

## *OMA Third Party Liability File and Submission Specifications*

*Effective July 1, 2013*

### **Introduction:**

The purpose of the file transfer is to facilitate exchange of TPL data between Ohio's Medicaid program and the contracted Medicaid Managed Care Programs.

All MCPs have JFS FTP server access. This file transfer will utilize that existing capability.

### **Server information:**

Please refer to the FTP Access User Manual for details.

### **Directories:**

A new folder will be created under each MCP's root folder.

For example, if the MCP number is 000, then there are existing folders such as

.../000/CCR

.../000/CFC

We will add:

.../000/TPL/dropoff (MCOs will put files here)

.../000/TPL/pickup (MCOs will retrieve files from here)

### **TPL File Layout:**

The TPL file layout is described in "MCO TPL data exchange format".

Other file specifications:

- Text file
- One record per line
- Fixed length record/fields, no field or record delimiter character
- All fields right padded with spaces to fill specified field length

## MCO TPL data exchange format

FIELD NAME	DESCRIPTION	TYPE	LENGTH	PRECISION
SSNUM	Social Security Number Of Recipient	NUMERIC	9	0
RECIPI_ID	Recipient Identification Number	CHAR	12	0
CASE_ID	TPL Case Identification Number	CHAR	10	0
ORIGDATE	TPL Origin Date	CHAR	10	0
VOIDATE	TPL Cost Avoidance Date	CHAR	10	0
VERIDATE	TPL Verification Date	CHAR	10	0
TRANDATE	TPL Date of Last Transaction	CHAR	10	0
HOLD_ID	TPL Policy Number	CHAR	30	0
VERICODE	TPL Verified Code (value Y or N)	CHAR	1	0
VOIDCODE	TPL Cost Avoidance Code (value Y or N)	CHAR	1	0
SOURCE	TPL Data Source	CHAR	1	0
GROUPNO	TPL Group Number	CHAR	30	0
PPRIOR	TPL Policy Priority	CHAR	1	0
RELATION	TPL Relationship	CHAR	3	0
HOLDNAME	TPL Policyholder Name	CHAR	31	0
HOLDADR1	TPL Policyholder Address Line 1	CHAR	25	0
HOLDADR2	TPL Policyholder Address Line 2	CHAR	25	0
HOLDCITY	TPL Policyholder City	CHAR	18	0
HOLDSTAT	TPL Policyholder State	CHAR	2	0
HOLDZIP	TPL Policyholder Zip Code	CHAR	5	0
EMPNAME	TPL Employer Name	CHAR	31	0
EMPADR1	TPL Employer Address 1	CHAR	25	0
EMPADR2	TPL Employer Address 2	CHAR	25	0
EMPCITY	TPL Employer City	CHAR	18	0
EMPSTAT	TPL Employer State	CHAR	2	0
EMPZIP	TPL Employer Zip	CHAR	5	0
NOTES1	TPL Notes 1	CHAR	50	0
NOTES2	TPL Notes 2	CHAR	50	0
NOTES3	TPL Notes 3	CHAR	50	0

