



Electronic File Webinar

Child Development Management Information System (CDMIS)

Early Learning and Care Division



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Webinar Objectives

- This Webinar will provide an overview of the following topics:
 - CDD-801A Reports
 - Electronic Files
 - Reading, creating, and uploading electronic files
 - File Transfer Results
 - Viewing and troubleshooting file transfer results



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Available Resources

- The following resources are available:
 - CDMIS Support web page
<https://www.cde.ca.gov/sp/cd/ci/main.asp>
 - CDMIS User Manual
[https://www.cde.ca.gov/sp/cd/ci/documents/cdmisma
nual.docx](https://www.cde.ca.gov/sp/cd/ci/documents/cdmisma
nual.docx)
 - CDD-801A Due Dates and Lock Dates
<https://www.cde.ca.gov/sp/cd/ci/archived.asp>
 - Webinar Slides, Files, and Survey
<https://www.cde.ca.gov/sp/cd/ci/efwebinar1018.asp>



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CDD-801A Overview

- **CDD-801A:** Monthly data collection report in which agencies provide specific information about all families receiving child care and development services provided by funding from a contract with the California Department of Education (CDE), Early Learning and Care Division (ELCD)
- **CDD-801A Due Date:** 20th of the month following the end of the report period
 - For example, the report for October 2018 is due by November 20, 2018



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Report Month Locking

- Reports are open for review and revision for approximately sixty (60) days after the due date
- Reports are locked after the sixty (60) days; no further changes to data can be made
- Previously-submitted data may be viewed and exported using the CDD-801A Management Reports function
- Review schedule on the CDD-801A Due Dates and Lock Dates web page at:
<https://www.cde.ca.gov/sp/cd/ci/archived.asp>



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Web Input

- The Web Input/Edit method of submitting the CDD-801A report consists of manually adding families' information into the CDMIS and copying families from one month to the next
- Once copied forward, families' information can be added, deleted, or modified to reflect actual services provided in that report month



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Electronic File Upload

- The Electronic File Upload consists of generating and uploading a specially-formatted text file to the CDMIS website
- There are three “levels” of data in the file:
 - Family Information
 - Child Information
 - Provider Information



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Software Vendors

- Specific child care management software vendors have expressed interest in working with ELCD contractors to generate electronic files for monthly CDD-801A reports
- For agencies' convenience contact information for these vendors is provided in the CDMIS User Manual, Appendix E: Software Vendors
 - **Note:** The CDE does not endorse any vendors or their products



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Getting Started: Reading Electronic Files

- The following resources will be referenced while covering how to read electronic files:
 - Text File Template
<https://www.cde.ca.gov/sp/cd/ci/templatefile.txt>
 - CDMIS User Manual, Appendix A: File Format Specifications
https://www.cde.ca.gov/sp/cd/ci/documents/cdmisma_nual.docx



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Demo: Reading an Electronic File

- This section of the webinar will demonstrate how to use the Appendix A: File Format Specifications to read child care service data in a manually-formatted text file
 - The text file template used in this webinar can be accessed at <https://www.cde.ca.gov/sp/cd/ci/templatefile.txt>



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Electronic Files: Best Practices (1)

- When working with electronic files, **DO**:
 - Save as a tab-delimited text file
 - Utilize custom formatting for each column of data
 - Exercise caution when altering file contents
 - Have a working knowledge of Microsoft Excel



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Electronic Files: Best Practices (2)

- When working with electronic files, **DO NOT**:
 - Include headers
 - Delete spaces between data columns
 - Save as an XLS or XLSX file type
 - Allow Microsoft Excel to auto-format file contents (i.e. dates, numbers)
 - Add punctuation (i.e. commas, quotation marks, periods, parentheses) in or between data columns



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Reading the Template File: Rows 1 – 6

Row Number(s)	Family Explanation	Number of Rows Contained for Family
1	1 child who received 1 type of child care	1 row
2 – 4	3 children who each received child care from the same provider	3 rows (1 for each child)
5 – 6	1 child who received 2 types of care from different providers	2 rows (1 for each provider)



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Reading the Template File: Rows 7 – 12

Row Number(s)	Family Explanation	Number of Rows Contained for Family
7 – 9	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)
10 – 11	1 child who received 2 types of child care from 1 provider (for example, in-home and relative care)	2 rows, 1 row for each type of child care
12	1 child who received child care from the same provider, but under 2 program codes	1 row



