



Early Childhood Information System

Early Care and Education

Batch Upload Guide

August, 2018

Batch Upload Guide for ECIS-ECE

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Batch Upload Guide for ECIS-ECE

Batch Upload Overview

The batch upload functionality allows the OEC Facilities to upload child data in a batch format to create SASIDS/ and or enroll children in ECIS. ECIS business and system rules will be run against the data during the upload process before it is moved to ECIS.

- There are 5 RECORD TYPES that will be accepted in the Batch Upload Process:
 1. **CREATE and ENROLLMENT** – Combines Create and Enrollment. A new SASID is created, along with an enrollment in an OEC funded program. Creates a new SASID (or finds an existing SASID) and adds data to all of the fields in the Enrollment record including: funding type, space types, dates, child address, household income, etc. It combines the CREATE and ENROLLMENT Record actions.
 2. **ENROLLMENT** – Enroll the child in an OEC funded program that **has a SASID**. If a child already has a SASID, use ENROLLMENT to add data to all of the fields in the Enrollment record including: funding type, space types, dates, child address, household income, etc. This action enrolls the child in an OEC funded program if the **SASID** is known.
 3. **UPDATE** – Enrollment data for a child is in ECIS and edits need to be made to the child or enrollment information. If an additional enrollment needs to be added, use “ENROLLMENT” to maintain the first record. The Batch Upload Process can be updated using the Batch Upload Comprehensive report which produces a file of the data in ECIS.
 4. **CREATE** – Search SASID database for existing SASID or creates new SASID and associate the child to your facility. “CREATE” will only produce or find SASIDs. If intend to also enroll with funding and space, we recommend using “CREATE and ENROLLMENT.”
 5. **CREATE PENDING** – Same as CREATE, but the child **has an existing SASID**. A Pending Enrollment will be created associating the child to your facility. Recommend using “ENROLLMENT” if you intend to also enroll with funding and space.
- The Facility Administrator who has been assigned the DM OEC Site Security Manager role for your facility will give access to staff that will perform the Batch Upload process.
- The Batch Upload template created by the ECIS IT Team is used to upload data into ECIS using Excel to enter data and then by saving as a .csv file format.
- This process will allow the facility to edit batch data online before exporting the file to ECIS.
- Things to note:
 - Use the template headings and column order. Be sure that extra characters or spaces are not in the column headings. There are drop down selections in some of the fields which you may use or copy.
 - The Batch Upload Template has a worksheet for each of the 5 Record Types, highlighting required fields for each type. We recommend that you process only one Record Type on a single worksheet at a time.

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- If using Excel, you need to be on the worksheet that you want to convert to .csv. Save file in Excel first and then Save As a .csv, so that you may use the original Excel format if needed. The .csv will modify the date formats after the first save to .csv
 - If you already have records in ECIS, you will need to go into ECIS Reports and create a **Batch Comprehensive Report** to use as the template for changes to those records with the associated Enrollment ID. The column with Date and Time that Record was created will need to be deleted prior to using the Batch Comprehensive Report in the Batch Upload process.
 - If you export the .csv or .xls spreadsheet created in the “Batch Upload Summary” and processed from your data upload, note that the Funding Type, Space Type and HS/EHS is shown in words. If you re-use for an upload of any of the records, you will need to re-code those fields.
 - If you are addition a second enrollment to a child’s record, you will use “ENROLLMENT” as the SASID has already been CREATED and the record
 - Delete all extra rows and columns that are not part of the Batch Template to delete
 - All dates must be in “MM/DD/YYYY” format. If Using Excel to start, you may select the date cells and enter a Custom cell Format “MM/DD/YYYY”.
 - Leading Zeros - Format Zip Code, Facility and SASIDs if needed, to include Leading Zero. Leading zeros will get dropped in .csv after the first conversion from Excel.
 - You may wish to add the worksheet of the data to be used as an additional worksheet in the template, and then Use the Template worksheet corresponding to the Record Type that you intend to process and add the appropriate cell from the other sheet.
 - If “Income Not Disclosed” = Y (Yes), then “Annual Family Income” and “Date Income Collected” should be blank.
- Excel files must be converted to .csv file prior to uploading the file to ECIS.

