



Mississippi Department of Mental Health (DMH)

SFTP Upload Job Aid

Last Revision Date: 7/21/2020

Version Control

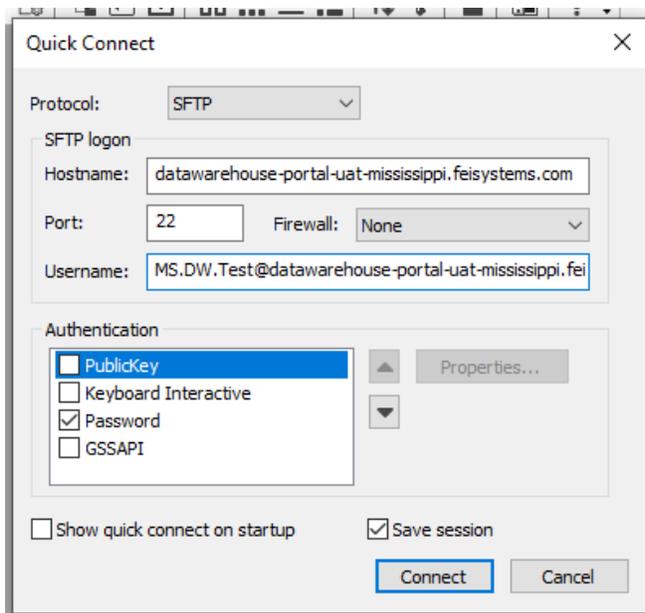
Date	Version	Author(s)	Brief Description of Change
7/21/2020	1.0	Shelby Maloney	Initial Draft

Step One – Download an SFTP Client

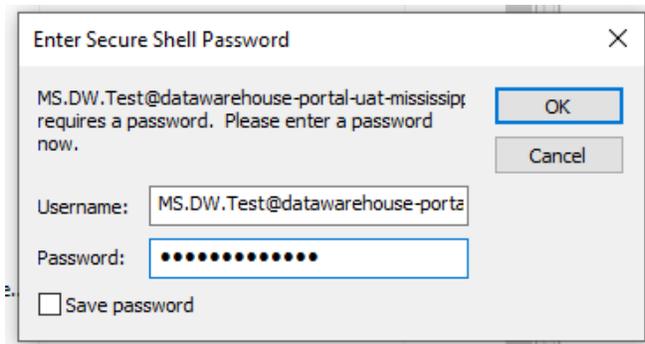
An SFTP client will have to be installed prior to being able to upload files via SFTP process. FEI Systems recommends the SecureFx client, though any SFTP client will work.

Step Two – Login

Open the SFTP client of your choice and enter the Hostname, Port, and username. Use the site URL as the Host name (contact ehrhelppdesk@dmh.ms.gov if you do not know the URL). For testing purposes, use the UAT URL. For actual reporting, use the Production URL. Enter your Data Warehouse Portal Username@siteURL.com for the Username. Click Connect.

