

County Mailbox SFTP User Guide

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Secure FTP is used by county staff to receive health care renewal applications from the MNbenefits application. Minnesota Department of Human Services (DHS) provides the ability to securely transfer electronic health care data in this fashion to best serve our customers. The purpose of this guide is to provide some basic information on the process and procedures of this FTP functionality. The application client products highlighted here are just some of the products available on the market. These clients have been tested with MN-ITS functions and operate correctly.

Using MN-ITS

MN-ITS is a web-based, HIPAA-compliant billing and inquiry system for claims submission and other health care transactions for the publicly funded Minnesota Health Care Programs (or MHCP, which includes Medical Assistance, General Assistance Medical Care and MinnesotaCare).

All provider organizations must register for MN-ITS before they are able to access any MN-ITS features. DHS sends each enrolled provider or biller organization a MN-ITS Registration Letter with registration instructions, an Initial User ID and Initial Password. Refer to the [MN-ITS - Registration](#) webpage to review the registration process. The assigned MN-ITS Administrator in your organization will complete this task once.

The following process is only for assigned MN-ITS users from Minnesota counties that have tested this process. This guide will help you receive health care renewal applications from the MNbenefits application.

Secure FTP General Information

FTP clients must adhere to the RFC 2228 standard for secure FTP. Application clients that are RFC 2228 compliant can be used to securely send and receive files to and from DHS. Additionally, it's possible that your software will include a built-in FTP client or that a programmer can customize your FTP script.

Regardless of how you decide to FTP your files, there are **general guidelines** and information that must be used and followed. These include:

- **Secure FTP Host address:** secureftp.dhs.state.mn.us
- **DHS' Secure FTP server:** Axway Secure Transport Server - Version 5.5
- **Port Number:** FTPS (SSL) use **21** - **SFTP/SCP** via SSH use **2222**
- **User ID and Password:** You will receive this information **after** completing the registration process with your initial User ID and Password from your Welcome Letter. Your user ID and password may be the same information as your MN-ITS Interactive, based upon how your organization determines their MN-ITS administration:
 - Must be at least 8 characters up to a maximum of 25
 - At least 1 uppercase
 - At least 1 lowercase
 - At least 1 numeric
 - At least 1 special character from the following list: (!@#\$\$%^*)(_+=)][:.,.
 - Passwords expire every 3 months and cannot be your previous 2 passwords

Secure FTP Directory Structure

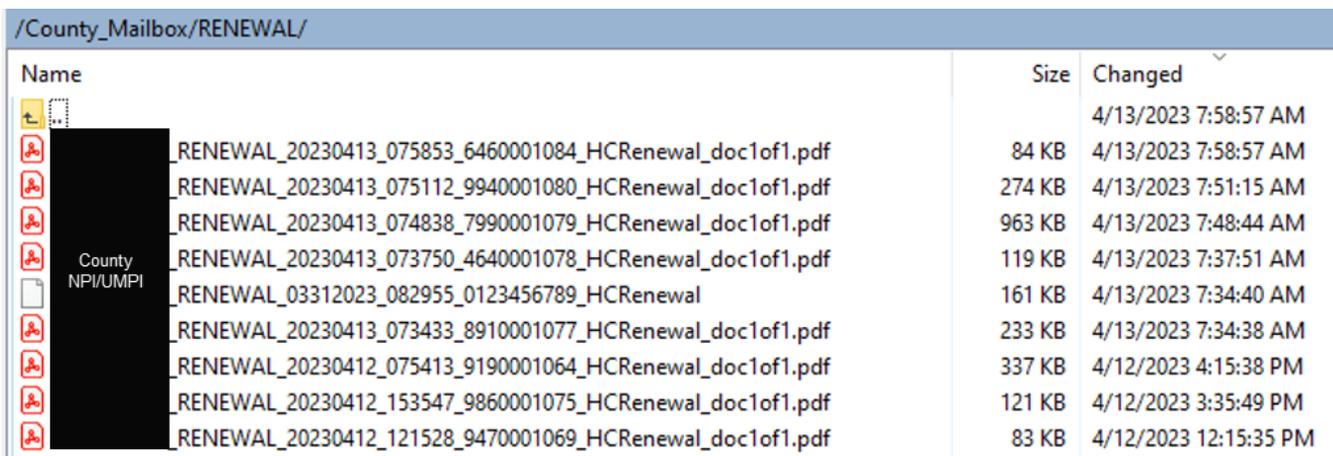
Regardless of the product used to send data, the directory structure will remain the same and include the following folders:

***IMPORTANT - Providers that Script FTP jobs:**

The following directory (folder) names will be case sensitive. Please take note of the case of each directory name and create or modify your scripts accordingly.

Outbound Transactions: These are the outbound directories for production transaction sets.

County Mailbox: This is where health care renewal applications will be sent from the MNbenefits application. File name structure is as follows: County NPI/UMPI, RENEWAL, upload date, upload time, case number, document type.



