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

05/07/2014

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.

Table of Contents

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
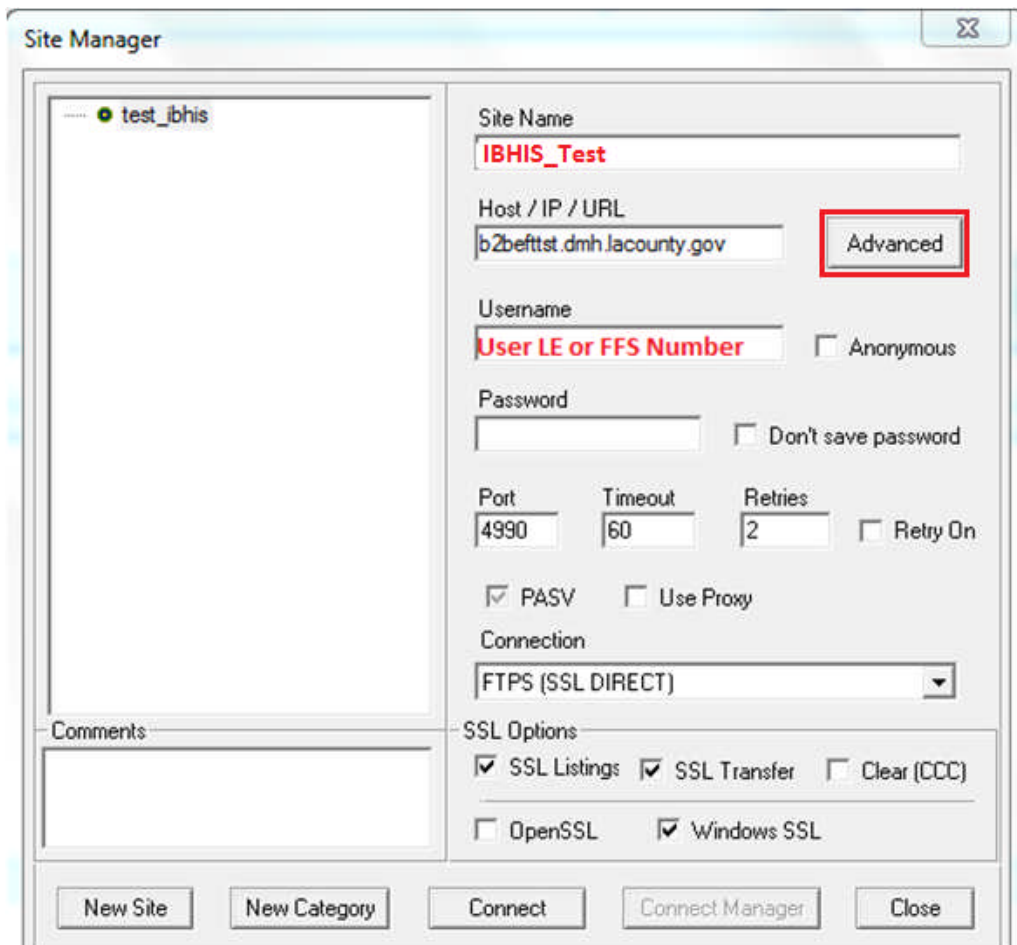
B.1. Site Address and Configuration for Test

