



CENTER FOR HEALTH INFORMATION AND ANALYSIS

HOSPITAL FILESECURE FILE ENCRYPTION AND SUBMISSION INSTRUCTIONS

OCTOBER 2025

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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>

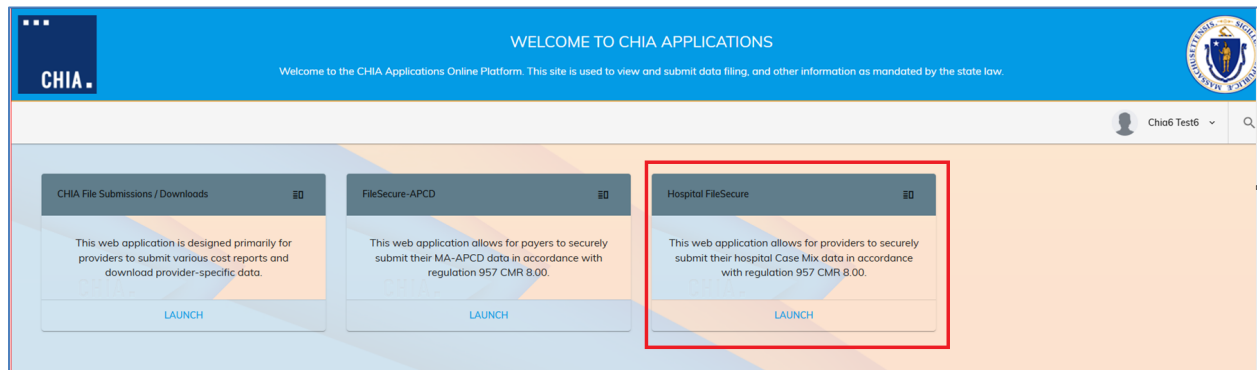
*If you do not have a login or if you encounter issues, contact CHIA at: DL-Data-Submitter-HelpDesk@chiamass.gov.



The screenshot shows the CHIA Application Single Sign On login page. The left side features a large blue and brown graphic with the text "CHIA Application Single Sign On" and "Simple and secure access for CHIA Applications." The right side is a white login form. At the top of the form, it states: "This is a subscription site and requires registration with the Center for Health Information and Analysis prior to using this site." Below this is the CHIA logo, which consists of a blue square with three white dots above the word "CHIA." in white. The form includes fields for "Username" and "Password". Below the password field are two links: "Remember Me" (with an unchecked checkbox) and "Forgot Password?". A blue "Login" button is positioned below these links. At the bottom of the form, there is a note: "If you have any questions or technical issues, please contact the Center for Health Information and Analysis' Help Desk." followed by the email address "Email: DL-Data-Submitter-HelpDesk@chiamass.gov".

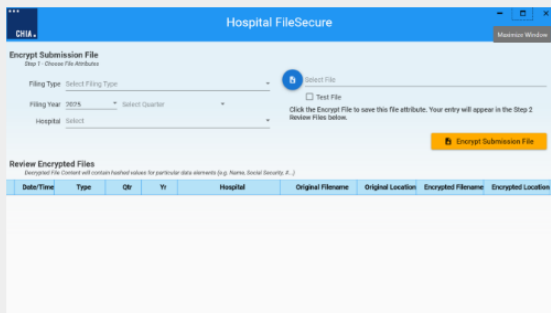
Step 2: Download Hospital FileSecure

- 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).

Hospital FileSecure



To install the application, just download the EXE file and extract the content to your local folder. Find and double click on the Chia.HospitalFileSecure.exe file to run the application.

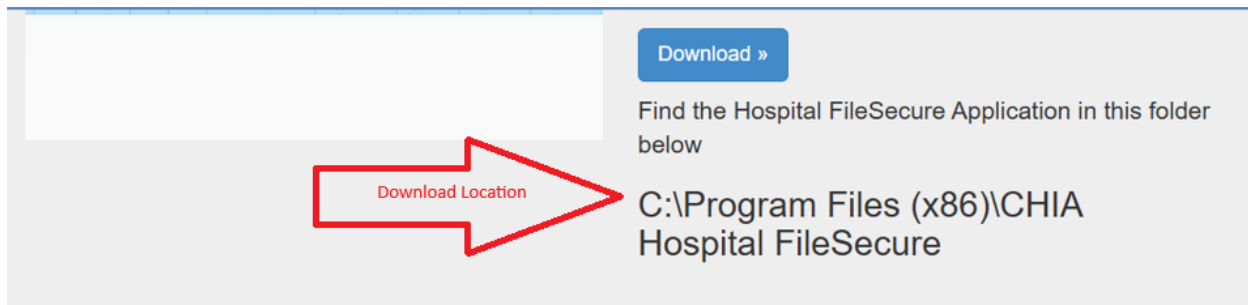
Click the download button below

[Download >>](#)

