

Data File Specifications for I&A Programs
Effective January 2011

Field	Data Type, Codes and Maximum Length	Description/Example
Client ID	Text – 15 characters	Unique identification number assigned by agency.
Last Name	Text - 20 characters	Smith
First Name	Text - 15 characters	Jonathan
Middle Name	Text - 15 characters	William
Street Address	Text - 255 characters	511 15th Avenue S
City	Text - 35 characters	Federal Way
Zip Code	Text - 9 characters	98104 OR 981043232
Date of birth	Date – mm/dd/yyyy	Example: 1/30/1928
Ethnicity	Integer	What is the client's ethnicity?
	0	Unknown
	1	American Indian or Alaska Native
	2	Asian, Asian American
	3	Black, African, African-American
	4	Hawaiian Native or Pacific Islander
	5	Hispanic/Latino
	6	White
	7	Other
	8	Multi-Racial
Income	Integer	Refer to Income Guidelines for \$ amounts for the categories listed below.
	0	Unknown
	1	Very Low (< 30% Median)
	2	Low (< 50% Median)
	3	Moderate (< 80% Median)
	4	Above Moderate (> 80% Median)
Live Alone	Text	Does the client live alone?
	U	Unknown
	Y	Yes
	N	No
Gender	Text	What is the client's gender?
	U	Unknown
	F	Female
	M	Male
	O	Other (e.g. transgender)
Limited English	Text	Does the client have limited proficiency in English?
	U	Unknown
	Y	Yes
	N	No
Household with Children	Text	Does the client live in a household with children under age 18?
	U	Unknown
	Y	Yes
	N	No

**Data File Specifications for I&A Programs
Effective January 2011**

Field	Data Type, Codes and Maximum Length	Description/Example
Single Parent	Text	If the client lives in a household with children, is this a single parent household – one adult caring for children under age 18?
	U	Unknown
	Y	Yes
	N	No
Disability Status	Text	Does the client have a disability?
	U	Unknown
	Y	Yes
	N	No
Refugee Status	Text	Is the client an immigrant or refugee?
	U	Unknown
	Y	Yes
	N	No
Homeless	Text	Is the client homeless or living in temporary shelter?
	U	Unknown
	Y	Yes
	N	No
Unincorporated	Text	Does the client live in unincorporated King County (outside of any city limits)?
	U	Unknown
	Y	YES
	N	NO
Veteran	Text	Is the client a veteran?
	U	Unknown
	Y	Yes
	N	No
Service Month	Date - mm/dd/yyyy	Use first day of month for reporting period, e.g., 1/1/2011
Service Type	Code	Program/Service Type
	i8	Community I&A Assist
	i9	Community I&A Information Contact
	p8	Primary I&A Assist
	p9	Primary I&A Information Contact
Units Provided	Integer	Enter the # of units provided during the service month for this service type: Community I&A – Assistance: Assist Community I&A – Information Contact: Contact Primary I&A – Assistance: Assist Primary I&A – Information Contact: Contact

Data File Specifications for I&A Programs Effective January 2011

Changes for 2011

1. I&A Programs will submit data on two types of units:
 - **Information Contacts:** These are typically information calls, but could be any situation in which information is provided to a client, and the client does not require assistance or follow-up from I&A. Identifying information for the client may not be available, in which case the units may be summed up and associated with an unknown or anonymous client.
 - **Assists:** An “assist” is when I&A helps the client access services and follows up to ensure services were received. This is a change from the concept of “case month” in which cases were opened for clients on an ongoing basis. If the client received assistance during the reporting period, the report indicated 1 unit provided, or one case month, even if the client received assistance on more than one occasion for different needs. Now, each time a client receives assistance during the reporting period, it will be reported as an “assist.”
2. Providers have the option of sending two separate data files, one for each service type, or combining them into one, however, one file is preferable. If the services are delivered through two separate contracts, the provider must submit a separate data file for each contract.
3. The change in service types (assists and contacts) will also apply to Family Caregiver Support Programs who provide access services.
4. **Year of Arrival, Language and Country of Origin** are **no longer required** fields and should not be included in the data file.

Service Type	Code	Unit Type
Community I&A – Assistance	i8	Assist
Community I&A – Information Contact	i9	Contact
Primary I&A – Assistance	p8	Assist
Primary I&A – Information Contact	p9	Contact

Data File Specifications for I&A Programs Effective January 2011

Data File Guidelines

- Each client should have a unique identifier or Client ID. This ID # should be used consistently for the same client. ID #'s should not be reused. If a change to your data system causes ID #'s to change (e.g., you purchased a new software system) please let ADS staff know in advance of the change.
- Field names must be at the top of each column and must **exactly match** those in the data specifications.
- Fields may be in any order. You are not required to use them in the order listed above. The one exception is that the Client ID field must be the first column.
- If you do not have information for a particular field, and that field doesn't have a corresponding code or category for Unknown (usually "0" or "U"), please leave the field blank.
- Include only clients who had services during the reporting period. If a client did not have services in the reporting month, they should not appear on the report. Do not keep them on the report with a unit of "0".

Submitting Data Files

- Providers will upload data files to City of Seattle's secure ftp server. Contact your contract specialist for information on how to access this server.
- Please send your contract specialist an email letting them know that when you have uploaded the file.
- Data files may be submitted in either spreadsheet (Excel) or delimited (e.g., csv) format.
- Use a unique name for each file that clearly identifies both the provider and the service month. For example: MSM_Jan2011.xls for My Service Mind's January 2011 data file.
- Data files with errors will be sent back for corrections.
- Data files are **due by the 10th working day** of the month. Payment of invoices is contingent upon receipt of all required reports, including monthly data files.