



**PALMETTO GBA®**  
A CELERIAN GROUP COMPANY



# Medicare Advantage & Part D Communications Handbook

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The *Medicare Advantage Communications Handbook* is subject to change. Updated versions of this handbook and other Electronic Data Interchange (EDI) related documents will be published at [www.csscooperations.com](http://www.csscooperations.com).

## **OVERVIEW: ESTABLISH CONNECTIVITY & TRANSFER FILES**

- Organizations contact CMS' approved Network Service Vendors to establish connectivity with Palmetto GBA's secure network.
- MAOs and other organizations submit data over the CMS Extranet, a secure, encrypted, virtual private Network.
- Organizations with less than 100,000 enrolled members are allowed to connect directly to CMS.

Once connectivity is established:

- Organizations submit required documents to Palmetto GBA to obtain security access credentials.
  - Submitter ID
  - User ID
  - Passwords
- Testing and certification is required.

## **UNDERSTANDING THE GOVERNMENT PROGRAM NETWORK (GPNET)**

### **Introduction and Recommended Software**

GPNet is the EDI gateway to the Front-End System (FES). GPNet supports file transfers via Connect:Direct, also known as Network Data Mover (NDM), and through a Network Service Vendor (NSV). Specifications on these options are included later in this handbook.

PK-ZIP® software version 14+ is recommended and is a licensed product of PKWARE, Inc. This handbook references materials from the PK-Zip Read Me File.

Microsoft Internet Explorer® version 8.0 or higher is recommended and is a licensed product of Microsoft Corporation.

Any other software referenced within this handbook is licensed or copyrighted by their respective companies and is for informational purposes only.

### **Submission Information**

The GPNet platform currently supports version 5010A1/A2, 5010 of the Accredited Standards Committee (ASC) X12 837 claim submission, the National Council for Prescription Drug Programs (NCPDP) Post Adjudication Standard, version 4.2, Risk Adjustment (RA) and Prescription Drug Event (PDE) data.

The GPNet platform also supports the following FES websites:

- Front-End Risk Adjustment System (FERAS) for RA
- Prescription Drug Front-End System (PDFS) for PDE
- Encounter Data Front-End System (EDFES) for Encounter

The GPNet platform is available 24 hours a day, seven days a week, with the exception of scheduled maintenance performed on Sundays. If the editing system is not available, the user may still upload a file to GPNet. As soon as the editing system resumes processing, files in GPNet will be edited. The response files will be generated and accessible for retrieval within two business days.

A 999 Functional Acknowledgement report will be returned upon completion of initial editing of an ASC X12 file. If the file was accepted, a 277CA will also be generated. A front-end response

report will be returned to the submitter upon completion of initial editing of an NCPDP, RA, or PDE file.

## **Who to Contact**

If there are any questions regarding the GPNet platform, please contact the Customer Service and Support Center (CSSC) at 877-534-2772 or [csscooperations@palmettogba.com](mailto:csscooperations@palmettogba.com).

## FILE PROCESSING

To ensure files are processed correctly, please include the following information in the appropriate fields applicable to the file type being submitted.

### Encounter Data (submitted in ASC X12 837 - Version 5010 format)

Table 1: ASC X12 837 - Version 5010 Data Elements Required to Identify Submitter & Type of Encounter Data Record

Field	Required Data Elements
ISA06 GS02	Enter submitter ID assigned
ISA08 GS03 1000B / NM109 2010BB / NM109	Enter the appropriate Payer ID (see Payer ID chart below)
ISA13	Please ensure the <b>nine-digit File ID</b> field is a <b>unique number</b> that has not been submitted within the past 12 months
ISA15	Enter <b>T</b> when submitting a test encounter file
	Enter <b>P</b> when submitting a production encounter file
GS08	<b>Institutional Claims (Part A)</b> - Enter <b>005010X223A2</b> when submitting an encounter file <b>Professional Claims (Part B)</b> - Enter <b>005010X222A1</b> when submitting an encounter file <b>Dental</b> - Enter <b>005010X224A2</b> when submitting a dental encounter

### Payer ID Information

Table 2: Required Payer ID Information

Medicare Advantage Encounter Data Files	Payer ID
Part A	80881
Part B	80882
DME (Durable Medical Equipment)	80887

Medicare-Medicaid Plan Encounter Data Files	
Medicare	Payer ID
Part A	80888
Part B	80889
DME	80890
Medicaid	Payer ID
Part A	80891
Part B	80892
Dental	80893
DME	80895



## RAPS Data (CMS' proprietary abbreviated format)

Table 3: RAPS Data Elements Required to Identify Submitter and Type of RAPS File

Record ID	Field	Required Data Elements
AAA	2	Enter submitter ID assigned
AAA	3	Please ensure the <b>ten-digit File ID</b> field is a <b>unique number</b> that has not been submitted within the past 12 months
AAA	5	Enter <b>TEST</b> when submitting a test RA file
		Enter <b>CERT</b> when submitting a certification RA file
		Enter <b>PROD</b> when submitting a production RA file

## NCPDP Post Adjudication - Version 4.2

Table 4: NCPDP Post Adjudication - Version 4.2 Required Data Elements

Field	Required Data Elements
601-04	PA
102-A2	42
879	Enter Submitter ID assigned
806-5C	Batch Number (must be fixed length of seven numbers)
880-K7	80894
702-MC	Enter <b>T</b> when submitting a test NCPDP file
	Enter <b>P</b> when submitting a production NCPDP file

## Prescription Drug Event (PDE)

Table 5: PDE Required Data Elements

Record ID	Field	Required Data Elements
HDR	2	Enter submitter ID assigned
HDR	3	Please ensure the <b>ten-digit File ID</b> field is a <b>unique number</b> that has not been submitted within the past 12 months
HDR	5	Enter <b>TEST</b> when submitting a test PDE file
		Enter <b>CERT</b> when submitting a certification PDE file
		Enter <b>PROD</b> when submitting a production PDE file

## CMS GENTRAN/TIBCO INBOUND FILE NAMING CONVENTIONS

Table 3: CMS Gentran/TIBCO Inbound File Naming Conventions

File Type	Production	Test
Medicare Encounter Data	guid.racf.EDS.freq.ccccc.FUTURE.P	guid.racf.EDS.freq.ccccc.FUTURE.T
RAPS Data	guid.racf.RAPS.freq.ccccc.FUTURE.P	guid.racf.RAPS.freq.ccccc.FUTURE.T
MMP Encounter	guid.racf.MEDS.freq.ccccc.<Sub Id>.P	guid.racf.MEDS.freq.ccccc.<Sub Id>.T
MMP RAPS	guid.racf.MRAPS.freq.ccccc.<Sub Id>.P	guid.racf.MRAPS.freq.ccccc.<Sub Id>.T
MMP NCPDP	guid.racf.MNCP.freq.ccccc.<Sub Id>.P	guid.racf.MNCP.freq.ccccc.<Sub Id>.T
MMP PDE	guid.racf.MPDE.freq.ccccc.<Sub Id>.P	guid.racf.MPDE.freq.ccccc.<Sub Id>.T
MMP Medicaid	guid.racf.MMCD.freq.ccccc.<Sub Id>.P	guid.racf.MMCD.freq.ccccc.<Sub Id>.T
PDE	guid.racf.PDE.freq.ccccc.FUTURE.P	guid.racf.PDE.freq.ccccc.FUTURE.T

## FILE TRANSFER PROTOCOL (FTP)/SECURE FILE TRANSFER PROTOCOL (SFTP) AND GENTRAN MAILBOX PROCESSING FILE NAMES

For the following tables, positions labeled 'xxxxx,' '#####,' 'nnnnn,' or 'sssss' are designated as random system generated numbers.

### Encounter Data, Part A, B and Durable Medical Equipment (DME) (Production)

Table 4: Encounter Data, Part A, B and DME (Production) Mailbox Processing File Names

Palmetto GBA Mailbox Listing	CMS Gentran/TIBCO Mailbox Listing	Description
X12xxxxx.X12.TMMDDCCYYHHMMS	P.xxxxx.EDS_REJT_IC_ISAIEA.pn	Encounter Data Front-End System (EDFES) TA1 Interchange Acknowledgment
999#####.999.999	P.xxxxx.EDS_REJT_FUNCT_TRANS.pn P.xxxxx.EDS_ACCPT_FUNCT_TRANS.pn	EDFES 999 Functional Group Acknowledgement
RSPxxxxx.RSP_277CA	P.xxxxx.EDS_RESP_CLAIM_NUM.pn	EDFES 277 Claim Acknowledgement (CA)
RSPxxxxx.RSP.REJECTED_ID	P.xxxxx.EDS_RESPONSE.pn	EDFES Post-Screening Invalid Report
RPTxxxxx.RPT.PROD_001_DATDUP_Rpt RPTxxxxx.RPT.PROD_001_DATDUP_File	P.xxxxx.EDPS_001_DataDuplicate_Rpt P.xxxxx.EDPS_001_DataDuplicate_File	MAO-001 Encounter Data Processing System (EDPS) Duplicates Report
RPTxxxxx.RPT.PROD_002_DATPRS_Rpt RPTxxxxx.RPT.PROD_002_DATPRS_File	P.xxxxx.EDPS_002_DataProcessingStatus_Rpt P.xxxxx.EDPS_002_DataProcessingStatus_File	MAO-002 EDPS Status Report

