

SBCH Medicaid Verification System File Exchange

(Version 4, 04/06/2023)

SCHOOL BASED CHILD HEALTH (SBCH) FILE EXCHANGE

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INTRODUCTION

This document describes the process and instructions for exchanging files between SBCH (School Based Child Health) organizations and the Department of Social Services (DSS) via the DXC Connecticut interChange system.

OVERVIEW

A new Medicaid verification system has been created to provide an automated and secure process by which SBCH organizations are able to identify students who are actively eligible for Medicaid on a specified date for verification, reporting and claiming purposes.

The process begins when SBCH organizations upload a request file of student data to the interChange secure server. The file is input to the new Medicaid verification system and a client match file is generated. The client match file is then made available on the secure server for the SBCH organization to download.

The client match file contains a "match level" indicator and client data from the Medicaid system. See the <u>File</u> <u>Layouts</u> section for more detail on the "Input SBCH Request File" and "Output SBCH Client Match File".

Each SBCH organization will perform the secure upload and download mentioned above. There are several options for performing secure file transfers. This document contains information about two free open source software applications that perform secure file transfers. Please check with your IT department to make sure the tool you choose to use is an acceptable option for your organization.

When connecting to the interChange secure server, you will be prompted to enter a user ID and password. DXC will provide IDs to each SBCH organization by secure email. Each organization will receive a test and a production user ID and password. The test ID will be used for the submission of a test file prior to being approved to submit a production file.

Note:

<u>References to input files in this document</u> refer to files originating outside the interChange secure server. These files are uploaded and transferred by SBCH organizations to the interChange secure server.

<u>References to output files in this document</u> refer to files originating from the interChange secure server. These files are the response files downloaded and transferred by SBCH organizations from the interChange secure server.

CONTACT INFORMATION

Refer questions or issues regarding FileZilla, Bitvise or any secure file transfer application software to your help desk or IT department.

Refer questions regarding connecting to the secure server, file uploads, file downloads, file layouts or data to DXC at <u>CTXIX-SBCH@gainwelltechnologies.com</u>.

FILE PROCESSING SCHEDULE

DXC will process SBCH request files on a <u>daily</u> basis. Files uploaded to the interChange secure server by <u>5:00 p.m.</u> will be processed within 2 business days. When the client match response file is available for download,

the designated contacts from the SBCH organization will be notified by email.

Files may be uploaded on any frequency based on the needs of the SBCH organization. Daily, weekly, monthly, quarterly, annual or any other frequency is acceptable. Files are processed in the order received. One response file and notification email will be generated for each file uploaded.

The following is an example of the email notification:

```
From: DSCT Mod ID [mailto:dsctmod@ctdssmap.com]
Sent: Monday, April 13, 2015 1:35 PM
To:
Subject: Client Match File Available
```

The input SBCH Request file [your input file name] from school district [your district] has been processed. The Client Match File for the CT Medical Assistance Program is now available and can be found on the CT SFTP server in your output directory.

If the email contains "dsctmod" in the From address, it is a test file notification.

If the email contains "dsctprod" in the From address, it is a production file notification.

SENDING AND RECEIVING FILES

To send or receive a file, users must establish a connection to the interChange secure server using the <u>host</u> <u>name</u>. The following table includes the host name, IP address and port for informational purposes:

Host Name sftp.ctdssmap.com

The host name is the preferred and recommended method of connecting.

• IP Address 192.85.128.132 Port 22

After connected, determine the appropriate login ID and password to use for the secure transfer. If the file is a production file, use the production ID and password provided by DXC. If the file is a test file, use the test ID and password provided by DXC.

Specific steps to establish a connection and transfer files are based on the application software used. DXC recommends that SBCH organizations work with their IT support group or help desk to determine the best software application to use.

The following sections provide details for installation, connection and transferring of files using free open source applications, FileZilla and Bitvise as they currently exist. This information is provided for your convenience and the decision to use them is strictly the responsibility of the end user. These applications are <u>not</u> associated with or maintained by DXC. Choosing a source application/downloading FileZilla or Bitvise only needs to occur one time. Once you download the program, that is what you will use to send and receive files using the eligibility system. Only ONE software program should be selected.

Which File Transfer Tool to Use: FileZilla or Bitvise?

FileZilla is available for Windows Vista, 7, 8 and 8.1 for 32 and 64 bit operating systems. If you have an older version of windows, go to the download instructions for Bitvise.

How to determine your PCs Windows operating system:

- 1. Open the Windows Control Panel
- 2. Select "System"
- 3. The following is an example of the Window that opens when checking the version in Windows 7



<u>FileZilla</u>

FileZilla is open source software that provides the means to transfer files using a secure connection. The tool can be downloaded from https://filezilla-project.org/. Select and install the <u>client version</u>. For additional information and documentation on FileZilla, refer to the following link: <u>https://wiki.filezilla-project.org/Documentation</u>

1. Installing FileZilla

- a. Use your internet browser to access and install FileZilla: https://filezilla-project.org/
- b. Select "Download FileZilla Client"



c. Select "Download Now"

Note: Note that there is reference in the diagram below that states that the installer may include bundled offers. **Do not accept the bundles. This document will guide you past those options.** Also note that FileZilla will only operate with Windows Vista, 7, 8 and 8.1. FileZilla will not work with any Windows operating system that is not listed. If you are not sure which operating system you are using, refer to the "How to determine your PCs Windows Operating System" of this document.



d. Select "RUN" or "SAVE"

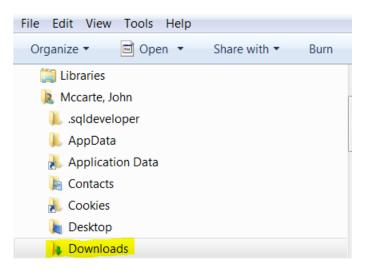
"RUN" may not appear so you will have to save the executable to your local drive. Once the file is saved, navigate to that directory and double click the filename.

File Download - Security Warning			
Do you want to run or save this file?			
	Name: FileZilla_3.9.0.6_win32-setup.exe Type: Application, 753KB From: cdn.srcfrgfilesdeliver.com Run Save Cancel		
۲	While files from the Internet can be useful, this file type can potentially harm your computer. If you do not trust the source, do not run or save this software. What's the risk?		

e. If you select "SAVE" the executable file will save to your workstation and continue to step "f". If you select "Run", skip to step "h".

You will be given the option of where to save the file. Save it to your "Downloads" directory.

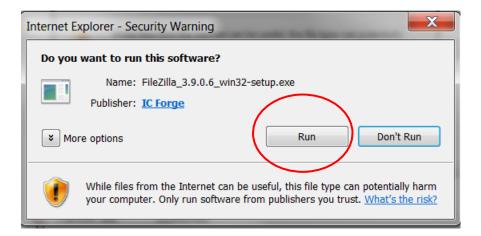
f. Access the "Downloads" directory using Windows Explorer



g. Double click the executable file name



h. If you selected "RUN", you may see the following. If you do, select "RUN" again.



The window below will show that the application is in the process of downloading.

1	Verifyinga_3.10.1.1	_win32-setup.exe from d.sfquickdelivery.c 📃 🗖 🗙
	چ	
I	a_3.10.1.1_win32-se	tup.exe from d.sfquickdelivery.com
	Estimated time left: Download to: Transfer rate:	4 min 20 sec (106KB of 747KB copied) Temporary Folder 2.46KB/Sec
		Open Open Folder Cancel

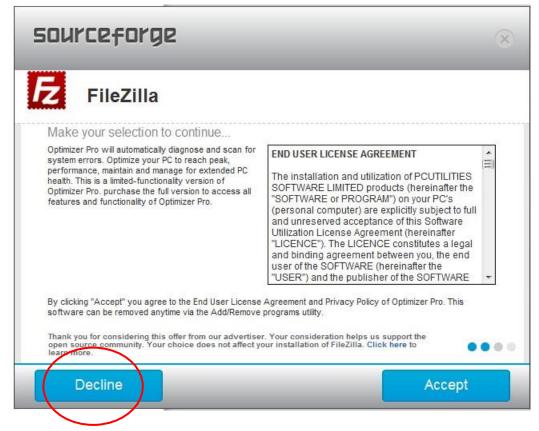
i. Select "Next"

	to the SourceForge ad and install the software on your ontinue.		nager
E F	ileZilla		
File Name:	FileZilla_3.9.0.6_win32 setup.exe		
File Size:	6.1 MB	Date Added:	2014-10-16
	s-platform FTP, SFTP, and FTPS S X, Linux, and more. FileZilla's		· · · · · · · · · · · · · · · · · · ·

j. <u>Select "DECLINE" in the window below</u> DO NOT select "Accept"

