# California Preschool Data Collection (CAPSDAC)

**User Manual Appendix F: Error Message****s**

**A Guide for Program Staff**

**Version 1.0**

**2024**



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## Glossary

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

* **CalWORKs:** California Work Opportunity and Responsibility to Kids Program
* **BA/BS:** Baccalaureate degree
* **CAPSDAC:** California Preschool Data Collection
* **CSV:** Comma Separated Value
* **CSPP:** California State Preschool Program
* **DLL:** Dual Language Learner
* **EED:** Early Education Division
* **FICN:** Family Identification Case Number
* **HoH:** Head of Household
* **IEP:** Individualized Education Program
* **IFSP:** Individualized Family Service Plan
* **LEA:** Local Educational Agency
* **MA/MS/ME:** Master's degree
* **MB:** Management Bulletin
* **PhD/ EdD/MD**: Doctorate degree
* **QRIS:** Quality Rating and Improvement System
* **Report Period:** Month and year of a report
* **SEID:** California Statewide Educator Identifier
* **SMI:** State Median Income
* **Vendor:** Software vendor who has expressed interest in working with contracted agencies on the electronic reporting of the CAPSDAC Report

## Revision History

| **Version Number** | **Revision Date** | **Section** | **Summary of Changes** |
| --- | --- | --- | --- |
| v1.0 | 05/01/2024 | All sections | User Manual Appendix F: Error Messages |

## Overview

This document provides a guideline of the classroom, staff, and child information fields from the California Preschool Data Collection (CAPSDAC) error message with their descriptions. Additionally, it also provides troubleshooting tips and references to online instructional materials.

## Contents

This document contains the following sections and topics:

* Classroom Record Error Messages
* Staff Record Error Messages
* Child Record Error Messages

## Classroom Record Error Messages

Table 1 below enumerates classroom record error message codes and their descriptions, which users may encounter during manual data input or electronic file upload. Additionally, troubleshooting tips, comments, and references to associated functions or information fields are provided for each error message code

* **For Manual Inputting:** Error messages appear directly in red text below the respective data fields
* **For Electronic Files:** Error messages are displayed in pop-up windows

This section presents a table with the following specifications:

1. Data Field (Column Name)
2. Data Element Description
3. Troubleshooting / Comments

Below are some examples of the technical rules and corresponding error messages:

* Cannot certify the classroom if LEA certified
	+ “This LEA's data has already been certified for this Data Submissions Period”
* Cannot have empty classroom
	+ “Classroom data object is empty”
* Cannot have missing Preschool ID
	+ “PreschoolID is missing”
* Cannot input the incorrect Fiscal Year or Reporting Cycle
	+ “Fiscal Year is not set to the current Data Submissions Period”
	+ “Reporting Cycle is not set to the current Data Submissions Period's cycle”
* Cannot delete a classroom that has children enrolled
	+ “Bad parameter in DeleteClassroom”

