Data Submission Guide for Dispensers

CA CURES Prescription Monitoring Program

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Version 2.1

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1 Document Overview

This document serves as a training guide and support manual for dispensers of reportable drugs to California's Prescription Drug Monitoring Program, Controlled Substance Utilization Review and Evaluation System (CURES.) This document includes such topics as:

- Reporting requirements for dispensers
- Data file submission guidelines and methods
- Creating a PMP Clearinghouse account
- Creating a data file
- Uploading or reporting data
- Understanding and correcting errors

1.1 Summary

Please visit our help center at https://pmpclearinghouse.zendesk.com to view helpful articles or submit a request for assistance. Please note that registration sign-in is required to ensure HIPAA compliance when submitting a ticket and corresponding on tickets.

Direct Dispense: https://pmpclearinghouse.net/

Prescriber and Dispensary Information: https://pmpclearinghouse.zendesk.com

sFTP Information:
Host: http://submissions.healthcarecoordination.net/
Port: 22
Credentials: See sections: Adding sFTP Access to an Upload Account if you already created your account, or step 4 of the Creating Your Account section if you haven't already created an account.
Full sFTP Specifications: sFTP Configuration Appendix

ASAP File Information:
ASAP File format: ASAP 4.2B
Full ASAP Specifications: ASAP 4.2B Appendix

2 Data Collection and Tracking

2.1 CURES Overview

CURES (Controlled Substance Utilization Review and Evaluation System) is a database of Schedule II, Schedule III, Schedule IV and Schedule V controlled substance prescriptions dispensed by California-licensed dispensers and serves the public health, regulatory oversight agencies, and law enforcement. CURES is committed to the reduction of prescription drug abuse and diversion without affecting legitimate medical practice or patient care.

The operation of CURES complies with all applicable federal and state privacy and security laws and regulations. The controlled substances dispensation history of an individual that is received by a practitioner or pharmacist from CURES is subject to the Confidentiality of Medical Information Act and the Health Insurance Portability and Accountability Act of 1996 (HIPAA), including the HIPAA regulations in 45 Code of Federal Regulations parts 160 and 164.

2.2 Reporting Requirements

Pursuant to California Health & Safety Code (HSC) section 11165(d), for each prescription for a Schedule II through V controlled substance, as defined in the controlled substances schedules in federal law and regulations, the dispensing pharmacy, clinic, or other dispenser shall report specified information to the Department or contracted prescription data processing vendor as soon as reasonably possible, but not more than one working day after the date a controlled substance is released to the patient or patient's representative.

HSC section 11190(c) requires that for each Schedule II through IV controlled substance dispensed by a prescriber pursuant to Business and Professions Code section 4170, the dispensing prescriber shall report to the Department of Justice the information required by subdivision (c) on a weekly basis.

The laws and regulations for reporting to the CURES are subject to amendments, and it is the dispenser's responsibility to be aware of such updates as they are enacted and promulgated.

The Data Submission chapter provides all the instructions necessary to submit the required information.

Note: *If you are a chain pharmacy, your data will likely be submitted from your corporate office. Please verify this with your corporate office. If you are an independent dispenser or other entity, please forward the reporting requirements to your software vendor. They will need to create the data file, and they may be able to submit the data on your behalf. If not, follow the instructions provided in the Data Submission chapter to submit the data.*

2.2.1 HIPAA Compliance

The reporting dispenser of prescription monitoring information must comply with the federal Health Insurance Portability and Accountability Act of 1996 (P.L. 104-191) and regulations adopted under it, including 45

C.F.R. parts 160 and 164; federal alcohol and drug treatment confidentiality laws and regulations adopted under those laws, including 42 C.F.R. part 2; and state health information confidentiality laws.

2.2.2 Zero Reports (Zero-Fill Reports)

The CURES database includes the ability for a dispenser to submit "zero-fill" reports to the system. Although not required by law, the Board of Pharmacy strongly encourages dispensers to submit such reports as a means to demonstrate compliance with the reporting requirements established in HSC Code section 11165.

For zero-fill reporting, the preferred schedule is weekly, using Sunday to Saturday reporting dates. If any Schedule II through V controlled substance is dispensed in the reporting week (Sunday-Saturday), do not submit a zero-fill report for that week. Since zero-fill reporting is recommended, not required, a zero-fill reporting waiver is unnecessary. Filing a zero-fill report is described in the Reporting Zero Dispensing topic in this guide.

