Child and Adult Care Homes

Batch File Instructions
Site Applications

Illinois State Board of Education

100 North First Street

Springfield, IL 62777

Child and Adult Care Homes (CACH)

Introduction

This document provides the Web-based Illinois Nutrition System (WINS) file format layouts for Child and Adult Care Homes (CACH) site application, participation and participation detail data that will be collected in WINS. Formats for text (comma delimited) and csv (comma separated value methods are provided for the upload document). Sample files and examples are presented following the layout descriptions for the upload document.

The following information details the layout of the batch file to be imported by the Illinois State Board of Education (ISBE). The file will go through two levels of automated validation. If the program detects the format has NOT been adhered to, those providers affected will be rejected (not updated). When or if errors are found, you must correct the errors for the affected provider and resubmit the batch file.

Adding new providers will be no different than submitting changes on your batch file. You are required to follow the batch file layout. However, the ISBE provider number may be blank, unless the provider was previously active in the CACH program with ISBE and already has an ISBE provider number.

IMPORTANT: Every field must be acknowledged and listed in the correct sequence prescribed in this document

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1. Each provider will have its own line of data (providers are line delimited). In other words, all fields for one provider will be contained on one line separated by commas to differentiate each field of data. Ensure data does not have any extra commas between last name and first name or in column N special characters (slashes, dashes, parenthesis, etc.).

2. All addresses should be listed in United States Postal Service (USPS) format.

3. Each new fiscal year you must submit a batch file of all providers that are currently active with your organization. After we receive the entire file, you may send updates to provider information as often as necessary. You have the choice to send only those updates or the whole file.

4. License data—license data on your batch is now automatically compared to DCFS (for licensed providers) or IDHS (for non-licensed providers) data. If the data does not match, provider information will be saved but not approved. It is your responsibility to update your batch file with the current DCFS or IDHS data.

5. There should be no blank lines in the file.

6. If the meal service time and dates of operation are listed in the batch file and there is a *No* listed for that same meal type in the Meal Selection section of the file, the program will NOT mark that meal type *Yes* in WINS.

7. If a provider is no longer active, the provider should be marked as "0" in column B and an inactive effective date and an inactive effective date included in column N. Once a provider is marked as inactive in WINS, you do not need to include that provider in future batch files unless you would like for them to be reactivated.

Exceptions to the Rule

1. Reactivation of a provider within a fiscal year must also be submitted to ISBE electronically. If you know the original ISBE provider number of the provider, place this number in the provider number field.

2. Sponsors are still responsible for submitting inactivation dates for providers no longer claiming or not claiming during the current fiscal year.

Header Information

Excel Columns A — G

Using the CACH_Site_Applications_Batch_File_Template file, fill in fields A — G with provider information. Each import file must contain a header as the first row of the batch import file. All fields in the defined header are mandatory. The header row will be delimited by a carriage return ad followed by the detail record. The header row must containing the following fields.

Excel Field	Description	Considerations	Example
A	Record Identifier	Required – The Record Identifier will always be 1 for the Header	1
B	Record Type	Required – "H" for Header	H
B	Program Type	Required WINS Program Type: 1 = Summer Food Service Program (SFSP) 2 = National School Lunch Program (NSLP) 3 = Child and Adult Care Homes (CACH) 4 = Child and Adult Care Centers (CACC)	3
D	Batch Type	Required Type of data submitted: 1 = Participation Detail 2 = Site Application 3 = Daily Meal Counts.	2
E	RCDT	Required RCDT of district submitting file to WINS. Note: Must match RCDT of IWAS login of the user submitting the file.	15016400126
F	Fiscal Year	Required This is the Fiscal Year the Data should apply to.	2020
G	Creation Date	Required Date file was created (MM/DD/YYYY).	10/01/2019

Header File Format Example:

1,H,3,2,15016400126,2020,10/01/2019

General Information

Excel Columns A — U

Using the CACH_Site_Applications_Batch_File_Template file, fill in fields A — U with provider information. Do not delete any columns that are blank as this will causes error when uploading the file.

