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## Florida Department of Children and Families

### Substance Abuse and Mental Health

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

### Pamphlet 155-2 Chapter 9 Subcontract Data

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Version 14.0

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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
GUID	Globally Unique Identifier
ME	Managing Entity
OCA	Other Cost Accumulator
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 Subcontract Data

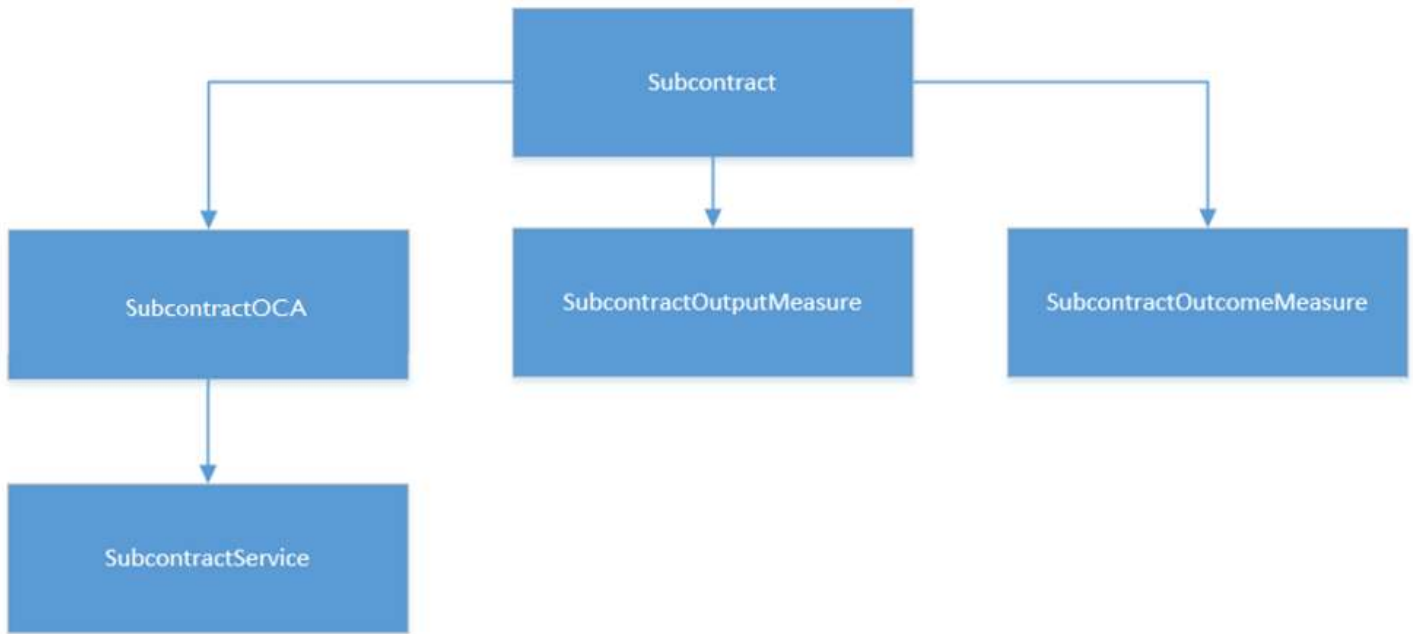
Managing Entities may submit Subcontract data for each of their Providers to DCF no later than the date specified in the Managing Entity (ME) Contract.

FASAMS may be updated whenever any information in the Subcontract is changed.

Information about the contract between DCF and the ME will be imported from the DCF budget and financial systems. Therefore, ME's are not required to submit contract information to FASAMS.

## 1.3 Subcontract Domain Diagram

The following diagram depicts the relationships between all objects in the Subcontract domain in the FASAMS data warehouse.



#### 1.4 Crosswalk to SAMHIS Data Elements

The table below provides a crosswalk of the data elements in the Subcontract 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. None of the elements in this data set map to SAMHIS elements, and 100% are new.

Subcontract Domain	SAMHIS Data Elements
<b>Subcontract</b>	
SourceRecordIdentifier	
ContractNumber	
SubcontractNumber	
FederalTaxIdentifier	
TypeCode	
EffectiveDate	
ExpirationDate	
AmendmentNumber	
AmendmentDate	
<b>SubcontractOca</b>	
SourceRecordIdentifier	
ExpenditureOcaCode	
TotalSubcontractedOcaAmount	
EffectiveDate	
ExpirationDate	
<b>SubcontractService</b>	
SourceRecordIdentifier	
CoveredServiceCode	
ProjectCode	
ProgramAreaCode	

Subcontract Domain	SAMHIS Data Elements
EffectiveDate	
ExpirationDate	
ContractedAmount	
UnitOfMeasureCode	
PaymentRatePerUnitAmount	
PaymentMethodCode	
<b>SubcontractOutputMeasure</b>	
ProgramAreaCode	
ServiceCategoryCode	
TargetPersonsServedCount	
<b>SubcontractOutcomeMeasure</b>	
ProgramAreaCode	
OutcomeMeasureCode	
TargetValue	

## 2 Subcontract File Information

### 2.1 Naming Convention

The data set name to be used for naming the Subcontract file is **SubcontractVersion14DataSet**.

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:

- SubcontractVersion14DataSet\_20180215083045.xml
- SubcontractVersion14DataSet\_20180222091530.xml

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

### 2.2 Adding Subcontract Data

When data for a new Subcontract is submitted to FASAMS, the Contract record and Provider record should be set up in FASAMS before any other data can be sent. A new Subcontract would be one where the key fields (Contract Number, Subcontract Number, and Amendment Number) do not currently exist in FASAMS.

