

Using CSV Files to Import Grouper Settings

A comma separated value (CSV) file containing the grouper settings is available for the 3M Core Grouping Software (CGS) Schedule Setup Module instead of manually entering them. The most recent year of Pricing Resources on the [DRG web site](#) contains a CSV file that will update all years of DRG settings. This full settings file ensures all years are being calculated in the same manner as the CA Medi-Cal system.

Instructions for importing CSV files are below:

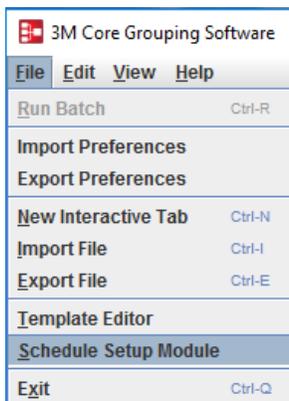
1. Download the CSV file from the Pricing Resource webpages for the most recent state fiscal year on the [DRG webpage](#). There will be one CSV file that contains the settings for all years of DRG. The contents will look similar to Figure 2. If you only want to import certain years you will need to delete the other rows in the CSV file.

Figure 2: Example CSV File

	A	B	C	D	E	F	G	H
1	User key1	User key2	Begin date	End date	Reimbursement scheme	Keyed by	Grouper version	Entered code mapping
2	SFY13-14A_ICD9		7/1/2013	9/30/2013	10	1	7290	10012012
3	SFY13-14B_ICD9		10/1/2013	6/30/2014	10	1	7290	10012013
4	SFY13-14C_ICD10		10/1/2013	6/30/2014	10	1	7320	10012015
5	SFY14-15A_ICD9		7/1/2014	9/30/2014	10	1	7310	

2. Open the 3M CGS.
3. On the main page of the 3M CGS, click on File, then Schedule Setup Module as shown in Figure 3.

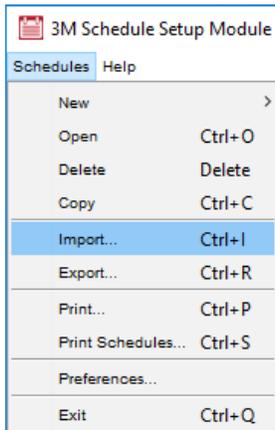
Figure 3: Schedule Setup Module



4. This will open up the Schedule Setup Modules screen and you will see the existing list of schedules.
5. It is recommended to delete all previous schedules and load the full file to ensure all settings match the state system. If you choose to only import partial settings or have schedules other than CA Medi-Cal you should selectively delete only the schedules you want to replace. To delete all schedules click to highlight the top most schedule then hold down the Shift key and click on the bottom most schedule.

6. Press the Delete key on your keyboard and click on the Yes box when asked “Are you sure you want to delete the selected schedules?”
7. In the Schedule Setup Module screen, click on Schedules, then click on Import as shown in Figure 4.

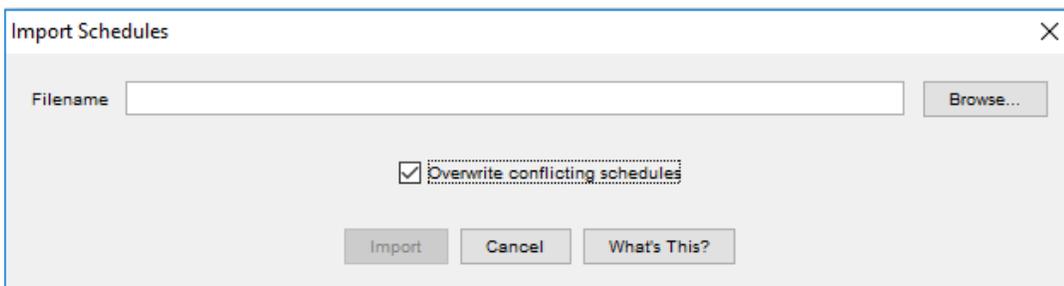
Figure 4: Import



8. This will bring up the pop-up window shown in Figure 5. Click on the “overwrite conflicting schedules” checkbox and then browse to locate the CSV file on your computer.

