

## **APPENDIX J-STAC: CONVERSION SYSTEMS DOCUMENTATION**

This appendix contains the information for the systems that the State is asking the Vendor to convert. All record counts, i.e. number of users, number of workers, etc., are as of 9/1/2005.

### **1.0 ASSIST (Alabama Social Services Information System)**

See document Appendix J – ASSIST

### **2.0 ACWIS (Alabama Child Welfare Information System)**

See document Appendix J – ACWIS

### **3.0 FSS (Family Services System)**

See document Appendix J – FSS

### **4.0 FCBS (Federal Claiming and Billing System)**

See document Appendix J – FCBS

## 5.0 STAC (Services Tracking, Accounting and Claiming)

### 5.1 Background and Purpose

The Services, Tracking, Accounting, & Claiming (STAC) system, version 3.3 is a Paradox application originally implemented in 1997 to allow counties to report service and county expenditure information for children and families receiving services from DHR and to increase the Department’s capacity to claim reimbursement for Medicaid Rehabilitation Services. This system allows each county to manage county child welfare funds by tracking each case and client, services authorized and paid, and the service units used and encumbered. The system produces the end of month rehab reports used to enter claims into the Medicaid agency’s claims system.

STAC is able to provide information such as:

- Disbursements per child and/ or per case;
- Disbursements per provider;
- Disbursements by object code;
- Encumbered amount per child and/or case;
- Encumbered amount by object code;
- Ability to identify high cost cases;
- Caseload distribution by worker;
- Medicaid Rehab Claiming reports for in-house, Vendor and local contract services; and
- Mailing address labels for providers and clients.

STAC users include caseworkers, supervisors, and the local County Welfare Office Assistant (CWOA).

### 5.2 System Architecture

Hardware, OS	NT Server, Dell PCs Windows 98
Software	Paradox 5.0
Data Storage	Paradox 5.0
Communication	TCP/IP
# of tables/files	43
# of reports	37
Data Volume	# Users/Workers Active – 3697 # Users/Workers In-Active – unknown # Cases Open/Active – 41465 # Cases Closed – 19669 # Participants in Open/Active Cases – 147,712 # Participants in Closed Cases – 61,504

	# Providers Active – 42,256
	# Providers In-Active – 1,920
	# Service Authorizations Active – 137,589
	# Service Authorizations In-Active – 498,878

### 5.3 Functional Structure of the System

STAC allows each county to manage all child welfare funds. This is done by tracking each case and client, all services authorized and paid, and the service units used and encumbered. STAC is also the tracking system for all flex funds and services.

The following services are the main functions found in the STAC System:

1. Case/Client Data
  - 1.1 Add new cases or families (adults/children)
  - 1.2 Close cases
  - 1.3 Edit information on previously registered cases or clients, especially Medicaid, EPSDT, or EA information.
2. Service Authorization
  - 2.1 Create a new Purchase Order for services
  - 2.2 Edit an existing Purchase Order
3. Service Billing
  - 3.1 Request disbursements and post bills from State financial systems AFNS.
  - 3.2 Determine what authorized service units have been used
  - 3.3 See how many service units or how much money remains encumbered
4. Service Billing Lookup
  - 4.1 View services authorized, how many units and how much money has been billed or disbursed, and how much remains encumbered.
5. In-House Data
  - 5.1 Claim Medicaid reimbursements for services provided by DHR staff members, including Family Option workers and merit system therapeutic foster care workers for programs operated by County DHR Offices.
  - 5.2 Enter Rehab claiming and/or vendor agreements to residential and therapeutic foster care providers for services paid for by flex funds.
6. Caseload Report
  - 6.1 Reflect active cases only.
  - 6.2 Pull cases that have been entered on the STAC system.
7. Reports
  - 7.1 Print or view a report
8. Pending Reports
  - 8.1 Pull claims for Rehab billing.
9. Utilities
  - 9.1 Enter worker, supervisor, and provider Data.
10. Monthly Medicaid Billing Process
  - 10.1 Copy Paradox Tables from county offices
  - 10.2 Convert Paradox Tables to SQL Server Tables

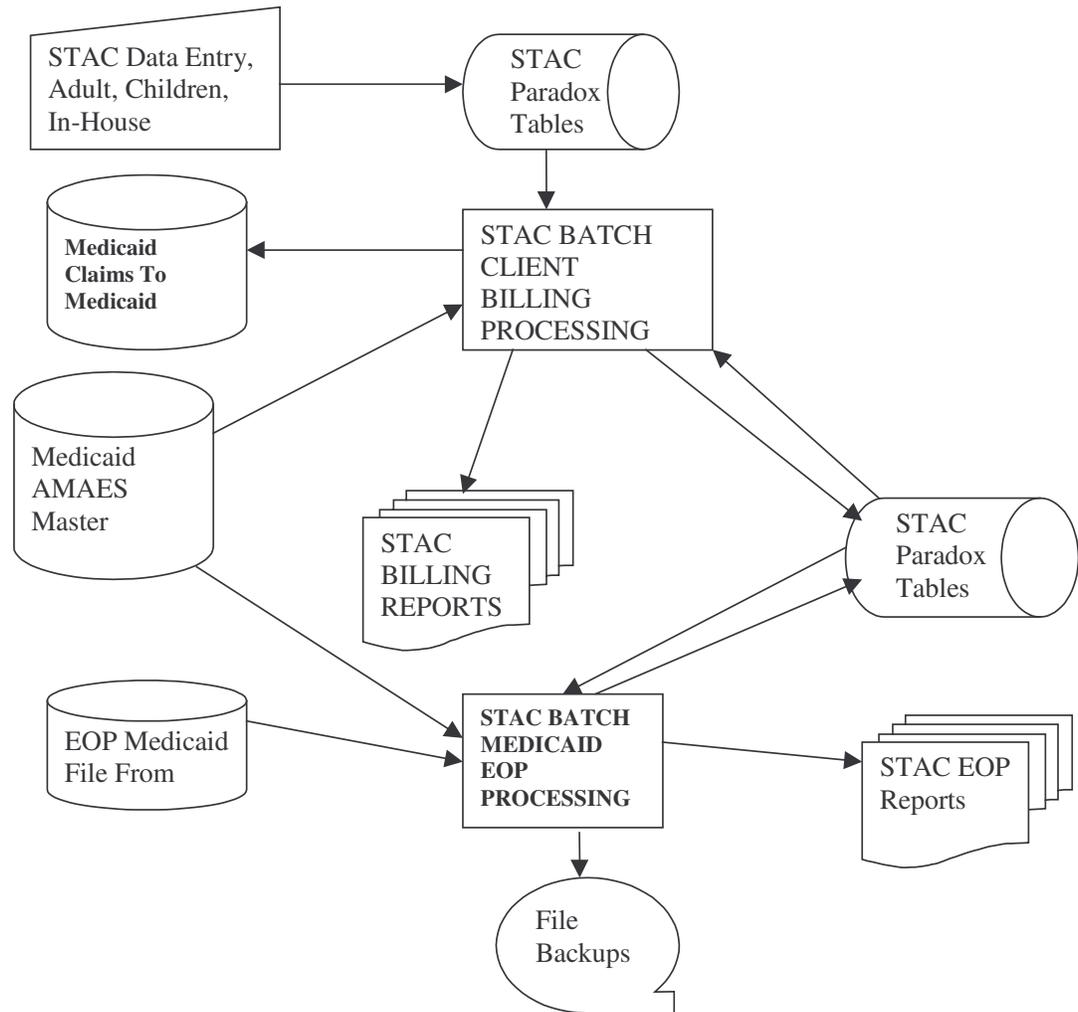
### 10.3 Generate Medicaid Billing File

#### 5.4 Users of the System

STAC is a distributed system used by county offices. There are 2 level of users defined within STAC, Supervisors and Workers. Currently, there are approximately 3700 users of STAC throughout the State of Alabama.

