



**TOPSpro Enterprise 3.x**

**Exchanging Data  
with 3<sup>rd</sup> Party Attendance  
and other Information Systems**

**Personnel and Users,  
Classes,  
Demographics,  
Student Program Status,  
Entries,  
Attendance,  
Tests,  
Student Class Status,  
Updates,  
HSE Exams**

**Business Requirement Statement and Specifications**

**Last Updated August 2016**

Document Revision 1.1

**Document evolution:**

| <b>Author</b>     | <b>Version</b> | <b>Date</b> | <b>Comments</b>  |
|-------------------|----------------|-------------|--|
| Gabriel Mihalache | 1.0            | August 2016 | Created  |
| Gabriel Mihalache | 1.1            | August 2016 | Updated with 3 <sup>rd</sup> party export information<br>Conservative Estimate field added to the Test Data format for export purposes<br>Added missing codes for learner results in the Update Data format<br>Corrected length of Class Schedule field in Class Data format |

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## TOPSpro Enterprise 3.x Business Requirement Statement

### Exchanging Data with 3<sup>rd</sup> Party Attendance and other Information Systems

**Functionality:** Ability to exchange data between TOPSpro Enterprise (TE) 3.x and 3<sup>rd</sup> party application systems in a uniform and standard manner.

**Scope:** Data exchange is divided into 10 segments for file types. The file types provided for import and export are (1) personnel and user data, (2) class data, (3) demographic data, (4) student program status, (5) entry data, (6) attendance data, (7) test data, (8) student class status, (9) update data, and (10) High School Equivalency exam results.

For each data exchange segment the field layout accepted for data import is identical with the field layout produced for data export.

“Personnel and User Data” refers to personnel and user account information for accessing the TOPSpro Enterprise system.

“Class Data” refers to the class system and the various attributes pertaining to classes.

“Demographic Data” refer to the generally unchanging facts about an individual learner (e.g. Gender, Date of Birth, Ethnicity, etc.).

“Student Program Status” refers to the placement of learners into various instructional programs and their progress.

“Entry Data” refers to dated information that pertains to a student when they enter the system, or a particular program and/or class.

“Attendance Data” refers to the amount of instruction received by a particular learner over a specific period of time.

“Test Data” refer to the raw/scale score obtained by a learner on a NRS approved test form.

“Student Class Status” refers to status information that pertains to a student attending a particular class.

“Update Data” refers to information that pertains to a student when they complete or progress within the system, or within a particular class and/or program.

“High School Equivalency exam results” refer to exam results for High School Equivalent national assessment systems like GED, TASC and HiSET.

Definition of the fields in each file type appears in the following tables.

**Import Constraints:** TOPSpro Enterprise will only import data according to the specifications in this document.

Importing duplicates will result in the last duplicate overwriting the previous ones.

**Assumptions:** The End-User is solely responsible for the accuracy, frequency, and appropriateness of data imported into TOPSpro Enterprise. The relational integrity of data originating outside of TE and imported via the import mechanism is not guaranteed and subject to satisfying all required data relationships.

**Supported Format:** TOPSpro Enterprise is able to import data supplied in the CSV format. A CSV file (i.e., Comma Separated Variable file) is an UTF-8/ASCII text file in which records have a variable length and end with a carriage return and line feed. Fields are explicitly delimited with a comma. It is recommended that all fields are enclosed into delimiting quotes. The delimiting quotes are mandatory for those fields that are expected to contain a list of codes separated by comma. No trailing space is allowed before or after the delimiting commas either within the fields or between the fields. The file name extension is assumed to be .CSV for CSV files (e.g., MyExport.CSV).

TOPSpro Enterprise exports data according in the same CSV format, following the field layouts presented in the next sections.

**Data Matching:** In order to make data matching easier when exporting data from TOPSpro Enterprise for use in a 3<sup>rd</sup> party system TE allows the End-User to specify which of the following student identifiers to be exported as the field called "Student ID" in those formats that contain student-related data:

- TOPSpro Enterprise Student ID
- Social Security Number
- State-generated ID
- GED ID
- HiSET ID
- TASC ID
- NEDP ID

**Import Sequence:** When importing multiple record types from 3<sup>rd</sup> Party systems it is recommended to follow this order that ensures the optimal record creation pattern in the hierarchical data organization:

1. Personnel and User Data
2. Class Data
3. Demographic Data
4. Student Program Status
5. Entry Data
6. Attendance Data
7. Test Data

8. Student Class Status
9. Update Data
10. HSE Exam Results

**Vendor Compliance:** For data import CASAS will maintain a list on its website of all vendors who are compliant with the specifications in this document. Compliance has two components, data and performance. See below for these definitions. In order to attain compliance the vendor shall submit sample data to CASAS for testing. Vendor may submit data as many times as necessary to achieve compliance.

**Data:** Data compliance refers to file layout and format which meets the specifications stated in this document. Compliance is achieved for each of the ten file layouts individually. A vendor may choose to support one, some, or all file layouts.

**Performance:** Performance compliance refers to the status of data exported from the vendor's own system. Specifically, only data that is new or changed since the last export should be included. In practical terms this means that the vendor's system must automatically ensure for the user that only new and changed data is exported with each successive download from the vendor's system.

**Notice:** CASAS reserves the right to reject import files from vendors that are not in compliance.

**Contact:** Technical questions about this document and data samples for compliance review can be directed to the TOPSpro Program Manager: Richard Ackermann, (800) 255-1036 ext. 114, rackermann@casas.org.

The record layouts supported by TOPSpro Enterprise follow in the next sections.

### 1 – Personnel and User Data (PERS)

| #  | Field Name          | Reqd. | Max Length | Comments  | Accepted Codes  |
|----|---------------------|-------|------------|---|---|
| 1  | Vendor Code         | Y     | 4          | Alphanumeric vendor code supplied by CASAS; unrecognized codes or empty values will prevent the data import                       |   |
| 2  | State Code          | Y     | 2          | Use standard U.S. Postal State abbreviations – e.g. CA for California   |   |
| 3  | Agency ID           | Y     | 15         | Agency ID as recorded in TE Alphanumeric field  |   |
| 4  | Site ID             |       | 15         | Site ID as recorded in TE Alphanumeric field  |   |
| 5  | User Account        |       | 200        | User account to be linked with the personnel record; use of email address is recommended<br>Unique per container (agency or site) |   |
| 6  | Teacher ID          | Y     | 15         | Teacher ID given by agency  |   |
| 7  | First Name          | Y     | 40         | Teacher First Name  |   |
| 8  | Middle Name         |       | 40         | Teacher Middle Name   |   |
| 9  | Last Name           | Y     | 40         | Teacher Last Name   |   |
| 10 | Certificates        |       | 15         | List of codes for known certificates separated by comma – e.g. “AE, K12” or “TESOL”<br>Leave empty when not available.            | <b>AE</b> - Adult Education Certificate<br><b>K12</b> - K-12 Certification<br><b>SE</b> - Special Education Certification<br><b>TESOL</b> - TESOL Certification |
| 11 | Years of Experience |       | 2          | Number of years of experience (0+)<br>Leave empty when not available.   |   |

#### One record sample:

“UVCD”, “CA”, “4098”, “1010”, “Santiago.DeLaHoz@RollingHills.com”, “1003”, “Santiago”, “Roberto”, “De La Hoz”, “AE,K12”, “10”

\* UVCD stands for Unspecified Vendor Code (this is not an accepted import code and is used only for documentation purposes); all 3<sup>rd</sup> party exports from TOPSpro Enterprise will export this code as the vendor code