2.2.3 Excluded from Reporting

HSC section 11190(c) requires that for each Schedule II through IV controlled substance dispensed by a prescriber pursuant to Business and Professions Code section 4170, the dispensing prescriber shall report to the Department of Justice the information required by subdivision (c) on a weekly basis. Subdivision (e) of HSC 11190 states the reporting requirement in this section for Schedule IV controlled substances shall not apply to any of the following:

(1) The dispensing of a controlled substance in a quantity limited to an amount adequate to treat the ultimate user involved for 48 hours or less.

(2) The administration or dispensing of a controlled substance in accordance with any other exclusion identified by the United States Health and Human Service Secretary for the National All Schedules Prescription Electronic Reporting Act of 2005.

The direct administration of a controlled substance is not required to be reported to the State. In this context, "administration" means the direct application of a controlled substance, whether by injection, inhalation, ingestion, or any other means, to the body of a patient for their immediate needs.

The laws and regulations for reporting to the CURES are subject to amendments, and it is the dispenser's responsibility to be aware of such updates as they are enacted and promulgated.

3 Data Submission

This chapter provides information and instructions for submitting data to the PMP Clearinghouse repository.

3.1 Timeline and Requirements for Transition to PMP Clearinghouse

- Pharmacies, software vendors, and dispensers can begin creating their PMP Clearinghouse accounts on or after January 1, 2022. See Creating Your Account for more information.
- Beginning February 9, 2022, dispensers are required to transmit their data using PMP Clearinghouse in accordance with the guidelines outlined under Reporting Requirements.

3.2 Upload Specifications

Files should be in the ASAP 4.2B format as defined in Appendix A: ASAP 4.2B Specifications. Files for upload must be named in a unique fashion, with a prefix constructed from the date (YYYYMMDD) and a suffix of ".dat" or ".txt". An example file name would be "20220919.dat" or "20240403.txt". All of your upload files will be kept separate from the files of others.

Reports for multiple dispensers/pharmacies can be in the same upload file in any order.

4 Accessing Clearinghouse

This chapter describes how to create your PMP Clearinghouse account and how to log in to the PMP Clearinghouse web portal.

4.1 Creating Your Account

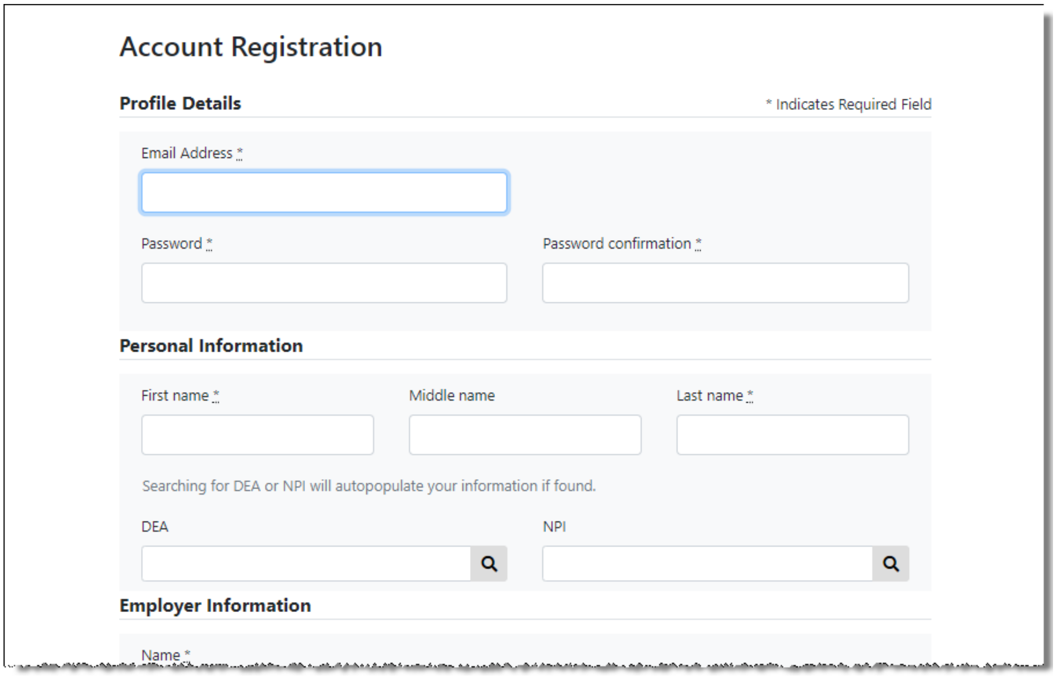
Prior to submitting data, you must create an account. **If you are currently registered with the Bamboo Health PMP Clearinghouse system, you *do not* need to register for a new account—you will be able to add PMPs to your existing account for data submissions.** If you have an existing PMP Clearinghouse account, please refer to Adding PMPs to Your Upload Account to add PMPs to your account.