Excel Field	Description	Considerations	Example
A	Record Identifier	Required – Sequential numbering (e.g. 1, 2, 3…)	1
B	Record Type	Required – "D" for Detail	D
C	ISBE Provider Number	Required unless this is a new provider	54390
D	Active or Inactive	Required – Active = 1, Inactive = 0	1
E	Provider Last Name	Required	Jameson
F	Provider First Name	Required	Jay
G	Provider Middle Name	Leave blank if none	Jonah
H	Provider Physical Address Line 1	Required - Valid USPS address.	221 Baker Street
I	Provider Physical Address Line 2	Optional - Leave blank if no second line in address	#B
J	Provider Physical City	Required - Valid USPS city	Berwyn
K	Provider Physical County	Required - Valid USPS county	Cook
L	Provider Physical Zip	Required - Valid USPS Zip (Only first 5 numbers)	60402
M	Provider Phone	Required - Enter only ten numbers	7087956611
N	Provider Phone Extension	Optional - Leave blank if no extension	
O	Begin Date	Required	10/01/2019
P	Inactivation Date for Providers No Longer Claiming	Optional - (MM/DD/YYYY) Must be after begin date and within the same program year as the begin date. **Leave blank if provider is active and claiming.**	10/02/2019
Q	DCFS/IDHS Number	Required: DCFS LICENSE ID or IDHS NUMBER	516394
R	Is License Exempt	Required – yes or no. Enter yes if not licensed by DCFS	No
S	Is Group Home	Required: Must be Yes or No	No
T	Is Extended Home	Required: Must be Yes or No	No
U	Tier type	Required: 1 = Tier 1 school, 2 = Tier 1 census, 3 = Tier 1 household owner, 4 = Tier II all lower, 5 = Tier II all higher, 6 = Tier II mixed	3

Enrollment

Excel Columns V — X

Using the CACH_Site_Applications_Batch_File_Template file, fill in fields V — X with provider information. Do not delete any columns that are blank as this will causes error when uploading the file.

Excel Field	Description	Considerations	Example
V	Current Enrollment: Own Children	Required - Must be between 0 and 50.	2
W	Current Enrollment: Foster Children	Required - Must be between 0 and 50.	2
X	Current Enrollment: Outside Children	Required - Must be between 0 and 50.	6

Serving Selection

Excel Columns Y — AL

Using the CACH_Site_Applications_Batch_File_Template file, fill in fields Y — AL with which meal servings are being offered. At least one meal selection MUST be marked Yes for Excel columns Y thru AE.

Excel Field	Description	Considerations	Example
Y	First Serving—Early Snack	Required - Must be *Yes* or *No*.	No
Z	First Serving—Breakfast	Required - Must be *Yes* or *No*.	Yes
AA	First Serving—A.M. Snack	Required - Must be *Yes* or *No*.	No
AB	First Serving—Lunch	Required - Must be *Yes* or *No*.	Yes
AC	First Serving—P.M. Snack	Required - Must be *Yes* or *No*.	Yes
AD	First Serving—Supper	Required - Must be *Yes* or *No*.	No
AE	First Serving—Evening Snack	Required - Must be *Yes* or *No*.	No
AF	Second Serving— Early Snack	Required - Must be *Yes* or *No*.	No
AG	Second Serving—Breakfast	Required - Must be *Yes* or *No*.	Yes
AH	Second Serving—A.M. Snack	Required - Must be *Yes* or *No*.	No
AI	Second Serving—Lunch	Required - Must be *Yes* or *No*.	Yes
AJ	Second Serving—P.M. Snack	Required - Must be *Yes* or *No*.	Yes
AK	Second Serving—Supper	Required - Must be *Yes* or *No*.	No
AL	Second Serving—Evening Snack	Required - Must be *Yes* or *No*.	No

Serving Begin and End Times

Excel Columns AM — BN

Using the CACH_Site_Applications_Batch_File_Template file, fill in fields AM — BN with which meal serving beginning and end times occur. Beginning and Ending meal times are REQUIRED for each meal serving selected in columns Y— AL. *Must be two numbers, colon, two numbers, and AM or PM. (Example: 06:00 AM)* Do not delete any columns that are blank as this will causes error when uploading the file.

