Language Learner Program | Required | * Value can only include one “Language Program Type Code” | 1 |

## Staff Records File Format Specifications

This section provides detailed information of format specifications for each data field within the Staff Records CSV file.

This section provides a table with the following file specifications:

i. Column Name & Header Title

ii. Data Description

iii. Data Entry Requirement

iv. Value Rules

v. Example Value

| Column Name  (Manual Entry)  Header Title  (Electronic File) | Data Description | Data Entry Requirement | Value Rules | Example Value |
| --- | --- | --- | --- | --- |
| Preschool CDS Code  PreschoolCDSCode | The Preschool CDS Code for the site where this Staff is assigned | Required | * A unique 14-character code consisting of digits (0-9) and capital English alphabet letters (A-Z) * A list of preschools (and their CDS Codes) within this LEA can be downloaded under the "File Downloads" section * In cases where agencies operate multiple preschool sites, each site must be assigned a distinct CDS code | 1234678901234 |
| StaffID  StaffID | The staff's unique Local Identifier | Required | * An exclusive identification assigned and managed by the preschool agency for every staff member. This ID must be systematically developed and maintained by the agency to guarantee uniqueness and facilitate efficient management of staff records within the preschool * Unique (across the preschool) value from 1−50 characters | WON-8838 |
| Last Name  LastName | The staff's legal Last Name | Required | * Text from 1−50 characters * Can consist of English alphabet letters, spaces, apostrophes, and/or hyphens | Wong |
| First Name  FirstName | The staff's legal Last Name | Required | * Text from 1−50 characters * Can consist of English alphabet letters, spaces, apostrophes, and/or hyphens | Jason |
| Middle Initial  MiddleInitial | The staff's Middle Initial | Optional | * The 1st letter of the staff's Middle Name | M |
| Date of Birth  DateOfBirth | The staff's Date of Birth | Required | * Must be formatted as MM/DD/YYYY | 11/18/1994 |
| Gender  Gender | The staff's Gender | Required | * Either "F" (Female), "M" (Male), or "X" (Non-Binary) * Value can only be one code (found in the “Gender Codes” table) | M |
| Hispanic  IsHispanicYN | Indicator that the staff is Hispanic (regardless of other Race) | Optional | * Either "Y" (Yes), "N" (No), or blank (indicates "No Response") | Y |
| Race(s)  Races | The staff's racial background(s) | Optional | * Blank indicates "No Response" * When inputting multiple codes, separate each with a comma * Do not include a space between codes | 200,700 |
| Staff Role  StaffRole | The Staff's role within the LEA and/or Preschool | Required | * Value must be one code (found in the "Staff Role Codes" table) | 1 |
| Highest Degree Completed  HighestDegree | The Staff's highest completed educational degree | Required | * Select the highest-level permit or credential applicable for this field. * Choose the certification that represents the staff's highest level of authorization or qualification * Value can only be one code (found in the "Degree Codes" table) | D |
| Years Of Experience in this LEA  YearsExperienceInLEA | The Staff's number of years of experience within this LEA | Required | * A non-negative whole number (no fractions or decimals) * If Years of Experience is less than one year, enter a value of zero (0) * Value cannot be greater than the Staff's current age minus 18 years. | 8 |
| Local Assignment Waiver?  WaiverYN | Indicator for whether the Staff has received a local assignment waiver | Required | * Either "Y" (Yes) or "N" (No) | Y |
| SEID  SEID | The staff's California Statewide Educator Identifier (SEID) | Semi-Optional | * The SEID is a ten (10) digits randomly generated, non-personally identifiable number * Required for Teachers who do not have a Waiver (WaiverYN = "N") * Optional for Aides or Teachers with a Waiver (WaiverYN = "Y") * Optional for Aides or Teachers if the Permit/Credential is “Permit/Credential Not Compliant” | 1234567890 |
| Permit/Credentials  Permit | The Staff’s highest level of Permit or Credential | Semi-Optional | * Required for Teachers who do not have a Waiver (WaiverYN = "N") * Optional for Aides or Teachers with a Waiver (WaiverYN = "Y") * If applicable, value should be 1 Code (found in the "Staff Permit Codes" table) | 3 |
| Classroom Assignment  ClassroomAssignments | The ClassroomID(s) to which this Staff is assigned | Optional | * One or more ClassroomID value to indicate the assigned Classroom(s) * When inputting multiple codes, separate each with a comma * Do not include a space between codes | TOD-1, TOD-2 |

## Child Records File Format Specifications

This section provides detailed information of format specifications for each data field within the Child Records CSV file.

