



APS Healthcare, Inc. - West Virginia
APS CareConnection®
EDI Submissions Manual
July 2004 Implementation

APS Healthcare, Inc. provides West Virginia Behavioral Healthcare and the Bureau of Children & Families' Socially Necessary Service Providers with two methods of data-submission. While the web interface allows providers that do not have an internal database system to easily submit APS CareConnection® and related data to APS-WV, providers who maintain an internal database system may, understandably, want to avoid the duplication of effort of entering data into two separate systems. To accommodate this, APS-WV also maintains a secure FTP server to allow providers to submit data through an EDI interface.

Effective July 01, 2004, new file layouts will be implemented for the APS CareConnection® for Medically Necessary Services and Service Requests. Additionally, new file layouts will be implemented for the BHHF Contract Providers' Federal Reporting Requirements and Consumer Service Data Report.

Furthermore, the new Bureau for Children and Families' APS CareConnection® for Socially Necessary Services program will be implemented on July 01, 2004.

Providers wishing to submit data through the EDI process must register with APS-WV. Please contact Robin Sizemore, Jr. (rsizemore@apshealthcare.com) to register and arrange to test EDI submissions as before submitting live data to the production system, providers **must** first submit at least one successful test of each file through the FTP test system. Each provider will be given a login and password for the server, and will be expected to submit a password-protected file (compressed using the ZIP format) to test both the submission system and the file formats of their submission.

Data Submission: The Zip File

The data files your organization submits to APS must be submitted within a single compressed, password-protected file (ZIP file).

The ZIP file must be named using the following convention:

ANNNNNNNNNMMDD.ZIP

- where A indicates the location and must be a character A-Z (Most often, this will be 'A', to represent the primary location),

- NNNNNNNNNN is the 10-digit Provider ID (for existing providers, this is their current ID with leading zeroes),
- MM is the two-digit (zero-filled for numbers 1-9) numeric month, and
- DD is the two-digit number representing the day of the month.

For example, provider 0000000175 submitting on June 30th from their primary location would name their ZIP file A00000001750630.zip.

File Types

Depending on your organization's provider type, the specific files that should be submitted will vary.

- Any provider submitting prior authorization requests for Medically Necessary Services will be expected to submit the APS CareConnection® for Medically Necessary Services file and the related prior authorization (service requests) file.
- Whereas, BHHF Contract Providers will also submit files containing CSDR and Federal Reporting Requirements data as needed.
- Providers participating in the Socially Necessary Services program will be expected to submit the APS CareConnection® for Socially Necessary Services (SNS) file and the related prior authorization (service detail) file.

A provider must successfully submit at least one test file of each file type for which they are will be submitting the production system before they will be permitted to submit any of the files to the production system. Again, please work directly with Robin Sizemore regarding EDI Submissions and testing protocol.

File Naming Conventions

File naming conventions are as follows:

Description	File Name	Provider Type
APS CareConnection® for Medically Necessary Services (Header)	BH NNNNNNNNNNA99.TXT	Medicaid/BHHF Provider
APS CareConnection® for Medically Necessary Services Prior Authorization Request (Detail)	PA NNNNNNNNNNNA99.TXT	Medicaid/BHHF Provider
Federal Reporting Data	FE NNNNNNNNNNNA99.TXT	BHHF Contract Provider
Consumer Service Data Report (CSDR)	CSDR97.TXT	BHHF Contract Provider
APS CareConnection® for Socially Necessary Services (Header)	SH NNNNNNNNNNNA99.TXT	BCF Contract Provider
APS CareConnection® for Socially Necessary Services Prior Authorization Request (Detail)	SD NNNNNNNNNNNA99.TXT	BCF Contract Provider

With the exception of the CSDR file, which will always be named "CSDR97.TXT", the first and second characters of each file name (in bold above) will indicate the type of file. The third through twelfth characters (NNNNNNNNNN above) will indicate the provider's ID number. The thirteenth character (A) will indicate the location, and should always match the first character of the ZIP file name. The final two characters (99) should indicate the file sequence number that this file indicates in the day's submissions (zero-filled to two characters if the sequence is 1-9).

Please find the specific file layouts available at , <http://www.apshealthcare.com>.

Each file should be submitted as a fixed-width text document (using the .txt extension) in the DOS/Windows format.

The entire file will be rejected for any of the following reasons (as well as others):

- File naming convention violations.
- The file format of any internal file is incorrect.
- The data files are not contained in a ZIP file.
- The ZIP file is not password protected or is protected by an invalid password.
- Data files are sent in a format other than ASCII text.

Testing: File Submission

After the data files have been created and compressed into the ZIP file, it will need to be submitted to APS Healthcare using an FTP application. The FTP application used must support SSL Encryption. Some software packages that are known to work are:

- CuteFTP Pro (Version 3.0 tested) from GlobalSCAPE (<http://www.globalscape.com>)
- and WS_FTP Pro (Version 7.62 tested) from IPswitch (<http://www.ipswitch.com>).

Note: The mention of these software packages is intended to assist providers in finding an appropriate FTP program. It is not intended to indicate that *only* these two products will work, nor should it be interpreted as an endorsement for this product by APS Healthcare, Inc.

The FTP server address to be used is sftp2.apshealthcare.com. Your organization will receive a Test System Login Name and Password to use during the testing phase.

The following settings should also be checked. (Items in bold are not set by default in the FTP software packages tested)

- Server Type: FTP
- **SSL Encryption: On**
- **Port: 22**
- Passive Mode: On