Enrich SPED Import File Specification (ver. 2)

# Overview

This document describes how Enrich can import SPED data from text files, rather than using the direct connect approach. When using the file-based imports district staff must create queries to export data from their special education system daily into a set of text files that Enrich will import on a scheduled basis.

**Updates from Previous Versions**

Version 1

* Created Excent Enrich Data Requirements Document represent the data specification.

Version 2

* Modified SPED data specification document format which is similar to SIS data specification document.

# Import File Conventions

All files must be in CSV (comma-separated value) format. The text delimiter used to escape fields is the double quote character (") and is required for each column and row of the file including the header.

Enrich uses a relational file structure that mimics tables in a relational database so there is one file required per data table and there is very little, if any, data redundancy among files. Records in one file may refer to records in another file via ID-typed columns. The list of files is included later in this document.

The following conventions are applicable to all files:

* **A header record is required and the names must match a field in the file layout spec.** Enrich uses the name in the header to determine what data is in each column. Names are case insensitive.
* **Fields can appear in any order within the text file.** Enrich uses only the names of each column and not their sequence to identify data.
* **Optional fields can be omitted from the text file.** If the file layout indicates a column is optional, it can be omitted from the file, or be left blank.
* **Each record in the import file represents one entity.** For example, the Students file has one record per student.
* **Each entity represented in a file requires exactly one record and cannot have duplicate records.** For example, within the Student file, the same student shouldn’t have 3 different records. Inactive records should be removed before importing to prevent duplicates.
* **Each entity has only one ID (i.e. student ID, teacher ID, etc) and it must be unique throughout the entire file.** For example, if the SIS uses two columns for its primary key for Classes, then the values should be concatenated into a single field that is unique in the import file.
* **Each file has data from a single roster year only (excluding the Transcript file).** Typically the data is from the current roster year. However, for historical data loads during the initial setup of Enrich, the data may be from a prior roster year but data must still be loaded one year at a time.

# Import Process

Enrich will, on a scheduled basis, import the files from the Import Data Files Directory specified in the SPED Imports configuration. The district must export data from its SPED system into these text files into the directory, also on a scheduled basis.

The Import Data Files Directory can be a UNC share, or can be a directory located on the Enrich database server. If an UNC path is used, the credentials required to connect to the remote file server must be specified in the SPED Imports configuration within Enrich.

File Data Types

The following data types describe the format required for all fields in the import files.

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Format | Example | Description |
| Date | MM/DD/YYYY  M/D/YYYY | 02/08/1999  2/8/1999 | MM,M - Month  DD,D - Day  YYYY – Year |
| Text | Arbitrary text | Washington Elementary  " Smith, John"  "John said ""Hello""" | If text contains a comma, escape it with double quotes.  If quoted text contains a double quote must escape with two double quotes.  Text with line breaks must be quoted. |
| Integer | ##### | 2010 | Whole number.  Max length varies by field.  No commas |
| Decimal | ######.### | 1045.67  1045 | Real number.  Decimal part optional.  No commas. |
| YesNo | 1 or 0 | 1 | 1 - yes  0 – no |
| ID | Arbitrary text up to 150 characters | 1567  A4D4EA11-71F1-440B-8193  1567|4570 | Same escaping rules as text.  Separate multiple identifiers with a character, recommended pipe character (|).  These are never show in application, and are only used by the import process. |
| SelectList(*Type*) | Text that matches a code in a list of lookups for a specified lookup type | W | See lookups file layout for more information |
| Gender | M or F | M | M = Male  F = Female  If unknown leave the field blank |
| GradeLevel | ZZZ  ### | KG  01 | Only the pre-defined values will be accepted:  PK = Pre-Kindergarten  00 = Kindergarten  01 = First Grade  02 = Second Grade  03 = Third Grade  04 = Fourth Grade  05 = Fifth Grade  06 = Sixth Grade  07 = Seventh Grade  08 = Eight Grade  09 = Ninth Grade  10 = Tenth Grade  11 = Eleventh Grade  12 = Twelfth Grade |

