Imports - Static Data Reference File - Admin Guide

Description: In this guide you will learn how to use static data reference elements. In many cases, DCI imports require the user to enter an integer that represents one data point out of an array of data points. These instances are represented in the Import Formats Admin Guide by the phrase “See ‘Static Data Reference File’ in the Help Center.” The data arrays are outlined below.

Roles Required: Super User

Permissions Required: N/A

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Related articles

Template Status

Status	Integer
Active	1
Inactive	2

Requirement Status

Status	Integer
Active	1
Inactive	2

Target Profile Type

Type	Integer
Employee	1
Client	2
Vendor	12

Account Type

Type	Integer
Hourly	1
Residential Program	2
Day Program	3
Group Service	4
Administration	5
Drive	6
Training	7
Vacation	8
Sick	9
PTO	10
Holiday	11
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Funding Source Type

Type	Integer
Government	1
Private	2
Non Profit	3

Billing Multiplier

Type	Integer
Hourly	1
Half Hourly	2
Quarter Hourly	3

Rounding Type

Type	Integer
Rounding	1

Truncate	2
Increment	3

Rounding Increment

Increment	Integer
None	0
15	25
30	50
60	100

Role

Role	Integer
View Only	1
Supervisor	2
Payroll Team	3
Billing Team	4
Authorization	5
Auditor	6
Employer	7

Billing Unit

Unit	Integer
Hourly	2
Daily	3
Miles	7
Monthly	5
Dollar	8

Billing Roll-Up Type

Type	Integer
None	1
Daily	2
Weekly	3
Monthly	4

Employee Type

Type	Integer
Hourly Non Exempt	2
Salary Exempt	3
Salary Non Exempt	4
Contractor	5

Absence Reasons

Reason	Integer
AWOL	5
Contractual Absence	2
Detention	6
Hospitalization	1
Home Visit	7

Relationship Type

Pay Rate	Integer
None	1
Kinship	2
Live In Caregiver	3

Permissions

Type	Integer
Authorization Admin	15
Case Worker Admin	12
Client Admin	5
Cost Center Admin	3
Custom Field Admin	25
Day Program Admin	7
Employee Admin	4
Funding Source Admin	2
Group Service Admin	13
Holiday Schedule Admin	8
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Parenting Program Admin	14
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Role Admin	10
Training Admin	21
Vendor Admin	22
Employee Reimbursement	23
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News Post Admin	28
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Employee Admin Least Privilege	30

Case Worker Admin Least Privilege	31
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Residential Program Admin Least Privilege	33
Parenting Program Admin Least Privilege	34
Group Service Admin Least Privilege	35
Role Admin Least Privilege	36
Permission Admin Least Privilege	37

EVV Frequency Type

Type	Integer
Clock Out Only	1
Clock In and Out	2
Clock In, Out and Defined Intervals During Shift	3
Clock In Only	4

