

# Mississippi Child Care Resource and Referral Network Professional Development Tracking System Codebook

**Table: Courses**

DataElement Name	Data Type/ Field Length	DataElement Definition	Code Value	Comments
Course Number (CRS#)	Alphanumeric	Course number of training taken by child care worker		Same as "Course Code" in Activity Attendance table
Series	VarChar	Curriculum from which course is taught	<ul style="list-style-type: none"> <li>• The Creative Curriculum (1000- 2000)</li> <li>• Care to Read • ELG • ELG: Part 1 • ELG: Part 2</li> <li>• Limited Resources, Unlimited Creativity: Applying ELG Concepts in Your Preschool Classroom • Other Approved Courses</li> </ul>	Per meeting with Julie Sims on March 25 <sup>th</sup> , new curriculum is being added to system
Course	VarChar	Name of the course		
Age	VarChar	Age group the course being taught is focused around	Infants/Toddlers Preschool Out-of-School Directors Preschool & School Age	
Hours (Hrs)	Numeric	Number of contact hours of the course		

**Table: Trainer**

<b>DataElement Name</b>	<b>Data Type/ Field Length</b>	<b>DataElement Definition</b>	<b>Code Value</b>	<b>Comments</b>
Trainer Number (Trn #)	Numeric	Unique 6-digit ID assigned to a child care trainer through Extension Cares Initiative (ECI)		
Trainer First Name	Char	The legal first name of the trainer		
Trainer Last Name	Char	The legal last name of the trainer		
Trainer Former Last Name	Char	Former last name, such as maiden name, of the trainer		
Trainer Position	Char	Job position held by trainer	Coordinator State Director Training Coordinator State Manager Area Agent Tech Asst Supervisor Assessment Coordinator Writer	Per meeting with Julie on March 25 <sup>th</sup> , some changes are being made to this field
Trainer	Char	Full first and last name of the trainer		

**Table: R&R Center**

<b>DataElement Name</b>	<b>Data Type/ Field Length</b>	<b>DataElement Definition</b>	<b>Code Value</b>	<b>Comments</b>
R&R Center Number (R&R #)	Char	Unique ID assigned to each R&R center		
R&R Center	Char	Name of R&R Center		
Location	Char	City in which the R&R center is located		
Supervisor	Char	Supervisor of R&R center		

**Table: Child Care Center**

DataElement Name	Data Type/ Field Length	DataElement Definition	Code Value	Comments
Center Number (Ctr #)	Numeric	Unique ID assigned to child care center		
NACCRRRA Provider ID	Numeric	Unique ID assigned to center by NACCRRRA database		Per meeting with Julie March 25 <sup>th</sup> , this field is being added in an effort to join the MRS & PDTS databases
Center	Char	Licensed name of child care center		
County Number (Cty #)	Numeric	FIPS code for county in which child care center is located		
County	Char	Name of county in which child care center is located		
Address	VarChar	Address of child care center		
City	Char	City in which child care center is located		
State	Char	State in which child care center is located	MS	
Zip	Numeric	Postal zip code of child care center		
Phone	Numeric	The 10-digit telephone number of child care center		
Director	Char	The first and last name of the child care center director		
Center License Number (Center License #)	VarChar	License number of child care center assigned by the MS Department of Health		

