

NOTE: This is the format that should be used to develop your file for batch submitting. It should be created as CSV file and be comma delimited. The file should only include individuals that meet the requirements for participation in the Statewide PIP. Other individuals selected for participation based on other criteria are up to county discretion and SHOULD NOT be included in the county's batch file submission to the state.

EPSDT PIP Batch File Formatting Instructions

***Note: the Field Names in your file must exactly match those specified in this table or the file will not be processed.**

Required	Field Name	Field Description	Format	Length
Yes	CountyID	Must be valid County Code	99	Char(2)
Yes	CCN	Alphanumeric 9 characters. <9 should have leading 0s.	000999999	Char(9)
Yes	FirstName	First name of participant	XXXXXX	Char(40)
Yes	LastName	Last name of participant	XXXXXX	Char(40)
Yes or CIN	SSN	Social Security Number (No Faux Numbers allowed)	999999999	Char(9)
Yes or SSN	CIN	Client Index Number (No Faux Numbers allowed)	999999999	Char(9)
Yes	DOB	Date of Birth	mm/dd/yyyy	Char(10)
Yes	Gender	(M, F, O) Male, Female, Other	X	Char(1)
Yes	EnrollDate	Participation Start Date	mm/dd/yyyy	Char(10)
No	DisEnrollDate	Participation End Date	mm/dd/yyyy	Char(10)
Yes	SubmitBy	Person submitting this record	XXXXXX	Char(60)
Yes	ContactPhone	Phone number of person submitting this record	(999) 999-9999	Char(20)

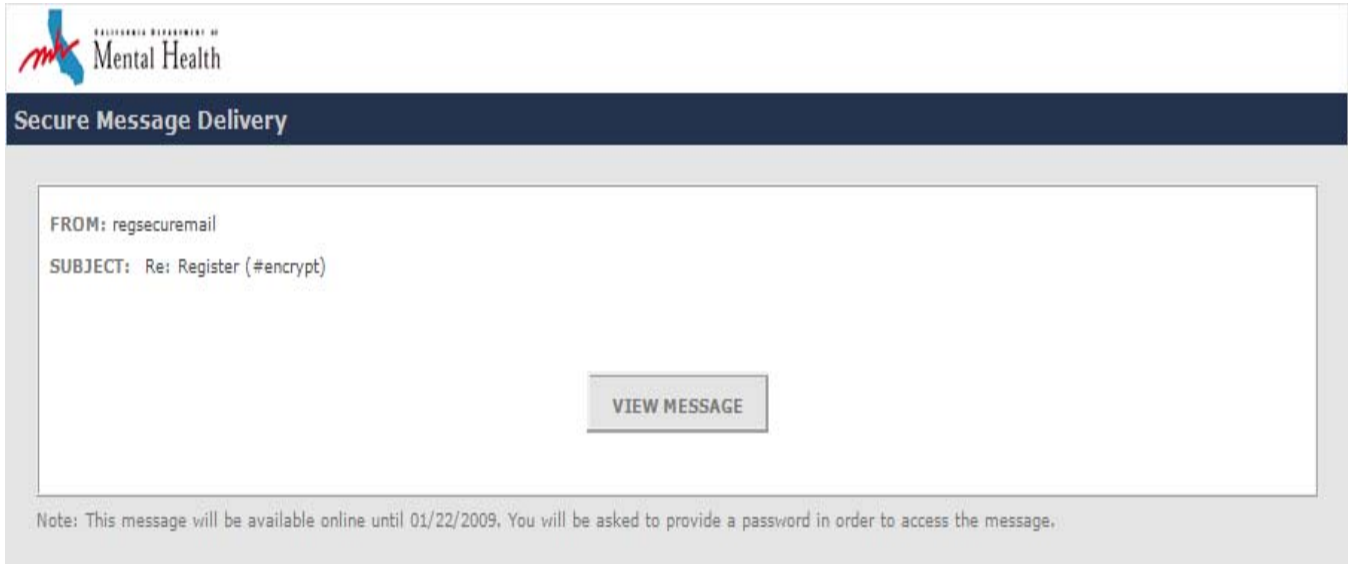
Sample Data File (CSV format, comma delimited)

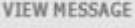
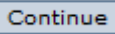
CountyID,CCN,FirstName,LastName,SSN,CIN,DOB,Gender,EnrollDate,DisEnrollDate,SubmitBy,ContactPhone
 01,123456789,Joe,Adams,123121234,,12/3/2004,M,11/3/2008,12/4/2005,Susan Moley,(916) 625-1222
 02,456789123,Sally,Jones,,12345674E,12/3/2005,M,10/13/2005,11/14/2005,Katie Salivar,(916) 425-1452