This section provides a table with the following file specifications:

i. Column Name & Header Title

ii. Data Description

iii. Data Entry Requirement

iv. Value Rules

v. Example Value

| Column Name  (Manual Entry)  Header Title  (Electronic File) | Data Description | Data Entry Requirement | Value Rules | Example Value |
| --- | --- | --- | --- | --- |
| Preschool CDS Code  PreschoolCDSCode | The Preschool CDS Code for the site where this Child is enrolled | Required | * A unique 14-character code consisting of digits (0-9) and capital English alphabet letters (A-Z) * A list of preschools (and their CDS Codes) within this LEA can be downloaded under the "File Downloads" section * In cases where agencies operate multiple preschool sites, each site must be assigned a distinct CDS code | 12345678900001 |
| ChildID  ChildID | The Child's Local Identifier | Required | * Unique (across the preschool) value from 1−50 characters | GAR-4393 |
| Last Name  LastName | The Child's legal Last Name | Required | * Text from 1−50 characters * Can consist of English alphabet letters, spaces, apostrophes, and/or hyphens | Garcia-Lopez |
| First Name  FirstName | The Child's legal First Name | Required | * Text from 1−50 characters * Can consist of English alphabet letters, spaces, apostrophes, and/or hyphens | Elena |
| Middle Initial (MI)  MiddleInitial | The Child's Middle Initial | Optional | * The 1st letter of the Child's Middle Name | M |
| Gender  Gender | The Child's Gender | Required | * Value must be one code (found in the “Gender Codes” table) | F |
| Start Date of Enrollment  DateOfEnrollmentStart | The Child's starting Date of Enrollment | Required | * Must be formatted as MM/DD/YYYY * Value cannot be before the Child’s Date of Birth * Value cannot be after the current Data Submission Period | 11/01/2022 |
| End Date of Enrollment  DateOfEnrollmentEnd | The Child's ending Date of Enrollment | Semi-Optional | * Must be formatted as MM/DD/YYYY * Semi-Optional: Leave blank if Child is still enrolled * Value cannot be before Start Date of Enrollment * Value must occur within the current Data Submission Period | 03/10/2024 |
| Eligibility Status  EligibilityStatus | This field indicates the Child's eligibility status for CSPP services | Required | * Value must be one code (found in the "Eligibility Status Codes" table) | A |
| Date of Birth  DateOfBirth | The Child's Date of Birth | Required | * Must be formatted as MM/DD/YYYY | 11/18/2020 |
| Country of Birth  CountryOfBirth | The Child's Country of Birth | Required | * Value must be a two-letter code (found in the "Country Codes" table) * Only one value can be input | US |
| State of Birth  StateOfBirth | The Child's State of Birth | Semi-Optional | * Semi-Optional: Required if the Child's CountryOfBirth value is "US" (United States), "MX" (Mexico), or "CA" (Canada); otherwise leave blank * If applicable, value should be a two- or three-letter code (found in the "State Codes" table) | CA |
| City of Birth  CityOfBirth | The Child’s City of Birth | Required | * Text from 1−100 characters | Woodland Hills |
| Hispanic  IsHispanicYN | Indicator that the Child is Hispanic (regardless of other Race) | Optional | * Either "Y" (Yes), "N" (No), or blank (indicates "No Response") | Y |
| Race(s)  Races | The Child's racial background(s) | Optional | * Blank indicates "No Response" * When inputting multiple Codes, separate each with a comma * Do not include a space between codes | 300,600 |
| Active IEP or IFSP?  IEPorIFSP | Indicate whether the Child has an Individualized Education Program (IEP) or an Individualized Family Service Plan (IFSP) | Required | * Value must be one code (found in the "IEP or IFSP Codes" table) | 2 |
| Date of Family Language Instrument  DateOfInstrument | The Child's Date of Instrument (i.e., when the Family Language Instrument was completed) of the Child at this facility. | Required | * Must be formatted as MM/DD/YYYY * If the Family opted out of the Family Language Instrument, please input the value 11/11/1111 * Value cannot be before the Child’s Date of Birth * Value cannot be after the current data submission period | 11/25/2022 |