Notes:

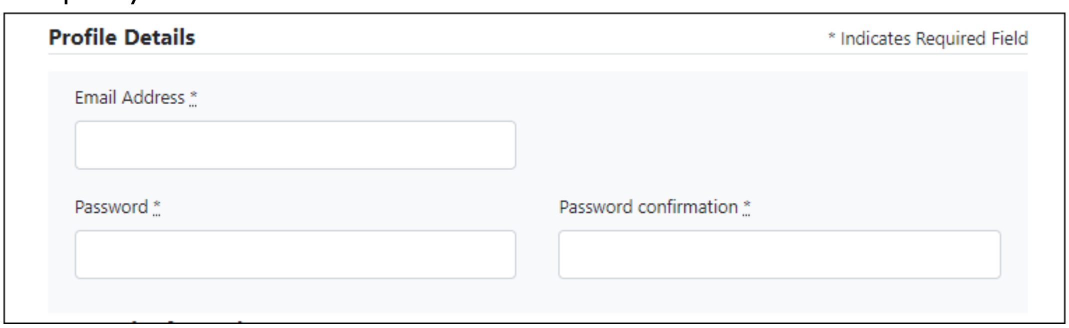
- *Data from multiple pharmacies or dispensers can be uploaded in the same file. For example, chain pharmacies may send in one file containing controlled substance dispensing information for all their pharmacies licensed in the state. Therefore, chains with multiple stores need only to set up one account to upload a file.*
- *When you create an account, you are creating an administrator account for the entity you are submitting for, whether that is a pharmacy, a chain of pharmacies, a veterinarian, a veterinary clinic, or any sort of dispensing prescriber. You as the administrator can add additional users to the account you create. See Adding Users to Your Upload Account for additional information.*
- *PMP Clearinghouse allows users to submit data through the web portal via manual entry (UCF) or upload of ASAP files. For users who prefer an encrypted transfer method, sFTP access is also available. You may set up your sFTP account during the account creation process.*
- *If you need to make changes to an existing PMP Clearinghouse upload account, please refer to Managing Your Upload Account.*

Perform the following steps to create an account:

1. Open an internet browser window and navigate to the PMP Clearinghouse Account Registration page located at https://pmpclearinghouse.net/registrations/new.



2. Complete your **Profile Details**.



   a. Enter your current, valid email address in the **Email Address** field.

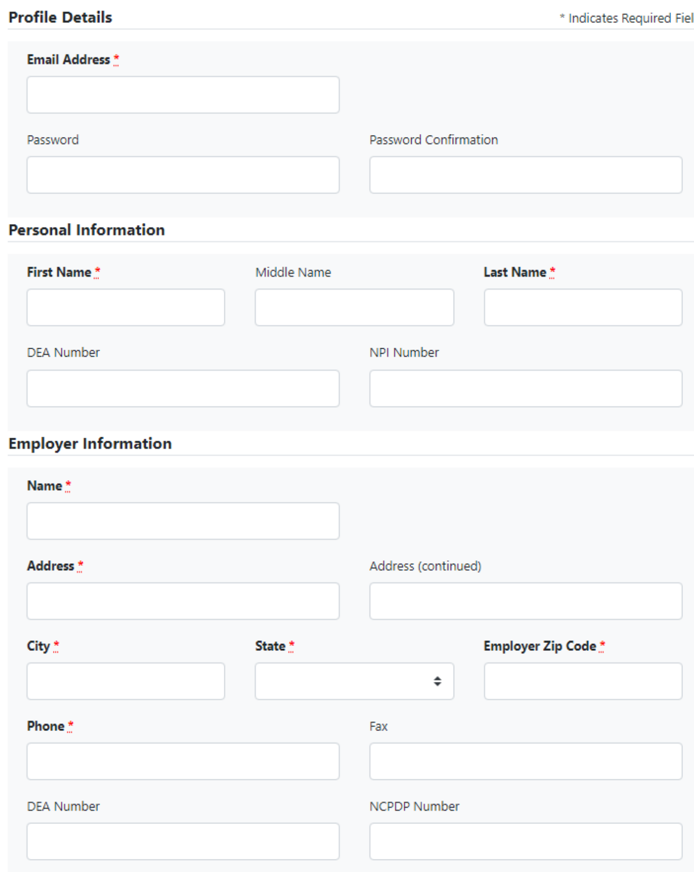
   Note: *The email address you provide here will act as your username when logging into the PMP Clearinghouse system.*

   b. Enter a password for your account in the **Password** field, then re-enter it in the **Password Confirmation** field. The password requirements are provided below.

