

# **Blue Cross Blue Shield of Michigan, Blue Care Network**

## **Retiree Drug Subsidy**

### **data exchange instructions**

**Revision date:  
Sept. 13, 2006**

## Retiree drug subsidy data exchange instructions

In support of Plan Sponsors' need to exchange data with Blue Cross Blue Shield of Michigan and Blue Care Network that will be needed to request retiree drug subsidy payments from CMS, we have established an internet-based communications mechanism using secure file transfer protocol. The BCBSM software that manages the SFTP site is called EDDI. Support for the SFTP site and EDDI will be provided through the BCBSM EDI Help Desk.

**We will only accept files transmitted by this mechanism, as described in this document.**

### Member Listing Files

We will accept the following files from Plan Sponsors:

- Copies of response files generated by the RDS Center as a result of the initial member listing submitted with the Plan Sponsor's RDS application
- Copies of response files generated by the RDS Center as a result of monthly member update listing submitted by the Plan Sponsor
- Copies of weekly notification files response files generated by the RDS Center as a result Medicare membership changes to the CMS Medicare member database

The files that you send must be in the CMS-established formats:

- Mainframe-to-mainframe
- RDS Secure website (https)
- VDSA

**Do not alter the file copies** other than to remove records for individuals not covered by BCBSM/BCN. It is important that the information you send to us is exactly as you received it from the RDS Center to avoid any discrepancies from the information on file with CMS. Altered records could result in incorrect data submissions to CMS when requesting subsidy payment and potentially cause you to submit a false claim.

If you remove records from VDSA or mainframe-to-mainframe format files, adjust the record count in the trailer to reflect the deletion. For example, if the original record count shown in the trailer was 768 and you removed 122 records for members covered by an insurer other than BCBSM/BCN, you should change 786 to 664.

The files that you receive from the RDS Center will be RDS application-specific. That is, there will be information related to only one application per file. Do not combine files when sending to BCBSM/BCN. You must submit one file per application.

The naming convention to be used when submitting is:

*SubsidyEligibilityFileMMDDYY.csv*

*SubsidyEligibilityFileMMDDYY.txt*

*SubsidyEligibilityFileMMDDYY.zip*

The MMDDYY used in the naming convention should be the CMS “create date” for the files as specified on the CMS webpage from which the files were downloaded. This is a necessary step that will enable BCBSM to process the files in chronological order and to correctly identify the most accurate membership records for your group.

## **The Following Sections Provide Instructions for File Exchange**

### **Software and Hardware**

In order to send the eligibility data and retrieve BCBSM/BCN-generated data you will need the following:

- Access to the Internet
- A Secure FTP (SFTP) client
- A BCBSM/BCN EDDI logon ID and password

Connectivity may be established through desktop, server, or mainframe solutions. The connectivity architecture is presented in **Attachment 1**.

### **Desktop-Based Solutions**

BCBSM/BCN suggests using either WS\_FTP Professional from Ipswitch Inc or the open source WinSCP3 Secure FTP (SFTP) Client. These clients have been tested with the BCBSM/BCN SFTP site. Instructions for submitting your files using these clients are presented in the section titled “Submitting and Retrieving Data from the SFTP Site” on page 3.

If you prefer, or already have, another SFTP client, we will do our best to help you with any connectivity issues, but we can not guarantee 100% compatibility with the BCBSM/BCN SFTP site. A list of free desktop SFTP clients is located in **Attachment 2**.

### **Server/Mainframe-Based Solutions**

If you choose to use a server or mainframe-based solution, custom built or purchased, BCBSM/BCN IT will help with setting up your connectivity; but, we will not help in supporting or configuring your SFTP system. Your mainframe or server must have internet connectivity; we will not establish separate SFTP direct links with you for RDS file exchanges.

## Setting up Your SFTP Account

Please follow these steps to establish an account and BCBSM/BCN SFTP mailbox:

1. Complete the BCBSM/BCN RDS SFTP Registration Form.
2. Send the completed form as an email attachment to [RDSdesignee@bcbsm.com](mailto:RDSdesignee@bcbsm.com).
3. Upon approval of your form, we will assign an EDDI logon ID. The format of the EDDI logon I.D. will be “sr” followed by four digits. EDDI is case sensitive, therefore your user id must be in lower case or the system will not recognize it.
4. After receiving your EDDI logon I.D., call the EDI Help Desk (800-542-0945, prompt 2) to set up a password. Please have your EDDI logon I.D. (the “sr” number) handy when you call, as the EDI Help Desk consultant will need that number to assign a password. The assigned password will contain eight case-sensitive characters with at least two non-alpha and four alpha characters (for example, kf34tM15).
5. Once you have established your password, you may begin using the system.
6. If you experience problems in submitting files to us after you have your password, please call the EDI Help Desk for assistance (800-542-0945, prompt 5). Be sure to have your EDDI logon I.D. available when calling.
7. If you need to reset your password for any reason, for example you forgot or lost it, contact the EDI Help Desk for assistance (800-542-0945, prompt 2). As always when contacting us, be sure to have your EDDI logon I.D. available when calling.