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E FileZilla	
Get Binkiland Browser and enjoy the Binkiland experience with 1-click access to your favorite site Install also the Binkiland new tab add-on to enjoy Binkiland experience from your browsers new tab(s), homepage(s) & default search, and we will perform the necessary adjustments to carry of your choice(s), and will protect your browsers from unauthorized changes.	
By clicking "Accept", I acknowledge I have read and agree to the End User License Agreement, the Privacy F and to install Binkiland browser and Binkiland add-on,or my choices below. Basic Installation (recommended) Set Binkiland as my homepage, default search engine, and as my default new tab. Get Binkiland Browser. Advanced	Policy,
Thank you for considering this offer fr: n our advertiser. Your consideration helps us support the open source community. Your choice oes not affect your installation of FileZilla. Click here to learn more.	
Decline	

DO NOT select "Accept"



I. Select "DECLINE" in the window below

DO NOT select "Accept"

FileZilla		
Costeran Browser and enjoy the Vosteran experience with 1-click access to your favorite sites. Install also the Vosteran new tab add-on to enjoy Vosteran experience from your browsers new tab(s), homepage(s) & default search, and we will perform the necessary adjustments to carry out your choice(s), and will protect your browsers from unauthorized changes. Basic Installation (recommended) Set Vosteran as my homepage, default search engine, and as my default new tab. Get Vosteran provser. Advanced	END USER LICENSE AGREEMENT [Last updated October 23, 2014] This End user license agreement ("Agreement") constitutes the full and final agreements with	* []]
By clicking "Accept", I acknowledge I have read and agree to the End User License Agreement, the Vosteran browser and Vosteran add-on, or my choices above. Thank you for considering this offer from our advertiser. Your consideration helps us to opper ource community. Your choice does not affect your installation of FileZilla. Click from more.	Privacy Policy, and to insta	•

m. <u>Select "DECLINE" in the window below</u> DO NOT select "Accept"

sourceforge	×
E FileZilla	
Linkey Install Linkey to get the best sites in one click in visualized & friendly interface. You'll easily find top sites from your country or in various popular categories.	
Select your preferred installation: Express (Recommended) Linkey is a powerful web based feature that enables you quick and easy access to the best and popular sites. Set and keep default-search.net as my homepage, new tab page and default search engine. Start your smart browsing.	
Custom installation	
By clicking "Accept", you agree to the Linkey End User License Agreement and Privacy Policy. Thank you for considering this offer from our advertiser. Your consideration helps us support the open source community. Your choice does not affect your installation of FileZilla. Click here to bern more.	
Decline Accept	

n. Select "INSTALL NOW"

sourceforge	\otimes
Thank you. Your download is complete.	
You have successfully downloaded FileZilla. Click on "Install Now" to install the software on your machine.	
Later	Install Now

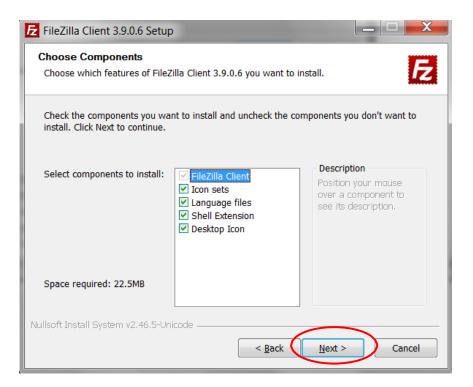
o. Select "I Agree"

🔁 FileZilla Client 3.9.0.6 Setup		
License Agreement Please review the license terms before installing FileZilla Client 3.9.0.6.		
Press Page Down to see the rest of the agreement.		
GNU GENERAL PUBLIC LICENSE Version 2, June 1991		
Copyright (C) 1989, 1991 Free Software Foundation, Inc. 59 Temple Place, Suite 330, Boston, MA 02111-1307 USA Everyone is permitted to copy and distribute verbatim copies of this license document, but changing it is not allowed.		
Preamble		
The licenses for most software are designed to take away your		
If you accept the terms of the agreement, click I Agree to continue. You must accept the agreement to install FileZilla Client 3.9.0.6.		
Nullsoft Install System v2.46.5-Unicode		

p. Click on "Only for me" and select "NEXT".

🔁 FileZilla Client 3.10.1.1 Setup
Choose Installation Options Who should this application be installed for?
Please select whether you wish to make this software available to all users or just yourself.
 Anyone Who uses this computer (all users) Only for me (mccarte)
Installation for all users requires Administrator privileges.
Nullsoft Install System v2.46.5-Unicode < Back

q. Select "NEXT".



r. Select "NEXT"

E FileZilla Client 3.9.0.6 Setup
Choose Install Location Choose the folder in which to install FileZilla Client 3.9.0.6.
Setup will install FileZilla Client 3.9.0.6 in the following folder. To install in a different folder, click Browse and select another folder. Click Next to continue.
Destination Folder
C:\Program Files (x86)\FileZilla FTP Client Browse
Space required: 22.5MB
Space available: 375.6GB
Nullsoft Install System v2.46.5-Unicode

s. Leave "Do not create shortcuts" as blank. select "INSTALL"



t. Once the application is installed select "FINISH"

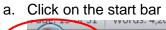
FileZilla Client 3.9.0.6 Setu	up and a second s
	Completing the FileZilla Client 3.9.0.6 Setup FileZilla Client 3.9.0.6 has been installed on your computer.
	Click Finish to close Setup.
	Start FileZilla now
	< <u>B</u> ack <u>Einish</u> Cancel

u. At this point FileZilla will start and you should see something similar to the following diagram.

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2. Starting FileZilla

Where you open FileZilla is dependent on your operating system. Listed below is an example on how to open FileZilla in the Windows 7 environment.





- b. Select the "All programs" option
- c. Select the "FileZilla FTP Client" folder
- d. Select "FileZilla"

FileZilla

3. Create a Connection to the interChange Secure Server

The following provides direction for setting up a new site using the FileZilla Site Manager option.

a. Select the "Open Site Manager" button located from the "File" dropdown in the toolbar.

Site Manager	CTRL+S			
Copy current connection to Site Manager.		word:	Port:	Quickconne
New tab	CTRL+T			
Close tab	CTRL+W			
Export				
Import				
Show files currently being edited	CTRL+E		~	Remote site:
Exit	CTRL+Q			27
🗄 📲 Computer				

b. Select "New Site" from the Site Manager window.

Select Entry:		General	Advanced	Transfer Settings	Charset
My Sites		Host:			Port:
		Protocol:	FTP - F	File Transfer Protoco	ol 👻
		Encryptio	n: Use pla	ain FTP	-
		Logon Ty	pe: Anony	mous	~
		User:			
		Password	:		
		Account:			
\frown		Commen	ts:		
New Site	New Folder				A
New Bookmark	Rename				
Delete	Duplicate				Ŧ

c. Click on "New site" and type in a new name.Note: If you miss this step, click the "Rename" button and give the site a new name.

lect Entry:		General Adv	anced	Transfer Settings	Charset	
New site	\supset	<u>H</u> ost:			Port:	
tttp_server		Protocol:	FTP - F	ile Transfer Protoco	ol	~
		Encryption:	Use exp	olicit FTP over TLS i	f available	~
		Logon Type:	Anony	mous		~
		<u>U</u> ser:	anony	mous		
		Pass <u>w</u> ord:	•••••	•••••		
		Account:				
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New Book <u>m</u> ark	<u>R</u> ename]				
<u>D</u> elete	Duplicate					\lor

- d. Enter the host name in the "Host:" field as shown below.
- e. In the "**Protocol**:" dropdown select "SFTP SSH File Transfer Protocol.
- f. Select "Ask for password" in the "Logon Type:" dropdown.
- g. Enter the user ID in the "User:" field. (User ID and Password will be provided to you by DXC)

		Site Manager ×
Select Entry:		General Advanced Transfer Settings Charset Host: sftp.ctdssmap.com Port: Protocol: SFTP - SSH File Transfer Protocol v Logon Type: Ask for password v User: Your User ID Password: Account: Comments:
New Site	New Folder]
New Bookmark	Rename	
Delete	Duplicate	
		Connect OK Cancel

4. Uploading Files to the Secure Server Using FileZilla

This section covers uploading a file from your workstation to the interChange secure server. The following provides direction on how to connect to and transmit a file from your local workstation to the interChange secure server.

a. **Highlight** the site you created in the section "3. Create a Connection to the interChange Secure Server".

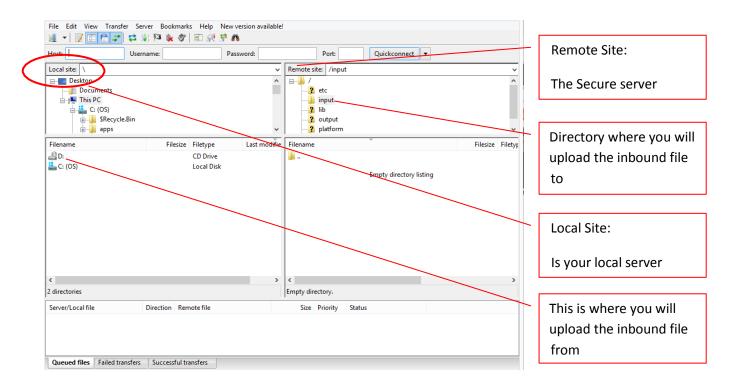
Click the "Connect" button.