   Passwords must contain:
   - *At least eight (8) characters*
   - *One (1) uppercase letter*
   - *One (1) lowercase letter*
   - *One (1) number*
   - *One (1) special character, such as !, @, #, $, etc.*

3. Complete your Personal and Employer information, noting the following:
   - Required fields are marked with a red asterisk (*).

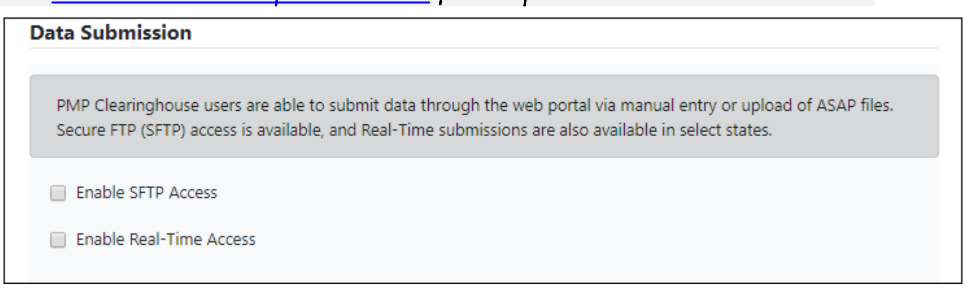
- You may be able to auto-populate your Personal and/or Employer information by entering your (or your employer's) **DEA**, **NPI**, and/or **NCPDP** number, then clicking the search icon ( ). If the number you entered is found, your information will automatically be populated.



4. If secure file transfer protocol (sFTP) is required, complete the Data Submission section of the page.

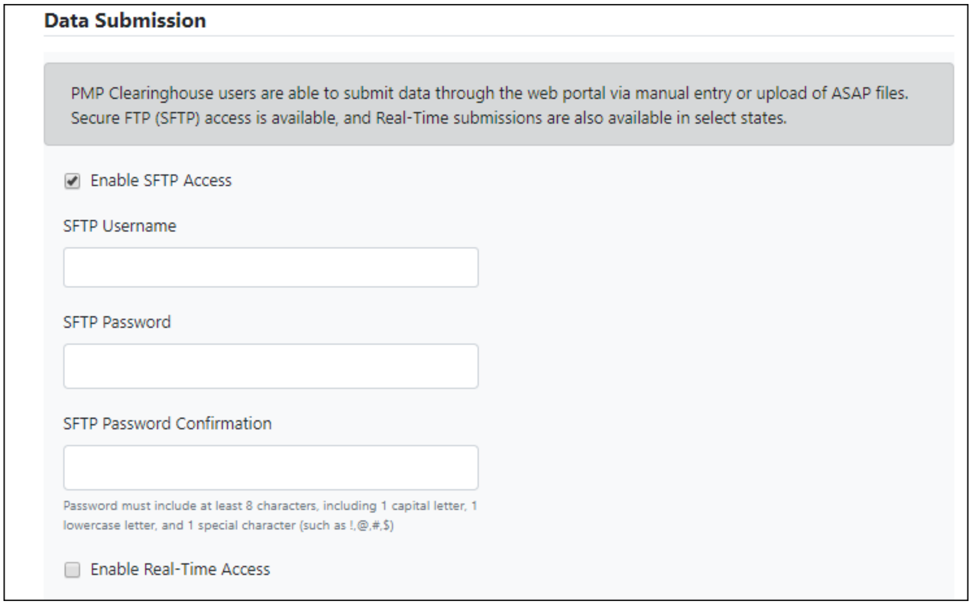
Notes:

- *If sFTP access is not required, you do not need to complete the Data Submission section and you may continue to step 5.*
- *You may add sFTP access to an existing account. Please refer to Adding sFTP Access to an Upload Account for complete instructions.*



a. Click to select the **Enable sFTP Access** checkbox.

The sFTP access fields are displayed.



b. Your **sFTP Username** is automatically generated using the first five characters of your employer's name + your employer's phone number. For example, if you entered "Test" as your employer's name and "555-555-5555" as your employer's phone number, your sFTP username would be *test5555555555*.

c. Enter a password for your sFTP account in the **sFTP Password** field, then re-enter it in the **sFTP Password Confirmation** field. The password requirements are provided below.