The SubcontractDataSet may include all data fields for each new Subcontract.

FASAMS will detect that the key fields don't exist in the system, and the Subcontract 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 Subcontract Data

```
<Subcontracts>
  <Subcontract>
    <SourceRecordIdentifier>3AD3906E-5C10-449A-8C5A6F90181C</SourceRecordIdentifier>
    <ContractNumber>12345</ContractNumber>
    <SubcontractNumber>1</SubcontractNumber>
    <FederalTaxIdentifier>XX-XXXXXXX</FederalTaxIdentifier>
    <TypeCode>1</TypeCode>
    <EffectiveDate>7/1/2018</EffectiveDate>
    <ExpirationDate>6/30/2021</ExpirationDate>
    <SubcontractOcas>
      <SubcontractOca>
        <SourceRecordIdentifier>3AD3906E-5C10-449A-803D-8C5A6F90181C</SourceRecordIdentifier>
        <ExpenditureOcaCode>MH001</ExpenditureOcaCode>
        <TotalSubcontractedOcaAmount>1000000.00</TotalSubcontractedOcaAmount>
        <EffectiveDate>07/1/2018</EffectiveDate>
        <ExpirationDate>6/30/2021</ExpirationDate>
      <SubcontractServices>
        <SubcontractService>
          <SourceRecordIdentifier>3AD3906E-5C10-449A-802C-8C5A6F90181C</SourceRecordIdentifier>
          <CoveredServiceCode>18</CoveredServiceCode>
          <ProgramAreaCode>1</ProgramAreaCode>
          <EffectiveDate>7/1/2018</EffectiveDate>
          <ExpirationDate>6/30/2021</ExpirationDate>
          <ContractedAmount>25000</ContractedAmount>
          <UnitOfMeasureCode>1</UnitOfMeasureCode>
          <PaymentRatePerUnitAmount>150</PaymentRatePerUnitAmount>
          <PaymentMethodCode>1</PaymentMethodCode>
        </SubcontractService>
        <SubcontractService>
          <SourceRecordIdentifier>1776285E-837B-4A14-BFA8-3AC705767F1F</SourceRecordIdentifier>
          <CoveredServiceCode>19</CoveredServiceCode>
          <ProgramAreaCode>1</ProgramAreaCode>
          <EffectiveDate>7/1/2018</EffectiveDate>
          <ExpirationDate>6/30/2021</ExpirationDate>
          <ContractedAmount>35000</ContractedAmount>
          <UnitOfMeasureCode>1</UnitOfMeasureCode>
          <PaymentRatePerUnitAmount>125</PaymentRatePerUnitAmount>
          <PaymentMethodCode>1</PaymentMethodCode>
        </SubcontractService>
      </SubcontractServices>
    </SubcontractOca>
  </SubcontractOcas>
  <SubcontractOutputMeasures>
    <SubcontractOutputMeasure>
      <ProgramAreaCode>1</ProgramAreaCode>
      <ServiceCategoryCode>7</ServiceCategoryCode>
      <TargetPersonsServedCount>150</TargetPersonsServedCount>
    </SubcontractOutputMeasure>
    <SubcontractOutputMeasure>
      <ProgramAreaCode>1</ProgramAreaCode>
      <ServiceCategoryCode>4</ServiceCategoryCode>
      <TargetPersonsServedCount>130</TargetPersonsServedCount>
    </SubcontractOutputMeasure>
  </SubcontractOutputMeasures>
</Subcontracts>
```

```

</SubcontractOutputMeasure>
<SubcontractOutputMeasure>
  <ProgramAreaCode>1</ProgramAreaCode>
  <ServiceCategoryCode>1</ServiceCategoryCode>
  <TargetPersonsServedCount>100</TargetPersonsServedCount>
</SubcontractOutputMeasure>
<SubcontractOutputMeasure>
  <ProgramAreaCode>1</ProgramAreaCode>
  <ServiceCategoryCode>8</ServiceCategoryCode>
  <TargetPersonsServedCount>130</TargetPersonsServedCount>
</SubcontractOutputMeasure>
<SubcontractOutputMeasure>
  <ProgramAreaCode>1</ProgramAreaCode>
  <ServiceCategoryCode>5</ServiceCategoryCode>
  <TargetPersonsServedCount>200</TargetPersonsServedCount>
</SubcontractOutputMeasure>
</SubcontractOutputMeasures>
<SubcontractOutcomeMeasures>
  <SubcontractOutcomeMeasure>
    <ProgramAreaCode>1</ProgramAreaCode>
    <OutcomeMeasureCode>MH003</OutcomeMeasureCode>
    <TargetValue>40</TargetValue>
  </SubcontractOutcomeMeasure>
  <SubcontractOutcomeMeasure>
    <ProgramAreaCode>1</ProgramAreaCode>
    <OutcomeMeasureCode>MH703</OutcomeMeasureCode>
    <TargetValue>24</TargetValue>
  </SubcontractOutcomeMeasure>
  <SubcontractOutcomeMeasure>
    <ProgramAreaCode>1</ProgramAreaCode>
    <OutcomeMeasureCode>MH742</OutcomeMeasureCode>
    <TargetValue>90</TargetValue>
  </SubcontractOutcomeMeasure>
  <SubcontractOutcomeMeasure>
    <ProgramAreaCode>1</ProgramAreaCode>
    <OutcomeMeasureCode>MH743</OutcomeMeasureCode>
    <TargetValue>67</TargetValue>
  </SubcontractOutcomeMeasure>
  <SubcontractOutcomeMeasure>
    <ProgramAreaCode>1</ProgramAreaCode>
    <OutcomeMeasureCode>MH744</OutcomeMeasureCode>
    <TargetValue>86</TargetValue>
  </SubcontractOutcomeMeasure>
  <SubcontractOutcomeMeasure>
    <ProgramAreaCode>2</ProgramAreaCode>
    <OutcomeMeasureCode>SA753</OutcomeMeasureCode>
    <TargetValue>10</TargetValue>
  </SubcontractOutcomeMeasure>
  <SubcontractOutcomeMeasure>
    <ProgramAreaCode>2</ProgramAreaCode>
    <OutcomeMeasureCode>SA754</OutcomeMeasureCode>
    <TargetValue>15</TargetValue>
  </SubcontractOutcomeMeasure>
  <SubcontractOutcomeMeasure>
    <ProgramAreaCode>2</ProgramAreaCode>
    <OutcomeMeasureCode>SA755</OutcomeMeasureCode>
    <TargetValue>51</TargetValue>
  </SubcontractOutcomeMeasure>