#### 5.5 STAC System Design

##### 5.5.1 STAC Data Flow



The flow of STAC is achieved through the following:

- Forms are used for entry of case, provider, purchase order, billing, and Medicaid reimbursement information.

- Lookup Screens provide ready access to current information on services authorized, billed or disbursed funds, and encumbered funds.
- Multiple reports can be generated through the Reports Menu. Most of these reports can be filtered and sorted by date range, client name, provider name, service type, worker name, and check date. Report types include: Encumbrances, Service Provided, Disbursements, Case By \$ Range, Provider List, In-house Service Provider, Case/Client, Rehab/In-house, PO's w/out Bills, Service end Dates, Bills w/o a Check #, Active PO's, and Management Reports.

### 5.5.2 STAC DTS Process Info

#### County Data Copy Process

County data is copied from the 67 counties using Visual Basic Executables to a local PC in CIS. This process takes places manually by the COB the day before EDS File is due. The data is store in 67 folders for each county.

#### SQL Server Upload Process

Data is loaded into the STAC SQL Server tables via the SQL Server DTS Packages. The first package to execute deletes records from the SQL Server tables. The second DTS package to execute combines the STAC Paradox data from the 67 folders into one statewide STAC SQL Server database.

The Data Transfer from PARADOX Tables to SQL Server Tables will be as follows:

STAC Paradox Table	STAC SQL Server Table
PURORDER	tblPurchaseOrder
CODATA	tblCountyData
PROVIDER	tblProviders
SERVICES	tblServices
PAYTRANS	tblPayments
INHSDETL	tblInHouseDetail
INHSMAST	tblInHouseMaster
SERAUDIT	tblServiceAudit
PAYAUDIT	tblPaymentAudit
ISPSUPER	tblISPSupervisor
ISPWORK	tblISPWorker
ISPCASE	tblISPCase
ISPCLINT	tblISPCLINT

#### EDS File Process

The data from the statewide SQL Server database is filtered and converted to a text file. SQL queries are executed that identify and

filters the data according to the conditions and specifications per Medicaid. This text file is then uploaded to the Department's mainframe where it is combined with the ACWIS/TCM Medicaid Billing data file that is sent to Medicaid for processing.

### 5.5.3 Subsystems

There are no subsystems in STAC.

## 5.6 Security and Confidentiality

- **Logon Identification Management**

*Logon Identification* (ID) is one of the primary means for controlling access to DHR information technology resources. The Logon ID is used by DHR network security systems to *identify* the user (e.g., PS99123 or JDOE199A). The following standards apply to Logon ID management:

- Logon IDs will be issued only at the request of the individual user's Director or Security Administrator, and only if the individual has signed a *Confidentiality Agreement*.
- Logon IDs will be established and assigned to users by approval of the Office of Security & Disaster Recovery (S&DR).
- When a Logon ID is issued, the user is required to change the initial password within ninety-six (96) hours to one known only to the user.
- A Logon ID must be used only by the individual to which it is assigned.
- User Logon ID lists must be secured and stored in a secure access area.
- Individual Logon IDs will be revoked on all systems, as appropriate, when individual users permanently separate from the site.
- Group Logon IDs are prohibited in production systems.
- The designated Security Administrator or the CIS S&DR Office must be notified by the supervisor of the separating network user.

- **Password Management**

A *Password* is one of the primary means for controlling access to DHR information technology resources. The Password is used by DHR network security systems to *authenticate* the user (e.g., AB001CD or 99ABCD01). The Password must be kept secret, known only to the worker. The following standards apply to Password management:

- Passwords must be protected from unauthorized disclosure or misuse by administrative, physical, and technical controls and if possible, committed to memory.
- Passwords must be from 6 to 8 alphanumeric characters in length unless specifically excepted.
- Passwords must be comprised of some combination of alphanumeric characters from A through Z and 0 through 9. No spaces or special characters are allowed.

- Passwords may not be reused; that is, one may not use a password that was used previously.
- Passwords must be changed at periodic intervals no greater than sixty (60) days, depending upon the sensitivity of the system or security policy requirements.
- Passwords should give no clue to names, content of data, or systems being protected.
- A Password must be changed whenever it has been compromised or any time there is a reason to suspect that the password has been compromised.
- A Password must be revoked when an individual departs for extended leaves of absence scheduled for greater than thirty (30) business days.
- The CIS S&DR Office or the designated Security Administrator should be notified by the supervisor of a worker’s extended leave status.

### 5.7 System Management

The technical management of STAC is provided by the Center for Information Services which safeguards the system by monitoring:

1. Access to data;
2. Quality and consistency of data; and
3. The growth rate of the files in the computer.

### 5.8 Back Up and Recovery Procedures

A back-up copy of the total database is taken each day and also after each batch update program is run. Therefore, if a major system failure should occur the database would not lose more than one day’s transactions. Only one day of data entry activity would need to be re-entered.

