# California Preschool Data Collection (CAPSDAC)User Manual

**A Guide for Program Staff**

**Version 1.0**

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Early Education Division

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## Glossary

Below is an alphabetical list of acronyms, initialisms, and terms that are frequently referenced throughout this document.

* **AA/AS/AAS/ASN:** Associate degree
* **Agency:** Agency that maintains a CSPP contract with the California Department of Education, Early Education Division
* **BA/BS:** Baccalaureate degree
* **CAPSDAC**: California Preschool Data Collection Online Data System
* **CDE:** California Department of Education
* **CDMIS:** Child Development Management Information System
* **CTC:** Commission on Teacher Credentialing
* **Consultant:** Program Quality Implementation Consultant
* **Contract:** Contract for California State Preschool Program Services
* **CDS:** County-District-School
* **CPS:** Child Protective Services
* **CSPP**: California State Preschool Program
* **CSV:** Comma Separated Value
* **DLL:** Dual Language Learner
* **DOF:** Department of Finance
* ***EC*:** California *Education Code*
* **EED:** Early Education Division
* **FAQ:** Frequently Asked Question
* **FCCH:** Family Child Care Home
* **FEIN:** Federal Employer Identification Number
* **FFS:** Family Fee Schedule
* **FICN:** Family Identification Case Number
* **FIPS:** Federal Information Processing Standards
* **Fiscal Analyst:** Early Education and Fiscal Nutrition Services Office, Fiscal Apportionment Analyst
* **FY:** Fiscal Year
* **HoH:** Head of Household
* **IEP:** Individualized Education Program
* **IFSP**: Individualized Family Service Plan
* **LEA:** Local Educational Agency
* **MA/MS/ME:** Master's degree
* **MB:** Management Bulletin
* **Ph.D./ Ed.D./M.D.:** Doctorate degree
* **QRIS:** Quality Rating and Improvement System
* **SEID:** California Statewide Educator Identifier
* **SMI:** State Median Income
* **Vendor:** Software vendor who has expressed interest in working with agencies on the electronic reporting of the CAPSDAC Report
* **5 *CCR*:** California *Code of Regulations, Title 5*

**Revision History**

| **Version Number** | **Revision** **Date** | **Section** | **Summary of Changes** |
| --- | --- | --- | --- |
| v1.0 | 07/12/2024 | All sections | CAPSDAC User Manual Official Release |

## Security and Privacy

### CAPSDAC Privacy Statement

I, as a CAPSDAC User, am acknowledging the following information

* I know and follow the security and privacy policies at my local educational agency that are in place to protect data uploaded into the CAPSDAC
* I know and follow the security and privacy state and federal laws that are in place to protect data uploaded into the CAPSDAC
* I have a legitimate and authorized business need to access the data in the CAPSDAC and will use this access only for legitimate and authorized business needs
* If I suspect or detect a security or privacy violation, I will contact the CAPSDAC Support Team immediately, as well as inform my local educational agency in accordance with our policies
* I have read, understand, and will comply with the following notice: “NOTICE - You are about to access the CAPSDAC data collection system of the CDE. This system is intended for authorized users only, in accordance with the Confidentiality and Security Agreements for CAPSDAC Users, and applicable state and federal laws. Unauthorized access to or use of this system, or any information therein, is strictly prohibited by CDE policy, the Confidentiality and Security Agreements for CAPSDAC users, and applicable state and federal laws. Unauthorized access to this system, and/or unauthorized use of information from this system may result in civil and/or criminal penalties under applicable state and federal laws. By using this system, you acknowledge and agree that all information concerning your access to this system, including but not limited to any information entered, stored or retrieved by you, may be monitored, retrieved, and/or disclosed by authorized personnel. This includes authorized network administrators and CDE personnel, for any lawful purpose, including but not limited to criminal prosecution”
* I understand that I am responsible for the security and privacy of my password. I will adhere to the following minimum requirements for a password: It must be at least fifteen (15) characters in length and must include characters from three of the four categories: at least one uppercase letter, at least one lowercase letter, at least one number, and at least one of the following non-alphanumeric characters: ! ? @ # $ ^ & \* − = \_ +
* I will comply with the following rules governing user credentials: I will protect my logon credentials at all times; I will never share my user ID and/or password with anyone; I will avoid using a feature in my local browser which automatically fills in passwords; I will not write my password down for myself or others’ easy access. (If I need to write my password down, I will keep this information in a secure area)
* I will protect data uploaded into the CAPSDAC in any form, including information contained on printed reports, data downloaded onto computers and computer media (e.g., compact discs, external drives, thumb drives, etc.), user computer monitors, or any other format. Data saved to portable storage devices, such as laptops, Universal Serial Bus (USB) thumb drives, digital video disc (DVDs), and discs will be encrypted
* I will log out of the CAPSDAC if I am going to be away from my computer, log out of the CAPSDAC or lock my computer before I leave it unattended, remove the CAPSDAC media information from my desktop when I am away from my desk, store media containing data uploaded into the CAPSDAC in a locked container during non-business hours, properly cleanse or destroy media containing data uploaded into the CAPSDAC, and shred paper media and compact discs prior to disposal. I will ensure that the diskettes and other magnetic media are cleansed using appropriate software or a magnetic field with sufficient strength to render the information unreadable. I understand that simply deleting files from magnetic media does not remove the information from the media
* I am aware of the security issues of snooping, shoulder surfing, social engineering, faxing, virus scanning and patching, phishing, spear phishing, and whaling, and I will prevent breaches from these issues to the best of my ability
* All family, Child, Staff, and Classroom information collected and submitted to the CDE is confidential and is restricted to purposes directly connected with the administration of my local educational agency’s CSPP. Only persons designated by the Superintendent and/or Principal may view this information, and these persons may only view the information for purposes directly connected with the administration of the program or except as provided by law. Editing of this information is limited to users designated by the Superintendent and/or Principal for purposes directly connected with the administration of the program. (5 *CCR* Section 17732)

## Chapter 1: Overview

This chapter is intended to provide an overview of the CAPSDAC.

