

Tips for Completing ISBE SIS Prenatal Services Excel Template

Always work in the Excel template/file when making any changes to student information.

Do not make any changes to information in the CSV format as the formatting will be lost and errors may result when submitted.

Row 1 FILE HEADER

1-A	File Type	Prenatal Services (already filled in)
1-B	Total Number of Records	Number of prenatal records you entered below.
1-C	File Name including extension	Name of your file (i.e., xxSchool_10072008_001.csv) <i>Note:</i> 1-C file name must be same file name used for actual file name when you perform the ‘Save As’ action.
1-D	File Sent Date	Date the file is being submitted via SIS to ISBE. <i>Note:</i> Date format is mm/dd/yyyy (i.e., 01/01/2021)
1-E	RCDTS	The 15-character Serving School RCDTS code. <i>Note:</i> Format is 111111111111111 – no spaces or hyphens between the characters. <i>Note:</i> The RCDTS code must match that of your IWAS login ID. You can verify this number by looking at your profile in IWAS.

EXAMPLES:

Prenatal Services	500	50082104002_10072008_001.csv	10/07/2021	5008210400262001
Prenatal Services	1400	RivertonHighSchool_10072008_001.csv	10/10/2021	3903031040022001
Prenatal Services	241	ShadyHillsSD_001.csv	09/08/2021	3903031040022001

Row 2 COLUMN NAMES (READ Only)

Row 3 STUDENT RECORDS

Enter the appropriate Prenatal Services data for each record being submitted to ISBE to obtain a Prenatal ID. The descriptions and codes for these data elements can be found in the ISBE SIS Data Elements Document under the “Early Learning” section (<https://www.isbe.net/Pages/SIS-Data-Elements-approved-codes-and-indicators.aspx>).

- The first row is a sample row. The sample data should be replaced.
- The following fields must only contain alpha characters except for hyphens (“-”) and spaces:

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- Mother's First Name
- Mother's Middle Name
- Mother's Last Name
- Mother's Maiden Name
- Mother's City
- City of Delivery

➤ Note: Do NOT include commas in any of the fields.

Cell	Column Name	Value	M/O
3-A	Prenatal Id	Field for SIS to return state-assigned Prenatal Id. <i>Note:</i> If the Prenatal Id has already been assigned and the data needs to be updated, then the Prenatal Id must be provided.	M – If Prenatal Id is known. Can be left blank if requesting new Prenatal Id
3-B	Mother's First Name	Examples: Maryanne; Mary Ann. See the Prenatal Services data elements document for additional information.	M
3-C	Mother's Middle Name	Examples: Rose; Ella Jane. See the Prenatal Services data elements document for additional information.	O
3-D	Mother's Last Name	Examples: Jones; Smith-Jones; St John. See the Prenatal Services data elements document for additional information.	M
3-E	Mother's Maiden Name	Examples: Jones; Smith-Jones; St John. See the Prenatal Services data elements document for additional information.	M
3-F	Mother's Birthdate	Date format is mm/dd/yyyy. Example: 09/02/1994. See the Prenatal Services data elements document for additional information.	M
3-G	Mother's SIS Student Id	Mother's Student ID if she has one. See the Prenatal Services data elements document for additional information.	O
3-H	Mother's Race	See the Prenatal Services data elements document for numeric code values and additional information.	M
3-I	Mother's Marital Status	See the Prenatal Services data elements document for numeric code values and additional information.	M
3-J	Mother's Education Received	See the Prenatal Services data elements document for numeric code values and additional information.	M
3-K	Mother's Employment Status	See the Prenatal Services data elements document for numeric code values and additional information.	M
3-L	Mother is Homeless	See the Prenatal Services data elements document for numeric code values and additional information.	M

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Cell	Column Name	Value	M/O
3-M	Mother's Street Address	Street Address 1. See the Prenatal Services data elements document for additional information.	M – If a value is provided for the other address fields for Mother
3-N	Mother's City	See the Prenatal Services data elements document for additional information.	M – If a value is provided for the other address fields for Mother
3-O	Mother's Zip Code	See the Prenatal Services data elements document for additional information.	M – If a value is provided for the other address fields for Mother
3-P	Mother's Zip +4	See the Prenatal Services data elements document for additional information.	O
3-Q	Mother's County	See the Prenatal Services data elements document for numeric code values and additional information.	M – If a value is provided for the other address fields for Mother
3-R	Mother's Phone Area Code	3 digits; must be a number from 200-999. See the Prenatal Services data elements document for additional information.	M – If a value is provided for the other phone fields for Mother
3-S	Mother's Phone Prefix	3 digits; must be a number from 200-999. See the Prenatal Services data elements document for additional information.	M – If a value is provided for the other phone fields for Mother
3-T	Mother's Phone Suffix	4 digits; must be a number from 0000-9999. See the Prenatal Services data elements document for additional information.	M – If a value is provided for the other phone fields for Mother
3-U	RCDT for Grantee	11-character Region-County-District-Type code for the grantee who holds the Early Childhood Block Grant award (i.e., is being funded) for Prevention Initiative services. See the Prenatal Services data elements document for additional information.	M

