Nebraska Student and Staff Record System
http://www.nde.state.ne.us/nssrs

PROGRAMS FACT

Template Instruction Manual

Version 3.0.0 – July 29, 2008

Programs Fact (0560)

Replaces (all or in part) the following NDE data collections:

- **NDE 16-010 Career and Technical Education Accountability and Annual Report**

2008-2009

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GENERAL INSTRUCTIONS

This instruction manual describes the data elements collected by the Nebraska Student and Staff Record System (NSSRS) via the Programs Fact template. The Programs Fact template collects information about certain student program participation (Career Education, Early Childhood Education, or Rule 18 Interim-Program School) or eligibility (Homeless Education). Valid values and data validation rules that can be performed prior to data submission are listed where appropriate. NSSRS validation reports ensure data submitted is of high quality.

The detailed NSSRS Data Source Templates (i.e. file layout specifications) for all NSSRS templates can be downloaded from the "NSSRS Secured Information web site", which is accessible via the NDE Portal (http://portal.nde.state.ne.us). The "NSSRS Desktop Database" is also available for download from this web site. Contact the NDE Help Desk (nde.helpdesk@nebraska.gov or 888-285-0556) for additional information regarding the NSSRS Secured Information web site and the NSSRS Desktop Database.

Scope

All public districts and Special Purpose Schools. The Programs Fact template contains information on student participation in particular programs at any point during the school year.

Type of Program	When included in Programs Fact
Career Education	Expected at year-end.
Early Childhood Education	Expected in Fall and at year-end.
Homeless Education	Expected at year-end.
Rule 18 Interim-Program School	Expected at year-end.

Conventions

File Names

Template	File Name
Programs Fact	##-####_programs_fact_YYYYMMDDHHMM.xxx

Where:	Represents:
##-####	Your NDE-assigned district code
YYYYMMDDHHMM	Date and time stamp
.xxx	One of the following: .tab Tab delimited .csv Comma delimited (comma-separated values) .txt Fixed Width

Data Element Names

The following syntax is used throughout this document when referencing data elements.

Format: * NDE Field Name [Template Name:Field Name(Field Number)]
Where:

- An asterisk (*****) indicates the data element is a key field. A value must be supplied in all key fields for each record or the data loading process will reject the record.
- **NDE Field Name** represents the name of the data element commonly used by the Nebraska Department of Education (NDE).
- **Template Name** indicates the formal name of the template.
- **Field Name** indicates the formal name of the field within the specified Template Name.
- **Field Number** indicates the position of the field within the specified Template Name.

Example: * County District Number [Programs Fact:District Code (1)] indicates a key field referenced at NDE as “County District Number” that is the first field on the Programs Fact template with a field name of “District Code.”

School Year

June 30 is used throughout NSSRS as the logical representation of a school year. As with all dates in NSSRS, it must be in ISO format (YYYY-MM-DD). Therefore, since this document applies to the “2008-2009” school year, all template fields that are to be populated with a logical school year will simply read: Provide the literal “2009-06-30”.

PROGRAMS FACT
(0560)

Career Education

Type of Program	When included in Programs Fact
Career Education	Expected at year-end.

Career Education Programs Fact data is collected to support the federal reporting of the Carl D. Perkins Career and Technical Education Act.

Key considerations when reporting the Career Education: Programs Fact Template Data:

- Data submission includes all grades 7-12 in schools that offer career education courses.
- Career Education Participants are determined during the current program year (July 1, 2008 – June 30, 2009) only.
- Concentrators are determined by evaluating the course sequences of the student throughout the 9-12 high school experience in specific program areas.
- No students can concentrate in CEFOUND Programs Code.
- Students may have multiple Programs Fact records if participating and/or concentrating in more than one Programs Code.

For more information and resources on definitions, crosswalks, and other resources please visit the Perkins Accountability Resources at
http://www.nde.state.ne.us/nce/PerkinsAccountabilityResources.htm.

A Student template must first be submitted for each student appearing in a Programs Fact template or the data loading process will reject the record.

* County District Number [Programs Fact:District Code (1)]

This is the number assigned to your school district by NDE and should include a hyphen ("-") between the county number and the district number. The number is based on the county in which the district headquarters is located and an assigned district number. You have used this number in reporting before NSSRS; it was preprinted on your forms in the past. This value is used in every template. This is a key field; a value must be supplied for each record or the data loading process will reject the record. You can obtain the County District Number from the Education Directory at http://ess.nde.state.ne.us or the Directory Search http://educdirsrc.nde.state.ne.us

School Number [Programs Fact:Location (2)]

Provide the primary school number the student is attending. This number is the last 3 digits of the county district school number which was preprinted on your forms in the past. You can obtain the (County District) School Number from the Education Directory at http://ess.nde.state.ne.us or the Directory Search http://educdirsrc.nde.state.ne.us

* School Year [Programs Fact:School Year Date (3)]

Provide the literal "2009-06-30". This is a key field; a value must be supplied for each record or the data loading process will reject the record.