```



```

</SubcontractOutcomeMeasure>
<SubcontractOutcomeMeasure>
  <ProgramAreaCode>2</ProgramAreaCode>
  <OutcomeMeasureCode>SA756</OutcomeMeasureCode>
  <TargetValue>94</TargetValue>
</SubcontractOutcomeMeasure>
<SubcontractOutcomeMeasure>
  <ProgramAreaCode>3</ProgramAreaCode>
  <OutcomeMeasureCode>MH012</OutcomeMeasureCode>
  <TargetValue>86</TargetValue>
</SubcontractOutcomeMeasure>
<SubcontractOutcomeMeasure>
  <ProgramAreaCode>3</ProgramAreaCode>
  <OutcomeMeasureCode>MH377</OutcomeMeasureCode>
  <TargetValue>64</TargetValue>
</SubcontractOutcomeMeasure>
<SubcontractOutcomeMeasure>
  <ProgramAreaCode>3</ProgramAreaCode>
  <OutcomeMeasureCode>MH378</OutcomeMeasureCode>
  <TargetValue>65</TargetValue>
</SubcontractOutcomeMeasure>
<SubcontractOutcomeMeasure>
  <ProgramAreaCode>3</ProgramAreaCode>
  <OutcomeMeasureCode>MH778</OutcomeMeasureCode>
  <TargetValue>95</TargetValue>
</SubcontractOutcomeMeasure>
<SubcontractOutcomeMeasure>
  <ProgramAreaCode>3</ProgramAreaCode>
  <OutcomeMeasureCode>MH779</OutcomeMeasureCode>
  <TargetValue>93</TargetValue>
</SubcontractOutcomeMeasure>
<SubcontractOutcomeMeasure>
  <ProgramAreaCode>3</ProgramAreaCode>
  <OutcomeMeasureCode>MH780</OutcomeMeasureCode>
  <TargetValue>96</TargetValue>
</SubcontractOutcomeMeasure>
<SubcontractOutcomeMeasure>
  <ProgramAreaCode>4</ProgramAreaCode>
  <OutcomeMeasureCode>SA725</OutcomeMeasureCode>
  <TargetValue>48</TargetValue>
</SubcontractOutcomeMeasure>
<SubcontractOutcomeMeasure>
  <ProgramAreaCode>4</ProgramAreaCode>
  <OutcomeMeasureCode>SA751</OutcomeMeasureCode>
  <TargetValue>20</TargetValue>
</SubcontractOutcomeMeasure>
<SubcontractOutcomeMeasure>
  <ProgramAreaCode>4</ProgramAreaCode>
  <OutcomeMeasureCode>SA752</OutcomeMeasureCode>
  <TargetValue>93</TargetValue>
</SubcontractOutcomeMeasure>
</SubcontractOutcomeMeasures>
</Subcontract>
</Subcontracts>

```

## 2.2.2 XML Example of Adding Amendment Data

```

<Subcontracts>
  <Subcontract>
    <SourceRecordIdentifier>3AD3906E-5C10-449ABC-8C5A6F90181C</SourceRecordIdentifier>
    <ContractNumber>12345</ContractNumber>
    <SubcontractNumber>1</SubcontractNumber>
    <FederalTaxIdentifier>XX-XXXXXXX</FederalTaxIdentifier>
    <TypeCode>2</TypeCode>
    <EffectiveDate>7/1/2018</EffectiveDate>
    <ExpirationDate>6/30/2021</ExpirationDate>
    <AmendmentNumber>1</AmendmentNumber>
    <AmendmentDate>7/1/2019</AmendmentDate>
    <SubcontractOcas>
      <SubcontractOca>
        <SourceRecordIdentifier>3AD3906E-5C10-449A-803D-8C5A6F90181C</SourceRecordIdentifier>
        <ExpenditureOcaCode>MH001</ExpenditureOcaCode>
        <TotalSubcontractedOcaAmount>1100000.00</TotalSubcontractedOcaAmount>
      <SubcontractServices>
        <SubcontractService>
          <SourceRecordIdentifier>63B71208-BC60-41B8-8047-3E70C58FEF24</SourceRecordIdentifier>
          <CoveredServiceCode>18</CoveredServiceCode>
          <ProgramAreaCode>1</ProgramAreaCode>
          <ExpenditureOcaCode>MH001</ExpenditureOcaCode>
          <EffectiveDate>7/1/2018</EffectiveDate>
          <ExpirationDate>6/30/2021</ExpirationDate>
          <ContractedAmount>25000</ContractedAmount>
          <UnitOfMeasureCode>1</UnitOfMeasureCode>
          <PaymentRatePerUnitAmount>150</PaymentRatePerUnitAmount>
          <PaymentMethodCode>1</PaymentMethodCode>
        </SubcontractService>
        <SubcontractService>
          <SourceRecordIdentifier>1A7B899D-CFDF-48BD-B3A0-334953657EA0</SourceRecordIdentifier>
          <CoveredServiceCode>19</CoveredServiceCode>
          <ProgramAreaCode>1</ProgramAreaCode>
          <ExpenditureOcaCode>MH001</ExpenditureOcaCode>
          <EffectiveDate>7/1/2018</EffectiveDate>
          <ExpirationDate>6/30/2021</ExpirationDate>
          <ContractedAmount>35000</ContractedAmount>
          <UnitOfMeasureCode>1</UnitOfMeasureCode>
          <PaymentRatePerUnitAmount>125</PaymentRatePerUnitAmount>
          <PaymentMethodCode>1</PaymentMethodCode>
        </SubcontractService>
      </SubcontractServices>
    </SubcontractOca>
  </SubcontractOcas>
</Subcontract>
  ... Subcontract Output Measures ...
</SubcontractOutputMeasures>
  <SubcontractOutcomeMeasures>
    ... Subcontract Outcome Measures ...
  </SubcontractOutcomeMeasures>
</Subcontract>
</Subcontracts>