File name:	Batch Facility September 2018 File1
Save as type:	CSV (Comma delimited)

- Once the .csv file is saved, you may open the file with Notepad and check for missing leading zeros and insert any missing zeros. Be sure to format Zip Code, Facility and SASIDs if needed, to be sure leading zeros do not get dropped in .csv format.
 - Be sure that all required field are included for each record. If the required data fields are blank for any of the records the system will produce and error message and not fully process.
- When an .xls file is uploaded an error message or exception message will appear.
 - Questions or issues can be called into the OEC ECIS Help Desk or email to the OEC.ECIS@ct.gov mailbox.

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Logging into ECIS

- Enter your ECIS log in username and password. Select ECIS application your organization (facility) and click **Continue** from the Connecticut State Department of Education (CSDE) portal. Login: <https://csde.ct.gov/>.



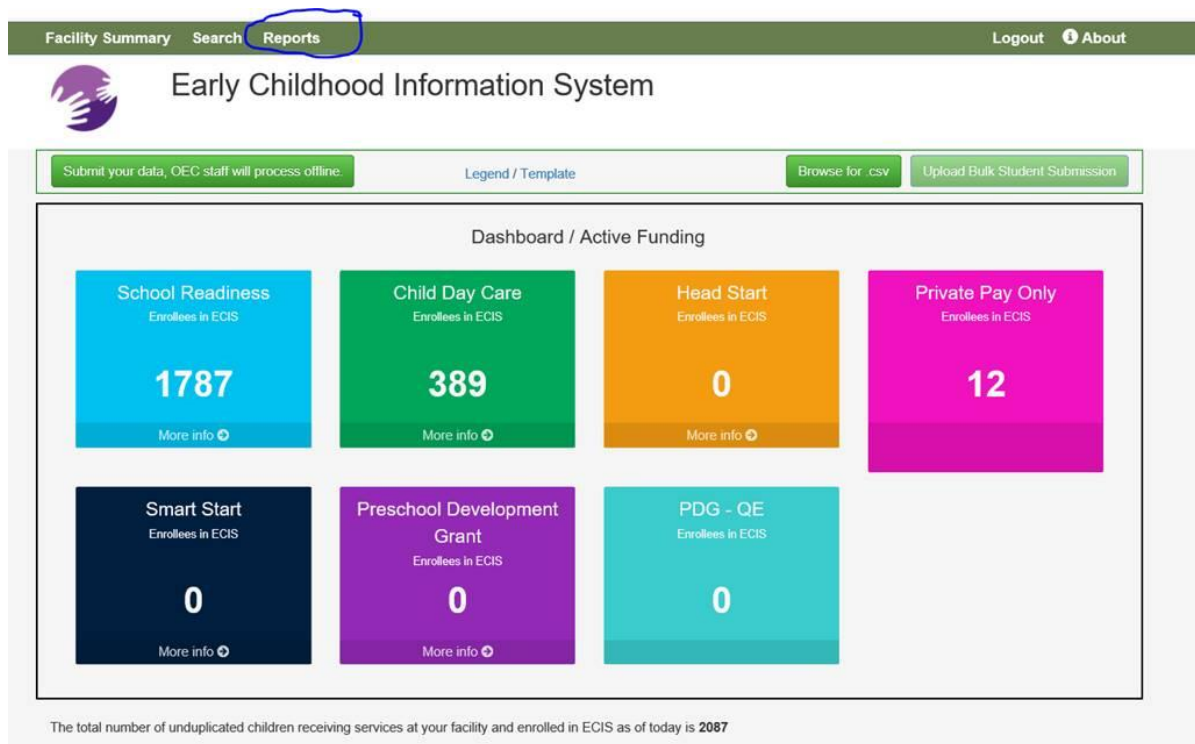
Accessing Batch Upload Page

- The Batch Upload tab will be visible in the ribbon on the top of the ECIS page for users with Batch permissions. Users must have Batch Upload access assigned to their User Role for access.
- Click on the Batch Upload tab and the Batch Upload Page will appear.
- Click on the Browse Button to select the file you will be uploading into ECIS, then click “Upload CSV”.
- A pop up will appear showing the progress of the file you have uploaded.
- When Validate button is green click on it to validate records.
- Then when Process button is green click on it to process and complete the batch upload.
