CENTER FOR HEALTH INFORMATION AND ANALYSIS

HOSPITAL FILESECURE 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 Hospital Provider's Data.

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

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

Step 4: Retrieve the Edit Detail Report(s) from the CHIA File Submissions Application.

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

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

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

Please contact your assigned CHIA liaison or email HospitalData@chiamass.gov 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 Hospital FileSecure

- CHIA requires each submission file to be encrypted and hashed before transmission using an application for encrypting and hashing files at your hospital site. This will require that you download and install CHIA's application called **Hospital FileSecure** following the instructions provided in **Appendix 1: Install CHIA Hospital FileSecure Application**. Before installing the updated version, 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 **Hospital 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 Hospital FileSecure**

- The **Hospital FileSecure** application is also used to decrypt encrypted files and to decrypt the Detail Edit Report.

Step 3: Upload Encrypted File(s) to the CHIA File Submissions 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 the Edit Detail Report(s) from the CHIA File Submissions 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 from your submitted data. You can retrieve an encrypted copy of the Edit Detail Report from the CHIA File Submissions Application by following the instructions in **Appendix 4: Retrieve Edit Detail Report from the CHIA File Submissions Application.**

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

- Before the Edit Detail Report can be opened, the report must be decrypted to transform the file format from an encrypted file to an EXCEL spreadsheet containing multiple tabs. The instructions for decrypting the Edit Detail Report are in **Appendix 5: Decrypt the Edit Detail Report**.

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

- If the submission file(s) require updates and/or corrections based on the review of the Edit Detail Report(s), you should update the file(s) and resubmit them according to the instructions in Steps 1-3 above. Please contact your assigned liaison at CHIA or email HospitalData@chiamass.gov with any questions or concerns about the report(s) or the submission process.

Appendix 1: Install the Hospital FileSecure Application

Prerequisites

- Downloading the executable file may require **Administrator access** to complete the Hospital FileSecure installation. Please check with your organization's internal PC or network administrator contacts.

- Hospital FileSecure has been tested and certified to run under:

  - Windows 7 & 10 64 Bit (*Note: FileSecure 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 Hospital FileSecure application is encoded with an encryption key that is unique to your hospital(s), so it is important that you remove any older versions of CHIA's FileSecure (if present) prior to installing this new version. You can delete older versions of FileSecure by deleting the application from the following folder: C:\Program Files (x86) \CHIA FileSecure or the location where FileSecure was installed.

Step 1: Log into CHIA Submissions

Log into CHIA Submissions* with your username and password.

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

*If you do not have a login or if you encounter issues, contact CHIA at: DL-Data-Submitter-HelpDesk@chiamass.gov.
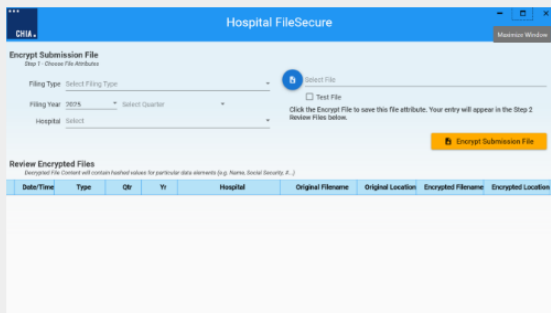
Step 2: Download Hospital FileSecure