Passwords must contain:

- *At least eight (8) characters*
- *One (1) uppercase letter*
- *One (1) lowercase letter*
- *One (1) number*
- *One (1) special character, such as !, @, #, $, etc.*

This password will be input into the pharmacy or dispenser software so that submissions can be automated.

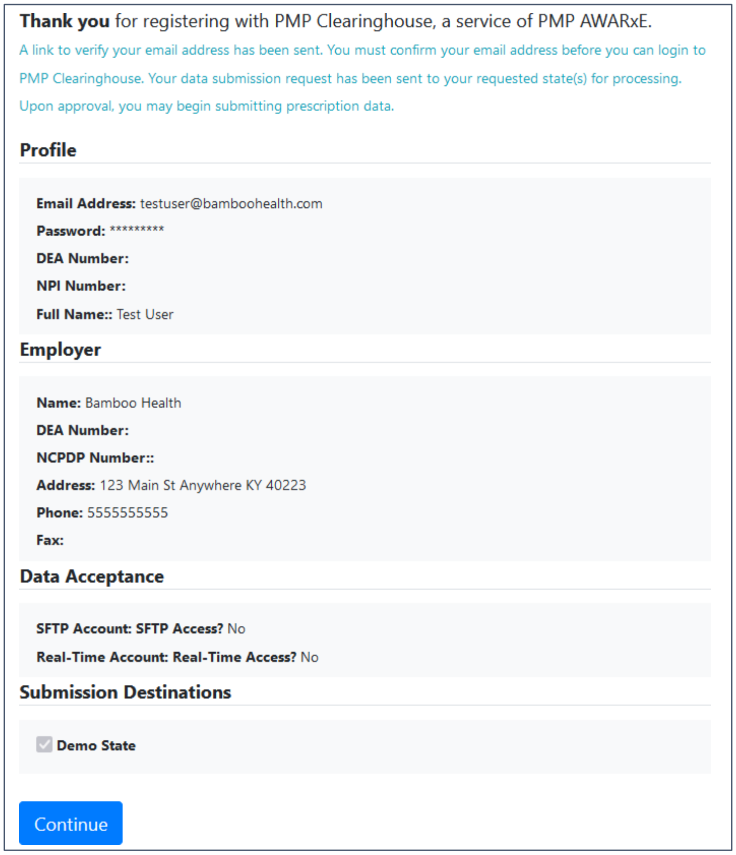
Notes:

- *This password can be the same as the one previously entered under Profile.*
- *Unlike the Profile password (i.e., your user account password), the sFTP password does not expire.*
- *The URL to connect via sFTP is submissions.healthcarecoordination.net/*
- *Additional details on sFTP configuration can be found in Appendix D: sFTP Configuration.*

5. In the Submission Destinations section of the page, select the PMP(s) for which you will be submitting data.

6. Click **Submit**.

   The request is submitted to the PMP administrator for each of the PMPs you selected for data submission, and the **Registration Information Overview** page is displayed.



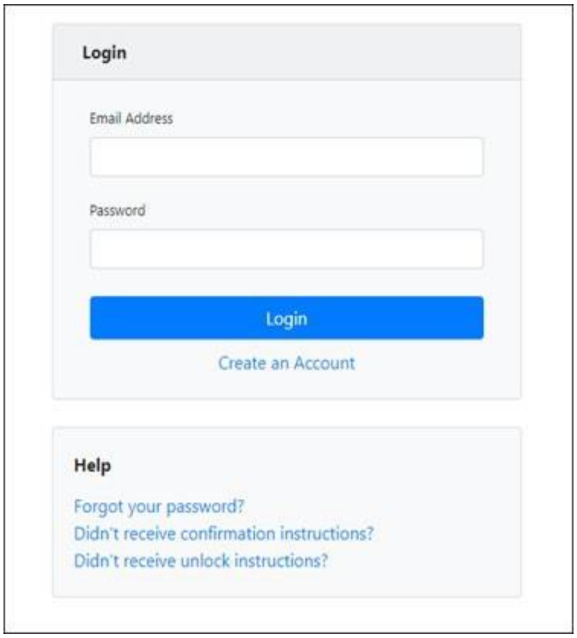
7. Click **Continue**.

   The PMP Clearinghouse Login page is displayed; however, you will not be able to log in until your account has been approved.

