

**FAMILY PLANNING PROGRAM  
ELECTRONIC DATA SYSTEM  
USER GUIDE FOR FILE UPLOAD**

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**WEST VIRGINIA DEPARTMENT OF HEALTH AND HUMAN RESOURCES  
BUREAU FOR PUBLIC HEALTH  
OFFICE OF MATERNAL CHILD AND FAMILY HEALTH**

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## **Family Planning Electronic Data System**

### **FILE UPLOAD FEATURE**

The Family Planning Electronic Data System (FPEDS) File Upload feature was developed to accommodate providers that use an alternate method of entering and capturing data for Family Planning patient visits. Providers can now enter data into their current system and create a text file of data that can be sent to Family Planning for reimbursement. In order for the text file to be created, the vendor of the provider's current data entry system must make modifications. The text file must be formatted according to the Family Planning Interface requirements document. Once the modifications have been made to create a text file, then the providers submit the proper registration forms to the Family Planning System Administrator to be granted access to the File Upload feature.

### **Internet Access**

The access to the FPEDS File Upload is located on the WV Family Planning Program website. By scrolling over the tab labeled Provider Information and Training, a list of website links will be displayed. The FPEDS File Upload link will be the fourth option in the list. Users will click the left mouse button on the FPEDS File Upload link which will display the File Upload Logon website for entering a USERID and PASSWORD (Appendix A).

### **File Upload Logon**

The File Upload Logon website contains two input fields that are required to be entered. The two fields are the **User ID** and **Password**. The User ID is assigned by the Family Planning System Administrator during the registration process. When a provider submits the registration forms for their employees accessing the FPEDS File Upload feature and the FPEDS website, a User ID and password will be established. The FPEDS User ID will be an IS&C Logon ID. The FPEDS File Upload User ID will be same User ID as the IS&C Logon ID but will not contain the pound (#) sign in the third position. Example: An IS&C Logon ID of HL#9876 will be registered with an FPEDS File Upload User ID of HL9876. The FPEDS File Upload User ID is initially set to the value of "password". When the employee accesses the FPEDS File Upload for the first time and enters their User ID and the value "password", they will be prompted to change the value of the password to a password of their choice. (Appendix B). If a user cannot remember their password, they must contact a Family Planning System Administrator to have the value reset to 'password'.

### **Change Password Page**

The Change Password page (Appendix B) is only be displayed when the value of a user's password is equal to 'password'. There are two input fields on the Change Password page. They are labeled "**Type new password**" and "**Re-Type new password**". Both fields are security protected, meaning that shaded circles will be displayed for each character that is typed in the input fields. Passwords should consist of alphabetic characters, A thru Z (upper or lowercase) and numbers, 1 thru 9. Once a password is entered, it will not expire. A person's User ID and password are stored in the maintenance table and are not associated with the IS&C Logon rules.

## **File Upload Page**

The File Upload Page (Appendix C) is used to select the text file created from the Provider's data entry system and load the file into the DHHR Web Server. The input box next to the label 'Select file:' is where the user specifies the location name of the text file containing the data that needs to be sent to Family Planning. If the user does not wish to type the entire location name of the text file, the "BROWSE..." button to the right of the input box can be used to navigate through the employee's directories in order to find the text file.

If possible, the provider can have the software vendor create the file on the C: drive with a reusable name to make the selection of the text file easier. The text file should be archived or backed-up in case something happens during the upload process.

If the Browse button is used, find the file within the directories, click on the text file name, then click the "OPEN" button. This returns the location name of the text file to the File Upload page in the "Select file:" input box. The "Name on server:" box is pre-filled with the name that will be used to identify the file on the DHHR Web Server. Clicking the "Save File" copies the selected text file to the DHHR Web Server. A message of the successful file upload displays when the file has been moved to the DHHR Web Server.