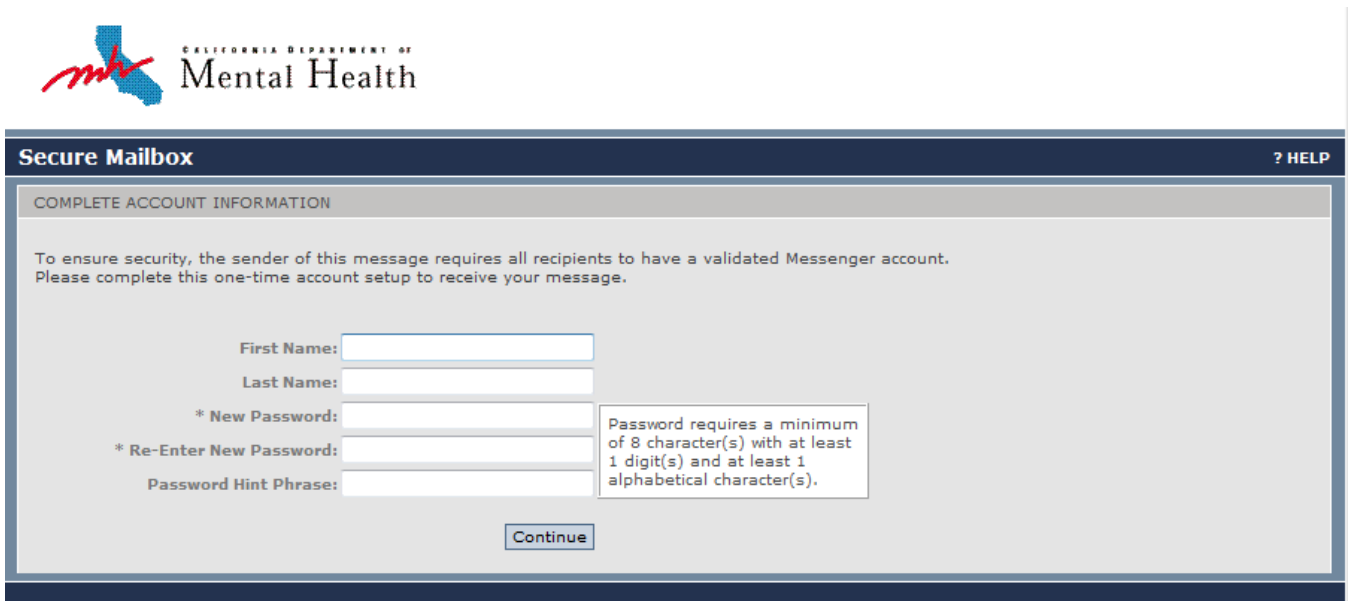


Step 1: Register with DMH Secure Mail service

Send an email to regsecuremail@dmh.ca.gov with subject line **Register**. You will get a reply back from the DMH Secure Mail service with subject “**Re: Register (#encrypt)**”. The following screen shot is an example of what you will receive.



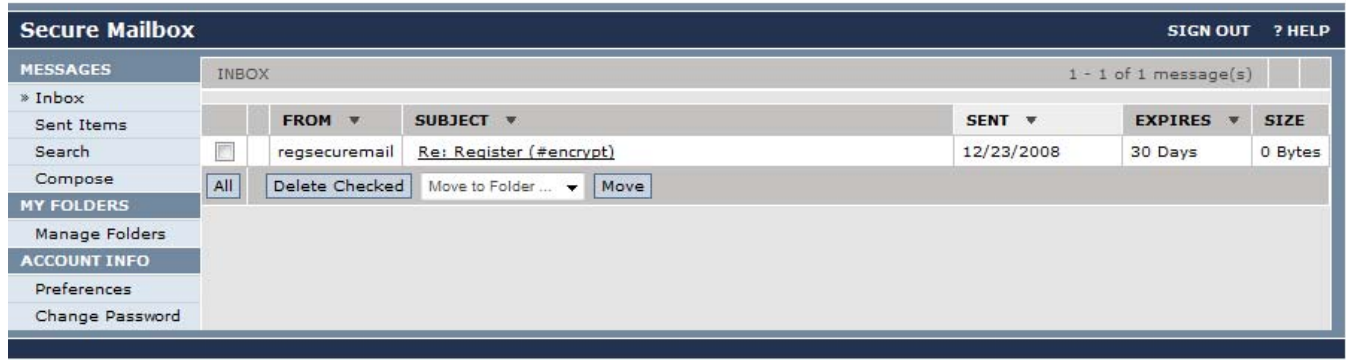
Once you have received the message, open it and click on the  button to continue self registration using the following screen. Supply name and select password and click on the  button.



