

CENTER FOR HEALTH INFORMATION AND ANALYSIS

APCD/CASE MIX SEARCH

GENERIC FILE SECURE 1.0
INSTRUCTIONS



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DATE	VERSION NO.	WRITER	NOTES
11/7/19	DRAFT	Debra Midman	Waiting for updated version of application to complete the guide
11/26/19	DRAFT	Debra Midman	Document Ready for initial review
12/2/19	DRAFT	Debra Midman	Updates made; final review requested
12/3/19	1.0	Debra Midman	User Guide is finalized
01/21/20 and 02/04/20	1.1	Debra Midman	“Encryption a File” section – changes to errors due to adding a third field to the header record.
05/21/20	1.2	Debra Midman	Removed references to the Browse screen throughout the document.

Introduction

This document outlines the process of using the Generic FileSecure application to upload a file to the Center for Health Information and Analysis (CHIA) to use for searching APCD and/or Case Mix data. Generic FileSecure is CHIA owned proprietary software.

CHIA SUPPORT:

If you have any questions or technical issues that your IT department cannot resolve, please contact the Center for Health Information and Analysis' Help Desk.

Phone: 617-701-8217.

Email: CHIA-DL-Data-Submitter-HelpDesk@MassMail.State.MA.US


IMPORTANT NOTE TO YOUR IT SECURITY DEPARTMENT:

Running FileSecure may cause some anti-malware and anti-virus tools to tag the program as malicious or untrusted. This is caused by the new CHIA-developed tool which can be unrecognized and untrusted by security tools which also utilizes encryption technology.

If a security tool does identify this program as being untrusted or malicious, depending on the situation, please do the following:

- Whitelist FileSecure. Please consult your IT Security organization.
- Follow up with CHIA if you have any questions.

Launching Generic FileSecure

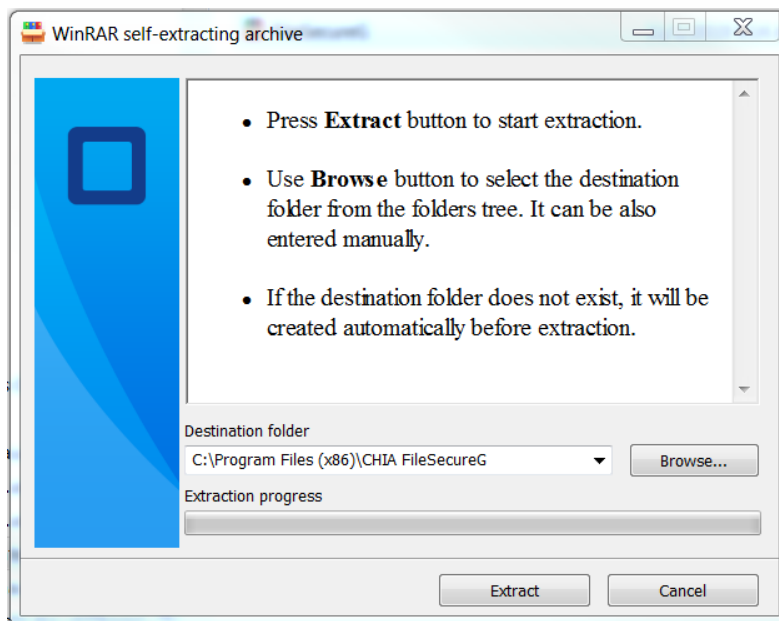
- (1) Along with this documentation, the CHIA Legal Department will send a disc or thumb drive to you that will contain an icon for the application  FileSecureG. When you click on the icon, the first window shown below should open.

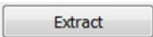
If you have any issues with the launching procedure, please contact your IT Security Department for assistance. If your IT department has questions, they should contact CHIA Support as noted in the Introduction to this document.

IMPORTANT NOTE TO USERS:

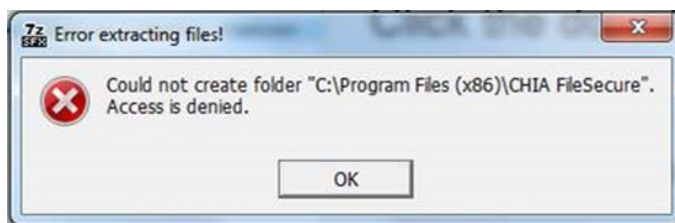
Each user must download their own copy of Generic FileSecure. Downloading of this system is user driven and will limit privileges based on requested access.

First Window:



- (2) Click on the  button at the bottom of the window in order to extract the necessary files needed in order for Generic FileSecure to work on your desktop or laptop.

If you then see the following message, please contact your IT department as you do not have permissions to load the application.

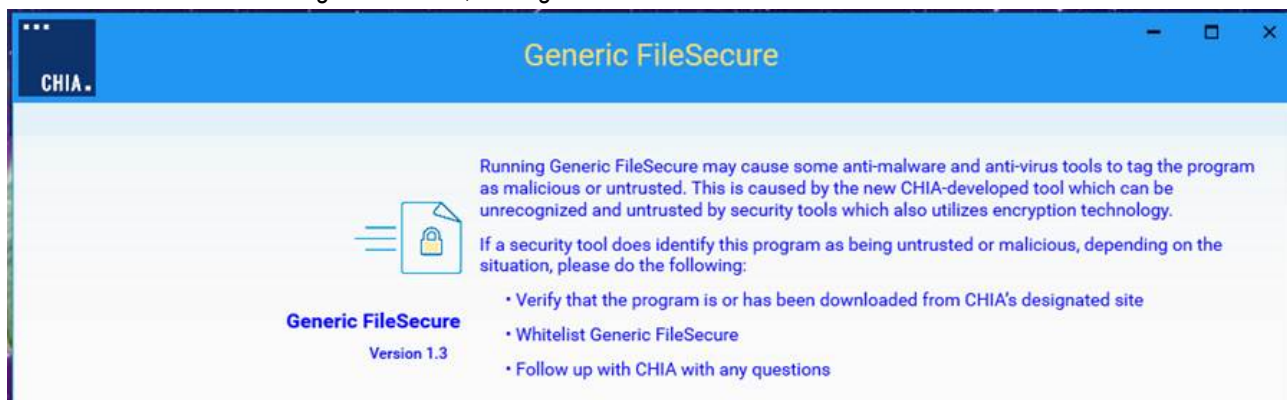


(3) When the download has completed, do one of the following:

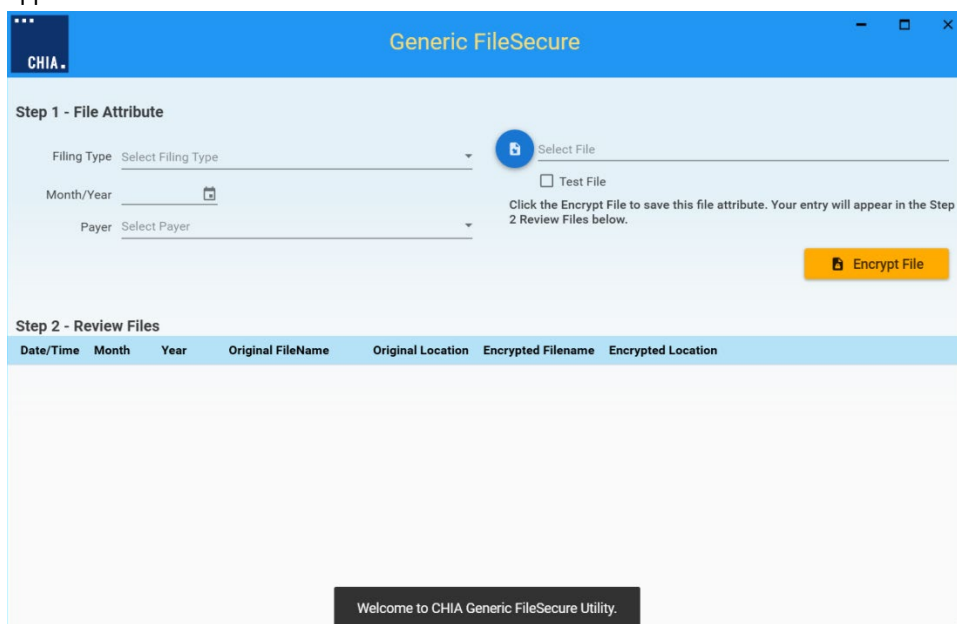
Go to 'C:\Program Files (x86)\CHIA FileSecureG' folder and launch the application by clicking on the file



You will then see the following two screens, one right after the other:



The message at the bottom of this screen validates that you have successfully launched the Generic FileSecure application.



Creating a File for Encryption

Before you can upload a file for encryption within the Generic FileSecure application, you will need to follow the Data Search Submission Guide for directions on how to create a file. The Data Search Submission Guide is a companion to this document. See insert below.




Data Search
Submission Guide 201

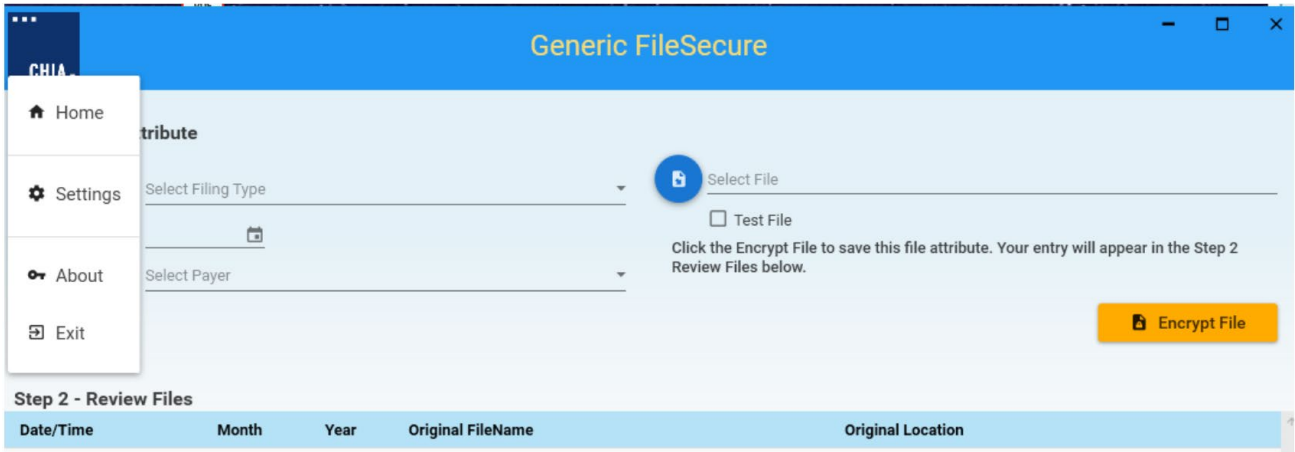
Creating a Default Folder for Your Files

Before you can encrypt any files to send to CHIA, you must initiate the default location where your encrypted files will be stored.

If you do not initiate your default location prior to encrypting your first file, the application will automatically take you through these steps when you attempt to encrypt your first file. Instructions are further down in the guide.

You may also use this process at any time to change the default location as needed.

