

Chapter 4 - Demographic Data Set (DEMO)

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## I. Document Revision History

Table 1. Document Revision History

Document Revision History				
Version Number	Effective Date	Revision Date	Description	Author
11.0	07/01/2015	04/13/2015	◆ Completed Version 11.0	SAMH Data Unit
11.1	07/01/2015	04/30/2015	◆ Completed Version 11.1 revisions	SAMH Data Unit
11.1.1	07/01/2015	05/29/2015	◆ Completed Version 11.1.1 revisions	SAMH Data Unit
11.1.2	07/01/2015	06/22/2015	◆ Completed Version 11.1.2 revisions	SAMH Data Unit
11.1.3	07/01/2016	08/20/2016	◆ Completed Version 11.1.3 revisions	SAMH Data Unit
11.1.3	07/01/2016	10/07/2016	◆ Added the Web link to the DCF Pamphlet 155-2 chapters and forms on page 4-4	Sherry Catledge
11.1.3	07/01/2017	05/02/2017	◆ Added 11.D. Submitting Demographic Records on page 4-3 (Effective as of 07/01/2017)	Sherry Catledge

## II. General Policies and Considerations

### II.A. Adding Demographic Records

1. Client demographic data must be submitted for all people receiving substance abuse and/or mental health services whose cost of care is funded, in whole or in part, by DCF funds. (Refer to Table 7. Funding Codes in Appendix 5 – Data Code Tables for list of valid funding sources.)
2. Demographic records must be submitted prior to any other data submissions associated with the demographic record. This creates a parent-child relationship between the demographic record and all other records.
3. A unique demographic record is defined as a unique combination of SSN, CONTRACTORID, and PROVIDERID.

### II.B. Updating Demographic Records

1. A demographic record can be updated by submitting a record with the same mandatory key fields. Refer to the mandatory key fields in Table 4 to identify the record to update. If the key fields match the record will be updated, otherwise it will be added.

To update the SSN, the SSNU file must be uploaded based on the file layout in Table 2. If another demographic record exists with the same values as the new fields, the update will fail.

**Table 2. DEMO SSN Update File Layout**

Field	Position	Length	Format
CONTRACTORID	1	10	XX-XXXXXXXX
OLD SSN	11	9	XXXXXXXXXX
NEW SSN	20	9	XXXXXXXXXX
PROVIDERID	29	10	XX-XXXXXXXX

### II.C. Deleting Demographic Records

1. To delete a demographic record, a DEMO deletion file must be submitted according to the file layout in Table 3.

**Table 3. DEMO Record Deletion File Layout**

Field	Position	Length	Format
SSN	1	9	XXXXXXXXXX
CONTRACTORID	10	10	XX-XXXXXXXX
PROVIDERID	20	10	XX-XXXXXXXX

**WARNING:** When a client’s demographic record is deleted, all associated child records will be deleted, specifically, all outcomes, services, and assessments.

### II.D. Submitting Demographic Records

The demographic record will be submitted from provider to Managing Entity and from Managing Entity to the Department’s SAMHIS database within five working days following The client’s eligibility determination by the provider. This is Effective as of July 1, 2017.

**II.E. DCF Pamphlet Chapters and Forms**

1. All DCF Pamphlet 155-2 chapters and forms can be found at the following Website:  
<http://www.myflfamilies.com/service-programs/substance-abuse/pamphlet-155-2-v11>

