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

Version 3   (Effective August 21, 2025)

Document Change Log

Version	Date	Description of change
3	08/21/2025	Added Reporting Requirements section **No changes to the file format were made in this document release.**
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

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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	

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RACE         59          2
HISPANIC     61          1
EMPLOY       62          1
NPI          63          10
MCDPROVID    73          9
DEGREE       82          2
DEGREEYEAR   84          4
LICTYPE      88          2
LICCERT      90          1
LANGUAGE     91          2
LANG2        93          2
STATUS       95          1
STATDATE     96          10
```

Reporting Requirements

Staff IDs must match between the staff file and the activities submitted via the 837 file to CDR.

A staff member's STAFF ID should remain the same throughout their time of employment at the CMHC. Any migration to, or implementation of, a new software system, must maintain the staff member's STAFF ID and previously agreed upon staff ID length for state reporting. If a staff member ends employment with the CMHC and later comes back, the center should use the same staff ID as before and not assign a new one.