Excel Field	Description	Considerations	Example
AM	First Serving—Early Snack Begin Time	Required - if column Y = Yes	
AN	First Serving—Early Snack End Time	Required - if column Y = Yes	
AO	First Serving—Breakfast Begin Time	Required - if column Z = Yes	06:30 AM
AP	First Serving—Breakfast End Time	Required - if column Z = Yes	07:00 AM
AQ	First Serving—A.M. Snack Begin Time	Required - if column AA = Yes	
AR	First Serving—A.M. Snack End Time	Required - if column AA = Yes	
AS	First Serving—Lunch Begin Time	Required - if column AB = Yes	12:00 PM
AT	First Serving—Lunch End Time	Required - if column AB = Yes	12:30 PM
AU	First Serving—P.M. Snack Begin Time	Required - if column AC = Yes	03:00 PM
AV	First Serving—P.M. Snack End Time	Required - if column AC = Yes	03:30 PM
AW	First Serving—Supper Begin Time	Required - if column AD = Yes	
AX	First Serving—Super End Time	Required - if column AD = Yes	
AY	First Serving—Evening Snack Begin Time	Required - if column AE = Yes	
AZ	First Serving—Evening Snack End Time	Required - if column AE = Yes	
BA	Second Serving—Early Snack Begin Time	Required - if column AF = Yes	
BB	Second Serving—Early Snack End Time	Required - if column AF = Yes	
BC	Second Serving—Breakfast Begin Time	Required - if column AG = Yes	07:00 AM
BD	Second Serving—Breakfast End Time	Required - if column AG = Yes	07:30 AM
BE	Second Serving—A.M. Snack Begin Time	Required - if column AH = Yes	
BF	Second Serving—A.M. Snack End Time	Required - if column AH = Yes	
BG	Second Serving—Lunch Begin Time	Required - if column AI = Yes	12:30 PM
BH	Second Serving—Lunch End Time	Required - if column AI = Yes	01:00 PM
BI	Second Serving—P.M. Snack Begin Time	Required - if column AJ = Yes	03:30 PM
BJ	Second Serving—P.M. Snack End Time	Required - if column AJ = Yes	04:00 PM
BK	Second Serving—Supper Begin Time	Required - if column AK = Yes	
BL	Second Serving—Supper End Time	Required - if column AK = Yes	
BM	Second Serving—Evening Snack Begin Time	Required - if column AL = Yes	
BN	Second Serving—Evening Snack End Time	Required - if column AL = Yes	

Serving Begin and End Dates

Excel Columns BO — CB

Using the CACH_Site_Applications_Batch_File_Template file, fill in fields BO — CB with which meal serving beginning and end dates for the program year. Beginning and Ending dates are REQUIRED for each first meal serving selected in columns Y — AE. Dates are to be formatted as (MM/DD/YYYY) and must be on or before the end date and within the participation program year. Do not delete any columns that are blank as this will causes error when uploading the file.

Excel Field	Description	Considerations	Example
BO	First Serving—Early Snack Begin Date	Required - if column Y = *Yes*	
BP	First Serving—Early Snack End Date	Required - if column Y = *Yes*	
BQ	First Serving—Breakfast Begin Date	Required - if column Z = *Yes*	10/01/2019
BR	First Serving—Breakfast End Date	Required - if column Z = *Yes*	9/30/2020
BS	First Serving—A.M. Snack Begin Date	Required - if column AA = *Yes*	
BT	First Serving—A.M. Snack End Date	Required - if column AA = *Yes*	
BU	First Serving—Lunch Begin Date	Required - if column AB = *Yes*	10/01/2019
BV	First Serving—Lunch End Date	Required - if column AB = *Yes*	9/30/2020
BW	First Serving—P.M. Snack Begin Date	Required - if column AC = *Yes*	10/01/2019
BX	First Serving— P.M. Snack End Date	Required - if column AC = *Yes*	9/30/2020
BY	First Serving—Supper Begin Date	Required - if column AD = *Yes*	
BZ	First Serving—Supper End Date	Required - if column AD = *Yes*	
CA	First Serving—Evening Snack Begin Date	Required - if column AE = *Yes*	
CB	First Serving—Evening Snack End Date	Required - if column AE = *Yes*	

Serving Days of the Week

Excel Columns CC — CI

Using the CACH_Site_Applications_Batch_File_Template file, fill in fields CC — CI with which days of the week meals are to be served. Only enter serving days for first meal services selected in columns Y — AE. A "0" equals not serving and "1" equals serving. Week starts on Sunday and an example of serving meals Monday - Friday is displays as 0111110.

