



## **Florida Department of Children and Families**

### **Substance Abuse and Mental Health**

### **Financial and Services Accountability Management System (FASAMS)**

### **Pamphlet 155-2 Chapter 4 Client Data**

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## 1 General Information and Policies

### 1.1 Terms and Acronyms

The following table provides a list of business and technical acronyms/terms used in this document.

Acronym/Term	Definition
DCF	Department of Children and Families
FASAMS	Financial and Services Accountability Management System
FEIN	Federal Tax Identification Number
MCI	Master Client Index
GUID	Globally unique identifier is a 32 hexadecimal digit unique reference number used as an identifier in computer software.
ME	Managing Entity
SAMH	Substance Abuse and Mental Health
TANF	Temporary Assistance for Needy Families
XML	In computing, Extensible Markup Language (XML) is a markup language that defines a set of rules for encoding documents in a format that is both human-readable and machine-readable.

### 1.2 Submitting Client Data

Client demographic data must be submitted for all individuals receiving substance abuse and/or mental health services whose cost of care is funded, in whole or in part, by DCF funds (e.g. Substance Abuse and Mental Health (SAMH), Temporary Assistance for Needy Families (TANF), Local Match and Title 21).

Client data must be submitted prior to any other data submissions associated with that individual. This creates a parent-child relationship between the ProviderClient record and all other records.

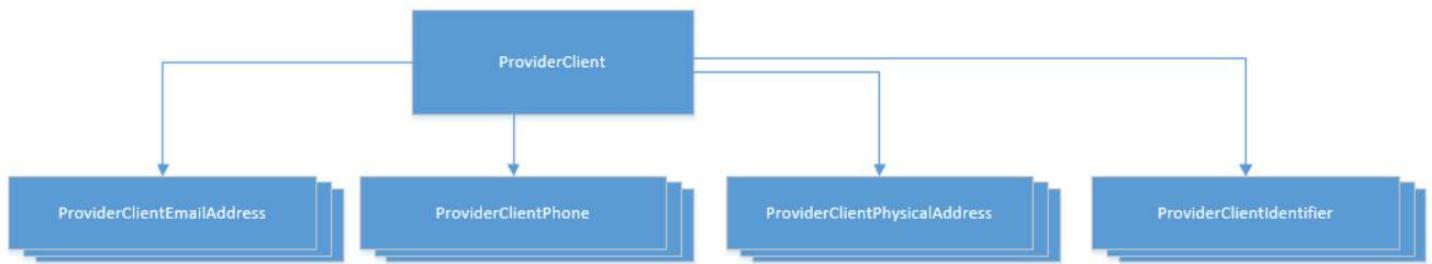
Whenever the information contained in an individual's demographic record changes, FASAMS must be updated.

Managing Entities (ME) must require each Provider which has a contract with the ME to submit Client data directly to the Managing Entity. Managing Entities will validate and submit the data from each subcontracted Provider to DCF.

Providers that have a direct contract with DCF and state treatment facilities are required to submit Client data directly to DCF.

### 1.3 Client Domain Diagram

The following diagram depicts the relationships between all objects in the Client domain in the FASAMS data warehouse. Each of the objects below is an entity within the ProviderClient domain.



## 1.4 Crosswalk to SAMHIS Data Elements

The table below provides a crosswalk of the data elements in the Client domain with those used in the obsolete SAMHIS data sets. Data elements without a corresponding SAMHIS mapping are new, and details can be found within Section 3 of this document. Forty-five percent of elements in this data set map to SAMHIS elements, and fifty-five percent are new.

Client Domain	SAMHIS Data Element
<b>ProviderClient</b>	
UniqueClientIdentifier	
FederalTaxIdentifier	DEMO ProviderID
SourceRecordIdentifier	
ProviderSourceRecordIdentifier	
ProviderInformationalNote	
BirthDate	DEMO DOB
FirstName	DEMO First
MiddleName	DEMO Middle
LastName	DEMO Last
SuffixName	DEMO Suffix
GenderCode	DEMO Gender
RaceCode	DEMO Race
EthnicityCode	DEMO Ethnic
<b>ProviderClientEmailAddress</b>	
EmailAddress	
<b>ProviderClientIdentifier</b>	
TypeCode	
Identifier	DEMO SSN
<b>ProviderClientPhone</b>	
TypeCode	
PhoneNumber	
<b>ProviderClientPhysicalAddress</b>	
TypeCode	
StreetAddress	
CityName	

Client Domain	SAMHIS Data Element
StateCode	
PostalCode	
CountyAreaCode	

## 2 Client File Information

### 2.1 Naming Convention

The data set name to be used for naming the Client file is **ClientVersion14DataSet**.