File Layouts

## SelectLists

**File:** SelectLists.csv

**Required:** Yes

**Description:** This is a file where Enrich expecting all the lookup data in one file**.**

**Fields:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Column | Data Type | Max  Size | Required | Description |
| Type | Text | 20 | Yes | Identifies the type of lookup. Must be one of the following:  **Race -** New federally mandated Race classifications  **Grade -** Grade Level Codes  **Gender -** Code representation for Male or Female  **Disab -** Disability Code  **Exit -** Special Education Exit Reason Code  **LRE -** Least Restrictive Environment  **\* Service -** Code relating to a Service Description  (i.e. Occupational Therapy)  **\* ServLoc -** Service Location Code  **\* ServProv -** Service Provider Title Code  **\* ServFreq -** Service Frequency Code  **\*\* GoalArea -** Area of Need (Domain) for Goal  (i.e.: Curriculum, Social...), if applicable.  **\*\* PostSchArea -** Post School Area of Need (Domain)  For Goal (i.e.: Curriculum, Social...),  If applicable.  (**Note :** \* Required if Services data is being converted  \*\* Required if Goals data is being converted) |
| SubType | Text | 20 | No | Valid values for LRE : PK, K12  Valid values for Service: SpecialEd, Related, etc...  Leave blank for other Types |
| EnrichID | Integer | 150 | No | ID from the Enrich database table that this Select List is stored in. |
| StateCode | Text | 10 | No | Code that is used in State Reporting. Required for elements that are provided to the state in Child Count reports (i.e.: Gender, Grade Level, Disability, LRE...). |
| LegacySpedCode | Text | 150 | Yes | Legacy code that uniquely identifies record of a given Type and SubType. This is often a number or an abbreviation or short acronym of the description it represents. The combination of Type, SubType and Code must be unique in this file. You will need to enter this information in the spreadsheet by hand. |
| EnrichLabel | Text | 254 | Yes | Label is it appears or will appear in Enrich. |

## Schools

**File:** Schools.csv

**Required:** Yes

**Description:** List of all schools within the district. There should be one record per school.

**Fields:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Column | Data Type | Max  Size | Required | Description |
| SchoolCode | Integer | 10 | Yes | Code for the school that is used in State reporting.  Must be unique in the file. |
| SchoolName | Text | 254 | Yes | Name of the school. Example: George Washington Elementary |
| DistrictCode | Integer | 10 | Yes | Corresponds to DistrictCode on the [District] tab. |
| MinutesPerWeek | Integer | 4 | Yes | Total minutes of instruction provided to students per week. |

Note: Data on this file is only required if data includes students served from out of district and those students are not imported through the SIS import, in which case provide the file with only a header row.

