Human Resources Data Set

Submission Guide

for Fiscal Year 2027

Updates to Human Resources File

No edits for SFY27.

Human Resources File Data Conventions

Field Types

1. Numeric (#) Must contain only numeric characters 0-9

2. Alpha/Numeric (X) Can contain both letters and numbers (letters should always be in upper case)
   No special characters like dash, slash, or commas unless specifically authorized.

Field Formats

1. # - numeric digit
2. X - any character (letters and numbers allowed, letters in upper case only)
3. YYYYMMDD - numeric date field in the form:
   YYYY - four digit year
   MM - two digit month
   DD - two digit day

   Note: Dates should contain only numeric characters. Do not enter date separators, such as "/" or "-" in these fields.

Standard Codes

Standard coding methodology is used throughout the data set whenever possible. Some examples are:

1. For fields requiring a "Yes" or "No", the codes are:
   0 No
   1 Yes

2. Codes for "Not Applicable" are dependent on field length, and always end in "6". This code is used to indicate that the field does not apply to the client. An example would be the Pregnant Women field for male clients. Those fields which have Not Applicable as valid codes use the coding convention below:

Code	Field Length
6	1
96	2
etc.	

3. Codes for "Unknown" are dependent on field length, and always end in "7". IPOP would prefer that this code NOT be used unless the Center wants to capture the difference between Unknown and Not Collected. The Not Collected code is the recommended code for this information. Both codes will be treated in the same manner. Both could count against the Completeness Standard. Those fields which have Unknown as valid codes use the coding convention below:

Code	Field Length
7	1
97	2
etc.	

4. Codes for "Not Collected" are dependent on field length, and always end in "8". This code is used by TEDS to indicate a field that is not collected. Kentucky uses it to indicate that the data was not collected from the client, but that the field is one that Kentucky collects. Both this code and the previous code ate treated in the same manner. Both could count against the Completeness Standard. Those fields which have Not Collected as valid codes use the coding convention below:

Code	Field Length
8	1
98	2
etc.	

3. Codes for "Other" are also field length specific, but always end in "9".

Code	Field Length
9	1
99	2
etc.	

Human Resources Data Submission File Layout

Field Number	Description	Field Type	Field Length	From	To	Format	Fatal?
1	Region Number	Numeric	2	**From**	**Input File**	##	Yes
2	Staff/record Identifier	Alpha/Numeric	15	1	15	X-15-X	Yes
3	System Reporting Date	Date	8	**From**	**Input File**	YYYYMMDD	Yes
4	Employment Date	Date	8	16	23	YYYYMMDD	Yes
5	Separation Date	Date	8	24	31	YYYYMMDD	No
6	Highest Degree	Alpha/Numeric	1	32	32	X	No
7	Employment Status	Alpha/Numeric	1	33	33	X	No
8	Language1	Alpha/Numeric	3	34	36	XXX	No
9	Language2	Alpha/Numeric	3	37	39	XXX	No
10	Language3	Alpha/Numeric	3	40	42	XXX	No
11	Language4	Alpha/Numeric	3	43	45	XXX	No
12	Language5	Alpha/Numeric	3	46	48	XXX	No
13	Taxonomy01	Alpha/Numeric	10	49	58	X-10-X	No
14	Taxonomy02	Alpha/Numeric	10	59	68	X-10-X	No
15	Taxonomy03	Alpha/Numeric	10	69	78	X-10-X	No
16	Taxonomy04	Alpha/Numeric	10	79	88	X-10-X	No
17	Taxonomy05	Alpha/Numeric	10	89	98	X-10-X	No
18	Taxonomy06	Alpha/Numeric	10	99	108	X-10-X	No
19	Taxonomy07	Alpha/Numeric	10	109	118	X-10-X	No
20	Taxonomy08	Alpha/Numeric	10	119	128	X-10-X	No
21	Taxonomy09	Alpha/Numeric	10	129	138	X-10-X	No
22	Taxonomy10	Alpha/Numeric	10	139	148	X-10-X	No

Note: Region Number and System Reporting Date are extracted from the identification of the input file. These fields are NOT part of the submission record.

Note: The new fields are NOT to be counted for Accuracy or Completeness during the first Fiscal Year of activity.

IPOP fields “Region_Number” and “System_Reporting_Date” will be taken from the input file identification.

Employment and Separation Dates will be used to track broken employment for the same staff member.

Please do NOT re-use the Staff Identifier, if at all possible.

ALL staff members who have direct contact with clients MUST be included in this data set. All other staff members MAY be included at the Center’s choice.