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).
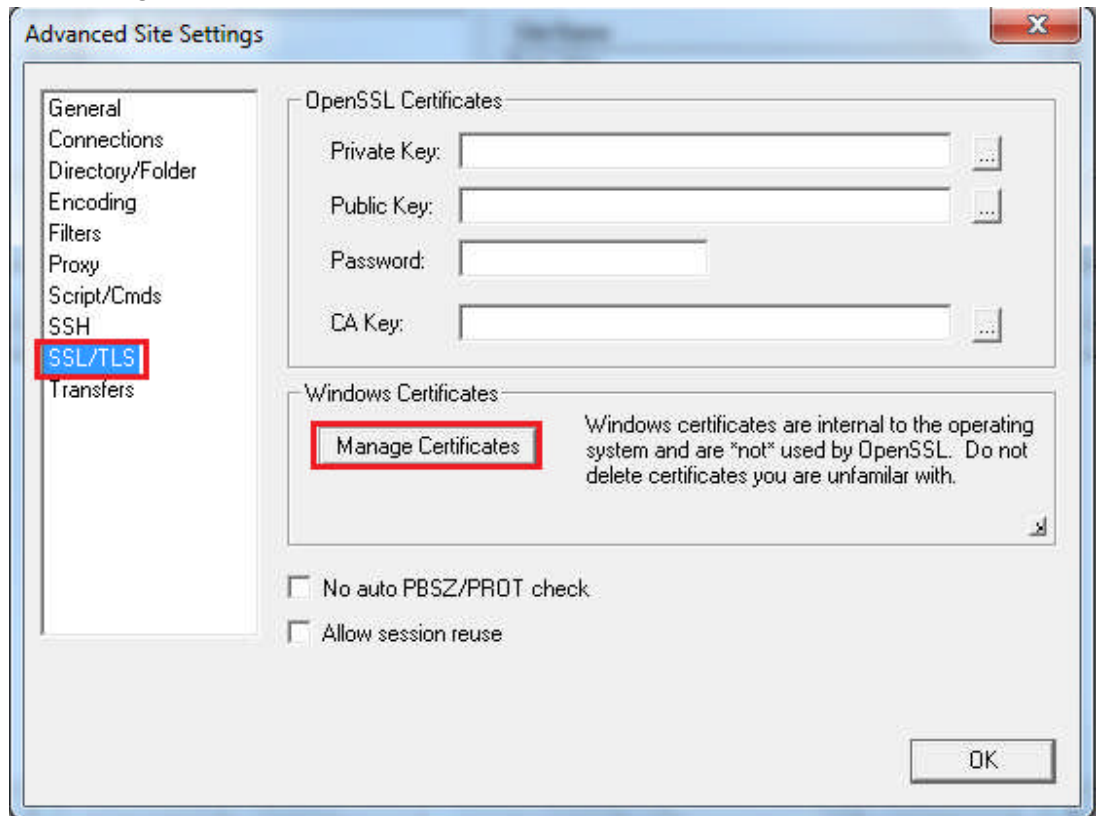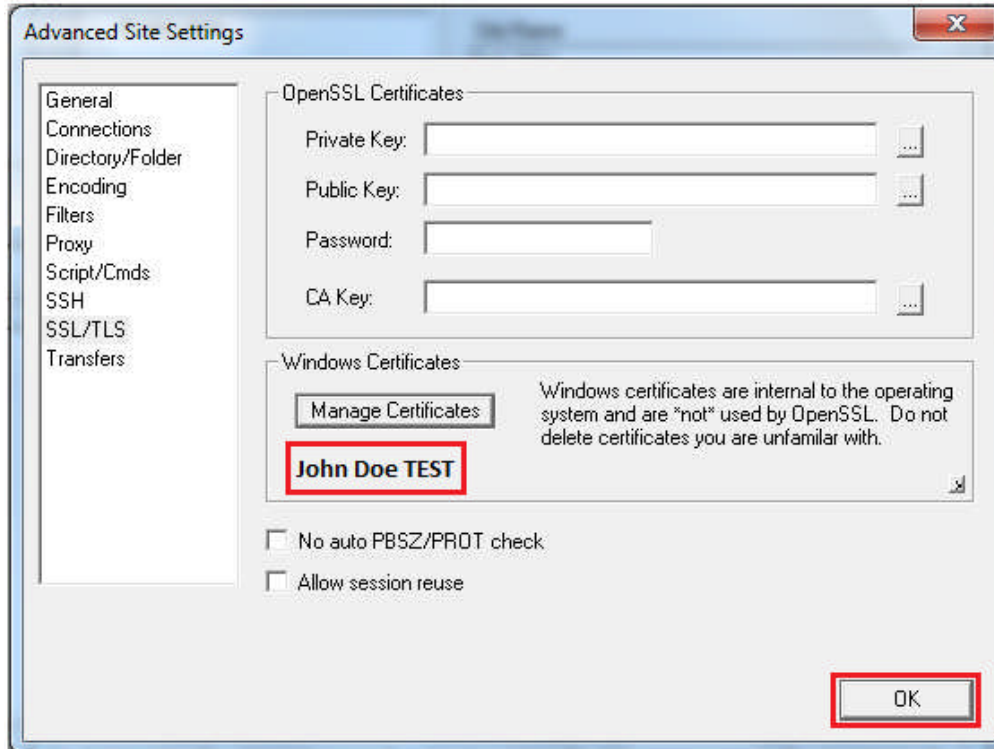   2. Select Windows SSL
    3. Click Advanced

