

U.S. DEPARTMENT OF EDUCATION

ED*Facts* Submission System

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| **FS180 - N or D In Program Outcomes File Specifications** |
| **SY 2018-19** |

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**U.S. Department of Education**

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DOCUMENT CONTROL

DOCUMENT INFORMATION

|  |  |
| --- | --- |
| **Title:** | FS180 - N or D In Program Outcomes File Specifications |
| **Security Level:** | Unclassified – For Official Use Only |

DOCUMENT HISTORY

|  |  |  |
| --- | --- | --- |
| **Version Number** | **Date** | **Summary of Change**  |
| 1.0 – 14.0 |  | Versions 1.0 through 14.0 are used to build files for school years prior to SY 2018-19. |
| 15.0 | September 2018 | Updated for SY 2018-19:* Revised all references from “vocational” to “career and technical” throughout file specification
 |

PREFACE

This document provides technical instructions for building files that are submitted through the ED*Facts* Submission System (ESS). The ESS is an electronic system that facilitates the efficient and timely transmission of data from SEAs to the U.S. Department of Education.

This document is to be used in coordination with other documentation posted on the [ED*Facts* Initiative Home Page](http://www2.ed.gov/about/inits/ed/edfacts/index.html) under ED*Facts* System Documentation, including:

* ED*Facts* Workbook – a reference guide to using the ED*Facts*

Submission System (ESS); particularly useful to new users; contains multiple appendices, including one that explains how to use the file specifications

* ESS User Guide – provides assistance to new users of the ED*Facts* Submission System (ESS); it addresses the basic mechanics of system access and data submission
* ED*Facts* Business Rules Guide – describes each business rule including the error number, type, message, definition, edit logic, and the file specifications where the business rules are applied

Please contact the Partner Support Center (PSC) with questions about the documents. You will find contact information for PSC and each State ED*Facts* Coordinator on the [ED*Facts* Contact Page](http://www2.ed.gov/about/inits/ed/edfacts/eden/contacts.html).

Data submitted through the ESS are authorized by an Annual Mandatory Collection of Elementary and Secondary Education Data Through ED*Facts* (OMB 1850-0925, expires 6/30/2020). ED*Facts* is a U.S. Department of Education (ED) initiative to govern, acquire, validate, and use high-quality, kindergarten through grade 12 (K–12) performance data for education planning, policymaking, and management and budget decision-making to improve outcomes for students. ED*Facts* centralizes data provided by SEAs, LEAs and schools, and provides users with the ability to easily analyze and report data. This initiative has significantly reduced the reporting burden for state and local data producers, and has streamlined data collection, analysis and reporting functions at the federal, state and local levels.

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#

# PURPOSE

This document contains instructions for building files to submit the following ED*Facts* data groups:

**Table 1.0-1: ED*Facts* data groups**

|  |  |  |
| --- | --- | --- |
| **Data Group Name** | **DG** | **Definition** |
| N or D academic and career and technical outcomes in programs table – state agency.[[1]](#footnote-2)***Revised!*** | 783 | The number of students participating in programs for neglected or delinquent students (N or D) under Title I, Part D, Subpart 1 (State Agency) of *ESEA,* as amended, who attained academic and career and technical outcomes while enrolled in the programs.***Revised!*** |
| N or D academic and career and technical outcomes in programs table - LEA.1***Revised!*** | 782 | The number of students participating in programs for neglected or delinquent students (N or D) under Title I, Part D, Subpart 2 (LEA) of *ESEA,* as amended, who attained academic and career and technical outcomes while enrolled in the programs.***Revised!*** |

The data collected using this file specification are used to monitor and report performance on programs and activities supported by the Elementary and Secondary Education Act, as amended. These data will be used as responses in the Consolidated State Performance Report (CSPR).

The ED data stewarding office/s for this file: OESE/OSHS/N or D

# GUIDANCE FOR SUBMITTING THIS FILE

This section contains changes from the previous school year, core requirements for submitting this file, required categories and totals, and general guidance.

## Changes from the SY 2017-18 File Specifications

Other than any editorial changes listed in the document history on page ii, there have been no changes to this file specification.

## Core Requirements for Submitting this File

The following tables contains the reporting period, the education units included or excluded, the type of count, and zero count reporting.

