

SDMC CalAIM User Acceptance Testing

Overview of User Acceptance Testing

DHCS has a new test environment for CalAIM User Acceptance Testing (UAT)

The following will be covered in depth in this presentation:

- » Test Client Index Number (CIN) request process
 - CIN-REQUEST generation and CIN-REQUEST upload
- » Test CIN-RESPONSE File Retrieval and Altered CIN Identification
- » Submitting test claims in the CalAIM UAT Environment
- » File Validation and Acknowledgment (TA1, 999, SR, 835) Files

Test Client Index Number (CIN) Request Process

First, counties should identify CINs associated with their county that they would like to use for testing

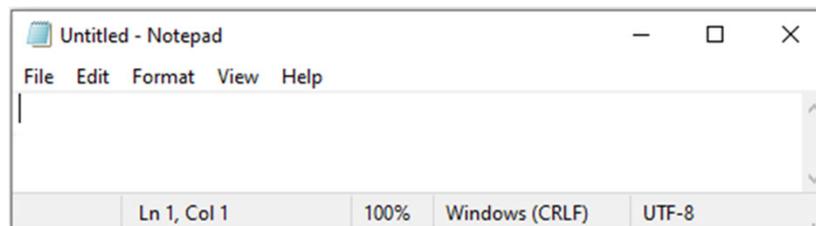
» **These CINs must be valid CINs in the MEDS system**

- Counties should make note of the **birth month** and **birth year** associated with each CIN as they will be needed later

DHCS recommends counties use CINs associated with beneficiaries with a variety of coverages and needs to test an assortment of codes and claims

CIN-Request Generation

Next, counties should use those CINs to generate their **CIN-REQUEST.txt** file(s). Begin creating this txt (text) file using a simple text editor like Notepad:

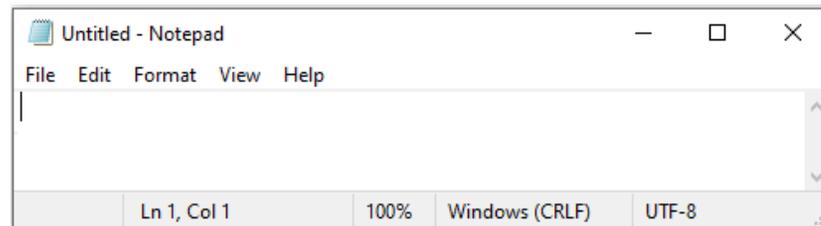


CIN-REQUEST Generation

Type the following into the text file, in order:

- » The program code for this CIN (ADP or DMH)
- » The county's 2-digit code
- » **2 Spaces** (and only two spaces)
- » The CIN

Example: **DMH59 86753099E**

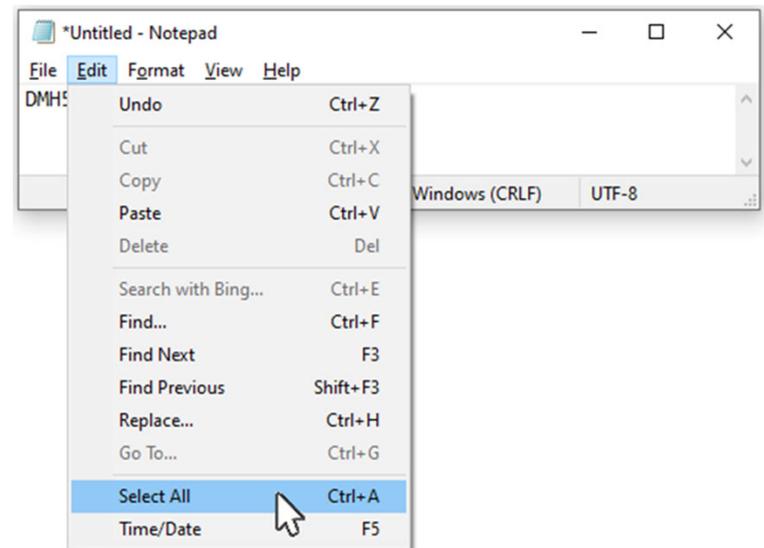


CIN-REQUEST Generation

Caution: CIN-RESPONSE files will not generate if there are extra characters or spaces in the REQUEST text (.txt) file.

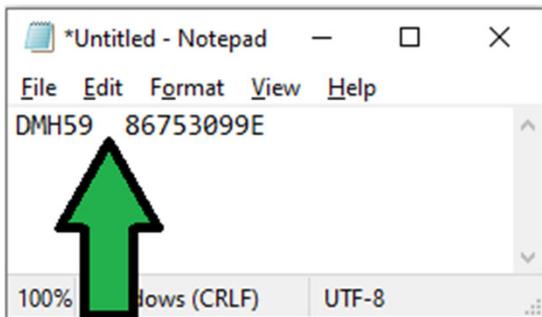
Review your **CIN-REQUEST.txt** file:

- » **“Select All”** using **“Ctrl + A”** on the keyboard or by clicking the **“Edit”** menu and then clicking **“Select All”**

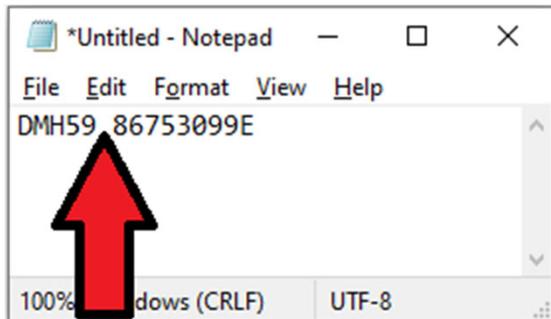


CIN-REQUEST Generation

Review the **CIN-REQUEST.txt** file for correct spacing:



Two spaces after the 2-digit county ID

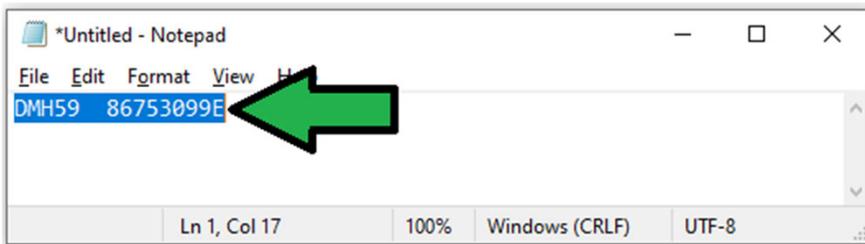


One space after the 2-digit county ID



CIN-REQUEST Generation

Review the **CIN-REQUEST.txt** file for correct spacing:



A screenshot of a Notepad window titled '*Untitled - Notepad'. The text 'DMH59 86753099E' is selected and highlighted in blue. A green arrow points to the space between 'DMH59' and '86753099E'. The status bar at the bottom indicates 'Ln 1, Col 17', '100%', 'Windows (CRLF)', and 'UTF-8'.

