

Recovery Support Services

File Format & Definitions

Utah Department of Health and Human Services
Office of Substance Use and Mental Health

Official Document for FY2025 Data Submissions
Effective 7/1/2024

Updated: 1/12/2024

Change History

Date	Author	Version	Notes
1/12/2024	Justin Hyatt	2.4	Fields have been renumbered to reflect changes. -Eliminated Field 18 – “Recovery Capital Score.” -Eliminated Field 23 – “SURE Overall Score.” -Eliminated Field 15 – “Living Arrangement.” -Eliminated Field 16 – “Employment.” -Eliminated Field 17 – “Enrolled in Education.” Added new column identifying required fields.
4/14/2023	Tom J. Maggio	2.3.2	Added File Naming Convention Specs to this document.
6/8/2022	Tom J. Maggio	2.3.1	Updated formatting for FY23
5/17/2021	Kimberlie Raymond	2.3	Removed #2 in Field 22, Added #9 PATR Non-Billable, #10 BJA and #11 SLCO ISP in Field 22.
2/26/2020	Justin Hyatt	2.2	Changed “Client ID” field title to “Provider Client ID.”
8/9/2019	Kimberlie Raymond	2.1	Added row 23
4/3/2019	Kimberlie Raymond	2.0	Added a nonbinary option to gender to identify client’s gender
7/12/2017	Kimberlie Raymond	1.0	Made changes to table 22; changed #1 to Drug Court Billing, made changes to #4; changed STR to Opioid Grant and Added #6.
3/28/2017	Ryan Carrier	.03	Added STR funding source
7/22/2016	Casey Loveland	.02	Final draft
6/5/2016	Casey Loveland	.01	Initial draft

Introduction

The purpose of this file is to allow providers to submit recovery support services to the office of substance use and mental health. New information for FY25 is highlighted in yellow.

Client Name Validation Rules:

The file has fields for the following parts of a name:

- Last name
- First name
- Middle name

Naming Rules:

Names can be entered in upper case, lower case, or a mix.

Spaces: Allowed in first and middle names. NOT allowed in last names.

Example: Mc Donald should be entered as

McDonald De La Cruz should be entered as

DeLaCruz Example: Le Ann Mary Ann Mc

Cartney

Can be entered as:

First: Le Ann

Middle: Mary Ann

Last: McCartney

Hyphens: Allowed in first, middle and last names. It is the only punctuation character allowed.

Examples:

(last name) Smith-Jones should be entered as Smith-

Jones (first name) Jo-Ann should be entered as Jo-Ann.

(last name) O'Rilley should be entered as

ORilley (last name) St. James should be entered

as StJames.

(first name) D'Ann should be entered as DAnn or D Ann

Numeric characters: Not allowed in any name.

First name is an initial: The initial can be entered in the first name field but no periods.

Middle name: If there is no middle name or it is not available, leave it blank. Supply the full legal middle name where possible and the middle initial if that is all that is available. Periods are not allowed.

Second name: Enter the second name in the middle name field.

Example: J. Edgar Hoover

First name: J (no period)

Middle name: Edgar

Last Name: Hoover

Enter legal names rather than nicknames

Example: "Bill" should be entered as William

"Bob" should be entered as Robert.

"C.J." should be entered as Carlos as a first name and James as the middle name.

Naming rules synopsis:

Character	Last Name	First and Middle Names
Alpha Characters	Allowed	Allowed
Hyphen	Allowed	Allowed
Spaces	Not Allowed	Allowed
Apostrophe	Not allowed	Not allowed
Numeric Characters	Not allowed	Not allowed

Submitting for Multiple Providers

Recovery support files can contain data for more than one provider per file. SAMHIS backend processing engines associate data in the file to the provider ID specified on every row in the file.

Key Fields

When processing data the following fields are used to match new data with previously loaded data.

- Provider Id
- Provider Client ID
- Event ID

The only way to change a key field is to send a Delete record and then an Add record.

Add

Add rows are only for adding new rows.

Delete

Delete rows are for removing rows from SAMHIS. Submit a Delete row in conjunction with an Add row to fix a key field that has changed.

Change

Change records are for updating an existing data row with new updated information. Change records cannot be used to update a Key Field. Change records will only process changes to the following fields:

(All other fields in the record will be ignored but must be present in the file for validation purposes.)

- client id
- first name
- last name

- middle name
- date of birth
- gender
- veteran status*
- ssn
- race
- ethnicity
- living arrangement*
- employment*
- enrolled in education*
- recovery capital score*

** These fields should only be changed if the data was wrong for the given date of service. If the data is updated after the date of service, old records should reflect the old value and new records when submitted should reflect the new value(s). If it is found the old value was incorrect for the given service date, then update the records.*

CSV File Generation Guidelines

1. All files should be submitted without a header row.
2. It is recommended that fields **NOT** contain extra spaces for padding. For example, if a field allows 11 digits but the code values only use 3 digits then 3 digits is an acceptable width for the field. Adding the spaces only increases the size of the file and slows down uploading and processing of files.
3. Non-required fields must either be blank or contain a valid value.
4. Commas are not allowed within the data in any field. (Commas are column delimiters.)
5. Do not use quotes in any fields.
6. Do not insert blank lines between rows.

CSV File Name Guidelines

- The Recovery Support File name must be in this format:
 - RECOVERYSUPPORT_UTnnnnnn_2023Q?_20230701_01.CSV
- The file name needs to include the SUD ProviderID which begins with UT.
 - E.g., UT123456.
- If a Provider is sending more than one RSS file on a given day, the last part of the name that uses _01 prior to the .csv should be incremented to _02, _03, etc.

Column Specs

The following table lists the fields and all rules associated with those fields.

NOTE: No blanks fields are allowed in the file except where specified in the notes field.

