Dear PRISM Partners,

There are three items that need to be brought to your attention due to enhancements recently made in PRISM. The changes that you will notice the most are in the transmittal_trans.dat file format, PRISM Suspension Correction Process, and PRISM Standard Reports. Following is an explanation of all three:

1) Transmittal_trans.dat file format: PRISM now has the capability to change customer social security numbers. This new process allows the partner to send a file containing customer SSN records needing to be changed. (See Attachment A for file format.) These records will be processed along with the rest of the partner data submission. (See Attachment C for an explanation of how the SSN changes are applied to PRISM.) Due to this new enhancement, the transmittal_trans.dat file now contains the SSN file's record count. (See Attachment B for file format.) Please start using the new transmittal_trans.dat file format by **November 1, 2006**. By special request we can accommodate agencies that might need longer to make changes to their systems.

2) PRISM Suspension Correction Process: The main menu has a new selection button named View/Correct SSN Suspense Items. The steps for using it are the same as the other View/Correct buttons. (Please refer to the PRISM Desk Manual.)

   The PRISM Suspension Correction Process now contains version control. If the partner version is old, a message will appear instructing the partner to update the PRISM Suspension Correction application.

   Please follow the steps below to download the PRISM Suspension Correction Process now:
   a. Open Windows Explorer and go to the C:\prism\forms subdirectory
   b. Delete **all** the files located here
   c. Go to http://www.oregon.gov/PRISM/TechnicalInfo.shtml.
   d. Click on Forms and you will find the forms.zip.
   e. Download the forms.zip file to your C:\prism\forms subdirectory
   f. To unzip the form files:
      1. Double click on the forms.zip file
      2. Click on 'Next',
      3. Click on 'No',
      4. Click on 'Select different folder…' and replace 'c:\unzipped\forms' with 'c:\prism\forms' then click on 'OK'
      5. Click on 'Unzip Now'
      6. Unzip works away for a second or two before finishing, then click on 'Close'
   g. Test the PRISM Suspension Correction Process application to make sure all works correctly

   We have built in a grace period until **November 1** for all partners to update the PRISM Suspension Correction Process files located on their hard drives. After that time, the message will appear instructing partners to update this application. You will need this new version of the PRISM Suspension Correction Process to correct any SSN update suspensions that may occur.

3) PRISM Standard Reports: The Performance Reports now contain the Ethnicity/Race category as defined by the Federal Government. Also the Submission Summary Report has been modified to reflect the SSN update submission results.

   All PRISM Reports now contain version control. If the report version is old, a message appears instructing the partner to update the report.

   Please follow the steps below to download the PRISM Reports now:
   a. Open Windows Explorer and go to the C:\prism\reports subdirectory
   b. Delete **all** the files located here
   c. Go to http://www.oregon.gov/PRISM/TechnicalInfo.shtml.
   d. Click on Reports and you will find the reports.zip.
   e. Download the reports.zip file to your C:\prism\reports subdirectory
   f. To unzip the report files:
      a. Double click on the forms.zip file
      b. Click on 'Next',

     c. Click on 'No',

     d. Click on 'Select different folder…' and replace 'c:\unzipped\reports' with 'c:\prism\reports' then Click on 'OK'

     e. Click on 'Unzip Now'

     f. Unzip works away for a second or two before finishing, then click on 'Close'

   g. Test a few of the PRISM Standard Reports to make sure all works correctly

We have built in a grace period until **November 1** for all partners to update the PRISM Report files located on their hard drives. After that time, the message will appear instructing partners to update this report.

The PRISM Data Dictionary Sections 3, 4, 5 & 6 have been updated to reflect the SSN updates and the Ethnicity/Race standards. The PRISM Desk Manual has been updated as well. They both are posted on the PRISM Technical Information web page, http://www.oregon.gov/PRISM/TechnicalInfo.shtml.

Please email Becky Rogers @ rebecca.b.rogers@state.or.us if you have any questions.

Thank you,
PRISM System Administrators

External Data File Format

Record Description for: CLIENT SSN UPDATE DATA   **File Name: SSN_TRANS.DAT**

Start Pos.	Length	Element Name	Element ID	Data Type	Remarks
1	1	REC_TYPE		Character	
2	1	LEVEL		Character	
3	9	SSN		Character	
12	1	RELEASE		Character	
13	2	AGENCY_CODE		Character	
15	8	INTAKE_DT		Character	YYYYMMDD format
23	9	SSN_CHANGE		Character	
32	10	TRANSMITTAL_NUMBER		Character	
42	1	SYSTEM_CODE		Character	1=SIS, 2=PRISM
42	BYTES	TOTAL			

External Data File Format

Record Description for: AGENCY TRANSMITTAL   **File Name: TRANSMITTAL_TRANS.DAT**

Start Pos.	Length	Element Name	Element ID	Data Type	Remarks
1	10	TRANSMITTAL_NUMBER		Character	AAYYYYMMDD
11	8	INTAKE_REC_COUNT		Character	
19	8	SERVICE_REC_COUNT		Character	
27	8	OUTCOME_REC_COUNT		Character	
35	8	GOAL_REC_COUNT		Character	
43	8	SSN_CHANGE_REC_COUNT		Character	
51	8	ELIGIBLE_CLIENT_COUNT		Character	
59	8	SUBMITTED_CLIENT_COUNT		Character	
67	8	REPORT_PERIOD_START_DATE		Character	YYYYMMDD format
75	8	REPORT_PERIOD_END_DATE		Character	YYYYMMDD format
83	1	SYSTEM_CODE		Character	1=SIS, 2=PRISM

83   BYTES   TOTAL

First two characters of Transmittal_Number equal to submitting agency code.
Reference PRISM Data Dictionary Chapter 3, Agency Code element.

SSN Updates/Changes Processing

The SSN Change process has been created to give partners the ability to update/change an incorrect customer Social Security Number. For each SSN change record sent in the ssn_trans.dat file (See Attachment A) to PRISM, the SSN Change process matches the key (agency code, SSN and intake date) with the correct "family set of records" (episode, services, goal). Upon finding a "family set", PRISM deletes the old family set and creates a new "family set" with the correct SSN. Should a "family set of records" not be found, the SSN update record is placed in the ssn_suspense table. If a customer has more than one "family set of records" that need to be changed, a SSN change record matching the key (agency code, SSN and intake date) for each episode the customer has needs to be sent. The ssn_trans.dat file is used to send the ssn change records to prism.

The transmittal_trans.dat file (See Attachment B), has been modified to contain the ssn_trans.dat file's record count. **Please note:** should the partner not wish to update any SSN numbers, this field must contain '00000000'.

Should there be a problem with any SSN change records, the PRISM Suspense Correction Process application has been updated to give the PRISM partners the ability to correct the suspended records.