## Submitting and Retrieving Data through the SFTP Site

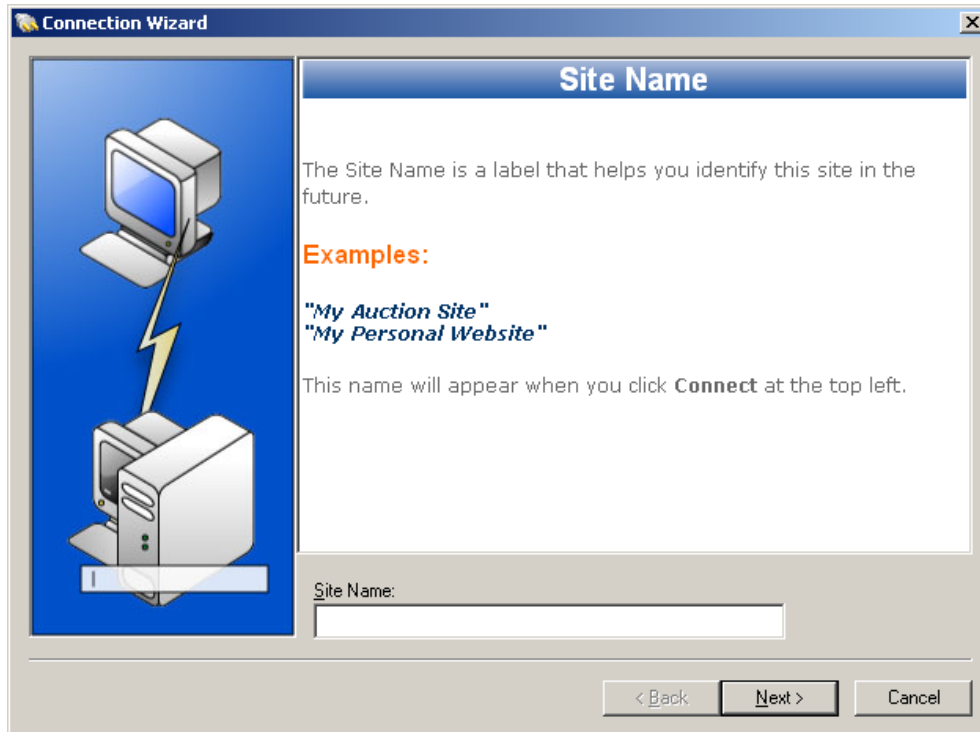
Once you have established access, you may begin submitting files.

Presented below are instructions for submitting and retrieving files through the SFTP site for the two desktop clients that we have tested, WS\_FTP Professional from Ipswitch, Inc. (<http://www.ipswitch.com/>) and the open source WinSCP3 Secure FTP (SFTP) Client (<http://winscp.net/eng/index.php>). Other clients will be slightly different, but the basic procedures will be similar.