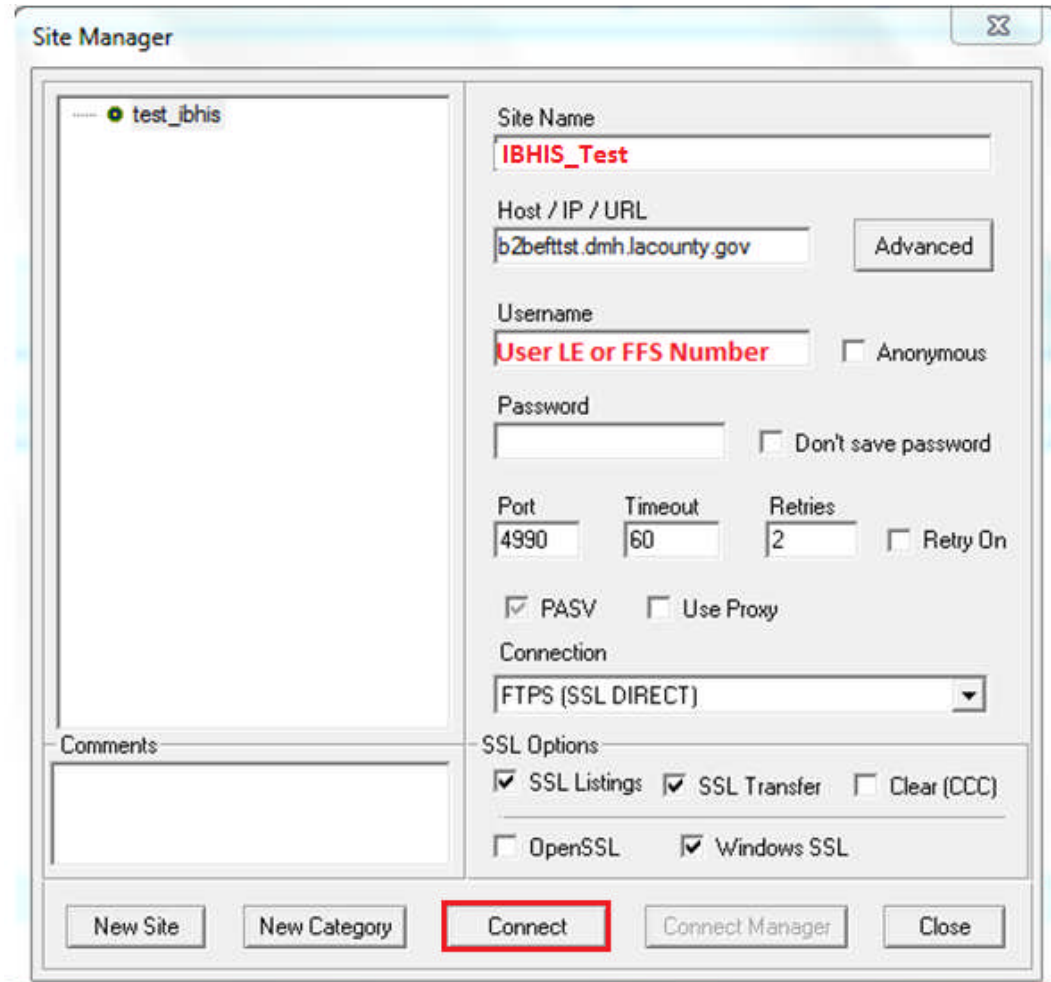4. Select the SSL/TLS option on the left pane
5. Click Manage Certificates

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.)

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

9. Click **Connect**.

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 TPA@dmh.lacounty.gov.

