Florida Department of Children and Families

Substance Abuse and Mental Health

Financial and Services Accountability Management System (FASAMS)

Pamphlet 155-2 Chapter 9 Subcontract Data
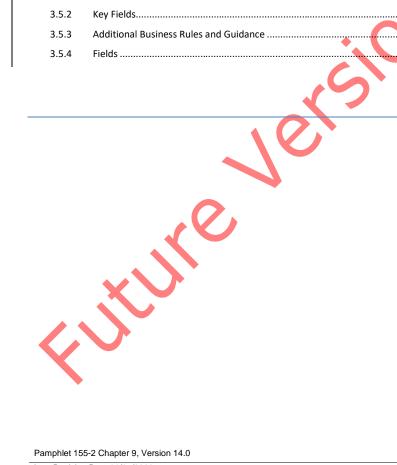
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Version 14.0

Table of Contents

1 General Information and Policies

1.1 Terms and Acronyms

The following table provides a list of business and technical acronyms/terms used in this document.

Acronym/Term	Definition
DCF	Department of Children and Families
FASAMS	Financial and Services Accountability Management System
FEIN	Federal Tax Identification Number
GUID	Globally Unique Identifier
ME	Managing Entity
OCA	Other Cost Accumulator
XML	In computing, Extensible Markup Language (XML) is a markup language that defines a set of rules for encoding documents in a format that is both human-readable and machine-readable.

1.2 Submitting Subcontract Data

Managing Entities must submit Subcontract data for each of their Providers to DCF no later than the date specified in the Managing Entity (ME) Contract.

FASAMS must be updated whenever any information in the Subcontract is changed.

Information about the contract between DCF and the ME will be imported from the DCF budget and financial systems. Therefore, ME's are not required to submit contract information to FASAMS.

1.3 Subcontract Domain Diagram

The following diagram depicts the relationships between all objects in the Subcontract domain in the FASAMS data warehouse.

1.4 Crosswalk to SAMHIS Data Elements

The table below identifies each data element in the new Subcontract domain, and how it maps to the previous version of Pamphlet 155-2. Data elements without a corresponding Pamphlet 155-2 mapping are new, and details can be found within Section 3 of this document. None of the elements in this data set map to the previous Pamphlet 155-2, and 100% are new.

Subcontract Domain	Pamphlet 155-2
Subcontract	
SourceRecordIdentifier	
ProviderSourceRecordIdentifier	
ProviderInformationalNote	
ContractNumber	
SubcontractNumber	
FederalTaxIdentifier	
TypeCode	
EffectiveDate	
ExpirationDate	
AmendmentNumber	
AmendmentDate	
SubcontractOca	
SourceRecordIdentifier	
ProviderSourceRecordIdentifier	
ProviderInformationalNote	

Pamphlet 155-2 Chapter 9, Version 14.0

Subcontract Domain	Pamphlet 155-2
ExpenditureOcaCode	
TotalSubcontractedOcaAmount	
SubcontractService	
SourceRecordIdentifier	
ProviderSourceRecordIdentifier	
ProviderInformationalNote	
CoveredServiceCode	
ProjectCode	
ProgramAreaCode	
ExpenditureOcaCode	
EffectiveDate	
ExpirationDate	
ContractedAmount	
UnitOfMeasureCode	
PaymentRatePerUnitAmount	
PaymentMethodCode	
SubcontractOutputMeasure	
ProgramAreaCode	
ServiceCategoryCode	
TargetPersonsServedCount	
SubcontractOutcomeMeasure	
ProgramAreaCode	
OutcomeMeasureCode	
TargetValue	

2   Subcontract File Information

2.1   Naming Convention

The data set name to be used for naming the Subcontract file is **SubcontractDataSet**.

When submitting files to FASAMS, files must adhere to the below 3 requirements:

1. The name of the data set must be the first word in the file, followed by an underscore.
2. The filename must be unique in the submitters set of currently uploaded and unprocessed files.
3. The file must end with ".xml".

In order to satisfy requirement #2 above, it is suggested to append the date and time to each file after the underscore, using the YYYYMMDDHHMMSS format.

Some example acceptable filenames would be:

- SubcontractDataSet_20180215083045.xml
- SubcontractDataSet_20180222091530.xml

Any file that does not meet this requirement will not be processed into FASAMS.

2.2 Adding Subcontract Data

When data for a new Subcontract is submitted to FASAMS, the Contract record and Provider record must be set up in FASAMS before any other data can be sent. A new Subcontract would be one where the key fields (Contract Number, Subcontract Number, and Amendment Number) do not currently exist in FASAMS.

The SubcontractDataSet must include all required data for each new Subcontract.

FASAMS will detect that the key fields don't exist in the system, and the Subcontract data will be added.

For detailed information on how FASAMS handles add/update/delete/undo-delete, see the Tracking Changes and Submission Actions section in Chapter 1 Introduction of Pamphlet 155-2.

