Appendix A: SCAAP Data elements for "inmate records" – FY 2020 program

SCAAP DATA ELEMENTS FOR "INMATE RECORDS" - FY 2020 PROGRAM

The table below shows the data elements of an " inmate record" for an " eligible inmate." These data elements (along with the associated "Instructions") apply to all "inmate records" for "eligible inmates."

The table also shows the ASCII fixed-field format to be used by an applicant government that chooses to provide its "inmate records" by ASCII file upload. In creating the ASCII-formatted file for upload, it is critical to follow the format requirements carefully and accurately. For example, JustGrants will reject any "inmate record" that is not exactly 165 or 166 characters long.

Note: **Do not use the TAB key to enter required spaces**. After entering the appropriate information in a given field, **use the SPACE BAR** if spaces must be entered to complete the entry and advance to the beginning of the next field.

Data Field Specifications					Instructions
Order in Data String	Data Element Name	Field Length	Begin At Column	Mandatory Item	
1	A-number	9	1	Yes, two options available	This is an "Alien number" or "Alien Registration number" assigned by (DHS) ICE and used to track individuals and verify identity. **Do not use letters ("A") or symbols (such as dashes).** Use zero(s) ("0") as the beginning digit(s) if the A-number is fewer than 9 digits. If the A-number is not available, enter 9 zeros ("0").
2	Last name(s)	40	10	Yes	If the name is fewer than 40 characters, enter the name and leave the remainder of the field blank. In the case of compound or hyphenated names, leave in the hyphen or space between the names. (Be aware that many Hispanics use two last names; both should be entered in this field.)
3	First name(s)	25	50	Yes	In the case of compound or hyphenated names, leave in the hyphen or space between the names. If the name is fewer than 25 characters, enter the name and leave the remainder of the field blank.
4	Middle name(s)	25	75	No, but provide if available	In the case of compound or hyphenated names, leave in the hyphen or space between the names. If the name is fewer than 25 characters, enter the name and leave the remainder of the field blank.
5	Date of birth	8	100	Yes	The date must be in the format YYYYMMDD. Insert a zero ("0") in the sequence, as necessary, to fill in all spaces; *e.g.*, "19830305" is March 5, 1983.
6	Unique inmate identifier number	15	108	Yes	This number is the unique inmate identifier assigned by the applicant government. If the number is fewer than 15 characters, enter the number and leave the remainder of the field blank. If more than one inmate record is submitted for a particular inmate and particular period of incarceration (as in the case of aliases), the same identifier **must** be used in all such inmate records.
7	Foreign country of birth	10	123	Yes	If preparing a single **ASCII file** of "inmate records," enter the ICE Country Code for the country of birth. The code will be from 2 to 5 letters long. After the code, add spaces to fill the field (the maximum field length is 110 characters). If the individual identifies a specific country of birth, but that country does not appear on the list (or in the drop-down menu for direct data entry), use a country in close geographic proximity, **not** "unknown."

SCAAP DATA ELEMENTS FOR "INMATE RECORDS" - FY 2020 PROGRAM (CONTINUED)

Data Field Specifications					Instructions
Order in Data String	Data Element Name	Field Length	Begin At Column	Mandatory Item	
8	"Date incarcerated" (see instructions below)	8	133	Yes	The date must be in the format YYYYMMDD. See additional instructions below.
9	"Date released" (see instructions below)	8	141	Yes	The date must be formatted YYYYMMDD. See additional instructions below.
10	FBI number	10	149	No, but provide if available	This number is issued by the FBI to track arrests and fingerprint records. If the FBI number is not available, leave this field blank by inserting 10 spaces. If the FBI number is fewer than 10 characters, enter the number first, and then insert spaces for the remainder of the field length.
11	LESC IAQ	7 or 8	159	No. This is an optional field.	

In an "inmate record" for a distinct, continuous period of "incarceration" of an "eligible inmate" during the "reporting period" —

"Date incarcerated" is to be the date — **following conviction for a criminal offense** — that the individual first was "incarcerated" by (or on behalf of) the applicant government, pursuant to its own legal authority.

- Special rule for **certain** periods of pretrial detention (continuous custody):

If an individual was held in custody by (or on behalf of) the applicant government under its legal authority for a period that started before trial and continued **uninterrupted** through **at least** 4 consecutive days of (post-conviction) "incarceration" during the reporting period, the applicant government **may** report the starting date of that **continuous period of custody** as the "date incarcerated."

"Date released" is to be the **earlier** of (1) June 30, 2019, (the final day of the pertinent "reporting period") **or** (2) the date the "eligible inmate" "incarcerated" by or on behalf of the applicant government under its own legal authority was released from his/her confinement pursuant to that legal authority.

- Special rule for **certain** unusual circumstances (outstanding warrants and detainer requests):

If an "eligible inmate" is "incarcerated" by or on behalf of the applicant government under its own legal authority for at least 4 consecutive days during the reporting period and **thereafter** the individual continues — **without interruption** — to be lawfully held in custody by the applicant government for 1 or more additional days (during the reporting period) on the basis of an **outstanding warrant or detainer request from the federal government** (or on the basis of an **outstanding warrant from another "state" or "unit of local government"**), the applicant government **may** report the ending date of that continuous period of confinement as the "date released," **provided** that the applicant government was not paid or otherwise compensated by the other government (federal, state, or local) for the additional days it held the individual on the basis of the outstanding warrant or detainer request.