```

## 2.3 Updating Subcontract Data

When data for an existing Subcontract has changed, the Subcontract information in FASAMS can be updated. An existing Subcontract would be one where the key fields (Contract Number, Subcontract Number, and Amendment Number) exist in FASAMS.

For updates, the entire Subcontract 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 Subcontract, and the key fields for the specific Subcontract 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 Subcontract Data

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

#### 2.3.1.1 Update a Subcontract

```
<Subcontracts>
  <Subcontract>
    <ContractNumber>12345</ContractNumber>
    <SubcontractNumber>1</SubcontractNumber>
    <FederalTaxIdentifier>XX-XXXXXXX</FederalTaxIdentifier>
    <TypeCode>1</TypeCode>
    <EffectiveDate>7/1/2018</EffectiveDate>
    <ExpirationDate>6/30/2022</ExpirationDate>
  </Subcontract>
</Subcontracts>
```

## 2.4 Deleting Subcontract Data

If Subcontract 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 physically be deleted from FASAMS but will be marked as deleted and will become unusable.

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

If a Subcontract is specified to be deleted, all child records for that Subcontract 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

```
<Subcontracts>
  <Subcontract>
    <ContractNumber>12345</ContractNumber>
    <SubcontractNumber>1</SubcontractNumber>
    <AmendmentNumber>1</AmendmentNumber>
    <SubcontractOcas>
      <SubcontractOca>
        <SourceRecordIdentifier>3AD3906E-5C10-449A-803D-8C5A6F90181C</SourceRecordIdentifier>
        <SubcontractServices>
          <SubcontractService>
            <SourceRecordIdentifier>3AD3906E-5C10-449A-802C-8C5A6F90181C</SourceRecordIdentifier>
            <ContractedAmount></ContractedAmount>
          </SubcontractService>
        </SubcontractServices>
      </SubcontractOca>
    </SubcontractOcas>
  </Subcontract>
</Subcontracts>
```

## 2.4.2 XML Example of Deleting Subcontract Data

### 2.4.2.1 Delete an entire Subcontract

```
<Subcontracts>
  <Subcontract action="delete">
    <ContractNumber>12345</ContractNumber>
    <SubcontractNumber>1</SubcontractNumber>
  </Subcontract>
</Subcontracts>
```

### 2.4.2.2 Delete an Amendment

```
<Subcontracts>
  <Subcontract action="delete">
    <ContractNumber>12345</ContractNumber>
    <SubcontractNumber>1</SubcontractNumber>
    <AmendmentNumber>1</AmendmentNumber>
  </Subcontract>
</Subcontracts>
```

### 2.4.2.3 Delete a SubcontractService

```
<Subcontracts>
  <Subcontract>
    <ContractNumber>12345</ContractNumber>
    <SubcontractNumber>1</SubcontractNumber>
    <SubcontractServices>
      <SubcontractService action="delete">
        <SourceRecordIdentifier>3AD3906E-5C10-449A-802C-8C5A6F90181C</SourceRecordIdentifier>
      </SubcontractService>
    </SubcontractServices>
  </Subcontract>
</Subcontracts>
```

```
</SubcontractServices>
</Subcontract>
</Subcontracts>
```

### 3 Subcontract Entities

This section defines the entities involved in the Subcontract Data set.

The Subcontract data set is used at the state level to validate actual services purchased by the DCF contracted entity (e.g., ME) from each Provider agency, including the total contracted amount and payment rate for each covered service.

The Subcontract data set is a critical component for tracking actual expenditures against what was budgeted as needed for billing and payment purposes and linking to outcomes and actual costs of services provided.

#### 3.1 Subcontract (Optional)

##### 3.1.1 Description

A Subcontract represents a legal contract between a ME and a Provider, as part of that ME’s legal contract with DCF. A Subcontract amendment is also considered a type of Subcontract, potentially changing the terms of the initial Subcontract. A Subcontract will be uniquely identified in FASAMS by the Source Record Identifier. No two Subcontract records should be sent with the same contract number, Subcontract number, and amendment number.