## Students

**File:** Students.csv

**Required:** Yes

**Description:** List of all active students within the district. There should be one record per student.

**Fields:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Column | Data Type | Max Size | Required | Description |
| StudentRefID | ID | 150 | Yes | Uniquely Identifies the Student in the Special Education Data system. May be the same as the State Assigned ID as long as it is unique to the student. |
| StudentLocalID | ID | 50 | Yes | Locally-assigned ID of the student. |
| StudentStateID | ID | 50 | Yes | State-assigned ID of the student. |
| Firstname | Text | 50 | Yes |  |
| Middlename | Text | 50 | No |  |
| Lastname | Text | 50 | Yes |  |
| Birthdate | Date | 10 | Yes | Please provide date in MM/DD/YYYY format. |
| Gender | Text | 150 | Yes | Corresponds to the LegacySpedCode for Gender in the [SelectLists] tab. |
| MedicaidNumber | Text | 50 | No | The number identifying the student when claiming Medicaid reimbursement. |
| GradeLevelCode | Integer | 150 | Yes | GradeLevel Code corresponding to the LegacySpedCode of type Grade on the [SelectLists] tab. |
| ServiceDistrictCode | Integer | 10 | Yes | Code of the District where the student receives services. Corresponds to the DistrictCode of the [District] tab. |
| ServiceSchoolCode | Integer | 10 | Yes | Code of the School where the student receives services. Corresponds to the SchoolCode of the [School] tab. |
| HomeDistrictCode | Integer | 10 | Yes | Code of the District where student resides. Corresponds to the DistrictCode of the [District] tab. |
| HomeSchoolCode | Integer | 10 | Yes | Code of the School where the student resides. Corresponds to the SchoolCode of the [School] tab. |
| IsHispanic | Text | 1 | Yes | Y = Yes, N = No Hispanic / Latino |
| IsAmericanIndian | Text | 1 | Yes | Y = Yes, N = No American Indian |
| IsAsian | Text | 1 | Yes | Y = Yes, N = No Asian |
| IsBlackAfricanAmerican | Text | 1 | Yes | Y = Yes, N = No Black / African American |
| IsHawaiianPacIslander | Text | 1 | Yes | Y = Yes, N = No Hawaiian or Pacific Islander |
| IsWhite | Text | 1 | Yes | Y = Yes, N = No White |
| Disability1Code | Text | 150 | Yes | Grade Point Average of student. |
| Disability2Code | Text | 150 | No | Add one column per extended property. For example, x\_EngLangProf. These properties must be defined within Enrich before they can be included in the data file. |
| Disability3Code | Text | 150 | No | Student's Primary Disability. Corresponds to the LegacySpedCode of type Disab on the [SelectLists] tab. |
| Disability4Code | Text | 150 | No | Student's Secondary Disability. Corresponds to the LegacySpedCode of type Disab on the [SelectLists] tab. |
| Disability5Code | Text | 150 | No | Student's additional Disability. Corresponds to the LegacySpedCode of type Disab on the [SelectLists] tab. |
| Disability6Code | Text | 150 | No | Student's additional Disability. Corresponds to the LegacySpedCode of type Disab on the [SelectLists] tab. |
| Disability7Code | Text | 150 | No | Student's additional Disability. Corresponds to the LegacySpedCode of type Disab on the [SelectLists] tab. |
| Disability8Code | Text | 150 | No | Student's additional Disability. Corresponds to the LegacySpedCode of type Disab on the [SelectLists] tab. |
| Disability9Code | Text | 150 | No | Student's additional Disability. Corresponds to the LegacySpedCode of type Disab on the [SelectLists] tab. |
| ESYElig | Text | 1 | No | Y = Yes, N = No Blank = To Be Determined. Student Eligibility for ESY Services. |
| ESYTBDDate | Date | 10 | No | Date by which ESY Eligibility should be determined. |
| ExitDate | Date | 10 | No | Date the student exited Special Education. We require only those students that have exited SpEd since the most recent EOY report. |
| ExitCode | Text | 150 | No | ExitCode corresponding to the LegacySpedCode of type Exit from the [SelectLists] tab. |
| SpecialEdStatus | Text | 1 | Yes | A = Active, E = Exited |

## IEP

**File:** IEP.csv

**Required:** Yes

**Description:** We are asking for this file which is Students’s IEP information. And it is one record for one student.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Column | Data Type | Max Size | Required | Description |
| IEPRefID | ID | 150 | Yes | Value that uniquely identifies the IEP. If one does not exist, you may invent one, but it must be consistent on subsequent imports. |
| StudentRefID | ID | 150 | Yes | Uniquely identifies the student. Corresponds to the StudentRefID on the [Student] tab. |
| IEPMeetDate | Date | 10 | Yes | Date of the IEP Meeting. |
| IEPStartDate | Date | 10 | Yes | Date the IEP goes into effect. |
| IEPEndDate | Date | 10 | Yes | Date the IEP is scheduled to end. Typically 1 year minus 1 day from the start date. |
| NextReviewDate | Date | 10 | Yes | Date the next review is due. Typically the same as the IEP End Date. |
| InitialEvaluationDate | Date | 10 | No | Date when the student was first identified as qualifying for special education (should never change). If unknown, leave blank. |
| LatestEvaluationDate | Date | 10 | Yesz` | Date of the most recent (triennial) evaluation. Changes at reevaluation. (May be given different labels in different states). |
| NextEvaluationDate | Date | 10 | Yes | Date when next triennial is due. Changes at reevaluation. |
| ConsentForServicesDate | Date | 10 | Yes | Date district received the consent for services from the parent/guardian. If this data is unavailable, provide the IEP Start Date. |
| LREAgeGroup | Text | 3 | No | Least Restrictive Environment Age Group. Corresponds to the SubType of the LRE Code on the [SelectLists] tab. If this data is not available, leave blank. |
| LRECode | Text | 150 | Yes | Least Restrictive Environment Code. Corresponds to the code of type LRE on the [SelectLists] tab. |
| MinutesPerWeek | Text | 4 | Yes | Total minutes of instruction provided per week to this student on this IEP. |
| ServiceDeliveryStatement | Text | 8000 | No | Service Delivery statement for this IEP. If providing services data, include the IEP Service Delivery Statement. |

