



# Participant Directory

## Flat-File Listing Format

March 1, 2024

## Introduction

The Participant Directory for the California Health & Human Services (CalHHS) Data Exchange Framework (DxF) comprises a listing of Participants, Participants' choices for providing Access to and Exchange of Health and Social Services Information (HSSI) under the DxF, and whether the Participants are actively exchanging HSSI under the DxF, as well as the web-based application used by Participants to enter data contained in the listing.

For information on how to use the Participant Directory application, see the [Participant Directory How To Guide](#).

For information on the DxF Policy and Procedure for the Participant Directory, see the [Participant Directory Policy and Procedure](#).

## Purpose

The purpose of this document is to describe the **machine-readable flat-file format version of the [Participant Directory Listing](#)**.

Participant Directory information may also be included in a more human-readable Microsoft Excel file that is not described in this document.

## Format

The machine-readable version of the Participant Directory listing comprises a single comma-separated value (CSV) file; that is, a plain UTF-8 encoded text file comprising records (rows) of comma-separated fields (columns) with optional enclosing characters.

The flat file may be imported into Microsoft Excel for viewing. However, the primary purpose of the flat file is to provide Participants with a machine-readable Participant Directory listing suitable for automatic processing. A human-readable version of Participant Directory data

may also be available on the Center for Data Insights and Innovation (CDII) DxF web page weekly.

## Dates and Times

All dates used in the flat file are in Pacific time zone, and are represented as a string using a string format of “mm/dd/yyyy” where:

- “mm” represents a zero-padded numeric month (01-12),
- “dd” represents a zero-padded numeric day of the month (01-31),
- “yyyy” represents a four-digit year,

For example, January 1, 2025, would be represented as “01/01/2025”.

## Heading Information

The first line of the flat file comprises Comma-separated column headings for the twelve fields in the Participant Directory flat file on a single line, including:

1. “Participant\_ID” for the unique identifier generated by the Participant Directory for the primary organization or subordinate organization Participant
2. “Participant\_Name” for the name of the Participant, inclusive of the primary organization listed on the Data Sharing Agreement (DSA) and subordinate organizations listed on the DSA or added to the Participant Directory using the Participant Directory application
3. “Delaying\_Exchange\_until\_2026” for whether the Participant is exercising the option to delay providing Exchange of Health and Social Services Information (HSSI) under the DxF until January 31, 2026
4. “Request\_for\_Information” for the Intermediary or technology the Participant has chosen to receive Requests for Information
5. “Information\_Delivery” for the Intermediary or technology the Participant has chosen to receive Information Delivery
6. “Requests\_for\_Notification\_of\_ADT\_Events” for the Intermediary or technology the Participant has chosen to receive requests for Notification of ADT Events
7. “Own\_Technology\_URL” for the universal record locator (URL) for a public web page containing information on how to contact a Participant that wishes to use point-to-point connections to its own technology
8. “Own\_Technology\_Email” for the email address for the technical point-of-contact for a Participant that wishes to use point-to-point connections to its own technology
9. “Own\_Technology\_Phone” for the phone number for the technical point-of-contact for a Participant that wishes to use point-to-point connections to its own technology

10. "Date\_DSA\_Terminated" for the date upon which a Participant that is a Voluntary Signatory terminated the DSA pursuant to Section 15(b) of the DSA and is no longer an active Participant
11. "Date\_Operations\_Ceased" for the date upon which the Participant ceased operations and is no longer an active Participant
12. "Report\_Date" for the date the Participant Directory flat-file listing was created

## Records

Participant records begin on line two of the flat file and continue to the end of the file, one record (row) per Participant. A record comprises a string of twelve fields separated by commas. No fields will be empty. Fields may optionally be surrounded by double-quotes as enclosing characters if the field itself contains a comma.

Each new version of the flat file contains a record for every DxF Participant identified by a DSA signatory. If a file has been imported into a system for processing or saved to a local database, it may be appropriate to purge that system or database before importing a new version of this file.