## 2 – Class Data (CLS)

| #  | Field Name             | Reqd. | Max Length | Comments  | Accepted Codes  |
|----|------------------------|-------|------------|---|---|
| 1  | Vendor Code            | Y     | 4          | Alphanumeric vendor code supplied by CASAS; unrecognized codes or empty values will prevent the data import                             |   |
| 2  | State Code             | Y     | 2          | Use standard U.S. Postal State abbreviations – e.g. CA for California   |   |
| 3  | Agency ID              | Y     | 15         | Agency ID as recorded in TE<br>Alphanumeric field   |   |
| 4  | Site ID                | Y     | 15         | Site ID as recorded in TE<br>Alphanumeric field   |   |
| 5  | Class ID               | Y     | 21         | Class ID as recorded in TE<br>Alphanumeric field  |   |
| 6  | Extended Class ID      |       | 15         | Extended Class ID as recorded in TE<br>Alphanumeric field   |   |
| 7  | Class Description      | Y     | 70         | Class Description   |   |
| 8  | Course Code            |       | 15         | Course Code   |   |
| 9  | CIP Code               |       | 6          | The CIP Code associated with the class<br>Digits-only field<br>Leave empty when not available.  | One of the official CIP codes:<br><b>010000</b> - Agriculture, General<br><b>010903</b> - Animal Health<br><b>030501</b> - Forestry, General<br>etc.  |
| 10 | A22 Course Code        |       | 4          | The A22 Course Code associated with the class<br>Digits-only field<br>Leave empty when not available.                                   | One of the official A22 course codes:<br><b>2500</b> - This general physical education course develops skills through fitness and conditioning activities.<br><b>9991</b> - Basic foundation for using technology in the workplace.<br>etc. |
| 11 | Teacher ID             |       | 15         | The ID of the teacher teaching the class<br>If value is supplied and personnel record does not exist it is auto-created.                |   |
| 12 | Class Start Date       | Y     | 8          | The class start date  | Date format required is MMDDYYYY – e.g. “07012016” for July 1 <sup>st</sup> , 2016  |
| 13 | Class End Date         |       | 8          | The class end date  | Date format required is MMDDYYYY – e.g. “09302016” for September 30, 2016   |
| 14 | Transition Focus       |       | 15         | List of accepted codes separated by comma (e.g. “TW,TWT” or “TPE”), or “NT” for no transition focus.<br>Leave empty when not available. | <b>TW</b> - Transitions to work<br><b>TWT</b> - Transitions to workforce training<br><b>TPE</b> - Transitions to postsecondary education<br><b>NT</b> - This class does not focus on transitions  |
| 15 | Instructional Programs |       | 100        | List of instructional program codes taught in class, separated by comma (e.g. “BS,ESL” or “GED”).                                       | <b>BS</b> - Basic Skills (ABE)<br><b>ESL</b> - ESL/ELL<br><b>CIT</b> - Citizenship  |

|    |                  |  |     |  |  |
|----|------------------|--|-----|--|--|
|    |                  |  |     | Leave empty when not available.  | <b>HS</b> - High School Diploma<br><b>GED</b> - HSE<br><b>VOCED</b> - Career and Technical Education (CTE)<br><b>WFR</b> - Workforce Readiness<br><b>AD</b> - Adults w/Disabilities<br><b>PARENT</b> - Adults supporting K12 student success<br><b>OTHER</b> - Other Program<br><b>ROCP</b> - ROCP<br><b>PREAPPRENTICE</b> - Pre-Apprenticeship  |
| 16 | Special Programs |  | 100 | List of special program codes associated with the class, separated by comma (e.g. "J,SN,ENTP" or "DL").<br>Leave empty when not available. | <b>NN</b> - None<br><b>J</b> - Jail<br><b>CC</b> - Community Corrections<br><b>SC</b> - State Corrections<br><b>H</b> - Homeless Program<br><b>FL</b> - Family Literacy<br><b>WE</b> - Workplace Ed.<br><b>T</b> - Tutoring<br><b>DL</b> - Distance Learning<br><b>SN</b> - Special Needs<br><b>AE</b> - Alternative Ed. [K12]<br><b>ENTP</b> - Non-traditional Training<br><b>ELC</b> - EL Civics (IELCE)<br><b>CARLPK</b> - Carl Perkins<br><b>EVEN</b> - Even Start<br><b>CBET</b> - CBET<br><b>OT</b> - Other<br><b>OA</b> - Older Adults  |
| 17 | CBEDS Code       |  | 15  | The CBEDS code<br>Alphanumeric field   |  |
| 18 | Focus Area       |  | 10  | The focus area code associated with the class (California-only) – e.g. "225GED"<br>Leave empty when not available.                         | <b>225ABE</b> - Adult Basic Education<br><b>225ESL</b> - English as a Second Language<br><b>225VESL</b> - Vocational ESL<br><b>225VABE</b> - Vocational ABE<br><b>225ASE</b> - Adult Secondary Education<br><b>225GED</b> - General Education Development<br><b>231ABE</b> - Adult Basic Education<br><b>231ESL</b> - English as a Second Language<br><b>231ESLC</b> - ESL-Citizenship<br><b>231VESL</b> - Vocational ESL<br><b>231VABE</b> - Vocational ABE<br><b>231FL</b> - Family Literacy<br><b>231ASE</b> - Adult Secondary Education<br><b>231GED</b> - General Education Development |



|    |                               |  |     |   |   |
|----|-------------------------------|--|-----|---|---|
|    |                               |  |     |   | <b>ELCCIV</b> - Civic Participation<br><b>ELCCIT</b> - Citizenship Preparation  |
| 19 | Class Duration in Minutes     |  | 4   | The duration of one class meeting in minutes  |   |
| 20 | Class Schedule Code           |  | 3   | One-byte encoding of the week days when the class meets, e.g.<br>Class meets Monday and Tuesday (2 + 4) – supply “6”<br>Class meets Monday, Wednesday and Friday (2 + 8 + 32) – supply “42”<br>Class meets Friday, Saturday and Sunday (32 + 64 + 128) – supply “224” | Any sum of the following numeric codes for each day of the week:<br><b>2</b> – Monday<br><b>4</b> – Tuesday<br><b>8</b> – Wednesday<br><b>16</b> – Thursday<br><b>32</b> – Friday<br><b>64</b> – Saturday<br><b>128</b> – Sunday  |
| 21 | Total Hours for Class or Term |  | 4   | Total number of hours per class or term   |   |
| 22 | Instructional Setting         |  | 3   | The instructional setting code associated with the class – e.g. “LCL”<br>Leave empty when not available.  | <b>LCL</b> - Learning Center/Lab<br><b>TO</b> - Tutorial Only<br><b>TLL</b> - Tutorial plus Learning Lab<br><b>CR</b> - Classroom<br><b>CDL</b> - Classroom plus Distance Learning<br><b>DL</b> - Distance Learning only  |
| 23 | Physical Setting              |  | 4   | The physical setting code associated with the class – e.g. “ES”<br>Leave empty when not available.  | <b>AS</b> - Adult School<br><b>ES</b> - Elementary School<br><b>MJHS</b> - Middle/Junior High School<br><b>HS</b> - High School<br><b>CC</b> - Community College<br><b>CF</b> - Correctional Facility<br><b>LB</b> - Library<br><b>WS</b> - Work Site<br><b>CBO</b> - CBO Center<br><b>HO</b> - Home<br><b>CS</b> - Community Site<br><b>OT</b> - Other |
| 24 | Start Time                    |  | 2   | The start time code associated with the class – e.g. “EV”<br>Leave empty when not available.  | <b>MN</b> - Morning<br><b>AF</b> - Afternoon<br><b>EV</b> - Evening (after 5pm)   |
| 25 | Has Internet in Class         |  | 1   | Flag if Internet is available in class – e.g. “Y” or “N”  | <b>Y</b> – Yes or <b>T</b> – True<br><b>N</b> – No or <b>F</b> – False  |
| 26 | Has Internet in Lab           |  | 1   | Flag if Internet is available in lab – e.g. “Y” or “N”  | <b>Y</b> – Yes or <b>T</b> – True<br><b>N</b> – No or <b>F</b> – False  |
| 27 | Class Information             |  | 100 | A field dedicated to provider use for comments about the class record   |   |

**One record sample:**

“UVCD”, “CA”, “4098”, “1010”, “101”, “01”, “ESL Orientation  
 1”, “ESL1035”, “131004”, “2498”, “1001”, “07052016”, “08202016”, “TPE”, “ESL”, “FL”, “CBEDS1234”, “225ASE”, “140”, “34”, “1000”, “TLL”, “MJHS”, “AF  
 ”, “N”, “Y”, “ Class is full”