### 5.9 Interfaces

#### 5.9.1 STAC – EOP State Office Interface Description

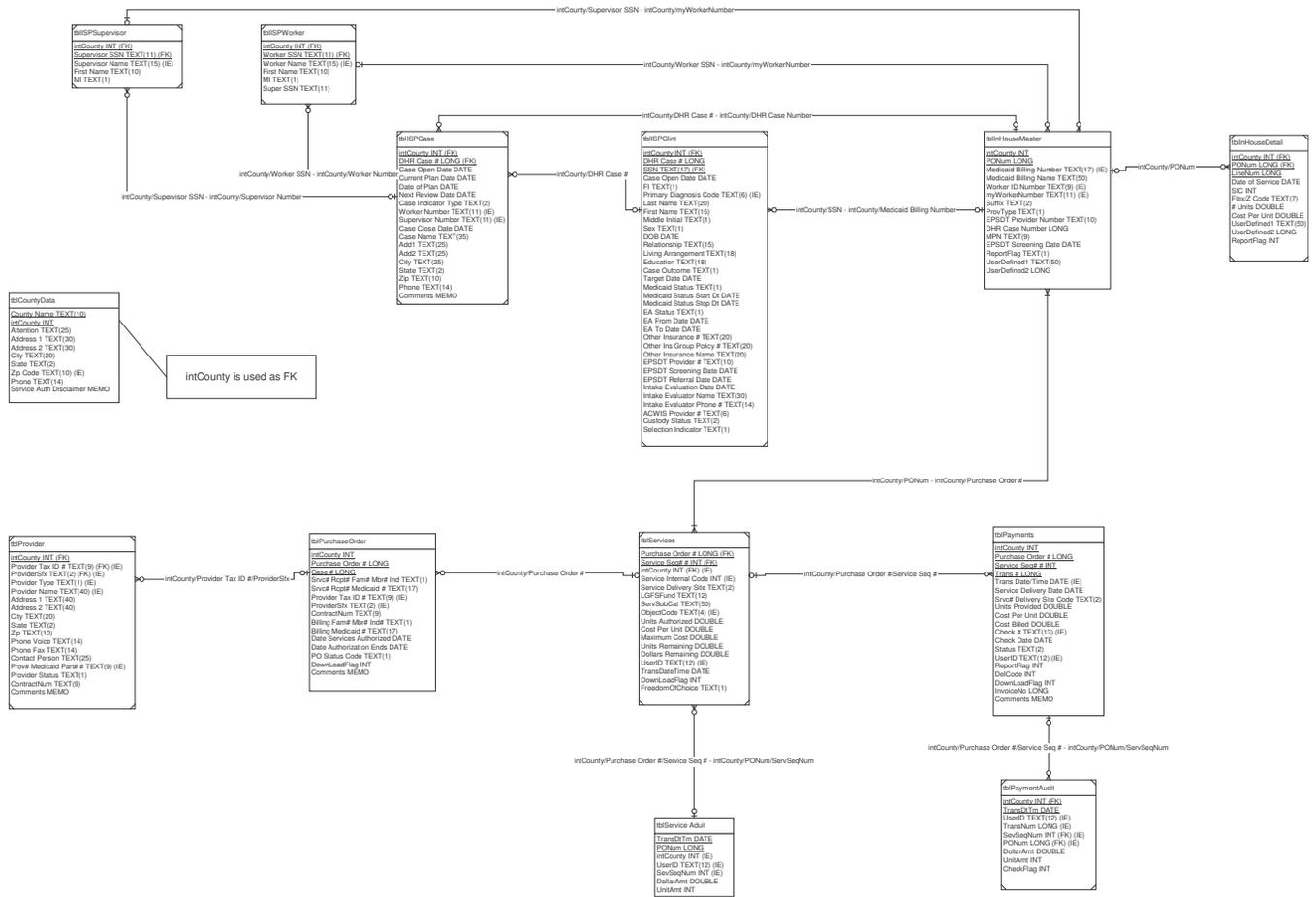
Purpose of Interface	<ul style="list-style-type: none"> <li>• To pull data from the county offices to merge into a centralized database.</li> <li>•</li> </ul>
Interface Process	<ul style="list-style-type: none"> <li>• An nightly COBOL/JCL batch process updates the AMTR file which is then transmitted to the MEDICAID (Refer to ACWIS Documentation)</li> </ul>
<i>Type of Tables/Files for data storage</i>	<ul style="list-style-type: none"> <li>• VSAM File processed by COBOL programs (Refer to ACWIS Documentation)</li> </ul>
Type of Interface	<ul style="list-style-type: none"> <li>• One way interface using Batch COBOL programs (PSCWJXXX)</li> </ul>
<i>Frequency of Interface</i>	<ul style="list-style-type: none"> <li>• Monthly</li> </ul>
Volume of Interface	<ul style="list-style-type: none"> <li>• Average of 18,000 Medicaid claims processed per month</li> </ul>
Data Structure	<ul style="list-style-type: none"> <li>• Refer to ACWIS Documentation</li> </ul>

#### 5.9.2 STAC – ACWIS Interface Description

Purpose of Interface	<ul style="list-style-type: none"><li>• The Medicaid billing information of the Children registered in STAC is merged with ACWIS Medicaid data.</li></ul>
Interface Process	<ul style="list-style-type: none"><li>• An nightly COBOL/JCL batch process updates. (Refer to ACWIS Documentation)</li></ul>
<i>Type of Tables/Files for data storage</i>	<ul style="list-style-type: none"><li>• Text File processed by COBOL programs</li></ul>
Type of Interface	<ul style="list-style-type: none"><li>• One way interface using Batch COBOL programs (PSCWJXXX)</li></ul>
<i>Frequency of Interface</i>	<ul style="list-style-type: none"><li>• Monthly</li></ul>
Volume of Interface	<ul style="list-style-type: none"><li>• Average of 15,000 Medicaid claims processed per month</li></ul>
Data Structure	<ul style="list-style-type: none"><li>• Refer to ACWIS Documentation</li></ul>



### 5.10.2 STAC Medicaid/EOP Data Model



## 5.11 STAC Data Dictionary

### 5.11.1 STAC Tables

FILE NAME	TYPE	REMARKS
CODATA	Paradox	County Data Table
DAYSHT1	Paradox	Day Sheet Table
INHSDETB	Paradox	In House Detail backup
INHSDETL	Paradox	In House Detail table
INHSMAST	Paradox	In House master table
ISPCASE	Paradox	Individualized Service Plan Case Table
ISPCLINT	Paradox	Individualized Service Plan Client Table
ISPCOUTC	Paradox	Individualized Service Plan Case Outcome Table
ISPLUREL	Paradox	Individualized Service Plan Relationship Lookup table
ISPLUSTA	Paradox	Individualized Service Plan Status Lookup Table
ISPSUPER	Paradox	Individualized Service Plan Supervisor
ISPWORK	Paradox	Individualized Service Plan Worker table
LGFSCODE	Paradox	Local Government Financial System Code Table
MEDELIG	Paradox	Medicaid Eligibility
PAYT_BK1	Paradox	Payment Transaction Table
PAYTRANS	Paradox	Payment Transaction table
PROVIDER	Paradox	Provider Table
PURORDER	Paradox	Purchase Order table
QP_CHECK	Paradox	Qwik Pay Check Table
QP_PAYT	Paradox	Qwik Pay Payment transaction table
QP_POSUM	Paradox	Qwik Pay Purchase Order Sum Table
SERV_BK1	Paradox	Services Backup Table
SERV_FOC	Paradox	Services Freedom of Choice table
SERVICES	Paradox	Services Table
SERVMAST	Paradox	Service Master Table

#### 5.11.1.1 CODATA

Data Element	Data Type	Description	Reference/Default Values	Key
County Name	ALPHANUMERIC(10)	County Name		
County #	INTEGER	County Number		
Attention	ALPHANUMERIC(25)	County Contact		
Address 1	ALPHANUMERIC(30)	Street Address 1		
Address 2	ALPHANUMERIC(30)	Street Address 2		
City	ALPHANUMERIC(20)	City		
State	ALPHANUMERIC(2)	State		
Zip Code	ALPHANUMERIC(10)	5 or 9 Digit Zip		
Phone	ALPHANUMERIC(14)	Phone Number		
Service Auth Disclaimer	MEMO	Service Authorization Disclaimer		

#### 5.11.1.2 DAYSHT1

Field Name	Data Type	Description	Reference/Default Values	Key
Medicaid Billing Number	ALPHANUMERIC(17)	Medicaid Billing Number		PK
Date of Service	DATE	Date of Service		
SIC	ALPHANUMERIC	Service Internal Code		
Flex/Z Code	ALPHANUMERIC(7)	Flex Code / Z Code		
# Units	NUMBER	Number of units		
Cost Per Unit	MONEY	Cost Per Unit		
Total Cost	MONEY	Total Cost		
Code Description	ALPHANUMERIC(35)	Description of the Code		
ReportFlag	ALPHANUMERIC(1)	Report Flag		