## **Upload Process Schedule**

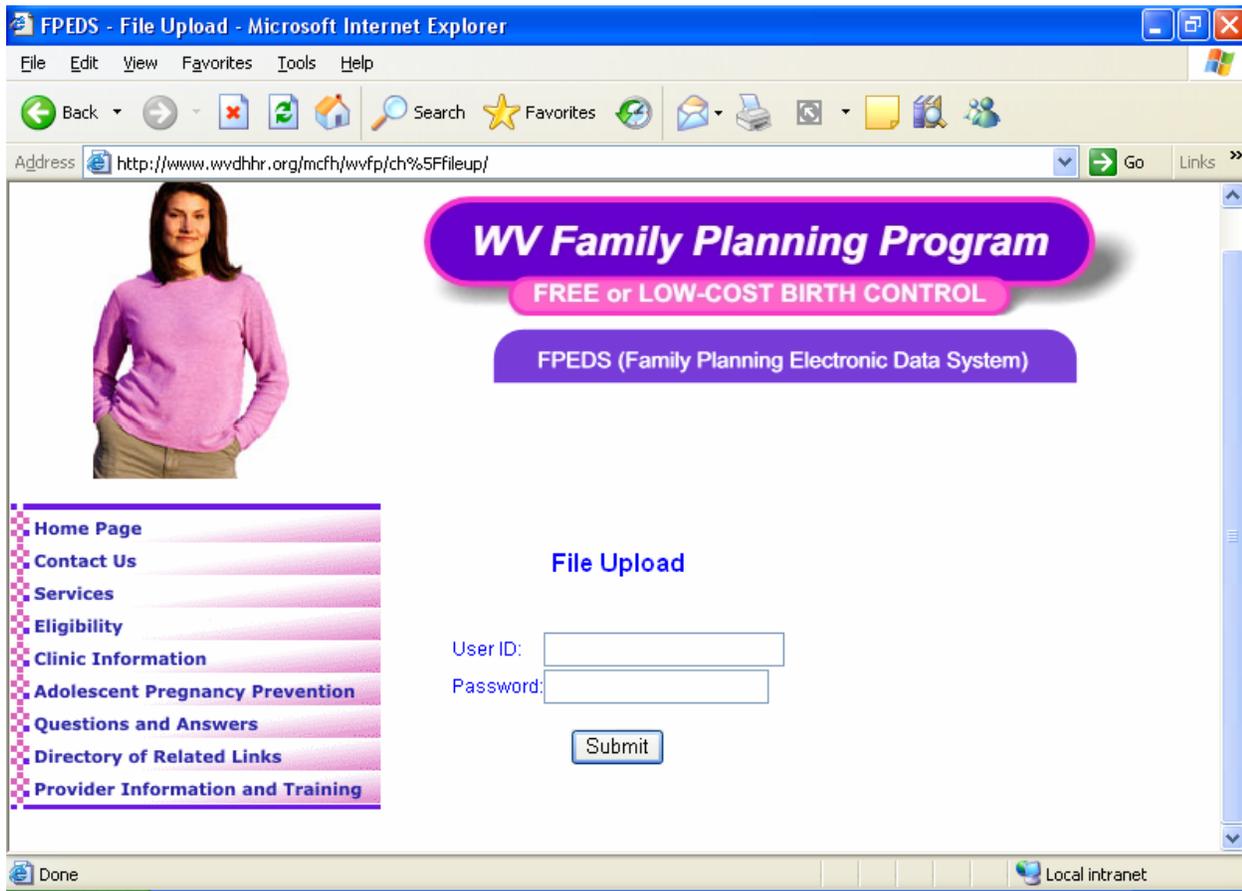
Providers have until 4:30 PM, Monday through Friday, to upload text files for processing. The files from all providers loaded to the DHHR Web Server during the day will be combined into a single file and transferred to the DHHR FTP Site. At 4:45 PM each week day, a Family Planning job will run to retrieve the file from the DHHR FTP Site. Any files uploaded after the 4:30 PM deadline will be processed the next working day.