**Table 2.2-1: Core Reporting Requirements – SEA (DG783)**

|  |  |
| --- | --- |
|  | **SEA** |
| **Reporting period** | Program year (N or D) – The 12-month period beginning July 1 and ending June 30 as described for the Prevention and Intervention Programs for the Education of Children and Youth Who Are Neglected, Delinquent or At-Risk Program (N or D) |
| **Type of count** | Once for each combination type of N or D program and academic / career and technical outcome attained***Revised!*** |
| **Zero counts** | Required for all valid combinations  |
| **Zero exceptions or****Not applicable** | N or D Program (Subpart 1) – If a state does not have programs that fall under a particular program type, the counts by that permitted value should be left out of the file. |
| **Missing** | Use “-1” to report missing counts.Use “MISSING” when a category is not available |
| **Related metadata survey** |  |

**Table 2.2-2: Core Reporting Requirements – LEA (DG782)**

|  |  |
| --- | --- |
|  | **LEA** |
| **Reporting period** | Program year (N or D) – The 12-month period beginning July 1 and ending June 30 as described for the Prevention and Intervention Programs for the Education of Children and Youth Who Are Neglected, Delinquent or At-Risk Program (N or D) |
| **Education units reported** | LEAs with programs and facilities funded by Title I, Part D, Subpart 2 |
| **Education units not reported** | LEAs that do not have programs or facilities funded by Title I, Part D, Subpart 2, for example, LEAs that have programs solely funded by Title I, Part A |
| **Type of count** | Once for each combination type of N or D program and academic / career and technical outcome attained***Revised!*** |
| **Zero counts** | Not required, valid combinations for the state not included will be assumed to be zeros  |
| **Zero exceptions or****Not applicable** | N or D Program (Subpart 2) – If a state does not have programs that fall under a particular program type, the counts by that permitted value should be left out of the file. |
| **Missing** | Use “-1” to report missing counts.Use “MISSING” when a category is not available |
| **Related metadata survey** |  |

## Required Categories and Totals

The table below lists the combinations of the categories that are expected to be submitted for the state and each LEA or school that should be included in the file.

* An “X” in the column indicates that the column must be populated when reporting that particular category.
* The total indicator must be “N” (No).
* The abbreviations in the “Table Name” column represent the technical name of the data used in the file.

The SEA and LEA files are slightly different. Use table 2.3-1 for SEA file and table 2.3-2 for LEA files.

**Table 2.3–1: Required Categories and Totals – SEA (DG783)**

| **Aggregation** | **Table Name** | **N or D Program (Subpart 1)** | **Academic /Career and Technical Outcomes*****Revised!*** | **Total Indicator** | **Comments** |
| --- | --- | --- | --- | --- | --- |
| **DG783****Category Set A** | **SEANDINPROG** | X | X | N | Student count by N or D Program (Subpart 1) and Academic/Career and Technical Outcomes***Revised!*** |

**Table 2.3–2: Required Categories and Totals – LEA (DG782)**

| **Aggregation** | **Table Name** | **N or D Program (Subpart 2)** | **Academic /Career and Technical Outcomes*****Revised!*** | **Total Indicator** | **Comments** |
| --- | --- | --- | --- | --- | --- |
| **DG782****Category Set A** | **LEANDINPROG** | X | X | N | Student count by N or D Program (Subpart 2) and Academic/Career and Technical Outcomes***Revised!*** |

## Guidance

This section contains guidance for submitting this file in the format of questions and answers.

***Revised!* What are the permitted values for academic / career and technical outcomes?**

The permitted values are:

* Earned high school course credits
* Enrolled in a GED program
* Earned a GED
* Obtained high school diploma
* Accepted and/or enrolled into post-secondary education
* Enrolled in job training courses/programs
* Obtained employment

***Revised!* Can a student earn an academic / career and technical outcome more than once during the reporting year?**

Yes. Students can earn an academic / career and technical outcome more than once during the reporting year, but should only be counted once in this outcome (e.g., a student who earned 5 course credits would be reported as 1 student earning high school course credits in this file).

If a student also obtained high school course credits after exiting, they should be counted in file specification FS181.

Exceptions would be for the following outcomes which can only be obtained once:

* Earned a GED
* Obtained high school diploma

***Revised!* Do other files collect related data?**

Yes. There are several file specifications that are used to collect data on Title I, Part D. The ED*Facts* Workbook explains how these files relate to one another. This file is used to collect data on academic / career and technical outcome attainment during the enrollment period only. FS181 is used to collect data on outcome attainment achieved up to 90 days after exit from the facility or program (but not during the program).

**Should State- and LEA-level data match?**

No. The State and LEA levels of this file count two different populations of students.

* The State level of the file (DG783) only tracks students served by Subpart 1. These students are served in agencies that are run by the state.
* The LEA level of the file (DG782) only tracks students served by Subpart 2. These students are in locally operated institutions.

### State Agency (DG783)

This section contains guidance for submitting the State Agency (i.e., SEA) level file.