When submitting files to FASAMS, files must adhere to the below 3 requirements:

1. The name of the data set must be the first word in the file, followed by 'Version14DataSet' and an underscore.
2. The filename must be unique in the submitters set of currently uploaded and unprocessed files.
3. The file must end with ".xml".

In order to satisfy requirement #2 above, it is suggested to append the date and time to each file after the underscore, using the YYYYMMDDHHMMSS format.

Some example acceptable filenames would be:

- ClientVersion14DataSet\_20180215083045.xml
- ClientVersion14DataSet\_20180222091530.xml

Any file that does not meet this requirement will not be processed into FASAMS.

### 2.2 Adding Client Data

When data for a new individual is submitted to FASAMS, the Client must be set up in FASAMS before any other data can be sent. A new Client would be one where the key fields (Source Record Identifier of that client and the Federal Tax Identification Number (FEIN) of the Provider) do not currently exist in FASAMS.

The Client Data Set must include all required data for each new Client.

FASAMS will detect that the key fields don't exist in the system, and the Client data will be added.

For detailed information on how FASAMS handles add/update/delete, see the Tracking Changes and Submission Actions section in Chapter 1 Introduction of Pamphlet 155-2.

#### 2.2.1 XML Example of Adding Client Data

```
<ProviderClients>
  <ProviderClient>
    <SourceRecordIdentifier>Valid Client Example</SourceRecordIdentifier>
    <FederalTaxIdentifier>59-1009537</FederalTaxIdentifier>
    <BirthDate>1979-01-02</BirthDate>
    <FirstName>Robert</FirstName>
```

```
<MiddleName>Bob</MiddleName>
<LastName>Smith</LastName>
<SuffixName>III</SuffixName>
<GenderCode>1</GenderCode>
<RaceCode>5</RaceCode>
<EthnicityCode>6</EthnicityCode>
<ProviderClientIdentifiers>
  <ProviderClientIdentifier>
    <TypeCode>1</TypeCode>
    <Identifier>001234567</Identifier>
  </ProviderClientIdentifier>
</ProviderClientIdentifiers>
<ProviderClientPhones>
  <ProviderClientPhone>
    <TypeCode>2</TypeCode>
    <PhoneNumber>850-555-5555</PhoneNumber>
  </ProviderClientPhone>
</ProviderClientPhones>
<ProviderClientEmailAddresses>
  <ProviderClientEmailAddress>
    <EmailAddress>Bob.Smith@email.com</EmailAddress>
  </ProviderClientEmailAddress>
</ProviderClientEmailAddresses>
<ProviderClientPhysicalAddresses>
  <ProviderClientPhysicalAddress>
    <TypeCode>2</TypeCode>
    <StreetAddress>25 Street Rd.</StreetAddress>
    <CityName>Tallahassee</CityName>
    <StateCode>FL</StateCode>
    <PostalCode>32301</PostalCode>
    <CountyAreaCode>37</CountyAreaCode>
  </ProviderClientPhysicalAddress>
</ProviderClientPhysicalAddresses>
</ProviderClient>
</ProviderClients>
```

## 2.3 Updating Client Data

When data for an existing individual has changed, the information in FASAMS must be updated. An existing Client would be one where the key fields (Source Record Identifier of that client and the Federal Tax Identification Number (FEIN) of the Provider) exist in the FASAMS system.

For updates, the entire Client record set can be sent, or only those data elements that need to be updated. If only the changed data elements are sent, the data set must include the key fields for the Client, and the key fields for the specific Client entity that is being updated.

FASAMS will automatically determine which data elements were changed, and only update those elements.

For detailed information on how FASAMS handles add/update/delete, see the Tracking Changes and Submission Actions section in Chapter 1 Introduction of Pamphlet 155-2.

### 2.3.1 XML Example of Updating Client Data

The XML example for updating an individual is the same as for adding a Client, if the entire Client record set is being sent. The example below indicates how to send only a portion of the Client record set for updating.

