

## Guidance for Encoding School Information for COVID-19 Public Health Reporting

### 1. *Intended Audience:*

- a. *IT staff of healthcare organizations submitting results from COVID-19 tests performed in a school setting to public health agencies.*
- b. *IT staff of public health agencies receiving COVID-19 test results performed in a school setting.*

### 2. *Background:*

- a. As more COVID-19 testing is performed in school settings (i.e., public, private, and postsecondary) and reported to local public health jurisdictions and CDC, it is important to identify the exact school setting where testing has occurred.
- b. Health Level Seven (HL7) v.2.5.1 Electronic Laboratory Report (ELR) fields currently do not have a discrete field for including a unique school identifier (ID).
- c. Guidance in this document will instruct the IT staff of organizations performing COVID-19 testing on how to encode the school ID within the existing HL7 v.2.5.1 ELR standard in a consistent manner for public health agencies to receive.
- d. This guidance is intended for organizations submitting COVID-19 test results through HL7 v.2.5.1 ELR. Subsequent guidance will be issued for submitters using other formats (e.g., CSV).

### 3. **Global Unique Identifiers for U.S. Schools**

The U.S. Department of Education’s National Center of Education Statistics (NCES) maintains a database of global unique IDs for all public, private, and postsecondary schools in the United States.

#### 3a. **U.S. Public School NCES IDs and Examples**

- For public schools, the NCES ID begins with a two-digit state Federal Information Processing Standards (**FIPS**) code, which identifies the state or territory in which the school belongs. After this, NCES adds an ID for the school district or Local Education Agency Identifier (**LEAID**), followed by a unique ID number for each school, a School Number, within the Local Education Agency (**SCHNO**). These three pieces of information create a distinctive twelve-digit identification number as follows:

**NCES ID = XX XXXX XXXX**

FIPS LEAID SCHNO

- **If the SCHNO for a school cannot be found in the NCES database, use the FIPS + LEAID only.**
- **Please note that the FIPS + LEAID forms the unique identifier for the school district for the school.**

### 3b. U.S. Private School NCES IDs and Examples

- Private schools follow their own NCES ID convention and do not indicate state or school district.
- Private School NCES ID Examples:
  - Bosque School in Albuquerque, New Mexico
    - NCES ID: A9702291
  - Billings Christian School in Billings, Montana
    - NCES ID: 02042151
  - Daycroft Montessori School in Ann Arbor, Michigan
    - NCES ID: BB181505
- **If a private school cannot be found in the NCES database, use XXXXXXXX.**

### 3c. U.S. Postsecondary School IDs and Examples

- NCES has a separate identifier for postsecondary schools called Integrated Postsecondary Education Data System (IPEDS) that is 6 digits long.
- IPEDS IDs cover all types of postsecondary institutions (public and private).
- IPEDS ID Examples:
  - Red Rocks Community College in Lakewood, Colorado
    - IPEDS ID: 127909
  - Brown University in Providence, Rhode Island
    - IPEDS ID: 217156
  - University of Virginia in Charlottesville, Virginia
    - IPEDS ID: 234076
- **If postsecondary school cannot be found in the IPEDS database, use ZZZZZZ.**

## 4. Rationale for Choosing ORC-21.1 for HL7 2.5.1 ELR Senders

- a. Not all organizations are submitting HL7 messages, some are sending CSV files which do not support **ordering\_facility\_identifier** and **ordering\_facility\_id\_assigner**.
- b. Organizations sending COVID-19 ELR (CELR) CSV should thus encode using **ordering\_facility\_name**. which maps to ORC-21.1.

