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

Version 1   (Effective February 1, 2015)

Document Change Log

Version	Date	Description of change
1	02/01/2015	Initial Layout

Field Count: 21
Record Size: 106 bytes

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

File should be fixed length ascii flat file with each line separated by carriage-return and line-feed characters.

Unless otherwise specified, all fields are left justified and padded with spaces.

See the ACSIS Data Element Dictionary for further information about individual fields.

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

```
Field Name   Start     Width      Formatting/Comments
-----------  -------   -------    ------------------------------
ORGID        1         3          leading zeroes
STAFF        4         5
LASTNAME     9         20
FIRSTNAME    29        15
INITIAL      44        1
SUFFIX       45        3
DOB          48        10
SEX          58        1
RACE         59        2
HISPANIC     61        1
EMPLOY       62        1
NPI          63        10
MCDPROVID    73        9
DEGREE       82        2
DEGREETYPE   84        4
LICTYPE      88        2
```

```
LICCERT      90          1
LANGUAGE     91          2
LANG2        93          2
STATUS       95          1
STATDATE     96          10
```