No space after the CIN



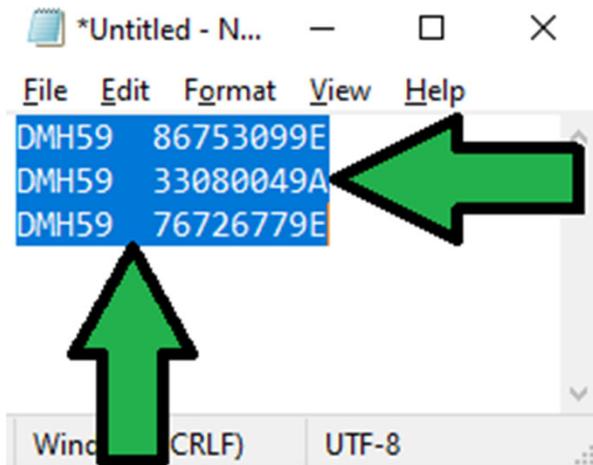
A screenshot of a Notepad window titled '*Untitled - Notepad'. The text 'DMH59 86753099E' is selected and highlighted in blue. A red arrow points to the space between 'DMH59' and '86753099E'. The status bar at the bottom indicates 'Ln 1, Col 18', '100%', 'Windows (CRLF)', and 'UTF-8'.

Space after the CIN



CIN-REQUEST Generation

Multiple CINs can be added to a single **CIN-REQUEST.txt** file. This will allow counties to generate multiple CINs for testing while submitting only one **CIN-REQUEST.zip** file.



```
*Untitled - N...
File Edit Format View Help
DMH59 86753099E
DMH59 33080049A
DMH59 76726779E
Wind (CRLF) UTF-8
```

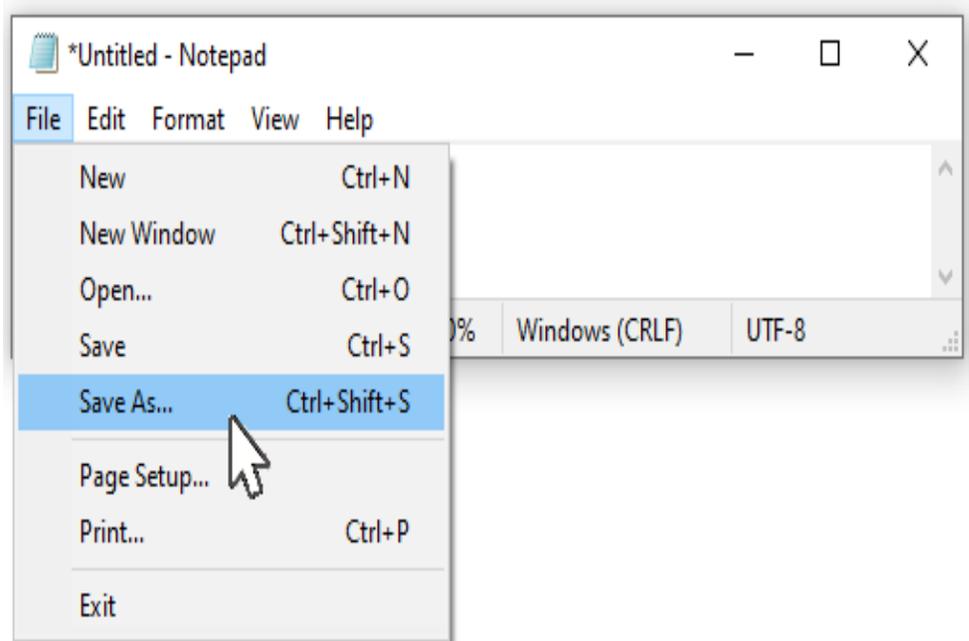
Note: Each line must meet the correct spacing as outlined in previous slides.

- ✓ Two spaces after the 2-digit county code
- ✓ No spaces after the CIN.

CIN-REQUEST Generation

Next, save the **CIN-REQUEST.txt** file

- » Click "**File**" and select "**Save As...**" or
- » Press "**Ctrl + Shift + S**" on the keyboard



CIN-REQUEST Generation

Save the **CIN-REQUEST**.txt file using the following naming convention:

XXX-NN-SDMC-CIN-REQUEST-MMDDYYYY-NNN.TXT

XXX - Program Code (ADP or DMH)

NN - The County's 2-digit Code

MMDDYYYY - Date

NNN - 3-digit number chosen by the county to differentiate between multiple files submitted on the same day

CIN-REQUEST Generation

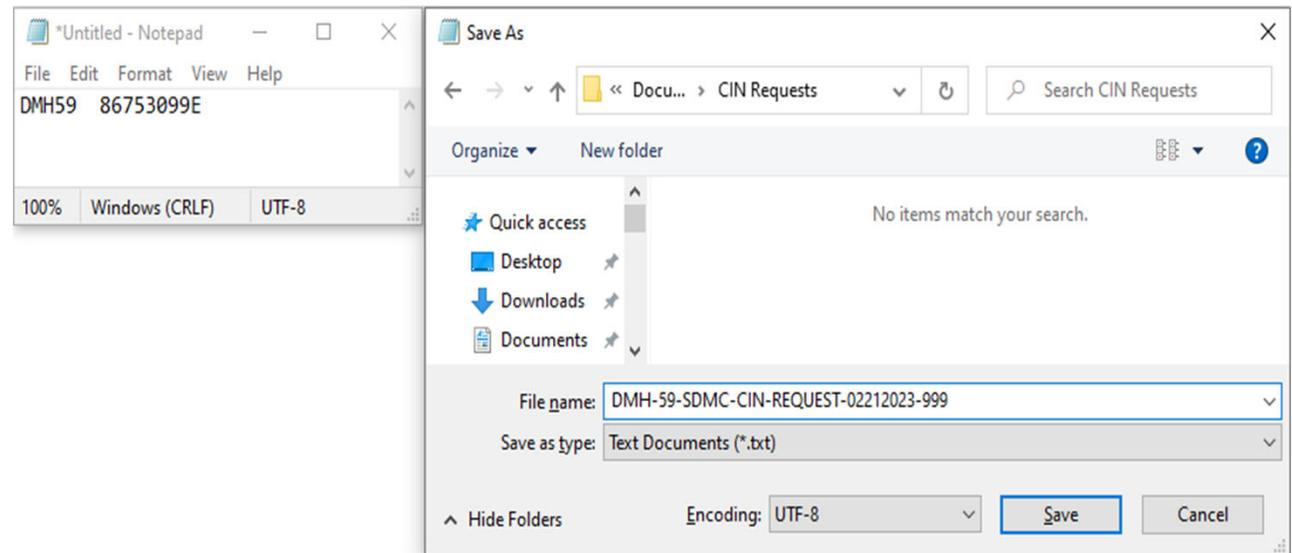
From the previous example:

DMH - Program Code

59 - County 2-digit Code

02212023 - Date

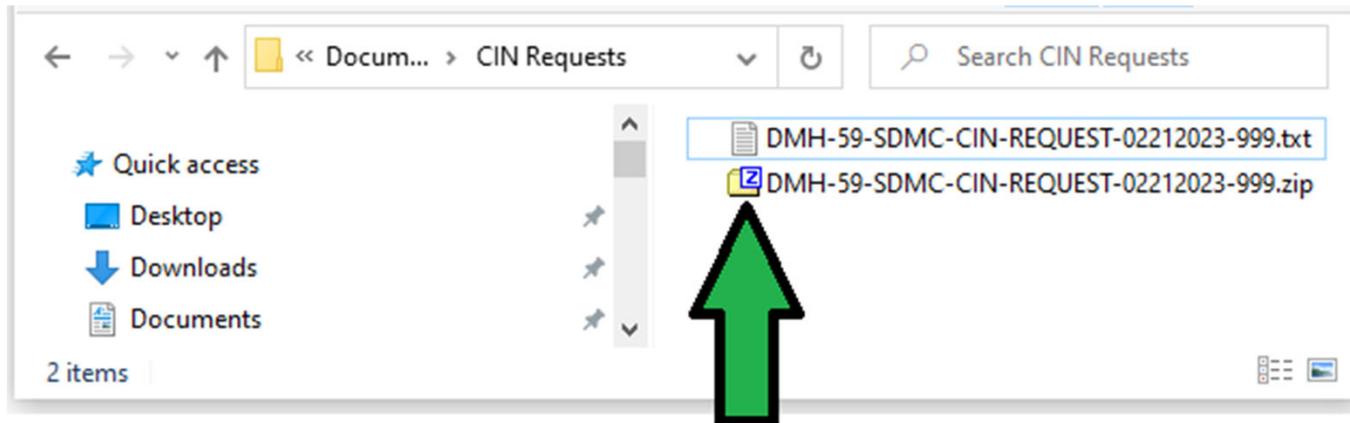
999 - 3-digit number



CIN-REQUEST Generation

This will result in a .txt file being saved to the computer.

This **.txt** file needs to be saved in a **.zip** file with the exact same name as the **.txt** file:

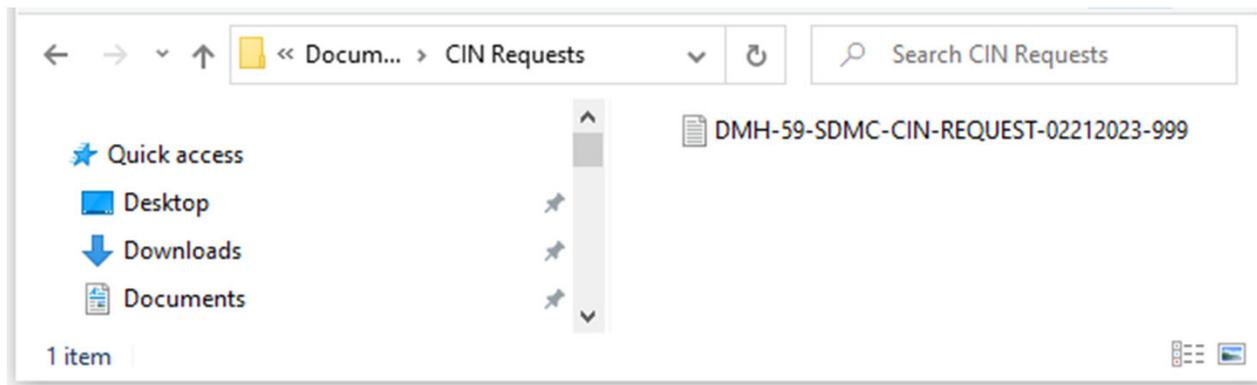


Note: CIN-REQUEST.zip has same name as CIN-REQUEST.txt

CIN-REQUEST Generation

In many Windows-based systems, this can be accomplished by:

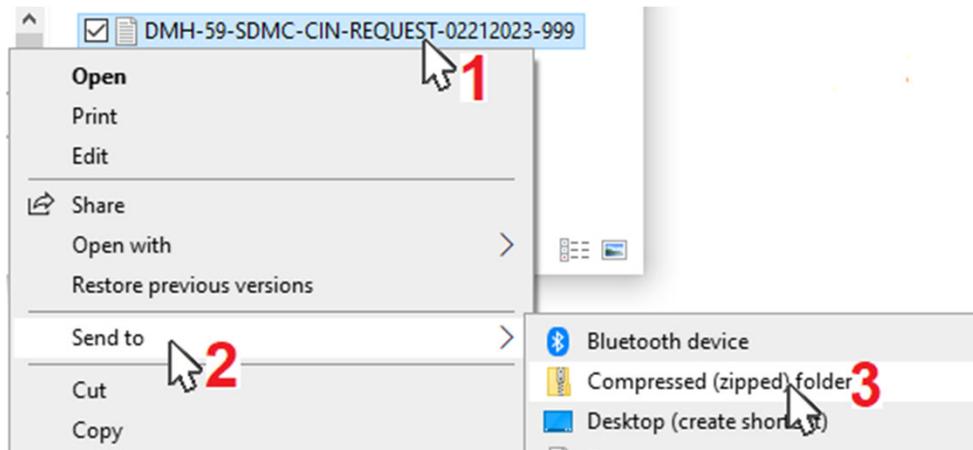
First, navigating to the location where the file was saved



CIN-REQUEST Generation

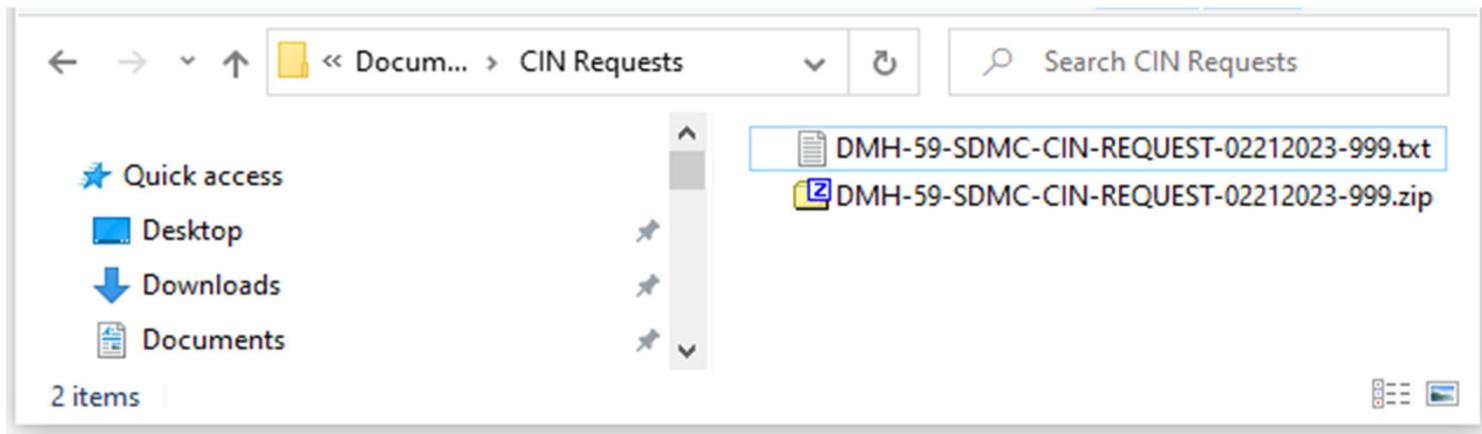
Then, right-clicking on the file and selecting:

Send to > Compressed (zipped) folder



CIN-REQUEST Generation

On many Windows-based systems, this will result in a **.zip** file with the same name as the **.txt** file:

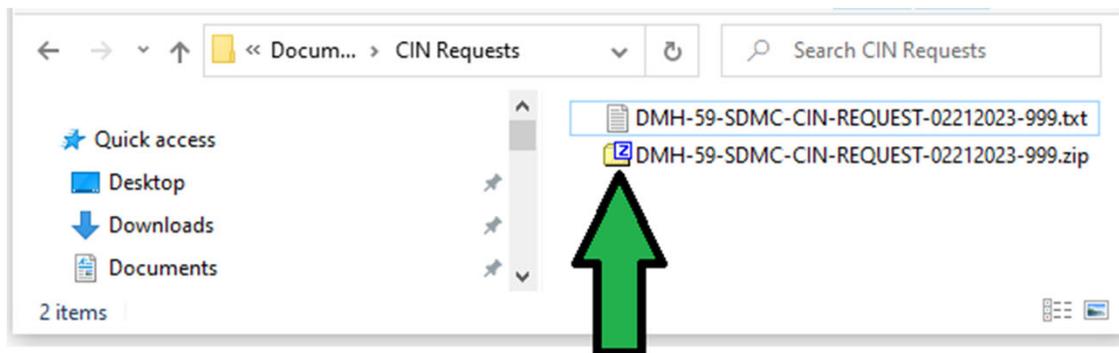


If it does not, and further assistance is required creating a **.zip** file, seek assistance from your IT department

CIN-REQUEST Generation

» WARNINGS and REMINDERS:

- Each **CIN-REQUEST.zip** file must contain only one **CIN-REQUEST.txt** file.
- The **CIN-REQUEST.zip** file should be in a **CIN-REQUEST.txt** file with the **same exact name**.

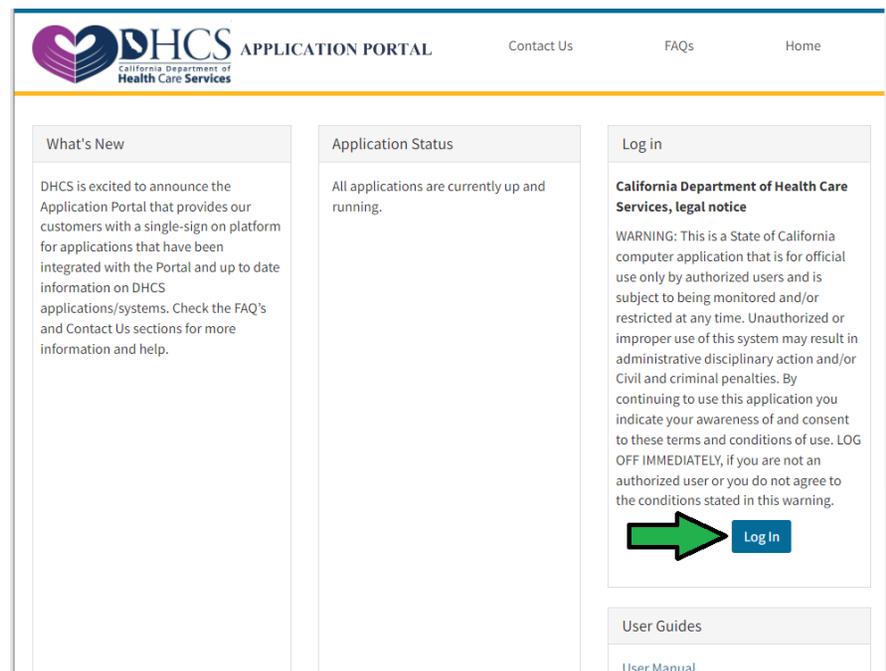


Note: CIN-REQUEST.zip has same name as CIN-REQUEST.txt

CIN-REQUEST Upload

Once a properly-formatted CIN-REQUEST.zip file is ready, the next step is uploading it to the correct location in the DHCS Application Portal.

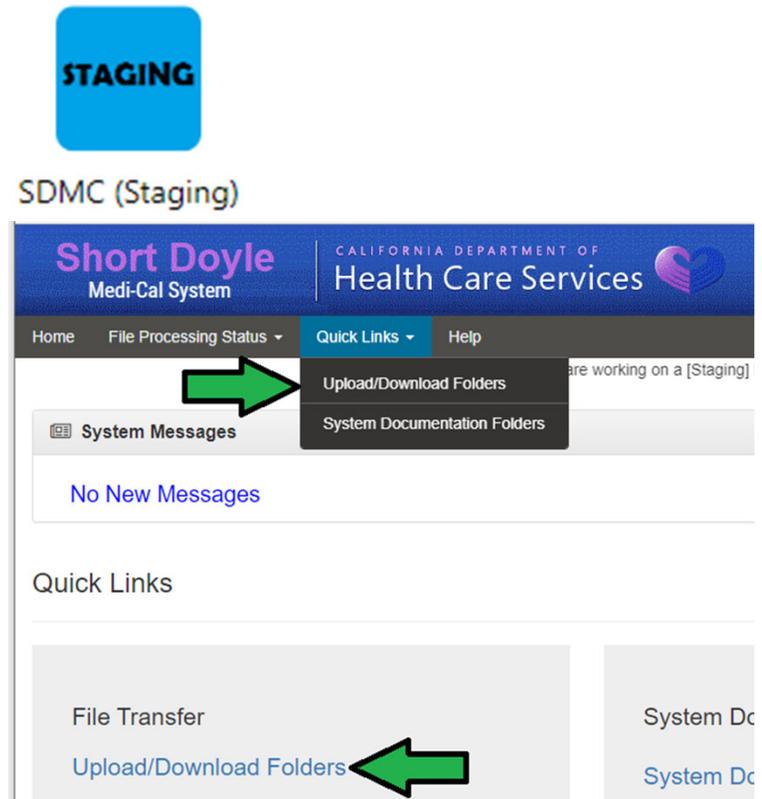
To start: Log in to the DHCS Application Portal



CIN-REQUEST Upload

Next, open the SDMC (Staging) app in the [DHCS Application Portal](#)

Then, to access the county's **Upload/Download Folders**, click **Upload/Download Folders** in either location shown to the right.