Excel Field	Description	Considerations	Example
CC	First Serving—Early Snack - Days of the Week	Required - if column Y = *Yes*	
CD	First Serving—Breakfast - Days of the Week	Required - if column Z = *Yes*	0111110
CE	First Serving—A.M. Snack - Days of the Week	Required - if column AA = *Yes*	
CF	First Serving—Lunch – Days of the Week	Required - if column AB = *Yes*	0111110
CG	First Serving—P.M. Snack Days of the Week	Required - if column AC = *Yes*	0111110
CH	First Serving—Supper - Days of the Week	Required - if column AD = *Yes*	
CI	First Serving—Evening Snack - Days of the Week	Required - if column AE = *Yes*	

Excel File Format (Saved as .CSV—Comma Delimited)

The WINS batch process accepts the conversion of an Excel spreadsheet into a comma delimited text (.CSV) format.

Once the data are entered into the spreadsheet and prior to submission to ISBE, the file will need to be converted to a .CSV file format. An Excel spreadsheet can be converted to another file format by saving it with the **Save As** command (**File** menu) in Excel. The directions for converting a file to .CSV are listed below.

Save a workbook in another file format

1. Open the CACH_Site_Applications_Batch_File_Template file, or if you already have the spreadsheet open, save the Excel version (.XLS extension).

2. On the **File** menu click **File / Save As**.

3. In the **File Name** box, type the same file name as you typed in Step 1.

4. In the **Save as** type list, select CSV (Comma delimited).

5. Click **Save**.

6. When notified that the file may contain features not compatible with CSV, click **Yes** to keep the workbook in the current format and finish saving the file.

7. **Close** the Excel file.

8. When prompted to save your changes to the CSV file during the close function click **No**.

9. Do NOT reopen the file in Excel.

Upload Batch File into WINS

Once you have your external batch file created and ready to upload into WINS just log into WINS and go to your dashboard and under 'Sponsor Tasks' click on 'Batch Site Applications'.

Sponsor Tasks	Sponsor Applications & Participation	Site Applications	Claims & Monitoring	Sponsor Info

Administrative Tasks

Sponsor Tasks	Site Application Tasks
▣ Batch Daily Meal Counts	☑ Enroll Site In New Program
▣ Batch Site Applications	☑ Edit Site Questionnaire
✚ Add New Site	☑ Edit Program Participation
✘ Deactivate/Re-activate Site(s)	☑ Edit Participation Detail
⚠ Track SD Process	
✘ Deactivate Sponsor	
⚠ Review Citation Responses	

Reports	Budget
▤ Waiver Submissions	No WINS Budgets required.
▥ Applications Not Received	
▥ DCFS Sponsor/Site Report	
▥ DCFS Unassigned Site License Verification	

Upload Batch File into WINS (cont'd)

- Select the Program Year of the claim you wish to file from the drop down boxes.

- Click on the BROWSE button in the File Upload section. Select the file you wish to upload and then click on the UPLOAD button. Any applicable error messages will display in the Messages section.

- If there are errors, you may correct the batch file and re-submit or go to the individual site claim entry screen in the application to correct errors.

- If the file has errors or is in the wrong format, a red banner will appear with additional guidance. A green banner will appear on the top when the file is successfully uploaded. Once the green banner appears, select Continue (in the lower right corner) to populate the results by WINS site on the next screen

Batching

Selection

Program	Agreement Number	Batch Source	Program Year
Child and Adult Care Home	53090014P00	Site Application	2019

Upload History

PreView	Submitted Date	Status	Submitted	Missing	Rejected	Adjusted	Warning
view	8/1/2019 9:39:30 AM	Failed Processing	3	0	0	0	0

File Upload

File: [   ] Browse... Upload

Messages

Errors and Messages | Changes | Help

Click Here to view help.