### Table 1 Classroom Record Error Messages

| Data Field | Error Message Description | Trouble Shooting / Comments |
| --- | --- | --- |
| Classroom ID | Classroom Local ID is required and must be between 1 and 50 characters | * Confirm that the ‘Classroom ID’ field is neither null nor blank
* Confirm that its length does not exceed 50 characters
 |
| Classroom Name | Classroom Name must be between 1 and 255 characters | * Confirm that the ‘Classroom Name’ field is neither null nor blank
* Confirm that its length does not exceed 255 characters
 |
| Care Type | Care Type is required and must be either Full-Day ('F') or Part-Day ('P') | * Confirm that the ‘Care Type’ field is neither null nor blank
* Confirm that the ‘Care Type’ field contains either the value 'F' or 'P' representing Full-Day or Part-Day care, respectively
 |
| Language(s) Used – Teacher(s) |  Teacher Languages (Uses) must have 1 or more Language Codes | * Confirm that the ‘Language(s) Teacher Used’ field is neither null nor blank
 |
| Language(s) Used – Teacher(s) |  Teacher Languages (Uses) has 1 or more invalid Language Codes | * Confirm that the ‘Language(s) Teacher Used’ field contains a valid language code found in the Language Code table
 |
| Language(s) Used – Teacher(s) | Row #: Duplicate Teacher Languages (Uses) Codes" | * Confirm that no language codes have been listed more than once
 |
| Language(s) Proficient – Teacher(s) |  Teacher Languages (Proficient) must have 1 or more Language Codes | * Confirm that the ‘Language(s) Teacher Proficient’ field is neither null nor blank
 |
| Language(s) Proficient – Teacher(s) | Row #: Duplicate Teacher Languages | * Confirm that no language codes have been listed more than once
 |
| Language(s) Proficient – Teacher(s) |  Teacher Languages (Proficient) has 1 or more invalid Language Codes | * Confirm that the ‘Language(s) Teacher Proficient’ field contains valid language codes found in the Language Code tale
 |
| Language(s) Used – Aide(s) | Aides’ Languages (Uses) must have 1 or more Language Codes | * Confirm that the ‘Language(s) Aides Used’ field is neither null nor blank
 |
| Language(s) Used – Aide(s) | Aides’ Languages (Uses) has 1 or more invalid Language Codes | * Confirm that the ‘Language(s) Aides Used’ field contains valid language codes found in the Language Code table
 |
| Language(s) Used – Aid(s) | Row #: Duplicate Aides’ Languages (Uses) Codes" | * Confirm that no language codes have been listed more than once
 |
| Language(s) Used – Aid(s) | Either both or neither of the Aide(s) Languages (Use/Proficient) must have value(s). | * Confirm that both or neither of the Aide(s) Languages (Use or Proficient) have values.
 |
| Language(s) Proficient – Aide(s) | Aides’ Languages (Proficient) must have 1 or more Language Codes | * Confirm that the ‘Language(s) Aides Proficient’ field is neither null nor blank
 |
| Language(s) Proficient – Aide(s) | Row #: Duplicate Aides’ Languages (Proficient) codes | * Confirm that no language codes have been listed more than once
 |
| Language(s) Proficient – Aide(s) | Aides’ Languages (Proficient) has 1 or more invalid Language Codes | * Confirm that the ‘Language(s) Aides Proficient’ field contains valid language codes found in the Language Codes table.
 |
| Language(s) Proficient – Aide(s) | Either both or neither of the Aide(s) Languages (Use/Proficient) must have value(s). | * Confirm that both or neither of the Aide(s) Languages (Use or Proficient) have values.
 |
| Language Program Type | Language Program Type is not set to a valid Code | * Confirm that the ‘Language Program Type’ field is neither null nor blank
* Confirm that only one code has been entered
 |

## Staff Record Error Messages

Table 2 Below enumerates staff record error message codes and their descriptions, which users may encounter during manual data input or electronic file upload. Additionally, troubleshooting tips, comments, and references to associated functions or information fields are provided for each error message code.

* **For Manual Inputting:** Error messages appear directly in red text below the respective data fields
* **For Electronic Files:** Error messages are displayed in pop-up windows

This section presents a table with the following specifications:

1. Data Field (Column Name)
2. Data Element Description
3. Troubleshooting / Comments

Below are some examples of the technical rules and corresponding error messages:

* Cannot certify the staff if LEA certified
	+ “This LEA's data has already been certified for this Data Submissions Period”
* Cannot have duplicated Staff ID
	+ “This may be a duplicate Staff entry (the StaffID is not unique)”
* Cannot have empty staff entry
	+ “Staff data object is empty”
* Cannot have missing Preschool ID
	+ “PreschoolID is missing”
* Cannot input the incorrect Fiscal Year or Reporting Cycle
	+ “Fiscal Year is not set to the current data submissions period”
	+ “Reporting Cycle is not set to the current data submissions period's cycle