### 5.11.1.3 INHSDETB

Field Name	Data Type	Description	Reference/Default Values	Key
PONum	INTEGER	Purchase Order Number		PK
LineNum	INTEGER	Line Number		
Date of Service	DATE	Date of Service		
SIC	ALPHANUMERIC	Service Internal Code		
Flex/Z Code	ALPHANUMERIC(7)	Flex Code / Z Code		
# Units	NUMBER	Number of Units		
Cost Per Unit	MONEY	Cost Per Unit		
UserDefined1	ALPHANUMERIC(50)	User Designed Field for extra Comments		
UserDefined2	INTEGER	user Defined integer field		
ReportFlag	ALPHANUMERIC	Report Flag		

### 5.11.1.4 INHSDETL

Field Name	Data Type	Description	Reference/Default Values	Key
PONum	INTEGER	Purchase Order Number		PK
LineNum	INTEGER	Line Number		
Date of Service	DATE	Date of Service		
SIC	ALPHANUMERIC	Service Internal Code		
Flex/Z Code	ALPHANUMERIC(7)	Flex Code / Z Code		
# Units	NUMBER	Number of Units		
Cost Per Unit	MONEY	Cost Per Unit		
UserDefined1	ALPHANUMERIC(50)	User Designed Field for extra Comments		
UserDefined2	INTEGER	user Defined integer field		
ReportFlag	ALPHANUMERIC	Report Flag		

### 5.11.1.5 INHSMAST

Field Name	Data Type	Description	Reference/Default Values	Key
PONum	INTEGER	Purchase Order Number		PK
Medicaid Billing Number	ALPHANUMERIC(17)	Medicaid Billing Number		

Medicaid Billing Name	ALPHANUMERIC(50)	Medicaid Billing Name		
Worker ID Number	ALPHANUMERIC(9)	Worker ID Number		
ProvType	ALPHANUMERIC(1)	Provider Type		
EPSDT Provider Number	ALPHANUMERIC(10)	Early and Periodic Screening, Diagnostic, and Treatment Provider Number		
DHR Case Number	INTEGER	DHR Case Number		
MPN	ALPHANUMERIC(9)	Minority Physician Network		
EPSDT Screening Date	DATE	Early and Periodic Screening, Diagnostic, and Treatment Screening Date		
ReportFlag	ALPHANUMERIC(1)	Report generated Flag		
UserDefined1	ALPHANUMERIC(50)	Additional space for comments		
UserDefined2	INTEGER			

### 5.11.1.6 ISPCASE

Field Name	Data Type	Description	Reference/Default Values	Key
DHR Case #	INTEGER	DHR Case Number		PK
Case Open Date	DATE	Date case was opened		
Current Plan Date	DATE	Current Case Plan Date		
Date of Plan	DATE	Date of Plan		
Next Review Date	DATE	Next Case Review Date		
Case Indicator Type	ALPHANUMERIC(2)	Case Type	(PS-Protective Service, CN-Children in need of Supervision, FC-Foster Care, HE-Home Evaluation, FR-Family Request, O-Other, or CO-Court-ordered Supervision)	
Worker Number	ALPHANUMERIC(11)	Worker Social Security number		
Supervisor Number	ALPHANUMERIC(11)	Supervisor Social Security Number		
Case Close Date	DATE	Date case was closed		
Case Name	ALPHANUMERIC(35)	Case Name		
Comments	MEMO	Comments about the case		
Add1	ALPHANUMERIC(25)	Street Address		
Add2	ALPHANUMERIC(25)	Street Address cont.		
City	ALPHANUMERIC(25)	City		
State	ALPHANUMERIC(2)	State		
Zip	ALPHANUMERIC(10)	Zip		
Phone	ALPHANUMERIC(14)	Phone number		

### 5.11.1.7 ISPCLINT

Field Name	Data Type	Description	Reference/Default Values	Key
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DHR Case #	INTEGER	DHR Case Number		PK
SSN	ALPHANUMERIC(17)	Client Social Security Number		
Case Open Date	DATE	Date Case was opened.		
FI	ALPHANUMERIC(1)	Flag A/C Adult/Child		
Primary Diagnosis Code	ALPHANUMERIC(6)	Primary Diagnosis Code		
Last Name	CHAR(20)	Client's Last Name		
First Name	CHAR(15)	Client's First Name		
Middle Initial	ALPHANUMERIC(1)	Client's Middle Initial		
Sex	ALPHANUMERIC(1)	Client's sex		
DOB	DATE	Client's Date of Birth		
Living Arrangement	ALPHANUMERIC(18)	Client's Living Arrangement		
Education	ALPHANUMERIC(18)	Client's Education		
Case Outcome	ALPHANUMERIC(1)	Case Outcome		
Target Date	DATE	Target Completion Date		
Medicaid Status	ALPHANUMERIC(1)	Medicaid Status	(Y/N)	
Medicaid Status Start Dt	DATE	Medicaid Status Start Date		
Medicaid Status Stop Dt	DATE	Medicaid Status Stop Date		
EA Status	ALPHANUMERIC(1)	Emergency Assistance Status		
Relationship	ALPHANUMERIC(15)	Relationship Information		
EA From Date	DATE	Emergency Assistance From Date		
EA To Date	DATE	Emergency Assistance To Date		
Other Insurance #	ALPHANUMERIC(20)	Other Insurance Policy Number		
Other Ins Group Policy #	ALPHANUMERIC(20)	Other Insurance Group Policy Number		
Other Insurance Name	ALPHANUMERIC(20)	Other Insurance Name		
EPSDT Provider #	ALPHANUMERIC(10)	Early and Periodic Screening, Diagnostic, and Treatment Provider Number		
EPSDT Screening Date	DATE	Early and Periodic Screening, Diagnostic, and Treatment Screening Date		
EPSDT Referral Date	DATE	Early and Periodic Screening, Diagnostic, and Treatment Referral Date		
Intake Evaluation Date	DATE	Intake Evaluation Date		
Intake Evaluator Name	ALPHANUMERIC(30)	Intake Evaluator Name		
Intake Evaluator Phone #	ALPHANUMERIC(14)	Intake Evaluator Phone #		
ACWIS Provider #	ALPHANUMERIC(6)	Alabama Child Welfare Information System Provider Number.		
Custody Status	ALPHANUMERIC(2)	Custody Status		
Selection Indicator	ALPHANUMERIC(1)	Selection indicator		

**5.11.1.8 ISPCOUTC**

Field Name	Data Type	Description	Reference/Default Values	Key
Case Outcome Code	ALPHANUMERIC(1)	Case outcome ID		PK
Case Outcome	ALPHANUMERIC(25)	Case outcome record.		

