

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

**Version 3 (Effective 11/01/2024)**

**Document Change Log**

Version	Date	Description of change
3	11/01/2024	Added Reporting Requirements documentation  <b>No changes to the file format were made in this document release.</b>
2	03/28/2024	Updated usage documentation  <b>No changes to the file format were made in this document release.</b>
1	11/30/2022	Initial Layout

Field Count: 9  
Record Size: 66 bytes

Filename should be "EPSDxxx.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
CLIENT	4	6	Client Case Number (leading zeroes)	Required
EPISODEID	10	20	Key that uniquely identifies the record	Required
PROGTYPE	30	4	Program Type Code (HICC='1715' IHI='1690')	Required
REFDATE	34	10	Referral Date (MM/DD/YYYY)	Required
OFFERDATE	44	10	Offer Date (MM/DD/YYYY)	Required
SVCSTATUS	54	1	Episode Service Status Code	Required
ENDDATE	55	10	Episode End Date (MM/DD/YYYY)	Required
ENDSTATUS	65	2	Episode Status Code	Required

**Reporting Requirements**

Episode data is required under the following conditions:

- Member offered HICC
- Member referred for ICC, but ICC is not offered to the member (i.e., Youth referred for service but does not meet service criteria for service; for example, LICC and HICC are not medically necessary, Primary Non-SED, out of age range, setting excludes HICC delivery, HICC would be a duplicative service, etc.)
- Member referred for IHI