a) Once you log in to CHIA Submissions, please download the Hospital FileSecure application by selecting the **Hospital FileSecure** "LAUNCH" button. For future submissions, you will launch Hospital FileSecure from your own desktop 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.)
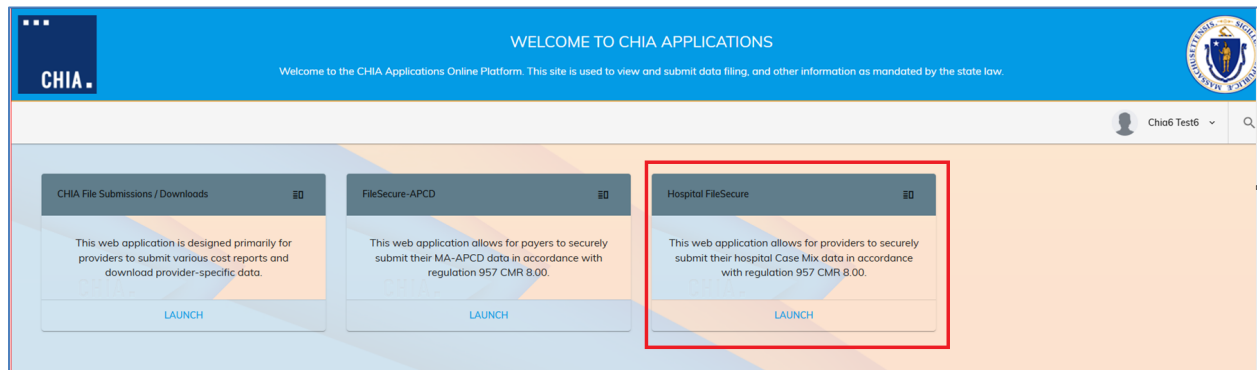
b) Upon selection of the "LAUNCH" button, the installation application dynamically creates a custom Hospital FileSecure for your organization. Once the window opens click the **Download** >> button. The installation program will be in the Program Files folder (e.g., C:\Program Files(x86) \CHIA Hospital FileSecure).

c) When the download is complete, visit the download location and look for Hospital FileSecure.exe to launch the application.
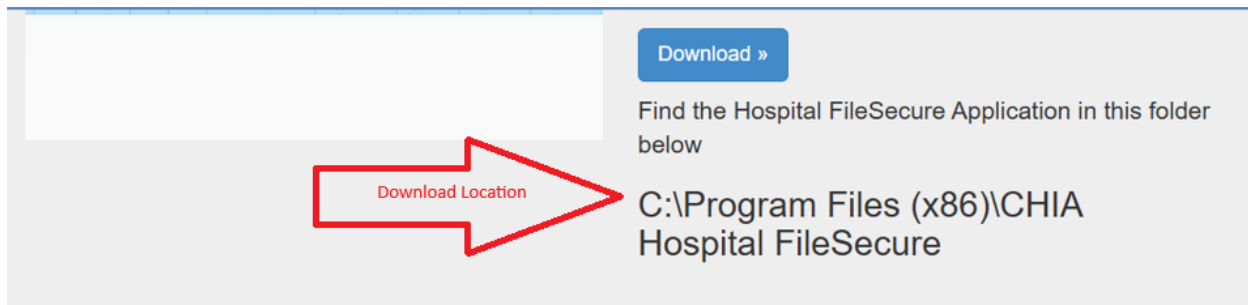
Download »
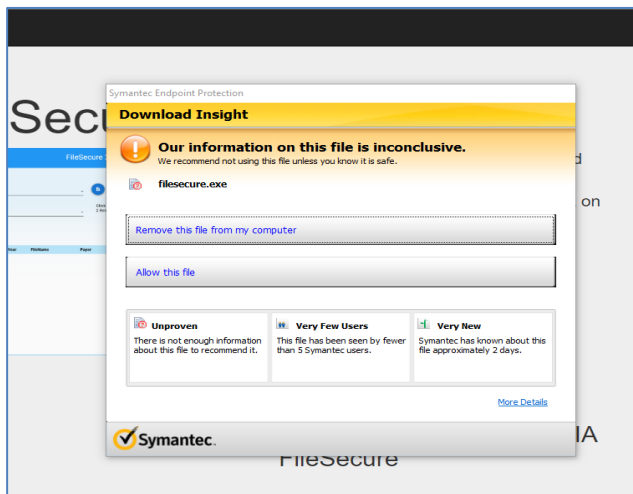
Find the Hospital FileSecure Application in this folder below

C:\Program Files (x86)\CHIA Hospital FileSecure

Download Location

d) Depending on your virus protection software and depending on where (file location) the application is installed, you may get warning messages that you will need to respond to so that you can continue with the installation. Be sure to check the "Prerequisites" section at the beginning of this Appendix to ensure your system is compatible to install this application. For example: If you receive an error like this, click "Allow this file."