Site Manager						×	
Select Entry:		General A Host: Protocol:	dvanced Transf sftp.ctdssmap SFTP - SSH Fil	p.com	Charset Port:	•	
		Logon Typ User: Password: Account:	Ask for passw [your id]				
		Comments					
New Site New Bookmark	New Folder Rename					^	
Delete	Duplicate					Ŧ	
	Connect OK Cancel						

b. Enter the password.

Enter password ×						
Please enter a password for this server:						
Name:						
Host: sftp.ctdssmap.com						
User:						
Passwold:						
Remember password until FileZılla is closed						
OK Cancel						

c. Once the connection has been established, double click the *input directory* located under the "Remote site" side of the tool. The "Remote site" is on the right side of the application. The "Remote site" is the secure server that you will upload the file to.



d. Navigate to the location of file to be sent in the "**Local site**" section of the tool. Your actual directories will differ from those listed below. This is where you will find the file that you want to **upload**.

Local site: C:\Documents\		•
		*
🕀 🖳 📔 Documents		
Download		
Links		
		Ŧ
Filename	Last modified	
Jan		
🔁 our_file_to_upload.tmp	12/4/2014 1:47:33 PM	

- e. Double click the file to that you intend to send.
- f. You may verify the transfer by selecting the "Failed transfers" and "Successful Transfers" tabs located at the bottom of the tool.

File Edit View Transfer Server Bookman	the second se		
	🗐 🗈 🔗 📅 🐧		
Host: Username:	Password:	Port: Quickconnect 💌	
Local site: \	~	Remote site: /input	~
Desktop Documents This PC G SRecycle.Bin G Apps	Ŷ	Control C	•
Filename Filesize	Filetype Last modifie	Filename	Filesize Filety;
D: C: (OS)	CD Drive Local Disk	Empty directory listing	
2 directories		Empty directory.	-
Server/Local file Direction Re	mote file	, Size Priority Status	
Queued files Failed transfers Successful t		cessful transfers	

g. **Close FileZilla** by selecting "**File**" and "**Exit**" options on the upper left hand side of the tool or click on the "X" located at the upper right hand corner of the window.

5. Downloading Files from the Secure Server Using FileZilla

This section covers downloading a file from the interChange secure server to your local workstation. The following provides direction on how to connect to and transmit a file from the interChange secure server to your local workstation.

a. **Highlight** the site you created in the section "3. Create a Connection to the interChange secure server".

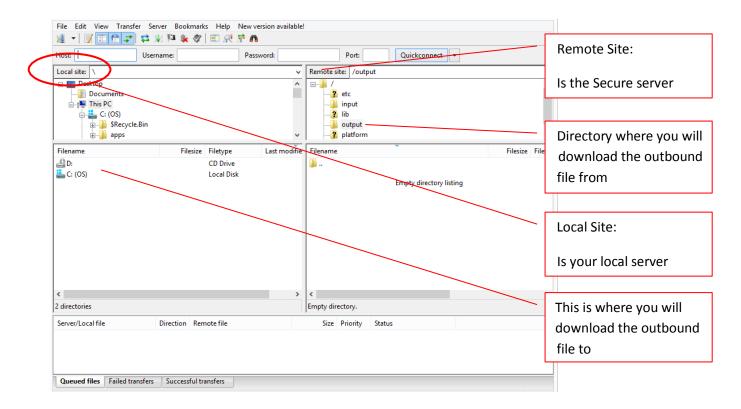
Click the "Connect" button.

Site Manager			-				×
Select Entry:		General	Advance		Tanan fan Cattin an	Charact	
My Sites	🕖 My Sites		Advance	a	Transfer Settings	Charset	
New site		Host:	sftp	.ctd	lssmap.com	Port:	
		Protocol	: SFT	p - 9	SSH File Transfer P	rotocol	•
		Logon Ty User: Password Account	[yo d:	Ask for password [your id]			•
		Comme					
New Site	New Folder						*
New Bookmark	Rename						
Delete	Duplicate						Ŧ
	Connect OK Cancel						

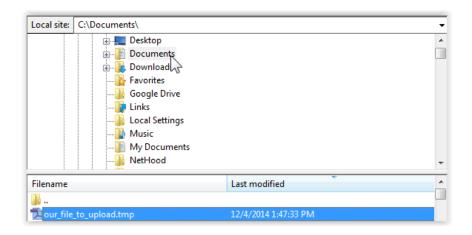
b. Enter the password.

	Enter pa	assword	×		
Please	enter a password	for this server:			
Name:					
Host: sftp.ctdssmap.com					
User:					
Passwo	onti:				
✓ Rem	nember password	- until FileZ illa is c	losed		
[ОК	Cancel			

c. Once connection has been established, double click the <u>Output directory</u> located under the "Remote site" side of the tool. The "Remote site" is on the right side of the application. The "Remote site" is the secure server that you will download the file from. You will see the file listed under the "Filename" window.



d. Navigate to the location in the "Local site" box where you want to download the file to. Your actual directories will differ from those listed below.



- e. Double click the file on the "Remote Site" section of the FileZilla tool that you intend to download.
- f. You may verify the transfer by selecting the "Failed transfers" and "Successful Transfers" tabs located at the bottom of the tool.

File Edit View Transfe		s Help New vers	ion available!			
₩ - 7 - 6 -	🔁 🐰 🎮 🖗 🖑	🔳 🕂 🚰 🖍				
Host:	Username:	Passwo	ord:	Port:	Quickconnect 💌	
Local site: \			~	Remote site: /output		~
Desktop Documents This PC C: (OS) Documents C: (OS) Documents C: (OS) Documents Documents C: (OS) Documents Document	Bin		~	Ithe second		•
Filename	Filesize	Filetype	Last modifie	Filename	*	Filesize Filety
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🚢 C: (OS)		Local Disk			Empty directory listing	
<			>	<		>
2 directories				Empty directory.		
Server/Local file	Direction Rem			Size Priority Sta	stus	
Queued files Failed tran			Succes	sful transfers		

g. **Close FileZilla** by selecting "**File**" and "**Exit**" options on the upper left hand side of the tool or click on the "X" located at the upper right hand corner of the window.

Bitvise Tunnelier

Bitvise Tunnelier is open source software that provides the means to transfer files using a secure connection. The tool can be downloaded from http://www.putty.org/. Select and install the client version. Bitvise is a secondary choice to FileZilla and is a viable option when FileZilla is not. FileZilla cannot be installed if your operating system is not one of the following:

Windows Vista, 7, 8 and 8.1 for 32 and 64 bit operating systems

1. Installing Bitvise Tunnelier

- a. Use your internet browser to access and install Bitvise Tunnelier: http://www.putty.org/
- b. Under the Bitvise SSH Client heading, select the link "download Bitvise SSH Client here"



Download PuTTY

PUTTY is an SSH and telnet client, developed originally by Simon Tatham for the Windows platform. PuTTY is open source software that is available with source code and is developed and supported by a group of volunteers.

Bitvise SSH Client is an SSH and SFTP client for Windows. It is developed and supported professionally by Bitvise. The SSH Client is robust, easy

You can download PuTTY here.

Bitvise SSH Client

to install, easy to use, and supports all features supported by PuTTY, as well as the following: graphical SFTP file transfer;

- single-click Remote Desktop tunneling;
 auto-reconnecting capability;
- dynamic port forwarding through an integrated proxy;
- an FTP-to-SFTP protocol bridge.

Bitvise SSH Client is free for personal use, as well as for individual commercial use inside organizations. You dan download Bitvise SSH Client here.



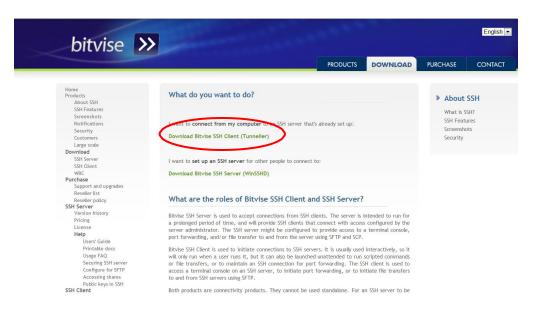
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1		
Approximate A		

Bitvise SSH Server

Bitvise SSH Server is an SSH, SFTP and SCP server for Windows. It is robust, easy to install, easy to use, and works well with a variety of SSH clients, including Bitvise SSH Client, OpenSSH, and PuTTY. The SSH Server is developed and supported professionally by Bitvise.

