Centers for Medicare & Medicaid Services

EDGE Server Job Aid
On-Premise EDGE Server File Processing

Version 2.0
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Step 4

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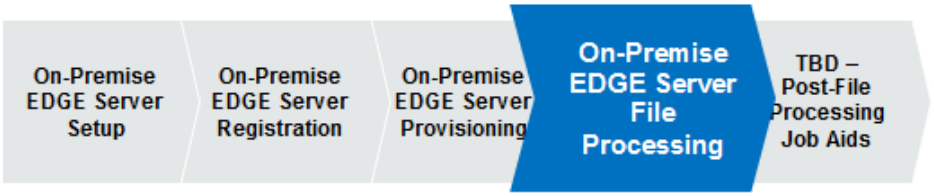
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1. Introduction

This document provides an overview of the steps that On-Premise External Data Gathering Environment (EDGE) server issuers will take to upload enrollee and claims files to their OP file directory and generate outbound reports.

The following process map provides an overview of the order of steps you need to complete in order to provision your On-Premise EDGE server. The blue step reflects the current step you're executing, the grey steps reflect the subsequent steps that you need to execute thereafter. Each step below has corresponding training materials (job aids and video demos as applicable) available in the Registration for Technical Assistance Portal (REGTAP) Library; you can follow the link to access. Please make sure to reference all the available materials and confirm that you have completed all of these steps for each phase before moving onto the next step.

On-Premise EDGE Server



For EDGE server support, please send all questions to the Centers for Medicare & Medicaid Services (CMS) Help Desk email: CMS_FEPS@cms.hhs.gov or call at 885-CMS-1515.

2. On-Premise EDGE Server File Processing Prerequisites

Before completing the steps highlighted in this document, issuers should have confirmed successful provisioning and verified they are connected to their server. Once issuers confirm they are connected to their EDGE server and confirmed the server is functioning, they can begin file processing.

Guidance on the provisioning processes is covered in the **On-Premise EDGE Server Provisioning Job Aid.**

3. On-Premise EDGE Server File Directories

The following information provides On-Premise EDGE issuers an overview of their file directory structure. File processing is initiated using scripts provided by CMS once the issuer uploads the inbound files to the physical/virtual directory. Issuers will need to setup a scheduler for automated processing of files. Detailed data never leaves the issuer environment.

Within an On-Premise file directory, issuers should have the following folders:

- **Backup**
- **Inbox**
- **Outbox**

On-Premise EDGE Server issuers can configure additional folders in their file directory as necessary.

4. On-Premise EDGE Server File Processing Overview

File Ingest Overview

Issuers upload enrollment, claims and supplemental diagnosis files. The EDGE server software applies the verification edits outlined in the Interface Control Document (ICD) and the EDGE Server Business Rules (ESBR).

- Enrollment files must be full files; pharmacy claim, medical claim and supplemental diagnosis files will be incremental.

XML files are the only method of data submission. CMS has established an inbound file naming convention that must be used and is defined in the ICD. File layouts and requirements related to data submission are outlined in the ICD and Business Rules. Processing time is only limited by the size of the environment that is used by the issuer.

Outbound Report Overview

Outbound reports are file processing reports generated after inbound files submitted by issuers are processed and verified.

Outbound files will be available to the issuer in order to review and analyze the processing results of the enrollment, claims and supplemental diagnosis information submitted for Reinsurance (RI) and Risk Adjustment (RA) processing.

Distribution of outbound data files:

- On-Premise EDGE server issuer reports will be delivered to the outbound file directory.
- Summary reports for On-Premise EDGE servers will be pushed to the CMS AWS S3 bucket.

Issuers will receive outbound summary reports from both the test and production zones. CMS will only receive outbound files from the production zone using a push method.

3 types of reports will be produced:

- EDGE Server File Accept-Reject Report
- EDGE Server Summary Accept-Reject Report
- EDGE Server Detail Error Report

4.1. Test and Production Zones

The test zone will allow users to test files and identify errors. For file processing in the test zone, the same file outputs are generated but no files are sent to CMS. Files will be routed to the test and production zone based on the zone indicator included in the file name **("T" for Test and "P" for Production – see below)**. Refer to the ICD for the full additional information on the file naming convention rules.