2.2.1 XML Example of Adding Subcontract Data

```
<Subcontracts>
  <Subcontract>
    <SourceRecordIdentifier>3AD3906E-5C10-449A-8C5A6F90181C</SourceRecordIdentifier>
    <ContractNumber>12345</ContractNumber>
    <SubcontractNumber>1</SubcontractNumber>
    <FederalTaxIdentifier>XX-XXXXXXX</FederalTaxIdentifier>
    <TypeCode>1</TypeCode>
    <EffectiveDate>7/1/2018</EffectiveDate>
    <ExpirationDate>6/30/2021</ExpirationDate>
    <SubcontractOcas>
      <SubcontractOca>
        <SourceRecordIdentifier>3AD3906E-5C10-449A-803D-8C5A6F90181C</SourceRecordIdentifier>
        <ExpenditureOcaCode>MH001</ExpenditureOcaCode>
        <TotalSubcontractedOcaAmount>1000000.00</TotalSubcontractedOcaAmount>
      </SubcontractOCA>
    <SubcontractServices>
      <SubcontractService>
        <SourceRecordIdentifier>3AD3906E-5C10-449A-802C-8C5A6F90181C</SourceRecordIdentifier>
        <CoveredServiceCode>18</CoveredServiceCode>
        <ProgramAreaCode>1</ProgramAreaCode>
        <ExpenditureOcaCode>MH001</ExpenditureOcaCode>
        <EffectiveDate>7/1/2018</EffectiveDate>
        <ExpirationDate>6/30/2021</ExpirationDate>
        <ContractedAmount>25000</ContractedAmount>
        <UnitOfMeasureCode>1</UnitOfMeasureCode>
        <PaymentRatePerUnitAmount>150</PaymentRatePerUnitAmount>
        <PaymentMethodCode>1</PaymentMethodCode>
      </SubcontractService>
      <SubcontractService>
        <SourceRecordIdentifier>1776285E-837B-4A14-BFA8-3AC705767F1F</SourceRecordIdentifier>
        <CoveredServiceCode>19</CoveredServiceCode>
        <ProgramAreaCode>1</ProgramAreaCode>
        <ExpenditureOcaCode>MH001</ExpenditureOcaCode>
        <EffectiveDate>7/1/2018</EffectiveDate>
        <ExpirationDate>6/30/2021</ExpirationDate>
        <ContractedAmount>35000</ContractedAmount>
        <UnitOfMeasureCode>1</UnitOfMeasureCode>
        <PaymentRatePerUnitAmount>125</PaymentRatePerUnitAmount>
```

```xml
        <PaymentMethodCode>1</PaymentMethodCode>
      </SubcontractService>
    </SubcontractServices>
    <SubcontractOutputMeasures>
      <SubcontractOutputMeasure>
        <ProgramAreaCode>1</ProgramAreaCode>
        <ServiceCategoryCode>7</ServiceCategoryCode>
        <TargetPersonsServedCount>150</TargetPersonsServedCount>
      </SubcontractOutputMeasure>
      <SubcontractOutputMeasure>
        <ProgramAreaCode>1</ProgramAreaCode>
        <ServiceCategoryCode>4</ServiceCategoryCode>
        <TargetPersonsServedCount>130</TargetPersonsServedCount>
      </SubcontractOutputMeasure>
      <SubcontractOutputMeasure>
        <ProgramAreaCode>1</ProgramAreaCode>
        <ServiceCategoryCode>1</ServiceCategoryCode>
        <TargetPersonsServedCount>100</TargetPersonsServedCount>
      </SubcontractOutputMeasure>
      <SubcontractOutputMeasure>
        <ProgramAreaCode>1</ProgramAreaCode>
        <ServiceCategoryCode>8</ServiceCategoryCode>
        <TargetPersonsServedCount>130</TargetPersonsServedCount>
      </SubcontractOutputMeasure>
      <SubcontractOutputMeasure>
        <ProgramAreaCode>1</ProgramAreaCode>
        <ServiceCategoryCode>5</ServiceCategoryCode>
        <TargetPersonsServedCount>200</TargetPersonsServedCount>
      </SubcontractOutputMeasure>
    </SubcontractOutputMeasures>
    <SubcontractOutcomeMeasures>
      <SubcontractOutcomeMeasure>
        <ProgramAreaCode>1</ProgramAreaCode>
        <OutcomeMeasureCode>MH003</OutcomeMeasureCode>
        <TargetValue>40</TargetValue>
      </SubcontractOutcomeMeasure>
      <SubcontractOutcomeMeasure>
        <ProgramAreaCode>1</ProgramAreaCode>
        <OutcomeMeasureCode>MH703</OutcomeMeasureCode>
        <TargetValue>24</TargetValue>
      </SubcontractOutcomeMeasure>
      <SubcontractOutcomeMeasure>
        <ProgramAreaCode>1</ProgramAreaCode>
        <OutcomeMeasureCode>MH742</OutcomeMeasureCode>
        <TargetValue>90</TargetValue>
      </SubcontractOutcomeMeasure>
      <SubcontractOutcomeMeasure>
        <ProgramAreaCode>1</ProgramAreaCode>
        <OutcomeMeasureCode>MH743</OutcomeMeasureCode>
        <TargetValue>67</TargetValue>
      </SubcontractOutcomeMeasure>
      <SubcontractOutcomeMeasure>
        <ProgramAreaCode>1</ProgramAreaCode>
        <OutcomeMeasureCode>MH744</OutcomeMeasureCode>
        <TargetValue>86</TargetValue>
      </SubcontractOutcomeMeasure>
      <SubcontractOutcomeMeasure>
```