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Practice: Reading Electronic Files

- Using the file format specifications, take a moment to answer the following questions of the template file:
 - What is the family size and income for row 7?
 - Family Size = 3, Family Income = \$3,212
 - What is the birthdate of the child reported in row 5?
 - Birthdate = 06/05/2014
 - How many children are receiving services for Family Identification/Case Number “WB37D0UNA”?
 - Children reported = 2



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Checkpoint 1

- In this section, we covered the following topics:
 - CDD-801A Overview
 - Web Input versus Electronic File Uploads
 - Electronic File Upload Best Practices
 - Reading Electronic Files



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Getting Started: Creating Electronic Files (1)

- Reference the following when creating electronic files:
 - Attendance Roster
 - CDMIS User Manual, Appendix A: File Format Specifications
<https://www.cde.ca.gov/sp/cd/ci/documents/cdmismanual.docx>



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Getting Started: Creating Electronic Files (2)

- Reference the following when creating electronic files:
 - Text File Template (for agencies who create files without child care software vendors)
<https://www.cde.ca.gov/sp/cd/ci/templatefile.txt>
 - Vendor-Specific Instructions on CDD-801A Report Export (for agencies who use child care software vendors)



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Creating Electronic Files

- The following steps outline the process for creating electronic files:
 1. Determine which children received subsidized services during the report period
 2. Enter the information for each child who received services using either:
 - a) Child care management software; or
 - b) Manually formatted text files
 - **Note:** This webinar provides instructions for manually formatting text files. Inquires regarding the use of child care management software should be directed to the appropriate software vendor customer support.



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Method 1: Using a Template File

- The following steps outline the process for creating an electronic file using the template:
 1. Download the template text file at <https://www.cde.ca.gov/sp/cd/ci/templatefile.txt>
 2. Replace the information in the template text file with the family, child, and provider data on your attendance records



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Method 2: Using a Management Report

- The following steps outline the process for creating an electronic file using the template file:
 1. Select the CDD-801A Family Submission Export Management report within the CDMIS
 2. Re-format the management report export to align with the file format specifications



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Demo: Using a Management Report

- The process for re-formatting the management report export can be found at <https://www.cde.ca.gov/sp/cd/ci/documents/exportinstr.docx>



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Checkpoint 2

- In this section, we covered the following topics:
 - Creating Electronic Files
 - Method 1: Using a Template File
 - Method 2: Using a Management Report



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Getting Started: Uploading Electronic Files

- The following resources are needed to begin uploading electronic files:
 - CDMIS Test Website Access (optional)
 - CDMIS Production (Live) Website Access
 - Properly-formatted Electronic File



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Electronic File Upload Overview

- Uploading files is a way to import child care service data in bulk
- Each upload overwrites existing data (i.e., any data already in the report month is erased with each successful file upload)
- An electronic file report submission is not considered successful until the file is uploaded to the live site with no file format or data quality errors



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CDMIS Test Website (1)

- The CDMIS Test Website is located at <https://www4test.cde.ca.gov/cdmis/default.aspx>
- The Test Website is used by agencies to check electronic files for errors prior to submitting the file to the CDMIS Live Website
- Agencies may contact the CDMIS Office by phone to request Test Website access
 - CDMIS **Live** Website access is not the same as CDMIS **Test** Website access



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CDMIS Test Website (2)

- The Test Website **cannot** be used for other CDMIS functions (i.e., Update Agency Information)
- Files submitted to the CDMIS Test Website are **not** counted as report submissions
- On the Test Website, electronic files are processed by the CDMIS every hour
- On the Live Website, electronic files are processed by the CDMIS every day at 2:45 a.m.