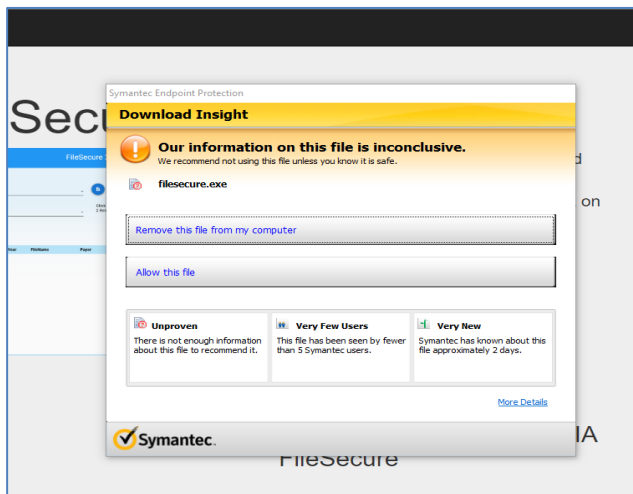
Find the Hospital FileSecure Application in this folder below

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

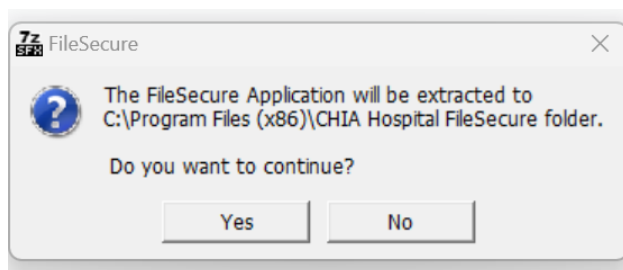
- c) When the download is complete, visit the download location and look for Hospital FileSecure.exe to launch the application.



- 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.



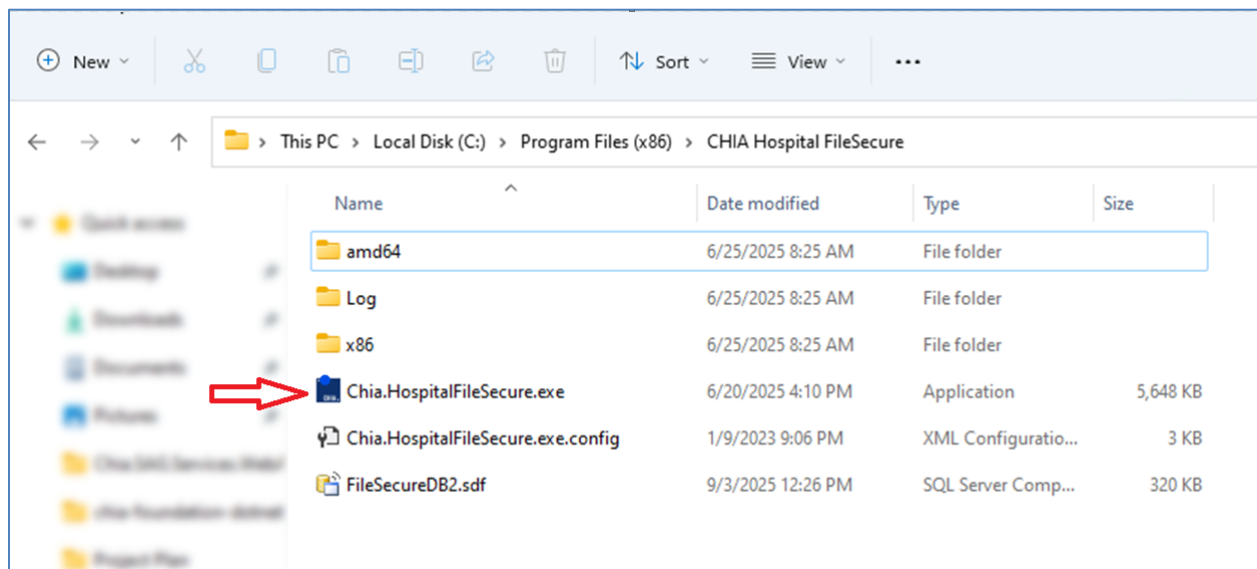
- f) Your installation is complete. Please copy down the location where the application is installed for future reference.