### Table 2 Staff Records Error Message

| Data Field | Error Message Description | Trouble Shooting / Comments |
| --- | --- | --- |
| Staff ID | Staff ID is required and must be between 1 and 50 characters | * + Confirm that the ‘Staff ID’ field is neither null nor blank
	+ Confirm that the ‘Staff ID’ field length does not exceed 50 characters
 |
| Staff Last Name | Staff's Last Name must be between 1 and 50 characters | * + Confirm that the ‘Staff Last Name’ field is neither null nor blank
	+ Confirm that its length does not exceed 50 characters
 |
| Staff Last Name | Staff's Last Name must only contain English alphabet letters, spaces, apostrophes, and/or hyphens | * + Confirm that the ‘Staff Last Name’ field is formatted as text format
 |
| Staff First Name | Staff's First Name must be between 1 and 50 characters | * + Confirm that the ‘Staff First Name’ field is neither null nor blank
* Confirm that its length does not exceed 50 characters
 |
| Staff First Name | Staff's First Name must only contain English alphabet letters, spaces, apostrophes, and/or hyphens | * + Confirm that the ‘Staff First Name’ field is formatted in text format
 |
| Staff Middle Initial | Staff's Middle Initial must be blank or exactly 1 English letter | * + Confirm the ‘Staff Middle Initial’ field, if provided, has a character length equal to one (1)
 |
| Staff Middle Initial | Staff's Middle Initial must only contain a single English alphabet letter | * + Confirm that the ‘Staff Middle Initial’ field follows the format of a single letter from the alphabet, with only one letter allowed
 |
| Staff Date of Birth | Date of Birth is missing or malformed | * + Confirm that the ‘Staff Date of Birth’ field is neither null nor blank
* Confirm that the ‘Staff Date of Birth’ field follows the format MM/DD/YYYY
 |
| Staff Gender | Gender is required and must be (F) Female, (M) Male, or (X) Non-Binary | * + Confirm that the ‘Staff Gender’ field is neither null nor blank
	+ Confirm that the ‘Staff Gender’ field contains one of the Gender Codes: {"F", "M", "X"}
 |
| Staff Ethnicity Indicator | Hispanic value must be Yes, No, or No Response    | * + Confirm that the ‘Staff Ethnicity Indicator’ field value must be one of the following: "Yes", "No", "No Response"
 |
| Staff Highest Degree | Highest Degree Completed is required and must be a valid Code from the Degree Code table | * + Confirm that the ‘Staff Highest Degree’ field is neither null nor blank
* Confirm that the staff Highest Degree Code field contains a valid code from Highest Degree table
 |
| Staff Years Experience in LEA | Years Of Experience must be a non-negative integer | * + Confirm that the ‘Staff Years Experience in LEA’ field is an integer
* Confirm that the ‘Staff Years Experience in LEA’ field value is not less than zero (0)
 |
| Staff Years Experience in LEA | Staff cannot have more Years experience than the number of years since they turned 18 | * + Confirm that Staff Years of Experience should not be greater than the current chronological age of the staff (Based on Staff DOB) minus 18 years.
 |
| Staff Race | Races has 1 or more invalid Race Codes  | * + Confirm that the ‘Staff Race’ field contains a valid code from the Staff Race Code table
 |
| Staff Race | Row #: Duplicate Race Codes | * + Confirm that no language codes have been listed more than once
 |
| Staff Role | Staff Role is required and must be a valid Code from the Staff Role Code table | * + Confirm that the ‘Staff Role’ field is neither null nor blank
* Confirm that the ‘Staff Role’ field contains a valid code from the Staff Role Codes
 |
| Staff Local Assignments Waiver YN | Waiver must be either Yes (Y) or No (N) | * + Confirm that the ‘Staff Local Assignments Waiver YN’ field is neither null nor blank
* Confirm that the ‘Staff Local Assignments Waiver YN’ field must be either "Y" or "N"
 |
| SEID | SEID is required for this Staff Role if No Waiver | * + Confirm that the ‘SEID’ field is neither null nor blank
	+ Confirm that if the ‘Staff Local Assignments Waiver YN’ field is "Y", the SEID is optional
	+ Confirm that if the ‘Staff Local Assignments Waiver YN’ field is "N", and the staff(s)’ Role is "Teacher", the SEID is required
* Confirm that if the ‘Staff Local Assignments Waiver YN field is "N", and the staff(s)’ Role is "Classroom Aide", the ‘SEID’ field is optional
 |
| SEID | SEID must be exactly a ten (10) digits integer | * + Confirm that the ‘SEID’ field is greater than 1000000000
* Confirm that the ‘SEID’ field is less than 9999999999
 |
| Permit/credentials | Permit is required for this Staff Role if No Waiver | * + Confirm that the ‘Permit/credentials’ field is neither null nor blank
	+ Confirm that if the ‘Staff Local Assignments Waiver YN’ field is "Yes", the Permit/credentials is optional
	+ Confirm that if the ‘Staff Local Assignments Waiver YN’ field is "N", the ‘Permit/credentials’ field is required
	+ Confirm that if the ‘Staff Local Assignments Waiver YN’ field is "N", the ‘Permit/credentials’ field is optional
 |
| Permit/credentials | Unknown Staff Permit Code”” | * + Confirm that the ‘Permit/credentials’ field contains a valid code from the Permit/Credentials Codes table
 |
| Classroom Assignments | Row #: Staff has duplicate Classroom AssignmentsIDs | * + Confirm that the ‘Classroom Assignments’ field has distinct counts, meaning there are no duplicated inputs manually
 |
| Classroom Assignments |  Row #: ClassroomAssignments has 1 or more unknown ClassroomIDs (e.g., "XX") | * + Confirm that the ‘Classroom Assignments’ field have the correct classroomID(s)
 |

## Child Record Error Messages

Table 3 Below enumerates child record error message codes and their descriptions, which users may encounter during manual data input or electronic file upload Additionally, troubleshooting tips, comments, and references to associated functions or information fields are provided for each error message codes.