CIN-REQUEST Upload

On the next screen, navigate to the correct folder for the county and the program that the **CIN-REQUEST** is for by clicking on the folders under the **Name** column.

Folders

 >  DHCS-BHIS >  STAGING >  SDMC

Find: 

<input type="checkbox"/> 	Name	<input checked="" type="checkbox"/> Size/Contents	Creator	Created
 <i>Parent Folder</i>				
<input type="checkbox"/>	 ADP	86  0 		6/5/2019 3:16:41 PM
<input type="checkbox"/>	 DMH	59  0 		6/5/2019 3:16:47 PM
<input type="checkbox"/>	 SystemDocumentation	2  22 		6/5/2019 3:16:55 PM

CIN-REQUEST Upload

As the example was for Test County's DMH program, the example would be uploaded to this folder:

Folders

 >  DHCS-BHIS >  STAGING >  SDMC >  DMH >  TEST-59 >  Upload

Or, if Test County wanted to submit a **CIN-REQUEST** for their ADP program, it would be uploaded to this folder:

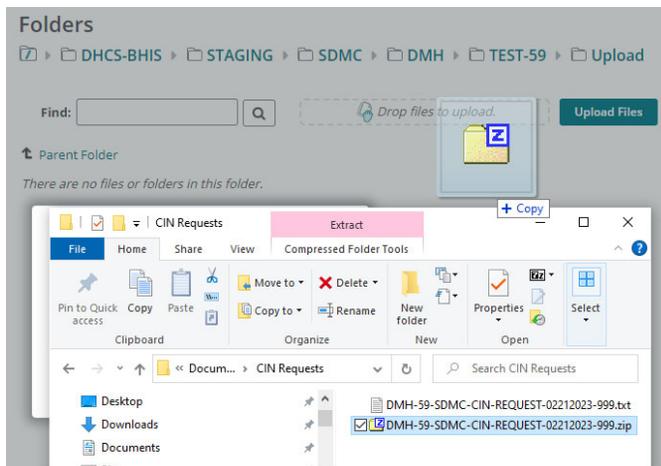
Folders

 >  DHCS-BHIS >  STAGING >  SDMC >  ADP >  TEST-59 >  Upload

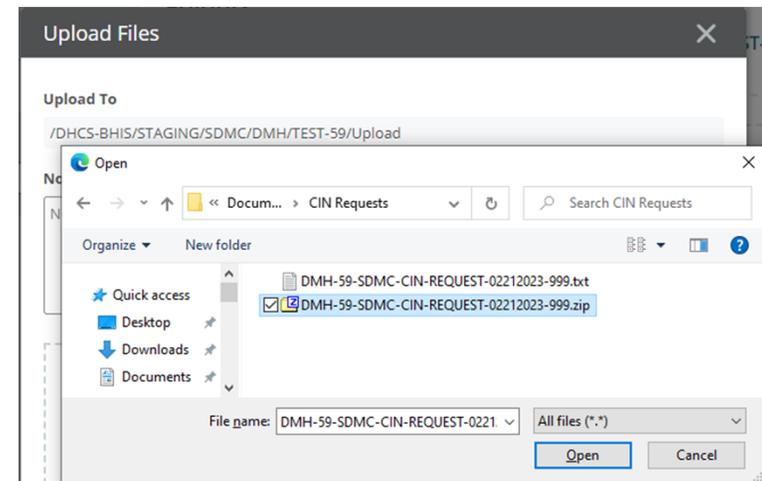
CIN-REQUEST Upload

Once at the correct folder, the county can either:

Drag & drop the **CIN-REQUEST.zip** file into the window:



Or click **Upload Files** > **Browse** and locate the **CIN-REQUEST.zip** file



CIN-REQUEST Upload

Once the **CIN-REQUEST.zip** file has been uploaded, the **CIN-RESPONSE.zip** file will be processed, generated, and should appear in the county's **SDMC (Production) app** in the DHCS Application Portal in 2-3 days.



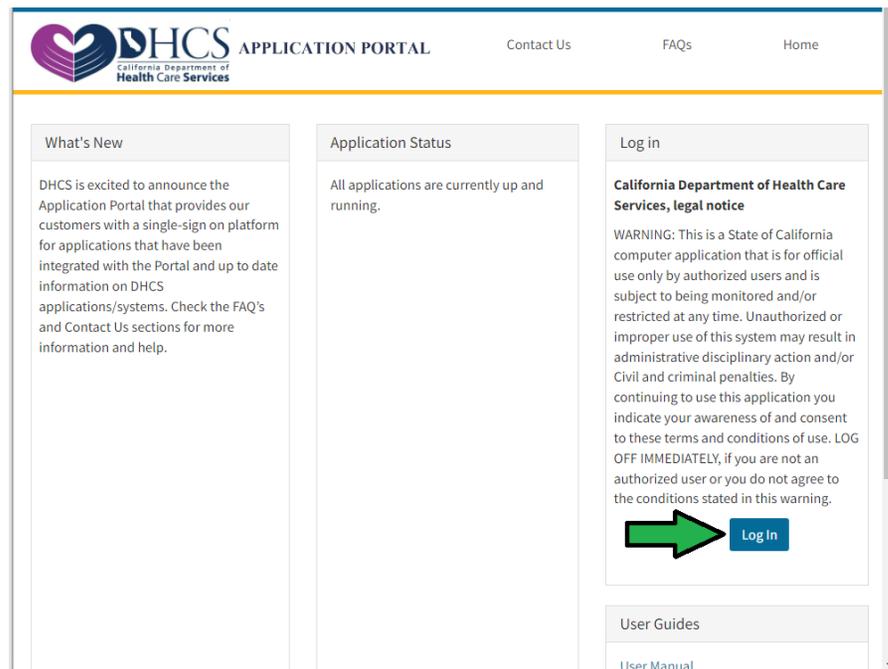
SDMC (Production)

For instructions for retrieving the **CIN-RESPONSE** file, please continue to the next slide.

CIN-RESPONSE File Retrieval

Once a **CIN-RESPONSE**.zip file is ready, the next step is retrieving it from the DHCS Application Portal.