#### 2.3.1.1 Update a Client Address

```
<ProviderClients>
  <ProviderClient>
    <SourceRecordIdentifier>ABC123</SourceRecordIdentifier>
    <FederalTaxIdentifier>XX-XXXXXXX</FederalTaxIdentifier>
    <ProviderClientPhysicalAddresses>
      <ProviderClientPhysicalAddress>
        <TypeCode>2</TypeCode>
        <StreetAddress>25 Main St.</StreetAddress>
      </ProviderClientPhysicalAddress>
    </ProviderClientPhysicalAddresses>
  </ProviderClient>
</ProviderClients>
```

## 2.4 Deleting Client Data

If Client data has been submitted in error, it can be deleted in whole or in part by using the Action attribute of the XML file. The data will not be physically deleted from FASAMS but will be marked as deleted and will become unusable.

The Client Data Set must include the key fields for the Client, and the key fields for the specific Client entity that is being deleted. The Action attribute must be set to “delete” for the specific Client entity that is being deleted. Key fields are identified in the entity section below.

If a Client is specified to be deleted, all child records for that Client will be deleted as well, within the data set.

For detailed information on how FASAMS handles add/update/delete, see the Tracking Changes and Submission Actions section in Chapter 1 Introduction of Pamphlet 155-2.

### 2.4.1 XML Example of Removing Data Element from FASAMS Database

This approach can be used to remove a previously submitted data element from the FASAMS database, within an entity, without resubmitting the entire entity or submitting a deletion action. Users can submit the key fields for the entity and submit the data element that should be removed with a ‘blank’ value in the element.

#### 2.4.1.1 Removing Data Element from FASAMS Database

```
<ProviderClients>
  <ProviderClient>
    <SourceRecordIdentifier>ABC123</SourceRecordIdentifier>
    <FederalTaxIdentifier>XX-XXXXXXX</FederalTaxIdentifier>
    <MiddleName></MiddleName>
  </ProviderClient>
</ProviderClients>
```



## 2.4.2 XML Example of Deleting Client Data

### 2.4.2.1 Entire Client

```
<ProviderClients>
  <ProviderClient action="delete">
    <SourceRecordIdentifier>ABC123</SourceRecordIdentifier>
    <FederalTaxIdentifier>XX-XXXXXXX</FederalTaxIdentifier>
  </ProviderClient>
</ProviderClients>
```

### 2.4.2.2 Client's Identifier

```
<ProviderClients>
  <ProviderClient>
    <SourceRecordIdentifier>ABC123</SourceRecordIdentifier>
    <FederalTaxIdentifier>XX-XXXXXXX</FederalTaxIdentifier>
    <ProviderClientIdentifiers>
      <ProviderClientIdentifier action="delete">
        <TypeCode>1</TypeCode>
      </ProviderClientIdentifier>
    </ProviderClientIdentifiers>
  </ProviderClient>
</ProviderClients>
```

## 3 Client Entities

This section defines the entities involved in the Client data set.

Entities that are under contract with DCF to provide SAMH services are required to submit client records in compliance with §394.74(3)(e), Florida Statutes.

### 3.1 ProviderClient (Required)

#### 3.1.1 Description

A provider client represents a provider's record of demographic information for an individual serviced by the provider. A provider client will be uniquely identified in FASAMS by the Provider's internal system identifier and FEIN for the provider, and, separately by the unique client identifier for the individual once a client record is created. Providers are required to submit a unique internal system identifier for each individual. The internal system identifier will be used to help providers obtain the unique client identifier that is assigned to each individual by DCF's Master Client Index (MCI) process. Therefore, no two client records shall be sent with the same internal system identifier and FEIN. And, no two client records shall be sent with the same MCI unique client identifier.

#### 3.1.2 Key Fields

The fields in this entity that will be used to uniquely identify a record, to determine whether to create or update an existing record, and to be used to delete an existing record are:

Field
SourceRecordIdentifier
FederalTaxIdentifier

### 3.1.3 Unique Constraint Rule

1. A Client record will be rejected if the following composite fields are submitted AND already exist in the database with a different SRI than in the submission file:
  - a. CompositeKey Field: Submitting Entity + Provider + (SSN or PSSN)
    - i. For SSN/PSSN, use SSN first, if not present then use PSSN

### 3.1.4 Additional Business Rules & Guidance

1. If the UniqueClientIdentifier is already known, then it must be sent.
2. When new clients are created in FASAMS and a UniqueClientIdentifier is assigned to that client, submitters must login to the FASAMS web-based portal and retrieve the UniqueClientIdentifier, so that future updates to the client contain the correct UniqueClientIdentifier.

