

Medicaid Administrative Claiming and School-Based Services Student Roster File Format Specifications

STUDENT ROSTER FILE FORMAT

Specifications:

- File must be formatted as a pipe-delimited text-file, one record per line.
- Case can be upper, lower, or mixed.
- Placeholders must be kept for fields that are not required.
- Example records are included below the table.

FIELD	FORMAT	REQUIRED	ADDITIONAL VALIDATION
PROVIDER NUM	NUMERIC	YES	MAC PROVIDERS LENGTH OF 9 BYTES SBS PROVIDERS LENGTH OF 10 BYTES
LAST NAME	ALPHA-NUMERIC	YES	NONE
FIRST NAME	ALPHA-NUMERIC	YES	NONE
MIDDLE NAME	ALPHA-NUMERIC	NO	NONE
SUFFIX	ALPHA-NUMERIC	NO	NONE
DATE OF BIRTH	DATE: MM/DD/CCYY	YES	VALID MONTH, DATE, YEAR COMBINATION STUDENT MUST BE LESS THAN 22 YEARS OLD
GENDER	SPECIFIC VALUE	YES	VALUE OF 'M' OR 'F'
STREET ADDRESS 1	ALPHA-NUMERIC	YES	NONE
STREET ADDRESS 2	ALPHA-NUMERIC	NO	NONE
CITY	ALPHA-NUMERIC	YES	NONE
STATE	ALPHA-NUMERIC	YES	VALID 2 CHAR STATE ABBREVIATION
ZIP CODE	SPECIFIC FORMAT	YES	FORMATTED AS 99999 or 99999-9999

Note - In the fields listed as “ALPHA-NUMERIC,” no special characters are allowed. The table below lists the valid characters for these fields:

(sp)	%	*	/	4	9	>	C	H	M	R	W	\	a	f	k	p	u	z
!	&	+	0	5	:	?	D	I	N	S	X	]	b	g	l	q	v	{
"	`	,	1	6	;	@	E	J	O	T	Y	^	c	h	m	r	w	
#	(	-	2	7	<	A	F	K	P	U	Z	_	d	i	n	s	x	}
\$	)	.	3	8	=	B	G	L	Q	V	[	'	e	j	o	t	y	~

Examples:

With values in ALL fields:

12345678|Smith|John|P|Jr.|01/01/1990|M|1234 Test Street|Apt #2|Madison|WI|53719

With values just in REQUIRED fields:

12345678|Smith|Patty|||02/02/2001|F|5678 Test Street||Madison|WI|53719-1234

STUDENT ROSTER FILE UTILITY MACRO

If the user maintains his or her student roster information on paper or cannot easily convert his or her existing electronic roster to the specifications provided in this attachment, refer to the instructions below on using Microsoft® Excel to generate the file.

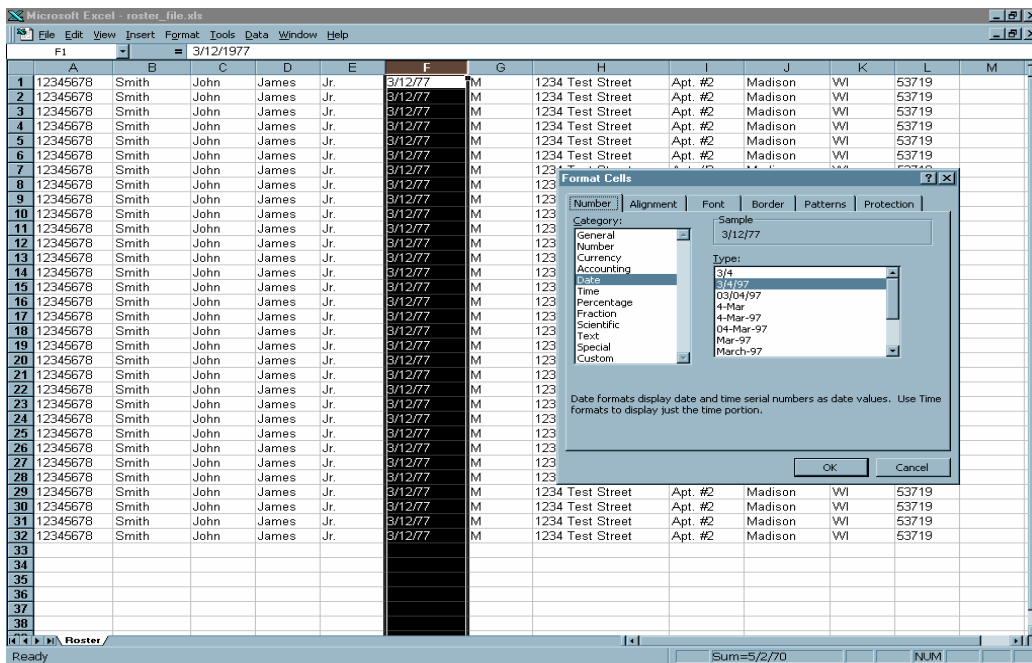
Note: The macro requires the user to enter/convert his or her existing student roster information into an Excel spreadsheet before running the macro.