You can download Bitvise SSH Server here.

c. Select "Download Bitvise SSH Client (Tunnelier)"



d. Read the Bitvise SSH Client License Terms before downloading. Select "<u>Bitvise SSH Client Installer</u>"



e. Select either RUN or SAVE

File Downlo	oad - Security Warning
Do you	want to run or save this file?
	Name: BvSshClient-Inst.exe Type: Application, 10.7MB From: dl.bitvise.com Run Save Cancel
Ì	While files from the Internet can be useful, this file type can potentially harm your computer. If you do not trust the source, do not run or save this software. <u>What's the risk?</u>

If you select RUN to see the following:

62% of BvSshClient-	Inst.exe from dl.bitvise.com Completed
S	9
BvSshClient-Inst.exe t	irom dl.bitvise.com
Estimated time left: Download to: Transfer rate:	5 sec (6.26MB of 10.7MB copied) Temporary Folder 898KB/Sec
Close this dialog	box when download completes
	Open Open <u>Cancel</u>

If you select SAVE

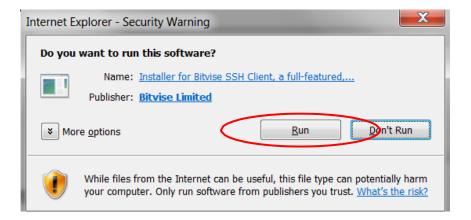
You will be prompted to select where to SAVE the installation files to. Select an appropriate directory. In this example the downloads directory is selected.

	🔺 🚖 Favorites
	📃 Desktop
	🐌 Downloads
	Select SAVE
<	Save

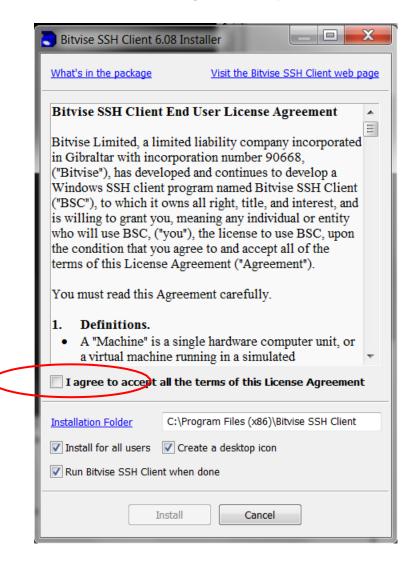
f. Access the installation file that was just saved **Double click** the file "**BvSshClient-Inst.exe**"

File Edit View Tools Help				
Organize Include in library Share with	Burn New folder			
上 Desktop	▲ Name	Date modified	Туре	Size
Downloads	BvSshClient-Inst.exe	12/17/2014 10:28	Application	10,970 KB

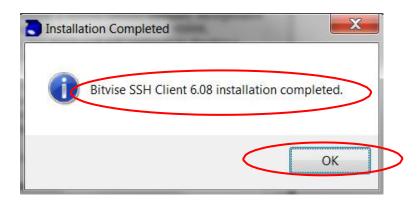
g. Regardless of whether you selected **RUN** or **SAVE**, you should see the following. Select "**RUN**"



h. Click the box next to "I agree to accept all the terms of this License Agreement"



i. When the installation is complete, you will see the following. Select "OK".



Once "OK" is selected, you will see the following window.

Bitvise SSH Clie		-	terra i						[<u>Closi</u>	Ing behavior
	Login	Options	Terminal	Remote Desktop	SFTP	Services	C2S	S2C	SSH	About
Load profile	Serve	er		· · · ·	Auth	entication				
6 0	Hos	t			Use	ername				
Save profile as	Port	22			Init	ial method	none			•
Save prome as	Pro	xy setting:	s <u>Hos</u>	st key manager	Use	er keypair r	nanager			
	SPN				\checkmark	Try gssapi-	keyex fi	rst if ava	ilable	
	10:00 10:00 10:00 10:00	5:30.188 5:30.188 5:30.702 5:30.702	Copyright (Visit www. Run 'BvSsh Loading dei Loading dei system can	I Client, a fully featt C) 2000-2014 by Bi bitvise.com for late -help' to learn the fault profile. fault profile failed: inot find the file spe Jank profile.	tvise Lim st inform supporte RegOper	ited. ation abou ed comman	d-line pa	aramete	rs.	<u>Help</u> The
		Login							Exit	

Open File	- Security Wa	rning 🗾 🗾
Do you	want to run t	his file?
	Name:	C:\Users\mccarte\Downloads\BvSshClient-Inst.exe
	Publisher:	Bitvise Limited
	Type:	Application
	From:	C:\Users\mccarte\Downloads\BvSshClient-Inst.exe
		Run Cancel
📝 Alwa	ys ask before o	opening this file
٢		om the Internet can be useful, this file type can potentially mputer. Only run software from publishers you trust. <u>What's</u>

j. The Following Icon will be added to your desktop Click this icon to start Bitvise.



2. Starting Bitvise Tunnelier

Where you will open the Bitvise application is dependent on your operating system. Listed below is an example on how to open Bitvise in the Windows 7 environment.

a. Click on the start bar



- b. Select the "All programs" option
- c. Select the "Bitvise SSH Client" folder
- d. Select "Bitvise SSH Client"



Bitvise SSH Client

3. Create a Connection to the interChange Secure Server

- a. Enter the following information where requested:
 - Host Enter sftp.ctdssmap.com
 - Port Enter 22

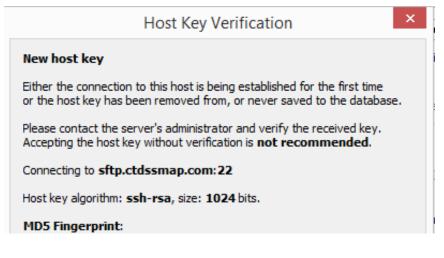
• USERNAME Enter your User ID. The User ID will be provided by DXC.

Note: Remember to use the ID and password for *either* the production or model office (test) environment.

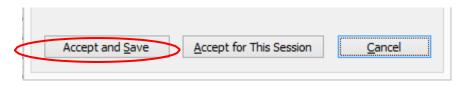
- INITIAL METHOD Select "Password"
- Click "Login" once all of the values above are entered to the Login window.

			Bi	itvise SSH Clie	nt 6.08				-	
efault profi	le								Clos	ing behav
		ptions	Terminal	Remote Desktop	SFTP	Services	C2S	S2C	SSH	About
Load profile	Host	sftp.	tdssmap.	.com		entication - ername	Enter	Your Us	er ID He	re
	Port	22				ial <u>m</u> ethod	passw	ord		~
ave profile as	Proxy s	etungs	Ho	stkey manager	Pas	sword				
	SPN					Store encry	/pted pa	ssword i	in profile	
	SSP1	[/Kerberg	os 5	Delegation	Use	er keypair m	nanager			
	(1)11-22-2	7.400 8	ituina SCL	I Cliant a fully feat		Try gssapi-	keyex fi	st if ava	ailable	He
					4	Iry gssapi-	keyex fi	rst if ava	ailable	He
	~	C	Copyright	1 Client, a fully feat (C) 2000-2014 by B	ired SSH	2 client.				He
	11:22:3	C 7.499 V	opyright isit www.l		ired SSH tvise Lin	2 client. iited. ation about	t our SSH	12 produ	icts.	He
	11:22:3 11:22:3	C 7.499 V 7.499 R	Copyright isit www.l tun 'BvSsh	(C) 2000-2014 by B bitvise.com for lates	ired SSH tvise Lin	2 client. iited. ation about	t our SSH	12 produ	icts.	He
	11:22:3 11:22:3	C 7.499 V 7.499 R	Copyright isit www.l tun 'BvSsh	(C) 2000-2014 by B bitvise.com for lates n -help' to learn the	ired SSH tvise Lin	2 client. iited. ation about	t our SSH	12 produ	icts.	He
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	11:22:3 11:22:3	C 7.499 V 7.499 R	Copyright isit www.l tun 'BvSsh	(C) 2000-2014 by B bitvise.com for lates n -help' to learn the	ired SSH tvise Lin	2 client. iited. ation about	t our SSH	12 produ	icts.	He
	11:22:3 11:22:3	C 7.499 V 7.499 R	Copyright isit www.l tun 'BvSsh	(C) 2000-2014 by B bitvise.com for lates n -help' to learn the	ired SSH tvise Lin	2 client. iited. ation about	t our SSH	12 produ	icts.	He
	11:22:3 11:22:3	C 7.499 V 7.499 R	Copyright isit www.l tun 'BvSsh	(C) 2000-2014 by B bitvise.com for lates n -help' to learn the	ired SSH tvise Lin	2 client. iited. ation about	t our SSH	12 produ	icts.	He
	11:22:3 11:22:3	C 7.499 V 7.499 R	Copyright isit www.l tun 'BvSsh	(C) 2000-2014 by B bitvise.com for lates n -help' to learn the	ired SSH tvise Lin	2 client. iited. ation about	t our SSH	12 produ	icts.	He

b. The following window is displayed.



c. Select "Accept and Save"

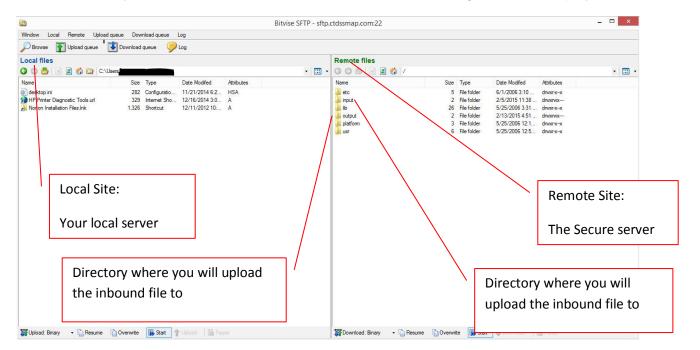


d. Enter your Password and select "OK"

The User ID and password will be provided by DXC.

