

Medicare Advantage and Prescription Drug Plans Enrollment and Payment Conference

Connecting to the CMS Enterprise

Mark Hogle

Director

Division of Technology Innovation and Engineering

**Prescription Drug Plans
August 30 – September 1, 2005**



Network Connectivity

- Two options:
 - Internet (small organizations)
 - Extranet (both large and small organizations)

- For the purpose of this discussion:
 - “Large” organizations are defined as those with membership of 100,000 or greater
 - “Extranet” is the AGNS/MDCN network (AT&T Global Network Solution/Medicare Data Communications Network)

Note: MDCN is a CMS contract. Organizations may deal with AT&T resellers to procure these network services.



Choosing Your Network

- “Large” organizations will use the Extranet (AGNS/MDCN)
 - Dedicated telecommunications link (e.g. T1) for network connectivity
 - File transfers using Sterling Connect:Direct server-to-server solution
 - Browser for MBD and MARx user interfaces

- “Small” organizations will use either the Internet or Extranet
 - Dedicated telecommunications link to either network or dial-in
 - File transfers serviced by the CMS Enterprise File Transfer solution (EFT)
 - Browser for MBD and MARx user interfaces

- In all cases, the organization must assess their current bandwidth to determine whether or not it is sufficient
 - Multiple T1’s?
 - Internet bandwidth?
 - Dial-in to Internet or Extranet?

Note: Always send and receive files using the same network.



What is EFT?

- Enterprise File Transfer (EFT) solution
- EFT based on the Sterling Gentran Integration Suite
 - Electronic mailbox used to drop off and pick up files
 - NOT email like Outlook/Exchange, GroupWise, etc.
 - More like a file storage area with strict access rights
- Two client software options:
 - Browser
 - Sterling Secure File Transfer Protocol (SFTP)

Software Requirements

- “Large” plans will use the Extranet (AGNS/MDCN)
 - Sterling Connect:Direct server software for file transfer
 - In most cases, the organization already has this software
 - Browser for user interface access

- “Small” organizations will use either the Internet or Extranet
 - In either case, EFT is the file transfer solution
 - Either a browser or SFTP required
 - Browser for user interface access

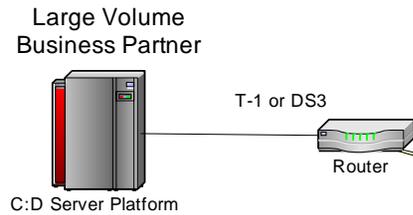
- Read the manual. Clear guidance for procuring the correct software

Connecting to the CMS Enterprise

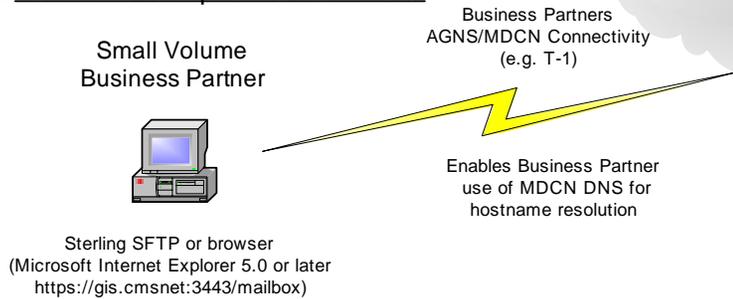
New business partners using C:D must complete the C:D template, get AGNS/MDCN connectivity, procure C:D software and request a SPOE Account

All end user access will be authenticated via IACS
Information available through the MMA helpdesk and website

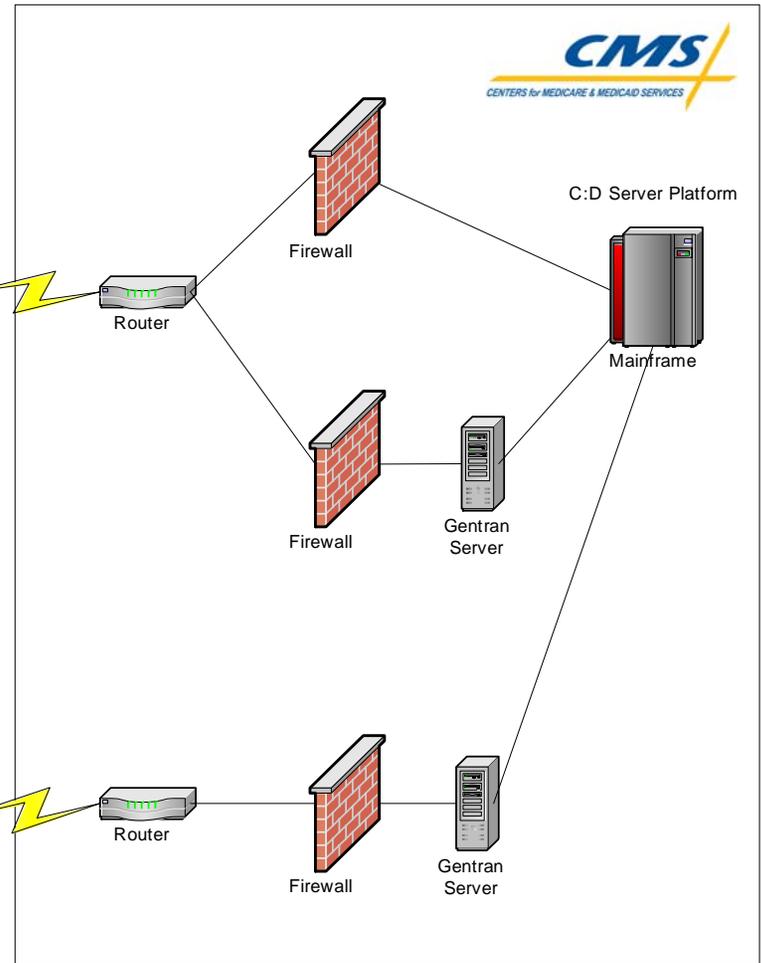
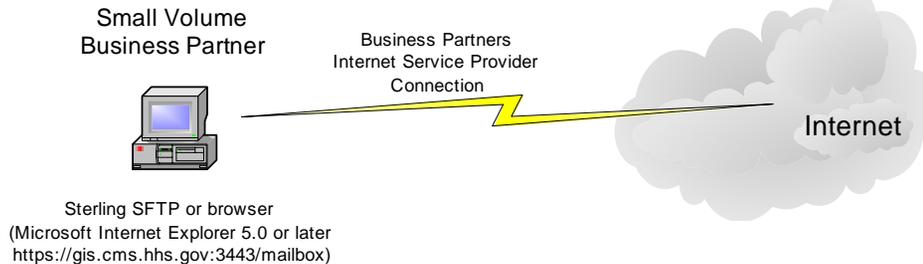
1. Extranet Connect:Direct (C:D) Enterprise File Transfer



2. Extranet Enterprise File Transfer



3. Internet Enterprise File Transfer





If you encounter either of the above security alerts when trying to access "CMS Enterprise File Transfer", your Verisign certificate needs updating. To proceed follow the steps below.

