



**County of Los Angeles  
Department of Mental Health**

**Contract Providers Transition Project  
(CPTP)**

**Electronic Data Interchange (EDI)  
Testing**

**Version 1.0**

September 2008

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## DOCUMENT REVISION HISTORY

<b>Version</b>	<b>Release Date</b>	<b>Revised by</b>	<b>Comments/Indicate Sections Revised</b>
Initial Draft v 0.1	03/21/2008	N/A	Initial Draft
Draft v 0.2	03/24/2008	Calvin Phan	Updated document
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Draft v 0.4	04/01/2008	Calvin Phan	Added item #3 of TOC
Draft v 0.5	04/21/2008	Calvin Phan	Added item #4-#5 of TOC
Draft v 0.6	05/06/2008	Calvin Phan	Added new items based on comments
Draft v 0.7	05/29/2008	Calvin Phan	Added new items based on comments
Draft v 0.8	07/31/2008	Calvin Phan	Modifications based on feedback
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## 1 EDI Testing Overview

This document contains detailed illustrations of the steps required to transfer an electronic file to the Department of Mental Health (DMH) secured network for the purpose of testing your data structures and content. This document describes the EDI test file naming standards, best practices for testing, sample test scenarios and the test cycle process including certification testing. Our secured environment will help you validate your EDI capabilities to meet the DMH compliance requirements.

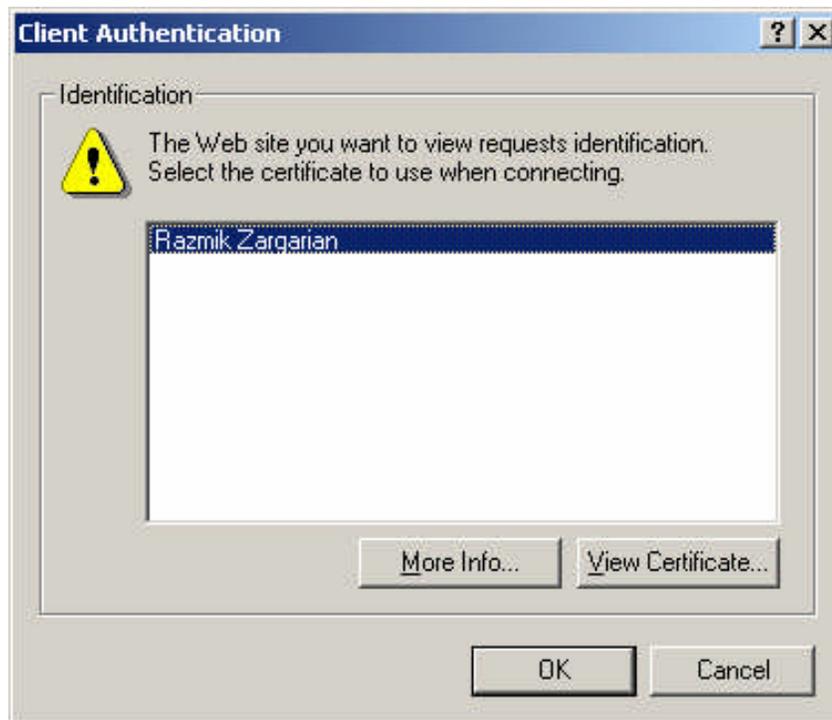
## 2 How to Transfer Files

You must have already imported the Test Digital certificate that you received from DMH to be able to transfer files. Please refer to the EDI Security and Access document for a description of How to Import Digital Certificates.

Open a browser window and enter the URL for the Secure File Transfer.

Production Environment	<a href="https://sft.dmhis.co.la.ca.us:8443/">https://sft.dmhis.co.la.ca.us:8443/</a>
Downey Testing Environment	<a href="https://sft.testdmhis.co.la.ca.us:8443/">https://sft.testdmhis.co.la.ca.us:8443/</a>

You will be prompted with a Client Authentication screen. Click OK.