* NDE Student ID [Programs Fact:Student ID (4)]

Provide the 10 digit Nebraska Department of Education Student Identifier. This is a key field; a value must be supplied for each record or the data loading process will reject the record. This ID is validated against the Nebraska Uniq-ID system during the File Validation process.

* Programs Code [Programs Fact:Programs Code (5)]

Use the appropriate Programs Code from the list below. This is a key field; a value must be supplied for each record or the data loading process will reject the record. There may be multiple Programs Fact records if a student participates in more than one Program. For a course crosswalk and other resources related to the Programs Codes visit http://www.nde.state.ne.us/nce/PerkinsAccountabilityResources.htm

Code	Description
CEAGFNRS	Career Education: Agriculture, Food, and Natural Resources Systems
CEARCCON	Career Education: Architecture and Construction
CEAVCOMM	Career Education: Arts, A/V, and Communication
CEBUSMGT	Career Education: Business Management and Administration
CEEDUCAT	Career Education: Education and Training
CEFINANC	Career Education: Finance
CEFOUND	Career Education: Foundational, Exploratory, Career Development, or Other
CEGOVTPA	Career Education: Government and Public Administration
CEHEALTH	Career Education: Health Sciences
CEHSPTOR	Career Education: Hospitality and Tourism
CEHUMAN	Career Education: Human Services
CEINFOTE	Career Education: Information Technology
CELPSSC	Career Education: Law, Public Safety, Security, and Corrections
CEMANUFA	Career Education: Manufacturing
CEMARKET	Career Education: Marketing
CESTEM	Career Education: Science, Technology, Engineering and Mathematics (STEM)
CETDWL	Career Education: Transportation, Distribution, Warehousing, and Logistics

* Beginning Date [Programs Fact:Beginning Date (6)]

Provide the date in YYYY-MM-DD format representing the first day of school. This is a key field; a value must be supplied for each record or the data loading process will reject the record. The data loading process will check for valid dates.

Technical Skill Attainment [Programs Fact:Exit Reason Code 3 (15)]

Must provide Technical Skill Attainment for Career Education Concentrators and Career Education Concentrators with Postsecondary (i.e. Participation Info Code [Programs Fact:Participation Info Code (18)] values of CE0003 (Career Education Concentrator) or CE0004 (Career Education Concentrator with Postsecondary)).

The methodology used to determine Technical Skill Attainment for concentrators may vary by individual and program area. The highest rated method (using the rank of rigor scale) should be selected for each concentrator reported. For a more detailed description of the methodologies please visit http://www.nde.state.ne.us/nce/PerkinsAccountabilityResources.htm.

All other Career Education participants reported must leave this field blank.

Code	Description	Rank of Rigor (A = highest)
CE0001	Met Technical Skill Attainment through Industry Certification	A
CE0002	Met Technical Skill Attainment through third party assessment	B
CE0003	Met Technical Skill Attainment through Locally developed criterion	D
CE0004	Did not meet Technical Skill Attainment	F
CE0005	Met Technical Skill Attainment through dual credit and/or articulated courses	C
	Left **blank** for Career Education Participant or Career Education Participant with Postsecondary	

Participation Info Code [Programs Fact:Participation Info Code (18)]

Provide additional information regarding the student's level of participation in the program.

Code	Description
CE0001	Career Education Participant
CE0002	Career Education Participant with Postsecondary
CE0003	Career Education Concentrator
CE0004	Career Education Concentrator with Postsecondary

- Only one Participation Info Code [Programs Fact:Participation Info Code (18)] value is required for each Career Education Programs Code [Programs Fact:Programs Code (5)].
- CE0002 (Career Education with Postsecondary), CE0003 (Career Education Concentrator), and CE0004 (Career Education Concentrator with Postsecondary) all imply the student is also a Career Education Participant.
- CE0004 (Career Education Concentrator with Postsecondary) implies the student is also a Career Education Concentrator.
- Multiple Programs Fact records are submitted for a Career Education student only when multiple Programs Code [Programs Fact:Programs Code (5)] are applicable, in which case the Participation Info Code [Programs Fact:Participation Info Code (18)] corresponding to each record may be different.

