CENTER FOR HEALTH INFORMATION AND ANALYSIS

BEHAVIORAL HEALTH FILE ENCRYPTION AND SUBMISSION INSTRUCTIONS

MARCH 2019



Behavioral Health File Encryption and Submission Instructions

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Introduction

Welcome! The purpose of this guide is to provide instructions for securely transmitting Behavioral Health Case Mix file(s) to the Massachusetts Center for Health Information and Analysis (CHIA). These instructions supplement the specifications for the format of the submission file and the required data elements within it. Please review the steps below for submitting files to CHIA.

Summary of Process:

The **steps*** for securely transmitting submission files to CHIA are as follows:

Step 1: Create Submission File(s) using Provider's Data.

Step 2: Encrypt Submission File(s) using FileSecure.

Step 3: Upload Encrypted File(s) to CHIA's Submissions Intake Application.

Step 4: Retrieve Edit-Detail Report(s) from CHIA's Submissions Intake Application.

Step 5: Decrypt Edit-Detail Report(s) using FileSecure.

Step 6: Review Edit-Detail Report(s) and Resubmit File(s) to CHIA's Submissions Intake Application (if necessary).

*Detailed instructions for each of the above steps are provided below.

Please contact CHIA via this e-mail address (chia.data@state.ma.us) with any questions or concerns about the process.

Detailed Instructions for Each Step of the Process

Step 1: Create Submission File(s) using Provider's Data

Create submission file(s) according to CHIA's required format outlined in the Behavioral Health Submission Guidelines available on CHIA's website in the blue resource box at this link.

Click on Behavioral Health Submission Guidelines in the blue box at this link.

Step 2: Encrypt Submission File(s) using FileSecure

- Since CHIA requires that providers encrypt each submission file before transmission, CHIA provides an application for encrypting and decrypting files at the provider site. Initially, each provider should download and install the application called FileSecure according to the instructions in Appendix 1: Install CHIA FileSecure Application. Before installing updated versions please delete older versions of FileSecure from your computer by deleting the following folder: C:\Program Files (x86)\CHIA FileSecure.
- After successfully downloading and installing the FileSecure application, the submission file(s) created in Step 1(above) should be encrypted using the instructions in Appendix 2: Encrypt Submission File(s) using FileSecure
- The **FileSecure** application is also used to decrypt the Edit-Detail Reports created by CHIA (see Step 5.)

Step 3: Upload Encrypted File(s) to CHIA's Submissions Intake Application

Once the submission file is created and encrypted, it should be uploaded to CHIA according to the instructions in Appendix 3: Upload Encrypted Submission File(s) to CHIA.

Step 4: Retrieve Edit-Detail Report(s) from CHIA's Submissions Intake Application

CHIA processes each submission by applying edits to the overall file format and applying edits to the data elements submitted. This process creates a report called the Edit-Detail Report which includes any errors triggered by editing the submitted data. Each provider can retrieve an encrypted copy of the Edit-Detail Report from CHIA Submissions Intake application by following the instructions in Appendix 4: Retrieve Edit-Detail Report from CHIA's Submissions Intake Application.

Step 5: Decrypt Edit-Detail Report(s) using FileSecure

Before each provider opens the Edit-Detail Report, he/she should decrypt the report to transform the file format from an encrypted file to an EXCEL spreadsheet with multiple tabs. The instructions for decrypting the report are in Appendix 5: Decrypt Edit-Detail Report.

Step 6: Review Edit-Detail Report(s) and Resubmit File(s) to CHIA's Submissions Intake Application (if necessary)

If the submission file(s) require updates and/or corrections based on the review of the Edit-Detail Report(s), the provider should update the file(s) and resubmit them according to the instructions in Steps 1-3 above. Please contact CHIA via this e-mail address (chia.data@state.ma.us) with any questions or concerns about the report(s) or the submission process.