### Contents

This chapter contains the following topics

* 1.1 Overview
* 1.2 CAPSDAC Monthly Data Submission
* 1.3 CAPSDAC Log in Instructions
* 1.4 Introducing the CAPSDAC

### 1.1 Overview

Assembly Bill (AB) 22 (Chapter 901, Statues of 2022) requires the CDE to collect the same data for children and staff in a LEA based CSPP that is collected from children and staff in the K–12 classroom setting. This was enacted in the California *EC* Section 60910, and requires the CDE, by July 1, 2024, to collect child and staff data for each child enrolled in a CSPP operated by an LEA, including all applicable data elements that are collected for children in transitional kindergarten (TK) pursuant to *EC* Section 48000, which, in combination with the data collected pursuant to *EC* Section 60900, will provide longitudinal data for children enrolled in CSPPs operated by LEAs through grade 12. The CDE, EED developed the CAPSDAC online data system for this purpose. The information collected from these reports is used by state and federal legislators to develop public policy for early education services in California, and to request increased funds to expand program availability in unserved and underserved areas.

##### Local Educational Agency Definition

Local Educational Agency shall include a county office of education, a school district, or a charter school, as defined in *EC* Section 60900(k). A community college that operates a CSPP is not included in this definition of an LEA for purposes of submitting data to the CAPSDAC.

#### Frequently Asked Questions

##### Who?

**Which agencies must submit the CAPSDAC Monthly Data Submission?**

The CAPSDAC Monthly Data Submission must be submitted for each data submission period during which CSPP services were provided through an LEA. If no subsidized services were provided through an agency’s contract for a given data submission period, the agency would certify with no submitted data on the CAPSDAC.

**Which children should be reported in the CAPSDAC Monthly Data Submission?**

Children enrolled in CSPP through an LEA’s contract should be included in the CAPSDAC Monthly Data Submission.

##### What?

**What is the CAPSDAC Monthly Data Submission?**

The CAPSDAC Monthly Data Submission is monthly data submission completed by LEAs that includes children who were enrolled in CSPP through an agency’s contract during a given data submission period.

##### When?

**When is the deadline for submitting the CAPSDAC Monthly Data Submission?**

The CAPSDAC Monthly Data Submission is due on the fifteenth of the month following the end of the official submission window. For example, the July 2024 official submission window is from August 1, 2024, through August 30, 2024; therefore, the CAPSDAC July Data Submission is due by August 15, 2024. Late notifications are sent via email to agencies who fail to submit and certify data on the following business day.

Agencies who fail to submit or certify the CAPSDAC Data Submission by the final date stated in the late notification email may have their apportionments withheld until a complete CAPSDAC Data Submission is submitted. Agencies should revise the CAPSDAC Data Submission as soon as possible if discrepancies are found in reported information.

##### Where?

**Where is the CAPSDAC Monthly Data Submission submitted?**

Agencies submit the CAPSDAC Monthly Data Submission electronically via the CAPSDAC.

##### Why?

**Why must agencies submit the CAPSDAC Monthly Data Submission?**

In addition to fulfill the legislative and statutory requirements specified in AB 22 and *EC* Section 60910, the data collected through CAPSDAC ensures program integrity and responsiveness to children, families, and communities through highly accountable public investments. It allows the CDE to monitor, analyze, and pursue federal and other grant opportunities on a regular basis. It plays a critical role in shaping the future of preschool services in California.

##### How?

**How do agencies submit the CAPSDAC Monthly Data Submission?**

The CAPSDAC Monthly Data Submission is completed online via the CAPSDAC. Agencies may submit their data by utilizing one of the following functions available on the CAPSDAC:

**CAPDSAC Input/Edit**: This function is used to carry out the following actions: fill in data entry screens to add new children enrolled in CSPP through an agency’s contract during a given data submission period and delete children not enrolled in CSPP through an agency’s contract during a given data submission period. The agencies can manually enter data into the child, staff, and classroom files, as well as edit or delete the records.

**CAPSDAC Electronic File Transfer**: This function is used to submit comma-separated value (CSV) files created by agencies. These files contain all required information and are formatted specifically for the CAPSDAC to process. If agencies choose to submit their CAPSDAC Monthly Data Submission via this function, refer to [CAPSDAC User Manual Appendix C: Electronic File Format Specifications](https://www.cde.ca.gov/sp/cd/ci/documents/capsdacappendixc.docx).

**How do agencies report “No Services”?**

If an agency has a contract but does not have any children enrolled in CSPP, or the programs are not providing the service of CSPP during a given month, the agency must certify with no data submitted, indicating no children were enrolled that month, and so no services were provided for that month.

