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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 10 Contract Target Data

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## Table of Contents

1	General Information and Policies .....	3
1.1	Terms and Acronyms .....	3
1.2	Submitting Contract Data .....	3
1.3	Contract Domain Diagram .....	3
1.4	Crosswalk to SAMHIS Data Elements.....	4
2	Contract Target File Information .....	4
2.1	Naming Convention .....	4
2.2	Adding Contract Target Data .....	5
2.2.1	XML Example of Adding Contract Target Data.....	5
2.3	Updating Contract Target Data .....	7
2.3.1	XML Example of Updating Contract Target Data .....	7
2.4	Deleting Contract Target Data .....	7
2.4.1	XML Example of Deleting Contract Target Data .....	8
3	Contract Target Entities .....	8
3.1	Contract Target .....	8
3.1.1	Description .....	8
3.1.2	Key Fields.....	8
3.1.3	Additional Business Rules and Guidance .....	9
3.1.4	Fields .....	9
3.2	ContractOutputMeasure (Conditionally Required) .....	9
3.2.1	Description .....	9
3.2.2	Key Fields.....	10
3.2.3	Additional Business Rules and Guidance .....	10
3.2.4	Fields .....	10
3.3	ContractOutcomeMeasure (Conditionally Required) .....	10
3.3.1	Description .....	11
3.3.2	Key Fields.....	11
3.3.3	Additional Business Rules and Guidance .....	11
3.3.4	Fields .....	11

# 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
IDS	Information Delivery System
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 Contract Data

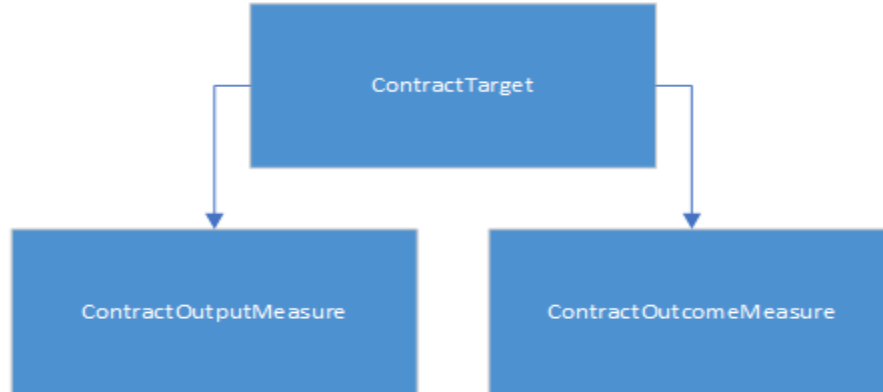
Managing Entities must submit Contract Target data for of their contract with DCF.

FASAMS must be updated when Contract Targets are changed.

All other information about the contract between DCF and the ME will be imported from the DCF budget and financial systems, aka IDS. Therefore, ME's are not required to submit all contract information to FASAMS, only Contract Target information.

## 1.3 Contract Domain Diagram

The following diagram depicts the relationships between all objects in the Contract 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 Contract 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 the previous SAMHIS elements, and 100% are new.

Contract Domain	SAMHIS Data Elements
<b>ContractTarget</b>	
ContractNumber	
TypeCode	
AmendmentNumber	
AmendmentDate	
<b>ContractOutputMeasure</b>	
ProgramAreaCode	
ServiceCategoryCode	
TargetPersonsServedCount	
<b>ContractOutcomeMeasure</b>	
ProgramAreaCode	
OutcomeMeasureCode	
TargetValue	

## 2 Contract Target File Information

### 2.1 Naming Convention

The data set name to be used for naming the Contract Target file is **ContractVersion14DataSet**.

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:

- ContractVersion14DataSet\_20180215083045.xml
- ContractVersion14DataSet\_20180222091530.xml

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

## 2.2 Adding Contract Target Data

When data for a Contract Target is submitted to FASAMS, the Contract record must be present in FASAMS before any other data can be sent. Contracts in FASAMS are set up through the DCF IDS system via nightly interface.

The ContractDataSet must include all required data for a Contract Target.