Appendix 1: Install CHIA FileSecure Application

Prerequisites

- Downloading the executable file may require Administrator access to complete the FileSecure installation. Please check with your organization's internal PC or network administrator contacts.
- File Secure has been tested and certified to run under:
 - Windows 7 & 10 64 Bit (*Note: File Secure will NOT run under Windows XP*). The most recent Microsoft updates as of 7/2017 with .NET Framework 4.5.1 enabled.
 - Link to update .NET framework: https://www.microsoft.com/enus/download/confirmation.aspx?id=53344.
- The FileSecure application is encoded with an encryption key that is unique to your hospital(s) so it is important that you remove any older references to FileSecure (if present) prior to your file download. You can delete older versions of FileSecure by deleting the following folder: C:\Program Files (x86)\CHIA FileSecure.

Step 1: Log into CHIA Submissions

Log into CHIA Submissions* with the username and password you received from CHIA.

Website URL: https://chiasubmissions.chia.state.ma.us

*Login issues can be addressed by contacting CHIA-DL-Data-Submitter-HelpDesk@massmail.state.ma.us.



Step 2: Download FileSecure

- a) Once logged in to CHIA Submissions, please download the FileSecure application by clicking the FileSecure-Case Mix folder. Future submissions will use FileSecure from your own workstation or wherever you choose to save the installed file.
 - Landing Page (If you submit other files to CHIA for different purposes, they may also appear on this landing page.)

| Select Application | diara 1 Mile at 12 |
|------------------------------|-----------------------|
| File Secure-CaseMix CHIA. | CHIA File Submissions |
| | |

b) Upon selection of the icon button, CHIA is dynamically creating a custom FileSecure for your organization. Once the page appears click the **Download** >> button.

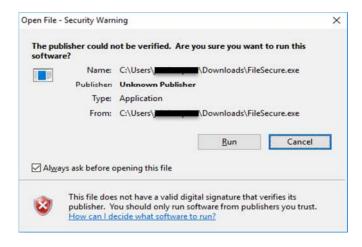
| FileSecure | |
|---|--|
| reg 1 - 10 Jonator Tex 1 | To install the application, just download the EXE file and extract the content to your local folder. Find and double click on the Chia.FileSecure.exe file to run the application. |
| | Click the download button below |
| | Find the FileSecure Application in this folder below |
| | C:\Program Files (x86)\CHIA FileSecure |

c) The install program will be in the Downloads folder (e.g. C:\Users\"janedoe"\Downloads).

d) When the download completes, visit the download location and look for FileSecure.exe OR you can launch from the browser on the bottom left tab on the screen, as shown below.

| Find the FileSecure Application in this folder below C:\Program Files (x86)\CHIA |
|--|
| FileSecure |

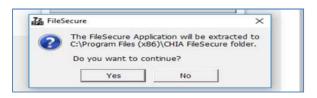
e) Click "Run" on the Security Warning pop-up.



f) Depending on your virus software you may get a message like this. Click "Allow this file."

| | Symantec Endpoint Protection | | | |
|----------|---|--|---|----|
| Sec | Download Insight | | | |
| Relieves | Our information | on this file is incon is file unless you know it is safe. | clusive. | Ł |
| 0 | i filesecure.exe | | | |
| | | | 1 | or |
| - | Remove this file from my con | puter | | |
| | Allow this file | | | |
| | Doproven | • Very Few Users | L Very New | |
| | There is not enough information about this file to recommend it. | This file has been seen by fewer than 5 Symantec users. | Symantec has known about this file approximately 2 days. | |
| | | | More Details | |
| | Symantec. | | | IA |
| | | than 5 Symantec users. | | |

g) You will receive the following FileSecure pop-up. Click "Yes" to install.



