



LOS ANGELES COUNTY
**DEPARTMENT OF
MENTAL HEALTH**
hope. recovery. wellbeing.

LE Extract Manual

Updated: June 1, 2026

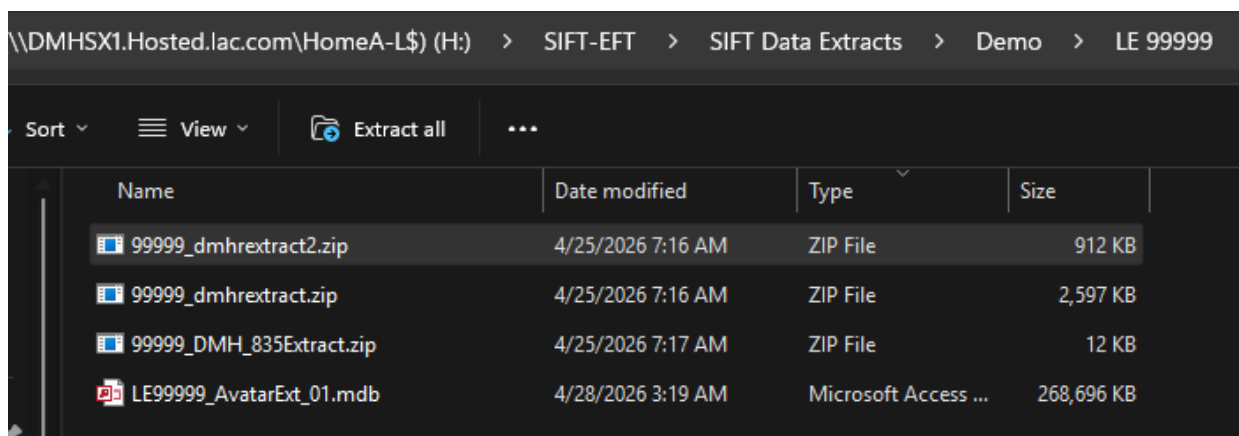
Overview

This document provides instructions for unzipping and extracting the Legal Entity (LE) SIFT files downloaded from the EFT site. It also outlines the contents of the extract package, including the data files and the associated Microsoft Access tables included in the Legal Entity extracts.

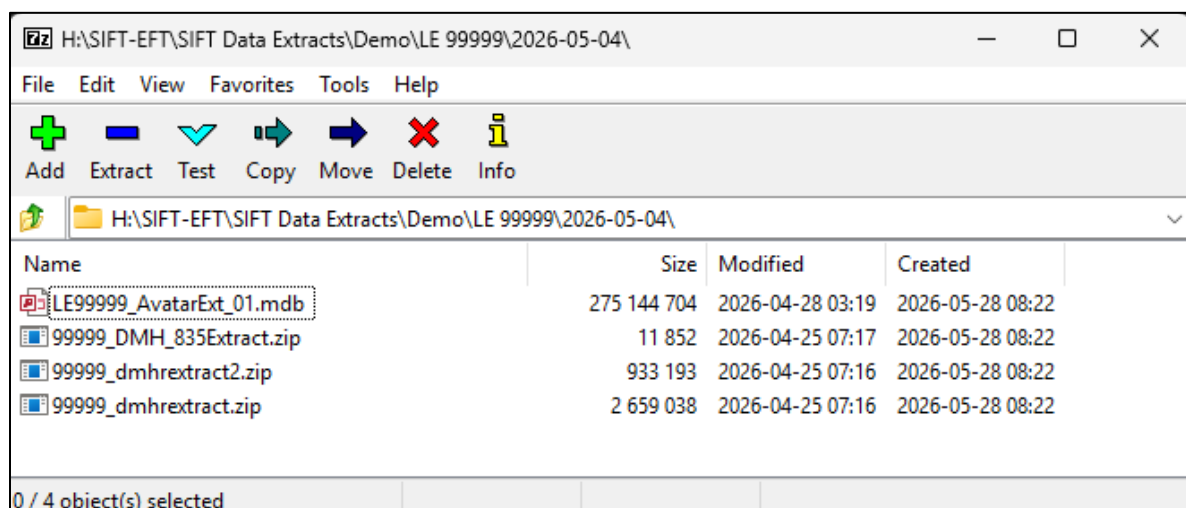
1. Unzipping the LE extract files

The zip files in the extracts are password protected. To unzip the data, you need to run 7-Zip and enter the correct password when prompted. Detailed instructions for downloading and extracting are in the section below.

