

IBHIS Secure File Exchange Instructions

Integrated Behavioral Health Information Systems (IBHIS) Project

Los Angeles County Department of Mental Health

Chief Information Office Bureau Project Management Division Integration Section

Version 1.3

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DOCUMENT REVISION HISTORY

Version	Release Date	Revised by	Comments/ Indicate Sections Revised
DRAFT	9/13/2013	DMH Integration Team	Draft Version of User Manual
Release Version 1.0	9/20/2013	DMH Integration Team	Release Version
Version 1.1	2/3/2014	DMH Integration Team	Seciton B.3. – Replaced screenshot to include Web Services Certification Directory Added Section D. Web Services Certification Directory
Version 1.2	2/13/2014	DMH Integration Team	Added Section E. DETAILS FOR PRODUCTION Added Sub Sections under Section E for production instructions Added Section F. Upload File(s) for Production
Version 1.3	5/7/2014	DMH Integration Team	Modified section B.2 and E.2 detailing Submission Error Information. Modified FTP client configuration examples.



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A. INTRODUCTION

A.1. Purpose

The purpose of this guide is to provide information to Contract Providers and their respective EHR vendors regarding the IBHIS process for securely exchanging files with Los Angeles County Department of Mental Health (LACDMH). This document contains all the necessary information pertaining to the site location, Digital Certificate configuration and the folder location where the files need to be uploaded or received.

B. TEST Environment Configuration Details

B.1. Site Address and Configuration for Test

- 1. Open the File Transfer Protocol (FTP) client you are using at the organization.
- 2. Create a new site connection.
- 3. In order to connect to the IBHIS Electronic File Transfer (EFT) site, please configure the settings below:
 - Host address: b2befttst.dmh.lacounty.gov
 - Username: Legal Entity Number (e.g., 00999) Note: Leading 0's must be included.
 FFS Network Provider Number DMH Issued ID Note: Number can be obtained in the TPA Request Application field "Provider Number".
 - Password: Password is not required
 - Protocol: FTPS TLS/SSL Implicit
 - **Port:** 4990

NOTE: The following screenshots are provided for your reference. However, the screen layout and configuration may vary depending on the type of FTP Client you are using.



4. Select the certificate issued by Los Angeles County Department of Mental Health

For example, when using CoreFTP:

- 1. Site Name should be the entry for the connection details (i.e. IBHIS_Test or IBHIS_Prod).
- 2. Select Windows SSL
- 3. Click Advanced

• test_ibhis	Site Name				
	IBHIS_Test				
	Host / IP / URL				
	b2befttst.dmh.lacounty.gov Advanced				
	Username				
	User LE or FFS Number Anonymous				
	Password Don't save password				
	Port Timeout Retries 4990 60 2 Fetry Or				
	I PASV I Use Proxy Connection				
	FTPS (SSL DIRECT)				
Comments	- SSL Options				
	SSL Listings 🔽 SSL Transfer 🔽 Clear (CCC)				
	OpenSSL Windows SSL				



- 4. Select the SSL/TLS option on the left pane
- 5. Click Manage Certificates

General	OpenSSL Certificates	
Connections	Private Key:	
Directory/Folder	Dur K	
Eilters	Public Key:	<u></u>
Proxy	Password:	
Script/Cmds		
SSH	CA Key:	
Than or or o	Windows Lertificates	
	Manage Certificates Manage Certificates delete certificates you	are internal to the operating ised by OpenSSL. Do not are unfamilar with. k.
	Manage Certificates Windows certificates Windows certificates a system and are "not" u delete certificates you	are internal to the operating ised by OpenSSL. Do not are unfamilar with.
	Windows Certificates Manage Certificates Windows certificates a system and are *not* u delete certificates you No auto PBSZ/PROT check	are internal to the operating ised by OpenSSL. Do not are unfamilar with. لا
	Windows Certificates Manage Certificates Windows certificates a system and are *not* u delete certificates you No auto PBSZ/PROT check Allow session reuse	are internal to the operating ised by OpenSSL. Do not are unfamilar with.
	Windows Certificates Windows certificates a system and are "not" u delete certificates you No auto PBSZ/PROT check Allow session reuse	are internal to the operating ised by OpenSSL. Do not are unfamilar with. الا
	Windows Certificates Windows certificates a system and are *not* u delete certificates you No auto PBSZ/PROT check Allow session reuse	are internal to the operating ised by OpenSSL. Do not are unfamilar with. الا