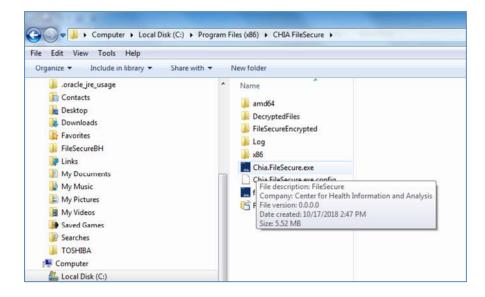
- If you receive the below error message you do not have the access rights on your PC or workstation to install the FileSecure application.
- To fix this you will need a network administrator to install FileSecure for you. Once the administrator installs FileSecure the admin needs to give you Read and Write permissions to the following folder, C:\Program Files (x86)\CHIA FileSecure.
- If the user is NOT an administrator on the computer, an administrator will need to grant Read/Write permissions to that user.
 - To grant the user Read/Write access, the administrator should right-click on the folder "C:\Program Files (x86)\CHIA FileSecure" and choose properties.
 - Go to the "Security" tab, click "Edit..." and choose "Add..."
 - Enter the username, and click "OK" to add that user to the permissions list.
 - Then, highlight that username in the list, and click the check box for "Write" to add that permission.
 - Click "Apply" and then "OK" to save changes and close the "Permissions" window.
 - Then, click "OK" again to close the "Properties" window. The User can now install the file.

| Object name: C:\Program Files (x | Permissions for Chia.FileSecu | ure | |
|--|--|-------------------|-----------------|
| Group or user names: | Security | | |
| ALL APPLICATION PACKAGE | Object name: C:\Program Files Group or user names: | (x86)\CHIA FileSe | cure\Chia.FileS |
| Administrators (CHIA-LP-112ID Users (CHIA-LP-112IDF\Users | ALL APPLICATION PACKAG | | 5 |
| To change permissions, click Edt. Permissions for ALL APPLICATION PACKAGES | SYSTEM Administrators (CHIA-LP-112) Lisers (CHIA-LP-112IDF\Use | |) |
| Full control Modify | | Add | Bemove |
| Read & execute Read | Permissions for ALL APPLICATION PACKAGES | Allow | Deny |
| Write Special permissions | Full control Modify Read & execute | | |
| For special permissions or advanced click Advanced | Read | | |

Appendix 2: Encrypt Submission File(s) using FileSecure

Step 1: Open FileSecure and Adjust Settings

FileSecure can be launched by clicking on the shortcut on the desktop or the CHIA FileSecure executable (.exe.) file. The executable file is located where the application was saved (typically saved to the Program Files x86 folder in your C: drive or personal desktop.) See the folder path and highlighted file in the image below. Click on the highlighted executable to launch FileSecure.



Note: Before proceeding with entries on the Encrypt Submission File page, you will need to designate where encrypted files will be stored on your computer or internal network. Using the Menu dropdown from the CHIA logo, please select **Settings**. If you do not select a file location, the Filing Home page will redirect you to the **Settings** page.

| Encrypt File | Submission | Initial | Page |
|--------------|------------|---------|------|
|--------------|------------|---------|------|

| CHIA. | | | | FileSec | cure 2 | - | □ × |
|---|---|----------------------|------|---|---|---------------------------------|--------------|
| Encyrpt Submission F Choose File Attributes Filing Type Behavio Filing Year 2018 Hospital 443 Boo Review Encrypted Fild Decrypted Fiel Content with | oral Health Inpati 1st (urnewood Hospi es | Quarter (10/1 tal | | * Its (e.g. Name, Social Security, 4 | | pear in the Ste pt Submissio | _ |
| Date/Time | Туре | Qtr | ٧r | Hospital | Original Filename | | |
| 10/18/2018 3:36:26 PM | BHID | 1 | 2018 | Bournewood Hospital | BH 445 McLean Base File v2018 Passing_1 Disch txt | W:\W_HIT\C | CaseMix\6. 7 |

Click on the blue CHIA box at the top left side of the screen.

Select the **Settings** item from the drop down menu.

Once at **Settings**, please browse your Windows File Explorer and designate a file location where newly encrypted files can be stored and retrieved later. Then, click the orange 'Save' button at the top right side of the screen.