### Encounter Data Part A, B and DME (Test)

Table 5: Encounter Data Part A, B and DME (Test) Mailbox Processing File Names

Palmetto GBA Mailbox Listing	CMS Gentran/TIBCO Mailbox Listing	Description
X12xxxxx.X12.TMMDDCCYYHHMMS	T.xxxxx.EDS_REJT_IC_ISAIEA.pn	TA1 Interchange Acknowledgment
999#####.999.999	T.xxxxx.EDS_REJT_FUNCT_TRANS.pn T.xxxxx.EDS_ACCPT_FUNCT_TRANS.pn	999 Functional Group Acknowledgement
RSPxxxxx.RSP_277CA	T.xxxxx.EDS_RESP_CLAIM_NUM.pn	277CA
RSPxxxxx.RSP.REJECTED_ID	T.xxxxx.EDS_RESPONSE.pn	Post-Screening Invalid Report
RPTxxxxx.RPT.EDPS_001_DATDUP_Rpt RPTxxxxx.RPT.EDPS_001_DATDUP_File	T.xxxxx.EDPS_001_DataDuplicate_Rpt T.xxxxx.EDPS_001_DataDuplicate_File	MAO-001 EDPS Duplicates Report
RPTxxxxx.RPT.EDPS_002_DATPRS_Rpt RPTxxxxx.RPT.EDPS_002_DATPRS_File	T.xxxxx.EDPS_002_DataProcessingStatus_Rpt T.xxxxx.EDPS_002_DataProcessingStatus_File	MAO-002 EDPS Status Report

## RAPS Data (Production)

Table 9. RAPS Data (Production) Mailbox Processing File Names

Palmetto GBA Mailbox Listing	CMS Gentran/TIBCO Mailbox Listing	Description
RSP#####.RSP.FERAS_RESP	RSP.FERAS_RESP_#####	Front-End Risk Adjustment System (FERAS) Acknowledgment
RPT#####.RPT.RAPS_RETURN_FLAT	RPT.RAPS_RETURN_FLAT_#####	Risk Adjustment Processing System (RAPS) Return File
RPT#####.RPT.RAPS_ERROR_RPT	RPT.RAPS_ERRORRPT_#####	RAPS Transaction Error Report
RPT#####.RPT.RAPS_SUMMARY	RPT.RAPS_SUMMARY_#####	RAPS Transaction Summary Report
RPT#####.RPT.RAPS_DUPDX_RPT	RPT.RAPS_DUPDX_RPT_#####	RAPS Duplicate Diagnosis Cluster Report
RPT#####.RPT.RAPS_MONTHLY	RPT.RAPS_MONTHLY_#####	RAPS Monthly Plan Activity Report
RPT#####.RPT.RAPS_CUMULATIVE	RPT.RAPS_CUMULATIVE_#####	RAPS Monthly Cumulative Plan Activity Report
RPT#####.RAPS_ERRFREQ_MNTH	RAPS_ERRORFREQ_MNTH_#####	RAPS Monthly Error Frequency Report
RPT#####.RAPS_ERRFREQ_QTR	RAPS_ERRORFREQ_QTR_#####	RAPS Quarterly Error Frequency Report

## RAPS Data (Test) Gentran Users Only

Table 10: RA (Test) Mailbox Processing File Names

CMS Gentran/TIBCO Mailbox Listing	Description
TEST.RSP.FERAS_RESP_#####	FERAS Acknowledgment
TEST.RPT.RAPS_RETURN_FLAT_#####	RAPS Return File
TEST.RPT.RAPS_ERRORRPT_#####	RAPS Transaction Error Report
TEST.RPT.RAPS_SUMMARY_#####	RAPS Transaction Summary Report
TEST.RPT.RAPS_DUPDX_RPT_#####	RAPS Duplicate Diagnosis Cluster Report
TEST.RPT.RAPS_MONTHLY_#####	RAPS Monthly Plan Activity Report
TEST.RPT.RAPS_CUMULATIVE_#####	RAPS Monthly Cumulative Plan Activity Report
TEST.RAPS_ERRORFREQ_MNTH_#####	RAPS Monthly Error Frequency Report
TEST.RAPS_ERRORFREQ_QTR_#####	RAPS Quarterly Error Frequency Report

## Medicare-Medicaid Plan (MMP) Medicaid Encounter Part A, B and DME (Production)

Table 11: MMP Medicaid Encounter Part A, B, and DME (Production) Mailbox Processing File Names

Palmetto GBA Mailbox Listing	CMS Gentran/TIBCO Mailbox Listing	Description
X12xxxxx.X12.TMMDDCCYYHHMMS	P.xxxxx.MCD_REJT_IC_ISAIEA.pn	TA1 Interchange Acknowledgment
999#####.999.999	P.xxxxx.MCD_REJT_FUNCT_TRANS.pn P.xxxxx.MCD_ACCPT_FUNCT_TRANS.pn	999 Functional Group Acknowledgement
RSPxxxxx.RSP_277CA	P.xxxxx.MCD_RESP_CLAIM_NUM.pn	277CA
RSPxxxxx.RSP.REJECTED_ID	P.xxxxx.MCD_RESPONSE.pn	Post-Screening Invalid Report

## MMP Medicaid Encounter Part A, B and DME (Test) Gentran Users Only

Table 12: MMP Medicaid Encounter Part A, B, and DME (Test) Mailbox Processing File Names

CMS Gentran/TIBCO Mailbox Listing	Description
T.xxxxx.MCD_REJT_IC_ISAIEA.pn	TA1 Interchange Acknowledgment
T.xxxxx.MCD_REJT_FUNCT_TRANS.pn T.xxxxx.MCD_ACCPT_FUNCT_TRANS.pn	999 Functional Group Acknowledgement
T.xxxxx.MCD_RESP_CLAIM_NUM.pn	277CA
T.xxxxx.MCD_RESPONSE.pn	Post-Screening Invalid Report

## MMP Dental (Production)

Table 13: MMP Dental (Production) Mailbox Processing File Names

Palmetto GBA Mailbox Listing	CMS Gentran/TIBCO Mailbox Listing	Description
X12nnnnn.X12.TMMDDCCYYHHMMS	P.nnnnn.MCD_REJT_IC_ISAIEA.pn	TA1 Interchange Acknowledgment
999nnnnn.999.999	P.nnnnn.MCD_REJT_FUNCT_TRANS.pn P.nnnnn.MCD_ACCPT_FUNCT_TRANS.pn	999 Functional Group Acknowledgement
RPTnnnnn.RPT.VALIDATION	P.nnnnn.MDC_RESP_CLAIM_NUM.pn	Dental Validation
RSPnnnnn.RSP.REJECTED_ID	P.nnnnn.MCD_RESPONSE.pn	Medicare-Medicaid Dental Front-end Systems (MMDFES) Notification

## MMP Dental (Test)

Table 14: MMP Dental (Test) Mailbox Processing File Names

Palmetto GBA Mailbox Listing	CMS Gentran/TIBCO Mailbox Listing	Description
X12nnnnn.X12.TMMDDCCYYHHMMS	T.nnnnn.MCD_REJT_IC_ISAIEA.pn	TA1 Interchange Acknowledgment
999nnnnn.999.999	T.nnnnn.MCD_REJT_FUNCT_TRANS.pn T.nnnnn.MCD_ACCPT_FUNCT_TRANS.pn	999 Functional Group Acknowledgement
RPTnnnnn.RPT.VALIDATION	T.nnnnn.MDC_RESP_CLAIM_NUM.pn	Dental Validation
RSPnnnnn.RSP.REJECTED_ID	T.nnnnn.MCD_RESPONSE.pn	MMDFES Notification

## NCPDP (Production)

Table 15: NCPDP (Production) Mailbox Processing File Names

Palmetto GBA Mailbox Listing	CMS Gentran/TIBCO Mailbox Listing	Description
RPT#####.RPT.NCPDP_VALIDATION	P.XXXXX.NCP_RESP.pn	NCPDP Validation

## NCPDP (Test) Gentran Users Only

Table 16: NCPDP (Test) Mailbox Processing File Names

CMS Gentran/TIBCO Mailbox Listing	Description
T.xxxxx.NCP_RESP.pn	NCPDP Validation

## PDE (Production)

Table 17: PDE (Production) Mailbox Processing File Names

Palmetto GBA Mailbox Listing	CMS Gentran/TIBCO Mailbox Listing	Description
RPT00000.RSP.PDFS_RESP	RSP.PDFS_RESP_#####	PDFS Acknowledgment
RPT00000.RPT.DDPS_TRANS_VALIDATION	RPT.DDPS_TRANS_VALIDATION_#####	Drug Data Processing System (DDPS) Return File
RPT00000.RPT.DDPS_ERROR_SUMMARY	RPT.DDPS_ERROR_SUMMARY_#####	DDPS Error Summary Report

## PDE (Test) Gentran Users Only

Table 18: PDE (Test) Processing File Names

CMS Gentran/TIBCO Mailbox Listing	Description
TEST.RSP.PDFS_RESP_#####	PDFS Acknowledgment
TEST.RPT.DDPS_TRANS_VALIDATION_#####	DDPS Return File
TEST.RPT.DDPS_ERROR_SUMMARY_#####	DDPS Error Summary Report

[Click here for additional PDE naming conventions.](#)

## FRONT-END SYSTEM (FES) NOTIFICATION EXAMPLES

The FES distributes notifications to MAOs and other entities when files have been received and/or processed by the FES, but will not proceed for further processing.