**How can agencies view previously submitted CAPSDAC Data Submissions?**

Submitted CAPSDAC Monthly Data Submissions can be viewed after the due date. Agencies may view information submitted using the "File Management" function, available on the CAPSDAC, for approximately thirty days after the submission due date.

Once a submission period is locked, agencies can view, but not edit, information submitted by utilizing the "File Management" function available on the CAPSDAC only in the month after the data is locked. For example, CAPSDAC users can view their July Data Submission in September.

### 1.2 CAPSDAC Monthly Data Submission

The CAPSDAC Monthly Data Submission is the monthly data collection in which LEAs that maintain a contract with the CDE report specific information on all classroom, staff, and children who participate in a CSPP.

### 1.3 CAPADAC Log in Instructions

This section of the user manual provides users with instructions on how to access the CAPSDAC and login to the system.

#### Accessing the CAPSDAC

1. Open your web browser and navigate to the CAPSDAC at [CAPSDAC Data Submission](https://www.capsdac.org/)
2. You will land on the CAPSDAC’s Microsoft online login, and will be asked to input your CAPSDAC Account Username and Password

#### Logging into CAPSDAC

Enter your credentials in the respective fields of Microsoft Login interface

Click on the "Login" or "Sign In" button to proceed

Next, you will be directed to the Terms and Conditions webpage. Read and acknowledge the conditions by clicking “Yes, I Agree to These Terms and Conditions" button at the bottom of the webpage

Upon successful login, you will be directed to the CAPSDAC dashboard

### 1.4 Introduction of the CAPSDAC

The following information provides a detailed description of the high-level agency information pre-populated in the CAPSDAC

#### Local Educational Agency (LEA)

The Local Educational Agency (LEA) data information field identifies and specifies the educational agency for which the user is submitting data.

#### Preschool Site Name

The "Preschool Site Name" information field refers to the specific name or identifier assigned to the preschool site for which the user submits data.

#### Preschool CDS Code

The “Preschool CDS Code” field refers to the unique County-District-School (CDS) Code associated with a specific preschool for which the user submits data.

LEAs can obtain their Preschool CDS Codes in two ways:

1. **Drop-down Menu**: Select your preschool site from the drop-down menu located on the CAPSDAC Dashboard, and the Preschool CDS Code will automatically populate underneath the site name.
2. **Download Full Site List**: Downloading the full site list and respective CDS codes from any of the file management web pages available under LEA Actions.

#### Data Submission Period

The "Data Submission Period" field represents the specific month and year for which the user submits data.

#### LEA Certification Status

The “LEA Certification Status” field indicates whether the LEA has officially attested that their data submission is accurate and complete for the specified data submission period. This certification is a formal confirmation by the agency that the information in the data submission is reliable, truthful, and meeting the regulatory and or organizational standards governing the submission.

## Chapter 2: Account Management Instructions

The CDE will set up two accounts for each CSPP contracted LEA, one for the program director and the other for executive director. The program director and executive director are responsible for designating LEA personnel to submit and certify their CAPSDAC Monthly Data Submission.

There are two categories of CAPSAC users: LEAAdmin and AppUser.

LEAAdmin: The account holder can add, edit, and/or deactivate an account within the LEA.

AppUser: The account holder cannot add, edit, and/or deactivate an account within the LEA.

All LEAs’ program directors and executive directors are given LEAAdmin accounts. They can create CAPSDAC accounts for their designated personnel. Below are the instructions on how to add, edit, and deactivate CAPSDAC accounts.

### Contents

2.1 Add an account

2.2 Edit an account

2.3 Deactivate an account

### 2.1 Add Accounts

The CAPSDAC enables the agency’s program director and executive director account holders to add new user accounts for their LEA.

#### Instructions

1. Prior to first access to the CAPSDAC online data system, program directors and executive directors should receive an email containing the default username and password from a CAPSDAC Support Team member once their agency information has been added to the CAPSDAC
	1. LEAAdmins and AppUsers are responsible for managing all user accounts in their agency for staff members who will be completing the child, staff, and classroom reports
2. To access the CAPSDAC, users must log in to the Microsoft authentication management. The account log on screen is automatically displaced when clicking on the CAPSDAC online data system URL. Users should enter their username and password, then click the “Log on” button to proceed
3. Upon logging in, users will be prompted to change their password by entering the old password and setting a new one
	1. Usernames are case-sensitive and passwords are case-sensitive. Ensure all capital letters are entered as capitals and all lowercase letters as lowercase
	2. For username or password assistance, LEAAdmins can navigate to the “Edit User” menu of CAPSDAC online portal and select the “Reset Password” option
4. Upon logging in to the CAPSDAC, the user should see their agency’s dashboard. To add or modify an account, locate and click the “Account” button at the top right corner of the screen
	1. The “Users” section displays all users with tabs for “User Name (Last, First)”, “Email”, “Username”, “LEA Name”, “Last Access (Timestamps)”, "Status”, and “View/Edit”
* Users can access the "Edit User” page by selecting “View/Edit” to modify user information
* Click “Update” to save changes or “Cancel” to discard them
	1. At the top right corner of the Users screen, there is an “Add New User” button. Users can utilize this function to add a new user.
* The information required to create a new user in the CAPSDAC includes:
	+ - User Name (Last, First)
		- Email (ensure that users' email addresses are entered correctly; incorrect entries will result in users not receiving notifications from the CAPSDAC)
		- Phone Number
		- Username (ensure that the username is unique without duplication with other users; the username ends with “@capsdac.org”)
		- LEA Name
		- Status
* After entering the information, click “Submit” and wait for the confirmation message “New user is successfully submitted”
* Then navigate to the “User” screen, where the new user's information should appear in the “Account” and “User” tabs