Menu Dropdown



Settings Page image (Specify Location for Encrypted Files and click on orange Save button)

| CHIA. | FileSecure 2 | - 0 × |
|---|---|-------|
| SAVED FILE SETTINGS Encrypted Files Encrypted Fil | es Folder C:\Program Files (#86)\CHIA FileSecure\FileSecureEncrypted\ Browse For Folder X | Save |
| | Select folder where the decrypted file will be saved. | |

Step 2: Encrypt File(s)

Click on the blue CHIA box at the top left side of the screen.

Select the Filing Home item from the drop down menu.

Populate entries on the Encrypt File Submission page and hit the orange Encrypt Submission File button.

Required entries: Filing Type, Filing Year (Fiscal Year), Quarter Period (Fiscal Quarter), Hospital Name and File location for encryption are all required fields.

Test Files: Check off the Test File box if you intend for the file to be written to CHIA's test database. If unchecked the submitted files will write to the Production database and will be counted as a valid submission for the Fiscal Year and Quarter entered.

Required Fields

| CHIA. | | | | FileSecure | 2 | |
|---|--------------------|----------------|------|------------------------|---|--|
| Encyrpt Submission F Choose File Attributes Filing Type Filing Year Filing Year Hospital 443 Bou Review Encrypted File Decrypted File Content will | ral Health Inpatie | uarter (10/1 · | | Select file to File | Select File | opear in the Step 2 Revie ypt Submission File |
| Date/Time | Туре | Qtr | Yr | Hospital | Original Filename | |
| 10/18/2018 3:36:26 PM | BHID | 1 | 2018 | Bournewood Hospital | BH 445 McLean Base File v2018 Passing_1 Disch.txt | W:\W_HIT\CaseMix\/ |

Step 3: Review Encrypted File(s)

Note: CHIA has built in a Decrypt function which allows the Provider to check fields that were hashed in the encryption process. The file view is parsed and record lengths may be impacted by hash algorithms.

Review Encrypted Files (decrypt by selecting the blue hyperlinked file name, scroll left to right for details)

| Chopyto Subunisation File Down 77e Interview Piling Type: Behaviorul Health Ingulated Catu | | | | | | . 0 | Network Film Then This At the Groupy & File to save this file attribute. Your entry will appear in the Step 1 At the Groupy & File to save this file attribute. | Review Files below. | 6 Tecryst Tuber | uston File | |
|--|-------------------------|--------------------------|--|---------------------------------------|---|---------------------------|--|---------------------------------------|--|-----------------------------|-----------------------------|
| oview Encrypted File Decrypted File Canteri w | es Econtair hadred v | ilen for period | r deta sterre | n (ng. Nerre, Social Security #) | | | | | | | |
| Dute/Time | Туре | Qtr | ¥r. | Hospital | Origina | (Filename | Original Location | | Encrypted Filename | -fi | |
| 0/18/2018 3:36/26 PM | BHD | 3 | 2018 | Bournewood Hospital | BH 445 McLean Base File v2018 Passing_1 Dischit | | W:VW_HIT/CaseMix/6. Testing/Testing BehavioralHealth 2018/HIT Test Files/BH - working test files - FDI. 440, 154, 3018, 1, 101 | | 443,154,2018,1,10182018153625,1,TEST | × L'Iconfide | |
| V18/2018 3:37:53 PM | BHID - | 2 | 2018 | Bournewood Hospital | BH 445 McLean Base File | v2018 Passing_1 Disch.txt | W196_HITICaseMoriA. Testing Testing BehavioralHealth 2018/44 Test Files/ | DH - working test Nies - FSI | 443,154,2010,3,10102010150750,1,10514 | C L'Iconfider | |
| | | | | | | | W1W,HITLCaseMixVe. Testing/Testing Behavioral-Health 2018/444 Test Files/V | | | - AND THE | |
| | | Encrypted | | hankad untur for namericar stern also | anato la est Marca Canado de La | / | | | | | |
| | | | rt will contain | | rents (n.g. Name, Social Security, A) al Fåename | | Drighal Location | Encrypted | | | d Location |
| | Deor | ipted File Conte | rt will contain A tal | Origi | | | | Encrypted | liename | Encrypt | |
| | Decr | ipted File Conte Hosp | rt wil contain i tal spital | Origin BH 445 McLean Base Fi | ul Filename | WIW_HIT\CaseMin.6. Tes | Driginal Location | Encrypted 1 443_154_2018_1_1018201 | Slenane H1536251, 1.1551.mc Liszenfidential/Beh | Encryph vioralHealth_Cas | e Mix/Case Mix KPW/BHID Ter |

