



**State of Florida
Department of Children and Families**

Rick Scott
Governor

Mike Carroll
Secretary

MEMORANDUM

DATE: June 26, 2018

TO: Managing Entity CEOs
State Mental Health Treatment Facility Directors

THROUGH: John N. Bryant *JB*
Assistant Secretary of Substance Abuse and Mental Health

FROM: Adam L. Wasserman, Ph.D., CPM *W*
Director of Substance Abuse and Mental Health Quality Assurance

SUBJECT: Financial and Services Accountability Management System (FASAMS)
Historical Data Import

The FASAMS Historical Data Import is the process in which the initial sets of data will be populated into the new database prior to go-live at the end of December 2018. This memorandum will provide information needed for pre-populating the FASAMS database.

The Submitting Entity (managing entities and state mental health treatment facilities) databases, rather than SAMHIS database, will be the source of data for pre-populating the FASAMS database. These data will be submitted into FASAMS as specified in the new version of the Pamphlet 155-2, using XML formats.

Monthly data will continue to be submitted to SAMHIS through December 18, 2018. This means that all data through November 2018 will be in SAMHIS. The first live monthly files will be submitted to FASAMS by January 18, 2019, which would contain data for December 2018.

Historical data must be submitted to FASAMS prior to January 17, 2019. The date when historical data submission can begin will be determined and published at a later date. It is expected that submitting entities will have at least 30 days to complete submission of all historical data.

Historical data are all data associated with individuals who have an open admission as of December 1, 2018. For example, if an individual was admitted in 2007 and that admission was still open on December 1, 2018, then the historical data sets would include all data for that admission for that individual from 2007 forward. If an individual was admitted and discharged prior to December 1, 2018, all information regarding that treatment episode would be contained in SAMHIS, and is not needed in FASAMS.

1317 Winewood Boulevard, Tallahassee, Florida 32399-0700

The following are the historical data sets required for the FASAMS database:

1. **Provider:** Submit records for all providers associated with any records being submitted in the other historical data sets. It's also acceptable to send all provider records, indicating a CloseDate for those providers that are no longer active.
2. **Client:** Submit demographic records for all individuals who have an open admission as of December 1, 2018. Data for December 2018 will be submitted as part of the regular monthly process in January 2019.
3. **Treatment Episode:** Submit treatment episode records for all individuals that have an open admission as of December 1, 2018. Submit all data for the individual from the date of the initial admission through November 30, 2018. Data for December 2018 will be submitted as part of the regular monthly process in January 2019.
4. **Service Event:** Submit service event records for all individuals that have an open admission as of December 1, 2018. Submit all data for the individual that is associated with the treatment episode admission. For non-client specific services, submit all service event records where the Service Date is between July 1, 2018 and November 30, 2018. Data for December 2018 for all service events will be submitted as part of the regular monthly process in January 2019.
5. **Acute Care:** Submit acute care service utilization (ACSU) records for all licensed beds that were active any time between 1/1/2017 (ACSU beginning date) and November 30, 2018. Data for December 2018 will be submitted as part of the regular monthly process in January 2019.
6. **SubContract:** Send all data for subcontracts associated with any treatment episodes or services being submitted for open admissions as of December 1, 2018.
7. **Wait List:** Send wait list data for all individuals on the wait list from July 1, 2018 through November 30, 2018. Data for December 2018 will be submitted as part of the regular monthly process in January 2019.

If you have any questions about the above requirements, please contact the FASAMS Support Team at External.HQW.FASAMS.Support.Team@myflfamilies.com.