**III. Demographic Data File Layout (DEMO)**

**Table 4. DEMO Data File Layout**

Field Name	Pos	Type / Size	Edits and Validations
<b>CONTRACTORID (Mandatory Key)</b>	1	CHAR(10)	<ul style="list-style-type: none"> <li>• Format: XX-XXXXXXX</li> <li>• Contractor must be registered in SAMHIS.</li> </ul>
	<b>Descriptions and Instructions: Contractor Identification Number</b> - The contractor id is the Federal Employer Identification Number of the entity which holds a contract with DCF.		
<b>SSN (Mandatory Key)</b>	11	CHAR(9)	<ul style="list-style-type: none"> <li>• Format: XXXXXXXXX</li> <li>• Cannot start with 000 or 9.</li> </ul>
	<b>Descriptions and Instructions: Social Security Number</b> - If the SSN is not known or is refused to be given, a pseudo-SSN must be entered. <ul style="list-style-type: none"> <li>• Position 1: First Initial</li> <li>• Position 2: Middle Initial (X if no middle name)</li> <li>• Position 3: Last Initial</li> <li>• Positions 4-5: Month of Birth [01-12]</li> <li>• Positions 6-7: Day of Birth [01-31 or if the pseudo SSN is already in use, alter the two digits of the Birth Day to a number greater than 31.]</li> <li>• Positions 8-9: Year of Birth [00-99]</li> </ul>		
<b>CLIENTID</b>	20	CHAR(10)	<ul style="list-style-type: none"> <li>• Left justified/space filled.</li> </ul>
	<b>Descriptions and Instructions: Client Identification Number</b> - Local use only.		
<b>LAST (Mandatory)</b>	30	CHAR(35)	<ul style="list-style-type: none"> <li>• Left justified/space filled.</li> </ul>
	<b>Descriptions and Instructions: Last Name</b> – Enter Client’s last name.		
<b>FIRST (Mandatory)</b>	65	CHAR(35)	<ul style="list-style-type: none"> <li>• Left justified/space filled.</li> </ul>
	<b>Descriptions and Instructions: First Name</b> – Enter client’s first name.		
<b>MIDDLE (Mandatory)</b>	100	CHAR(14)	<ul style="list-style-type: none"> <li>• Left justified/space filled.</li> </ul>
	<b>Descriptions and Instructions: Middle Name</b> – Enter the client’s middle name. If a middle name can absolutely not be obtained, then use the letter “X”.		
<b>SUFFIX</b>	114	CHAR(10)	<ul style="list-style-type: none"> <li>• Left justified/space filled.</li> </ul>
	<b>Descriptions and Instructions: Suffix</b> – Enter the client’s suffix (e.g. Jr., II, etc.).		
<b>DOB (Mandatory)</b>	124	CHAR( 8)	<ul style="list-style-type: none"> <li>• Format: YYYYMMDD</li> <li>• Must be &gt; 19000101 and &lt;= system date</li> </ul>
	<b>Descriptions and Instructions: Date of Birth</b> – Enter the client’s date of birth.		
<b>GENDER (Mandatory)</b>	132	CHAR(1)	<ul style="list-style-type: none"> <li>• Must be 1 or 2.</li> </ul>
	<b>Descriptions and Instructions: Gender</b> - Indicate the client’s gender. [1] Male [2] Female		
<b>RACE (Mandatory)</b>	133	CHAR(1)	<ul style="list-style-type: none"> <li>• Must be 1 through 5 or 7 through 9.</li> </ul>
	<b>Descriptions and Instructions: Race</b> - Indicate the client’s race. <b>Note:</b> Two new codes: 4 – Other and 5-Alaskan Native effective as of July 1, 2015.		

Field Name	Pos	Type / Size	Edits and Validations								
			<table border="0"> <tr> <td>[1] White</td> <td>[5] Alaskan Native</td> </tr> <tr> <td>[2] Black</td> <td>[7] Asian</td> </tr> <tr> <td>[3] American Indian</td> <td>[8] Native Hawaiian or Other Pacific Islander</td> </tr> <tr> <td>[4] Other</td> <td>[9] Multi-Racial</td> </tr> </table>	[1] White	[5] Alaskan Native	[2] Black	[7] Asian	[3] American Indian	[8] Native Hawaiian or Other Pacific Islander	[4] Other	[9] Multi-Racial
[1] White	[5] Alaskan Native										
[2] Black	[7] Asian										
[3] American Indian	[8] Native Hawaiian or Other Pacific Islander										
[4] Other	[9] Multi-Racial										
<b>ETHNIC (Mandatory)</b>	134	CHAR(1)	<ul style="list-style-type: none"> <li>Must be 1 through 8.</li> </ul>								
	<p><b>Descriptions and Instructions: Ethnicity</b> - Indicate the client's ethnicity.  <b>Note:</b> Additional code 4, "Other Hispanic" listed below effective as of July 1, 2015.</p> <table border="0"> <tr> <td>• [1] Puerto Rican</td> <td>[5] Haitian</td> </tr> <tr> <td>• [2] Mexican</td> <td>[6] None of the Above</td> </tr> <tr> <td>• [3] Cuban</td> <td>[7] Mexican American</td> </tr> <tr> <td>• [4] Other Hispanic</td> <td>[8] Spanish/Latino</td> </tr> </table>			• [1] Puerto Rican	[5] Haitian	• [2] Mexican	[6] None of the Above	• [3] Cuban	[7] Mexican American	• [4] Other Hispanic	[8] Spanish/Latino
• [1] Puerto Rican	[5] Haitian										
• [2] Mexican	[6] None of the Above										
• [3] Cuban	[7] Mexican American										
• [4] Other Hispanic	[8] Spanish/Latino										
<b>PROVINFO</b>	135	CHAR(20)	<ul style="list-style-type: none"> <li>Left justified/space filled.</li> </ul>								
	<p><b>Descriptions and Instructions: Provider Information</b> - Contractor use only.</p>										
<b>PROVIDERID (Mandatory Key)</b>	155	CHAR(10)	<ul style="list-style-type: none"> <li>Format: XX-XXXXXXX</li> <li>Provider must be registered in SAMHIS.</li> </ul>								
	<p><b>Descriptions and Instructions: Provider Identification Number</b> - The provider id is the Federal Employer Identification Number of the entity which provides the service to the client.</p>										
<b>CONTNPI</b>	165	CHAR(10)	<ul style="list-style-type: none"> <li>Format: XXXXXXXXXXXX or spaces.</li> </ul>								
	<p><b>Descriptions and Instructions: Contractor National Provider Identification</b> – NPI number associated with the contractor.</p>										
<b>PROVNPI</b>	175	CHAR(10)	<ul style="list-style-type: none"> <li>Format: XXXXXXXXXXXX or spaces.</li> </ul>								
	<p><b>Descriptions and Instructions: Provider National Provider Identification</b> – NPI number associated with the provider.</p>										