

3rd Party Interface

Testing Process - Electronic Visit Verification System



Prepared for:
State of Connecticut DSS

July 7, 2016
Version 1.3



Overview

Sandata utilizes an automated approach to testing Santrax Agency Management (SAM) / Santrax Payer Management (SPM) interfaces. This approach allows agencies with legacy systems and 3rd party vendors to test the implementation of our standard interfaces using a self-serve methodology. This document is specifically geared toward testing interfaces for the State of Connecticut DSS EVV program which can receive employee (staff) and schedule data from an outside system.

Please note that for 3rd party vendors, they will need to go through the certification process only one time. If your vendor has already completed this process, please contact Sandata to receive production credentials. The list of certified vendors can be found on the program web site at [<insert link to list of vendors who have been certified and posted to CT DSS site>](#)

The following diagram shows the steps for testing interfaces.

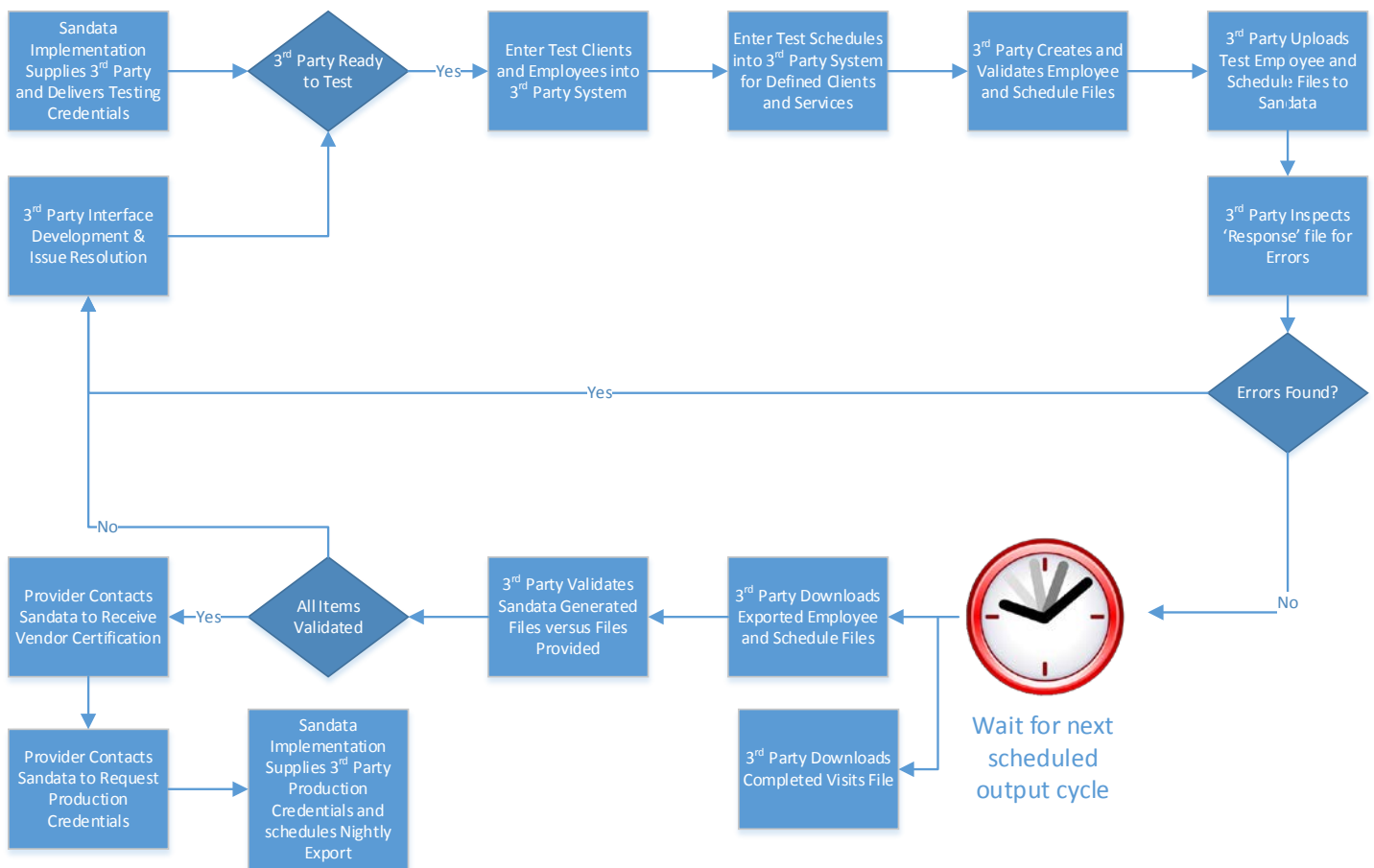


Figure 1 - Interface Testing Process



1. 3rd Party Interface Development & Issue Resolution

Prior to testing the interfaces, 3rd parties should complete their development and internal testing processes. There is no need to notify Sandata that the interface is ready to begin testing.

