

# **ACSYS Data Element Dictionary**

## **STAFF Profile**

**08/21/2025**

DEGREE

**Field Name** Highest Degree  
**Type** Character **Length** 2 **Decimal** 0 **Requirement** Y - Required  
**Description** Highest degree obtained by staff member

Comments

Value	Description	Definition	Status	Status Date
01	Less than high school diploma or GED		A	10/01/2014
02	High school diploma or GED		A	10/01/2014
03	Some Education beyond high school but no degree		A	10/01/2014
04	Associate Degree		A	10/01/2014
05	Bachelor's Degree		A	10/01/2014
06	Master's Degree		A	10/01/2014
07	Doctorate	M.D., Ph.D., Sc.D, J.D., Ed.D, D.O.	A	10/01/2014
Code Status: <b>A</b> - Active; <b>I</b> - Inactive				

**DEGREEYEAR**

<b>Field Name</b>	Year of Degree				
<b>Type</b>	Character	<b>Length</b>	10	<b>Decimal</b>	0
<b>Requirement</b>	Y - Required				
<b>Description</b>	Year in which highest degree was granted				
<b>Comments</b>	YYYY				

**DOB**

<b>Field Name</b>	Date of Birth				
<b>Type</b>	Character	<b>Length</b>	10	<b>Decimal</b>	0
<b>Requirement</b>	Y - Required				
<b>Description</b>	Staff member date of birth				
<b>Comments</b>	MM/DD/YYYY				

**EMPLOY**

**Field Name** Employment Type  
**Type** Character **Length** 1 **Decimal** 0 **Requirement** Y - Required  
**Description** Indicates if employment is full-time, part-time, etc.

**Comments**

Value	Description	Definition	Status	Status Date
1	Full Time	35 or more hours per week	A	10/01/2014
2	Part Time	Less than 35 hours per week	A	10/01/2014
3	Volunteer		A	10/01/2014
4	Contract Staff	Paid under contractual arrangement	A	10/01/2014
5	Staff - Student, trainee, resident, intern		A	10/01/2014
6	Attending Staff	Those with an explicit privileges or credentials to admit patients to the organization for care and to provide services to them under the auspice of the CSP, but who have a non-contractual, non-salaried relationship with the CSP	A	10/01/2014
Code Status: <b>A</b> - Active; <b>I</b> - Inactive				

FIRSTNAME

Field Name	Staff First Name				
Type	Character	Length	15	Decimal	0
Requirement	Y - Required				
Description	First name of the staff member				
Comments					

**HISPANIC**

**Field Name** Staff Hispanic Origin  
**Type** Character **Length** 1 **Decimal** 0 **Requirement** Y - Required  
**Description** Hispanic origin of staff

**Comments**

Value	Description	Definition	Status	Status Date
1	Not of Hispanic Origin		A	07/18/2014
2	Puerto Rican		A	07/18/2014
3	Cuban		A	07/18/2014
4	Other Hispanic		A	07/18/2014
5	Mexican/Mexican American		A	07/18/2014
Code Status: <b>A</b> - Active; <b>I</b> - Inactive				

**INITIAL**

<b>Field Name</b>	Staff Middle Initial				
<b>Type</b>	Character	<b>Length</b>	1	<b>Decimal</b>	0
<b>Requirement</b>	R - Report if available				
<b>Description</b>	Middle initial of the staff member				
<b>Comments</b>					



**LANG2****Field Name** Second Language**Type** Character **Length** 2 **Decimal** 0 **Requirement** R - Report if available**Description** Secondary language in which staff member is proficient**Comments**

Value	Description	Definition	Status	Status Date
01	English		A	10/01/2014
02	ASL	American Sign Language	A	10/01/2014
03	Arabic		A	10/01/2014
04	Chinese		A	10/01/2014
05	French	French, French Creole, Cajun	A	10/01/2014
06	German		A	10/01/2014
07	Hindi		A	10/01/2014
08	Italian		A	10/01/2014
09	Japanese		A	10/01/2014
10	Korean		A	10/01/2014
11	Laotian		A	10/01/2014
12	Other African languages		A	10/01/2014
13	Other Asian languages		A	10/01/2014
14	Other European languages		A	10/01/2014
15	Other Indic languages		A	10/01/2014
16	Persian		A	10/01/2014
17	Spanish	Spanish and Spanish Creole	A	10/01/2014
18	Tagalog		A	10/01/2014
19	Vietnamese		A	10/01/2014
Code Status: <b>A</b> - Active; <b>I</b> - Inactive				