Name	Size	Changed
     County NPI/UMPI      		
RENEWAL_20230413_075853_6460001084_HCRenewal_doc1of1.pdf	84 KB	4/13/2023 7:58:57 AM
RENEWAL_20230413_075112_9940001080_HCRenewal_doc1of1.pdf	274 KB	4/13/2023 7:51:15 AM
RENEWAL_20230413_074838_7990001079_HCRenewal_doc1of1.pdf	963 KB	4/13/2023 7:48:44 AM
RENEWAL_20230413_073750_4640001078_HCRenewal_doc1of1.pdf	119 KB	4/13/2023 7:37:51 AM
RENEWAL_03312023_082955_0123456789_HCRenewal	161 KB	4/13/2023 7:34:40 AM
RENEWAL_20230413_073433_8910001077_HCRenewal_doc1of1.pdf	233 KB	4/13/2023 7:34:38 AM
RENEWAL_20230412_075413_9190001064_HCRenewal_doc1of1.pdf	337 KB	4/12/2023 4:15:38 PM
RENEWAL_20230412_153547_9860001075_HCRenewal_doc1of1.pdf	121 KB	4/12/2023 3:35:49 PM
RENEWAL_20230412_121528_9470001069_HCRenewal_doc1of1.pdf	83 KB	4/12/2023 12:15:35 PM

Transferring Files Between Counties

Files received using SFTP can be transferred between counties but each county is required to create and follow their own transfer protocols. DHS is unable to assist with transferring documents between counties using the SFTP option.

Note that files transferred between counties will have the sending county's NPI or UMPI number as the first number in the file name of the document. The receiving county will not find their NPI or UMPI number on the received document.

DHS-tested Secure FTP Clients

Supported Clients:

- WinSCP
- Filezilla
- VanDyke SecureFX
- CuteFTP Professional
- Core FTP LE
- Core FTP Pro

Make sure to use the correct Port Number, Host Address and Protocol or your connection will not be successful:

- FTPS (FTP/SSL) Clients, Port 21
- SFTP/SCP via SSH Clients, Port 2222

Clients NOT supported:

- WS FTP Professional

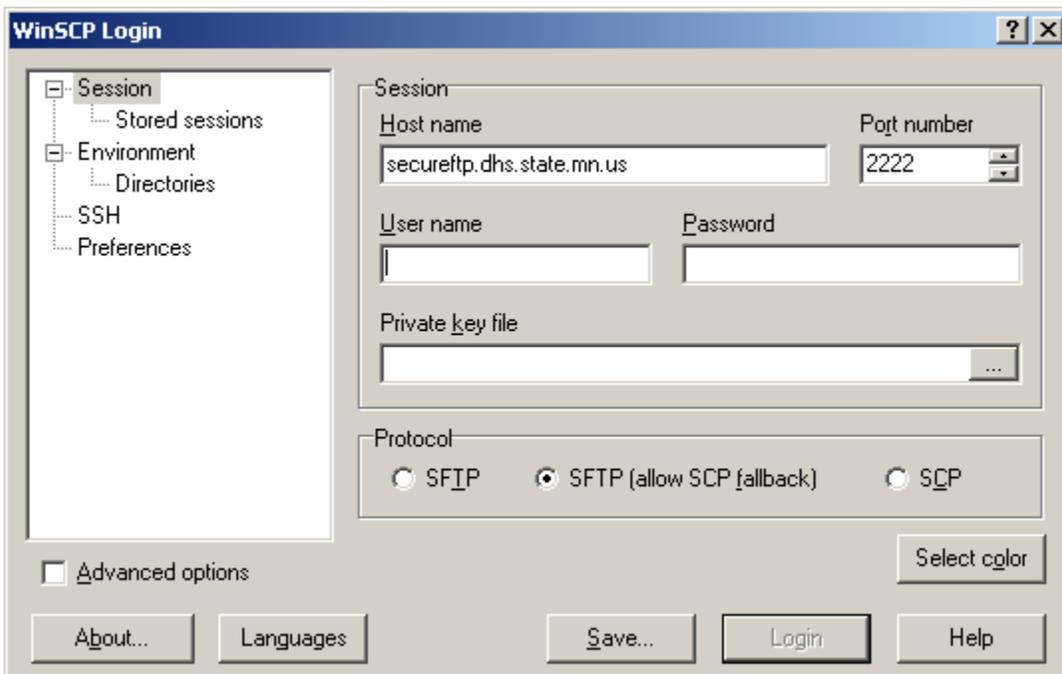
Please take note of the protocols, port settings and clients in the above sections of this document. Many FTP clients will connect successfully using their default settings.

*** DHS is not endorsing your purchase of any product. We are simply providing you a list of various FTP clients we have tested that have worked successfully with our system.**

The WinSCP client:

WinSCP is a free FTP client that can be downloaded from the following address:
<https://winscp.net/eng/download.php>

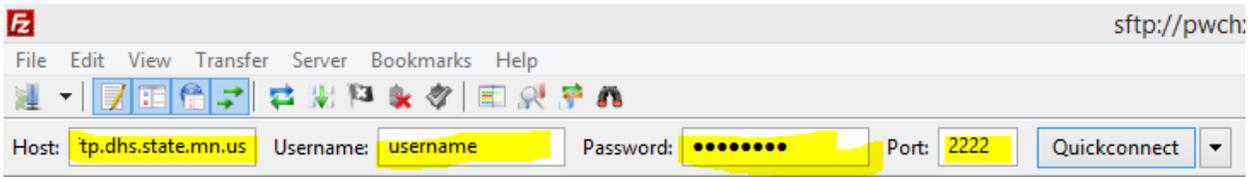
Host: secureftp.dhs.state.mn.us - IP address: 136.234.188.15
Port: 2222
Username:
Password:
Protocol: SFTP or SFTP (either one)



You can save these settings under stored sessions, click “New”, then fill in.