Pamphlet 155-2 Chapter 9, Version 14.0

```xml
  <ProgramAreaCode>2</ProgramAreaCode>
  <OutcomeMeasureCode>SA753</OutcomeMeasureCode>
  <TargetValue>10</TargetValue>
</SubcontractOutcomeMeasure>
<SubcontractOutcomeMeasure>
  <ProgramAreaCode>2</ProgramAreaCode>
  <OutcomeMeasureCode>SA754</OutcomeMeasureCode>
  <TargetValue>15</TargetValue>
</SubcontractOutcomeMeasure>
<SubcontractOutcomeMeasure>
  <ProgramAreaCode>2</ProgramAreaCode>
  <OutcomeMeasureCode>SA755</OutcomeMeasureCode>
  <TargetValue>51</TargetValue>
</SubcontractOutcomeMeasure>
<SubcontractOutcomeMeasure>
  <ProgramAreaCode>2</ProgramAreaCode>
  <OutcomeMeasureCode>SA756</OutcomeMeasureCode>
  <TargetValue>94</TargetValue>
</SubcontractOutcomeMeasure>
<SubcontractOutcomeMeasure>
  <ProgramAreaCode>3</ProgramAreaCode>
  <OutcomeMeasureCode>MH012</OutcomeMeasureCode>
  <TargetValue>86</TargetValue>
</SubcontractOutcomeMeasure>
<SubcontractOutcomeMeasure>
  <ProgramAreaCode>3</ProgramAreaCode>
  <OutcomeMeasureCode>MH377</OutcomeMeasureCode>
  <TargetValue>64</TargetValue>
</SubcontractOutcomeMeasure>
<SubcontractOutcomeMeasure>
  <ProgramAreaCode>3</ProgramAreaCode>
  <OutcomeMeasureCode>MH378</OutcomeMeasureCode>
  <TargetValue>65</TargetValue>
</SubcontractOutcomeMeasure>
<SubcontractOutcomeMeasure>
  <ProgramAreaCode>3</ProgramAreaCode>
  <OutcomeMeasureCode>MH778</OutcomeMeasureCode>
  <TargetValue>95</TargetValue>
</SubcontractOutcomeMeasure>
<SubcontractOutcomeMeasure>
  <ProgramAreaCode>3</ProgramAreaCode>
  <OutcomeMeasureCode>MH779</OutcomeMeasureCode>
  <TargetValue>93</TargetValue>
</SubcontractOutcomeMeasure>
<SubcontractOutcomeMeasure>
  <ProgramAreaCode>3</ProgramAreaCode>
  <OutcomeMeasureCode>MH780</OutcomeMeasureCode>
  <TargetValue>96</TargetValue>
</SubcontractOutcomeMeasure>
<SubcontractOutcomeMeasure>
  <ProgramAreaCode>4</ProgramAreaCode>
  <OutcomeMeasureCode>SA725</OutcomeMeasureCode>
  <TargetValue>48</TargetValue>
</SubcontractOutcomeMeasure>
<SubcontractOutcomeMeasure>
  <ProgramAreaCode>4</ProgramAreaCode>
  <OutcomeMeasureCode>SA751</OutcomeMeasureCode>
```

Pamphlet 155-2 Chapter 9, Version 14.0

```xml
            <TargetValue>20</TargetValue>
          </SubcontractOutcomeMeasure>
          <SubcontractOutcomeMeasure>
            <ProgramAreaCode>4</ProgramAreaCode>
            <OutcomeMeasureCode>SA752</OutcomeMeasureCode>
            <TargetValue>93</TargetValue>
          </SubcontractOutcomeMeasure>
        </SubcontractOutcomeMeasures>
      </Subcontract>
</Subcontracts>
```

2.2.2   XML Example of Adding Amendment Data

```xml
<Subcontracts>
  <Subcontract>
    <SourceRecordIdentifier>3AD3906E-5C10-449ABC-8C5A6F90181C</SourceRecordIdentifier>
    <ContractNumber>12345</ContractNumber>
    <SubcontractNumber>1</SubcontractNumber>
    <FederalTaxIdentifier>XX-XXXXXXX</FederalTaxIdentifier>
    <TypeCode>2</TypeCode>
    <EffectiveDate>7/1/2018</EffectiveDate>
    <ExpirationDate>6/30/2021</ExpirationDate>
    <AmendmentNumber>1</AmendmentNumber>
    <AmendmentDate>7/1/2019</AmendmentDate>
    <SubcontractOcas>
      <SubcontractOca>
        <SourceRecordIdentifier>3AD3906E-5C10-449A-803D-8C5A6F90181C</SourceRecordIdentifier>
        <ExpenditureOcaCode>MH001</ExpenditureOcaCode>
        <TotalSubcontractedOcaAmount>1100000.00</TotalSubcontractedOcaAmount>
      </SubcontractOca>
    <SubcontractOcas>
    <SubcontractServices>
      <SubcontractService>
        <SourceRecordIdentifier>63B71208-BC60-41B8-8047-3E70C58FEF24</SourceRecordIdentifier>
        <CoveredServiceCode>18</CoveredServiceCode>
        <ProgramAreaCode>1</ProgramAreaCode>
        <ExpenditureOcaCode>MH001</ExpenditureOcaCode>
        <EffectiveDate>7/1/2018</EffectiveDate>
        <ExpirationDate>6/30/2021</ExpirationDate>
        <ContractedAmount>25000</ContractedAmount>
        <UnitOfMeasureCode>1</UnitOfMeasureCode>
        <PaymentRatePerUnitAmount>150</PaymentRatePerUnitAmount>
        <PaymentMethodCode>1</PaymentMethodCode>
      </SubcontractService>
      <SubcontractService>
        <SourceRecordIdentifier>1A7B899D-CFDF-48BD-B3A0-334953657EA0</SourceRecordIdentifier>
        <CoveredServiceCode>19</CoveredServiceCode>
        <ProgramAreaCode>1</ProgramAreaCode>
        <ExpenditureOcaCode>MH001</ExpenditureOcaCode>
        <EffectiveDate>7/1/2018</EffectiveDate>
        <ExpirationDate>6/30/2021</ExpirationDate>
        <ContractedAmount>35000</ContractedAmount>
        <UnitOfMeasureCode>1</UnitOfMeasureCode>
        <PaymentRatePerUnitAmount>125</PaymentRatePerUnitAmount>
        <PaymentMethodCode>1</PaymentMethodCode>
      </SubcontractService>
```

```
    </SubcontractServices>
    <SubcontractOutputMeasures>
        ... Subcontract Output Measures ...
    </SubcontractOutputMeasures>
    <SubcontractOutcomeMeasures>
        ... Subcontract Outcome Measures ...
    </SubcontractOutcomeMeasures>
  </Subcontract>
</Subcontracts>
```

