

DATA DICTIONARY:
Housing Scholarship Student Intake Form

Release 1.3, Fall 2024

Overview: Housing Scholarship Collection file

Purpose: The purpose of this data submission is to collect student level data from Housing Scholarship participants to create a centralized database. Information in the database will allow DHE, EOHHS-HYS, and DESE to be able to describe who participates in the program and student progress overtime. It will also eliminate the need for one-off emails to confirm who has participated and when. This submission should be completed by post-secondary staff who oversee the Housing Scholarship Program at each university in consultation with community college and Youth Service Provider (YSP) staff.

Who to Include: Include all students who participated in the Housing Scholarship program and was enrolled at your institution in the term for which you are submitting data. A participant is defined as an enrolled student who received funding through the DHE to cover their housing at the University of Massachusetts or a State university or K House in 2018 through 2024.

Submission instructions:

The campus lead should submit this file by November 1.

Submit the Housing Scholarship Intake Form via the DHE Security Portal:

- a. Create a comma-delimited file that matches the data dictionary layout for the Housing Scholarship for the term.
- b. Login to HEIRS system.
- c. Select Step 1: Transmit Data. Then, select the appropriate Year, Term, and File (Housing Scholarship).
- d. Once the Housing Scholarship Intake File has processed successfully, select Step 3: Review Data and run Housing Scholarship Summary Report under Housing Scholarship Intake Form Submission.
- e. Verify with Housing Scholarship program representatives that the information included in the summary report is accurate.
- f. If the summary report is accurate, then proceed to sign off.

LIST OF DATA ELEMENTS

HSD001	College ID An institutional identification code, as assigned by the DHE
HSD002	Year (Calendar Year) The calendar year in which the student participated in any primary Housing Scholarship activity/event
HSD003	Term The academic term in which the student participated in the Housing Scholarship Program
HSD004	Student's Social Security Number¹ The student's social security number
HSD005	Student ID Identification code assigned to the student by the institution
HSD006	Gender The student's gender
HSD007	Student's Race/Ethnicity The race and/or ethnicity of the student
HSD008	Birth date The student's date of birth
HSD009	Student's Last Name The student's last name
HSD010	Student's First Name The student's first name
HSD011	Student's Middle Initial The student's middle initial
HSD012	Withdrawal from All Courses Indicates whether the student withdrew from all classes after the census date.

¹ Please see detailed field description on page 9 regarding use and disclosure of Social Security information.

HSD013	Current Cumulative GPA (as of the end of Term) The student's cumulative grade point average at the end of the term
HSD014	Institution Where Courses are Being Taken An institutional identification code assigned by the MDHE to MA public institutions.
HSD015	Institution Where Student Resides An institutional identification code assigned by the MDHE to MA public institutions.
HSD016	Program Student Enrolled In Institutionally-assigned code used to identify the program in which the student is enrolled
HSD017	Degree Level of Program Enrolled In The degree level of the program in which the student is enrolled
HSD018	Cumulative Number of Credits Attempted as of the end of term Total number of credit hours attempted by the student as of the end of the term
HSD019	Cumulative Number of Credits Earned as of the end of term Total number of credit hours earned by the student as of the end of the term
HSD020	Resources Needed: Food Indicates whether student needs food resources in addition to housing.
HSD021	Resources Needed: Transportation Indicates whether student needs transportation resources in addition to housing.
HSD022	Resources Needed: Healthcare Indicates whether student needs healthcare resources in addition to housing
HSD023	Resources Needed: Behavioral Health/Mental Health Indicates whether student needs Behavioral Health/Mental Health resources in addition to housing.
HSD024	Resources Needed: Clothing Indicates whether student needs clothing resources in addition to housing.
HSD025	Resources Needed: Technology

Indicates whether student needs Technology resources in addition to housing.

HSD026 Resources Needed: Dorm Supplies

Indicates whether student needs dorm supply resources in addition to housing.

HSD027 Resources Needed: Testing Fees

Indicates whether student needs Testing Fees resources in addition to housing.

HSD028 Resources Needed: Other

Indicates whether student needs any other resources not listed, in addition to housing.

HSD029 Amount of YSP flex funding spent to support student during the term.

The student's awarded amount of YSP flex funding in the current term

HSD030 Amount of non-YSP flex funding spent to support student during the term.