Instructions for converting a Student Roster File in Microsoft® Excel format.

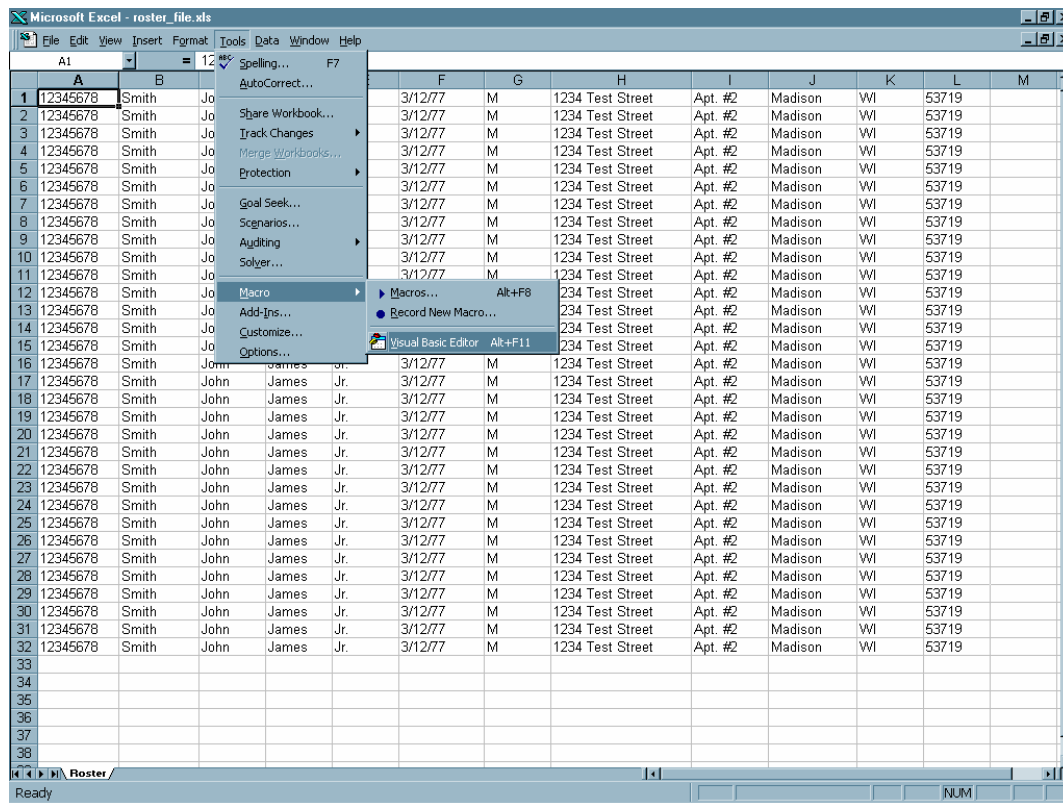
STEP 1 — Users must open the Excel spreadsheet containing their Student Roster File. They should be sure that the fields are in the correct columns. If a field is not used, the cell in that column must be left blank. Refer to the table on page 1 of this document to verify the fields that are required.