##### 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

##### 3.1.3 Unique Constraint Rule (Rule Disabled)

1. A subcontract 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. Composite fields: ContractNumber + SubcontractNumber + AmendmentNumber

##### 3.1.4 Additional Business Rules and Guidance

1. Subcontract amendments are considered types of Subcontracts with a TypeCode of 2 (Amendment). In the event of a Subcontract amendment, at the start of each fiscal year or otherwise, the full amended Subcontract details may be provided to FASAMS, including the amendment date and amendment number. After the initial Subcontract record, there can be multiple Subcontract amendment records with TypeCode = 2. Each of these amendment records will have the same contract number, Subcontract number, and effective date, but will have a different AmendmentDate. This will create a separate record in FASAMS, allowing FASAMS to separate service events, financial information, output measures, and outcome measures for the initial Subcontract vs. each amendment.

2. Subcontract amendments must include the same SubcontractNumber and ContractNumber combination as exactly reported in the initial Subcontract. In other words, a Subcontract amendment cannot amend an initial Subcontract that does not exist.

### 3.1.5 Fields

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

Field	Value Type	Description/Validation Rules
<b>SourceRecordIdentifier</b>	<b>String</b>	<p><b>The internal system identifier for the Subcontract record.</b></p> <ul style="list-style-type: none"> <li>• Optional</li> <li>• Should be unique for the Contract.</li> <li>• Must be 100 characters or less.</li> <li>• The SourceRecordIdentifier should be a unique identifier for this record in the source system. It should 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 it can be easily referenced when sending updated information. For example, if a SourceRecordIdentifier contains an effective date, and you later change the value of the effective date on the record in the source system, the SourceRecordIdentifier that had previously been sent with the old effective date can 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.</li> <li>• A unique identifier for this record might contain: the ContractNumber, SubcontractNumber, and EffectiveDate.</li> </ul>
<b>ContractNumber</b>	<b>string</b>	<p><b>The number indicating the contract between DCF and the ME.</b></p> <ul style="list-style-type: none"> <li>• Optional</li> <li>• Should match a single contract number already set up in FASAMS.</li> </ul>
<b>SubcontractNumber</b>	<b>string</b>	<p><b>The number indicating the Subcontract between the service Provider and a ME.</b></p> <ul style="list-style-type: none"> <li>• Optional</li> <li>• Must be 50 characters or less.</li> </ul>
<b>FederalTaxIdentifier</b>	<b>string</b>	<p><b>The unique FEIN of the service Provider that Subcontracts with the ME.</b></p> <ul style="list-style-type: none"> <li>• Optional</li> <li>• Should match the FederalTaxIdentifier for a single Provider already set up in FASAMS.</li> </ul>
<b>TypeCode</b>	<b>string</b>	<p><b>The code indicating the type of Subcontract.</b></p> <ul style="list-style-type: none"> <li>• Optional</li> <li>• Must be one of the following values: <ul style="list-style-type: none"> <li>○ <b>1</b> for Initial</li> </ul> </li> </ul>

Field	Value Type	Description/Validation Rules
		<ul style="list-style-type: none"> <li>○ <b>2</b> for Amendment</li> <li>• There should always be exactly one Subcontract with TypeCode 1 (Initial) for a particular SubcontractNumber and ContractNumber combination.</li> <li>• There is no limit to the number of TypeCode 2 (Amendment) records that can exist.</li> </ul>
<b>EffectiveDate</b>	<b>date</b>	<p>The date the Subcontract between the ME and the service Provider became effective (i.e., began).</p> <ul style="list-style-type: none"> <li>• Optional</li> <li>• Should be within the beginning and ending dates of the contract identified by the ContractNumber.</li> <li>• Must be in a valid date format. Refer to Appendix 2 Common Data Types in Pamphlet 155-2.</li> </ul>
<b>ExpirationDate</b>	<b>date</b>	<p>The date the Subcontract between the ME and the service Provider will expire.</p> <ul style="list-style-type: none"> <li>• Optional</li> <li>• Should be greater than the EffectiveDate.</li> <li>• Must be in a valid date format. Refer to Appendix 2 Common Data Types in Pamphlet 155-2.</li> </ul>
<b>AmendmentNumber</b>	<b>string</b>	<p><b>The number indicating the amendment to the recent Subcontract identified by the Subcontract number, between the service Provider and a ME.</b></p> <ul style="list-style-type: none"> <li>• Optional if the TypeCode is 2 (Amendment).</li> <li>• Should not be provided if the TypeCode is 1 (Initial).</li> <li>• Must be 50 characters or less.</li> </ul>
<b>AmendmentDate</b>	<b>date</b>	<p><b>The date the amendment between the ME and the service Provider was amended.</b></p> <ul style="list-style-type: none"> <li>• Optional if the TypeCode is 2 (Amendment).</li> <li>• Should not be provided if the TypeCode is 1 (Initial).</li> <li>• Should be within the EffectiveDate and ExpirationDate of the Subcontract.</li> <li>• Must be in a valid date format. Refer to Appendix 2 Common Data Types in Pamphlet 155-2.</li> </ul>

## 3.2 SubcontractOca (Optional)

Subentity of Subcontract

### 3.2.1 Description

A Subcontract OCA represents a funding source that the Provider is contractually authorized to provide services under as part of their Subcontract with a Provider. A Subcontract OCA will be uniquely identified by the Source Record Identifier. No two Subcontract OCA records should be sent with the same Source Record Identifier.

