

CORE Data Dictionary for ESIT Providers

King County's Department of Community and Human Services (DCHS) uses the Client Outcomes Reporting Engine (CORE) as a way for providers to submit data about the clients they serve to DCHS. In CORE, billing data for the Developmental Disabilities and Early Childhood Supports (DDECS) Division ESIT providers is reported monthly on **reporting spreadsheets** downloaded from the CORE web portal. This data dictionary document does the following:

- Includes the data elements that providers will need to collect for monthly billing submitted via **reporting spreadsheets** in CORE;
- Defines each data element and their response options for CORE;
- Indicates which data elements are pre-filled in **reporting spreadsheets** and which data elements need to be reported by providers.

Please note, CORE will continue to be tested and while we will work to limit changes, **all data elements and response options listed here are subject to change.**

Data elements are listed in the order they will appear in the reporting spreadsheet used for submissions.

Provider Billing Spreadsheet

Reporting Spreadsheet Data Elements: The following billing data elements are included in the reporting spreadsheet you will download from CORE each month in order to submit your organization's billing data. Some of the data elements included on the spreadsheet will automatically populate via information contained in CORE. Data highlighted in grey will populate automatically based on the Developmental Disability Administration's (DDA) ADSA Web Access (AWA) data once children are authorized for services via DDA. Data highlighted in orange will populate based on information contained in CORE once initially entered by your team. Data that is not highlighted must be entered by your team each month.

CORE Data Element	CORE Options	Reported by?	Notes
Agency Client ID <i>Required</i>	Numeric Entered by Provider	Provider	The Agency Client ID should be the same as the ESIT ID assigned in the ESIT DMS.
ADSA Client ID	Numeric Pre-filled	AWA via CORE	This is the client ID pulled in from the DSHS DDA data system. It will be pulled in from AWA.
Client Last Name <i>Required</i>	Text, 50 characters Pre-filled	AWA via CORE -OR- Provider	
Client First Name <i>Required</i>	Text, 50 characters Pre-filled	AWA via CORE -OR- Provider	
Client MI	Text, 50 characters Pre-filled	AWA via CORE -OR- Provider	
Date of Birth <i>Required</i>	Date, YYYY/MM/DD Pre-filled	AWA via CORE -OR- Provider	
Gender <i>Required</i>	Female Male Unknown Pre-filled	AWA via CORE -OR- Provider	

Gender Detail	Text, 50 characters Pre-filled	Provider	
School District <i>Required</i>	List of school districts Entered by Provider	Provider	
Enrollment Date <i>Required</i>	MM/DD/YYYY Entered by Provider	Provider	This is the client's Initial IFSP Date. If a client already received ESIT services and is re-enrolling in services, this should be the client's return to service date or New IFSP Date.
Residence County ID	Numeric Pre-filled	AWA via CORE	1 through 39 (King County is 17)
Service From Date	MM/DD/YYYY Pre-filled	AWA via CORE	This is the start date for the client's current County Service Authorization (CSA), pulled in from AWA.
Service To Date	MM/DD/YYYY Pre-filled	AWA via CORE	This is the end date for the client's current County Service Authorization (CSA), pulled in from AWA.
Service Type <i>Required</i>	Select one of the following options: Face-to-face Coordination None	Provider	If child received "Face-to-face" services, provider will receive CDS, Part C, and BSK funds for those services. If child received "Coordination" services, provider will receive Part C and BSK funds for those services. If child did not receive any services for the billing month ("None"), provider will not receive any funds for that child.

First Business Day of Submission Period	MM/DD/YYYY Pre-filled	CORE	This is the first business day of the SE enrollment month, also known as the monthly count day.
SE Enrollment Verification <i>Required</i>	Yes No	Provider	If the child was still enrolled in ESIT services as of the “First Business Day of Submission Period” (monthly count day), select “Yes.” Otherwise, select “No.”
Exit Date	MM/DD/YYYY Provider reported	Provider	Enter the date client terminated or exited services.
Notes	Text, unlimited characters Provider reported	Provider	