6. Select the certificate appropriate to the environment you are connecting to: (e.g., Select John Doe Test for the connectivity to the Test Environment, Select John Doe Prod for the connectivity to the Prod Environment.)

- 🧰 Current User	Issued To	Issued By		
- 🗐 My - Personal	I John Doe TEST	Los Angeles County Depart		
- 🗐 Root - Trusted Root Certification Authorities	John Doe PROD	Los Angeles County Depart		



- 7. The following screen will display the certificate name.
- 8. Click **OK**.

CopenSSL Certificates	
Private Key:	
Public Key:	
Password:	
СА Кеу:	
Windows Certificates Manage Certificates John Doe TEST Windows certificates System and are "idelete certificates	ates are internal to the operating not" used by OpenSSL. Do not s you are unfamilar with. در
No auto PBSZ/PROT check Allow session reuse	
	UpenSSL Certificates Private Key: Public Key: Password: CA Key: Windows Certificates Windows Certificates Manage Certificates John Doe TEST No auto PBSZ/PROT check Allow session reuse



9. Click **Connect**.

• test_ibhis	Site Name				
	BHIS_Test				
	Host / IP / URL				
	b2befttst.dmh.lacounty.gov Advanced				
	Username				
	User LE or FFS Number Anonymous				
	Password				
	Port Timeout Retries 4990 60 2 □ Retry Or PASV □ Use Proxy Connection				
	FTPS (SSL DIRECT)				
Comments	- SSL Options				
	SSL Listings 🔽 SSL Transfer 🗌 Clear (CCC)				
	□ OpenSSL □ Windows SSL				



B.2. Folder Structure for Test

Once successfully connected to the IBHIS test environment, the following folders will be available:

- Certification: Directory for uploading Client Web Services Certification documents.
- **Upload:** Directory for uploading EDI files.
- **Response:** Directory for EDI response files arranged by date of response.
- **Processed:** Directory for EDI files accepted and processed arranged by date.



Sub Folders under "Response" and "Processed" folders:

To categorize the files processed according to the date, date-specific subfolder(s) are created to help users navigate to the files easily. For example, if a file was received on 9/5/2013, the system will create a sub folder named "2013-09-05" under "Processed" and "Response" folders and will place the processed and response file generated on 9/5/2013 into the respective folders.



"Failed" sub folder under "Processed" Folder:

If the file is rejected, the file will be placed in the **Failed** Folder. Submission Errors can be found by Processing Date in the text file named SubmissionErrors_%Date Processed%. This text file is created as needed on a daily basis and provides detail as to why the EDI file was rejected. The file is located by processing date and it is named SubmissionErrors_%Date Created%.

If you experience issues related to directories above, please notify the LACDMH Help Desk at (213) 351-1335 or LACDMH at <u>TPA@dmh.lacounty.gov</u>.

C. Upload File(s) for Test

1. Navigate to the location of the file to be uploaded.



- 2. Establish a connection to the appropriate LACDMH IBHIS Electronic File Transfer (EFT) site.
- 3. Transfer the file to the **Upload** folder.
- 4. Once the file has been uploaded, a copy of the file will be displayed in the **Upload** folder momentarily.
- 5. Refresh the view, the file will be moved once it is processed. This may take up to 5 minutes.
- 6. Please navigate to the **Processed** directory to see the results of the uploaded file.