Human Resources Data Set Table Layout

Field Number	Field Name * = Key field	Type / Size	Edits	Errors
1	* Region_Number	char 2	Data taken from input file identification	F
2	* Staff_Identifier	char 15	May NOT be blank or all zeros	F
3	* System_Reporting_Date	date	Data taken from input file identification	F
4	Employment_Date	date	Before date of edit, after DOB, after 1/1/60	F
5	Separation_Date	date	May be blank or before date of edit and after employment date else set to NULL	G
6	Employment_Status	char 1	Must match a valid code else set to “8”	G/C
7	Highest_Degree	char 1	Must match a valid code else set to “8”	G /C
8	Primary_Language_Code	char 3	Validate against language table or blank	G
9	Primary_Taxonomy_Code	char 10	Validate against Taxonomy Codes	G

At least one Taxonomy code will be required for all staff members.

Note 1: Employment Status & Highest Degree are reversed from the submission format
Note 2: The main Human Resources table (CMHC_Human_Resources) contains only the first additional language for the staff member. Any other additional languages are contained in the sub-table (CMHC_HR_Other_Languages).
Note 3: The main Human Resources table (CMHC_Human_Resources) contains only the first taxonomy code for the staff member. Any additional taxonomy codes are contained in the sub-table (CMHC_HR_Other_Taxonomy).

Human Resources Language Data Set (Sub-)Table Layout

Field Number	Field Name * = Key field	Type / Size	Edits	Errors
1	* Region_Number	char 2	Data taken from input file identification	F
2	* Staff_Identifier	char 15	May NOT be blank or all zeros	F
3	* System_Reporting_Date	date	Data taken from input file identification	F
4	* Secondary_Language_Code	char 3	Validate against language table or blank	G

Human Resources Taxonomy Data Set (Sub-)Table Layout

Field Number	Field Name * = Key field	Type / Size	Edits	Errors
1	* Region_Number	char 2	Data taken from input file identification	F
2	* Staff_Identifier	char 15	May NOT be blank or all zeros	F
3	* System_Reporting_Date	date	Data taken from input file identification	F
4	* Other_Taxonomy_Code	char 10	Validate against Taxonomy Codes	G

Note: Starting in FY 2006, HR data is retained on a monthly basis so all staff MUST be submitted at the beginning of each fiscal year. Only additions, changes and separations MUST be entered for the months following although all staff may be entered each month.

Under the Errors column;

F = Fatal error - field vital to record, entire record rejected, no further edit checks are performed
G = General error - invalid value, data recorded for reporting purposes, value changed to Unknown / Not Collected code.
NOTE: NOT counted in completeness accumulation
P = Possible error - value in this field should be reviewed if it is outside normal bounds or is in conflict with another field
Note: Human Resources records for staff who have been separated are still being edited for valid codes in all fields. However, any errors in these records are counted as Possible Errors only, and are not accumulated or counted against the Center.

C = Completeness - this field checked against Not Collected code.

Timeliness Standard FAILS if final submission is not completed by the last day of the month following the Reporting Period.

Fatal Error Standard FAILS if any fatal field has more than 1.0% invalid values. See “Standards for Information Quality” for a list of fatal fields.

General Error Standard FAILS if any non-fatal field has more than the maximum error rate of invalid values allowable for the field. See “Standards for Information Quality” for a list of non-fatal fields and maximum error rate.

Input Record Format

1. Region Number

Data field name - Region_Number

Length	Format	From	To	Fatal
2	##			Yes

taken from Input File identification

Description: 2-digit Region ID; taken from the region number in the submission file identification (RRmmyyhr.dat).

Valid Codes:

01	Region 01 – Four Rivers Behavioral Health (Western Ky.)
02	Region 02 – Pennyroyal Center
03	Region 03 – River Valley Behavioral Health (Green River)
04	Region 04 – LifeSkills, Inc.
05	Region 05 – Communicare
06	~~Region 06 – Centerstone of Kentucky (formerly Seven Counties Services~~)
06	Region 06 – Seven Counties Services (formerly Centerstone of Kentucky)
07	Region 07 – NorthKey Community Care (Northern Ky.)
08	Region 08 – Comprehend, Inc.
09	Region 09 – Transitions, Inc.
10	Region 10 – Pathways, Inc.
11	Region 11 – Mountain Comprehensive Care Center
12	Region 12 – Kentucky River Community Care, Inc.
13	Region 13 – Cumberland River Behavioral Health (Comprehensive Care Center)
14	Region 14 – Adanta (Lake Cumberland)
15	Region 15 – New Vista (formerly Bluegrass)
16	Region 16 – The Healing Place
17	Region 17 – The MORE Center
18	Region 18 – Central Kentucky Recovery Center (CKRC)
19	Region 19 – Wellspring

Special Instructions:
1. For regions 1-9, please be sure to precede the region number with a zero.
2. Must match region number specified in file name.