The report format examples are as follows:

### Encounter Data Front-End System (EDFES)

FILE NAME: XX  
 FILE CONTROL: XXXXXXXXXX  
 NUMBER OF CLAIMS: 99,999  
 FILE WAS NOT SENT TO THE EDPS BACK-END PROCESS FOR THE FOLLOWING REASON(S)  
 XX  
 XXXXXXXXXXXXXXXXXXXXXXX

### Encounter Data Front-End System Post Screening Edits

Table 19. Post-Screening Invalid Report for all Files

Notification Message	Notification Message Description	INST	PROF	DME
File ID (XXXXXXXXXX) is a duplicate of a file ID sent within the last 12 months	The file ID must be unique for a 12 month period	Y	Y	Y
Submitter not authorized to send claims for the plan (Contract ID)	The submitter is not authorized to send EDRs for this contract	Y	Y	Y
Contract ID cannot be the same as the Submitter ID	The Contract ID cannot be the same as the Submitter ID	Y	Y	Y
At least one EDR is missing a Contract ID in the 2010BB-REF02 segment	The Contract ID is missing	Y	Y	Y
See service type columns	The maximum number of EDRs allowed in a file	File cannot exceed 5,000 EDRs	File cannot exceed 85,000 EDRs	File cannot exceed 85,000 EDRs
Transaction set (ST/SE) (XXXXXXXXXX) cannot exceed 5,000 claims	There can only be 5,000 claims in each ST/SE loop	Y	Y	Y
Date of service cannot be before 2011	Files cannot be submitted with a date if service before 2011	Y	Y	Y
CAS adjustment amount must not be 0	The CAS adjustment amount cannot be (0)	Y	Y	Y
Billing provider loop is missing	The Billing Provider loop must be present	Y	Y	Y
Submitter not certified for production	The submitter must be certified to send EDRs for production	Y	Y	Y
No test cases found in this file	The file was processed with the Interchange Usage Indicator = "T" and the submitter is not yet certified	Y	Y	Y

**Table 20. Post-Screening Invalid Report for End-to-End Testing**

Notification Message	Notification Message Description	INST	PROF	DME
See service type columns	See service type columns	File cannot contain more than 6 EDRs	File cannot contain more than 6 EDRs	File cannot contain more than 4 EDRs
Patient control number is more than 20 characters long the TC# was truncated	The Claim Control Number including the Test Case Number, must not exceed 20 characters	Y	Y	Y
File contains (X) test case (X) encounter(s)	The file must contain two (2) of each test case	Y	Y	Y
Additional files cannot be validated until an MAO-02 report has been received	The MAO-002 report must be received before additional files can be submitted	Y	Y	Y
File cannot contain both unlinked and linked test cases	The test cases from file 1 and file 2 cannot be in the same file cases		Y	
Cannot send linked test cases until all unlinked test cases have been accepted	The test cases for file 2 cannot be sent before all file 1 test cases are accepted		Y	

**Table 21. Post-Screening Invalid Report for Tier 2 Files**

Notification Message	Notification Message Description	INST	PROF	DME
The interchange usage indicator must equal "T"	The Tier 2 file is being sent with a "P" in the ISA15 field	Y	Y	Y
The Contract ID has (X,XXX) claims in the file. Only 2,000 are allowed	The number of encounters for a Contract ID cannot be greater than 2,000	Y	Y	Y

## RAPS Data Front-End Risk Adjustment System (FERAS)

REPORT: FERAS-RESP FRONT END RISK ADJUSTMENT SYSTEM  
 RUN DATE: 20170101 FERAS RESPONSE REPORT  
 PROCESSED: CCYYMMDD CYCLE

SUBMITTER ID: SH#####  
 FILE ID: 012345678 REJECTED PROD

RECORD SEQ ERROR  
 TYPE NO CODE ERROR DESCRIPTION  
 AAA 0000001 112 SUBMITTER ID NOT ON FILE  
 AAA 0000001 107 SUBMITTER ID NOT VALIDATED TO SEND PROD DATA  
 ZZZ 0000128 162 ZZZ SUB-ID DOES NOT MATCH SUB-ID ON AAA RECORD  
 \*\* End of Report \*\*

## Prescription Drug Front-End System (PDFS)

REPORT: PDFS-RESP PRESCRIPTION DRUG FRONT END SYSTEM  
 RUN DATE: 20170101 PDFS RESPONSE REPORT  
 PROCESSED: CCYYMMDD CYCLE

SUBMITTER ID: SH#####  
 FILE ID: 012345678 REJECTED PROD

RECORD SEQ ERROR  
 TYPE NO CODE ERROR DESCRIPTION  
 HDR 0000001 132 DUPLICATE FILE ID IN LAST 12 MONTHS  
 \*\* End of Report \*\*



## CONNECT:DIRECT SUBMISSION DATASET NAMES

### Medicare Encounter Data

Table 22: Medicare Encounter Data Submission Dataset Names

Testing	Production	Parameter Values
MAB.PROD.NDM.TEST.EDST<Submitter ID>( +1)	MAB.PROD.NDM.PROD.EDST<Submitter ID>( +1)	DISP: (NEW,CATLG,DELETE) UNIT: SYSDG SPACE: (CYL,(100,100),RLSE) DCB: (RECFM=FB,LRECL=80,BLKSIZE=27920)

[Click here for the Encounter Data Connect:Direct Application](#)

### RAPS Data

Table 23: RAPS Data Submission Dataset Names

Testing	Production	Parameter Values
MAB.PROD.NDM.RAPS.TEST.submitter id(+1)	MAB.PROD.NDM.RAPS.PROD.Submitter ID(+1)	DISP: (NEW,CATLG,DELETE) UNIT: SYSDG SPACE: (CYL,(75,10),RLSE) DCB: (RECFM=FB,LRECL=512,BLKSIZE=27648)

[Click here for the RAPS Connect:Direct Application Form](#)

### Medicare-Medicaid Plan (MMP)

Table 24: Medicare-Medicaid Plan Submission Dataset Names

Line of Business	Production	Parameter Values
MMP MEDICARE ENCOUNTER	MAB.PROD.NDM.MMFS.ENC.Submitter ID(+1)	DISP: (NEW,CATLG,DELETE) UNIT: SYSDG SPACE: (CYL,(100,100),RLSE) DCB: (RECFM=FB,LRECL=80,BLKSIZE=27920)
MMP MEDICAID ENCOUNTER	MAB.PROD.NDM.MMFS.MCD.Submitter ID(+1)	DISP: (NEW,CATLG,DELETE) UNIT: SYSDG SPACE: (CYL,(100,100),RLSE) DCB: (RECFM=FB,LRECL=80,BLKSIZE=27920)
MMP NCPDP	MAB.PROD.NDM.MMFS.NCP.Submitter ID(+1)	DISP: (NEW,CATLG,DELETE) UNIT: SYSDG SPACE: (CYL,(100,100),RLSE) DCB: (RECFM=FB,LRECL=3700,BLKSIZE=25900)
MMP PDE	MAB.PROD.NDM.MMFS.PDE.Submitter ID(+1)	DISP: (NEW,CATLG,DELETE) UNIT: SYSDG SPACE: (CYL,(1200,500),RLSE) DCB: (RECFM=FB,LRECL=512,BLKSIZE=27648)
MMP RAPS	MAB.PROD.NDM.MMFS.RAS.Submitter ID(+1)	DISP: (NEW,CATLG,DELETE) UNIT: SYSDG SPACE: (CYL,(75,10),RLSE) DCB:

Line of Business	Production	Parameter Values
		(RECFM=FB,LRECL=512,BLKSIZE=27648)

**Note:** MMP test files must be submitted using the production dataset names.

[Click here for the Medicare-Medicaid Plan \(MMP\) Connect:Direct Application Form](#)

## PDE

**Table 25: PDE Submission Dataset Names**

Testing	Production	Parameter Values
MAB.PROD.NDM.PDFS.TEST.submitter id(+1)	MAB.PROD.NDM.PDFS.PROD.Submitter ID(+1)	DISP: (NEW,CATLG,DELETE) UNIT: SYSDG SPACE: (CYL,(1200,500),RLSE) DCB: (RECFM=FB,LRECL=512,BLKSIZE=27648)

[Click here for the PDFS Connect:Direct Application Form](#)

## CONNECTING TO THE FES

A connection with an approved NSV must be in place prior to the establishment of a connection with the FES.