C. Upload File(s) for Test

1. Navigate to the location of the file to be uploaded.
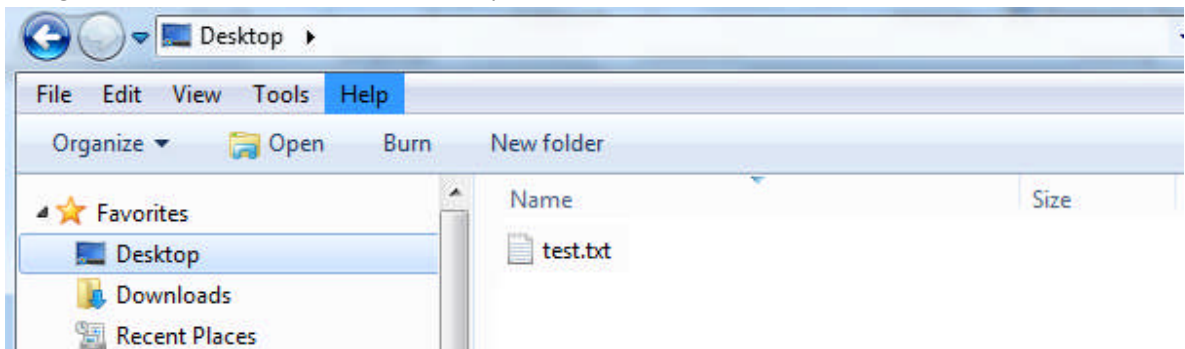
2. Establish a connection to the appropriate LACDMH IBHIS Electronic File Transfer (EFT) site.
3. Transfer the file to the **Upload** folder.
4. Once the file has been uploaded, a copy of the file will be displayed in the **Upload** folder momentarily.
5. Refresh the view, the file will be moved once 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.
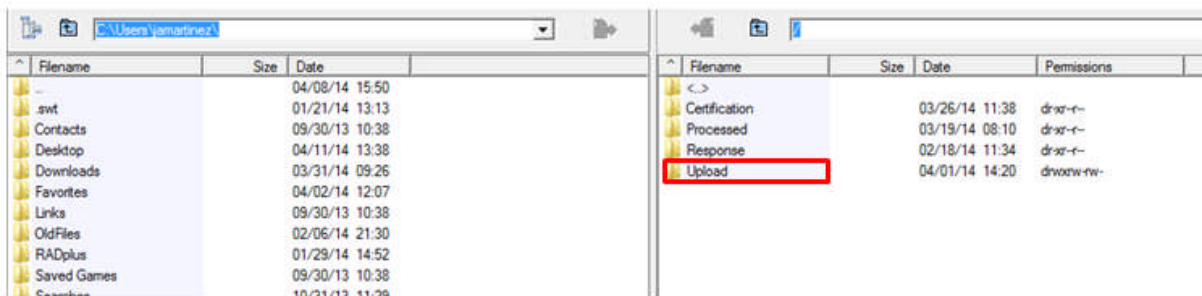
D. Web Services Certification Directory for Test