Filename	Size	Date	^	Flename	Size	Date	Permissions
200		04/08/14 15:50		0			1.1.1.1
swt		01/21/14 13:13		Certification		03/26/14 11:38	drar-r-
Contacts		09/30/13 10:38		Processed		03/19/14 08:10	drar-r-
Desktop		04/11/14 13:38		Response		02/18/14 11:34	dr-xr-r-
Downloads		03/31/14 09:26		Upload		04/01/14 14:20	drwxrw-rw-
Favortes		04/02/14 12:07			- Sec 1		
Links		09/30/13 10:38					
OldFiles		02/06/14 21:30					
RADplus		01/29/14 14:52					
Saved Games		09/30/13 10:38					
Caserbas		10/01/10 11-00					



D. Web Services Certification Directory for Test

1. Navigate to the location of the file to be uploaded.



- 2. Establish a connection to the appropriate LACDMH IBHIS Electronic File Transfer (EFT) site.
- 3. Transfer the file to the **Certification** folder.
- 4. When the file has been uploaded, a copy of the file will be displayed in the **Certification** folder.

E. DETAILS FOR PRODUCTION

E.1. Site Address and Configuration for Production

- 1. Open the File Transfer Protocol (FTP) client you are using at the organization.
- 2. Create a new site connection.
- 3. In order to connect to the IBHIS Electronic File Transfer (EFT) site, please configure the settings below:
 - Host address: b2beft.dmh.lacounty.gov
 - Username: Legal Entity Number (e.g., 00999) Note: Leading 0's must be included. FFS Network Provider Number – DMH Issued ID Note: Number can be obtained in the TPA Request Application field "Provider Number".
 - Password: Password is not required
 - Protocol: FTPS TLS/SSL Implicit
 - **Port:** 4990



E.2. Folder Structure for Production

After connecting to the IBHIS EFT successfully, the window will display the Following folders:

- **Upload:** Location where files can be uploaded.
- **Response:** Location for TA1 responses to processed files.
- Processed: Location for copies of processed files.





Sub Folders under "Response" and "Processed" folders:

To categorize the files processed according to the date, date-specific subfolder(s) are created to help users navigate to the files easily. For example, if a file was received on 9/5/2013, the system will create a sub folder named "2013-09-05" under "Processed" and "Response" folders and will place the processed and response file generated on 9/5/2013 into the respective folders.

"Failed" sub folder under "Processed" Folder:

If the file is rejected, the file will be placed in the **Failed** Folder. Submission Errors can be found by Processing Date in the text file named SubmissionErrors_%Date Processed%. This text file is created as needed on a daily basis and provides detail as to why the EDI file was rejected. The file is located by processing date and it is named SubmissionErrors_%Date Created%.

If you experience issues related to directories above, please notify the LACDMH Help Desk at (213) 351-1335 or LACDMH at <u>TPA@dmh.lacounty.gov</u>.



F. Upload File(s) for Production

1. Navigate to the location of the file to be uploaded.



- 2. Establish a connection to the appropriate LACDMH IBHIS Electronic File Transfer (EFT) site.
- 3. Transfer the file to the **Upload** folder.
- 4. Once the file has been uploaded, a copy of the file will be displayed in the **Upload** folder momentarily.
- 5. Refresh the view, the file will be moved once it is processed. This may take up to 5 minutes.
- 6. Please navigate to the **Processed** directory to see the results of the uploaded file.

Flename	Size	Date	^	Flename	Size	Date	Permissions
		04/08/14 15:50		0			
swt		01/21/14 13:13		Certification		03/26/14 11:38	drar-r-
Contacts		09/30/13 10:38		Processed		03/19/14 08:10	drag-r-
Desktop		04/11/14 13:38		Response		02/18/14 11:34	dr-xr-r-
Downloads		03/31/14 09:26		Upload	1	04/01/14 14:20	drwxrw-rw-
Favortes		04/02/14 12:07			98 - C		
Links		09/30/13 10:38					
OldFiles		02/06/14 21:30	11				
RADplus		01/29/14 14:52	11				
Saved Games		09/30/13 10:38	11				
Caserbas		10/31/13 11-29	11				