**Which students should be reported in this file?**

Report only students who received Title I, Part D, Subpart 1 services during the reporting period.

**Are programs funded by Title I, Part A reported in this file?**

No. Do not report programs funded solely through Title I, Part A.

**What are the permitted values for N or D Program (Subpart 1)?**

The permitted values are:

* **Neglected Programs**: An institution for neglected children and youth is a public or private residential facility, other than a foster home, that is operated primarily for the care of children who have been committed to the institution or voluntarily placed under applicable State law due to abandonment, neglect, or death of their parents or guardians.
* **Juvenile Detention Facilities**: Detention facilities are shorter term institutions that provide care to children who require secure custody pending court adjudication, court disposition, or execution of a court order, or care to children after commitment
* **Juvenile Corrections**: An institution for delinquent children and youth is a public or private residential facility other than a foster home that is operated for the care of children and youth who have been adjudicated delinquent or in need of supervision. Include any programs serving adjudicated youth (including non–secure facilities and group homes) in this category.
* **Adult Corrections**: An adult correctional institution is a facility in which persons, including persons 21 and under, are confined as a result of conviction for a criminal offense.
* **Other Programs**: Any other programs, not defined above, which receive Title I, Part D funds and serve non–adjudicated children and youth.

**How are programs and facilities classified by the N or D Program (Subpart 1) permitted values?**

Classify programs and facilities based on how the program or facility was classified to ED for funding purposes.

**What if the data cannot be disaggregated between Juvenile Detention Facilities and Juvenile Corrections?**

If data cannot be disaggregated between Juvenile Detention Facilities and Juvenile Corrections, report the data under Juvenile Corrections.

### LEA (DG782)

This section contains guidance for submitting the LEA level file.

**Which students should be reported in this file?**

Report only students who received Title I, Part D, Subpart 2 services during the reporting period.

**Are programs funded by Title I, Part A reported in this file?**

No. Do not report programs funded solely through Title I, Part A.

**What are the permitted values for N or D Program (Subpart 2)?**

The permitted values are:

* **Neglected Programs**: An institution for neglected children and youth is a public or private residential facility, other than a foster home, that is operated primarily for the care of children who have been committed to the institution or voluntarily placed under applicable State law due to abandonment, neglect, or death of their parents or guardians.
* **Juvenile Detention Facilities**: Detention facilities are shorter term institutions that provide care to children who require secure custody pending court adjudication, court disposition, or execution of a court order, or care to children after commitment.
* **Juvenile Corrections**: An institution for delinquent children and youth is a public or private residential facility other than a foster home that is operated for the care of children and youth who have been adjudicated delinquent or in need of supervision. Include any programs serving adjudicated youth (including non–secure facilities and group homes) in this category.
* **At–Risk Programs**: Programs operated (through LEAs) that target students who are at risk of academic failure, have a drug or alcohol problem, are pregnant or parenting, have been in contact with the juvenile justice system in the past, are at least 1 year behind the expected age/grade level, are English learners, are gang members, have dropped out of school in the past, or have a high absenteeism rate at school.
* **Other Programs**: Any other programs, not defined above, which receive Title I, Part D funds and serve non–adjudicated children and youth.

**How are programs and facilities classified by the N or D Program (Subpart 2) permitted values?**

Classify programs and facilities based on how the program or facility was classified to ED for funding purposes.

**What if the data cannot be disaggregated between Juvenile Detention Facilities and Juvenile Corrections?**

If data cannot be disaggregated between Juvenile Detention Facilities and Juvenile Corrections, report the data under Juvenile Corrections.

## Definitions

See the [ED*Facts* Workbook](https://www2.ed.gov/about/inits/ed/edfacts/eden-workbook.html) for the standard definitions. This file specification has no additional definitions.

# FILE NAMING CONVENTION

The following file naming convention is to help identify files to provide technical assistance.

A maximum of 25 characters (including the file extension) is allowed for the file name.

The following is the naming convention for file submissions:

sslev**filename**vvvvvvv.ext

**Table 3.0-1: File Naming Convention**

|  |  |  |
| --- | --- | --- |
| **Where** | **Means** | **Limit in characters** |
| ss | USPS State Abbreviation | 2 |
| lev | Abbreviation for level:* SEA for a State Education Agency level
* LEA for a Local Education Agency level
 | 3 |
| filename | **NDINPROGR** | 9 |
| vvvvvvv | Alphanumeric string designated by the SEA to uniquely identify the individual submission (*e.g.,* ver0001, v010803) | 7 |
| .ext | Extension identifying the file format:.txt – fixed .csv – comma delimited.tab – tab delimited | 4 |

# FIXED OR DELIMITED FILES

This section describes the fixed file and delimited file specifications. The fixed file and delimited files contain a header record followed by data records. The file type is specified in the header record.