2.3   Updating Subcontract Data

When data for an existing Subcontract has changed, the Subcontract information in FASAMS must be updated. An existing Subcontract would be one where the key fields (Contract Number, Subcontract Number, and Amendment Number) exist in FASAMS.

For updates, the entire Subcontract record set can be sent, or only those data elements that need to be updated. If only the changed data elements are sent, the data set must include the key fields for the Subcontract, and the key fields for the specific Subcontract entity that is being updated.

FASAMS will automatically determine which data elements were changed, and only update those elements.

For detailed information on how FASAMS handles add/update/delete/undo-delete, see the Tracking Changes and Submission Actions section in Chapter 1 Introduction of Pamphlet 155-2.

2.3.1   XML Example of Updating Subcontract Data

The XML example for updating a Subcontract is the same as for adding a Subcontract, if the entire Subcontract record set is being sent. The example below indicates how to send only a portion of the Subcontract record set for updating.

2.3.1.1   *Update a Subcontract*

```
<Subcontracts>
  <Subcontract>
    <ContractNumber>12345</ContractNumber>
    <SubcontractNumber>1</SubcontractNumber>
    <FederalTaxIdentifier>XX-XXXXXXX</FederalTaxIdentifier>
    <TypeCode>1</TypeCode>
    <EffectiveDate>7/1/2018</EffectiveDate>
    <ExpirationDate>6/30/2022</ExpirationDate>
  </Subcontract>
</Subcontracts>
```

2.4   Deleting Subcontract Data

If Subcontract Data has been submitted in error, it can be deleted in whole or in part by using the Action attribute of the XML file. The data will not physically be deleted from FASAMS but will be marked as deleted and will become unusable.

The SubcontractDataSet must include the key fields for the Subcontract, and the key fields for the specific Subcontract entity that are being deleted. The Action attribute must be set to "delete" for the specific Subcontract entity that is being deleted. Key fields are identified in the entity section below.

If a Subcontract is specified to be deleted, all child records for that Subcontract will be deleted as well.

For detailed information on how FASAMS handles add/update/delete/undo-delete, see the Tracking Changes and Submission Actions section in Chapter 1 Introduction of Pamphlet 155-2.

2.4.1   XML Example of Deleting Subcontract Data

2.4.1.1   Delete an entire Subcontract

```
<Subcontracts>
  <Subcontract action="delete">
    <ContractNumber>12345</ContractNumber>
    <SubcontractNumber>1</SubcontractNumber>
  </Subcontract>
</Subcontracts>
```

2.4.1.2   Delete an Amendment

```
<Subcontracts>
  <Subcontract action="delete">
    <ContractNumber>12345</ContractNumber>
    <SubcontractNumber>1</SubcontractNumber>
    <AmendmentNumber>1</AmendmentNumber>
  </Subcontract>
</Subcontracts>
```

2.4.1.3   Delete a SubcontractService

```
<Subcontracts>
  <Subcontract>
    <ContractNumber>12345</ContractNumber>
    <SubcontractNumber>1</SubcontractNumber>
    <SubcontractServices>
      <SubcontractService action="delete">
        <SourceRecordIdentifier>3AD3906E-5C10-449A-802C-8C5A6F90181C</SourceRecordIdentifier>
      </SubcontractService>
    </SubcontractServices>
  </Subcontract>
</Subcontracts>
```

2.5   UnDo Deletion

If Subcontract Data is mistakenly deleted, it can be re-instated by using the Action attribute of the XML file. The data that was previously marked as deleted will be unmarked and will become usable again.

The SubcontractDataSet must include the key fields for the Subcontract, and the key fields for the specific Subcontract entity that is being re-instated. The Action attribute must be set to "undo-delete" for the specific Subcontract entity that is being re-instated. Key fields are identified in the entity section below.

For detailed information on how FASAMS handles add/update/delete/undo-delete, see the Tracking Changes and Submission Actions section in Chapter 1 Introduction of Pamphlet 155-2.

2.5.1   XML Example of UnDo-delete

```
<Subcontracts>
  <Subcontract action="undo-delete">
```

Pamphlet 155-2 Chapter 9, Version 14.0

```xml
    <ContractNumber>12345</ContractNumber>
    <SubcontractNumber>1</SubcontractNumber>
  </Subcontract>
</Subcontracts>
```

3 Subcontract Entities

This section defines the entities involved in the Subcontract Data set.

The Subcontract data set is used at the state level to validate actual services purchased by the DCF contracted entity (e.g., ME) from each Provider agency, including the total contracted amount and payment rate for each covered service.