e) Next, you will receive the following Hospital FileSecure pop-up. Click "Yes" to install.
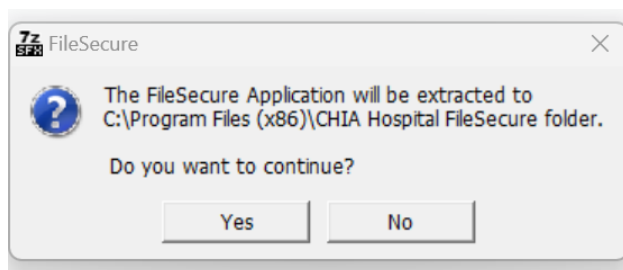

f) Your installation is complete. Please copy down the location where the application is installed for future reference.

- You may receive an error message that you do not have the access rights on your PC or workstation to install the Hospital FileSecure application

  - To fix this, you will need a network administrator to install Hospital FileSecure for you. Once the administrator installs Hospital FileSecure the admin needs to give you **Read and Write** permissions to the following folder, **C:\Program Files (x86) \CHIA Hospital FileSecure.**

  - If you are NOT an administrator on the computer, an administrator will need to grant Read/Write permissions to you.

Appendix 2: Encrypt Submission File(s) using Hospital FileSecure

Step 1: Open Hospital FileSecure and Adjust Settings

Hospital FileSecure can be launched by clicking on the shortcut on the desktop or the CHIA Hospital 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 Hospital FileSecure.
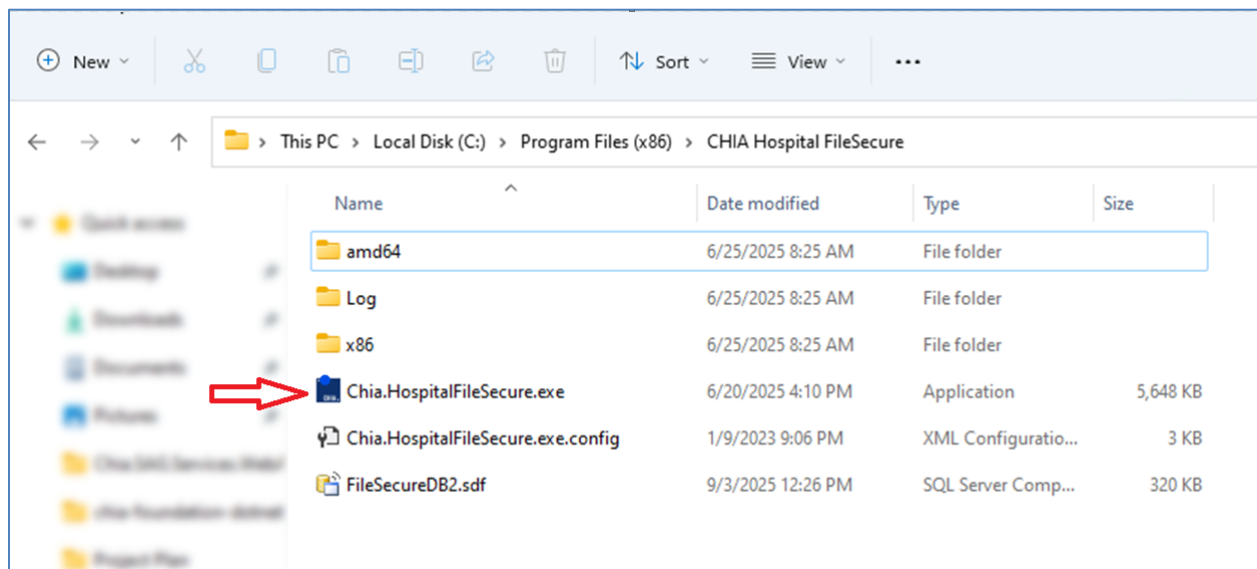
Designating Default Folders

The first time you use this application, you will need to designate where encrypted and decrypted files will be stored on your computer or internal network before you can begin encrypting files.

a) Open the Hospital FileSecure application to the Home Page.

b) Navigate to and click the blue "CHIA logo" box at the top left side of the screen.