The “Pop” column in the header and data records is coded as follows:

M - Mandatory, this field must always be populated

A – For the SEA file (DG783), this field is populated in accordance with table 2.3-1 “Required Categories and Totals – SEA.” For the LEA file (DG782), this field is populated in accordance with table 2.3-2 “Required Categories and Totals – LEA.”

O - Optional, data in this field are optional

## Header Record Definition – All Levels

The header record is required and is the first record in every file submitted to the ESS. The purpose of the header record is to provide information as to the file type, number of data records in the file, file name, file identifier, and file reporting period.

**Table 4.1–1: Header Record**

| **Data Element Name** | **StartPosition** | **Length** | **Type** | **Pop** | **Definition / Comments** | **Permitted Values Abbreviations** |
| --- | --- | --- | --- | --- | --- | --- |
| File Type | 1 | 50 | String | M | Identifies the type of file being submitted.  | **SEA NEGL OR DELQ IN PROG****LEA NEGL OR DELQ IN PROG** |
| Total Records In File | 51 | 10 | Number | M | The total number of data records contained in the file. The header record is NOT included in this count. |   |
| File Name | 61 | 25 | String | M | The file name including extension, the same as the external file name.  |  See section 3.0 |
| File Identifier | 86 | 32 | String | M | Any combination of standard characters to further identify the file as specified by the SEA (e.g., a date, person’s name, and version number). |   |
| File Reporting Period | 118 | 9 | String | M | The school year for which data are being reported. The required format is "CCYY–CCYY" or "CCYY CCYY", where either a hyphen or a space separates the beginning and ending years.  | **2018-2019**OR**2018 2019** |
| Filler | 127 | 198 | String | M | Leave filler field blank. |   |
| Carriage Return / Line Feed (CRLF) | 325 | 1 |   | M |   |   |

Below is an example of a header record.

**Table 4.1–2: Header Record Example**

|  |  |
| --- | --- |
| Format | File Type,Total Records in File,File Name,File Identifier,File Reporting Period,Filler,Carriage Return / Line Feed (CRLF) |
| Example | LEA NEGL OR DELQ IN PROG,15,euleaNDINPROGRv000001.csv,characters to identify file,2018-2019,¶ |

## Data Record Definition – SEA (DG783)

Data records are required and immediately follow the header record in every file submitted to the ESS. Data records provide counts for the specified category sets, subtotals and education unit totals.

**Table 4.2–1: Data Records - SEA**

| **Data Element Name** | **StartPosition** | **Length** | **Type** | **Pop** | **Definition / Comments** | **Permitted Values Abbreviations** |
| --- | --- | --- | --- | --- | --- | --- |
| File Record Number | 1 | 10 | Number | M | A sequential number assigned by the State that is unique to each row entry within the file. |   |
| **DG559**State Code | 11 | 2 | String | M | The two-digit American National Standards Institute (ANSI) code for the state, District of Columbia, and the outlying areas and freely associated areas of the United States. | For a list of valid State Codes, refer to the ED*Facts* Workbook. |
| **DG570**State Agency Number | 13 | 2 | String | M | A number used to uniquely identify state agencies. This ID cannot be updated through this file. | **01** – State Education Agency |
| Filler | 15 | 14 | String | M |  Leave filler field blank. |  |
| Filler | 29 | 20 | String | M | Leave filler field blank. |  |
| Table Name | 49 | 20 | String | M | See table 2.3-1 Required Categories and Totals - SEA (DG783) | **SEANDINPROG** |
| N or D Program (Subpart 1)  | 69 | 15 | String | M | The types of program under ESEA, as amended, Title I, Part D, Subpart 1 (state programs). | **NEGLECT** – Neglected programs**JUVDET** – Juvenile detention**JUVCORR** – Juvenile correction**ADLTCORR** – Adult correction**OTHER** – Other programs**MISSING** |
| Academic / Career and Technical Outcomes***Revised!*** | 84 | 15 | String | A | The type of academic or career and technical outcome attained.***Revised!*** | **EARNCRE -** Earned high school course credits**ENROLLGED -** Enrolled in a GED program**EARNGED -** Earned a GED**EARNDIPL -** Obtained high school diploma**POSTSEC –** Wereaccepted and/or enrolled into post-secondary education**ENROLLTRAIN -** Enrolled in job training courses/programs**OBTAINEMP -** Obtained employment**MISSING** |
| Filler | 99 | 15 | String | M | Leave filler field blank. |  |
| Total Indicator | 114 | 1 | String | M | An indicator that defines the count level – see table 2.3-1 Required Categories and Totals - SEA | **N** – Specifies category set |
| Explanation | 115 | 200 | String | O | Text field for state use. |   |
| Student Count | 315 | 10 | Number | M |  |   |
| Carriage Return / Line Feed (CRLF) | 325 | 1 |   | M |   |   |

Below is an example of a data record, this is the set of data that should be submitted for each education unit. See table 2.3-1 - SEA.

