



**CHRIS Flat File Format
Equipment and Supply Orders**

Organization:	Ontario Association of Community Care Access Centres (OACCAC)
Division:	CCAC Application Support
Version:	4.5
Version Date:	February 19, 2010
Prepared By:	OACCAC

Revision Log

Version No.	Version Date	Summary of Change	Changed by/Input from
3.5	January 30, 2008	Highlighted all modified changes to made the format compatible with CHRIS	Nasreen Pirani
3.6	February 5, 2008	<p>Updated the columns in records for the following fields:</p> <p>Batch Header CCAC ID</p> <p>Client's Address Record Postal code Province Phone version</p> <p>Supply Order item detail Order date Quantity Line item cost Required date Item unit code Class Vendor contract code Blanks Version</p>	Nasreen Pirani
3.7	April 4, 2008	Change made to the required date and order date for purchase items. Start date and end date for rental items based on order types	Nasreen Pirani, Joan Hill, Brenda Toonders

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Version No.	Version Date	Summary of Change	Changed by/Input from
3.8	August 21, 2008	<ul style="list-style-type: none"> - Added examples column - Client Reference Record – <ul style="list-style-type: none"> o A blank character is in position 12 o Surname is in positions 13-32 o Firstname is in positions 33-51 o Version is in positions 52-53 - Equipment Order Item Detail <ul style="list-style-type: none"> o CCAC Reference # is now labeled Billing Reference # (change in name only) o Equip Order # Field is in positions 12-23 - Supply Order Item Detail <ul style="list-style-type: none"> o CCAC Reference # is now labeled Billing Reference # (change in name only) o Supply Line ID # is padded with blanks 	Miren Chauhan
4.0	November 4, 2008	<ul style="list-style-type: none"> - Field specification clarifications. Identified Deltas from the original PMI Format Flat File. 	OACCAC
4.1	January 29, 2009	<ul style="list-style-type: none"> - Equipment Order Item Detail Record <ul style="list-style-type: none"> o Clarification on use of the Confirmation Only Flag field 	OACCAC
4.2	May 29, 2009	<ul style="list-style-type: none"> - Equipment/Supply Ship to a Different Address, Number 27: Added depot address to shipping delivery or pick up. - Equipment Order Item Detail, Number 54: Equipment disposition will display before the comments in this text box if the rental has ended (Order Type = 	Mary Lou Smith Nasreen Pirani

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Version No.	Version Date	Summary of Change	Changed by/Input from
		R): Vendor pick-up, Client assumes equip or Returned by Client.	
4.3	October 1, 2009	- Updated section Client Reference record to add the Client Number	Nasreen Pirani
4.4	November 18, 2009	<p>Release Notes -----</p> <ul style="list-style-type: none"> - Updated section <i>client address record & equipment supply ship to different address</i> to add organization name before the building name - Updated section <i>Equipment/ supply notes</i> to increase note detail length from 300 to 500, client pick-up field to start from 512, and version field position to start from 513 and end at 515 - Updated section <i>Equipment/ supply contract</i> to add the sending employee field - Update section <i>Equipment order item detail</i> to rename existing field comment to equipment disposition and add new field vendor instruction with 200 char. 	Nasreen Pirani
4.5	February 19, 2010	<p>Release Notes -----</p> <p>Renamed the existing blank field under the Supply order item detail to "Use PO Date for Billing"</p>	Nasreen Pirani

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This Layout consist of several line types

Cardinality per Order File

Batch Header	1
Client Reference Record	1
Client Address Record	1
Equipment/Supply Directions	1
Equipment/Supply Ship to a Different Address	1
Equipment/Supply Notes	1
Equipment/Supply Contact	1
EQUIPMENT Order Item Detail	(1,*)
SUPPLY Order Item Detail	(1,*)
End of Order Indicator	1

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Delta's from Original Equipment and Supplies Order Format