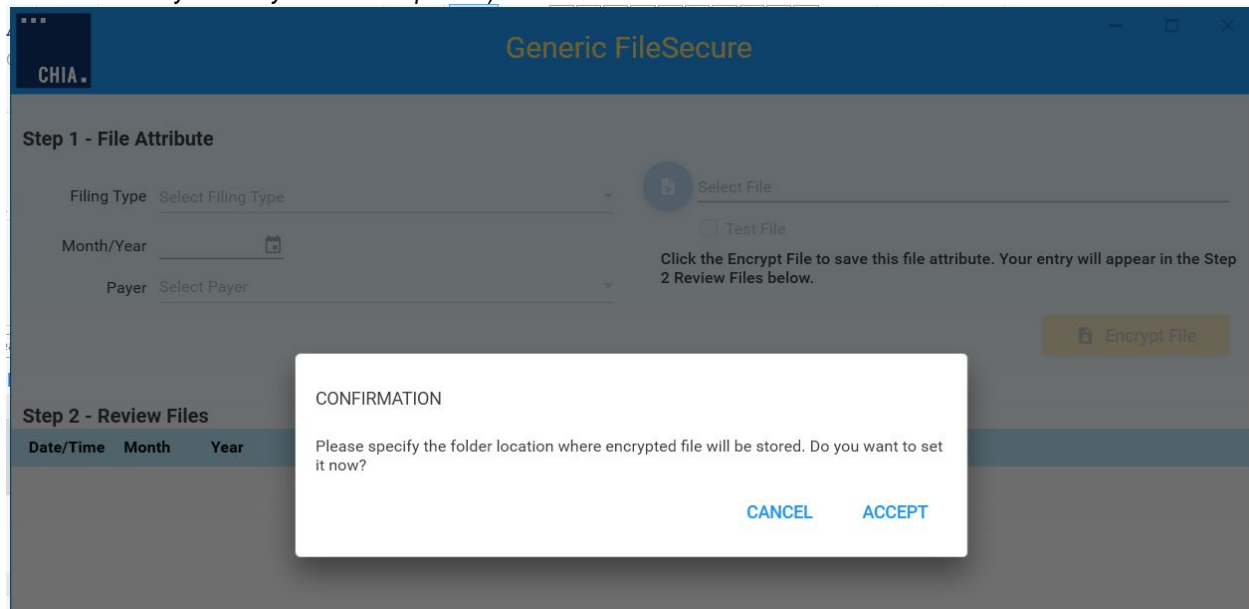
- (1) Click on the  icon at the top left corner of the screen and select “Settings” from the drop down menu.
NOTE: *You will need to click on this icon for the other options in the drop down menu as indicated throughout this document.*




- (2) Click on the folder icon  on the Settings screen to select the desired folder location.

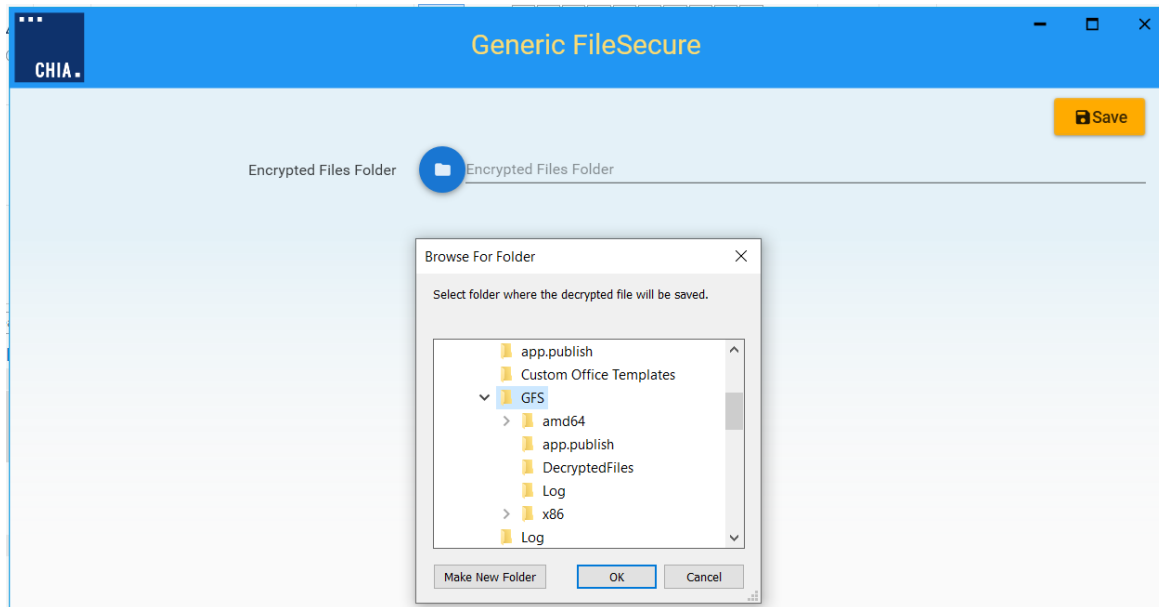




- (3) The following message will appear after you click on the folder icon. Assuming you want to specify the location now, click the **ACCEPT** button. *(If you do not want to set the location at this time, click the **CANCEL** button and the application will automatically ask for you to set it up later.)*

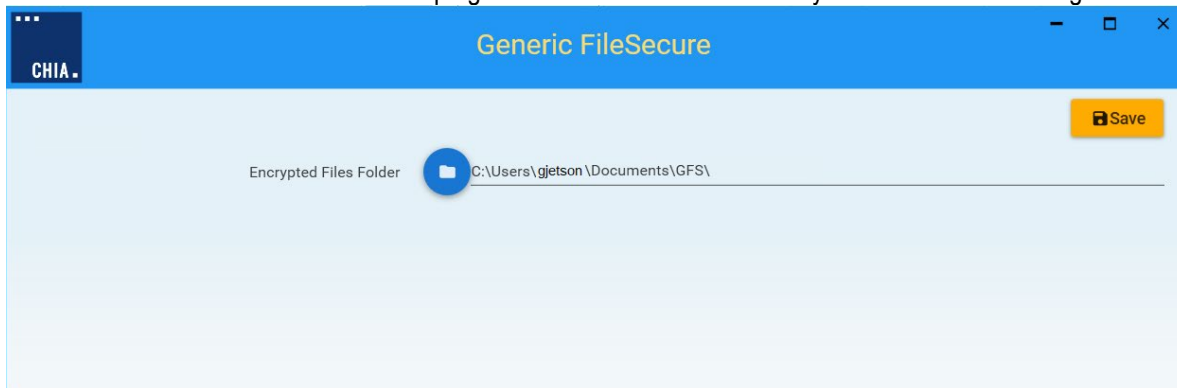


After clicking **ACCEPT**, you will be sent to another window where you may select the folder location.