- 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.

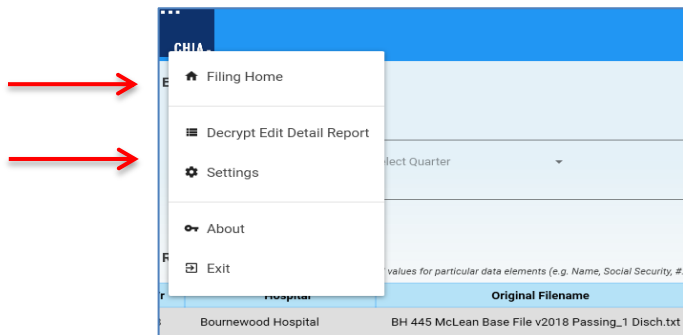
- a) Open the Hospital FileSecure application to the Home Page.

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.

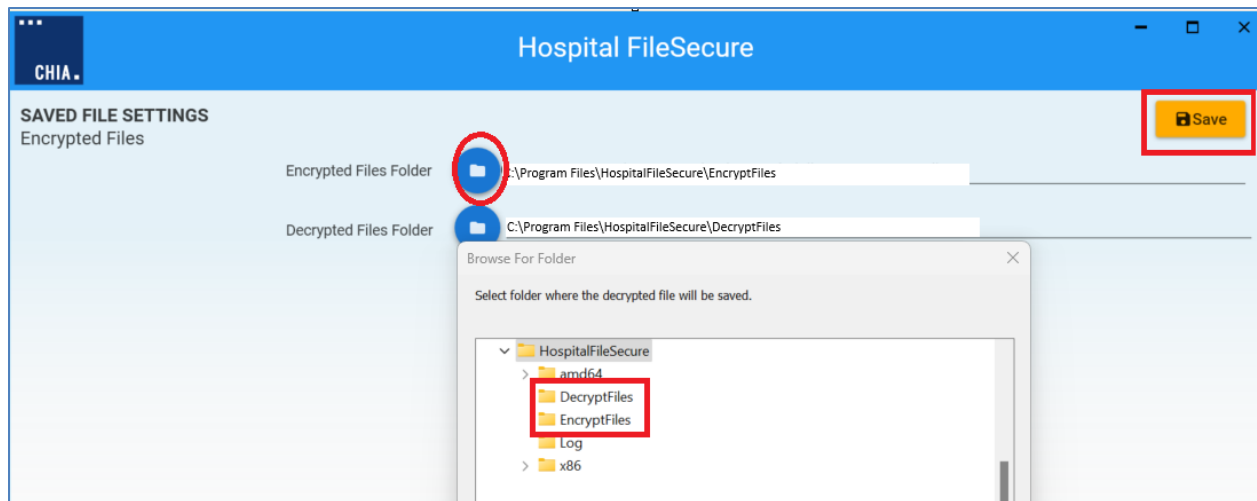
Menu Dropdown



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

The screenshot shows the 'Hospital FileSecure' application window. The title bar includes the CHIA logo and the text 'Hospital FileSecure'. The main content area is titled 'Encrypt Submission File' with a subtitle 'Step 1 - Choose File Attributes'. There are five numbered fields: 1. Filing Type (Behavioral Health Inpatient Data), 2. Filing Year (2025), 3. Quarter Period (1st Quarter (10/1 - 12/31)), 4. Hospital (8227 Burbank Hosp (TEST)), and 5. File location (XYZ Hospital Test.txt). There is a 'Test File' checkbox. A yellow 'Encrypt Submission File' button is highlighted in the bottom right. Below the form is a 'Review Encrypted Files' section with a table of columns: Date/Time, Type, Qtr, Yr, Hospital, Original Filename, Original Location, Encrypted Filename, and Encrypted Location.

Date/Time	Type	Qtr	Yr	Hospital	Original Filename	Original Location	Encrypted Filename	Encrypted Location
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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.