### 3.1.5 Fields

The fields in the provider client entity, along with a value type, description, and associated validation rules for each are:

Field	Value Type	Description/Validation Rules
UniqueClientIdentifier	string	<b>The unique client identifier assigned by the state's master client index process to uniquely identify the individual receiving treatment.</b> <ul style="list-style-type: none"> <li>• Required if known</li> <li>• Must be unique.</li> </ul>
FederalTaxIdentifier	string	<b>The unique FEIN of the facility that provides services under contract with the managing entity, direct contract with DCF or of the state treatment facility.</b> <ul style="list-style-type: none"> <li>• Required. Record will be rejected if this field is blank or fails validation.</li> <li>• Must match the FederalTaxIdentifier for a single Provider already set up in FASAMS.</li> </ul>
SourceRecordIdentifier	string	<b>The provider's internal system identifier for the individual.</b> <ul style="list-style-type: none"> <li>• Required</li> <li>• Must be unique for the FederalTaxIdentifier.</li> <li>• Must be 100 characters or less.</li> <li>• The SourceRecordIdentifier must be a unique identifier for this record in the source system. It must be a value that is unique and never changes. Examples of unique identifiers are Identity, AutoNumber or GUID. If the source system does not have a unique identifier, one can be constructed. A constructed SourceRecordIdentifier might contain the values that make this record unique, separated by a delimiter. If a SourceRecordIdentifier is constructed, the best practice would be to store and retain this value so that</li> </ul>

Field	Value Type	Description/Validation Rules
		<p>it can be easily referenced when sending updated information. For example, if a SourceRecordIdentifier contains an admission date, and you later change the value of the admission date on the record in the source system, the SourceRecordIdentifier that had previously been sent with the old admission date must still be used to identify that record. If you reconstruct the SourceRecordIdentifier using the new value, FASAMS would see this as a new record, and you be unable to update the original record.</p> <ul style="list-style-type: none"> <li>• A unique identifier for this record might contain: the UniqueClientIdentifier or the individual's SSN.</li> </ul>
ProviderSourceRecordIdentifier	string	<p><b>This field should be used for Provider originated Source Record Identifier when it is not used as the primary SRI. If the Provider originated Source Record Identifier is used for the primary SRI, then this field can be left blank.</b></p> <ul style="list-style-type: none"> <li>• Optional</li> <li>• Must be 100 characters or less</li> </ul>
ProviderInformationalNote	string	<p><b>This field is for the Provider's general use only and should be populated based on the direction from the Provider.</b></p> <ul style="list-style-type: none"> <li>• Optional</li> <li>• Must be 100 characters or less</li> </ul>
BirthDate	date	<p><b>Birth date of the individual.</b></p> <ul style="list-style-type: none"> <li>• Required</li> <li>• Must be in a valid date format. Refer to Appendix 2 Common Data Types in Pamphlet 155-2.</li> <li>• Must be less than the current date.</li> <li>• Cannot be greater than 150 years from the current date.</li> </ul>
FirstName	string	<p><b>The first name of the individual.</b></p> <ul style="list-style-type: none"> <li>• Required</li> <li>• Must be 100 characters or less.</li> <li>• Must not contain special characters that are generally not acceptable as part of a name. Only lower case and upper-case letters, spaces, hyphens and apostrophes will be permitted in these fields.</li> </ul>
MiddleName	string	<p><b>The middle name of the individual.</b></p> <ul style="list-style-type: none"> <li>• Optional</li> <li>• Must be 100 characters or less.</li> <li>• Must not contain special characters that are generally not acceptable as part of a name. Only lower case and upper-case letters, spaces, hyphens and apostrophes will be permitted in these fields.</li> </ul>
LastName	string	<p><b>The last name of the individual.</b></p> <ul style="list-style-type: none"> <li>• Required</li> <li>• Must be 100 characters or less.</li> <li>• Must not contain special characters that are generally not acceptable as part of a name. Only lower case and upper-case letters, spaces, hyphens and</li> </ul>