Early Childhood Education

Type of Program	When included in Programs Fact
Early Childhood Education	Expected in Fall and at year-end.

This is a cumulative set of students; include all students served in the specified Early Childhood Education program at any time during the school year.

A Student template must first be submitted for each student appearing in a Programs Fact template or the data loading process will reject the record.

* County District Number [Programs Fact:District Code (1)]

This is the number assigned to your school district by NDE and should include a hyphen ("-") between the county number and the district number. The number is based on the county in which the district headquarters is located and an assigned district number. You have used this number in reporting before NSSRS; it was preprinted on your forms in the past. This value is used in every template. This is a key field; a value must be supplied for each record or the data loading process will reject the record. You can obtain the County District Number from the Education Directory at http://ess.nde.state.ne.us or the Directory Search http://educdirsrc.nde.state.ne.us

School Number [Programs Fact:Location (2)]

Provide the primary school number the student is attending. This number is the last 3 digits of the county district school number which was preprinted on your forms in the past. You can obtain the (County District) School Number from the Education Directory at http://ess.nde.state.ne.us or the Directory Search http://educdirsrc.nde.state.ne.us

* School Year [Programs Fact:School Year Date (3)]

Provide the literal "2009-06-30". This is a key field; a value must be supplied for each record or the data loading process will reject the record.

* NDE Student ID [Programs Fact:Student ID (4)]

Provide the 10 digit Nebraska Department of Education Student Identifier. This is a key field; a value must be supplied for each record or the data loading process will reject the record. This ID is validated against the Nebraska Uniq-ID system during the File Validation process.

* Programs Code [Programs Fact:Programs Code (5)]

Use the "ERLYCHLD" Programs Code. This is a key field; a value must be supplied for each record or the data loading process will reject the record.

Code	Description
ERLYCHLD	NDE Approved Early Childhood Education Program

* Beginning Date [Programs Fact:Beginning Date (6)]

Provide the date in YYYY-MM-DD format representing the first day of school. This is a key field; a value must be supplied for each record or the data loading process will reject the record. The data loading process will check for valid dates.

Participation Info Code [Programs Fact:Participation Info Code (18)]

Provide additional information regarding the student's participation in the program.

Code	Description	Explanation
EC0001	NDE Grant Funded Early Childhood Education Program	• Provide only one record per student, for all students, age birth through five served by center-based early childhood education programs approved under Rule 11. This includes non-resident students as well as delegates and partners. • Students age birth to five that are served only by Special Education and not in a center-based program would not be included the Programs Fact template; these students are reported in the Student, Student Snapshot, School Enrollment, and Student Summary Attendance templates as applicable. • If the district is the Head Start grantee or delegate and only federal Head Start grant funds are used then only Participation Info Code [Programs Fact:Participation Info Code (18)] values "EC0003" or "EC0004" would apply.
	Students in state grant funded center-based early childhood education program that has not yet been funded for three consecutive years; therefore, four year old students are not eligible for state aid.	
EC0002	Qualified NDE Grant Funded Early Childhood Education Program	
	Students in a state grant funded center-based early childhood education program that has been funded for three consecutive years; therefore, four year old students are eligible for state aid.	
EC0003	NDE Approved Early Childhood Education Program	
	Students in a center-based Rule 11 approved early childhood education program that is not state grant funded and has not been approved for three consecutive years; therefore, four year old students as of October 15 are not eligible for state aid.	
EC0004	Qualified NDE Approved Early Childhood Education Program	
	Students in a center-based Rule 11 approved early childhood education program that is not state grant funded and has been approved for three consecutive years; therefore, four year old students as of October 15 are eligible for state aid.	
EC0005	Early Childhood Birth to Age 3 Endowment Grant Program	The Early Childhood Birth to Age 3 Endowment Grant Program is a public – private funded endowment to provide grants to public school districts to provide programs and services for infants and toddlers who are at risk for school failure. Grants are awarded by the Endowment Board of Trustees through the Nebraska Department of Education.
	Students age birth to age 3 served in a center-based program or a home visitation program or a combination of the two programs. Applies only to public school districts receiving an Early Childhood Birth to Age 3 Endowment Grant.	

Please refer to the NDE Early Childhood Education website (http://www.nde.state.ne.us/ECH) for lists of Early Childhood Birth to Age 3 Endowment Grant Programs as well as NDE Grant Funded, Qualified NDE Grant Funded, NDE Approved, and Qualified NDE Approved programs.