	Error Condition	**Error Action**
Fatal Error:	1.Invalid Region	File submission is rejected because Region Number is taken from input file ID

2. Staff Identifier

Data field name - Staff_Identifier

Length	Format	From	To	Fatal
15	X-15-X	1	15	Yes

Description: Staff ID alpha-numeric code (1 to 15 characters) assigned by the Center.

Valid Codes: Up to 15 alpha-numeric ID assigned by the center. May not be all blanks nor all zeroes.

	Error Condition	**Error Action**

Fatal Error:	1.Blank or all zeros 2.Duplicate of existing Staff ID	Current record is rejected

3. System Reporting Date

Data field name - System_Reporting_Date

Length	Format	From	To	Fatal
8	YYYYMMDD			Yes

taken from Input File identification

Description: Data submission date to the client data set. It is suggested that this be the date that the data was created for the file or the date that the file was submitted. Taken from the date in the submission file identification (rrMMYYhr.dat)

Valid Codes Date in the file identification, in the format MMYY. Program will add last day of the month as day. Must be prior to or the same as the current date.

	Error Condition	**Error Action**
Fatal Error	1. Invalid Date 2. System Reporting Date after submission date	File submission is rejected because Region Number is taken from input file ID

4. Date of employment / affiliation

Data field name - Employment_Date

Length	Format	From	To	Fatal
8	YYYYMMDD	16	23	Yes

Description The date when current employment or affiliation began with the reporting organization: YYYYMMDD.

Valid Codes Date in the format YYYYMMDD. Must be prior to or the same as the System Reporting Date.

Note: Not required if field 7 (Employment Status) = Code “9”

	Error Condition	**Error Action**
Fatal Error:	1. Invalid Date 2. Date is 75 or more years ago	1. Current record is rejected 2. Current record is rejected
Possible Error	Date is prior to 1960	none

5. Separation / termination date

Data field name - Separation_Date

Length	Format	From	To	Fatal
8	YYYYMMDD	24	31	No

Description If applicable, the month and year during which the relationship / affiliation between the individual and the organization was terminated.

If the employee is still currently working for the organization, either leave this field blank or set equal to '00000000'.

Valid Codes — Date in the format YYYYMMDD Must be prior to or in one month following the System Reporting Date and the same as or after the Date of employment.

Note: Not required if field 7 (Employment Status) = Code "9"

	Error Condition	Error Action
General Error:	1. Invalid Date 2. More Than One Month After System Reporting Date 3. Prior to Employment Date	Error reported, field set to NULL in database

6. Highest degree/education as of date of report

Data field name - Highest_Degree

Length	Format	From	To	Fatal
1	#	32	32	No

Description — Choose one of the following:

Valid Codes
1- Less than high school diploma or GED
2- High school diploma or GED
3- Some education beyond high school but no degree
4- Associate degree
5- Bachelor's degree
6- Master's degree
7- Doctorate (e.g. M.D., Ph.D., Sc.D., J.D., Ed.D., D.O., etc)
8- Unknown / Not collected

Note: Not required if field 7 (Employment Status) = Code "9"

	Error Condition	Error Action
General error	1.Invalid code	Error reported, field set to 8 in database
Completeness	submission value = 8	Counted against Completeness Standard

7. Employment (affiliation) Status with the organization

Data field name - Employment_Status

Length	Format	From	To	Fatal
1	#	33	33	No

Description — Choose one of the following:

Valid Codes
1- Salaried payroll employee - Full time (35 hours per week or more)
2- Salaried payroll employee - Part time (34 hours or less per week)
3- Paid under contractual arrangement
4- Student, trainee, resident, intern
5- Volunteer
8- Unknown / Not collected

9- Sub-contract/Affiliate staff for which full data is not available

Note: This does NOT eliminate the other contractual requirements to collect data on these people, such as training records.

	Error Condition	Error Action
General error	1.Invalid code	Error reported, field set to 8 in database
Completeness	submission value = 8	Counted against Completeness Standard

8. First Additional Language

Data field name - Primary_Language_Code

Length	Format	From	To	Fatal
3	XXX	34	36	No

Description Choose 3-digit code from ISO-639 table. (See Language codes listing under Reports drop-down box on Data Implementation Guide web page) Includes the language of which the staff member has sufficient knowledge so as to be able to act as interpreter for a client who cannot be understood in English. Up to 5 languages may be listed. If a staff member is capable of translating more than 5 languages, contact IPOP.

