



U.S. DEPARTMENT OF EDUCATION

EDPass

**FS901 – Infants and Toddlers with
Disabilities (IDEA Part C) Exiting
File Specification**

2023-24

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DOCUMENT CONTROL

DOCUMENT INFORMATION

Title:	FS901 – Infants and Toddlers with Disabilities (IDEA Part C) Exiting File Specifications
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DOCUMENT HISTORY

Version Number	Date	Summary of Change
20.0	November 2024	New file specification for SY 2023-24.

PREFACE

This document provides technical instructions for building files that are submitted through EDPass, which is an electronic system that facilitates the efficient and timely transmission of data from State agencies to the U.S. Department of Education.

This document is to be used in coordination with other documentation posted on the [EDFacts Initiative Home Page](#) under EDFacts System Documentation, including:

- *EDFacts Workbook* – a reference guide to using EDPass; particularly useful to new users; contains multiple appendices, including one that explains how to use the file specifications
- *EDPass User Guide* – provides assistance to new users of EDPass; it addresses the basic mechanics of system access and data submission
- *EDFacts Business Rules Single Inventory (BRSI)* - a single inventory containing business rules applied to *EDFacts* data throughout the pre- submission lifecycle of that data. The inventory describes each business rule, including the EDPass rule ID, legacy rule ID, rule objective, error message, failure classification, definition, rule logic, file specifications and the data group where the business rules are applied

Please contact the Partner Support Center (PSC) with questions about the documents. You will find contact information for PSC on the [EDFacts Contact Page](#).

Data submitted through EDPass are authorized by an Annual Mandatory Report on Infants and Toddlers Exiting Part C (OMB 1820-0557, expires 2/28/2027). Data are reported by State Lead Agencies and include data at the State level.

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1.0 PURPOSE

This document contains instructions for building files to submit Data Group 5022: Infants and toddlers with disabilities (IDEA Part C) exiting table. The definition for this data group is:

The unduplicated number of infants and toddlers who were under age three and had an active individualized family service plan (IFSP) in place at some point during the reporting period and at the end of the reporting period either were no longer receiving early intervention services under IDEA Part C or had reached their third birthday.

The data collected using this file specification are collected under the authority of the Individuals with Disabilities Education Act (IDEA), 20 U.S.C. 1418(a)(1)(C) and (a)(3).

The ED data stewarding office/s for this file: OSERS/OSEP.

2.0 GUIDANCE FOR SUBMITTING THIS FILE

This section contains changes from the previous reporting period, core requirements for submitting this file, required categories and totals, and general guidance.

2.1 Changes from the 2023-24 File Specifications

This is a new file specification.

2.2 Core Requirements for Submitting this File

The following table contains the reporting period, the education units included or excluded, the type of count, and zero count reporting.

Table 2.2-1: Core Reporting Requirements

	State
Reporting Period	Reporting (IDEA Part C Exiting) – State-defined 12-month reporting period
Type of count	Once
Zero counts	Required for all valid combinations
Zero exceptions or Not applicable	Reason for No Longer Receiving Services – If your state does not use a permitted value (e.g., Part B eligible, exiting Part C), do not use that permitted value in the file.
Missing	Use “-1” to report missing counts. Use “MISSING” when a category is not available
Related Metadata survey	EMAPS IDEA Part C Child Count Survey SY 2023-24

State	
	FS5026 - Infants and Toddlers with Disabilities (IDEA Part C) Exiting Metadata

Data Packages

There are file specifications that contain a requirement that the data file and metadata or a related file must be submitted together. FS901 must be submitted together with FS5026 (Infants and Toddlers with Disabilities (IDEA Part C) Exiting Metadata).

2.3 Required Categories and Totals

The table below lists the combinations of the categories and totals that are expected to be submitted for the state .

- An “X” in the column indicates that the category value must be submitted when reporting that aggregation.
- The total indicator must be either “Y” (Yes) or “N” (No).
 - If the record is for a category set, specify an “N” (No).
 - If the record is for a subtotal or education unit total, specify a “Y” (Yes).

The technical name of the data used in the file is: IDEACEXIT

Table 2.3–1: Required Categories and Totals

Aggregation	Reason for No Longer Receiving Services	Racial Ethnic	Sex	Total Indicator	Comments
Category Set A	X	X		N	Infants and Toddlers Count by Reason for No Longer Receiving Services by Racial Ethnic
Category Set B	X		X	N	Infants and Toddlers Count by Reason for No Longer Receiving Services by Sex
Subtotal 1	X			Y	Infants and Toddlers Count by Reason for No Longer Receiving Services
Subtotal 2		X		Y	Infants and Toddlers Count by Racial Ethnic
Subtotal 3			X	Y	Infants and Toddlers Count by Sex
Education Unit Total				Y	Total of Infants and Toddlers Count

2.4 Categories and Permitted Values

This section contains the categories and permitted values used for submitting this file.