The student's awarded amount of non-YSP flex funding in the current term

HSD031 Established post-graduation housing plan: Yes or No

Indicates whether student's post-graduation housing transition plan has been established

HSD032 Housing Plan Immediately after graduating/leaving campus

The student's plan for housing following the end of the term

HSD033 Housing Plan three months post-graduation

The student's plan for housing following the end of the term

HSD034 Housing Stability

Indicates whether the student has a place to live where they can stably stay for at least six months

HSD035 Name of Case Manager/Lead Scholarship Advisor (Academic)

Name of Case Manager

HSD036 Name of second case manager/lead advisory (if relevant-YSP or second academic advisor)

Name of second Case Manager if applicable

HSD001 College ID

An institutional identification code assigned by the DHE. This should be the code for the institution submitting the file.

Data Type: Alphanumeric **Length** Minimum 3
Maximum 3 **Format Example** 000

Code Descriptions

SEGMENT_NAME	INSTITUTION_NAME	INSTITUTION_CODE
University of Massachusetts	University of Massachusetts Boston	013
University of Massachusetts	University of Massachusetts Lowell	053
State Universities	Bridgewater State University	022
State Universities	Fitchburg State University	032
State Universities	Framingham State University	042
State Universities	Massachusetts College of Art and Design	052
State Universities	Massachusetts College of Liberal Arts	072
State Universities	Salem State University	082
State Universities	Westfield State University	092
State Universities	Worcester State University	102
Community Colleges	Berkshire Community College	011
Community Colleges	Bunker Hill Community College	031
Community Colleges	Holyoke Community College	061
Community Colleges	MassBay Community College	071
Community Colleges	Massasoit Community College	081
Community Colleges	Middlesex Community College	091
Community Colleges	Mt. Wachusett Community College	101
Community Colleges	North Shore Community College	111
Community Colleges	Quinsigamond Community College	131
Community Colleges	Roxbury Community College	141

Definition

Code used to identify each college or university in the Commonwealth of Massachusetts. It should be the code for the institution that is submitting the file.

Instructions

Business Rules	Dependency
Mandatory entry	Must match College's ID as specified in Data Dictionary Appendix A – Institution codes. Every record submitted must be the correct college ID per the Data Dictionary and be the same college ID throughout the entire file.

HSD002 Year (Calendar)

The calendar year for which information is being reported

Data Type: Numeric **Length** Minimum 4
Maximum 4 **Format Example** YYYY

Code Descriptions

Definition

Year depicts the Calendar Year associated with the term for which data is being reported.

Students identified as enrolled for the designated term/year if they are enrolled **as of the term census/freeze date. Students enrolled exclusively as auditors are not included.**

Instructions

Business Rules	Dependency
Mandatory entry	Each record must be the correct year as chosen when the file is submitted, not be a year previously submitted, and each record must have this same year.

HSD003 Term

The academic term for which information is being reported

Data Type: Numeric**Length** Minimum 1
Maximum 1**Format Example** 0

Code Descriptions

0	Summer II
1	Fall
2	Winter
3	Spring
4	Full Summer
5	Summer I

Definition

Term represents the designated time period during the calendar year (e.g., Fall, Winter, Spring, and Summer) for which data is being reported.

“Full Summer” courses typically have a start date of May/June in the fiscal year for which you are reporting but cross over Summer sessions and may end in the next fiscal year (e.g., a 12-week course through July/August). These courses should be counted in the fiscal year ending June 30th.

“Summer I” courses typically have a start date of May in the fiscal year for which you are reporting. (e.g., a 6-week summer course starting in May and ending in June)

“Summer II” courses typically have a start date of July in the fiscal year for which you are reporting. (e.g., a 6-week course beginning in July and ending in August)

Instructions

Business Rules	Dependency
Mandatory entry	Must be one of the above values
	Each record must have the same term

HSD004 Student’s Security Number

The student’s social security number

Data Type: Numeric (Must include leading zeros)	Length Minimum 9 Maximum 9	Format Example 000000000
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Code Descriptions

Definition

Unique identification number assigned by the Federal government to each citizen and permanent resident of the United States

Instructions

Business Rules	Dependency
Mandatory entry If the student does not have a Social Security number, enter 000000000. DO NOT enter an identification code assigned by the institution for this item. Institutionally assigned identifiers should only be reported in the Student ID data element.	First three digits must be between 001 and 899 (excluding 666), middle two digits must be between 01 and 99, and last four digits must be 0001 and 9999.