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Uploading Electronic Files (1)

- From the CDMIS Main Menu, select the function “CDD-801A Electronic File Transfer”
- Select the “Month” and “Year” in which the file should be uploaded
- Click the “Submit” button



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Uploading Electronic Files (2)

- Select a sub-agency if the sub-agency dropdown list is displayed
- Enter the “File Name”
 - Select the “Browse...” button and navigate to the file’s location on the computer
- Click the “Submit” button
 - The file upload process will begin
 - If information for the specified month has already been received, a prompt confirming that the data will be replaced is displayed



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Uploading Electronic Files (3)

- Click the “OK” button to proceed with the file transfer
 - **Warning: Transferred files overwrite existing information**
- Read the “CDD-801A Electronic File Transfer Confirmation” screen
- Click the “Return to Main Menu” button to return to the CDMIS Main Menu



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Checkpoint 3

- In this section, we covered the following topics:
 - Electronic File Upload Overview
 - CDMIS Test Website Access
 - Uploading Electronic Files



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Getting Started: Viewing Electronic File Results

- The following resources are needed to begin uploading electronic files:
 - CDMIS Test Website Access (optional)
 - CDMIS Production (Live) Website Access
 - Properly-formatted Electronic File
 - CDMIS Data Definitions
<https://www.cde.ca.gov/sp/cd/ci/datadefindex.asp>
 - CDMIS User Manual, Appendix F: Error Message Codes
<https://www.cde.ca.gov/sp/cd/ci/documents/cdmismanual.docx>



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Electronic File Status Report

- The electronic file uploaded is either:
 - **Accepted:** all information submitted is copied into the CDMIS database; **or**
 - **Rejected:** None of the information submitted is copied into the CDMIS database
- File transfer status reports are created and stored
 - Status reports are available to be viewed for files submitted the previous day (live website) or hour (test website)
 - Agencies can confirm that the uploaded file was accepted by reading the file transfer status report



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Viewing Electronic File Results (1)

- From the CDMIS Main Menu select the function “CDD-801A Management Reports”
- Click the “Submit” button
 - A month and year does **not** need to be indicated
- Click the “CDD-801A Electronic File Status Report” link
- Select the desired report month and year



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Viewing Electronic File Results (2)

- Select a sub-agency if the sub-agency dropdown list is displayed
- Click the “Submit” button
- Click on the desired report
- Read the file transfer status report thoroughly



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Electronic File Upload Troubleshooting

- Refer to the CDMIS Data Definitions to resolve electronic file upload error messages
 - Data definitions can be found on the CDE Child Care Report Data Definitions web page at <https://www.cde.ca.gov/sp/cd/ci/datadefindex.asp>
- Contact the CDMIS Office for additional technical assistance



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Common Errors in Electronic Files (1)

- **Error message:** The row does not contain 40 tab delimiters and a carriage return/line feed. (EU33)
 - **Solution:** The file does not contain the correct number of columns, or was not saved in the correct format.
- **Error message:** Invalid Report month format. (WI75)
 - **Solution:** The report month year must be formatted as mm/yyyy to resolve this error. Alternatively, the file may contain column headings with text instead of a date in the first row.



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Common Errors in Electronic Files (2)

- **Error message:** The "Monthly Family Income" for this family's size cannot exceed 70% of the "State Median Income" unless the "Reason for Receiving Child Care" is "Child Protective Services", "Handicapped Program" or "California State Preschool Program" or the family is a TANF/CalWORKs Cash Aid recipient. (WI127)
 - **Solution:** The key word in this error message is "inconsistent." The family size/income provided is above 70% of the SMI, but the file states that it is not, or vice versa.



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Common Errors in Electronic Files (3)

- **Error message:** The Child Start Date must be on or after the Family Start Date. (WI58)
 - **Solution:** There must be a logical relationship between the dates provided. There are three dates: family start date, child start date, and program start date. Review the definitions of each field to ensure that the correct date is reported for each level.



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Common Errors in Electronic Files (4)

- **Error message:** The "Reason for Receiving Child Development Services" must be "Q" when all children in the family receive part-time care and are only in the CSPP program. (WI241)
 - **Solution:** All children within the family must receive part-day CSPP services. To resolve this error message, the following fields must be answered consistently:
 - Reason for Receiving Services
 - Child Receives Part-Time Care?
 - Program Code



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Checkpoint 4

- In this section, we covered the following topics:
 - Electronic File Status Report
 - Viewing Results
 - Troubleshooting and Common Errors



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Contact Information

- The CDMIS Office can be contacted by phone at 916-445-1907 and by email at CDMIS@cde.ca.gov
- The CDMIS Live website is located at <https://www4.cde.ca.gov/cdmis>
- The CDMIS Test website for electronic file uploads is located at <https://www4test.cde.ca.gov/cdmis>