- If there are issues or “exceptions” with any of the data in the records, and exception message will flash. You would then click on the Download File button and for records with Exceptions, the details of the exception will appear in the row below the record with the issue.
- Click on the file you have uploaded into the ECIS Batch Upload Process and a file with the results will appear at the bottom of your screen. Enrollment numbers and SASIDs will be shown for new enrollments.
- There is a dashboard that displays the number of records that have passed validation and process.
- Keep an eye on the messages that flash. They tell you the progress and / or if there were “exceptions” or issues.
- The validation /processed file will show all of the records that were validated without errors. If an error in the record, it will have an exception message in the row(s) below it.
- Then click on the file name at the top and click “**Process Batch**”
- **If the Child’s Name and Date of Birth appear to be similar to an existing SASID**, the Batch Upload process may create an exception. Be sure that you have the correct spelling for the name and correct date of birth, if there is a SASID with all the information that matches, the system will connect it. If the child is a twin, we recommend that you use the User Interface to create or find both children’s SASID and then use the SASID # in the batch process and utilize “Enrollment”.

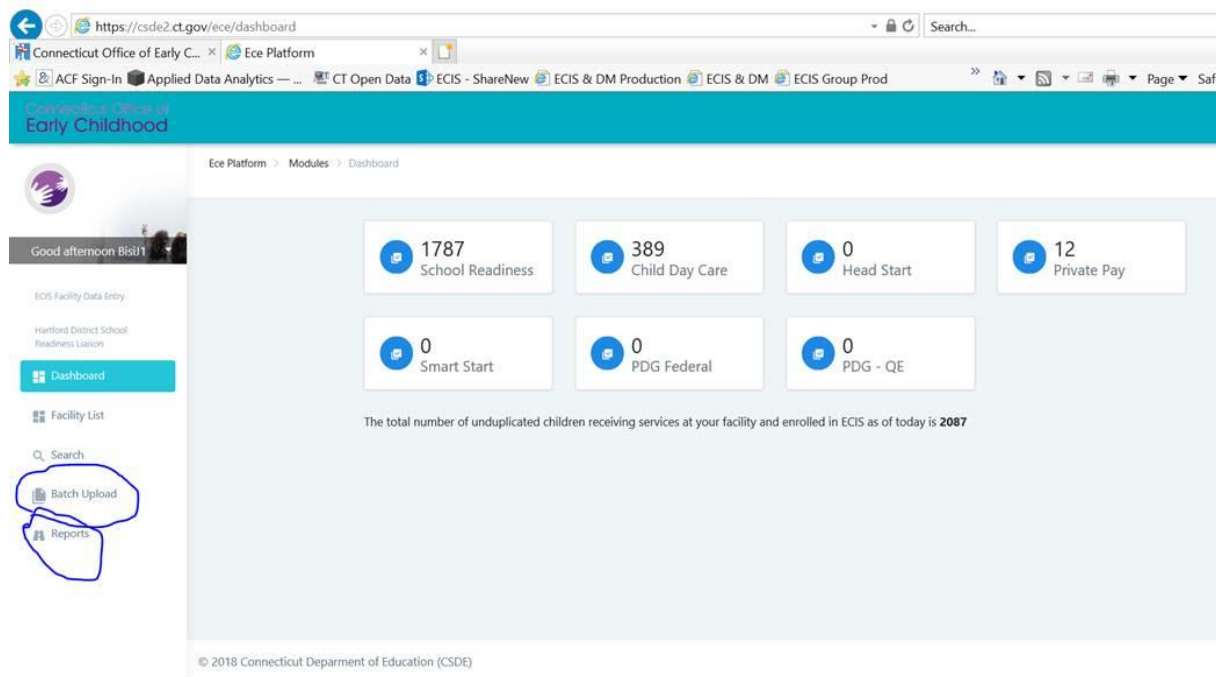
Screen shots of the Batch Process:

Batch Upload Guide for ECIS-ECE

Facility Summary Page and Dashboard: Reports and Batch Upload in top (dark green) Navigation bar.