HSD005 Student ID

Identification code assigned to the student by the institution

Data Type: Alphanumeric **Length** Minimum 1 **Format Example** 0000000000000000
Maximum 15

Code Descriptions

Definition

Unique code used by the institution to identify students

Instructions

Business Rules	Dependency
Mandatory entry	Must be unique for each student submitted. Must be > 0 digits and <= 15 digits.

HSD006 Gender

The student's gender

Data Type: Numeric

Length Minimum 1
 Maximum 1

Format Example 1

Code Descriptions

- 1** Male
 - 2** Female
 - 3** Unknown
 - 4** Another Gender
-

Definition

Not more than 5% should have unknown gender.

Instructions

Business Rules	Dependency
Mandatory entry	Must be one of the values specified above. For all enrolled students, no more than 5% should be "Unknown."

HSD007 Student's Race/Ethnicity

The race and/or ethnicity of the student

Data Type: Numeric	Length Minimum 1 Maximum 2	Format Example 1
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Code Descriptions

- | | |
|-----------|--|
| 1 | U.S. Non-resident |
| 2 | Black or African American |
| 3 | American Indian or Alaska Native |
| 5 | Hispanic or Latino (of any race) |
| 6 | White |
| 7 | Race and Ethnicity Unknown |
| 8 | Cape Verdean |
| 9 | Two or more races |
| 10 | Asian |
| 11 | Native Hawaiian or Other Pacific Islander |
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Definition

This data element reflects either the student's racial/ethnic background or non-resident status.

Students who do not report this information should be classified as "7" = Unknown.

Students who report Hispanic/Latino of any race should be reported in only this category even if they report additional races in addition to their ethnicity.

U.S. Non-residents should be identified as such and not assigned to any of the other categories.

Racial/ethnic designations are requested only for United States citizens, residents, and other eligible non-citizens. Eligible noncitizens include all students who completed high school or a GED equivalency within the United States (including DACA and undocumented students) and who were not on an F-1 non-immigrant student visa at the time of high school graduation. More information about other eligible (for financial aid purposes) non-citizens is available at <https://studentaid.gov/understand-aid/eligibility/requirements/non-us-citizens>.

Important Note: The Commonwealth of Massachusetts recognizes individuals with ancestry from Cape Verde as a distinct group. For HEIRS reporting purposes, Cape Verdeans are to be reported as a separate group. For IPEDS reporting these students should be reported as Black or African American.

Hispanic or Latino

A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

American Indian or Alaska Native

A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment.

Asian

A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Black or African American

A person having origins in any of the black racial groups of Africa.

Native Hawaiian or Other Pacific Islander

A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

White

A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

U.S. Nonresident

A person who is not a citizen or national of the United States and who is in this country on a visa or temporary basis and does not have the right to remain indefinitely. Do not include DACA, undocumented, or other eligible noncitizens in this category. Note: Nonresidents are to be reported separately in the places provided, rather than in any of the racial/ethnic categories described above.

Eligible non-citizens

Eligible noncitizens include all students who completed high school or a GED equivalency within the United States (including DACA and undocumented students) and who were not on an F-1 non-immigrant student visa at the time of high school

graduation. More information about other eligible (for financial aid purposes) non-citizens is available at <https://studentaid.gov/understand-aid/eligibility/requirements/non-us-citizens>.

Race/ethnicity unknown

The category used to report students or employees whose race and ethnicity are not known.

Cape Verdean

A person having origins in any of the original peoples of Cape Verde.

Instructions:

Educational institutions will be required to report aggregated racial and ethnic data in seven categories:

Hispanic/Latino of any race

For individuals who are non-Hispanic/Latino only

American Indian or Alaska Native

Asian

Black or African American

Native Hawaiian or Other Pacific Islander

White

Two or more races

In Summary –

For State Reporting – Cape Verdean is a separate subgroup of Black or African American and should be included in the Black or African American group for Federal (IPEDS) reporting.

