

PAW V2.1.0 Client Import Specification

Description: The Client Import Specification is a guide for importing Intake data into PAW from external data sources. For each element, it lists the expected data type, possible values, value requirement, minimum size, and maximum size along with an example.

File Format: Data can only be imported into PAW from comma-delimited, text-qualified text files (.txt or .csv) with hard-returns between individual records. Comma-delimited means all elements (with or without data values) are separated by a comma. Text-qualified means values of Data Type Text must be surrounded with double quotes.

Required elements (below in **Red**) must have a value of the indicated Data Type, Range and Size (Min/Max). If a value is supplied for non-required elements it must have a value of the indicated Data Type, Range, and Size (Min/Max). Otherwise, do not provide a value for non-required elements that are blank.

An example of a properly formatted import file is provided below, following the specification table. In addition, a table of checks that are run during an import is including at the end of this document in an appendix.

No.	Name	Data Type	Range	Req'd	Min Size	Max Size	Example
1	UID	Text	All characters must be numeric (no dashes). Nine (9) consecutive zeroes indicates this client should be assigned a temporary Unique Identifier (UID).	Yes	9	9	“000000000”
2	Gender	Text	(M)ale (F)emale (N)ot provided.	Yes	1	1	“M”
3	First Name	Text	N/A	Yes	1	30	“Frank”
4	Middle Name	Text	N/A	No	1	30	“Alan”
5	Last Name	Text	N/A	Yes	1	40	“Smith”
6	Age At Participation	Numeric	(1) Calculated From Birth Date (although an exact birth date is not required) (-1) 18 or Older at Participation (2) Under 18 at Participation	Yes ¹	1	1	1
7	Birth Date	Text	Valid date formatted as: “mm/dd/yyyy”.	No ¹	10	10	“01/14/1985”

No.	Name	Data Type	Range	Req'd	Min Size	Max Size	Example
8	Race	Numeric	(1) American Indian or Alaska Native (2) Asian (3) Black or African American (4) Native Hawaiian or Other Pacific Islander (5) White (6) Not provided (7) More Than One Race	Yes	1	1	2
9	Ethnicity Hispanic	Text	(Y)es (N)o	Yes	1	1	“Y”
10	Veteran Status	Numeric	(1) Yes, <= 180 Days (2) Yes, Eligible Veteran (3) Yes, Other Eligible Person (4) No (5) Not provided	Yes	1	1	2
11	Disability Status	Numeric	(1) Disability Known (2) Disability Self-identified by participant (3) No Disability (4) Not provided	Yes	1	1	3
12	Employment at Participation	Numeric	(1) Employed (2) Employed, but received termination notice or military separation (3) Not Employed or Not in Military	Yes	1	1	3

No.	Name	Data Type	Range	Req'd	Min Size	Max Size	Example
13	Last Grade Completed at Enrollment	Numeric	(1) First (2) Second (3) Third (4) Fourth (5) Fifth (6) Sixth (7) Seventh (8) Eighth (9) Ninth (10) Tenth (11) Eleventh (12) Twelfth (13) College Freshman (14) College Sophomore (15) College Junior (16) Bachelor of Arts (17) Bachelor of Science (18) Masters Degree (19) Doctorate (20) High School Diploma (21) GED (22) Vocational Tech school (Graduate) (23) Associates Degree (24) Never Attended	No	1	2	12
14	Marital Status	Numeric	(1) Single (2) Married (3) Divorced (4) Widowed (5) Separated (6) Common Law	No	1	1	4
15	Home Phone	Text	All characters must be numeric (no dashes).	No	10	10	"2345678909"

No.	Name	Data Type	Range	Req'd	Min Size	Max Size	Example
16	Alternate Phone	Text	All characters must be numeric (no dashes).	No	10	10	"3456789098"
17	Physical Address	Text	N/A	No	1	40	"123 Elm Street"
18	Physical Zip	Text	All characters must be numeric (no dashes).	No ²	5 or 9	5 or 9	"12345"
19	Physical City	Text	N/A	No ²	1	50	"Nicetown"
20	Physical State	Text	2-character state abbreviations.	No ²	2	2	"VA"
21	Mailing Address	Text	N/A	No	1	40	"456 Grove Lane"
22	Mailing Zip	Text	All characters must be numeric (no dashes).	No ³	5 or 9	5 or 9	"23456"
23	Mailing City	Text	N/A	No ³	1	50	"Goodville"
24	Mailing State	Text	2-character state abbreviations.	No ³	2	2	"TN"

Notes:

¹If Age at Participation is: (1) Calculated From Birth Date, then Birth Date must not be blank. If Age at Participation is: (-1) 18 or Older at Participation or (2) Under 18 at Participation, then Birth Date must be blank.

²If either Physical Zip, Physical City or Physical State are supplied, then all 3 must be supplied to comprise a complete Physical Zip Code.

³If either Mailing Zip, Mailing City or Mailing State are supplied, then all 3 must be supplied to comprise a complete Mailing Zip Code.

Example:

The following is a valid data record, as constructed from the individual element examples in the preceding specification table:

"000000000", "M", "Frank", "Alan", "Smith", 1, "01/14/1985", 2, "Y", 2, 3, 3, 12, 4, "2345678909", "3456789098", "123 Elm Street", "12345", "Nicetown", "VA", "456 Grove Lane", "23456", "Goodville", "TN"

Appendix: PAW V2.1.0 Import Client Edit Checks

1	Check for Unparsable Record (double quotes in value)
2	Check for Field Truncation (Exceeding 255 characters)
3	Verify import file is not empty.
4	Verify fields hold required data types.
5	Ensure text values do not exceed field sizes
6	Check that text values match field sizes.
7	Verify required fields hold valid non-zero values
8	Verify there are no duplicate UIDs.
9	Verify there are no incomplete addresses.
10	Verify there are not multiple zip variations.
11	Verify the lookup values that are included in the import file.
12	Verify there are no duplicate existing UIDs.