FASAMS will detect that the key fields exist in the system, and the Contract Target 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 Contract Target Data

```
<ContractDataSet>
  <ContractTargets>
    <ContractTarget>
      <ContractNumber>12345</ContractNumber>
      <TypeCode>2</TypeCode>
      <AmendmentNumber>1</AmendmentNumber>
      <AmendmentDate>06/27/2019</AmendmentDate>
      <ContractOutputMeasures>
        <ContractOutputMeasure>
          <ProgramAreaCode>1</ProgramAreaCode>
          <ServiceCategoryCode>1</ServiceCategoryCode>
          <TargetPersonsServedCount>2019</TargetPersonsServedCount>
        </ContractOutputMeasure>
        <ContractOutputMeasure>
          <ProgramAreaCode>1</ProgramAreaCode>
          <ServiceCategoryCode>4</ServiceCategoryCode>
          <TargetPersonsServedCount>2019</TargetPersonsServedCount>
        </ContractOutputMeasure>
        <ContractOutputMeasure>
          <ProgramAreaCode>2</ProgramAreaCode>
          <ServiceCategoryCode>2</ServiceCategoryCode>
          <TargetPersonsServedCount>2020</TargetPersonsServedCount>
        </ContractOutputMeasure>
        <ContractOutputMeasure>
          <ProgramAreaCode>2</ProgramAreaCode>
          <ServiceCategoryCode>4</ServiceCategoryCode>
          <TargetPersonsServedCount>2020</TargetPersonsServedCount>
        </ContractOutputMeasure>
        <ContractOutputMeasure>
          <ProgramAreaCode>3</ProgramAreaCode>
```

```

    <ServiceCategoryCode>1</ServiceCategoryCode>
    <TargetPersonsServedCount>2021</TargetPersonsServedCount>
</ContractOutputMeasure>
    <ContractOutputMeasure>
    <ProgramAreaCode>3</ProgramAreaCode>
    <ServiceCategoryCode>4</ServiceCategoryCode>
    <TargetPersonsServedCount>2021</TargetPersonsServedCount>
</ContractOutputMeasure>
    <ContractOutputMeasure>
    <ProgramAreaCode>4</ProgramAreaCode>
    <ServiceCategoryCode>2</ServiceCategoryCode>
    <TargetPersonsServedCount>2022</TargetPersonsServedCount>
</ContractOutputMeasure>
    <ContractOutputMeasure>
    <ProgramAreaCode>4</ProgramAreaCode>
    <ServiceCategoryCode>4</ServiceCategoryCode>
    <TargetPersonsServedCount>2022</TargetPersonsServedCount>
</ContractOutputMeasure>
</ContractOutputMeasures>
<ContractOutcomeMeasures>
<ContractOutcomeMeasure>
    <ProgramAreaCode>1</ProgramAreaCode>
    <OutcomeMeasureCode>MH003</OutcomeMeasureCode>
    <TargetValue>60</TargetValue>
</ContractOutcomeMeasure>
    <ContractOutcomeMeasure>
    <ProgramAreaCode>1</ProgramAreaCode>
    <OutcomeMeasureCode>MH703</OutcomeMeasureCode>
    <TargetValue>60</TargetValue>
</ContractOutcomeMeasure>
    <ContractOutcomeMeasure>
    <ProgramAreaCode>1</ProgramAreaCode>
    <OutcomeMeasureCode>MH742</OutcomeMeasureCode>
    <TargetValue>60</TargetValue>
</ContractOutcomeMeasure>
    <ContractOutcomeMeasure>
    <ProgramAreaCode>1</ProgramAreaCode>
    <OutcomeMeasureCode>MH743</OutcomeMeasureCode>
    <TargetValue>60</TargetValue>
</ContractOutcomeMeasure>
    <ContractOutcomeMeasure>
    <ProgramAreaCode>1</ProgramAreaCode>
    <OutcomeMeasureCode>MH744</OutcomeMeasureCode>
    <TargetValue>60</TargetValue>
</ContractOutcomeMeasure>
    <ContractOutcomeMeasure>
    <ProgramAreaCode>2</ProgramAreaCode>
    <OutcomeMeasureCode>SA753</OutcomeMeasureCode>
    <TargetValue>61</TargetValue>
</ContractOutcomeMeasure>
    <ContractOutcomeMeasure>
    <ProgramAreaCode>2</ProgramAreaCode>
    <OutcomeMeasureCode>SA754</OutcomeMeasureCode>
    <TargetValue>61</TargetValue>
</ContractOutcomeMeasure>
    <ContractOutcomeMeasure>
    <ProgramAreaCode>2</ProgramAreaCode>
    <OutcomeMeasureCode>SA755</OutcomeMeasureCode>

```

```

    <TargetValue>61</TargetValue>
  </ContractOutcomeMeasure>
  <ContractOutcomeMeasure>
    <ProgramAreaCode>2</ProgramAreaCode>
    <OutcomeMeasureCode>SA756</OutcomeMeasureCode>
    <TargetValue>61</TargetValue>
  </ContractOutcomeMeasure>
</ContractOutcomeMeasures>
</ContractTarget>
</ContractTargets>
</ContractDataSet>

```

## 2.3 Updating Contract Target Data

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

For updates, the entire Contract Target 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 Contract Target, and the key fields for the specific Contract Target 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 Contract Target Data