#### Important Reminder

* The CAPSDAC User Group includes “AppUser” and “LEAAdmin”
* LEAAdmin users have the ability to request to reset their own password
* The CAPSDAC Account Status includes
* Active: The user can access the CAPSDAC
* Inactive: The user cannot access the CAPSDAC
* When a new user receives the account creation email from the CAPSDAC Support Team, which includes the link with username and password, they must change the password immediately
* Each user can only be assigned to one LEA with distinct email address
* A single account can be accessed on different computers and operating systems while still enabling password resets across various environments
* If the LEAAdmin users uncheck the “Status” box associated with a specific user, which marks the user as inactive, this user’s account will be frozen and inaccessible to the CAPSDAC

If CAPSDAC users require further assistance, please email the CAPSDAC Support Office at CAPSDAC@cde.ca.gov

### 2.2 Edit Account Information

The CAPSDAC enables the agency to log on and edit the account as many times as necessary.

#### Instructions

1. On the “View/Edit” User Screen, LEAAdmin users can modify the information, including
	* + - Last Name, First Name
			- Phone Number
			- LEA Name
			- Role (LEAAdmin or AppUser)
2. Click “Update” to save changes or “Cancel” to discard them

### 2.3 Deactivate Accounts

The CAPSDAC allows user accounts to be inactive while retaining the account. LEAAdmin account holders can deactivate an account within the LEA.

#### Instructions

1. On the “View/Edit" User Screen, uncheck the box “Status” and select the “Update” button
2. Select the “Account” button at the top right corner to go to the previous page

#### Important Reminder

* The CAPSDAC does not have a delete function. Unchecking the “Active” box marks the user as “inactive” and freezes their account, rendering it inaccessible without any active access to the CAPSDAC

The LEAAdmin users should monitor the activities of the LEAs users for data security concerns. If the LEAs users are inactive for a period of time, the LEAAdmin users should deactivate their accounts.

## Chapter 3: Uploading Classroom Records

This chapter contains the following topics

3.1 Classroom Records File Definition

3.2 Classroom Records File Input/Edit: Step-by-Step Instructions

3.3 Classroom Electronic File Upload

3.4 Classroom Record File Template

### 3.1 Classroom Record File Definitions

The classroom information fields, whether entered manually or uploaded electronically, are accompanied by their respective definitions and guidelines. For a comprehensive description of all data fields in Classroom Records files, please refer to the link provided in [Appendix A: Data Definitions](https://www.cde.ca.gov/sp/cd/ci/documents/capsdacappendixa.docx).

### 3.2 Classroom Record File Input/Edit: Step-by-Step Instructions

#### Overview

Agencies must provide complete information for every classroom record listed on the CAPSDAC.

#### Important Reminder

* The manual data input process begins with the Classroom Record file, followed by the Staff Record file, and finally, the Child Record file. Any data submission out of this input sequence may result in error messages
* In all Classroom Record, Staff Record, and Child Record files, incomplete work cannot be saved, and any erroneously input data cannot be saved either. Agencies must complete all input fields and ensure accuracy before proceeding to the next tab and saving the work
* Agencies must not certify the work until they have ensured the information's completeness and accuracy
* Agencies can revisit and revise the Child, Staff, and Classroom Records before the due date of the 15th of the data submission month

#### Instructions

* The data definitions for these fields are available in the CAPSDAC User Manual: [Appendix A: Data Definitions](https://www.cde.ca.gov/sp/cd/ci/documents/capsdacappendixa.docx)
* To select multiple options, hold down the Control button on your keyboard and click each desired option individually
* Users can access information field tooltips by hovering their cursor over the question mark icon
* Child and Staff Records cannot be added until at least one Classroom Record has been added to the system

#### File Downloads

This section will allow users to download the following files:

* This LEA's current data submission period (Month Year) Classroom records
* This LEA's most recent previous period (Month Year) Classroom records
* A blank copy of the classroom template file
* A copy of the classroom template file with example values

#### Locate Classroom Record

1. Log in to the CAPSDAC

a. Skip this step if you are already logged in

1. Select a CSPP school or site from the “Preschool Site Name” dropdown list to view the CAPSDAC CSPP School/Site Dashboard web page. The top of the webpage should display the preschool site name you have selected followed by the word “Dashboard.”
2. Ensure that the correct “Preschool Site Name” and “Preschool CDS Code” are listed in the “Overview” section at the top left of your screen
3. Scroll down to the bottom of the page and select the “Classroom Records” tab

a. This tab is already selected by default if no classroom records have been entered yet

1. Click on the button labeled “Add Classroom”

#### Complete the Classroom Record Files

1. Select the “Classroom Overview” tab in the “Edit Classroom Record” pop-up window. Manually input all the required information for the following fields:
* Classroom ID
* Classroom Name
* Care Type
* Language(s) Used − Teacher
* Language(s) Proficient − Teacher
* Language(s) Used − Aids
* Language(s) Proficient − Aids
* Language Program Type
1. Switch to the “Staff Assignments” tab to manually input the staff (and StaffID) assignments for this classroom (Read-Only View). Refer to Chapter 4 of this Manual for directions on inputting Staff records.
2. Navigate to the “Child Enrollments” tab to manually input the child (and ChildID) enrollments for this classroom (Read-Only View). Refer to Chapter 5 of this Manual for directions in inputting Child records.
3. Click the button labeled “Edit Classroom Record” located at the bottom right of the pop-up window to save this record.
4. To add all classrooms, repeat steps 2 through 5 for each respective classroom and then click “Save Classroom Record” to save the changes.
5. If agencies successfully provided all child information, the completed row of the Child Summary should be displaced on the screen.