* **For Manual Inputting:** Error messages appear directly in red text below the respective data fields
* **For Electronic Files:** Error messages are displayed in pop-up windows

This section presents a table with the following specifications:

1. Data Field (Column Name)
2. Data Element Description
3. Troubleshooting / Comments

Below are some examples of the technical rules and corresponding error messages:

* Cannot certify the child if LEA certified
	+ “This LEA's data has already been certified for this Data Submissions Period”
* Cannot have duplicated ChildID
	+ “Is this a duplicate child entry (the ChildID is not unique)?”
* Cannot have empty child entry
	+ “Child data object is empty”
* Cannot have missing Preschool ID
	+ “PreschoolID is missing”
* Cannot input the incorrect Fiscal Year or Reporting Cycle
	+ “Fiscal Year is not set to the current data submissions period”
	+ “Reporting Cycle is not set to the current data submissions period's cycle

### Table 3 Child Records Error Message

| Data Field | Error Message Description | Trouble Shooting / Comments |
| --- | --- | --- |
| Child ID | Child ID is required and must be between 1 and 50 characters | * Confirm that the ‘Child ID’ field is neither null nor blank
* Confirm that the ‘Child ID’ field character length is not larger than 50 characters
 |
| Child Last Name | Child's last name must be between 1 and 50 characters | * Confirm that the ‘Child Last Name’ field is neither null nor blank
* Confirm that the ‘Child Last Name’ field length is not larger than 50 characters
 |
| Child Last Name | Child's last name must only contain English alphabet letters, spaces, apostrophes, and/or hyphens | * Confirm that the ‘Child Last Name’ field is formatted in text format
 |
| Child First Name | Child's first name must be between 1 and 50 characters | * Confirm that the ‘Child First Name’ field is neither null nor blank
* Confirm that the ‘Child First Name’ field length is not larger than 50 characters
 |
| Child First Name | Child's first name must only contain English alphabet letters, spaces, apostrophes, and/or hyphens | * Confirm that the ‘Child First Name’ field is formatted in text format
 |
| Child Middle Initial | Child's Middle Initial must be blank or exactly 1 English letter | * Confirm that the ‘Child Middle Initial’ field, if provided, has a length equal to one (1)
 |
| Child Middle Initial | Child's Middle Initial must only contain a single English alphabet letter | * Confirm that the ‘Child Middle Initial’ field follows the format of a single letter from the English alphabet, with only one letter allowed
 |
| Child Gender | Gender is required and must be (F) Female, (M) Male, or (X) Non-Binary | * Confirm that the ‘Child Gender’ field is neither null nor blank
* Confirm that the ‘Child Gender’ field contains one of the Gender Codes: {"F", "M", "X"}
 |
| Child Date of Birth | Date of birth is missing or malformed | * Confirm that the ‘Child Date of Birth’ field is neither null nor blank
* Confirm that the ‘Child Date of Birth’ field follows the format MM/DD/YYYY
 |
| Child Date of Birth | Date of birth must be within the age eligible parameters for CSPP | * Confirm that the ‘Child Date of Birth’ field entry is within the age eligible parameters for CSPP. We recommend contacting your PQI Consultant for any questions related to eligibility.
 |
| Child Country of Birth | Country of Birth is missing | * Confirm that the child's Country of Birth field is neither null nor blank
 |
| Child Country of Birth | Country Of Birth Code “” is not a valid Country Code | * Confirm that the ‘Child Country of Birth’ field contains a valid code from the Country Codes table
 |
| Child State of Birth | State Of Birth Code:” is not a valid State Code for Country Code | * Confirm that the Child's State of Birth field contains strings from the State Codes
 |
| Child State of Birth | State Of Birth should be blank when the Country of Birth is not United States, Mexico, or Canada | * Confirm that the ‘Child State of Birth’ field is blank when the Country of Birth is not United States, Mexico, or Canada
 |
| Child City of Birth | City of Birth is missing | * Confirm that the ‘Child City of Birth’ field is neither null nor blank
 |
| Child Enrollment Start Date | Start Date of Enrollment is missing or malformed | * Confirm that the ‘Child Enrollment Start Date’ field is neither null nor blank
 |