As taken from <http://edocket.access.gpo.gov/2007/pdf/E7-20613.pdf>

Example 1: A respondent self-identifies as Hispanic/Latino and as Asian. This respondent is report only in the Hispanic/Latino category.

Example 2: A respondent self-identifies as Hispanic/Latino and as Asian and Black or African American. This respondent is report only in the Hispanic/Latino category.

Example 3: A respondent self-identifies as non-Hispanic/Latino and as Native Hawaiian or Other Pacific Islander. This respondent is reported in the Native Hawaiian or Other Pacific Islander category.

Example 4: A respondent self-identifies as non-Hispanic/Latino and as American Indian or Alaska Native and White. This respondent is reported in the two or more races category.

Instructions

Business Rules	Dependency
Mandatory entry	Must be one of the above values. No more than 10% of students in the file should be unknown

HSD008 Birth date

The student’s date of birth

Data Type: Numeric **Length** Minimum 8 **Format Example** 19790321
Maximum 8

Code Descriptions

Birth Year: YYYY
Birth Month: MM
Birth Day: DD

Definition

Instructions

Business Rules	Dependency
Mandatory entry If only birth year is available, use June 15 th as the default. Format: YYYY0615 If only birth year and month are available, use the 15 th , as the default. Format: YYYYMM15 If missing, leave the field blank.	Birth date must be in YYYYMMDD format. Student’s ages < 95 and >= 12 are considered valid.

HSD009 Student's Last Name

The student's last name

Data Type: Alphanumeric	Length	Minimum 1
		Maximum 50

Format Example Jones

Code Descriptions

Can be either upper case or mixed case.

Definition

Instructions

Business Rules	Dependency
Mandatory entry Name can only include letters a-z, periods (.), hyphens (-) or apostrophes (')	Must be > 0 and <= 50 characters.

HSD010 Student’s First Name

The student’s first name

Data Type	Alphanumeric	Length	Minimum 1 Maximum 32	Format Example	James
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Code Descriptions

Can be either upper case or mixed case.

Definition

Instructions

Business Rules	Dependency
Mandatory entry	Must be > 0 and <= 32 characters.
Name can only include letters a-z, periods (.), hyphens (-) or apostrophes (')	

HSD011 Student’s Middle Initial

The student’s middle initial

Data Type	Alphanumeric	Length	Minimum 1 Maximum 1	Format Example	E
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Code Descriptions

Definition

Instructions

Business Rules	Dependency
Not mandatory but preferred in order to differentiate between students with the same first and last names	Middle initial must be >=0 or <=1 characters.
Middle Initial should only contains letters from A to Z	

HSD012 Withdrawal from All Courses

Indicates whether the student withdrew from all courses after the census date

Data Type: Alphanumeric

Length Minimum 1
 Maximum 1

Format Example N

Code Descriptions

Y Yes, student withdrew from all courses
N No, did not withdraw from all courses

Definition

Yes: Yes, student withdrew from all courses

No: No, did not withdraw from all courses

Instructions

Business Rules		Dependency	
Mandatory entry			

HSD013 Current Cumulative Grade Point Average

The student's cumulative grade point average at the end of the term

Data Type: Numeric	Length Minimum 4 Maximum 4	Format Example 0.00
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Code Descriptions

0.00 to 4.00	Standardized GPA scale
9.99	For institutions that do not use GPAs (e.g. Mass Art)

Definition

Instructions

Business Rules	Dependency
Mandatory entry starting with the fall 2024 submission.	

HSD014 Institution Where Student is Primarily Taking Courses

An institutional identification code assigned by the DHE to MA public institutions.

Data Type: Alphanumeric **Length** Minimum 3
Maximum 3

Format Example 000

Code Descriptions

SEGMENT_NAME	INSTITUTION_NAME	INSTITUTION_CODE
University of Massachusetts	University of Massachusetts Boston	013
University of Massachusetts	University of Massachusetts Lowell	053
State Universities	Bridgewater State University	022
State Universities	Fitchburg State University	032
State Universities	Framingham State University	042
State Universities	Massachusetts College of Art and Design	052
State Universities	Massachusetts College of Liberal Arts	072
State Universities	Salem State University	082
State Universities	Westfield State University	092
State Universities	Worcester State University	102
Community Colleges	Berkshire Community College	011
Community Colleges	Bunker Hill Community College	031
Community Colleges	Holyoke Community College	061
Community Colleges	MassBay Community College	071
Community Colleges	Massasoit Community College	081
Community Colleges	Middlesex Community College	091
Community Colleges	Mt. Wachusett Community College	101
Community Colleges	North Shore Community College	111
Community Colleges	Quinsigamond Community College	131
Community Colleges	Roxbury Community College	141

Definition

Indicates the primary campus where the student is taking courses.