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

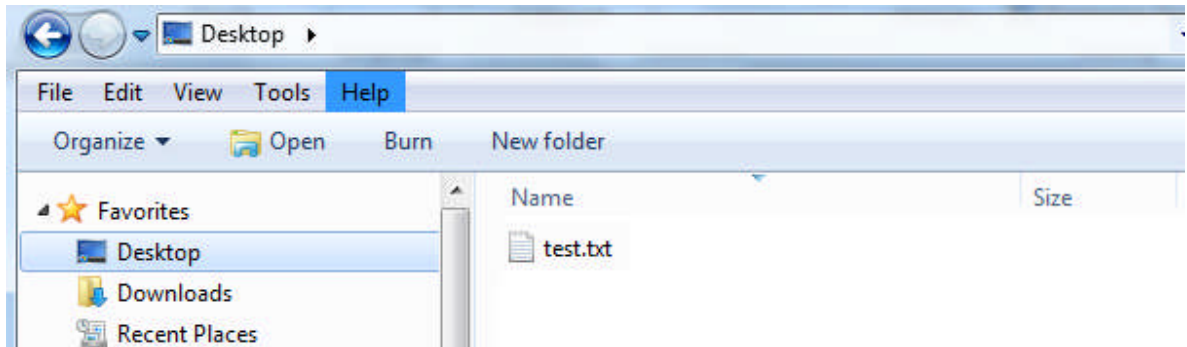
2. Establish a connection to the appropriate LACDMH IBHIS Electronic File Transfer (EFT) site.
3. Transfer the file to the **Certification** folder.
4. When the file has been uploaded, a copy of the file will be displayed in the **Certification** folder.
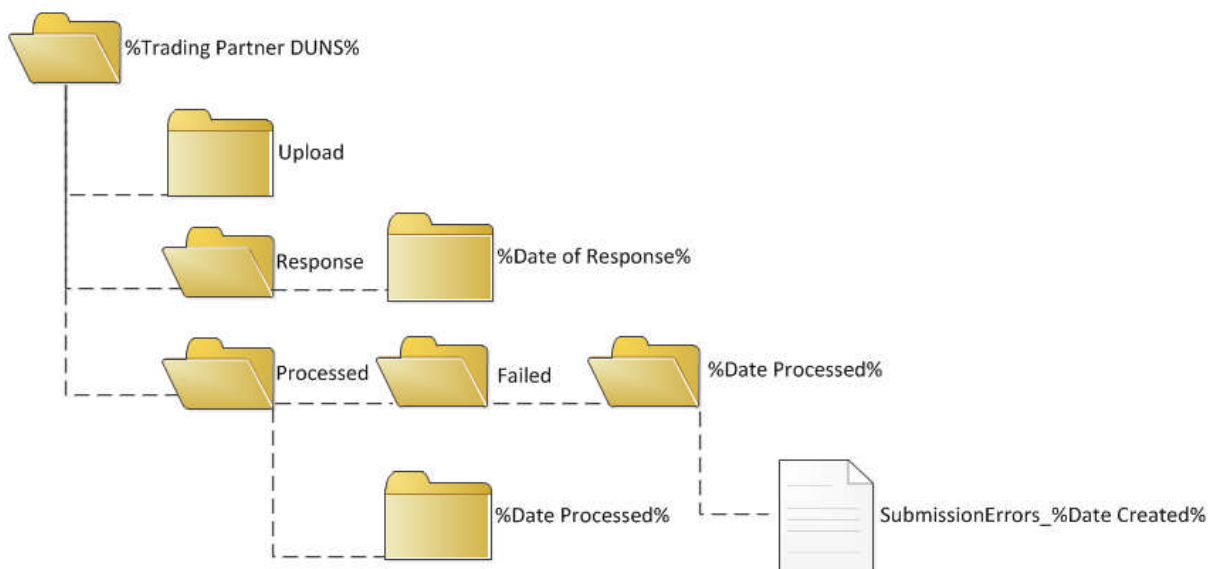
E. DETAILS FOR PRODUCTION

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.
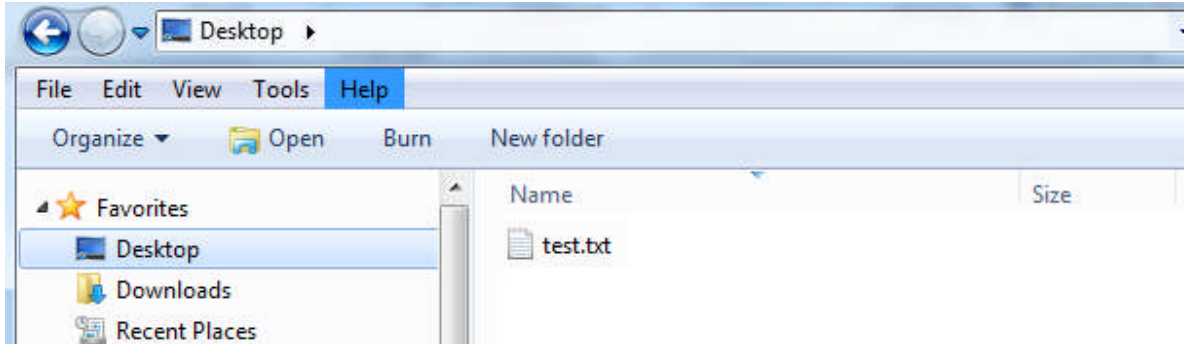
"Failed" sub folder under "Processed" Folder:

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 TPA@dmh.lacounty.gov.

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.