Homeless Education

Type of Program	When included in Programs Fact
Homeless Education	Expected at year-end.

This is a cumulative set of students; include all students eligible for Homeless Education services at any time during the school year. For more information regarding Nebraska's Homeless Education program visit http://www.nde.state.ne.us/federalprograms/titlex.

A Student template must first be submitted for each student appearing in a Programs Fact template or the data loading process will reject the record.

* County District Number [Programs Fact:District Code (1)]

This is the number assigned to your school district by NDE and should include a hyphen ("-") between the county number and the district number. The number is based on the county in which the district headquarters is located and an assigned district number. You have used this number in reporting before NSSRS; it was preprinted on your forms in the past. This value is used in every template. This is a key field; a value must be supplied for each record or the data loading process will reject the record. You can obtain the County District Number from the Education Directory at http://ess.nde.state.ne.us or the Directory Search http://educdirsrc.nde.state.ne.us

School Number [Programs Fact:Location (2)]

Provide the primary school number the student is attending. This number is the last 3 digits of the county district school number which was preprinted on your forms in the past. You can obtain the (County District) School Number from the Education Directory at http://ess.nde.state.ne.us or the Directory Search http://educdirsrc.nde.state.ne.us

* School Year [Programs Fact:School Year Date (3)]

Provide the literal "2009-06-30". This is a key field; a value must be supplied for each record or the data loading process will reject the record.

* NDE Student ID [Programs Fact:Student ID (4)]

Provide the 10 digit Nebraska Department of Education Student Identifier. This is a key field; a value must be supplied for each record or the data loading process will reject the record. This ID is validated against the Nebraska Uniq-ID system during the File Validation process.

* Programs Code [Programs Fact:Programs Code (5)]

Use the "HOMELESS" Programs Code. This is a key field; a value must be supplied for each record or the data loading process will reject the record.

Code	Description
HOMELESS	Homeless Education

* Beginning Date [Programs Fact:Beginning Date (6)]

Provide the date in YYYY-MM-DD format on which the student was identified as homeless. If a student has more than one event that results in the student becoming homeless within the same school year, one Programs Fact record with the earliest Beginning Date per school year satisfies NDE's reporting requirements but districts may report multiple Programs Fact records for the student. This is a key field; a value must be supplied for each record or the data loading process will reject the record.

Participation Info Code [Programs Fact:Participation Info Code (18)]

Provide the code that best describes the student's living situation at the time the student was identified as homeless.

Code	Description
HM0001	Homeless – Shelters
HM0002	Homeless – Doubled-Up (e.g. living with another family)
HM0003	Homeless – Unsheltered
HM0005	Homeless – Hotel or Motel

- Provide the code that best describes the student's living situation immediately following the homeless event.
- The Participation Info Code [Programs Fact:Participation Info Code (18)] describes only the initial living situation as determined at the time the student was identified as homeless.
- Do not report changes in living situation subsequent to identification as homeless unless correcting an error.
- Provide the same the same Beginning Date [Programs Fact:Beginning Date (6)] in order to "update" the existing record.

Rule 18 Interim-Program School

Type of Program	When included in Programs Fact
Rule 18 Interim-Program School	Expected at year-end.

This is a cumulative set of students; include all students served by a Rule 18 Interim-Program School at any time during the school year.

A Student template must first be submitted for each student appearing in a Programs Fact template or the data loading process will reject the record.

* County District Number [Programs Fact:District Code (1)]

This is the number assigned to your school district by NDE and should include a hyphen ("-") between the county number and the district number. The number is based on the county in which the district headquarters is located and an assigned district number. You have used this number in reporting before NSSRS; it was preprinted on your forms in the past. This value is used in every template. This is a key field; a value must be supplied for each record or the data loading process will reject the record. You can obtain the County District Number from the Education Directory at http://ess.nde.state.ne.us or the Directory Search http://educdirsrc.nde.state.ne.us

School Number [Programs Fact:Location (2)]

Provide the school number in which the student is enrolled. This number is the last 3 digits of the county district school number which was preprinted on your forms in the past. You can obtain the (County District) School Number from the Education Directory at http://ess.nde.state.ne.us or the Directory Search http://educdirsrc.nde.state.ne.us

* School Year [Programs Fact:School Year Date (3)]

Provide the literal "2009-06-30". This is a key field; a value must be supplied for each record or the data loading process will reject the record.