This spec is based off of the original PMI format. Majority of the updates applied to this specification document were done with the objective of clarifying field definitions and providing clear examples of field usage. Vendors should confirm field positions of all fields as the changes identified below may have resulted in field re-positioning. Vendors using the original PMI flat file format will need to account for the following changes:

- All Elements
 - A new field labeled “*Version*” has been introduced.
 - The “*CCAC Client Reference #*” field has been relabeled to “*Billing Reference Number*”. The CHRIS *Billing Reference Number* will be populated in this field. Field length has increased from 8 characters to 10 characters. **Note: this applies to all elements except for the Header.**
- Header
 - The “*Vender Identifier*” field has been relabeled to “*Vendor Org Code*”. The CHRIS *Vendor Org Code* will be populated in this field. The data type has changed from Numeric to Alpha-Numeric. Field length has increased from 4 characters to 10 characters.
- Client Reference Record
 - The “*Branch*” field has been removed.
 - The “*Residence Code*” field has been removed.
 - The “*Client #*” field has been added.
- Client Address Record
 - The “*Street*” and “*Town*” field lengths have increased.
 - A new field labeled “*Province*” has been introduced.
 - The “*Street*” field will now show the organization name before the building name
- Equipment/Supply Ship to a Different Address
 - The four fields labeled “*Ship to Line #1*” have been replaced with the following fields “*Street*”, “*City*”, and “*Province*”. See tables below for full details.
 - The “*Postal Code*” field has changed position in relation to other address attributes (see tables below for full details)
 - The “*Street*” field will now show the organization name before the building name
- Equipment/Supply Notes
 - The “*Note Details*” field has increased in length.
 - A new field labeled “*Client Pick-Up*” has been introduced.
 - The “*Note details*” field has increased in length from 300 to 500
 - The “*client pick*” field column position will now start from 512
 - The “*version*” field column position will now start from 513 and end at 515
- Equipment/Supply Contact
 - A new field “*Sending employee*” will display the name of the employee making updates/ resending existing orders or creating new orders
- Equipment Order Item Detail
 - The “*Order Type*” field supports two new values:
 - F = Finance Change
 - D = Resending PO
 - The “*Start Date*” field will contain spaces if date is not specified by CCAC
 - The “*End Date/Removal Date*” field will contain spaces if date is not specified by CCAC
 - The “*Item Description*” field length has increased from 30 characters to 100 characters
 - The “*Equipment Line ID #*” field length has increased from 9 characters to 12 characters
 - A new field labeled “*Vendor Contract Code*” has been introduced.
 - Rename existing field “*Comment to equipment disposition and continue to display equipment dispositions*”
 - A new field “ *vendor Instructions*” will be added to display 200 chars of text
- Supply Order Item Detail
 - The “*Supply Line ID #*” field length has increased from 9 characters to 12 characters
 - The “*Order Date*” field will contain spaces if date not specified.

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- The “*Backorder Flag*” field has been removed
- The “*Required Date*” field will contain spaces if date not specified.
- A new field labeled “*Vendor Contract Code*” has been introduced.
- **Rename existing field “blank” to Use PO date for billing**