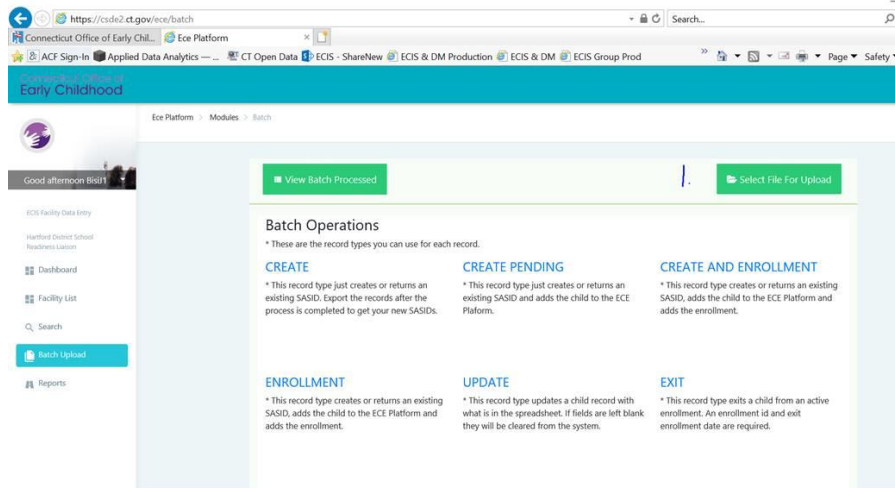


Reports and Batch Upload Page with Dashboard. Use left Navigation Bar to proceed to Batch Upload, Reports or back to the Facility List or SASID Search.

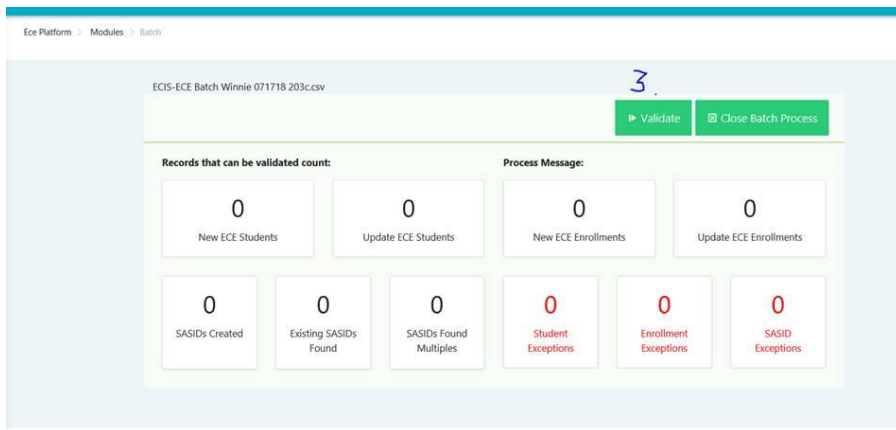


Batch Operations and Record Type Descriptions: Select File from for Upload. File must be in format similar to the Batch Comprehensive Report and as outline further in this document.

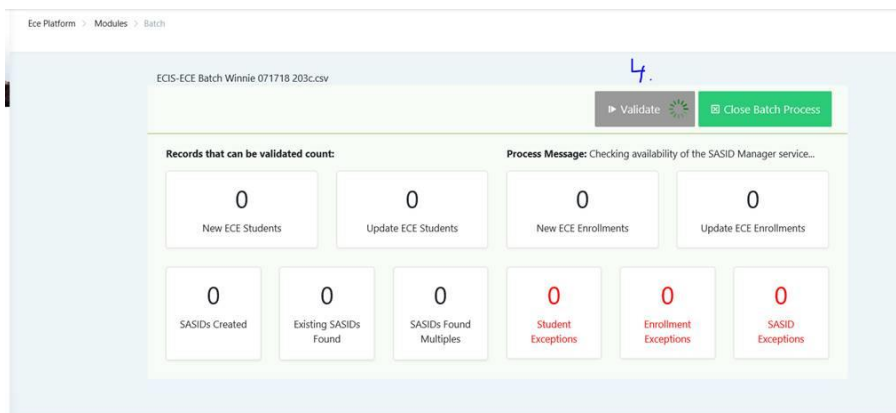
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Batch Dashboard showing process for Validate, Process Batch and Close Batch Process. Select Validate.



When Validate is complete, Select Process Batch.



Select Process Batch.