The Subcontract data set is a critical component for tracking actual expenditures against what was budgeted as needed for billing and payment purposes and linking to outcomes and actual costs of services provided.
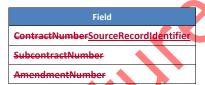
3.1 Subcontract (Required)

3.1.1 Description

A Subcontract represents a legal contract between a ME and a Provider, as part of that ME's legal contract with DCF. A Subcontract amendment is also considered a type of Subcontract, potentially changing the terms of the initial Subcontract. A Subcontract will be uniquely identified in FASAMS by the contract number, Subcontract number, and amendment number. Therefore, no two Subcontract records can be sent with the contract number, Subcontract number, and amendment number.

3.1.2 Key Fields

The fields in this entity that will be used to uniquely identify a record, to determine whether to create or update an existing record, and to be used to delete an existing record are:

Field
~~ContractNumber~~SourceRecordIdentifier
~~SubcontractNumber~~
~~AmendmentNumber~~

~~3.1.7~~3.1.3   Additional Business Rules and Guidance

1. Subcontract amendments are considered types of Subcontracts with a TypeCode of 2 (Amendment). In the event of a Subcontract amendment, at the start of each fiscal year or otherwise, the full amended Subcontract details must be provided to FASAMS, including the amendment date and amendment number. After the initial Subcontract record, there can be multiple Subcontract amendment records with TypeCode = 2. Each of these amendment records will have the same contract number, Subcontract number, and effective date, but will have a different AmendmentDate. This will create a separate record in FASAMS, allowing FASAMS to separate service events, financial information, output measures, and outcome measures for the initial Subcontract vs. each amendment.

2. Subcontract amendments must include the same SubcontractNumber and ContractNumber combination as exactly reported in the initial Subcontract. In other words, a Subcontract amendment cannot amend an initial Subcontract that does not exist.

3.1.8~~3.1.4~~   Fields

The fields in the Subcontract entity, along with a value type, description, and associated validation rules for each are:

Field	Value Type	Description/Validation Rules
SourceRecordIdentifier	**String**	**The Provider's internal system identifier for the Subcontract record.** • Required • Must be unique for the SubcontractService within the Subcontract. • Must be 100 characters or less. • The SourceRecordIdentifier must be a unique identifier for this record in the source system. It must be a value that is unique and never changes. Examples of unique identifiers are Identity, AutoNumber or GUID. If the source system does not have a unique identifier, one can be constructed. A constructed SourceRecordIdentifier might contain the values that make this record unique, separated by a delimiter. If a SourceRecordIdentifier is constructed, the best practice would be to store and retain this value so that it can be easily referenced when sending updated information. For example, if a SourceRecordIdentifier contains an effective date, and you later change the value of the effective date on the record in the source system, the SourceRecordIdentifier that had previously been sent with the old effective date can still be used to identify that record. If you reconstruct the SourceRecordIdentifier using the new value, FASAMS would see this as a new record, and you be unable to update the original record. • A unique identifier for this record might contain: the CoveredServiceCode, ProgramAreaCode, ExpenditureOcaCode, and EffectiveDate.
ProviderSourceRecordIdentifier	**string**	**This field should be used for Provider originated Source Record Identifier when it is not used as the primary SRI. If the Provider originated Source Record Identifier is used for the primary SRI, then this field can be left blank.** • Optional • Must be 100 characters or less
ProviderInformationalNote	**string**	**This field is for the Provider's general use only and should be populated based on the direction from the Provider.** • Optional • Must be 100 characters or less
ContractNumber	**string**	**The number indicating the contract between DCF and the ME.** • Required • Must match a single contract number already set up in FASAMS.
SubcontractNumber	string	The number indicating the Subcontract between the service Provider and a ME. • Required

Pamphlet 155-2 Chapter 9, Version 14.0

Field	Value Type	Description/Validation Rules
		• Must be 50 characters or less.
FederalTaxIdentifier	**string**	**The unique FEIN of the service Provider that Subcontracts with the ME.** • Required • Must match the FederalTaxIdentifier for a single Provider already set up in FASAMS.

TypeCode	**string**	**The code indicating the type of Subcontract.**
		• Required
		• Must be one of the following values:
		   ○ **1** for Initial
		   ○ **2** for Amendment
		• There must always be exactly one Subcontract with TypeCode 1 (Initial) for a particular SubcontractNumber and ContractNumber combination.
		• There is no limit to the number of TypeCode 2 (Amendment) records that can exist.

EffectiveDate	**date**	The date the Subcontract between the ME and the service Provider became effective (i.e., began). • Required • Must be within the beginning and ending dates of the contract identified by the ContractNumber. • Must be in a valid date format. Refer to Appendix 2 Common Data Types in Pamphlet 155-2.
ExpirationDate	**date**	The date the Subcontract between the ME and the service Provider will expire. • Required • Must be greater than the EffectiveDate. • Must be in a valid date format. Refer to Appendix 2 Common Data Types in Pamphlet 155-2.
AmendmentNumber	**string**	**The number indicating the amendment to the recent Subcontract identified by the Subcontract number, between the service Provider and a ME.** • Required if the TypeCode is 2 (Amendment). • Must not be provided if the TypeCode is 1 (Initial). • Must be 50 characters or less.
AmendmentDate	**date**	**The date the amendment between the ME and the service Provider was amended.** • Required if the TypeCode is 2 (Amendment). • Must not be provided if the TypeCode is 1 (Initial). • Must be within the EffectiveDate and ExpirationDate of the Subcontract. • Must be in a valid date format. Refer to Appendix 2 Common Data Types in Pamphlet 155-2.

