Enrich SPED Import File Specification (ver.2.1)

# 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 2.1

* Modified SPED data specification document format with suggestions of Sanjay

Version 2

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

Version 1

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

# Import File Conventions

All files must be delimited. Supported delimiters include the pipe character (“|”), comma, tab, Provide the file

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 must appear in the text file in the same order as they appear in this specification.** Enrich uses only the names of each column and not their sequence to identify data, but the data validation process for special education data files requires that the columns be in order.
* **Optional fields must be included in the text file.** Even if the file layout indicates a column is optional, it must be provided with the file. If necessary, leave it 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, staff member ID, etc.) and it must be unique throughout the entire file.** For example, if the SIS uses two columns for its primary key for IEP, then the values should be concatenated into a single field that is unique in the import file.
* **All IEP data must pertain only to the most recently completed IEP.**

# Import Process

The SPED data import will ideally occur only once, however it is possible to import SPED data after the initial import should it be necessary to do so.Normally the SPED import files will be placed in a folder on the database server. If it is necessary to place them on a UNC share, the appropriate credentials to access that share on the remote server will be required.

# 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 - Month  DD - Day  YYYY – Year |
| Text | Arbitrary text | James will properly pronounce the “O”, the “I” and the “E”. | For consistencey, it is suggested to use the same delimiter for all data files. The pipe character (“|”) is ideal, since it is rarely used in text that will be commonly included in the SPED data files.  Services, Goals and Objectives that contain line breaks should be converted into a single line of text. |
| Integer | ##### | 2010 | Whole number.  Max length varies by field.  No commas |
| YesNo | Y or N | Y | Y - yes  N – 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 carat 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 type | W | See SelectList file layout for more information, and the SelectLists template file (XLSX) for specifics. Note: Any values required in addition to those provided on the SelectLists template should simply be appended to that file, with only the LegacySpedCode and EnrichLabel being required. |
| 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

## Select Lists (Lookup Data)

**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 Femal  **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  \*\*\* Required if Goals data is being converted, except in Colorado. |
| 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 value 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...). This data is pre-configured in Enrich, as seen in the SelectLists template file. |
| 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. This information will need to be entered in the spreadsheet by hand. If not extracting special education data from a computerized source, use the first 150 characters of the EnrichLabel for this code. |
| EnrichLabel | Text | 254 | Yes | Label as it is to appear in Enrich. |

## School

**File:** School.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] layout. |
| MinutesPerWeek | Integer | 4 | Yes | Total minutes of instruction provided to students per week. |

Note: Data on this file is only required if the data set includes students that are not imported through the SIS import, in which case provide the file with only a header row.

## Student

**File:** Student.csv

**Required:** Yes

**Description:** List of students within the district for which you are providing IEP data. There should be one student record per IEP.

**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] layout. |
| 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] layout. |
| ServiceDistrictCode | Integer | 10 | Yes | Code of the District where the student receives services. Corresponds to the DistrictCode of the [District] layout. |
| ServiceSchoolCode | Integer | 10 | Yes | Code of the School where the student receives services. Corresponds to the SchoolCode of the [School] layout. |
| HomeDistrictCode | Integer | 10 | Yes | Code of the District where student resides. Corresponds to the DistrictCode of the [District] layout. |
| HomeSchoolCode | Integer | 10 | Yes | Code of the School where the student resides. Corresponds to the SchoolCode of the [School] layout. |
| 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 | Student's Primary Disability. Corresponds to the LegacySpedCode of type Disab on the [SelectLists] layout. |
| Disability2Code | Text | 150 | No | Student's Secondary Disability. Corresponds to the LegacySpedCode of type Disab on the [SelectLists] layout. |
| Disability3Code | Text | 150 | No | layoutStudent's additional Disability. Corresponds to the LegacySpedCode of type Disab on the [SelectLists] layout. |
| Disability4Code | Text | 150 | No | layoutStudent's additional Disability. Corresponds to the LegacySpedCode of type Disab on the [SelectLists] layout. |
| Disability5Code | Text | 150 | No | Student's additional Disability. Corresponds to the LegacySpedCode of type Disab on the [SelectLists] layout. |
| Disability6Code | Text | 150 | No | Student's additional Disability. Corresponds to the LegacySpedCode of type Disab on the [SelectLists] layout. |
| Disability7Code | Text | 150 | No | Student's additional Disability. Corresponds to the LegacySpedCode of type Disab on the [SelectLists] layout. |
| Disability8Code | Text | 150 | No | Student's additional Disability. Corresponds to the LegacySpedCode of type Disab on the [SelectLists] layout. |
| Disability9Code | Text | 150 | No | Student's additional Disability. Corresponds to the LegacySpedCode of type Disab on the [SelectLists] layout. |
| 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. Only those students that have exited SpEd since the most recent EOY report should be submitted. |
| ExitCode | Text | 150 | No | ExitCode corresponding to the LegacySpedCode of type Exit from the [SelectLists] layout. |
| SpecialEdStatus | Text | 1 | Yes | A = Active, E = Exited |

## IEP Information

**File:** IEP.csv

**Required:** Yes

**Description:**Provide data for the student’s most recently completed IEP. Provide only one IEP record per 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] layout. |
| 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 | Yes | 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] layout. 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] layout. |
| 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 will relate to IEP records.

**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] layout. |
| ServiceDefinitionCode | Text | 150 | No | Identifies what service is being provided to the student. Corresponds to the code of type Service on the [SelectLists] layout. 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] layout. |
| ServiceProviderTitleCode | Text | 150 | Yes | Code for Title of the Service Provider. Corresponds to the code of type ServProv on the [SelectLists] layout. |
| 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] layout. |
| 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] layout. |
| 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 in this file is only required if submitting 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 layout and 2) lists Team Members from the IEP Team Members layout. 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. This information will not be available at first, so leave it blank until this is known. |

## 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] layout. |
| 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] layout (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 in 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] layout. |
| 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 file may be considered optional.

**Fields:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Column | Data Type | Max Size | Required | Description |
| StaffEmail | ID | 150 | Yes | Corresponds to the [StaffEmail] of the [SpedStaffMember] layout. |
| StudentRefID | ID | 150 | Yes | Corresponds to the [StudentRefID] of the [Student] layout. |
| 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.

## Staff Schools

**File:** StaffSchool.csv

**Required:** Yes

**Description:** Data on this file is to assign access rights to schools. Data on this layout is not required if the Organization is using only network authentication and 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] layout. |
| 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. |