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 1.2

02/17/2014

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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	2/3/2013	DMH Integration Team	Seciton B.3. – Replaced screenshot to include Web Services Certification Directory Added Section D. Web Services Certification Directory
Version 1.2	2/13/2013	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

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A. INTRODUCTION

A.1. Purpose

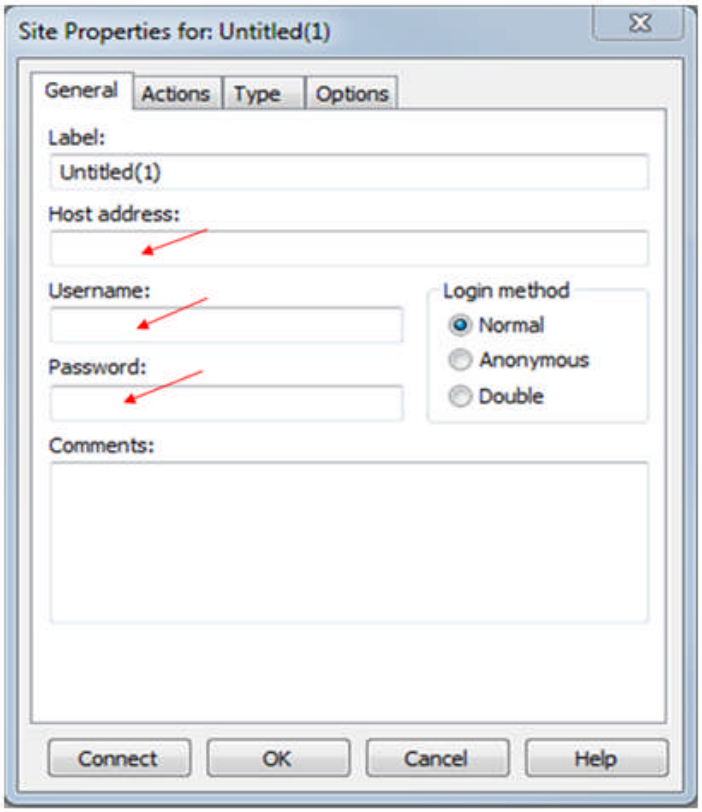
The purpose of this guide is to provide information to Contract Providers and their respective EHR vendors regarding the IBHIS process for securely exchanging files with Los Angeles County Department of Mental Health (LACDMH). This document contains all the necessary information pertaining to the site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

B. DETAILS FOR TEST

B.1. Site Address and Configuration for Test

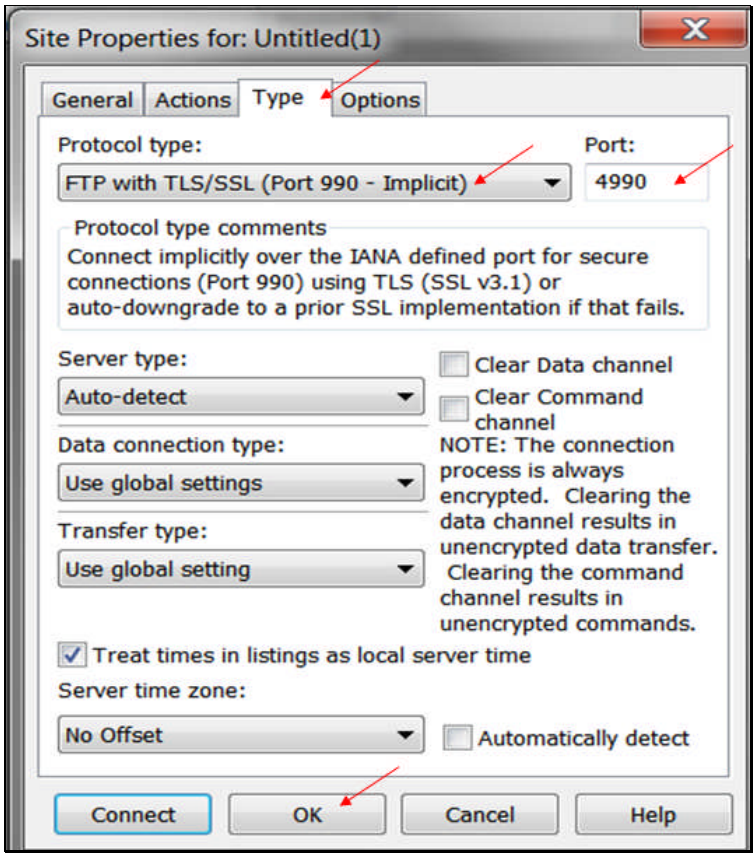
1. Open any File Transfer Protocol FTP client (e.g. CuteFTP) that you are using at your organization and create a new site connection.
2. In order to connect to the IBHIS file-drop location, please enter the specific information below:
   - **Host address:** **b2befttst.dmh.lacounty.gov**
   - **Username:** DMH will provide username
   - **Password:** N/A or user-defined