| Child Enrollment Start Date | Start Date of Enrollment cannot be before date of birth | * Confirm that the ‘Child Enrollment Start Date’ field is not earlier than the Date of Birth
 |
| Child Enrollment Start Date | Start Date of Enrollment cannot be after the last day of this Data Submission Period | * Confirm that the ‘Child Enrollment Start Date’ field is not later than the current data submission period
 |
| Child Enrollment End Date | Start Date of Enrollment cannot be after End Date of Enrollment | * Confirm that the ‘Child Enrollment End Date’ field is not earlier than the Date of ‘Child Enrollment Start Date’
 |
| Child Enrollment End Date | End Date of Enrollment cannot be outside of this Data Submission Period | * Confirm that the ‘Child Enrollment End Date’ field is within the current data submission period
 |
| Child Date of Instrument | Date of Instrument cannot be in the future | * Confirm that the ‘Child Date of Instrument’ field is earlier than the current date
 |
| Child Date of Instrument | Date of Family Language Instrument cannot be after the last day of this Data Submission Period | * Confirm that the ‘Date of Instrument’ field is not later than the last day of the current data submission period
 |
| Child Enrollment End Date | End Date of Enrollment cannot be outside of this Data Submission Period | * Confirm that the ‘Child Enrollment End Date’ field is not later than the current data submission period
 |
| Child Date of Instrument | "If opted out of the Family Language Instrument (i.e., Date of Instrument value is '11/11/1111'), you cannot have the combination of Dual Language Learner set to Yes and Teacher DLL Designation set to No | * Confirm that if the ‘Child Date of Instrument’ field is '11/11/1111', then the ‘Child is Dual Language Learner’ field is "Y" and ‘IsTeacherDesignatedYN’ field is "N"
 |
| Child Date of Instrument | Date of Family Instrument is required | * Confirm that the ‘Child Date of Instrument’ field is neither null nor blank
 |
| Child Hispanic Ethnicity Indicator | Hispanic value must be Yes, No, or No Response  | * Confirm the ‘Child Hispanic Ethnicity Indicator’ field is neither null nor blank
* Confirm the ‘Child Hispanic Ethnicity Indicator’ field must be “Yes,” “No,” “No Response”
 |
| Child Race | Races has 1 or more invalid Race Codes  | * Confirm that the ‘Child Race’ field contains a valid code from the Race Codes table
 |
| Child Race | Row #: Duplicate Race Codes | * Confirm that no language codes have been listed more than once
 |
| Child Eligibility Status | Eligibility status is required and must be a valid code | * Confirm that the ‘Child Eligibility Status’ field is neither null nor blank
* Confirm that the 'Child Eligibility Status’ field contains a valid code from the Eligibility Status Codes
 |
| Child Has IEP or IFSP | IEP or IFSP code is not valid | * Confirm that the ‘Child Has IEP or IFSP’ field is neither null nor blank
* Confirm that the ‘Child Has IEP or IFSP’ field contains a valid code from the IEP or IFSP Status Codes table
 |
| Child Home Language | Child Home Language is not valid | * Confirm that the ‘Child Home Language’ field is neither null nor blank
 |
| Child Home Language | If child is a dual language learner, home language(s) is required | * Confirm that if the ‘Child is Dual Language Learner’ field is "Y", then the ‘Child Home Language’ field is neither null nor blank
 |
| Child Home Language | Home language(s) has 1 or more invalid language codes | * Confirm that the ‘Child Home Language’ field contains valid code(s) from the Language Codes table
 |
| Child Home Language | Duplicate home language codes | * Confirm that no language codes have been listed more than once
 |
| Child Home Language | If child is not a dual language learner, home language(s) must be English or blank | * Confirm that if the’ Child is Dual Language Learner’ field is "N", then the ‘Child Home Language’ field is "eng" or blank
 |
| Child Language Most Used | If child is a dual language learner, most-used language is required | * Confirm that if the ‘Child is Dual Language Learner’ field is equal to "Y", then the ‘Child Language Most Used’ field is neither null nor blank
 |
| Child Language Most Used | If child is not a dual language learner, most-used language must be English or blank | * Confirm that if the ‘Child is Dual Language Learner’ field is "N", then the ‘Child Language Most Used’ field is "eng" or blank
 |
| Child Language Most Used | Most-used language is not set to a valid language code | * Confirm that the ‘Child Language Most Used’ field contains a valid code from the Language Codes table
