Component Description

The Early Childhood Programs Component is used to collect data related to the student's participation in early childhood programs or services. You are required to report this component when the student is identified as participating in the Great Start Readiness Program (GSRP) or Sec. 32p Early Childhood Block Grant. The Michigan Department of Education's Office of Great Start encourages you to report students participating in any other early childhood programs to assist in longitudinal program evaluations, although this is not a requirement.

Document Contents

Schema	Contains the component characteristic names, descriptions, and specifications (Excel Sheet 2)
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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	Required
Early Childhood Fall	Not Allowed
Early Childhood Spring	Not Allowed
EOY 2017 General Collection	Not Allowed
Fall 2016 General Collection	Not Allowed
IHE Request for UIC	Not Allowed
Request for UIC	Not Allowed
Request for UIC	Not Allowed
Spring 2017 General Collection	Not Allowed
Student Record Maintenance	Not Allowed
Teacher Student Data Link	Not Allowed

Schema

Characteristic Name	Characteristic Description	Data Type	Min Length	Max Length	Min Value	Max Value	Decimal Positions	Is Multi Valued?	Required?
Fiscal Entity Type Code	Entity type of the FiscalEntityCode as indicated in EEM.	List of Values (choose from list)						False	True
FiscalEntityCode	The state-assigned code identifying the entity receiving funding directly from the state to provide programs and/or services to the student/child reported. The fiscal entity may or may not be directly providing the services to the student/child. For early childhood this is generally the formula or competitive grantee. This code must be either a five-digit entity code for a school district or a nine-digit agreement number for an organization, as identified by the Fiscal Entity Type Code and by the EEM.	Text (free form)	5	9				False	True
SchoolFacilityNumber	The five-digit code as assigned to the building in the official Educational Entity Master.

Please refer to the Educational Entity Master glossary for definitions. The glossary is located in the upper right corner of the EEM Web page: http://cepi.state.mi.us/eem. | Numeric Text (can have leading zeros) | 5 | 5 | | | | False | False |
EC Comment	A field to provide users with the option of adding a comment to distinguish a child for their own records. This field is optional and is not required to be completed.	Text (free form)	1	50				False	False
EC Program	The early childhood program or service provided to the child.	List of Values (choose from list)						False	True
EC Program Start Date	The date (month, day and year) the child first participated in a program or received services through the early childhood program reported.	Date (only)			1/1/1753			False	True
EC Delivery Method	The primary location where the child attends the reported program or receives early childhood services.	List of Values (choose from list)						False	True
EC Delivery Schedule	Indicate if the child is attending a part day, school day or home-based program and the number of days per week being offered.

Conditional; data required only when EC Program reported is 01-Great Start Readiness Program. Optional for 03-Head Start, and 04-Title I Preschool. Not required for all other EC Programs. | List of Values (choose from list) | | | | | | False | False |
| EC Program End Date | The day after (month, day and year) the child last participated in a program or received services through the early childhood program reported. | Date (only) | | | 1/1/1753 | | | False | False |
| EC Program Exit Reason | The primary reason for the child leaving the reported early childhood program or service. | List of Values (choose from list) | | | | | | False | False |

List of Values

Fiscal Entity Type Code

Code	Description
A	Agreement Number
D	District Entity Number

EC Program

Code	Description
01	Great Start Readiness Program (GSRP)
02	GSRP/Head Start Blend
03	Head Start
04	Title I Preschool
10	Early Head Start
18	Sec 32p Early Childhood Block Grant
19	Section 32p(4) Home Visitation

EC Delivery Method

Code	Description
1	School Based
2	Community Based
3	Home Based

EC Delivery Schedule

Code	Description
01	Part-Day 4 Days Per Week
02	Part-Day 5 Days Per Week

05	School-Day 4 Days Per Week
06	School-Day 5 Days Per Week
07	Served by Family Child Care Center
08	Other

EC Program Exit Reason	
Code	*Description*
063	Program Completed
064	Parent Initiated Transfer
065	Program Intiated Transfer (e.g., special ed referral)
066	Child's Behavior does not meet expectations (e.g., expulsion)
067	Parent Withdrew Child (e.g., move from district, no information on subsequent program, etc.)
068	Death of Child
069	Program Termination (e.g., license expired, lack of enrollment, insufficient funds, staffing issues, building condemned, etc.)
999	Other Reason or Reason Unknown/Undetermined