County PIP Information Submission Process to DMH

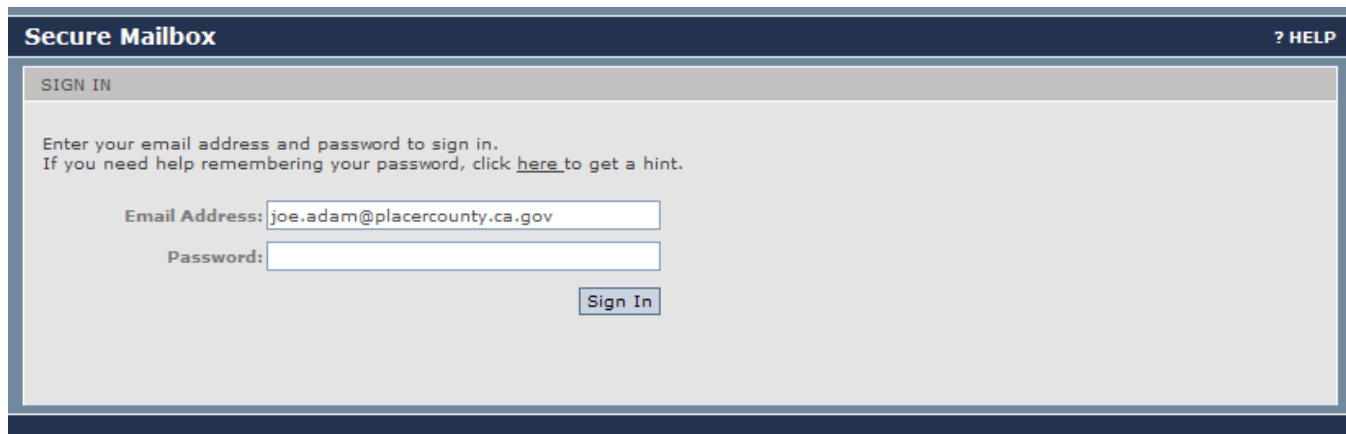


After successful registration, you will see the following screen showing the Secure Mailbox interface. You can now send sensitive data files using this secure interface.



Step 2: Sending a sensitive data file to DMH POQI using Secure Mail service

Go to URL <https://securemail.dmh.ca.gov/> to use DMH Secure Mail Service. You will see the following screen.



Login with your email address and password selected in **Step 1**.

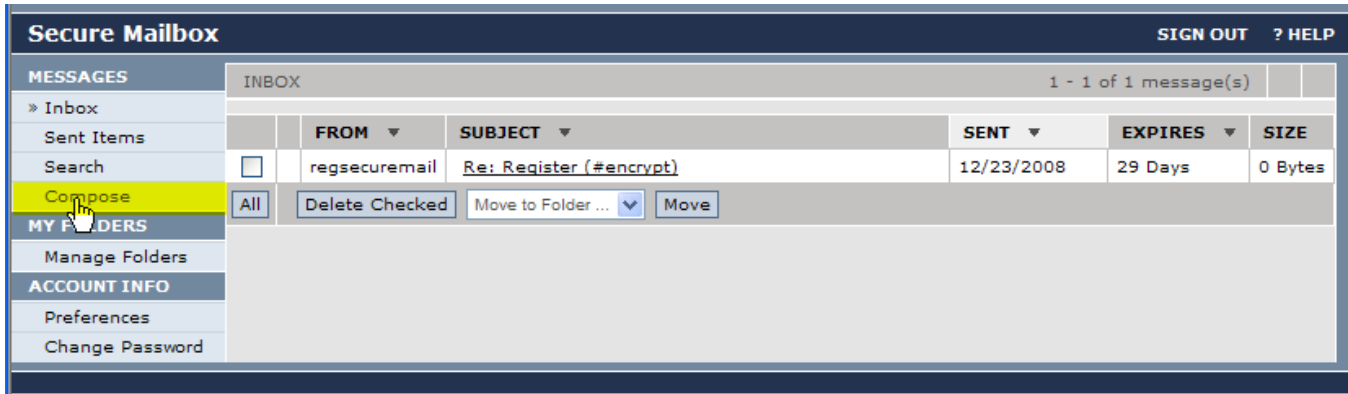
Note: email address must in an internet format as joe.adam@placercounty.ca.gov. This is the email address you used to send the initial registration request.