5. **REQUIRED** - Encoding School Information for COVID-19 Public Health Reporting

SEG	FIELD	LEN	DT	Data Element Name
ORC	21.1	1-50	ST	Ordering Facility Name

- a. Utilize ORC-21.1 – Ordering Facility Name in a specific way
- b. Encode data the following way:
  - o For public and private K-12 schools, <School Name>\_NCES\_<NCES ID>.
  - o For postsecondary schools, <School Name>\_IPEDS\_<IPEDS ID>.
  - o Follow ORC-21.1 field length guidance of 50 characters by truncating school name as necessary. **For NCES, truncate school name after 32 characters, so that the full length for the ID is available.**
- c. Examples:
  - o Laguna Road Elementary (public school): |Laguna Road Elementary School\_NCES\_061473001796|
  - o Bosque School (private school): |Bosque School\_NCES\_A9702291|
  - o Brown University (postsecondary): |Brown University\_IPEDS\_217156|
  - o Thurgood Marshall Elementary School (needs truncation): |Thurgood Marshall Elementary Sch\_NCES\_130123003316|
  - o Daybreak Private School (new private school not in NCES): |Daybreak Private School\_NCES\_XXXXXXXX|

6. **REQUIRED IF KNOWN** - Encoding School Information for COVID-19 Public Health Reporting

SEG	FIELD	LEN	DT	Data Element Name
ORC	21.6.1	20	IS	Assigning Authority Namespace
ORC	21.6.2	199	ST	Assigning Authority Universal ID
ORC	21.6.3	6	ID	Assigning Authority Universal ID Type
ORC	21.7	5	ID	Identifier Type Code
ORC	21.10	1-20	ST	Ordering Facility ID

- a. If possible, please include the NCES or IPEDS ID in ORC-21.10 Ordering Facility ID.
- b. Object Identifier (OID) for NCES is **2.16.840.1.113883.3.8589.4.1.119** and Namespace is **NCES.IES** for ORC-21.6 Assigning Authority. OID should be used for both IPEDS and NCES IDs as NCES manages both.
- c. Set ORC-21.7 Identifier Type to **XX (Organization Identifier)**.
- d. **Do not send if NCES or IPEDS ID is unknown (i.e, XXXXXXXX, ZZZZZZ).**
- e. Example:

- Tierra Antigua Elementary (public school):  
|^^^^^NCES.IES&2.16.840.1.113883.3.8589.4.1.119&ISO^XX^^^350006001018|

## 7. Finding and Downloading NCES and IPEDS Identifiers

- [The NCES Global Locator Database](#) allows the user to search for specific public, private and postsecondary school identifiers.

IES NCES National Center for Education Statistics MENU

**Search for Schools and Colleges**

State:  City:    
 Zip:  Distance:    
 Name:     
 Sort by:  Name  State  City  
 Institutions:  Select any of instans et. (All)  
 Public Schools  Private Schools  Colleges

Public Schools

**LAGUNA ROAD ELEMENTARY**  
 300 W Laguna Rd, Palmdale, CA 92353  
 (714) 447-7225 - Orange County  
 Source: C.D. Public school data 2010-2011 school year, except for consistency from 2010-2010 school year.

[Public Schools](#) [Private Schools](#) [CSDE.org](#)

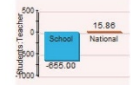
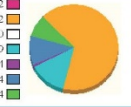
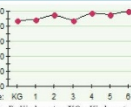
IES NCES National Center for Education Statistics

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Laguna Road Elementary

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Information	
<b>Institution Name:</b> Laguna Road Elementary	<b>Institution Type:</b> Public School
<b>Mailing Address:</b> 300 W. Laguna RD. Fullerton, CA 92835 Phone: 714.442-7725	<b>District:</b> Fullerton Elementary <b>County:</b> Orange County <b>NCES District ID:</b> 0614730 <b>NCES School ID:</b> 061473001796
Characteristics	
<b>Locale:</b> Suburb, Large (21) <b>Type:</b> Regular school <b>Charter:</b> no <b>Magnet:</b> yes <b>Total Teachers (FTE):</b> -1.00 <b>Total Students:</b> 655 <b>Student/Teacher Ratio:</b> -655.00	
Enrollment by Race/Ethnicity	
<ul style="list-style-type: none"> <li>American Indian/Alaska Native: 2</li> <li>Asian: 432</li> <li>Native Hawaiian / Pacific Islander: 0</li> <li>Hispanic: 89</li> <li>Black, non-Hispanic: 4</li> <li>White, non-Hispanic: 74</li> <li>Two or More Races: 54</li> </ul>	
Enrollment by Grade	
<b>Grade Levels:</b> KG - 06 KG: 88    4th Grade: 98 1st Grade: 89    5th Grade: 96 2nd Grade: 96    6th Grade: 100 3rd Grade: 88	

(Source: C/D Public school data 2019-2020, 2020-2021 school years.)