- **Test File Name Format:** 12345.HE.D04022014T091533.**T**.xml
- **Production File Name Format:** 12345.HE.D04022014T091533.**P**.xml

4.2. File Ingest

Prior to executing file ingest, issuers and TPAs should be aware of the following issues that could cause file ingest to fail:

- EDGE Application is not running the latest version
- Internet is not connected
- XML is not valid according to the XSD
- The following steps provide issuers and TPAs using an On-Premise EDGE server guidance on how to access their file directory, upload files to their inbox, and generate outbound reports to their outbox. WinSCP is a commonly used application for this purposes, and for sample purposes, the step-by-step instructions that follow reference use of WinSCP. However, issuers or TPAs may use their SFTP client of choice for this purpose and will need to adapt the instructions that follow if they choose to use a different SFTP client.

1. To begin uploading files to your On-Premise EDGE server, first open WinSCP program and login. Enter the **IP Address, Username** and **Password** for your server and click **Login**.

Please NOTE: The username and password were configured as part of setting up your On-Premise server. Please see the On-Premise EDGE Server Setup Job Aid for more information.

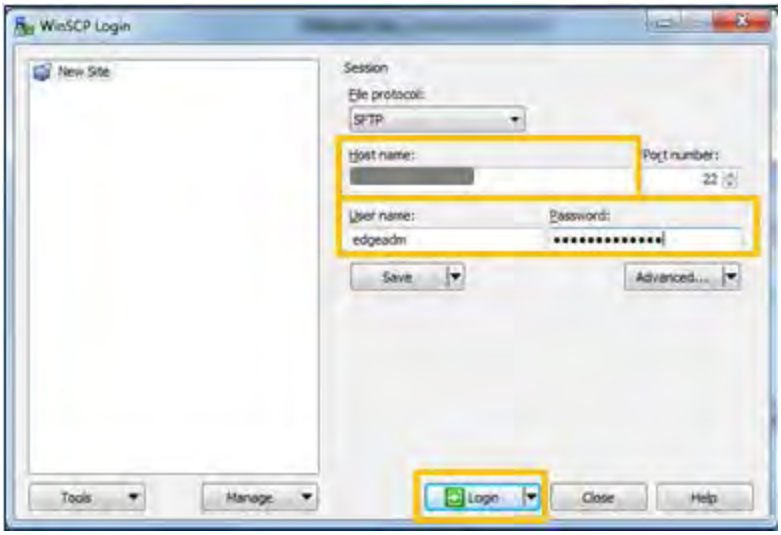


Figure 1 – WinSCP Login Screen

2. From WinSCP main page, navigate to the server side (right side) and locate the "**edge"** folder created during the provisioning process. Click the **edge** folder link.

