

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

Version 4 (Effective 11/01/2024)

Document Change Log

Version	Date	Description of change
4	11/01/2024	Added Reporting Requirements documentation No changes to the file format were made in this document release.
3	08/29/2023	Corrected Client Count field name in example
2	02/14/2023	Corrected Client Count field name
1	11/30/2022	Initial Layout

Field Count: 5
Record Size: 16 bytes

Filename should be "AGNCYxxx.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	Usage
ORGID	1	3	Organization ID (leading zeroes)	Required
ReportingYear	4	4	Reporting year (YYYY)	Required
ReportingMonth	8	2	Reporting month (MM) (leading zeroes)	Required
AgencyCode	10	2	Code from Agency Table	Required
ClientCount	12	5	Count of HICC Clients involved with the given agency during the reporting period; Right-justify; pad with spaces or zeroes	Required

INFORMATION IN THIS GUIDE IS SUBJECT TO CHANGE

Reporting Requirements

Aggregated data is required under the following conditions:

- Member offered HICC

Data Example:

ORGID	Reporting Year	Reporting Month	Agency Code	Client Count
999	2022	08	01	2
999	2022	08	02	0
999	2022	08	03	23
999	2022	08	04	122
999	2022	08	05	0
999	2022	08	06	2
999	2022	08	07	3
999	2022	08	08	1
999	2022	08	09	5
999	2022	08	10	8
999	2022	08	11	5
999	2022	08	12	3
999	2022	08	13	1
999	2022	08	90	41