[Click here for the list of approved NSV's.](#)

In order to submit files to the FES, the user must be enrolled by CSSC. If the user is not enrolled, please contact the CSSC Help Desk at (877) 534-2772, or by email at [csscoperations@palmettogba.com](mailto:csscoperations@palmettogba.com). Once enrolled, a submitter Identification (ID) and Password will be provided.

## FTP METHODS

- Web interface option
- Command line option

### Web Interface Option

1. Refer to the documentation provided by the NSV for accessing the network.
2. Once connected, start a browser.
3. Enter the following into the Uniform Resource Locator (URL) address field for the applicable file type (The **Host Name** is an IP address provided once enrolled by CSSC Operations):
  - https://*HOST NAME*/edfs
  - https://*HOST NAME*/feras
  - https://*HOST NAME*/pdfs
4. Press the ENTER key.

## Log in to the FES

Users must log in to the FES via the Login page, as shown in **Figure 1**, in order to utilize the file upload and retrieval functions. Users must enter a valid CSSC Operations assigned user name and password, then select the **Login** button or press the Enter key.

Users may select the Login link in the upper-left corner of a web page to navigate to the Login page.

**Figure 1 – Login Page**

- This warning banner provides privacy and security notices consistent with applicable federal laws, directives, and other federal guidance for accessing this Government system, which includes (1) this computer network, (2) all computers connected to this network, and (3) all devices and storage media attached to this network or to a computer on this network.
- This system is provided for Government - authorized use only.
- Unauthorized or improper use of this system is prohibited and may result in disciplinary action and/or civil and criminal penalties.
- Personal use of social media and networking sites on this system is limited as to not interfere with official work duties and is subject to monitoring.
- By using this system, you understand and consent to the following:
  - The Government may monitor, record, and audit your system usage, including usage of personal devices and email systems for official duties or to conduct HHS business. Therefore, you have no reasonable expectation of privacy regarding any communication or data transiting or stored on this system. At any time, and for any lawful Government purpose, the government may monitor, intercept, and search and seize any communication or data transiting or stored on this system.
  - Any communication or data transiting or stored on this system may be disclosed or used for any lawful Government purpose.

**You must be a registered user to use this site.**

If you require access to this site, please contact the [Customer Service and Support Center \(CSSC\)](#).

Registered Users Please Log In

**User Name**

**Password**

**Login**

[\\*\\* Forgot your password?](#)

If a valid user name and password has not been entered, the following error messages will display.

**Table 26 Error Messages for Invalid Login Entry**

Entry	Error
No User Name or Password	User Name field was blank. Please try again.
No Password	Password field was blank. Please try again.

## First Time Users and Initial Setup

**Note:** This section and the following sections concerning passwords impact web users only. Users who utilize the Command Line will not be impacted.

A Command Line user will continue using submitter ID and password to login. If users utilize both the web site and Command Line functionality, two different and distinct passwords will be maintained by the user.

Users who log in for the first time will need to create a new password and a user profile.

1. Users may log in by entering a valid CSSC Operations assigned user name and password and select the **Login** button or press the Enter key on the Login page. The initial password is considered temporary.
2. The system will navigate from the Login page to the Reset Password page, as shown in **Figure 2**.

**Figure 2 – Password Reset Page**

**Reset Password**

▼ **Reset Password**

**Password Rules**

- Passwords are encrypted during storage and transmission.
- New Passwords cannot be the same as the last 6 passwords used.
- Minimum Password Age = only one password reset daily is allowed.
- Maximum Password Age = 60 days.
- Password Size = 8 positions.
- Minimum 1 Upper Case Character (A-Z).
- Minimum 1 Lower Case Character (a-z).
- Minimum 1 Numeric (0-9).
- Minimum 1 Special Characters (!@#\$%^\*).
- Minimum 4 changed characters when new passwords are created.
- Must begin with an alphabetic character.

▼ **Change Password**

New Password

Confirm Password

[▶ Change Password](#) [▶ Cancel](#)

3. The user will enter a new password, confirm the password, and select the Change Password link.
4. The user must adhere to all the password rules. If the correct password information has not been entered, the following error messages will display.

**Table 27: Error Messages for Invalid Password Entry**

Entry	Error
Previously used password.	ERROR – The new Password entered matched a previous Password. Please try again.
New valid criteria but in all upper case characters (ALL CAPS).	ERROR – Password rules have not been met. Please try again.
New valid criteria but in all lower case characters.	ERROR – Password rules have not been met. Please try again.
No numeric characters but with existing characters of previous password.	ERROR – New Password should have a minimum of 4 changed characters from the previous password. Please try again.
No numeric characters but with new valid characters.	ERROR – Password rules have not been met. Please try again.
Valid Criteria but with an invalid Special Character.	ERROR – Password rules have not been met. Please try again.
Begin with a number and valid characters.	ERROR – Password rules have not been met. Please try again.
Valid criteria but less than 8 positions.	ERROR – Password should be 8 characters in length. Please try again.
Nothing/Blanks.	ERROR – One of the Password fields are empty. Please try again.
All alpha characters entered.	ERROR – Password rules have not been met. Please try again.
All numeric characters entered.	ERROR – Password rules have not been met. Please try again.
Valid Criteria but with no Special Character.	ERROR – Password rules have not been met. Please try again.

**Note 1:** Passwords will not be visible on entry.

**Note 2:** Passwords are defined as 8 positions; that is, no more or no less than 8 positions.

5. After the Change Password link has been selected, the system will navigate from the Reset Password page to the My Profile page, as shown in **Figure 3**.

**Figure 3 – My Profile Page**

The screenshot displays the 'My Profile' page. At the top, there is a header 'My Profile' and a dropdown menu labeled 'My Profile'. Below this, a message states: 'To update your profile, change your information, then press the Update Profile button.' The main content area is titled 'Update Profile' and contains the following fields:

- Username:
- Password:  ( [change](#) )
- First Name:
- Last Name:
- Please note that questions below have to be unique.
- Question1:
- Question2:
- Question3:
- Question4:
- Question5:
- Password Reset Email:

At the bottom of the form, there are two buttons: [Update Profile](#) and [Cancel](#).

6. All fields must be entered. Select the Update Profile link when complete. If all fields are not entered, the following error messages will display.

**Table 28: Error Messages for Invalid Profile Entry**

Entry	Error Description
No entry made in the First Name field	First Name field is empty.
No entry made in the Last Name field	Last Name field is empty.
No entry made in the Password Email field	Password Reset Email is empty.
No entry made in the Answer 1 field	Answer 1 field is empty.
No entry made in the Answer 2 field	Answer 2 field is empty.
No entry made in the Answer 3 field	Answer 3 field is empty.
No entry made in the Answer 4 field	Answer 4 field is empty.
No entry made in the Answer 5 field	Answer 5 field is empty.

**Note 1:** All fields must be entered.

**Note 2:** Answers are case sensitive.

**Note 3:** The User Name and Password fields will display but are encrypted.

## Maintaining a Password

### Expired Password

If a user's password is 60 days or older, the user must enter a new password.

1. When the user enters a user name and valid password, and selects the **Login** button or presses the Enter key, the following message will display if the password is 60 days or older: **ERROR – Password for account is older than 60 days. Renewal is required. Please reset your password.**
2. The system will navigate to the Reset Password page.
3. The user may enter a new password, confirm the password, and select the Change Password link. The system will navigate to the Login page.
4. The user may enter the user name and new password, and select the **Login** button or press the Enter key.
5. A successful login will take the user to the Home page

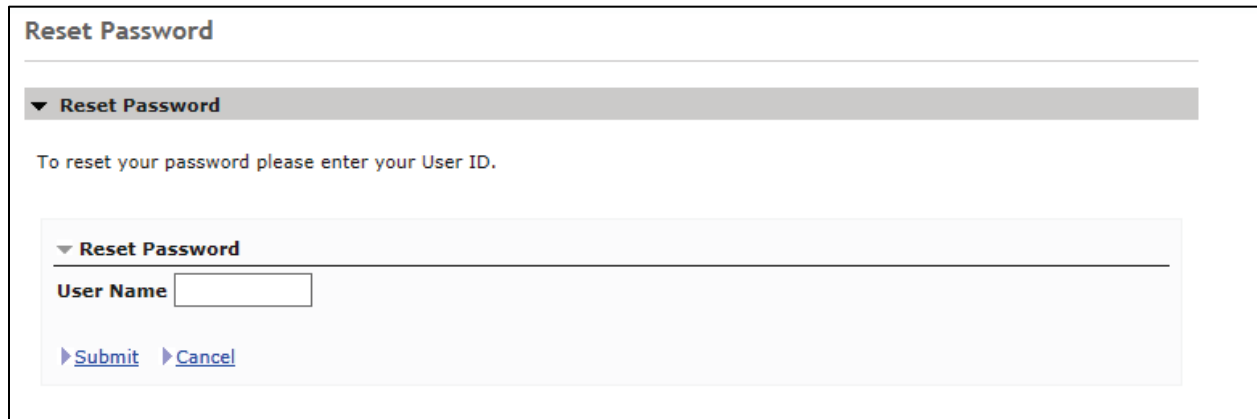


## Forgot Password

If a user enters a valid user name but cannot remember the password, the user can reset/change the password.