**5.11.1.9 ISPLUREL**

Field Name	Data Type	Description	Reference/Default Values	Key
Relationship	ALPHANUMERIC(15)	Relationship Type Record		PK

**5.11.1.10 ISPLUSTA**

Field Name	Data Type	Description	Reference/Default Values	Key
Status Code	ALPHANUMERIC(1)	Status Code ID		PK
Status	ALPHANUMERIC(15)	Status Record		

**5.11.1.11 ISPSUPER**

Field Name	Data Type	Description	Reference/Default Values	Key
Supervisor SSN	ALPHANUMERIC(11)	Supervisor's Social Security Number		PK
Supervisor Name	ALPHANUMERIC(15)	Supervisor's Last Name		
First Name	ALPHANUMERIC(10)	Supervisor's First Name		
MI	ALPHANUMERIC(1)	Supervisor's Middle Initial		

**5.11.1.12 ISPWORK**

Field Name	Data Type	Description	Reference/Default Values	Key
Worker SSN	ALPHANUMERIC(11)	Worker Social Security Number		PK
Worker Name	ALPHANUMERIC(15)	Worker Last Name		
First Name	ALPHANUMERIC(10)	Worker First Name		
MI	ALPHANUMERIC(1)	Worker Middle Initial		
Super SSN	ALPHANUMERIC(11)	Supervisor's Social Security Number		

**5.11.1.13 LGFSCODE**

Field Name	Data Type	Description	Reference/Default Values	Key
LGFS Fund/Subledger	ALPHANUMERIC(12)	Local Government Financial System Fund		PK
Description	ALPHANUMERIC(30)	Description of LGFS Fund		

**5.11.1.14 MEDELIG**

Field Name	Data Type	Description	Reference/Default Values	Key
Medicaid Billing Name	ALPHANUMERIC(50)	Medicaid Billing Name		
Medicaid Billing Number	ALPHANUMERIC(17)	Medicaid Billing Number		PK
Worker Name	ALPHANUMERIC(25)	Worker Name		

Worker ID Number	ALPHANUMERIC(9)	Worker Identification Number		
Suffix	ALPHANUMERIC(2)	Suffix Reference ID		
EPSDT Provider Number	ALPHANUMERIC(10)	Early and Periodic Screening, Diagnostic, and Treatment Provider Number		
DHR Case Number	INTEGER	DHR Case Number		
MPN	ALPHANUMERIC(9)	Medicaid Participant Number		
Case Name	ALPHANUMERIC(30)	Case Name		
EPSDT Screening Date	DATE	Early and Periodic Screening, Diagnostic, and Treatment Screening Date		
ReportFlag	ALPHANUMERIC(1)	Report Generated Flag		

### 5.11.1.15 PAYAUDIT

Name	Data Type	Description	Reference/Default Values	Key
UserID	ALPHANUMERIC(12)	User ID		
TransDtTm	DATETIME	Transaction Time Stamp		
TransNum	INTEGER	Transaction number		
SevSeqNum	INTEGER	Service Seq Number		
PONum	INTEGER	PO Number		
DollarAmt	MONEY	Dollar Amount		
UnitAmt	INTEGER	Unit Amount		
CheckFlag	INTEGER	Check Flag		

### 5.11.1.16 PAYT\_BK1

Field Name	Data Type	Description	Reference/Default Values	Key
Purchase Order #	INTEGER	Purchase Order Number		
Service Seq. #	SHORT	Service Seq. #		
Trans #	INTEGER	Transaction Number		
Trans Date/Time	DATETIME	Transaction Date and Time		
Service Delivery Date	DATE	Service Delivery Date		
Srv. Delivery Site Code	ALPHANUMERIC(2)	Service Delivery Site Code		
Units Provided	NUMBER	Units Provided		
Cost Per Unit	MONEY	Cost Per Unit		
Cost Billed	MONEY	Total Cost Billed		
Check #	ALPHANUMERIC(13)	Check Number		PK
Check Date	DATE	Check Date		
Status	ALPHANUMERIC(2)	This is an optional field for counties to use as a local tracking mechanism. Codes used may be up to two characters.		
Comments	MEMO(20)	Transaction comments		
UserID	ALPHANUMERIC(12)	User ID		
ReportFlag	SHORT	Report Flag		
DelCode	SHORT	Delete Code		
DownLoadFlag	SHORT	Download Flag		

InvoiceNo	INTEGER	Invoice Number		
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### 5.11.1.17 PAYTRANS

Field Name	Data Type	Description	Reference/Default Values	Key
Purchase Order #	INTEGER	Purchase Order Number		PK
Trans #	INTEGER	Transaction Number		
Trans Date/Time	DATETIME	Transaction Date and Time		
Service Delivery Date	DATE	Service Delivery Date		
Srvc. Delivery Site Code	ALPHANUMERIC(2)	Service Delivery Site Code		
Units Provided	NUMBER	Units Provided		
Cost Per Unit	MONEY	Cost Per Unit		
Cost Billed	MONEY	Total Cost Billed		
Check #	ALPHANUMERIC(13)	Check Number		
Check Date	DATE	Check Date		
Status	ALPHANUMERIC(2)	This is an optional field for counties to use as a local tracking mechanism. Codes used may be up to two characters.		
Comments	MEMO(20)	Transaction comments		
UserID	ALPHANUMERIC(12)	User ID		
ReportFlag	SHORT	Report Flag		
DelCode	SHORT	Delete Code		
DownLoadFlag	SHORT	Download Flag		
InvoiceNo	INTEGER	Invoice Number		

### 5.11.1.18 PROVIDER

Field Name	Data Type	Description	Reference/Default Values	Key
Provider Tax ID #	ALPHANUMERIC(9)	Provider Tax ID Number		PK
ProviderSfx	ALPHANUMERIC(2)	Provider Suffix	usually 01	
Provider Type	ALPHANUMERIC(1)	Provider Type	V – Vendor E – In-House or DHR Employee S - State Held Contract L - Local Contract	
Provider Name	ALPHANUMERIC(40)	Provider's Name		
Address 1	ALPHANUMERIC(40)	Provider's Street Address 1		
Address 2	ALPHANUMERIC(40)	Provider's Street Address 2		
City	ALPHANUMERIC(20)	Provider's City		
State	ALPHANUMERIC(2)	Provider's State		
Zip	ALPHANUMERIC(10)	Provider's Zip		
Phone Voice	ALPHANUMERIC(14)	Provider's Voice Phone Number		
Phone Fax	ALPHANUMERIC(14)	Provider's Fax Number		
Contact Person	ALPHANUMERIC(25)	Provider's Contact person		
Prov. Medicaid Part. #	ALPHANUMERIC(9)	Provider's Medicaid Participant		

		Number		
Provider Status	ALPHANUMERIC(1)	Provider Status	T – Taxable A – Active (not taxable) I – Inactive Provider	
ContractNum	ALPHANUMERIC(9)	Contract Number		
Comments	MEMO	Provider comment field		

