

BATCH TRANSACTION RECORD LAYOUT

Name: Batch Service Assignment Transaction

FIELD TYPE	GLOBAL FORMAT	GLOBAL ATTRIBUTES
(N)UMERIC		Character format, whole number, right justified, leading zeroes, not specified value=zeros
(A)LPHA-NUMERIC		Left justified, padded spaces, not specified value=spaces
(T)IME	HHMM	Character format, numeric digits, 24 hour military time, HH=HOUR (00-23) MM=MINUTES (00-59), not specified value=spaces
(D)ATE	YYYYMMDD	Character format, numeric digits, YYYY=YEAR, MM=MONTH, DD=DAY, not specified value=spaces

PHY REC #	REL POS	DATA ELEMENT NAME	CARE FIELD NAME	USAGE	TYPE	LEN	REQ	DESCRIPTION	VALIDATION
1	1	Component Code	COMP	Key	N	3	Y		Must equal your TxMHMR component code
1	4	Record Type	REC_TYPE	Key	N	1	Y	Transaction data record	Must equal '1'
1	5	Transaction Code	TRANS	Key	N	2	Y	Batch service transaction	Must equal '21'
1	7	Transaction Format Version	TRANS_VER	Key	A	1	Y	Current version of transaction	Must equal 'A'
1	8	Logical Transaction Number	LOG_TRANS_NO	Key	N	6	Y	Logical transaction number in transaction file	Logical transaction numbers must be in ascending order in transaction file
1	14	Physical Record Number	PHY_REC_NO	Key	N	2	Y	Physical record sequence number within logical transaction	Must equal '01'
1	16	Batch Number	BATCH_NO		A	2		Assigned by component	This information is for component cross-reference use only
1	18	Transaction Enter Date	TRANS_ENTER_DT		D	8	Y	Date transaction was entered	
1	26	User ID	USER_ID		A	5		User ID of the person that entered the transaction on your local computer system	
1	31	Local Case Number	CASE		A	10	Y	Local case number	Must already exist on CARE

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PHY REC #	REL POS	DATA ELEMENT NAME	CARE FIELD NAME	USAGE	TYPE	LEN	REQ	DESCRIPTION	VALIDATION	
								must be unique within your component	for your component. Must not be entirely alphabetic	
1	41	Client ID	ID		N	10		Client ID number assigned by CARE (if known)		
1	51	Last Name	LASTNM		A	16	Y		Last name must match last name on CARE	
1	67	Suffix	LAST_SUF		A	3		'JR.', 'SR.', 'I', 'II', Etc.		
1	70	First Name	FIRSTNM		A	11	Y		First initial must match first initial on CARE	
2	1	Component Code	COMP	KEY	N	3	Y		Must equal your TxMHR component code	
2	4	Record Type	REC_TYPE	KEY	N	1	Y	Transaction data record	Must equal '1'	
2	5	Transaction Code	TRANS	KEY	N	2	Y	Batch community-based follow-up transaction	Must equal '21'	
2	7	Transaction Format Version	TRANS_VER	KEY	A	1	Y	Current version of transaction	Must equal 'A'	
2	8	Logical Transaction Number	LOG_TRANS_NO	KEY	N	6	Y	Logical transaction number in transaction file	Logical transaction numbers must be in ascending order in transaction file	
2	14	Physical Record Number	PHY_REC_NO	KEY	N	2	Y	Physical record sequence number	Must equal '02'	

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PHY REC #	REL POS	DATA ELEMENT NAME	CARE FIELD NAME	USAGE	TYPE	LEN	REQ	DESCRIPTION	VALIDATION	
								within logical transaction		
2	16	Middle Name	MIDNM		A	10				
2	26	Service Type	SERV_TYPE	KEY	A	4	Y	Service type for community-based assignment.	Must be a valid service type for community-based assignment MR - 'R__' MH Adult - 'H__' MH Child/Adolescent - 'TC__' See attached listing of valid service type.	
2	30	Action Code	ACT_CD		A	1	Y	Type of action	Must be A = Add Transaction, D = Delete Transaction Must Match on Service and EFF_DT, E = End Transaction Must Match on Service	
2	31	Effective Date	EFF_DT		D	8		Begin date of service	Must be on add and delete transactions	
2	39	End Date	END_DT		D	8		End date of service	Must be on end transactions, may be on add transactions	
2	47	Location Code	LOC	Key	A	4		Location code	Must be a valid client and family support location, community residential location or case management unit depending on service type  Must be on add transactions for Residential Assignment.	

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2	51	Case Manager	CM_POSIT	Key	A	4		Case manager position number	Must be a valid case manager position number

