

OPI Electronic File Transmission Instructions for PARIS

The steps below outline the process to obtain match data. quantifiable

SPAA DATA FILE TRANSMISSION PROCEDURES

PARIS File Schedule: PARIS matches take place in February, May, August, and November of each year. SPAAs will receive advanced notice of the exact match dates via PARIS transmittal (sent out as an email from the PARIS office and posted on the PARIS website <https://www.acf.hhs.gov/paris>).

SPAAs will also receive a PARIS transmittal reminder at the beginning of the submission month (e.g., a due date notice will be sent out at the beginning of August when the August submission is due), by DNP. Each SPAA is encouraged to participate in the AUGUST interstate match.

Step 1 (SPAA Action)

When SPAAs are notified by the PARIS program email / PARIS transmittal that a quarterly submission of data is due, each SPAA shall transmit the data file to OPI using the following instructions:

TRANSMITTING THE DATA FILE TO OPI

- A. The inbound file should be placed in the SPAA's **inbound** SFTP folder:

File naming convention must match exactly for the file to automatically process:

- DNP_FIXDATA_STD_PARIS_<STATE ABRV>_<MM-DD-YYYY>-<hh-mm-ss>

Example for Alabama:

DNP_FIXDATA_STD_PARIS_AL_01-15-2024-10-01-30

NOTE: *If the SPAA is unable to update the naming convention, OPI will accommodate the legacy DMDC naming convention.*

- B. Email OPI's PARIS technical support mailbox at: paris.technical.support@stls.frb.org
- Subject: <submission quarter> <STATE ABRV> PARIS Participation

Example for Alabama for a May 2020 submission:

202005 AL PARIS Participation

- Body: provide the RECORD COUNT (ex. 600,000) and the Point of Contact

Step 2 (OPI Action)

- A. After OPI confirms all the intended data files have been received and verified, OPI will

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reply back to the submitter's email (the Point of Contact in the body of the email from Step 1B) confirming receipt/record count and begin the match. It will take approximately one month from the submission month to complete the match.

Example:

For a submission on August 10, match results would be ready to pull September 10.

- B. Once the match is complete, OPI will put the match file in the SPAA'S **outbound** SFTP folder for the SPAA to extract/pull, and notify the SPAA via email. The outbound file names are:

- <STATE ABRV>InterStateResp

Example for Alabama:

ALInterStateResp