DG5022 – Infants and toddlers with disabilities (IDEA Part C) exiting table:

Reason for No Longer Receiving Services

The reason infants and toddlers who were under age three and had an active individualized family service plan (IFSP) in place at some point during the reporting period and at the end of the reporting period either were no longer receiving early intervention services under IDEA Part C or had reached their third birthday.

Note: Using the categories below, report each infant or toddler with a disability, as defined in 20 U.S.C. 1432(5), who reached age three or were no longer receiving services under Part C within this 12-month reporting period according to the most recent reason for no longer receiving services.

Permitted Value Abbreviation	Permitted Value Description	Comments
NOLGRELGPTC	No longer eligible	No longer eligible for Part C prior to reaching age three
PTBELIGEXTPTC	B eligible exit C	Part B eligible, exiting Part C
PTBELIGCONTPTC	B eligible continue C	Part B eligible, continuing in Part C
NTELIGPTBEXTRF	Not eligible B exit with referrals	Not eligible for Part B, exit with referrals to other programs
NTELIGPTBEXTNRF	Not eligible B exit with no referrals	Not eligible for Part B, exit with no referrals
PTBELIGNTDETOH	Not determined	Part B eligibility not determined, other
D	Died	Deceased
MVDOUTOFSTE	Moved	Moved out of state
WTHDRWLBYPRNT	Withdrawal	Withdrawal by parent (or guardian)
ATMTCNTCTUNSCFL	Attempts to contact unsuccessful	Attempts to contact the parent and/or child were unsuccessful
MISSING	Missing	Use when data are not available by this category.

Racial Ethnic

The general racial category that most clearly reflects individuals' recognition of their community or with which the individuals most identify.

Note: States must report the unduplicated count of all children served under IDEA, Part C by race/ethnicity of the child, not the family based on the October 2007 Final Guidance on Maintaining, Collecting and Reporting Racial and Ethnic Data to the U.S. Department of Education in the Federal Register (Vol. 72, No. 202, available at <http://www.gpoaccess.gov/nara/index.html>).

Permitted Value Abbreviation	Permitted Value Description	Comments
AM7	American Indian or Alaska Native	
AS7	Asian	
BL7	Black or African American	
HI7	Hispanic/Latino	
PI7	Native Hawaiian or Other Pacific Islander	
MU7	Two or more races	

WH7	White	
MISSING	Missing	Use when data are not available by this category.

Sex

An indication that infants and toddlers are either female or male.

Permitted Value Abbreviation	Permitted Value Description	Comments
F	Female	
M	Male	
MISSING	Missing	Use when data are not available by this category.

2.5 Data Reporting Guidelines.

This section contains guidance for submitting this file in the format of questions and answers.

How should infants and toddlers with disabilities be reported in the file?

The infants and toddlers with disabilities represented in this file must be an unduplicated count; no child should be counted more than once during the 12-month reporting period. If a child is identified as no longer receiving services under Part C more than once during the reporting period, report the reason that services are no longer being received based on the last time the child exited (i.e., report the child in the category that corresponds to the most recent reason for no longer receiving services under Part C).

How should infants and toddlers who are at risk of having substantial delays be reported in the file?

If your State serves infants and toddlers who are at risk of having substantial delays if early intervention services are not provided as specified under 20 U.S.C. 1432(5)(B)(i), include these children in the table counts if they were no longer receiving service under Part C or reached age three during the reporting period.

Who should be excluded from the file?

Do NOT report a child as exiting Part C if:

- the child had turned age three at the start of the reporting period (these children should have been counted in the previous reporting period); or
- services were temporarily interrupted and subsequently resumed before the end of the reporting period; or
- the child was under age three at the end of the reporting period and had an active IFSP, even if services were intermittently stopped during the reporting period.

Who determines the 12-month reporting period?

States should report counts for a 12-month reporting period. The State can determine the 12-month reporting period of data collection. This 12-month window (reporting period) should be the same for each annual report of these data. States must indicate in

the Part C Exiting Metadata collection the specific 12-month period the State used for reporting. If the State needs to revise the dates for its 12-month reporting period, it should notify OSEP in advance of any change in the State-identified reporting period.

2.6 Definitions

The following definitions support this file:

Program Completion

1. No longer eligible for Part C prior to reaching age three
Include all children who within this 12-month reporting period, have exited Part C before age three because they are no longer eligible under IDEA, Part C.

