

**Alabama Department of Mental Health
Alabama Community Services Information System (ACSIS)
Staff File (STAFF) dBase File Layout**

Version 1 (Effective February 1, 2015)

Document Change Log

Version	Date	Description of change
1	02/15/2015	Initial Layout

Field Count: 21

Filename should be "STAFFxxx.DBF" where xxx is your assigned Organization ID (ORGID).

File format should be standard dBase III or greater.

dBase fieldnames should match those below or they won't be recognized by the DMH system.

Data submission guidelines can be found on the ACSIS Project website (<http://www.mh.alabama.gov/miacsis>)

Field	Field Name	Type	Width	Dec	Formatting/Comments
1	ORGID	Character	3		leading zeroes
2	STAFF	Character	5		
3	LASTNAME	Character	20		
4	FIRSTNAME	Character	15		
5	INITIAL	Character	1		
6	SUFFIX	Character	3		
7	DOB	Character	10		
8	SEX	Character	1		
9	RACE	Character	2		
10	HISPANIC	Character	1		
11	EMPLOY	Character	1		
12	NPI	Character	10		
13	MCDPROVID	Character	9		
14	DEGREE	Character	2		
15	DEGREEYEAR	Character	4		
16	LICTYPE	Character	2		
17	LICCERT	Character	1		
18	LANGUAGE	Character	2		
19	LANG2	Character	2		
20	STATUS	Character	1		
21	STATDATE	Character	10		