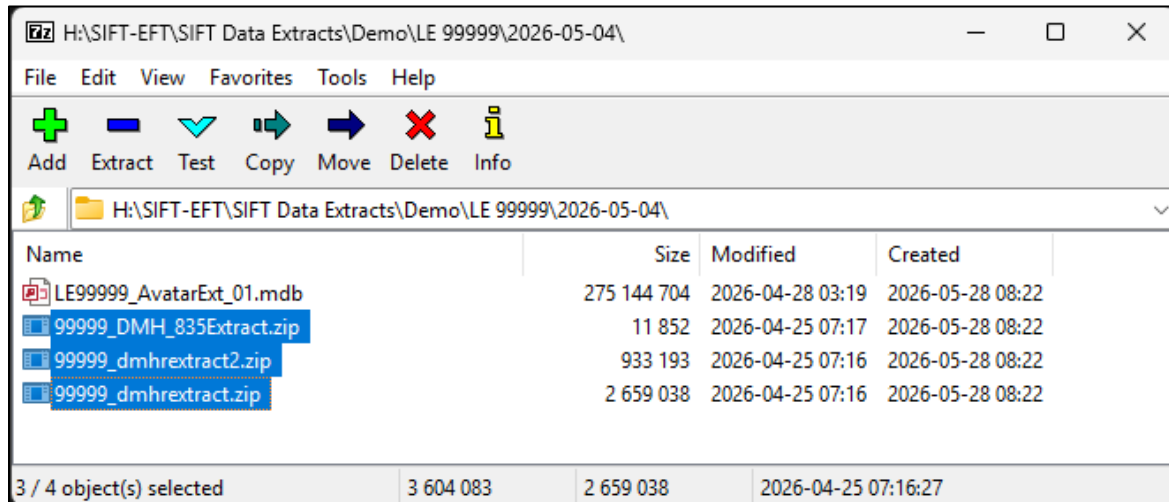
1.1. Download the LE Extract zip files into your local directory.



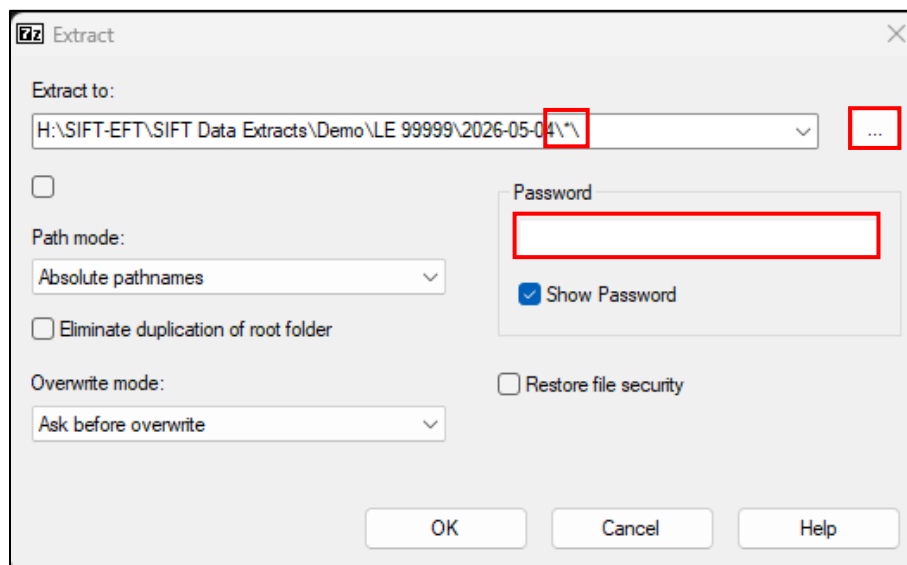
1.2. Launch 7-Zip, then navigate to the local file folder containing the downloaded extract files.



