

# TECHNICAL SPECIFICATIONS TO SUBMIT .CSV FILES

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## Background

This document is meant to be a technical specification document.

Reporting via .CSV files means that the CE Provider is exporting two files from their database in the exact format specified in this document. Files should not be opened or manipulated prior to submission to preserve the formatting, such as the leading zeros. One of the files contains the data that's uploaded into the ASHA CE System. (Load File); the other file contains supporting information that is used by CE staff to resolve problems related to locating or updating participant accounts (Reference File). This reporting method is most beneficial for organizations who have technological support and have the need to consistently report on multiple course offerings at one time.

### *Collecting Data*

Listed below is the information needed from the participants that request for their information to be sent to ASHA CE so they can earn ASHA CEUs. It will be used by the CE Registry to accurately post credit to their ASHA account. The participants who are included in the reporting should meet the successful completion requirements for the course. Follow this list to ensure you have all the information:

- ASHA number (strongly recommended) <sup>1</sup>

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<sup>1</sup> If the participant does not have an ASHA account number (ASHA ID), the CE Registry will use their last name, first name, full address, city, state, ZIP code, country, and email to either locate their account or create one.

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- Last name
- First name
- Address 1
- Address 2 (if applicable)
- Address 3 (if applicable)
- City
- State
- ZIP code
- Country
- Email
- Number of ASHA CEUs to be awarded (full credit or partial, as appropriate)
- Course offering ID

## Load File

### ***File Layout***

The load file is an ASCII comma delimited file. It has three kinds of records in it:

- Header row
- A1 rows that identify unique course offerings
- P1 rows for participants in the related course offerings

### ***Header Row***

The header row is always the same; it is:

Form\_Type,Provider\_code,CourseNumber,Part\_forms,Offering\_complete\_date,number\_attending,  
Partial\_credit

### ***A1 Rows: Course Offering***

The A1 row is the row that defines the start of a new course offering; all the participant records (P1 lines) after an A1 row and before the next A1 row will be loaded as participants for that particular course offering. More than one course offering report is reported in the same load file simply by inserting a new A1 row. Each field must include the leading zeros so the field always is formatted correctly with the correct number of digits.

Below is a description of each field.

Field	Description
Form_type	The "A1" code that identifies this as a course offering row. This value is always A1 regardless of whether the course offering on the row is the first course offering reported or not.
Provider_code	The Provider Code, 4-digit alphabetic code assigned by ASHA.
CourseNumber	The course number, 7-digit number made up of the course number (4 digits) and the offering number (3 digits). Leading zeroes in each section (e.g. 0134001) must be included. This field will be treated as alphanumeric but there should be no hyphens or punctuation in the field

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Field	Description
Part_forms	The number of participants who have earned and requested ASHA CEUs (the number of P1 rows for this course offering in this file), 4 digits with leading zeros, If the A1 line is reporting there are no participants that requested to earn ASHA CEUs, then this field should include 4 zeros.
Offering_complete_date	The course offering's end date (MMDDYY format), should match the registered offering's end date.
number_attending	The number of attendees (not all attendees request ASHA CEUs). Must be 5 digits with leading zeros.
Partial_credit	Y or N for whether partial credit was registered and approved for the course-reference the course registration confirmation letter. If the course was registered for partial credit, indicate Y regardless of whether the credit recommended for individual participants actually varies.

## ***P1 Rows: Participants***

The P1 row provides the identifying information for the participants who successfully completed a particular course offering. All participants for the same course offering should be reported under a single course offering (A1) row. The records should be sorted in ascending alphabetical order by Customer\_Name within their course offering (A1) row.

Field	Description
Form_type	The "P1" code that identifies this as a participation row. This value is always P1 regardless of whether the individual on the row is the first person reported or not.
Customer_Name	This should be the last name of the individual ONLY; there are 30 characters allotted. Hyphens and apostrophes are allowed. Suffixes (Jr. Sr. III) should be excluded.
SSN	Leave blank, ASHA is no longer using SSN as an identifier.
ASHA ID	If available from the participant; 8 digits with leading zeros.
Units	The number of ASHA CEUs recommended for individual if not the maximum for the course; the field is 4 digits with leading zeroes and two (2) implied decimal places. For example, 6 and 1/2 hours would be reported as 0065 <ul style="list-style-type: none"> <li>• If partial_credit in the corresponding A1 row is N then this field is left blank.</li> <li>• If the partial_credit value in the corresponding A1 row is Y then the credit amount only needs to be provided if the individual earned less than the maximum number of ASHA CEUs for the course.</li> </ul>

## ***Example***

Provider: AADA

Course Number: 0038-001

There were 6 people who requested to be reported to ASHA CE.

Completed on 3/1/2021

There were 6 people who attended.

Offered partial credit up to .60 ASHA CEUs (6 hour course)

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Course Number: 0015-002

There were 3 people who requested to be reported to ASHA CE.

Completed on 2/10/2021

There were 7 people who attended.

Course did not offer partial credit

*Note: In the example, 2 people participated in both activities and are listed once under each course.*

## Sample Layout

Form\_Type,Provider\_code,CourseNumber,Part\_forms,Offering\_complete\_date,number\_attending,  
Partial\_credit

A1,AADA,0038001,0006,030121,0006,Y

P1,Brush,,00127763,0010

P1,Doe,,0050

P1,House,,00981860,0055

P1,Short-Davis,,0055

P1,Slaght,,19016532,0060

P1,Smith,,0050

A1,AADA,0015002,0003,021021,00007,N P1,Brush,,00127763,

P1,Evans,,12001708,

P1,Knight,,12106527,

P1,Stanley,,09133563,

## Reference File

### **File Layout**

The reference file is an ASCII comma AND double quote delimited file (the inclusion of address information, which may legitimately contain commas, requires that we further delimit the file). It has two kinds of records in it:

- Header row
- Participant row(s)

One Reference File should accompany each Load File.