#### What Happens Next

After inputting the classroom record into the CAPSDAC and clicking the “Save classroom record” button, the following actions occur:

1. The classroom record is stored in the CAPSDAC database
2. The data file is available to review under the school dashboard:
3. The data file is displayed as a list, including the row number and pages
4. Four columns are presented: Classroom Name, Classroom ID, Enrollments, Edit
5. The data file can be edited by clicking “Edit,” allowing users to view the data elements and make changes to the data
6. The classroom data file is available to download and review by the LEA for "This LEA's current data submission period classroom records"

a. The download file includes all the data files for the LEA for that submission period

b. The data file is available for download as a CSV file

c. The download file includes 9 columns with a list of rows of Classroom records (PreschoolCDSCode, ClassroomID, ClassroomName, CareType, LanguagesTeacherUses, LanguagesTeacherProficient, LanguagesAidsUses, LanguagesAidsProficient, LanguageProgramType)

d. The data file can be changed and re-uploaded

1. Agencies may re-upload the file. When uploading the file, monitor the file upload status, and confirm the file was accepted by the CAPSDAC
2. LEAs can upload new or revised files multiple times, but each submission will replace the previous file

### 3.3 Classroom Electronic File Upload

For more information on creating and uploading a Classroom Electronic File Upload into the CAPSDAC, please refer to [Appendix B: Creating Electronic Files](https://www.cde.ca.gov/sp/cd/ci/documents/capsdacappendixb.docx).

### 3.4 Classroom Record File Template

The Classroom Records File Format Specifications provide detailed format specifications for each data field within the classroom record. You can access this information in [Appendix C: Electronic File Format Specifications](https://www.cde.ca.gov/sp/cd/ci/documents/capsdacappendixc.docx).

Within a file, all data elements must adhere to specific formatting and criteria.

## Chapter 4: Uploading Staff Records

4.1 Staff Records File Definitions

4.2 Staff Records File Input/Edit: Step-by-Step Instructions

4.3 Staff Electronic File Upload

4.4 Staff Record File Template

### 4.1 Staff Record File Definitions

The Staff information fields, whether entered manually or uploaded electronically, are accompanied by their respective definitions and guidelines. For a comprehensive description of all data fields in Classroom Records files, please refer to [Appendix A: Data Definitions](https://www.cde.ca.gov/sp/cd/ci/documents/capsdacappendixa.docx).

### 4.2 Staff Record File Input/Edit: Step-by-Step Instructions

#### Overview

Agencies are required to provide complete information for every staff record listed on the CAPSDAC online data system.

#### Important Reminder

**Note:** Only staff who meet the criteria to be considered as "teachers" in the CSPP should be included.

A permit issued by the Commission on Teacher Credentialing (CTC) authorizing service in the care, development, and instruction of children in a Childcare and development program. This can be any of the following permits:

* Regular Children’s Center Instructional Permit
* Limited Children’s Center Instructional Permit
* Emergency Children’s Center Instructional Permit
* Child Development Master Teacher Permit
* Child Development Teacher Permit
* Child Development Associate Teacher Permit: This permit authorizes the holder to supervise Assistant Permit holders and an aide

Alternatively, a current credential issued by the CTC authorizing teaching service in elementary school or a single subject credential in home economics, coupled with at least 12 units in early childhood education and/or child development (ECE/CD), or two years of experience in early childhood education or a childcare and development program.

#### Instructions

* The data definitions for these fields are available in the CAPSDAC User Manual: [Appendix A: Data Definitions](https://www.cde.ca.gov/sp/cd/ci/documents/capsdacappendixa.docx)
* To select multiple options, hold down the Control button on your keyboard and click each desired option individually
* Users can access information field tooltips by hovering their cursor over the question mark icon
* Child or Staff records cannot be added until at least 1 Classroom record has been added to the system

#### File Downloads

This section will allow users to download the following files

* This LEA's current data submission period (Month Year) Staff records
* This LEA's most recent previous period (Month Year) Staff records
* A blank copy of the Staff template file
* A copy of the Staff template file with example values

#### Locate Staff Record

1. Log in to the CAPSDAC

a. Skip this step if you are already logged in

1. Select a CSPP school or site from the “Preschool Site Name” dropdown list to view the CAPSDAC CSPP School/Site Dashboard web page. The top of the webpage should display the preschool site name you have selected followed by the word “Dashboard”
2. Ensure that the correct “Preschool Site Name” and “Preschool CDS Code” are listed in the “Overview” section at the top left of your screen
3. Scroll down to the bottom of the page and select the “Staff Records” tab

a. This tab will not be available for data entry if you have not entered any classroom records

1. Click on the button labeled “Add Staff”

#### Complete the Staff Record Files

##### Select the “Personal Information” tab in the “Edit Staff Record” pop-up window. Manually input all the required information for the following fields:

##### StaffID

##### Last Name

##### First Name

##### Middle Initial

##### Date of Birth

##### Gender

##### Hispanic

##### Race(s)

##### Switch to the “LEA & Preschool” tab in the “Edit Staff Record” pop-up window. Manually input all the required information for the following fields:

##### Staff Role

##### Highest Degree Completed

##### Years Of Experience in this LEA

##### Local Assignment Waiver

##### SEID

##### Permit/Credentials

##### Navigate to the “Classroom Assignment” tab in the “Edit Staff Record” pop-up window and manually input the Classroom Names (and ClassroomIDs) to which this Staff is assigned

##### Click the button labeled “Edit Staff Record” located at the bottom right of the pop-up window and then click the “Save Staff Record” to save the changes

##### To add all staff, repeat steps 4 through 6 for each respective member of staff

1. If agencies successfully provided all child information, the Completed row of the staff Summary should show up on the screen

#### What Happens Next

After inputting the Staff record via the CAPSDAC, the following actions occur

1. The original file is stored in the CAPSDAC database
2. The data file is available to review under the school dashboard
3. The data file is displayed as a list, including the row number and pages
4. Four columns are presented: [Staff Name (Last, First MI)](https://webtest3.cde.cal/capsdac/D782/dashboard/staff/54491?sort=1), [StaffID](https://webtest3.cde.cal/capsdac/D782/dashboard/staff/54491?sort=2), [Staff Role](https://webtest3.cde.cal/capsdac/D782/dashboard/staff/54491?sort=4), Edit
5. The data file can be edited by clicking “Edit,” allowing users to navigate to the data elements and re-input the data
6. The data file is available to download and review by the LEA for "This LEA's current data submission period classroom records"

a. The download file includes all the data files from all LEAs

b. The data file is available for download as a CSV file

c. The download file includes 16 columns with a list of rows of Classroom records (PreschoolCDSCode, StaffID, LastName, FirstName, MiddleInitial, DateOfBirth, Gender, IsHispanicYN, Races, StaffRole, HighestDegree, YearsExperienceInLEA, WaiverYN, SEID, Permit, ClassroomAssignments)

d. The data file can be changed and re-uploaded

1. Agencies may download, review the file upload status, and confirm the file was accepted by the CDE
2. LEAs can upload new files multiple times, but each submission will replace the previous files

### 4.3 Staff Electronic File Upload

For more information on creating and uploading a Staff Electronic File Upload, please refer to [Appendix B: Creating Electronic Files](https://www.cde.ca.gov/sp/cd/ci/documents/capsdacappendixb.docx).

### 4.4 Staff Record File Template

The Staff Records File Format Specifications provide detailed format specifications for each data field of the Staff. For more information, please refer to [Appendix C: Electronic File Format Specifications](https://www.cde.ca.gov/sp/cd/ci/documents/capsdacappendixc.docx).

## Chapter 5: Uploading Child Records

5.1 Child Record File Definitions

5.2 Child Record File Input/Edit: Step-by-Step Instructions

5.3 Child Electronic File Upload

5.4 Child Record File Template

### 5.1 Child Record File Definitions

The Child information fields, whether entered manually or uploaded electronically, are accompanied by their respective definitions and guidelines. For a comprehensive description of all data fields in Classroom Records files, please refer to [Appendix A: Data Definitions](https://www.cde.ca.gov/sp/cd/ci/documents/capsdacappendixa.docx).

### 5.2 Child Record File Input/Edit: Step-by-Step Instructions

#### Overview

Agencies are required to provide complete information for every child record listed on the CAPSDAC.

#### Instructions

* Refer to the data definitions for these fields in the CAPSDAC User Manual: [Appendix A: Data Definitions](https://www.cde.ca.gov/sp/cd/ci/documents/capsdacappendixa.docx)
* To multi-select more than one option, hold down the Control button on your keyboard and click each desired option individually
* Access information field tooltips by hovering your cursor over the question mark icon
* Child or Staff records cannot be added until there is at least one Classroom record added to the CASPDAC

#### Locate Child Record

1. Log in to the CAPSDAC
	* 1. Skip this step if you are already logged into the CAPSDAC
2. Select a CSPP school or site from the “Preschool site Name” dropdown list to view the CAPSDAC School/Site Dashboard web page.

The top of the webpage should display the preschool site name you have selected followed by the word “Dashboard”

1. Ensure that the correct “Preschool Site Name” and “Preschool CDS Code” are listed in the “Overview” section at the top left of your screen
2. Scroll down to the bottom of the page and select the “Child Records” tab
	1. This tab will not be available for data entry if you have not entered any classroom records
3. Click on the button labeled “Add Child”, which brings the user to the “Add Child Record – XXX School Site” popup screen.

#### Complete the Child Record Files

1. Select the “Personal” tab in the “Edit Child Record” pop-up window to go to the “Child’s Personal Information” data input screen. Manually input all the required information for the following fields:
* ChildID
* Last Name
* First Name
* Middle Initial
* Gender
* Start Date of Preschool Enrollment
* End Date of Preschool Enrollment
* Eligibility Status
* Date of Birth
* Country of Birth
* State of Birth
* City of Birth
* Hispanic
* Race(s)
* Active IEP or IFSP

After completing inputs for all data fields on the “Child’s Personal Information” screen, click on “Save Child Record” button to go to the “Child’s Language Information” data input screen.