FIELD	COLUMN
PROVIDER NUM	A
LAST NAME	B
FIRST NAME	C
MIDDLE NAME	D
SUFFIX	E
DATE OF BIRTH *	F
GENDER	G
STREET ADDRESS 1	H
STREET ADDRESS 2	I
CITY	J
STATE	K
ZIP CODE	L

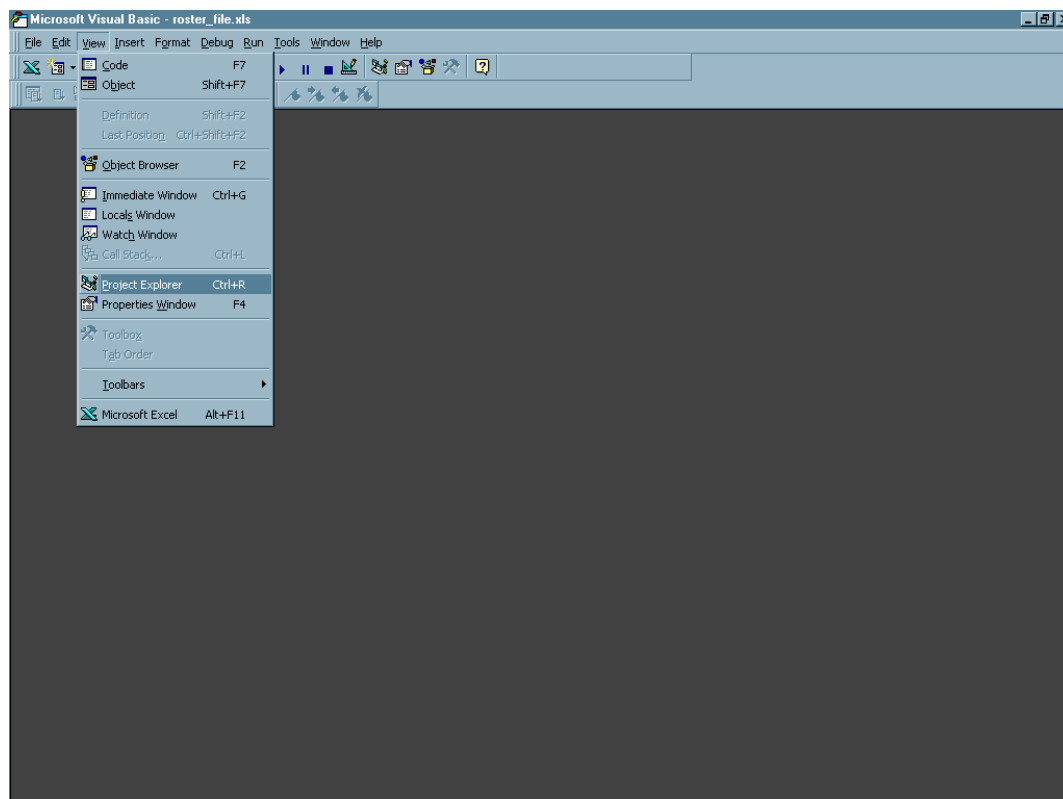
* In order for the conversion process to work properly, the DATE OF BIRTH field must be in M/D/YY format (this will be converted by the macro into MM/DD/CCYY format.) To ensure that this field is formatted correctly, the user must left click on column “F,” press the right mouse button to select “Format Cells,” and choose the appropriate format (see screenshot below):