Instructions

Business Rules	Dependency
Mandatory entry	

HSD015 Institution Where Student Resides

An institutional identification code assigned by the MDHE to MA public institutions.

Data Type: Alphanumeric **Length** Minimum 3 Maximum 5 **Format Example** 000

Code Descriptions

023	University of Massachusetts, Amherst
013	University of Massachusetts, Boston
063	University of Massachusetts, Dartmouth
053	University of Massachusetts, Lowell
022	Bridgewater State College
032	Fitchburg State College
042	Framingham State College
052	Massachusetts College of Art
072	Massachusetts College of Liberal Arts
062	Massachusetts Maritime Academy
082	Salem State College
092	Westfield State College
102	Worcester State College
KHS	K House

Definition

Indicates the campus or facility where the student resides

Instructions

Business Rules	Dependency
Mandatory entry	

HSD016 Academic Program Student Enrolled In

Institutionally assigned code used to identify the program in which the student has been admitted and/or enrolled

Data Type: Alphanumeric **Length** Minimum 1
Maximum 15 **Format Example** ACCT

Code Descriptions

Program code will vary by institution. Valid programs for your school can be found in the Data Submission, Review Data, and Program Reports section of the HEIRS II site.

Definition

Program code that is applied by the institution to the program that the student is enrolled in as of the designated term-specific freeze date.

Instructions

Business Rules	Dependency
Mandatory entry Program must be a valid active program located in the institution's Program Inventory file.	Program may be "Suspended" if the student is continuing or returning. The combination of HSD016 and HSD017 should exist in the program inventory for the institution in HSD001

HSD017 Degree Level of Program Student Enrolled In

The degree level of the program in which the student is enrolled

Data Type Numeric **Length** Minimum 1
Maximum 2 **Format Example** 1

Code Descriptions

See **Data Dictionary Appendix F: Degree Level Codes**

- 2 Award of less than 1 academic year below the baccalaureate level
- 3 Award of at least 1 but less than 2 academic years below the baccalaureate level
- 4 Associate's Degree
- 5 Award of at least 2 but less than 4 academic years below the baccalaureate level
- 6 Bachelor's Degree
- 7 Post baccalaureate Certificate
- 8 Master's Degree

Definition

Instructions

Business Rules	Dependency
Mandatory entry Program & degree level combination must be valid and active in the institution's Program Inventory file.	The combination of HSD016 and HSD017 should exist in the program inventory for the institution in HSD001

HSD018 Cumulative Number of Credits Attempted

Total number of credit hours attempted by the student as of the end of the term

Data Type: Numeric	Length Minimum 1 Maximum 5	Format Example 0.0
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Code Descriptions

Definition

The total attempted credit hours should include all courses taken for credit at the institution, as well as any courses taken at other institutions for which transfer credit hours were awarded. Include both college level and developmental level courses.

Instructions

Business Rules	Dependency
Mandatory entry starting with the fall 2024 submission.	

HSD019 Cumulative Number of Credits Earned

Total number of credit hours earned by the student as of the end of the term

Data Type: Numeric**Length** Minimum 1
Maximum 5**Format Example** 0.0

Code Descriptions

Definition

The total earned credit hours should include all courses taken for credit at the institution, as well as any courses taken at other institutions for which transfer credit hours were awarded. Include both college level and developmental level courses.

Instructions

Business Rules	Dependency
Mandatory entry starting with the fall 2024 submission.	

HSD020 Additional Resources Needed: Food

Indicates whether student needs food resources in addition to housing.

Data Type: Alphanumeric**Length** Minimum 1
Maximum 1**Format Example** N

Code Descriptions

Y Yes, student needs food resources
N No, student does not need food resources
X Unknown

Definition

Yes: The student needs food resources

No: The student does not need food resources

X: Program representative does not know if student needs food resources

Instructions

Business Rules	Dependency
Mandatory entry	

HSD021 Additional Resources Needed: Transportation

Indicates whether student needs transportation resources in addition to housing.