1. Select the ‘\*\*Forgot your password?’ link as shown in **Figure 1**.
2. The system will navigate to the Reset Password page for entry of the user name. The user may enter a valid user name and select Submit, as shown in **Figure 4**.

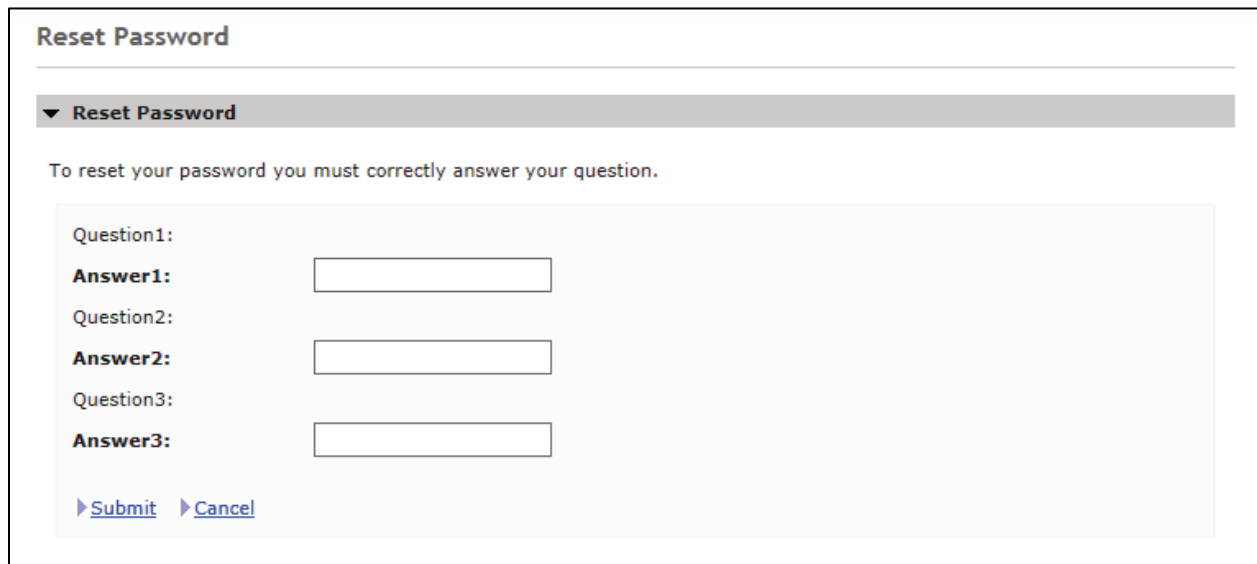
**Figure 4 – Reset Password Page**



The screenshot shows a web page titled "Reset Password". At the top, there is a navigation bar with a dropdown menu labeled "Reset Password". Below the navigation bar, a message reads: "To reset your password please enter your User ID." Below this message is a form with a dropdown menu labeled "Reset Password" and a text input field labeled "User Name". At the bottom of the form are two buttons: "Submit" and "Cancel".

3. After selecting Submit from the Reset Password page, the system will navigate to the Reset Password page for entry of answers to selected security questions, as shown in **Figure 5**.

**Figure 5 – Reset Password Security Questions Page**



The screenshot shows a web page titled "Reset Password". At the top, there is a navigation bar with a dropdown menu labeled "Reset Password". Below the navigation bar, a message reads: "To reset your password you must correctly answer your question." Below this message is a form with three questions and their corresponding answer fields. The questions are labeled "Question1:", "Question2:", and "Question3:". The answer fields are labeled "Answer1:", "Answer2:", and "Answer3:". At the bottom of the form are two buttons: "Submit" and "Cancel".

4. The user should have created answers to selected security questions when the initial setup was completed.
5. The user must answer each question and select Submit.
6. If all the questions are not answered correctly, an error message will display: **Invalid answers to questions. If problem continues to exist, please contact CSSC Help Desk at (877) 534-CSSC (2772).**
7. If all the questions are answered correctly, the system will navigate to the Reset Password page to reset the password.

**Note 1:** Answers are case sensitive.

**Note 2:** The user can only reset the password once daily in a 24 hour period.

## Update My Profile

Once the initial setup has been completed for first time, the user may update the profile information.

1. Select the My Profile link in the top left corner of any web page.
2. The My Profile link will navigate the user to the My Profile page.
3. Once on the page, the user may change their information and select the Update Profile link.

## Change/Reset Password

Once the initial setup has been completed for the first time, the user may reset or change a password once daily.

1. Select the My Profile link in the top left corner of any web page.
2. The My Profile link will navigate the user to the My Profile page.
3. Once on the page, select the change link on the right side of the Password field.
4. The system will navigate to the Reset Password page.
5. Users may now enter a new password, confirm the password, and select the Change Password link.
6. Users must adhere to all the password rules. If valid password information has not been entered, error messages will display.

## Password Lock

If the user attempts 3 unsuccessful logins, the password will be considered locked and will not be able to log in to the web site. On the 4<sup>th</sup> login attempt, an error message will display:

**ERROR – Account is locked. Please contact CSSC Help Desk at (877) 534-CSSC (2772).**

Once the password is unlocked, the user may log in by going to the Login page.

## Password Auditing

After the initial setup is complete, and the user successfully logs in, a message will appear on top of the page providing the last login and number of denied attempts, as shown in **Figure 6**.

**Figure 6 – User Login Audit Information**

**Your last login was on 11/4/17 6:37 PM. 0 login(s) has(have) been denied to your account since then.**

## File Uploading

The following steps will explain how to select a file to upload to the FES.

1. Select the Mailbox tab to open.
2. Select one file from the list of available files.
3. Select the **Upload** button.

## Upload Restrictions

1. File size is limited to 60 megabytes via the website. It is highly recommended that the Secure File Transfer Protocol (SFTP) command line be used to upload large files.\*
2. One file at a time should be uploaded.

\*Large files are defined as files containing between 5 and 60 megabytes (1 million records = 51.2 megabytes uncompressed).

## Upload Tips

1. Compress (zip) large files prior to uploading.
2. Large files can take an extended length of time to upload; this time is dependent on the connection speed.

## Upload File Storage

An uploaded file is not stored in a user directory. The file is retained in the system queue directory for approximately 3 days then moved to the archive directory where it is retained for approximately 14 days. Files are retained in the FES for a total of 17 days. The number of files retained depends on the number of files uploaded within a 17-day window. On the 18th day the file is permanently archived.

## File Downloading

Select the Mailbox tab from the main menu to display the available files in user's mailbox directory. The file size is indicated in bytes and the date indicates the date the file was placed in the mailbox.

## Downloading Files from the Mailbox

1. Select the Mailbox tab to open.
2. Select up to 5 files from the list of available files (use the CTRL and SHIFT keys to select multiple files).
3. Select the **Download** button.

Files selected will be returned once they are retrieved.

To begin a download, select a filename and select Save. The files may be downloaded one file at a time, or simultaneously. The file names chosen will be modified to replace all period separators with underscores and a file extension will be added. Compressed (zipped) files will receive a .zip extension; all other files will receive a .txt extension. The added extension eliminates the need to rename zipped files so they are recognized as such by the compression software.

To return to the most current list of downloads; select the **Back To My Mailbox** button from the Mailbox page.

## Viewing Files in the Mailbox

The view files in the mailbox follow these instructions:

1. Select up to 5 files from the available list.
2. Select View.
3. A dialog box will appear to inform the user that the download is being prepared.
4. The file(s) selected will be displayed.

## Deleting Files from the Mailbox

To delete a file(s) from the mailbox, follow these instructions:

1. Select the file(s) from the list of file(s).
2. Select the **Delete** button to bring up the Confirmation page.
3. Select Delete File(s).

When Delete File(s) is selected, the file(s) will be permanently deleted from the mailbox.

## Command Line Option

The following steps will explain how to log on to the FTP server using the Command Line option.

1. Launch the FTP software.
2. At the DOS prompt, type: **ftp** and press the Enter key.
3. Type: **-i** to turn off Interactive Logging in order to bypass individual file confirmation when transferring multiple files.
4. Open the server connection.
5. Refer to the documentation provided by the NSV for accessing the network.
6. Once connected, navigate to a Disk Operating System (DOS) prompt.
7. At the DOS prompt, launch the FTP software.
8. Type: **ftp** and select press the Enter key.
  - a. To turn off Interactive Logging in order to bypass individual file confirmation when transferring multiple files type: **-i** at the FTP prompt (ftp>).
9. At the FTP prompt, type: **open HOST NAME 2021** and press the Enter key. (The *Host Name* is an IP address provided along with a submitter ID once enrolled by CSSC Operations.)
10. A connection message will display, along with a prompt to enter a user name and password.
  - a. Type a submitter ID and press the Enter key.
  - b. Type a password and press the Enter key.