NOTE: Additional languages are stored on a IPOP data base as a sub-table. Staff with no additional language codes will have no entries in the language code sub-table

Valid Codes 3-character code from table; Do NOT include English/American;

Note: Leave field blank if staff member does not have knowledge of any language other than English/American. Field not required if field 7 (Employment Status) = Code “9”.

	Error Condition	Error Action
General error	1.Invalid code	1. Error reported, field set to null in database

Note: Beginning with April 2008, errors for all the Additional Language Fields (Fields 8 – 12) will be combined to form a single General Error calculation.

Note: This and all additional language codes are stored in the CMHC_HR_Other_Languages sub-table

9. Additional Language-2

Data field name - Secondary_Language_Code

Length	Format	From	To	Fatal
3	XXX	37	39	No

Description See field # 8

	Error Condition	Error Action
Error	1. Invalid code 2. Duplicate with preceding language code field.	Error reported. Record not inserted into table.

10. Additional Language-3

Data field name - Secondary_Language_Code

Length	Format	From	To	Fatal
3	XXX	40	42	No

Description See field # 8

	Error Condition	Error Action
Error	1. Invalid code 2. Duplicate with preceding language code field.	Error reported. Record not inserted into table.

11. Additional Language-4

Data field name - Secondary_Language_Code

Length	Format	From	To	Fatal
3	XXX	43	45	No

Description See field # 8

	Error Condition	Error Action
Error	1. Invalid code 2. Duplicate with preceding language code field.	Error reported. Record not inserted into table.

12. Additional Language-5

Data field name - Secondary_Language_Code

Length	Format	From	To	Fatal
3	XXX	46	48	No

Description See field # 8

	Error Condition	Error Action
Error	1. Invalid code 2. Duplicate with preceding language code field.	Error reported. Record not inserted into table.

13. Primary Taxonomy Code

Data field name - Primary_Taxonomy_Code

Length	Format	From	To	Fatal
10	X-10-X	49	58	No

Description Choose a 10-digit code from the Health Care Provider Taxonomy codes table. (See the listing under the Reports drop-down box on Data Implementation Guide web page). Includes all applicable credentials, licenses, certificates, jobs, tasks, job classifications, specialties, occupations, vocations, professions, etc which apply to the staff member. Up to 10 Taxonomy Codes may be listed. If a single staff member has more than 10 Taxonomy Codes, contact IPOP.

NOTE: **At least one Taxonomy Code MUST be listed for each Staff Member.** If a staff member is not directly involved in Health Care services and would not have a valid health care taxonomy code, use all nines (999999999) as a code indicating a valid employment in a non-health care position.

NOTE: Additional taxonomy codes are stored on an IPOP database as a sub-table. Staff with no additional Taxonomy codes will have no entries in the Taxonomy code sub-table

HIPAA definition: Taxonomy Codes are also called Specialty Codes, and are numbers assigned under the HIPAA provisions to health care providers, in order to digitally encode their specialty in order to facilitate electronic billing.

Valid Codes 10-digit code from table
9999999997 = Unknown
9999999998 = Not Collected

Note: Not required if field 7 (Employment Status) = Code "9"

	Error Condition	**Error Action**
General error	1. Invalid code 2. Duplicate with subsequent Taxonomy code field	Error reported, field set to 9999999998 in database
Completeness	submission value = 99999999997 or 9999999998	Counted against Completeness Standard

NOTE: This and all additional Taxonomy codes are stored in the CMHC_HR_Other_Taxonomy sub-table

14. Taxonomy Code 02

Data field name - Other_Taxonomy_Code

Length	Format	From	To	Fatal
10	X-10-X	59	68	No

Description See field # 13

	Error Condition	**Error Action**
General error	1. Invalid code 2. Duplicate with subsequent Taxonomy code field	Error reported, no entry made to database
Completeness	submission value = 99999999997 or 9999999998	Error reported, no entry made to database

Note: Field not required. Pad field with spaces if no value is present for this field.
Beginning with April 2008, errors for all the additional Taxonomy Fields (Fields 14 – 22) will be combined to form a single General Error calculation.