### 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:

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Field
SourceRecordIdentifier

### 3.2.2 Unique Constraint Rule (Rule Disabled)

1. A SubcontractOCA 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. Composite fields: ContractNumber + SubcontractNumber + AmendmentNumber + ExpenditureOca

### 3.2.3 Additional Business Rules and Guidance

1. Each Subcontract should include a Subcontract OCA record for each OCA applicable in the Subcontract.
2. ExpenditureOcaCode should be unique within the SubcontractOca table for each Subcontract Source Record Identifier.
3. An Expenditure OCA should be set up in the SubcontractOca table prior to being able to submit Expenditure OCA combinations to the Subcontract Service table.
4. The sum of the TotalSubcontractedOcaAmount for all Subcontracts within an ME should not exceed the DCF total contracted amount for that ME. Otherwise, a warning will be generated.
5. The TotalSubcontractedOcaAmount of an initial Subcontract (Subcontract.TypeCode = 1) or amendment (Subcontract.TypeCode = 2) will be calculated as the sum of its SubcontractOca.TotalSubcontractedOcaAmount. This value will be calculated automatically by FASAMS.

### 3.2.4 Fields

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

Field	Value Type	Description/Validation Rules
SourceRecordIdentifier	string	<p><b>The internal system identifier for the SubcontractOca record.</b></p> <ul style="list-style-type: none"> <li>• Optional</li> <li>• Should be unique for the SubcontractOca within the Subcontract.</li> <li>• Must be 100 characters or less.</li> <li>• The SourceRecordIdentifier should be a unique identifier for this record in the source system. It should 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</li> </ul>



Field	Value Type	Description/Validation Rules
		<p>value so that it can be easily referenced when sending updated information. For example, if a SourceRecordIdentifier contains an effective date, and you later change the value of the effective date on the record in the source system, the SourceRecordIdentifier that had previously been sent with the old effective date can 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: SubcontractNumber, Subcontract.EffectiveDate, and ExpenditureOcaCode.</li> </ul>
<b>ExpenditureOcaCode</b>	<b>string</b>	<p><b>The code indicating the OCA (Other Cost Accumulator) used by the Provider under contract with the ME to track the funding and expenditures related to the covered service under the initial Subcontract or Subcontract amendment.</b></p> <ul style="list-style-type: none"> <li>• Optional</li> <li>• Should be a valid OCA value for the CoveredServiceCode. Valid values are listed in the OCA section in Appendix 1 Data Code Values of Pamphlet 155-2.</li> </ul>
<b>TotalSubcontractedOcaAmount</b>	<b>decimal</b>	<p><b>The total dollar amount contracted to the Provider by the ME for the Expenditure OCA under the initial Subcontract or Subcontract amendment.</b></p> <ul style="list-style-type: none"> <li>• Optional</li> <li>• Must be valid decimal number greater than or equal to 0.</li> <li>• Cannot contain more than two digits to the right of the decimal place.</li> </ul>
<b>EffectiveDate</b>	<b>date</b>	<p>The date the SubcontractOCA became effective (i.e., began).</p> <ul style="list-style-type: none"> <li>• Optional</li> <li>• Should be within the beginning and ending dates of the Subcontract.</li> </ul> <p><b>Must be in a valid date format. Refer to Appendix 2 Common Data Types in Pamphlet 155-2.</b></p>
<b>ExpirationDate</b>	<b>date</b>	<p>The date the SubcontractOCA will expire.</p> <ul style="list-style-type: none"> <li>• Optional</li> <li>• Should be greater than the EffectiveDate.</li> </ul> <p><b>Must be in a valid date format. Refer to Appendix 2 Common Data Types in Pamphlet 155-2.</b></p>

### 3.3 SubcontractService (Optional)

Subentity of SubcontractOCA

#### 3.3.1 Description

A Subcontract service represents a covered service that the Provider is contractually authorized to perform, within a particular program area, and reported under a particular OCA code, as part of their Subcontract with a ME. A Subcontract can contain multiple Subcontract service records. A Subcontract service will be uniquely identified by the

Source Record Identifier. **No** two Subcontract service records should be sent with the Source Record Identifier associated with the same Subcontract record.

### 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
<b>SourceRecordIdentifier</b>

### 3.3.3 Unique Constraint Rule (Rule Disabled)

1. A subcontract 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. Subcontract Service CompositeKey fields: ContractNumber + SubcontractNumber + AmendmentNumber + ExpenditureOca + CoveredServiceCode/ProjectCode + EffectiveDate
    - i. Rule will use the CompositeKey + ProgramAreaCode
    - ii. ProgramAreaCode rules:
      1. If ProgramAreaCode 1 exists, PAC 5 will be rejected
      2. If ProgramAreaCode 2 exists, PAC 5 will be rejected
      3. If ProgramAreaCode 5 exists, PAC 1 or 2 will be rejected
      4. If ProgramAreaCode 3 exists, PAC 6 will be rejected
      5. If ProgramAreaCode 4 exists, PAC 6 will be rejected
      6. If ProgramAreaCode 6, PAC 3 or 4 will be rejected

### 3.3.4 Additional Business Rules and Guidance

Each Subcontract may include a Subcontract service record for each covered service or project, program area, and OCA combination applicable in the Subcontract.

1. The program area and covered service should be a valid combination already set up in FASAMS for at least one Provider treatment setting, for the Provider identified by the federal tax identifier on the Subcontract. This rule is only enforced if Covered Service has a value.
2. There should be no two SubcontractService records with the same CoveredServiceCode or ProjectCode, ExpenditureOcaCode, and ProgramAreaCode combination that have overlapping Effective and Expiration dates for the same Subcontract.