If there is data in the file, the file will be processed through a validation program at 6 PM. The patient visit records contained on the file will have to pass validation tests before the records can be posted to the FPEDS database. For every validation test that a record does not pass, an error message is created. The provider that submitted the record will receive an error report (Appendix D) that identifies the record and states the error message. Records that pass the validation testing are posted to the FPEDS database and an invoice is created within the FPEDS system. A posting report (Appendix E) is created that will be sent to the provider.

The error report and the posting report will be sent via email to each provider that uploaded a text file that day. It is important that providers identify employees to receive these reports and provider Family Planning with the email addresses of those employees. Records that appear on the error report were not posted and the provider will not be reimbursed for the services until the data is corrected and resubmitted. The posting report also communicates to the provider that invoices are waiting to be approved in the FPEDS system.

To approve an invoice reference the Family Planning Electronic Data System Users Guide.

## Appendix A – File Upload Logon



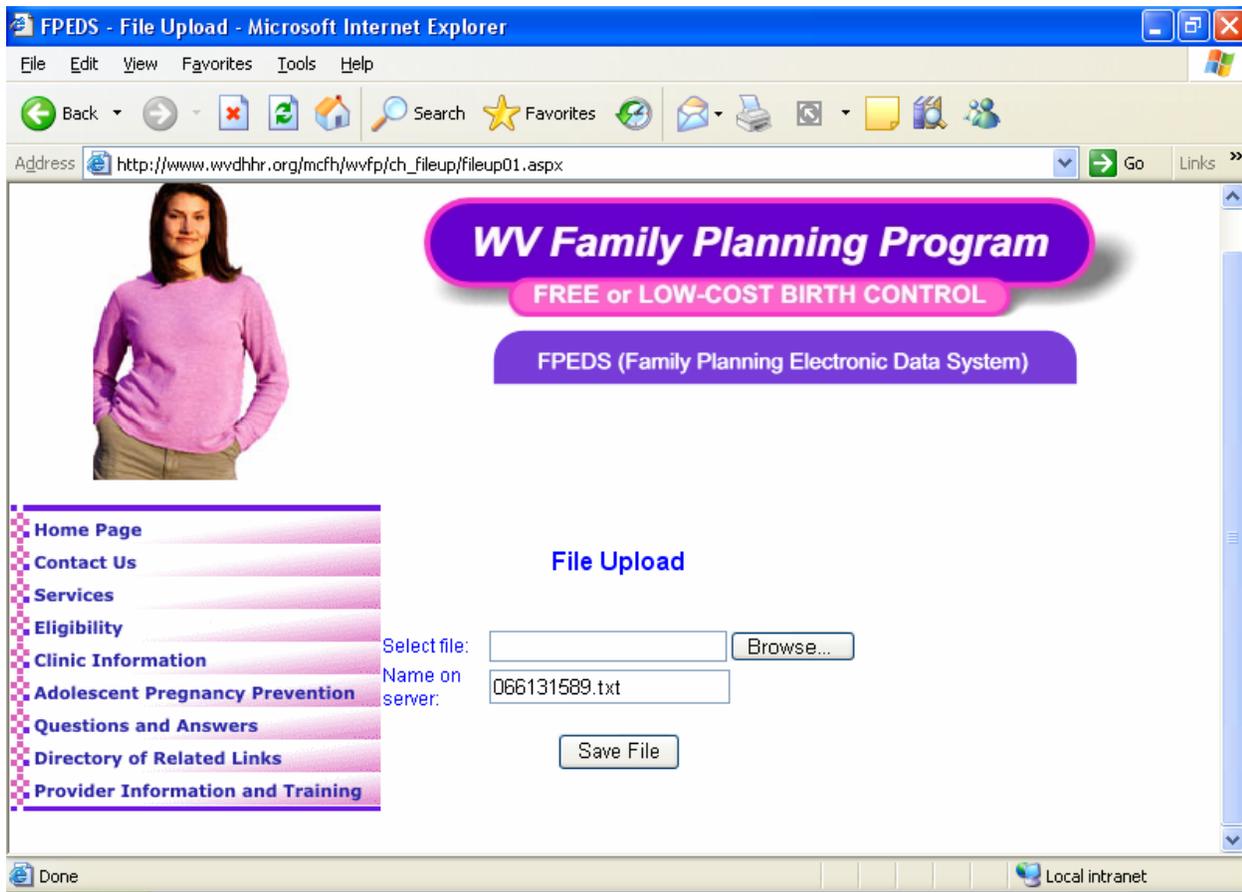
## Appendix B – Change Password

The screenshot shows a Microsoft Internet Explorer browser window. The title bar reads "FPEDS - File Upload - Microsoft Internet Explorer". The address bar contains the URL "http://www.wvdhhr.org/mcfh/wvfp/ch\_fileup/chgpwd.aspx". The page content features a navigation bar with "WV - DHHR - BPH - OMCFH" and "DHHR Site Search - DHHR Site Map". Below this is a header section with a photo of a woman in a pink sweater on the left. To the right, there are three purple callout boxes: "WV Family Planning Program", "FREE or LOW-COST BIRTH CONTROL", and "FPEDS (Family Planning Electronic Data System)". The main content area contains a form titled "File Upload - Change Password" with the following elements:

- A text input field for the current password.
- A label "Type new password" followed by a text input field.