The CHIA logo box is how you will navigate through the menu options in Hospital FileSecure.

**c)** Select **Settings** from the menu dropdown options.

Menu Dropdown
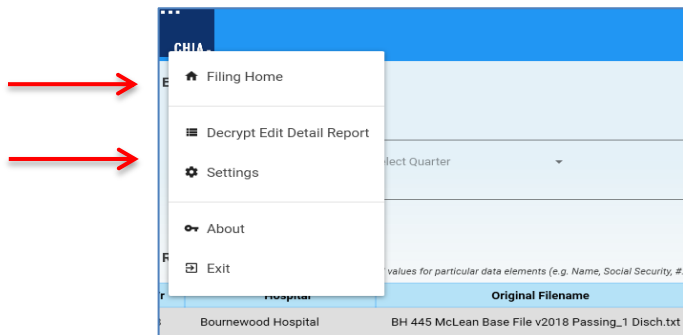
d) Browse your Windows File Explorer and designate a file location where newly encrypted and decrypted files can be stored and retrieved later.

Note: You may need to create and name these folders, so be sure to use a file naming convention that you will be able to recall later.

e) Then, click the orange 'Save' button at the top right side of the screen. If you do not select a file location, the Filing Home page will redirect you to the **Settings** page the first time you try to encrypt a submission file.
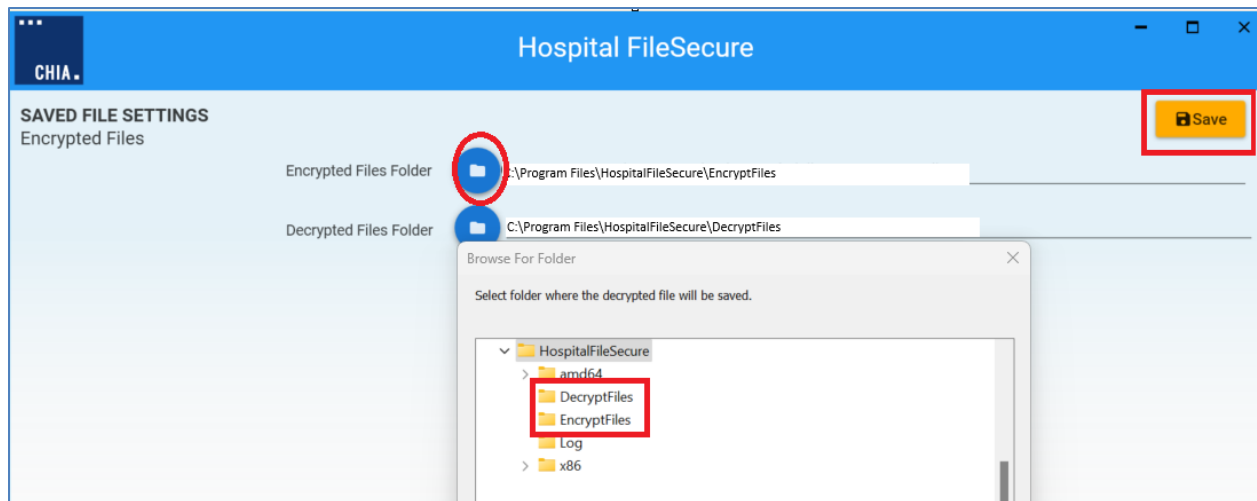
Step 2: Encrypt File(s)

From the CHIA box, select the **Filing Home** option.

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

Complete the following fields to enable the "Encrypt Submission File" button:

1. Filing Type
2. Filing Year (Fiscal Year)
3. Quarter Period (Fiscal Quarter)
4. Hospital Name
5. File location

IMPORTANT: DO NOT change the file name assigned by Hospital FileSecure. The uploaded file name should be the one created in Hospital FileSecure.

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

Step 3: Review Encrypted File(s)

Note: CHIA provides a Decrypt function for checking fields that were encrypted and hashed during the encryption process. The decrypted file view may be impacted by hash algorithms.

Review Encrypted Files by selecting the blue Decrypt Button.