1.3. Select the zip files, then click the **Extract (-)** button.



1.4. 7-Zip replies with the **Extract** screen.



1.5. In the **Extract to:** section of the dialog box:

1.5.1. Delete the “*” to save the extracted files in the same folder as the zip files.

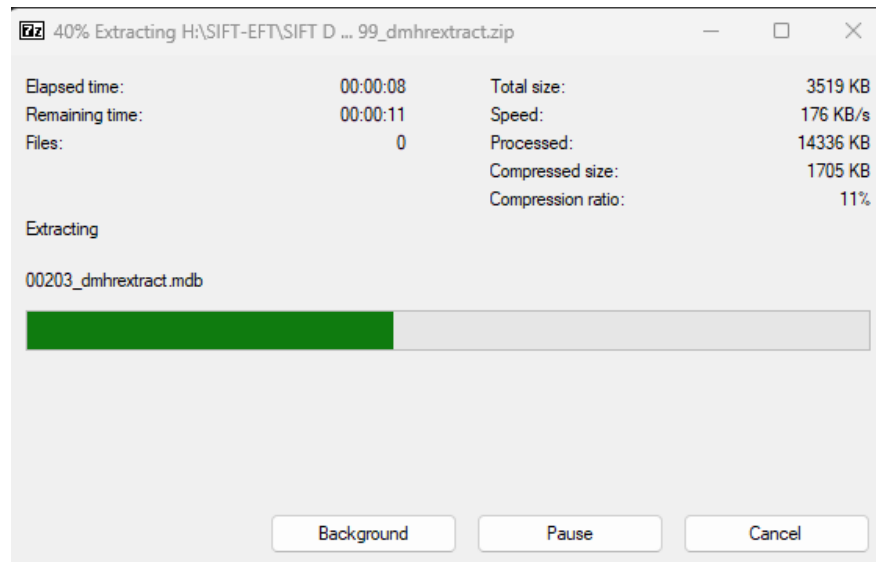
1.5.2. Click the ellipsis (...) button on the right if you want to save the files in different folder on your local drive.

In this example, the files will be extracted in the same folder where the zip files are currently saved. Option 1.5.1 is selected.

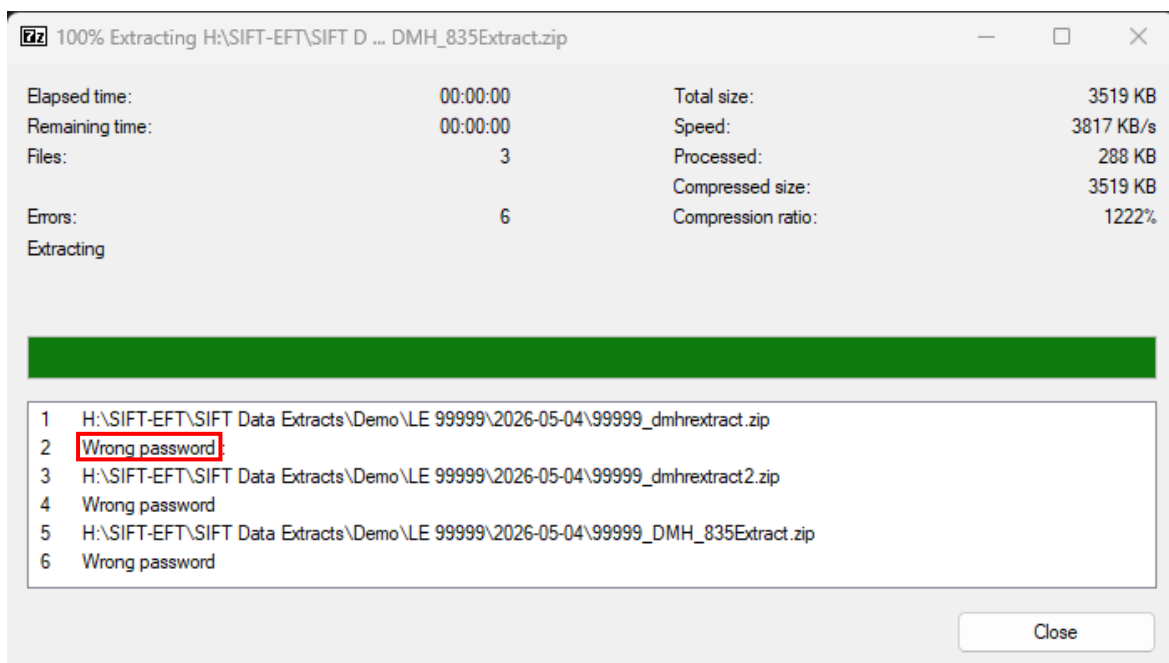
1.6. Enter the password in the **Password** text box, then click **OK**.