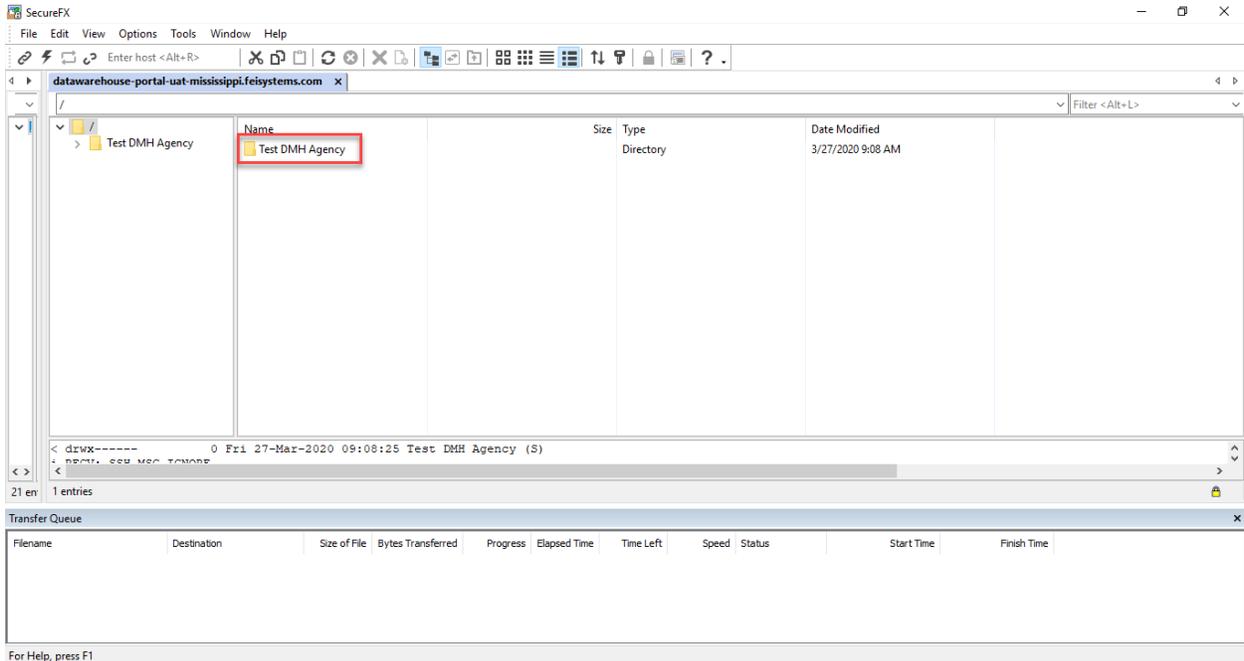


Enter your DW Portal password. Click ok.



Step Three – Select Your Submitting Entity

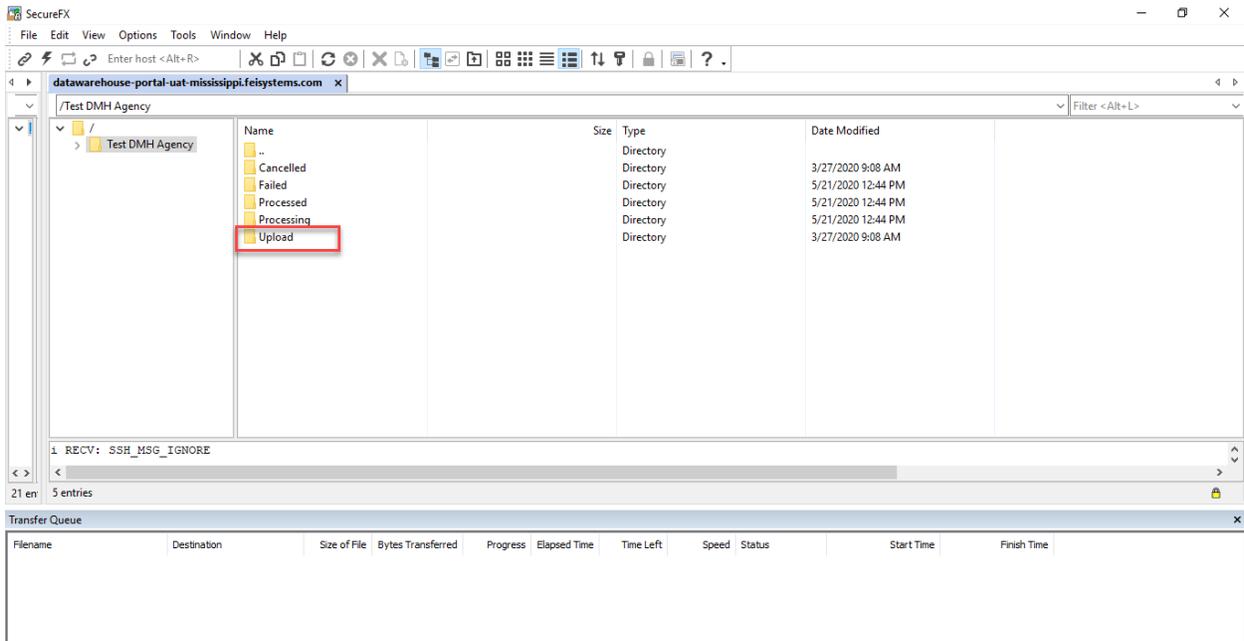
Select your Submitting Entity (Agency) by double-clicking on the submitting entity name. In most cases, there will only be one option available.