   ***Note**: Once the registration request has been approved, you will receive a welcome email instructing you to confirm your account. Follow the instructions in the email to confirm your account and begin submitting data to PMP Clearinghouse.*

4.2 Logging In to PMP Clearinghouse

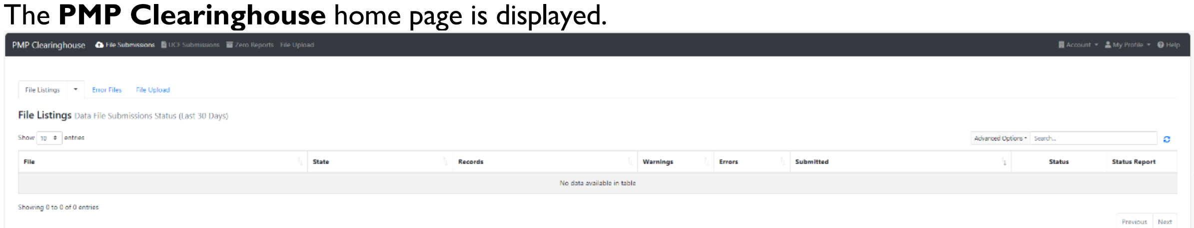
1. Open an internet browser window and navigate to the PMP Clearinghouse Login page located at https://pmpclearinghouse.net/users/sign_in.



2. Enter the email address you used to create your account in the **Email Address** field.
3. Enter your password in the **Password** field.

   Note: *If you have forgotten your password, have completed your registration, but did not receive the account confirmation email, or your account has been locked and you did not receive the email with instructions for unlocking your account, please refer to the links in the Help section of the page. For detailed instructions on resetting your password, refer to Resetting Your Password.*
4. Click **Login**.

   The **PMP Clearinghouse** home page is displayed.



5 Data Delivery Methods

This chapter provides information about data delivery methods you can use to upload your controlled substance reporting data file(s) to PMP Clearinghouse.

For quick reference, you may click the desired hyperlink in the following table to view the step-by-step instructions for your chosen data delivery method:

Delivery Method	Page
Secure FTP	11
Web Portal Upload	12
Manual Entry (UCF)	13
Zero (Zero-Fill) Reports	17

5.1 Secure FTP

If you are submitting data to PMP Clearinghouse using sFTP, you must configure individual sub-folders for the PMP systems to which you are submitting data. These sub-folders must be created in the *homedir/directory* folder, which is where you are directed once authenticated, and **should be named using the PMP abbreviation (e.g., CA, AK, KS, MS, DC, GU, PR etc.).** Data files not submitted to a PMP subfolder will be required to have a manual PMP assignment made on the File Listings page. Please refer to PMP Subfolders for additional details on this process.

1. If you do not have a PMP Clearinghouse account, perform the steps in Creating Your Account.

   Or

2. If you have a PMP Clearinghouse account but have not enabled sFTP access, perform the steps in Adding sFTP Access to an Upload Account.
3. Prepare the data file(s) for submission, using the ASAP specifications described in Appendix A: ASAP 4.2B Specifications.
4. sFTP the file to submissions.healthcarecoordination.net
5. When prompted, enter the username and password you created when setting up the sFTP account.
6. Place the file in the appropriate PMP-abbreviated directory.
7. You can view the results of the transfer/upload on the **File Listings** page in PMP Clearinghouse.

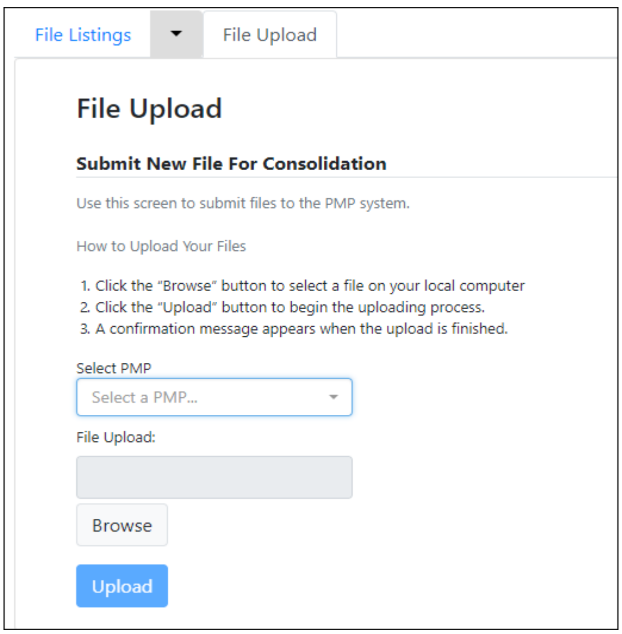
   See the Correcting Accepted Records via File Submission sections for more information on voiding and correcting submissions. Additionally, please refer to Appendix C: Format for Revising Accepted Records to view formats of submitted files.