Login with your email address and password selected in **Step 1**.

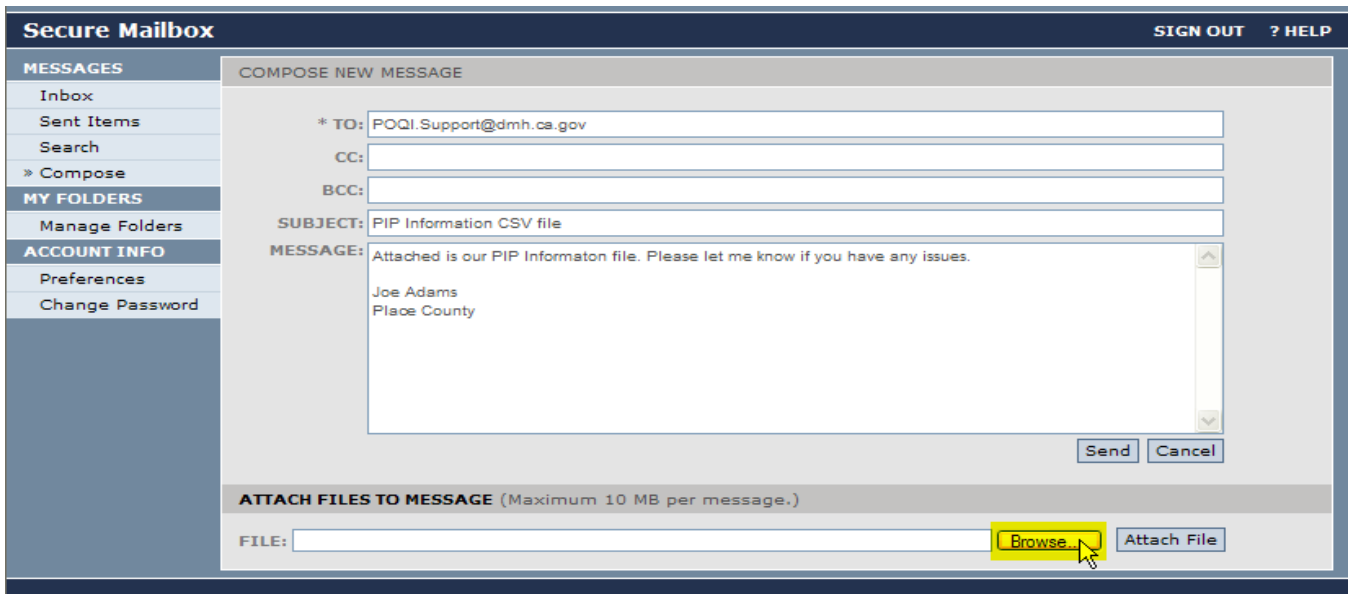
County PIP Information Submission Process to DMH



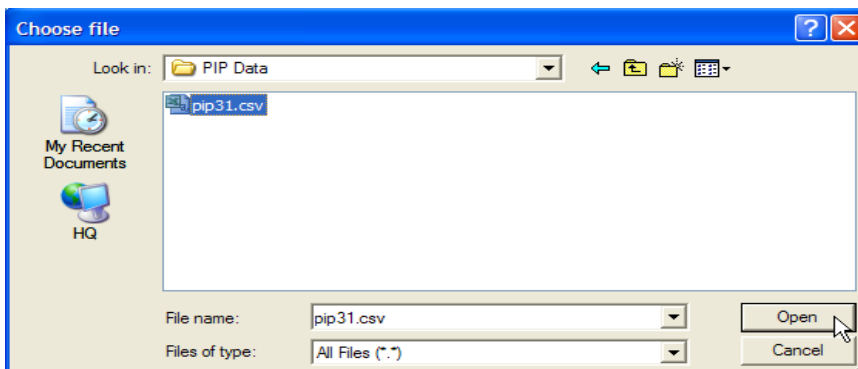
Upon successful login, you will see the following screen.



Click on the **Compose** link, to create a message to DMH POQI Team at email POQI.Support@dmh.ca.gov. You will see the following screen.