Batch Header

ID	Data Field	Field Length (Chars.)	Data Type	Columns in Record	Field Justification	Pad With	Comment	Example	Obsolete																					
1	Record Type	1	Alpha	1	N/A	N/A	H = Batch Header	H	N																					
2	Order Type	1	Alpha	2	N/A	N/A	Blank		N																					
3	Blank	5		3-7	N/A	N/A	For future use		Y																					
4	Vendor Org Code	10	Alpha/Num	8 – 17	Left	Spaces	The unique Vendor Org Code assigned by the local CCAC. This code should be communicated to vendors after successful completion of final migration.	24-5003-E	N																					
	CCAC ID	2	Alpha/Num	18 ,19	Left	Spaces	<p>Unique identifier of the CCAC Program within the province of Ontario (First 2 characters of the program #)</p> <table border="1"> <thead> <tr> <th>CCAC Name</th> <th>Short Name</th> <th>CCAC ID</th> </tr> </thead> <tbody> <tr> <td>Erie St. Clair CCAC</td> <td>ESC</td> <td>1</td> </tr> <tr> <td>South West CCAC</td> <td>SW</td> <td>2</td> </tr> <tr> <td>Waterloo Wellington CCAC</td> <td>WW</td> <td>3</td> </tr> <tr> <td>Hamilton Niagara Haldimand Brant CCAC</td> <td>HNHB</td> <td>4</td> </tr> <tr> <td>Central West CCAC</td> <td>CW</td> <td>5</td> </tr> <tr> <td>Mississauga</td> <td>MH</td> <td>6</td> </tr> </tbody> </table>	CCAC Name	Short Name	CCAC ID	Erie St. Clair CCAC	ESC	1	South West CCAC	SW	2	Waterloo Wellington CCAC	WW	3	Hamilton Niagara Haldimand Brant CCAC	HNHB	4	Central West CCAC	CW	5	Mississauga	MH	6		
CCAC Name	Short Name	CCAC ID																												
Erie St. Clair CCAC	ESC	1																												
South West CCAC	SW	2																												
Waterloo Wellington CCAC	WW	3																												
Hamilton Niagara Haldimand Brant CCAC	HNHB	4																												
Central West CCAC	CW	5																												
Mississauga	MH	6																												

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							Halton CCAC				
							Toronto Central CCAC	TC	7		
							Central CCAC	CENT	8		
							Central East CCAC	CE	9		
							South East CCAC	SE	10		
							Champlain CCAC	CHAM	11		
							North Simcoe Muskoka CCAC	NSM	12		
							North East CCAC	NE	13		
							North West CCAC	NW	14		
6	Version	3	Alpha/Num	20-22	Left	N/A	Value = 2.1			2.1	N

Client Reference Record

ID	Data Field	Field Length	Data Type	Columns in Record	Field Justify	Pad With	Comment	Example	Obsolete
7	Record Type	1	Alpha	1	N/A	N/A	C = Client	C	N
8	Billing Reference #	10	Num	2 – 11	Left	Spaces	Assigned by local CCAC as a unique identifier of the client record against which the line item is billed. In legacy systems this field may have been referred to as Home Care Reference. For PMI the CTN was submitted in this field.	560007020	N
9	Blank	1	Alpha/Num	12	N/A	N/A	Sending blank		N
10	Surname	20	Alpha	13 – 32	Left	Spaces		Johnson	N

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ID	Data Field	Field Length	Data Type	Columns in Record	Field Justify	Pad With	Comment	Example	Obsolete
			/Num						
11	Firstname	19	Alpha/ Num	33 – 51	Left	Spaces		Samuel	N
12	Version	3	Alpha/ Num	52-54	Left	Spaces	Value = 2.1	2.1	N
13	Client #	10	Num	55-65	Left	Spaces		1232125	N

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Client Address Record

ID	Data Field	Field Length	Data Type	Columns in Record	Field Justify	Pad With	Comment	Example	Obsolete
13	Record Type	1	Alpha	1	N/A	N/A	A= Address	A	N
14	Billing Reference #	10	Num	2 –11	Left	Spaces	Assigned by local CCAC as a unique identifier of the client record against which the line item is billed. In legacy systems this field may have been referred to as Home Care Reference. For PMI the CTN was submitted in this field.	560007020	N
15	Street	240	Alpha/Num	12 – 251	Left	Spaces	Organization name, Client's Building Name, Street #, Street Name, and Suite	700 Bay St, Suite 1400	N
16	Town	33	Alpha/Num	252 – 284	Left	Spaces	Town or City	Toronto	N
17	Postal Code	7	Alpha/Num	285-291	Left	N/A	Format includes "-" i.e. A#A-#A#	L4E-4M1	N
18	Province	20	Alpha/Num	292-311	Left	Spaces	Province/state	Ontario	N
19	Phone	10	Num	312-321	Right	Spaces	Phone number	9054712040	N
20	Version	3	Alpha/Num	322-324	Left	N/A	Value = 2.1	2.1	N