## Service

**File:** Service.csv

**Required:** Yes

**Description:** Service records are expected to give with referential ids with Goal, IEP, Objective files.

**Fields:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Column | Data Type | Max Size | Required | Description |
| ServiceType | ID | 10 | Yes | Related, SpecialEd or .... |
| ServiceRefID | ID | 150 | Yes | Uniquely identifies the Service record. If this does not exist invent one, but it must be consistent on subsequent imports. |
| IEPRefID | ID | 150 | Yes | Uniquely identifies the IEP that the Service belongs to. Corresponds to the IEPRefID of the [IEP] tab. |
| ServiceDefinitionCode | Text | 150 | No | Identifies what service is being provided to the student. Corresponds to the code of type Service on the [SelectLists] tab. If there is no ServiceDefinitionCode, supply the ServiceAreaText in the last column. |
| BeginDate | Date | 10 | Yes | Service Begin Date. Required for all but Transition services. |
| EndDate | Date | 10 | No | Service End Date. If unavailable, provide the IEP End Date in its place. |
| IsRelated | Text | 1 | Yes | Y = Yes, N = No. Identifies a service as Related as opposed to Special Education Service. |
| IsDirect | Text | 1 | Yes | Y = Yes, N = No. Identifies a service as provided directly to a student. |
| ExcludesFromGenEd | Text | 1 | Yes | Y = Yes, N = No. Identifies a service that is provided outside of a general education setting. |
| ServiceLocationCode | Text | 150 | Yes | Location in which the service is provided. Corresponds to the code of type ServLoc on the [SelectLists] tab. |
| ServiceProviderTitleCode | Text | 150 | Yes | Code for Title of the Service Provider. Corresponds to the code of type ServProv on the [SelectLists] tab. |
| Sequence | Text | 2 | No | If not provided, the sequence of service in the IEP document will be random. |
| IsESY | Text | 1 | No | Y = Yes, N = No. Indicates whether or not the service is for Extended School Year. Assumed No if not provided. |
| ServiceTime | Text | 4 | Yes | Amount of time service is to be provided (in minutes). |
| ServiceFrequencyCode | Text | 150 | Yes | Daily, Weekly, Bi-Weekly and Monthly. Corresponds to the code of type ServFreq on the [SelectLists] tab. |
| ServiceProviderSSN | Text | 11 | No | Required if the state requires this for State Reporting and if the District will be using Enrich to produce the state reports (either the Active Student or Inactive Student Child Count report). |
| StaffEmail | Text | 150 | No | Uniquely identifies the service provider. Corresponds to the StaffEmail on the [SpedStaffMember] tab. |
| ServiceAreaText | Text | 254 | No | Use this field if there is no code for the Service Definition. |

Data on this file is not required if not converting services, in which case provide the file with only a header row.

## District

**File:** District.csv

**Required:** Yes

**Description:** Data on this file is only required if data includes students served from out of district and those students are not imported through the SIS import, in which case provide the file with only a header row.

**Fields:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Column | Data Type | Max Size | Required | Description |
| DistrictCode | Integer | 10 | Yes | State-provided identifier for the district. Usually a numeric code. Must be unique in the file. |
| DistrictName | Text | 254 | Yes | District Name. |

## SPEDStaffMember

**File:** SPEDStaffMember.csv

**Required:** Yes

**Description:** The data on this file serves 2 purposes: 1) lists Service Providers that are referenced on the Services tab and 2) lists Team Members from the TeamMembers tab. The EnrichRole is only required .