### **Header Row**

The header row is always the same; it is:

Customer\_Name,ASHA\_ID,Address1,Address2,Address3,City,State,ZIP,Country,Primary\_Phone,Email,Provider\_RefNum

These are the names of the header fields in the Reference File and populated for each participant that appears in the load file.

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## **Participant Rows**

These rows contain information that will allow ASHA CE staff to research and resolve account discrepancies (missing customers, potential duplicate customers, mismatched ASHA IDs) within ASHA CE's system. The information will be used to accurately match accounts or create new accounts if needed. ASHA CE does contact participants when new accounts are created to establish eligibility.

There should be only one (1) record per participant, regardless of the number of activities they completed in the load file. The participants should be sorted in ascending alphabetical order.

Field	Description
Customer_Name	Last name-space-first name-space-middle initial or name;
ASHA_ID	ASHA ID, if available, as in Load File
Address1	first line of address
Address2	second line of address
Address3	third line of address
City	City
State	U.S. state or Canadian province, may be name or code since the file is not loaded but used as reference
ZIP	U.S. ZIP Code or other postal code
Country	Country name - required only if person resides outside U.S.
Primary_Phone	if available
Email	Valid participant's email address
Provider_RefNum	This is an optional field in which the Provider may put his/her customer id for this participant. This will be used ONLY to expedite communications with the Provider about problems with specific participants' data.

## **Example**

"Customer\_Name","ASHA\_ID","Address1","Address2","Address3","City","State","Zip","Country","Primary\_Phone","Email","Provider\_RefNum"

"Brush Jenny","00127763","11 Northfield Ave","","","Glenview","PA","01077-1888","","","[jbrush@asha.com](mailto:jbrush@asha.com)","C1234"

"Doe Tinsley","","1 Duck Pond Dr","","","Winnetka","MD","02111","","(143)777-8898","[doe@connect.com](mailto:doe@connect.com)","C505000"

"Evans Martha Anna","12001708","ASHA","Information Systems","10801 Rockville Pike","Rockville","MD","20852","","800-274-2376 x 4173","[mevans@asha.org](mailto:mevans@asha.org)","C1455"

"House Marybett L","00981860","Evanston Hospital","1011 Evanston Pkwy","","East Providence","IL","02225","","","[house@house.org](mailto:house@house.org)","C34556"

"Knight Neal","12106527","UNC Hospital ENT Clinic","","101 Address Drive","Farmington","MI","44594","","(248) 913-8686","[knight@knight.com](mailto:knight@knight.com)","C6540"

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"Short-Davis Carlos","","","1 Carrot Tree Street","","Glenview","MB","E3N 000","Canada","(222) 475- 5555", "[shortdavis@asha.com](mailto:shortdavis@asha.com)","C0876"

"Slaght Korinna ","19016532","2200 Research Blvd","","","Rockville","MD","20850","","(555) 444-1440", "[slaght@slaght.com](mailto:slaght@slaght.com)","C6662"

"Smith Anna ","","1 Lake Ave","","","Wilmette","IL","02109","","","[smith@asha.com](mailto:smith@asha.com)","C8888"

"Stanley Linda ","09133563"," Director","Harvard Hospital","10 Harvard Ave","Harvard","MA","92999", "", "", "", "[stanley@asha.com](mailto:stanley@asha.com)","C44454"

## File Names

The files must be named according to this specification. Each file should be named specifically based on type of file and the two files should always be submitted together.

### Load File Name

The reference name must always be as follows: [provider\_code]yyyymmdd##.csv

The definitions of the naming scheme is below:

[provider_code]	is the 4-digit ASHA assigned CE Provider code (e.g., AADA)
yyyymmdd	is the 8-character year-month-day that the file was created
##	is a 2-digit sequence used when the provider creates more than one file of participants in a given day; the number should default to '01' for single-file submission.
.csv	the file format

### Reference File Name

The reference name must always be as follows: [provider\_code]yyyymmdd##ref.csv

The definitions of the naming scheme is below:

[provider_code]	is the 4-digit ASHA assigned CE Provider code (e.g., AADA)
yyyymmdd	is the 8-character year-month-day that the file was created
##	is a 2-digit sequence used when the provider creates more than one file of participants in a given day; the number should default to '01' for single-file submission.
Ref	indicates this is the reference rather than the load file
.csv	the file format

The Reference file whose name matches the Load file should contain only those participants in the corresponding Load File and only one record per participant.

## Approval Process

When a CEA contacts their account manager to express interest in .CSV reporting, they are also expected to send their test load and reference files. The one test load file should contain data for two previously reported

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on course offerings and the one reference file should contain the corresponding participant data. These files should be formatted according to all the specifications above. Once the files are received, the Accounts Manager begins their review process.

The CE Accounts Manager will provide feedback on the files received. They are reviewing the files to ensure they are formatted correctly, and that the data is populating correctly.

Once approved, the organization will be granted access to a web page where all reports will need to be uploaded by the CEA. Only the CEA will have access to this web page.