

# SIRS Level 1 Host-Child (L1HC) Relationships

## L1HC submission file SPECIFICATIONS

**REQUIRED** of ALL submissions in order to enable reliable process automation:

### General requirements

1. File names **must** begin with submitting host's "short name" and should include creation or submission date.
2. Current accepted host "short names" (not case sensitive):

<i>CNYRIC</i>	<i>MORIC</i>	<i>SCRIC</i>
<i>GST</i>	<i>Nassau</i>	<i>Suffolk</i>
<i>LHRIC</i>	<i>NERIC</i>	<i>WFL</i>
<i>MHRIC</i>	<i>NYC</i>	<i>WNYRIC</i>
<i>Monroe</i>		
3. Report **ONLY** child relationships claimed by the submitting host
4. Always report **ALL** valid hosted child entities, even when submitting correction/update files

### Acceptable File Types

1. **PREFERRED**: Flat, comma-delimited, plain-text file with extensions:
  - a. *.csv*
  - b. *.txt*
2. Also accepted\*:
  - a. MS Excel 2007-2016 worksheet (file extension *.xlsx*)
  - b. MS Excel 2003 worksheet (file extension *.xls*)
  - c. MS Access 2007-2016 database (file extension *.accdb*)
  - d. MS Access 2003 database (file extension *.mdb*)

\*these file extensions may be deprecated when we move to an online file upload process, so **we recommend creating .csv extracts**

### File Format

1. *CSV and TXT files*:
  - a. Each line of text must contain only three values
  - b. A comma (ASCII character 44) **MUST** separate each value on a line
  - c. Values do NOT need to be encapsulated by quotes. **However, IF you use quote-encapsulated values, you MUST use them consistently throughout the file** (i.e., if quotes appear in one row they must appear in ALL rows)
  - d. A hard carriage return (ASCII character 13) and a hard line feed (ASCII character 10) must terminate each line of text **except for the last line**
2. *XLSX and XLS files*:
  3. One worksheet only
  4. Must contain only three fields (columns) of data
5. *ACCDB and MDB files*:
  - a. One table only
  - b. Table must contain only three fields (columns)

### Data Format

1. **Excel (.xlsx or .xls) and Access (.accdb or .mdb) files must be text only data-type** to prevent truncation of leading zeroes
2. Required field/column names and order:

- a. First field: HOST\_BEDS
  - i. Field length: exactly 12 characters
  - ii. Acceptable data: Numerals 0-9 (ASCII characters 48-57) only
- b. Second field: CHILD\_BEDS
  - i. Field length: exactly 12 characters
  - ii. Acceptable data: Numerals 0-9 (ASCII characters 48-57) only
- c. Third field: CHILD\_NAME
  - i. Field length: No requirement
  - ii. Acceptable data: Any alphanumeric character
3. A header row is NOT required. If a header row is included, it will be ignored.
4. **NOTE:** If you are using quote-encapsulated values (see **File Format** item 2.c above) that this method **MUST** be used consistently throughout the file.

### Child-entity Requirements

1. Child entity BEDS codes may be claimed only ONCE in any file
2. The BEDS code/SED code<sup>1</sup> for any claimed child entity **must** exist in SEDREF (A link to the SEDREF public query tool appears at the end of this specs sheet)
3. SEDREF must show any claimed child as being currently ACTIVE<sup>2</sup>
4. SEDREF must show any claimed child as belonging to one of the following Institution Type/Subtype combinations:

T-code	Institution Type	St-code	Institution Subtype
10	Government Agencies	3	State Agencies (Non-Facilities)
10	Government Agencies	10	NYSED Operated Facilities
14	Non-Public Schools	*	(All)
16	School Districts	1-9	( <b>Not</b> type 10: 100% Contract)
17	Public Schools	11	Charter Schools
18	BOCES	1	BOCES (Admin entities)

The Institution Type/Subtype for any entity may be found by looking up the BEDS code/SED code<sup>1</sup> (or Institution ID) in the online SEDREF Master Data File public query tool here:

[http://portal.nysed.gov/portal/pls/pref/SED.sed\\_inst\\_qry\\_vw\\$.startup](http://portal.nysed.gov/portal/pls/pref/SED.sed_inst_qry_vw$.startup)

#### FOOTNOTES:

<sup>1</sup> the BEDS code may be queried using the "SED code" field in the SEDREF public query tool

<sup>2</sup> to be considered Active, the "Inactive Date" field must be empty in the SEDREF public query tool

### To SUBMIT files

1. Go to [Datasupport](#) for instructions on opening a ticket.
  - i. click the blue Help button to open a Datasupport query form.
  - ii. type "L1HC" or "l1hc" in the "How can we help?" text box and Enter.
    - the Help query box should now be displayed, showing possibly-related Datasupport articles
    - at the bottom, there should be a [Contact us] button
  - iii. click the [Contact us] button to open the **Contact us** request form
    - the L1HC Point of Contact (PoC) submitting the file should enter their full name in the "Your name" field

- the L1HC PoC should enter their **work email** in the "Email address" field
  - the L1HC PoC should enter "l1hc" or "L1HC" anywhere in the "How can we help you?" field
  - the L1HC PoC should attach their latest L1HC submission file in the "Attachments" field (click inside Attachments to browse/select, or drag from a separate File explorer window and drop into Attachments)
- iv. click the [Send] button
2. If multiple files are submitted the **last submitted file** will always be used.
  3. Datasupport tickets will remain open until an L1HC file has been confirmed as processed. Files are processed weekly on Mondays (or Tuesdays after a State holiday).