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Cell	Column Name	Value	M/O
3-V	RCDTS for Serving School	15-character Region-County-District-Type-School code that uniquely identifies the school/program where the prenatal services are provided. See the Prenatal Services data elements document for additional information.	M
3-W	Delivery Due Date	Date format is mm/dd/yyyy. Example: 09/05/2021. See the Prenatal Services data elements document for additional information.	M
3-X	Prenatal Care Start Trimester	See the Prenatal Services data elements document for numeric code values and additional information.	M
3-	Prenatal Services Start Date	Date format is mm/dd/yyyy. Example: 08/01/2021. See the Prenatal Services data elements document for additional information.	M
3-Z	Prenatal Services Exit Date	Date format is mm/dd/yyyy. Example: 09/01/2021. See the Prenatal Services data elements document for additional information.	M – If a Prenatal Services Exit Reason is provided
3-AA	Prenatal Services Exit Reason	See the Prenatal Services data elements document for numeric code values and additional information.	M – If a Prenatal Services Exit Date is provided
3-AB	Delivery Date	Date format is mm/dd/yyyy. Example: 08/09/2021. See the Prenatal Services data elements document for additional information.	M – If the Prenatal Services Exit Reason is “Live Birth”
3-AC	Place of Delivery	See the Prenatal Services data elements document for numeric code values and additional information.	M – If the Prenatal Services Exit Reason is “Live Birth”
3-AD	City of Delivery	See the Prenatal Services data elements document for additional information.	M – If the Prenatal Services Exit Reason is “Live Birth”
3-AE	State of Delivery	See the Prenatal Services data elements document for code values and additional information.	M – If the Prenatal Services Exit Reason is “Live Birth”

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Cell	Column Name	Value	M/O
3-AF	County of Delivery	See the Prenatal Services data elements document for numeric code values and additional information.	M – If the Prenatal Services Exit Reason is “Live Birth”
3-AG	Total Number of Birthed Children	Must be a number from 0-10. See the Prenatal Services data elements document for additional information.	M – If the Prenatal Services Exit Reason is “Live Birth”
3-AH	Total Number of Home Visits During the Year	See the Prenatal Services data elements document for additional information.	M – If the Prenatal Services Exit Reason is NOT “Erroneous”
3-AI	Total Number of Parent Groups/Sessions Attended During the Year	See the Prenatal Services data elements document for additional information.	M – If the Prenatal Services Exit Reason is NOT “Erroneous”
3-AJ	Total Number of Doula Services Received During the Year	See the Prenatal Services data elements document for additional information.	M – If the Prenatal Services Exit Reason is NOT “Erroneous”
3-AK	Fiscal Year	Format is yyyy. Example: 2022. See the Prenatal Services data elements document for additional information.	M – If a total number is provided for Home Visits, Parent Groups /Sessions or Doula Services

ADDITIONAL TIPS

➤ **Copying Data into the Excel Template**

- Open the spreadsheet or document that contains the data you wish to copy.
- Highlight the cells that you wish to copy into the Excel template. For example, highlight A2-AK2 to A150-AK150.
- Click *Edit* → *Copy*
- Open the Excel template (Keep both the source data spreadsheet and the template open).
- Click on the cell that you wish to paste the data (For example, click in cell A3).
- Click *Edit* → *Paste Special*

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- When the pop-up box opens, select *Values* and click *Ok*.
- **Saving the Excel Template as a CSV**
 - Open the Excel template. If you already have the spreadsheet open, save the Excel version (.XLS extension).
 - On the File menu click *File* → *Save As*
 - In the File Name box, type the same file name as you typed in 1-C.
 - Look at the **Save in:** field and either take note of where the file is being saved or change the location to another desired location. Keep the Save As type Microsoft Excel Workbook and click *Save*.
 - After saving the backup file, on the File menu click *File* → *Save As* a second time.
 - In the Save As Type list, select CSV (Comma delimited).
 - Click *Save*.
 - When prompted to keep the workbook in the current format, click *Yes* to finish saving the file.
- **Making changes to Prenatal Services information**
 - Always work in the Excel template/file when making any changes to prenatal information.
 - Do not make any changes to information in the CSV format as the formatting will be lost and errors may result when submitted.
- **Importing the Prenatal Services records back into the Excel Template**
 - After you have downloaded the file from ISBE SIS, open the CSV file.
 - Click on the first row of prenatal data (Column A, Row 2 – A2).
 - Highlight the cells you wish to copy. For example, highlight A2-AK2 to A150-AK150). *Note:* You will not be able to copy the Result Code and Result Message back into the template as columns AL and AM are locked in the template.
 - Click *Edit* → *Copy*
 - Open the Excel template (Keep both the CSV file and the template open).
 - Click on the cell that you wish to paste the data (For example, click in cell A3).
 - Click *Edit* → *Paste Special*
 - When the pop-up box opens, select *Values* and click *Ok*.