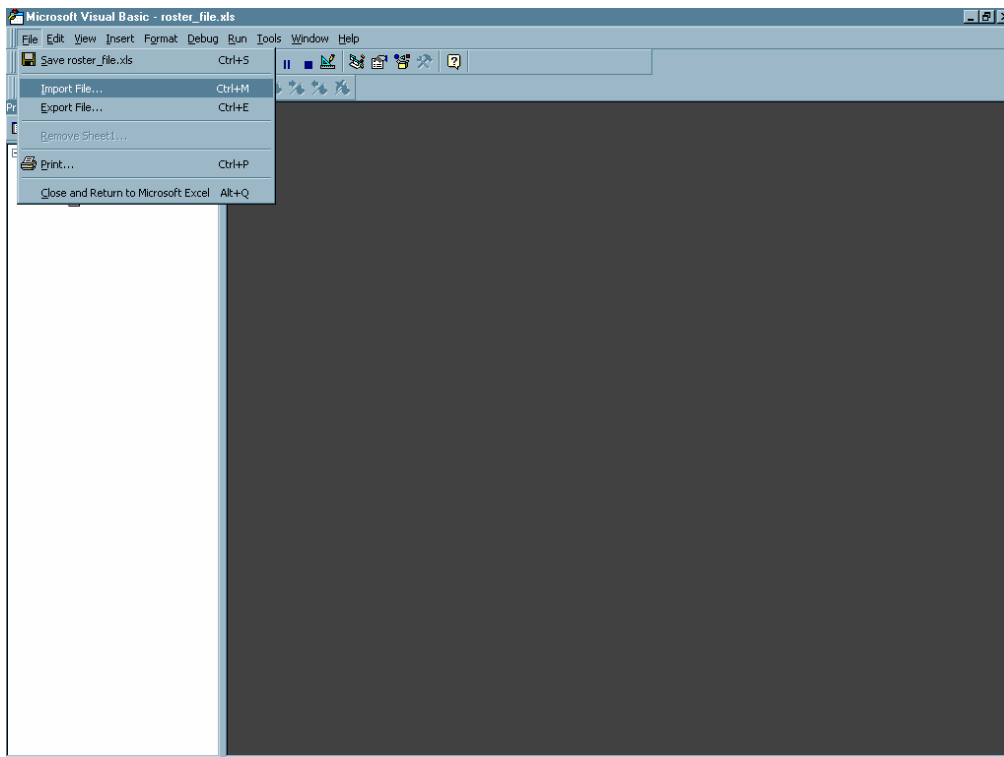
STEP 2 — Once the file is open, the user must import the supplied Visual Basic Macro file to convert the roster into a format that can be uploaded. In order to do this, first select **Tools / Macro / Visual Basic Editor**.



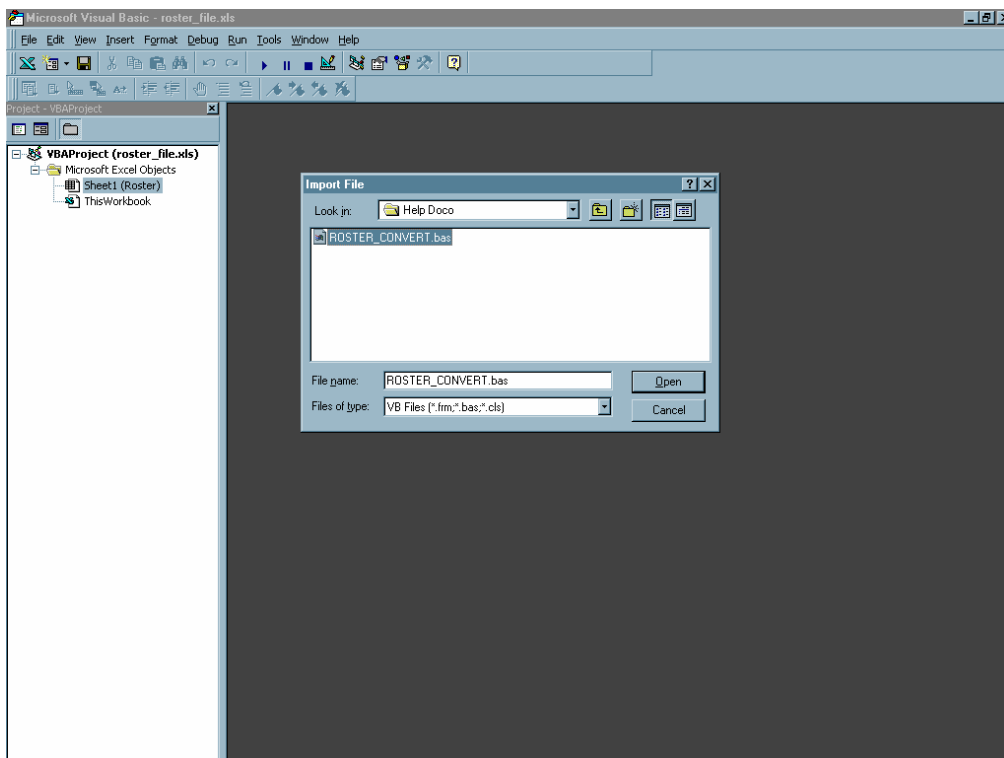
STEP 3 — If it is not already open, the user must open the Project Explorer by selecting **View / Project Explorer**.



