

Center for Health Information and Research

File Structure & Naming Convention

Project:AHCCCS Targeted Investments Program (TIP) Quality Improvement Collaborative (QIC)Process:Data Harmonization

This document provides instructions for TI-participating Providers on the required structure and naming of the data files you will send to the TIPQIC Data Team/CHiR as part of the Data Harmonization process.

If you have any questions or concerns, please contact the TIPQIC team at TIPQIC@asu.edu.

Step 1: File Structure

- Please create two CSV (comma delimited) files for each TI Program measure relevant to you and a 12month reporting period that is currently reported on the Dashboard (e.g., September 1, 2020 to August 31, 2021). One CSV file will list AHCCCS IDs of members in your denominator, and the second will list AHCCCS IDs of members in your numerator.
 - a. For the Well-Care Visit measures (W15, W34, AWC), Diabetes Screening measure (SSD), and Metabolic Monitoring measure (APM) numerator and denominator files:

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i. Put the IDs in Column A of the spreadsheet. In row 1, put "AHCCCS_ID" as the column title. See Image 1.

Image 1. CSV example showing column needed for W15, W34, AWC, SSD and APM measures.

- b. For the Follow-Up After Hospitalization measures (FUH7 and FUH30) numerator and denominator files:
 - i. Put the IDs in Column A of the spreadsheet. In row 1, put "AHCCCS_ID" as the column title. See Image 1.
 - ii. List each member's hospital admission date and discharge date in columns B and C. See Image 2.
 - i. Title these columns "Admit_Date" and "Discharge_Date". Format the dates as MM/DD/YYYY (e.g. 12/31/2019).
 - ii. If a member has multiple hospitalization events, create one row for each event.



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1	AHCCCS_ID	Admit_Date	Discharge_Date				
2	A12345678	12/31/2019	1/6/2020				
3	A12345679	1/22/2020	1/25/2020				
4	A12345680	3/10/2020	3/14/2020				
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Image 2. CSV example showing columns needed for the FUH (7/30 day) measures.

Step 2: File Naming Convention

Files names should follow the structure:

[Provider TIN]_[Area of concentration]_[Measure abbreviation]_[Reporting period end date]_[numerator or denominator].csv

Details for each field:

Field	Description			
Provider TIN	9 digits, no spaces or special characters			
Area of Concentration	All caps, no spaces or special characters			
	Possible values: ADULTPCP, ADULTBH, PEDSPCP, PEDSBH, HOSPITAL, JUSTICE			
Measure abbreviation	Use the predefined measure abbreviation.			
	Adolescent well-care visit: AWC			
	• Well-child visit, 15 months: W15			
	• Well-child visit, 3-6 years: W34			
	Peds metabolic monitoring: APM			
	Adult diabetes screening: SSD			
	• 7-day follow-up after hospitalization for mental illness: FUH7			
	30-day follow-up after hospitalization for mental illness: FUH30			
	We cannot accept protected health information for the Alcohol and Other Drug Abuse or Dependence Treatment (AOD) measure.			
Reporting period end date	Last month of the 12-month reporting period in question			
	Format as YYYYMM, e.g. 202009 for September 2020			
numerator or denominator	"numerator" or "denominator" depending on which members are listed			

Example filename: 123456789_ADULTPCP_FUH07_202009_numerator.csv