The screenshot shows the 'Hospital FileSecure' interface. At the top, there's a blue header with 'CHIA.' and 'Hospital FileSecure'. Below this, the 'Encrypt Submission File' section is active, with a sub-header 'Step 1 - Choose File Attributes'. It contains dropdown menus for 'Filing Type' (Behavioral Health Inpatient Data), 'Filing Year' (2025), and 'Hospital' (8227 Burbank Hosp (TEST)). There's also a '1st Quarter (10/1 - 12/31)' dropdown. A 'Select File' button with a blue 'b' icon is present, along with a 'Test File' checkbox. A yellow 'Encrypt Submit' button is at the bottom right. Below this, the 'Review Encrypted Files' section is shown, with a note: 'Decrypted File Content will contain hashed values for particular data elements (e.g. Name, Social Security, #...)'. A table lists encrypted files. A red arrow points to a 'Decrypt' button in the first row of the table.

	Date/Time	Type	Qtr	Yr	Hospital	Original Filename
	8/27/2025 12:50:11 PM	Behavioral Health Inpatient Data	1	2025	Burbank Hosp (TEST)	XZY Hospital Test.txt

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.)

```
01987654321 CHIA 20180117 0001 2017100120171231445 1114979580
10 201231231234F 50688E9630461A6A1E543DB3FDBAF64830BAEA75E9BD3ADD587ACFD8C3F94C8680D1417773A63DA8DBF8F9A34237C0EB13B30E738193E3D746E694636D282D4P 287 20170903201
251231231234117 Testing Circle worcestershire MA01605US
30011231231234 0204 00001 0000000500 0204 00001 0000000500 0204 00001 0000000500 0204 00001 0000000500 0204 00001 0000000500 0204 00001 0000000500
30021231231234 0114 00001 0000000500 0114 00001 0000000500 0114 00001 0000000500 0114 00001 0000000500 0114 00001 0000000500 0114 00001 0000000500
40011231231234 0300 00001 0000001000 0300 00001 0000001000 0300 00001 0000001000 0300 00001 0000001000 0300 00001 0000001000 0300 00001 0000001000