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ECIS-ECE Batch Winnie 071718 203c.csv

5

Download file Process Batch Close Batch Process

Records that can be validated count:

0 New ECE Students	0 Update ECE Students	0 New ECE Enrollments	0 Update ECE Enrollments		
0 SASIDs Created	0 Existing SASIDs Found	0 SASIDs Found Multiples	0 Student Exceptions	0 Enrollment Exceptions	0 SASID Exceptions

Process Message: Checking availability of the SASID Manager service...

Once Process Batch is Complete, Download File for review. If no exceptions show in the file then all is OK
Close Batch Process.

ECIS-ECE Batch Winnie 071718 203c.csv

Download file Process Batch Close Batch Process

Records that can be validated count:

0 New ECE Students	0 Update ECE Students	0 New ECE Enrollments	0 Update ECE Enrollments		
0 SASIDs Created	0 Existing SASIDs Found	0 SASIDs Found Multiples	0 Student Exceptions	0 Enrollment Exceptions	0 SASID Exceptions

Process Message: Process Batch complete

View Batch Processed and re-run a Comprehensive Report to review the updated records.

View Batch Processed Select File For Upload

Batch Operations
* These are the record types you can use for each record.

Select Facility to view or Close Batch Process.

Select Facility to view Batch Processed

Close Batch Process Submit

FileName	User Name	Processed Count	Date Created
# of Rows: 0			

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Funding Space Type Codes

Funding Type	Space Type	HS/EHS (Sub Space Type)
1. School Readiness – Competitive	1. None	1. None
2. School Readiness-Priority	2. Full Day/Full Year(FD/FY)	2. 4 Days/Week
3. Child Day Care	3. Part Day/Part Year(PD/PY)	3. 5 Days/Week
4. Smart Start	4. School Day/School Year(SD/SY)	4. 5 Days/Week Full Working Day
5. PDG-Federal	5. Infant/Toddler Full-Time(IT F/T)	5. 5 Days/Week Full Working Day Full-Year
6. PDG-State Quality Enhancement	6. Infant/Toddler Wrap Around (IT WA)	6. 4 Days/Week Double Session
7. Head Start-State Supplement	7. Preschool Full-Time (PS F/T)	7. 5 Days/Week Double Session
8. Head Start/Early Head Start	8. Preschool Wrap Around (PS WA)	8. Full Working Day
9. Private Pay	9. School Age	9. Full Working Day Full Year
	10. Extended Day(ED)	
	11. Extended Year	
	12. State Enrollment	
	13. Center-Based Full Day	
	14.Center-Based Part Day	
	15. Combination (Center/Home Based)	
	16. Family Child Care	
	17. Home Based	
	18. Full Day Expansion (FD, E)	
	19. Full Day Improved (FD, I)	
	20. School Day Expansion (SD, E)	
	21. School Day Improved (SD, I)	

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Funding Type	Space Type	HS/EHS (Sub Space Type)
1 School Readiness – Competitive	2. Full Day/Full Year (FD/FY)	1. None
1 School Readiness – Competitive	3. Part Day/Part Year (PD/PY)	1. None
1 School Readiness – Competitive	4. School Day/School Year (SD/SY)	1. None
4. School Day/School Year (SD/SY)		
2 School Readiness – Priority	2. Full Day/Full Year (FD/FY)	1. None
2 School Readiness – Priority	3. Part Day/Part Year (PD/PY)	1. None
2 .School Readiness – Priority	4. School Day/School Year (SD/SY)	1. None
2 School Readiness – Priority	10. Extended Day (ED)	1. None
3 Child Day Care	5. Infant/Toddler Full-Time (IT F/T)	1. None
3 Child Day Care	6. Infant/Toddler Wrap Around (IT/ WA)	1. None
3 Child Day Care	7. Preschool Full-Time (PS F/T)	1. None
3 Child Day Care	8. Preschool Wrap Around (PS WA)	1. None
3 Child Day Care	9. School Age	1. None
4 Smart Start (SS)	4. School Day/School Year (SD/SY)	1. None
5 PDG-Federal	18. Full Day Expansion (FD E)	1. None
5 PDG-Federal	19. Full Day Improved (FD I)	1. None
5 PDG-Federal	20. School Day Expansion (SD E)	1. None
5 PDG-Federal	21. School Day, Improved (SD I)	1. None
6 PDG-State Quality Enhancement	1. None	1. None
7 Head Start – State Supplement	10. Extended Day (ED)	1. None
7 Head Start – State Supplement	11. Extended Year	1. None
7 Head Start – State Supplement	12. State Enrollment	1. None

