Alabama Department of Mental Health
Alabama Community Services Information System (ACSIS)
Client Profile (HSCL) Text File Layout

Version 7   (Effective August 21, 2025)

Document Change Log

Version	Date	Description of change
7	8/21/2025	Added Reporting Requirements section **No changes to the file format were made in this document release.**
6	4/1/2021	FY 2021 added Referral fields
5	5/1/2019	Website address change. **No changes to the file format were made in this document release.**
4	10/01/2015	FY 2016 changes
3	02/01/2015	FY 2015 changes
2	9/28/2010	Clarification on field formatting. **No changes to the file format were made in this document release.**
1	01/14/2010	Initial Layout

Field Count: 57
Record Size: 357 bytes

Filename should be "HSCLxxx.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
CLIENT	4	6	Leading zeroes

```
ADDATE       10          10
LASTN        20          20
FIRSTN       40          15
MAILADD1     55          30
MAILCITY     85          15
MAILSTATE    100         2
MAILZIP      102         10
MAILCNTY     112         3
DOB          115         10
SSN          125         11
SEX          136         1
RACE         137         2
HISPANIC     139         1
MARITAL      140         1
EMPLOY       141         1
VETERAN      142         1
LEGAL        143         2
EDUCATION    145         2
RESARR       147         1

INCOME       148         11       Right-justify; pad with spaces; include
                                  decimal; blank or zero = 0.00

SMI          159         1
RESERVED01   160         2        fill with spaces
GUARDSHIP    162         3
TERMDATE     165         10
TREASON      175         1
LASTUPDT     176         10
MEDICAID     186         13
HEARING      199         1
REFDATE      200         10
REFSOURCE    210         2
REFAGCY01    212         2
REFAGCY02    214         2
REFAGCY03    216         2
REFAGCY04    218         2
REFAGCY05    220         2
REFAGCY06    222         2
REFAGCY07    224         2
REFAGCY08    226         2
REFAGCY09    228         2
REFAGCY10    230         2
REFOUTCOME   232         1
REFDECLINE   233         2
REFOUTDATE   235         10
RESERVED02   245         23       fill with spaces
SCHOOLTYPE   268         2
RESERVED03   270         5        fill with spaces
ARRESTS      275         2
RESERVED04   277         20       fill with spaces
FAMSIZE      297         2
FAMINCOME    299         11       Right-justify; pad with spaces; include
                                  decimal; blank or zero = 0.00
LANGUAGE     310         2
SBMHSYSTEM   312         3        Leading zeroes
```

```
SBMHSCHOOL  315         4       Leading zeroes
SBMHSSID    319         10      Leading zeroes
SIGHT       329         1
DIAG1       330         7       Do not include decimal point
DIAG2       337         7       Do not include decimal point
DIAG3       344         7       Do not include decimal point
SADIAG1     351         7       Do not include decimal point
```

Reporting Requirements

A client's Case Number (CLIENT) should remain the same throughout their treatment at the CMHC. Any migration to, or implementation of, a new software system, must maintain the client's Case Number for state reporting. If a client ends treatment and later comes back, the CMHC should use the same Case Number as before and not assign a new one.