

Component Description

The Part B Referral Component contains data related to children transitioning from Part C to Part B. This includes children exiting Part C who are receiving special education services.

Document Contents

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| Schema | Contains the component characteristic names, descriptions, and specifications (Excel Sheet 2) |
| List of Values | Contains the list of allowed values for all characteristics of a "List of Values" datatype (Excel Sheet 3) |
| Staging Area Business Rule Validations | Contains the list of business rule validations, grouped by characteristic, that apply to this component (Excel Sheet 4) |
| Version History | Contains a history of updates made to the business rule validations in this school year (Excel Sheet 5) |
| User Guide | Contains references and support for using this document (Excel Sheet 6) |

Collection Matrix

| Collection Name | Component Status |
|-----------------------------------|------------------|
| CEPI Internal Request for UIC | Not Allowed |
| Early Childhood EOP | Not Allowed |
| Early Childhood Fall | Not Allowed |
| Early Childhood Spring | Not Allowed |
| Early Roster | Not Allowed |
| EOY 2019 General Collection | Optional |
| Fall 2018 General Collection | Optional |
| General Teacher Student Data Link | Not Allowed |
| IHE Request for UIC | Not Allowed |
| Migrant Teacher Student Data Link | Not Allowed |
| Request for UIC | Not Allowed |
| Request for UIC | Not Allowed |
| Spring 2019 General Collection | Optional |
| Student Record Maintenance | Optional |

Schema

| Characteristic Name | Characteristic Description | Data Type | Min Length | Max Length | Min Value | Max Value | Decimal Positions | Is Multi Valued? | Required? |
|-------------------------|---|---|------------|------------|-----------|-----------|-------------------|------------------|-----------|
| SEANotification | Part C Indicator 8 B: Did notification to the SEA occur at least 90 days prior to the toddler's third birthday for toddlers potentially eligible for Part B preschool services? | Yes / No (or True False, or Boolean) | | | | | | False | True |
| LEANotification | Part C Indicator 8 B: Did notification to the LEA where the toddler resides occur at least 90 days prior to the toddler's third birthday for toddlers potentially eligible for Part B preschool services? | Yes / No (or True False, or Boolean) | | | | | | False | True |
| Parent Last Name | The parent's last name, family name, or surname. This is usually the person who is responsible for signing the child's IFSP. However, may be another adult who is a primary care giver for the child and who will be able to answer survey questions related to Early On program participation. | Names (letters, apostrophe, commas, hyphens, periods) | 1 | 50 | | | | False | True |
| Parent First Name | The parent's first name. This may be the person who is responsible for signing the child's IFSP. | Names (letters, apostrophe, commas, hyphens, periods) | 1 | 50 | | | | False | True |
| Parent Street Address | This is the street address where the parent (whose name is being submitted) lives at the time of reporting or the parent's last known street address of residence. This may be a Post Office Box if no other parent address is available. | Text (free form) | 1 | 100 | | | | False | False |
| Parent Street Address 2 | Mailing address that differs from the parent's street address, or routing information for mailing in addition to Street Address. (e.g. Post Office Box, apartment, or lot number). | Text (free form) | 0 | 100 | | | | False | False |
| Parent City | The name of the city or town where the parent lives at the time of reporting or the parent's last known city or town of residence. | Text (numbers and letters) | 1 | 50 | | | | False | False |
| Parent State | The two-character alphabetic code that represents the state where the parent lives at the time of reporting or the parent's last known State of residence. | List of Values (choose from list) | | | | | | False | False |
| Parent Zip Code | The five- or nine-digit ZIP code of the location where the parent lives at the time of reporting or the last known code of residence. If there is no four-digit code, pad with five blanks (NNNNNbbbb). | Text (numbers and letters) | 5 | 10 | | | | False | False |
| Parent Phone Number | The parent's primary contact telephone number (for the parent whose name is being submitted). | Text (free form) | 1 | 10 | | | | False | False |
| Parent Address Unknown | The parent is homeless and/or does not have an address where he/she can receive mail. | Yes / No (or True False, or Boolean) | | | | | | False | False |

| | | | | | | | | | | |
|----------------------|--|--------------------------------------|--|--|--|--|--|--|-------|-------|
| Parent Phone Unknown | The parent does not have a telephone number where he/she can be contacted. | Yes / No (or True False, or Boolean) | | | | | | | False | False |
|----------------------|--|--------------------------------------|--|--|--|--|--|--|-------|-------|

