

Certified Community Behavioral Health Organizations Claim-Service Data reporting instructions

Report frequency shall be quarterly, due by the end of the following month.

Schedule:

July-Sept due Oct. 31

Oct-Dec due Jan. 31

Jan-Mar due Apr 30

Apr-June due July 31

How to submit data:

Instructions for sending Shadow & T1040 data reports

To ensure the secure transmission of the shadow data reports to DMH, the Department has established a set of secure folders on the State of Missouri's sFTP portal. The sFTP portal is web-based and does not require client software on your system to function.

To send a report or a collection of reports to DMH, you must open a browser window and go to the sFTP portal site. The URL of the sFTP portal Site is: <https://moftp.mo.gov>

The sFTP portal will prompt you for a User ID and Password; both were provided in 2018. A new User ID or Password will be issued if required – please email your request to OA.dmhbiztalk@oa.mo.gov. The sFTP site will prompt you to change the password on the first sign in.

After you have successfully signed in, a State of Missouri Secure File Transfer Server Home page is presented. It is recommended that you skip installing the Upload/Download Wizard – as the browser solution should work fine for the task at hand.

On the left hand side of the Home page, there is a vertical navigation bar. To access the upload folder, please select **Folders**, on the vertical navigation bar, then **Distribution**, then **DMH**, then **MCO**, and the applicable **Health Plan Name**. Under the *Health Plan Name* folder, you should see two folders, one called **IN** for inbound files (for files from the MCO) and one called **OUT** for outbound files (for files that DMH might want to send to the MCO).

To upload a file, click the "Upload Files" button on the right hand side of the **Folders** page. An Upload Files window will open; select the "Browser" option to navigate to the location of the shadow data files on your system and select the files to upload to DMH. Once you have indicated which files to upload, press the "Upload" button on the lower left corner of the window. The system should automatically upload the files to the sFTP portal.

DMH has setup an automatic system to monitor and move any uploaded files from the sFTP site as soon as files are successfully uploaded – so don't be surprised if the files appear and then disappear. When you are finished, please "Sign Out" of the system.