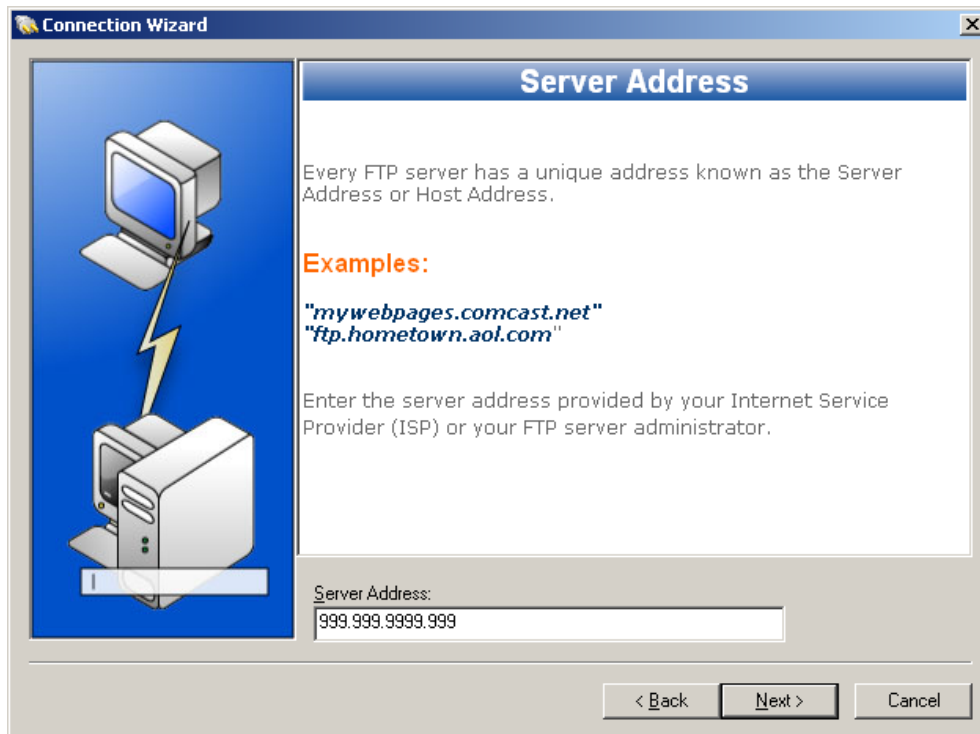
## Using WS\_FTP Professional

### Configuring

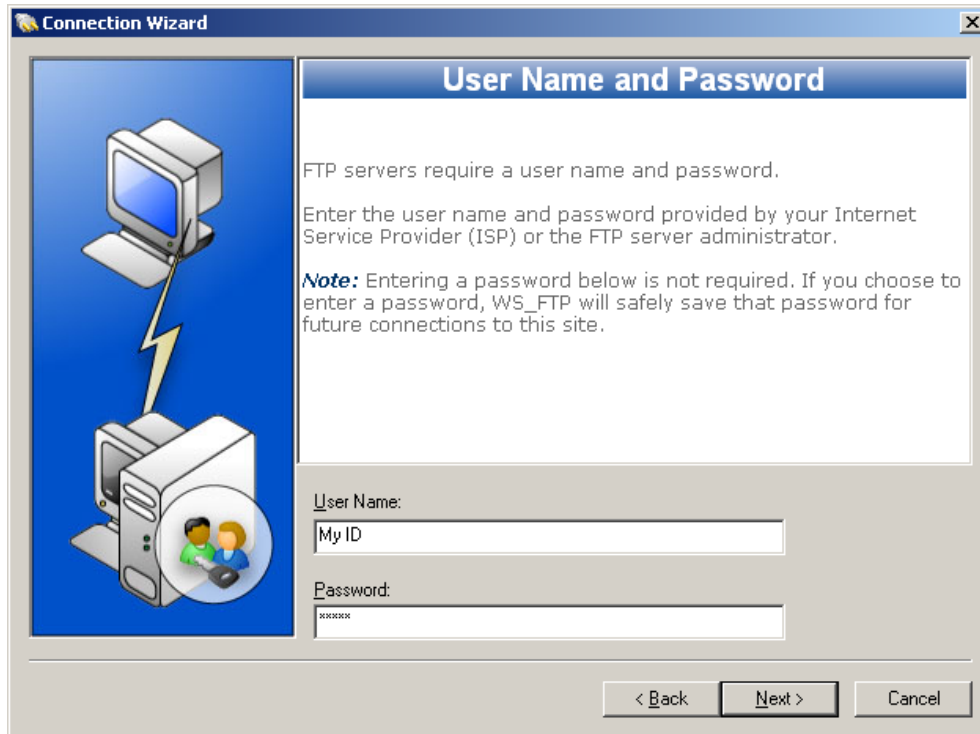
After the application is installed, start WS\_FTP Pro and use the connection wizard to enter the BCBSM/BCN SFTP site profile.



Enter a name of your choice for the BCBSM/BCN SFTP site that you can remember and  
Click **Next**



Enter the address for the BCBSM/BCN SFTP site '**subsidy.bcbsm.com**' or **167.242.55.40** and Click **Next**



**User Name and Password**

FTP servers require a user name and password.

Enter the user name and password provided by your Internet Service Provider (ISP) or the FTP server administrator.

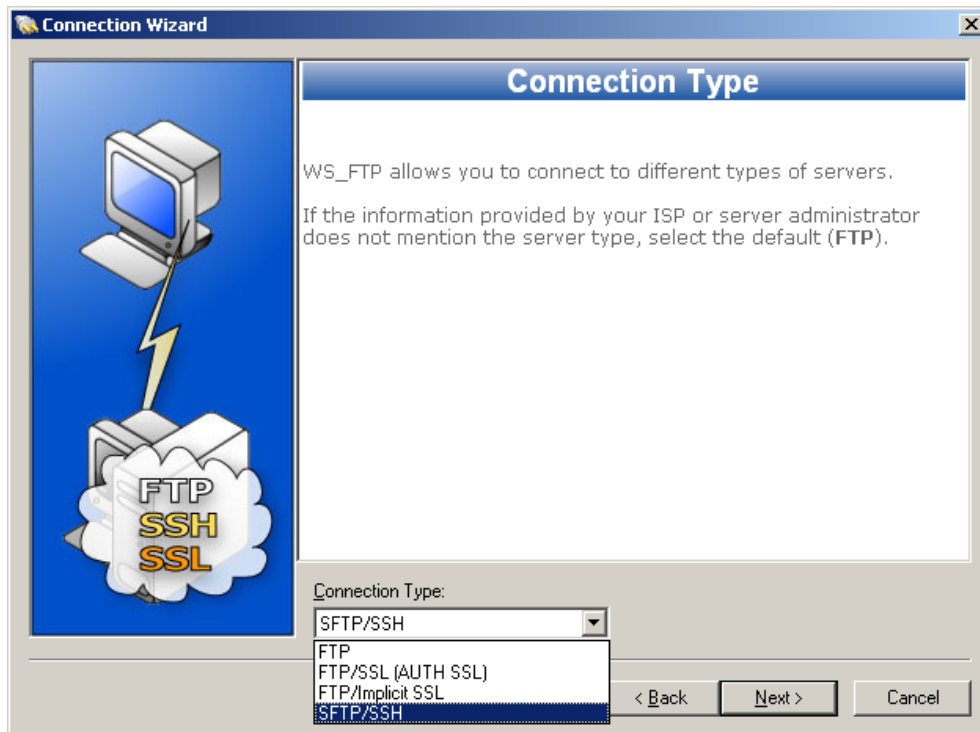
**Note:** Entering a password below is not required. If you choose to enter a password, WS\_FTP will safely save that password for future connections to this site.