- 1 – For the security alert on the left, type the following URL into your browser:
<http://www.verisign.com/support/install2/intermediate.html>
(Proceed to the following page.)
- 2 – For the security alert on the right, type the following URL into your browser:
<https://www.verisign.com/support/verisign-intermediate-ca/mpki-intranet-intermediate/index.html>
(Skip to page 11.)



****WARNING**WARNING**WARNING****

UNAUTHORIZED ACCESS TO THIS COMPUTER IS PROHIBITED BY LAW (REFERENCE TITLE 18 U.S.C., SECTION 1030).

This is a Centers for Medicare & Medicaid Services (CMS) (Operating Division of the Department of Health and Human Services) computer system. CMS computer systems are provided for the processing of Official U.S. Government information. All data contained on CMS computer systems is owned by the CMS and may, for the purpose of protecting the rights and property of CMS, be monitored, intercepted, recorded, read, copied, or captured in any manner and disclosed in any manner by authorized personnel. If you are not authorized access to this system you must immediately exit. Federal, State, and/or local laws may provide criminal penalties for any person illegally accessing or using a Government owned or operated computer system.

SECURITY REQUIREMENTS FOR AUTHORIZED USERS of CMS' COMPUTER SYSTEMS
If you are authorized access to a CMS computer system, you are subject to the requirements of the Office of Information Services' Security Handbook. The Security Handbook incorporates Article 35 of the 2004 CMS/AFGE Master Labor Agreement, effective June 9, 2004, which governs bargaining unit employees.

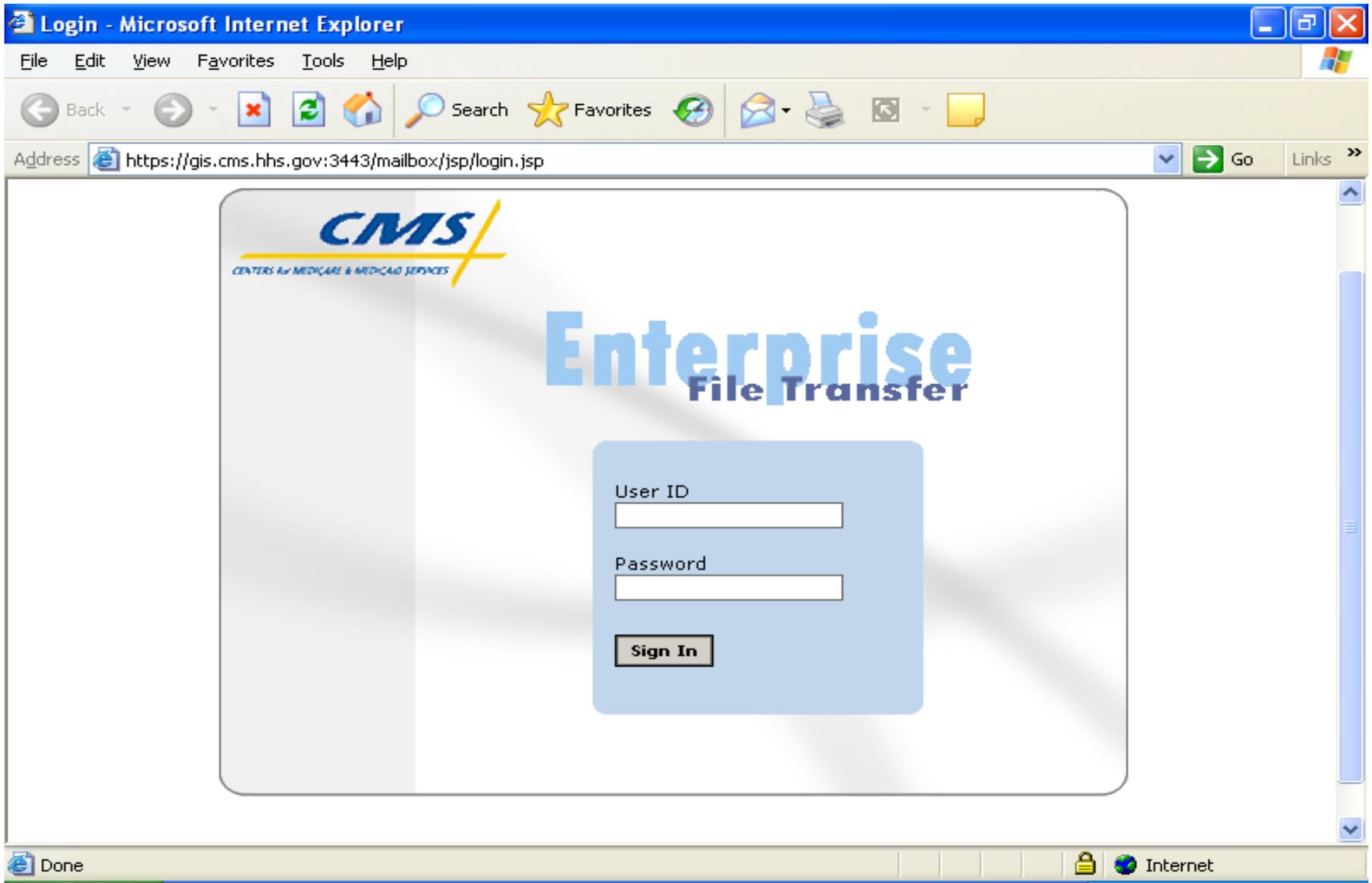
THERE IS NO RIGHT OF PRIVACY IN THIS SYSTEM. System security personnel may give to law enforcement officials any potential evidence of crime found on CMS computer systems.

USE OF THIS SYSTEM BY ANY USER, AUTHORIZED OR UNAUTHORIZED, CONSTITUTES CONSENT TO THIS MONITORING, INTERCEPTION, RECORDING, READING, COPYING OR CAPTURING AND DISCLOSURE.

****WARNING**WARNING**WARNING****

OK

1 – Review the warning information, then click “OK” button



- 1 – Enter your 'User ID' in the first box provided.
- 2 – Enter your 'Password' in the second box provided.
- 3 – Click the 'Sign In' button.