### 3 – Demographic Data (DEM)

| #  | Field Name          | Reqd. | Max Length | Comments  | Accepted Codes  |
|----|---------------------|-------|------------|---|---|
| 1  | Vendor Code         | Y     | 4          | Alphanumeric vendor code supplied by CASAS; unrecognized codes or empty values will prevent the data import |   |
| 2  | State Code          | Y     | 2          | Use standard U.S. Postal State abbreviations – e.g. CA for California                                       |   |
| 3  | Agency ID           | Y     | 15         | Agency ID as recorded in TE Alphanumeric field  |   |
| 4  | Site ID             | Y     | 15         | Site ID as recorded in TE Alphanumeric field  |   |
| 5  | Student ID          | Y     | 15         | Student ID as recorded in TE Alphanumeric field   |   |
| 6  | Student First Name  |       | 40         | The Student First Name  |   |
| 7  | Student Middle Name |       | 40         | Student Middle Name   |   |
| 8  | Student Last Name   |       | 40         | Student Last Name   |   |
| 9  | Gender              |       | 1          | The student gender code – e.g. “F”<br>Leave empty when not available.                                       | <b>1</b> or <b>M</b> – Male<br><b>2</b> or <b>F</b> – Female<br><b>0</b> or <b>3</b> – Unknown  |
| 10 | Birth Date          |       | 8          | The student birth date  | Date format required is MMDDYYYY – e.g. “07241978” for July 24, 1978  |
| 11 | Ethnicity           |       | 2          | The student ethnicity code – e.g. “NH”<br>Leave empty when not available.                                   | <b>H</b> - Hispanic or Latino<br><b>NH</b> - Not Hispanic or Latino   |
| 12 | Race                |       | 25         | The list of race codes endorsed by the student – e.g. “AI,AN” or “W”<br>Leave empty when not available.     | <b>W</b> - White<br><b>A</b> - Asian<br><b>B</b> - Black or African American<br><b>F</b> - Filipino<br><b>AI</b> - American Indian<br><b>AN</b> - Alaska Native<br><b>NH</b> - Native Hawaiian<br><b>PI</b> - Pacific Islander  |
| 13 | Native Language     |       | 2          | The student native language code – e.g. “E” or “S”<br>Leave empty when not available.                       | <b>E</b> - English<br><b>S</b> - Spanish<br><b>V</b> - Vietnamese<br><b>CH</b> - Chinese<br><b>H</b> - Hmong<br><b>CA</b> - Cambodian<br><b>T</b> - Tagalog<br><b>K</b> - Korean<br><b>L</b> - Lao<br><b>R</b> - Russian<br><b>F</b> - Farsi<br><b>AR</b> - Arabic<br><b>HT</b> - Haitian<br><b>SO</b> - Somali<br><b>UR</b> - Urdu<br><b>FR</b> - French<br><b>PT</b> - Portuguese |

|    |  |  |     |  |  |
|----|--|--|-----|--|--|
|    |  |  |     |  | <b>JA</b> - Japanese<br><b>PA</b> - Panjabi<br><b>BN</b> - Bengali<br><b>NE</b> - Nepali<br><b>MY</b> - Burmese<br><b>HI</b> - Hindi<br><b>KA</b> - Karen<br><b>GU</b> - Gujarati<br><b>DE</b> - German<br><b>AM</b> - Amharic<br><b>NV</b> - Navajo<br><b>PL</b> - Polish<br><b>HY</b> - Armenian<br><b>UK</b> - Ukrainian<br><b>O</b> - Other        |
| 14 | Years of School Completed              |  | 2   | Number of years of school completed<br>Leave empty when not available.                                   |  |
| 15 | Most School Years Completed Outside US |  | 1   | Flag if most school years were completed outside US – e.g. “Y” or “N”<br>Leave empty when not available. | <b>Y</b> – Yes or <b>T</b> – True<br><b>N</b> – No or <b>F</b> – False   |
| 16 | Highest Degree or Diploma Earned       |  | 4   | The earned degree or diploma code – e.g. “TC” or “SCND”<br>Leave empty when not available.               | <b>N</b> - None<br><b>GED</b> - HSE Certificate<br><b>H</b> - High School Diploma<br><b>TC</b> - Technical/Certificate<br><b>A</b> - A. A./A.S. Degree<br><b>F</b> - 4 yr. College Graduate<br><b>GS</b> - Higher than B.A./B.S.<br><b>O</b> - Other Diploma/Degree<br><b>SCND</b> - Some college, no degree<br><b>IEP</b> - Individual Education Plan |
| 17 | Degree or Diploma Earned Outside US    |  | 1   | Flag if degree or diploma was earned outside US – e.g. “Y” or “N”<br>Leave empty when not available.     | <b>Y</b> – Yes or <b>T</b> – True<br><b>N</b> – No or <b>F</b> – False   |
| 18 | Consent Signed                         |  | 1   | Flag if consent was signed – e.g. “Y” or “N”<br>Leave empty when not available.                          | <b>Y</b> – Yes or <b>T</b> – True<br><b>N</b> – No or <b>F</b> – False   |
| 19 | Address                                |  | 100 | Student address  |  |
| 20 | City                                   |  | 50  | Student city   |  |
| 21 | Address State Code                     |  | 2   | Use standard U.S. Postal State abbreviations – e.g. CA for California                                    |  |
| 22 | Zip Code                               |  | 10  | Zip code   |  |
| 23 | Ward                                   |  | 1   | Ward (Washington-only)   |  |
| 24 | Phone                                  |  | 14  | Phone number   |  |
| 25 | Cell Phone                             |  | 14  | Cell phone number  |  |
| 26 | Email Address                          |  | 200 | Email address  |  |
| 27 | SSN                                    |  | 9   | Social Security Number   |  |
| 28 | SSID                                   |  | 10  | State Student Identifier   |  |
| 29 | GED 2014 ID                            |  | 50  | GED 2014 identifier  |  |
| 30 | HiSET ID                               |  | 50  | HiSET Identifier   |  |
| 31 | TASC ID                                |  | 50  | TASC Identifier  |  |
| 32 | NEDP ID                                |  | 10  | NEDP Identifier  |  |



**One record sample:**

"UVCD", "CA", "4098", "1010", "10001", "Rebeca", "", "Bayon", "F", "01011950", "NH", "W,A,F", "CH", "10", "Y", "SCND", "F", "T", " 5151 Murphy Canyon Rd., Suite 220", "San Diego", "CA", "92123-4339", "1", "8582922900", "8582922901", "Rebeca.Bayon@gmail.com", "767465315", "354325", "45646", "67858567", "3563465", "7653467"

#### 4 – Student Program Status (SPS)

| #  | Field Name                 | Reqd. | Max Length | Comments   | Accepted Codes  |
|----|----------------------------|-------|------------|--|---|
| 1  | Vendor Code                | Y     | 4          | Alphanumeric vendor code supplied by CASAS; unrecognized codes or empty values will prevent the data import  |   |
| 2  | State Code                 | Y     | 2          | Use standard U.S. Postal State abbreviations – e.g. CA for California  |   |
| 3  | Agency ID                  | Y     | 15         | Agency ID as recorded in TE Alphanumeric field   |   |
| 4  | Site ID                    | Y     | 15         | Site ID as recorded in TE Alphanumeric field   |   |
| 5  | Student ID                 | Y     | 15         | Student ID as recorded in TE Alphanumeric field  |   |
| 6  | Instructional Program Code | Y     | 15         | Instructional program code where student is enrolled in - e.g. "ESL" or "GED"                                | <b>BS</b> - Basic Skills (ABE)<br><b>ESL</b> - ESL/ELL<br><b>CIT</b> - Citizenship<br><b>HS</b> - High School Diploma<br><b>GED</b> - HSE<br><b>VOCED</b> - Career and Technical Education (CTE)<br><b>WFR</b> - Workforce Readiness<br><b>AD</b> - Adults w/Disabilities<br><b>PARENT</b> - Adults supporting K12 student success<br><b>OTHER</b> - Other Program<br><b>ROCP</b> - ROCP<br><b>PREAPPRENTICE</b> - Pre-Apprenticeship |
| 7  | Program Start Date         | Y     | 8          | Start Date in Program  | Date format required is MMDDYYYY – e.g. "07012016" for July 1 <sup>st</sup> , 2016  |
| 8  | Program End Date           |       | 8          | End Date in Program  | Date format required is MMDDYYYY – e.g. "06302017" for June 30, 2017  |
| 9  | Program Status             |       | 4          | Program status code – e.g. "RET" or "LEFT"<br>Leave empty when not available.                                | <b>RET</b> - Retained in program<br><b>LEFT</b> - Left Program<br><b>NO12</b> - No show or did not attend at least 12 hours   |
| 10 | Program Exit Reason        |       | 6          | Reason code for exiting program, when applicable – e.g. "COMPGM" or "FP".<br>Leave empty when not available. | <b>CHPGM</b> - Changed class or program<br><b>COMPGM</b> - Completed Program<br><b>MG</b> - Met Goal<br><b>EPY</b> - End of program year<br><b>GOTJOB</b> - Got a job<br><b>MOVED</b> - Moved<br><b>SCHCON</b> - Schedule conflict<br><b>TRAN</b> - Lack of transportation<br><b>LCC</b> - Lack of child care<br><b>FP</b> - Family problems<br><b>OHP</b> - Own health problems<br><b>LI</b> - Lack of interest                      |