The directory information for the school comes from the 2020-2021 school year data. The enrollment count comes from the 2019-2020 school year data.

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**Screenshots: NCES Global Locator Site Showing Lookup of Laguna Road Elementary School**

## 8. Information on Private School Update Frequency on NCES

- The private school listings on the NCES website are derived from the school responses to the Private School Universe Survey (PSS) and are updated whenever a new PSS file becomes available.
- Non-responding schools are not listed on the private school search. If they submit their information, they will be included in the next PSS. NCES numbers are assigned twice in each two-year cycle.

## 9. For Public Health Agencies: Downloading NCES IDs

- The [Elementary/Secondary Information System](#) allows the user to download a filtered or open list of public and private K-12 school data in CSV or Excel format to allow public health agencies to preload the data into surveillance systems as a reference table.

IES NCES National Center for Education Statistics Search Go

**EISI tableGenerator** 
[Help/Tutorial](#) [About the Data](#) [Table ID:](#)  [Go](#) [EISI Options](#)

**Table Generator Results** Total result count: 99338 (Displaying 1 - 100) 
[Modify](#) [Excel](#) [CSV](#) [Save](#)

Go To Page:  of 994 [Next Page](#)

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School Name	State Name [Public School] Latest available year	State Abbr [Public School] Latest available year
1 LT CHARLES W. WHITCOMB SCHOOL	Massachusetts	MA
10TH STREET SCHOOL	Washington	WA
112 ALC INDEPENDENT STUDY	Minnesota	MN
112 ALC MIDDLE SCHOOL	Minnesota	MN
112 ALC SEAT-BASED	MINNESOTA	MN
113-H-W-4	FLORIDA	FL
12TH STREET ELEMENTARY	Michigan	MI
132-M-W-4	FLORIDA	FL
14# AVENUE EARLY LEARNING CENTER	NEW JERSEY	NJ
18+ PROGRAM	NEBRASKA	NE
1R ELEMENTARY	Nebraska	NE
21ST CENTURY CHARTER SCH OF GARY	Indiana	IN
21ST CENTURY CYBER CS	Pennsylvania	PA
21ST CENTURY EARLY LEARNING FOUNDATIONS ACADEMY	TEXAS	TX
21ST CENTURY ESCHOOL	Wisconsin	WI
21ST CENTURY LEARNING ACADEMY/KIOWA COUNTY	Kansas	KS
21ST CENTURY LEARNING INSTITUTE	CALIFORNIA	CA
21ST CENTURY PREPARATORY SCHOOL	Wisconsin	WI
21ST CENTURY PRIMARY CENTER	Illinois	IL

Table Generated on: 8/10/2021 at: 11:54

[Hide Data Source](#)