Medicare Advantage and Prescription Drug Plans Enrollment and Payment Conference

Performing a Mailbox Search

Procedure to view all mailboxes or an individual mailbox



**Prescription Drug Plans
August 30 – September 1, 2005**

Mailbox Interface MBI - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Reload Mailbox Print Copy Paste

Address <https://gis.cms.hhs.gov:3443/mailbox/jsp/MBILogin> Go Links

CMS
CENTERS for MEDICARE & MEDICAID SERVICES

Mailbox Search

Welcome TEST123

Mailbox Search
Mailbox Send
Log Out
Refresh Mailboxes
Help

Search Options

1 Mailbox: All

Message Name:

Message ID:

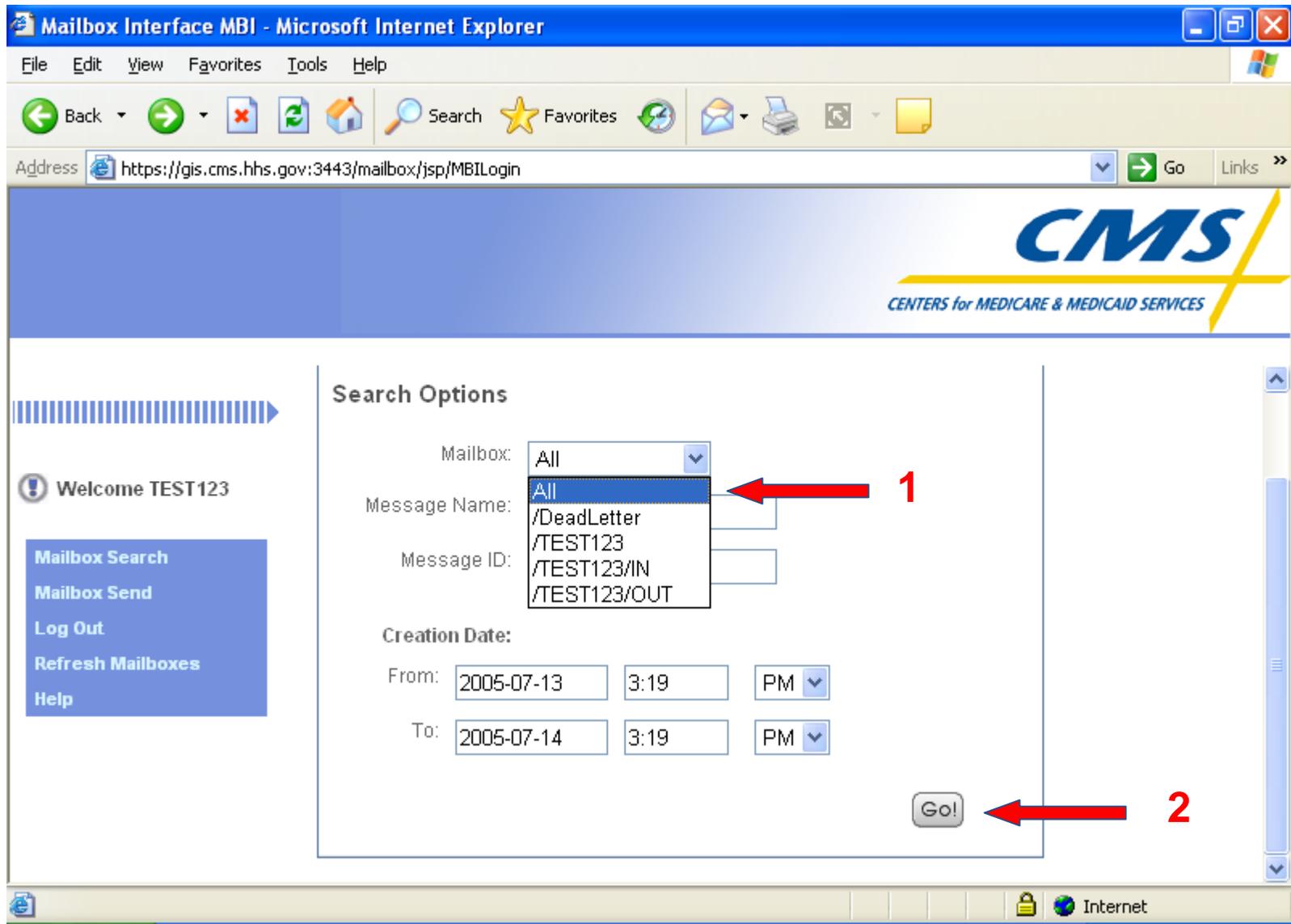
Creation Date:

From: 2005-07-13 3:19 PM

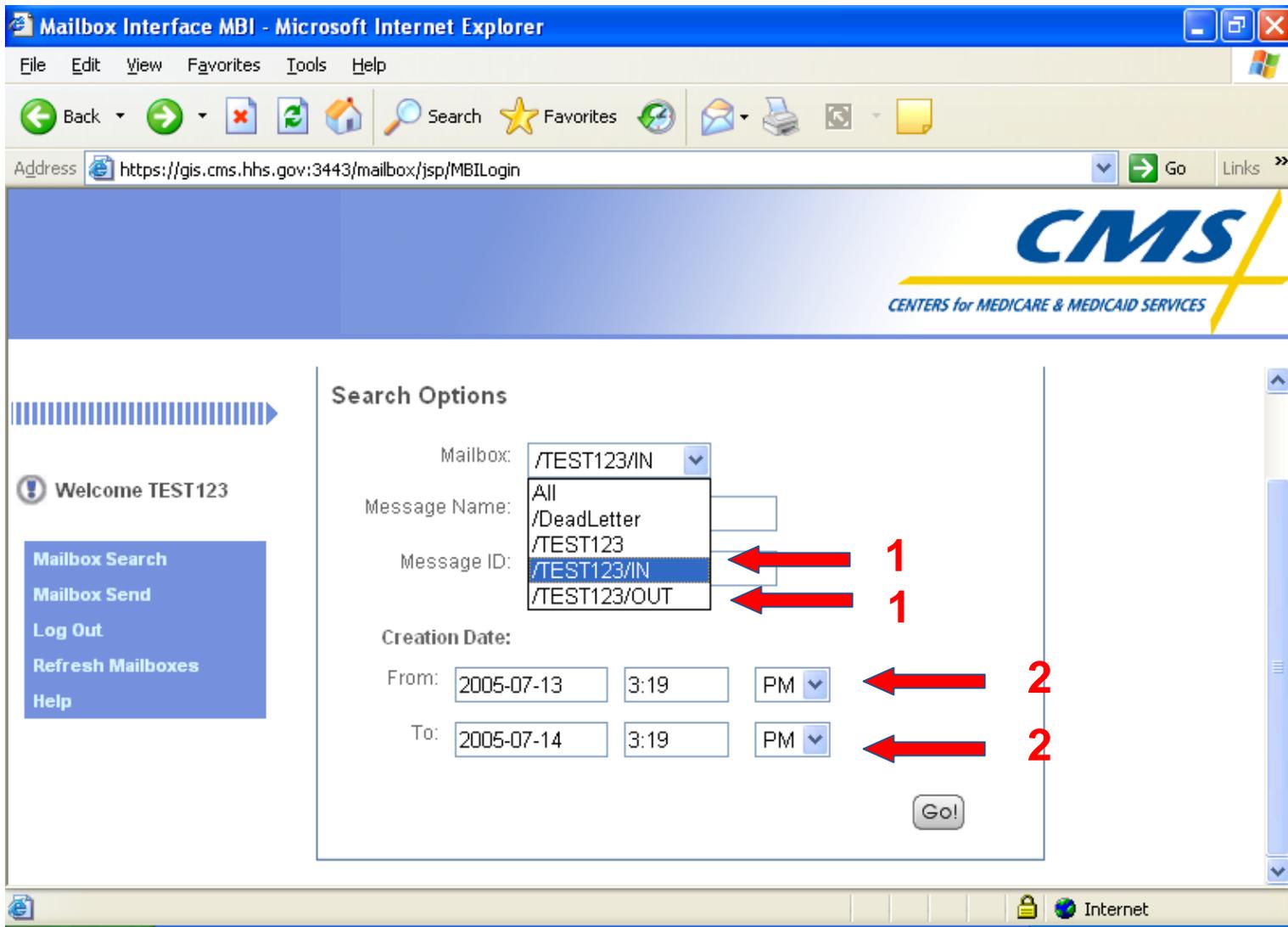
To: 2005-07-14 3:19 PM

Done Internet

1 – You can navigate to the 'Mailbox Search' screen at any time by clicking the 'Mailbox Search' text in the left navigation menu.



- 1 – To view all mailboxes accessible with your user ID select 'All' from the mailbox drop down list.
- 2 – Click the 'Go!' button.



- 1 – To view files that were 'Inbound' to, or 'Outbound' from your mailbox, select the mailbox name that ends with '/IN' or '/OUT' respectively, from the mailbox drop down list.
- 2 – It is also possible to specify beginning and end dates to further narrow your query.

Mailbox Interface MBI - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites

Address <https://gis.cms.hhs.gov:3443/mailbox/jsp/MBILogin> Go Links

CMS
CENTERS for MEDICARE & MEDICAID SERVICES

Mailbox Search Results

Welcome TEST123

- Mailbox Search
- Mailbox Send
- Log Out
- Refresh Mailboxes
- Help

Extract	Message Name	Id	Created	Size	Mailbox	Extract Policy
	TEST OB DATA.txt	51	2005-07-14 21:03:56.0	25	/TEST123/OUT	Count
	TEST OB DATA.txt	45	2005-07-14 16:25:46.0	25	/TEST123/IN	Count

Items 1 - 2 of 2
Items per page: 5 10 25 50 100

4 3 2 1

Done Internet

1 – Current ‘Mailbox’
2 – Message ‘Id’

3 – ‘Message Name’ (filename)
4 – ‘Extract’ (download) button

Medicare Advantage and Prescription Drug Plans Enrollment and Payment Conference

Downloading Files from your Mailbox

Procedure to save files from your mailbox to your local workstation



**Prescription Drug Plans
August 30 – September 1, 2005**

Mailbox Interface MBI - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Reload Print Mailbox

Address <https://gis.cms.hhs.gov:3443/mailbox/jsp/MBILogin> Go Links

CMS
CENTERS for MEDICARE & MEDICAID SERVICES

Mailbox Search Results

Welcome TEST123

- Mailbox Search
- Mailbox Send
- Log Out
- Refresh Mailboxes
- Help

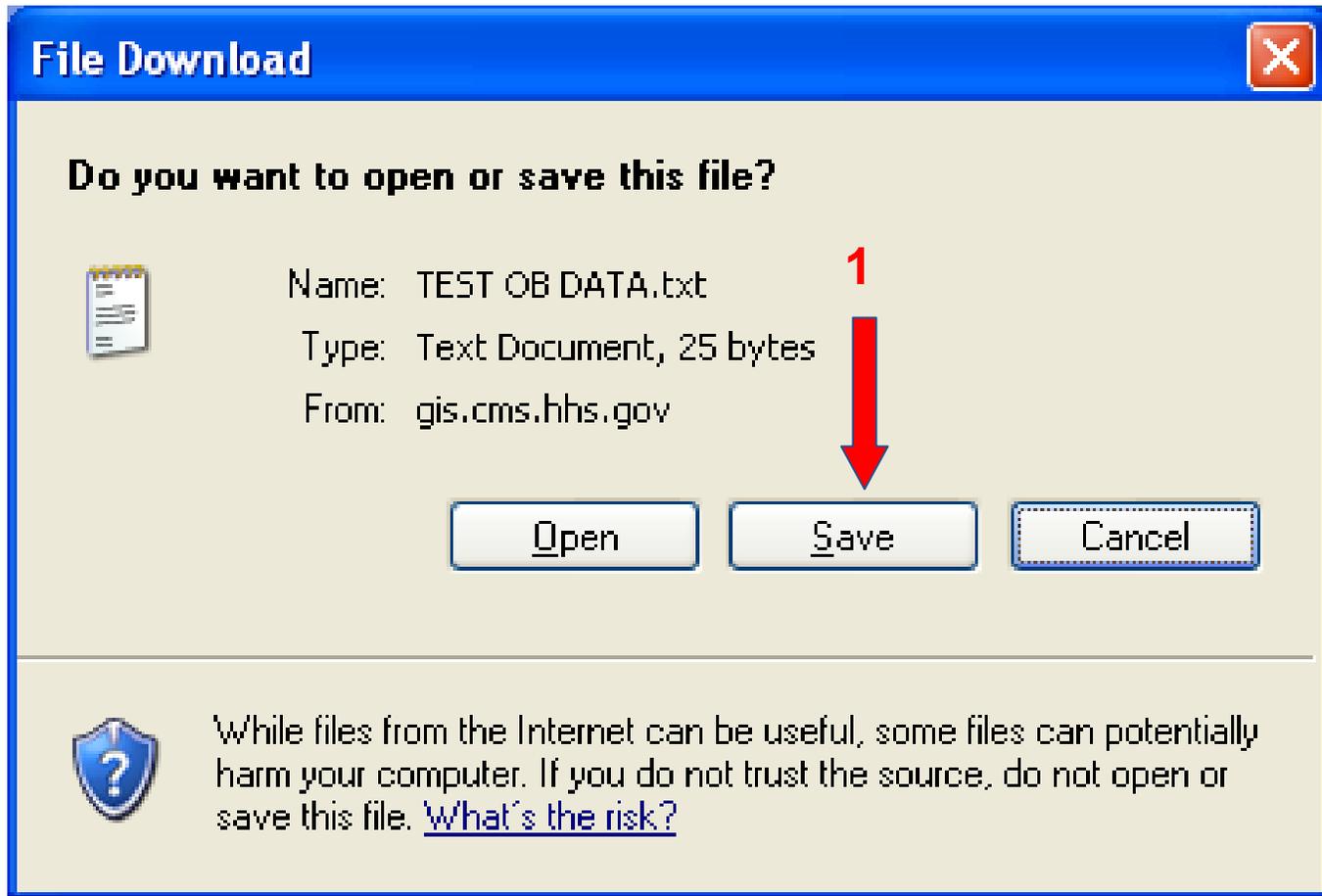
Extract	Message Name	Id	Created	Size	Mailbox
	TEST_OB_DATA.txt	45	2005-07-14 16:25:46.0	25	/TEST123/IN