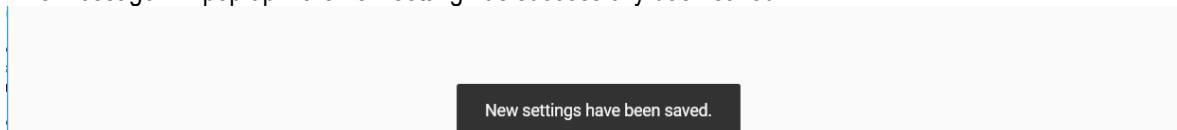
- (4) Click the folder icon  on this screen. The “Browse For Folder” pop up will appear and you will select the folder for saving encrypted files.



- (5) After choosing the default folder, click the OK button  on the “Browse for Folder” pop up. The pop up will close and the name of the default folder location will populate on the screen.
- (6) Click the Save button  on the top right corner of the screen to save your default folder setting.



This message will pop up if the new setting has successfully been saved.



Encrypting a File

- (1) You will automatically be redirected to the home screen.
- (2) Click on the Filing Type dropdown and select the "Generic FileSecure" filing type.

The screenshot shows the CHIA Generic FileSecure application window. The title bar is blue with the CHIA logo and the text "Generic FileSecure". The main content area is light blue and divided into two sections: "Step 1 - File Attribute" and "Step 2 - Review Files".

Step 1 - File Attribute

This section contains a form with the following fields:

- Filing Type:** A dropdown menu with "Generic FileSecure" selected.
- Month/Year:** A dropdown menu with "Generic FileSecure" selected.
- Payer:** A dropdown menu with "Select Payer" selected.
- Select File:** A button with a file icon and the text "Select File".
- Test File:** A checkbox labeled "Test File".
- Encrypt File:** A yellow button with a file icon and the text "Encrypt File".

Below the form, there is a text box that says: "Click the Encrypt File to save this file attribute. Your entry will appear in the Step 2 Review Files below."

Step 2 - Review Files

This section contains a table with the following columns: Date/Time, Month, Year, Original FileName, Original Location, Encrypted Filename, and Encrypted Location.

- (3) Click on the Month/Year field to select the submission's month and year of the submission. The current month will be the default.

The screenshot shows the CHIA Generic FileSecure application window, similar to the previous one, but with a calendar overlay on the "Month/Year" field.

Step 1 - File Attribute


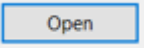
The "Month/Year" dropdown menu is open, showing a calendar for November 2019. The calendar has a blue header with "2019" and "Tue, Nov 26". The days of the month are listed in a grid, with "Nov" highlighted in a blue circle.

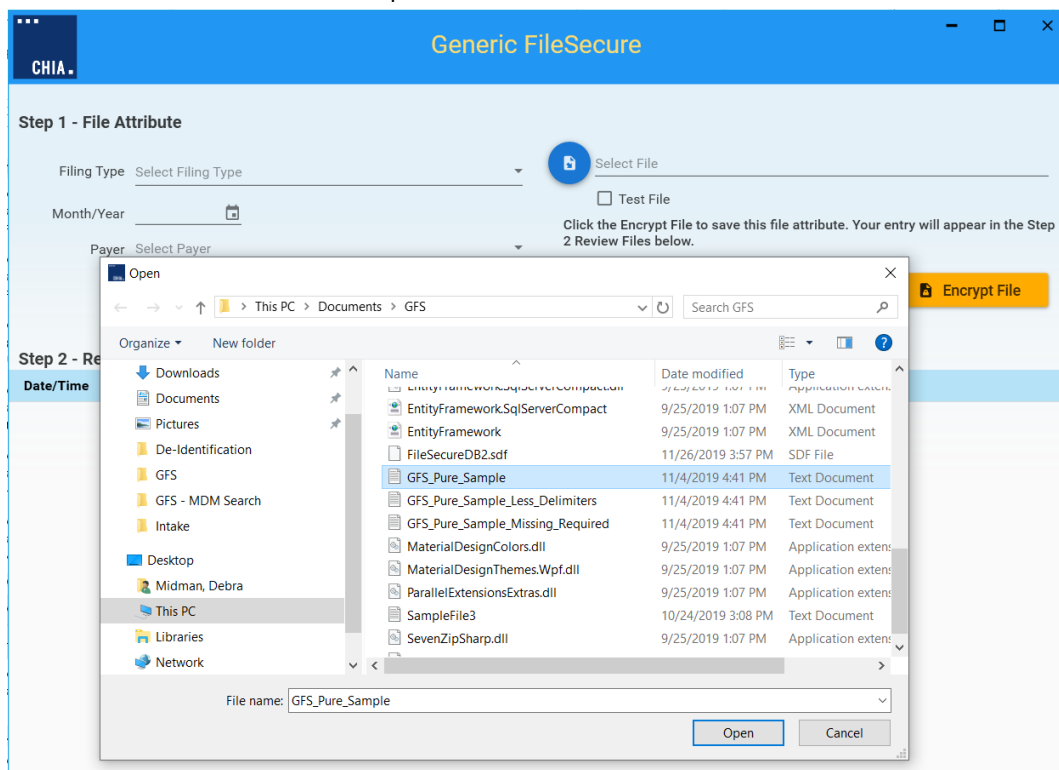
Step 2 - Review Files

The table header is visible, showing columns: Date/Time, Month, Year, Original FileName, Original Location, Encrypted Filename, and Encrypted Location.