40021231231234 0300 00001 0000001000 0300 00001 0000001000 0300 00001 0000001000 0300 00001 0000001000 0300 00001 0000001000 0300 00001 0000001000
451231231234w5922XD F4311 F43 F4312 YYGZ52ZZZ 20170905011255591186125559118612555911860002F4312 1538185475
50011231231234 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 20170921GZ1ZZZZ 20170922H240 20170923H258 20170924H28 2
60021231231234 GZ11ZZZ 20170917GZ54 20170918GZ63ZZZ 20170919GZ72ZZZ 20170920GZFZZZZ 20170921GZ1ZZZZ 20170922H240 20170923H258 20170924H28 2
65011231231234 H0002 1HBHEKH92017090390801 12226322720170905H0002 1HBHEKH92017090390801 12226322720170905H0002 1HBHEKH92017090390801 1
80 123123123436020 052828 150122
90 1231231234 013010102020102020101 000000002500000000002500000000010000 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.

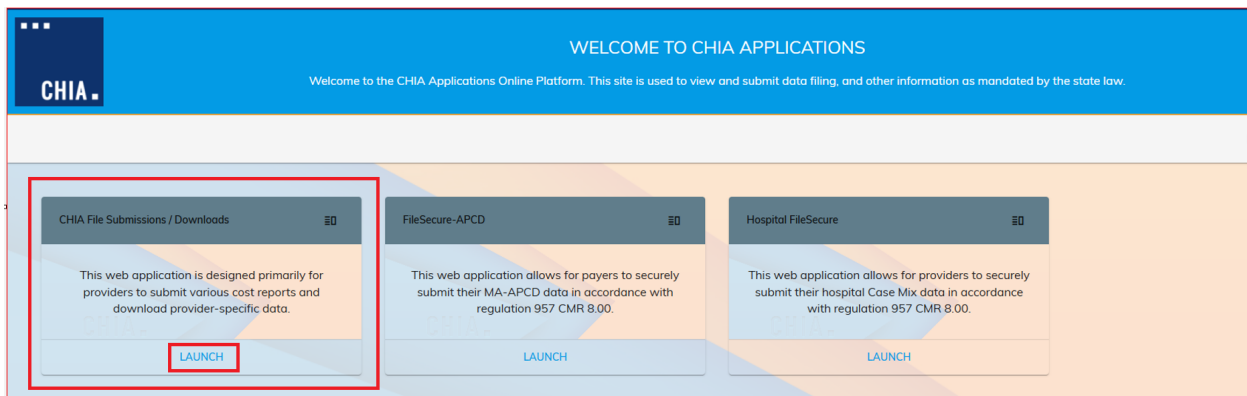
Website URL: <https://chiasubmissions.chia.state.ma.us>

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



The image shows the CHIA Application Single Sign On login page. The left side features a large blue and brown graphic with the text "CHIA Application Single Sign On" and "Simple and secure access for CHIA Applications." The right side is a white login form with the CHIA logo, fields for Username and Password, a "Remember Me" checkbox, a "Forgot Password?" link, and a "Login" button. Below the button, it says "If you have any questions or technical issues, please contact the Center for Health Information and Analysis' Help Desk" and provides the email "DL-Data-Submitter-HelpDesk@chiamass.gov".

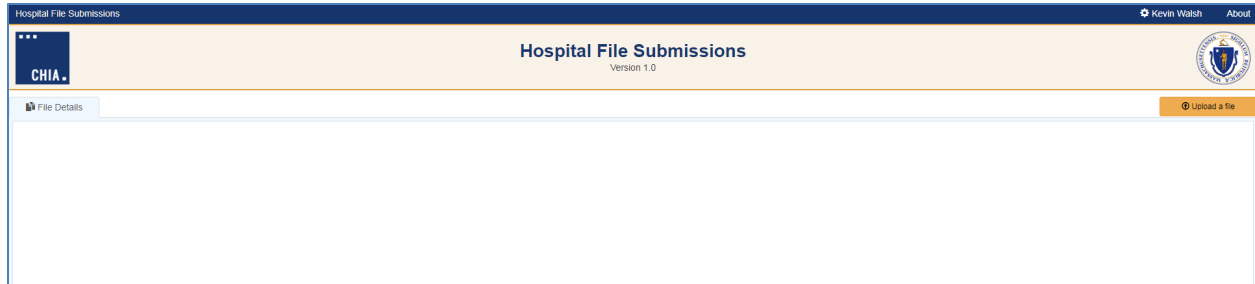
Select the "launch" button for the CHIA File Submissions/Downloads application after successful login.