Item 1 - 1 of 1

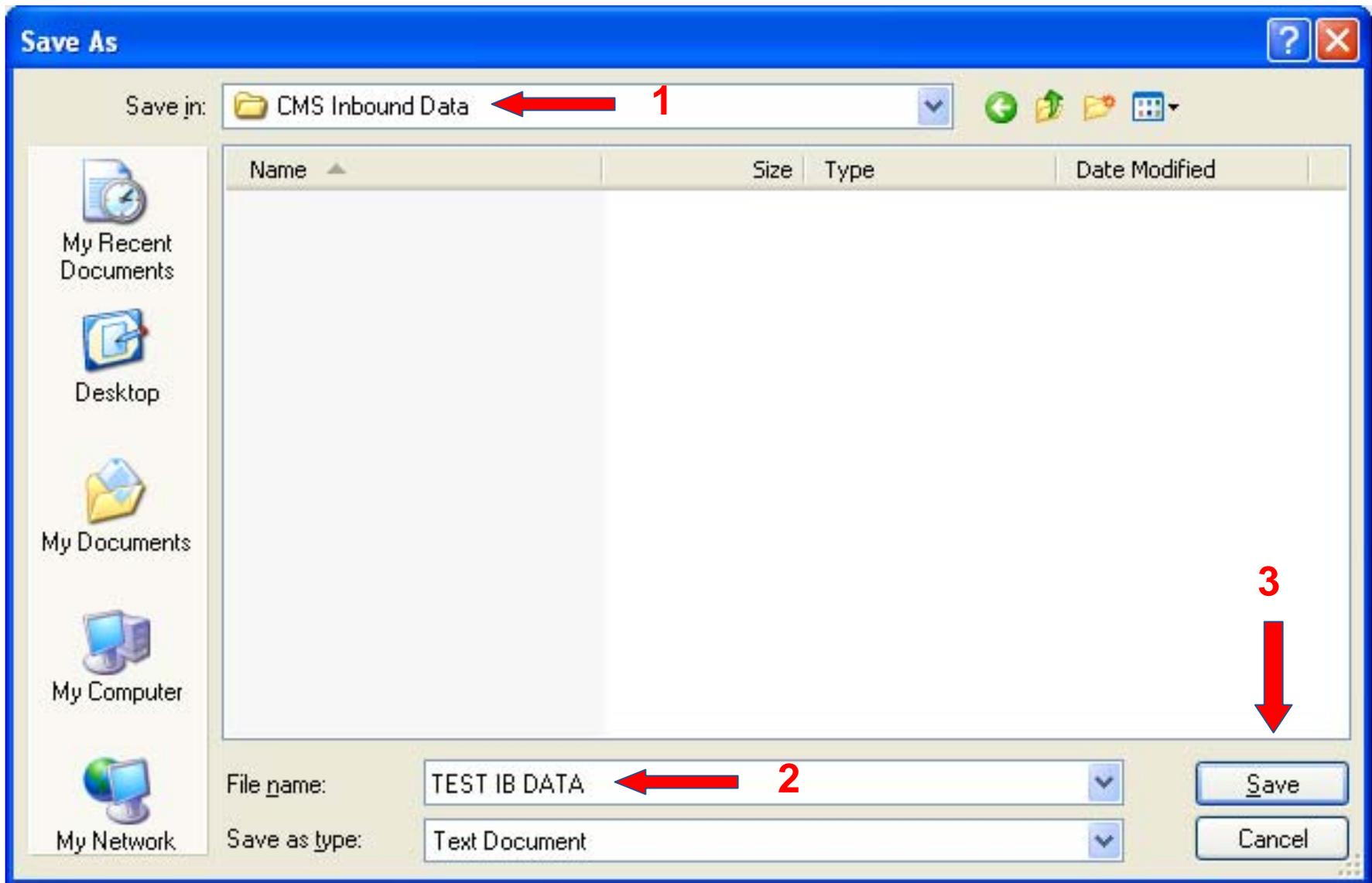
Items per page: 5 10 50 100

2 1

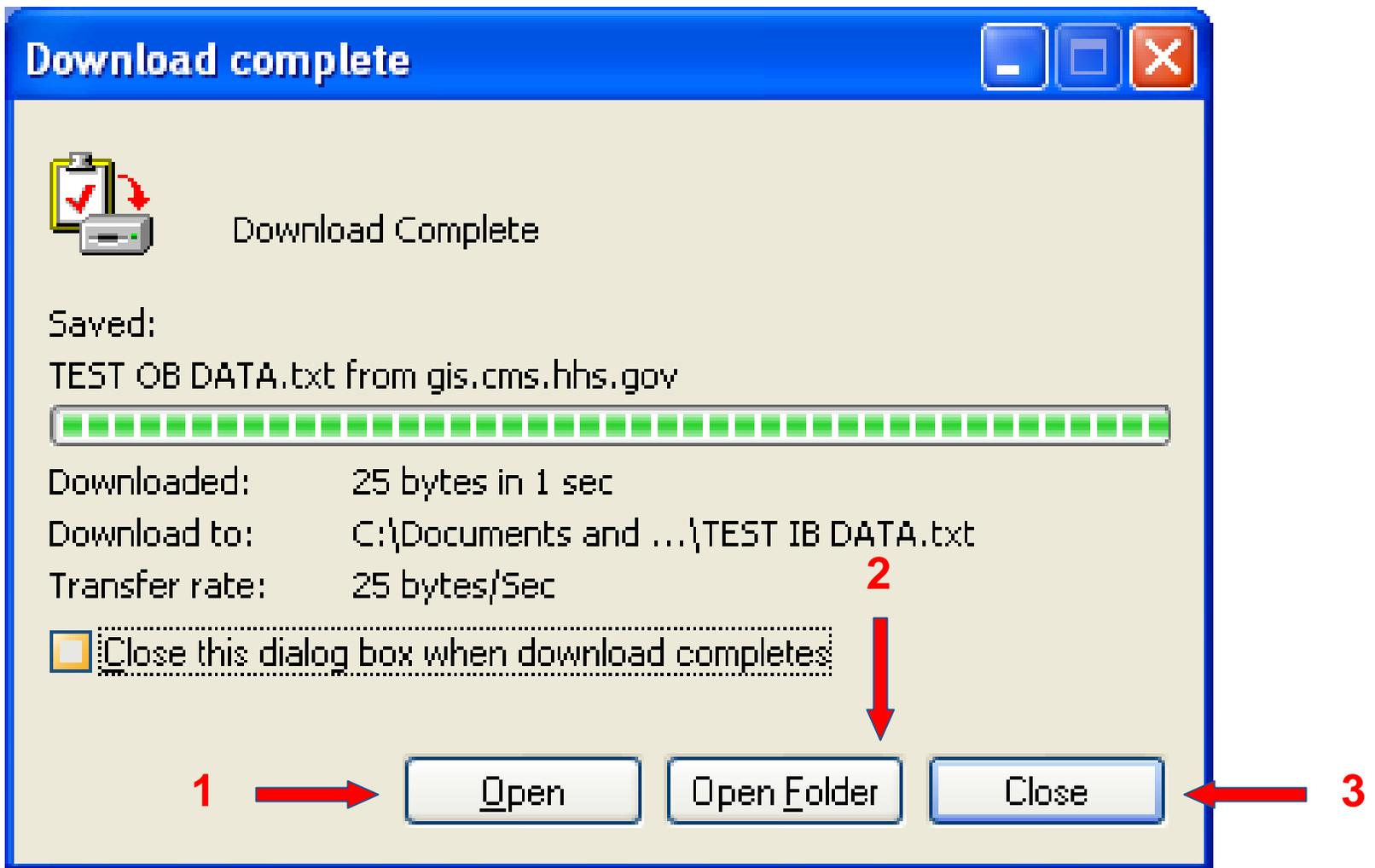
- 1 – Locate the desired file which can be found under the “Message Name” column in “Mailbox Search Results” window.
- 2 – Click on the icon corresponding to the desired filename which can be found under the “Extract” column header.