Us	er Authentication ×
-	sftp.ctdssmap.com:22, ftp.ctdssmap.com
Username	
Method	password V
Password	
	Change password
	OK Cancel

e. Local Files from your local drive and Remote Files from the interChange drive are displayed.



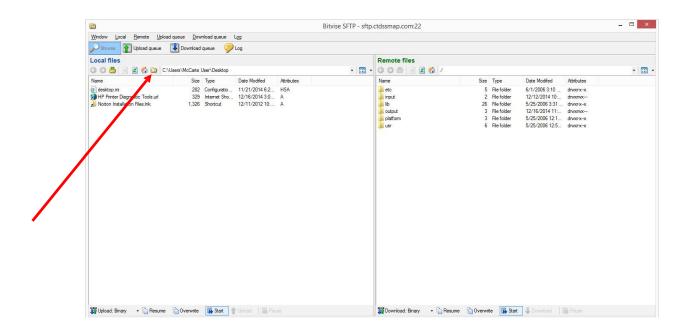
4. Uploading Files to the Secure Server Using Bitvise Tunnelier

This section covers uploading a file from your workstation to the interChange secure server. The following provides direction on how to connect to and transmit a file from your local workstation to the interChange secure server.

- a. Start Bitvise Tunnelier.
- b. Once connection has been established, double click the *input directory* located under the "Remote site" side of the tool. The "Remote site" is on the right side of the application. The "Remote site" is the secure server that you will upload the file to.

🔀 Window Local Remote Uolo	ad queue Download queue Log	Bitvise SFTP - sftp	•		
Browse TUpload queue	Download queue 🥥 Log				
Local files			Remote files		
	:\Users\McCarte User\Desktop	- 🖽 -			- 🖽 -
Name		ibutes		Size Turne Date Modified	
Name ∰ desktop jni ∰ HP Pinter Degnoatic Tools.uf ∭ Noton Installation Files ink	Size Type Date Modified Attr 282 Configuation 17/2014 52 5 329 Internet Sho 12/16/2014 30 A 1.326 Shortcut 12/11/2012 10 A		Name etc b b b b b b b b b b b b b b b b b b b	Size Type Date Modified 5 16 rolater 12/12/036 310. 2 File rolater 12/2/2014 10. 3 File rolater 12/2/2014 10. 3 File rolater 12/2/2014 10. 13 File rolater 12/2/2014 10. 14 File rolater 5/2/2/2006 12.1 5 File rolater 5/2/2/2006 12.5	drvanvec drvanvece drvanvec drvanvece
input Remote files	Covervete Start Colorad Base		🐺 Download: Binary — 🏠 Resun	ne Downwite Stat Download	Dase
Name	Size Type	Date Modifed	Attributes		

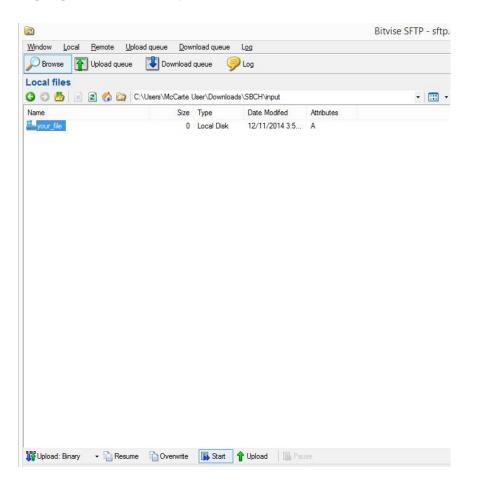
c. Navigate to the directory on **your local drive** that contains the file to upload by clicking the folder icon under "**Local files**".



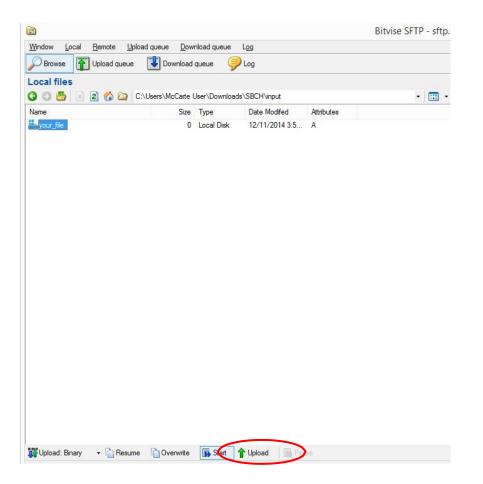
The following window will appear and enable you to browse your local directories to find the file you will upload. Once you locate the directory where the file is located, highlight it and select "**OK**"

Browse For Folder ×
Changing local folder to:
E Desktop
▷ 🝊 OneDrive
▷ 🖳 This PC
D a Libraries
▷ 🗣 Network
Make New Folder OK Cancel

d. Highlight the file to be uploaded



e. Click once on the green Upload arrow located at the bottom of the "Local files" window



f. A message at the bottom of the window will display if the file was uploaded

3			Bitvise SFT	P - sftp.ctdssm	ap.com:22				
<u>Window Local Remote L</u>	pload queue Download queue	Log							
Derowse T Upload queu	e 🕔 Download queue 🥥	Log							
Local files				Remo	te files				
3 0 5 🗟 🗟 🖒 🗅	C:\Users\McCarte User\Downloa	- 💷 - 🗿 🖸	👼 🖹 🛛 🏠 /output				- 0		
Name	Size Type	Date Modifed	Attributes	Name		Size Type	Date Modifed	Attributes	
your_file output_file	0 Local Disk 0 Local Disk	12/11/2014 3:5 12/16/2014 11:		Lout	ut file	0 Local Disk	12/16/2014 11:	TNOTIN'S	
	me 🏠 Overwrite 🖼 Start	🕇 Upload 🔡 Paus		Dov	nload: Binary 🔹 🏠 Resume	Overwrite 🙀 St	at Download	Pausa	
× 1 item uploaded				× 10	m downloaded				

Note: The file on the "**Remote files**" side of the tool, may not display the file as it does above. The interChange system is designed to pull the file from that location. The file, in some cases, may be moved as soon as you upload it.

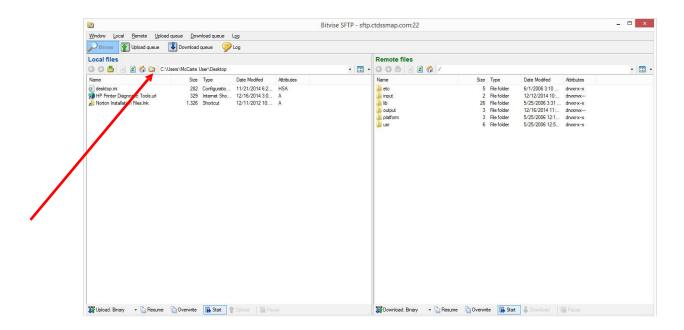
5. Downloading Files from the Secure Server Using Bitvise Tunnelier

This section covers downloading a file from the interChange secure server to your local workstation. The following provides direction on how to connect to and transmit a file from the interChange secure server to your local workstation.

- a. Start Bitvise Tunnelier.
- b. Once connection has been established, double click the <u>output directory</u> located under the "Remote site" side of the tool. The "Remote site" is on the right side of the application. The "Remote site" is the secure server that you will download the file from.