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Funding Type	Space Type	HS/EHS (Sub Space Type)
8 Head Start/Early Head Start	13. Center-Based Full Day	2. 4 Days/Week
8 Head Start/Early Head Start	13. Center-Based Full Day	3. 5 Days/Week
8 Head Start/Early Head Start	13. Center-Based Full Day	4. 5 Days/Week Full Working Day
8 Head Start/Early Head Start	13. Center-Based Full Day	5. 5 Days/Week Full Working Day Full-Year
8 Head Start/Early Head Start	14. Center-Based Part Day	2. 4 Days/Week
8 Head Start/Early Head Start	14. Center-Based Part Day	3. 5 Days/Week
8 Head Start/Early Head Start	14. Center-Based Part Day	6. 4 Days/Week Double Session
8 Head Start/Early Head Start	14. Center-Based Part Day	7. 5 Days/Week Double Session
8 Head Start/Early Head Start	16. Family Child Care	8. Full Working Day
8 Head Start/Early Head Start	16. Family Child Care	9. Full Working Day Full Year
9 Private Pay	1. None	1. None

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Facility Exit Category and Reason

EXIT CATEGORY	CODE	EXIT REASON	CODE
Please Select		None	1
Aged Out	11	None	1
Child Stopped Attending	2	None	1
Child Was Asked To Leave	3	None	1
Chose to Attend A Different Program	4		
<i>Chose to Attend A Different Program</i>	4	Charter School	2
<i>Chose to Attend A Different Program</i>	4	Home Care	3
<i>Chose to Attend A Different Program</i>	4	Magnet School	4
<i>Chose to Attend A Different Program</i>	4	Other State Funding	6
<i>Chose to Attend A Different Program</i>	4	Private School	7
<i>Chose to Attend A Different Program</i>	4	Other	8
Deceased	5	None	1
Moved to Another State	6	None	1
Moved to Another Town	7	None	1
Other	8	None	1
Parent Withdrew Child	9		
<i>Parent Withdrew Child</i>	9	Other	8
<i>Parent Withdrew Child</i>	9	Due to Fees Unsatisfied	9
<i>Parent Withdrew Child</i>	9	Unknown	10
Unknown	10	None	1

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	Required Fields (x) by Record Type for Batch Upload	Record Type	Record Type	Record Type	Record Type	Record Type
Column	CATEGORY [Column / Field Name]	CREATE AND ENROLLMENT	CREATE	ENROLLMENT	UPDATE	EXIT
A	Record Type	X	X	X	X	X
B	Enrollment ID				X	X
C	Assigned Facility Code	X	X	X	X	
D	Facility Name	X	X	X	X	
E	SASID			X	X	
F	Legal Last Name	X	X	X	X	
G	Legal First Name	X	X	X	X	
H	Legal Middle Name					
I	Generation Suffix					
J	Date of Birth	X*	X*	X*	X*	
K	Gender	X	X	X	X	
L	State of Birth					
M	Town of Birth					
N	Parent's Maiden Name					
O	MMR Vaccination Date	*	*	*	*	*
P	Birth Certificate ID					
Q	Ethnicity Hispanic?	X	X	X	X	
R	American Indian or Alaska Native	X	X	X	X	
S	Asian	X	X	X	X	
T	Black or African American	X	X	X	X	
U	Native Hawaiian or Other Pacific Islander	X	X	X	X	
V	White	X	X	X	X	
W	Who the Child Resides with	X		X	X	
X	Street Number	X		X	X	
Y	Street Address 1	X		X	X	
Z	Street Address 2	X		X	X	
AA	Town	X		X	X	
AB	State	X		X	X	
AC	Zip Code	X		X	X	
AD	# of People in Household	X		X	X	
AE	Annual Family Income	X**		X**	X**	
AF	Date Family Income Collected	X*		X*	X*	
AG	Income not Disclosed	X		X	X	
AH	Individual Education Prog					
AI	Start Date of IEP	*	*	*	*	*
AJ	Transportation Provided					
AK	Facility Group Name			X		
AL	Facility Entry Date	X*	X*	X*	X*	*
AM	Facility Exit Date	*	*	*	*	X*
AN	Facility Exit Category					X
AO	Facility Exit Reason					X
AP	Funding Type	X	X	X	X	
AQ	Space Type	X	X	X	X	
AR	Funding Start Date	X*	X*	X*	X*	
AS	Funding End Date	*	*	*	*	X*
AT	HS/EHSA	X	X	X	X	
AU	OEC Fee Schedule	X	X	X	X	
AV	Care4Kids	X	X	X	X	
AW	No Addl Funding	X	X	X	X	

