

Enterprise Analytics Solution for Everyone (EASE)

EASE Data Set Standards and SFTP Setup Parameters

Document ID: SD-110

Version 9

December 29, 2022



GEORGIA DEPARTMENT OF COMMUNITY HEALTH



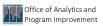


Table of Contents

2
2
3
3
4
8
8

Revision Record

Revision	Date	By	Description
Draft 1	November 18, 2021	Daniel Sklar	Initial draft
Version 1	January 26, 2022	Daniel Sklar	Updates based on feedback
Version 2	February 18, 2022	Daniel Sklar	Updated background, acceptable file formats; added SFTP setup instructions
Version 3	March 4, 2022	Daniel Sklar	Changed to use the term "Data Partner"; added information on public/private pair keys
Version 4	March 13, 2022	Daniel Sklar	Clarified the number of SSH keys required
Version 5	March 23, 2022	Daniel Sklar	Updates based on feedback for SHBP data acquisition
Version 6	April 28, 2022	Daniel Sklar	Clarified file extension to use, added file naming convention for history files, clarified control totals file content
Version 7	May 4, 2022	Daniel Sklar	Clarified to mention Gzip has a .gz extension, update of file naming conventions for sorting purposes
Version 8	June 15, 2022	Daniel Sklar	Added custom endpoint host names to the instructions on setting up SFTP
Version 9	December 29, 2022	Daniel Sklar	Removed S# from file naming convention except when a file is submitted as multiple files





EASE Data Set Standards and Guidelines

Overview	
Background	As the Georgia Department of Community Health (DCH) continually looks for ways to cut costs, increase contracting efficiencies, and enhance quality controls, we have made a strategic decision to leverage statewide contracts through the Georgia Department of Administrative Services to support deployment of our data warehouse project, Enterprise Analytics Solution for Everyone (EASE). EASE is creating a new technology and data warehousing ecosystem that uses best-in-class, cloud-based services and automation to meet our growing reporting and analytics demands with speed and agility. It also prioritizes cyber security and data preservation due to the highly confidential nature of information the Department manages.
	The EASE project began on November 1, 2021 and is requesting data sets from Data Partners (organizations that provide data sets to the EASE data warehouse, including DCH vendors, partners, state agencies, and others) to load into the EASE solution.
Purpose	This document contains the standards and guidelines DCH is requesting with all Data Partners for the EASE solution. These standards and guidelines provide consistency in the data sets and the processes for both the Data Partners and DCH. The document will also help DCH be consistent in its
	communications with all Data Partners.
Important	While the EASE solution is being developed, Data Partners who are currently submitting data sets to other DCH vendors (for example, to IBM Watson Health for the legacy data warehouse) should continue to provide those files in the same way and format as currently submitted until there is an official communication from DCH to no longer submit those files. The EASE project is separate from the existing legacy systems.
Interface Control Document (ICD)	DCH will create and maintain an Information Control Document (ICD) for each data set (or group of related data sets). DCH will work with each Data Partner to create the ICD and ensure understanding and agreement.
	Any exceptions to these standards and guidelines for a data set will require exception approval by DCH and will be documented in the ICD.





Data Set Standards and Guidelines

Data sets and control files	Data Partners should provide data in a data set, along with an associated control file. A data set consists of one type of data record. Data records of a different type (e.g., different data fields) should be provided in a separate data set.
	For each data set, an associated control file should also be provided. The control file will contain one or more values that will help DCH confirm full receipt of the data set. For example, the control file may provide a record count for the associated data set.
File format	 Data sets and control files can be submitted in one of the following formats. CSV (comma separated values) format. The RFC 4180 standard in strict form should be followed. See https://www.ietf.org/rfc/rfc4180.txt for specifics. The UTF-8 character set should be used. Values containing commas should be in quotes (e.g., "Red, White, and Blue"). These files should have a .csv file extension. Pipe delimited () format, if the pipe character is not used elsewhere in the file. These files should have a .txt or .psv file extension. Fixed-width format. These files should have a .txt file extension. JSON. These files should have a .xml file extension.
Data set layout	 The data set file should have two types of records if in CSV and pipe delimited formats: Header Record – The header record is the first record of the file containing column heading information; it will occur only once. Detail Records – The remainder of the file should be detail records with data corresponding to the fields listed in the header record
	There should be no Trailer record or any additional data in the data set.
	Data that does not correspond to the Header Record (fields and in field order) should be in a separate data set.
Reference files	Reference files are data sets and follow the same standards as any other data set. These data sets contain code sets and their descriptions, and they may include effective date ranges and other descriptive fields. Each code and description within a code set should be unique.
	A separate reference file (data set) should be provided for each code set.
File naming conventions	Files should follow standard file naming conventions.