3			Bitvise SFTP - sftp.	ctdssmap.com:22				- 🗆 🗙
<u>W</u> indow <u>L</u> ocal <u>R</u> emote <u>U</u> ploa	d queue <u>D</u> ownload queue L <u>o</u> g	1						
Browse T Upload queue	Download queue 🦻 Log	9						
_ocal files				Remote files				
🕝 🕤 💆 🖻 😰 🏠 😂 C:\Users\McCate User\Desktop 🔹 🖽 🗸				• G O 🗄 🖻 🖉 🚯 /				• 🛄 •
Name		ate Modifed Attributes		Name	Size Type		Attributes	
≧ deskop pri ∋ H Printe Dagnostic Tools uf } Noton Instalaton Files Ink	282 Configuratio 1 139 Internet Shou 1,326 Shortout 1			etc input bb output platform usr	5 File folder 2 File folder 3 File folder 3 File folder 3 File folder 6 File folder	6/1/2006 310 12/12/2014 10 5/25/2006 331 12/16/2014 11 5/25/2006 12.1 5/25/2006 12.5	drwxr-xx drwxrwx drwxr-xx	
Upload: Brasy · Presume output Remote files	Dverwrite 🕞 Start 🕆 U	pload 🛛 🗃 Pause		W Download: Binary	• 🔐 Resume 🏠 Overwite 🕞 Star	Download 15		
Name		Size Type	Date Modifed	Attributes				

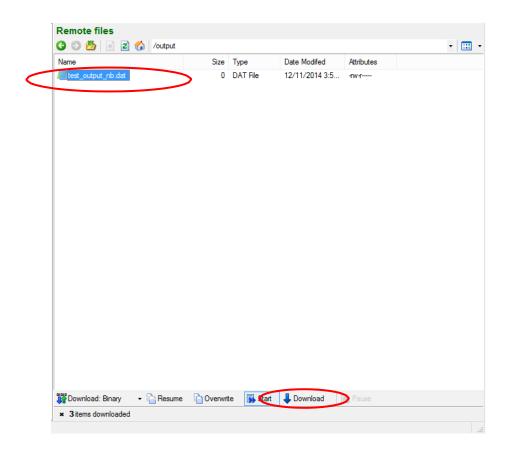
c. Navigate to the directory on your local drive where you want to download to file to by clicking the folder icon under "**Local files**".



The following window will appear and enable you to browse your local directories to find the directory you intend to download the file to. Once you locate the directory where the file is located, highlight it and select "**OK**"

Browse For Fo	lder ×
Changing local folder to:	
📃 Desktop	
OneDrive	
🖻 🌉 This PC	
Dibraries	
🖻 🖣 Network	
Make New Folder OK	Cancel

d. **Highlight** the file that is to be downloaded and click once on the **blue Download arrow** located at the bottom of the "**Remote files**" window.

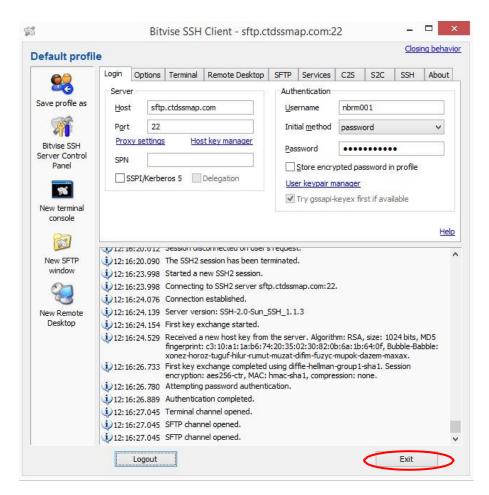


e. A message at the bottom of the window will display if the file was downloaded successfully

Name		Size	Туре	Date Modifed	Attributes	
test_output_nb.dat			DAT File	12/11/2014 3:5		
💯 Download: Binary 🔹 🗎	Besume 🖒 (Verwrite	e 🛐 Start	👃 Download 🔰		

6. Exiting Bitvise Tunnelier

To exit the application, click on the Exit button



FILE LAYOUTS

This section documents the format of the "Input SBCH Request File" and the "Output SBCH Client Match File". The input file is uploaded from a user workstation to the Connecticut interChange secure server using a secure (SFTP) connection. The output file is the client match file that will be generated by the Medicaid verification process in response to the uploaded file.

Note: In some cases the file layouts may carry over to another page.

INPUT SBCH Request File

Input files are uploaded to the Connecticut interChange secure server on the input directory by the SBCH organization. There are two record layout options documented below. The first is a non-delimited flat file and the other is a delimited Excel .csv (ampersand "&" must be used as the delimiter). Note, each record contains a "Match Request Date" field. This is the date used by the Medicaid verification process to determine if a client is eligible for Medicaid.

When producing a SBCH Request file, it is at the discretion of the district to determine who eligibility is checked for and from where the data is pulled internally within the district.

Flat File

Filename: SBCH*.txt (no blanks or special characters in the filename. Underscore "_" is acceptable) **Record Length:** 145 (includes the Carriage Return and Linefeed characters) **Format:** Uncompressed

Record Layout

Field Name	Data Type / Length	Start Position	Comments
Client Last Name	CHAR(50)	1	
Client First Name	CHAR(50)	51	

Field Name	Data Type / Length	Start Position	Comments
Client Date of Birth	NUMBER(8)	101	YYYYMMDD Example: 20141212 (Represents December 12, 2014)
Client Gender	CHAR(1)	109	Valid values: F – Female M – Male U – Unknown B – Both
Medicaid Client ID	CHAR(12)	110	Optional – If the data is not available, populate the field with blanks
Match Request Date	NUMBER(8)	122	YYYYMMDD Example: 20141212 (Represents December 12, 2014)
Reserved for Future Use	CHAR(1)	130	Space Fill
Consent Indicator	CHAR(1)	131	Valid Values: Y – return possible matching Medicaid ID N or Space – do not return possible matching Medicaid ID
For School District Use	CHAR(12)	132	Optional – If the field is not needed, populate with space
Carriage Return	CHAR(01)	144	Line delimiter, value is '0D'
Linefeed	CHAR(01)	145	Line delimiter, value is '0A'

Excel File

Filename: SBCH*.csv (no blanks or special characters in the filename. Underscore "_" is acceptable) Record Length: 151 (Maximum) Field Delimiter: "&"

Note: Do not add column headings to the file.

Record Layout

Field Name	Data Type / Length (lengths given are maximums)	Comments
Client Last Name	CHAR max. (50)	
filler	CHAR(1)	Delimiter Value "&"
Client First Name	CHAR max. (50)	
filler	CHAR(1)	Delimiter Value "&"
Client Date of Birth	NUMBER max. (8)	YYYYMMDD Example: 20141212 (Represents December 12, 2014)
Filler	CHAR(1)	Delimiter Value "&"
		Valid values:
Client Gender	CHAR max. (1)	F – Female
		M – Male
		U – Unknown

Field Name	Data Type / Length (lengths given are maximums)	Comments
		B – Both
filler	CHAR(1)	Delimiter Value "&"
Medicaid Client ID	CHAR max. (12)	Optional
filler	CHAR (1)	Delimiter Value "&"
Match Request Date	NUMBER max. (8)	YYYYMMDD Example: 20141212 (Represents December 12, 2014)
filler	CHAR(1)	Delimiter Value "&"
Reserved for Future Use	CHAR max. (1)	
filler	CHAR(1)	Delimiter Value "&"
		Valid Values:
Consent Indicator	CHAR(1)	Y – return possible matching Medicaid ID
		N or Space – do not return possible matching Medicaid ID
filler	CHAR(1)	Delimiter Value "&"
For School District Use	CHAR max. (12)	Optional

OUTPUT SBCH Client Match File

The client match output file is produced by the new Medicaid verification process and stored on the output directory of the Connecticut interChange secure server. The files are available for download by the SBCH organization. The client match file contains at least one record for every input request record. The "Medicaid Match Level" field indicates the criteria used to identify a match. Note, multiple records may be returned for a request record when there is a partial match as indicated by "Medicaid Match Levels" 4, 5 and 6.

The file will be compressed with a .zip extension. Microsoft WinZip may be used to extract the data file.

Flat File

Filename: [input filename].response.dat.zip **Record Length:** 321 (includes the Carriage Return and Linefeed characters) **Format:** Compressed (.zip)

Record Layout

Field Name	Data Type / Length	Start Pos.	Source Field	Comments
Client Last Name	CHAR(50)	1	From input file	Last name from the input file
Client First Name	CHAR(50)	51	From input file	First name from the input file
Client Date of Birth	NUMBER(8)	101	From input file	Date of birth from the input file Format: YYYYMMDD
Client Gender	CHAR(1)	109	From input file	Gender from the input file Valid values: F – Female

Field Name	Data Type / Length	Start Pos.	Source Field	Comments
				M – Male
				U – Unknown
				B – Both
Medicaid Client ID	CHAR(12)	110	From input file	Medicaid Client ID from the input file, this field is not changed from the input file
Matak Dagwast Data		100	From input	Requested match date from the input file
Match Request Date	NUMBER(8)	122	file	Format: YYYYMMDD
Reserved for Future Use	CHAR(1)	130		Space
				Valid Values:
Consent Indicator	CHAR(1)	131	From input file	Y – return possible matching Medicaid ID
				N or Space – do not return possible matching Medicaid ID
For School District Use	CHAR(12)	132	From input file	From input upload file
				Values are as follows:
				1 - same Medicaid ID and dob
Madiaaid Matab Laya		144	Medicaid Verification	2 - same first name, last name, dob
Medicaid Match Level	CHAR(2)	144	System	3 - same first name, last name, dob with names reversed
				4 - same last name, dob and first 3 of first name
				5 - same first name, dob and first name soundex or nickname