User Name:  
My ID

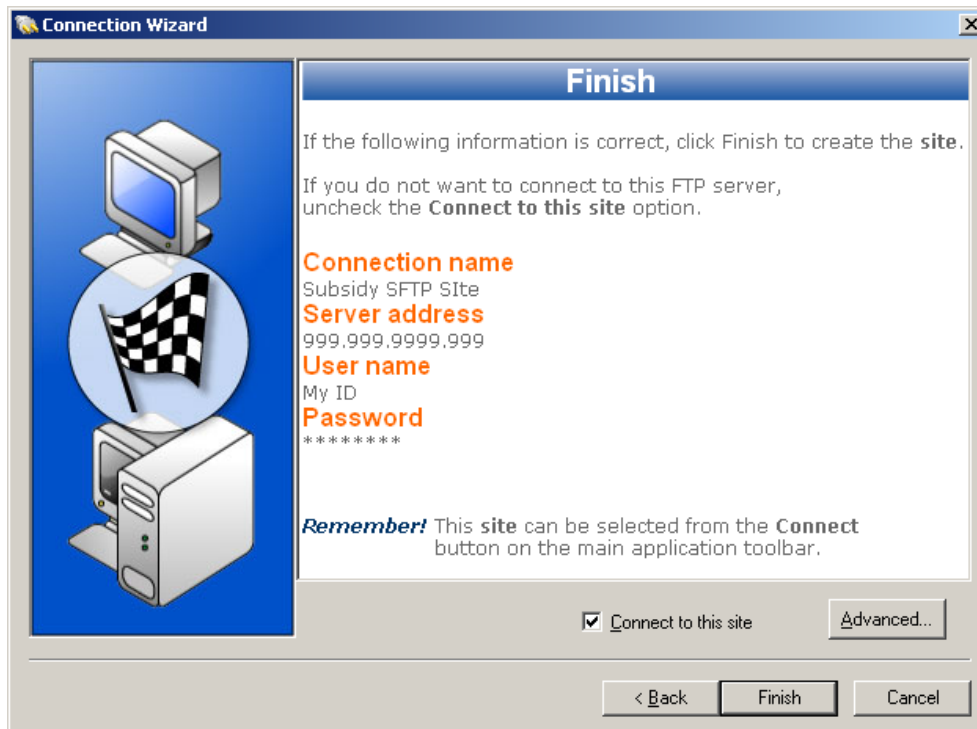
Password:  
xxxxxx

< Back   Next >   Cancel

Enter your EDDI logon ID and password. Click **Next**



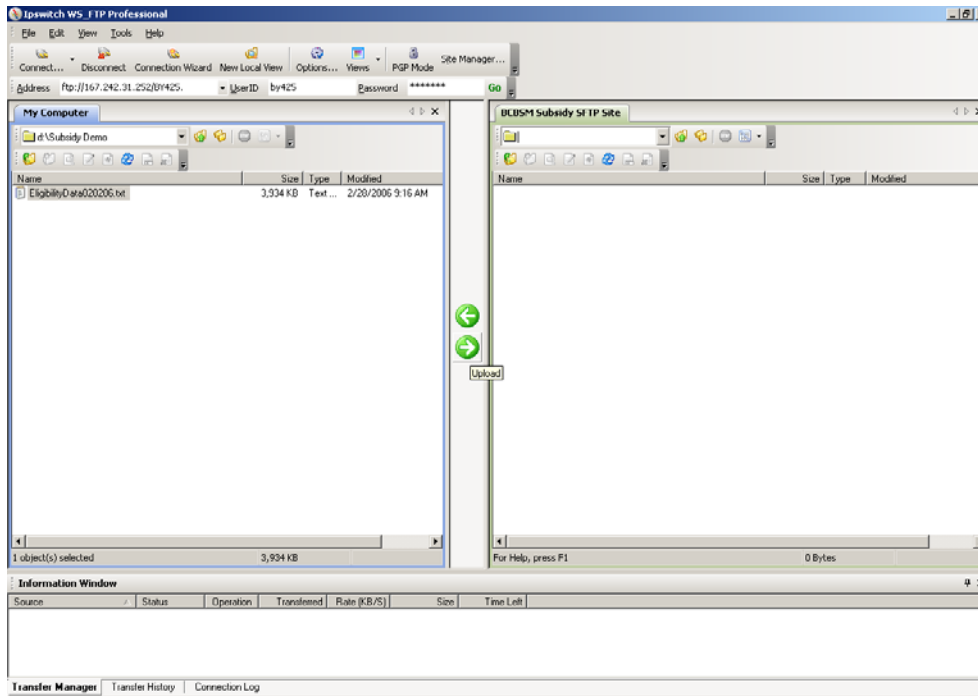
Select connection type (communication protocol) of SFTP and Click **Next**



Configuration is completed; Click **Finish**

### Transferring Files with WS\_FTP Pro

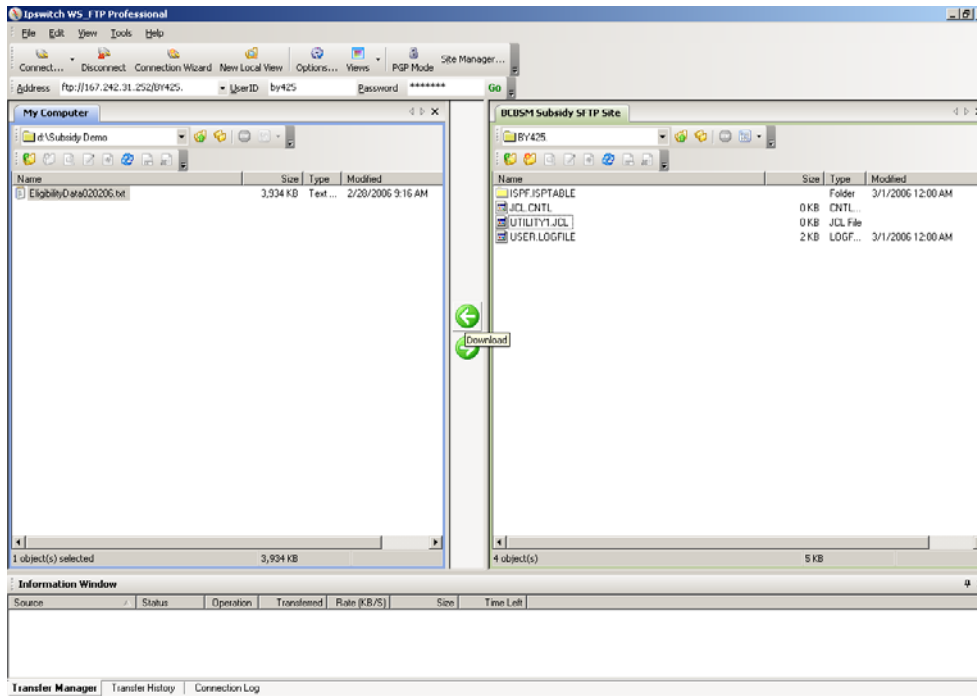
To send a file to the BCBSM/BCN SFTP site, start WS\_FTP Pro. Connect to us by selecting the BCBSM/BCN SFTP site. WS\_FTP Pro will automatically use the saved configuration for the SFTP site and log on.