**Table:** Child Care Center Employee

DataElement Name	Data Type/ Field Length	DataElement Definition	Code Value	Comments
Child Care Employee Number (CCE #)	Numeric	Unique ID assigned to child care employee as s/he enters the PPTS system		
First Name	Char	The legal first name of the child care center employee		
Last Name	Char	The legal last name of the child care center employee		
Former Last Name	Char	Former last name, such as maiden name, of the child care center employee		
Center Number (Ctr #)	Numeric	Unique ID assigned to child care center		
NACCRRRA Provider ID	Numeric	Unique ID assigned to center by NACCRRRA database		Per meeting with Julie March 25 <sup>th</sup> , this field is being added
Center	Char	Licensed name of child care center where child care employee is employed		
County Number (Cty #)	Numeric	FIPS code for county in which child care center is located		
County	Char	Name of county in which child care center is located		
Position	Char	Job position of child care employee		
Race	Char	Race of child care employee	White Black Hispanic Other	
Sex	Char	Sex of child care employee	Male, Female	
Birth Date	DateTime	Date of birth, including month, day, year of child care employee		
Education Level (Ed. Level)	Char	Highest level of education completed or credential received by child care employee		
Race/Sex	Char	Concatenation of child care employee's race and sex		

**Table: Activity Attendance**

DataElement Name	Data Type/ Field Length	Data Element Definition	Code Value	Comments
Activity Number (Act #)	Numeric	Unique ID assigned to each activity entered into the PDTS system		
Date	Date Time	Date (MM-DD-YYYY) on which activity was performed		
Child Care Employee Number (CCE #)	Numeric	Unique ID assigned to child care employee as s/he enters the PDTS system		
First Name	Char	The legal first name of the child care center employee		
Last Name	Char	The legal last name of the child care center employee		
Position	Char	Job position of child care employee		
Race/Sex	Char	Concatenation of child care employee's race and sex		
Education Level (Ed. Level)	Char	Highest level of education completed or credential received by child care employee		
Education Area (Ed. Area)	Char	Major for highest level of education or area in which credential was received		
Center Number (Ctr #)	Numeric	Unique ID assigned to child care center		
NACCRRRA Provider ID	Numeric	Unique ID assigned to center by NACCRRRA database		Per meeting with Julie March 25 <sup>th</sup> , this field is being added
Center	Char	Licensed name of child care center		
R&R Center Number (R&R #)	Char	Unique ID assigned to each R&R center		
R&R Center	Char	Name of R&R Center		
Course Code (CRS Code)	Char	Unique course code for each course		

DataElement Name	Data Type/Field Length	DataElement Definition	Code Value	Comments
Series	VarChar	Curriculum from which course is taught	<ul style="list-style-type: none"> <li>• The Creative Curriculum (10002000)</li> <li>• Care to Read</li> <li>• ELG</li> <li>• ELG: Part 1</li> <li>• ELG: Part 2</li> <li>• Limited Resources, Unlimited Creativity: Applying ELG Concepts in Your Preschool Classroom</li> <li>• Other Approved Courses</li> </ul>	Per meeting with Julie on March 25 <sup>th</sup> , more curriculum is being added
Course	VarChar	Name of the course		
Age	VarChar	Age group the course being taught is focused around	Infants/Toddlers Preschool Out-of-School Directors Preschool & School Age	
Hours (Hrs)	Numeric	Number of contact hours of the course		
Trainer Number (Trn #)	Numeric	Unique 6-digit ID assigned to a child care trainer by Extension Cares Initiative (ECI)		
Trainer First Name	Char	The legal first name of the trainer		
Trainer Last Name	Char	The legal last name of the trainer		

DataElement Name	Data Type/ Field Length	DataElement Definition	Code Value	Comments
Trainer Position	Char	Job position held by trainer	Coordinator State Director Training Coordinator State Manager Area Agent Tech Asst Supervisor Assessment Coordinator Writer	
County Number (Cty #)	Numeric	FIPS code for county in which course is taught		
County	Char	Name of county in which course is taught		
Number Children Served	Numeric	Number of children <b>currently</b> served by child care employee that is attending activity		Per meeting with Julie on March 25 <sup>th</sup> , this field will be added in next few months
Ages of Children Served	Char	Age(s) of children served by child care employee that is attending activity	Infant (0-11 months) Toddler (12-30 months) Preschool (30 months- 5 years) After-school (6-12 years)	Per meeting with Julie on March 25 <sup>th</sup> , this field will be added in next few months