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



3. If applicable, please verify that your FTP client is using **Protocol type** as "FTP with TLS/SSL (Port 990 – Implicit)"and specify the **Port** as "4990". An example is shown below:
4. Click **OK.**

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

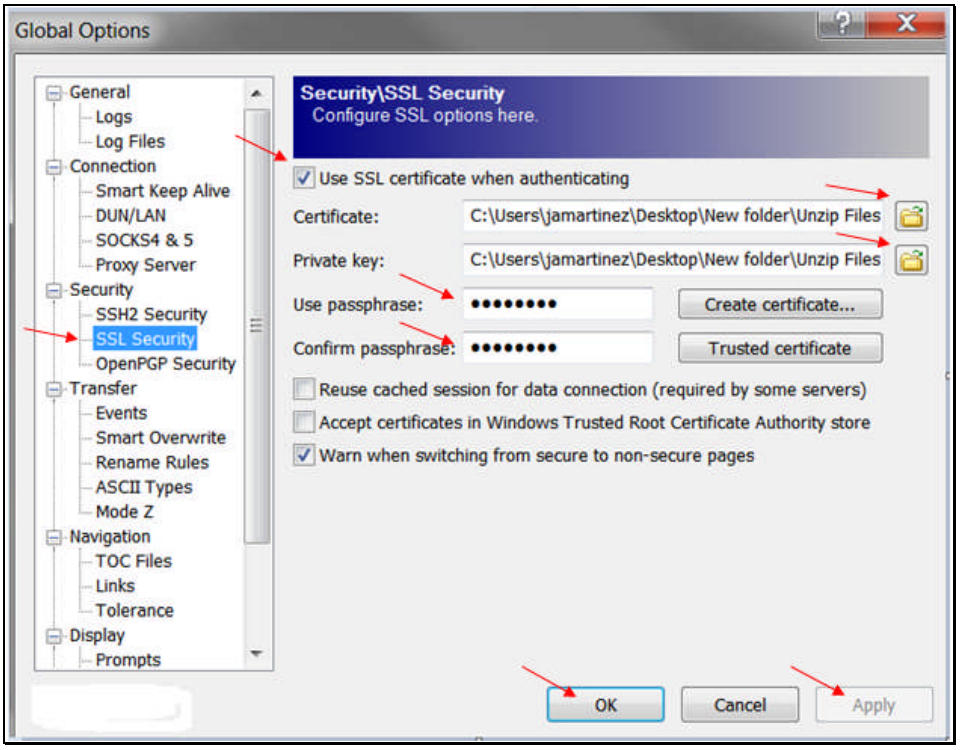


B.2. Digital Key Configuration for Test

1. Please make sure that your FTP client has "**Use SSL Certificate when authenticating"** setting turned on.
2. Wherever it is applicable, please specify the location of the **Certificate** and **Private Key.**
   1) Navigate to the folder location on your machine where you have saved the IBHIS Digital Key(s).
   2) Click **Open**.