Field	Value Type	Description/Validation Rules
		apostrophes will be permitted in these fields.
<b>SuffixName</b>	<b>string</b>	<b>The suffix name of the individual.</b> <ul style="list-style-type: none"> <li>• Optional</li> <li>• Must be 100 characters or less.</li> <li>• Must not contain special characters that are generally not acceptable as part of a name. Only lower case and upper-case letters, spaces, hyphens and apostrophes will be permitted in these fields.</li> </ul>
<b>GenderCode</b>	<b>string</b>	<b>The code indicating the gender of the individual.</b> <ul style="list-style-type: none"> <li>• Required</li> <li>• Must be one of the following values: <ul style="list-style-type: none"> <li>○ 1 for Male</li> <li>○ 2 for Female</li> </ul> </li> </ul>
<b>RaceCode</b>	<b>string</b>	<b>The code indicating the race of the individual.</b> <ul style="list-style-type: none"> <li>• Required</li> <li>• Must be one of the following values: <ul style="list-style-type: none"> <li>○ 1 for White</li> <li>○ 2 for Black</li> <li>○ 3 for American Indian</li> <li>○ 4 for Other</li> <li>○ 5 for Alaskan Native</li> <li>○ 7 for Asian</li> <li>○ 8 for Native Hawaiian or Other Pacific Islander</li> <li>○ 9 for Multi-Racial</li> </ul> </li> </ul>
<b>EthnicityCode</b>	<b>string</b>	<b>The code indicating the ethnicity of the individual.</b> <ul style="list-style-type: none"> <li>• Required</li> <li>• Must be one of the following values: <ul style="list-style-type: none"> <li>○ 1 for Puerto Rican</li> <li>○ 2 for Mexican</li> <li>○ 3 for Cuban</li> <li>○ 4 for Other Hispanic</li> <li>○ 5 for Haitian</li> <li>○ 6 for None of the Above</li> <li>○ 7 for Mexican American</li> <li>○ 8 for Spanish/Latino</li> </ul> </li> </ul>

### 3.2 ProviderClientEmailAddress (Optional)

Subentity of ProviderClient

### 3.2.1 Description

A provider client email address represents a unique email address for a specific individual. An individual can have multiple email addresses. An email address will be uniquely identified in FASAMS by the provider client record, and the email address. Therefore, no two client email address records should be sent with the same email address for the same provider client.

### 3.2.2 Key Fields

The fields in this entity that will be used to uniquely identify a record, to determine whether to create or update an existing record, and to be used to delete an existing record are:

Field
EmailAddress

### 3.2.3 Additional Business Rules & Guidance

1. It is optional to send client email addresses for an individual.
2. Since the email address is the key field for this entity, in order to change an email address, the existing email address record must be deleted, and a new email address record submitted.
3. If the individual is a minor, the contact information in this entity should reflect the contact information of the parents or legal guardian.

### 3.2.4 Fields

The fields in the client email address entity, along with a value type, description, and associated validation rules for each are:

Field	Value Type	Description/Validation Rules
EmailAddress	string	<b>The email address for the individual.</b> <ul style="list-style-type: none"> <li>• Optional</li> <li>• Must be 255 characters or less.</li> </ul>

## 3.3 ProviderClientIdentifier (Required)

Subentity of ProviderClient

### 3.3.1 Description

A provider client identifier represents a particular identifier for an individual other than the identifiers sent at the provider client level itself. A provider client can contain multiple provider client identifier records. A provider client

identifier will be uniquely identified in FASAMS by the provider client record, and the identifier type code. Therefore, no two provider client identifier records can be sent with the same identifier type for the same provider client.

### 3.3.2 Key Fields

The fields in this entity that will be used to uniquely identify a record, to determine whether to create or update an existing record, and to be used to delete an existing record are:

Field
TypeCode

### 3.3.3 Additional Business Rules & Guidance

1. If an individual's Social Security Number (i.e. SSN) is known then a ProviderClientIdentifier of type 'Social Security Number' must be provided and must be in a valid SocialSecurityNumber format. Refer to Appendix 2 Common Data Types in Pamphlet 155-2.
2. If an individual's Social Security Number (i.e. SSN) is not provided then a ProviderClientIdentifier of type 'Pseudo Social Security Number' must be provided and must be in a valid PseudoSocialSecurityNumber format. Refer to Appendix 2 Common Data Types in Pamphlet 155-2.
3. If an individual's Medicaid Number is known, then a ProviderClientIdentifier of type 'Medicaid Number' must be provided.