1 – Click “Save” button to save the file to your local computer.



- 1 – Select the desired directory in which to save the file.
- 2 – Enter the desired file name to name the file.
- 3 – Click the "Save" button.



“Successful Download Message” Choose the desired option:

- 1 – “Open” – This will open file using software that edits “.TXT” files.
- 2 – “Open Folder” – This will display the file in the folder that it was placed.
- 3 – “Close” – This will close the Download dialog box.

Medicare Advantage and Prescription Drug Plans Enrollment and Payment Conference

Performing a Mailbox Send

Procedure for sending a file to a given mailbox



**Prescription Drug Plans
August 30 – September 1, 2005**

Mailbox Interface MBI - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Reload Mail Print

Address <https://gis.cms.hhs.gov:3443/mailbox/jsp/MBILogin> Go Links >>

CMS
CENTERS for MEDICARE & MEDICAID SERVICES

Mailbox Send

Welcome TEST123

Mailbox Search
Mailbox Send
Log Out
Refresh Mailboxes
Help

1 Mailbox Send

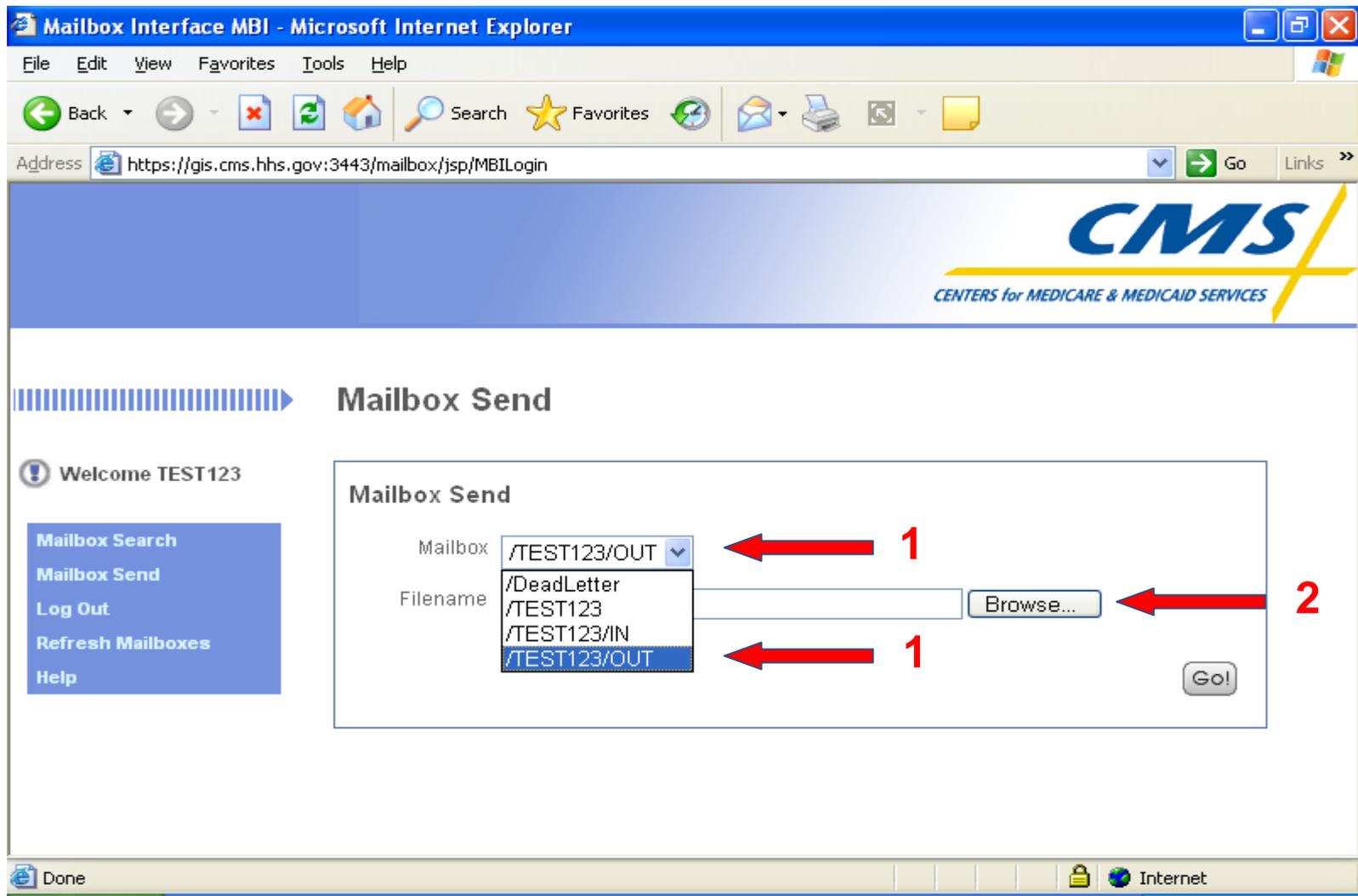
Mailbox

Filename Browse...