**Table 4.2–2: Data Record Example - SEA**

|  |  |
| --- | --- |
| **Aggregation**  | **Example** |
| Format | File Record Number,State Code,State Agency Number,Filler,Filler,Table Name,N or D Program (Subpart 1),Academic / Career and Technical Outcomes,Filler,Total Indicator,Explanation,Student Count,Carriage Return / Line Feed (CRLF)***Revised!*** |
| DG783 | 1,80,01,,,SEANDINPROG,NEGLECT,ENROLLGED,,N,Explanation,22¶ |

## Data Record Definition – LEA (DG782)

Data records are required and immediately follow the header record in every file submitted to the ESS. Data records provide counts for the specified category sets, subtotals and education unit totals.

**Table 4.3–1: Data Records - LEA**

| **Data Element Name** | **StartPosition** | **Length** | **Type** | **Pop** | **Definition / Comments** | **Permitted Values Abbreviations** |
| --- | --- | --- | --- | --- | --- | --- |
| File Record Number | 1 | 10 | Number | M | A sequential number assigned by the State that is unique to each row entry within the file. |   |
| **DG559**State Code | 11 | 2 | String | M | The two-digit American National Standards Institute (ANSI) code for the state, District of Columbia, and the outlying areas and freely associated areas of the United States. | For a list of valid State Codes, refer to the ED*Facts* Workbook. |
| **DG570**State Agency Number | 13 | 2 | String | M | A number used to uniquely identify state agencies. This ID cannot be updated through this file. | **01** – State Education Agency |
| **DG4**LEA Identifier (State)  | 15 | 14 | String | M | The identifier assigned to a local education agency (LEA) by the state education agency (SEA). Also known as State LEA Identification Number (ID). This data element cannot be updated through this file. |  |
| Filler | 29 | 20 | String | M | Leave filler field blank. |  |
| Table Name | 49 | 20 | String | M | See table 2.3-2 Required Categories and Totals - LEA (DG782) | **LEANDINPROG** |
| N or D Program (Subpart 2) | 69 | 15 | String | M | The types of program under ESEA, as amended, Title I, Part D, Subpart 2 (LEA programs). | **NEGLECT** – Neglected programs**JUVDET** – Juvenile detention**JUVCORR** – Juvenile correction**ATRISK** – At–risk programs**OTHER** – Other programs**MISSING** |
| Academic / Career and Technical Outcomes***Revised!*** | 84 | 15 | String | A | The type of academic or career and technical outcome attained.***Revised!*** | **EARNCRE -** Earned high school course credits**ENROLLGED -** Enrolled in a GED program**EARNGED -** Earned a GED**EARNDIPL -** Obtained high school diploma**POSTSEC – Were** accepted and/or enrolled into post-secondary education**ENROLLTRAIN -** Enrolled in job training courses/programs**OBTAINEMP -** Obtained employment**MISSING** |
| Filler | 99 | 15 | String | M | Leave filler field blank. |  |
| Total Indicator | 114 | 1 | String | M | An indicator that defines the count level – see table 2.3-2 Required Categories and Totals - LEA | **N** – Specifies category set |
| Explanation | 115 | 200 | String | O | Text field for state use. |   |
| Student Count | 315 | 10 | Number | M |  |   |
| Carriage Return / Line Feed (CRLF) | 325 | 1 |   | M |   |   |

Below is an example of a data record, this is the set of data that should be submitted for each education unit. See table 2.3-2 - LEA.

**Table 4.3–2: Data Record Example - LEA**

|  |  |
| --- | --- |
| **Aggregation**  | **Example** |
| Format | File Record Number,State Code,State Agency Number,LEA Identifier (State),Filler,Table Name,N or D Program (Subpart 2),Academic / Career and Technical Outcomes,Filler,Total Indicator,Explanation,Student Count,Carriage Return / Line Feed (CRLF)***Revised!*** |
| **DG782** Category Set A | 2,80,01,20313,,LEANDINPROG,JUVDET,ENROLLTRAIN ,,N,Explanation,7¶ |



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1. In accordance with ESSA, academic and vocational outcomes have been changed to academic, career, and technical outcomes. [↑](#footnote-ref-2)