Data Type: Alphanumeric**Length** Minimum 1
Maximum 1**Format Example** N

Code Descriptions

Y Yes, student needs transportation resources
N No, student does not need transportation resources
X Unknown

Definition

Yes: The student needs transportation resources

No: The student does not need transportation resources

X: Program representative does not know if student needs transportation resources

Instructions

Business Rules	Dependency
Mandatory entry	

HSD022 Additional Resources Needed: Healthcare

Indicates whether student needs healthcare resources in addition to housing.

Data Type: Alphanumeric **Length** Minimum 1
Maximum 1 **Format Example** N

Code Descriptions

Y Yes, student needs healthcare resources
N No, student does not need healthcare resources
X Unknown

Definition

Yes: The student needs healthcare resources

No: The student does not need healthcare resources

X: Program representative does not know if student needs healthcare resources

Instructions

Business Rules	Dependency
Mandatory entry	

HSD023 Additional Resources Needed: Behavioral Health/Mental Health

Indicates whether student needs Behavioral Health/Mental Health resources in addition to housing.

Data Type: Alphanumeric **Length** Minimum 1
Maximum 1 **Format Example** N

Code Descriptions

Y Yes, student needs Behavioral Health/Mental Health resources
N No, student does not need Behavioral Health/Mental Health resources
X Unknown

Definition

Yes: The student needs Behavioral Health/Mental Health resources

No: The student does not need Behavioral Health/Mental Health resources

X: Program representative does not know if student needs Behavioral Health/Mental Health resources

Instructions

Business Rules		Dependency	
Mandatory entry			

HSD024 Additional Resources Needed: Clothing

Indicates whether student needs clothing resources in addition to housing.

Data Type: Alphanumeric

Length Minimum 1
Maximum 1

Format Example N

Code Descriptions

Y Yes, student needs clothing resources
N No, student does not need clothing resources
X Unknown

Definition

Yes: The student needs clothing resources

No: The student does not need clothing resources

X: Program representative does not know if student needs clothing resources

Instructions

Business Rules	Dependency
Mandatory entry	

HSD025 Additional Resources Needed: Technology

Indicates whether student needs technology resources in addition to housing.

Data Type: Alphanumeric **Length** Minimum 1
Maximum 1 **Format Example** N

Code Descriptions

Y Yes, student needs technology resources
N No, student does not need technology resources
X Unknown

Definition

Yes: The student needs technology resources

No: The student does not need technology resources

X: Program representative does not know if student needs technology resources

Instructions

Business Rules	Dependency
Mandatory entry	

HSD026 Additional Resources Needed: Dorm Supplies

Indicates whether student needs dorm supplies in addition to housing.

Data Type: Alphanumeric**Length** Minimum 1
Maximum 1**Format Example** N

Code Descriptions

Y Yes, student needs dorm supplies
N No, student does not need dorm supplies
X Unknown

Definition

Yes: The student needs dorm supplies

No: The student does not need dorm supplies

X: Program representative does not know if student needs dorm supplies

Instructions

Business Rules	Dependency
Mandatory entry	

HSD027 Additional Resources Needed: Testing Fees

Indicates whether student needs Testing Fees in addition to housing.

Data Type: Alphanumeric **Length** Minimum 1
Maximum 1 **Format Example** N

Code Descriptions

Y Yes, student needs Testing Fees
N No, student does not need Testing Fees
X Unknown

Definition

Yes: The student needs Testing Fees

No: The student does not need Testing Fees

X: Program representative does not know if student needs Testing Fees

Instructions

Business Rules	Dependency
Mandatory entry	

HSD028 Additional Resources Needed: Other

Indicates whether student needs other resources in addition to housing not listed above.

Data Type: Alphanumeric**Length** Minimum 1
Maximum 80**Format Example** N

Code Descriptions

Y Yes
N No
X Unknown

Instructions

Business Rules		Dependency	
Mandatory entry			

HSD029 Amount of YSP flex funding spent to support student this term

The student’s awarded amount of YSP flex funding in the current term

Data Type: Numeric **Length** Minimum 1 **Format Example** 500

Maximum 6

Code Descriptions

Enter the amount of YSP flex funding awarded for the current term. Amount may be \$0.

