Early Intervention
File Format & Definitions

Utah Department of Health and Human Services

Office of Substance Use and Mental Health

Official Document for FY2026 Data Submissions
Effective 7/1/2025

Updated: 6/10/2025

Change Log

DATE	AUTHOR	VERSION	NOTES
1/12/2024	Justin Hyatt	3.3	Added "Required" column
5/17/2023	Tom J. Maggio	3.2	Updated Column Specs
4/14/2023	Tom J. Maggio	3.1	Updated punctuation and spelling.
3/22/2023	Tom J. Maggio	3.0	Updated for Early Intervention
6/24/2022	Tom J. Maggio	2.2	Updated Formatting for 2023, Added link to Indicated Prevention Service Codes
3/3/2020	Justin Hyatt	2.1	Changed "Client ID" Field Name (Field 3) into "Provider Client ID."
4/3/2019	Kimberlie Raymond	2.0	Added a Nonbinary option to gender to identify client's gender.
5/11/2017	Ryan Carrier	1.0	Created initial draft

Introduction:

The purpose of this file is to allow providers to submit Early Intervention data to the Office of Substance Use and Mental Health.

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 McCartney
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 Rilley.
(last name) St. James should be entered
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 MiddleName 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.

Processing Sort Rules
Sorting as follows with subsequent sort rules applying within the 'parent' sort rule.
- System Trans Type (Delete, Add, and then Change)
- Provider ID (alphanumeric ascending)
- client ID (provider's) (alphanumeric ascending)

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.

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 note field.

Field #	Field name	Codes/Allowed Values	Format	Required	Notes
1	Unique Early Intervention Event ID	Alphanumeric values. Must uniquely identity 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 "special characters."
2	System Transaction Type Code	A-Add D-Delete C-Change	string (1)	Yes	**Add** is for adding new rows. **Delete** is for removing rows from SAMHIS. Submit a delete row in conjunction with an Add row to fix a key field that has changed. **Change** is for updating an existing row with new updated information for an existing event. Change cannot be used to fix a key field. 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 event 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). For Delete records all the key fields must be supplied. The rest of the fields can be filled-in or left blank. Remember that every row must have the correct number of commas regardless of the fields provided.
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 at a minimum is unique within the provider. The identifier: 1. Must NOT be reassigned to another client, 2. Can be meaningless, and 3. Must ensure confidentiality of client records. 4. Only underscores are allowed and no "special characters." 5. An individual cannot have more than one ID at a given provider
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. Should not have leading zeros.
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.	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 value allowed, 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	The 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 will also 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	number (2)	No	Indicates the client's race. If you don't distinguish between American Indian and Alaska Native, code both as American Indian. Clients of Hispanic ethnicities are typically coded as "White" in the racial category. **Alaska Native:** (Aleut, Eskimo, Indian) Origins in any of the original people of Alaska.

		4 = Native Hawaiian or Other Pacific Islander 5 = Black/African American 6 = White 7 = Unknown 8 = Two or more races 0 = Another single race			**American Indian:** (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. **Asian:** 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. **Native Hawaiian or Other Pacific Islander:** Origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. **Black or African American:** 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. **Two or more races:** Use this code when your system collects multiple races and does not have a way to designate a primary race. **Other single race:** 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. (DO NOT use this category for clients indicating multiple races.)
14	Ethnicity	1=Puerto Rican 2=Mexican 3=Cuban 4=Other 5=Not of Hispanic Origin 7=Unknown	number (1)	No	Identifies the specific Hispanic Origin. **Puerto Rican:** Of Puerto Rican origin regardless of race. **Mexican:** Of Mexican origin regardless of race. **Cuban:** Of Cuban origin regardless of race. **Other Specific Hispanic:** Of known or unknown Central or South American or any other Spanish cultural origin (including Spain), other than Puerto Rican, Mexican or Cuban, regardless of race.
15	Pre-test Score	0-100 = Score	number (3)	No	*Not Required*
16	Post-test Score	0-100 = Score	number (3)	No	*Not Required*
17	Service Code	See Early Intervention codes on website	string (10)	Yes	Select the Support Button, and Select the Indicated Prevention Codes
18	Service Date	Date no time mm/dd/yyyy	string (10)	Yes	Date service was provided
19	Service Unit	Hours	string (7) NNN.NN	Yes	Hours may be expressed in decimals (e.g., one-hour forty-five minutes = 1.75).