 |
| Child is Dual Language Learner | Dual Language Learner value must be Yes or No | * Confirm that the ‘Child is Dual Language Learner’ field must be either "Y" or "N"
 |
| Child is Dual Language Learner | DLL Teacher Designation value must be Yes or No | * Confirm that the ‘Child is Dual Language Teacher Designated’ field is either "Y" or “N”
 |
| Child is Dual Language Teacher Designated | DLL Teacher Designation value must be Yes or No | * Confirm that if the ‘Child is Dual Language Learner’ field is "Y", then the ‘Child is Dual Language Teacher Designated’ field must be either "Y" or "N"
 |
| Child is Dual Language Teacher Designated | DLL Teacher Designation should not be entered if Dual Language Learner is set to No | * Confirm that if the ‘Child is Dual Language Learner’ field is "N", then the ‘Child is Dual Language Teacher Designated’ field must be either null or blank
 |
| Child is Dual Language Teacher Designated | If opted out of the Family Language Instrument (i.e., Date of Instrument value is '11/11/1111'), you cannot have the combination of Dual Language Learner set to Yes and Teacher DLL Designation set to No | * Confirm that the ‘Family Language Instrument’ date is not equal to ‘11/11/1111’ if the ‘Child is Dual Language Learner’ field is "Y" and the ‘Child is Dual Language Teacher Designated’ field is "N"
 |
| FICN | FICN must be between 1 and 15 characters | * Confirm that the ‘FICN’ field is neither null nor blank
* Confirm that the ‘FICN’ field character length is no longer than 15 characters
 |
| FICN | FICN must contain only letters and/or numbers | * Confirm that the ‘FICN’ field does not contain any special characters
 |
| Family Size | Family Size cannot be more than max family size | * Confirm that the ‘Family Size’ field does not exceed the maximum count of 15
 |
| Family Size | Family Size must be 1 if the child is also the named head-of-household | * Confirm that the ‘Family Size’ field must be 1 if the child is named as the first Head-of-Household
 |
| Family Size | Family Size cannot be 1 unless the child is also the named head-of-household | * Confirm that the ‘Family Size’ field cannot be 1 if the child's name is not listed as the name of the first Head-of-Household
 |
| Family Size | Family Size cannot be less than 3 if there is a 2nd head-of-household | * Confirm that the ‘Family Size’ field cannot be less than 3 if there is a second Head-of-Household
 |
| Family Size | Family Size for this child cannot be less than 2 | * Confirm that the ‘Family Size’ field is less than 2 if the child's name is listed as the second Head-of-Household
 |
| Family Monthly Income | Family monthly income must be from $0 to $999999" | * Confirm that the ‘Family Monthly Income’ field is less than 1,000,000
 |
| Family Monthly Income | The Eligibility Status "Income Eligible" cannot be selected when the Monthly Family Income "$ XXX exceeds 115% of the SMI threshold (Max Income)" | * Confirm that the “Family Monthly Income” field value is not greater than the 115% State Median Income level.
 |
| CalWORKs Cash Aid Recipient | CalWORKs Cash Aid Recipient is required and must be a valid code | * Confirm that the ‘CalWORKs Cash Aid Recipient’ field is neither null nor blank
* Confirm that the ‘CalWORKs Cash Aid Recipient’ field contains valid codes from the CalWORKs Recipient Codes table
 |
| Reasons for Needing Service | ReasonForService is required and must be a valid code | * Confirm that the ‘Reasons for Needing Service’ field is neither null nor blank
* Confirm that the ‘Reasons for Needing Service’ field contains a valid code from the Reasons for Needing Service table
 |
| Head of Household Last Name 1 | 1st Head-of-Household's Last Name must be between 1 and 100 characters | * Confirm that the ‘Head of Household Last Name 1’ field is neither null nor blank
* Confirm that the length of the ‘Head of Household Last Name 1’ field is less than 100 characters
 |
| Head of Household Last Name 1 | 1st Head-of-Household's Last Name must only contain English alphabet letters, spaces, apostrophes, and/or hyphens | * Confirm that the ‘Head of Household Last Name 1’ field is formatted as text format data
 |
| Head of Household First Name 1 | 1st Head-of-Household's First Name must be between 1 and 100 characters | * Confirm that the ‘Head of Household First Name 1’ field is neither null nor blank
* Confirm that the length of the ‘Head of Household First Name 1’ field is less than 100 characters