List of Values

| Parent State | |
|--------------|---|
| Code | Description |
| AA | Armed Forces Americas (except Canada) |
| AB | Alberta |
| AE | Armed Forces Africa, Canada, Europe and Middle East |
| AK | Alaska |
| AL | Alabama |
| AP | Armed Forces Pacific |
| AR | Arkansas |
| AS | American Samoa |
| AZ | Arizona |
| BC | British Columbia |
| CA | California |
| CO | Colorado |
| CT | Connecticut |
| DC | District of Columbia |
| DE | Delaware |
| FL | Florida |
| FM | Federated States of Micronesia |
| GA | Georgia |
| GU | Guam |
| HI | Hawaii |
| IA | Iowa |
| ID | Idaho |
| IL | Illinois |

| | |
|----|---------------------------|
| IN | Indiana |
| KS | Kansas |
| KY | Kentucky |
| LA | Louisiana |
| MA | Massachusetts |
| MB | Manitoba |
| MD | Maryland |
| ME | Maine |
| MH | Marshall Islands |
| MI | Michigan |
| MN | Minnesota |
| MO | Missouri |
| MP | Northern Mariana Islands |
| MS | Mississippi |
| MT | Montana |
| NB | New Brunswick |
| NC | North Carolina |
| ND | North Dakota |
| NE | Nebraska |
| NH | New Hampshire |
| NJ | New Jersey |
| NL | Newfoundland and Labrador |
| NM | New Mexico |
| NS | Nova Scotia |
| NT | North West Territories |
| NU | Nunavut |
| NV | Nevada |
| NY | New York |

PartBReferral

Last Updated: 4/9/2024

| | |
|----|----------------------|
| OH | Ohio |
| OK | Oklahoma |
| ON | Ontario |
| OR | Oregon |
| PA | Pennsylvania |
| PE | Prince Edward Island |
| PR | Puerto Rico |
| PW | Palau |
| QC | Quebec |
| RI | Rhode Island |
| SC | South Carolina |
| SD | South Dakota |
| SK | Saskatchewan |
| TN | Tennessee |
| TX | Texas |
| UT | Utah |
| VA | Virginia |
| VI | Virgin Islands |
| VT | Vermont |
| WA | Washington |
| WI | Wisconsin |
| WV | West Virginia |
| WY | Wyoming |
| YT | Yukon |

Staging Area Business Rule Validations

| Characteristic Name | Rule Number | Data Validation | Severity | Error/Warning Message |
|----------------------|-------------|---|----------|---|
| | 281.1 | If the {PartBReferral} component is submitted the {EarlyOn} component must be submitted | 1 | When a record includes the Part B Referral component, the Early On component is also required. |
| | 281.2 | If the {PartBReferral} component is submitted the child's age must be >= 2 years on the AsOfDate | 1 | Transition from Part C services does not occur until the child is 2 years of age or older. |
| ParentAddressUnknown | 281.538.1 | If [ParentStreetAddress] is blank OR [ParentCity] is blank OR [ParentState] is blank OR [ParentZipCode] is blank [ParentAddressUnknown] must = "True" | 1 | The parent's address is required unless he/she does not have an address where they can receive mail. |
| ParentCity | 281.534.1 | If [ParentAddressUnknown] = "True" [ParentCity] must be blank | 1 | If the parent's address is unknown, Parent City cannot be submitted. |
| ParentPhoneNumber | 281.537.1 | If [ParentPhoneUnknown] = "True" [ParentPhoneNumber] must be blank | 1 | If the parent's phone number is unknown, Parent Phone Number cannot be submitted. |
| ParentPhoneUnknown | 281.539.1 | If [ParentPhoneNumber] is blank [ParentPhoneUnknown] must = "True" | 1 | The parent's phone number is required unless he/she doesn't have a telephone number where they can receive calls. |
| ParentState | 281.535.1 | If [ParentAddressUnknown] = "True" [ParentState] must be blank | 1 | If the parent's address is unknown, Parent State cannot be submitted. |
| ParentStreetAddress | 281.532.1 | If [ParentAddressUnknown] = "True" [ParentStreetAddress] must be blank | 1 | If the parent's address is unknown, a Parent Street Address cannot be submitted. |
| ParentStreetAddress2 | 281.533.1 | If [ParentStreetAddress] does not contain a value [ParentStreetAddress2] cannot contain a value | 1 | This characteristic may not be submitted if Parent Street Address is blank. |
| | 281.533.2 | If [ParentAddressUnknown] = "True" [ParentStreetAddress2] must be blank | 1 | If the parent's address is unknown, Parent Street Address 2 cannot be submitted. |
| ParentZipCode | 281.536.1 | If [ParentAddressUnknown] = "True" [ParentZipCode] must be blank | 1 | If the parent's address is unknown, Parent Zip Code cannot be submitted. |