Note: Column headers are adjustable by clicking and dragging the blue column divider line.

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

443_154_2018_2_10182018153753_1_TEST.txt - Notepad

File Edit Format View Help

```
01987654321              CHIA    20180117                                    0001
10                                                        2017100120171231445    1114979580
201231231234F  5068BE9630461A6A1E543DB3FDBAFA64830BAEA75E9BD3ADD587ACFD8C3F94CB68DD1417773A63DA8DBF8F9A34237C0EB13B30E738193E3D746E694636D282D4P        287         20170903201
251231231234117 Testing Circle                                                            Worcestershire        MA01605US
30011231231234      0204    00001 0000000500      0204    00001 0000000500      0204    00001 0000000500      0204    00001 0000000500      0204    00001 00000005
30021231231234      0114    00001 0000000500      0114    00001 0000000500      0114    00001 0000000500      0114    00001 0000000500      0114    00001 00000005
40011231231234      0300    00001 0000001000      0300    00001 0000001000      0300    00001 0000001000      0300    00001 0000001000      0300    00001 00000010
40021231231234      0300    00001 0000001000      0300    00001 0000001000      0300    00001 0000001000      0300    00001 0000001000      0300    00001 00000010
451231231234w5922XD F4311     F43     F4312  YYGZ52ZZZ     20170905011255591186125559118612555911860002F4312  1538185475
500112312312 34         F410    F429    F4325  F4489  F5089  F6381  F79    F8082  F985    F0781  F1011  F23    F340    F4021
50021231231234          F410    F429    F4325  F4489  F5089  F6381  F79    F8082  F985    F0781  F1011  F23    F340    F4021
60011231231234          GZ11ZZZ  20170917GZ54      20170918GZ63ZZZ  20170919GZ72ZZZ  20170920GZFZZZZ  20170921GZJZZZZ  20170922HZ40      20170923HZ58      20170924HZ8       2
60021231231234          GZ11ZZZ  20170917GZ54      20170918GZ63ZZZ  20170919GZ72ZZZ  20170920GZFZZZZ  20170921GZJZZZZ  20170922HZ40      20170923HZ58      20170924HZ8       2
65011231231234          H0002    1HBHEHKH92017090390801      12226322720170905H0002      1HBHEHKH92017090390801      12226322720170905H0002      1HBHEHKH92017090390801      1
80  12123123436020    052828  150122
90  1231231234    013010102020102020101      00000000250000000000250000000010000      00000000015000
95        0000100010000000000005000      00000000010000
99987654321          001    0001
```

Note: This is Test data.

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

Step 1: Log into CHIA File Submissions Application

Log into CHIA Submissions* with the username and password you received from CHIA.
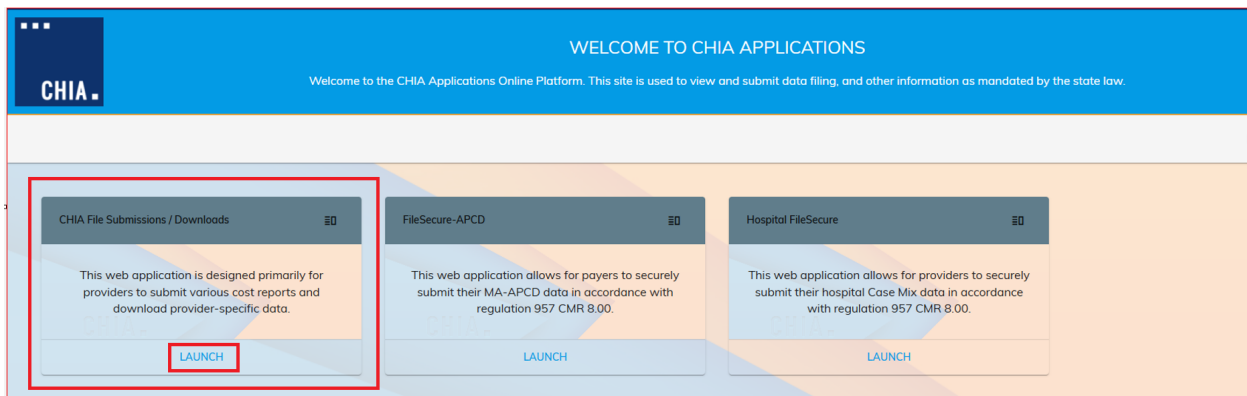
Website URL: https://chiasubmissions.chia.state.ma.us

*Login issues can be addressed by contacting DL-Data-Submitter-HelpDesk@chiamass.gov

Select the "launch" button for the CHIA File Submissions/Downloads application after successful login.