GEORGIA DEPARTMENT OF COMMUNITY HEALTH

ų

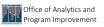






Туре	File naming convention	Notes
Data set file	VendorAbbr_Category_ContentDesc_Versi on_Date_Sequence.extension Example if one file for submission: ACME_PRVDR_V1_20211105.csv Example if file split into multiple files for submission: ACME_PRVDR_V1_20211105_S1.csv ACME_PRVDR_V1_20211105_S2.csv If a corrected file is sent: VendorAbbr_ContentDesc_Version_Date_ Sequence_Correction.extension Example for the first corrected file sent: ACME_PRVDR_V1_20211105_C1.csv or ACME_PRVDR_V1_20211105_S1_C1.cs v	 VendorAbbr = DCH supplied Category = e.g., PRVDR, CLMMDCL, CLMPHRMCY Version = Vn, where there are different versions of the file layout over time; initial version V1 Date = Through date or as of date of the data content, in YYYYMMDD format Sequence = skipped if only one file is submitted, Sn (starting with n=1 if data set is submitted in multiple files) Extension = .csv, .txt, .json, or .xml, depending on the file format (see File Format earlier in document) Correction = Cn (starting with n=1 for the first correction)
Reference data set file	VendorAbbr_Category_RFRNC_ContentD esc_Version_Date_Sequence.extension Example if one file for submission: ACME_PRVDR_RFRNC_PRVDRTYPEC D_V1_20211105.csv Example if file split into multiple files for submission: ACME_PRVDR_RFRNC_PRVDRTYPEC D_V1_20211105_S1.csv ACME_PRVDR_RFRNC_PRVDRTYPEC D_V1_20211105_S2.csv	 VendorAbbr = DCH supplied Category = e.g., PRVDR, CLMMDCL, CLMPHRMCY RFRNC (indicates file contains reference data) ContentDesc = Description of data contained in the file Version = Vn, where there are different versions of the file layout over time Date = Through date or as of date of the data content, in YYYYMMDD format Sequence = skipped if only one file is submitted, Sn (starting with n=1 if data set is submitted in multiple files) Extension = .csv, .txt, .json, or .xml, depending on the file format (see File Format earlier in document)







Туре	File naming convention	Notes
History data set file	VendorAbbr_Category_HSTRY_Version_ DateStart_DateEnd_Sequence.extension Examples: ACME_PRVDR_HSTRY_H1_20110101_ 20151231.csv ACME_PRVDR_HSTRY_H2_20160101_ 20190831.csv ACME_PRVDR_HSTRY_H3-V1_ 20190901_20211231.csv In the third example, the historical layout version H3 is the same as V1 for regular data set layout	 <i>VendorAbbr</i> = DCH supplied <i>ContentDesc</i> = Description of data contained in the history file <i>Version</i> = version of historical layout Hn, where there may be different versions of the history file layout over time; initial version H1 If a historical version layout is the same as one of the regular feed layouts, note this by appending -Vn , where n is the number of the same layout (example: H1-V1) <i>DateStart</i> = Start date of the data content, in YYYYMMDD format <i>DateEnd</i> = Through date of the data content, in YYYYMMDD format <i>Sequence</i> = skipped if only one file is submitted, Sn (starting with n=1 if data set is submitted in multiple files) <i>Extension</i> = .csv, .txt, .json, or .xml, depending on the file format (see File Format earlier in document)
Control file	DataSetFileName_CTRL.csv Example: ACME_PRVDR_V1_20211105_CTRL.csv Example if data file split into multiple files for submission with multiple control files: ACME_PRVDR_V1_20211105_S1_CTRL .csv	 <i>DataSetFileName</i> = File name (without the extension) of the associated data set; see the file naming conventions above CTRL (indicates file is a control file)