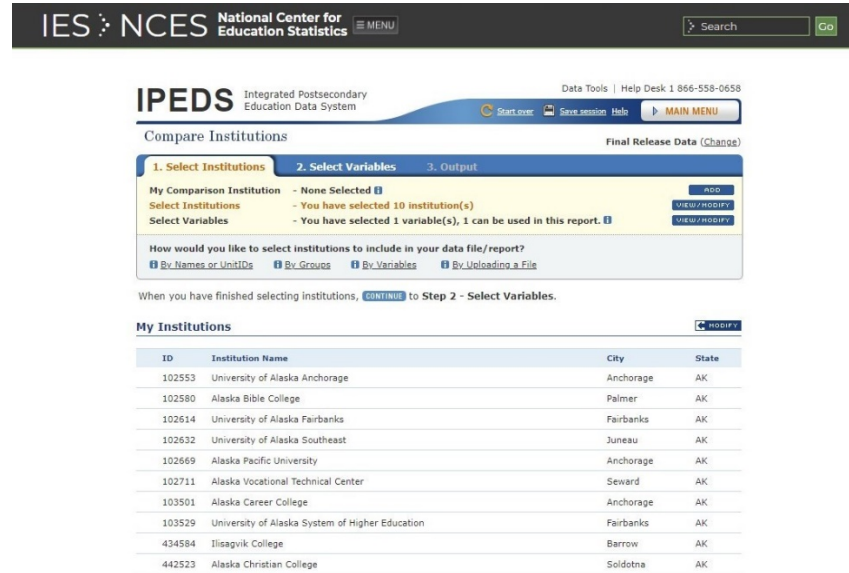
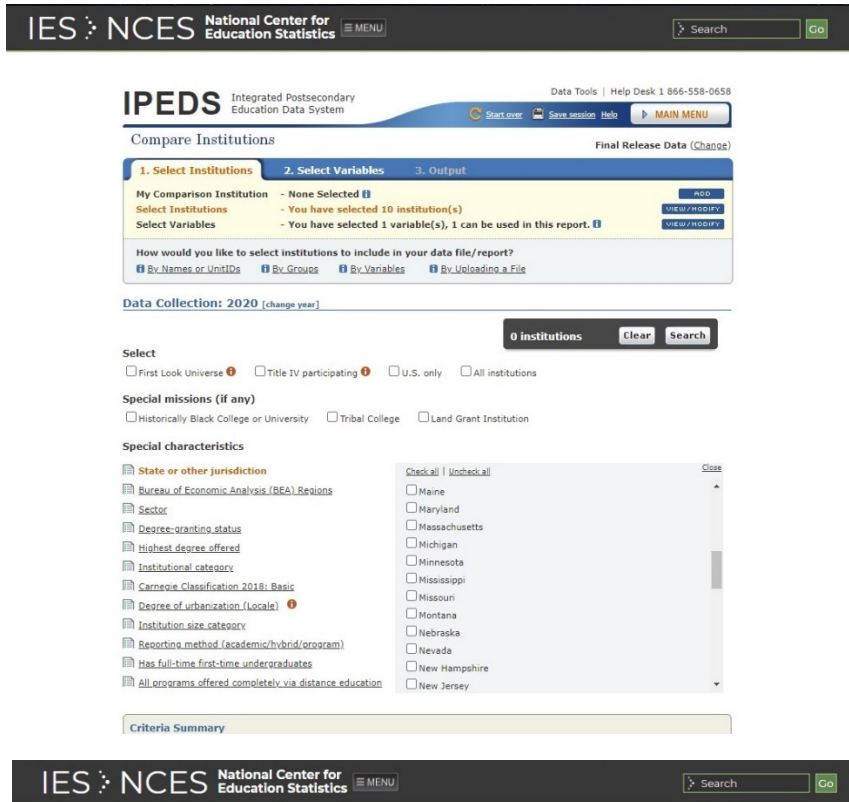
U.S. Department of Education, National Center for Education Statistics, Common Core of Data (CCD), "Public Elementary/Secondary School Universe Survey", 2019-20 v.1a; "Public Elementary/Secondary School Universe Survey Geographic Data (EDGE)", 2019-20 v.1a.

† indicates that the data are not applicable.  
 - indicates that the data are missing.  
 ‡ indicates that the data do not meet NCES data quality standards.

**Screenshot: Elementary/Secondary Information System Showing Search Results**

**10. For Public Health Agencies: Downloading IPEDS IDs**

- a. The [Integrated Postsecondary Education System](#) allows the user to search for postsecondary schools using a variety of filters. The user can then paste data into a separate file.



***Screenshots: Integrated Postsecondary Education System Search Screen and Search Results***