### 5.11.1.19 PURORDER

Field Name	Data Type	Description	Reference/Default Values	Key
Purchase Order #	INTEGER	Purchase Order Number		PK
Case #	INTEGER	Case Number		
Srv. Rcpt. Fam. Mbr. Ind	ALPHANUMERIC(1)	Service Recipient Family Member Indicator	A – Adult C – Child	
Srv. Rcpt.. Medicaid #	ALPHANUMERIC(17)	Service Recipient Medicaid Number		
Provider Tax ID #	ALPHANUMERIC(9)	Provider 9 Digit Tax ID number		
ProviderSfx	ALPHANUMERIC(2)	Provider Suffix	usually 01	
ContractNum	ALPHANUMERIC(9)	Contract Number		
Billing Fam. Mbr. Ind.	ALPHANUMERIC(1)	Billing Family Member Indicator	A – Adult C – Child	
Billing Medicaid #	ALPHANUMERIC(17)	Billing Family Member Medicaid #		
Date Services Authorized	DATE	Date Services Authorized		
Date Authorization Ends	DATE	Date Authorization Ends		
PO Status Code	ALPHANUMERIC(1)	Purchase Order Status Code	A – Active I – Inactive	
Comments	MEMO	Comments Field		
DownloadFlag	ALPHANUMERIC(1)	Download Flag		

### 5.11.1.20 QP\_CHECK

Field Name	Data Type	Description	Reference/Default Values	Key
CheckNumber	ALPHANUMERIC(13)	Check Number		PK
CheckDate	DATE	Date of the check		
CheckTotal	MONEY	Total amount of the check		

### 5.11.1.21 QP\_PAYT

Field Name	Data Type	Description	Reference/Default Values	Key
CheckNumber	ALPHANUMERIC(13)	Check Number		PK
PONumber	INTEGER	Purchase Order Number		
TransactionNo	INTEGER	Transaction Number		
ServiceSeqNo	INTEGER	Service Seq Number		
AmountPaid	MONEY	Total Amount Paid		

**5.11.1.22 QP\_POSUM**

Field Name	Data Type	Description	Reference/Default Values	Key
CheckNumber	ALPHANUMERIC(13)	Check Number		PK
PONumber	INTEGER	Purchase Order Number		
POTotal	MONEY	Purchase Order Total		

**5.11.1.23 SERVAUDIT**

Name	Data Type	Description	Reference/Default Values	Key
UserID	ALPHANUMERIC(12)	User ID		
TransDtTm	TIMESTAMP	Transaction Time Stamp		
SevSeqNum	INTEGER	Service Seq Number		
PONum	INTEGER	Purchase Order Number		
DollarAmt	MONEY	Dollar Amount		
UnitAmt	INTEGER	Unit Amount		

**5.11.1.24 SERV\_BK1**

Field Name	Data Type	Description	Reference/Default Values	Key
Purchase Order #	INTEGER	Purchase Order Number		PK
Service Seq. #	INTEGER	Service Sequence Number		
Service Internal Code	INTEGER	Service Internal Code		
Service Delivery Site	ALPHANUMERIC(2)	Service Delivery Site		
LGFSFund	ALPHANUMERIC(12)	Local Government Financial System Fund		
ServSubCat	ALPHANUMERIC(50)	Service Sub Category		
ObjectCode	ALPHANUMERIC(4)	Object Code		
Units Authorized	NUMBER	Number of units authorized.		
Cost Per Unit	MONEY	Cost Per Unit		
Maximum Cost	MONEY	Maximum cost of units		
Unit Remaining	NUMBER	Number of Units Remaining		
Dollars Remaining	MONEY	Amount of money remaining		
UserID	ALPHANUMERIC(12)	Worker UserID		
TransDateTime	DATETIME	Transaction Date and Time		
DownLoadFlag	ALPHANUMERIC(1)	Download Flag		
FreedomOfChoice	ALPHANUMERIC(1)	Freedom of Choice	Y – Yes N – No	

**5.11.1.25 SERV\_FOC**

Field Name	Data Type	Description	Reference/Default Values	Key
Purchase Order #	INTEGER	Purchase order number		PK
FreedomOfChoice	ALPHANUMERIC(1)	Freedom of Choice	Y – Yes N – No	

**5.11.1.26 SERVICES**

Field Name	Data Type	Description	Reference/Default Values	Key
Purchase Order #	INTEGER	Purchase Order Number		PK
Service Seq. #	INTEGER	Service Sequence Number		
Service Internal Code	INTEGER	Service Internal Code		
Service Delivery Site	ALPHANUMERIC(2)	Service Delivery Site		
LGFSFund	ALPHANUMERIC(12)	Local Government Financial System Fund		
ServSubCat	ALPHANUMERIC(50)	Service Sub Category		
ObjectCode	ALPHANUMERIC(4)	Object Code		
Units Authorized	NUMBER	Number of units authorized.		
Cost Per Unit	MONEY	Cost Per Unit		
Maximum Cost	MONEY	Maximum cost of units		
Unit Remaining	NUMBER	Number of Units Remaining		
Dollars Remaining	MONEY	Amount of money remaining		
UserID	ALPHANUMERIC(12)	Worker UserID		
TransDateTime	DATETIME	Transaction Date and Time		
DownLoadFlag	ALPHANUMERIC(1)	Download Flag		
FreedomOfChoice	ALPHANUMERIC(1)	Freedom of Choice	Y – Yes N – No	

**5.11.1.27 SERVMAS**

Field Name	Data Type	Description	Reference/Default Values	Key
Service Internal Code	INTEGER	Service Internal Code		PK
EA Object Code	ALPHANUMERIC(4)	Emergency Assistance Object Code		
MedObj	ALPHANUMERIC(4)	Medicaid Object Code		
Non EA Object Code	ALPHANUMERIC(4)	Non Emergency Assistance Object Code		
Service Description	ALPHANUMERIC(40)	Service Description		
Service Z Code	ALPHANUMERIC(7)	Service Z Code		

**5.11.2 Defined Relationships between STAC Files**

Child Table	Parent Table	Defined Relationship (FK = PK)
DAYSHT1	SERVMAS	SIC = Service Internal Code
INHSDTB	INHSMAS	PONum = PONum
INHSDTB	SERVMAS	SIC = Service Internal Code
INHSDTL	INHSMAS	PONum = PONum
INHSDTL	SERVMAS	SIC = Service Internal Code
INHSMAS	ISPCASE	DHR Case Number = DHR Case #
INHSMAS	PROVIDER	Worker ID Number = Provider Tax ID #
ISPCASE	ISPCLINT	DHR Case # = DHR Case #
ISPCASE	ISPSUPER	Supervisor Number = Supervisor SSN
ISPCASE	ISPWORK	Worker Number = Worker SSN
ISPCLINT	ISPCOUTC	Case Outcome = Case Outcome Code

ISPCLINT	ISPLUREL	Relationship = Relationship
ISPCLINT	ISPLUSTA	EA Status = Status Code
ISPCLINT	ISPLUSTA	Medicaid Status = Status Code
ISPSUPER	ISPSUPER	Super SSN = Supervisor SSN
MEDELIG	ISPCASE	DHR Case Number = DHR Case #
PAYAUDIT	PAYTRANS	PONum = Purchase Order #
PAYT_BK1	SERVICES	Purchase Order # = Purchase Order #
PAYTRANS	SERVICES	Purchase Order # = Purchase Order #
PURORDER	ISPCASE	Case # = DHR Case #
PURORDER	ISPCLINT	Case # = DHR Case #
PURORDER	PAYTRANS	Purchase Order # = Purchase Order #
PURORDER	PROVIDER	Provider Tax ID # = Provider Tax ID #
PURORDER	SERVICES	Purchase Order # = Purchase Order #
QP_CHECK	QP_POSUM	CheckNumber = CheckNumber
QP_POSUM	PAYTRANS	PONumber = Purchase Order #
QP_POSUM	PURORDER	PONumber = Purchase Order #
QP_POSUM	QP_PAYT	CheckNumber = CheckNumber
QP_POSUM	SERVICES	PONumber = Purchase Order #
SERVAUDIT	SERVICES	PONum = Purchase Order #
SERV_BK1	LGFSCODE	LGFSFund = LGFS Fund/Subledger
SERV_BK1	SERVMAST	Service Internal Code = Service Internal Code
SERV_FOC	SERVICES	Purchase Order # = Purchase Order #
SERVICES	LGFSCODE	LGFSFund = LGFS Fund/Subledger
SERVICES	SERVMAST	Service Internal Code = Service Internal Code

