

Appendix P

Guidelines for the Monthly Creation of the CONTACT.DAT File

The following guidelines describe the formatting specifications for creating the Sample Contact Information File (also called the CONTACT.DAT File). This ASCII (text) file is created by vital records each month to supply birth certificate data for use in PIDS. This file is different from the monthly birth certificate sample file because it includes names, addresses, and several other variables that are useful for operations at the state level but that are not included in the data sent each month to CDC.

Also included is an explanation of what each variable represents and the values it is allowed to take on. The formats and values of each of these variables may not correspond exactly to the way they are formatted and coded on your mainframe birth certificate computer file. Obviously there are variations from state to state in the field lengths and coding of most of these variables. With the formatting and coding information provided by each state, CDC has tried to keep the field lengths and codes as consistent as possible with the coding practices most commonly followed. In some instances, field lengths have been set to accommodate the state with the largest field length for a particular variable. If you find that these guidelines define a field that is *smaller* in length than the comparable variable in your birth certificate computer file, please notify CDC as soon as possible.

Some states have indicated that certain variables are not collected on the birth certificate or that certain variables are not included on the birth certificate file on their computer. If a variable for the CONTACT.DAT file is not collected on your birth certificate, leave blanks in the columns corresponding to that variable. If a variable is on the birth certificate but not available on the computer file, and you plan to key it manually into the operations file, leave blanks in the columns reserved for that variable when you perform the batch download for the rest of the variables.

Also, some states have specific needs that require inclusion of additional variables from state birth certificate files for use in PIDS. To meet this need, CDC has included five state-defined variables at the end of each record. For example, if a state has a large Native American population, that state might choose to include a state-defined variable that provides more detailed information than the variable MOM_RACE that is described below. The state-defined variables can be defined in any manner necessary so long as they meet the basic field-length requirements described below. These variables can only be used in PIDS and will not be included in any of the data files that are sent to CDC. If state-defined

variables are not used, simply leave blanks in the columns assigned for each variable.

It is important to keep to a minimum the number of steps needed to draw the sample and prepare the sample records for the operations file. It is recommended that the recoding procedures needed to convert birth certificate variables be appended to the sampling program if possible. Then, on completion of that mainframe program, the data file will be properly formatted for use in PIDS.

Protocol Development Task

Chapter 4 (Sampling), Appendix Q (File Layouts), and the formatting specifications described below should provide all of the information necessary to write the programs to create the sampling frame, draw the sample, and create the CONTACT.DAT file for use in PIDS. When the programs are completed, draw a practice sample and send the programs and resulting files (CONTACT.DAT, Sampling Frame Birth Certificate File, Sample Birth Certificate File) to CDC for review.

If any questions arise as you are developing the programs, please contact your program manager. When you send the test files, CDC will look over the programs and discuss them with the people who developed them. Please make sure that the enclosed format specifications are distributed to your programmers.

CONTACT.DAT File Layout

Variable Name	Variable Label	Starting Column	Width
BC#	Birth Certificate Number Up to 12 characters Digits 0-9 allowed for each character Leading zeros as fillers for numbers requiring less than 8 digits No comma or decimal separators allowed Left aligned for numbers requiring less than 12 digits Notes This field is required: each record must have data in this field or PIDS will not import the record.	1	12
blank	None This field should contain no data. Notes The field has been intentionally left blank to allow for future changes.	13	6
STRATUM1	Stratification Value For Stratum 1 1-8 = valid stratification values 9 = unknown Notes This field is required: each record must have data in this field or PIDS will not import the record. The current PRAMS protocol limits the total number of stratification cells to 6, which is the product of the number of values used for fields STRATUM1 and STRATUM2.	19	1

Variable Name	Variable Label	Starting Column	Width
STRATUM2	Stratification Value For Stratum 2 1-8 = valid stratification values 9 = unknown Blank = no second stratum Notes This field is required for two-variable stratification: each record must have data in this field or PIDS will not import the record. The current PRAMS protocol limits the total number of stratification cells to 6 which is the product of the number of values used for fields STRATUM1 and STRATUM2.	20	1
MOM-L-NAME	Mother's Last Name Left aligned Notes This field is required: each record must have data in this field or PIDS will not import the record.	21	20
MOM-F-NAME	Mother's First Name Left aligned	41	15
MOM-M-NAME	Mother's Full Middle Name Left aligned	56	15
MOM-MAIDEN	Mother's Maiden Name Left aligned	71	20

Variable Name	Variable Label	Starting Column	Width
MOM-DOB	Mother's Date of Birth Formatted MMDDYYYY where: MM: 01 to 12 = conventional numeric representation of the months January through December 99 = month unknown Include a leading zero if necessary DD: 01 to 31 = day of the month 99 = day unknown Include a leading zero if necessary YYYY: 1998 to the current year = four-digit year 9999 = year unknown No separators (such as slashes) allowed between each part (Standard date codes) Notes This field has been added to the CONTACT.DAT file.	91	8
blank	none This field should contain no data.	99	9
MOM-RACE	Mother's Race 1 = black 2 = white 9 = other	108	1
HISPANIC	Hispanic Ethnicity of Mother 1 = Hispanic 2 = Not Hispanic 9 = unknown	109	1

Variable Name	Variable Label	Starting Column	Width
MS	Mother's Marital Status 1 = married 2 = unmarried 9 = unknown	110	1
M_AGE	Maternal Age 1 = <20 2 = 20-29 3 = >= 30 9 = unknown	111	1
MINOR	Status as Minor 1 = yes, mother is a minor according to state child abuse reporting laws 2 = no, mother in not a minor according to state child abuse reporting laws 9 = Unknown / not used	112	1
	Notes This field has been added to the CONTACT.DAT file. In some PRAMS states, mandatory child abuse reporting laws require PRAMS staff to report in situations where mothers who are minors state on a questionnaire that they have been abused.		
M_EDUC	Maternal Education 1 = <12 years 2 = >= 12 years 9 = unknown	113	1
blank	none This field should contain no data.	114	10
	Notes The field has been intentionally left blank to allow for future changes.		