- A label "Re-Type new password" followed by a text input field.
- A "Submit" button.

The status bar at the bottom of the browser shows "Done" and "Local intranet".

## Appendix C – File Upload



## Appendix D – Error Report

STATE OF W. VA. PROVIDER ID: 0033384004 PG 00001  
DEPARTMENT - DHHR PROVIDER NAME: DISNEY COUNTY HEALTH DEPARTM 06/13/2006  
REPORT - HLF481P1 PROVIDER UPLOAD ERRORS REPORT

PROCESSING DATE: 06/13/2006

SOC NUMBER	SEC NAME	LAST NAME	FIRST NAME	MID INIT	DATE OF BIRTH	SEX CD	DATE OF VISIT	VISIT TYPE
363678992		BLUEBEARD	JULIE	A	1987-07-31	F	2006-01-30	INTRM
ERROR MESSAGE: MEDICAID ID 55400023085 FOUND DIFFERENT FROM PATIENT VISIT								
213333334		VOUSE	MINNIE	M	1981-11-02	F	2006-01-03	INTRM
ERROR MESSAGE: PATIENT DOES NOT HAVE MEDICAID COVERAGE FOR DATE OF VISIT								
233453302		WICKY	DAISY	J	1966-08-02	F	2006-01-20	INTRM
ERROR MESSAGE: MONTHLY INCOME EXCEEDS ALLOWABLE INCOME. PATIENT INELIGIBLE								
232343426		PLUTO	MICKIE	M	1989-09-15	F	2006-01-13	INTRM
ERROR MESSAGE: PATIENT DOES NOT HAVE MEDICAID COVERAGE FOR DATE OF VISIT								
234343434		ALLIGATOR	JASMINE	L	1964-10-17	F	2006-01-27	INTRM
ERROR MESSAGE: MEDICAID ID MUST BE ENTERED WITH PUBLIC HEALTH INSURANCE								
233294414		WHITED	SNOW	R	1991-04-02	F	2006-01-20	PROB
ERROR MESSAGE: PATIENT IDENTIFIED BY NAME AND BIRTH DATE WITH DIFFERENT SSN								
ERROR MESSAGE: PATIENT DOES NOT HAVE MEDICAID COVERAGE FOR DATE OF VISIT								
233323232		HATFIELD	CYNDERILLA	M	1985-01-05	F	2006-01-23	INTRM
ERROR MESSAGE: MEDICAID ID MUST BE ENTERED WITH PUBLIC HEALTH INSURANCE								
233317757		LEWINSKY	MONICA	D	1979-09-05	F	2006-01-19	INTRM
ERROR MESSAGE: MONTHLY INCOME EXCEEDS ALLOWABLE INCOME. PATIENT INELIGIBLE								
234399992		JOLLY	HOLLY	L	1987-04-19	F	2006-01-27	INTRM
ERROR MESSAGE: MEDICAID ID 55550487355 FOUND SELECT PUBLIC HEALTH INSURANCE								
ERROR MESSAGE: MEDICAID ID 04545467667 FOUND DIFFERENT FROM PATIENT VISIT								
234333414		TARZAN	JAYNE	A	1982-10-14	F	2006-01-27	INTRM
ERROR MESSAGE: PATIENT DOES NOT HAVE MEDICAID COVERAGE FOR DATE OF VISIT								
236676636		RABBIT	JESSICA	D	1990-02-21	F	2006-02-01	INTRM
ERROR MESSAGE: MEDICAID ID MUST BE ENTERED WITH PUBLIC HEALTH INSURANCE								