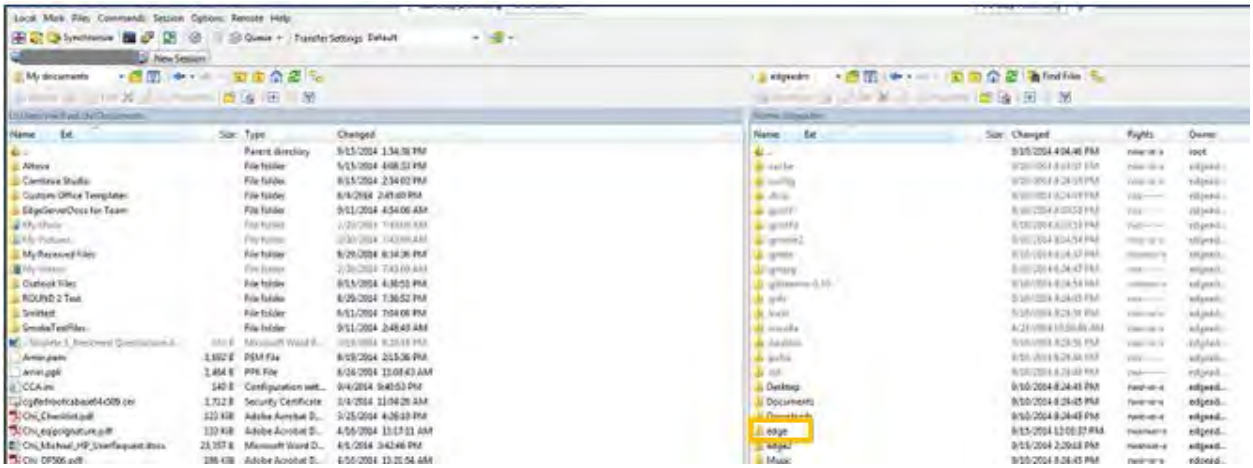


Figure 2 – Edge Folder

3. Once inside the **edge** folder, click the **ingest** folder.

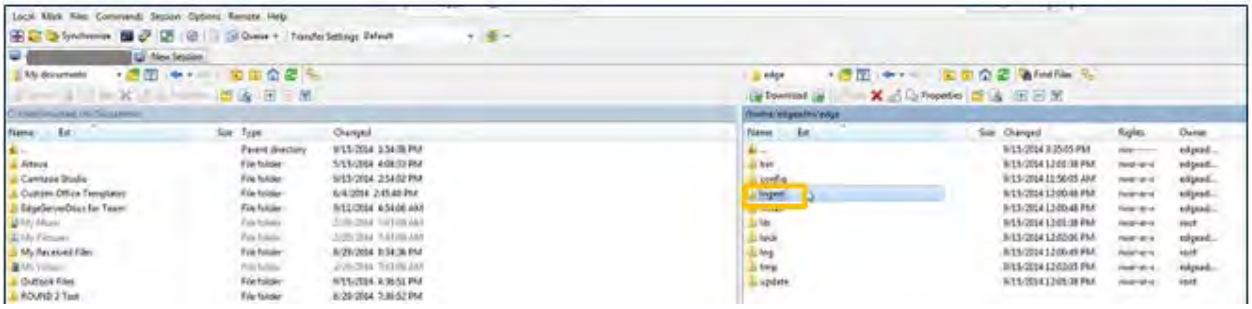


Figure 3 – Ingest Folder

4. From within the **Ingest** folder, next click **Inbox** to open your On-Premise inbox where you can upload files.



Figure 4 – Inbox Folder

5. Next, locate your enrollee and claims files saved to your local computer by navigating back to the left side of WinSCP to your local computer files. Once located, drag and drop those files from your local computer to your server in the **Inbox** folder.

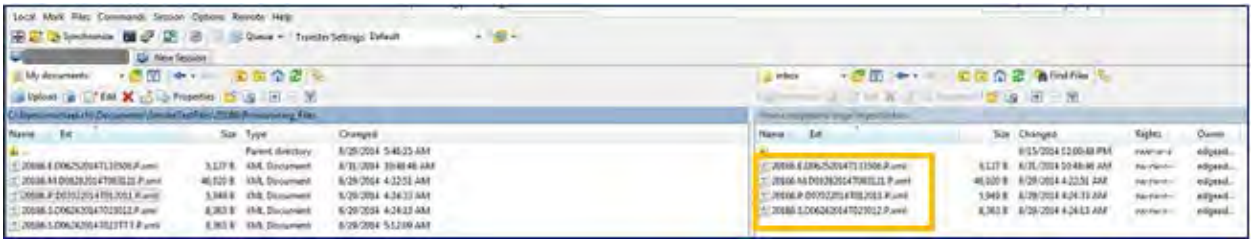


Figure 5 – Drag and Drop Upload Files to Server

Next, open your PuTTY program (or other SSH client of choice) and enter your server's IP address in the **Host Name (or IP Address)** field and then click **Open**.