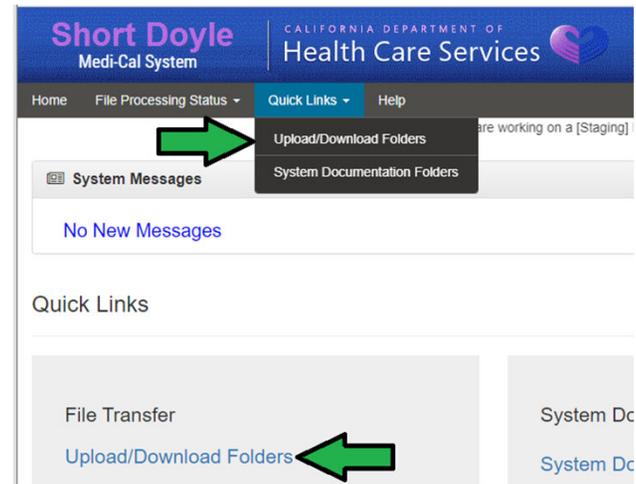
To start: Log in to the DHCS Application Portal



CIN-RESPONSE File Retrieval

Next, open the **SDMC (Production)** app in the DHCS Application Portal

Then, to access the county's **Upload/Download Folders**, click **Upload/Download Folders** in either location shown to the right.



CIN-RESPONSE File Retrieval

On the next screen, navigate to the correct folder for the county and the program that the **CIN-RESPONSE** is for by clicking on the folders under the **Name** column.

Folders

[Home](#) > [DHCS-BHIS](#) > [PRODUCTION](#) > [SDMC](#)

Find:

<input type="checkbox"/>	Name	<input checked="" type="checkbox"/>	Size/Contents	Creator	Created
	↑ Parent Folder				
<input type="checkbox"/>	ADP		86 0		6/5/2019 3:18:40 PM
<input type="checkbox"/>	DMH		59 0		6/5/2019 3:18:46 PM
<input type="checkbox"/>	SystemDocumentation		2 23		10/30/2019 10:58:06 AM

CIN-RESPONSE File Retrieval

As the example was for Test County's DMH program, the **CIN-RESPONSE** file would be generated in this folder:

Folders

[🔗](#) ▶ [📁 DHCS-BHIS](#) ▶ [📁 PRODUCTION](#) ▶ [📁 SDMC](#) ▶ [📁 DMH](#) ▶ [📁 TEST-59](#) ▶ [📁 Download](#)

Or, if Test County wanted to locate a **CIN-RESPONSE** file for their ADP program, it would generate in this folder:

Folders

[🔗](#) ▶ [📁 DHCS-BHIS](#) ▶ [📁 PRODUCTION](#) ▶ [📁 SDMC](#) ▶ [📁 ADP](#) ▶ [📁 TEST-59](#) ▶ [📁 Download](#)

CIN-RESPONSE File Retrieval

Next, counties can download the **CIN-RESPONSE.zip** files.

The files generated will abide by the following naming convention:

**MMDDYYYY-XXX-NN-SDMC-CIN-RESPONSE-
MMDDYYYY-NNN.zip**

XXX - Program Code (ADP or DMH)

NN - The County's 2-digit Code

MMDDYYYY - First date is of file generation and second date is of file submittal

NNN - 3-digit number chosen by the county to differentiate between multiple files submitted on the same day

CIN-RESPONSE File Retrieval

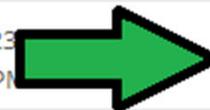
Once in the correct folder, the county can download individual **CIN-RESPONSE**.zip files by clicking this button:

Folders

[/](#) ▶ [DHCS-BHIS](#) ▶ [PRODUCTION](#) ▶ [SDMC](#) ▶ [DMH](#) ▶ [TEST-59](#) ▶ [Download](#)

Find:

<input type="checkbox"/> v	Name	<input checked="" type="checkbox"/> Size/Contents	Creator	Created	<input checked="" type="checkbox"/> Actions
↑ Parent Folder					
<input type="checkbox"/>	01172023-DMH-69-SDMC-CIN-RES...	<input checked="" type="checkbox"/> 1 KB	BHIS SDMC	1/17/2023 3:17:25 PM	



CIN-RESPONSE File Retrieval

Counties can download multiple **CIN-RESPONSE**.zip files by selecting them and clicking **Download**:

Folders

[Home](#) > [DHCS-BHIS](#) > [PRODUCTION](#) > [SDMC](#) > [DMH](#) > [TEST-59](#) > [Download](#)

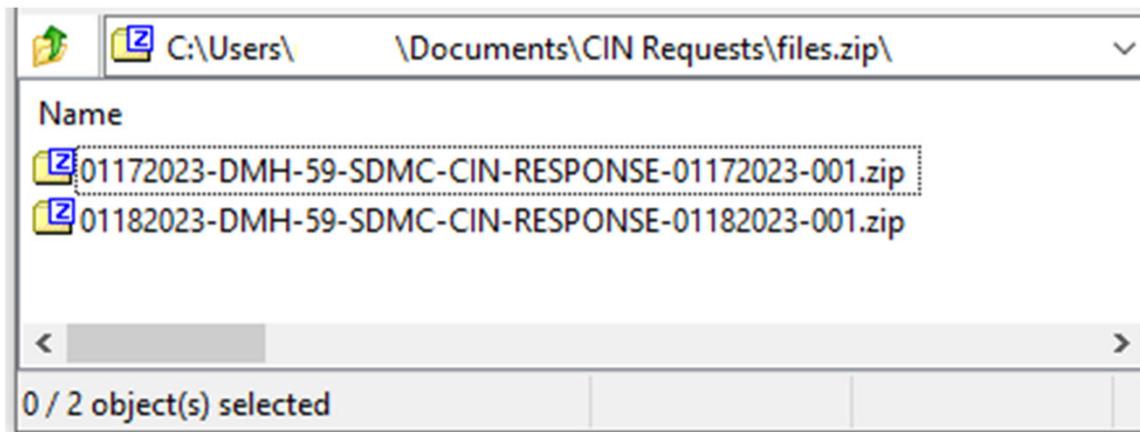
Find:

<input checked="" type="checkbox"/>	Name	<input checked="" type="checkbox"/> Size/Contents	Creator	Created	<input checked="" type="checkbox"/> Actions
↑ Parent Folder					
<input checked="" type="checkbox"/>	1172023-DMH-69-SDMC-CIN-RES...	<input checked="" type="checkbox"/> 1 KB	BHIS SDMC	1/17/2023 3:17:25 PM	3 <input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	1182023-DMH-69-SDMC-CIN-RES...	<input checked="" type="checkbox"/> 1 KB	BHIS SDMC	1/18/2023 4:02:56 PM	1 <input checked="" type="checkbox"/>

Selected File/Folder Actions:

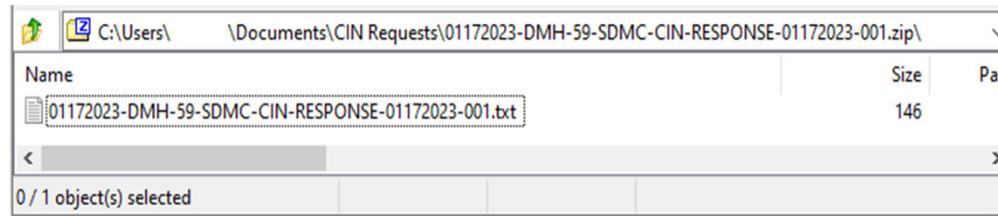
CIN-RESPONSE File Retrieval

If multiple **CIN-REQUEST**.zip files are downloaded at once, this will result in counties downloading a file named **files.zip** that contains each of the individual **CIN-REQUEST**.zip files.