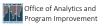
File compression	Files should be submitted unarchived (no ZIP file permitted) and as separate files.
	Files may be provided compressed in Gzip format (.gz extension) if desired.
File destination	 DCH will provide the destination location and work with the Data Partner to set up connection to the DCH AWS SFTP server. DCH has three separate STFP environments available for use: Development environment: ease-dev.sftp.gadch.com QA environment: ease-qa.sftp.gadch.com Production environment: ease.sftp.gadch.com
Data set content	DCH will specify if a full replacement file, historical data, snapshots, or a file containing only records with changes (e.g., records with changes in data values, new records) should be provided in the data set.
Data set field layout	Field/element definitions should be provided by the Data Partner and will be documented in the ICD. The data field names, field descriptions, data types, and maximum lengths should be provided, and for fixed-width formatted files, start and end positions should also be provided. Additional attributes of each field may also be requested.



Cleansing of data	Data should be provided as clean as possible by the Data Partner prior to submitting the files.
in data set	Data should be provided with leading and trailing spaces trimmed.
	Data should adhere to industry standards (e.g., Office of the National Coordinator for Health Information Technology (ONC), Centers for Medicare & Medicaid Services (CMS)) as much as possible.
Contact information	Data Partners should provide and maintain the names and contact information for the individuals who are able to address any questions with the files. This should include both individuals:Responsible for the transmission of the filesKnowledgeable about the content.
	The contact information will be used to obtain and assign security credentials to the destination location and folders to deposit the files. The information will also be used to contact the appropriate individual if there is a problem with or question related to the files.
Snowflake option	The EASE solution utilizes Snowflake in Amazon Web Services (AWS). If the data set is available in Snowflake, please discuss with DCH as a possible option to sharing data.
Control totals file	The control totals file should be provided in CSV format. A control totals file should contain one Header Record and one Detail Record.
	Data_File_Name,File_Date,Environment,Record_Count DatasetFileName,mm/dd/yyyy,EEEE,nnnn
	 A control totals file has the following content in the Detail Record, where: <i>DatasetFileName</i> is the name of the <u>associated</u> data set (e.g., ACME_PRVDR_V1_20211105.CSV)
	 <i>mm/dd/yyyy</i> is the date the dataset was created <i>EEEE</i> specifies the environment the data set is intended for: DEV QA
	 PROD <i>nnnn</i> is a number related to the associated data set (in this case, the record count of the associated data set). The record count should not include the header record in the count.
	Additional control total values may also be added in addition to record count, depending on the data content of the data set. These values will be added at the end of the Detail Record,

and a field name will be added to the Header Record.

GEORGIA DEPARTMENT OF COMMUNITY HEALTH





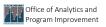
EASE SFTP Setup

Instructior	IS
Introduction	EASE is using the AWS Transfer Family service to provide our Data Partners with a secure process to transfer files to DCH using Secure File Transport Protocol (SFTP).
Service managed authentication	We ask our Data Partners to generate their own SSH keys and <u>only</u> share the public key with DCH to complete their account configuration.
	Upon receipt of the public keys, DCH will forward the following for set up and connection validation:
	User nameA test file to upload for connection validation.
	Test Connectivity File.bt
	Embedded here is a test file that can be used:
	DCH requires different SFTP public keys for authentication for production and non- production SFTP environments. Therefore, we request one SFTP public key for authenticating to our SFTP production server and a different SFTP public key for our SFTP development and/or QA server. Data Partners may provide additional keys beyond these requirements if it is a requirement of the Data Partner.
	For more information on generating SSH keys, please refer to these instructions: https://docs.aws.amazon.com/transfer/latest/userguide/key-management.html#sshkeygen
Setup	Follow the steps below to perform the setup.
	The steps use FileZilla as an example. You can use your own SFTP client tools. For Data Partners with an established set of tools and processes, jump to Step 3, which contains the Site Configuration information.
Step 1 – Dow	nload and Install SFTP Client Tools

.

