Helpful Contacts Flat Files – Revised Format Download

In the Helpful Contacts comma separated value file (CSV), three (3) flat files are used:

1. Agency List By Organization.csv

1. State Abbreviation
2. State
3. Organization Name
4. Agency Name
5. Local Phone
6. Local Phone Extension
7. Local Phone Notes
8. Local TDD
9. Local TDD Extension
10. Tollfree Phone
11. Tollfree Extension
12. Tollfree Instate
13. Tollfree Phone Notes
14. Tollfree TDD
15. Tollfree TDD Extension
16. Spanish Phone
17. Spanish Phone Extension
18. Address
19. Address2
20. Agency Notes
21. E-mail Address
22. Web Address

2. Agency List by Topic.csv

1. State Abbreviation
2. State
3. Topic Name
4. Question
5. Organization Name
6. Agency Name
7. Local Phone
8. Local Phone Extension
9. Local Phone Notes
10. Local TDD
11. Local TDD Extension
12. Tollfree Phone

13. Tollfree Extension
14. Tollfree Instate
15. Tollfree Phone Notes
16. Tollfree TDD
17. Tollfree TDD Extension
18. Spanish Phone
19. Spanish Phone Extension
20. Email Address
21. Web Address

3. Question List By Organization.csv

1. Organization Name
2. Question
3. Topic Name

The first flat file, Agency List By Organization.csv, contains twenty-two (22) fields.

This flat file provides the data produced in response to a Helpful Contacts search by organization. This flat file is derived from a stand-alone table and not linked to the other flat files in this CSV. The flat file is designed to be searched individually.

1. State_Abbr: text (2) - Lists the alphabetic postal code used to identify each individual state.

   All fifty (50) states are listed, as well as:

   - AS for American Samoa
   - DC for Washington D.C.
   - GU for Guam
   - MP for Northern Mariana Islands
   - PR for Puerto Rico
   - VI for Virgin Islands

2. State: text(40) - Lists the name used to identify individual sections of each state. All fifty (50) states are listed, as well as American Samoa, Washington D.C., Guam, Northern Mariana Islands, Puerto Rico and the Virgin Islands.

3. Organization Name: text(120) - Lists the actual name of the organization type for a contact.

4. Agency Name: text(100) - Lists the name of the agency serving as a contact.

5. Local Phone: text(10) - Lists the local telephone number that corresponds to the agency.

6. Local Phone Extension: text(5) - Lists any necessary telephone extension that corresponds to the local telephone number.

7. Local Phone Notes: text(255) - Lists any important notes regarding the local telephone number for the agency.

8. Local TDD: text(10) - Lists the local TDD telephone number that corresponds to the agency.

9. Local TDD Extension: text(5) - Lists any necessary telephone extension that corresponds to the local TDD telephone number.

10. Tollfree Phone: text(10) - Lists the toll-free telephone number that corresponds to the agency.

11. Tollfree Phone Extension: text(5) - Lists any necessary telephone extension that corresponds to the tollfree telephone number.

12. Tollfree Instate: yes/no – text(3) - Lists whether or not the toll-free telephone number is only available to in-state callers.

13. Tollfree Phone Notes: text(255) - Lists any important notes regarding the toll-free telephone number for the agency.

14. Tollfree TDD: text(10) - Lists the toll-free TDD telephone number that corresponds to the agency.

15. Tollfree TDD Extension: text(5) - Lists any necessary telephone extension that corresponds to the tollfree TDD telephone number

16. Spanish Phone: text(10) - Lists the telephone number for Spanish-speaking callers that corresponds to the agency.

17. Spanish Phone Extension: text(5) - Lists any necessary telephone extension that corresponds to the telephone number for Spanish-speaking callers.

18. Address: text(150) - Lists the first line of the address for the agency.

19. Address2: text(150) - Lists the second line of the address for the agency.

20. Agency Notes: text(255) - Lists any important notes regarding the agency.

21. Email Address: text(150) - Lists the e-mail address that corresponds to the agency.

22. Web Address: text(255) - Lists the internet address that corresponds to the agency.

The second flat file, Agency List by Topic, contains twenty-one (21) fields.

This flat file provides the data produced in response to a Helpful Contacts search by topic. This flat file is derived from a stand-alone table and not linked to the other flat files in this CSV. The flat file is designed to be searched individually.

1. State_Abbr: text (2) - Lists the alphabetic postal code used to identify each individual state.

   All fifty (50) states are listed, as well as:

   - AS for American Samoa
   - DC for Washington D.C.
   - GU for Guam
   - MP for Northern Mariana Islands
   - PR for Puerto Rico
   - VI for Virgin Islands

2. State: text(40) - Lists the name used to identify individual sections of each state. All fifty (50) states are listed, as well as American Samoa, Washington D.C., Guam, Northern Mariana Islands, Puerto Rico and the Virgin Islands.

3. Topic Name: text(100) - Lists the topic of the question. (Each question is associated with one or more topics.)

4. Question: text(255) - Lists the actual question that a contact can answer.

5. Organization Name: text(120) - Lists the actual name of the organization type for a contact.

6. Agency Name: text(100) - Lists the name of the agency serving as a contact.

7. Local Phone: text(10) - Lists the local telephone number that corresponds to the agency.

8. Local Phone Extension: text(5) - Lists any necessary telephone extension that corresponds to the local telephone number.

9. Local Phone Notes: text(255) - Lists any important notes regarding the local telephone number for the agency.

10. Local TDD: text(10) - Lists the local TDD telephone number that corresponds to the agency.

11. Local TDD Extension: text(5) - Lists any necessary telephone extension that corresponds to the local TDD telephone number.

12. Tollfree Phone: text(10) - Lists the toll-free telephone number that corresponds to the agency.

13. Tollfree Extension: text(5) - Lists any necessary telephone extension that corresponds to the tollfree telephone number.

14. Tollfree Instate: yes/no – text(3) - Lists whether or not the toll-free telephone number is only available to in-state callers.

15. Tollfree Phone Notes: text(255) - Lists any important notes regarding the toll-free telephone number for the agency.

16. Tollfree TDD: text(10) - Lists the toll-free TDD telephone number that corresponds to the agency.

17. Tollfree TDD Extension: text(5) - Lists any necessary telephone extension that corresponds to the tollfree TDD telephone number.

18. Spanish Phone: text(10) - Lists the telephone number for Spanish-speaking callers that corresponds to the agency.

19. Spanish Phone Extension: text(5) - Lists any necessary telephone extension that corresponds to the telephone number for Spanish-speaking callers.

20. Email Address: text(150) - Lists the e-mail address that corresponds to the agency.

21. Web Address: text(255) - Lists the internet address that corresponds to the agency.

The third flat file, Question List By Organization.csv, contains three (3) fields.

This flat file provides the questions that each organization can answer. This flat file is derived from a stand-alone table and not linked to the other flat files in this CSV. The flat file is designed to be searched individually.

1. Organization Name: text(120) - Lists the actual name of the organization type for a contact.

2. Question: text(255) - Lists the actual question that a contact can answer.

3. Topic Name: text(100) - Lists the topic of the question. (Each question is associated with one or more topic.