Locate the file on your local PC that you wanted to send to the BCBSM/BCN SFTP site in the left side panel and click the Upload arrow. The progress and final status of the transfer will be displayed in the bottom panel. You can also check the *lasttrans.txt* file to confirm that the transfer did finish and your file was received, see page 16.

### Retrieving Files with WS\_FTP Pro

To retrieve a file from the BCBSM/BCN SFTP site, start WS\_FTP Pro. Connect to us by selecting and choose the BCBSM/BCN SFTP site. Once connected and logged in, the right side panel will display the files available to your Group on the Subsidy site.



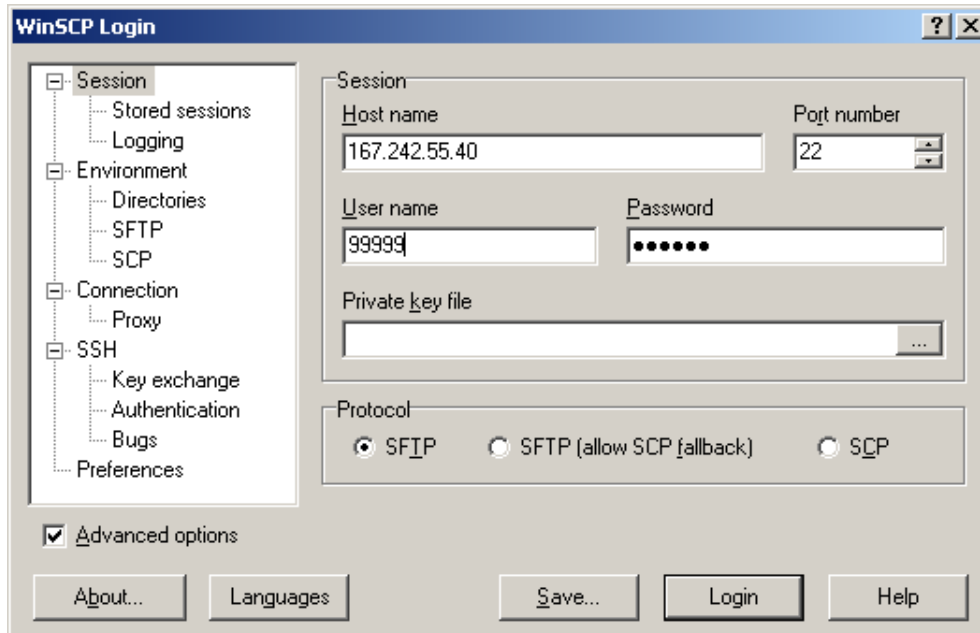
Locate the file on Subsidy site that you want to retrieve from BCBSM/BCN in the right side panel and click the Download arrow. The progress and final status of the transfer will be displayed in the bottom panel. When the file is finished downloading, it will appear in the left side panel.

Locate the file on the SFTP site that you want to retrieve from BCBSM/BCN in the right side panel and use your mouse to drag and drop the file from the right panel to the left panel. When the file is finished downloading it will appear in the left side panel.

## Using WinSCP3

## Configuring

When WinSCP3 is first started it prompts you to enter a site profile.

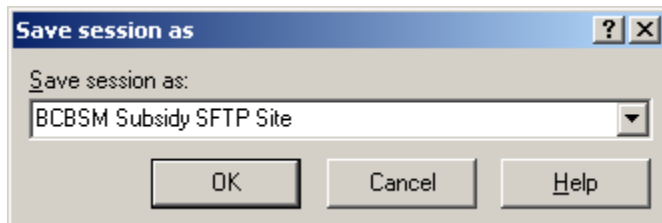


Enter the BCBSM SFTP site IP address (subsidy.bcbsm.com or 167.242.55.40) as the Host Name and leave the default port number at 22. Enter your EDDI provided ID and password and select SFTP as the Protocol.

At this point you can select Save to retain the information you just entered.



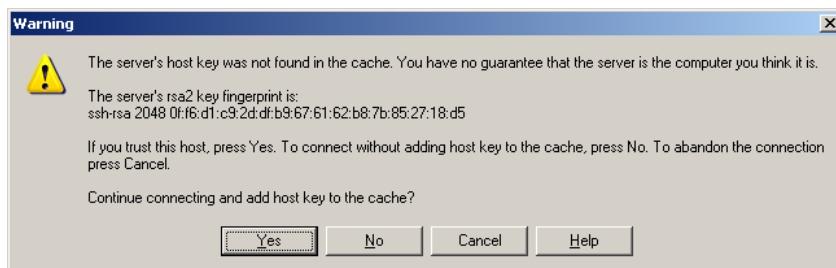
You will be prompted if you want to save your password within the BCBSM SFTP site profile. If you do not save your password within the profile you will be asked to enter your password each time you try to access the BCBSM SFTP site.