Exit at Age Three

2. Part B eligible, exiting Part C
Include all children determined to be eligible for Part B during the reporting period and who exited (or will soon exit) Part C. This includes children who receive Part B services in conjunction with Head Start.
3. Part B eligible, continuing in Part C
Include all children determined to be eligible for Part B, and whose parents were offered and consented to have their child remain in Part C under 20 U.S.C. 1432(5)(B)(ii) and 1435(c). The Part B eligible, continuing in Part C category may ONLY be used by a state whose application for IDEA Part C funds includes a policy under which parents of children with disabilities who were eligible for services under IDEA Section 619 and previously received services under Part C may continue to receive early intervention services under Part C beyond age three. States that do not offer this option under 20 U.S.C. 1432(5)(B)(ii) and 1435(c) may NOT report children in this category.
4. Not eligible for Part B, exit with referrals to other programs
Include all children *who reached age three*, were evaluated and determined not eligible for Part B, and were referred to other programs, which may include preschool learning centers, Head Start (but not receiving Part B services), and child care centers, and/or were referred for other services, which may include health and nutrition services, such as the Women, Infants, and Children (WIC) Nutrition Program.
5. Not eligible for Part B, exit with no referrals
Include all children *who reached age three*, were evaluated and determined not eligible for Part B and were not referred to other programs.
6. Part B eligibility not determined, other
Include all children *who reached age three* and their Part B eligibility was not made or reported during this reporting period, and who have not been reported in categories 2-5 above.

Not Receiving Services

7. Died
Include all children who died before their third birthday, even if their death occurred at the age of exit. Include only children who died during the reporting period.
8. Moved out of State
Include all children who moved out of state before their third birthday. Include only children who moved during the reporting period. Do not report a child who moved within State (i.e., from one program to another) if services are known to be continuing.

-
9. Withdrawal by parent (or guardian)
Include all children under the age of three whose parents declined all services (including service coordination services) after an IFSP was in place, or declined to consent to Part C services on the IFSP and provided written or verbal indication of withdrawal from Part C services.
 10. Attempts to contact the parent and/or child were unsuccessful
Include all children, under the age of three, who had an active IFSP, and for whom Part C personnel have been unable to provide early intervention services either due to lack of response from the parent or family, or inability to contact or locate the family or child after repeated, documented attempts. Include in this category any child who was no longer receiving services under Part C before reaching age three, and who has not been reported in categories 7-10 above.

See the [EDFacts Workbook](#) for the standard definitions.

3.0 FILE NAMING CONVENTION

The following file naming convention is to help identify files to provide technical assistance.

A maximum of 25 characters (including the file extension) is allowed for the file name.

The following is the naming convention for file submissions:

sslev**filename**vvvvvvv.ext

Table 3.0-1: File Naming Convention

Where	Means	Limit in characters
ss	USPS State Abbreviation	2
lev	Abbreviation for level: <ul style="list-style-type: none"> SEA for a State Agency level 	3
filename	IDEACEXIT	9
vvvvvvv	Alphanumeric string designated by the state agency to uniquely identify the individual submission (<i>e.g.</i> , ver0001, v010803)	7
.ext	Extension identifying the file format: <ul style="list-style-type: none"> .txt – fixed .csv – comma delimited .tab – tab delimited 	4

4.0 FIXED OR DELIMITED FILES

This section describes the fixed file and delimited file specifications. The fixed file and delimited files contain a header record followed by data records. The file type is specified in the header record.

The “Pop” column in the header and data records is coded as follows:

- M - Mandatory, this field must always be populated
- A - This field is populated in accordance with table 2.3-1 “Required Categories and Totals”
- O - Optional, data in this field are optional

4.1 Header Record Definition

The header record is required and is the first record in every file submitted to EDPass. The purpose of the header record is to provide information as to the file type, number of data records in the file, file name, file identifier, and file reporting period.

Table 4.1–1: Header Record

Data Element Name	Start Position	Length	Type	Pop	Definition / Comments	Permitted Values Abbreviations
File Type	1	50	String	M	Identifies the type of file being submitted.	SEA INFANT TODD (IDEA C) EXIT
Total Records in File	51	10	Integer	M	The total number of data records contained in the file. The header record is NOT included in this count.	
File Name	61	25	String	M	The file name including extension, the same as the external file name.	See section 3.0
File Identifier	86	32	String	M	Any combination of standard characters to further identify the file as specified by the lead agency (e.g., a date, person’s name, and version number).	
File Reporting Period	118	9	String	M	The year for which data are being reported. The required format is “CCYY–CCYY” or “CCYY CCYY”, where either a hyphen or a space separates the beginning and ending years.	2023-2024 OR 2023 2024
Filler	127	393	String	M	Leave filler field blank.	
Carriage Return / Line Feed (CRLF) or Line Feed (LF)	520	1		M		

Below is an example of a header record.