CIN-RESPONSE File Identification

Inside of each **CIN-RESPONSE.zip** file, there will be a **CIN-RESPONSE.txt** file.

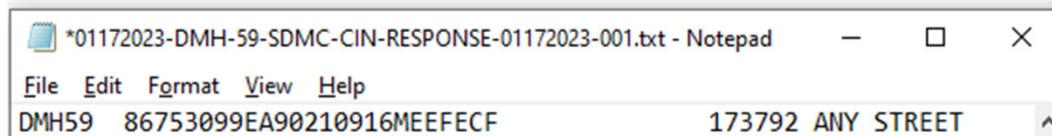


These .txt files will follow the same naming conventions for the .zip file from Slide 24:

MMDDYYYY-XXX-NN-SDMC-CIN-RESPONSE-MMDDYYYY-NNN.txt

CIN-RESPONSE File Identification

Open the .txt file. Provided the request was successful, counties should see a file that looks something like this sample from Test County:



The screenshot shows a Notepad window titled "*01172023-DMH-59-SDMC-CIN-RESPONSE-01172023-001.txt - Notepad". The menu bar includes File, Edit, Format, View, and Help. The text content is: "DMH59 86753099EA90210916MEEFECF 173792 ANY STREET".

DMH - Program Code (DMH)
59 - Test County's 2-digit Code
173792 ANY STREET - Altered Street Address

Next, focus on the remaining characters.

CIN-RESPONSE Altered CIN Identification

86753099EA90210916MEEFECF

86753099E - Production / Original CIN

90210916M - Altered / Test / Pseudo / De-identified CIN

A - Response Status ("A" for Accepted or "R" for Rejected)

*Note: If the Response Status is "R" for Rejected, the Altered CIN and street address will not be present

CIN-RESPONSE Altered CIN Identification

90210916M

Success!

With the Altered CIN ready to go, counties can begin submitting test claims in the CalAIM UAT Environment

Submitting Test Claims in the CalAIM UAT Environment

When creating test claims:

- **Birth month and birth year** must match the data from the Original/Production CIN
- **Date of Service** should be from July 1, 2022 to present.
- **Do not** include PHI data such as beneficiary's name, real address, or Original/Production CIN.
- **Service address** cannot be a P.O. Box, lock box or lock bin.
 - Some claims require ZIP code verification. For these claims, ZIP code must be a valid ZIP code.

Submitting Test Claims in the CalAIM UAT Environment

Test claims must abide by the following naming conventions:

XXX-NN-TTT(T)-MMDDYYYY-###.EXT

XXX - Program Code (ADP or DMH)

NN - The County's 2-digit Code

TTT(T) - Claim type - 837P, 837I, or 276

MMDDYYYY – Date the file is being submitted

- 3-digit number to create a unique file name in case of multiple submissions

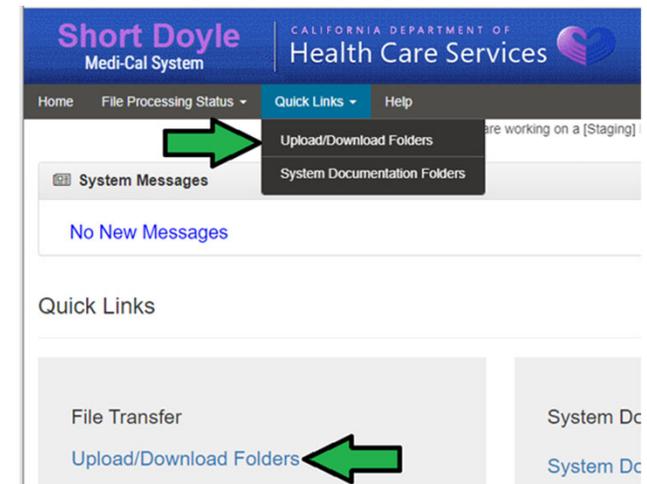
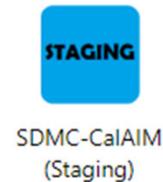
EXT - File extension - .DAT or .ZIP (or .PDF for some DMH claims)

Please see the relevant Companion Guides in the [DHCS Application Portal](#) for more claiming guidance.

Submitting Test Claims in the CaAIM UAT Environment

Once a test claim is ready to be submitted, open the **SDMC-CalAIM (Staging)** app in the DHCS Application Portal

Then, to access the county's **Upload/Download Folders**, click **Upload/Download Folders** in either location shown to the right.



Submitting Test Claims in the CaAIM UAT Environment

On the next screen, navigate to the path shown to the right.

Then, select the program that the **Test Claim** is for followed by the name of the county.

Folders

 >  DHCS-BHIS >  STAGING >  SDMC-CalAIM

Find: 

<input type="checkbox"/> 	Name	 Size/Contents	Creator	Created
	 <i>Parent Folder</i>			
<input type="checkbox"/>	 ADP	86  0 		11/1/2022 9:08:51 AM
<input type="checkbox"/>	 DMH	59  0 		11/1/2022 9:07:43 AM
<input type="checkbox"/>	 SystemDocumentation	2  27 		11/1/2022 9:08:48 AM

Submitting Test Claims in the CaAIM UAT Environment

As the example was for Test County's DMH program, the **Test Claim** file would be submitted to this folder:

Folders

[📁](#) ▶ [📁 DHCS-BHIS](#) ▶ [📁 STAGING](#) ▶ [📁 SDMC-CaAIM](#) ▶ [📁 DMH](#) ▶ [📁 TEST-59](#) ▶ [📁 Upload](#)

Or, if Test County wanted to submit a **Test Claim** for their ADP program, the file would be submitted to this folder:

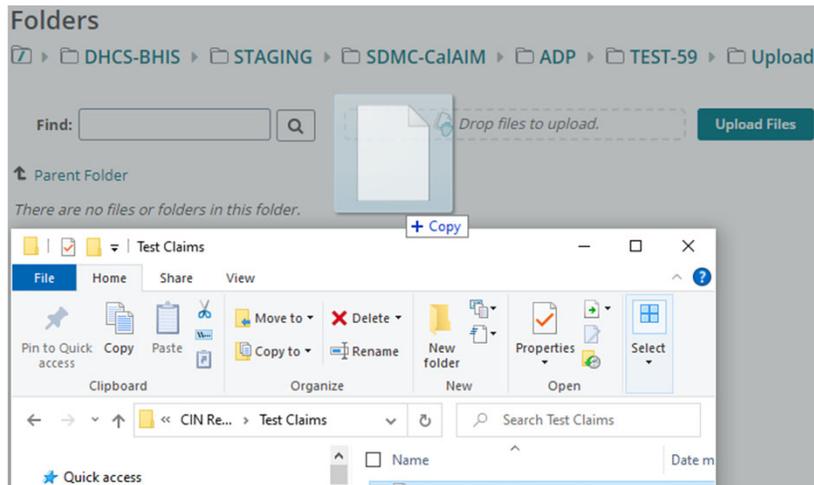
Folders

[📁](#) ▶ [📁 DHCS-BHIS](#) ▶ [📁 STAGING](#) ▶ [📁 SDMC-CaAIM](#) ▶ [📁 ADP](#) ▶ [📁 TEST-59](#) ▶ [📁 Upload](#)

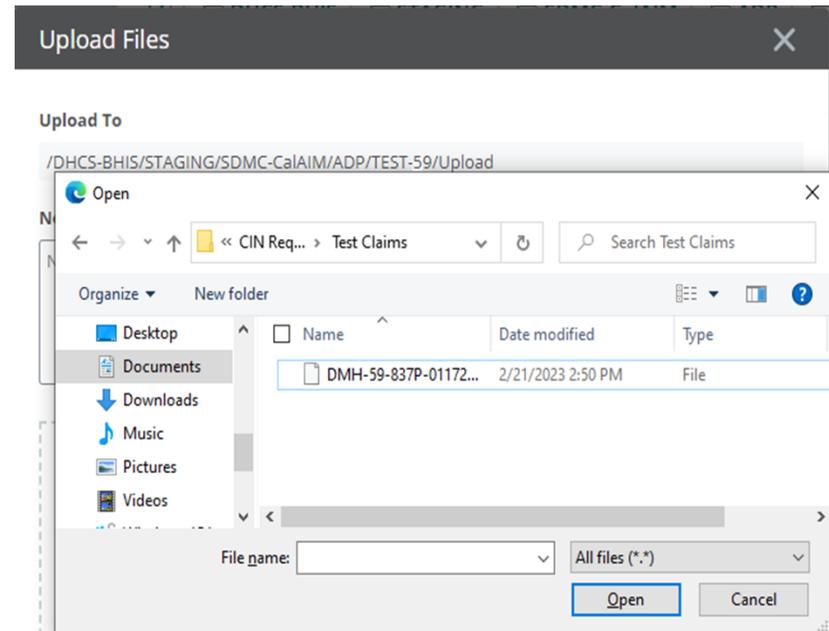
Submitting Test Claims in the CaAIM UAT Environment

Once at the correct folder, the county can either:

Drag & drop the **Test Claim** file into the window:



Or click **Upload Files > Browse** and locate the **Test Claim** file.



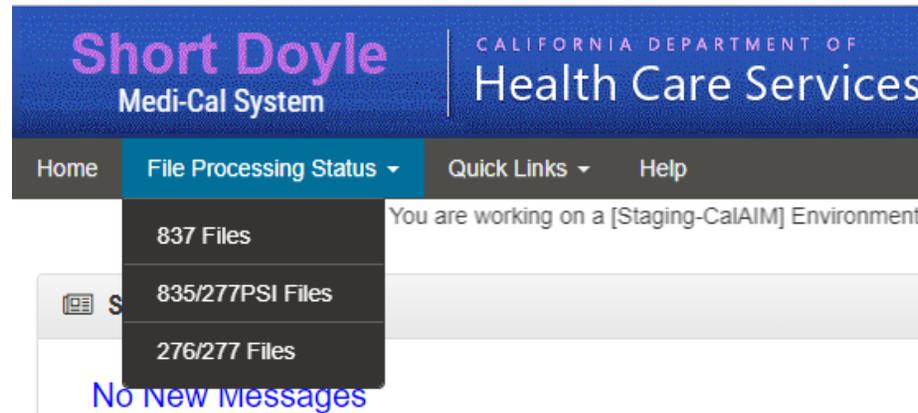
Using the UAT Interface for File Validation

Once the **Test Claim** has been processed, the **SDMC-CalAIM (Staging)** app allows users to monitor files for validation errors.



SDMC-CalAIM
(Staging)

Click the **File Processing Status** drop down and then **837 Files**, **835/277PSI Files**, or **276/277 Files**



Using the UAT Interface for File Validation

Selecting the **837 Files** button, for instance, brings the user to a screen like the one shown. Users can then use the **Search Filter** options to narrow their search.

In this image, the user from Test County used the **Program** filter to see only DMH 837 files.

The screenshot shows the user interface for the Short Doyle Medi-Cal System. The header includes the logo for Short Doyle Medi-Cal System and the California Department of Health Care Services. The navigation menu includes Home, File Processing Status, Quick Links, and Help. A status message indicates the user is working on a [Staging-CalAIM] Environment.

The main content area is divided into two sections:

- Search Filter:** This section contains several input fields and dropdown menus for filtering search results. The fields are: File name (text input), Program (dropdown menu with 'DMH' selected), County / Direct Provider (dropdown menu with '59-Test' selected), From Date (text input), and To Date (text input). A Search button is located below these fields.
- 837 Details:** This section displays a table of search results. A message above the table states: "837 details grid is showing only top 500 records. Please refine the search criteria to see other records." The table has two columns: Submitted Data File Name and File Uploaded. The data rows are as follows:

Submitted Data File Name	File Uploaded
DMH-59-837P-08012022-A61.zip	02/22/2023
DMH-59-837P-08012022-A51.zip	02/22/2023
DMH-59-837P-08012022-A51.zip	02/22/2023
DMH-59-837P-02152023-A80.zip	02/22/2023

Location Acknowledgment (TA 1, 999, SR, and 835) Files

Once the **Test Claim** has been uploaded and processed, acknowledgement files (TA1, 999, SR, and 835) can be downloaded using the **SDMC-CalAIM (Staging)** app in the [DHCS Application Portal](#).



SDMC-CalAIM
(Staging)

Location Acknowledgment (TA 1, 999, SR, and 835) Files

Test County's DMH Acknowledgment Files will be here:

Folders

[📄](#) ▶ [📁 DHCS-BHIS](#) ▶ [📁 STAGING](#) ▶ [📁 SDMC-CalAIM](#) ▶ [📁 DMH](#) ▶ [📁 TEST-59](#) ▶ [📁 Download](#)

Test County's ADP Acknowledgment Files will be here:

Folders

[📄](#) ▶ [📁 DHCS-BHIS](#) ▶ [📁 STAGING](#) ▶ [📁 SDMC-CalAIM](#) ▶ [📁 ADP](#) ▶ [📁 TEST-59](#) ▶ [📁 Upload](#)

For Further Assistance, please direct any follow-up questions to MedCCC@dhcs.ca.gov