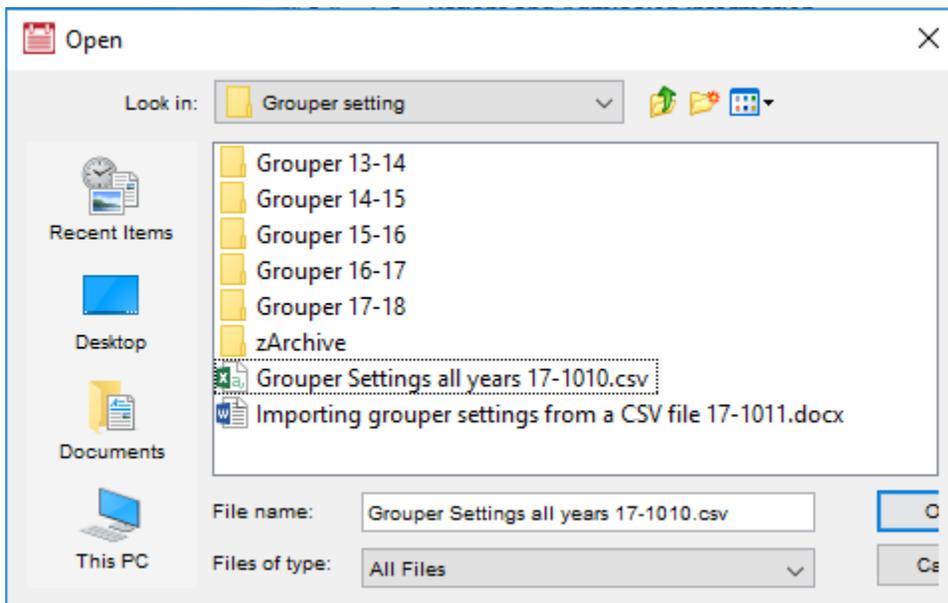
Note: As part of the import process, the software identifies conflicts between existing schedules and the schedules you want to import, and lists the conflicting schedules in a confirmation window. Conflicting schedules have identical user keys and overlapping begin and end date ranges. If you select this option, the software will warn you that you are about to overwrite conflicting schedules on your system. If you do not select this option, the software skips conflicting schedules in the import file.

Figure 5: Overwrite Conflicting Schedules



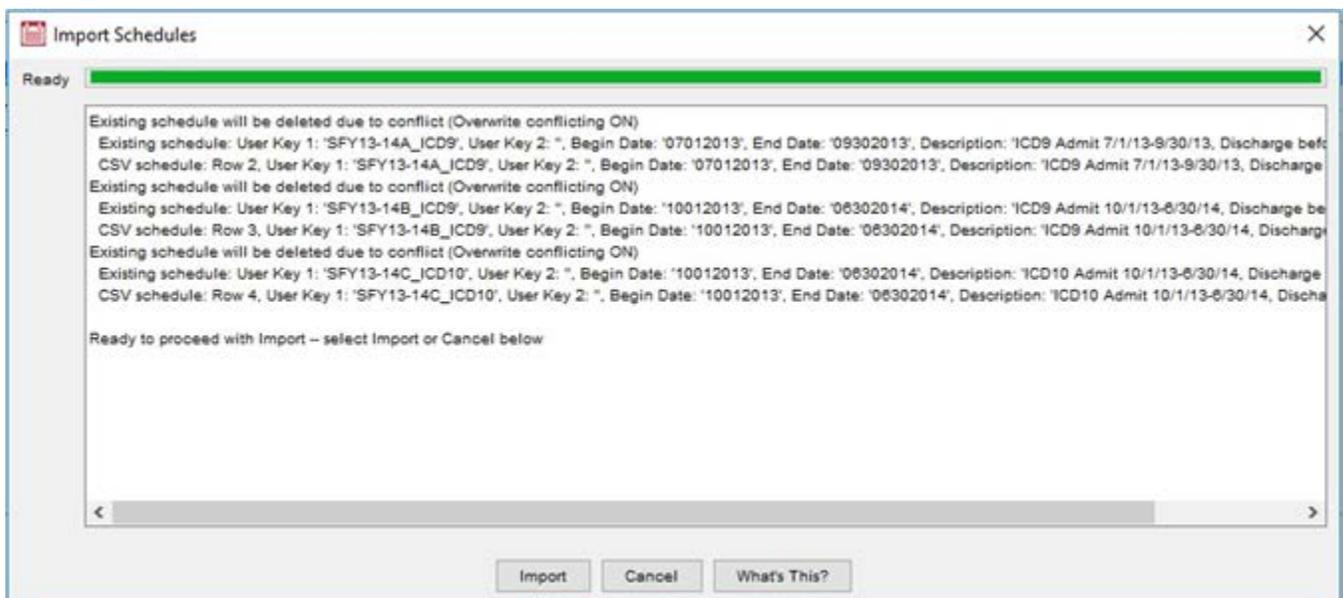
9. In the pop-up window, navigate to where the CSV file was saved on your computer and click Open as shown in Figure 6.

Figure 6: Choosing the File



10. Then click on the Import button and the 3M CGS will begin reading the selected file. Once populated, click the Import box at the bottom of the window as shown in Figure 7.

Figure 7: Importing the File



11. The imported settings will be listed in the Schedule Setup Module.

12. For questions regarding this new process or any other DRG related topics, please contact the DRG mailbox at DRG@DHCS.CA.GOV.