PREMIUM	Insurance State Paid Premium (value Y or N)	CHAR	1	0
COURTDAT	Insurance Court Order Date	CHAR	10	0
PHSSN	Insurance Policyholder Social Security Number	NUMERIC	9	0
C_TYPE1	Insurance Coverage Type	CHAR	2	0
BEGDATE	TPL Policy begin date	CHAR	10	0
ENDATE	MM/DD/YYYY excel 10(c) DDMMMYYYY text TPL Policy End Date	CHAR	10	0
C_TYPE2	Insurance Coverage Type	CHAR	2	0
BEGDATE	TPL Policy begin date	CHAR	10	0
ENDATE	MM/DD/YYYY excel 10(c) DDMMMYYYY text TPL Policy End Date	CHAR	10	0
C_TYPE3	Insurance Coverage Type	CHAR	2	0
BEGDATE	TPL Policy begin date	CHAR	10	0
ENDATE	MM/DD/YYYY excel 10(c) DDMMMYYYY text TPL Policy End Date	CHAR	10	0
C_TYPE4	Insurance Coverage	CHAR	2	0
BEGDATE	TPL Policy begin date	CHAR	10	0
ENDATE	MM/DD/YYYY excel 10(c) DDMMMYYYY text TPL Policy End Date	CHAR	10	0
C_TYPE5	Insurance Coverage Type	CHAR	2	0
BEGDATE	TPL Policy begin date	CHAR	10	0
ENDATE	MM/DD/YYYY excel 10(c) DDMMMYYYY text TPL Policy End Date	CHAR	10	0
C_TYPE6	Insurance Coverage Type	CHAR	2	0
BEGDATE	TPL Policy begin date	CHAR	10	0
ENDATE	MM/DD/YYYY excel 10(c) DDMMMYYYY text TPL Policy End Date	CHAR	10	0
C_TYPE7	Insurance Coverage Type	CHAR	2	0
BEGDATE	TPL Policy begin date	CHAR	10	0
ENDATE	MM/DD/YYYY excel 10(c) DDMMMYYYY text TPL Policy End Date	CHAR	10	0
C_TYPE8	Insurance Coverage Type	CHAR	2	0
BEGDATE	TPL Policy begin date	CHAR	10	0
ENDATE	MM/DD/YYYY excel 10(c) DDMMMYYYY text TPL Policy End Date	CHAR	10	0
C_TYPE9	Insurance Coverage Type	CHAR	2	0
BEGDATE	TPL Policy begin date	CHAR	10	0
ENDATE	MM/DD/YYYY excel 10(c) DDMMMYYYY text TPL Policy End Date	CHAR	10	0
C_TYPE10	Insurance Coverage Type	CHAR	2	0
BEGDATE	TPL Policy begin date	CHAR	10	0
ENDATE	MM/DD/YYYY excel 10(c) DDMMMYYYY text TPL Policy End Date	CHAR	10	0

C_TYPE11	Insurance Coverage Type	CHAR	2	0
BEGDATE	TPL Policy begin date	CHAR	10	0
ENDATE	MM/DD/YYYY excel 10(c) DDMMYYYY text TPL Policy End Date	CHAR	10	0
C_TYPE12	Insurance Coverage Type	CHAR	2	0
BEGDATE	TPL Policy begin date	CHAR	10	0
ENDATE	MM/DD/YYYY excel 10(c) DDMMYYYY text TPL Policy End Date	CHAR	10	0
C_TYPE13	Insurance Coverage Type	CHAR	2	0
BEGDATE	TPL Policy begin date	CHAR	10	0
ENDATE	MM/DD/YYYY excel 10(c) DDMMYYYY text TPL Policy End Date	CHAR	10	0
MMIS PROVBILLNUMB	MCP Provider ID	CHAR	11	0
NAME	Name of Carrier	CHAR	31	0
ADDR	Street Address of Carrier	CHAR	62	0
CITY	City of Carrier	CHAR	20	0
STATE	State of Carrier	CHAR	2	0
ZIP	Zip Code of Carrier	NUMERIC	8	0
ZIP4	Extension on Zip Code of Carrier	NUMERIC	8	0
NOTES	Any Notes Regarding Carrier	CHAR	46	0
PHONENUM	Phone Number of Carrier	CHAR	12	0
CARRYCD	Insurance Carrier Code	CHAR	7	0

# Ohio Department of Job and Family Services FTP Access



**User Manual**

## Before You Begin

Once you are provisioned to access the FTP server, you will be given two pieces of information:

- Login ID – *example: MONROA-FTP.USERS.RAFT*
- Password – Assigned by the administrator.

This information will be required to initially log in and later will be required if your password is reset. Record the information here for future use.