Note: Column headers are adjustable by highlighting the blue divider line and moving the width.

Sample Decrypted File View (parsed by Record Type- 01, 10, 20, 25 etc...)

| Page Table Picture Clip Shapes SmartArt Chart Screenshot Hyperlink Bookmark (| Cross-reference Header Footer Page Text Quick WordArt Drop Equation Symbol | |
|---|---|--------------------------|
| 443 154 2018 2 10182018153753 1 TEST.txt - Notepad | and a second of the second of | |
| | Radi Vices Int. Salta | S (1 1) |
| File Edit Format View Help | | |
| D1987654321 CHIA 20180117 | 0001 | |
| 10 | 2017100120171231445 | |
| 201231231234F 50688E9630461A6A1E543DB3FDBAFA64830BAEA75E9BD3/ 251231231234117 Testing Circle | ADD587ACFD8C3F94CB68DD1417773A63DA8DBF8F9A34237C0EB13B30E738193E3D746E694636D282D4P 287 Worcestershire | 20170903201 MA01605U5 |
| 30011231231231234 0204 00001 0000000500 0204 | | 00001 00000005 |
| 30021231231234 0114 00001 0000000500 0114 | | 00001 00000005 |
| 40011231231234 0300 00001 0000001000 0300 | 00001 000001000 0300 00001 0000001000 0300 00001 0000001000 0300 | 00001 00000010 |
| 40021231231234 0300 00001 000001000 0300 | | 00001 00000010 |
| 451231231234w5922xD F4311 F43 F4312 YYGZ52ZZZ 201 50011231231234 F410 F429 F4325 F4489 F5089 | 170905011255591186125559118612555911860002F4312 1538185475 F6381 F79 F8082 F985 F0781 F1011 F23 F340 F4021 | |
| | F6381 F79 F8082 F985 F0781 F1011 F23 F340 F4021 | |
| 60011231231234 GZ11ZZZ 20170917GZ54 201709 | 918GZ63ZZZ 20170919GZ72ZZZ 20170920GZFZZZZ 20170921GZ3ZZZZ 20170922HZ40 20170923HZ58 2017 | 0924HZ8 2 |
| | | 0924HZ8 2 |
| 65011231231234 H0002 1H8HEHKH9201709039080 80 123123123436020 052828 150122 | 1 12226322720170905н0002 1нвненкн92017090390801 12226322720170905н0002 1нвненкн920170 | 90390801 1 |
| | 000000250000000010000 000000015000 | |
| 95 0000100010000000000000 00000000000000 | | |
| 99987654321 001 0001 | | |
| | | |
| | | |
| | | |
| | | |
| | | |

Note: This is test data.

Appendix 3: Upload Encrypted Submission File(s) to CHIA

Step 1: Log into CHIA Submissions Intake Application

Log into CHIA Submissions* with the username and password you received from CHIA.

Website URL: https://chiasubmissions.chia.state.ma.us

*Login issues can be addressed by contacting <u>CHIA-DL-Data-Submitter-HelpDesk@massmail.state.ma.us</u>.



Select CHIA File Submissions after successful login.



Note: If you submit other filing to CHIA for different purposes, those folders may also appear on this landing page. If you do multiple filings to CHIA, you may also be presented with a selection box for **Submission Type**...choose **Case Mix**.