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Equipment/Supply Directions

ID	Data Field	Field Length	Data Type	Columns in Record	Field Justify	Pad With	Comment	Example	Obsolete
21	Record Type	1	Alpha	1	N/A	N/A	D= Directions	D	N
22	Billing Reference #	10	Num	2 –11	Left	Spaces	Assigned by local CCAC as a unique identifier of the client record against which the line item is billed. In legacy systems this field may have been referred to as Home Care Reference. For PMI the CTN was submitted in this field.	560007020	N
23	Direction Line	175	Alpha/Num	12-186	Left	Spaces	Direction for delivery		N
24	Version	3	Alpha/Num	187-189	Left	Spaces	Value = 2.1	2.1	N

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Equipment/Supply Ship to a Different Address

ID	Data Field	Field Length	Data Type	Columns in Record	Field Justify	Pad With	Comment	Example	Obsolete
25	Record Type	1	Alpha	1	N/A	N/A	T= Ship To	T	N
26	Billing Reference #	10	Num	2 -11	Left	Spaces	Assigned by local CCAC as a unique identifier of the client record against which the line item is billed. In legacy systems this field may have been referred to as Home Care Reference. For PMI the CTN was submitted in this field.	560007020	N
27	Street	240	Alpha/Num	12 – 251	Left	Spaces	Intent: Address for delivery/pick up. The address may be the client's shipping address, CCAC depot location or Pick up/Drop Off from Vendor. Content: Organization name, Building Name, Street #, Street Name, and Suite	700 Bay St, Suite 1400	N
28	City	33	Alpha/Num	252 – 284	Left	Spaces	Town or City	Toronto	N
29	Postal Code	7	Alpha/Num	285 – 291	N/A	N/A	Postal Code – format includes “-“ as follows: A#A-#A#	L4E-4M1	N
30	Province	20	Alpha/Num	292 - 311	Left	Spaces		Ontario	N
31	Version	3	Alpha/Num	312- 314	N/A	N/A	Value = 2.1	2.1	N

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Equipment/Supply Notes

ID	Data Field	Field Length	Data Type	Columns in Record	Field Justify	Pad With	Comment	Example	Obsolete
32	Record Type	1	Alpha	1	N/A	N/A	N= Notes	N	N
33	Billing Reference #	10	Num	2 – 11	Left	Spaces	Assigned by local CCAC as a unique identifier of the client record against which the line item is billed. In legacy systems this field may have been referred to as Home Care Reference. For PMI the CTN was submitted in this field.	560007020	N
34	Note details	500	Alpha/Num	12 – 511	Left	Spaces	Will create multiple lines if more than 70 characters in note. If the client is picking up the order then the depot information will be displayed here.	Rental Extended	N
35	Client pick-up	1	Alpha	512	Left	N/A	Y = Yes (client picking up from the above details) N = No	Y	N
36	Version	3	Alpha/Num	513 - 515	N/A	N/A	Value = 2.1	2.1	N

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Equipment/Supply Contact

ID	Data Field	Field Length	Data Type	Columns in Record	Field Justify	Pad Width	Comment	Example	Obsolete
37	Record Type	1	Alpha	1	N/A	N/A	P = CCAC Contact		N
38	Billing Reference #	10	Num	2 – 11	Left	Spaces	Assigned by local CCAC as a unique identifier of the client record against which the line item is billed. In legacy systems this field may have been referred to as Home Care Reference. For PMI the CTN was submitted in this field.	560007020	N
39	Case Manager	20	Alpha/Num	12 – 31	Left	Spaces	Name of the Case Manager who manages the caseload in which the client is assigned.	Smith, Don	N
40	Team	10	Alpha/Num	32 – 41	Left	Spaces	CCAC Caseload the case manager belongs.	North Team	N
41	Version	3	Alpha/Num	42 - 44	Left	Spaces	Value = 2.1	2.1	N
42	Sending Employee	50	Alpha/Num	45 -94	Left	Spaces	Name of the employee making update to existing orders or creating new orders or resending existing orders	Smith, Lori	N