Note: If you submit other filings to CHIA for different purposes, those applications may also appear on this landing page.

Illustration of the Main File Submission Page for hospital file submitters:
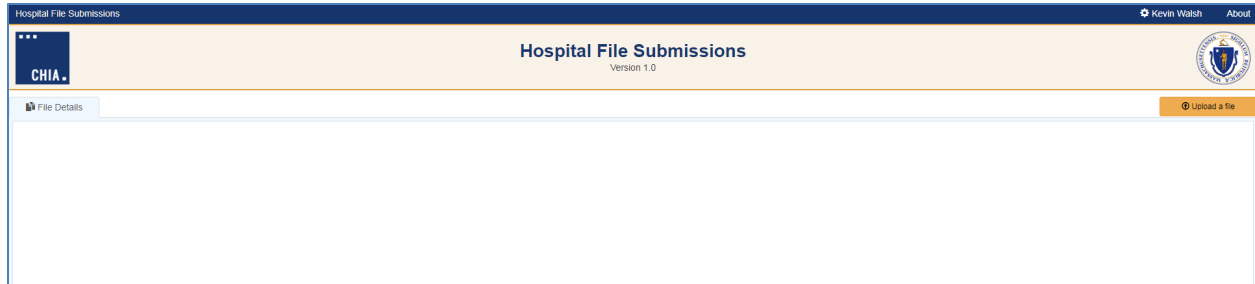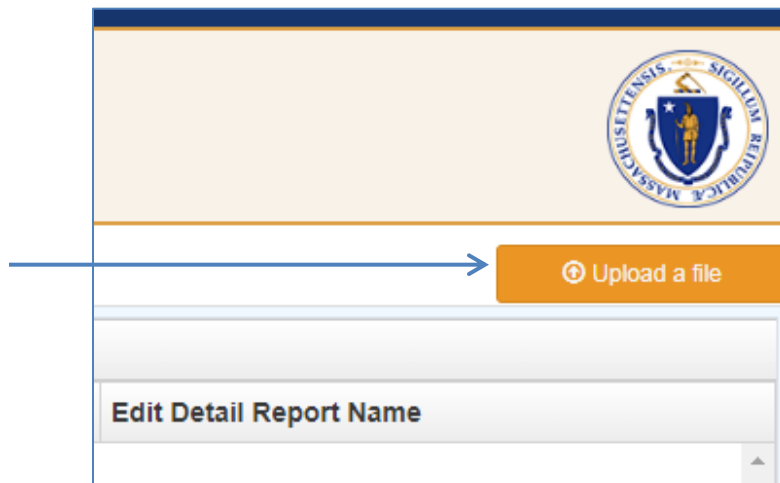

Step 2: Select Submission Type (Case Mix) by selecting 'CaseMix' as the Submission Type.