The FileZilla client:

FileZilla is a free FTP client that can be downloaded from the following address: https://filezilla-project.org/download.php?show_all=1



Fill in the following blanks

Host: sftp://secureftp.dhs.state.mn.us

Port: 2222

Username: "your username"

Password: "your password"

Click "Quickconnect".

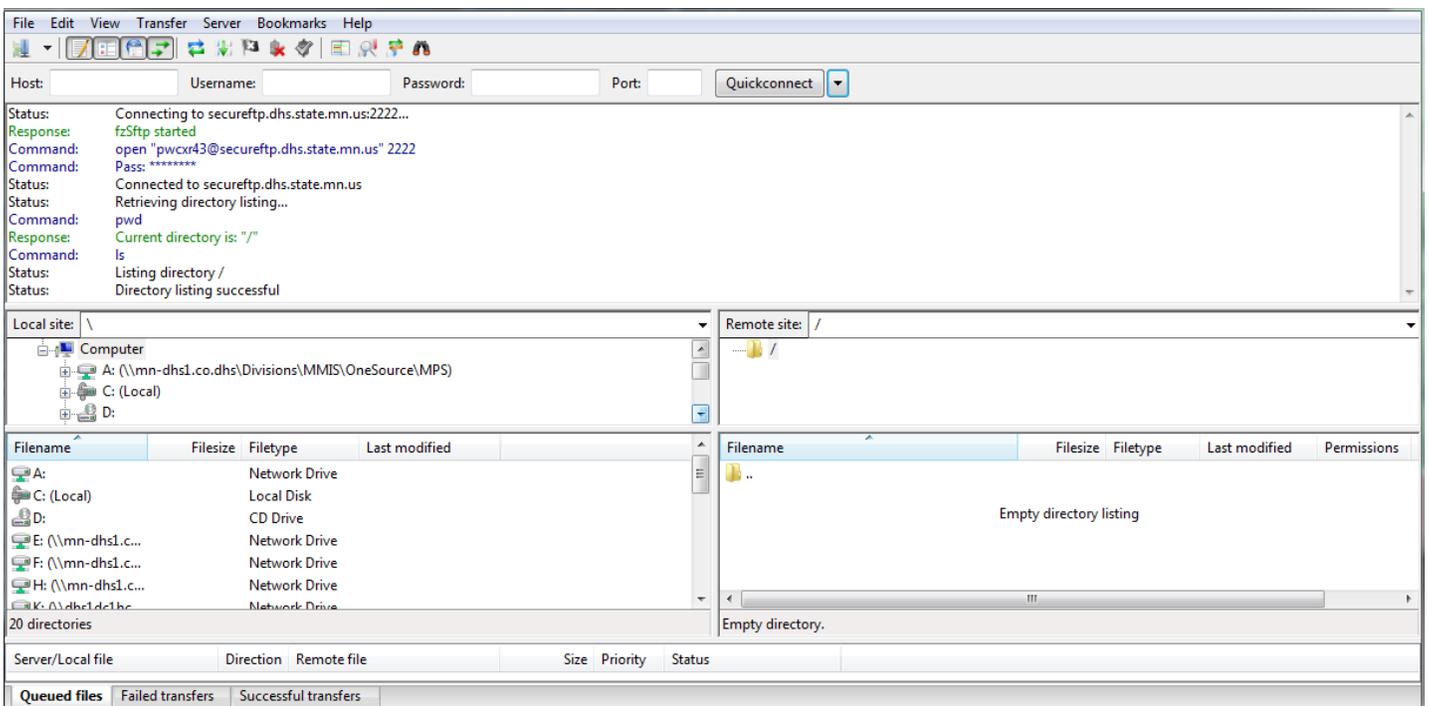
It will ask you if you want to save your password.

Pick your option and select "OK".

If prompted for the server's host key, you can check "Always trust this host, add this key to the cache."

Click "OK".

The FTP Client screen will look like this after you have connected:



Summary

If you are accessing the County Mailbox to retrieve health care renewal documents sent from the MNbenefits application, you may use the MN–ITS web interface or a secure FTP client. The FTP clients mentioned in this document are just some of the products available on the market. However, these products have been tested with MN–ITS Batch functions and do operate correctly if configured properly.

Contact the MHCP Provider Resource Center from 8 a.m. to 4:15 p.m. (closed from noon to 12:45 for lunch) Monday through Friday if you have issues with registration, secure FTP configuration or file transfer.

Voice: 651-431-2700 or 800-366-5411

TTY: 711 or 800-627-3529 if you have questions about this information.