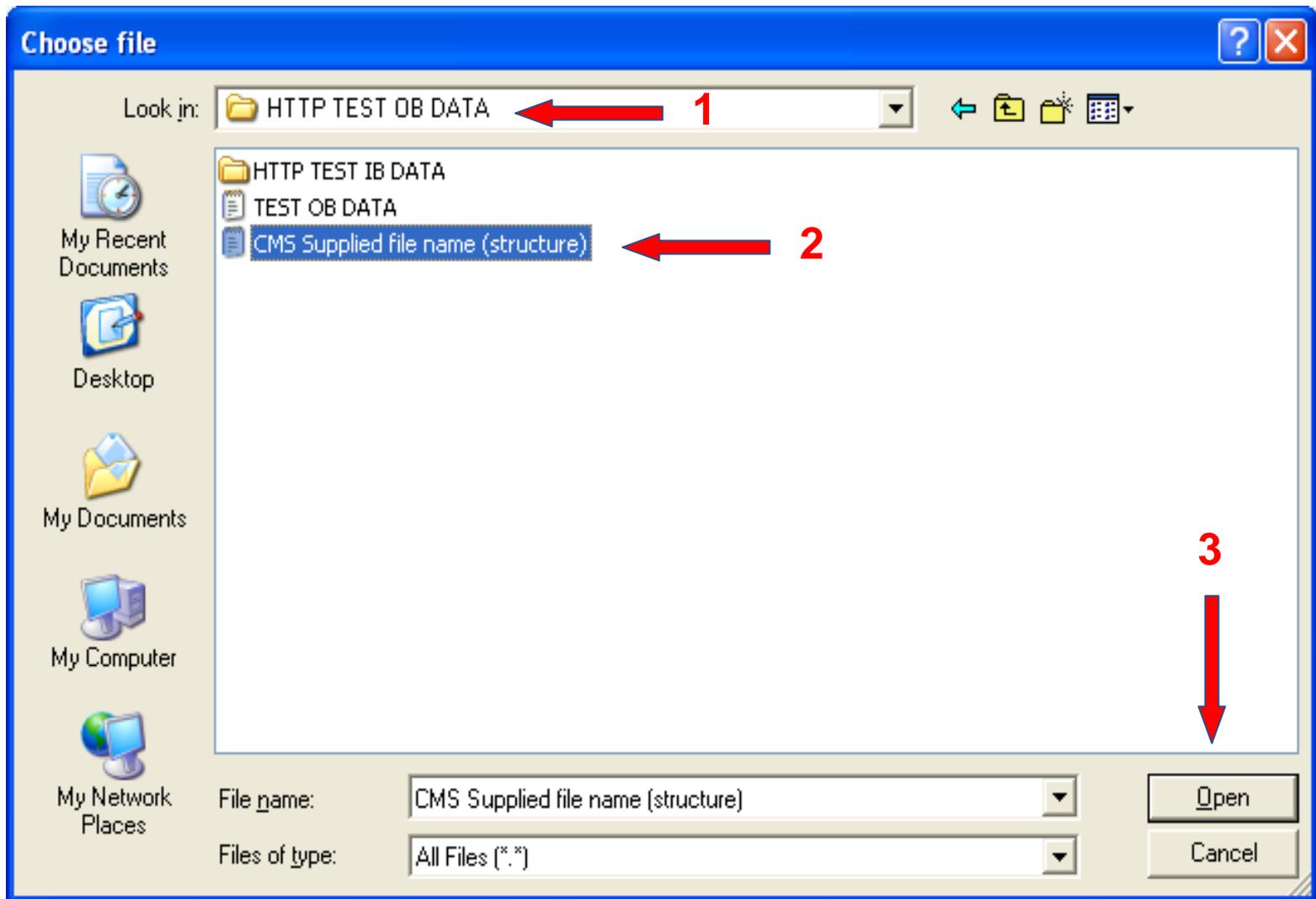
Go!

Done Internet

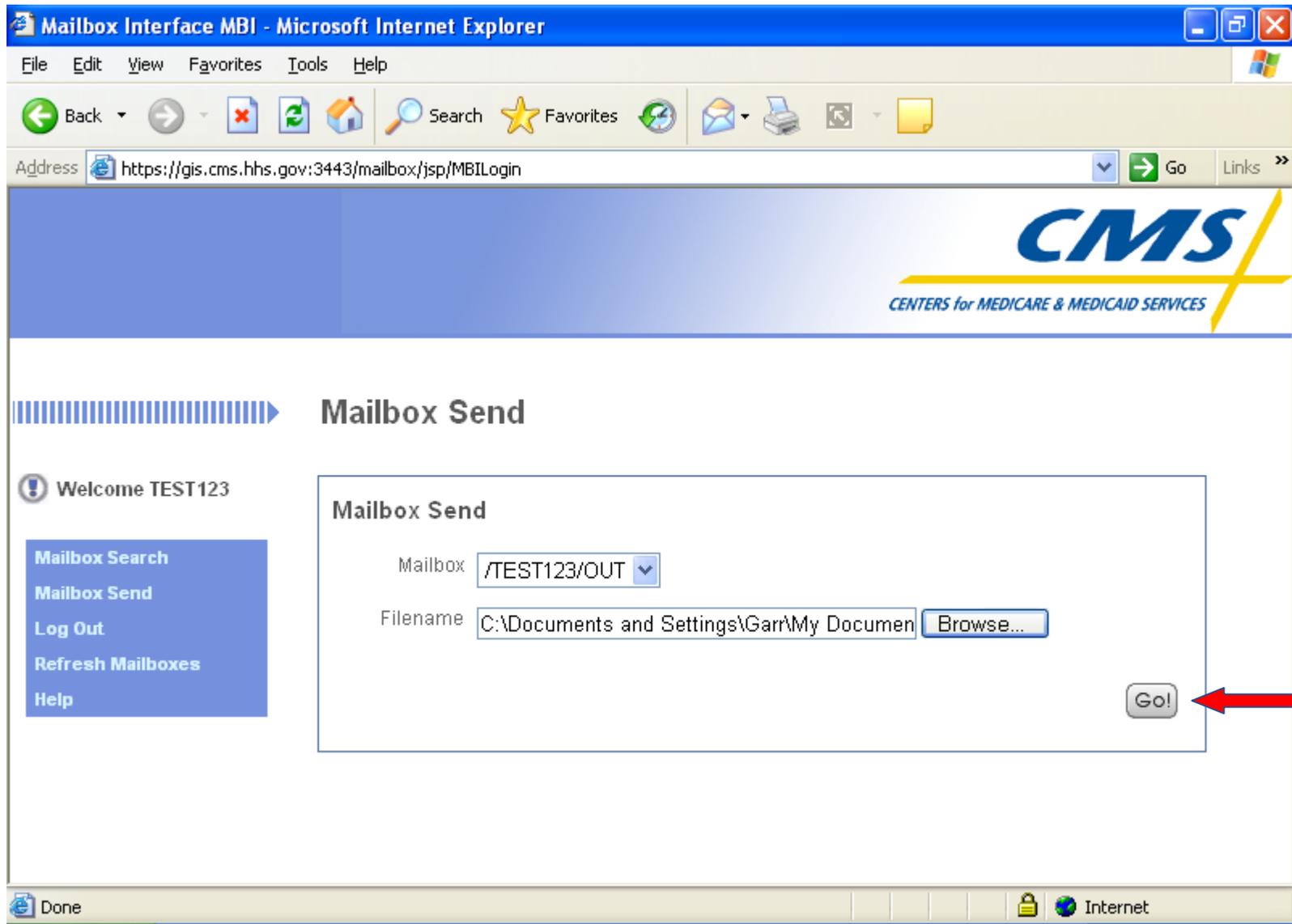
- 1 – You can navigate to the “Mailbox Search” screen at any time by clicking the “Mailbox Send” text in the left navigation menu.