The image shows the CHIA Applications landing page. At the top is a blue header with the CHIA logo and the text "WELCOME TO CHIA APPLICATIONS" and "Welcome to the CHIA Applications Online Platform. This site is used to view and submit data filing, and other information as mandated by the state law." Below the header are three application cards. The first card, "CHIA File Submissions / Downloads", is highlighted with a red box and has a red "LAUNCH" button. The second card, "FileSecure-APCD", has a blue "LAUNCH" button. The third card, "Hospital FileSecure", has a blue "LAUNCH" button. Each card contains a brief description of the application's purpose.

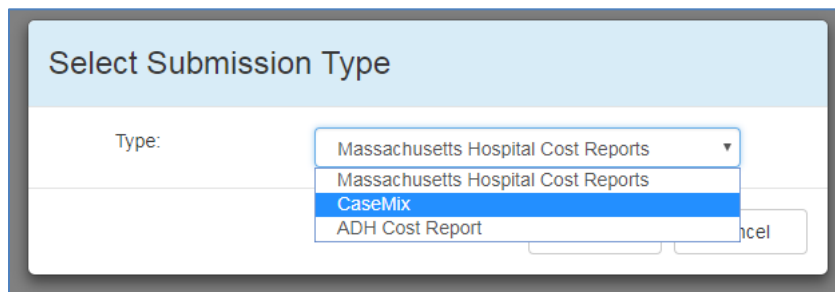
Note: If you submit other filings to CHIA for different purposes, those applications may also appear on this landing page.

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



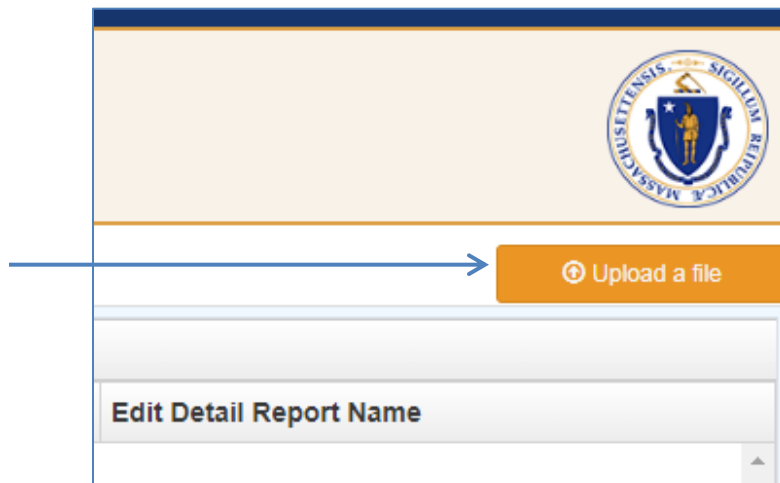
Step 2: Select Submission Type (Case Mix) by selecting 'CaseMix' as the Submission Type.

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



Step 3: Upload.

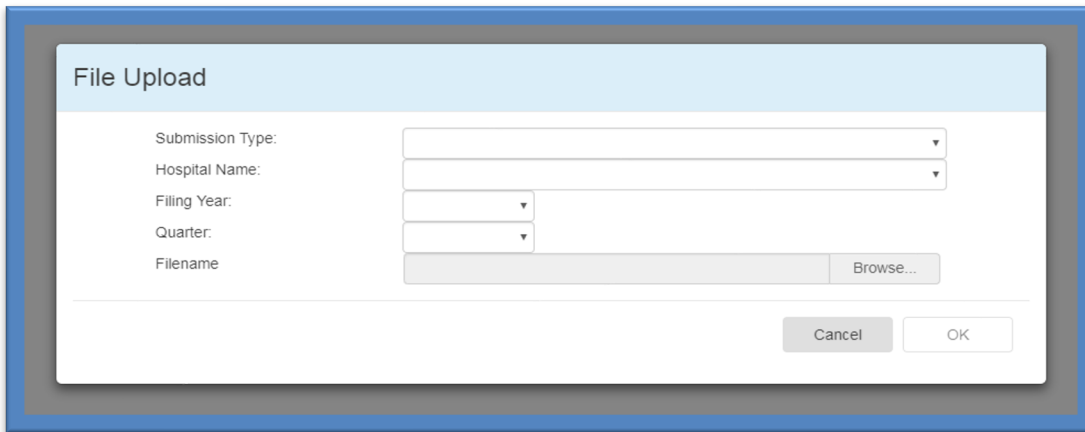
Please select the orange **Upload a File** button, located in the upper right of the screen.



Step 4: Enter Required Fields.

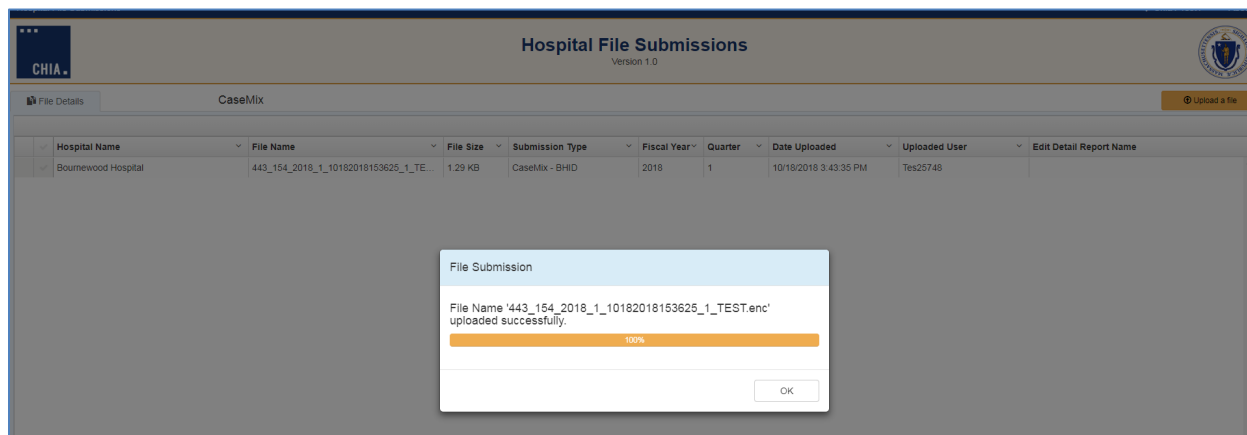
Enter all required fields for the File Upload pop-up box and choose the location of the Filename (with a “.enc” extension) by using the Browse button. Then hit OK for a successful file upload.

File Upload Entries



The image shows a 'File Upload' dialog box with a light blue header. It contains several input fields: 'Submission Type' (a dropdown menu), 'Hospital Name' (a dropdown menu), 'Filing Year' (a dropdown menu), 'Quarter' (a dropdown menu), and 'Filename' (a text input field with a 'Browse...' button next to it). At the bottom right of the dialog are 'Cancel' and 'OK' buttons.

Successful File Upload Image