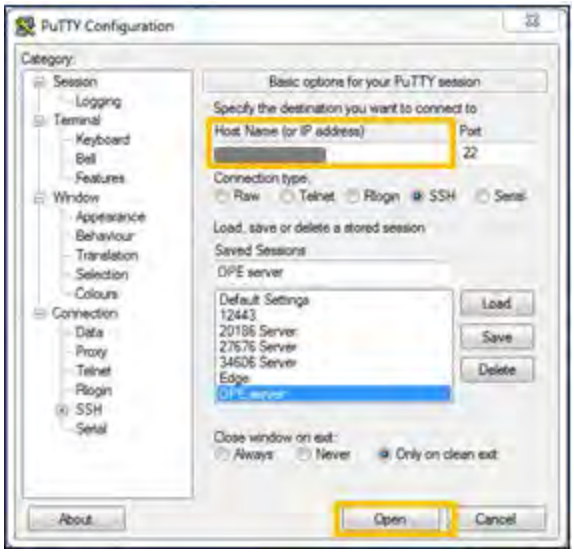


Figure 6 – PuTTY Login Screen

6. When PuTTY opens, enter your username and password and click **Enter.**

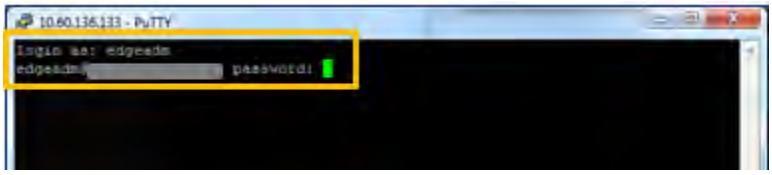


Figure 7 – Enter Username and Password

7. In PuTTY, first enter command: **cd /opt/edge/bin/ (all lowercase with a space between "cd" and "/opt")** and click **Enter**. This will open the **OPT** folder.



Figure 8 – Open OPT Folder

8. Next, enter command: **./edge ingest (all lowercase with a space between "edge" and "ingest")** and click **Enter.** This command will pick up the files from the **Inbox** folder, process them and generate the outbound reports.



Figure 9 – Run EDGE Ingest Command to Process Files

9. After running the command in the previous step, the script will run for about one minute. When the script finishes, file processing is complete.

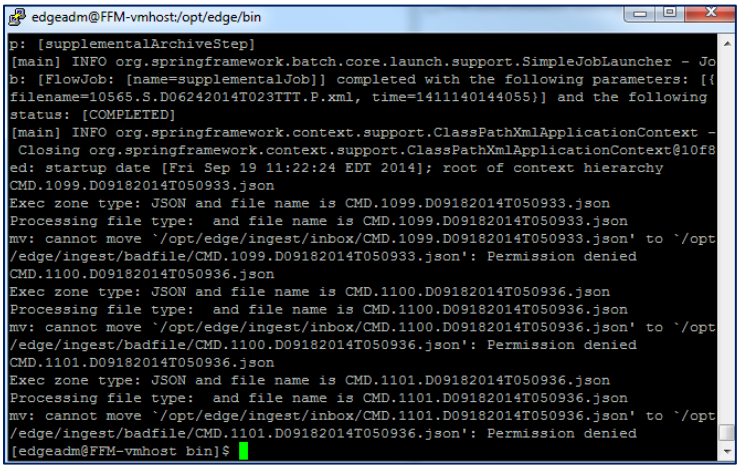


Figure 10 – Files Processing Complete

10. Once the upload completes, go back to your WinSCP program in your Inbox and click the **Refresh** icon at the top of the page and the files should clear from your inbox. This will indicate that the upload is complete.



Figure 11 – Refresh Inbox

4.3. Locate Outbound Reports

1. After refreshing your Inbox, click the folder icon at the top right to go back one directory to your **Ingest** folder.



Figure 12 – Navigate to Ingest Folder

2. From the Ingest folder, click the **Outbox** folder to find your outbound reports.

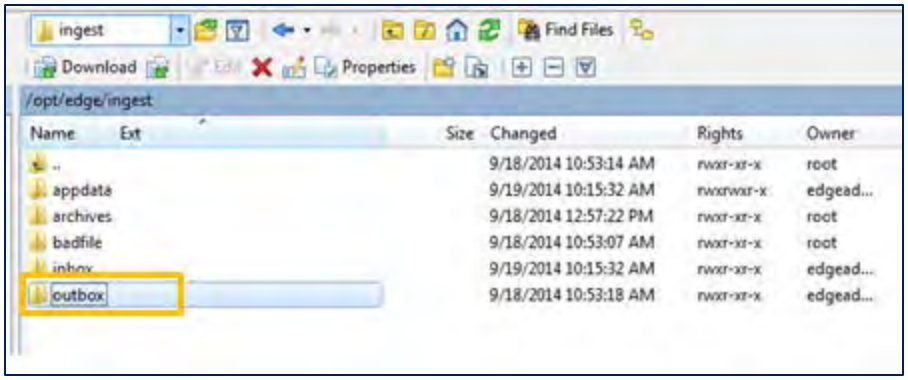


Figure 13 – Open Outbox Folder

3. Within your Outbox folder, you will find two folders: one for CMS and one for Issuer. Click the **Issuer** folder to view the reports.