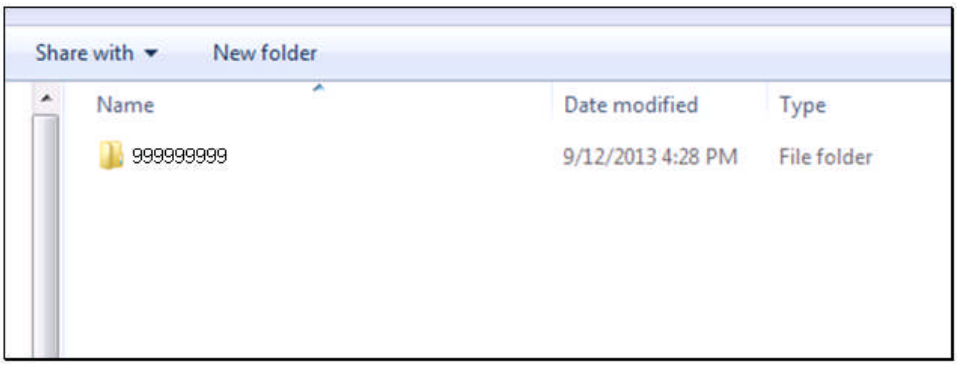
   Note: Repeat numbers 1 and 2 for Private Key Certificate.

   3) If you have configured a passphrase on your certificates(s), you must enter the passphrase in the **Use Passphrase** and **Confirm Passphrase** fields; otherwise, it is optional.
   4) When all information is entered, click **Apply**.
   5) Click **OK**.



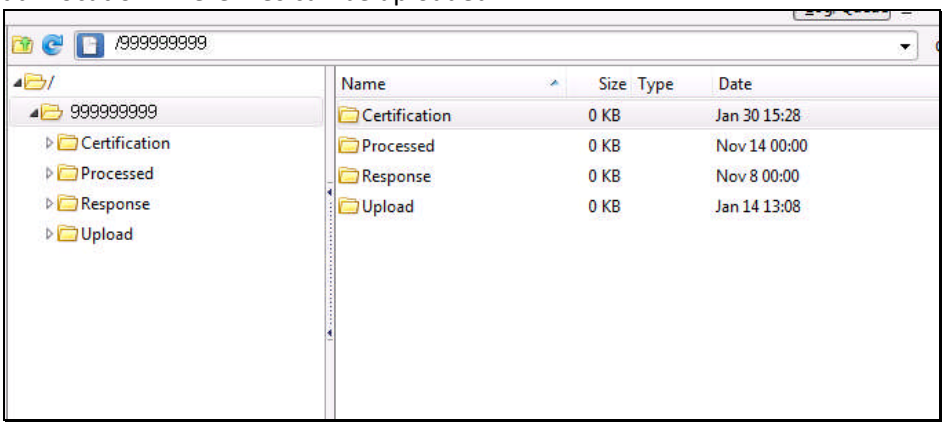
B.3. Folder Structure for Test

After connecting to the IBHIS file-drop location successfully, you should see a root folder created using your organization's DUNS number. This should be the DUNS number submitted via the Trading Partner Application (TPA). If for some reason, the system does not reflect the accurate DUNS number, please notify LACDMH at TPA@dmh.lacounty.gov or call LACDMH Help Desk at (213) 351-1335. An example is shown below:



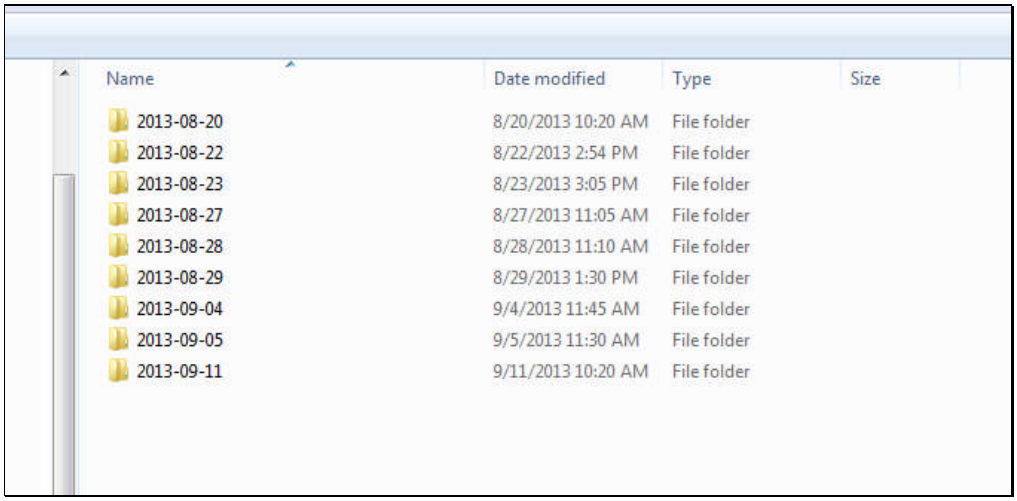
Sub Folders: Under the root folder, the following sub folders are created:

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



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

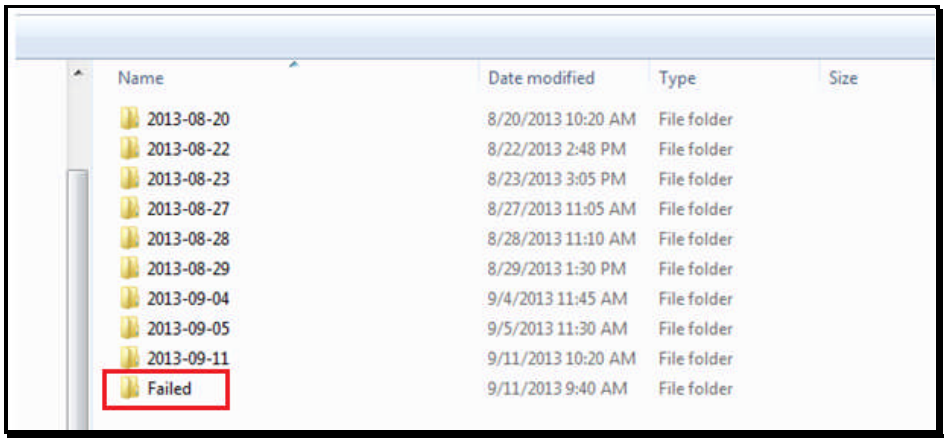
To categorize the files processed according to the date, date-specific subfolder(s) are created to help users navigate to the files easily. For example, if a file was received on 9/5/2013, the system will create a sub folder named "2013-09-05" under "Processed" and "Response" folders and will place the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



Name	Date modified	Type	Size
2013-08-20	8/20/2013 10:20 AM	File folder	
2013-08-22	8/22/2013 2:54 PM	File folder	
2013-08-23	8/23/2013 3:05 PM	File folder	
2013-08-27	8/27/2013 11:05 AM	File folder	
2013-08-28	8/28/2013 11:10 AM	File folder	
2013-08-29	8/29/2013 1:30 PM	File folder	
2013-09-04	9/4/2013 11:45 AM	File folder	
2013-09-05	9/5/2013 11:30 AM	File folder	
2013-09-11	9/11/2013 10:20 AM	File folder	

"Failed" sub folder under "Processed" Folder:

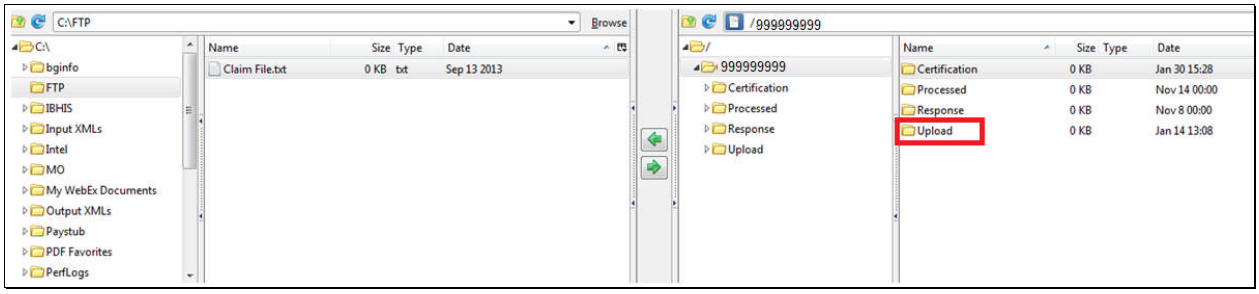
If the file is rejected for some reason, the system will place the file in the **Failed** subfolder.



