2015-2016 Discipline Interchange - Incident

Purpose:
The purpose of the Discipline Interchange Incident file is to capture and verify the attributes of a student with disabilities who were reported with a disciplinary incident in the currently selected school year.

Dependencies:
Student has been assigned a SASID and updated in the RITS system.
A record for the student exists in the Discipline Interchange Action file. (Incident Identifier must match the Incident Identifier in the Action file for the student and the incident).

Record Expectation:
In the Discipline Interchange - Discipline Incident file the LEA should submit 1 record per "Incident" per LEA for every discipline incident which occurred at any point in the currently selected school year.
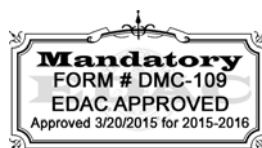
- Indicates Primary Key

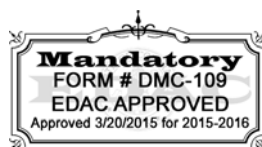| Name of Field	Field Length	Text Start Position	Text End Position	CSV order	Excel Column	Examples	Remarks
DISCIPLINE INCIDENT							
NOTE: ZERO-FILL ALL NON-APPLICABLE FIELDS * Indicates required ** Indicates fields which are not required for the Special Education Discipline Collection and may be zero-filled. You may name your file anything that works for you; however the system will not allow spaces in the file name. When submitting CSV or Excel you must include a header row with titles in the fields.							

Mandatory
FORM # DMC-109
EDAC APPROVED
Approved 3/20/2015 for 2015-2016

2015-2016 Discipline Interchange - Incident

Admin Unit/SOP Code*	5	1	5	1	A2	00000	REQUIRED FIELD MUST be zero-filled.
School District/BOCES Code* 🔑	4	6	9	2	B2	0010	REQUIRED FIELD Must be a valid District Code within the reporting district/BOCES.
School Code*	4	10	13	3	C2	0187	REQUIRED FIELD School code must be a valid school within the district. Grades served at the reported school must include grade reported for the student. If student attends a program this field should be zero-filled an exception request submitted.
Program Code*	4	14	17	4	D2	0025	Valid 4 digit Special Education Program code. http://www.cde.state.co.us/datapipeline/org_sped_program_codes
Incident Identifier* 🔑	10	18	27	5	E2	0000000001	REQUIRED FIELD. MUST match Incident Identifier number in the Discipline Action File for the student. Incident Identifier may be duplicated in instances where two or more students are involved in a discipline incident but attend two different schools.

Mandatory
FORM # DMC-109
EDAC APPROVED
Approved 3/20/2015 for 2015-2016

2015-2016 Discipline Interchange - Incident

Student's State ID (SASID)NEW 2013-2014	10	28	37	6	F2		REQUIRED FIELD Will be validated against RITS at the time of submission using four locater fields: last name, first name, date of birth, and gender.
Student's First NameNEW 2013-2014	30	38	67	7	G2		REQUIRED FIELD Must be a valid character (A-Z, a-z,"", "-"). Must contain only one space between names. Will be validated against RITS at the time of submission using four locater fields: last name, first name, date of birth, and gender.
Student's Last NameNEW 2013-2014	30	68	97	8	H2		REQUIRED FIELD Must be a valid character (A-Z, a-z,"","-"). Must contain only one space between names (e.g. Van Dyke). Will be validated against RITS at the time of submission using four locater fields: last name, first name, date of birth, and gender.
Date of Incident*	8	98	105	9	I2	02052015	REQUIRED FIELD Format is MMDDYYYY. Cannot be zero-filled.
Behaviors**	2	106	107	10	J2	00	REQUIRED FIELD - Field checked for valid codes only. Cannot be blank.