* Denotes dates that must be entered in format MM/DD/YYYY ** Currency must be in "number" format 0000.00 (no commas)

Batch Upload Guide for ECIS-ECE

How to Complete the Batch Upload Template

CREATE or PENDING

- Search for a child - find or create a SASID for the child and associate the child to your facility
- The shaded fields shown below indicate required fields

A	B	C	D	E	F	G	H	I	J	K
Record Type	Enrollment ID	Assigned Facility Code	Facility Name	SASID	Legal Last Name	Legal First Name	Legal Middle Name	Generation Suffix	Date of Birth	Gender
CREATE		0153141	ABCD Inc. Trumbull Gardens		Way	Alley			01/01/2016	M
L	M	N	O	P	Q	R	S	T	U	V
State of Birth	Town of Birth	Parent's Maiden Name	MMR Vaccination Date	Birth Certificate ID	Ethnicity	American Indian or Alaska	Asian	Black or African American	Native Hawaiian or Other	White
					N			Y		

ENROLLMENT, UPDATE, EXIT

- A **valid SASID number** is required to create an Enrollment for a child
- An **Enrollment ID** from the ECIS System is required for Updating or Exiting an enrollment that is already in ECIS
- Shaded columns indicate required fields
- If you are entering an additional enrollment for a child's record, in a different funding, space type or dates, this should be made using the "ENROLLMENT" (not "UPDATE") to create this additional record instead of overwriting the existing/other enrollment.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
Record Type	Enrollment ID	Assigned Facility Code	Facility Name	SASID	Legal Last Name	Legal First Name	Legal Middle Name	Generation Suffix	Date of Birth	Gender	State of Birth	Town of Birth	Parent's Maiden Name	MMR Vaccination Date
ENROLLMENT		0153141	ABCD Inc. Trumbull Gardens	1234567890	Way	Alley			01/01/2016	M				

P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD
Birth Certificate ID	Ethnicity	American Indian or Alaska	Asian	Black or African American	Native Hawaiian or Other	White	Who the Child Resides	Street Number	Street Address 1	Street Address 2	Town	State	Zip Code	# of People in Household
	N			Y			Parent	24	Valley Drive		Hartford	Connecticut	06001	5

AE	AF	AG	AH	AI	AJ	AK	AL	AM	AN	AO	AP	AQ	AR	AS
Annual Family Income	Date Family Income	Income not Disclosed	Individual Education Prog	Start Date of IEP	Transportation Provided	Facility Group Name	Facility Entry Date	Facility Exit Date	Facility Exit Category	Facility Exit Reason	Funding Type	Space Type	Funding Start Date	Funding End Date
350000	11/1/2016					ABCD	11/1/2016				3	2	11/1/2016	