**Note:** The user name and password are case sensitive. See example in **Figure 7**.

**Figure 7 – FTP Command Line Example**

```
c:\windows> ftp
ftp>open HOST NAME 2021
Connected to HOST NAME
220 A70Atedi2 FXF_FTP ... server ready
User (ftp.HOST NAME:(none)): AAAnnn
User name okay, need password.
Password:
```

Once the user name and password have been successfully entered, a welcome message will display. Set the mode to “binary” to allow for zipped files.

1. At the FTP prompt, type: **binary** and press the Enter key.
2. A message “Type Set to I” will display indicating that binary files can be sent and received.
3. The user is now logged into the FES FTP server and ready to perform data transfers.

## Uploading File(s) Using FTP Software

The following steps will explain how to upload files to the FES.

1. At the FTP prompt, type: **put YOURFILENAME CUSTOMER\_UPLD!FTP** and press the Enter key.
2. The FTP software will begin the transfer of the file(s).
3. A “File transfer is complete” message will appear indicating successful transfer of each file.
4. The FTP software will navigate back to the FTP prompt when the transfer operation is complete.

**Note:** The return to the FTP prompt does not mean that all files were successfully transferred. Please verify the “File transfer complete” message for each file uploaded.

## Download File(s) Using FTP Software

The following steps will explain how to download files from the FES.

1. At the FTP prompt, type: **cd ..** and press the Enter key to change to the download directory.
2. Type: **cd outbound** and press the Enter key.
3. A “CWD command successful” message will display which indicates that the current directory has changed.
4. Type: **ls** and press the Enter key to display all files available for download.

## Downloading a Single File

The following steps will explain how to download a single file from the FES.

1. At the FTP prompt, type: **get FILENAME** and press the Enter key.
2. The FILENAME to get must match the file name in the outbound directory exactly. Files not deleted after successfully downloading them will remain in the outbound directory for 14 days.

**Note:** Wild cards "\*" are accepted only if "glob" is on.

## Downloading Multiple Files

The following steps will explain how to download multiple files from the FES.

1. At the FTP prompt, type: **mget \*** and press the Enter key.
2. The FTP software will transfer the file(s).
3. A “File transfer complete” message will display indicating successful transfer of each file.
4. Confirm each file by pressing the Enter key.
5. The FTP software will navigate back to the FTP prompt when the transfer operation is complete.

**Note:** The return to the FTP prompt does not mean that all files were successfully transferred. Please verify receipt of the “226 File transfer complete” message for each file downloaded as shown in **Figure 8**.

**Figure 8 – Downloading Multiple Files Example**

```
ftp> cd outbound
250 cwd command successful.
ftp> ls
200 PORT command successful.
150 Opening data connection for file 1
file 2
226 File transfer complete.
ftp> mget *
100 PORT command successful.
150 Opening BINARY mode data connection for 226 File transfer complete
```

## Logging off of the FTP Server

The following steps will explain how to log-off of the FTP server.

1. At the FTP prompt, type: **bye** and press the Enter key.

**Note:** The upload and download directories are specific to a submitter ID (user name).

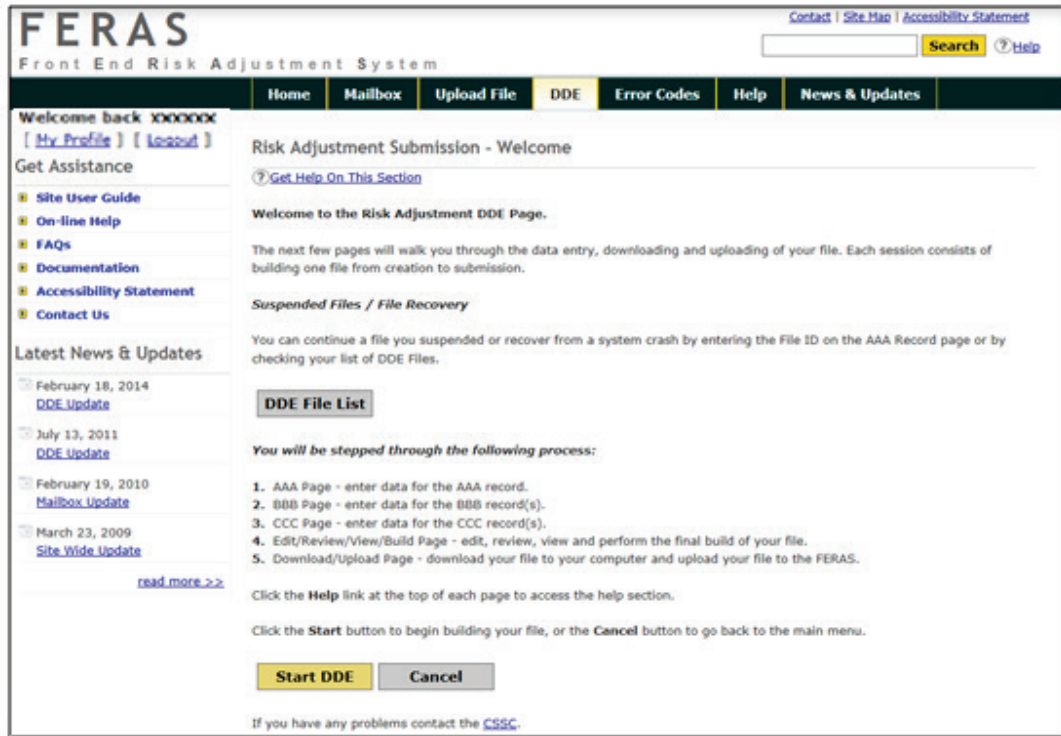
## Helpful Hints

- Zip uploaded files in a PK-ZIP 14+ compatible format to decrease upload time.
- Repeating the file name may cause files that are waiting to be processed to be overwritten. Instead, use sequential file names (i.e., FILE1, FILE2, etc.).

# CREATING A RAPS FILE USING DIRECT DATA ENTRY (DDE) VIA THE FERAS

To create a Risk Adjustment Processing System (RAPS) data file using DDE, select “Start DDE” to start the creation of the file, as shown in **Figure 9**.

**Figure 9 – Creating a RAPS File using DDE**





## AAA Record Page

The AAA Record page, as shown in **Figure 10**, is for entry of data and will appear in the file's AAA record. Follow the steps below to create the AAA record:

**Figure 10 – Storing the AAA Record**

The screenshot shows the FERAS Front End Risk Adjustment System interface. The main content area is titled "Risk Adjustment Submission - Record AAA Information". It includes instructions for creating a new file, suspended files, and file recovery. Below the instructions is a form for entering AAA record information. The form fields are: Record ID (AAA), Submitter Number (SH9999), File ID (empty, highlighted with a red box), Transfer Date (20170517), PROD/TEST Indicator (TEST), and Diagnosis File Type (ICD9). At the bottom of the form are buttons for "Store AAA", "Cancel", and "Reset".

1. Enter a file ID. This can be up to 10 characters in length.
2. Select TEST, PROD, or CERT from the PROD/TEST Indicator field. This will determine how the file is processed.
3. Select ICD9 or ICD10 from the Diagnosis File Type list box.
4. Select one of the following buttons, depending on the option desired:
  - a) **Store AAA** - Submit the AAA record data and proceed to the BBB record.
  - b) **Suspend/Cancel** - Suspend or Cancel the building of this file, and confirm.
  - c) **Reset** - Reset the AAA record to blanks (except for the system-generated fields).

**Note:** The submitter number is the login submitter ID. The Record ID and Transfer Date are generated by the system.

## BBB Record Page

The BBB Record page, as shown in **Figure 11**, is for entry of data and will appear in the file's BBB record. Follow the steps below to create the BBB record:

**Figure 11 – Storing the BBB Record**

The screenshot shows the FERAS Front End Risk Adjustment System interface. At the top, there is a search bar and a 'Help' icon. Below the search bar is a navigation menu with tabs for Home, Mailbox, Upload File, DDE, Error Codes, Help, and News & Updates. The main content area is titled 'Risk Adjustment Submission - Record BBB Information'. It includes a 'Get Assistance' section with links to Site User Guide, On-line Help, FAQs, Documentation, Accessibility Statement, and Contact Us. There is also a 'Latest News & Updates' section with several entries. The main form area is titled 'BBB Record Information' and contains three input fields: 'Record ID' (filled with 'BBB'), 'BBB Sequence Number' (filled with '0000001'), and 'Plan Number' (empty). Below the form are two buttons: 'Store BBB' and 'Cancel'.

1. Enter a Plan Number. This is 5 characters in length (example: H9999).
2. Select one of the following buttons, depending on the option desired:
  - a) **Store BBB** - Submit the BBB record data and proceed to the CCC record.
  - b) **Suspend/Cancel** - Suspend or cancel the building of this file, and confirm.
  - c) **Reset** - Reset the BBB record to blanks (except for the system-generated fields).

**Note:** The Record ID and Sequence Number are generated by the system.

## CCC Record Page

The CCC Record page, as shown in **Figure 12**, is for entry of data and will appear in the the file's CCC record. Follow the steps below to create the CCC record:

**Figure 11 – Storing the CCC Record**

The screenshot shows the FERAS Front End Risk Adjustment System interface. The main heading is "Risk Adjustment Submission - Record CCC Information". The form is divided into three main sections: CCC Record Information, Patient Information, and Diagnosis Cluster Information.