## Appendix E – Posting Report

STATE OF W. VA.  
DEPARTMENT - DHHR  
REPORT - HLF482P1

PROVIDER ID: 0033384004  
PROVIDER NAME: DISNEY COUNTY HEALTH DEPARTM  
PROVIDER PROCESSED PATIENT LISTING

PG 00001

PROCESSING DATE: 06/13/2006

SOC NUMBER	SEC NAME	LAST NAME	FIRST NAME	MID INIT	DATE OF BIRTH	SEX CD	DATE OF VISIT	VISIT TYPE
343434345		BEAUTY	SLEEPING	L	1987-02-18	F	2006-01-03	INTRM
232323235		WASHERE	POCAHANTAS	F	1987-10-25	F	2006-01-03	INTRM
646464664		ATAGIRL	GOOFY	J	1961-10-31	F	2006-01-03	INTRM
353535354		DUCK	DONNIE	M	1986-06-30	F	2006-01-04	INTRM
987987987		CHIPMUNK	CHIPPY	N	1985-11-04	F	2006-01-05	INTRM
334334334		WATERS	CRYSTAL	A	1973-08-04	F	2006-01-05	INTRM
234234234		POOH	WINNIE	M	1977-04-28	F	2006-01-05	INTRM
235234234		ROBBINS	CHRISTIE	M	1975-10-09	F	2006-01-05	INTRM
236236236		BAMBI	DAWN	R	1982-06-14	F	2006-01-05	INTRM
237373765		DWARF	SLEEPY	M	1988-09-26	F	2006-01-05	INTRM
415415415		TIGGER	TAMMY	J	1971-01-31	F	2006-01-05	INTRM
232232138		HEAVNER	LIGHTLY	M	1969-01-17	F	2006-01-06	INTRM
118118118		PAN	WENDY	D	1976-12-09	F	2006-01-06	INTRM
590490490		BELLE	TINKER	F	1989-07-17	F	2006-01-06	INTRM
112112626		TRAMP	KIMBERLY	D	1974-03-12	F	2006-01-09	INTRM
060060060		WONDER	ALICE	L	1970-09-07	F	2006-01-09	INTRM
278278278		KNICKERS	KIMMIE	A	1980-01-28	F	2006-01-09	INTRM
343353363		DEPP	JONNIE	A	1988-06-18	F	2006-01-09	INTRM
985985985		PRESLEY	LISA	M	1967-01-05	F	2006-01-09	INTRM
239359159		GAULANT	FELICIA	M	1989-06-21	F	2006-01-09	INTRM
237739197		DAVENPORT	LINDSAY	N	1988-12-18	F	2006-01-09	INTRM
218218218		JAMES	JESSICA	M	1978-05-06	F	2006-01-11	INTRM
235995595		HOUSTON	WHITNEY	N	1990-12-01	F	2006-01-12	INTRM