|    |                  |   |   |  |   |
|----|------------------|---|---|--|---|
|    |                  |   |   |  | <b>PS</b> - Public safety<br><b>AS</b> - Administratively separated<br><b>UNKR</b> - Unknown reason<br><b>OKR</b> - Other known reason<br><b>RI</b> - Released from Incarceration |
| 11 | Update Date      | Y | 8 | Update Date in Program/Class<br>Either Program Start Date or Update Date or both should be provided.<br>When Update Date is provided Program Progress should also be provided. | Date format required is MMDDYYYY – e.g. “07012016” for July 1 <sup>st</sup> , 2016  |
| 12 | Program Progress |   | 5 | Progress code for instructional program, when applicable – e.g. “PWL” or “COMPL”.<br>Leave empty when not available.   | <b>PWL</b> - Progressed within level or program<br><b>COMPL</b> - Completed level or program<br><b>ADV</b> - Advanced to a higher level or program                                |

**One record sample:**

“UVCD”, “CA”, “4098”, “1010”, “10001”, “BS”, “07012016”, “09202016”, “RET”, “08202016”, “PWL”

### 5 – Entry Data (ENTR)

| # | Field Name                | Reqd. | Max Length | Comments   | Accepted Codes  |
|---|---------------------------|-------|------------|--|---|
| 1 | Vendor Code               | Y     | 4          | Alphanumeric vendor code supplied by CASAS; unrecognized codes or empty values will prevent the data import                                  |   |
| 2 | State Code                | Y     | 2          | Use standard U.S. Postal State abbreviations – e.g. CA for California  |   |
| 3 | Agency ID                 | Y     | 15         | Agency ID as recorded in TE Alphanumeric field   |   |
| 4 | Site ID                   | Y     | 15         | Site ID as recorded in TE Alphanumeric field   |   |
| 5 | Student ID                | Y     | 15         | Student ID as recorded in TE Alphanumeric field  |   |
| 6 | Entry Date                | Y     | 8          | Entry Date in Program/Class  | Date format required is MMDDYYYY – e.g. “07012016” for July 1 <sup>st</sup> , 2016  |
| 7 | Primary Attainable Goal   |       | 4          | Attainable goal code endorsed as the primary goal - e.g. “IBS” or “GJ”<br>Leave empty when not available.                                    | <b>IBS</b> - Improve basic skills<br><b>IES</b> - Improve English skills<br><b>HS</b> - H.S. Dipl./HSE<br><b>GJ</b> - Get a Job<br><b>RJ</b> - Retain Job<br><b>ECT</b> - Enter college or training<br><b>WBP</b> - Work-based project<br><b>FG</b> - Family Goal<br><b>CIT</b> - U.S. Citizenship<br><b>MIL</b> - Military<br><b>PG</b> - Personal Goal<br><b>N</b> - None<br><b>O</b> - Other Attainable Goal<br><b>GBJ</b> - Get a better job  |
| 8 | Secondary Attainable Goal |       | 4          | Attainable goal code endorsed as the secondary goal - e.g. “RJ” or “GBJ”<br>Leave empty when not available.                                  | Same set as above.  |
| 9 | Special Programs          |       | 65         | List of special program codes associated with the student, separated by comma (e.g. “J,SN,ENTP” or “DL”).<br>Leave empty when not available. | <b>NN</b> - None<br><b>J</b> - Jail<br><b>CC</b> - Community Corrections<br><b>SC</b> - State Corrections<br><b>H</b> - Homeless Program<br><b>FL</b> - Family Literacy<br><b>WE</b> - Workplace Ed.<br><b>T</b> - Tutoring<br><b>DL</b> - Distance Learning<br><b>SN</b> - Special Needs<br><b>AE</b> - Alternative Ed. [K12]<br><b>ENTP</b> - Non-traditional Training<br><b>ELC</b> - EL Civics (IELCE)<br><b>CARLPK</b> - Carl Perkins<br><b>EVEN</b> - Even Start<br><b>CBET</b> - CBET<br><b>OT</b> - Other |

|    |                         |  |    |  |  |
|----|-------------------------|--|----|--|--|
|    |                         |  |    |  | <b>OA</b> - Older Adults   |
| 10 | Employment Barriers     |  | 65 | List of employment barrier codes associated with the student, separated by comma (e.g. "CB,HI" or "MSF"). Leave empty when not available.      | <b>CB</b> - Cultural Barriers<br><b>DISABLED</b> - Disabled<br><b>DSBLH</b> - Displaced Homemaker<br><b>ELL</b> - English Language Learner<br><b>EO</b> - Ex-Offender<br><b>FCY</b> - Foster Care Youth<br><b>HI</b> - Homeless<br><b>LTU</b> - Long-term Unemployed<br><b>LII</b> - Low income<br><b>LLL</b> - Low Levels of Literacy<br><b>MSF</b> - Migrant & Seasonal Farmworker<br><b>SF</b> - Seasonal Farmworker<br><b>SP</b> - Single Parent<br><b>NOTANF</b> - No TANF in 2 Years or Less |
| 11 | Personal Status         |  | 60 | List of personal status codes associated with the student, separated by comma (e.g. "WIA,WIOAIII" or "REHAB"). Leave empty when not available. | <b>TANF</b> - TANF<br><b>OPA</b> - Other public assistance<br><b>WIA</b> - WIOA, Title I<br><b>REHAB</b> - WIOA, Title IV<br><b>HSK12</b> - Enrolled in high school/K12<br><b>DW</b> - Dislocated worker<br><b>V</b> - Veteran<br><b>DSBL</b> - Physically disabled<br><b>OTHER</b> - Other<br><b>LDSBL</b> - Learning disabled<br><b>WIOAIII</b> - WIOA, Title III  |
| 12 | Labor Force Status      |  | 4  | Labor force status code endorsed by the student - e.g. "U" or "E"<br>Leave empty when not available.   | <b>U</b> - Unemployed<br><b>E</b> - Employed<br><b>W</b> - Employed, with notice<br><b>L</b> - Not in labor force  |
| 13 | Instructional Level     |  | 7  | Instructional level code endorsed by the student - e.g. "ESLIH" or "BSAL"<br>Leave empty when not available.                                   | <b>ESLBL</b> - Beginning Literacy<br><b>ESLB</b> - Beginning Low<br><b>ESLBH</b> - Beginning High<br><b>ESLIL</b> - Intermediate Low<br><b>ESLIH</b> - Intermediate High<br><b>ESLA</b> - Advanced<br><b>ESLCMP</b> - Completed Advanced<br><b>BSBL</b> - Beginning Literacy<br><b>BSB</b> - Beginning<br><b>BSIL</b> - Intermediate Low<br><b>BSIH</b> - Intermediate High<br><b>BSAL</b> - ASE Low<br><b>BSAH</b> - ASE High<br><b>BSCMP</b> - Completed ASE High                                |
| 14 | Annual Income Threshold |  | 8  | Annual income threshold code endorsed by the student - e.g. "SINGLE" or "MARRIED".<br>Leave empty when not available.                          | <b>SINGLE</b> - Single person and income below the federal poverty level<br><b>MARRIED</b> - Married and combined income below the federal poverty level   |