Mandatory
FORM # DMC-109
EDAC APPROVED
Approved 3/20/2015 for 2015-2016

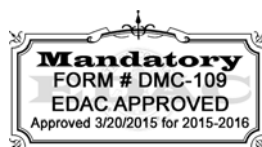| Weapons**	2	107	108	11	K2	00	REQUIRED FIELD - Field checked for valid codes only. Cannot be blank.
Reported To Law Enforcement**	1	109	109	12	L2	00	REQUIRED FIELD - Field checked for valid codes only. Cannot be blank.
Serious Bodily Injury**	1	110	110	13	M2	00	REQUIRED FIELD - Field checked for valid codes only. Cannot be blank.

BACKGROUND INFORMATION

NOTE: Zero-fill all non-applicable fields. No blanks are allowed.

Admin Unit/SOP Code – MUST be zero-filled. Administrative Unit number will populate in the Special Education Discipline Snapshot when the Administrative Unit Respondent creates the snapshot.

School District/BOCES Code – Enter the appropriate four-digit district code for each student's District of Attendance. Refer to School District/BOCES Code table.

School Code – A unique code assigned by CDE to a school building. Refer to School Building Code table.

Program Code – A unique number assigned to a Program by CDE. Refer to the Data Pipeline website for code tables.
http://www.cde.state.co.us/datapipeline/org_sped_program_codes

Mandatory
FORM # DMC-109
EDAC APPROVED
Approved 3/20/2015 for 2015-2016

2015-2016 Discipline Interchange - Incident

Incident Identifier - A UNIQUE ten digit number assigned to each incident by each reporting entity (Admin Unit/School District). MUST be Unique. Cannot be duplicated in the Incident Interchange File.

Student's State ID (SASID) <mark>NEW 2013-2014</mark> **–** A <u>unique</u> ten digit number assigned to each student by CDE.
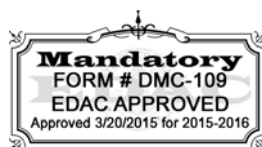
Student's First Name <mark>NEW 2013-2014</mark> – A name given to an individual at birth, baptism or during another naming ceremony; or through legal change.

Student's Last Name <mark>NEW 2013-2014</mark> – The name borne in common by members of a family.

Date of Incident - The month, day, year (mmddyyyy) the discipline incident occurred.

Behaviors - Provide the behavior associated with the incident. (This field may be zero-filled. Blanks are not allowed).

00	**N/A**
01	**Drug Violation**
02	**Alcohol Violation**
03	**Tobacco Violation**
04	**1st, 2nd Degree or Vehicular Assault**
05	**Dangerous Weapons**
06	**Robbery**
07	**Other Felony**
08	**Disobedience/Defiant or Repeated Interference**
09	**Detrimental Behavior**
10	**Destruction of School Property**
12	**Other Violation of Code of Conduct**
13	**3rd Degree Assault/Disorderly Conduct**

Mandatory
FORM # DMC-109
EDAC APPROVED
Approved 3/20/2015 for 2015-2016

Weapons - The weapon associated with the incident. (This field may be zero-filled. Blanks are not allowed).
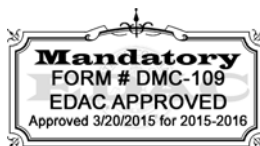
00	N/A
01	Handgun
02	Rifle/Shotgun
03	Other Firearms
04	Non-Firearm Weapon

Reported to Law Enforcement - Indicator if the incident was reported to law enforcement. (This field may be zero-filled. Blanks are not allowed).

0	No
1	Yes

Serious Bodily Injury - Indicator if serious bodily injury was associated with the incident. (This field may be zero-filled. Blanks are not allowed).

0	No
1	Yes

Mandatory
FORM # DMC-109
EDAC APPROVED
Approved 3/20/2015 for 2015-2016

2015-2016 Discipline Interchange - Incident

Document Changes

Date	Description of change	Reason for change	Elements affected
April 1, 2015	Added the following fields to the Incident File • SASID • First Name • Last Name	Allow Incident Identifier to be duplicated in the Incident file in instances where two or more students are involved in an incident and attend two different schools. The fields added to the file allow the duplication.	SASID First Name Last Name Incident Identifier

Mandatory
FORM # DMC-109
EDAC APPROVED
Approved 3/20/2015 for 2015-2016