# Direct Data Upload Requirements

At JWB, data quality is key. The new FY26 DDU requirements and file validation process ensure that only quality data is integrated. Developed with reporting, calculating, and evaluating in mind, our requirements are comprehensive. Please use this one-pager alongside your FY26 DDU Requirements to QA your files before uploading, ensuring all necessary criteria is met.

| Category | Check your files for these showstoppers! |
|---|---|
| File Structure | **The file is in the FY26 format.**<br>Columns are in the correct order & are named correctly (no spaces). There are no extra columns (with or without values) present. Each column uses the correct data type. If special characters are present in your file, review the requirements to ensure they are permitted for that field.<br><br>**The file contains:**<br>The JWB assigned Provider ID and Program ID(s).<br><br>**The file is in pipe delimited format.** |
| Uploading your File | **The files are in the correct location.**<br>All files should be uploaded to your provider/program specific link. <u>Do not</u> upload the files into the DDU FIles Integration Folder<br><br>**The files are named with the naming convention provided by JWB.**<br>For the file to be recognized and integrated its name needs to match what has been provided to you exactly! This includes your assigned acronym and the format of the date. The required date format for file names is YYYYMMDD. |
| Participant Data | **Every Participant has a data in the Demographics, Episodes, and Services file.**<br>This criteria supports a participant inclusion in a program's Target Service Level calculation.<br><br>**All required fields contain data.**<br>Refer to the DDU Requirements for a list of required fields. If a participant is missing data from any required field their data in all files will be excluded from that upload. |
| Program Data | **Have program staff review upload files in excel format.**<br>This ensures that the data being uploaded meets both programmatic and technical requirements.<br><br>**Sort & Filter!**<br>Use this excel function to check for any blanks in required fields! |