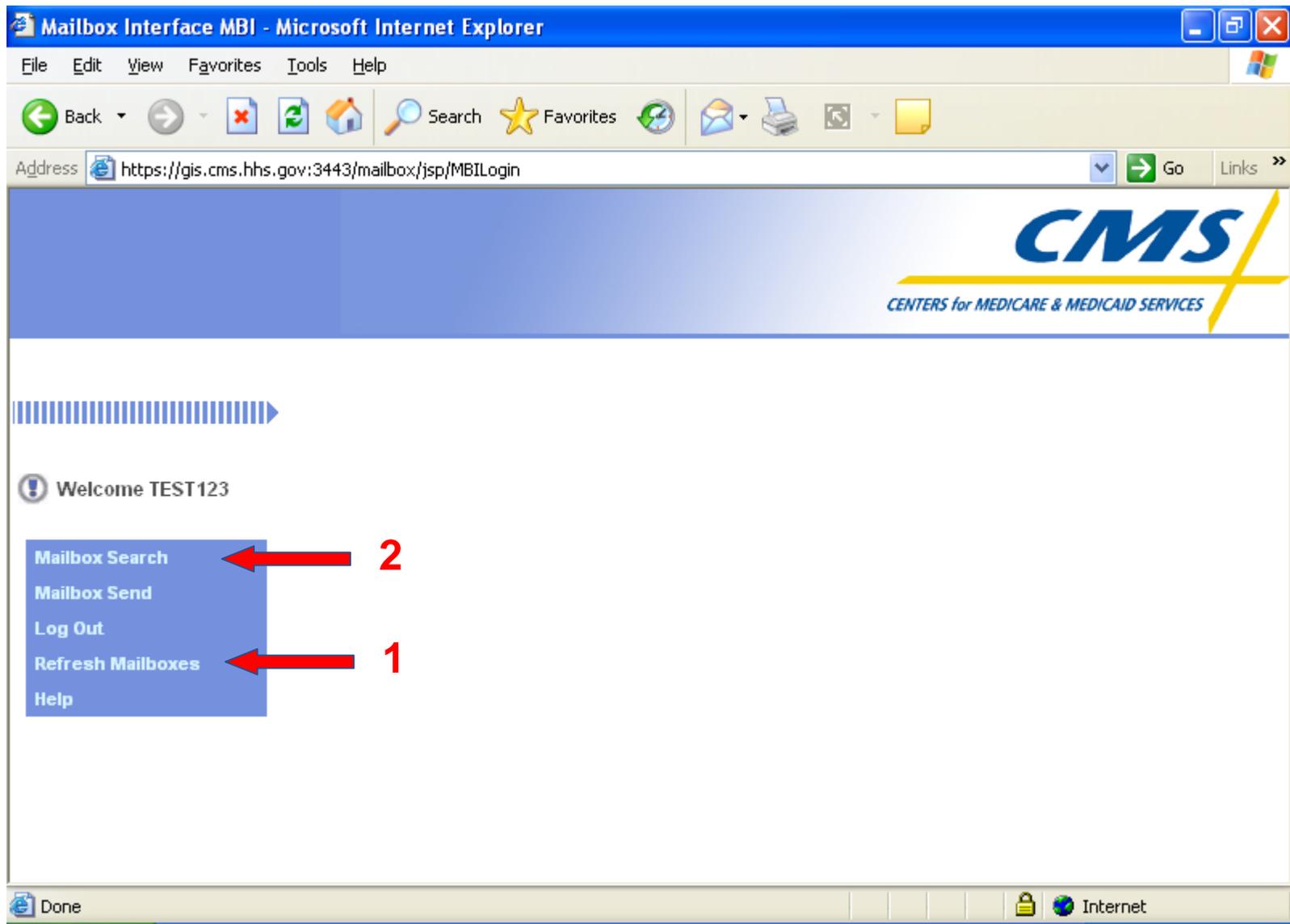
- 1 – Click on the “Mailbox” drop down menu and select the desired destination mailbox.
- 2 – Click the ‘Browse...’ button, or type in the file name and its path to select the desired file to send.



- 1 – Select the folder which contains the file (path).
- 2 – Select the desired file (Files sent to CMS must adhere to the file naming convention provided by CMS).
- 3 – Click the "Open" button.



1 – Click the “Go” button.



- 1 – Click the “Refresh Mailboxes” option on the left navigation window.
- 2 – Perform a “Mailbox Search” (refer to section “Performing a Mailbox Search” pages 20 – 24).

Mailbox Interface MBI - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://gis.cms.hhs.gov:3443/mailbox/jsp/MBILogin> Go Links >>

CMS
CENTERS for MEDICARE & MEDICAID SERVICES

Mailbox Search Results

Welcome TEST123

- Mailbox Search
- Mailbox Send
- Log Out
- Refresh Mailboxes
- Help

Extract	Message Name	Id	Created	Size	Mailbox	Extract Policy
	CMS Supplied file name (structure).txt		7-14 20:31:57.0	25	/TEST123/OUT	Count
	TEST OB DATA.txt	42	2005-07-13 21:02:56.0	25	/TEST123	Count
	TEST OB DATA.txt	45	2005-07-14 16:25:46.0	25	/TEST123/IN	Count

Items 1 - 3 of 3

Items per page: 5 10 25 50 100

Internet

1 – If the “Mailbox Send” operation completed successfully, and you properly queried for your file using the “Mailbox Search” option, you should now see the name of your file displayed in the “Mailbox Search Results” window.

Mailbox Interface MBI - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Mailbox Print

Address <https://gis.cms.hhs.gov:3443/mailbox/jsp/MBILogin> Go Links

CMS
CENTERS for MEDICARE & MEDICAID SERVICES

Mailbox Search

ⓘ Welcome TEST123

- Mailbox Search
- Mailbox Send
- Log Out** ← 1
- Refresh Mailboxes
- Help

Search Options

Mailbox:

Message Name:

Message ID:

Creation Date:

From:

To:

<https://gis.cms.hhs.gov:3443/mailbox/jsp/logoff.jsp> Internet

1 – To log out click the “Log Out” option from the left navigation menu.