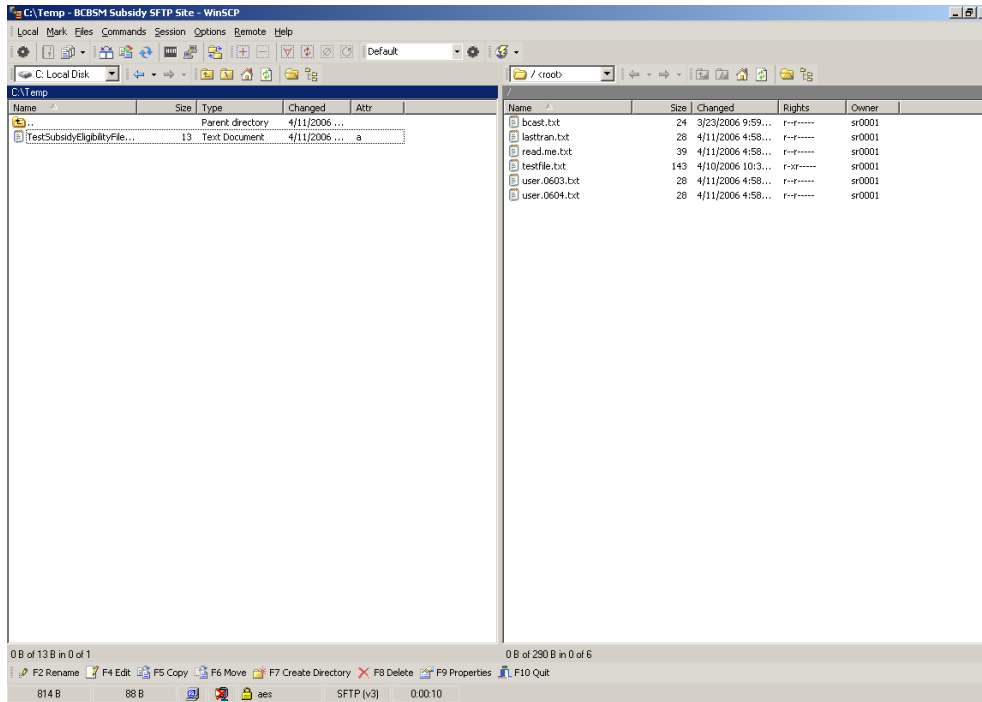
Enter a name for the BCBSM SFTP subsidy site that is easily remembered and click OK.

### ***Transferring Files with WinSCP3***

To send a file to the BCBSM SFTP Subsidy site start WinSCP3 and choose the BCBSM SFTP Subsidy site to connect to. WinSCP3 will use the saved configuration for the SFTP Subsidy site and log in automatically.

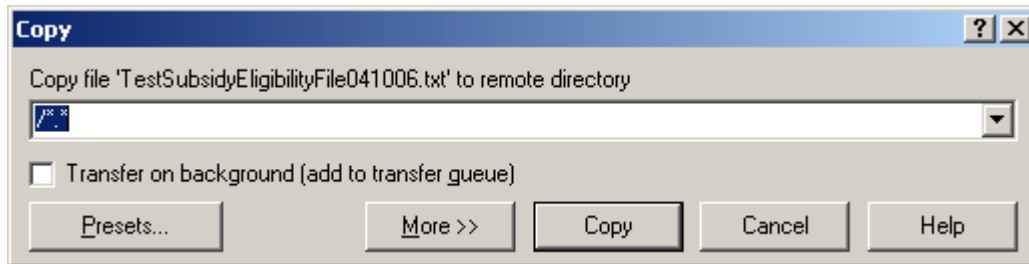


The first time you connect to the BCBSM SFTP subsidy site you will be asked to trust the BCBSM SFTP subsidy site. Click yes if you do not want to be asked this again.

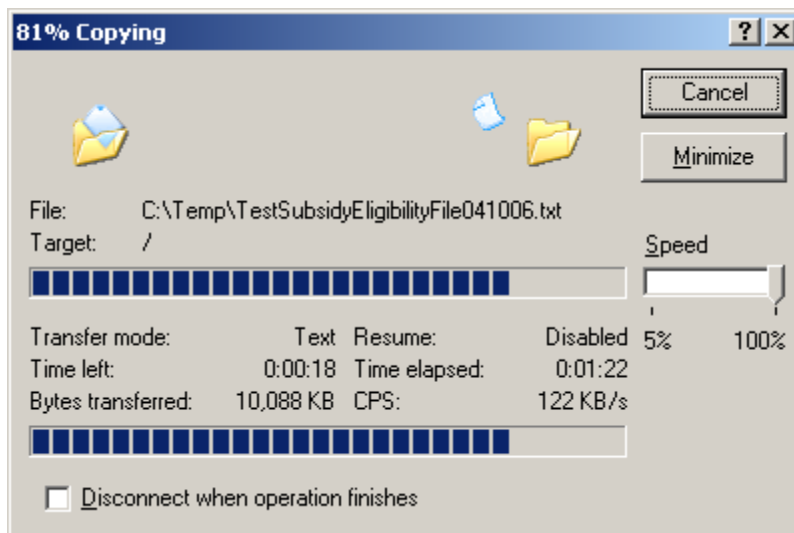


Locate the file on your PC that you want to send to the BCBSM SFTP Subsidy site in the left side panel and drag it into the right side panel.

You will be prompted to confirm the transfer. Click Copy if you want to transfer the file to the BCBSM SFTP Subsidy site.