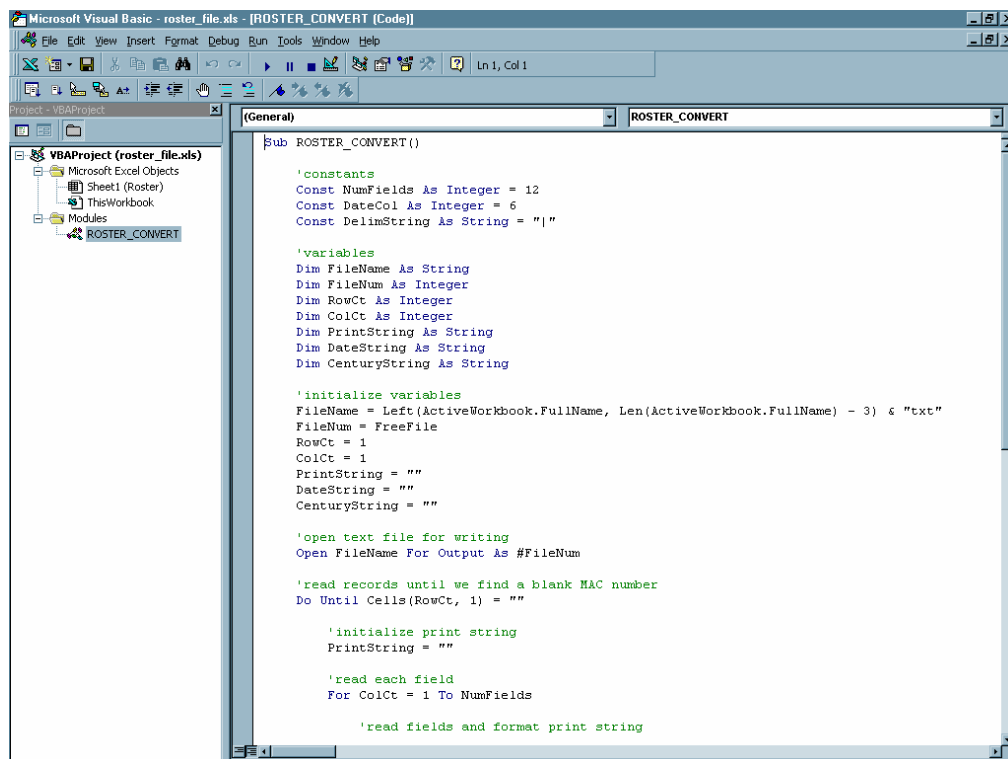
STEP 4 —Select File / Import File.