For Help, press F1

Step Four – Open the Upload Folder

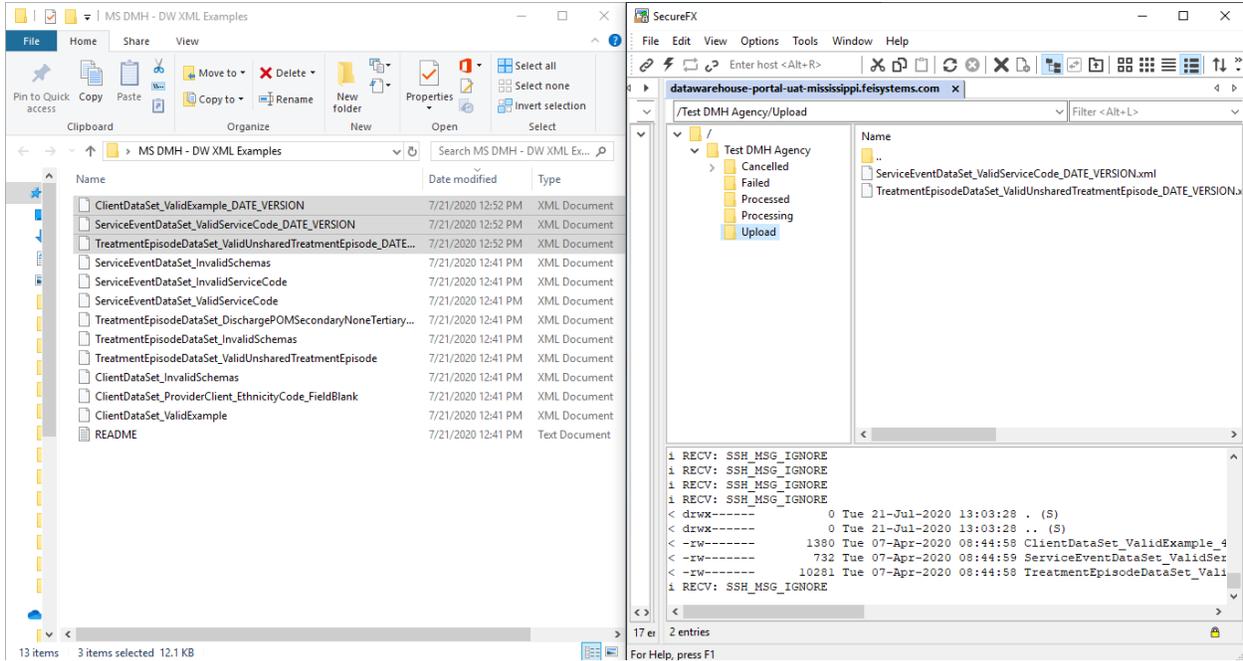
Double-click on the Upload folder to open it.



For Help, press F1

Step Five – Drag and Drop Files

Drag and drop the files into the Upload folder. EHR Vendors may choose to automate this process, but that is out of MS DMH's control.



Step Six – Review Files

The folders in the submitting entity folder can each be clicked on to review files. The Failed folder shows which files were not successfully processed, the Processed folder shows successful uploads, and the Processing folder shows files currently being processed.

The screenshot shows the SecureFX interface with the remote directory `/Test DMH Agency/Processed` open. The file list includes:

Name	Size	Type	Date Modified
ClientDataSet_ValidExample_DATE_VERSION_5c7d0737-d15e-47fd-8106-447bac60bfdb.xml	1427	XML Document	5/21/2020 12:53 PM
ClientDataSet_ValidExample_DATE_VERSION_c3002a09-1615-4c4d-975a-c522068cbdaa.xml	1427	XML Document	7/21/2020 12:53 PM
ServiceEventDataSet_ValidServiceCode_DATE_VERSION_2c86cfd-4078-4ae9-a423-02993d19f56.xml	732	XML Document	7/21/2020 12:53 PM
TreatmentEpisodeDataSet_ValidUnsharedTreatmentEpisode_DATE_VERSION_2e0e8264-f296-4f5b-8145-3...	10281	XML Document	7/21/2020 12:53 PM

The Transfer Queue window shows the following completed transfers:

Filename	Destination	Size of File	Bytes Transferred	Progress	Elapsed Time	Time Left	Speed	Status	Start Time	Finish Time
C:\Users\sheby.maloney\Desktop\...	datawarehouse-portal-ua...	1.4 KB	1.4 KB	100%	00:00:00	00:00:00	6.75 KB/s	Finished	7/21/2020 12:53 PM	7/21/2020 12:53 PM
C:\Users\sheby.maloney\Desktop\...	datawarehouse-portal-ua...	732 bytes	732	100%	00:00:00	00:00:00	3.84 KB/s	Finished	7/21/2020 12:53 PM	7/21/2020 12:53 PM
C:\Users\sheby.maloney\Desktop\...	datawarehouse-portal-ua...	10.1 KB	10.1 KB	100%	00:00:00	00:00:00	51.64 KB/s	Finished	7/21/2020 12:53 PM	7/21/2020 12:53 PM

For Help, press F1

The screenshot shows the SecureFX interface with the remote directory `/Test DMH Agency/Failed` open. The file list includes:

Name	Size	Type	Date Modified
ClientDataSet_ValidProviderClientFirstName_6b58f7f1-ebf2-4e64-bd4a-5635686ff1ab.xml	1452	XML Document	4/14/2020 9:00 AM
ClientDataSet_ValidExample_04142020_baf748cf-498d-484f-afc3-6ed89dde42ea.xml	1380	XML Document	4/14/2020 9:00 AM
ClientDataSet_ValidExample_05052020_f99e6ecf-8996-471a-a5e8-2060e0521493.xml	1380	XML Document	5/5/2020 12:53 PM
ClientDataSet_Validated_b4cb2933-1ce8-4e51-aed7-1b9eb5017438.xml	1390	XML Document	5/6/2020 12:53 PM
ClientDataSet_Validated_4ae0a354-ac21-4fc3-91ca-0cb9a92d9d68.xml	1474	XML Document	5/6/2020 12:53 PM
ClientDataSet_20200505_cc8eca4f-ce1a-41cb-9a11-b2c87101a73e.xml	1501	XML Document	5/6/2020 12:53 PM
ClientDataSet_20200505_A_caf5c6ff-0309-411e-8ac1-a73da21a2fe9.xml	1367	XML Document	5/6/2020 12:53 PM
ClientDataSet_20200505_EMSh_f9b56ff2-b59b-41e4-9a36-28dde7230c79.xml	1358	XML Document	5/6/2020 12:53 PM
ClientDataSet_ValidExample_05112020_f993d676-cf2f-480b-9965-1854fa1ae62a.xml	1380	XML Document	5/11/2020 12:53 PM
ClientDataSet_20200512_eac33212-3b20-4b4b-8278-cd7176bb8d67.xml	98503	XML Document	5/12/2020 12:53 PM
ClientDataSet_20200512_c89f89fa-4e8d-4436-910e-93b0f884f69c.xml	98340	XML Document	5/12/2020 12:53 PM
ClientDataSet_20200512_45070665-49d8-413e-b771-9e4301951bd7.xml	98873	XML Document	5/12/2020 12:53 PM
ClientDataSet_20200512_3cd6ec37-8466-43d4-b66c-b0b4d24fbbd5.xml	98716	XML Document	5/12/2020 12:53 PM
ClientDataSet_20200512_e02dad2a-7183-4232-a96c-6b01d8276002.xml	98700	XML Document	5/12/2020 12:53 PM
ClientDataSet_ValidExample_05142020_7b84c25a-cc7f-4d52-9806-1703ef0abbea.xml	1380	XML Document	5/14/2020 12:53 PM

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C:\Users\sheby.maloney\Desktop\...	datawarehouse-portal-ua...	732 bytes	732	100%	00:00:00	00:00:00	3.84 KB/s	Finished	7/21/2020 12:53 PM	7/21/2020 12:53 PM
C:\Users\sheby.maloney\Desktop\...	datawarehouse-portal-ua...	10.1 KB	10.1 KB	100%	00:00:00	00:00:00	51.64 KB/s	Finished	7/21/2020 12:53 PM	7/21/2020 12:53 PM

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Step Seven – Review Errors in Data Warehouse Portal

The submitted files can also be viewed from the Data Warehouse Portal as shown below. This is especially important to review when files are sent to the Failed folder in the SFTP Client. Currently, the only way to retrieve specific errors is within the Data Warehouse Portal.

Name	Submitter	User	Date ↓	Status	Successful	Errors	Warnings
TreatmentEpisodeDataSet_ValidUnsharredTreatmentEpisode_DATE_VERSION	Test DMH Agency	MS.DW.Test	07/21/2020 12:53 PM	Complete	26	0	0
ServiceEventDataSet_ValidServiceCode_DATE_VERSION	Test DMH Agency	MS.DW.Test	07/21/2020 12:53 PM	Complete	1	0	0
ClientDataSet_ValidExample_DATE_VERSION	Test DMH Agency	MS.DW.Test	07/21/2020 12:53 PM	Complete	3	0	0
ServiceEventDataSet_ValidServiceCode	Test DMH Agency	MS.DW.Test	07/21/2020 12:43 PM	Complete	0	3	0
ClientDataSet_ValidExample	Test DMH Agency	MS.DW.Test	07/21/2020 12:43 PM	Complete	0	1	0
TreatmentEpisodeDataSet_ValidUnsharredTreatmentEpisode	Test DMH Agency	MS.DW.Test	07/21/2020 12:43 PM	Complete	0	3	0
ServiceEventDataSet_ValidServiceCode							