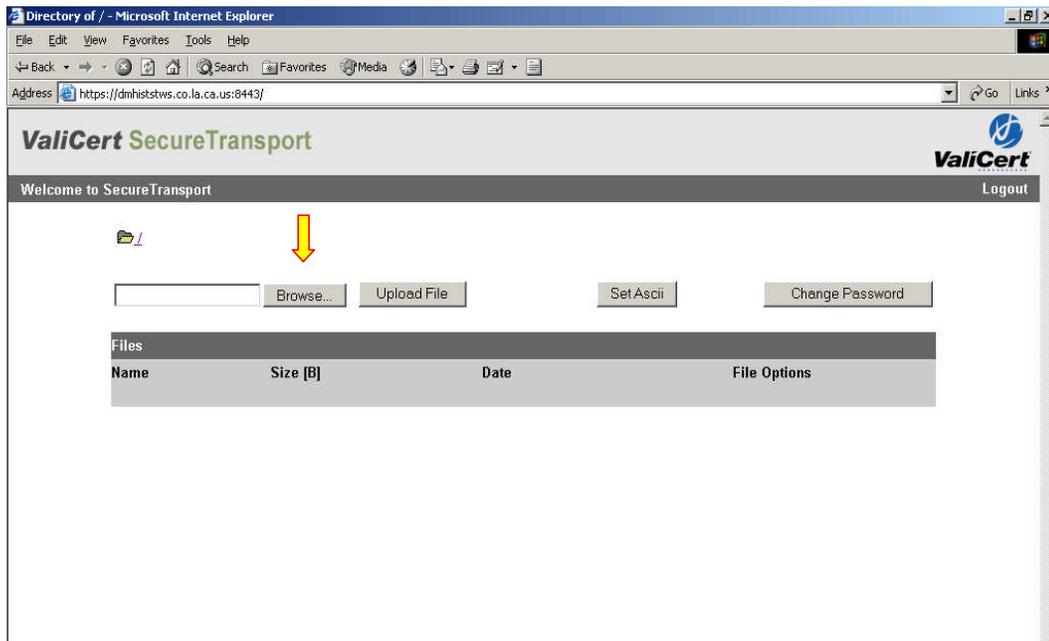


Click Yes on the Security Alert screen.

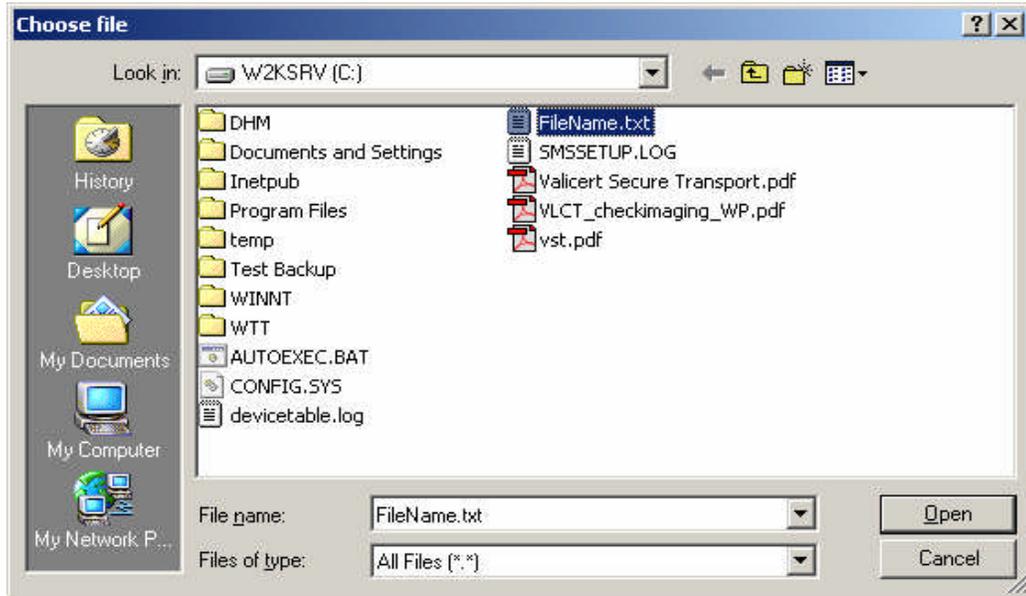


The Secure File Transfer web site is displayed.