Future Version 14

3.2 SubcontractOca (Conditionally Required)

Subentity of Subcontract

3.2.1 Description

A Subcontract OCA represents a funding source that the Provider is contractually authorized to provide services under as part of their Subcontract with a Provider. A Subcontract OCA will be uniquely identified by the Source Record Identifier. Therefore, no two Subcontract OCA records can be sent with the same Source Record Identifier.

Key Fields

The fields in this entity that will be used to uniquely identify a record, to determine whether to create or update an existing record, and to be used to delete an existing record are:

Field
SourceRecordIdentifier

3.2.2 Additional Business Rules and Guidance

1. Each Subcontract must include a Subcontract OCA record for each OCA applicable in the Subcontract.

2. An Expenditure OCA must be set up in the SubcontractOca table prior to being able to submit Expenditure OCA combinations to the Subcontract Service table.

3. The sum of the TotalSubcontractedOcaAmount for all Subcontracts with a ME must not exceed the DCF total contracted amount for that ME. Otherwise, a warning will be generated.

4. The TotalSubcontractedOcaAmount of an initial Subcontract (Subcontract.TypeCode = 1) or amendment (Subcontract.TypeCode = 2) will be calculated as the sum of its SubcontractOca.TotalSubcontractedOcaAmount. This value will be calculated automatically by FASAMS.

3.2.3 Fields

The fields in the Subcontract OCA entity, along with a value type, description, and associated validation rules for each are:

Field	Value Type	Description/Validation Rules
SourceRecordIdentifier	string	**The Provider's internal system identifier for the SubcontractService record.** • Required • Must be unique for the SubcontractService within the Subcontract. • Must be 100 characters or less. • The SourceRecordIdentifier must be a unique identifier for this record in the source system. It must be a value that is unique and never changes. Examples of unique identifiers are Identity, AutoNumber or

Field	Value Type	Description/Validation Rules
		GUID. If the source system does not have a unique identifier, one can be constructed. A constructed SourceRecordIdentifier might contain the values that make this record unique, separated by a delimiter. If a SourceRecordIdentifier is constructed, the best practice would be to store and retain this value so that it can be easily referenced when sending updated information. For example, if a SourceRecordIdentifier contains an effective date, and you later change the value of the effective date on the record in the source system, the SourceRecordIdentifier that had previously been sent with the old effective date can still be used to identify that record. If you reconstruct the SourceRecordIdentifier using the new value, FASAMS would see this as a new record, and you be unable to update the original record. • A unique identifier for this record might contain: the CoveredServiceCode, ProgramAreaCode, ExpenditureOcaCode, and EffectiveDate.
ProviderSourceRecordIdentifier	string	This field should be used for Provider originated Source Record Identifier when it is not used as the primary SRI. If the Provider originated Source Record Identifier is used for the primary SRI, then this field can be left blank. • Optional • Must be 100 characters or less
ProviderInformationalNote	string	This field is for the Provider's general use only and should be populated based on the direction from the Provider. • Optional • Must be 100 characters or less
ExpenditureOcaCode	string	The code indicating the OCA (Other Cost Accumulator) used by the Provider under contract with the ME to track the funding and expenditures related to the covered service under the initial Subcontract or Subcontract amendment. • Required • Must be a valid OCA value for the CoveredServiceCode. Valid values are listed in the OCA section in Appendix 1 Data Code Values of Pamphlet 155-2.
TotalSubcontractedOcaAmount	decimal	The total dollar amount contracted to the Provider by the ME for the Expenditure OCA under the initial Subcontract or Subcontract amendment. • Required • Must be valid decimal number greater than or equal to 0. • Cannot contain more than two digits to the right of the decimal place.

3.23.3 SubcontractService (Conditionally Required)

Subentity of Subcontract

3.2.13.3.1   Description

A Subcontract service represents a covered service that the Provider is contractually authorized to perform, within a particular program area, and reported under a particular OCA code, as part of their Subcontract with a ME. A Subcontract can contain multiple Subcontract service records. A Subcontract service will be uniquely identified by the Source Record Identifier. Therefore, no two Subcontract service records can be sent with the Source Record Identifier associated with the same Subcontract record.

3.2.23.3.2   Key Fields

The fields in this entity that will be used to uniquely identify a record, to determine whether to create or update an existing record, and to be used to delete an existing record are:

Field
SourceRecordIdentifier

3.2.33.3.3   Additional Business Rules and Guidance

1. Each Subcontract must include a Subcontract service record for each covered service or project, program area, and OCA combination applicable in the Subcontract.

2. An Expenditure OCA must be set up in the SubcontractOca table prior to being able to submit Expenditure OCA combinations to the Subcontract Service table.

2.3. The program area and covered service must be a valid combination already set up in FASAMS for at least one Provider treatment setting, for the Provider identified by the federal tax identifier on the Subcontract. This rule is only enforced if Covered Service has a value.

3. The sum of the ContractedAmount for all Subcontracts with a ME must not exceed the DCF total contracted amount for that ME. Otherwise, a warning will be generated.

5. The ContractedAmount of an initial Subcontract (Subcontract.TypeCode = 1) or amendment (Subcontract.TypeCode = 2) will be calculated as the sum of its SubcontractService.ContractedAmount. This value will be calculated automatically by FASAMS.