Note: *If you place the data file in the root directory and not a PDMP sub-folder, a "?" symbol with a mouse over hint of "Determine PMP" is displayed on the* ***File Status*** *page, and you will be prompted to select a destination PMP to which the data should be sent.*

5.2 Web Portal Upload

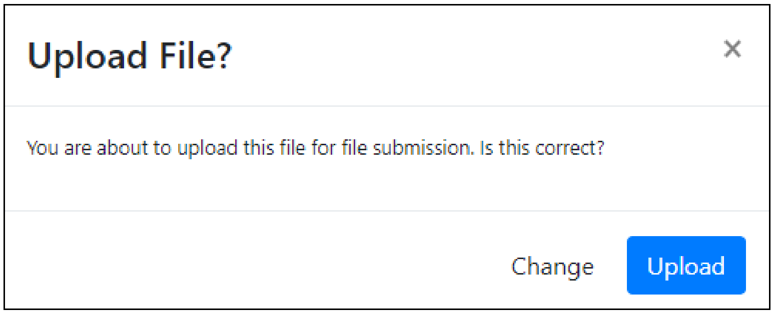
1. If you do not have an account, perform the steps in Creating Your Account.
2. Prepare the data file(s) for submission, using the ASAP specifications described in Appendix A: ASAP 4.2B Specifications.
3. Log in to PMP Clearinghouse.
4. From the home page, click the **File Upload** tab.

The **File Upload** page is displayed.



5. Select the PMP to which you are submitting the file from the drop-down list in the **Select a PMP** field.
6. Click the **Browse** button, located next to the **File Upload** field, and select the file you created in step 2.
7. Click **Upload**.

   A message is displayed prompting you to confirm the submission.



8. Click **Upload** to continue with the file submission.

   Your file is uploaded, and you can view the results of the upload on the **File Listings** page.

Note: *When uploading a file, the file name must be unique. If the file name is not unique, a message is displayed indicating that the file name has already been taken.*

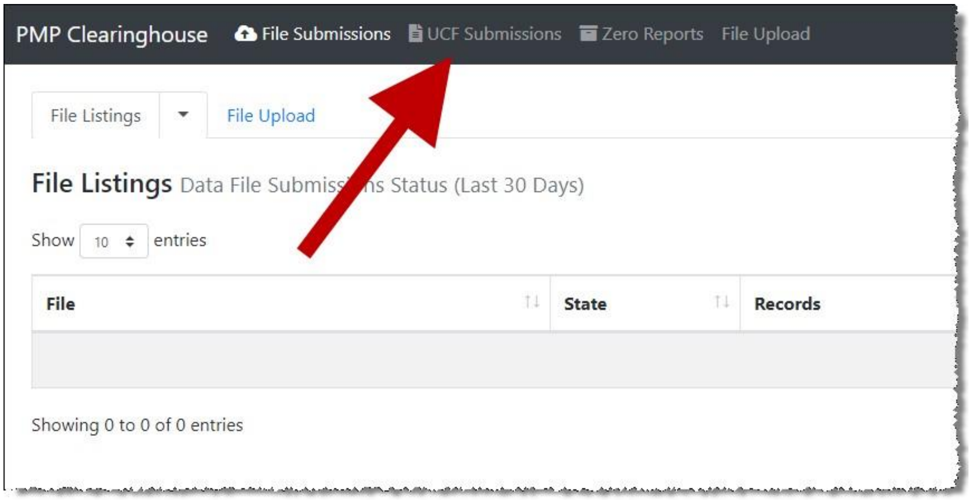
Revising, Retracting, or Voiding Records: If you need to retract a file, please refer to the **Error Correction via File Submission** section of this document. Additionally, please refer to Appendix C: Format for Revising Accepted Records to view formats of submitted files.

5.3 Manual Entry via Universal Claim Form (UCF)

You can manually enter your prescription information into the PMP Clearinghouse system using the Universal Claim Form (UCF) within the PMP Clearinghouse web portal. This form allows you to enter patient, prescriber, dispenser, and prescription information.