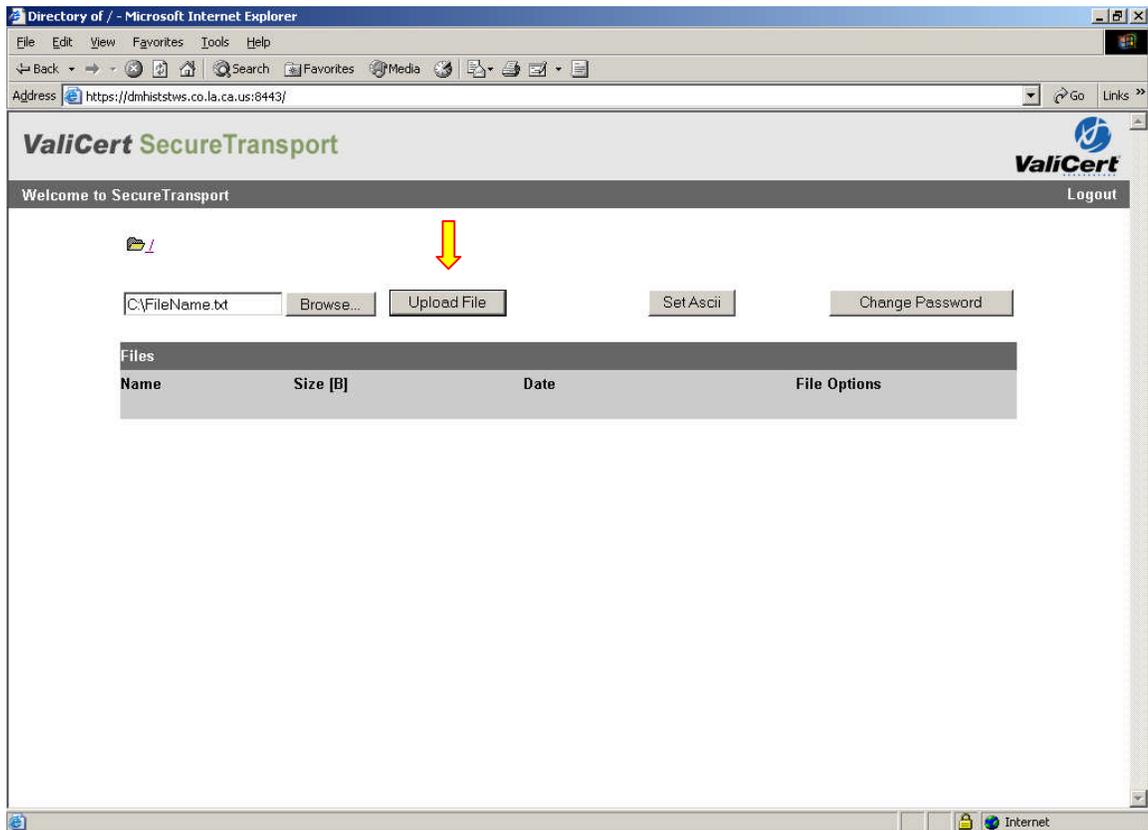
Click on the Browse button and navigate to the file you need to transfer.



Double click the file (or select the file and click open).



