



U.S. DEPARTMENT OF EDUCATION

ED*Facts* Submission System

**FS194 - Young Homeless Children
Served (McKinney-Vento) File
Specifications**

SY 2020-21

This technical guide was produced under U.S. Department of Education Contract No. 91990019A0008 with Applied Engineering Management Corporation. Brandon Scott served as the contracting officer's representative. No official endorsement by the U.S. Department of Education of any product, commodity, service or enterprise mentioned in this publication is intended or should be inferred.

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DOCUMENT CONTROL

DOCUMENT INFORMATION

Title:	FS194 - Young Homeless Children Served (McKinney-Vento) File Specifications
Security Level:	Unclassified – For Official Use Only

DOCUMENT HISTORY

Version Number	Date	Summary of Change
1.0 – 16.0		Versions 1.0 through 16.0 are used to build files for school years prior to SY 2020-21.
17.0	January 2021	Updated for SY 2020-21: <ul style="list-style-type: none">• Section 2.5<ul style="list-style-type: none">○ Renamed heading "Guidance" to "Data Reporting Guidelines"○ Streamlined questions and answers to ensure the file specification emphasizes technical guidance and includes references for any critical policy guidance

PREFACE

This document provides technical instructions for building files that are submitted through the *EDFacts* 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 [EDFacts Initiative Home Page](#) under *EDFacts* System Documentation, including:

- *EDFacts* Workbook – a reference guide to using the *EDFacts* 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 *EDFacts* Submission System (ESS); it addresses the basic mechanics of system access and data submission
- *EDFacts* Business Rules Single Inventory (BRSI) - a single inventory containing business rules applied to *EDFacts* data throughout the pre- and post-submission lifecycle of that data. The inventory 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 *EDFacts* Coordinator on the [EDFacts Contact Page](#).

Data submitted through the ESS are authorized by an Annual Mandatory Collection of Elementary and Secondary Education Data Through *EDFacts* (OMB 1850-0925, expires 8/31/2022). *EDFacts* is a U.S. Department of Education (ED) initiative to govern, acquire, validate, and use high-quality, pre-kindergarten through grade 12 (pre-K–12) performance data for education planning, policymaking, and management and budget decision-making to improve outcomes for students. *EDFacts* 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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1.0 PURPOSE

This document contains instructions for building files to submit ED *Facts* Data Group 818: Young homeless children served (McKinney-Vento) table. The definition for this data group is:

The unduplicated number of homeless children who are birth through age 5 (not Kindergarten) and received services under program subgrants funded by Subtitle VII-B of the McKinney-Vento Homeless Assistance Act (2015).

The data collected using this file specification are collected under the authority of the McKinney-Vento Homeless Assistance Act, as reauthorized by the Every Student Succeeds Act (2015).

The ED data stewarding office/s for this file: OESE/OSHS/Homeless

2.0 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.

2.1 Changes from the SY 2019-20 File Specifications

As noted in the document history on page ii, Section 2.5 has been renamed to "Data Reporting Guidelines" and the questions and answers have been streamlined to ensure the file specification emphasizes technical guidance and includes references for any critical policy guidance (statutory, regulatory, or program priority). Our goal is to be transparent about the source of reporting guidance and requirements. We encourage grantees and survey respondents to use the references to build contextual understanding about the reporting requirements. There have been no other changes to this file specification.

2.2 Core Requirements for Submitting this File

The following table 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		LEA	School
Reporting Period	School Year (state) - Any 12-month period defined by the state.	School Year (state) - Any 12-month period defined by the state.	

	SEA	LEA	School
	The state determines whether summer is included in the preceding or following school year	The state determines whether summer is included in the preceding or following school year	
Education units included	Include SEA	Operational LEAs that provide services with McKinney-Vento grant funds	
Education units <u>not</u> reported		Closed, inactive, or future LEAs	
Type of count	Children should be reported once for the SEA.	Children should be reported for any LEA where children received services under a subgrant funded by the McKinney-Vento Program	
Zero counts	Required	Not required	
Zero exceptions or not applicable	Required, except as explained below: Zeros are not required for the age/grade permitted value of under 3 years old.	Not required, valid combinations for the state not included will be assumed to be zeros If an LEA has no students in any of the age/grade levels, those permitted values should be left out of the file.	
Missing	Use “-1” to report missing counts. Use “MISSING” when a category is not available.	Use “-1” to report missing counts. Use “MISSING” when a category is not available.	
Related metadata survey			

2.3 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 category value must be submitted when reporting that aggregation.
- 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.

Table 2.3–1: Required Categories and Totals

Aggregation	Table Name	Age (PK)	Total Indicator	Comments
Category Set A	HOMEMVENTOPKS	X	N	Student count by Age (PK)

2.4 Categories and Permitted Values

This section contains the categories and permitted values used for submitting this file.

DG818 - Young homeless children served (McKinney-Vento) table:

Age (PK)

The age ranges of children birth through 5 (not Kindergarten).

Permitted Value Abbreviation	Permitted Value Description	Comments
UNDER3	Age Birth through 2	
3TO5NOTK	Age 3 through 5 (not Kindergarten)	
MISSING	Missing	Use when data are not available by this category.

