

CAIR2 HEDIS/PATIENT-MATCH DATA REQUEST PROCESS

The following shows the general process of HEDIS report request. Note: to return a match, HEDIS Input fields must match exactly to existing patient fields in CAIR2.

Registration for FTP Account

1. Submit a signed **CAIR2 Health Plan Data Sharing Agreement** to CAIR.
2. Submit a signed **FTP Server Access Form** to Mark.Foster@cdph.ca.gov to access CAIR2 FTP server. CAIR2 will **create an FTP account** and set you up to access the CAIR2 FTP server.

Installing the FTP Client/ Connectivity Testing

1. **Please contact Mark.Foster@cdph.ca.gov for general information on FTP client setup and to get your private key.**
2. Install FTP client software on your desktop. Do not use Internet Explorer as the FTP client.
3. We strongly recommend the use of a secure connection, SSH port 22, for file transfer.
4. If secure connection is not available, the file has to be encrypted password protected as a ZIP file. The password should be the same as your FTP account password.
5. New FTP account will need to test their connection using both protocols; unencrypted, port 21; and SSH encrypted, port 22.

Preparation of a Match Query INPUT File

- INPUT and OUTPUT files are pipe (|)-delimited text files with a .txt extension.

INPUT FILE

1. File Format: Pipe (|)-delimited text file with .txt extension. Any name is OK, e.g. 'Your_INPUT_filename_YYYYMMDD.txt' your org name, and submission date is one suggestion.
2. INPUT fields: The required INPUT fields must be in the order and have the exact names as the above INPUT table. Patient Day of Birth can be blank.
3. Number of INPUT File: 1 (Patient Info)

INPUT File Format

INPUT			
Column Description	Column Name	Data Type	Max Length
MRN/Other ID (e.g. Med-Cal ID)	MEMBERKEY	Text	36
Patient First Name	PT_FNAME	Text	20
Patient Last Name	PT_LNAME	Text	20
Patient Day of Birth*	DOB_D	Number	2
Patient Month of Birth	DOB_M	Number	2
Patient Year of Birth	DOB_Y	Number	4

*Column space is required, but data isn't required.

OUTPUT FILE

1. File Format: Pipe-delimited (|) text file with .txt extension.
2. OUTPUT fields: columns in the Patient Info file and columns in the Immunization Info file as shown in the OUTPUT table above.
3. Number of OUTPUT Files: 2 (Patient Info, Immunization Info).
4. File Names: (see below)

OUTPUT File Format

OUTPUT 1 (Patient Info)		
Column Description	Column Name	Data Type
MRN/Other ID (e.g. Med-Cal ID)	MEMBERKEY	Text
CAIR Patient ID	CAIR_PT_ID	Number
Patient Sharing Status	PATIENT_STATUS	Text*
Patient First Name	PT_FNAME	Text
Patient Last Name	PT_LNAME	Text
Patient Birth Date	BIRTH_DATE	Date
Provider ID	PROV_ID	BLANK
Patient Address	ADDR_1	Text
Patient City	CITY	Text
Patient State	STATE	Text

*Codes: O (Open), L (Locked), U (Undisclosed, no vax)

OUTPUT 2 (Immunization Info)		
Column Description	Column Name	Data Type
MRN/Other ID (e.g. Med-Cal ID)	MEMBERKEY	Text
CAIR Patient ID	CAIR_PT_ID	Number
Vaccine	VAC_CODE	Text
Vaccination Administration Date	VAC_DATE	Date
CPT	CPT_CODE	Text
CVX	CVX_CODE	Text
CAIR2 Org Code	PROV_ID	Text
Ordering Authority Last Name	OA_LAST	Text
Ordering Authority First Name	OA_FIRST	Text
Ordering Authority NPI	OA_NPI	Text
Vaccine Entry Date	SYSENER_DATE	Date

Submit INPUT File to CAIR

1. Login to your FTP account using your FTP user name and password and upload the **INPUT File (Patient Info)** into the: `/users/ftp_user_name/HEDIS/` folder. If you aren't using secure FTP, the uploaded INPUT File must be encrypted (a password protected ZIP file). The password should be the same as the FTP account password.
2. Send an email to Mark.Foster@cdph.ca.gov with 'HEDIS Data Request' in the subject line and include the name of the uploaded **INPUT File** in the 'body' of the email.

Receive OUTPUT Files

1. Wait for email notification, and then login to your FTP account.
2. Retrieve OUTPUT files (Patient info, Immunization info – 2 from each region) from the: `/users/ftp_user_name/HEDIS/RPT/` folder.
3. The OUTPUT Files will be named:
 - a. `results_CCC_Your_INPUT_filename_RR_PT_YYYYMMDD.txt` (Patient file) and
 - b. `results_CCC_Your_INPUT_filename_RR_IZ_YYYYMMDD.txt` (Immunization file)

where **CCC**: Client Prefix (Abbrev. of your ftp_user_name)
RR: Regional Identifier (E.g. BARR, CVIIS, INNC, SFT, CCIR, IE, LINK)
FF: File Type (PT: Patient File, IZ: Immunization File)
YYYYMMDD: Date the output was produced (YYYY: Year, MM: Month, DD: Day)