🔍 For help with the password, you may call the DMH Help Desk at (213) 351-1335 or submit a self-service HEAT ticket and include your contact telephone number. A live agent will call you.

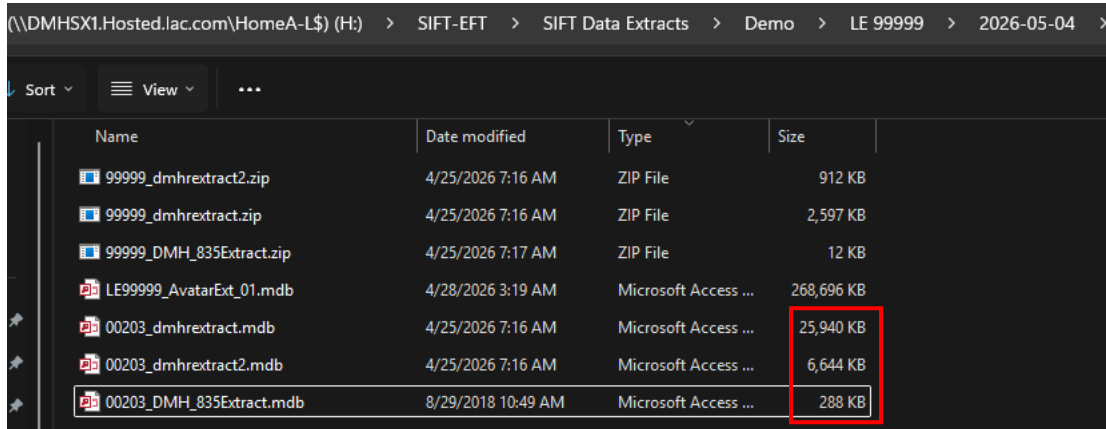
1.7. 7-Zip unzips the files and displays a progress bar as the files are processed.



1.8. If the unzipped files have a file size of 0 Bytes, the unzipping is unsuccessful. Check the error message on 7-Zip:



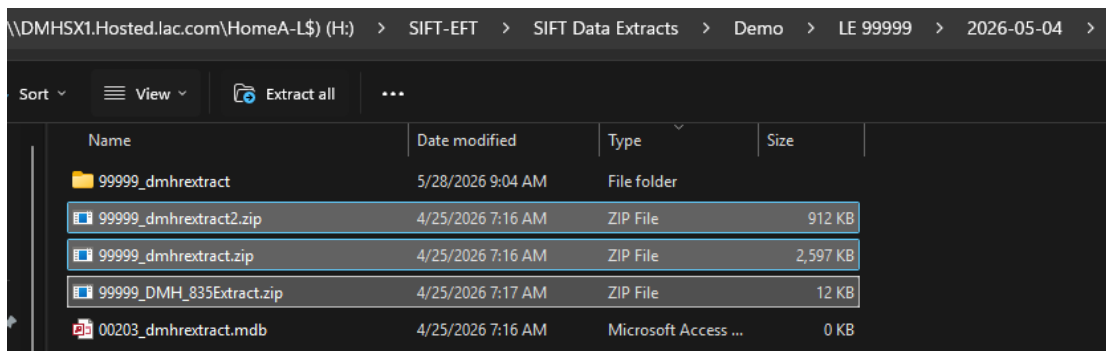
1.9. The unzipped files will register a file size when file decompression is successful.