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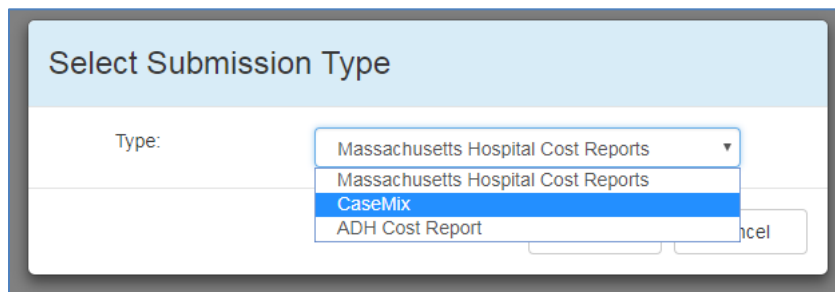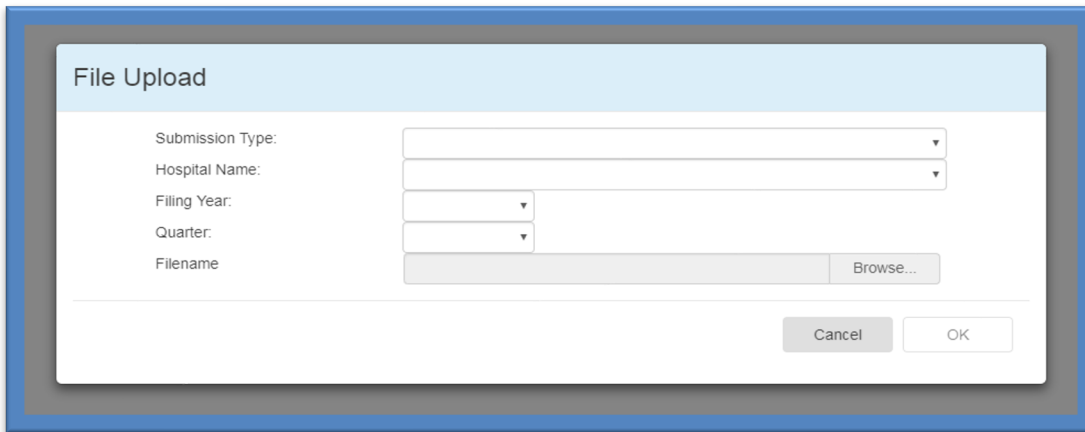

Step 3: Upload.

Please select the orange **Upload a File** button, located in the upper right of the screen.
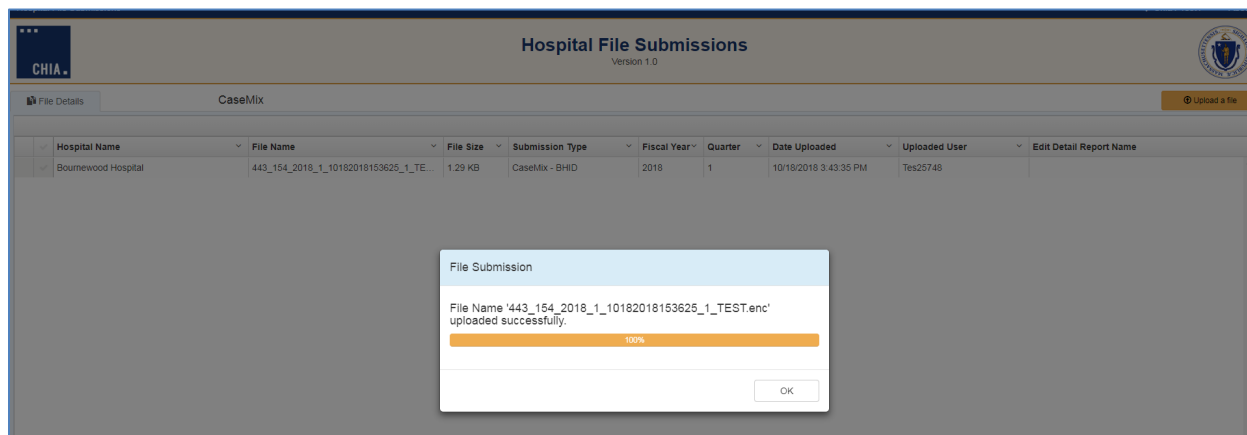
Step 4: Enter Required Fields.

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

File Upload Entries

Successful File Upload Image

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.

Appendix 4: Retrieve the Edit Detail Report from the CHIA File Submissions Application

Step 1: Log into CHIA Submissions

Follow Step 1 in Appendix 3.

Step 2: Download the Encrypted Edit Detail Report

Using the horizontal slide bar, navigate to the column in the Submissions Table labeled "Edit Detail Report Name". Select the file that you want to decrypt and click on the **green** EXCEL icon. The Detail Edit Report will be downloaded to the user's Downloads folder OR the folder designated by the user.