Name	Date modified	Type	Size
2013-08-20	8/20/2013 10:20 AM	File folder	
2013-08-22	8/22/2013 2:48 PM	File folder	
2013-08-23	8/23/2013 3:05 PM	File folder	
2013-08-27	8/27/2013 11:05 AM	File folder	
2013-08-28	8/28/2013 11:10 AM	File folder	
2013-08-29	8/29/2013 1:30 PM	File folder	
2013-09-04	9/4/2013 11:45 AM	File folder	
2013-09-05	9/5/2013 11:30 AM	File folder	
2013-09-11	9/11/2013 10:20 AM	File folder	
Failed	9/11/2013 9:40 AM	File folder	

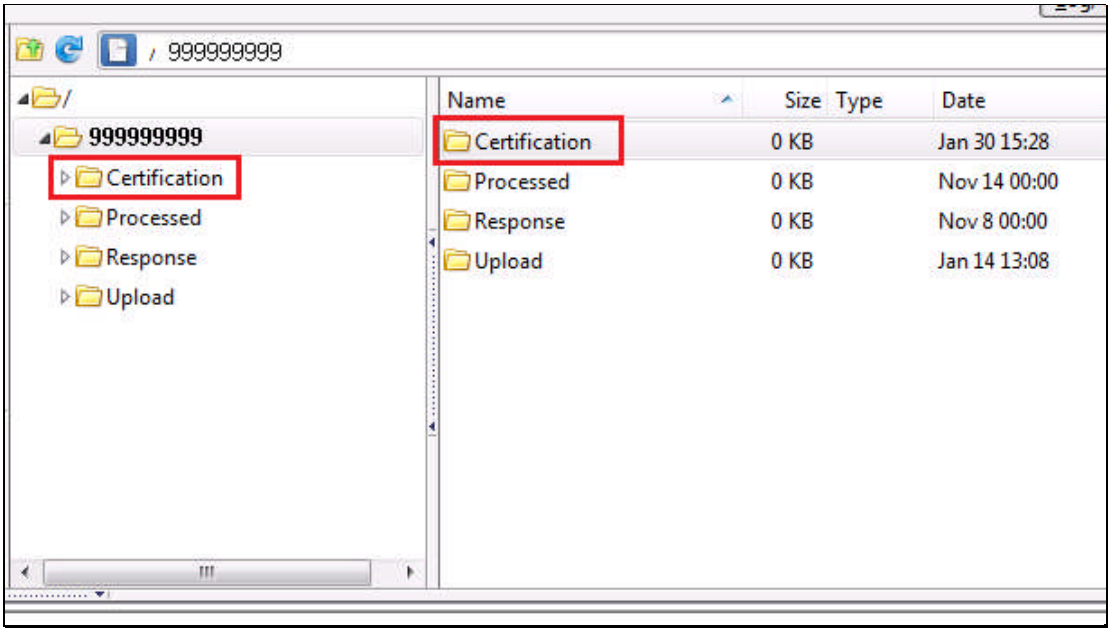
C. Upload File(s) for Test

1. Navigate to the location on your computer of the file to be uploaded.
2. Using the FTP client on your machine, make a connection to the LACDMH network using the IBHIS Digital Key.
3. Navigate to **<DUNS Number root folder>/Upload**.
4. Click and drag the selected file to the **Upload** folder.
5. When the file has been uploaded, a copy of the file will be displayed in the **Upload** folder.



D. Web Services Certification Directory for Test

1. Navigate to the location on your computer of the file to be uploaded.
2. Using the FTP client on your machine, make a connection to the LACDMH network using the IBHIS Digital Key.
3. Navigate to **<DUNS Number root folder>/Certification**.
4. Click and drag the selected file to the **Certification** folder.
5. 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