| Home Language(s)  LanguagesHome | The language(s) used in the Child’s home | Semi-optional | * Value must be one code (found in the "Language Codes" table) * When inputting multiple codes, separate each with a comma * Do not include a space between codes * Family Language and Interest Interview Question 4 * Semi-Optional: If the Child is a Dual Language Learner (DLL), this is required. If non-DLL, this must be English or left blank | eng,jpn |
| Most-Used Language  LanguageMostUsed | The language the Child most often uses | Semi-optional | * Value must be one code (found in the "Language Codes" table) * Family Interest and Interview Question 6 * Semi-Optional: If the Child is a Dual Language Learner (DLL), this is required. If non-DLL, this must be English or left blank | eng |
| Is Dual Language Learner (DLL)  IsDualLanguageLearnerYN | Indicator that the Child is a Dual/Multi Language Learner (DLL) | Required | * Either "Y" (Yes) or "N" (No) * If set to "Y", must fill in value for "IsDLLTeacherDesignatedYN" column | Y |
| Teacher Designated of DLL Status  IsDLLTeacherDesignatedYN | Indicates that the Child is designated a DLL by a teacher | Required | * "Y" (Yes) or "N" (No) if "IsDualLanguageLearnerYN" column is set to "Y" * Should be empty if "IsDualLanguageLearnerYN" is set to "N" | N |
| Family Identification Case Number (FICN)  FICN | The Child's family's Family Identification Case Number (FICN) | Required | * Text must be between 1−15 characters. * Text must contain only letters and/or numbers. | 123456789012345 |
| Family Size  FamilySize | The number of people in the Child's family | Required | * Must be a number between 1−15 * The value must be (and can only be) one if the child is named as their own Head of Household * The value can have a minimum of two only if there is no second Head of Household named * The value can have a minimum of three if there is a second Head of Household named | 4 |
| Family Monthly Income  FamilyMonthlyIncome | The monthly income of the Child’s family | Required | * Must be a number between 0−999999 * Must be a whole integer indicating the dollars per month * Do not include decimals, commas, or any non-digits | 2500 |
| CalWORKs Recipient  CalWORKsRecipient | Whether the Child’s family is a CalWORKs Cash Aid Recipient | Required | * Value should be one code (found in the "CalWORKs Recipient Codes" table) | 4 |
| Reason for Needing Service  ReasonForService | The Child’s family's reason for needing CSPP services | Required | * Value must be one code (found in the "Reason For Needing Service Codes" table) | A |
| 1st Head of Household Last Name  HeadOfHouseholdLastName1 | The Last Name of the Child's 1st Head-Of-Household | Required | * Text from 1−100 characters * Can consist of English alphabet letters, spaces, apostrophes, or hyphens | Garcia-Lopez |
| 1st Head of Household First Name  HeadOfHouseholdFirstName1 | The First Name of the Child’s 1st Head-of-Household | Required | * Text from 1−100 characters * Can consist of English alphabet letters, spaces, apostrophes, or hyphens | Maria |
| 1st Head of Household Middle Initial  HeadOfHouseholdMiddleInitial1 | The Middle Initial of the Child's 1st Head-Of-Household | Optional | * The 1st letter of the Head of Household's Middle Name | S |
| 1st Head of Household Education  HeadOfHouseholdEducation1 | The highest education completed of the Child's 1st Head-Of-Household | Required | * Value must be one code (found in the "Education Codes" table) | 12 |
| 2nd Head of Household Last Name  HeadOfHouseholdLastName2 | The Last Name of the Child's 2nd Head-Of-Household | Optional | * Text from 1−100 characters * Can consist of English alphabet letters, spaces, apostrophes, or hyphens | Garcia |
| 2nd Head of Household First Name  HeadOfHouseholdFirstName2 | The First Name of the Child's 2nd Head-Of-Household | Optional | * Text from 1−100 characters * Can consist of English alphabet letters, spaces, apostrophes, or hyphens | Jose |
| 2nd Head of Household Middle Initial  HeadOfHouseholdMiddleInitial2 | The Middle Initial of the child’s 2nd Head-of-Household | Optional | * The 1st letter of the Head of Household's Middle Name | X |