1. User may select the “Language” tab in the “Add Child Record” pop-up window to go to the “Child’s Language Information” data input screen. Manually input all the required information for the following fields:
* Date of Family Language Instrument
* Home Language(s)
* Most-used Language
* Dual Language Learner (DLL)

After completing inputs for all data fields on the “Language” screen, click on “Save Child Record” button to go to the “Child’s Family Information” data input screen.

1. User may select the “Family” tab in the “Add Child Record” pop-up window to the “Child’s Family Information” data input screen. Manually input all the required information for the following fields:
* Family Identification Case Number (FICN)
* Family Size
* Family Monthly Income
* CalWORKs Recipient
* Reason For Needing Service
* 1st Head-of-Household (HoH) Last Name
* 1st HoH First Name, Middle Initial
* 1st HoH Highest Education
* 2nd HoH Last Name
* 2nd HoH First Name, Middle Initial
* 2nd HoH Highest Education
* Written Communication Preference
* Verbal Communication Preference

After completing inputs for all data fields on the “Child’s Language Information” screen, click on “Save the Child Record” button to go to the “Child’s Address Information” data input screen.

1. User may select the “Address” tab in the “Add Child Record” pop-up window to go to the “Child’s Address Information” data input screen. Manually input all the required information for the following fields:
* Home Address Line 1
* Home Address Line 2
* Home Address City
* Home Address State
* Home Address ZIP Code
* Mailing Address Line 1
* Mailing Address Line 2
* Mailing Address City
* Mailing Address State
* Mailing Address ZIP Code

After completing inputs for all data fields on the “Child’s Adress Information” screen, click on “Save Child Record” button to go to “Child’s Classroom Enrollment Information” data input screen.

1. User may select the “Classroom Enrollment” tab in the “Add Child Record” pop-up window to go to the “Child’s Classroom Enrollment Information” data input screen. Manually select all the required information for the following fields:
* Full-Time Enrollment
* Part-Time Enrollment
* Service Type
1. Click the "Save Child Record" button after all child information has been entered.
* If error messages are displayed, make the appropriate corrections, and select the "Save Child Record" button again. Repeat this process until no error messages appear. The complete record free of data quality errors is automatically saved in the CAPSDAC.
* If the fields can’t be saved, or have any error message, please correct the error according to the error message indicated and save the files again.

#### What Happens Next

After inputting the child record via the CAPSDAC, the following actions occur:

1. The original file is stored in the CAPSDAC database
2. The data file is available to review under the school dashboard
3. The data file is displayed as a list, including the row number and pages
4. Four columns are presented: [Child Name (Last, First MI)](https://webtest3.cde.cal/capsdac/D782/dashboard/staff/54491?sort=1), [ChildID](https://webtest3.cde.cal/capsdac/D782/dashboard/staff/54491?sort=2), Date of Birth, Edit
5. The data file can be edited by clicking “Edit,” allowing users to navigate to the data elements and re-input the data
6. The data file is available to download and review by the LEA for "This LEA's current data submission period (TIME PERIOD) classroom records."

a. The download file includes all the data files from all LEAs

* 1. The data file is available for download as a CSV file
	2. The download file includes 49 columns with a list of rows of Child records (PreschoolCDSCode, ChildID, LastName, FirstName, MiddleInitial, Gender, DateOfEnrollmentStart, DateOfEnrollmentEnd ,EligibilityStatus, DateOfBirth, CountryOfBirth, StateOfBirth, CityOfBirth, IsHispanicYN, Races, IEPorIFSP, DateOfInstrument, LanguagesHome, LanguageMostUsed, IsDualLanguageLearnerYN, IsDLLTeacherDesignatedYN, FICN, FamilySize ,FamilyMonthlyIncome, CalWORKsRecipient, ReasonForService, HeadOfHouseholdLastName1, HeadOfHouseholdFirstName1, HeadOfHouseholdMiddleInitial1, HeadOfHouseholdEducation1, HeadOfHouseholdLastName2, HeadOfHouseholdFirstName2, HeadOfHouseholdMiddleInitial2, HeadOfHouseholdEducation2, LanguageFamilyWritten, LanguageFamilyVerbal, HomeAddress1, HomeAddress2, HomeCity, HomeState, HomeZIP, MailingAddress1, MailingAddress2, MailingCity, MailingState,MailingZIP, ServiceType, FullTimeEnrollment, PartTimeEnrollments)
	3. The data file can be changed and re-uploaded
1. Agencies may download, revise, and upload the file. Make sure to receive a file upload successful confirmation when reupload the file.
2. LEAs can upload new files multiple times, but each submission will replace the previous files.

### 5.3 Child Electronic File Upload

For more information on creating and uploading a Child Electronic File Upload, please refer to CAPSDAC User Manual, [Appendix B: Creating Electronic Files](https://www.cde.ca.gov/sp/cd/ci/documents/capsdacappendixb.docx).

### 5.4 Child Record File Template

The Child Records File Format Specifications provide detailed format specifications for each data field of the Child Record File. For more information, please refer to [Appendix C: Electronic File Format Specifications](https://www.cde.ca.gov/sp/cd/ci/documents/capsdacappendixc.docx).

## Chapter 6: Certifying Data Submissions

This chapter will cover the attestation of LEAs when they complete their monthly CAPSDAC data.