### 3.3.4 Fields

The fields in the provider client entity, along with a value type, description, and associated validation rules for each are:

Field	Value Type	Description/Validation Rules
TypeCode	string	<b>The code indicating the type of identifier.</b> <ul style="list-style-type: none"> <li>• Required</li> <li>• Must be one of the following values: <ul style="list-style-type: none"> <li>○ 1 for Social Security Number</li> <li>○ 2 for Medicaid Number</li> <li>○ 3 for Pseudo Social Security Number</li> </ul> </li> </ul>
Identifier	string	<b>The unique value for this type, i.e. the SSN, the pseudo-SSN or Medicaid number.</b> <ul style="list-style-type: none"> <li>• Required</li> <li>• Must be less than 50 characters.</li> </ul>

## 3.4 ProviderClientPhone (Optional)

Subentity of ProviderClient

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### 3.4.1 Description

A provider client phone represents a unique phone number for an individual. An individual can have multiple phone numbers. A client phone will be uniquely identified in FASAMS by the client record and the phone type code. Therefore, no two client phone records should be sent with the same phone type for the same client.

### 3.4.2 Key Fields

The fields in this entity that will be used to uniquely identify a record, to determine whether to create or update an existing record, and to be used to delete an existing record are:

Field
TypeCode

### 3.4.3 Additional Business Rules & Guidance

1. It is optional to send client phone records for an individual.
2. If the individual is a minor, the contact information in this entity should reflect the contact information of the parents or legal guardian.

### 3.4.4 Fields

The fields in the provider client phone entity, along with a value type, description, and associated validation rules for each are:

Field	Value Type	Description/Validation Rules
TypeCode	string	<b>The code indicating the type of phone number.</b> <ul style="list-style-type: none"> <li>• Required</li> <li>• Must be one of the following values: <ul style="list-style-type: none"> <li>○ 1 for Work</li> <li>○ 2 for Home</li> <li>○ 3 for Mobile</li> </ul> </li> </ul>
PhoneNumber	string	<b>The phone number for the individual.</b> <ul style="list-style-type: none"> <li>• Required</li> <li>• Must be in the format ###-###-#### or ##### where # is a number.</li> </ul>

## 3.5 ProviderClientPhysicalAddress (Optional)

Subentity of ProviderClient

### 3.5.1 Description

A client physical address represents a unique physical address for an individual. An individual can have multiple physical addresses. A physical address will be uniquely identified in FASAMS by the client record and the physical address type code. Therefore, no two physical address records should be sent with the same address type for the same client.

### 3.5.2 Key Fields

The fields in this entity that will be used to uniquely identify a record, to determine whether to create or update an existing record, and to be used to delete an existing record are:

Field
TypeCode

### 3.5.3 Additional Business Rules & Guidance

1. It is optional to send physical addresses for an individual.
2. If the individual is a minor, the contact information in this entity should reflect the contact information of the parents or legal guardian.

### 3.5.4 Fields

The fields in the client physical address entity, along with a value type, description, and associated validation rules for each are:

<b>TypeCode</b>	<b>string</b>	<b>The code indicating the type of physical address.</b> <ul style="list-style-type: none"> <li>• Required</li> <li>• Must be one of the following values:               <ul style="list-style-type: none"> <li>○ 1 for Work Address</li> <li>○ 2 for Home Address</li> <li>○ 3 for Mailing Address</li> </ul> </li> </ul>
<b>StreetAddress</b>	<b>string</b>	<b>The street address for the physical address.</b> <ul style="list-style-type: none"> <li>• Required</li> <li>• Must be 100 characters or less.</li> </ul>
<b>CityName</b>	<b>string</b>	<b>The city name for the physical address.</b> <ul style="list-style-type: none"> <li>• Required</li> <li>• Must be 100 characters or less.</li> </ul>
<b>StateCode</b>	<b>string</b>	<b>The code indicating the state of the physical address.</b> <ul style="list-style-type: none"> <li>• Required</li> <li>• Must be a valid State/Province code value. Refer to Appendix 1 Data Code Values of Pamphlet 155-2.</li> </ul>



<b>PostalCode</b>	<b>string</b>	<b>The postal code of the physical address.</b> <ul style="list-style-type: none"> <li>• Required</li> <li>• Must be in the format ##### or #####-#### or ##### where # is a number.</li> </ul>
<b>CountyAreaCode</b>	<b>string</b>	<b>The code indicating the county of the physical address</b> <ul style="list-style-type: none"> <li>• Required</li> <li>• When the StateCode is the code for 'Florida', then the CountyAreaCode must be a valid CountyArea value for the state of Florida. Refer to Appendix 1 Data Code Values of Pamphlet 155-2.</li> <li>• When the StateCode is anything other than the code for 'Florida', then the CountyAreaCode must be '99' to indicate Out of State.</li> </ul>