**CCC Record Information:** This section contains two rows of input fields. The first row has "Record ID" (with "CCC" below it), "CCC Seq No" (with "0000001" below it), and "BBB Seq No" (with "0000001" below it). The second row has empty input fields for "Record ID", "CCC", "CCC Seq No", and "BBB Seq No".

**Patient Information:** This section contains three rows of input fields: "Patient Control Number" (with a long text box), "Medicare ID" (with a text box), and "DOB" (with a date picker set to (YYYYMMDD)).

**Diagnosis Cluster Information:** This section contains a table with the following columns: Cluster Number, Provider Type, From Date (YYYYMMDD), Thru Date (YYYYMMDD), Delete Ind, Diagnosis Code, and Risk Assessment Code. There are three rows of data, each with a dropdown menu for Provider Type, a date picker for From Date, a date picker for Thru Date, a dropdown menu for Delete Ind, and a dropdown menu for Risk Assessment Code.

1. Enter the following data:

- a) Patient Control Number (PCN), this can be up to 40 characters in length. The PCN is optional.
- b) Medicare ID, this can be up to 25 characters in length. This field was formally called the Health Insurance Claim (HIC) Number.
- c) Patient Date of Birth (DOB) is optional; if submitted must be in the format CCYYMMDD.

2. Enter the Diagnosis Cluster information:

- a) Provider Type, the two-character Provider Type
- b) From Date, must be in the format CCYYMMDD
- c) Thru Date, must be in the format CCYYMMDD and cannot be prior to the From Date.
- d) Delete Indicator if applicable; choose this from the drop down box, either blank or 'D'
- e) Diagnosis code:
  - i. If ICD-9 is defined on the AAA record, diagnosis code maximum length is 5 characters in length (omit the decimal)
  - ii. If ICD-10 is defined on the AAA record, diagnosis code length is 3 – 7 characters in length (omit the decimal)
- f) Risk Assessment Code

**Note:** The first diagnosis cluster is required; if clusters 2 through 10 are used, they must contain valid data.

3. Select one of the following buttons, depending on the option desired:

- a) **Store CCC** - Submit the CCC record data and proceed to the next CCC record.
- b) **Suspend/Cancel** - Suspend or cancel the building of this file, and confirm.
- c) **Reset** - Reset the CCC record to blanks (except for the system-generated fields).

**Note:** The **Build File** and **Next BBB** buttons will be enabled after one CCC record has been created.

4. Once the **Build File** and **Next BBB** buttons are enabled, the user may choose to add another BBB record, build the file, or add additional CCC records. These actions are covered next.

## Additional Tasks

### Adding Additional CCC Record(s)

The **Store CCC** button is used to add additional CCC records under the current BBB record. All edits apply to each CCC record. The Sequence Number will be incremented by the system for each new CCC record.

### Adding Additional BBB Record(s)

The **Next BBB** button is used to add additional BBB records under the current AAA record. All edits apply to each BBB record. The Sequence Number will be incremented by the system for each new BBB record.

### The YYY Record(s)

A YYY record will be created by the system for every BBB record that has been created. There is no need to create the YYY record(s) when building files using DDE via the FERAS.

### The ZZZ Record

A ZZZ record will be created by the system and added to the file when the file building process is completed. There is no need to create the ZZZ record when building files using DDE via the FERAS.

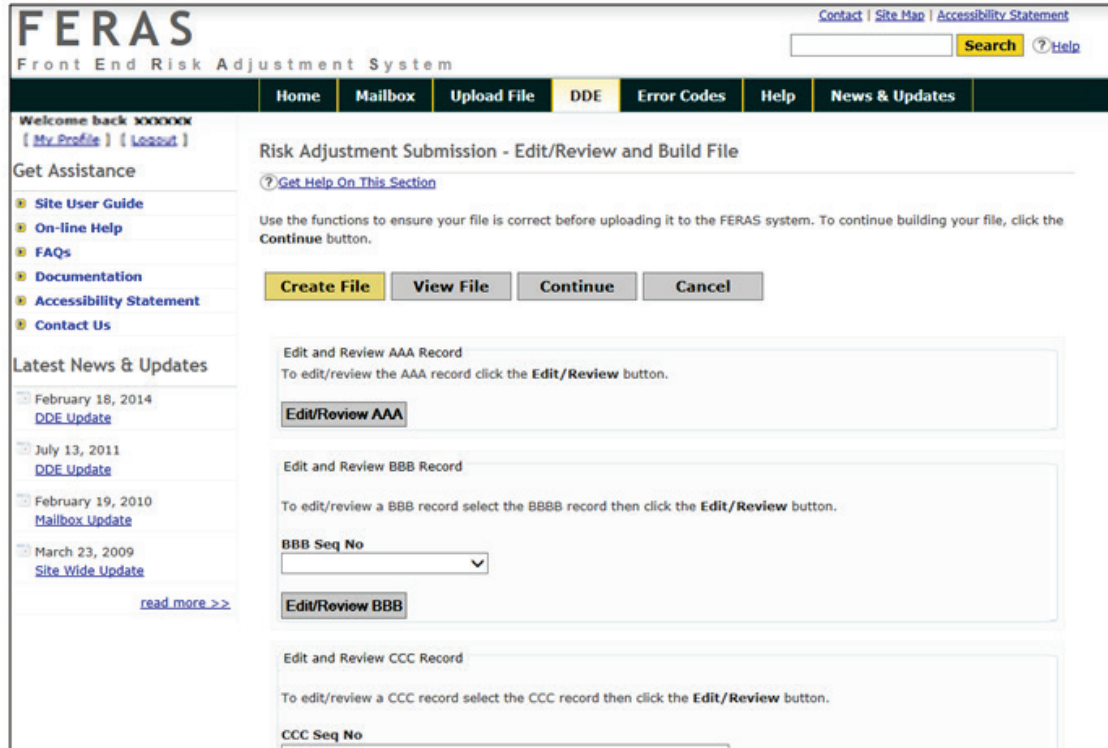
### Building the File

The **Build File** button is used to build the file with the data that has been entered (see the section titled **Edit/Review Page**). The Edit/Review page is used to edit the data that has been entered, view the file as it will be submitted to the FERAS, and review each record that has been created.

### Edit/Review Page

Selecting the **Build File** button from the CCC Record page will display the Edit/Review page, as shown in **Figure 13**. This page is used to edit and review the file just built, before the actual file creation and submission to the FERAS. The user can also choose to continue building the file if more information needs to be added. The build process will continue at the next CCC record, under the last BBB record entered. The user may also choose to suspend or cancel this file.

Figure 12 – Edit/Review Page



### Edit/Review the AAA Record

The **Edit/Review AAA** button is used to change any piece of information that has been previously entered.

### How to Edit/Review the AAA Record

To edit the AAA record, make any changes to the fields that have been entered and select the **Update AAA** button. If no changes are needed, or simply review the record, just select the **Back** button and the user will be returned to the Edit/Review page.

### Edit/Review the BBB Record

In order to edit the BBB record(s), the user must know the sequence number for the record to edit. The user may find this information by viewing the file to see which BBB record sequence numbers are available. By selecting the **Edit/Review** button, the user will be able to change any piece of information that has been previously entered.

### How to Edit/Review the BBB Record

To edit the BBB record(s), make any changes to the fields that have been entered and select the **Update BBB** button. If no changes are needed, or simply review the record, just select the **Back** button and the user will be returned to the Edit/Review page.

### Edit/Review the CCC Record

In order to edit the CCC record(s), the user must know both the CCC and BBB sequence numbers for the record to edit. The user may find this information by viewing the file to see which CCC record sequence numbers are available, and to which BBB record sequence number they belong. By selecting the **Edit/Review** button, the user will be able to change any piece of information that has been previously entered.

## How to Edit/Review the CCC Record

To edit the CCC record(s), make any changes to the fields that have been entered and select the **Update CCC** button. If no changes are needed, or the user is simply reviewing the record, select the **Back** button to be returned to the Edit/Review page.

**Note:** Changes cannot be undone once they are submitted; the user will have to edit the record(s) again to make further changes.

## Editing Files from the View File Page

The user can edit records from the View File page, by selecting the Edit links next to the AAA, BBB and CCC records. The user cannot edit the YYY and ZZZ records as these are generated by the system using the information previously entered.

Once the user has edited the records, see sections above, the user will be returned to this page to check that the updates were successfully applied.

## Suspending/Canceling a File

Selecting the **Suspend/Cancel** button when available allows the user to choose to suspend the building of a file for continuation at a later time or date, or to cancel the building of a file all together. Canceling a file will permanently delete all records that relate to that file and will make the file ID available for reuse. Use the **Back** button to return to the previous page.

### Suspending a File

Selecting the **Suspend** button from the Suspend/Cancel page will make the file available for continuation at a later time or date, and return the user to the Welcome page. Please note that when the user continues the file, it will start at the next record after the last saved record. If there are no BBB records, the user will start at a BBB record 1. If there is a BBB record, the user will start with the next CCC record under the last BBB record saved.

