## YOUTH IN CUSTODY (YIC) RECORD

## (5) RECORD TYPE "S3=" (Required October and Year End)

For the October and Year End updates, the Clearinghouse will expect an "S3" record for each YIC student that has been in attendance within a YIC residential facility; self contained YIC classroom, or has been provided YIC services while attending class in a mainstream setting (ISI-1 or ISI-2) in a regular high school at any time period covered by the upload. For those students that may have multiple ENTRY/EXITS in the YIC setting, multiple "S3" records should be included in the update. If a student changes CUSTODY TYPE or TIME code during the year, an "S3" must be sent in for each one. Only 1 "S3" can be active for a student at any given time - for multiples, the ENTRY/EXIT dates cannot overlap.

For information/clarification about usage of the data elements in this record please contact: Travis Cook; (801) 538-7711; travis.cook@schools.utah.cov

		Data Re Colu		Doc	
Field	Length	Start	End	Page	Short Description
RECORD-ID	03	001	003	36	s3=
STUDENT NUMBER	10	004	013	36	LEA assigned student number
CUSTODY TYPE	04	014	017	36	Custody type
TIME	01	018	018	37	Time code
ENVIRONMENT	01	019	019	37	Educational environment
YIC ENTRY DATE	80	020	027	37	YIC Entry Date
YIC EXIT DATE	80	028	035	37	YIC Exit Date
YIC EXIT REASON	01	036	036	37	YIC Exit Reason code
YIC MEMBERSHIP	03	037	039	37	YIC aggregate membership

## YOUTH IN CUSTODY RECORD (DETAILED FIELD DESCRIPTIONS)

RECORD-ID: (Col 001-003; Required) The first three characters of a YIC record must always contain the record identifier "S3=".

STUDENT NUMBER: (Col 004-013; Required) Student numbers will be edited for numeric values, but if your student numbers are less than 10 digits long, please move them into this field left justified with trailing blanks. Don't send in a student record with the student number equal to zero.

Note: For the Clearinghouse to store YIC membership, a student "S1" record for each student having YIC data must also be present in the update.

You must include the same student identification number on this YIC update record as you did on the "S1" record. This number will be used as a key to find the student data so this YIC membership can be attached.

CUSTODY TYPE: (Col 014-017; Required) Identifies the type of custody under which the student is receiving services.

CODE	MEANING
DCFS	Division of Child and Family Services
DJJS	Division of Juvenile Justice Services
BOIA	Bureau of Indian Affairs

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## YOUTH IN CUSTODY RECORD (DETAILED FIELD DESCRIPTIONS - cont)

TIME: (Col 018; Required) Summarizes the amount of time the student is served.

CODE	MEANING
A	1-59 Minutes of youth in custody/related service (ISI-1).
В	60-179 Minutes of youth in custody/related service (ISI-2).
C	180 min. or more of youth in custody/related service (Self-Contained)

- NOTE 1: Codes 'A' (ISI-1) and 'B' (ISI-2) will be treated the same as SCRAM "Resource" as they relate to <u>membership</u> in that a day of YIC membership under codes 'A' and 'B' is also a day of school membership.
- NOTE 2: Code 'C' will be treated the same as SCRAM "Self Contained" as it relates to <u>membership</u> in that a day of YIC membership under code 'C' is **not** a day of school membership. See MEMBERSHIP below.
- ENVIRONMENT: (Col 019 ; Required) Identifies the type of educational setting in which the student receives youth in custody related services.

CODE	MEANING
H	Homebound/Hospitalized
R	Public Residential Facility
T	Private Residential Facility
V	Regular School setting

- YIC ENTRY DATE: (Col 020-027; Required) This is the date the student first began receiving YIC related services for this CUSTODY TYPE and TIME. This date must include the century. The format is YYYYMMDD.
- YIC EXIT DATE: (Col 028-035; Optional unless there is a YIC EXIT REASON) This is the day following the last day the student received YIC related services for a particular CUSTODY TYPE and TIME. This date must also include the century. The format is YYYYMMDD. If the student is still receiving YIC related services or at year-end was still receiving services, please leave this field blank.

A valid date must be present if YIC EXIT REASON is entered

YIC EXIT REASON: (Col 036; Optional unless there is a YIC EXIT DATE) This code identifies the reason this student exited YIC related services.

CODE	REASON
A	RETURNED TO REGULAR PLACEMENT
D	REACHED MAXIMUM AGE
S	SERVICE CHANGE
X	EXITED SCHOOL
Blank	If YIC EXIT DATE is left blank

A valid YIC EXIT REASON must be entered if a YIC EXIT DATE is entered.

YIC MEMBERSHIP: (Col 037-039; Required at Year End) YIC aggregated membership.

This field should reflect the total aggregate days of membership within this CUSTODY TYPE and TIME code accurate up to the day you create the Clearinghouse update file. If a Student moves from one CUSTODY TYPE and/or TIME code to another during the year, then multiple "S3" records should be included in the update, each one reflecting membership in a separate CUSTODY TYPE and TIME code. Membership days should be reported in 180 day equivalent days (see page 5 for 180 equivalent calculation).

NOTE: School membership (S1) [plus] self-contained YIC membership (TIME = 'C') cannot exceed 180 days.

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