2.5 **Revised!** Data Reporting Guidelines

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

See citations in the responses below. Responses without citation are technical reporting guidance.

Revised! Which children should be reported in this file?

See data group definition in section 1.0 Purpose. Include children served in a preschool program regardless of whether that program is operated by an LEA, or where the LEA is a partner administratively or financially or has any accountability in serving the children.

Revised! What should a state do if they have a known data quality issue (e.g., unable to remove duplicate counts at the SEA level)?

As with all files, if a state is able to submit data but the data include known quality issues:

- Send a ticket to PSC and it will escalate a ticket to notify the program office
- Update the State Submission Plan (SSP) so that all data users have access to the information in the database.

Data quality issues may include situations where there are duplicate counts where unduplicated counts are required or where data does not include children in specific LEAs.

The state should be aware that data quality reports will be generated immediately after the file due date and the state may receive data quality comments from ED about the files. If the state includes comments at or before the due date, ED will use those comments when developing follow up questions. ED anticipates publishing the data submitted by states in these files. Known data quality issues that are reported by the state (or identified by ED) will be noted when data are made available in public use files.

Revised! If a child is 4 and in Kindergarten, should he or she be included in this file?

No. This file only collects data on children who are not yet enrolled in Kindergarten.

Revised! What does it mean to “receive services?”

Services include both direct services as outlined in section 723(d) of the McKinney-Vento Act and indirect services such as those provided by a staff member whose position is supported through McKinney-Vento funds.

Revised! Should we include children who are not served by McKinney-Vento funds but are served by Title I, Part A funds?

No, only include children served by McKinney-Vento funds in FS194. Include homeless children served by ESSA Title I, Part A funds in FS037.

Revised! Who is responsible for identifying homeless students?

Section 722(g)(1)(J)(ii) of the McKinney-Vento Act requires LEAs to appoint a liaison for the purpose of identifying and serving homeless children and youth. The McKinney-Vento Act also requires liaisons to work with other school personnel, entities and agencies to identify homeless children and youth (section 722(g)(6)(i)).

2.6 Definitions

The following definitions support this file:

Homeless Students

Homeless students are defined by Section 725 of the McKinney-Vento Act as children/youth who lack a fixed, regular, and adequate nighttime residence, and includes:

- (1) children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals;
- (2) children and youth who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings (within the meaning of section 103(a)(2)(C));
- (3) children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- (4) migratory children and youth who qualify as homeless for the purposes of this subtitle because they are living in circumstances described in (1) through (3)

See the [EDFacts Workbook](#) for the standard definitions.

3.0 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:

sslevfilenamevvvvvvv.ext

Table 3.0-1: File Naming Convention

Where	Means	Limit in characters
ss	USPS State Abbreviation	2
lev	Abbreviation for level: <ul style="list-style-type: none"> • SEA for a State Education Agency level • LEA for a Local Education Agency level 	3
filename	MVENTOPKS	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: <ul style="list-style-type: none"> .txt – fixed .csv – comma delimited .tab – tab delimited 	4

4.0 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 - This field is populated in accordance with table 2.3-1 “Required Categories and Totals”

O - Optional, data in this field are optional

4.1 Header Record Definition

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	Start Position	Length	Type	Pop	Definition / Comments	Permitted Values Abbreviations
File Type	1	50	String	M	Identifies the type of file being submitted.	SEA HOME MCK VEN PK LEA HOME MCK VEN PK
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.	2020-2021 OR 2020 2021
Filler	127	333	String	M	Leave filler field blank.	
Carriage Return / Line Feed (CRLF)	460	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 HOME MCK VEN PK, 15, euleaMVENTOPKsv000001.csv, characters to identify file, 2020-2021, ¶

4.2 Data Record Definition

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

Data Element Name	Start Position	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 <i>EDFacts</i> 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.	SEA level – 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	HOMEMVENTOPKS
Age (PK)	69	15	String	A	The age ranges of children birth through 5 (not Kindergarten).	UNDER3 - Age Birth through 2 3TO5NOTK - Ages 3 through 5 (not Kindergarten) MISSING
Filler	84	165	String	M	Leave filler field blank.	
Total Indicator	249	1	String	M	An indicator that defines the count level – see table 2.3-1 Required Categories and Totals	N – Specifies category set Y – Specifies subtotal or total of the education unit
Explanation	250	200	String	O	Text field for state use.	

Data Element Name	Start Position	Length	Type	Pop	Definition / Comments	Permitted Values Abbreviations
Student Count	450	10	Number	M		
Carriage Return / Line Feed (CRLF)	460	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.

Table 4.2–2: Data Record Example – LEA level

Aggregation	Example
Format	File Record Number,State Code,State Agency Number,LEA Identifier (State),Filler,Table Name,Age (PK),Filler,Total Indicator,Explanation,Student Count,Carriage Return / Line Feed (CRLF)
Category Set A	01,12,01,FL00001,,HOMEMVENTOPKS,UNDER3,,N,,25¶



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