Support for Behavioral Health Field Placements Program File Layout

Release 1.0 for FY25

Overview: Term Specific SBHFP Record File

Student Financial Aid record information is to be submitted to the Massachusetts Department of Higher Education (MDHE) by all institutions that participate in the Support for Behavioral Health Field Placements (SBHFP) Program and **must include all students who have received a disbursement of the SBHFP funds for the award year at the time of reporting**.

The student SBHFP Program file layout consists of one file.

The specifications of the student SBHFP Program record file are presented in the following section. A minimal amount of student demographic data is required.

It is recommended that all data be formatted as text so no leading zeros are lost.

LIST OF STUDENT BHFP DATA ELEMENTS

BHFP001   Award Year

The award year for which information is being reported.

BHFP002   Student's Social Security Number

The student's social security number.

BHFP003   Student ID

Identification code assigned to the student by the institution.

BHFP004   Student's Last Name

The student's last name.

BHFP005   Student's First Name

The student's first name.

BHFP006   Student's Home Address City

The city from the student's home address.

BHFP007   Program CIP Code

The Classification of Instructional Programs (CIP) code of the student's primary, eligible academic program.

BHFP008   Program Credential Level

The credential level of the student's primary academic program

BHFP009   Student Graduation Date

The date the student's degree was or is expected to be conferred.

BHFP010   Term

The academic term for which information is being reported.

BHFP011   Disbursed Amount

The amount of SBHFP funding disbursed to the student for the Term (BHFP010) being reported.

BHFP012   Enrollment Status

The student's applicable enrollment status.

BHFP013   Field Placement Organization Name

The name of the organization with which the student completed/is completing their field placement.

BHFP014   Field Placement City

The city where the field placement was/is located.

BHFP001   Award Year

The award year for which information is being reported.

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

Code Descriptions

2025   July 1 2024 to June 30 2025
…...

Definition

Award Year is defined by the fiscal year of the Term (BHFP010) of the award.

Instructions

Mandatory entry Year entered must be the fiscal year of awarded data.	

BHFP002   Student's Social Security Number (SSN)

The student's social security number.

| **Data Type:** Alphanumeric | **Length** Minimum 9 Maximum 11 | **Format Example** 111111111 |

Code Descriptions

Note: SSN can be reported in the traditional format and can include hyphens "-".
For example: 123-45-6579 is an acceptable format

Definition

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

According to the Social Security Administration, valid SSNs have the first three values between 001 and 772, the second two values between 01 and 99 and the last four values between 0001 and 9999.

Instructions

Mandatory entry SSN must be unique for the institution, year, and term. **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.	If the student does not have an SSN but was eligible because they submitted the MASFA, then the SSN should be equal to all zeroes (000000000).

BHFP003   **Student ID**

Identification code assigned to the student by the institution.

Data Type: Alphanumeric   **Length** ^{Minimum 1}   **Format Example** 9999999999
                                       Maximum 15

Code Descriptions

Definition

Unique code used by the institution to identify students. Institutions may either use social security numbers for this purpose or an institutionally assigned identifier.

Instructions

Mandatory entry Student ID must be unique for the institution, year, and term.	

BHFP004   Student's Last Name

The student's last name.

Data Type: Alphanumeric   **Length** Minimum 1   **Format Example** JONES
                                     Maximum 50

Code Descriptions

Can be either upper case or mixed case

Definition

Instructions

Mandatory entry Cannot contain non-ASCII characters such as accented letters (ex: è, ô, ñ, ä). Hyphens may be included.	

BHFP005   Student's First Name

The student's first name.

Data Type Alphanumeric	**Length** Minimum 1 Maximum 50	**Format Example** JAMES

Code Descriptions

Can be either upper case or mixed case

Definition

Instructions

Mandatory entry Cannot contain non-ASCII characters such as accented letters (ex: è, ô, ñ, ä). Hyphens may be included.	

BHFP006   Student's Home Address City

The city from the student's home address.

Data Type Alphanumeric	**Length** Minimum 1 Maximum 50	**Format Example** Dorchester

Code Descriptions

Definition

The home address is considered the student's permanent address, where they can always be reached even when not actively enrolled for a term. This should not be a campus address.