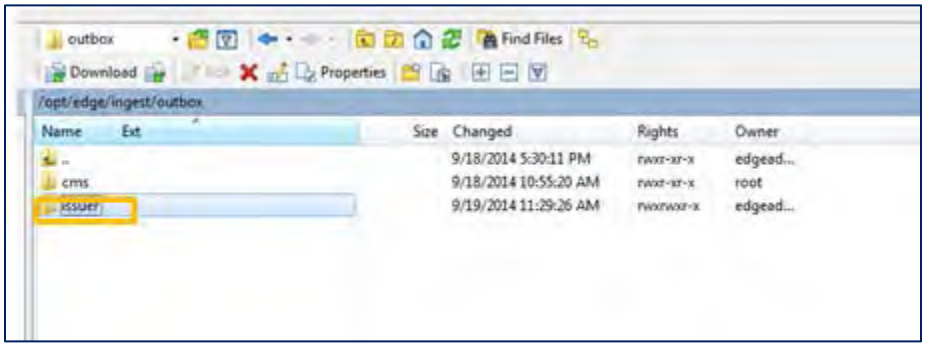


Figure 14 – Open Issuer Folder

4. In the Issuer folder, you will need to identify the outbound report that corresponds to the uploaded file by the **time/date** stamp and the file naming convention. You can identify the type of outbound file produced by the 2 letter code provided in the standard outbound file naming convention. The list below provides the 2 letter code and the corresponding file type

   - 'EH' – EDGE Server File Accept – Reject Report for Enrollment
   - 'MH' – EDGE Server File Accept – Reject Report for Medical Claims
   - 'PH' – EDGE Server File Accept – Reject Report for Pharmacy Claims
   - 'SH' – EDGE Server File Accept – Reject Report for Supplemental Files
   - 'ES' - EDGE Server Enrollment Summary Accept – Reject Report
   - 'MS' - EDGE Server Medical Claim (MC) Summary Accept – Reject Report
   - 'PS' - EDGE Server Pharmacy (RxC) Summary Accept – Reject Report
   - 'SS' - EDGE Server Supplemental Diagnosis Summary Accept – Reject Report
   - 'MD' – EDGE Server Medical Claim (MC) Detail Error Report
   - 'PD' – EDGE Server Pharmacy Claim (RxC) Detail Error Report
   - 'ED' – EDGE Server Enrollment Detail Error Report
   - 'SD' – EDGE Server Supplemental Diagnosis Detail Error Report