LEAs shall submit data to CAPSDAC on a monthly basis. LEAs are required to review certification reports reflecting specific data submitted to CAPSDAC. LEAs must conduct additional checks on the data, which cannot be performed upon input, or apply certification validation rules to a reporting database. The resulting data should be displayed in certification reports for agencies to review. These data snapshots are taken during " data submission periods," within which categories of data are certified together. Within these submission periods, agencies certify data for each month and year.

**LEA Certification**

During the submission window, agencies must review and certify the data by the specified deadline. Agencies can update the data at any point during the amendment window and recertify accordingly. The CAPSDAC takes new snapshots of the data and generates new revisions of certified submitted data each time the data is altered. Once agencies have certified, the data snapshot is "frozen”, although new revisions can continue to be created until the certification deadline. Hence, agencies can review revised data submission during the submission window and, if necessary, decertify and recertify.

**Amendment Window**

There is an "amendment window" after the submission window. The “amendment window is between the day after “certification deadline” and the last day of the month. The amendment window allows LEAs to decertify, amend, and recertify their data if needed. If an agency fails to certify or recertify by the end of this window after decertification, they will have no certified data.

**Decertification/Recertification**

Users can click “Un-certify of this LEA’s Data” button from the LEA Actions Menu to decertify their agency’s data. Upon decertification of a previously certified submission, the CAPSDAC notifies the agency via email. The LEA is then required to review and approve new data submissions or revisions, provide reasons for disapproval, make necessary data amendments, and subsequently review and approve the reports within the submission.

**Certification of Monitoring Reports**

Before certifying, the LEA must review and agree with the Monitoring Report and the Validation Report. The LEA must confirm the following information before submission: LEA Name, Vendor Number, CDS Code, Data Submission Period, LEA responsible personnel’s First Name, Last Name, Email, Phone Number, and Phone Extension. Once all information is verified, the LEA can click "Certify and Submit Data." Please wait until “Submission Successful” message appears on the screen.

**More Information about the CAPSDAC in the Appendices**

**Consequences for Failing to Submit and/or Certified Data On-Time**

If an LEA does not meet the deadline for submitting and/or certifying the CAPSDAC Monthly Data Submission, the agency may be placed on the apportionment withhold list. Continued failure to submit the required data may lead to referral for placement of the agency on a conditional contract.

**Data Revision**

LEAs are reminded to review the 2023–24 CAPSDAC data submission schedule accessible on the CDE web page via this link: [CAPSDAC Data Submission Schedule](https://www.cde.ca.gov/sp/cd/ci/capsdacsubmissonschedule.asp). This schedule outlines the deadlines for each month’s data submission. Agencies are required to approve and certify their submissions by the deadline. In cases requiring data revision, agencies are required to complete the data revision and recertify the data by the final day of the data submission month. Typically, the amendment window spans 15-days following the due date.

During the amendment window, LEAs are encouraged to review submitted data. This review process will ensure the accuracy of the data submitted regarding Child, Staff, and Classroom information. In the event that errors are discovered, LEAs can decertify the data submission, make necessary revisions, resubmit the corrected data, and then recertify the submission.

After the amendment window is closed, no further revision, submission, or certification to the data are permitted. Any further request for data changes should be forwarded to the CAPSDAC Support Team for review at CAPSDAC@cde.ca.gov. The CAPSDAC Support Team will review each request on a case-by-case basis and follow up with the request. **Appendix List**

This section contains references to helpful documents and information for agencies.

### Appendix A: Data Definitions

Appendix A provides the definitions for all data fields in the Classroom, Staff, and Child data collections in the CAPSDAC. It is available in the [CAPSDAC User Manual Appendix A: Data Definitions](https://www.cde.ca.gov/sp/cd/ci/documents/capsdacappendixa.docx).

### Appendix B: Creating Electronic Files

Detailed instructions for creating, formatting, and reading electronic files are available in the [CAPSDAC User Manual Appendix B: Creating Electronic Files](https://www.cde.ca.gov/sp/cd/ci/documents/capsdacappendixb.docx).

### Appendix C: Electronic File Format Specifications

Detailed information on format specifications for each data file for the Classroom, Staff, and Child record data submissions is available in the [CAPSDAC User Manual Appendix C: Electronic File Format Specifications](https://www.cde.ca.gov/sp/cd/ci/documents/capsdacappendixc.docx).

### Appendix D: Consultant and Analyst Directories

* For the most recent contact information, visit the [CDE Consultant Regional Assignments web page](https://www.cde.ca.gov/sp/cd/ci/assignments.asp).
* For the most recent contact information, visit the [CDE Fiscal Apportionment Analyst Directory web page](https://www.cde.ca.gov/fg/aa/cd/faad.asp).

### Appendix E: State Median Income (SMI) Ceilings and Income Ranking Table

Detailed information on the most recent Schedule of Income Ceilings and Income Ranking Table can be found on the [EED Management Bulletins web page](https://www.cde.ca.gov/sp/cd/ci/allmbs.asp).

### Appendix F: Error Messages

A list of the Classroom, Staff, and Child information fields from the CAPSDAC data submission that encounter technical issues accompanied by an error message and their respective descriptions. Additionally, troubleshooting tips and references to online instructional materials are provided in the [CAPSDAC Appendix F: Error Messages](https://www.cde.ca.gov/sp/cd/ci/documents/capsdacappendixf.docx).