### 3.3.5 Fields

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

Field	Value Type	Description/Validation Rules
<b>SourceRecordIdentifier</b>	<b>string</b>	<b>The internal system identifier for the SubcontractService record.</b>

Field	Value Type	Description/Validation Rules
		<ul style="list-style-type: none"> <li>• Optional</li> <li>• Should be unique for the SubcontractService within the Subcontract.</li> <li>• Must be 100 characters or less.</li> <li>• The SourceRecordIdentifier should be a unique identifier for this record in the source system. It should 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 it can be easily referenced when sending updated information. For example, if a SourceRecordIdentifier contains an effective date, and you later change the value of the effective date on the record in the source system, the SourceRecordIdentifier that had previously been sent with the old effective date can 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.</li> <li>• A unique identifier for this record might contain: the CoveredServiceCode, ProgramAreaCode, ExpenditureOcaCode, and EffectiveDate.</li> </ul>
<b>CoveredServiceCode</b>	<b>string</b>	<p><b>The code indicating the covered service, as defined in 65E-14.021, F.A.C., to which the contracted amount applies to provide client-specific and non-client-specific events to individuals under the initial Subcontract or Subcontract amendment.</b></p> <ul style="list-style-type: none"> <li>• Should be provided if ProjectCode is not provided.</li> <li>• Should not be provided if ProjectCode is provided.</li> <li>• Should be a valid CoveredService value. Valid values are listed in the Covered Service section in Appendix 1 Data Code Values of Pamphlet 155-2.</li> </ul>
<b>ProjectCode</b>	<b>string</b>	<p><b>The code indicating the project to which the contracted amount applies to provide client-specific and non-client specific events to individuals under the initial Subcontract or Subcontract amendment.</b></p> <ul style="list-style-type: none"> <li>• Should be provided if CoveredServiceCode is not provided.</li> <li>• Should not be provided if CoveredServiceCode is provided.</li> <li>• Should be a valid Project value. Valid values are listed in the Project section in Appendix 1 Data Code Values of Pamphlet 155-2.</li> </ul>
<b>ProgramAreaCode</b>	<b>string</b>	<p><b>The code indicating the program area in which the contracted amount applies to the covered service under the initial Subcontract or Subcontract amendment.</b></p> <ul style="list-style-type: none"> <li>• Optional</li> <li>• Must be one of the following values: <ul style="list-style-type: none"> <li>○ <b>1</b> for Adult Mental Health</li> <li>○ <b>2</b> for Adult Substance Abuse</li> </ul> </li> </ul>

Field	Value Type	Description/Validation Rules
		<ul style="list-style-type: none"> <li>○ <b>3</b> for Child Mental Health</li> <li>○ <b>4</b> for Child Substance Abuse</li> <li>● Should be a valid ProgramArea for the given CoveredServiceCode. Refer to Covered Service in Appendix 1 Data Code Values of Pamphlet 155-2.</li> </ul>
<b>EffectiveDate</b>	<b>date</b>	<p><b>The date the funding for this combination of CoveredServiceCode, ProgramAreaCode, and ExpenditureOcaCode becomes effective under the initial Subcontract or Subcontract amendment.</b></p> <ul style="list-style-type: none"> <li>● Optional</li> <li>● Should be greater than or equal to the Subcontract.EffectiveDate.</li> <li>● Should be less than or equal to the Subcontract.ExpirationDate.</li> </ul>
<b>ExpirationDate</b>	<b>date</b>	<p><b>The date the funding for this combination of CoveredServiceCode, ProgramAreaCode, and ExpenditureOcaCode is no longer effective under the initial Subcontract or Subcontract amendment.</b></p> <ul style="list-style-type: none"> <li>● Optional</li> <li>● Should be greater than or equal to the SubcontractService.EffectiveDate</li> <li>● Should be less than or equal to the Subcontract.ExpirationDate</li> </ul>
<b>ContractedAmount</b>	<b>decimal</b>	<p><b>The total dollar amount contracted to the Provider by the ME for the covered service, program area, and OCA combination under the initial Subcontract or Subcontract amendment.</b></p> <ul style="list-style-type: none"> <li>● Optional</li> <li>● Must be valid decimal number greater than or equal to 0.</li> <li>● Cannot contain more than two digits to the right of the decimal place.</li> </ul>
<b>UnitOfMeasureCode</b>	<b>String</b>	<p><b>The unit of measure for the given covered service.</b></p> <ul style="list-style-type: none"> <li>● Optional</li> <li>● Must be one of the following values: <ul style="list-style-type: none"> <li>○ <b>1</b> for Day</li> <li>○ <b>2</b> for Direct Staff Hour</li> <li>○ <b>3</b> for Dollar</li> <li>○ <b>4</b> for Dosage</li> <li>○ <b>5</b> for Non-Direct Staff Hour</li> <li>○ <b>6</b> for Number of Enrolled Participants</li> <li>○ <b>7</b> for Monthly Service</li> <li>○ <b>8</b> for Other</li> <li>○ <b>9</b> for Quarterly Service</li> <li>○ <b>10</b> for Weekly Service</li> </ul> </li> </ul>
<b>PaymentRatePerUnitAmount</b>	<b>decimal</b>	<p><b>The per unit dollar amount contracted to the Provider by the ME for covered service, program area, and OCA combination under the initial Subcontract or Subcontract amendment.</b></p> <ul style="list-style-type: none"> <li>● Optional</li> </ul>