|    |                                     |  |     |  |  |
|----|-------------------------------------|--|-----|--|--|
| 15 | Hourly Wage                         |  | 6   | Hourly wage in dollars.<br>Two decimals allowed.   |  |
| 16 | Quarterly Wage                      |  | 8   | Quarterly wage in dollars.<br>Two decimals allowed.  |  |
| 17 | Work Hours per Week                 |  | 2   | Number of work hours per week.   |  |
| 18 | Transition Services Received        |  | 50  | List of transition services received prior to program enrollment, separated by comma (e.g. "ATC,CCD" or "OJT").<br>Leave empty when not available.                   | <b>ATC</b> – Assessment / Testing / Counseling<br><b>PDT</b> - Personal Development Training<br><b>CCD</b> - Counseling/Career Development<br><b>JDJA</b> - Job Development/Job Search Assistance<br><b>OST</b> - Occupational Skills Training (non-OJT)<br><b>OJT</b> - On-the-Job Training (OJT)<br><b>WE</b> - Work Experience<br><b>PESJRT</b> - Pre-Employment Skills/Job Readiness Training<br><b>PAE</b> - Postsecondary Academic Education<br><b>OTS</b> - Other Transition Services |
| 19 | Supportive Services Received        |  | 80  | List of supportive services received prior to program enrollment, separated by comma (e.g. "TRANSPORT,HEALTHCARE" or "FEDCASH").<br>Leave empty when not available.  | <b>TRANSPORT</b> - Transportation<br><b>HEALTHCARE</b> - Health Care and Mental Health Care<br><b>FAMILYCARE</b> - Family/Child Care<br><b>HOUSING</b> - Housing or Rental Assistance<br><b>PERSONAL</b> - Personal, Financing, or Legal Counseling<br><b>SIS</b> - Supplementary Instruct. Serv.<br><b>NBRP</b> - Needs-Based Related Payments<br><b>EFS</b> - Emergency Financial Services<br><b>FEDCASH</b> - Federal Education Cash Assist.<br><b>OTHER</b> - Other Supportive Services  |
| 20 | Pre-Employment Work Maturity Skills |  | 150 | List of pre-employment work maturity skill codes associated with the student, separated by comma (e.g. "WIA,WIOAIII" or "REHAB").<br>Leave empty when not available. | <b>CAREER_DECISION</b> - Make career decision<br><b>MARKET_INFO</b> - Use labor market info.<br><b>PREPARE_RESUME</b> - Prepare a resume<br><b>COVER_LETTER</b> - Write a cover letter<br><b>APPLICATION</b> - Fill out an application<br><b>INTERVIEW</b> - Interview<br><b>PUNCTUAL</b> - Being punctual<br><b>ATTENDANCE</b> - Regular attendance<br><b>INTERPERSONAL</b> - Good  |

|    |                     |  |     |   |   |
|----|---------------------|--|-----|---|---|
|    |                     |  |     |   | interpersonal relations<br><b>ATTITUDE</b> - Positive attitude/behaviors<br><b>APPEARANCE</b> - Appropriate appearance<br><b>COMPLETE_TASKS</b> - Complete tasks effectively  |
| 21 | Workforce Readiness |  | 100 | List of workforce readiness codes associated with the student, separated by comma (e.g. "WIA,WIOAIII" or "REHAB").<br>Leave empty when not available. | <b>COMMUNICATIONS</b> - Communications<br><b>THINKING</b> - Thinking Skills<br><b>LEARNING</b> - Learning to Learn<br><b>PERSONAL</b> - Personal Qualities<br><b>RESOURCES</b> - Resources<br><b>INTERPERSONAL</b> - Interpersonal Skills<br><b>INFORMATION</b> - Information<br><b>SYSTEMS</b> - Systems<br><b>TECHNOLOGY</b> - Technology |

**One record sample:**

"UVCD","CA","4098","1010","10001","07262016","IBS","GJ","CC,SC","CB","TANF","E","ESLIH","SINGLE","50","6500","40","ATC","TRANSPORT","CAREER\_DECISION","COMMUNICATIONS"

## 6 – Attendance Data (ATT)

| #  | Field Name             | Reqd. | Max Length | Comments  | Accepted Codes   |
|----|------------------------|-------|------------|---|--|
| 1  | Vendor Code            | Y     | 4          | Alphanumeric vendor code supplied by CASAS; unrecognized codes or empty values will prevent the data import |  |
| 2  | State Code             | Y     | 2          | Use standard U.S. Postal State abbreviations – e.g. CA for California                                       |  |
| 3  | Agency ID              | Y     | 15         | Agency ID as recorded in TE<br>Alphanumeric field   |  |
| 4  | Site ID                | Y     | 15         | Site ID as recorded in TE<br>Alphanumeric field   |  |
| 5  | Student ID             | Y     | 15         | Student ID as recorded in TE<br>Alphanumeric field  |  |
| 6  | Class ID               | Y     | 21         | Class ID as recorded in TE<br>Alphanumeric field  |  |
| 7  | Extended Class ID      |       | 15         | Extended Class ID as recorded in TE<br>Alphanumeric field   |  |
| 8  | Record Date            | Y     | 8          | Date of record in TE or date of attendance  | Date format required is MMDDYYYY – e.g. “07012016” for July 1 <sup>st</sup> , 2016   |
| 9  | Minutes of Instruction | Y     | 6          | Number of minutes of instruction received by the student<br>Numeric field                                   |  |
| 10 | Attendance Source      | Y     | 15         | Attendance source code describing the type of attendance data - e.g. “DAILY” or “UPDATE”.                   | <b>UPDATE</b> - Student Update<br><b>TEST</b> - Student Test<br><b>OBSERVATION</b> - Student Observation<br><b>DAILY</b> - Daily Attendance<br><b>CUMULATED</b> - Student Update (Cumulated) |

### One record sample:

“UVCD”, “CA”, “4098”, “1010”, “10001”, “101”, “01”, “08012016”, 300, “Daily”

## 7 – Test Data (TEST)

| #  | Field Name                               | Reqd. | Max Length | Comments   | Accepted Codes  |
|----|--|-------|------------|--|---|
| 1  | Vendor Code                              | Y     | 4          | Alphanumeric vendor code supplied by CASAS; unrecognized codes or empty values will prevent the data import                    |   |
| 2  | State Code                               | Y     | 2          | Use standard U.S. Postal State abbreviations – e.g. CA for California  |   |
| 3  | Agency ID                                | Y     | 15         | Agency ID as recorded in TE<br>Alphanumeric field  |   |
| 4  | Site ID                                  | Y     | 15         | Site ID as recorded in TE<br>Alphanumeric field  |   |
| 5  | Student ID                               | Y     | 15         | Student ID as recorded in TE<br>Alphanumeric field   |   |
| 6  | Assessment Date                          | Y     | 8          | Assessment Date  | Date format required is MMDDYYYY – e.g. “07012016” for July 1 <sup>st</sup> , 2016  |
| 7  | Assessment Form Code                     | Y     | 5          | Assessment form code pertaining to the test record - e.g. “031R” or “032M”   | One of the official assessment form codes:<br><b>031R</b> - Life Skills Reading Level A<br><b>032M</b> - Life Skills Math Level A<br>etc. |
| 8  | Class ID                                 |       | 21         | Class ID as recorded in TE<br>Alphanumeric field   |   |
| 9  | Extended Class ID                        |       | 15         | Extended Class ID as recorded in TE<br>Alphanumeric field  |   |
| 10 | Raw Score                                |       | 2          | Raw score of the test<br>Numeric field   |   |
| 11 | Scale Score                              |       | 3          | Scale score of the tests (required especially for non-CASAS assessment forms)<br>Numeric field                                 |   |
| 12 | Is Accurate                              |       | 1          | Flag indicating if the test result is accurate   | <b>Y</b> – Yes or <b>T</b> – True<br><b>N</b> – No or <b>F</b> – False  |
| 13 | Student Does not Have Skills For Testing |       | 1          | Flag indicating if the student does not have the skills to be tested   | <b>Y</b> – Yes or <b>T</b> – True<br><b>N</b> – No or <b>F</b> – False  |
| 14 | Is Score Override                        |       | 1          | Flag indicating if the scale score is an override  | <b>Y</b> – Yes or <b>T</b> – True<br><b>N</b> – No or <b>F</b> – False  |
| 15 | Test1                                    |       | 3          | A field dedicated to provider use  |   |
| 16 | Test2                                    |       | 3          | A field dedicated to provider use  |   |
| 17 | Test3                                    |       | 3          | A field dedicated to provider use  |   |
| 18 | Test4                                    |       | 3          | A field dedicated to provider use  |   |
| 19 | Conservative Estimate                    |       | 1          | Flag indicating if the scale score is a conservative estimate<br>Only used by the export routine, value is discarded at import | <b>Y</b> – Yes or <b>T</b> – True<br><b>N</b> – No or <b>F</b> – False  |