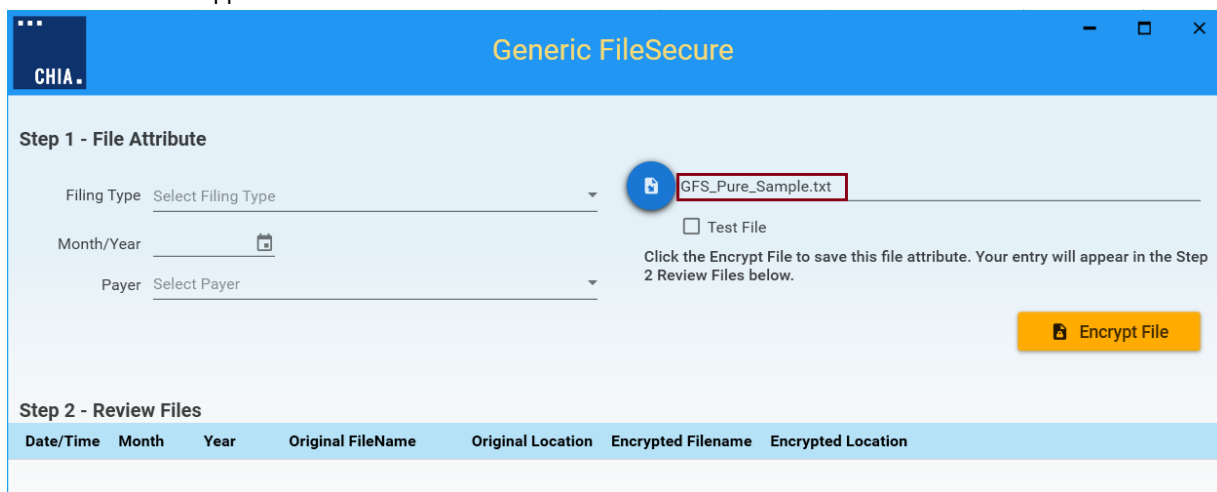
- (4) Click on the Payer dropdown and select “GFS”.

The screenshot shows the 'Generic FileSecure' application window. The title bar is blue with the CHIA logo and window controls. The main area is divided into two sections: 'Step 1 - File Attribute' and 'Step 2 - Review Files'. In Step 1, there is a 'Filing Type' dropdown set to 'Generic FileSecure', a 'Month/Year' field set to '11/2019', and a 'Payer' dropdown menu that is open, showing 'GFS' as the selected option. To the right of these fields is a 'Select File' button with a folder icon and a 'Test File' checkbox. Below these is a text prompt: 'Click the Encrypt File to save this file attribute. Your entry will appear in the Step 2 Review Files below.' An 'Encrypt File' button is located at the bottom right. Step 2 shows a table with headers: 'Date/Time', 'Month', 'Year', 'Original FileName', 'Original Location', 'Encrypted Filename', and 'Encrypted Location'.

- (5) Click on the Select File icon  to open File Explorer. After choosing the file to be encrypted, click the 'Open' button  on the File Explorer window.



The file name will appear next to the Select File icon  as shown below.




Generic FileSecure

Step 1 - File Attribute

Filing Type: Select Filing Type

Month/Year: 11/2019

Payer: Select Payer

 GFS_Pure_Sample.txt

☐ Test File

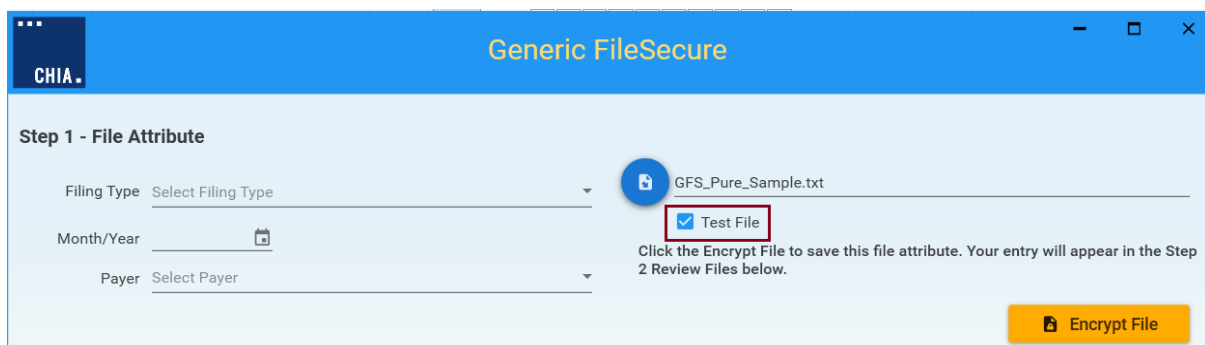
Click the Encrypt File to save this file attribute. Your entry will appear in the Step 2 Review Files below.

Encrypt File

Step 2 - Review Files

Date/Time	Month	Year	Original FileName	Original Location	Encrypted Filename	Encrypted Location
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- (6) **OPTIONAL:** Under the 'Select File' field, the 'Test File' checkbox can be found. Check this box if you wish to identify that the file being encrypted should be treated as test data. If so, "Test" will be appended to the end of the encrypted filename.