AT	AU	AV	AW
HS/EHSA	OEC Fee Schedule	Care4Kids	No Addl Funding
1	Y		

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Column	Field Required fields are shaded and have asterick(s)**	Description	Field Value	Sample
A	Record Type**	New Enrollment – type child data being uploaded.		ENROLLMENT
B	Enrollment ID**	Child's unique SASID ID		1234567890
C	Assigned Facility Code**	Facility Code that is associated to the facility.		0151241
D	Facility Name**	Name of the Facility associated to the code.		ABCD Inc. James A. Hulley Center
E	SASID**	10 digit unique identifier being assigned to a child.		1234567890
F	Legal Last Name**	Child's legal last name.		Way
G	Legal First Name**	Child's legal first name.		Alley
H	Legal Middle Name	Child's legal middel name.		Edith
I	Generation Suffix	Suffix	Jr, III, IV	Jr
J	Date Of Birth**	Child's Date of Birth		01/01/2016
K	Gender**	Child's gender	Female - F Male - M Unknown	M
L	State of Birth	State or Country where child was born	State can not be abbreviated	Connecticut
M	Town of Birth	Town or City child was born	Town can not be abbreviated	Hartford
N	Parent's Maiden Name	Either Mother's of Father's maiden name		Martin
O	MMR Vaccination Date	Date of Measles, Mumps and Rubella		02/01/2016
P	Birth Certificate ID	ID number on Birth Certificate		1234567CT
Q	Ethnicity**	Child Hispanic?	Yes - Y No - N Not Selected - NS	Y
R	American Indian or Alaska Native*	Answer Y to only the race(s) that apply (ies)		
S	Asian*			
T	Black or African American*			
U	Native Hawaiian or Other Pacific Islander*			
V	White*			Y
W	Who the Child Resides with	The person the child resides with	Parent, Legal Guardian, Foster Parent or Other	Parent
X	Apt/ Street Number**	Number only of the apartment or house number		24

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Column	Field Required fields are shaded and have asterick(s)**	Description	Field Value	Sample
Y	Street Address 1**	Street Name		Valley
Z	Street Address 2	Additional street address		
AA	Town**	Town		Hartford
AB	State**	State		Connecticut
AC	Zip Code**	Zip code		06001
AD	# of People in Household**	Total number of people in the household		5
AE	Annual Family Income**	Amount of family income for the year		25000
AF	Date Family Income Collected**	The date the annual income information was collected		09/01/2016
	OR			
AG	Income not Disclosed**	Indicate that the family was not willing to give annual income information	Yes - Y	Y
AH	Individual Education Prog (IEP)	Indicate that the child is participating in an IEP program	Yes - Y	Y
AI	Start Date of IEP	Start date of the IEP program		09/01/2016
AJ	Transportation Provided	Transportation provided to or from an OEC funded program	Yes - Y	Yes - Y
AK	Facility Group Name	The name of the Facility Group your facility belongs to if applicable		ABCD
AL	Facility Entry Date**	Date the child entered the facility	Facility start date can not be greater than the funding start date	09/01/2016
AM	Facility Exit Date	Date the child exited the facility. Equal to or later than Funding End Date		08/30/2017
AN	Exit Category Value	See options		
AO	Exit Reason	See options		
AP	Funding Type**	Funding type the child is enrolled in	See section on Funding Space Types	3
AQ	Space Type**	The space type the child is enrolled in	See section on Funding Space Types	2
AR	Funding Start Date**	Date the Funding for the child starts		09/01/2016

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Column	Field Required fields are shaded and have asterick(s)**	Description	Field Value	Sample
AS	Funding End Date			
AT	HS/EHSA**	Additional funding type associated to Head Start or Early Head Start	See section on Funding Space Types	1
AU	OEC Fee Schedule	Additional funding sources	Yes - Y	Y
AV	Care4Kids	Additional funding sources	Yes - Y	Y
	OR			
AW	No Addl Funding	No additional funding	Yes - Y	

UPDATE

- The **UPDATE** record type is used to make changes to a child’s enrollment record that was created using the Batch Upload process or already in ECIS-ECE. A unique enrollment identifier (EID) is associated to each child’s enrollment record and must be included with each update request. The Batch Upload Comprehensive Report is designed to replicate the Batch Upload template to make updates to a child’s record. This report also includes the EID and may be accessed in ECIS-ECE under Reports the Batch Comprehensive Report.
- The date and time column at the end of the Batch Upload Comprehensive Report will need to be deleted prior to using in the Batch upload process.
- End Enrollments, End Enrollments and Exit Facility, Address Changes and Child and Family Information changes are samples of UPDATE record changes.
- Update may be used to edit/revise dates and enrollment information associated with and enrollment record if the data was in error. However, “ENROLLMENT” should be used if you are adding an additional enrollment in a different funding type, space type, or facility, this should be made using the “ENROLLMENT” record type (not “UPDATE”), in order to create this additional record, instead of overwriting the existing/other enrollment.