7. The DCF funded capacity will be calculated by FASAMS automatically for each covered service or project, program area and OCA combination, for the initial Subcontract and all amendments. This is done by dividing the ContractedAmount (numerator) by the PaymentRatePerUnitAmount (denominator).

9.4. There must be no two SubcontractService records with the same CoveredServiceCode or ProjectCode, ExpenditureOcaCode, and ProgramAreaCode combination that have overlapping Effective and Expiration dates for the same Subcontract.

Pamphlet 155-2 Chapter 9, Version 14.0

Future Version 14

3.2.4~~3.3.4~~   Fields

The fields in the Subcontract service entity, along with a value type, description, and associated validation rules for each are:

Field	Value Type	Description/Validation Rules
SourceRecordIdentifier	**string**	**The Provider's internal system identifier for the Subcontract~~Service~~ record.** • Required • Must be unique for the SubcontractService within the Subcontract. • Must be 100 characters or less. • The SourceRecordIdentifier must be a unique identifier for this record in the source system. It must be a value that is unique and never changes. Examples of unique identifiers are Identity, AutoNumber or GUID. If the source system does not have a unique identifier, one can be constructed. A constructed SourceRecordIdentifier might contain the values that make this record unique, separated by a delimiter. If a SourceRecordIdentifier is constructed, the best practice would be to store and retain this value so that it can be easily referenced when sending updated information. For example, if a SourceRecordIdentifier contains an effective date, and you later change the value of the effective date on the record in the source system, the SourceRecordIdentifier that had previously been sent with the old effective date can still be used to identify that record. If you reconstruct the SourceRecordIdentifier using the new value, FASAMS would see this as a new record, and you be unable to update the original record. • A unique identifier for this record might contain: the CoveredServiceCode, ProgramAreaCode, ExpenditureOcaCode, and EffectiveDate.
ProviderSourceRecordIdentifier	**string**	**This field should be used for Provider originated Source Record Identifier when it is not used as the primary SRI. If the Provider originated Source Record Identifier is used for the primary SRI, then this field can be left blank.** • Optional • Must be 100 characters or less
ProviderInformationalNote	**string**	**This field is for the Provider's general use only and should be populated based on the direction from the Provider.** • Optional • Must be 100 characters or less
CoveredServiceCode	**string**	**The code indicating the covered service, as defined in 65E-14.021, F.A.C., to which the contracted amount applies to provide client-specific and non-client-specific events to individuals under the initial Subcontract or Subcontract amendment.** • Must be provided if ProjectCode is not provided. • Must not be provided if ProjectCode is provided.

Pamphlet 155-2 Chapter 9, Version 14.0

Field	Value Type	Description/Validation Rules
		• Must be a valid CoveredService value. Valid values are listed in the Covered Service section in Appendix 1 Data Code Values of Pamphlet 155-2.
ProjectCode	string	**The code indicating the project to which the contracted amount applies to provide client-specific and non-client specific events to individuals under the initial Subcontract or Subcontract amendment.** • Must be provided if CoveredServiceCode is not provided. • Must not be provided if CoveredServiceCode is provided. • Must be a valid Project value. Valid values are listed in the Project section in Appendix 1 Data Code Values of Pamphlet 155-2.

ProgramAreaCode	string	**The code indicating the program area in which the contracted amount applies to the covered service under the initial Subcontract or Subcontract amendment.**
		• Required
		• Must be one of the following values:
		  o **1** for Adult Mental Health
		  o **2** for Adult Substance Abuse
		  o **3** for Child Mental Health
		  o **4** for Child Substance Abuse
		• Must be a valid ProgramArea for the given CoveredServiceCode. Refer to Covered Service in Appendix 1 Data Code Values of Pamphlet 155-2.

ExpenditureOcaCode	string	**The code indicating the OCA (Other Cost Accumulator) used by the Provider under contract with the ME to track the funding and expenditures related to the covered service under the initial Subcontract or Subcontract amendment.** • Required • Must be a valid OCA value for the CoveredServiceCode. Valid values are listed in the OCA section in Appendix 1 Data Code Values of Pamphlet 155-2.
EffectiveDate	date	**The date the funding for this combination of CoveredServiceCode, ProgramAreaCode, and ExpenditureOcaCode becomes effective under the initial Subcontract or Subcontract amendment.** • Required • Must be greater than or equal to the Subcontract.EffectiveDate. • Must be less than or equal to the Subcontract.ExpirationDate.
ExpirationDate	date	**The date the funding for this combination of CoveredServiceCode, ProgramAreaCode, and ExpenditureOcaCode is no longer effective under the initial Subcontract or Subcontract amendment.** • Required • Must be greater than or equal to the SubcontractService.EffectiveDate

Pamphlet 155-2 Chapter 9, Version 14.0

Field	Value Type	Description/Validation Rules
		• Must be less than or equal to the Subcontract.ExpirationDate
ContractedAmount	**decimal**	**The total dollar amount contracted to the Provider by the ME for the covered service, program area, and OCA combination under the initial Subcontract or Subcontract amendment.** • ~~Required~~ • Optional • Must be valid decimal number greater than or equal to 0. • Cannot contain more than two digits to the right of the decimal place.