Definition

The student’s awarded amount of YSP flex funding in the current term

Instructions

Mandatory entry	
Null values results in file rejection	

HSD030 Amount of non-YSP flex funding spent to support student this term.

The student’s awarded amount of non-YSP flex funding in the current term

Data Type: Numeric **Length** Minimum 1
Maximum 6 **Format Example** 500

Code Descriptions

Enter the amount of non-YSP flex funding spent to support student during the term.
Amount may be \$0.

Definition

The student’s awarded amount of non-YSP flex funding in the current term.

Instructions

Mandatory entry	
Null values results in file rejection	

HSD031 Established post-graduation transition plan: Yes or No

Indicates whether student’s post-graduation transition plan has been established

Data Type: Alphanumeric **Length** Minimum 1
Maximum 1 **Format Example** N

Code Descriptions

- Y** Yes, student’s post-graduation transition plan has been established
- N** No, student’s transition plan has not been established

Definition

- Yes** Yes, student’s post-graduation transition plan has been established
- No** No, student’s post-graduation transition plan has not been established

Instructions

Business Rules	Dependency
Mandatory entry	

HSD032 Housing Plan Immediately after Graduation

Indicates where the student will be staying immediately after graduation/leaving campus

Data Type	Alphanumeric	Length	Minimum 1 Maximum 2
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Format Example 2

Code Descriptions

If student is graduating, where will they be staying immediately after graduation/leaving campus?

- 1 In an apartment where they pay rent
2 In parent or guardian's home
3 In the home of a friend, family member, or other person (not paying rent)
4 In a shelter or short-term/emergency housing program (30 days or less)
5 In a transitional housing program (3 months or longer)
6 In a motel or hotel
7 In a car, park, campground, or other public place
8 Somewhere else
9 Unknown

Definition

Instructions

Business Rules	Dependency
For students who are graduating at the end of term only	

HSD033 Housing Plan Three Months Post-Graduation

Indicates where student will be staying three months post of graduation

Data Type Alphanumeric **Length** Minimum 1 **Format Example** 2
Maximum 2

Code Descriptions

If student is graduating, where will they be staying within three months post of graduation

- 1 In an apartment where they pay rent
- 2 In parent or guardian's home
- 3 In the home of a friend, family member, or other person (not paying rent)
- 4 In a shelter or short-term/emergency housing program (30 days or less)
- 5 In a transitional housing program (3 months or longer)
- 6 In a motel or hotel
- 7 In a car, park, campground, or other public place
- 8 Somewhere else
- 9 Unknown

Definition

Instructions

Business Rules	Dependency
For students who are graduating at the end of term only	

HSD034 Housing Stability

Indicates whether the student has a place to live where they can stably stay for at least six months?

Data Type: Alphanumeric**Length** Minimum 1
Maximum 1**Format Example** N

Code Descriptions

- Y** Yes, the student has a place to live where they can stable stay for at least six months
- N** No, the student does not have a place to live where they can stably stay for at least six months.
-

Definition

- Yes** Yes, the student has a place to live where they can stable stay for at least six months
- No** No, the student does not have a place to live where they can stably stay for at least six months.
-

Instructions

Business Rules	Dependency
Mandatory entry	

HSD035 Name of Case Manager/Lead Scholarship Advisor (Academic)

Name of Case Manager

Data Type	Alphanumeric	Length	Minimum 1 Maximum 100	Format Example	James
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Code Descriptions

Can be either upper case or mixed case.

Definition

Instructions

Business Rules	Dependency
Mandatory entry	Must be > 0 and <= 100 characters.
Name can only include letters a-z, periods (.), hyphens (-) or apostrophes ('), space ()	

HSD036 Name of Second Case Manager/Lead Scholarship Advisor (Academic)

Name of Second Case Manager if applicable

Data Type Alphanumeric **Length** Minimum 1
Maximum 100 **Format Example** James

Code Descriptions

Can be either upper case or mixed case.

Definition

Instructions

Business Rules	Dependency
Name can only include letters a-z, periods (.), hyphens (-) or apostrophes ('), space ()	Must be > 0 and <= 100 characters. Optional