* NDE Student ID [Programs Fact:Student ID (4)]

Provide the 10 digit Nebraska Department of Education Student Identifier. This is a key field; a value must be supplied for each record or the data loading process will reject the record. This ID is validated against the Nebraska Uniq-ID system during the File Validation process.

* Programs Code [Programs Fact:Programs Code (5)]

Use the "INTERIM" Programs Code. This is a key field; a value must be supplied for each record or the data loading process will reject the record.

Code	Description
INTERIM	Rule 18 Interim-Program School

* Beginning Date [Programs Fact:Beginning Date (6)]

Provide the date in YYYY-MM-DD format on which the student began participation in the Rule 18 Interim-Program School. This is a key field; a value must be supplied for each record or the data loading process will reject the record. The Data loading process will check for valid dates.

Ending Date [Programs Fact:Ending Date (7)]

Provide the date in YYYY-MM-DD format on which the student ended participation in the Rule 18 Interim-Program School. Leave this date blank if student participating at time of reporting.

Program District School Code [Programs Fact: State Location ID (8)]

Provide the County District School number assigned by NDE to the Rule 18 Interim-Program School in the format ##-####-###. Note that hyphens ("-") are to be included between the county number and the district number as well as between the district number and the school number. You can obtain Program District School Code from the Education Directory at http://ess.nde.state.ne.us or the Directory Search http://educdirsrc.nde.state.ne.us.

Participation Info Code [Programs Fact:Participation Info Code (18)]

Provide the code "0".

Code	Description
0	Not Applicable

Appendix A – Change Summary

Version 3.0.0

July 29, 2008

1. Career Education
    a. Participation Info Code [Programs Fact:Participation Info Code (18)]
        i. Changed description of "CE0002" to "Career Education Participant with Postsecondary"
        ii. Changed description of "CE0004" to "Career Education Concentrator with Postsecondary"
2. Early Childhood Education
    a. Participation Info Code [Programs Fact:Participation Info Code (18)]
        i. Added "EC0005" as "Early Childhood Birth to Age 3 Endowment Grant Program."
3. Homeless Education
    a. Participation Info Code [Programs Fact:Participation Info Code (18)]
        i. Removed "0" (Not Applicable).
4. Added "Conventions" section, which includes file and data element naming conventions.

Version 2.2.2

May 12, 2008

1. Career Education
    a. Technical Skill Attainment [Programs Fact:Exit Reason Code 3 (15)] should be left blank for Participants. Previous versions indicated a value of 0 (Not applicable) was to be provided.
    b. Corrected references to Career Education and Postsecondary. Version 2.2.1 contained reference using the obsolete term "Career Education Tech Prep".
    c. Removed examples of invalid Beginning Date [Programs Fact:Beginning Date (6)] values but dates still must be valid.

Version 2.2.1

January 16, 2008

1. Career Education
    a. Added "CE0005" for "Met Technical Skill Attainment through dual credit and/or articulated courses" as valid Technical Skill Attainment [Programs Fact:Exit Reason Code 3 (15)].
    b. Added "Rank of Rigor" for each Technical Skill Attainment [Programs Fact:Exit Reason Code 3 (15)]. This enables districts to select the highest rank applicable in cases where multiple apply to a student's concentration in a particular cluster (i.e. Programs Code [Programs Fact:Programs Code (5)] value).

Version 2.2.0

January 14, 2008

1. All key fields noted with an asterisk.
2. Created separate sections for each program: Career Education, Early Childhood, Homeless Education, and Rule 18 Interim-Program School.
3. Career Education
    a. Added "CEFOUND" as additional Programs Code [Programs Fact:Programs Code (5)] for Career Education.
    b. Changed description of Participation Info Code [Programs Fact:Participation Info Code (18)] value of "CE0002" to "Career Education and Postsecondary" (removed reference to "Tech Prep").
    c. Changed description of Participation Info Code [Programs Fact:Participation Info Code (18)] value of "CE0004" to "Career Education Concentrator and Postsecondary" (removed reference to "Tech Prep").
4. Homeless Education
    a. Removed "HM0004" (Type of Residence Unknown), which is no longer a valid value for Participation Info Code [Programs Fact:Participation Info Code (18)].

Version 2.0.1

July 24, 2007

1. Technical Skill Attainment [Programs Fact:Exit Reason Code 3 (15)] should have a code value indicating "Not Applicable" (0) for all Participation Info Code [Programs Fact:Participation Info Code (18)] values other than "CE0003" (Career Education Concentrator) or "CE0004" (Career Education Concentrator Tech Prep). Previous version indicated to leave blank.

Version 2.0.0

June 20, 2007

1. Initial Publication