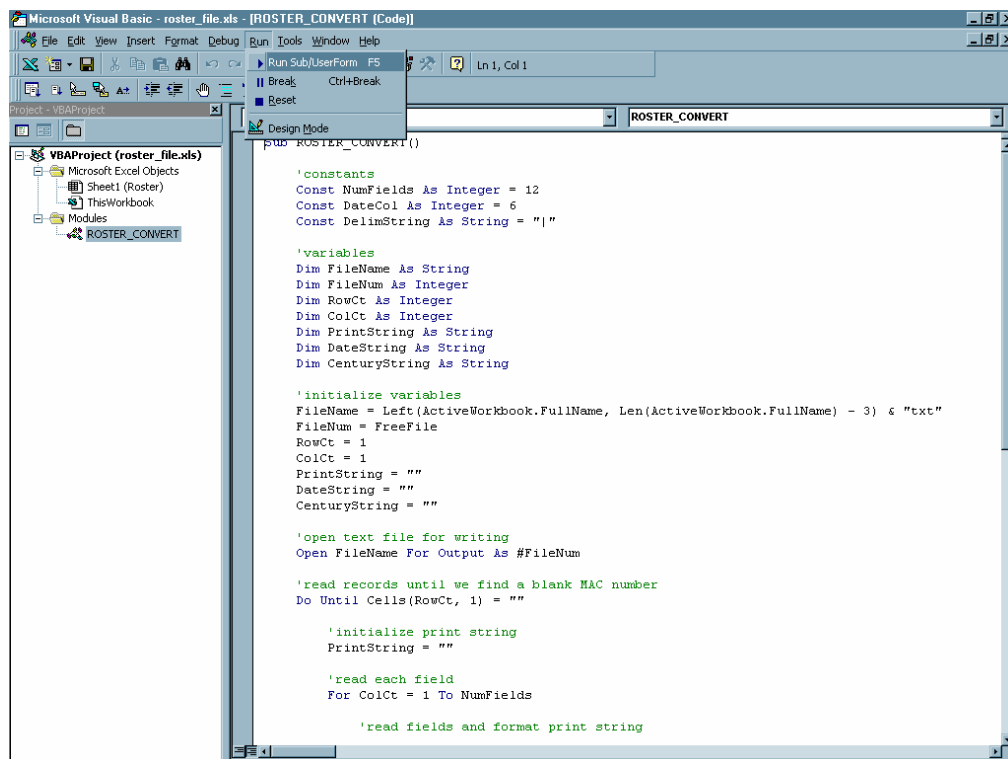
STEP 5 — Browse to the location of the Macro File and open it. This file may be downloaded from the “Upload Roster File” page of the web application.



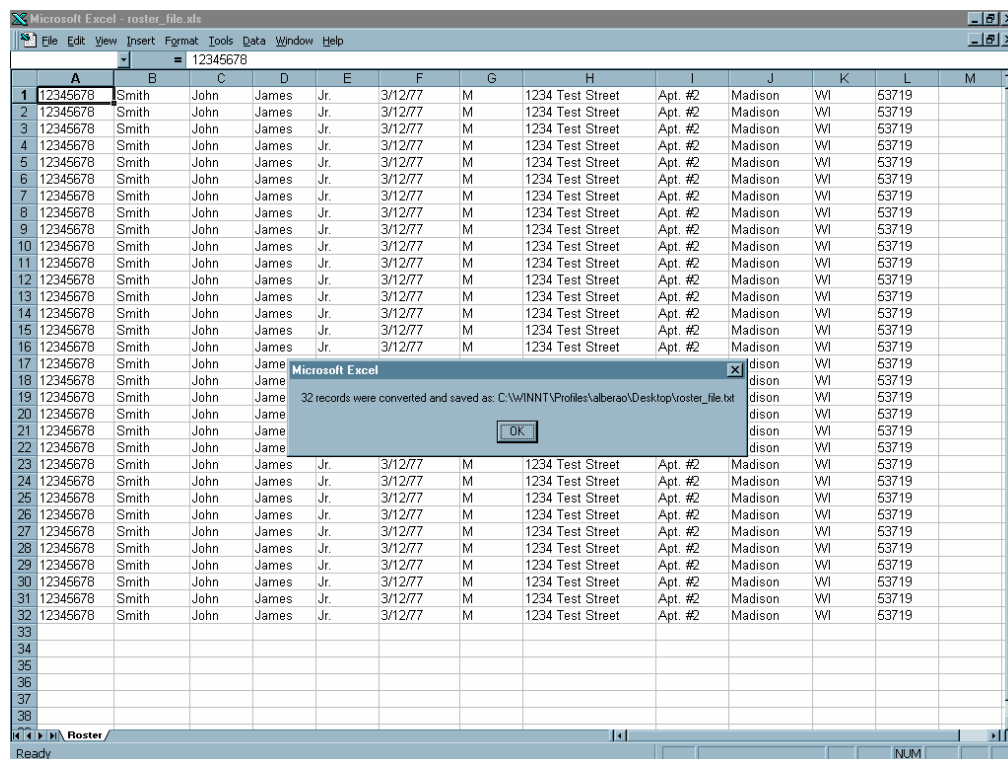
STEP 6 — On the left-hand side of the screen, the user should now see a directory called **Modules**. The user must open it and double click on the module called **ROSTER_CONVERT**.