### One record sample:

“UVCD”, “CA”, “4098”, “1010”, “10003”, “08022016”, “013R”, “101”, “01”, “20”, “210”, “600”, Y, N, Y, “123”, “234”, “345”, “456”

### 8 – Student Class Status (SCS)

| #  | Field Name                  | Reqd. | Max Length | Comments  | Accepted Codes   |
|----|-----------------------------|-------|------------|---|--|
| 1  | Vendor Code                 | Y     | 4          | Alphanumeric vendor code supplied by CASAS; unrecognized codes or empty values will prevent the data import |  |
| 2  | State Code                  | Y     | 2          | Use standard U.S. Postal State abbreviations – e.g. CA for California                                       |  |
| 3  | Agency ID                   | Y     | 15         | Agency ID as recorded in TE Alphanumeric field  |  |
| 4  | Site ID                     | Y     | 15         | Site ID as recorded in TE Alphanumeric field  |  |
| 5  | Class ID                    | Y     | 21         | Class ID as recorded in TE Alphanumeric field   |  |
| 6  | Extended Class ID           |       | 15         | Extended Class ID as recorded in TE Alphanumeric field  |  |
| 7  | Student ID                  | Y     | 15         | Student ID as recorded in TE Alphanumeric field   |  |
| 8  | Student Class Status        | Y     | 5          | Code describing the student status in class - e.g. "ACT" or "COMPL".  | <b>ACT</b> - Active<br><b>COMPL</b> - Completed<br><b>INACT</b> - Inactive         |
| 9  | Last Status Update Date     | Y     | 8          | Date of last update of the student status in class  | Date format required is MMDDYYYY – e.g. "08252016" for August 25, 2016             |
| 10 | Student Start Date in Class |       | 8          | Date when student was enrolled in class   | Date format required is MMDDYYYY – e.g. "07012016" for July 1 <sup>st</sup> , 2016 |
| 11 | Student End Date in Class   |       | 8          | Date when student exited the class  | Date format required is MMDDYYYY – e.g. "08252016" for August 25, 2016             |

**One record sample:**

"UVCD","CA","4098","1010","101","01","10001","COMPL","08172016","08012016","08172016"

### 9 – Update Data (UPDT)

| #  | Field Name                                  | Reqd. | Max Length | Comments  | Accepted Codes   |
|----|---|-------|------------|---|--|
| 1  | Vendor Code                                 | Y     | 4          | Alphanumeric vendor code supplied by CASAS; unrecognized codes or empty values will prevent the data import   |  |
| 2  | State Code                                  | Y     | 2          | Use standard U.S. Postal State abbreviations – e.g. CA for California   |  |
| 3  | Agency ID                                   | Y     | 15         | Agency ID as recorded in TE Alphanumeric field  |  |
| 4  | Site ID                                     | Y     | 15         | Site ID as recorded in TE Alphanumeric field  |  |
| 5  | Student ID                                  | Y     | 15         | Student ID as recorded in TE Alphanumeric field   |  |
| 6  | Update Date                                 | Y     | 8          | Update Date in Program/Class  | Date format required is MMDDYYYY – e.g. “07012016” for July 1 <sup>st</sup> , 2016   |
| 7  | Training Services Received                  |       | 50         | List of received training service codes, separated by comma (e.g. “ET,ABEESL” or “CT”).<br>Leave empty when not available.  | <b>OTJT</b> - On the Job Training<br><b>SU</b> - Skill Upgrading<br><b>ET</b> - Entrepreneurial Training (non-WIOA Youth)<br><b>ABEESL</b> - ABE/ESL in conjunction w/Training (non-TAA funded)<br><b>CT</b> - Customized Training<br><b>OOST</b> - Other Occupational Skills Training<br><b>RT</b> - Remedial Training (ABE/ESL – TAA only)<br><b>PT</b> - Prerequisite Training<br><b>RA</b> - Registered Apprenticeship<br><b>YOST</b> - Youth Occupational Skills Training<br><b>ONOST</b> - Other Non-Occupational-Skills Training<br><b>U</b> - Unspecified Training |
| 8  | Career Services Received                    |       | 15         | List of received career service codes, separated by comma (e.g. “I,F” or “IO”).<br>Leave empty when not available.  | <b>B</b> - Basic<br><b>I</b> - Individualized<br><b>IO</b> - Information only<br><b>F</b> - Follow up<br><b>SS</b> - Self-service  |
| 9  | Vocational Rehabilitation Services Received |       | 10         | List of received vocation rehabilitation service codes, separated by comma (e.g. “VR” or “VRE”).<br>Leave empty when not available.                                     | <b>VR</b> - Vocational Rehabilitation<br><b>VRE</b> - Vocational Rehabilitation and Employment   |
| 10 | Work Results                                |       | 190        | List of achieved work result codes, separated by comma (e.g. “WORK_INCWAGE” or “WORK_GOTJOB, WORK_EXPERIENCE, WORK_OFF_ASSISTANCE”).<br>Leave empty when not available. | <b>WORK_GOTJOB</b> - Got a job<br><b>WORK_INCWAGE</b> - Increased wages<br><b>WORK_RETAINED</b> - Retained job<br><b>WORK_BETTERJOB</b> - Got a better job<br><b>WORK_METGOAL</b> - Met work-  |

|    |                   |  |     |  |
|----|-------------------|--|-----|--|
|    |                   |  |     | <p>based project goal</p> <p><b>WORK_TRAINING</b> - Entered job training</p> <p><b>WORK_TRAININGPRG</b> - Entered training program</p> <p><b>WORK_TRNGMLST</b> - Training milestone</p> <p><b>WORK_APPRENTICE</b> - Entered apprenticeship</p> <p><b>WORK_MILITARY</b> - Entered military</p> <p><b>WORK_EXPERIENCE</b> - Acquired workforce readiness skills</p> <p><b>WORK_OFF_ASSISTANCE</b> - Reduced public assistance</p> <p><b>WORK_OTHER</b> - Other work outcome</p>  |
| 11 | Education Results |  | 370 | <p>List of achieved education result codes, separated by comma (e.g. "EDU_GED2014" or "EDU_CERTIFICATE, EDU_ENROLLSECONDARY").<br/>Leave empty when not available.</p> <p><b>EDU_GED2014</b> - Passed GED (2014)</p> <p><b>EDU_HISET</b> - Passed HISET</p> <p><b>EDU_TASC</b> - Passed TASC</p> <p><b>EDU_DIPLOMA</b> - Earned High School diploma</p> <p><b>EDU_K12</b> - Returned to K-12</p> <p><b>EDU_COMPUTER</b> - Gained computer/tech skills</p> <p><b>EDU_COMPLETED_COURSE</b> - Completed course</p> <p><b>EDU_MASTERED_COMPS</b> - Mastered course competencies</p> <p><b>EDU_CERTIFICATE</b> - Earned certificate</p> <p><b>EDU_ACHIEVEMENT</b> - Educational achievement</p> <p><b>EDU_SKILLS</b> - Skills progression</p> <p><b>EDU_TRANSCRIPTSEC</b> - Secondary transcript or report card</p> <p><b>EDU_TRANSCRIPTPOST</b> - Postsecondary transcript or report card</p> <p><b>EDU_ENROLLSECONDARY</b> - Enrolled in secondary program</p> <p><b>EDU_POSTSECONDARY</b> - Entered college</p> <p><b>EDU_CREDIT_TRAN</b> - Transitioned to credit (transfer)</p> <p><b>EDU_CREDIT_NTRAN</b> - Transitioned to credit (non-transfer)</p> <p><b>EDU_CREDENTIAL</b> - Attained credential</p> <p><b>EDU_AA_AS</b> - Attained A.A. or A.S. degree</p> <p><b>EDU_BA_BS</b> - Attained B.A. or B.S.</p> |