Main Hospital File Submission Page

| Hospital File Submissions | | C Kevin Watsh About |
|---------------------------|---------------------------|---------------------|
| CHIA. | Hospital File Submissions | ۲ |
| 🖬 File Details | | Upload a file |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

Step 2: Select Submission Type (Case Mix) by selecting 'Casemix' as the Submission Type.

You will be presented with a selection box for Submission Type if you submit multiple filings...choose Case Mix.

| elect Submis | ssion Type | |
|--------------|-------------------------------------|-----|
| | | |
| Туре: | Massachusetts Hospital Cost Reports | * |
| | Massachusetts Hospital Cost Reports | 1 |
| | CaseMix | |
| | ADH Cost Report | hce |

Step 3: Upload.

Please select the orange Upload a File button, located in the upper right of the screen.

| | 🛈 Upload a file |
|-------------------------|-----------------|
| Edit Detail Report Name | |
| | |

Step 4: Enter required fields.

Enter all required fields for the File Upload popup box and choose the location of the Filename (with .enc extension) by using the Browse button. Then hit OK for a successful file upload.

File Upload Entries

| Submission Type: | | |
|------------------|----------|--------|
| Hospital Name: | | |
| Filing Year: | Ŧ | |
| Quarter: | T | |
| Filename | | Browse |

Successful File Upload Image

| CHIA. | | | Hospital Fi | le Submis | sions | | | | |
|--------------------------------------|--|------------------------------------|--|---|--------------|--|-----------------------------|---------------------------|----------------|
| B File Details | CaseMix | | | | | | | | Official A Net |
| Hospital Name Bournewood Hospital | - Pois Name 445_154_2014_1_10102016103620_1_17E | | Submission Type Casel/Its - BHID | Fiscal Year 2018 | Quarter 1 | Date Uploaded 10/16/2016/3:43/35 PM | - Uploaded User Res25748 | - Edit Detail Report Name | |
| | | File Subm File Name uploaded | ilssion 9 443_154_2018_1_1 successfully. | 0182018153625 | _1_TEST. | anc' | | | |
| | | | _ | _ | | ок | | | |

File Upload Details

When a file has been successfully uploaded, one half of the screen columns will be populated with submission details. Identifiers for Hospital Name, File Name, Year, Qtr. and Date uploaded are present.

| Hospital File Submissions | | | | | | | | | ۲ |
|---------------------------|------------------------------------|-------------|-----------------|---------------------------------|---------|-----------------------------------|-----------------|---|----------------|
| 🕼 File Defails | CaseMix | | | | | | | | Optical a file |
| Hospital Name | File Name | File Size 👻 | Submission Type | Fiscal Year | Quarter | Date Uploaded | · Uploaded User | Edit Detail Report Name | |
| Bournewood Hospital | 443_154_2018_1_10182018153625_1_TE | 1.29 KB | CaseMix - BHED | 2018 | 1 | 10/18/2018 3:43:35 PM | Tes25748 | | 1 |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |

Appendix 4: Retrieve Edit Detail Report from CHIA's Submissions Intake Application

Step 1: Log into CHIA Submissions Intake Application

Log into CHIA Submissions* with the username and password you received from CHIA.

Website URL: https://chiasubmissions.chia.state.ma.us

*Login issues can be addressed by contacting <u>CHIA-DL-Data-Submitter HelpDesk@massmail.state.ma.us.</u>



Select CHIA File Submissions after successful login.



Note: If you submit other filing to CHIA for different purposes, those folders may also appear on this landing page. If you do multiple filings to CHIA, you may also be presented with a selection box for Submission Type...choose Case Mix.