Version History

No updates have been made to this component.

User Guide

Collection Matrix

Component Status

Defines which collections the component may be submitted. The possible values are:

| <u>Name</u> | <u>Description</u> |
|-------------|--|
| Required | This component must be submitted in this collection. If omitted in an upload, the file will be rejected upon upload. |
| Optional | This component is optional in this collection, but may be conditionally required due to validation rules. |
| Not Allowed | This component cannot be submitted in this collection. If included in an upload file, the file will be rejected upon upload. |

Schema

Characteristic Name

The name of the characteristic. This matches the name in the schema.

Characteristic Description

A description of the characteristic and why the data is needed.

Data Type

The system data type. The possible values are:

| <u>Name</u> | <u>Classification</u> |
|---|-----------------------|
| Addresses (numbers, letters, #) | string |
| Date (only) | date |
| Date (year and month only) (YYYYMM) | string |
| Decimal Number | decimal |
| List of Values (choose from list) | string |
| Names (letters, apostrophe, commas, hyphens, periods) | string |
| Numeric Text (0-6) (can have leading zeros) | string |
| Numeric Text (can have leading zeros) | string |
| Text (free form) | string |
| Text (numbers and letters) | string |

| | |
|--------------------------------------|---------|
| Whole Number (integer) | int |
| Yes / No (or True False, or Boolean) | boolean |

Min Length

For characteristics of a "text" data type classification, this specifies the minimum character length

Max Length

For characteristics of a "text" data type classification, this specifies the maximum character length

Min Value

For characteristics of a "number" data type classification, this specifies the minimum character length

Max Value

For characteristics of a "number" data type classification, this specifies the maximum character length

Decimal Positions

For characteristics of a "number" data type, this specifies the number of digits allowed to the right of a decmial point.

Is Multi Valued?

TRUE indicates that this characteristic may be submitted multiple times in the same component; FALSE indicates that only one instance is allowed.

Required?

Y indicates this characteristic is required to be submitted as part of the schema; N indicates that is either optional at the schema level (but may be conditionally required due to validation rules)

Validation Rules

Definitions & Guidance

- Text surrounded by {} indicates that this is a component
- Text surrounded by [] indicates that this is a characteristic
- A Severity of "1" indicates that the validation is an error; a "2" indicates that it is a warning
- *CollectionName* refers to the value of the "CollectionName" attribute in the collection schema
- *AsOfDate* refers to one of two values:
 - For single-certified collections, it is the State-defined certification as of date for the collection
 - For ongoing certified collections, it is the value of the [AsOfDate] characteristic in the {StudentRecordMaintenance} component

Version History

Notes

- TFS Number is used internally by CEPI for tracking purposes
- Each update to a validation or a wording change to the error/warning message will be noted here

Appendix A

Certain entity-related validations in MSDS are dependent on which collection is being submitted. The table below defines the dates or date ranges that are used in these validations. Validations that are dependent on this table are noted in the specific data validation; they will contain a reference to this appendix.

| Collection | Type | Start Date | End Date |
|-----------------------------|------------|----------------------------|------------------------|
| General collections | date | Certification As of Date | |
| Early Childhood collections | date range | Collection Open Date | Collection Close Date |
| Student Record Maintenance | date | As of Date (SRM component) | |
| Teacher Student Data Link * | date range | 7/1/{AcademicYear start} | 8/31/{School Year End} |
| | date range | 7/1/{School Year Start} | 8/31/{School Year End} |
| Early Roster | date range | 7/1/{School Year Start} | 6/30/{School Year End} |
| all other collections | date | Today's Date | |

* The TSDL collection will use the school year value submitted in the Academic Year characteristic, if it was submitted. If no value is found, the current school year values are used.