Generic FileSecure

Step 1 - File Attribute

Filing Type: Select Filing Type

Month/Year: 11/2019

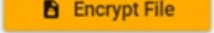
Payer: Select Payer

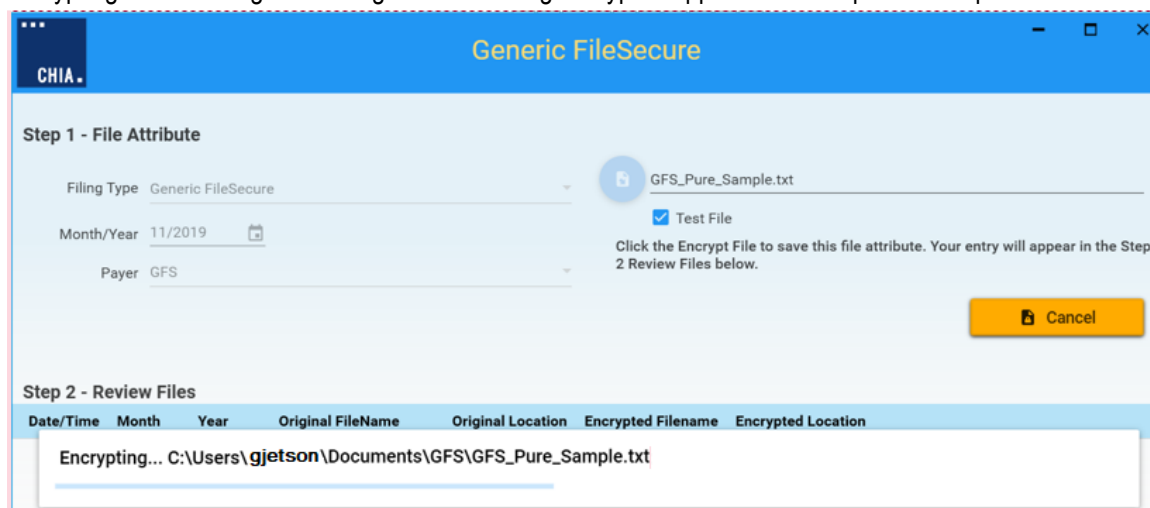
 GFS_Pure_Sample.txt

☒ Test File

Click the Encrypt File to save this file attribute. Your entry will appear in the Step 2 Review Files below.

Encrypt File

- (7) Click on **Encrypt File**  to start the encryption process. Two messages will pop up while the file is encrypting. The message indicating the file is being encrypted appears at the top of the Step 2 box:




Generic FileSecure

Step 1 - File Attribute

Filing Type: Generic FileSecure

Month/Year: 11/2019

Payer: GFS

 GFS_Pure_Sample.txt

☒ Test File

Click the Encrypt File to save this file attribute. Your entry will appear in the Step 2 Review Files below.

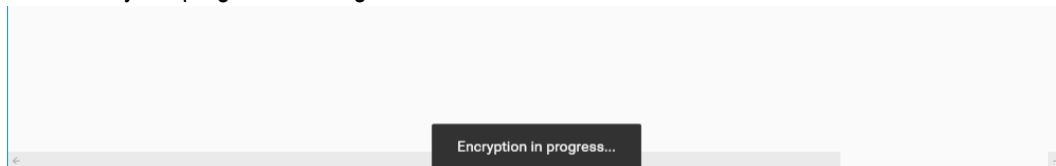
Cancel

Step 2 - Review Files

Date/Time	Month	Year	Original FileName	Original Location	Encrypted Filename	Encrypted Location
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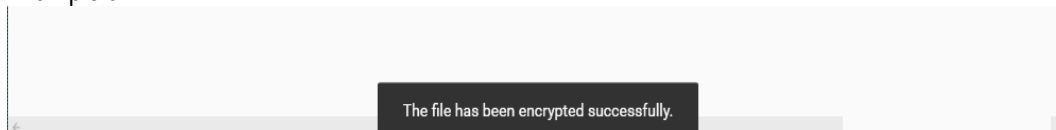
Encrypting... C:\Users\gjetson\Documents\GFS\GFS_Pure_Sample.txt

Followed by the progress message at the bottom of that screen.

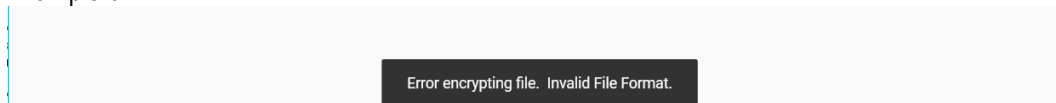


If the encryption process is successful, you should see a message at the bottom of the screen indicating that the encryption was successful (example a), at which point you can proceed to Step 8 below. If the process was not successful, you will receive a message indicating that the process failed (example b). You will need to correct the error and re-process the file.

Example a:



Example b:



(8) Possible ERRORS While Encryption is in progress:

If you have submitted a file that does not have the correct format, the "Error Encrypting the file. Invalid file format." message will appear at the bottom of the screen as noted above. Error conditions are, including but not limited to, the following:

- a. The header record does not exist or is in the wrong format.
- b. Any of the three fields in the header do not exist.
- c. The first field on any search record does not exist.
- d. A delimiter other than an asterisk * is used in the file.
- e. A carriage return does not exist at the end of the header record and each search record.
- f. There are fewer than fourteen (14) delimited fields in each search records. After the first field, which is required, all other fields may be empty.

- (9) Once encrypted, the filename, its status, and other information will appear in the Step 2 – Review Files section of the home screen. **NOTE the scroll bar at the bottom of the screen.** Move the scroll bar all the way to the right to see the location of the newly encrypted file.

The screenshot shows the 'Generic FileSecure' application window. The title bar includes the 'CHIA' logo and the text 'Generic FileSecure'. The interface is divided into two main sections: 'Step 1 - File Attribute' and 'Step 2 - Review Files'.

Step 1 - File Attribute

This section contains several input fields and a button:

- Filing Type:** A dropdown menu with the text 'Select Filing Type'.
- Month/Year:** A text input field with a calendar icon.
- Payer:** A dropdown menu with the text 'Select Payer'.
- Select File:** A button with a file icon.
- Test File:** A checkbox.
- Encrypt File:** A yellow button with a lock icon.

Below these fields, there is a text instruction: 'Click the Encrypt File to save this file attribute. Your entry will appear in the Step 2 Review Files below.'

Step 2 - Review Files

This section displays a table with the following columns: 'Original FileName', 'Original Location', 'Encrypted Filename', 'Encrypted Location', and a 'Decrypt' button for each row.