 |
| Head of Household First Name 1 | 1st Head-of-Household's First Name must only contain English alphabet letters, spaces, apostrophes, and/or hyphens | * Confirm that the ‘Head of Household First Name 1’ field contains only English alphabet letters, spaces, apostrophes, and/or hyphens
 |
| Head of Household Middle Initial 1 | 1st Head-of-Household's Middle Initial must be blank or exactly 1 English letter | * Confirm that the length of the ‘Head of Household Middle Initial 1’ field, if provided, is equal to 1 English letter
 |
| Head of Household Middle Initial 1 | 1st Head-of-Household's Middle Initial must only contain a single English alphabet letter | * Confirm that the ‘Head of Household Middle Initial 1’ field matches the format of a single letter from the English alphabet, and only one letter is inputted
 |
| Head of Household Highest Education 1 | 1st Head-of-Household's Highest Education is required | * Confirm that the ‘Head of Household Highest Education 1’ field is neither null nor blank
 |
| Head of Household Highest Education 1 | 1st Head-of-Household's Highest Education value is not a valid Education Code | * Confirm that the ‘Head of Household Highest Education 1’ field contains a valid code from the Education Codes
 |
| Head of Household Last Name 2 | 2nd Head-of-Household's Last Name must be between 1 and 100 characters | * Confirm that the ‘Head of Household Last Name 2’ field is neither null nor blank
* Confirm that the length of the ‘Head of Household Last Name 2’ field’ is less than 100 characters
 |
| Head of Household Last Name 2 | 2nd Head-of-Household's Last Name must only contain English alphabet letters, spaces, apostrophes, and/or hyphens | * Confirm that the ‘Head of Household Last Name 2’ field contains only text format data
 |
| Head of Household First Name 2 | 2nd Head-of-Household's First Name must be between 1 and 100 characters | * Confirm that the ‘‘Head of Household Last Name 2’ field’ is neither null nor blank
* Confirm that the length of the ‘Head of Household Last Name 2’ field is less than 100 characters
 |
| Head of Household First Name 2 | 1st Head-of-Household's Last Name must only contain English alphabet letters, spaces, apostrophes, and/or hyphens | * Confirm that the ‘‘Head of Household Last Name 2’ field contains only text format data
 |
| Head of Household Middle Initial 2 | 2nd Head-of-Household's Middle Initial must be blank or exactly 1 English letter | * Confirm that the length of the ‘Head of Household Middle Initial 2’ field, if provided, is equal to 1 English letter
 |
| Head of Household Middle Initial 2 | 2nd Head-of-Household's Middle Initial must only contain a single English alphabet letter | * Confirm that the ‘Head of Household Middle Initial 2’ field matches the format of a single letter from the English alphabet, and only one letter is allowed
 |
| Head of Household Highest Education 2 | If there is a 2nd Head-of-Household, the Highest Education is required | * Confirm that the ‘Head of Household Highest Education 2’ field is neither null nor blank if any information about the 2nd head of household is present
 |
| Head of Household Highest Education 2 | 2nd Head-of-Household's Highest Education value "" is not a valid Education Code | * Confirm that the ‘Head of Household Highest Education 2’ field contains valid codes from the Education Codes table
 |
| Language Family Written | If child is a Dual Language Learner, Family's Written Language is required | * Confirm if the ‘Child is Dual Language Learner’ field is "Y", then the ‘Language Family Written’ field is neither null nor blank
 |
| Language Family Written | If child is not a Dual Language Learner, Family's Written Language must be English or blank | * Confirm that if the ‘Child is Dual Language Learner’ field is "N", the ‘Language Family Written’ field must be “eng” or blank
 |
| Language Family Written | Family's Written Language is not set to a valid Language Code | * Confirm that the ‘Language Family Written’ field contains a valid code from the Language Codes table
 |
| Language Family Verbal | If child is a Dual Language Learner, Family's Verbal Language is required | * Confirm that if the ‘Child is Dual Language Learner’ field is "Y", then the ‘Language Family Verbal’ field is neither null nor blank
 |
| Language Family Verbal | If child is not a Dual Language Learner, Family's Verbal Language must be English or blank | * Confirm that if the ‘Child is Dual Language Learner’ field is "N", the ‘Language Family Verbal’ field must be “eng” or blank
