

Alabama Department of Mental Health Alabama Community Services Information System (ACSIS) Data Submission Guidelines

August 12, 2015

Data should reach the Department of Mental Health no later than the first working day following the 15th of each month. Individual data files should have the following characteristics:

Source File	File Type	Filename	File extension
Client Profile records (HSCL)	Dbase III	"HSCL" + ORGID	.DBF
	Flat text file (recommended)	"HSCL" + ORGID	.TXT
Staff records (STAFF)	Dbase III	"STAFF" + ORGID	.DBF
	Flat text file (recommended)	"STAFF" + ORGID	.TXT
Service records (Activities)	ANSI 837P Text file	"837P" + ORGID	.TXT

If at all possible, use the text format over the dbase format as the dbase format will be depreciated in the future.

File format documents can be found on the ACSIS Project website (<http://www.mh.alabama.gov/miacsis>).

The individual files must be compressed into a single compressed **ZIP format** file using industry standard zip file compression software (PKzip, WinZip, 7zip, etc.).

Name the .zip file as follows:

"CDR" + ORGID + NN

NN IS A SEQUENTIAL NUMBER FROM "01" thru "12" TO DENOTE THE MONTH OF THE YEAR FOR WHICH YOU ARE REPORTING. For example, on January 10, a CSP whose ORGID is 100 creates the .zip file to upload December data. ORGID equals 100 and NN for December data equals 12. The name of the .zip file for December would be CDR10012.zip

Using your assigned username and password, upload the .zip file to the Department of Mental Health's secure website (<http://www.mh.alabama.gov/edis>)

Failure to follow these guidelines will delay processing of your data submission.

Files submitted for Testing

Follow the same procedure as above with 2 exceptions:

- 1) The NN portion of the .zip file should be labelled 'T1', 'T2', etc. so that we can differentiate between test files and production files.
- 2) Please notify our office via email when you have uploaded a test file so that we know it's ready to be picked up for testing.