5. Open any File Transfer Protocol FTP client (e.g. CuteFTP) that you are using at your organization and create a new site connection.
6. In order to connect to the IBHIS file-drop location, please enter the specific information below:
   - **Host address:** **b2beft.dmh.lacounty.gov**
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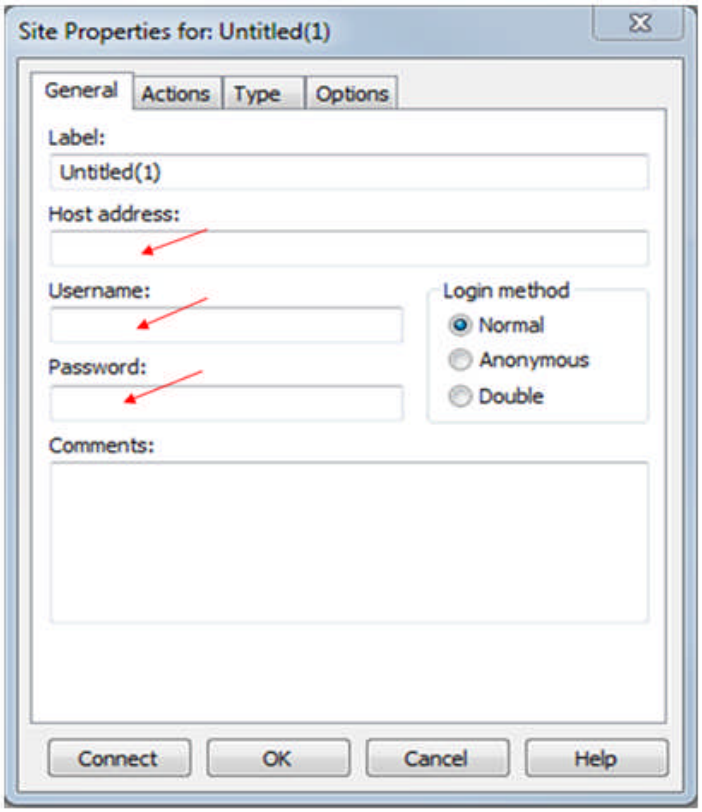

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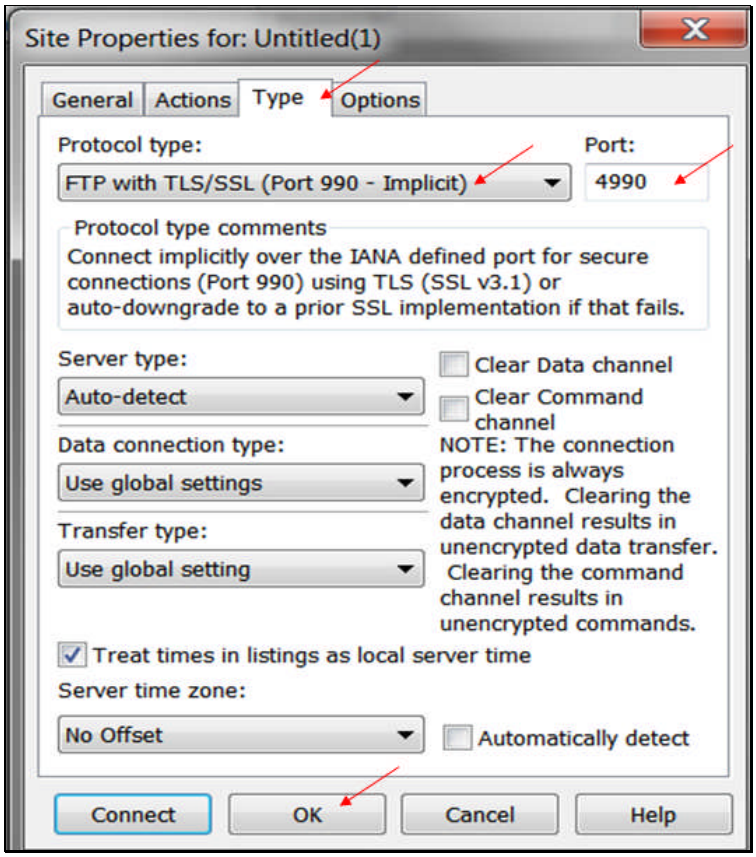