Download and install latest version of FileZilla Client Tool from https://filezilla-project.org/download.php?platform=win64







FileZilla Client 3.57.0 Setup —	
	^
Please review the license terms before installing FileZilla Client 3.57.0.	Z
Press Page Down to see the rest of the agreement.	
GNU GENERAL PUBLIC LICENSE Version 2, June 1991	^
Copyright (C) 1989, 1991 Free Software Foundation, Inc. 59 Temple Place, Suite 330, Boston, MA 02111-1307 USA Everyone is permitted to copy and distribute verbatim copies	
of this license document, but changing it is not allowed.	
Preamble The licenses for most software are designed to take away your	
If you accept the terms of the agreement, click I Agree to continue. You must accept agreement to install File/IIa Client 3.57.0.	the
- illsoft Install System v3.06.1	
	Cancel
FileZilla Client 3.57.0 Setup —	×
Choose Components	
Choose which features of FileZilla Client 3.57.0 you want to install.	Z
Check the components you want to install and uncheck the components you don't was install. Click Next to continue.	nt to
Select components to install: V File2lla Client	
Consets Position your mou Over a component Language files see its description	to
Shell Extension	
Desktop Icon	
Space required: 41.0 MB	
ullsoft Install System v3.06.1	Cancel
FileZilla Client 3.57.0 Setup —	×
Choose Install Location	1-4
Choose the folder in which to install FileZilla Client 3.57.0.	174
	12
Choose the folder in which to install FileZila Client 3.57.0. Setup will install FileZila Client 3.57.0 in the following folder. To install in a different fol click Browse and select another folder. Click Next to continue.	der,
Setup will install FileZilla Client 3.57.0 in the following folder. To install in a different fol	der,
Setup will install FileZilla Client 3.57.0 in the following folder. To install in a different fol	der,
Setup will install FileZilla Client 3.57.0 in the following folder. To install in a different fol	der,
Setup will install FileZilla Client 3.57.0 in the following folder. To install in a different fol click Browse and select another folder. Click Next to continue.	der,
Setup will install FileZilla Client 3.57.0 in the following folder. To install in a different fol dick Browse and select another folder. Click Next to continue. Destination Folder Restruction Folder Browse	der,
Setup will install FileZilla Client 3.57.0 in the following folder. To install in a different fol click Browse and select another folder. Click Next to continue. Destination Folder	der,
Setup will install FileZilla Client 3.57.0 in the following folder. To install in a different fol dick Browse and select another folder. Click Next to continue.	der,
Setup will install FileZilla Client 3.57.0 in the following folder. To install in a different fol dick Browse and select another folder. Click Next to continue. Destination Folder ExProgram FileXFiel2illa FIP Client Space required: 41.0 MB Space available: 14.0 GB uilsoft Install System v3.06.1	der,
Setup will install FileZilla Client 3.57.0 in the following folder. To install in a different fol cick Browse and select another folder. Click Next to continue. Destination Folder ExtProgram Files/FileZilla FTP Client Space available: 14.0 MB Space available: 14.0 GB ullsoft Install System v3.06.1 <back next=""> CC</back>	
Setup will install FleZilla Client 3.57.0 in the following folder. To install in a different fol click Browse and select another folder. Click Next to continue.	ancel
Setup will install FleZila Client 3.57.0 in the following folder. To install in a different foldick Browse and select another folder. Click Next to continue. Destination Folder ExtProgram Files/FileZila FTP Client! Bgowse Space required: 41.0 MB Space available: 14.0 GB ulsoft Install System v3.06.1 FileZilla Client 3.57.0 Setup	ancel
Setup vill install FileZila Client 3,57.0 in the following folder: To install in a different fol click Browse and select another folder. Click Next to continue. Destination Folder Setup vill fileZila Client 1 (10,00) Space required: 41.0 MB Space required: 41.0 MB Space required: 41.0 GB ulsoft Install System v3.06.1 	