15. Taxonomy Code 03

Data field name - Other_Taxonomy_Code

Length	Format	From	To	Fatal
10	X-10-X	69	78	No

Description See field # 13

	Error Condition	Error Action
General error	1. Invalid code 2. Duplicate with subsequent Taxonomy code field	Error reported, no entry made to database
Completeness	submission value = 99999999997 or 9999999998	Error reported, no entry made to database

Note: Field not required. Pad field with spaces if no value is present for this field.
Beginning with April 2008, errors for all the additional Taxonomy Fields (Fields 14 – 22) will be combined to form a single General Error calculation.

16. Taxonomy Code 04

Data field name - Other_Taxonomy_Code

Length	Format	From	To	Fatal
10	X-10-X	79	88	No

Description See field # 13

	Error Condition	Error Action
General error	1. Invalid code 2. Duplicate with subsequent Taxonomy code field	Error reported, no entry made to database
Completeness	submission value = 99999999997 or 9999999998	Error reported, no entry made to database

Note: Field not required. Pad field with spaces if no value is present for this field.
Beginning with April 2008, errors for all the additional Taxonomy Fields (Fields 14 – 22) will be combined to form a single General Error calculation.

17. Taxonomy Code 05

Data field name - Other_Taxonomy_Code

Length	Format	From	To	Fatal
10	X-10-X	89	98	No

Description See field # 13

	Error Condition	Error Action
General error	1. Invalid code 2. Duplicate with subsequent Taxonomy code field	Error reported, no entry made to database
Completeness	submission value = 99999999997 or 9999999998	Error reported, no entry made to database

Note: Field not required. Pad field with spaces if no value is present for this field.
Beginning with April 2008, errors for all the additional Taxonomy Fields (Fields 14 – 22) will be combined to form a single General Error calculation.

18. Taxonomy Code 06

Data field name - Other_Taxonomy_Code

Length	Format	From	To	Fatal
10	X-10-X	99	108	No

Description See field # 13

	Error Condition	Error Action
General error	1. Invalid code 2. Duplicate with subsequent Taxonomy code field	Error reported, no entry made to database
Completeness	submission value = 99999999997 or 9999999998	Error reported, no entry made to database

Note: Field not required. Pad field with spaces if no value is present for this field.
Beginning with April 2008, errors for all the additional Taxonomy Fields (Fields 14 – 22) will be combined to form a single General Error calculation.

19. Taxonomy Code 07

Data field name - Other_Taxonomy_Code

Length	Format	From	To	Fatal
10	X-10-X	109	118	No

Description See field # 13

	Error Condition	Error Action
General error	1. Invalid code 2. Duplicate with subsequent Taxonomy code field	Error reported, no entry made to database
Completeness	submission value = 99999999997 or 9999999998	Error reported, no entry made to database

Note: Field not required. Pad field with spaces if no value is present for this field.
Beginning with April 2008, errors for all the additional Taxonomy Fields (Fields 14 – 22) will be combined to form a single General Error calculation.

20. Taxonomy Code 08

Data field name - Other_Taxonomy_Code

Length	Format	From	To	Fatal
10	X-10-X	119	128	No

Description See field # 13

	Error Condition	Error Action
General error	1. Invalid code 2. Duplicate with subsequent Taxonomy code field	Error reported, no entry made to database
Completeness	submission value = 99999999997 or 9999999998	Error reported, no entry made to database

Note: Field not required. Pad field with spaces if no value is present for this field.
Beginning with April 2008, errors for all the additional Taxonomy Fields (Fields 14 – 22) will be combined to form a single General Error calculation.

21. Taxonomy Code 09

Data field name - Other_Taxonomy_Code

Length	Format	From	To	Fatal
10	X-10-X	129	138	No

Description See field # 13

	Error Condition	Error Action
General error	1. Invalid code 2. Duplicate with subsequent Taxonomy code field	Error reported, no entry made to database
Completeness	submission value = 99999999997 or 9999999998	Error reported, no entry made to database

Note: Field not required. Pad field with spaces if no value is present for this field.
Beginning with April 2008, errors for all the additional Taxonomy Fields (Fields 14 – 22) will be combined to form a single General Error calculation.

22 Taxonomy Code 10

Data field name - Other_Taxonomy_Code

Length	Format	From	To	Fatal
10	X-10-X	139	148	No

Description See field # 13

	Error Condition	Error Action
General error	1. Invalid code 2. Duplicate with subsequent Taxonomy code field	Error reported, no entry made to database
Completeness	submission value = 99999999997 or 9999999998	Error reported, no entry made to database

Note: Field not required. Pad field with spaces if no value is present for this field.
Beginning with April 2008, errors for all the additional Taxonomy Fields (Fields 14 – 22) will be combined to form a single General Error calculation.