Appendix 5: Decrypt the Edit Detail Report

Step 1: Log into Hospital FileSecure

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

Main Menu of Hospital FileSecure

Step 2: Decrypt the Edit Detail Report

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. This menu option is for decrypting the Edit Detail Reports only. See Appendix 2 Step 3 for how to decrypt a submission file.
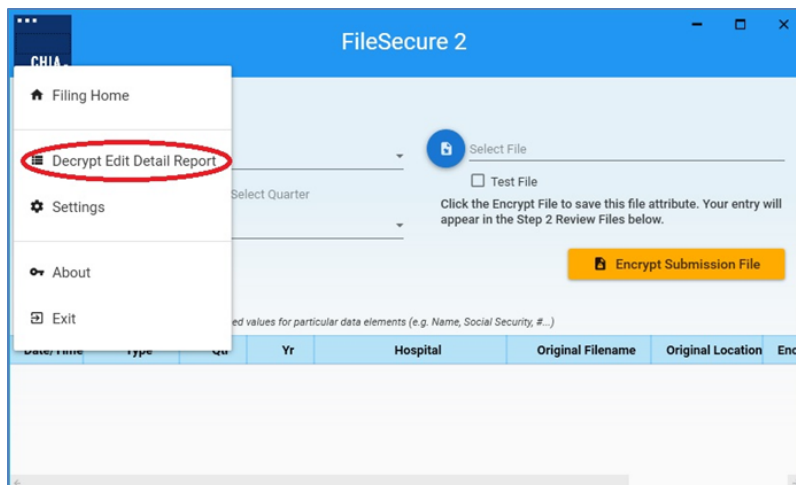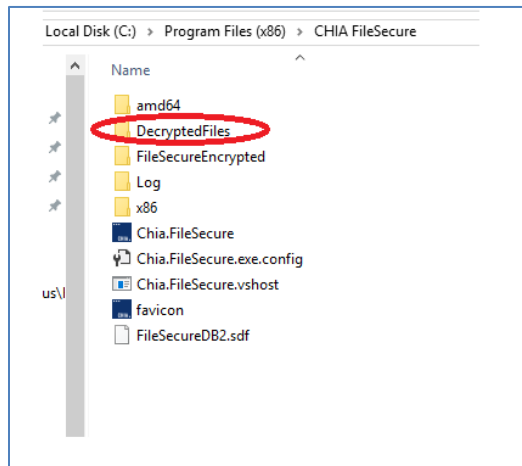
Use the Browse function to locate the encrypted Edit Detail Report. Then, click on the orange Decrypt / Save button to decrypt and save the file.

NOTE: Once the file is decrypted, it will be stored in the **DecryptedFiles** folder that you designated for decrypted files in Appendix 2, Step 1. See image below for example of where the folder is located.

Types of Edit Error Messages in the Edit Detail Report

The file encryption process will end at the first instance an error is encountered. Below are the types of edit error messages that you may encounter when opening your decrypted Edit Detail Report. This information is provided to help you adjust your submission file for re-submission to CHIA.

a) If the file path is invalid (i.e., the encryption folder has been altered or deleted), you will receive the following error message:

   Error encrypting file. Could not find a part of path.

b) If the file includes an invalid type of delimiter, you will receive the following message indicating the line number that contains the invalid delimiter type:

   Line number <#> includes invalid type of delimiter.

   NOTE: Valid delimiters are defined in the *FY25 Case Mix Submission Guide for Behavioral Health Facilities.* posted on CHIA's Behavioral Health Case Mix webpage using this link.

c) If the file contains an invalid number of delimiters, you will receive the following message indicating the line number that has the wrong number of delimiters:

   Line number <#> includes invalid number of delimiters.

d) If a file is renamed prior to encryption or the file cannot be located, you will receive the following message:

   The file has been renamed or no longer exists in specified location.

e)   If there is no carriage return at the end of each record, you will receive the following message:

Line number <#> must include one carriage return at the end of each record.

f)   If file encryption fails for any reason other than those defined above, you will receive the following message:

Encryption failed. Invalid file.