EASE Project



FileZilla Client 3.57.0 Setup	- 🗆 × -
	Completing FileZilla Client 3.57.0 Setup
	FileZilla Client 3.57.0 has been installed on your computer.
	Click Finish to close Setup.
	Start FileZilla now
	< Back Finish Cancel

Other SFTP Client Tools can be utilized as well

Step 2 – Configure SFTP to access Georgia DCH Environment

Site Manager	Ctrl+S	a 🚜						
Copy current connection to Site Manager New tab Close tab	Ctrl+T Ctrl+W	jord:	Por	t Quid	kconnect 👻			
Export Import								
Show files currently being edited	Ctrl+E		~ [Remote site:				
Exit	Ctrl+Q			Nemote site:				
lename Filesize Filetype	e Last	modified	^	Filename ^	Filesize Filetype	Last modifi	Permissi	Owner/Gr
\$Recycle.Bin File fol		/2022 8:42	~		••••			
files and 12 directories. Total size: 1,208,369.				Not connected.				
erver/Local file Direc Remote	file	Size Prior						

Open FileZilla Client and Go to File → Site Manager

Step 3 – Site Configuration

Select 'New Site' and provide below protocols

EASE Project





Protocol SriP-SM He transfer Protocol Protocol SriP-SM He transfer Protocol V Hot: Sbservertransferue-east-lamazonaws.com Port 22 Logon Type, Key file Use: Key file Background color: None Background color: None	it		Username:	Password:	Bort:	Quickconnect V		
And Wy Sites Protocol STP - SSH file Transfer Protocol V Host Jbuever.transfer.us-east-1 amazonaws.com Port 22 Logon Type: Key file V User: Key file Background color: None V Background color: None V Comments:		Site Manager				X		
Protocol SriP-Ssrivite Indiser Protocol Protocol SriP-Ssrivite Indiser Protocol Protocol Protoco					General Adv	General Advanced Transfer Settings Charset		
Host: bbserver.transfer.us-east-1.amazonaws.com Port 22 Logon Type Key file User: ******** SR SR SR SR New site New folder New folder New folder New folder New folder	ocal	My Sites			Protocol:	SFTP - SSH File Transfer Protocol ~		
Logon Type Key file User: SR Key file Background color: None Comments: Comme		T MANAGAN			Host:	b.server.transfer.us-east-1.amazonaws.com Port: 22		
Internal SRB SRB SRB Internal SRB Internal SRB Intern								
Itema SR SR New site New folder New Bookmark Rename New Sokmark Rename					Logon Type:	Key file ~		
SR SR Background color: None Comments:					User:	*****		
SR Background color: None Comments: New Sockmark Rename	ilena				Key file:	Browse		
New site New folder New sokmark Rename								
New site New folder New Bookmark Rename	SR files				Background	color: None ~		
New Bookmark Rename	erve				Comments:			
			New site	New folder		~		
Delete Duplicate			New Bookmark	Rename				
			Delete	Duplicate		× .		
						Connect OK Cancer		
Connect On Current								
Connert OV Cas						Connect OK Car		

Protocol: SFTP – SSH File Transfer Protocol Host:

Environment	SFTP Endpoint	Custom Endpoint
Development	s-44ef74fb13b14885a.server.transfer.us-east-1.amazonaws.com	ease-dev.sftp.gadch.com
QA	s-5e6df82e517b412bb.server.transfer.us-east-1.amazonaws.com	ease-qa.sftp.gadch.com
Production	s-b3507fd3fe7245258.server.transfer.us-east-1.amazonaws.com	ease.sftp.gadch.com

Port: 22 Logon Type: Key File User: *Username provided Key File: Browser and select the private key

Click 'Connect'