Field #	Field name	Codes/Allowed Values	Format	Required	Notes
1	Unique Recovery Support Event ID	alphanumeric values. Must uniquely identify the service for the client and provider	string (50)	Yes	Key Field - Must uniquely identify the service for the provider across all clients at the provider. Only underscores are allowed and no other "special characters."
2	System Transaction Type Code	A-Add D-Delete C-Change	string (1)	Yes	<u>Add</u> is for adding new rows. <u>Delete</u> is for removing rows from SAMHIS. Submit a delete row in conjunction with an Add row to fix a key field that has changed. <u>Change</u> is for updating an existing row with new updated information for an existing admission. Update cannot be used to fix a key field change. For Add and Change system transaction type codes all fields must be supplied with valid data in each field. The only difference will be that a change record will error out if an existing admission record is not already found. Change records should be sent anytime one of the data elements in the spec is modified or when needing to change a baseline (T1 or T2) or discharge value for a NOM data element. For Delete records all the key fields must be supplied. The rest of the fields can be filled-in or left blank.
3	Provider Client ID	alphanumeric values. Unique client ID for the provider	string (15)	Yes	Key Field - An identifier that is from 1 to 15 alphanumeric characters and as a minimum is unique within the provider. The identifiers: 1. Must NOT be reassigned to another client, 2. Can be meaningless, and 3. Must ensure confidentiality of client records - must not identify the client 4. Only underscores are allowed. No other "special characters."
4	Provider ID	unique value for provider	string (40)	Yes	Key Field - If you are unsure of what value to provide here, contact a SAMHIS administrator.
5	SAMHIS Client Id	ID provided by the Division	number (10)	No	May be left blank.
6	First Name Client full legal first name		string (25)	Yes	The first name of the client. Please limit the first name to 25 letters. Any names exceeding 25 letters will be truncated to fit in the field.
7	Last Name Client full legal last name		string (30)	Yes	The last name of the client. Please limit the last name to 30 letters. Any names exceeding 30 letters will be truncated to fit.
8	Middle Name Client full legal middle name	Can be left blank	string (25)	No	Middle name of the client. If there is no middle name or it is not available, leave it blank. Supply the full legal middle name where possible and the middle initial if that is all that is available. Periods are not allowed. May be left blank.
9	Date of Birth	Date (no time) mm/dd/yyyy	String (10)	Yes	
10	Gender	1 = Male 2 = Female 3 = Nonbinary	Number (1)	Yes	Identifies client's gender
11	Veteran Status	Y = Yes N = No 97 = Unknown	String (2)	Yes	This required variable is to be updated at the 6-month case review. (Have you ever or are you currently serving in the military?)
12	Social Security Number	000-00-0000 = Unknown 999-99-9999 = None	string (11) nnn-nn-nnnn	Yes	Client's social security number. SSA modified the SSN assignment rules June 25, 2011, and SSNs are assigned randomly using all available numbers except those starting 000, 666, 900-999. We do not allow 123-45-6789 or 099-99-9999. Valid SSNs cannot be utilized by more than 1 client.

13	Race	1 = Alaskan Native 2 = American Indian 3 = Asian 4 = Native Hawaiian or Other Pacific Islander 5 = Black/African American 6 = White 7 = Unknown 8 = Two or more races 0 = Another single race	number (2)	Yes	<p>Indicates the client's race. If you don't distinguish between American Indian and Alaska Native, code both as American Indian. Clients of Hispanic ethnicity are typically coded as "White" in the racial category.</p> <p><u>Alaska Native</u>: (Aleut, Eskimo, Indian) Origins in any of the original people of Alaska.</p> <p><u>American Indian</u>: (Other than Alaska Native) Origins in any of the original people of North American and South America (including Central America) and who maintain cultural identification through tribal affiliation or community attachment.</p> <p><u>Asian</u>: Origins in any of the original people of the Far East, the Indian subcontinent, Southeast Asia, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Philippine Islands, Thailand, Vietnam.</p> <p><u>Native Hawaiian or Other Pacific Islander</u>: Origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.</p> <p><u>Black or African American</u>: Origins in any of the black racial groups of Africa. White: Origins in any of the original people of Europe, North Africa, or the Middle East.</p> <p><u>Two or more races</u>: Use this code when your system collects multiple races and does not have a way to designate a primary race.</p> <p><u>Other single race</u>: Use this category for instance in which the client is not classified in any other category or whose origin group, because of area custom is regarded as a racial class distinct from the above categories</p>
14	Ethnicity	1=Puerto Rican 2=Mexican 3=Cuban 4=Other 5=Not of Hispanic Origin 7=Unknown	number (1)	Yes	<p>Identifies the specific Hispanic Origin.</p> <p><u>Puerto Rican</u>: Of Puerto Rican origin regardless of race.</p> <p><u>Mexican</u>: Of Mexican origin regardless of race.</p> <p><u>Cuban</u>: Of Cuban origin regardless of race.</p> <p><u>Other</u>: Of known or unknown Central or South American or any other Spanish cultural origin (including Spain), other than Puerto Rican</p>
15	Service Code	(See Recovery Support codes on website)	string (10)	Yes	For a definition of each service refer to the ATR manual. No space padding is necessary. If you do pad with spaces, then right pad.
16	Service Date	Date (no time) that service was provided, e.g., mm/dd/yyyy	string (10)	Yes	Date service was provided
17	Units	Number of Hours, days, etc. (see notes)	string (7) NNN.NN	No	May be left blank depending on service code field.
18	Contract	1 = Drug court billable 3 = General 4 = Opioid grant 5 = JRI 6 = Drug court 7 = SLCO MAT pilot 8 = SLC DWS RS housing 9 = PATR Non-billable 10 = BJA 11 = SLCO ISP		Yes	