The image shows the 'Hospital File Submissions' interface. At the top, it says 'CHIA' and 'Hospital File Submissions Version 1.0'. Below this is a 'CaseMix' tab. A table lists submissions with columns: Hospital Name, File Name, File Size, Submission Type, Fiscal Year, Quarter, Date Uploaded, Uploaded User, and Edit Detail Report Name. One row is visible for 'Bournewood Hospital' with file name '443_154_2018_1_10182018153625_1_TE...'. A 'File Submission' pop-up window is displayed in the center, showing 'File Name '443_154_2018_1_10182018153625_1_TEST.enc' uploaded successfully.' with a 100% progress bar and an 'OK' button.

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 - BHD	2018	1	10/18/2018 3:43:35 PM	Tes25748	

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 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

Encrypt Submission File
Step 1 - Choose File Attributes

Filing Type: Behavioral Health Inpatient Data
Filing Year: 2025 1st Quarter (10/1 – 12/31)
Hospital: 8227 Burbank Hosp (TEST)

XYZ Hospital Test.txt
☒ Test File
Click the Encrypt File to save this file attribute. Your entry will appear in the Step 2 Review Files below.

Encrypt Submission File

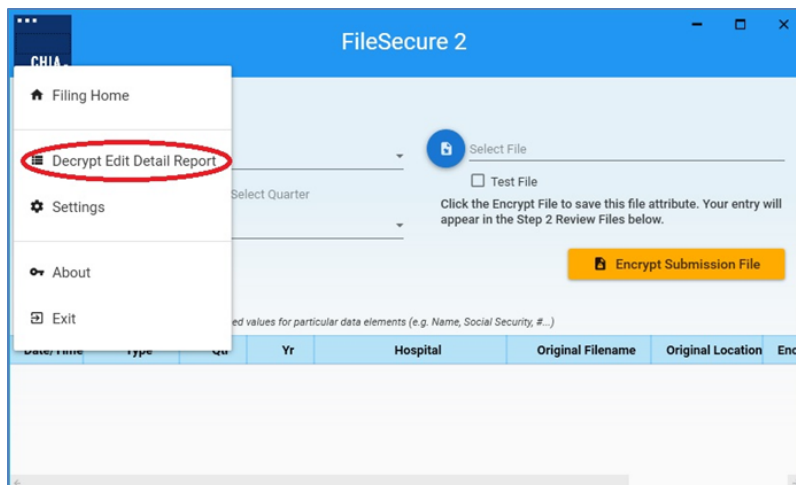
Review Encrypted Files
Decrypted File Content will contain hashed values for particular data elements (e.g. Name, Social Security, #...)

	Date/Time	Type	Qtr	Yr	Hospital	Original Filename	
Decrypt	8/27/2025 12:50:11 PM	Behavioral Health Inpatient Data	1	2025	Burbank Hosp (TEST)	XYZ Hospital Test.txt	C:\Users\suzannr

Step 2: Decrypt the Edit Detail Report

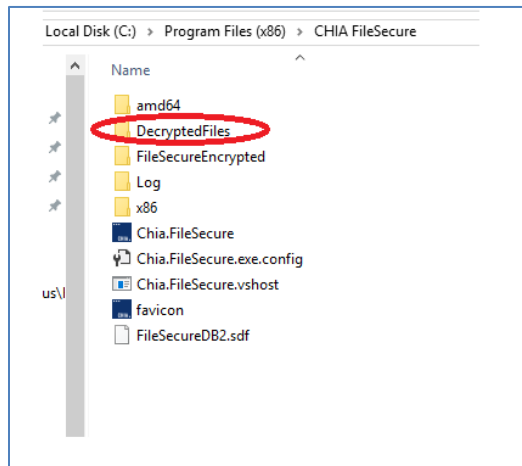
Click on the blue CHIA box at the top left side of the screen.

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.



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