2. Sandata Implementation Supplies 3rd Party Testing Credentials

Sandata will email the:

- Test URL to Upload employees
 - <https://uat-santrax.sandata.com/cxf/test/opensam/employees>
- Test URL to Upload schedules
 - <https://uat-santrax.sandata.com/cxf/test/opensam/<test instance ID #>>
(the EVV test instance number, as denoted by ### shown below).
- User ID and Password for the Test URL. This will include the following:
 - SFTP URL and Port (output from employee and schedule testing; Completed Visits test file):
 - `test-sam-ftp01.sandata.com`; Port 22 for SFTP
 - UserID – will be emailed to the agency from CTInterface@Sandata.com.
 - The format will be `x###` where the `###` will be the test instance ID #, and will vary for each test being conducted. This ID number will be provided to you by Sandata.
 - Password for SFTP (will be the same as the production URL)
 - User Name – emailed from CTInterface@Sandata.com. Format will be `Agencyx###` where the `###` will vary for each test being conducted. The `###` will be provided to you by Sandata.
 - Password – emailed from CTInterface@Sandata.com

Note that the credentials for production will be different for each provider agency. They will be supplied by Sandata once the interface has been certified.

If you are a vendor with a single platform and have multiple providers, you will ONLY need to execute the certification process once.

3. 3rd Party Ready to Test

Once you have completed your development and testing and are in receipt of the credentials above, testing can begin.

4. Enter Test Clients and Employees into 3rd Party System

For testing purposes, you will need to enter a set of clients who can be scheduled and employees who can be provided to Sandata as part of the test as well used for scheduling. For specifics on populating fields, please refer to the document '[3rd Party Data Interface Connecticut DSS Setup](#)'.

Clients

For clients, there are 12 clients available for this test. You will need to add these clients to your system prior to creating schedules.

Client ID	Last Name	First Name
0000001231	JONES	SUSAN
0000001232	SMITH	BARBARA
0000001233	JOHNSON	JOAN
0000001234	RODRIGUEZ	JANE
0000001235	JAMES	ROBERT
0000001236	BARROW	SYLVIA
0000001237	ROSS	RICHARD
0000001238	ROBERTS	ROBERTA
0000001239	PAUL	PETER
0000001240	EDWARDS	ED
0000001241	CANE	MARCUS
0000001242	SAWYER	WILLIAM

The Client ID provided in the first column is also their Medicaid ID. Please be sure to provide the leading zeros.

For purposes of test-data only, we have setup prior authorizations for these clients for the following programs and services:

Client ID	Last Name	First Name	Admission Type	Service
0000001231	JONES	SUSAN	CHP	1021Z
0000001232	SMITH	BARBARA	CHP	1210Z
0000001233	JOHNSON	JOAN	CHP	1214Z
0000001234	RODRIGUEZ	JANE	CHI	421
0000001235	JAMES	ROBERT	CHI	S9123
0000001236	BARROW	SYLVIA	PCP	2040Z
0000001237	ROSS	RICHARD	PCI	441
0000001238	ROBERTS	ROBERTA	PCI	H0033
0000001239	PAUL	PETER	ABP	1021Z
0000001240	EDWARDS	ED	ABP	1535P
0000001241	CANE	MARCUS	ABI	S9123
0000001242	SAWYER	WILLIAM	ABI	431

Admission Types (program) and Service types sent must *exactly match* the values provided in the table above to load into the Sandata system. The system does not validate this information against the Authorization during the load process.



Employees

For this test, you will be required to create employees in your scheduling system. Sandata does not validate any information about the employees other than the presence of the required fields. It is strongly suggested, in the testing environment, that each SSNs provided is fictional and unique. All required fields should be entered into the source system along with any fields you will be sending in production.

5. Enter Test Schedules into 3rd Party System for Defined Clients and Services

Schedules will need to be created in the 3rd party system for the employees and clients above. A minimum of 12 schedules should be created (at least 1 for each of the clients created above) to ensure that the interface is working as designed and for Sandata to sign off on the interface for each unique vendor.

Schedules should be sent for dates and times in the past. The testing process WILL automatically confirm all schedules received to allow production of a 'Completed Visits' file. In test, this will include the confirmation of future schedules which will never occur in production.

6. 3rd Party Creates and Validates Employee and Schedule Files

Please note that for testing purposes the account used should be x### (sample – x001). This will be the same number your agency was provided in step 2 above. At your discretion, you can test each file independently. Schedules will not be loaded into the system unless the employees have been loaded either at an earlier time or at the same time as the schedules are received.

