



**WV CareConnection**  
**for Behavioral Health**  
**& Socially Necessary Services**

## **EDI Submissions Manual**

KEPRO 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 to easily submit CareConnection and related data to KEPRO by direct data entry, whereas, providers who maintain an internal information management system commonly want to avoid the duplicate effort of entering data into two separate systems. To accommodate this, KEPRO also maintains a secure FTP server to allow providers to submit data through an EDI file transfer.

Effective July 01, 2004, the file layouts were implemented for the KEPRO CareConnection® for Behavioral Health Services and Requests for Prior Authorization of Service. Additionally, on the same date, the implementation of the CareConnection for Socially Necessary Services occurred.

Providers wishing to submit data through the EDI process must register with KEPRO. Please contact our office to register and arrange to test EDI submissions, as always, before submitting live data to the production system, providers **must** first submit at least one successful test of each file through the test system. KEPRO issues each provider a login and password for the server to submit a KEPRO-assigned-password protected, compressed file for testing and then production files.

### **Data Submission: The .zip File**

For each submission, a single compressed, password-protected file (.zip file) must contain all the data files your organization wishes to transfer KEPRO.

The **.zip** file naming convention, which is required:

#### **ANNNNNNNNNMMDD.ZIP**

- where **A** indicates a character A-Z indicating the sequence of files to process on the same date of submission (Most often, this will be 'A', to represent the one and only file transfer of the day by a given provider),
- **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 000000175 submitting their first file on December 30<sup>th</sup> could name their ZIP file A0000001751230.zip.



## File Types

Depending on your organization's provider type, specific files required.

- Any provider submitting prior authorization requests for Behavioral Health Services must submit the CareConnection for Behavioral Health Services file and the related prior authorization (service requests) file.
- Whereas, BBHMF Contract Providers will also submit files containing CSDR and the BBHMF Data Segment data as required by BBHMF. The BBHMF Military Status Data is a third contractually obligated file this provider type must submit.
- Providers participating in the Socially Necessary Services program must submit the 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 to the production system before permitted to submit any of the files to the production system.

## .TXT File Naming Conventions

File naming conventions are as follows:

Description	File Name	Provider Type
CareConnection for Behavioral Health	<b>BHNNNNNNNNNA99.TXT</b>	Medicaid/BBHMF Providers
CareConnection for Behavioral Health Services Prior Authorization Request	<b>PANNNNNNNNNNA99.TXT</b>	Medicaid/BBHMF Providers
BBHMF Data Segment (BDS)	<b>FENNNNNNNNNNA99.TXT</b>	BBHMF Contract Providers
Consumer Service Data Report (CSDR)	<b>CSDR97.TXT</b>	BBHMF Contract Providers
Military Status Data	<b>MLNNNNNNNNNA99.TXT</b>	BBHMF Contract Providers
CareConnection for Socially Necessary Services	<b>SHNNNNNNNNNA99.TXT</b>	BCF Contract Provider
CareConnection for Socially Necessary Services Prior Authorization Request	<b>SDNNNNNNNNNA99.TXT</b>	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) are the provider’s ID number. The .txt files’ thirteenth character (A) must match the first character of the .zip file in which they reside for transfer. The final two characters (99) should indicate the file sequence number that this file is in the day’s submissions (zero-filled to two characters if the sequence is 01-09).

Please find the specific file layouts in the KEPRO CareConnection for Behavioral Health and Socially Necessary Services **Response File Manual** available at <http://wvaso.kepro.com/providers/manuals-reference-materials/>

Each file is in a fixed-width text document (using the .txt extension) in the ASCII format.

The rejection of an entire file will occur 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 an invalid password.
- Data files are in a format other than ASCII text.

## Testing: File Submission

After the .txt data files compressed into the .ZIP file, submission to KEPRO using an FTP application is appropriate. The FTP application used must support SSL Encryption.

**172.29.1.108** is the SFTP ip address that you will be using to interface with KEPRO. Your organization will receive a Test System Login Name and Password to use during the testing phase and then for production submissions.

The following settings are for use with the KEPRO sftp (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

A KEPRO-West Virginia staff member will work directly with you throughout the testing to production submission of your files. Please do not hesitate to call our office in Charleston, West Virginia for information.