Original FileName	Original Location	Encrypted Filename	Encrypted Location	Decrypt
Pure_Sample.txt	C:\Users\dmidman\Documents\GFS\	GFS_2019_11_11262019040816_1_TEST.enc	C:\Users\gjetson\Documents\GFS\	Decrypt
bleFile3.txt	C:\Users\dmidman\Documents\GFS\	GFS_2019_11_11262019043032_1_TEST.enc	C:\Users\gjetson\Documents\GFS\	Decrypt

NOTE: All encrypted files will have an extension of .enc when they are stored in the default folder.

Examples:

- GFS_2019_11_11262019040816_1_TEST.enc
- GFS_2019_11_11262019040816_1_PROD.enc

File Delivery to CHIA


Send encrypted files on media that has been encrypted (ex: thumb drive, disk, email) to:

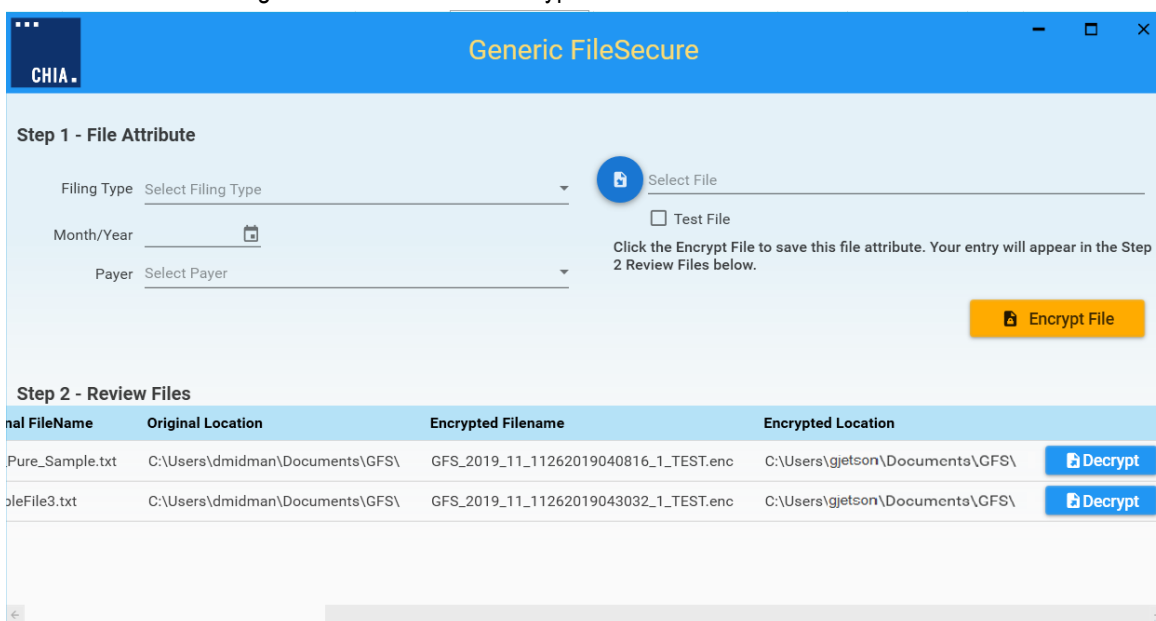
Chief Privacy Officer
Center for Health Information and Analysis
501 Boylston Street
Boston, MA 02116



IMPORTANT: Never send an unencrypted file to CHIA.


Decrypting Files

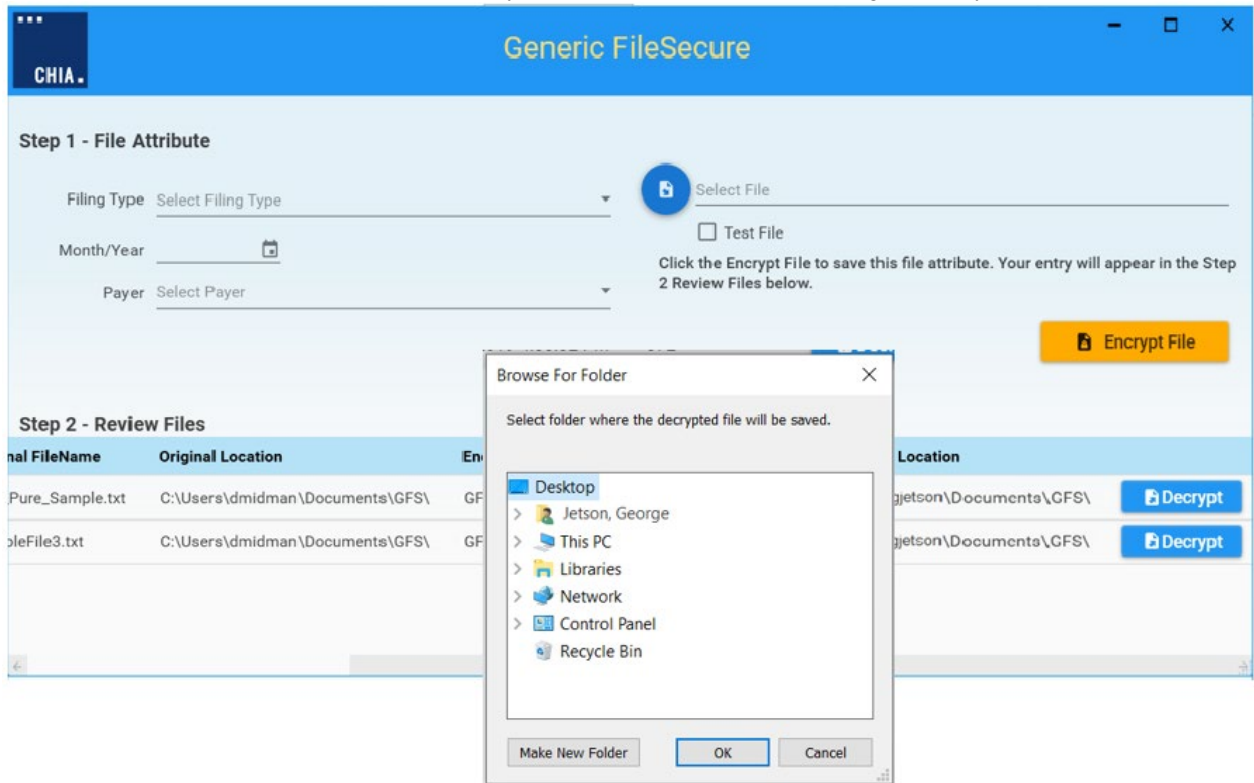
You may want to use this function to validate that data has been encrypted appropriately and as expected.