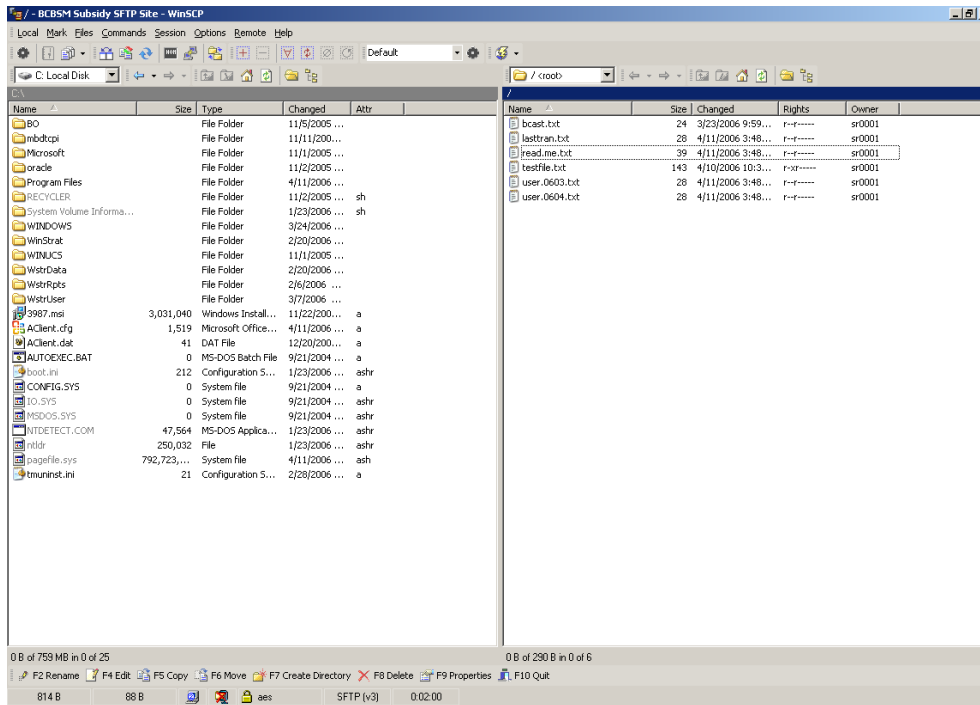
The progress of the transfer will be displayed



If you do not receive an error message, the file transferred successfully. You can also check the *lasttrans.txt* file to confirm that the transfer did finish and your file was received. See page 16 for information about the lasttrans.txt file.

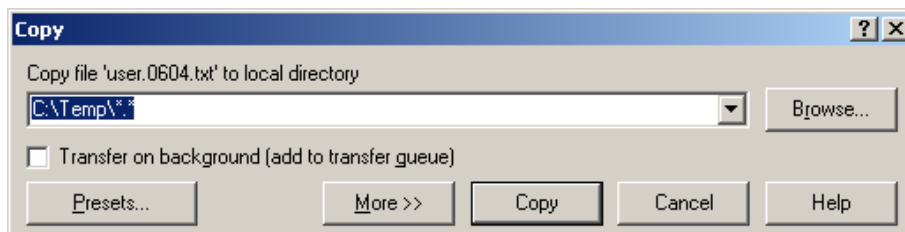
### Retrieving Files with WinSCP3

To retrieve a file from the BCBSM SFTP Subsidy site start WinSCP3 and chose the BCBSM SFTP Subsidy site to connect to. Once connected and logged in the right side panel will display the files available to your Group on the Subsidy site.

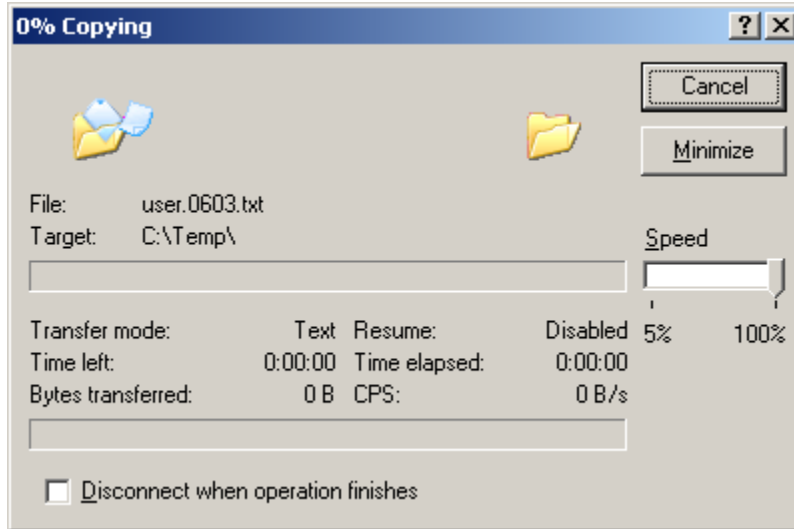


Locate the file on the Subsidy site that you want to retrieve from BCBSM in the right side panel and use you mouse to drag and drop the file from the right panel to the left panel.

You will be prompted to confirm the transfer. Click Copy if you want to transfer the file to you PC.



The progress of the transfer will be displayed.



When the file is finished downloading, it will appear in the left side panel.

### EDDI Receipt Notification

When a file is received, it will be processed immediately. EDDI will place a submission status file named *lasttran.txt* in your mailbox for each file that you submit.

If your submission is successful, the information in the *lasttran.txt* file will look like the following example:

```
Lasttran information...
Wed 03/22/06
UD270 sr0001 Records=935 082023sr0001
```

In this example, UD270 identifies the incoming file as an RDS file. The next field identifies the user logon I.D. Records = 935 means that the file received had 935 records. The final field is the internal file name assigned by BCBSM for processing purposes.

Any file will be rejected that:

- Does not comply with the naming convention
- Contains no records

If your file is rejected, the information in the *lasttran.txt* file will look like the example shown below for a file that was rejected. In this case the message indicates that the reason for rejection was use of an unacceptable file format.

```
Lasttran information...  
Wed 03/22/06  
10:33:15AM UNRECOGNIZED FORMAT 081003sr0001
```

Because the files are processed immediately upon receipt, you will never see the files that were submitted. The only files that you will be able to view are the files that are available for download.

When you connect to EDDI, you will see a listing of files that are available for downloading, called *read.me.txt*. We will communicate cost report data for requesting CMS RDS payment will be communicated to you in this fashion.

Each line in the listing has three sections separated by a colon (:).