## LANGUAGE

**Field Name** Language of preference

**Type** Character **Length** 2 **Decimal** 0 **Requirement** Y - Required

**Description** Primary language of staff member

### Comments

Value	Description	Definition	Status	Status Date
01	English		A	10/01/2014
02	ASL	American Sign Language	A	10/01/2014
03	Arabic		A	10/01/2014
04	Chinese		A	10/01/2014
05	French	French, French Creole, Cajun	A	10/01/2014
06	German		A	10/01/2014
07	Hindi		A	10/01/2014
08	Italian		A	10/01/2014
09	Japanese		A	10/01/2014
10	Korean		A	10/01/2014
11	Laotian		A	10/01/2014
12	Other African languages		A	10/01/2014
13	Other Asian languages		A	10/01/2014
14	Other European languages		A	10/01/2014
15	Other Indic languages		A	10/01/2014
16	Persian		A	10/01/2014
17	Spanish	Spanish and Spanish Creole	A	10/01/2014
18	Tagalog		A	10/01/2014
19	Vietnamese		A	10/01/2014
Code Status: <b>A</b> - Active; <b>I</b> - Inactive				

**LASTNAME**

<b>Field Name</b>	Staff Last Name				
<b>Type</b>	Character	<b>Length</b>	20	<b>Decimal</b>	0
				<b>Requirement</b>	Y - Required
<b>Description</b>	Last name of the staff member				
<b>Comments</b>					

LICCERT

**Field Name** License Certification

**Type** Character **Length** 1 **Decimal** 0 **Requirement** C - Conditionally required based on

**Description** Indicates where the staff member is licensed to practice

**Comments** Required if License Type is not equal K1

Value	Description	Definition	Status	Status Date
1	Licensed only in Alabama		A	10/01/2014
2	Licensed only in another state		A	10/01/2014
3	Licensed in Alabama and another state		A	10/01/2014
4	Licensed in another country		A	10/01/2014
5	Physician - board certified in specialty	If physician is board certified in specialty, select this code rather than codes 1 through 4	A	10/01/2014
6	Not applicable		A	10/01/2014
Code Status: <b>A</b> - Active; <b>I</b> - Inactive				

**LICTYPE**

<b>Field Name</b>	License Type				
<b>Type</b>	Character	<b>Length</b>	2	<b>Decimal</b>	0
<b>Requirement</b>	Y - Required				
<b>Description</b>	Staff member's license type/credentials				
<b>Comments</b>					

Value	Description	Definition	Status	Status Date
A1	Psychologist licensed in Alabama	Psychologist licensed under Alabama law	A	10/01/2014
B1	Professional Counselor licensed in Alabama	Professional counselor licensed under Alabama law	A	10/01/2014
B2	Certified Social Worker licensed in Alabama	Certified social worker licensed under Alabama law	A	10/01/2014
B3	Marriage and Family Counselor licensed in Alabama	Marriage and Family Counselor licensed under Alabama law	A	03/01/2020
C1	Master's Psychologist, Social Worker, or Counselor-2 yrs experience	Master's degree or above from accredited program with 2 yrs postgraduate clinical experience	A	10/01/2014
C2	Master's Psychologist, Social Worker, Counselor-practicum or 6 mos experie	Master's degree or above from accredited program-completed practicum or 6 months post graduate clinical experience	A	10/01/2014
D1	Physician licensed in Alabama	Physician licensed under Alabama law	A	10/01/2014
D2	Psychiatrist licensed in Alabama	Psychiatrist licensed under Alabama law to practice medicine or osteopathy	A	10/01/2014
D3	Physician Assistant (PA) licensed in Alabama	A physician assistant (PA) licensed under Alabama law and practicing within the guidelines as outlined by the Alabama Board of Medical Examiners	A	03/01/2020
D4	Certified Registered Nurse Practitioner (CRNP) licensed in Alabama	A Certified Registered Nurse Practitioner (CRNP) licensed under Alabama law practicing within the scope as defined by the Joint Committee of the Alabama Board of Nursing and the Alabama Board of Medical Examiners for Advanced Practice Nurses.	A	03/01/2020
E1	RN with Master's in Psychiatric Nursing	Registered nurse with Master's degree in psychiatric nursing	A	10/01/2014
F1	LPN under Physician direction	Licensed practical nurse under the direction of a physician	A	10/01/2014
G1	Pharmacist licensed in Alabama	Pharmacist licensed under Alabama law.	A	10/01/2014
G2	LPN	Licensed Practical Nurse	A	10/01/2014
H1	BS or above in Human Services field with Case Management Training	BS or above in a Human Services field with Case Management Training	A	10/01/2014
I1	BS or above in Human Services field with no Case Management Training	BS or above in a Human Services field with no Case Management Training	A	10/01/2014
J1	Peer Support Specialist		I	10/01/2020
J2	Certified Peer Specialist – Adult	Adult Peer Specialist who has at least a high school diploma or GED and who has satisfactorily completed a ADMH approved Adult CPS training program.	A	03/01/2020
J3	Certified Peer Specialist – Youth	Youth Peer Specialist who has at least a high school diploma or GED, and who has satisfactorily completed a ADMH approved Youth CPS training program.	A	03/01/2020
J4	Certified Peer Specialist – Youth Parent	Youth Parent Peer Support Specialist who has at least a high school diploma or GED and who has satisfactorily completed an ADMH approved Youth Parent CPS training program.	A	03/01/2020
K1	Other		A	10/01/2014
M1	Medication Assistance Certification (MAC) Worker	A person working under a Medication Assistance Supervising (MAS) nurse that meets the Alabama Board of Nursing requirements.	A	03/01/2020