Variable Name	Variable Label	Starting Column	Width
BABY-L-NAME	Baby's Last Name Left aligned Notes This field if required: each record must have data in this field or PIDS will not import the record.	124	20
BABY-F-NAME	Baby's First Name Left aligned	144	15
BABY-MI	Baby's Middle Initial	159	1
BABY-DOB	Infant's Date of Birth Formatted MMDDYYYY where: MM: 01 to 12 = conventional numeric representation of the months January through December 99 = month unknown Include a leading zero if necessary DD: 01 to 31 = day of the month 99 = day unknown Include a leading zero if necessary YYYY: 1998 to the current year = four-digit year 9999 = year unknown No separators (such as slashes) allowed between each part (Standard date codes)	160	8
SEX	Baby's Sex 1 = male 2 = female 9 = unknown	168	1

Variable Name	Variable Label	Starting Column	Width
BW	Baby's Birth Weight 1 = <2,500g 2 = >= 2,500g 9 = unknown	169	1
PLURALITY	Multiple Birth 1 = multiple birth 2 = singleton 9 = unknown	170	1
BABY-DEAD	Indicates That Infant Has Died 1 = baby dead 2 = baby alive 9 = Missing	171	1
DC#	Death Certificate Number Up to 14 characters No specific formatting requirements Left aligned Notes The definition for this field has been changed to allow up to 14 characters. One state asked CDC to add "date of death" as an additional field in the CONTACT.DAT file. Instead, the size of the field DC# has been increased so that a state could include the date of death at the end of the death certificate number. This could be done using the format CCCCCCCCMMDDYY, where CCCCCCCC is an eight-character death certificate number, and MMDDYY is a conventional six-character date. Only the first eight characters of this variable will be used in the variable DCNUM in the Operations Output File.	172	14

Variable Name	Variable Label	Starting Column	Width
blank	none This field should contain no data. Notes The field has been intentionally left blank to allow for future changes.	186	10
DAD-L-NAME	Father's Last Name Left aligned	196	20
DAD-F-NAME	Father's First Name Left aligned	216	15
DAD-MI	Father's Middle Initial	231	1
blank	none This field should contain no data.	232	9
blank	none This field should contain no data. Notes The field has been intentionally left blank to allow for future changes.	241	10
ADDRESS	Mother's Mailing Address: First Line of Street Address Street number and name, apartment number, etc. Left aligned	251	30

Variable Name	Variable Label	Starting Column	Width
ADDRESS-LINE2	<p>Mother's Mailing Address: Second Line of Street Address</p> <p>Street number and name, apartment number, etc. Second line not required for valid address Left aligned</p> <p>Notes This field has been added to the CONTACT.DAT file. Previously, some states were forced to place some address information, such as apartment numbers, in additional unrelated variables because the field ADDRESS did not provide enough space.</p>	281	30
CITY	<p>Mother's Mailing Address: City</p> <p>Left aligned</p>	311	20
STATE	Mother's Mailing Address: State	331	2
ZIP	<p>Mother's Mailing Address: Zip Code</p> <p>Standard 5- or 9-digit zip code Include hyphen for 9-digit zip code Left aligned</p>	333	10
PHONE#	<p>Mother's Telephone Number</p> <p>Formatted AAANNNNNNN where: AAA = 3-digit area code NNNNNNN = 7-digit phone number No hyphen separators or parentheses allowed</p>	343	10
COUNTY	<p>County of Maternal Residence</p> <p>Left aligned</p>	353	20
URB_RUR	<p>Urban/Rural Status of Mother's Residence</p> <p>1 = urban 2 = rural 9 = unknown</p>	373	1

Variable Name	Variable Label	Starting Column	Width
blank	none This field should contain no data. Notes The field has been intentionally left blank to allow for future changes.	374	10
STATE1	State-Defined Variable Defined as needed by each state. Notes This is not a required field.	384	20
STATE2	State-Defined Variable Defined as needed by each state. Notes This is not a required field.	404	20
STATE3	State-Defined Variable Defined as needed by each state. Notes This is not a required field.	424	20
STATE4	State-Defined Variable Defined as needed by each state. Notes This is not a required field.	444	20
STATE5	State-Defined Variable Defined as needed by each state. Notes This is not a required field.	464	20
STATE6	State-Defined Variable Defined as needed by each state. Notes This is not a required field.	484	20

Variable Name	Variable Label	Starting Column	Width
STATE7	State-Defined Variable Defined as needed by each state. Notes This is not a required field.	504	20
STATE8	State-Defined Variable Defined as needed by each state. Notes This is not a required field.	524	20
STATE9	State-Defined Variable Defined as needed by each state. Notes This is not a required field.	544	20
STATE10	State-Defined Variable Defined as needed by each state. Notes This is not a required field.	564	20