

KSURS Bulk Upload Process - Instructions and File Specifications

An alternative to using the KSURS web application to manually enter substance use data for TEDS submission is to use the “Bulk Upload” feature located within the application. It replaces the FTP process that was previously used.

The SUD data is uploaded in a set of three files (Client, Admission, Substance). The data in these three files **must** follow the file format rules as described below:

The three files are all fixed length files and must follow these rules:

- Each row contains one complete record of information. Each record contains the same number of data columns (fields), whether it contains data or not.
- Each row contains multiple pieces of data (referenced throughout this document as fields, or data columns).
- Each field has a defined fixed length. This field length is always the same for all rows in the file. This means every row (record) in the file must have the exact same number of characters in each row.
- The data within each field must be padded with spaces if it does not completely use all the characters allotted to that field. If a field is ‘blank’, pad the *whole* field with spaces equal to the defined field length.
- Each piece of data will be left aligned, so any pad characters (spaces) must be added on the right side of the field.
- The tables on pages 3-5 (Client File, Admission File, Substance File) show the defined length of each field, and the beginning and ending position for the field.
- The value shown in the TEDS column in the tables below references the defined field in the TEDS Manual. This manual will show you what the valid values are for each field, such as a date format, a TEDS code, a number range, etc. You can find these TEDS data specifications in the document *SUD-TEDS Data Specifications*, located in the same place as you found this document (<https://www.kdads.ks.gov/provider-home/providers/ksurs>).
- Any date fields submitted must be formatted as MMDDYYYY
- The ProviderID you must use in your files and when naming the files can be found in the provider-listing.xlsx file found on the KSURS website at (<https://www.kdads.ks.gov/provider-home/providers/ksurs>). If your provider is not on the list, send an email to KDADS.Helpdesk@ks.gov requesting assistance in getting your KSURS provider ID.

- Filename format will be the file data type (Client, Admission, Substance), providerID, and a .txt file extension. For example: Client0001.txt, Admission0001.txt, and Substance0001.txt are for Provider 0001. Do not add anything else to the filenames.
- The AltID is the unique identifier of the client. This is a 15-digit value created using the following logic:
 - Characters 1 and 2 are the first and last letters of last name at birth
 - Characters 3 and 4 contain the two-digit month of birth
 - Characters 5 and 6 are the first and last letters of the first or given name
 - Characters 7 and 8 contain the two-digit year of birth
 - Character 9 is the Gender code (1 – Male, 2 – Female, 7 – Unknown)
 - Characters 10 and 11 contain the two-digit day of birth
 - Characters 12 through 15 are the last four digits of the SSN

Example:

Name: John Doe
DOB: 2/7/2000
Gender: 1 (Male)
SSN: 555551234

Client ID: DE02JN001071234

DATA FILE FIELD LENGTHS AND BEGIN/END POSITION IN THE ROW:**Client File**

Column Name	TEDS Field	Length	Begin	End
ProviderID	MDS 1 DIS 4,11	4	1	4
AltID	MDS 2 DIS 5,12	15	5	19
CoDep	MDS 3	1	20	20
SSN	n/a	9	21	29
DOB	MDS 8	8	30	37
FName	n/a	30	38	67
MName	n/a	30	68	97
LName	n/a	30	98	127
MaidenName	n/a	30	128	157
Gender	MDS 9	1	158	158
Race	MDS 10	2	159	160
Hispanic	MDS 11	2	161	162
State (KS)	SDS 2	2	163	164
HomePhone	n/a	10	165	174
Veteran	SuDS 7	1	175	175

Admission File

Column Name	TEDS Field	Length	Begin	End
ProviderID	MDS1, DIS 4,11	4	1	4
AltID	MDS2, DIS 5,12	15	5	19
CoDep	MDS 3	1	20	20
AdmissionDt	MDS 5	8	21	28
ReferralSource	MDS 7	2	29	30
TreatmentType	MDS 18	2	31	32
LivingArrangement	SuDS 8	2	33	34
Education	MDS 12	2	35	36
Pregnant	SuDS 6	1	37	37
MeetingsPerWeek	SuDS 17	2	38	39
PriorTreatment	MDS 6	1	40	40
EmploymentStatus	MDS 13	2	41	42
Arrests	SuDS 16	2	43	44
OpioidTherapy	MDS 19	1	45	45
Co_Occurring	SuDS 5	1	46	46
IncomeSource	SuDS 9	2	47	48
HealthInsurance	SuDS 10	2	49	50
PaymentSource	SuDS 11	2	51	52
NotInLaborForce	SuDS 12	2	53	54
CriminalJustReferral	SuDS 13	2	55	56
MaritalStatus	SuDS 14	2	57	58
DaysWaitingTreatment	SuDS 15	3	59	61
DischargeDt	DIS 9	8	62	69
DateLastContact	DIS 8	8	70	77
DischargeReason	DIS 10	2	78	79
TreatmentType_Dis	DIS 7	2	80	81
LivingArrange_Dis	DIS 23	2	82	83
MeetingsPerWeek_Dis	DIS 27	2	84	85
EmploymentStatus_Dis	DIS 24	2	86	87
Arrests_Dis	DIS 26	2	88	89
NotInLaborForce_Dis	DIS 25	2	90	91

Substance File - *The UseRanking (at admission) and UseRanking_Dis (at discharge) fields are required in order to identify whether the substance record is Primary, Secondary, or Tertiary. Submit a P for primary, S for secondary, and T for tertiary. There can be up to three rows for each client/admission date combination. Only include a row if required. For example, if there is only a Primary substance only one row would be created/submitted.

Column Name	TEDS Field	Length	Begin	End
ProviderID	MDS1, DIS 4,11	4	1	4
AltID	MDS2, DIS 5,12	15	5	19
CoDep	MDS 3	1	20	20
AdmissionDt	MDS 5	8	21	28
Substance	MDS 14	2	29	30
AgeFirstUse	MDS 17	2	31	32
UseFrequency	MDS 16	2	33	34
UseRoute	MDS 15	2	35	36
UseRanking	*	1	37	37
DrugCode	SuDS 1,2,3	4	38	41
DiagnosticCdSet	SuDs 18	1	42	42
Diagnosis	SuDS 19	8	43	50
DiagnosticCd	SuDS 4	6	51	56
Substance_Dis	DIS 21	2	57	58
UseFrequency_Dis	DIS 22	2	59	60
UseRanking_Dis	*	1	61	61

When bulk upload files are submitted to KSURS, all rows in all three files must successfully upload to the temporary tables in the KSURS database, and every field in every row must pass validations before the data will be uploaded permanently to the KSURS production database.

If even a single field returns an error, all three files will be rejected. The "StatusReport" tab on the Bulk Upload page in KSURS contains the final status of the uploaded files. Refer to the legend on that page to interpret the results of each uploaded set of files. The "ErrorReports" tab on the Bulk Upload page contains any errors that were found during the bulk upload process, identifying the client ID that contains the error, and what the specific issue is. The error(s) must be corrected, the files recreated to include the corrected data, and then resubmitted to KSURS via the Bulk Upload function. This process must be repeated until the files upload with no validation errors.