N1	RN licensed in Alabama - No Master's in Psychiatric Nursing	Registered Nurse licensed to practice in Alabama with no Master's degree in psychiatric nursing	A	10/01/2014
T1	Therapeutic Mentor	Therapeutic Mentor who has at least a high school diploma or GED and who has satisfactorily completed an ADMH approved Therapeutic Mentoring training program.	A	03/01/2020
Z9	None		A	01/01/2016
Code Status: <b>A</b> - Active; <b>I</b> - Inactive				

**MCDPROVID**

<b>Field Name</b>	Medicaid Provider ID number				
<b>Type</b>	Character	<b>Length</b>	9	<b>Decimal</b>	0
				<b>Requirement</b>	R - Report if available
<b>Description</b>	Provider number issued to staff member by Alabama Medicaid Agency				
<b>Comments</b>					



**NPI**

<b>Field Name</b>	National Provider Identifier				
<b>Type</b>	Character	<b>Length</b>	10	<b>Decimal</b>	0
<b>Requirement</b>	R - Report if available				
<b>Description</b>	National Provider Identifier of staff member				
<b>Comments</b>					

**ORGID**

<b>Field Name</b>	Organization ID				
<b>Type</b>	Character	<b>Length</b>	3	<b>Decimal</b>	0
<b>Requirement</b>	Y - Required				
<b>Description</b>	Organization ID of the CMHC as assigned by ADMH				
<b>Comments</b>					

**RACE**

**Field Name** Staff Race  
**Type** Character **Length** 2 **Decimal** 0 **Requirement** Y - Required  
**Description** Race (ethnicity) of staff member

**Comments**

Value	Description	Definition	Status	Status Date
01	Black/African American		A	07/21/2014
02	White		A	07/21/2014
03	Alaskan Native		A	07/21/2014
04	American Indian		A	07/21/2014
06	Asian		A	07/21/2014
07	Native Hawaiian/Other Pacific Islander		A	07/21/2014
08	More than One Race Reported		A	07/21/2014
09	Other		A	07/21/2014
Code Status: <b>A</b> - Active; <b>I</b> - Inactive				

**SEX**

**Field Name** Staff Gender  
**Type** Character **Length** 1 **Decimal** 0 **Requirement** Y - Required  
**Description** Gender of staff member

**Comments**

Value	Description	Definition	Status	Status Date
F	Female		A	07/21/2014
M	Male		A	07/21/2014
Code Status: <b>A</b> - Active; <b>I</b> - Inactive				

**STAFF**

<b>Field Name</b>	Staff ID Number			
<b>Type</b>	Character	<b>Length</b>	5	<b>Decimal</b> 0
				<b>Requirement</b> Y - Required
<b>Description</b>	ID number assigned by the CMHC to identify staff member who delivers service.			
<b>Comments</b>	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.			

**STATDATE**

<b>Field Name</b>	Staff Member Status Date				
<b>Type</b>	Character	<b>Length</b>	10	<b>Decimal</b>	0
<b>Requirement</b>	Y - Required				
<b>Description</b>	Effective Date of staff member's status.				
<b>Comments</b>	MM/DD/YYYY Use Hire date for Active staff and Termination date for Inactive staff.				

STATUS

**Field Name** Staff Member Status  
**Type** Character **Length** 1 **Decimal** 0 **Requirement** Y - Required  
**Description** Indicates if staff member is currently active

Comments

Value	Description	Definition	Status	Status Date
A	Active	Staff member is currently active	A	10/01/2014
I	Inactive	Staff member is inactive	A	10/01/2014
Code Status: <b>A</b> - Active; <b>I</b> - Inactive				

SUFFIX

Field Name	Staff Name Suffix				
Type	Character	Length	3	Decimal	0
Requirement	R - Report if available				
Description	Jr., Sr., II, III, IV etc.				
Comments					