- (1) The home screen of the Generic FileSecure application lists each file with all of its attributes. [NOTE: You may re-order the files by clicking on the headers above them.]
- (2) You must scroll to the right in order to see the decrypt button .

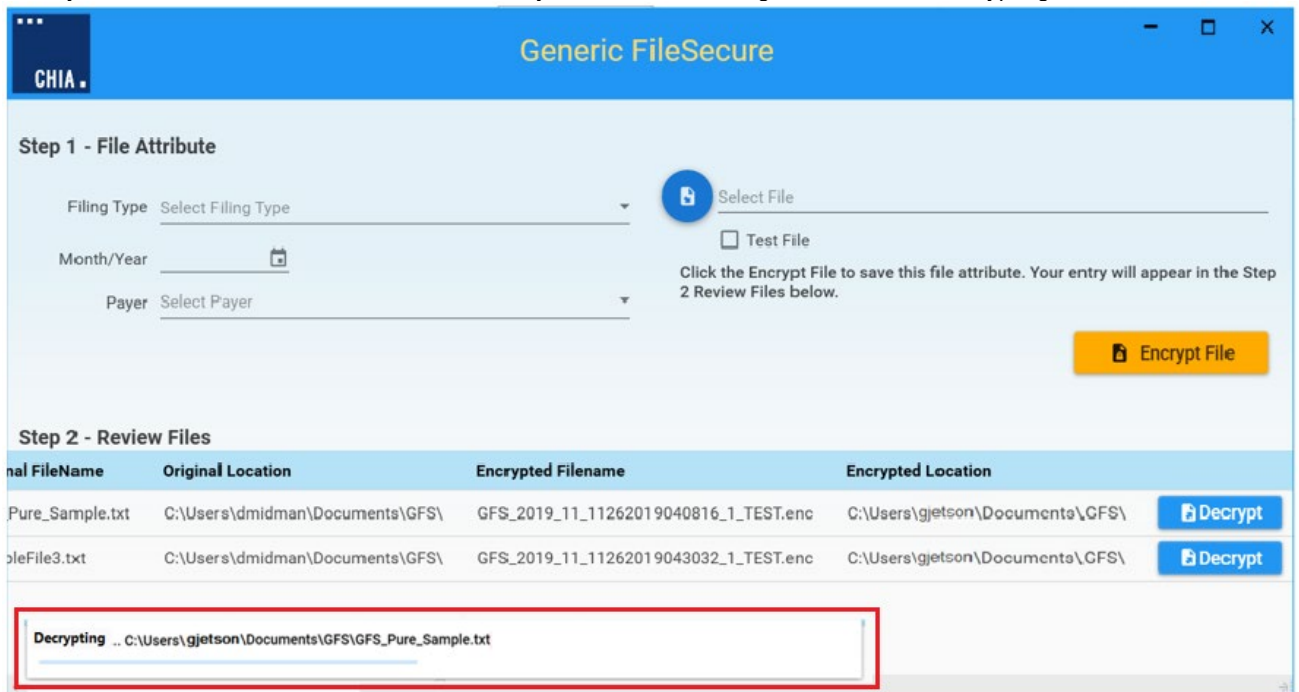


Original FileName	Original Location	Encrypted Filename	Encrypted Location	
Pure_Sample.txt	C:\Users\dmidman\Documents\GFS\	GFS_2019_11_11262019040816_1_TEST.enc	C:\Users\gjetson\Documents\GFS\	
File3.txt	C:\Users\dmidman\Documents\GFS\	GFS_2019_11_11262019043032_1_TEST.enc	C:\Users\gjetson\Documents\GFS\	

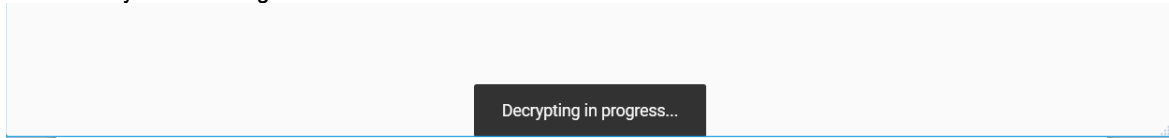
- (3) Click on the decrypt button  next to the file of your choice.
- (4) The “Browse For Folder” pop-up will appear so you can select a location for saving the decrypted file.



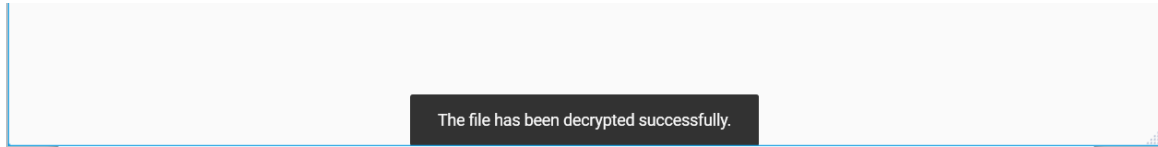
- (5) Once you choose the location, click  and you will see a message that the file is decrypting.



Followed by two messages at the bottom of the screen:



And...



NOTE: All decrypted files will have an extension of .txt when they are stored in the default folder.

Examples:

- GFS_2019_11_11262019045608_1_PROD.txt
- GFS_2019_11_11262019045608_1_TEST.txt

IMPORTANT: Never send an unencrypted file to CHIA.