Neglected or Delinquent Evaluation Reporting Tips

1. Missing data: these are some of the items most often missing from the report. **The following is a list of required data elements. Be sure to have these required fields populated in order to avoid missing data errors.**

* 1. **DOE001 LASID**
	2. **DOE006 Date of Birth**
	3. **DOE009 Gender**
	4. **DOE010 Race/Ethnicity**
	5. **DOE016 Grade Level**
	6. **DOE020 Title I Participation**
	7. **DOE025 English Learner**
	8. **DOE034 Special Education Placement Information**
	9. **DOE036 Special Education – Nature of Primary Disability**
	10. **ND01 Facility ID**
	11. **ND02 Facility Program**
	12. **ND20 Visit Number\***
	13. **ND21 Entry/Booking Date**
	14. **ND22 Departure/Release Date\*\***
	15. **ND23 Total Days this Visit (Must be within the reporting period)\*\*\***
	16. **ND24 Days Served**
	17. **ND30 Awarded High School Course Credits while in Facility/Program**
	18. **ND32 Enrolled in a GED Program while in Facility/Program**
	19. **ND41 Awarded a GED while in the Facility/Program**
	20. **ND43 Awarded a HS Diploma while in the Facility/Program**
	21. **ND45 Accepted/Enrolled into Postsecondary Education while in the Facility/Program**
	22. **ND47 Enrolled in Elective Job Training Course while in the Facility/Program**
	23. **ND48 Obtained Employment while in the Facility/Program**
	24. **ND60 Other Outcome(s)**
	25. **ND61 Transitional Services**
	26. **ND130 Awarded High School Course Credits within 90 Days of Exit**
	27. **ND132 Enrolled in a GED Program within 90 Days of Exit**
	28. **ND140 Enrolled in a their Local District School within 90 Days of Exit**
	29. **ND141 Awarded a GED within 90 Days of Exit**
	30. **ND143 Awarded a HS Diploma within 90 Days of Exit**
	31. **ND145 Accepted/Enrolled into Postsecondary Education within 90 Days of Exit**
	32. **ND147 Enrolled in External Job Training within 90 Days of Exit**
	33. **ND148 Obtained Employment within 90 Days of Exit**

**\*ND20 Visit number - If there is only one visit within a reporting period, it should be entered as visit 1. If there are multiple visits, they should be listed in chronological order.**

**\*\*ND22 Departure/Release Date –** required unless student was still enrolled in the program

on 7/1. In this case, the field must be left blank.

**In the event of multiple visits, the visit dates should not overlap in any way.**

**\*\*\*ND23 Total Days this visit** - This is computed by end date within the reporting period - start date within the reporting period + 1, where the reporting period is 7/1/2023 – 6/30/2024.

**Below is the formula to insert in column**

**Header: column U Start**

 **column V End**

 **Column W Concaldays**

**Insert your start days in column U starting at line 2**

**Insert your end days in column V starting at line 2**

**In cell W2 insert the following formula (cut and paste)**

**=IF($V2=0,DATEVALUE("6/30/2024"),$V2)-IF($U2<DATEVALUE("7/1/2023"),DATEVALUE("7/1/2023"),$U2)+1**

**Drag down from W2 to the end of your dates. This will give you your concaldays for all your entered start and end dates.**

1. Incorrect Facility Codes: Please see Appendix **N** of the Handbook for the correct site code for your facility.
2. Incorrect Program Codes: Please see Data Element ND02 Facility Program and Appendix O of the Handbook for the correct program code for your facility.
3. Testing Results -

If ND72 (or ND82) = 0, then ND73 (or ND83) should be Blank

If ND72 (or ND82) = 1, then ND73 (or ND83) should contain a code of 1-5

1. Header: The supplied report header **must** be used. Modifications to the header should not be made. Any difference from the supplied header will cause the file to not be loaded.
2. Names:Student names should be removed from the form before submission. Do not do this by deleting the columns. Columns C, D and E must be blank.
3. Commas:Commas inside any of the fields will cause an extra field to be added, thus generating an error. The most common occurrence is in the City of Birth field.