 |
| Language Family Verbal | Family's Verbal Language is not set to a valid Language Code | * Confirm that the ‘Language Family Verbal’ field contains a valid code from the Language Codes table
 |
| Home Address | Home Address Line 1 is required | * Confirm that the ‘Home Address’ field is neither null nor blank
 |
| Home City | Home City is required | * Confirm that the ‘Home City’ field is neither null nor blank
 |
| Home State | Home State is required | * Confirm that the ‘Home State’ field is neither null nor blank
 |
| Home State | Home Address State value “” is not a valid code | * Confirm that the ‘Home State’ field contains a valid code from the State Codes table
 |
| Home Address ZIP Code | Home Address ZIPCode is required | * Confirm that the ‘Home Address ZIP Code’ field is neither null nor blank
 |
| Home Address ZIP Code | Home Address ZIP Code must be exactly 'XXXXX-XXXX' or 'XXXXX'. | * Confirm that the ZIP code entered is in one of the following formats:
	+ 5 digits (XXXXX) for standard zip codes, or
	+ 9 digits with a hyphen (XXXXX-XXXX) for full zip codes.
 |
| Mailing Address | A Mailing Address should only be included if it is different from the Home Address. | * Confirm that the mailing address fields are left blank when it matches the home address. If the two addresses are identical, there is no need to input a separate mailing address.
 |
| Mailing Address 1 | If adding a Mailing Address, Address Line 1 is required | * Confirm that the ‘Mailing Address 1’ field is neither null nor blank if any information about the Mailing Address 1 is present
 |
| Mailing City | If adding a Mailing Address, City is required | * Confirm that the ‘Mailing City’ field is neither null nor blank if any information about the Mailing Address 1 is present
 |
| Mailing State | If adding a Mailing Address, State is required | * Confirm that the ‘Mailing State’ field is neither null nor blank if any information about the Mailing Address 1 is present
 |
| Mailing State | If adding a Mailing Address, State value is not a valid State Code | * Confirm that the ‘Mailing State’ field contains a valid code from the State Codes table
 |
| Mailing Address ZIP Code | If adding a Mailing Address, ZIPCode is required | * Confirm that the ‘Mailing Address ZIP Code’ field is neither null nor blank if any information about the Mailing Address 1 is present
 |
| Mailing Address ZIP Code | If adding a Mailing Address, ZIP Code must be exactly 'XXXXX-XXXX' or 'XXXXX'. | * Confirm that the ZIP code entered is in one of the following formats:
	+ 5 digits (XXXXX) for standard zip codes, or
	+ 9 digits with a hyphen (XXXXX-XXXX) for full zip codes.
 |
| Full-Time Enrollments | Child must have at least 1 Full-Time or Part-Time Enrollment | * Confirm that the Classroom Enrollment has at least one Full-Time Enrollment or Part-Time enrollment
 |
| Full-Time Enrollments | Child has duplicate Full-Time enrollment IDs | * Confirm that the ‘Full-Time Enrollments’ field has no duplicated classroom ID(s)
 |
| Full-Time Enrollments | Child cannot be enrolled in the same Classroom both Full-Time and Part-Time | * Confirm that the Classroom Enrollment has no same classroomID(s) for both Full-Time and Part-Time ClassroomID(s)
 |
| Full-Time Enrollments | Full-Time Enrollment has an unknown ClassroomId “XXXX” | * Confirm that the ‘Full-Time Enrollments’ field has the correct classroomID(s)
 |
| Part-Time Enrollments | Child must have at least 1 Full-Time or Part-Time Enrollment | * Confirm that the Classroom Enrollment has at least one Full-Time enrollment or Part-Time Enrollment
 |
| Part-Time Enrollments | Child has duplicate Part-Time enrollment IDs | * Confirm that the Part-Time Enrollments’ field has no duplicated classroom ID(s)
 |
| Part-Time Enrollments | Child cannot be enrolled in the same Classroom both Full-Time and Part-Time | * Confirm that the Classroom Enrollment has no same classroom ID for both Full-time and Part-Time ClassroomID(s)
 |
| Part-Time Enrollments | Part-Time Enrollment has an unknown ClassroomId “XXXX” | * Confirm that the ‘Part-Time Enrollments’ field has the correct classroomID(s)
 |
| Service Type | Child's Service Type must be either '01', '02', ‘03’ or ‘04’ | * Confirm that the ‘Service Type’ field is neither nor blank
* Confirm that the ‘Service Type’ field contains valid codes from the Service Type Codes table
 |