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EQUIPMENT Order Item Detail

ID	Data Field	Field Length	Data Type	Columns in Record	Field Justification	Pad With	Comment	Examples	Obsolete
42	Record Type	1	Alpha	1	N/A	N/A	E = Equipment	E	N
43	Billing Reference #	10	Num	2 – 11	Left	Spaces	Assigned by local CCAC as a unique identifier of the client record against which the line item is billed. In legacy systems this field may have been referred to as Home Care Reference. For PMI the CTN was submitted in this field.	560007020	N
44	Purchase Order #	12	Alpha/Num	12-23	Left	Spaces	As assigned by the CCAC(PO Number).	1416.1	N
45	Order Type	1	Alpha	24	N/A	N/A	O = Ordered R = Removal C = Cancel F = Finance Charge D= Resending PO (when a duplicate copy is sent by the CCAC)	O	N
46	Start Date	8	Num	25- 32	N/A	Spaces	Format is: (ddmmyyyy). If the order type is O, R, D or C this field will be populated with the rental start date If the order type is F the field will be populated with the delivery date.	19082008	N
47	End Date/Removal Date	8	Num	33 - 40	N/A	Spaces	Format is: (ddmmyyyy). If the order type is O then this field will display the estimated end date If the order type is R then this field will display the actual end date.	15092008	N

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ID	Data Field	Field Length	Data Type	Columns in Record	Field Justification	Pad With	Comment	Examples	Obsolete
							<p>If the order type is C then this field will display the cancel date</p> <p>If the order type is D then this field will display the:</p> <ul style="list-style-type: none"> • Estimated end date if the previous Order Type was "O" • Actual end date if the previous Order Type was "R" • Cancel Date if the previous Order Type was "C" <p>If the order type is F then this field will be populated with spaces</p>		
48	Vendor Item Code	10	Alpha/Num	41- 50	Left	Spaces	Assigned by CCAC. Identifies the specific item of equipment to be delivered to (or picked up from) the client.	123456789 0	N
49	Item Description	100	Alpha/Num	51-150	Left	Spaces	Description of item		N
50	Billing Method	1	Alpha/Num	151	N/A	N/A	Billing method for the equipment B = Best Price (only option)	B	N
51	Line Item Cost	8	Num	152- 159	Right	Zeros	Cost per line in cents. Decimals not used. (i.e. \$123.95 = 00012395) If not known at time of order it will be all zeros.	00021306	N
52	Equipment/ Supply Item #	12	Num	160- 171	Left	Spaces	Unique equipment # (line #) generated by CHRIS.		N
53	Confirmation only flag	1	Alpha	172	Left	N/A	<p>Y = Yes confirmation of verbal order N = No</p> <p>Note this field only applies when the Order Type = O. That is, verbal confirmation is only required on Initial Orders (not for</p>	N	N

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ID	Data Field	Field Length	Data Type	Columns in Record	Field Justification	Pad With	Comment	Examples	Obsolete
							cancelations or removals).		
54	Equipment Disposition	60	Alpha/Num	173-232	Left	Blanks	Comment field for piece of equipment. Equipment disposition will display in this text box if the rental has ended (Order Type = R): Vendor pick-up, Client assumes equip or Returned by Client.		N
55	Class	1	Alpha	233	Left	N/A	Blank – Normal D – Delivery – item is a delivery type. E – Exception – a non-catalogue item, i.e., is not on the regular contracted list with a defined cost	D	N
56	Vendor Contract code	4	Alpha/Num	234-237	Left	N/A	Assigned by local CCAC as a vendor contract identifier	8888	N
57	Blanks	6		238-243	N/A	N/A	Future Use		N
58	Version	3	Alpha/Num	244 - 246	Left	N/A	Value = 2.1	2.1	N
59	Vendor Instructions	200	Alpha/Num	247-445	Left	N/A	Comments field for CCAC employee to specify instructions to the vendor.		N