Login ID: \_\_\_\_\_

PASSWORD: Best practices dictate that passwords should not be written down

## Getting Connected

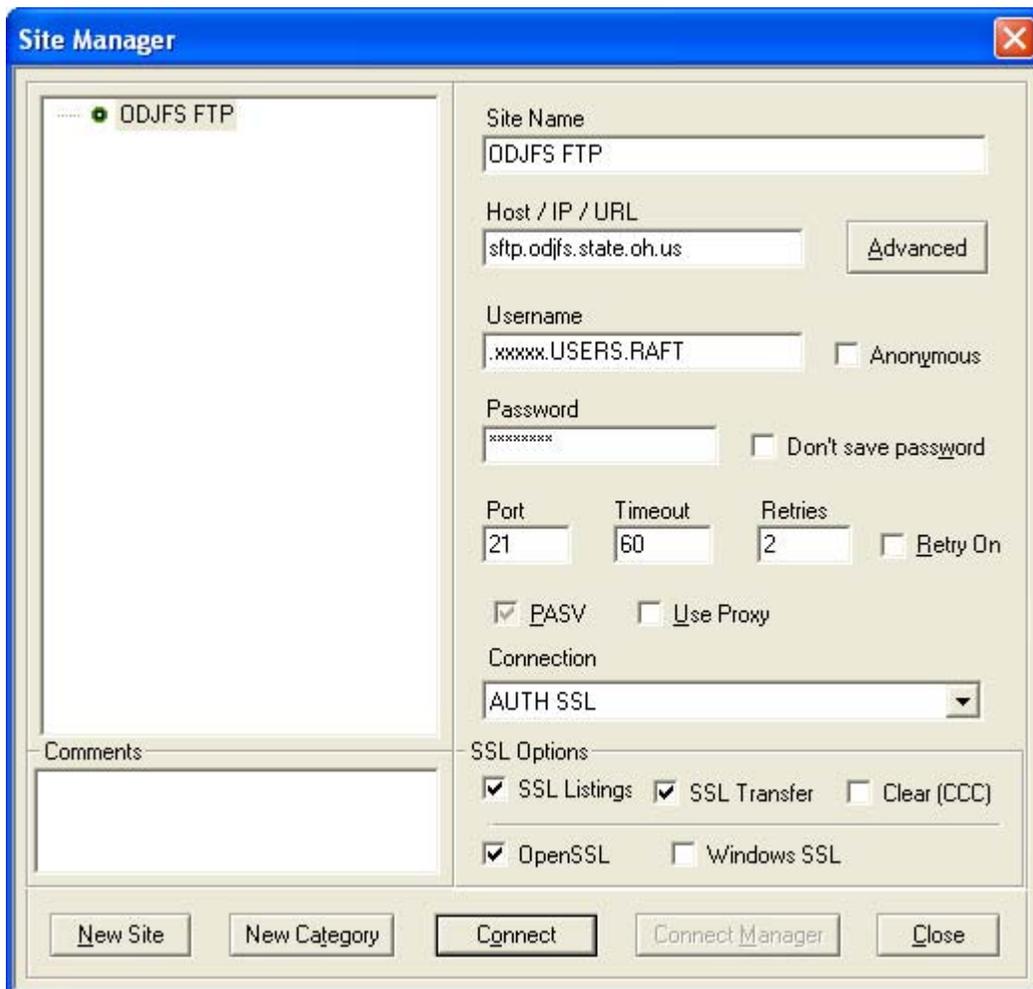
ODJFS's FTP is setup as **FTP over AUTH SSL or AUTH TLS**; we do not offer a SFTP connection. Using FTP over AUTH SSL or AUTH TLS will require you to use **Port 21** on your FTP client. Additionally, if your workstation is positioned behind a firewall, ports 50000-50500 will need to be opened on your firewall to ensure a successful transmission.

## FTP Client

While there are many different FTP Clients, the software we use for connection testing is: CORE FTP because it supports the AUTH security option. A free version of the CORE FTP software can be found at: <http://www.coreftp.com/>

## Logging in to FTP

Here is a snapshot of the login screen using CORE FTP:



To login please use the following settings:

**HOST/IP/URL:** SFTP.ODJFS.STATE.OH.US

**USER ID:** .XXXXXX.USERS.RAFT (Please note the leading period.)

*(Please replace XXXXX with your Login ID.)*

**PASSWORD:** *Your assigned password*

**PORT:** 21

**CONNECTION:** AUTH SSL

**SSL OPTIONS:** *SSL Listings - SSL Transfer – OpenSSL*

## Troubleshooting

When you experience a problem with the FTP application, please contact the appropriate person or unit for help:

- Your Point of Contact for ODJFS
- OIS Customer Service Center at (614) 466-0978 or 1-800-686-1580 and explain you are having an FTP login issue. A ticket will be generated and the FTP Administrator will contact you.

### Locked Out of the Application

If you are having difficulty logging into the FTP application and you attempt to log in three times unsuccessfully, you will be locked out of the application. Do not attempt to log in again. Your password will have to be reset by an administrator.

### Login Issues

If during the log in process the screens do not appear to match what is written in this documentation, do not proceed with the instructions. Contact the appropriate person/unit for help.