

Data Specifications for Case Management Program
Updated January 2020

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 - 5 characters	98104
Date of birth	Date – mm/dd/yyyy	Example: 1/30/1928
Race	Integer	What is the client's race?
	0	Unknown
	1	American Indian or Alaska Native
	2	Asian, Asian American
	3	Black, African, African-American
	4	Hawaiian Native or Pacific Islander
	6	White
	7	Other
	8	Multi-Racial
Ethnicity	Text	What is the client's ethnicity?
	u	Unknown
	y	Hispanic or Latino
	n	Not Hispanic or Latino
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
Disability Status	Text	Does the client have a disability?
	u	Unknown
	y	Yes
	n	No
Homeless	Text	Is the client homeless or living in temporary shelter?

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	u	Unknown
	y	Yes
	n	No
Veteran	Text	Is the client a veteran?
	u	Unknown
	y	Yes
	n	No
Sexual Orientation	Integer	What is the sexual orientation of the client?
	0	Unknown
	1	Bisexual
	2	Gay
	3	Heterosexual
	4	Lesbian
	5	Questioning
	6	Other
Service Month	Date - mm/dd/yyyy	Use first day of month for reporting period, e.g., 1/1/2016
Units Provided	Integer	Number of open cases for the service month (for case management, this should always be 1).
Service Type	Code	Enter the service type billed for the case type provided. If a client has 2 service types, use a separate row for to report each.
	c1	Chore
	c2	COPES
	c3	Medicaid Personal Care (MPC)
	c5	Seattle Housing Authority (SHA)
	c6	Respite
	c7	Veterans
	c8	Intensive Case Management (ICM)
	c9	New Freedom
	c10	Adult Day Health (ADH)
	c11	Medically Needy In Home Waiver (MNIHW)
	c12	Road to Community Living
	c13	Community First Choice (CFC)
	c14	Community First Choice (CFC) – COPES

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.

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- Field names must be at the top of each column and must exactly match those in the data specifications.
- Fields can 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". (NOTE: For agencies that do not have data systems and in which staff updates the reports manually, it is OK to include clients with a unit of zero.)

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. If you do not have access, please send your file through a secure email.
- 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_Jan2020.xls for My Service Mind's January 2020 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.