The twelve fields in each record have the following meaning, corresponding to the column headings above:

1. "Participant\_ID": a string of alphanumeric characters, with no spaces or punctuation, that the Participant Directory has assigned the Participant as a unique identifier
2. "Participant\_Name": a string of alphanumeric characters, spaces, and punctuation representing the name of the Participant as entered by the Participant when signing the DSA or when completing information in the Participant Directory application
3. "Delaying\_Exchange\_until\_2026": a Boolean field with a value of "YES" if the Participant is exercising the option to delay providing Exchange of HSSI under the DxF until January 31, 2026, "NO" if not exercising the option or the Participant has determined that they are required to provide Exchange of HSSI under the DxF by January 31, 2024, or "NA" if the Participant has terminated the DSA or ceased operations
4. "Request\_for\_Information": a string representing the Intermediary or technology the Participant has chosen to receive Requests for Information
5. "Information\_Delivery": a string representing the Intermediary or technology the Participant has chosen to receive Information Delivery
6. "Requests\_for\_Notification\_of\_ADT\_Events": a string representing the Intermediary or technology the Participant has chosen to receive requests for Notification of ADT Events

For each of the Exchange types “Request\_for\_Information”, “Information\_Delivery”, and “Requests\_for\_Notification\_of\_ADT\_Events”, the field may take on one of the following values:

- The name of the Intermediary, which is a controlled value set for each Exchange type from which the Participant must select a value
- “SELF” if the Participant has chosen to use point-to-point connections to its own technology
- “ONBOARDING TO QHIO” if the Participant is the recipient of a DSA Signatory Grant and is implementing a connection to a Qualified Health Information Organization (QHIO) for this Exchange type; this value must later be replaced by the Participant with their selected QHIO Intermediary once implementation is complete
- “OTHER” if the Participant has chosen to use an Intermediary that is not yet listed in the Participant Directory application; this value will later be replaced by CDII with the name of an Intermediary added to the value set if the named entity verifies that it can provide the indicated Exchange type for Participants
- “NOT APPLICABLE” if the Participant is not participating in this Exchange type
- “NONE SELECTED” if the participant has not yet entered a choice of an Intermediary or technology for this Exchange type
- “NA” if the Participant has terminated the DSA or ceased operations

Participants must choose “NOT APPLICABLE” if choosing not to participant in an Exchange type because they Maintain no HSSI or because the Exchange type is optional for their organization per the [Technical Requirements for Exchange Policy and Procedure](#). “NOT SELECTED” is insufficient to indicate that a Participant in choosing not to participate in an Exchange type.

7. “Own\_Technology\_URL”: a string representing the URL for a public web page containing information on how to contact the Participant if the Participant chose to use point-to-point connections to its own technology and provided a URL, “NA” otherwise
8. “Own\_Technology\_Email”: a string representing the email address for the technical point-of-contact for the Participant if the Participant chose to use point-to-point connections to its own technology and provided an email address, “NA” otherwise
9. “Own\_Technology\_Phone”: a string representing the phone number, with area code but without country code, in “nnn-nnn-nnnn” format where “n” is any digit (0-9), for the technical point-of-contact for a Participant if the Participant chose to use point-to-point connections to its own technology and provided a phone number, “NA” otherwise

The Participant Directory Policy and Procedure requires a Participant to list a URL and/or a phone number and email address if choosing to use point-to-point interfaces to its own technology for any Exchange type.

“Own\_Technology\_URL”, “Own\_Technology\_Email”, and “Own\_Technology” will only have values other than “NA” if the Participant has selected “SELF” for one or more Exchange type(s).

10. “Date\_DSA\_Terminated”: a string representing the date upon which a Participant has terminated or will terminate the DSA and is no longer or will no longer be an active Participant, using the string format of “mm/dd/yyyy” described above
11. “Date\_Operations\_Ceased”: a string representing the date upon which the Participant ceased or will cease operations and is no longer or will no longer be an active Participant, using the string format of “mm/dd/yyyy” described above
12. “Report\_Date”: a string representing the date the Participant Directory flat-file listing was created, using the string format of “mm/dd/yyyy” described above and the same value for every record in the file

## Flat File Download Location

The most recent [Participant Directory Listing](#) in machine-readable flat-file format is available on the DSA Signing Portal and Participant Directory section of the CDII DxF web page. Per the Participant Directory Policy and Procedure, this listing will be updated at least weekly.