Table 4.1–2: Header Record Example

Format	File Type, Total Records in File, File Name, File Identifier, File Reporting Period, Filler, Carriage Return / Line Feed (CRLF)
Example	SEA INFANT TODD (IDEA C) EXIT, 15, euleaIDEACEXITv000001.csv, characters to identify file, 2023-2024, ¶

4.2 Data Record Definition

Data records are required and immediately follow the header record in every file submitted to EDPass. Data records provide counts for the specified category sets, subtotals and education unit totals.

Table 4.2–1: Data Records

Data Element Name	Start Position	Length	Type	Pop	Definition / Comments	Permitted Values Abbreviations
File Record Number	1	10	Integer	M	A sequential number assigned by the State that is unique to each row entry within the file.	
DG559 State Code	11	2	String	M	The two-digit American National Standards Institute (ANSI) code for the state, District of Columbia, and the outlying areas and freely associated areas of the United States.	For a list of valid State Codes, refer to the ED <i>Facts</i> Workbook.
DG570 Lead Agency Number	13	2	String	M	A number used to uniquely identify lead agencies. This ID cannot be updated through this file.	02 – Lead Agency
Filler	15	14	String	M	Leave filler field blank.	
Filler	29	20	String	M	Leave filler field blank	
Table Name	49	20	String	M	See technical name in Section 2.3 Required Categories and Totals.	IDEACEXIT
Reason for No Longer Receiving Services Basis	69	15	String	A	The reason infants and toddlers who were under age three and had an active individualized family service plan (IFSP) in place at some point during the reporting period and at the end of the reporting period either were no longer receiving early intervention services under IDEA Part C or had reached their third birthday.	NOLGRELGPTC - No longer eligible PTBELIGEXTPTC - B eligible exit C PTBELIGCONTPTC - B eligible continue C NTELIGPTBEXTRF - Not eligible B exit with referrals NTELIGPTBEXTNRF - Not eligible B exit with no referrals

Data Element Name	Start Position	Length	Type	Pop	Definition / Comments	Permitted Values Abbreviations
						PTBELIGNTDETOTH - Not determined D - Died MVDOUTOFSTE - Moved WTHDRWLBYPRNT - Withdrawal ATMTCNTCTUNSCFL - Attempts to contact unsuccessful MISSING
Racial/Ethnic	84	15	String	A	The general racial category that most clearly reflects individuals' recognition of their community or with which the individuals most identify.	AM7 - American Indian or Alaska Native AS7 - Asian BL7 - Black or African American HI7 - Hispanic/Latino PI7 - Native Hawaiian or Other Pacific Islander WH7 - White MU7 - Two or more races MISSING
Sex	99	15	String	A	An indication that infants and toddlers are either female or male.	F – Female M – Male MISSING
Total Indicator	114	1	String	M	An indicator that defines the count level – see table 2.3-1 “Required Categories and Totals”	N – Specifies category set Y – Specifies subtotal or total
Explanation	115	200	String	O	Text field for state use.	
Infants and Toddlers Count	315	10	Integer	M		
Carriage Return / Line Feed (CRLF) or Line Feed (LF)	325	1		M		

Below is an example of a data record, this is the set of data that should be submitted for each education unit. See table 2.3-1.

Table 4.2–2: Data Record Example

Aggregation	Example	Data Record
Format		File Record Number, State Code, Lead Agency Number, Filler, Filler, Table Name, Reason for No Longer Receiving Services, Racial/Ethnic, Sex, Total Indicator, Explanation, Infants and Toddlers Count, Carriage Return / Line Feed (CRLF)

Category Set A	7 infants and toddlers who are American Indian or Alaska Native and are not longer eligible for Part C	1,80,02,,,IDEACEXIT,NOLGRELGPTC,AM7,,N,,7¶
Category Set B	12 female infants and toddlers who are Part B eligible and exited Part C	6,80,02,,,IDEACEXIT,PTBELIGEXTPTC,,F,N,,12¶
Subtotal 1	85 infants and toddlers who are Part B eligible but continuing in Part C	10,80,02,,,IDEACEXIT,PTBELIGCONTPTC,,,Y,,85¶
Subtotal 2	57 infants and toddlers who are Asian who are exiting Part C	16,80,02,,,IDEACEXIT,,AS7,,Y,,57¶
Subtotal 3	512 infants and toddlers who are male who are exiting Part C	23,80,02,,,IDEACEXIT,,,M,Y,,512¶
Total	1112 infants and toddlers who exited Part C	28,80,02,,,IDEACEXIT,,,Y,,1112¶



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