Instructions

Mandatory entry Cannot contain non-ASCII characters such as accented letters (ex: è, ô, ñ, ä). Hyphens may be included.	

BHFP007   Program CIP Code

This is the Classification of Instructional Programs (CIP) code of the student's primary, eligible academic program.

Data Type: Alphanumeric Length ^{Minimum 5}   **Format Example** 51.1504

                                     ^{Maximum 7}

Code Descriptions

Definition

CIP codes were developed by the US Department of Education for tracking and reporting fields of study and program completions. Additional information on CIP codes is available at nces.ed.gov.

Instructions

Mandatory entry Report the 2020 CIP code associated with the student's primary, eligible program of study for the Term (BHFP010).	While we will accept the 4 digit CIP code, please report the full 6 digits if possible.

BHFP008   Program Credential Level

The credential level of the student's primary, eligible academic program.

Data Type: Alphanumeric   **Length** Minimum 2   **Format Example** 05
                                        Maximum 2

Code Descriptions

01	Undergraduate Certificate or Diploma Program
03	Bachelor's Degree
04	Post Baccalaureate Certificate
05	Master's Degree
08	Graduate/Professional Certificate

Definition

These credential levels align with the Integrated Postsecondary Education Data System (IPEDS) credential levels.

Instructions

Mandatory entry Report the credential level associated with the student's primary, eligible program of study for the Term (BHFP010).	

BHFP009   Student Graduation Date

The date the student's degree was or is expected to be conferred.

Data Type: Alphanumeric	**Length** Minimum 8 Maximum 10	**Format Example** 04012024

Amount Descriptions

Note: Graduation date can be reported in the traditional format and can include the hyphen "-" or slash "/".
For example: mm-dd-yyyy is an acceptable format
For example: mm/dd/yyyy is an acceptable format

Excel stores dates as numbers and then formats them to display as a date. If you are initially creating your file in Excel, make sure the date is reported correctly in your final csv or text file output. For example, you may have entered "05/30/2025" into Excel, but Excel could have converted this to "45807", which is not an acceptable value.

Definition

Example: If a student received SBHFP funding in more than one semester, this value should be the same for each term in which the student appears, assuming they are working toward the same degree in all terms.

Instructions

Mandatory entry	

BHFP010   **Term**

The academic term for which information is being reported.

Data Type: Numeric	**Length** Minimum 1 Maximum 1	**Format Example** 3

1	Fall
2	Winter
3	Spring
4	Summer

Definition

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

Instructions

Mandatory entry	

BHFP011   **Disbursed Amount**

The amount of SBHFP funding disbursed to the student for the Term (BHFP010) being reported.

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

Code Descriptions

Definition

Note: Do not include dollar signs ($), commas (,), or decimals (.).

Instructions

Mandatory entry This amount cannot exceed 5000 for a single semester.	

BHFP012   Enrollment Status

The student's enrollment status for the Term (BHFP010)**.**

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

Code Descriptions

F   Full Time
Q   Three-Quarter Time
H   Half Time
L   Less-than-Half Time
N   Not Enrolled

Definition

Instructions

Mandatory entry Report the student's enrollment on which their award eligibility is based. If a student withdrew from the course or term and they were still determined eligible for funding, report their enrollment level prior to their withdrawal.	

BHFP013   **Field Placement Organization Name**

The name of the organization with which the student completed/is completing their field placement for the Term (BHFP010).

Data Type: Alphanumeric   **Length**   Minimum 1   **Format Example**   ABC LLC
     Maximum 50

Code Descriptions

Can be either upper case or mixed case

Definition

Instructions

Optional entry Cannot contain non-ASCII characters such as accented letters (ex: è, ô, ñ, ä). Hyphens may be included.	

BHFP014   **Field Placement City**

The city where the field placement is/was located.

Data Type: Alphanumeric Length Minimum 1   **Format Example** Rockland

Maximum 50

Code Descriptions

Can be either upper case or mixed case

Definition

Instructions

Mandatory entry Report the city where the field placement is/was located. This may or may not be the primary address of the organization reported in the prior field (BHFP013)	