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SUPPLY Order Item Detail

ID	Data Field	Field Length	Data Type	Columns in Record	Field Justification	Pad With	Comment	Example	Obsolete
59	Record Type	1	Alpha	1	N/A	N/A	S = Supply	S	N
60	Billing Reference #	10	Num	2 – 11	Left	Spaces	Assigned by local CCAC as a unique identifier of the client record against which the line item is billed. In legacy systems this field may have been referred to as Home Care Reference. For PMI the CTN was submitted in this field.	560007020	N
61	Purchase Order #	12	Alpha/Num	12 – 23	Left	Spaces	As assigned by the CCAC, as the Purchase order number.	85921835.1	N
62	Order Type	1	Alpha	24	N/A	N/A	O = Order C = Cancel F = Finance Charge D= Resending PO (when a duplicate copy is sent by the CCAC)	F	N
63	Order date	8	Num	25-32	N/A	Blanks	The date of the order for Medical Supplies. Format is: (ddmmyyyy). If order type = O then this field will display the PO creation date If the order type = C then this field will display the cancel date If the order type is D then this field will display the: <ul style="list-style-type: none"> • PO Date if the previous Order Type was "O" • Cancel Date if the previous Order Type was "C" If the order type = F the field will be populated with spaces	12082008	N
64	Quantity	4	Num	33-36	Right	Zero	Quantity of units of item. Quantity	0001	N

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ID	Data Field	Field Length	Data Type	Columns in Record	Field Justification	Pad With	Comment	Example	Obsolete
							is displayed in whole numbers only (i.e. the two right most characters have not been allocated for decimals)		
65	Line Item Cost	8	Num	37– 44	Right	Zero	Cost per line in cents. Decimals not used. (i.e. \$123.95 = 00012395) If not known at time of order it will be all zeros.	00001809	N
66	Vendor Item Code	10	Alpha/Num	45 – 54	Left	Spaces	Assigned by CCAC. Identifies the specific supply to be delivered to the client.	6000	N
67	Item Description	100	Alpha/Num	55-154	Left	Spaces	Description of item		N
68	Equipment/Supply Item #	12	Num	155-166	Right	Spaces	Unique supply line # generated by CHRIS.	10332717	N
69	Confirmation only flag	1	Alpha	167	Left	N/A	Y = Yes confirmation of verbal order N = No	Y	N
70	Blank Use PO date for billing?	1	Alpha	168	N/A	N/A	Y = Vendor to submit PO date in the electronic billing file for the start date field N= Vendor to submit delivery date in the electronic billing file for the start date field	Y	N
71	Item Information	60	Alpha/Num	169-228	Left	Spaces	Text from comment field in CHRIS		
72	Delivery Date	8	Num	229-236	N/A	Spaces	Format is: (ddmmyyyy). This field will be populated with the delivery date.	12082008	N
73	Item Unit Code	6	Alpha/Num	237-242	Left	Spaces	Code for the units in which the supplies item has been delivered (e.g., EACH, CASE, BOX, SET)	BOX	N
74	Class	1	Alpha	243	Left	N/A	Blank – Normal E – Exception – a non-catalogue item, i.e., is not on the regular contracted list with a defined cost	D	N
75	Vendor Contract	4	Alpha/Num	244-247	Left	N/A	Assigned by local CCAC as a vendor contract identifier	5003	N

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ID	Data Field	Field Length	Data Type	Columns in Record	Field Justification	Pad With	Comment	Example	Obsolete
	Code								
76	Blanks	6		248-253	N/A	N/A	Future Use		Y
77	Version	3	Alpha/Num	254-256	Left	Spaces	Value = 2.1	2.1	N

End of Order Indicator

ID	Data Field	Field Length	Data Type	Columns in Record	Field Justify	Pad With	Comment	Example	Obsolete
78	Record Type	1	Alpha	1	N/A	N/A	Z=end of order	Z	N