| 2nd Head of Household Education  HeadOfHouseholdEducation2 | The highest education completed of the Child's 2nd Head-Of-Household | Optional | * Value must be one code (found in the "Education Codes" table) | 10 |
| Written Communication Preference  LanguageFamilyWritten | The language preference for the family's written communication | Semi-Optional | * Value must be one code (found in the "Language Codes" table) * Family Language and Interest Interview Question 7 * Semi-Optional: If the Child is a Dual Language Learner (DLL), this is required. If non-DLL, this must be English or left blank | eng |
| Verbal Communication Preference  LanguageFamilyVerbal | The language preference for the family's verbal communication | Semi-Optional | * Value must be one code (found in the "Language Codes" table) * Family Language and Interest Interview Question 8 * Semi-Optional: If the Child is a Dual Language Learner (DLL), this is required. If non-DLL, this must be English or left blank. | spa |
| Home Address Line 1  HomeAddress1 | The 1st street line of the Child's home address | Required | * 1–100 characters | 123 Main St. |
| Home Address Line 2  HomeAddress2 | The 2nd street line of the Child's home address | Optional | * 1–100 characters | Apt. 2 |
| Home City  HomeCity | The city of the Child's home address | Required | * 1–100 characters | Sacramento |
| Home State  HomeState | The state of the Child's home address | Required | * Value must be a two- or three-letter code (found in the "State Codes" table) * Value must be within U.S. States, Provinces, or Territories | CA |
| Home ZIP Code  HomeZIP | The ZIP Code of the Child's home address | Required | * Value must follow the standard format of either five digits (e.g., 95630) or five digits, a hyphen, and four more digits (e.g., 95630-4529) * Value must be either 5 digits (e.g., 95630) or 10 characters, including a hyphen (e.g., 95630-4529) * Value must be within U.S. States, Provinces, or Territories | 95818-1234 |
| Mailing Address 1  MailingAddress1 | The 1st street line of the Child's mailing address | Optional | * 1−100 characters | 456 Broadway |
| Mailing Address 2  MailingAddress2 | The 2nd street line of the Child's mailing address | Optional | * 1−100 characters | P.O. Box #789 |
| Mailing City  MailingCity | The city of the Child's mailing address | Optional | * 1−100 characters | Sacramento |
| Mailing State  MailingState | The state of the Child's mailing address | Optional | * Value must be a two- or three-letter code (found in the "State Codes" table) * Value must be within U.S. States, Provinces, or Territories | CA |
| Mailing ZIP Code  MailingZIP | The optional ZIP Code of the Child's mailing address | Optional | * Value must follow the standard format of either five digits (e.g., 95630) or five digits, a hyphen, and four more digits (e.g., 95630-4529) * Value must be either 5 digits (e.g., 95630) or 10 characters, including a hyphen (e.g., 95630-4529) * Value must be within U.S. States, Provinces, or Territories | 95816-2345 |
| Service Type  ServiceType | Indicates whether the Child is enrolled in Direct Services Full-Day, Direct Services Part-Day, Subcontracted Services Full-Day, or Subcontracted Services Part-Day. | Required | * Value must be one code (found in the "Service Type Codes" table) | 1 |
| Full-Time Enrollment  FullTimeEnrollment | If applicable, input the ClassroomID associated with the classroom in which the Child was enrolled in Full-Time | Semi-Optional | * A single ClassroomID value to indicate the Classroom of Full-Time Enrollment * Semi-Optional: A Child must be enrolled in at least one Full-Time or one Part-Time Classroom * A child cannot be enrolled in both a Full-Time and a Part-Time Classroom during the same data submission period. | TOD-1 |
| Part-Time Enrollment  PartTimeEnrollments | If applicable, input the ClassroomID(s) associated with the classroom(s) in which this Child was enrolled in Part-Time | Semi-Optional | * One or more ClassroomID values to indicate the Classroom(s) of Part-Time Enrollment * When inputting multiple codes, separate each with a comma * Do not include a space between codes * Semi-Optional: A Child must be enrolled in at least one Full-Time or one Part-Time Classroom | TOD-1, TOD-2 |