|    |   |  |    |   |   |
|----|---|--|----|---|---|
|    |   |  |    |   | <p>degree</p> <p><b>EDU_ENTER_GS</b> - Entered graduate studies</p> <p><b>EDU_POSTGRADUATE</b> - Attained post graduate degree</p> <p><b>EDU_OS_L</b> - Occupational skills licensure</p> <p><b>EDU_OS_C</b> - Occupational skills certificate</p> <p><b>EDU_O_CERT</b> - Occupational certifications</p> <p><b>EDU_OTHER</b> - Other recognized diploma, degree, or certificate</p>              |
| 12 | Personal Results  |  | 75 | <p>List of achieved personal result codes, separated by comma (e.g. "PERS_INCRCHILDED" or "PERS_INCRCHILDLIT, PERS_METFGOAL").</p> <p>Leave empty when not available.</p> | <p><b>PERS_INCRCHILDED</b> - Increased involvement in children's education</p> <p><b>PERS_INCRCHILDLIT</b> - Increased involvement in children's literacy activities</p> <p><b>PERS_METFGOAL</b> - Met other family goal</p> <p><b>PERS_METGOAL</b> - Met personal goal</p> <p><b>PERS_OTHER</b> - Other personal/family outcome</p>  |
| 13 | Community Results   |  | 90 | <p>List of achieved community result codes, separated by comma (e.g. "COMM_REZIDENCE" or "COMM_RECEIVED_CIT, COMM_VOTE").</p> <p>Leave empty when not available.</p>      | <p><b>COMM_REZIDENCE</b> - Obtained permanent residence</p> <p><b>COMM_ACHIEVED_CIT</b> - Attained U.S. citizenship</p> <p><b>COMM_RECEIVED_CIT</b> - Achieved U.S. citizenship skills</p> <p><b>COMM_VOTE</b> - Registered to vote or voted for first time</p> <p><b>COMM_INVOLVEMENT</b> - Increased involvement in community activities</p> <p><b>COMM_OTHER</b> - Other community outcome</p> |
| 14 | Enrolled In Education Leading To Postsecondary Credential           |  | 1  | Flag if student enrolled in education leading to postsecondary credential   | <p><b>Y</b> – Yes or <b>T</b> – True</p> <p><b>N</b> – No or <b>F</b> – False</p>   |
| 15 | Enrolled In Training Leading To Postsecondary Credential            |  | 1  | Flag if student enrolled in training leading to postsecondary credential  | <p><b>Y</b> – Yes or <b>T</b> – True</p> <p><b>N</b> – No or <b>F</b> – False</p>   |
| 16 | Post Exit Enrolled In Education Leading To Postsecondary Credential |  | 1  | Flag if student post exit enrolled in education leading to postsecondary credential   | <p><b>Y</b> – Yes or <b>T</b> – True</p> <p><b>N</b> – No or <b>F</b> – False</p>   |
| 17 | Post Exit Enrolled In Training Leading To Postsecondary             |  | 1  | Flag if student post exit enrolled in training leading to postsecondary credential  | <p><b>Y</b> – Yes or <b>T</b> – True</p> <p><b>N</b> – No or <b>F</b> – False</p>   |



|    | Credential                   |  |    |   |   |
|----|------------------------------|--|----|---|---|
| 18 | Labor Force Status           |  | 4  | Labor force status code endorsed by the student - e.g. "U" or "E"<br>Leave empty when not available.                              | <b>U</b> - Unemployed<br><b>E</b> - Employed<br><b>W</b> - Employed, with notice<br><b>L</b> - Not in labor force   |
| 19 | Instructional Level          |  | 7  | Instructional level code endorsed by the student - e.g. "ESLIH" or "BSAL"<br>Leave empty when not available.                      | <b>ESLBL</b> - Beginning Literacy<br><b>ESLB</b> - Beginning Low<br><b>ESLBH</b> - Beginning High<br><b>ESLIL</b> - Intermediate Low<br><b>ESLIH</b> - Intermediate High<br><b>ESLA</b> - Advanced<br><b>ESLCMP</b> - Completed Advanced<br><b>BSBL</b> - Beginning Literacy<br><b>BSB</b> - Beginning<br><b>BSIL</b> - Intermediate Low<br><b>BSIH</b> - Intermediate High<br><b>BSAL</b> - ASE Low<br><b>BSAH</b> - ASE High<br><b>BSCMP</b> - Completed ASE High                           |
| 20 | Met Instructional Intensity  |  | 1  | Flag if student met required instructional intensity  | <b>Y</b> – Yes or <b>T</b> – True<br><b>N</b> – No or <b>F</b> – False  |
| 21 | Annual Income Threshold      |  | 8  | Annual income threshold code endorsed by the student - e.g. "SINGLE" or "MARRIED".<br>Leave empty when not available.             | <b>SINGLE</b> - Single person and income below the federal poverty level<br><b>MARRIED</b> - Married and combined income below the federal poverty level  |
| 22 | Hourly Wage                  |  | 6  | Hourly wage in dollars.<br>Two decimals allowed.  |   |
| 23 | Quarterly Wage               |  | 8  | Quarterly wage in dollars.<br>Two decimals allowed.   |   |
| 24 | Work Hours per Week          |  | 2  | Number of work hours per week.  |   |
| 25 | Transition Services Received |  | 50 | List of transition services received in program, separated by comma (e.g. "ATC,CCD" or "OJT").<br>Leave empty when not available. | <b>ATC</b> – Assessment / Testing / Counseling<br><b>PDT</b> - Personal Development Training<br><b>CCD</b> - Counseling/Career Development<br><b>JDJSA</b> - Job Development/Job Search Assistance<br><b>OST</b> - Occupational Skills Training (non-OJT)<br><b>OJT</b> - On-the-Job Training (OJT)<br><b>WE</b> - Work Experience<br><b>PESJRT</b> - Pre-Employment Skills/Job Readiness Training<br><b>PAE</b> - Postsecondary Academic Education<br><b>OTS</b> - Other Transition Services |
| 26 | Supportive Services Received |  | 80 | List of supportive services received in program, separated by comma (e.g. "TRANSPORT,HEALTHCARE" or                               | <b>TRANSPORT</b> - Transportation<br><b>HEALTHCARE</b> - Health Care and Mental Health Care   |

|    |                                     |  |     |  |   |
|----|-------------------------------------|--|-----|--|---|
|    |                                     |  |     | <p>“FEDCASH”).<br/>Leave empty when not available.</p>   | <p><b>FAMILYCARE</b> - Family/Child Care<br/> <b>HOUSING</b> - Housing or Rental Assistance<br/> <b>PERSONAL</b> - Personal, Financing, or Legal Counseling<br/> <b>SIS</b> - Supplementary Instruct. Serv.<br/> <b>NBRP</b> - Needs-Based Related Payments<br/> <b>EFS</b> - Emergency Financial Services<br/> <b>FEDCASH</b> - Federal Education Cash Assist.<br/> <b>OTHER</b> - Other Supportive Services</p>   |
| 27 | Pre-Employment Work Maturity Skills |  | 150 | <p>List of pre-employment work maturity skill codes associated with the student, separated by comma (e.g. “WIA,WIOAIII” or “REHAB”).<br/>Leave empty when not available.</p> | <p><b>CAREER_DECISION</b> - Make career decision<br/> <b>MARKET_INFO</b> - Use labor market info.<br/> <b>PREPARE_RESUME</b> - Prepare a resume<br/> <b>COVER_LETTER</b> - Write a cover letter<br/> <b>APPLICATION</b> - Fill out an application<br/> <b>INTERVIEW</b> - Interview<br/> <b>PUNCTUAL</b> - Being punctual<br/> <b>ATTENDANCE</b> - Regular attendance<br/> <b>INTERPERSONAL</b> - Good interpersonal relations<br/> <b>ATTITUDE</b> - Positive attitude/behaviors<br/> <b>APPEARANCE</b> - Appropriate appearance<br/> <b>COMPLETE_TASKS</b> - Complete tasks effectively</p> |
| 28 | Workforce Readiness                 |  | 100 | <p>List of workforce readiness codes associated with the student, separated by comma (e.g. “WIA,WIOAIII” or “REHAB”).<br/>Leave empty when not available.</p>                | <p><b>COMMUNICATIONS</b> - Communications<br/> <b>THINKING</b> - Thinking Skills<br/> <b>LEARNING</b> - Learning to Learn<br/> <b>PERSONAL</b> - Personal Qualities<br/> <b>RESOURCES</b> - Resources<br/> <b>INTERPERSONAL</b> - Interpersonal Skills<br/> <b>INFORMATION</b> - Information<br/> <b>SYSTEMS</b> - Systems<br/> <b>TECHNOLOGY</b> - Technology</p>  |