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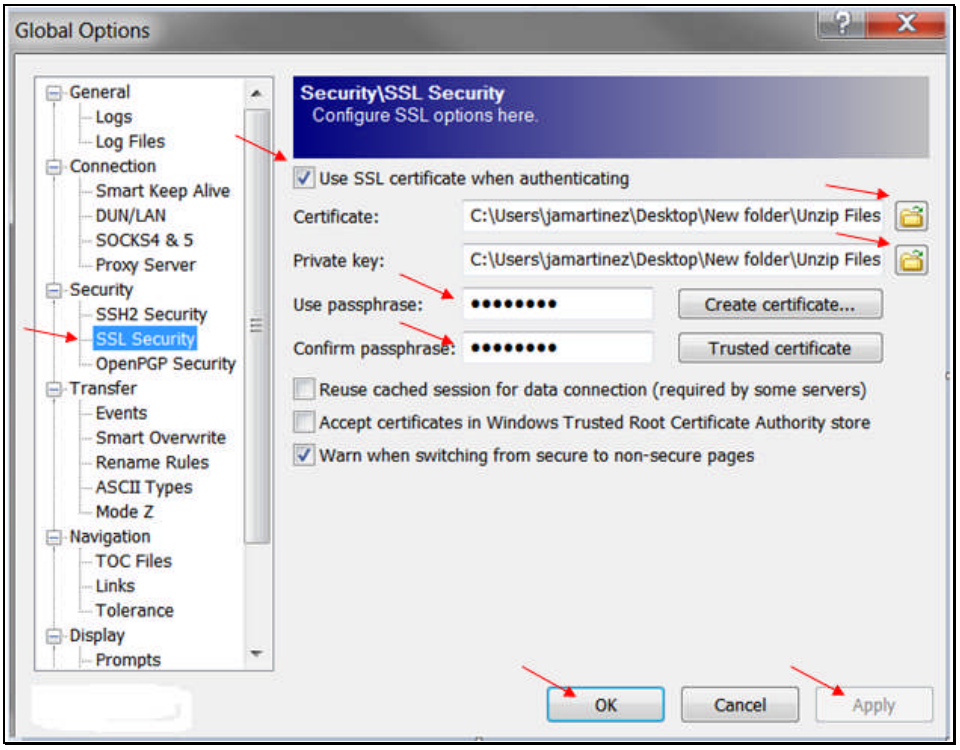
    10) Click **OK**.



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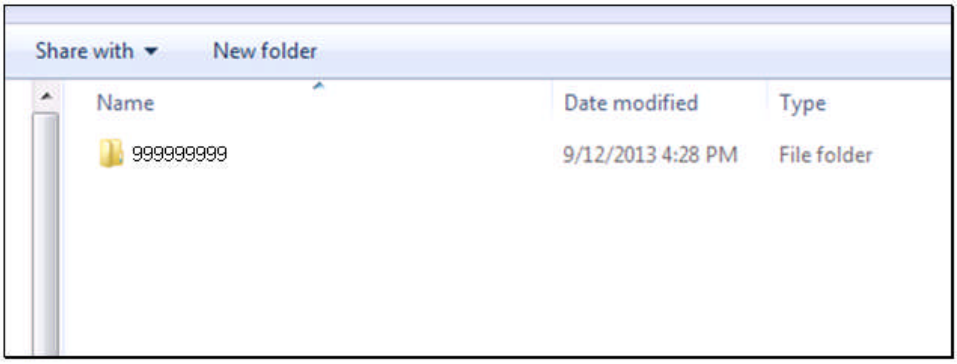

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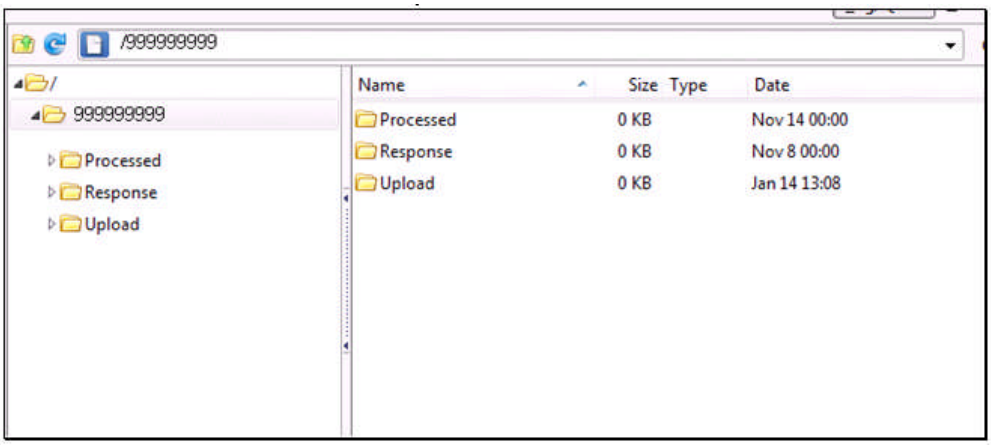