Field Name	Data Type / Length	Start Pos.	Source Field	Comments
				match
				6 - same first name, dob, and last name soundex match
				7 - same dob, first name, and first 4 of last name
				8 - same dob, first 4 of last name, and first name soundex or nickname match
				9 - same dob, last name soundex, and first 3 of first name
				10 - no match
				0 - input date error
Medicaid Matched Client ID	CHAR(12)	146	Medicaid Verification System	ID of client if possible match found and Consent Indicator on input file = "Y", otherwise blank.
Medicaid Matched Client Last Name	CHAR(20)	158	Medicaid Verification System	If matched, otherwise blank
Medicaid Matched Client First Name	CHAR(15)	178	Medicaid Verification System	If matched, otherwise blank
Medicaid Matched Client Date of Birth	NUMBER(8)	193	Medicaid Verification System	Format: YYYYMMDD if matched, otherwise blank
Medicaid Matched Client Address 1	CHAR(30)	201	Medicaid Verification System	If matched, otherwise blank

Field Name	Data Type / Length	Start Pos.	Source Field	Comments
Medicaid Matched Client Address 2	CHAR(30)	231	Medicaid Verification System	If matched, otherwise blank
Medicaid Matched Client City	CHAR(30)	261	Medicaid Verification System	If matched, otherwise blank
Medicaid Matched Client State	CHAR(2)	291	Medicaid Verification System	If matched, otherwise blank
Medicaid Matched Client Zip	CHAR(10)	293	Medicaid Verification System	If matched, fields separated by a hyphen; otherwise blank
Medicaid Matched Client Eligibility Indicator	CHAR(1)	303	Medicaid Verification System	If matched, otherwise blank; values are: E – Eligible I – Ineligible
MMIS Eligibility Effective Date	NUMBER (8)	304	Medicaid Verification System	If MMIS Matched and Client Eligibility Indicator = E
MMIS Eligibility End Date	NUMBER (8)	312	Medicaid Verification System	If MMIS Matched and Client Eligibility Indicator = E
Carriage Return	CHAR(1)	320		Line delimiter, value is '0D'
Linefeed	CHAR(1)	321		Line delimiter, value is '0A'

Excel File

Filename: [input filename].response.txt.zip

Record Length: 340 (Maximum)

Field Name	Data Type / Length (lengths given are maximums)	Source Field	Other Derivation Logic
Client Last Name	CHAR max. (50)	From input file	Last name from the input file
filler	CHAR(1)		Delimiter Value "&"
Client First Name	CHAR max. (50)	From input file	First name from the input file
filler	CHAR(1)		Delimiter Value "&"
Client Date of Birth	NUMBER max. (8)	From input file	Date of birth from the input file YYYYMMDD
filler	CHAR(1)		Delimiter Value "&"
Client Gender	CHAR max. (1)	From input file	Gender from the input file Valid values: F – Female M – Male

Field Name	Data Type / Length (lengths given are maximums)	Source Field	Other Derivation Logic
			U – Unknown
			B – Both
filler	CHAR(1)		Delimiter Value "&"
Medicaid Client ID	CHAR max. (12)	From input file	Medicaid Client ID from the input file, this field is not changed from the input file
filler	CHAR(1)		Delimiter Value "&"
Match Request Date	NUMBER max. (8)	From input file	Request date from the input file
Match Request Date	NOWBER Max. (6)	From input life	Format: YYYYMMDD
filler	CHAR(1)		Delimiter Value "&"
Reserved for Future Use	CHAR(1)		Space
filler	CHAR(1)		Delimiter Value "&"
			Valid Values:
Consent Indicator	CHAR(1)	From input file	Y – return possible matching Medicaid ID
			N or Space – do not return possible matching Medicaid ID
filler	CHAR(1)		Delimiter Value "&"
For School District Use	CHAR(12)	From input file	From input file

(lengths given are maximums) Delimiter Value "&" filler CHAR(1) Delimiter Value "&" Values are as follows: 1 - same Medicaid ID and d 1 - same Medicaid ID and d 2 - same first name, last name, dob an nickname match Medicaid Match Level CHAR max. (2) Medicaid Verification System Medicaid Match Level CHAR max. (2) Medicaid Verification System filler CHAR (1) Seame dob, first 1 of last nor nickname match 6 - same dob, last name, dob, art name, art 1 9 - same dob, last name south 9 - same dob, last name south 9 - same dob, last name south 10 - no match 9 - same dob, last name south 0 - input date error 10 - no match filler CHAR(1) Delimiter Value "&"	Other Derivation Logic		
filler	CHAR(1)		Delimiter Value "&"
Medicaid Match Level	CHAR max. (2)	Verification	 1 - same Medicaid ID and dob 2 - same first name, last name, dob 3 - same first name, last name, dob with names reversed 4 - same last name, dob and first 3 of first name 5 - same first name, dob and first name soundex or nickname match 6 - same first name, dob, and last name soundex match 7 - same dob, first name, and first 4 of last name 8 - same dob, first 4 of last name, and first name soundex or nickname match 9 - same dob, last name soundex, and first 3 of first name 10 - no match
filler	CHAR(1)		Delimiter Value "&"
Medicaid Matched Client ID	CHAR(12)	Medicaid Verification	ID of client if possible match found and Consent Indicator on input file = "Y", otherwise blank.

Field Name	Data Type / Length (lengths given are maximums)	Source Field	Other Derivation Logic
		System	
filler	CHAR(1)		Delimiter Value "&"
Medicaid Matched Client Last Name	CHAR max. (20)	Medicaid Verification System	If matched, otherwise blank
filler	CHAR(1)		Delimiter Value "&"
Medicaid Matched Client First Name	CHAR max. (15)	Medicaid Verification System	If matched, otherwise blank
filler	CHAR(1)		Delimiter Value "&"
Medicaid Matched Client Date of Birth	NUMBER max. (8)	Medicaid Verification System	Format: YYYYMMDD if matched, otherwise blank
filler	CHAR(1)		Delimiter Value "&"
Medicaid Matched Client Address 1	CHAR max. (30)	Medicaid Verification System	If matched, otherwise blank
filler	CHAR(1)		Delimiter Value "&"
Medicaid Matched Client Address 2	CHAR max. (30)	Medicaid Verification	If matched, otherwise blank

Field Name	Data Type / Length (lengths given are maximums)	Source Field	Other Derivation Logic		
		System			
filler	CHAR(1)		Delimiter Value "&"		
Medicaid Matched Client City	CHAR max. (30)	Medicaid Verification System	If matched, otherwise blank		
filler	CHAR(1)		Delimiter Value "&"		
Medicaid Matched Client State	CHAR max. (2)	Medicaid Verification System	If matched, otherwise blank		
filler	CHAR(1)		Delimiter Value "&"		
Medicaid Matched Client Zip	CHAR max. (10)	Medicaid Verification System	If matched, fields separated by a hyphen; otherwise blank		
filler	CHAR(1)		Delimiter Value "&"		
Medicaid Matched Client Eligibility Indicator	CHAR max. (1)	Medicaid Verification System	If matched, otherwise blank; values are: E – Eligible I – Ineligible		
filler	CHAR(1)		Delimiter Value "&"		

Field Name	Data Type / Length (lengths given are maximums)	Source Field	Other Derivation Logic
MMIS Eligibility Effective Date	NUMBER max. (8)	Medicaid Verification System	If MMIS Matched and Client Eligibility Indicator = E
filler	CHAR(1)		Delimiter Value "&"
MMIS Eligibility End Date	NUMBER max. (8)	Medicaid Verification System	If MMIS Matched and Client Eligibility Indicator = E

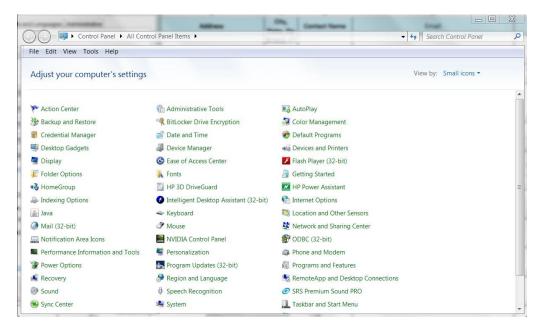
WORKING WITH FILES

The interChange secure server can accommodate both a standard flat file and character "&" delimited file for the input request file.

Character delimited files are required when MS Excel is used to create or format a file. To ensure that the data is processed correctly, DXC uses an ampersand (&) as the character delimiter. This avoids processing standard characters like a comma or tab inadvertently as delimiters that may be imbedded in the data.

The following provides instructions to create and read an ampersand delimited file, as well as <u>changing the default delimiter for Excel</u>, in a Windows 7 environment. Instructions may vary for other versions of Windows.