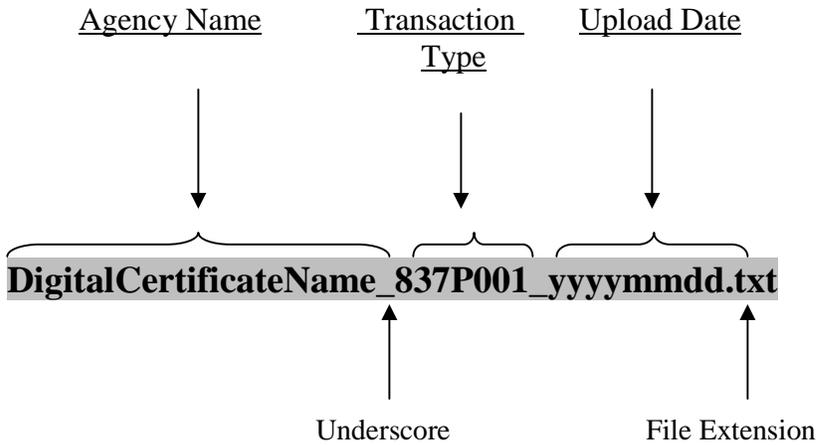
Click the "Upload File" button.



Since there is no “progress indicator” on this screen, you must wait until the screen is refreshed and the selected file name is cleared from the filename field. This indicates that the transfer has completed.

Make sure you Logout after your file transfer task is complete.

### 3 837P Test File Naming Convention

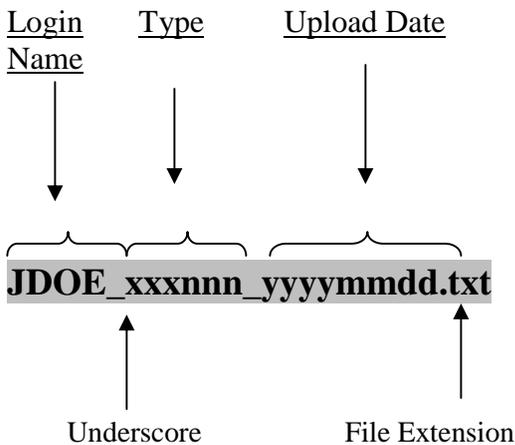


Example: **digitalcertname\_837P001\_20080401.txt**

837P002  
837P003  
837P004

← Sequence of subsequent files submitted in the same day

### 4 837P Production File Naming Convention



**Example:**    **jdoh\_CNT001\_20080808.txt (Local Plan Contract Agency)**  
                  **jdoh\_FFS001\_20080808.txt (Fee for Service Provider)**

**XXX** – FFS or CNT

**NNN** - Sequence number defining the number of files created. Values for NNN should start at 001 and increment by one each time for submission up to 999.

## **5 Best Practices for Testing**

The testing process is tedious and sometimes lengthy. While in the Test environment, a DMH EDI Testing and Certification Unit staff member will be available to provide assistance throughout the testing processes. However, the tester or the programmer should be able to provide modifications to the software programs to adapt to the Companion Guide of the DMH HIPAA EDI 837 requirements.

Actual DMH claim data is needed (for example: Client Ids, actual procedure codes and diagnosis codes, valid service dates and delay reason codes, if any) to validate the test claim transaction against the DMH data repository. The claim, however, is not processed for payment. It should be noted that a test file should be created directly from the application and **NOT** be manually manipulated under any circumstances.

Some best practice suggestions for testing include:

- For consistency and clarity, follow the file naming convention as established by DMH when submitting a test file.
- The test digital certificate is required and must be installed prior to exchanging information with DMH. The test digital certificate will be used to verify that the contract provider is authorized to send EDI transactions to DMH.
- The provider must also send an email notification to DMH after a test file is uploaded.

## **6 Test Cycle**

Test files submitted to DMH for by 4:00 p.m. will be returned by 10:00 a.m. the next day. The submission of a test claim for validation requires uploading the transaction file to a secure file transfer site over the Internet.