- Section 1 will be an asterisk (\*) or blank. An asterisk indicates that the file has been downloaded. A blank indicates that it has not.
- Section 2 is a description of the file
- Section 3 is the file name

For example, a *read.me.txt*, file that sends the message below means that you have downloaded a file called *testfile.txt*, and that file was an output test file in ASCII format.

- \*: Output test (ASCII) : testfile.txt

You should check the SFTP site at least monthly. We will not archive any data/files. Utilization/cost reporting data and any submission and processing responses files that you have not downloaded within 30 days of the initial posting will be deleted. Files will remain in the site for three days following the download date.

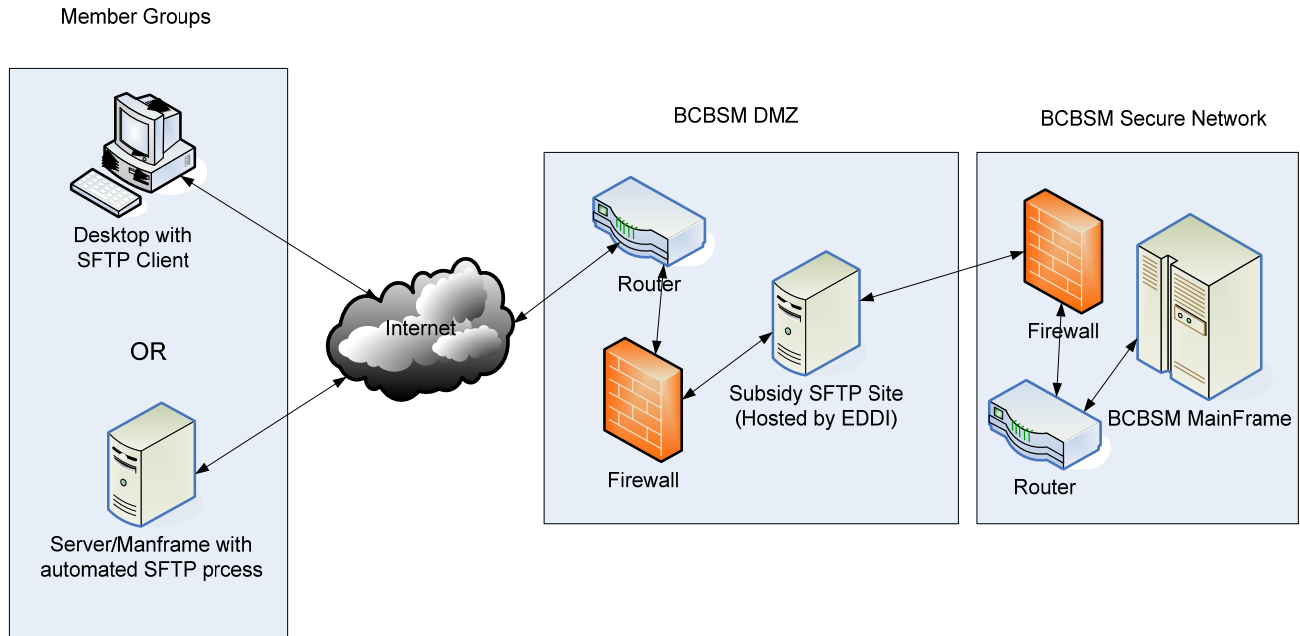
### Need Help?

For technical support, contact the EDI Help Desk .....1-800-542-0945 prompt 5

For BCBSM/BCN RDS program questions, contact.....[rdsdesignee@bcbsm.com](mailto:rdsdesignee@bcbsm.com)

# Attachments

## Attachment 1: BCBSM/BCN RDS Subsidy SFTP Architecture



## Attachment 2: Free Secure FTP (SFTP) Desktop Applications

The following are some free FTP programs (clients) that the groups could use.

### **WinSCP3 Secure FTP (SFTP) Client (<http://winscp.net/eng/index.php> )**

WinSCP is an open source SFTP client for Windows. Its main function is the secure file transfer between a local and a remote computer. Beyond this, WinSCP offers basic file manager functionality. It uses Secure Shell (SSH) and supports, in addition to Secure FTP, also legacy SCP protocol.

### **Core FTP Lite ( <http://www.coreftp.com/> )**

Core FTP Lite is a Windows FTP client that supports uploading/downloading/deletion of directories (folders) and files, browser integration, SFTP (or secure FTP), SSL/TLS, handling of file permissions, transfer bandwidth control, etc.

### **FileZilla Open Source FTP / SFTP Client (<http://filezilla.sourceforge.net/> )**

FileZilla is a free, open source FTP client for Windows distributed under the GNU General Public License. You can perform the usual functions, upload and download files, as well as resume uploads or downloads, works with firewalls, supports SFTP (Secure FTP) and SSL secured connections, handle queues of files to be uploaded/downloaded, etc.

### **Cyberduck (<http://cyberduck.ch/> )**

Cyberduck is an open source FTP and SFTP browser for Mac OS X. It supports drag and drop, resuming of uploads and downloads, synchronization of files on a local computer with a server, uploading and downloading of folders, etc. It is licensed under the GNU GPL.

### **Fugu - Mac OS X SFTP / SCP / SSH FrontEnd (<http://rsug.itd.umich.edu/software/fugu/> )**

Fugu is a free open source front end for SFTP (Secure FTP), SCP and SSH. It is released under a BSD license, and supports Mac OS X.

### **Putty: Win32 SSH/Secure FTP (SFTP) Client (<http://www.chiark.greenend.org.uk/~sgtatham/putty/> )**

Putty is a free open source set of programs. It includes a Secure Shell client (SSH), an SCP client (secure copy), a command line Secure FTP client (SFTP), a Telnet client, etc.