### Canceling a File

Selecting the **Cancel** button from the Suspend/Cancel page will permanently delete the file from the system, and return the user to the Welcome page. The user can then reuse that same file ID to create another file.

## Download/Submit Page

By selecting the **Create File** button on the Download/Submit page, the user may download the file created to the computer, then upload the file to the FERAS. To cancel the build process at this point, select the **Cancel** button, and confirm. The user may also choose to continue building the file if more information needs to be added. The build process will continue at the next CCC record under the last BBB record entered.

### Download a File

To download the file created, select the **Download File** button, and then choose a location on the computer to store the file from the "Save As..." dialog box. The user may also choose to return to the previous page using the **Back** button, continue building this file using the **Continue** button, or to suspend and/or cancel this file using the **Suspend/Cancel** button.

**Note:** The user must download the file prior to performing the upload. This is done to ensure that a copy of the file is available if an error occurs during the upload process.

### Submitting a File

To submit the file to the FERAS, select the **Upload File** button. The user will receive a confirmation page with statistics on the file.



## Continuing a Suspended File (File Recovery)

The user may choose to continue a file that has not been submitted to the FERAS. The user may stop building a file at any point in the build process, by selecting the **Suspend/Cancel** button when available, and continue that file at a later time or another day. User's should make note of the file ID and enter that same file ID on the AAA Record page or choose from the list of files created from the Welcome or AAA Record pages.

### Reasons for Continuing a File

There are many reasons why this feature has been implemented, some of which are listed below. This feature is available mainly for recovery purposes.

1. Not enough time to complete the file in one sitting.
2. Lost connection to the FERAS.
3. The web server experiences problems or crashes.
4. More information to complete the file is needed.

### Continuation Process

If there are no BBB records in the file, the continuation process will begin with the first BBB record. If there are BBB records in the file, the continue process will always start at the next CCC record under the last BBB record entered.

### File status: In Progress

A status of 'In Progress' indicates that the file has not been submitted and can be continued at the next CCC record under the last BBB record built.

### File status: Complete

A status of 'Complete' indicates that the file was already submitted to the FERAS. In this case, the user will have to start a new file with a different file ID.

### Choosing from the List of Files

By selecting the List Of Files link from either the Welcome or AAA Record page, the user will receive a list of files. This page lists all of the files that have created since January 21, 2003.

### Completed Files

Completed files can be viewed, downloaded, and deleted from this page. When deleting a file, the user will be asked for a confirmation, as this will permanently delete all records associated with the file from the web site database. Since these files have already been completed and submitted to the FERAS, they are not available for continuation.

### Incomplete Files

Incomplete files are marked as "In Progress." These files can be continued for completion and submission to the FERAS, and then deleted. These files are not available for viewing or downloading from this page, however these features are available from the Edit/Review page when the user reaches that point in the building process for that file. When deleting a file, the user will be asked to confirm, as this will permanently delete all records associated with the file from the web site database.

## Connect to the FES Using SFTP (NCPDP ONLY)

A connection with an approved NSV must be in place prior to the establishment of a connection with the FES.

In order to submit files to the FES, the user must be enrolled by CSSC Operations. If not enrolled, please contact the CSSC Help Desk at (877) 534-2772, or by email at [csscoperations@palmettogba.com](mailto:csscoperations@palmettogba.com). Once enrolled, a submitter (ID) and password will be provided.

The following steps explain how to log on to the SFTP server on the FES.

1. Launch the SFTP software.
2. At the DOS prompt, type: **sftp** and press the Enter key.
3. Type: **-i** to turn off Interactive Logging in order to bypass individual file confirmation when transferring multiple files
4. Open the server connection.
5. At the DOS prompt type: **open HOST NAME 22** and press the Enter key. (The *Host Name* is an IP address provided along with a submitter ID once enrolled by CSSC Operations.)
6. A connection message will display, along with a prompt to enter a user name and password.
  - a. Type a submitter ID and press the Enter key.
  - b. Type a password and press the Enter key.

**Note:** The user name and password are case sensitive. See example in **Figure 14**.

**Figure 14 – SFTP Command Line Example**

```
SH9999/SH9999@           password:
sftp>
```

1. At the SFTP prompt, type: **ls** and press the Enter key to list “inbox” and “outbox”.
  - c. Inbox is for reports to be retrieved.
  - d. Outbox is for files to be submitted.

### Sending Files

The following steps explain how to send files to the FES through the SFTP server.

1. At the SFTP prompt, type: **cd outbox/EZComm/BC/1.0/Notify** and press the Enter key.
2. Type: **pwd** and press the Enter key to display the current working directory. See example in **Figure 15**.

**Figure 13 – SFTP Sending Files Example**

```
3.  sftp> cd /outbox/EZComm/BC/1.0/Notify
4.  sftp> pwd
    Remote working directory: /outbox/EZComm/BC/1.0/Notify
    sftp>
```

3. Enter the *FILENAME* to upload using the “put” command, for example: **put FILENAME** and press the Enter key.
4. The screen will display “Uploading *FILENAME* etc.”
5. The SFTP prompt will appear once the upload is complete. See example in **Figure 16**.

### Figure 14 – SFTP Uploading File Example

```
sftp> put FILENAME
Uploading FILENAME.MMDD.T110000000.0010001 to/outbox/B2B-
X12/EDI/Inbound/Interchange/FILENAME.MMDD.T110000000.0010001
FILENAME.MMDD.T110000000.0010001 100% 1096 0.4KB/s 00:03
sftp>
```

### Receiving Files

The following steps explain how to receive files from the FES through the SFTP server.

1. Follow the connection steps as outline above.
2. Type: **cd /inbox/EZComm/BC/1.0/Notify** and press the Enter key to change to the inbox directory. See example in **Figure 17**.

### Figure 15 – SFTP Receiving File Example

```
sftp> cd /inbox/EZComm/BC/1.0/Notify
sftp> pwd
Remote working directory: /inbox/EZComm/BC/1.0/Notify
sftp>
```

1. Enter the *FILENAME* to upload using the “get” command, for example: **get FILENAME** and press the Enter key.
2. The screen will display “Downloading *FILENAME* etc.”
3. The SFTP prompt will appear once the download is complete.

### Helpful Hints

- Zip uploaded files in a PK-ZIP 14+ compatible format to decrease upload time.
- Repeating the file name may cause files that are waiting to be processed to be overwritten. Instead, use sequential file names (i.e., FILE1, FILE2, etc.).

## APPENDIX A: RECORD OF CHANGE

Version Number	Date	Author/Owner	Description of Change
1.0	11/20/2017	FES	Initial creation

## APPENDIX B: FTP SCRIPT

The following information is a script to automate the FTP transfer using the Microsoft FTP software.

Create a batch file to launch the FTP transfer with the following commands:

**Sample batch file (c:\ftp\ftpbatch.bat):**

```
ftp -n -i -s:c:\ftp\ftpscript.txt
```

**Command line reference:**

-n Suppress auto login

-i Suppress interactive prompting

-s <<*Filename*>> Specify what file contains commands to execute in FTP session

This file calls ftpscript.txt which contains the commands to be executed when the FTP program starts. The file ftpscript.txt should contain the following commands:

Sample FTP Command Script (c:\ftp\ftpscript.txt):

```
open HOSTNAME 2021
```

```
user <<username>> <<password>>
```

```
binary
```

```
cd upload
```

```
mput c:\mco\upload\*
```

```
lcd c:\mco\download
```

```
cd \download
```

```
mget *
```

```
bye
```

## APPENDIX C: ACRONYM LIST

ACRONYM	DEFINITION
<b>A</b>	
ASC	Accredited Standards Committee
<b>C</b>	
CMS	Centers for Medicare & Medicaid Services
CSSC	Customer Service Support Center
<b>D</b>	
DDE	Direct Data Entry
DDPS	Drug Data Processing System
DME	Durable Medical Equipment
DOS	Disk Operating System
<b>E</b>	
EDFES	Encounter Data Front-End System
EDI	Electronic Data Interchange
EDPS	Encounter Data Processing System
<b>F</b>	
FERAS	Front-End Risk Adjustment System
FES	Front-End System
FTP	File Transfer Protocol
<b>G</b>	
GPNET	Government Program Network
<b>H</b>	
HIC	Health Insurance Claim Number
<b>I</b>	
ICD-9/ICD-10	International Classification of Diseases, Clinical Modification (versions 9 and 10)
ID	Identification Data
<b>M</b>	
MMP	Medicare – Medicaid Plan
<b>N</b>	
NCPDP	National Council for Prescription Drug Programs
NDM	Network Data Mover
NSV	Network Service Vendor
<b>P</b>	
PCN	Patient Control Number
PDE	Prescription Drug Event
PDFS	Prescription Drug Front-End System
<b>R</b>	
RA	Risk Adjustment
RAPS	Risk Adjustment Processing System
RAPS Data	Risk adjustment data submitted in the CMS proprietary abbreviated format
<b>S</b>	
SFTP	Secure File Transfer Protocol
<b>U</b>	
URL	Uniform Resource Locator