Employee Eligibility File Format Requirements

Public reporting of this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to CDC/ATSDR Reports Clearance Officer, 1600 Clifton Road NE, MS D-74, Atlanta, Georgia 30333; ATTN: PRA (0920-XXXX).

Instructions

Purpose: This document describes the required file format to upload eligibility data into the Viridian Health Management database to identify employees eligible to participate in the CDC National Healthy Worksite Program (NHWP) and link employees to their respective survey.

The file must be a Microsoft Excel spreadsheet with the data provided on the first worksheet in the workbook. Other worksheets may exist in the file, but they will be ignored.

The data worksheet must conform to the format described in the table below. The column headings must appear in Row 1 of the worksheet, starting with column A, and must match exactly the column header names listed below. Note that there are no spaces in the column header names. Also, there should be no blank rows in the worksheet. Optional columns may be omitted, but otherwise, the columns should appear in the order that they are listed here. In optional columns, a value need not be supplied for all employees. Columns marked with an asterisk in the "Required?" column are required only if the data is to be sent to Gordian Health using the file format already established between Gordian Health and Diversity Wellness.

The "Data Type" and "Max Length/Value" columns specify what type of data may be supplied for this field. A "Number" field may contain only the digits 0-9. In this case, the Max Length/Value field shows the highest number which may be provided. A field specified as a "String" type may contain any alphanumeric or other characters unless otherwise noted. The maximum number of characters is shown in the Max Length field. The BirthDate field must be a value which Microsoft Excel interprets as a date. This makes the visual format of the cell containing the date unimportant in Excel. To ensure that Excel handles the dates properly, use the format mm/dd/yyyy when entering dates manually or if converting the data from another type of file, such as a CSV file.

All employees listed in the file are assumed to be active. If an employee's eligibility is terminated, that employee should not be included in the next eligibility file. The system will interpret this as a termination of benefits.

Eligibility File Format Requirements			
Field	**Required**	**Field Description**	
LastName	Yes		
FirstName	Yes		
MiddleName	No		
NickName	No		
Gender	Yes		
DOB	Yes		
SSN/Last 4	Yes	May be substituted with Employee ID but must be a unique identifier	
Language	No		
EmpNum	Yes	HR generated Employee ID or other unique identifier	
Relation	Yes		
CustGrpId1	Yes	Custom group Level 1 is the selected Community	
CustGrpId2	Yes	Custom group Level 2 is the name of the Employer	
CustGrpId3	No	Custom group Level 3 is the Department name or code	
CustGrpId4	No	Custom group Level 4 is the Shift Worked	
CustGrpId5	No	Custom group Level 5 is FT / PT status	
MailAddress1	Yes		
MailAddress2	Yes		
City	Yes		
State	Yes		
Zip	Yes		
PhoneNum	Yes		
CellNum	No	This is not required as the employer may not have this information	
EMail	No	This is ot required as some employees may not have a company email address	
StartDate	Yes	Hire Date	
TermDate	Yes	Termination Date	
HasMedIns	Yes	Date employee began medical insurance coverage or is eligible for coverage	
MedInsDate	Yes		
IsPgmElig	Yes		