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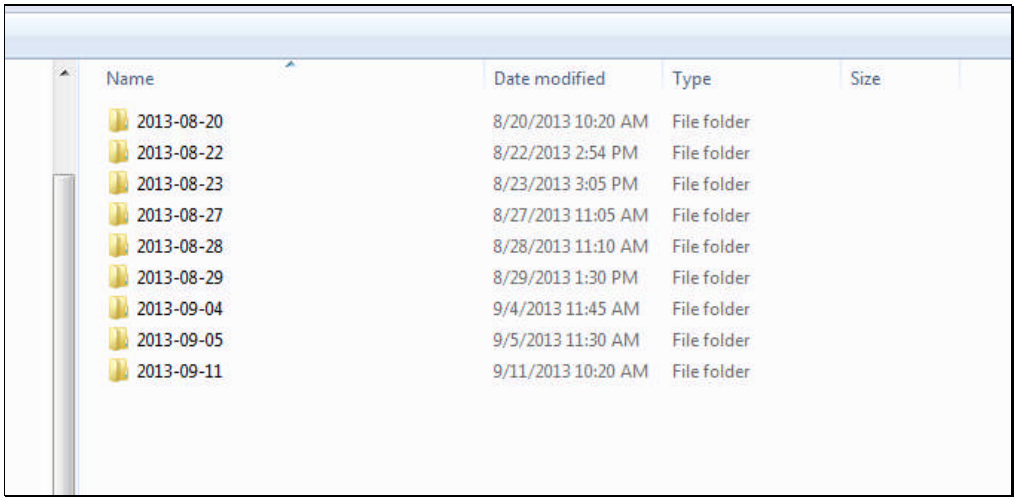

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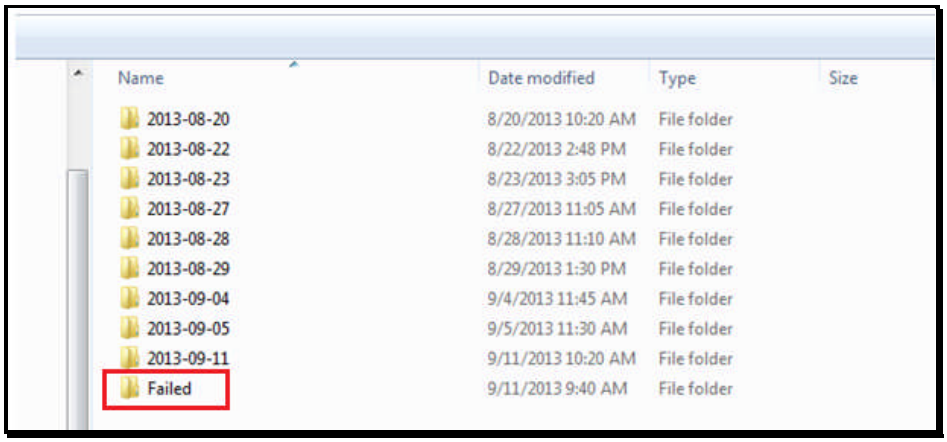

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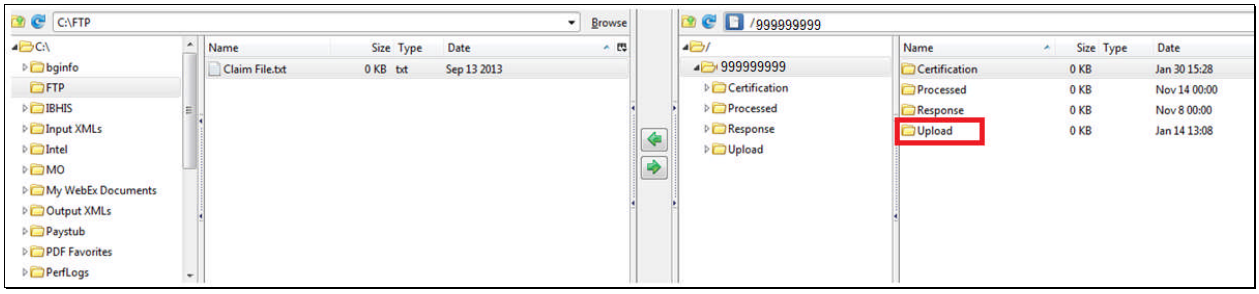
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