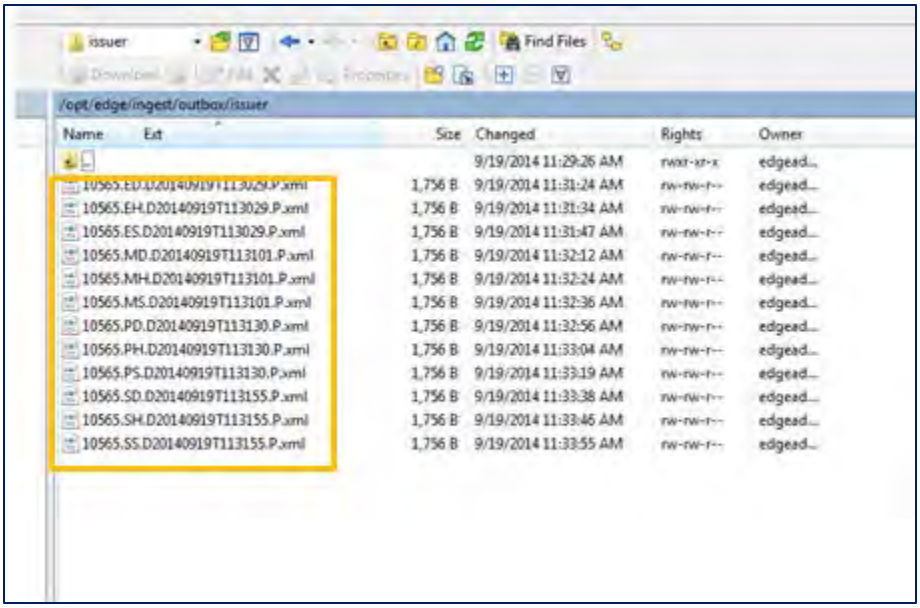


Figure 15 – Outbound Reports Folder

5. To match an outbound report to the inbound report, issuers will need to download the file produced, open the file and look for the inbound File Identifier. To download a report, highlight the desired report you want to open from your server and then click the **Download** button at the top. In this example, the **EDGE Server Medical Claim (MC) Detail Error Report** is selected by identifying the **MD** code

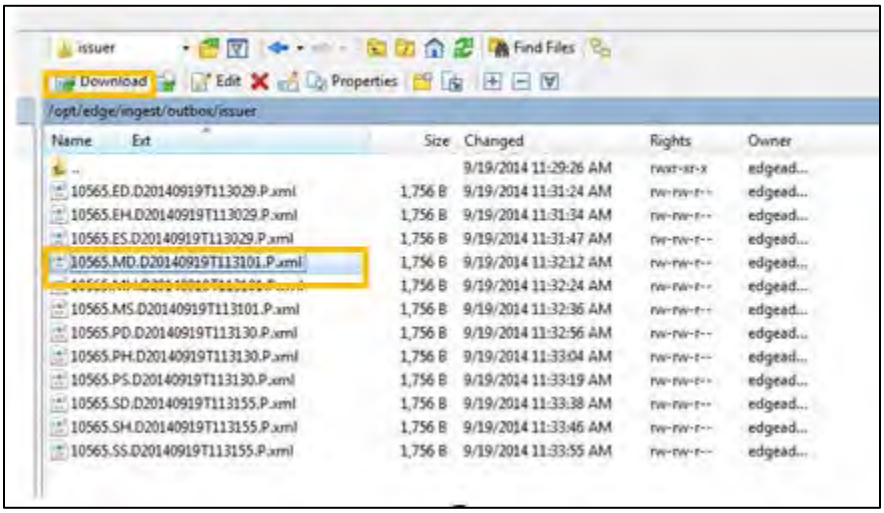


Figure 16 – Locate Report to Download

6. From the Download window, choose a file location to save your report. Click the **Ok** button when finished to save the report.

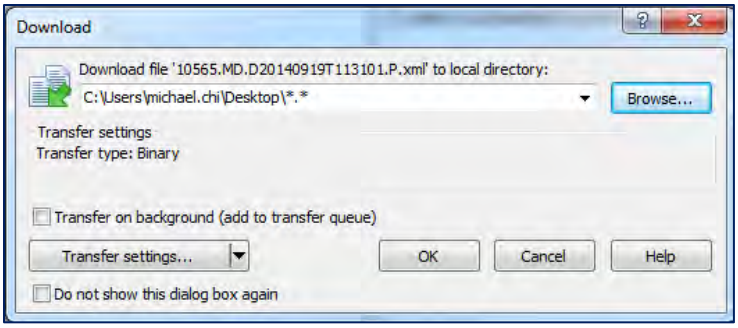


Figure 17 – Download and Save Report

Once saved, you will be able to open and review the outbound report results to validate that submitted data was processed successfully and does not contain any deficiencies.

4.4. Truncate Database Tables

As part of managing the data on your Amazon EDGE server, you have the option of truncating your MySQL database tables in both the test and production environments.

In order to truncate the data in in your MySQL database tables, please execute the following commands from the EDGE Server Linux console in PuTTy (or SSH client of your choice). Any user who has access/permission to execute **"edge"** commands will be able to perform this step:

- **edge truncate test**
- **edge truncate prod**

In both cases, the command will search for a file on the issuer-specific CMS AWS S3 bucket for permission to execute this command on or before a particular date.

Production Environment: In order to truncate the date in your production environment, you must get approval from CMS. In order to get a permission file created for you, please contact the CMS Help Desk by emailing CMS_FEPS@cms.hhs.gov or call 1-855-CMS-1515.

This completes the On-Premise EDGE Server File Processing Job Aid.