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

#### 2.3.1.1 Update a Contract Target

```

<ContractDataSet>
  <ContractTargets>
    <ContractTarget>
      <ContractNumber>12345</ContractNumber>
      <TypeCode>2</TypeCode>
      <AmendmentNumber>1</AmendmentNumber>
      <AmendmentDate>06/27/2019</AmendmentDate>
    </ContractTarget>
  </ContractTargets>
</ContractDataSet>

```

## 2.4 Deleting Contract Target Data

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

If a Contract Target is specified to be deleted, all child records for that Contract Target 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 Deleting Contract Target Data

### 2.4.1.1 Delete an entire Contract Target

```
<ContractDataSet>
  <ContractTargets>
    <ContractTarget action="delete">
      <ContractNumber>12345</ContractNumber>
      <AmendmentNumber>1</AmendmentNumber>
    </ContractTarget>
  </ContractTargets>
</ContractDataSet>
```

## 3 Contract Target Entities

This section defines the entities involved in the Contract Target Data set.

The Contract Target data set is used at the state level to validate actual services purchased by the DCF from each Contracted Entity (i.e. ME).

The Contract Target data set is a critical component for validating targets are being met by managing entities.

### 3.1 Contract Target

#### 3.1.1 Description

A Contract Target represents a group of targets identified in the contract between DCF and a Managing Entity. A Contract Target will be identified in FASAMS by the contract 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
<b>ContractNumber</b>
<b>AmendmentNumber</b>



### 3.1.3 Additional Business Rules and Guidance

1. Each active Contract number and Amendment number combination should correspond to a single Contract Target record in the FASAMS system.

### 3.1.4 Fields

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

Field	Value Type	Description/Validation Rules
<b>ContractNumber</b>	string	<b>The number indicating the contract between DCF and the ME.</b> <ul style="list-style-type: none"> <li>• Required</li> <li>• Must match a single contract number already set up in FASAMS.</li> </ul>
<b>TypeCode</b>	string	<b>The code indicating the type of Contract.</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 Initial</li> <li>○ 2 for Amendment</li> </ul> </li> </ul>
<b>AmendmentNumber</b>	string	<b>The number indicating the amendment to the Contract identified by the Contract number, between the DCF and the ME.</b> <ul style="list-style-type: none"> <li>• Required if the TypeCode is 2 (Amendment).</li> <li>• Must not be provided if the TypeCode is 1 (Initial).</li> <li>• Must be 50 characters or less.</li> </ul>
<b>AmendmentDate</b>	date	<b>The date the amendment between the DCF and the Managing Entity was amended.</b> <ul style="list-style-type: none"> <li>• Required if the TypeCode is 2 (Amendment).</li> <li>• Must not be provided if the TypeCode is 1 (Initial).</li> <li>• Must be within the BeginDate and AmendedEndDate of the ContractModule.Contract</li> <li>• Must be in a valid date format. Refer to Appendix 2 Common Data Types in Pamphlet 155-2.</li> </ul>

## 3.2 ContractOutputMeasure (Conditionally Required)

Subentity of Contract Target

### 3.2.1 Description

A Contract output measure represents a performance goal that the Managing Entity 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 Contract with DCF. A Contract can contain multiple contract output measure records. A contract output measure will be uniquely identified in FASAMS by the program area code and the service category code. Therefore, no two contract output measure records should be sent with the program area code and service category code associated with the same Contract Target.

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

### 3.2.3 Additional Business Rules and Guidance

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

### 3.2.4 Fields

The fields in the Contract 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 Contract or amendment.</b></p> <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 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 Contract or amendment.</b></p> <ul style="list-style-type: none"> <li>• Required</li> <li>• Must 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 Contract or Contract amendment.</b></p> <ul style="list-style-type: none"> <li>• Required</li> <li>• Must be a valid integer greater than or equal to zero.</li> </ul>

## 3.3 ContractOutcomeMeasure (Conditionally Required)

Subentity of Contract Target

### 3.3.1 Description

A Contract Target outcome measure represents a goal that the Managing Entity 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 Contract with DCF. A Contract Target can contain multiple Contract outcome measure records. A contract outcome measure will be uniquely identified in FASAMS by the program area code and the outcome measure code. Therefore, no two contract outcome measure records can be sent with the program area code and outcome measure code associated with the same Contract Target.

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

### 3.3.3 Additional Business Rules and Guidance

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

### 3.3.4 Fields

The fields in the contract 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 Contract or amendment.</b></p> <ul style="list-style-type: none"> <li>• Required</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 Contract or amendment.</b></p> <ul style="list-style-type: none"> <li>• Required</li> <li>• Must 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>

Field	Value Type	Description/Validation Rules
TargetValue	decimal	<p><b>The minimum performance target expected to be met by the Managing Entity for this outcome measure under this Contract or amendment.</b></p> <ul style="list-style-type: none"> <li>• Required</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>