Changing the Default Delimiter



1. Open the Control Panel and click on "Region and Language"

2. From Region and Language, click on "Additional Settings"

🔮 Region and Languag	e 🛛 📉
Formats Location Key	/boards and Languages Administrative
Format:	
English (United Stat	es) 👻
Date and time form	nats
Short date:	M/d/yyyy 👻
Long date:	dddd, MMMM dd, yyyy 🔻
Short time:	h:mm tt
Long time:	h:mm:ss tt
First day of week:	Sunday
What does the not	ation mean?
Examples	
Short date:	1/9/2015
Long date:	Friday, January 09, 2015
Short time:	4:44 PM
Long time:	4:44:09 PM
	Additional settings
Go online to learn a	bout changing languages and regional formats
	OK Cancel Apply

3. At "List Separator" type in "&" and click "OK".

🔗 Customize Fo	ormat		23
Numbers Curre	ency Time Date		
Example			
Positive:	123,456,789.00	Negative: -123,456,789.00	
Decimal	symbol:	. –	
No. of di	igits after decimal:	2 •	
Digit gro	ouping symbol:	, v	
Digit gro	ouping:	123,456,789 🔹	
Negative	e sign symbol:	- 🔻	
Negative	e number format:	-1.1 🔹	
Display I	eading zeros:	0.7 🔹	
List sepa	irator:	& •	
Measure	ment system:	0.5.	
Standard	l digits:	0123456789 🗸	
Use nativ	ve digits:	Never	
	o restore the system defau rrency, time, and date.	It settings for Reset	
		OK Carcel Ap	ply

4. Click "OK" on the Region and Language window.

🗩 R	legion and Languag	e 🛛 🕅	
Fo	rmats Location Key	/boards and Languages Administrative	
F	ormat:		
	English (United Stat	es) 👻	
[Date and time forn	nats	
	Short date:	M/d/yyyy 👻	
	Long date:	dddd, MMMM dd, yyyy	
	Short time:	h:mm tt 🔹	
	Long time:	h:mm:ss tt 🔹	
	First day of week:	Sunday	
	What does the not	ation mean?	
1	Examples		
	Short date:	2/20/2015	
	Long date:	Friday, February 20, 2015	
	Short time:	12:56 PM	
	Long time:	12:56:01 PM	
		Additional settings	
9	Go online to learn al	bout changing languages and regional formats	
		OK Cancel Apply	

Saving a Delimited *.csv File

- 1. Complete the steps listed in the section above "Changing the Default Delimiter". **Note:** You may want to talk to your IT department or help desk about changing the default delimiter. Some organizations use a network version of Excel. If this is the case, others may be impacted by the change.
- 2. Format the data in Excel per the "INPUT SBCH Request File" section "Excel File" format.
- 3. Select "Save As" in Excel
- 4. Name the file in the following format:

*.csv

"Save as type" is "CSV (Comma delimited) (*.csv)"

Note: Remove any additional tabs from the workbook.

A Microsoft Excel message may appear advising, "<Filename> may contain features that are not compatible with CSV (Comma delimited). Do you want to keep the workbook in this format?"

Select "Yes"

If you performed the change to update the default delimiter to ampersand "&" from the factory default comma ",", the file will save with ampersand "&" as the field delimiter.

5. To *verify* that your file saved with ampersand "&" delimiters, go to Windows Explorer andright click on the file. Select "Open with" "Notepad".

The data should contain "&" between each value.

Windows Explorer - Uncompressing Downloaded Files

Download Output files will be in compressed format and will have a .zip extension. Some versions of Windows Explorer have the capability to uncompress files. The following documentation provides directions on how to use Windows Explorer to uncompress the files you downloaded from the interChange secure server.

1. Open Windows Explorer



2. Locate the file you downloaded from the Secure server

SAMPLE_FILE Nam	10		Date modified	Туре	Size
	sample_input_upload_file.csv.res	ponse.dat.zip	3/12/2015 5:12 PM	Compressed (zipp	1 K
sample_input_upload_file.csv.response.dz	sample_input_upload_file.csv.res	ponse.txt.zip	3/12/2015 5:12 PM	Compressed (zipp	1 K
The folder you cayed the	filo	Onco you	locato the	folder in	
The folder you saved the		Once you			
The folder you saved the to will be located on this s		Once you the left pa			
•	side		anel of the	e window,	

3. Move your cursor over the file that you want to uncompress.

In this case we will highlight the ***response.txt.zip** file since we plan to format the file in **Excel**.

- 4. Right mouse click while the cursor is hovering over the *response.txt.zip file.
- 5. Click on Open

After clicking **Open** you will see something similar to the following. Note that the .zip extension is no longer there.

	\mathbf{i}		
File Edit View Tools Help			
Organize - Extract all files			
⊿ 📙 SAMPLE_FILE ▲	Napac	Туре	Compressed siz
📜 INPUT		Text Document	
A 📙 OUTPUT	sample_input_upload_file.csv.response.txt	Tixt Document	
🗼 sample_input_upload_file.csv.response.da			
🗼 sample_input_upload_file.csv.response.tx			

- 6. Move your cursor over the file on the right hand side and **hold the left mouse button down**.
- 7. **Drag** the file over to the left side of the window and put it in a folder where you will be able to access it using Excel.

Organize 🔹 [Open 🔹 Share with 🔹	Burn N	ew folder			
A L SAMPLE_FILE	*	Name	Date modified	Туре	Size
	-	sample input upload file csy response.dat.zip	3/12/2015 5:12 PM	Compressed (zipp	1 KB
	\rightarrow	sample_input_upload_file.csv.response.txt	3/12/2015 5:02 PM	Text Document	3 KB
sample_input_upload_file.csv.res		sample_input_upload_file.covicesponse.txt.ZIP	3/12/2015 5:12 PM	Compressed (zipp	1 KB

Microsoft WinZip – Uncompressing Downloaded Files

Output files will be in compressed format and will have a .zip extension. If you plan to manually extract or decompress files, you may want to use the WinZip utility. If WinZip does not exist on your workstation, download and install it from a trusted site.

Instructions below are for a Windows 7 environment.

a. Download the output file to your local workstation.

Name	Date modified	Туре	Size
yourdistrict.sbchtommis.clientmatch.20150116.dat.zip	1/21/2015 2:58 PM	WinZip File	181 KB
yourdistrict.sbchtommis.clientmatch.20150116.txt.zip	1/21/2015 2:58 PM	WinZip File	171 KB

- b. Right click the file
- c. Select "Extract to here"

yourdistrict.SBCHtoMN yourdistrict.sbcHtommi		Open with WinZip Print Edit with Notepad++ Open with		[1/16/2015 12/05 A. 1/21/2015 258 PM	Text Document	1011 K0 3.177 K0 3.71 K0		
		Share with .							
	UltraEdScan fo	toad in UltraCompare UltraEdit	*	l					
		Scan for threats		Ŀ					
		WinMerge		Ŀ					
	9	WinZip Restore previous versions Send to Cut Copy Create shortout Delete	•	000000	Extract to Extract to here Extract to folder C/U Extract to folder E-Mail yourdistrictab Encrypt Create Self-Extractor Configure	chtommis clientmatch		yountistrict.stichtommis.clientmatch.20159126.dat	
		Rename Properties		L					

- d. The files will be displayed. yourdistrict.SBCHtoMMIS.clientmatch.20150116.txt 1/16/2015 11:05 A., Text Document 3,177 KB yourdistrict.sbchtommis.clientmatch.20150116.txt.zip 1/21/2015 2:58 PM WinZip File 171 KB
- e. Open the .txt file from Excel and follow the instructions outlined in the "Opening a Delimited *.txt Output File" section in this document.

Opening a Delimited *.txt.zip Output File

1. From Windows Explorer, right click on the file name

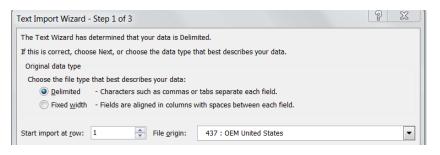
yourdistrict.sbchtommis.clientmatch.20150116.txt.zip
1/21/2015 2:58 PM WinZip File
171 KB

- 2. If you have WinZip installed, select "WinZip", then "Extract to here".
- 3. The files will be displayed

Open the Excel application, select the "File", then "Open", and "All Files (*.*)" from the dropdown above the Open button. If you do not change to All Files, only ".xls" files will be displayed.

		1	
yourdistrict.SBCHtoMMIS.clientmatch.20150116.txt	1/16/2015 11:05 A	Text Document	3,177 KB
yourdistrict.sbchtommis.clientmatch.20150116.txt.zip	1/21/2015 2:58 PM	WinZip File	171 KB

- 1. Select the .txt file that you extracted from the .zip file above.
- 2. If you did not change the default delimiter as outlined in the prior section, you may see the following. Click on the "Delimited" radio button and select "Next".



4. Select "Other" and type in an ampersand "&". Select "Next":

This screen lets you se	t the delimiters your data	a contains. You can see how your text is affe	ected in the preview below.
Delimiters	Treat consecutive	delimiters as one	

5. Select "Finish"

Text Import Wizard - Step 3 of 3	2 🔜 🗙
This screen lets you select each colu Column data format	mn and set the Data Format. 'General' converts numeric values to numbers, date values to dates, and all remaining values to text. <u>A</u> dvanced

6. The data should be formatted in an Excel spreadsheet.