Field	Value Type	Description/Validation Rules
		<ul style="list-style-type: none"> <li>• Must be valid decimal number greater than or equal to 0.</li> <li>• Cannot contain more than two digits to the right of the decimal place.</li> </ul>
<b>PaymentMethodCode</b>	string	<p><b>The method used for payment to the Provider by the ME for services under this covered service, program area, and OCA combination under the initial Subcontract or Subcontract amendment.</b></p> <ul style="list-style-type: none"> <li>• Optional</li> <li>• Must be one of the following values: <ul style="list-style-type: none"> <li>○ <b>1</b> for Fee for Service</li> <li>○ <b>2</b> for Case Rate</li> <li>○ <b>3</b> for Capitation Rate</li> <li>○ <b>4</b> for Cost Reimbursement</li> </ul> </li> </ul>
<b>PaymentTypeCode</b>		<p><b>The code indicating the payment type in which the contracted amount applies to the covered service under the initial Subcontract or Subcontract amendment.</b></p> <ul style="list-style-type: none"> <li>• Optional</li> <li>• Must be one of the three types: <ul style="list-style-type: none"> <li>○ <b>01</b> for Availability</li> <li>○ <b>02</b> for Utilization</li> <li>○ <b>03</b> for Enrollment</li> </ul> </li> </ul>

### 3.4 SubcontractOutputMeasure (Optional)

Subentity of Subcontract

#### 3.4.1 Description

A Subcontract output measure represents a performance goal that the Provider is obligated to reach, in terms of serving a targeted number of individuals with service in a particular category, for a particular program area, as part of their Subcontract with a ME. A Subcontract can contain multiple Subcontract output measure records. A Subcontract output measure will be uniquely identified in FASAMS by the program area code and the service category code. Therefore, no two Subcontract output measure records should be sent with the program area code and service category code associated with the same Subcontract.

#### 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
<b>ProgramAreaCode</b>

Field
ServiceCategoryCode

### 3.4.3 Additional Business Rules and Guidance

1. Each Subcontract should include a Subcontract output measure record for each program area and service category combination applicable in the Subcontract. It is acceptable to include records that do not apply to the Subcontract, with a target value of zero.

### 3.4.4 Fields

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

Field	Value Type	Description/Validation Rules
<b>ProgramAreaCode</b>	string	<p><b>The code indicating the program area in which the target for the service category applies under this Subcontract or amendment.</b></p> <ul style="list-style-type: none"> <li>• Optional</li> <li>• Must be one of the following values: <ul style="list-style-type: none"> <li>○ 1 for Adult Mental Health</li> <li>○ 2 for Adult Substance Abuse</li> <li>○ 3 for Child Mental Health</li> <li>○ 4 for Child Substance Abuse</li> </ul> </li> </ul>
<b>ServiceCategoryCode</b>	string	<p><b>The code indicating the category of the service in which the target applies under this Subcontract or amendment.</b></p> <ul style="list-style-type: none"> <li>• Optional</li> <li>• Should be a valid Service Category Code value for the Program Area Code. Valid values are listed in the Service Category section in Appendix 1 Data Code Values of Pamphlet 155-2.</li> </ul>
<b>TargetPersonsServedCount</b>	integer	<p><b>The minimum number of persons expected to be served for this service category under the initial Subcontract or Subcontract amendment.</b></p> <ul style="list-style-type: none"> <li>• Optional</li> <li>• Must be a valid integer greater than or equal to zero.</li> </ul>

## 3.5 SubcontractOutcomeMeasure (Optional)

Subentity of Subcontract

### 3.5.1 Description

A Subcontract outcome measure represents a goal that the Provider is obligated to reach, in terms of improving the number or percentage of individuals in a population who exhibit the attributes of the described measure, for a particular program area, as part of their Subcontract with a ME. A Subcontract can contain multiple Subcontract outcome measure records. A Subcontract outcome measure will be uniquely identified in FASAMS by the program area code and

the outcome measure code. Therefore, no two Subcontract outcome measure records should be sent with the program area code and outcome measure code associated with the same Subcontract.

### 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
<b>ProgramAreaCode</b>
<b>OutcomeMeasureCode</b>

### 3.5.3 Additional Business Rules and Guidance

1. Each Subcontract should include a Subcontract outcome measure record for each program area and outcome measure combination applicable in the Subcontract. It is acceptable to include records that do not apply to the Subcontract, with a target value of zero.

### 3.5.4 Fields

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

Field	Value Type	Description/Validation Rules
<b>ProgramAreaCode</b>	<b>string</b>	<p><b>The code indicating the program area in which the target for the outcome measure applies under this Subcontract or amendment.</b></p> <ul style="list-style-type: none"> <li>• Optional</li> <li>• Must be one of the following values: <ul style="list-style-type: none"> <li>○ <b>1</b> for Adult Mental Health</li> <li>○ <b>2</b> for Adult Substance Abuse</li> <li>○ <b>3</b> for Child Mental Health</li> <li>○ <b>4</b> for Child Substance Abuse</li> </ul> </li> </ul>
<b>OutcomeMeasureCode</b>	<b>string</b>	<p><b>The code indicating the outcome measure in which the target applies under this Subcontract or amendment.</b></p> <ul style="list-style-type: none"> <li>• Optional</li> <li>• Should be a valid Outcome Measure Code for the Program Area Code. Valid values are listed in the Outcome Measure section in Appendix 1 Data Code Values of Pamphlet 155-2.</li> </ul>
<b>TargetValue</b>	<b>decimal</b>	<p><b>The minimum performance target expected to be met by the Provider for this outcome measure under this Subcontract or amendment.</b></p> <ul style="list-style-type: none"> <li>• Optional</li> <li>• Must be valid decimal number greater than or equal to 0.</li> <li>• Cannot contain more than two digits to the right of the decimal place.</li> </ul>