Name	Date modified	Type	Size
99999_dmhextract2.zip	4/25/2026 7:16 AM	ZIP File	912 KB
99999_dmhextract.zip	4/25/2026 7:16 AM	ZIP File	2,597 KB
99999_DMH_835Extract.zip	4/25/2026 7:17 AM	ZIP File	12 KB
LE99999_AvatarExt_01.mdb	4/28/2026 3:19 AM	Microsoft Access ...	268,696 KB
00203_dmhextract.mdb	4/25/2026 7:16 AM	Microsoft Access ...	25,940 KB
00203_dmhextract2.mdb	4/25/2026 7:16 AM	Microsoft Access ...	6,644 KB
00203_DMH_835Extract.mdb	8/29/2018 10:49 AM	Microsoft Access ...	288 KB

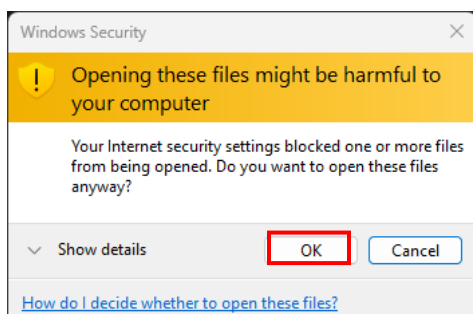
2. Alternate method of extracting files using 7-Zip

2.1. Select the file(s) to be unzipped in your local folder.

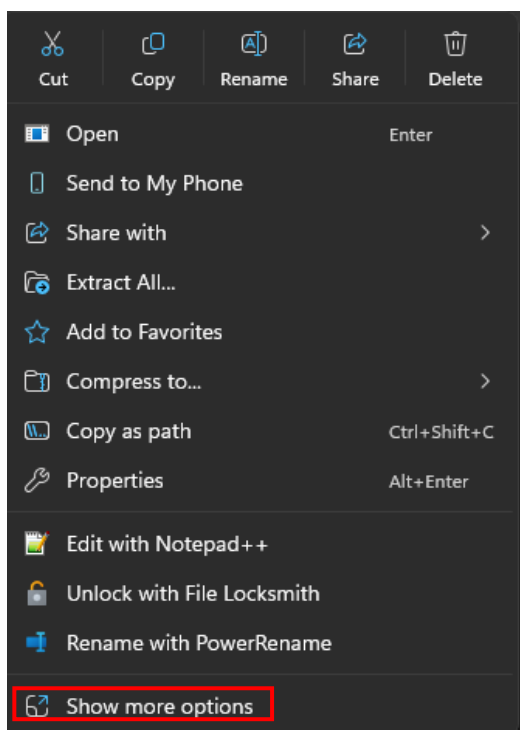


Name	Date modified	Type	Size
99999_dmhextract	5/28/2026 9:04 AM	File folder	
99999_dmhextract2.zip	4/25/2026 7:16 AM	ZIP File	912 KB
99999_dmhextract.zip	4/25/2026 7:16 AM	ZIP File	2,597 KB
99999_DMH_835Extract.zip	4/25/2026 7:17 AM	ZIP File	12 KB
00203_dmhextract.mdb	4/25/2026 7:16 AM	Microsoft Access ...	0 KB