**One record sample:**

“UVCD”,“CA”,“4098”,“1010”,“10001”,“08182016”,“OTJT,SU”,“B,I”,“VRE”,“WORK\_RETAINED,WORK\_METGOAL”,“EDU\_K12”,“PERS\_INCRCHILDE  
D”,“COMM\_VOTE”,“Y”,“N”,“N”,“Y”,  
“E”,“BSAL”,“Y”,“SINGLE”,“50”,“6500”,“40”,“ATC”,“TRANSPORT”,“CAREER\_DECISION”,“COMMUNICATIONS”

### 10 – HSE Exam Results (HSE)

| #  | Field Name                                       | Reqd. | Max Length | Comments  | Accepted Codes   |
|----|--|-------|------------|---|--|
| 1  | Vendor Code                                      | Y     | 4          | Alphanumeric vendor code supplied by CASAS; unrecognized codes or empty values will prevent the data import |  |
| 2  | State Code                                       | Y     | 2          | Use standard U.S. Postal State abbreviations – e.g. CA for California                                       |  |
| 3  | Agency ID  | Y     | 15         | Agency ID as recorded in TE<br>Alphanumeric field   |  |
| 4  | Site ID  | Y     | 15         | Site ID as recorded in TE<br>Alphanumeric field   |  |
| 5  | Student ID                                       | Y     | 15         | Student ID as recorded in TE<br>Alphanumeric field  |  |
| 6  | GED2014 ID                                       |       | 50         | GED 2014 ID<br>Alphanumeric field   |  |
| 7  | GED 2014 - Reasoning Through Language Arts       |       | 1          | Passed GED 2014 section - Reasoning Through Language Arts   | <b>Y</b> – Yes or <b>T</b> – True<br><b>N</b> – No or <b>F</b> – False             |
| 8  | GED 2014 - Science                               |       | 1          | Passed GED 2014 section - Science   | Idem   |
| 9  | GED 2014 - Social Studies                        |       | 1          | Passed GED 2014 section – Social Studies  | Idem   |
| 10 | GED 2014 - Mathematical Reasoning                |       | 1          | Passed GED 2014 section – Mathematical Reasoning  | Idem   |
| 11 | GED 2014 - Reasoning Through Language Arts score |       | 3          | Score for GED 2014 section - Reasoning Through Language Arts  |  |
| 12 | GED 2014 – Science score                         |       | 3          | Score for GED 2014 section - Science  |  |
| 13 | GED 2014 - Social Studies score                  |       | 3          | Score for GED 2014 section – Social Studies   |  |
| 14 | GED 2014 - Mathematical Reasoning score          |       | 3          | Score for GED 2014 section – Mathematical Reasoning   |  |
| 15 | GED 2014 - Reasoning Through Language Arts date  |       | 8          | GED 2014 - Reasoning Through Language Arts date   | Date format required is MMDDYYYY – e.g. “07012016” for July 1 <sup>st</sup> , 2016 |
| 16 | GED 2014 – Science date                          |       | 8          | GED 2014 – Science date   | Idem   |
| 17 | GED 2014 - Social Studies date                   |       | 8          | GED 2014 - Social Studies date  | Idem   |
| 18 | GED 2014 - Mathematical Reasoning date           |       | 8          | GED 2014 - Mathematical Reasoning date  | Idem   |
| 19 | GED 2014 - Non-English                           |       | 1          | Was administered a Non-English GED 2014 version   | <b>Y</b> – Yes or <b>T</b> – True<br><b>N</b> – No or <b>F</b> – False             |
| 20 | HiSET ID   |       | 50         | HiSET ID<br>Alphanumeric field  |  |
| 21 | HiSET - Language Arts, Writing                   |       | 1          | Passed HiSET section - Language Arts, Writing   | <b>Y</b> – Yes or <b>T</b> – True<br><b>N</b> – No or <b>F</b> – False             |

|    |                                      |  |    |  |  |
|----|--------------------------------------|--|----|--|--|
| 22 | HiSET - Science                      |  | 1  | Passed HISET section - Science                   | Idem   |
| 23 | HiSET - Social Studies               |  | 1  | Passed HISET section – Social Studies            | Idem   |
| 24 | HiSET - Language Arts, Reading       |  | 1  | Passed HISET section – Language Arts, Reading    | Idem   |
| 25 | HiSET - Math                         |  | 1  | Passed HISET section – Math                      | Idem   |
| 26 | HiSET - Language Arts, Writing score |  | 3  | Score for HISET section - Language Arts, Writing |  |
| 27 | HiSET – Science score                |  | 3  | Score for HISET section - Science                |  |
| 28 | HiSET - Social Studies score         |  | 3  | Score for HISET section – Social Studies         |  |
| 29 | HiSET - Language Arts, Reading score |  | 3  | Score for HISET section – Language Arts, Reading |  |
| 30 | HiSET - Math score                   |  | 3  | Score for HISET section – Math                   |  |
| 31 | HiSET - Language Arts, Writing date  |  | 8  | HiSET - Language Arts, Writing date              | Date format required is MMDDYYYY – e.g. “07012016” for July 1 <sup>st</sup> , 2016 |
| 32 | HiSET – Science date                 |  | 8  | HiSET – Science date                             | Idem   |
| 33 | HiSET - Social Studies date          |  | 8  | HiSET - Social Studies date                      | Idem   |
| 34 | HiSET - Language Arts, Reading date  |  | 8  | HiSET - Language Arts, Reading date              | Idem   |
| 35 | HiSET - Math date                    |  | 8  | HiSET - Math date                                | Idem   |
| 36 | HiSET - Non-English                  |  | 1  | Was administered a Non-English HISET version     | <b>Y</b> – Yes or <b>T</b> – True<br><b>N</b> – No or <b>F</b> – False             |
| 37 | TASC_ID                              |  | 50 | TASC ID<br>Alphanumeric field                    |  |
| 38 | TASC - Language Arts                 |  | 1  | Passed TASC section - Language Arts              | <b>Y</b> – Yes or <b>T</b> – True<br><b>N</b> – No or <b>F</b> – False             |
| 39 | TASC - Math                          |  | 1  | Passed TASC section - Math                       | Idem   |
| 40 | TASC - Science                       |  | 1  | Passed TASC section – Science                    | Idem   |
| 41 | TASC - Social Studies                |  | 1  | Passed TASC section – Social Studies             | Idem   |
| 42 | TASC - Writing                       |  | 1  | Passed TASC section – Writing                    | Idem   |
| 43 | TASC - Language Arts score           |  | 3  | Score for TASC section - Language Arts           |  |
| 44 | TASC – Math score                    |  | 3  | Score for TASC section - Math                    |  |
| 45 | TASC - Science score                 |  | 3  | Score for TASC section – Science                 |  |
| 46 | TASC - Social Studies score          |  | 3  | Score for TASC section – Social Studies          |  |
| 47 | TASC - Writing score                 |  | 3  | Score for TASC section – Writing                 |  |
| 48 | TASC - Language Arts date            |  | 8  | TASC - Language Arts date                        | Date format required is MMDDYYYY – e.g. “07012016” for July 1 <sup>st</sup> , 2016 |
| 49 | TASC – Math date                     |  | 8  | TASC – Math date                                 | Idem   |
| 50 | TASC - Science date                  |  | 8  | TASC - Science date                              | Idem   |
| 51 | TASC - Social                        |  | 8  | TASC - Social Studies date                       | Idem   |