### 5.11.3 STAC Medicaid/EOP Tables

#### 5.11.3.1 STAC Medicaid/EOP Tables

FILE NAME	TYPE	REMARKS
tblCountyData	SQL Server	County Data Table
tblInHouseDetail	SQL Server	In House Detail table
tblInHouseMaster	SQL Server	In House master table
tblISPCase	SQL Server	Individualized Service Plan Case Table
tblISPClient	SQL Server	Individualized Service Plan Client Table
tblISPSupervisor	SQL Server	Individualized Service Plan Supervisor
tblISPWorker	SQL Server	Individualized Service Plan Worker table
tblPayments	SQL Server	Payment Transaction table
tblProviders	SQL Server	Provider Table
tblPurchaseOrder	SQL Server	Purchase Order table
tblSerAudit	SQL Server	
tblPayAudit	SQL Server	
tblServices	SQL Server	Services Table

#### 5.11.3.2 tblCountyData

Data Element	Data Type	Description	Reference/Default Values	Key
County Name	TEXT(10)	County Name		

intCounty	INTEGER	County Number		FK
Attention	TEXT(25)	County Contact		
Address 1	TEXT(30)	Street Address 1		
Address 2	TEXT(30)	Street Address 2		
City	TEXT(20)	City		
State	TEXT(2)	State		
Zip Code	TEXT(10)	5 or 9 Digit Zip		
Phone	TEXT(14)	Phone Number		
Service Auth Disclaimer	MEMO	Service Authorization Disclaimer		

### 5.11.3.3 tblInHouseDetail

Field Name	Data Type	Description	Reference/Default Values	Key
intCounty	INTEGER	County Number		FK
PONum	LONG	Purchase Order Number		FK
LineNum	LONG	Line Item Number		
Date of Service	DATE	Date of Service		
SIC	INTEGER	Service Internal Code		
Flex/Z Code	TEXT(7)	Flex Code / Z Code		
# Units	DOUBLE	Number of Units		
Cost Per Unit	DOUBLE	Cost Per Unit		
UserDefined1	TEXT(50)	User Designed Field for extra Comments		
UserDefined2	LONG	user Defined integer field		
ReportFlag	INTEGER	Report Flag		

### 5.11.3.4 tblInHouseMaster

Field Name	Data Type	Description	Reference/Default Values	Key
intCounty	INTEGER	County Number		FK
PONum	LONG	Purchase Order Number		FK
Medicaid Billing Number	TEXT(17)	Medicaid Billing Number		
Medicaid Billing Name	TEXT(50)	Medicaid Billing Name		
Worker ID Number	TEXT(9)	Worker ID Number		
myWorkerNumber	TEXT(11)			
Suffix	TEXT(2)			
ProvType	TEXT(1)	Provider Type		
EPSDT Provider Number	TEXT(10)	Early and Periodic Screening, Diagnostic, and Treatment Provider Number		
DHR Case Number	LONG	DHR Case Number		
MPN	TEXT(9)	Minority Physician Network		
EPSDT Screening Date	DATE	Early and Periodic Screening, Diagnostic, and Treatment Screening Date		
ReportFlag	TEXT(1)	Report generated Flag		
UserDefined1	TEXT(50)	Additional space for comments		
UserDefined2	LONG			

### 5.11.3.5 tblIISPCase

Field Name	Data Type	Description	Reference/Default Values	Key
intCounty	INTEGER	County Number		FK
DHR Case #	INTEGER	DHR Case Number		FK
Case Open Date	DATE	Date case was opened		
Current Plan Date	DATE	Current Case Plan Date		
Date of Plan	DATE	Date of Plan		
Next Review Date	DATE	Next Case Review Date		
Case Indicator Type	TEXT(2)	Case Type	PS-Protective Service CN-Children in need of Supervision FC-Foster Care HE-Home Evaluation FR-Family Request O-Other CO-Court-ordered Supervision	
Worker Number	TEXT(11)	Worker SSN		
Supervisor Number	TEXT(11)	Supervisor Social Security Number		
Case Close Date	DATE	Date case was closed		
Case Name	TEXT(35)	Case Name		
Add1	TEXT(25)	Street Address		
Add2	TEXT(25)	Street Address cont.		
City	TEXT(25)	City		
State	TEXT(2)	State		
Zip	TEXT(10)	Zip		
Phone	TEXT(14)	Phone number		
Comments	MEMO	Comments about the case		

### 5.11.3.6 tblIISPClint

Field Name	Data Type	Description	Reference/Default Values	Key
intCounty	INTEGER	County Number		FK
DHR Case #	INTEGER	DHR Case Number		
SSN	TEXT(17)	Client Social Security Number		
Case Open Date	DATE	Date Case was opened.		
Fl	TEXT(1)	Flag A/C Adult/Child		
Primary Diagnosis Code	TEXT(6)	Primary Diagnosis Code		
Last Name	TEXT(20)			
First Name	TEXT(15)			
Middle Initial	TEXT(1)			
Sex	TEXT(1)	Client's sex		
DOB	DATE	Client's Date of Birth		
Relationship	TEXT(15)	Relationship Information		
Living Arrangement	TEXT(18)	Client's Living Arrangement		

Education	TEXT(18)	Client's Education		
Case Outcome	TEXT(1)	Case Outcome		
Target Date	DATE	Target Completion Date		
Medicaid Status	TEXT(1)	Medicaid Status	(Y/N)	
Medicaid Status Start Dt	DATE	Medicaid Status Start Date		
Medicaid Status Stop Dt	DATE	Medicaid Status Stop Date		
EA Status	TEXT(1)	Emergency Assistance Status		
EA From Date	DATE	Emergency Assistance From Date		
EA To Date	DATE	Emergency Assistance To Date		
Other Insurance #	TEXT(20)	Other Insurance Policy Number		
Other Ins Group Policy #	TEXT(20)	Other Insurance Group Policy Number		
Other Insurance Name	TEXT(20)	Other Insurance Name		
EPSDT Provider #	TEXT(10)	Early and Periodic Screening, Diagnostic, and Treatment Provider Number		
EPSDT Screening Date	DATE	Early and Periodic Screening, Diagnostic, and Treatment Screening Date		
EPSDT Referral Date	DATE	Early and Periodic Screening, Diagnostic, and Treatment Referral Date		
Intake Evaluation Date	DATE	Intake Evaluation Date		
Intake Evaluator Name	TEXT(30)	Intake Evaluator Name		
Intake Evaluator Phone #	TEXT(14)	Intake Evaluator Phone #		
ACWIS Provider #	TEXT(6)	Alabama Child Welfare Information System Provider Number.		
Custody Status	TEXT(2)	Custody Status		
Selection Indicator	ALPHANUMERIC(1)	Selection indicator		