Step 2: Download the Encrypted File

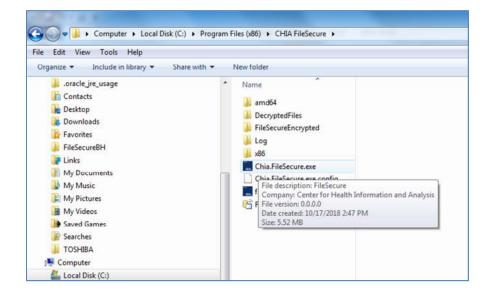
Look in the submission file grid (see image below) and click on the green EXCEL icon beside the file name in the grid. By clicking on the green EXCEL icon, the file will be downloaded to the user's Downloads folder OR the user's designated folder for encrypted files.

| CHIA Fil | e Su Versio | | ons | | | | | | |
|-----------------|----------------|---------------|---------|---|------------------------|---|---------------|---|-------------------------------------|
| | | | | | | | | | Upload a file |
| Submission Type | ~ | Fiscal Year ~ | Quarter | ~ | Date Uploaded | v | Uploaded User | v | Edit Detail Report Name |
| CaseMix - BHID | | 2018 | 1 | | 01/23/2019 4:11:34 PM | | Conjunition | | BHID_14491_2018_1_TEST_6147_5.enc |
| CaseMix - BHID | | 2018 | 1 | | 12/14/2018 10:24:02 AM | | | | R_BHID_14491_2018_1_TEST_6086_2.enc |

Appendix 5: Decrypt Edit-Detail Report

Step 1: Log into File Secure and Adjust Settings

FileSecure can be launched by clicking on the shortcut on the desktop or the CHIA FileSecure executable (.exe.) file. The executable file is located where the application was saved (typically saved to the Program Files x86 folder in your C: drive or personal desktop.) See the folder path and highlighted file in the image below. Click on the highlighted executable to launch FileSecure.



See image below for the initial screen for logging into File Secure.

| CHIA. | | | | | FileSe | cure 2 | | > |
|--|------------------------------|--|------------------------|------|---------------------------------|--------------|---|--------------------------------|
| Filing Year Hospital Review Encryp | Behavior 2018 443 Bour | al Health Inpati 1st C newood Hospit | Quarter (10/1 - tal | | Tts (e.g. Name, Social Security | Files below. | ile pt File to save this file attribute. Your entry wi | II appear in the Step 2 Review |
| Date/Tim | e | Туре | Otr | Yr | Hospital | | Original Filename | |
| 10/18/2018 3:36 | 26 PM | BHID | 1 | 2018 | Bournewood Hospital | BH 44 | 45 McLean Base File v2018 Passing_1 Disch.t | xt W:\W_HIT\CaseMix\6. |

Step 2: Decrypt File(s)

Click on the blue CHIA box at the top left side of the screen.

Select the Decrypt Edit-Detail Report item from the drop down menu.

| OHIN. ★ Filing Home | | - | | | |
|--------------------------|--------------------------|---------------------------------|--|--------------------|------|
| Decrypt Edit Detail F | | | rct File | | -1 |
| Settings | Select Quarter | Click the | Encrypt File to save this file the Step 2 Review Files belo | | vill |
| ⊶ About | | | Encry | pt Submission File | |
| Exit | ed values for particular | iata elements (e.g. Name, Socia | (Security, #) | | |
| | Yr Yr | Hospital | Original Filename | Original Location | Encr |

Use the Browse function to locate the encrypted file with the Edit Detail Report. Then, click on the orange Decrypt / Save button to decrypt and save the file. The decrypted file will be stored in the **DecryptedFiles** folder where the application was saved. See image below for location of folder.

| | FileSecure 2 | - 🗆 × | Local Disk (C:) > Program Files (x86) > CHIA FileSecure |
|--|--|----------------|--|
| CHIA. Edit Detail Report Decryption Browse Encrypted (.ENC) File | Encrypted Edit Detail Report File (.ENC) | Decrypt / Save | Name amd64 DecryptedFiles FileSecureFileSecure Sa6 Chia.FileSecure.exe.config Chia.FileSecure.vshost favicon FileSecureDB2.sdf |

...

For more information, please contact:



501 Boylston Street Boston, MA 02116 <u>www.chiamass.gov</u> @Mass_CHIA

CENTER FOR HEALTH INFORMATION AND ANALYSIS

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