

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

Version 2 (Effective February 1, 2015)

Document Change Log

Version	Date	Description of change
2	05/01/2019	Website address changes No changes to the file format were made in this document release.
1	02/01/2015	Initial Layout

Field Count: 21
Record Size: 105 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 (<https://mh.alabama.gov/alabama-community-services-information-system-acsis>)

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	

INFORMATION IN THIS GUIDE IS SUBJECT TO CHANGE

DEGREE	82	2
DEGREEYEAR	84	4
LICTYPE	88	2
LICCERT	90	1
LANGUAGE	91	2
LANG2	93	2
STATUS	95	1
STATDATE	96	10