7. 3rd Party Uploads Test Employee and Schedule Files to Sandata

When you begin testing, please send an email to CTInterface@Sandata.com that you are ready. Please include the user you have been assigned along with the agency and vendor name. Please use the following URLs (POST method) to upload employees and schedules respectively in the testing environment:

<https://uat-santrax.sandata.com/cxf/test/opensam/employees>

<https://uat-santrax.sandata.com/cxf/test/opensam/schedules>

Use Basic Authentication (Authenticate pre-emptively) with the supplied credentials:

user: x###

password: *****

Use Basic Authentication as given in "RFC 2617 HTTP Authentication: Basic and Digest Access Authentication". This RFC outlines using the HTTP/S header authorization with Base64 transfer encoding for MIME (RFC 2045).

8. 3rd Party Inspects 'Response' file for Errors

When uploading both the employees and schedules, a response file is returned. Errors are noted in plain English. These files must be reviewed to ensure that no issues have been encountered that prevent the data



from being accepted. Response files are available in both XML and JSON but the error messages are identical. The following is a sample of an error that may be received:

```
{
  "status": "SUCCESS",
  "token": null,
  "messageSummary": null,
  "messageDetail": null,
  "errorMessage": null,
  "data": {
    "importResultSummary": "0 out of 1 employees successfully queued.\n",
    "successfulRecordCount": 0,
    "erroneousRecordCount": 1,
    "erroneousRecords": {"0": {
      "recordId": "83802",
      "message": "ERROR: firstName is a required field.\n"
    }}
  }
}
```

Assuming there are no errors in the data, rows will be queued for application to the SAM/SPM system.

9. Errors Found?

If there are any errors found in the response files, they need to be corrected and the files regenerated and resubmitted. If you need help with these messages, please send an email to CTInterface@sandata.com and include the error message you received.

10. Wait for Next Scheduled Output Cycle

Once files have been submitted, Sandata has a process that will mark all visits sent as confirmed. Output files will be generated on the following schedule:

- Confirmation files for employees and schedules
 - Monday through Friday by 9:15am, 11:15am, 1:15pm, 3:15pm and 5:15pm (all Eastern Standard time)
- Completed Visits Export
 - Monday through Friday no later than 7pm EST

Files will be generated at each cycle whether there is new information or not. If there is no data, the output file will be composed of headers ONLY. Employees and Schedules received will be output only once – the first time the process is run after the information is received. Completed Visits will be output only once – the first time the process is run after the information is received.

11. 3rd Party Downloads Completed Visits File

The 'Completed Visits File' will be available on the SFTP site using the credentials provided. There is no additional Sandata verification. It is assumed that the 3rd party will confirm this using their own system.

Files will be available in the subdirectory called CompletedVisits.

Files are being provided in a CSV format for your review.

FTP Information to retrieve this file is as follows:

Server: test-sam-ftp01.sandata.com
Port: 22
User: Agencyx###
Password: *****
Subdirectory: CompletedVisits

12. 3rd Party Downloads Exported Employee and Schedule Files

The Employee and Schedule files will be available on the SFTP site using the credentials provided.

Files will be available in the subdirectory called Employees_Schedules. Please note that these files are ONLY available in test mode. These files are not generated in production.

Files are being provided in a CSV format for your review.

FTP Information to retrieve this file is as follows:

test-sam-ftp01.sandata.com
Port: 22
User: Agencyx###
Password: *****
Subdirectory: Employees_Schedules

13. 3rd Party Validates Sandata Generated Files versus Files Provided

It is recommended that you visually inspect the files / data sent versus what is provided in these files. These files represent the data as received and stored in the SAM/SPM system that have been exported after the visit is verified. Field content should match between the data sent and the data stored and exported.

14. All Items Validated?

Assuming all fields match between the incoming and outgoing files, the interface is ready to be certified. If there are issues found, additional development and testing may be required for the 3rd party.

15. Provider Contacts Sandata to Receive Vendor Certification

Once contacted by a vendor, Sandata will review the last response files for both employees and schedules to ensure that there are no remaining errors. Sandata will also review the data sent to ensure that there are at least 12 schedules loaded into the system with their associated employees.



After validation, Sandata will place the vendor on the list of certified vendors. This list will be posted at <http://www.ctbhp.com/providers/bulletins/2016/TBD.pdf>

16. Provider Contacts Sandata to Request Production Credentials

After the provider's vendor has been certified, Sandata will contact any providers known to be utilizing that scheduling vendor advising them that credentials can be requested for their agency. Please send an email to CTInterface@sandata.com to formally request the credentials. Be sure to note your scheduling vendor.

17. Sandata Implementation Supplies 3rd Party Production Credentials to Provider and Schedules Nightly Export

Sandata Implementation will supply the credentials for production to the provider. The provider, if needed, would provide this information to their vendor for the production implementation.

Production credentials will include:

- Production URL to Upload employees
- Production URL to Upload schedules
- User ID and Password for the Production URL
- SFTP URL and Port
- Password for SFTP (will be the same as the production URL)

At this point, the provider will need to work with the scheduling system vendor to implement the interface in their scheduling system for their agency.

18. Questions about the Specifications or the Testing Process

Please direct all questions to the email address CTInterface@Sandata.com. This email address is monitored Monday through Friday from 9 AM to 5 PM Eastern.