UnitOfMeasureCode	**String**	**The unit of measure for the given covered service.**
		• Required
		• Must be one of the following values:
		  o **1** for Day
		  o **2** for Direct Staff Hour
		  o **3** for Dollar
		  o **4** for Dosage
		  o **5** for Non-Direct Staff Hour
		  o **6** for Number of Enrolled Participants
		  o **7** for Monthly Service
		  o **8** for Other
		  o **9** for Quarterly Service
		  o **10** for Weekly Service

PaymentRatePerUnitAmount	**decimal**	**The per unit dollar amount contracted to the Provider by the ME for covered service, program area, and OCA combination under the initial Subcontract or Subcontract amendment.** • Required • Must be valid decimal number greater than or equal to 0. • Cannot contain more than two digits to the right of the decimal place.

PaymentMethodCode	**string**	**The method used for payment to the Provider by the ME for services under this covered service, program area, and OCA combination under the initial Subcontract or Subcontract amendment.**
		• Required
		• Must be one of the following values:
		  o **1** for Fee for Service
		  o **2** for Case Rate
		  o **3** for Capitation Rate
		  o **4** for Cost Reimbursement

PaymentType		**The code indicating the payment type in which the contracted amount applies to the covered service under the initial Subcontract or Subcontract amendment.**

Pamphlet 155-2 Chapter 9, Version 14.0

Field	Value Type	Description/Validation Rules

		• Required field
		• Must be one of the two types:
		  o Availability -- 01
		  o Utilization -- 02
		  o Enrollment -- 03

3.33.4   SubcontractOutputMeasure (Conditionally Required)

Subentity of Subcontract

3.3.13.4.1   Description

A Subcontract output measure represents a performance goal that the Provider is obligated to reach, in terms of serving a targeted number of individuals with service in a particular category, for a particular program area, as part of their Subcontract with a ME. A Subcontract can contain multiple Subcontract output measure records. A Subcontract output measure will be uniquely identified in FASAMS by the program area code and the service category code. Therefore, no two Subcontract output measure records should be sent with the program area code and service category code associated with the same Subcontract.

3.3.23.4.2   Key Fields

The fields in this entity that will be used to uniquely identify a record, to determine whether to create or update an existing record, and to be used to delete an existing record are:

Field
ProgramAreaCode
ServiceCategoryCode

3.3.33.4.3   Additional Business Rules and Guidance

1. Each Subcontract must include a Subcontract output measure record for each program area and service category combination applicable in the Subcontract. It is acceptable to include records that do not apply to the Subcontract, with a target value of zero.

3.3.43.4.4   Fields

The fields in the Subcontract output measure entity, along with a value type, description, and associated validation rules for each are:

Field	Value Type	Description/Validation Rules
ProgramAreaCode	string	The code indicating the program area in which the target for the service category applies under this Subcontract or amendment. • Required

Field	Value Type	Description/Validation Rules
		• Must be one of the following values:
		o **1** for Adult Mental Health
		o **2** for Adult Substance Abuse
		o **3** for Child Mental Health
		o **4** for Child Substance Abuse
ServiceCategoryCode	string	**The code indicating the category of the service in which the target applies under this Subcontract or amendment.**
		• Required
		• Must be a valid Service Category Code value for the Program Area Code. Valid values are listed in the Service Category section in Appendix 1 Data Code Values of Pamphlet 155-2.
TargetPersonsServedCount	integer	**The minimum number of persons expected to be served for this service category under the initial Subcontract or Subcontract amendment.**
		• Required
		• Must be a valid integer greater than or equal to zero.

3.43.5 SubcontractOutcomeMeasure (Conditionally Required)

Subentity of Subcontract

3.4.13.5.1 Description

A Subcontract outcome measure represents a goal that the Provider is obligated to reach, in terms of improving the number or percentage of individuals in a population who exhibit the attributes of the described measure, for a particular program area, as part of their Subcontract with a ME. A Subcontract can contain multiple Subcontract outcome measure records. A Subcontract outcome measure will be uniquely identified in FASAMS by the program area code and the outcome measure code. Therefore, no two Subcontract outcome measure records can be sent with the program area code and outcome measure code associated with the same Subcontract.

3.4.23.5.2 Key Fields

The fields in this entity that will be used to uniquely identify a record, to determine whether to create or update an existing record, and to be used to delete an existing record are:

Field
ProgramAreaCode
OutcomeMeasureCode

3.4.33.5.3 Additional Business Rules and Guidance

1. Each Subcontract must include a Subcontract outcome measure record for each program area and outcome measure combination applicable in the Subcontract. It is acceptable to include records that do not apply to the Subcontract, with a target value of zero.

Pamphlet 155-2 Chapter 9, Version 14.0

3.4.43.5.4 Fields

The fields in the Subcontract outcome measure entity, along with a value type, description, and associated validation rules for each are:

Field	Value Type	Description/Validation Rules

ProgramAreaCode	string	**The code indicating the program area in which the target for the outcome measure applies under this Subcontract or amendment.**
		• Required
		• Must be one of the following values:
		  o **1** for Adult Mental Health
		  o **2** for Adult Substance Abuse
		  o **3** for Child Mental Health
		  o **4** for Child Substance Abuse

OutcomeMeasureCode	string	**The code indicating the outcome measure in which the target applies under this Subcontract or amendment.** • Required • Must be a valid Outcome Measure Code for the Program Area Code. Valid values are listed in the Outcome Measure section in Appendix 1 Data Code Values of Pamphlet 155-2.
TargetValue	decimal	**The minimum performance target expected to be met by the Provider for this outcome measure under this Subcontract or amendment.** • Required • Must be valid decimal number greater than or equal to 0. • Cannot contain more than two digits to the right of the decimal place.