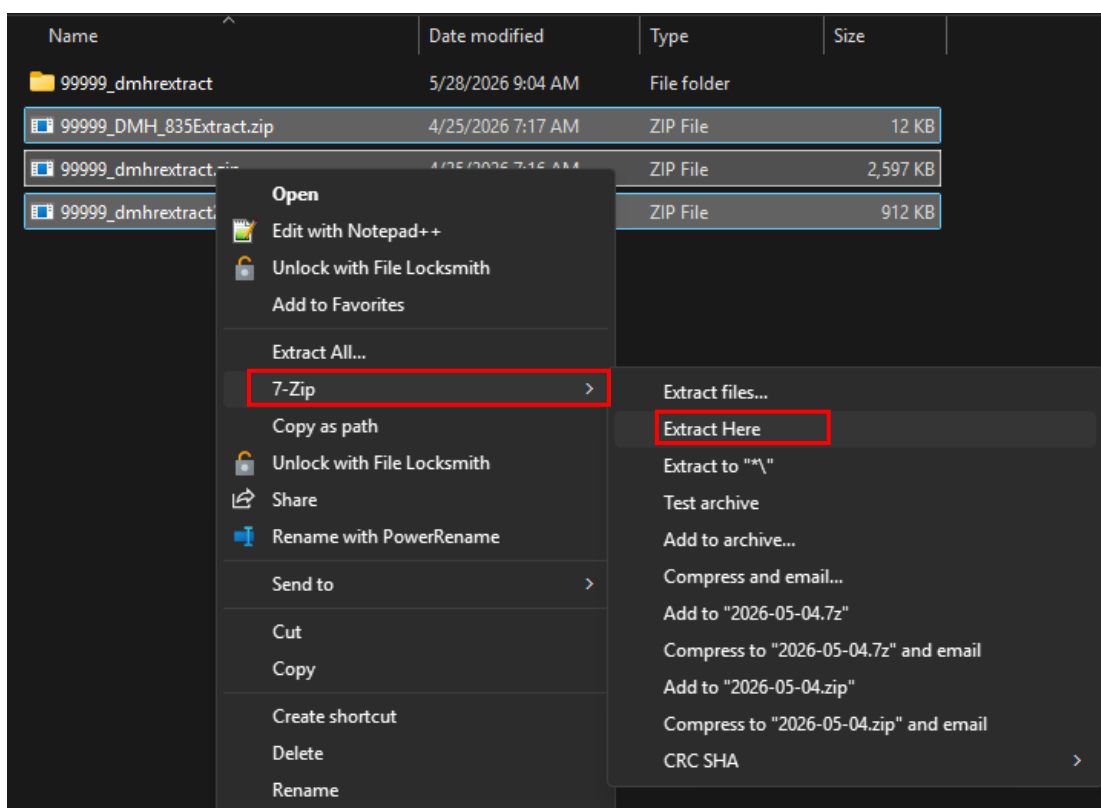
2.2. While the files are selected, right-click the mouse over any selected file to open the short-cut menu. Windows may display a warning that opening the files may be harmful then Click **OK** to continue.



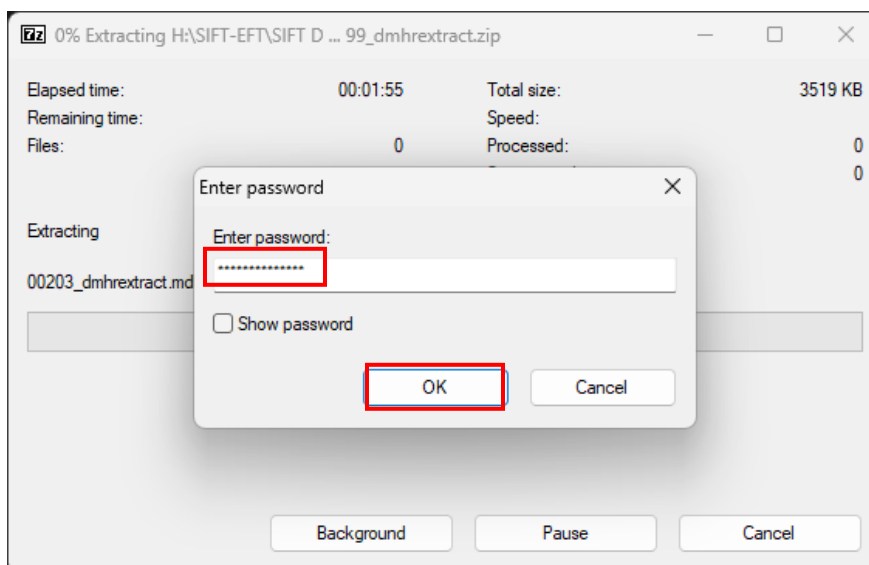
2.3. Select **Show more options**.