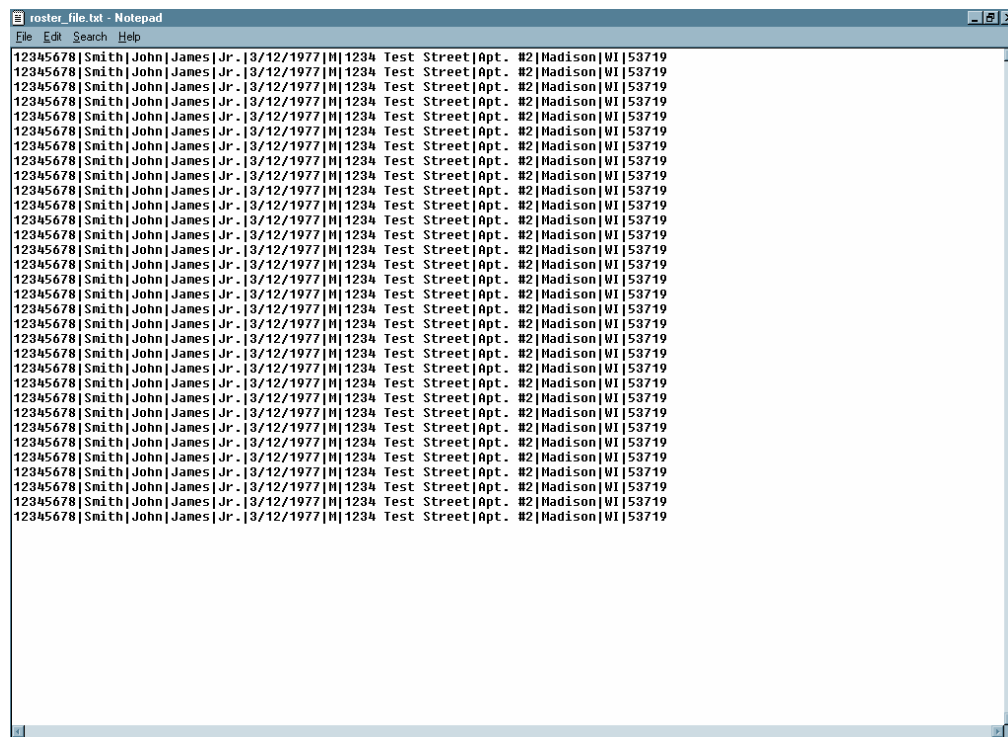
STEP 7 — The macro is now ready to execute. The user must select **Run / Run Sub / UserForm**.



STEP 8 — When the macro is complete, the user will see a message indicating the number of records that were converted and the location of the saved text file. The user must confirm that the count matches the number of records in his or her roster file and Click **OK** to continue.



STEP 9 — The user must close the Excel document and, using Notepad or another text editor, open the newly created text file to confirm its contents. Once he or she has checked it, follow the instructions on the Medicaid Administrative Claiming/School-Based Services (MAC/SBS) Web site to upload the text file student roster.



EDI HELPDESK CONTACT INFORMATION

Users with questions regarding the information they have received should contact the Department of Health Care Financing (DHCF) Electronic Data Interchange (EDI) Department either by calling (866) 416-4979 or by mailing their questions to:

DHCF
EDI Department
6406 Bridge Rd
Madison WI 53784-0009