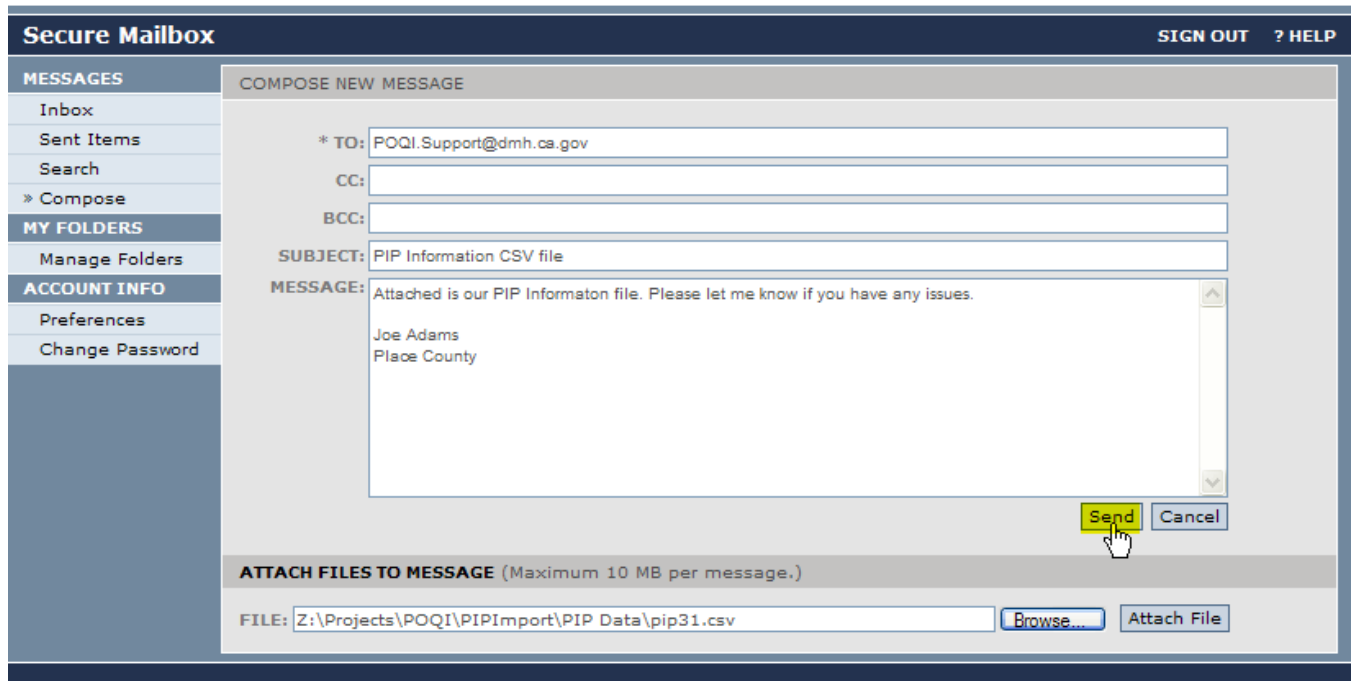
Compose your message to one similar in the screen above and click on the **Browse...** button to attach your file. Navigate on your computer to locate the file and click on the **Open** button to attach the file to email.



County PIP Information Submission Process to DMH



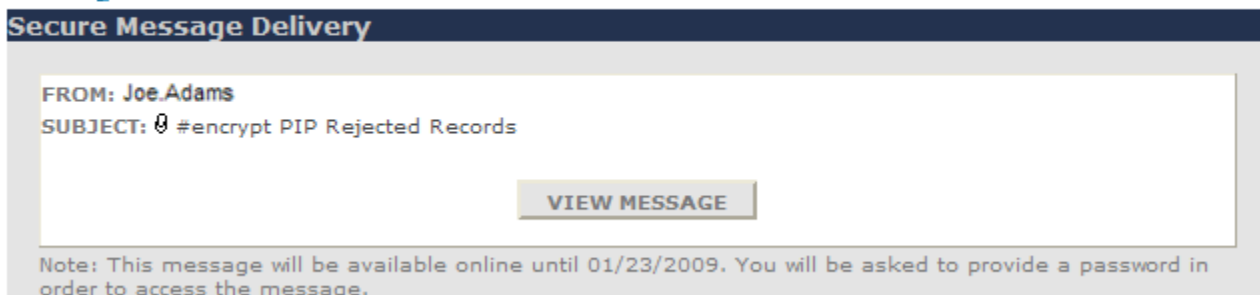
Click on the Send button to submit your file to DMH POQI group.



Step 3: Receive confirmation from DMH POQI for receipt of the file and processing results

After POQI group processes your file, you will receive a secure message from POQI group. If there are rejected records due failed validation, the file will be attached. An email will look like the following screen.

Note: You can also view messages by going to URL <https://securemail.dmh.ca.gov/> and logging in with your name and password.



You can view the secure message by clicking on the **VIEW MESSAGE** button in the email and save the attached file to your local computer. If you have rejected records file attached, correct the errors and resubmit the corrections using Step 2.