2.4. Click the > on the right of **7-Zip**, then select **Extract Here**.



2.5. Enter the password when prompted.



2.6. Close 7-Zip. The files are extracted.

Name	Date modified	Type	Size
99999_dmhrextract	5/28/2026 9:04 AM	File folder	
99999_DMH_835Extract.mdb	8/29/2018 10:49 AM	Microsoft Access ...	288 KB
99999_dmhrextract.mdb	4/25/2026 7:16 AM	Microsoft Access ...	25,940 KB
99999_dmhrextract2.mdb	4/25/2026 7:16 AM	Microsoft Access ...	6,644 KB
99999_DMH_835Extract.zip	4/25/2026 7:17 AM	ZIP File	12 KB
99999_dmhrextract.zip	4/25/2026 7:16 AM	ZIP File	2,597 KB
99999_dmhrextract2.zip	4/25/2026 7:16 AM	ZIP File	912 KB

3. Legal Entity Extract Files

Each Legal Entity has three (3) zip files. When extracted, each zip file has one output file as shown in the table below:

Zip File	File Contents	Description
xxxxx_DMH_835Extract.mdb	xxxxx_DMH_835Extract.mdb	Contains these tables: rpt_835ClaimDetailAV rpt_835MainAV rpt_835ServiceDetailAV
xxxxx_dmhextract.zip	xxxxx_dmhextract.mdb	Contains these tables: rpt_630BClaimUnits rpt_701ClaimUnits rpt_701UPClaimUnits rpt_DCFS_Alerts_to_DMH rpt_FinClaimList rpt_PostHospOPAccessDetail rpt_PostHospOPAccessSummary
xxxxx_dmhextract2.zip	xxxxx_dmhextract2.mdb	Contains these tables: IHBS_Auth_Clients rpt_DuplicateDenialError rpt_STP_Cohort rpt_STP_Demographics rpt_STP_Hospitalizations

Each file is prefixed by your legal entity number, denoted here as “xxxxx”.

3.1. xxxxx_DMH_835Extract.mdb Tables

Table	Description
rpt_835ClaimDetailAV	835 Claim-related EDI segments table
rpt_835MainAV	835 Main parsing table
rpt_835ServiceDetailAV	835 Service-related EDI segments table

3.2. xxxxx_dmhextract.mdb tables

Table	Description
rpt_630BClaimUnits	Monthly reports of Units of Service, Admissions and Discharges by Report Unit, Mode/SFC
rpt_701ClaimUnits	Claim units by Report Unit, Mode/SFC
rpt_701UPClaimUnits	Claim units by Report Unit, Plan, and Mode/SFC
rpt_DCFS_Alerts_to_DMH	DCFS Alerts to DMH
rpt_FinClaimList	Claim data used for payment report
rpt_PostHospOPAccessDetail	Details records of clients seen after hospitalization discharge by and Outpatient Provider
rpt_PostHospOPAccessSummary	Summary report

3.3. xxxxx_dmhrefract2.mdb Tables

Table	Description
IHBS_Auth_Clients	
rpt_DuplicateDenialError_20111027	Duplicate denial errors
rpt_STP_Cohort	Special Treatment Program cohort
rpt_STP_Demographics	Special Treatment Program demographics
rpt_STP_Hospitalizations	Special Treatment Program hospitalizations

 These tables may be empty.