Data on this file is not required if not converting services, caseloads or importing staff members to assign security roles, in which case provide the file with only a header row.

**Fields:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Column | Data Type | Max Size | Required | Description |
| StaffEmail | Text | 150 | Yes | Unique email address for this staff member. |
| Firstname | Text | 50 | Yes |  |
| Lastname | Text | 50 | Yes |  |
| EnrichRole | Text | 50 | No | Staff Member's role in Enrich. The value in this field must match exactly one of the User Roles in Enrich. This field is required if not using network authentication and Excent is adding user accounts. |

## Goal

**File:** Goal.csv

**Required:** Yes

**Description:** Data on this file is not required if not converting Goals, in which case provide the file with only a header row.

**Fields:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Column | Data Type | Max Size | Required | Description |
| GoalRefID | ID | 150 | Yes | Uniquely identifies the Goal Record. If this does not exist, invent one, but it must be consistent on subsequent imports. |
| IEPRefID | ID | 150 | Yes | Uniquely identifies the IEP this goal belongs to. Corresponds to the IEPRefID on the [IEP] tab. |
| Sequence | Text | 2 | No | Provide the sequence if the sequence of the goal is important in the IEP document. |
| GoalAreaCode | Text | 150 | No | Corresponds with a code of type GoalArea in the [SelectLists] tab (if applicable). |
| PSEducation | Text | 1 | No | Y = Yes. Leave blank if No. Post School Area of Education / Training. |
| PSEmployment | Text | 1 | No | Y = Yes. Leave blank if No. Post School Area of Employment. |
| PSIndependent | Text | 1 | No | Y = Yes. Leave blank if No. Post School Area of Independent Living. |
| IsESY | Text | 1 | Yes | Y = Yes, N = No. Assumed to be No if not provided. |
| GoalStatement | Text | 8000 | Yes | Up to 8000 character statement of this goal (replace line breaks with spaces). |

## Objective

**File:** Objective.csv

**Required:** Yes

**Description:** Data on this file is not required if not converting Goals, in which case provide the file with only a header row.

**Fields:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Column | Data Type | Max Size | Required | Description |
| ObjectiveRefID | ID | 150 | Yes | Uniquely identifies this Objective record. If this does not exist, invent one, but it must be consistent on subsequent imports. |
| GoalRefID | ID | 150 | Yes | Corresponds to the GoalRefID from the [Goal] tab. |
| Sequence | Integer | 2 | No | Required if the order of the Objective listed in the IEP document is important. |
| ObjText | Text | 8000 | Yes | Up to 8000 characters describing this objective (replace line breaks with spaces). |

## TeamMember

**File:** TeamMember.csv

**Required:** Yes

**Description:** This file is included in view of identifying a way to map Sped Case Manager records to LDAP user records. This may not be possible, and if converting caseload data is not essential this tab may be considered optional.

**Fields:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Column | Data Type | Max Size | Required | Description |
| StaffEmail | ID | 150 | Yes | Corresponds to the [StaffEmail] of the [SpedStaffMember] tab. |
| StudentRefID | ID | 150 | Yes | Corresponds to the [StudentRefID] of the [Student] tab. |
| IsCaseManager | Integer | 1 | Yes | Y = Yes, N = No. There can only be one Case Manager per Student. |

Data on this file is not required if not converting caseloads, in which case provide the file with only a header row.

## StaffSchool

**File:** StaffSchool.csv

**Required:** Yes

**Description:** Data on this file is to assign access rights to schools. Data on this tab is not required if the Organization is using only network authentication. Data on this tab is not required if not importing staff members to assign security roles, in which case provide the file with only a header row.

**Fields:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Column | Data Type | Max Size | Required | Description |
| StaffEmail | Text | 150 | Yes | Unique email address for this staff member.  Corresponds to [StaffEmail] of the [SpedStaffMember] tab. |
| SchoolCode | Integer | 10 | Yes | State Code for the school, as used in State reporting. If a staff member works at more than one school, provide more than one row. See the example above. |