### 5.11.3.7 tblIISPSupervisor

Field Name	Data Type	Description	Reference/Default Values	Key
intCounty	INTEGER	County Number		FK
Supervisor SSN	TEXT(11)	Supervisor's Social Security Number		FK
Supervisor Name	TEXT(15)	Supervisor's Last Name		
First Name	TEXT(10)	Supervisor's First Name		
MI	TEXT(1)	Supervisor's Middle Initial		

### 5.11.3.8 tblIISPWorker

Field Name	Data Type	Description	Reference/Default Values	Key
intCounty	INTEGER	County Number		FK
Worker SSN	TEXT(11)	Worker Social Security Number		FK
Worker Name	TEXT(15)	Worker Last Name		
First Name	TEXT(10)	Worker First Name		

MI	TEXT(1)	Worker Middle Initial		
Super SSN	TEXT(11)	Supervisor's Social Security Number		

### 5.11.3.9 tblPayments

Field Name	Data Type	Description	Reference/Default Values	Key
intCounty	INTEGER	County Number		
Purchase Order #	LONG	Purchase Order Number		
Service Seq# #	INTEGER	Service Sequence #		
Trans #	INTEGER	Transaction Number		
Trans Date/Time	DATE	Transaction Date and Time		
Service Delivery Date	DATE	Service Delivery Date		
Srvc. Delivery Site Code	TEXT(2)	Service Delivery Site Code		
Units Provided	DOUBLE	Units Provided		
Cost Per Unit	DOUBLE	Cost Per Unit		
Cost Billed	DOUBLE	Total Cost Billed		
Check #	TEXT(13)	Check Number		
Check Date	DATE	Check Date		
Status	TEXT(2)	This is an optional field for counties to use as a local tracking mechanism. Codes used may be up to two characters.		
UserID	TEXT(12)	User ID		
ReportFlag	INTEGER	Report Flag		
DelCode	INTEGER	Delete Code		
DownLoadFlag	INTEGER	Download Flag		
InvoiceNo	LONG	Invoice Number		
Comments	MEMO	Transaction comments		

### 5.11.3.10 tblProvider

Field Name	Data Type	Description	Reference/Default Values	Key
intCounty	INTEGER	County Number		FK
Provider Tax ID #	TEXT(9)	Provider Tax ID Number		FK
ProviderSfx	TEXT(2)	Provider Suffix	usually 01	FK
Provider Type	TEXT(1)	Provider Type	V – Vendor E – In-House or DHR Employee S - State Held Contract L - Local Contract	
Provider Name	TEXT(40)	Provider's Name		
Address 1	TEXT(40)	Provider's Street Address 1		
Address 2	TEXT(40)	Provider's Street Address 2		
City	TEXT(20)	Provider's City		
State	TEXT(2)	Provider's State		

Zip	TEXT(10)	Provider's Zip		
Phone Voice	TEXT(14)	Provider's Voice Phone Number		
Phone Fax	TEXT(14)	Provider's Fax Number		
Contact Person	TEXT(25)	Provider's Contact person		
Prov. Medicaid Part. #	TEXT(9)	Provider's Medicaid Participant Number		
Provider Status	TEXT(1)	Provider Status	T – Taxable A – Active (not taxable) I – Inactive Provider	
ContractNum	TEXT(9)	Contract Number		
Comments	MEMO	Provider comment field		

**5.11.3.11 tblPurchaseOrder**

Field Name	Data Type	Description	Reference/Default Values	Key
intCounty	INTEGER	County Number		FK
Purchase Order #	LONG	Purchase Order Number		
Case #	LONG	Case Number		
Srv. Rept. Fam. Mbr. Ind	TEXT(1)	Service Recipient Family Member Indicator	A – Adult C – Child	
Srv. Rept.. Medicaid #	TEXT(17)	Service Recipient Medicaid Number		
Provider Tax ID #	TEXT(9)	Provider 9 Digit Tax ID number		
ProviderSfx	TEXT(2)	Provider Suffix	usually 01	
ContractNum	TEXT(9)	Contract Number		
Billing Fam. Mbr. Ind.	TEXT(1)	Billing Family Member Indicator	A – Adult C – Child	
Billing Medicaid #	TEXT(17)	Billing Family Member Medicaid #		
Date Services Authorized	DATE	Date Services Authorized		
Date Authorization Ends	DATE	Date Authorization Ends		
PO Status Code	TEXT(1)	Purchase Order Status Code	A – Active I – Inactive	
DownloadFlag	INTEGER	Download Flag		
Comments	MEMO	Comments Field		

**5.11.3.12 tblServices**

Field Name	Data Type	Description	Reference/Default Values	Key
Purchase Order #	LONG	Purchase Order Number		FK
Service Seq. #	INTEGER	Service Sequence Number		FK
intCounty	INTEGER	County Number		FK
Service Internal Code	INTEGER	Service Internal Code		
Service Delivery Site	TEXT(2)	Service Delivery Site		
LGFSFund	TEXT(12)	Local Government Financial System Fund		
ServSubCat	TEXT(50)	Service Sub Category		

ObjectCode	TEXT(4)	Object Code		
Units Authorized	DOUBLE	Number of units authorized.		
Cost Per Unit	DOUBLE	Cost Per Unit		
Maximum Cost	DOUBLE	Maximum cost of units		
Units Remaining	DOUBLE	Number of Units Remaining		
Dollars Remaining	DOUBLE	Amount of money remaining		
UserID	TEXT(12)	Worker UserID		
TransDateTime	DATE	Transaction Date and Time		
DownLoadFlag	INTEGER	Download Flag		
FreedomOfChoice	TEXT(1)	Freedom of Choice	Y – Yes N – No	

**5.11.3.13 tblServiceAudit**

Field Name	Data Type	Description	Reference/Default Values	Key
TransDtTm	DATE	Transaction Data Time Stamp		
PONum	LONG	Purchase Order Number		
IntCounty	INTEGER	County Number		
UserID	TEXT(12)	User ID		
SevSeqNum	INTEGER	Service Sequence Number		
DollarAmt	DOUBLE	Service Amount		
UnitAmt	INTEGER	Number of Units		

**5.11.3.14 tblPaymentAudit**

Field Name	Data Type	Description	Reference/Default Values	Key
IntCounty	INTEGER	County Number		FK
TransDtTm	DATE	Transaction Data Time Stamp		
UserID	TEXT(12)	User ID		
TransNum	LONG	Transaction Number		
SevSeqNum	INTEGER	Service Sequence Number		
PONum	LONG	Purchase Order Number		
DollarAmt	DOUBLE	Payment Amount		
UnitAmt	INTEGER	Number of Units		
CheckFlag	INTEGER	Check Flag		

## **6.0 ASP (Adoption Subsidy Payroll)**

See document Appendix J – ASP