EVV Required

Status	Integer
False/No	0
True/Yes	1

EVV Location Type

Location Type	Integer
Residential	1
Commercial	2
Public Space	3

EVV Location Status

Status	Integer
Active	1
Inactive	2

EVV Location Is Primary

Status	Integer
No/False	0
Yes/True	1

Billable

Status	Integer
False/No	0
True/Yes	1

Diagnostic Code Required

Status	Integer
False/No	0
True/Yes	1

Pay Rate Max Limit

Status	Integer
False/No	0
True/Yes	1

Hide Remaining Balance

Status	Integer
False/No	0
True/Yes	1

Time Zones

State	StateCode	TimeZone1	TimeZone2
ALABAMA	AL	CST (UTC-6)	EST (UTC-5)
ALASKA	AK	AKST (UTC-09)	HST (UTC-10)
ARIZONA	AZ	MT (UTC-07)	MT (UTC-06)
ARKANSAS	AR	CST (UTC-6)	
CALIFORNIA	CA	PT (UTC-8)	
COLORADO	CO	MT (UTC-07)	
CONNECTICUT	CT	EST (UTC-5)	
DELAWARE	DE	EST (UTC-5)	
FLORIDA	FL	EST (UTC-5)	CST (UTC-6)
GEORGIA	GA	EST (UTC-5)	
HAWAII	HI	HST (UTC-10)	
IDAHO	ID	MT (UTC-07)	PT (UTC-8)
ILLINOIS	IL	CST (UTC-6)	
INDIANA	IN	EST (UTC-5)	CST (UTC-6)
IOWA	IA	CST (UTC-6)	
KANSAS	KS	CST (UTC-6)	MT (UTC-07)
KENTUCKY	KY	EST (UTC-5)	EST (UTC-6)
LOUISIANA	LA	CST (UTC-6)	
MAINE	ME	EST (UTC-5)	
MARYLAND	MD	EST (UTC-5)	
MASSACHUSETTS	MA	EST (UTC-5)	
MICHIGAN	MI	EST (UTC-5)	CST (UTC-6)
MINNESOTA	MN	CST (UTC-6)	
MISSISSIPPI	MS	CST (UTC-6)	
MISSOURI	MO	CST (UTC-6)	
MONTANA	MT	MT (UTC-07)	
NEBRASKA	NE	CST (UTC-6)	MT (UTC-07)
NEVADA	NV	PT (UTC-8)	MT (UTC-07)
NEW HAMPSHIRE	NH	EST (UTC-5)	

NEW JERSEY	NJ	EST (UTC-5)	
NEW MEXICO	NM	MT (UTC-07)	
NEW YORK	NY	EST (UTC-5)	
NORTH CAROLINA	NC	EST (UTC-5)	
NORTH DAKOTA	ND	CST (UTC-6)	MT (UTC-07)
OHIO	OH	EST (UTC-5)	
OKLAHOMA	OK	CST (UTC-6)	
OREGON	OR	PT (UTC-8)	MT (UTC-07)
PENNSYLVANIA	PA	EST (UTC-5)	
RHODE ISLAND	RI	EST (UTC-5)	
SOUTH CAROLINA	SC	EST (UTC-5)	
SOUTH DAKOTA	SD	CST (UTC-6)	MT (UTC-07)
TENNESSEE	TN	CST (UTC-6)	EST (UTC-5)
TEXAS	TX	CST (UTC-6)	MT (UTC-07)
UTAH	UT	MT (UTC-07)	
VERMONT	VT	EST (UTC-5)	
VIRGINIA	VA	EST (UTC-5)	
WASHINGTON	WA	PT (UTC-8)	
WEST VIRGINIA	WV	EST (UTC-5)	
WISCONSIN	WI	CST (UTC-6)	
WYOMING	WY	MT (UTC-07)	

Item Type

Item Type Name	Value
Profile	1
Account	2
Transaction	3
Batch	4
Service Code	5
Entry	6
Cost Center	7
Region	8
Holiday Schedule	9
Rollup	10
Message	11
Message Template	12
Certification Template	13
Certification Requirement	14
Profile Certification	15
Scheduling	16
Scheduling Profile	17
Scheduling Entry	18
General Activity	19

Client Fee	20
Phone Prompt	21
Fee Type	22
Import	23
Rate Edit	24
Rate	25
Adjustment balance	26
Pay Code	27
Payroll Batch Validation	28
Billing Batch Validation	29
EVV Verification	30
Vendor Request	31
Adjustment Reason	32
EVV Location	33
Payment Invoice	34
Goal	35
Task Result	36
Care Note	37
Task	38
Care Management Overview	39
Service Code Group	40
Assessment	41
Plan Of Care	42
Custom Field	43
Note Sub Type	44

Note Type ID

Value	Note Type ID
Note	1
Comment	2
Error	3
Authentication	4
Custom	6

Diagnosis Code Type Value

Status	Integer
ICD-10	1
ICD-9	2
DSM-5	3
DSM-IV	4
OTHER	5

Axis Value

Axis Name	Value
Axis1	1
Axis2	2
Axis3	3
Axis4	4
Axis5	5

Funding Type

Funding Type	Value
Units	1
Dollars	2

Related articles

- Import Formats - Admin Guide
- Imports - Static Data Reference File - Admin Guide
- Import Module - Admin Guide
- January 2021 Release Notes
- How can I format Excel files to keep the leading zeros?