Staging Area Business Rule Validations

Characteristic Name	Rule Number	Data Validation	Severity	Error/Warning Message
	171.1	If the {SNE} component is submitted AND one or more {ECPrograms} components are submitted with an [ECProgram] <> "02", "03", or "10" at least one {ECPrograms} component must have a valid [SchoolFacilityNumber] submitted in at least one of EC Programs components.	1	When SNE is submitted and the student is reported in a program other than Head Start, Early Head Start or blended Head Start, a School or Facility Number must be reported in at least one f the EC Programs components.
ECDeliveryMethod	171.394.1	If [ECDeliveryMethod] = "1" [SchoolFacilityNumber] cannot be blank	1	When the delivery method indicates services are school based, a school code must be reported.
ECDeliverySchedule	171.389.2	If [ECDeliverySchedule] = "07" [ECProgram] must = "03" or "10"	1	Only Head Start or Early Head Start programs can report a delivery schedule of Served by Family Child Care Center.
	171.389.4	If [ECDeliverySchedule] = "08" [ECProgram] cannot = "01"	1	If the delivery schedule is 08 (other) then ECprograms cannot be 01 (GSRP)
ECProgram	171.193.1	If [ECProgram] = "01" or "02" the child's age must be < 5 on September 1 AND >=4 on December 1st of the current school year	1	Children's birthdates must be between 9/2/2011 and 12/1/2012 to meet the 2016-2017 school year age requirements for GSRP.
	171.193.2	If [ECProgram] = "01", "02" or "03" [ECDeliverySchedule] cannot be blank	1	EC Delivery Schedule is required for GSRP and Head Start.
	171.193.3	If [ECProgram] = "01" or "02" AND [ECDeliverySchedule] = "05" or "06" the child may not be enrolled in Head Start (ECProgram = "03") at the same time. If enrolled in another district for one of these programs, check [ECProgramStartDate] and [ECProgramEndDate]. Child must be exited from a program in the district prior to enrollment in another. This rule is validating multiple EC Program Components within the same record as well as across submitting entities within the same collection window.	2	Children enrolled in GSRP and Head Start at the same time should only receive services from and be reported in the GSRP/Head Start Blend Program (program code 02).
	171.193.4	If [ECProgram] = "01" AND [ECDeliverySchedule] = "01" or "02" the child may be enrolled in Head Start (ECProgram = "03") at the same time only with [ECDeliverySchedule] = "01" or "02". This rule is validating multiple EC Program Components within the same record as well as across submitting entities within the same collection window.	2	Children enrolled in GSRP and Head Start at the same time should only receive services from and be reported in the GSRP/Head Start Blend Program (program code 02).

ECProgram	171.193.6	If [ECProgram] = "02" or "03" AND [ECDeliverySchedule] = "05" or "06" the child may not be enrolled in GSRP (ECProgram = "01") at the same time. If enrolled in another district for one of these programs, check [ECProgramStartDate] and [ECProgramEndDate]. Child must be exited from a program in the district prior to enrollment in another. This rule is validating multiple EC Program Components within the same record as well as across submitting entities within the same collection window.	2	Children enrolled in GSRP and Head Start at the same time should only receive services from and be reported in the GSRP/Head Start Blend Program (program code 02).
	171.193.7	If [ECProgram] = "03" AND [ECDeliverySchedule] = "01" or "02" the child may be enrolled in GSRP (ECProgram = "01") at the same time only with an [ECDeliverySchedule] = "01" or "02". This rule is validating multiple EC Program Components within the same record as well as across submitting entities within the same collection window.	2	Children enrolled in Head Start and GSRP at the same time should only receive services from and be reported in the GSRP/Head Start Blend Program (program code 02).
	171.193.8	If [ECProgram] = "10" the child's age must be < 3 as of [ECProgramStartDate]	2	Children participating in Early Head Start are generally under 3 years of age. Children 3 or older may participate in some situations, such as the child will be transitioning to Head Start.
	171.193.9	If [ECProgram] = "18" the child's age must be < 8 as of November 1 of the current school year	2	A child must be less than 8 years old as of November 1 of the current school year to participate in the Early Childhood Block Grant program.
	171.193.10	If [ECProgram] = "10" the child's age cannot be > 3 as of [ECProgramEndDate]	2	A child participating in an Early Head Start program should be exited by 3 years old. Children 3 or older may participate in some situations, such as the child will be transitioning to Head Start.
	171.193.11	If [ECProgram] = "01" or "02" [FiscalEntityCode] must be a entity with an entity type in EEM of "ISD"	1	An ISD is always the fiscal entity for Great Start Readiness Programs.
	171.193.13	If [ECProgram] = "02" [ECDeliverySchedule] must be "05" or "06"	1	GSRP/Head Start Blended Programs must be full-day programs.
	171.193.14	If [ECProgram] = "18" {SubmittingEntity}.[SubmittingEntityCode] must be an entity with an entity type in EEM of "ISD District"	1	Only an entity with an EEM type of ISD can submit records for students in Sec. 32p Early Childhood Block Grant in an Early Childhood Collection.
	171.193.15	If [ECProgram] = "01" or "02" [ECDeliveryMethod] must be "1" or "2"	1	The home-based delivery method is not an option for GSRP programs.
ECProgramEndDate	171.392.1	[ECProgramEndDate] must be >= [ECProgramStartDate]	1	Program end date cannot be before the program start date.

ECProgramEndDate	171.392.2	If [ECProgramExitReason] contains a value [ECProgramEndDate] cannot be blank	1	A program end date is required when the program exit reason field is populated.
	171.392.3	If the status of the [FiscalEntityCode] in EEM is "closed" [ECProgramEndDate] cannot be blank	1	When Fiscal Entity is closed, EC Program's End Date is required
	171.392.4	If the status of the [FiscalEntityCode] in EEM is "closed" [ECProgramEndDate <= the closed date in EEM of the [FiscalEntityCode]	1	The program end date must be on or before the date the entity was reported as closed in the EEM.
	171.392.6	If [ECProgram] = "01" or "02" [ECProgramEndDate] must be >= September 1st of the current school year	1	The GSRP end date must be on or after September 1 of the current school year.
	171.392.8	If [ECProgram] <> "01" or "02" [ECProgramEndDate] must be >= September 1st of the current school year	2	It is unusual for a program end date to be before September 1 of the current school year.
	171.392.10	If CollectionName contains "Fall" or "Spring" [ECProgramEndDate] must be on or before the As of Date	1	The EC Program End Date must be on or before the as of date for this collection. Report program exits that occur after this collection period in the next collection.
	171.392.11	If CollectionName contains "EOP" [ECProgramEndDate] must be < September 15 of the next school year	1	The EC Program End Date must be prior to Sept. 15 of the next school year. Report program exits that occur on or after Sept. 15 in the EC Fall Collection.
	171.392.12	If CollectionName contains "EOP" [ECProgramEndDate] cannot be blank when [ECProgram] ="01" or "02"	1	Exit data must be reported in the EOP Collection for children in GSRP programs.
ECProgramExitReason	171.198.1	If [ECProgramEndDate] contains a value [ECProgramExitReason] cannot be blank	1	An exit reason is required when the program exit date field is populated.
ECProgramStartDate	171.195.1	[ECProgramStartDate] must be <= current date	1	Early Childhood Program Start Date cannot be after today's date.
	171.195.2	[ECProgramStartDate] must be >= {PersonalCore}.[Date of Birth]	1	Early Childhood Program Start Date cannot be prior to the student's date of birth.
	171.195.3	[ECProgramStartDate] must be >= the open date in EEM of the [FiscalEntityCode]	1	The Fiscal Entity was not open-active on the program start date

ECProgramStartDate	171.195.4	[ECProgramStartDate] must be < the closed date in EEM of the [FiscalEntityCode]	1	The Fiscal Entity was not open-active on the program start date.
FiscalEntityCode	171.194.1	If [FiscalEntityTypeCode] = "A" [FiscalEntityCode] must be a 9-character code	1	Fiscal Entity Type must be 'A' when Fiscal Entity Code is 9 characters.
	171.194.2	If [FiscalEntityTypeCode] = "D" [FiscalEntityCode] must be a 5-digit number	1	Fiscal Entity Code must be 5 characters when Fiscal Entity Type is "D".
	171.194.3	[FiscalEntityCode] must be a valid code in EEM AND within the entity type reported in [FiscalEntityTypeCode]	1	Fiscal Entity Code is blank or is not a valid Fiscal Entity Code.
FiscalEntityTypeCode	171.205.1	[FiscalEntityTypeCode] must = "A" or "D"	1	The Fiscal Entity Type must be "A" or "D".
SchoolFacilityNumber	171.285.1	[SchoolFacilityNumber] must be a valid code in EEM	1	The School Facility Number is invalid
	171.285.2	[SchoolFacilityNumber] must have an open date in EEM <= [ECProgramStartDate]	1	The entity reported in School Facility Number was not open on or before the EC Program Start Date reported.
	171.285.4	If [SchoolFacilityNumber] has a "closed" status in EEM the close date in EEM of the [SchoolFacilityNumber] must be >= [ECProgramEndDate]	1	The close date in EEM for the submitted School Facility Number must be the same as or after the EC Program End Date.
	171.285.5	If [SchoolFacilityNumber] has a "closed" status in EEM and the close date is prior to the collection open date the [SchoolFacilityNumber] cannot be submitted	1	The submitted School Facility Number has a close date in EEM that is prior to the collection open date and cannot be used
	171.285.6	If [SchoolFacilityNumber] has a "open" status in EEM and the open date is after the collection close date The [SchoolFacilityNumber] cannot be submitted.	1	The submitted School Facility Number has an open date that is after the collection close date and cannot be used.

Version History

Date	Description	Rule Affected	TFS Number	Updated By
3/20/2014	EC Delivery Schedule characteristic updates; removed codes 03 (Part-Day Home Based) and 04 (All Day Alternative Day) from the list of values. Changed the description of codes 05 and 06 from "Full-Day" to "School-Day".			schalkt
7/15/2016	Update birthdate range for GSRP age requirements.	171.193.1	64768	thielej
9/19/2016	Updated Business Rule 171.193.1 to reflect change in GSRP requirements.	171.193.1	68749	wiseleys
3/6/2017	added new enumeration 19 - Section 32p(4) Home Visitation			winansd
4/3/2017	New characteristic "EC Comment" added to the component.			wiseleys
8/1/2017	Changed severity from "Error" to "Warning" to allow certification of records. Updated Error/Warning message.	171.193.8		lozanos
8/1/2017	Updated Error/Warning message.	171.193.10		lozanos

User Guide

Collection Matrix

Component Status

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

Name	Description
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 condtionally 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:

Name	Classification
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.