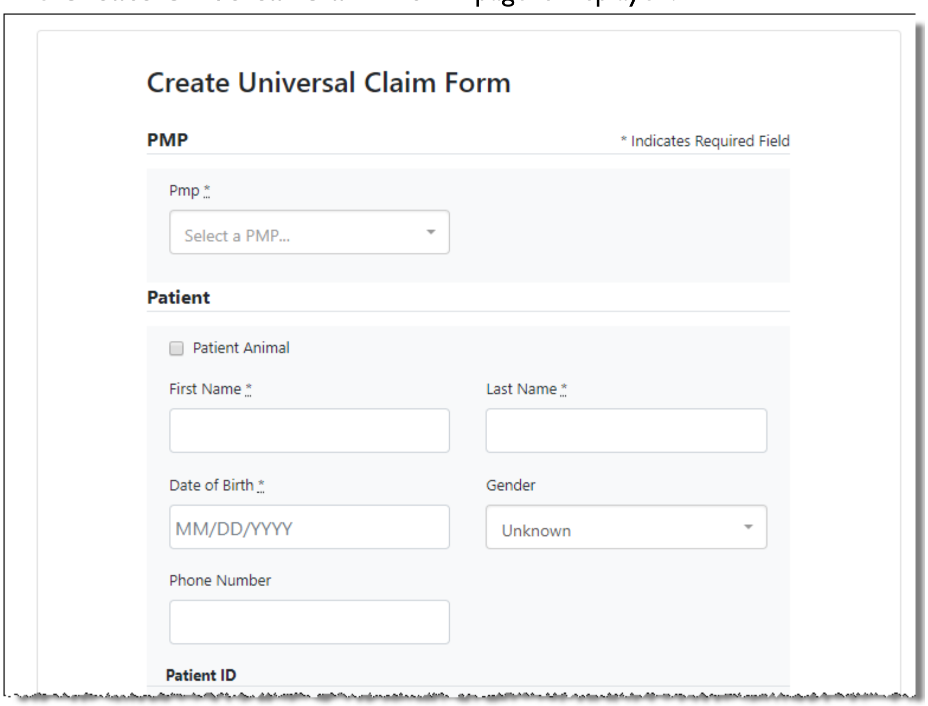
Please refer to Reporting Requirements for a description of the reporting requirements.

1. If you do not have an account, perform the steps in Creating Your Account.
2. Log in to PMP Clearinghouse.
3. Click **UCF Submissions**.



The UCF Listings page is displayed.

4. Click **New Claim Form**, located at the top of the page.
   The **Create Universal Claim Form** page is displayed.

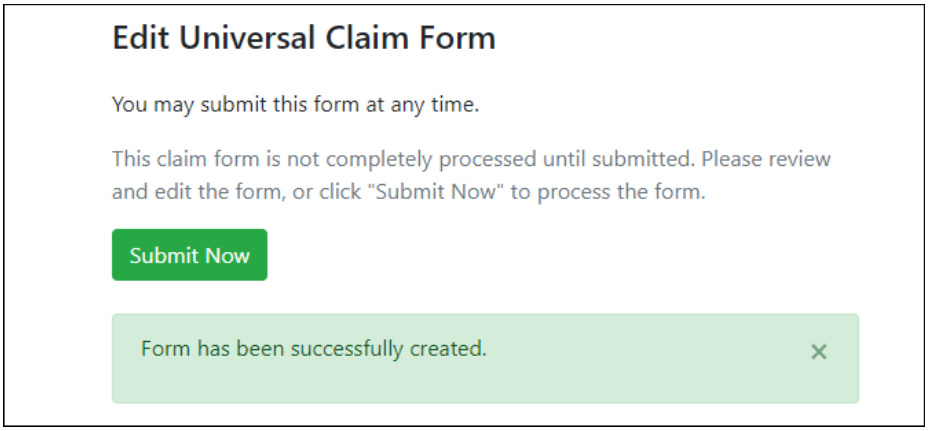


5. Select the PMP to which you are submitting data from the drop-down list in the **Select a PMP** field.
6. Complete the required fields.

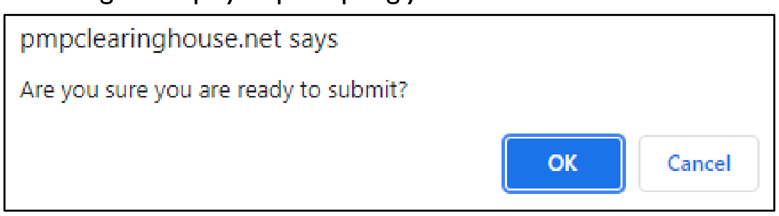
Notes:

- *An asterisk (*) indicates a required field.*
- ***If you are entering a compound,*** *click the* ***Compound*** *checkbox in the* ***Drug Information*** *section of the page, complete the required fields for the first drug ingredient, then click* ***Add New*** *to add additional drug ingredients.*

7. Once you have completed all required fields, click **Save**. The **Submit Now** button is displayed at the top of the page.

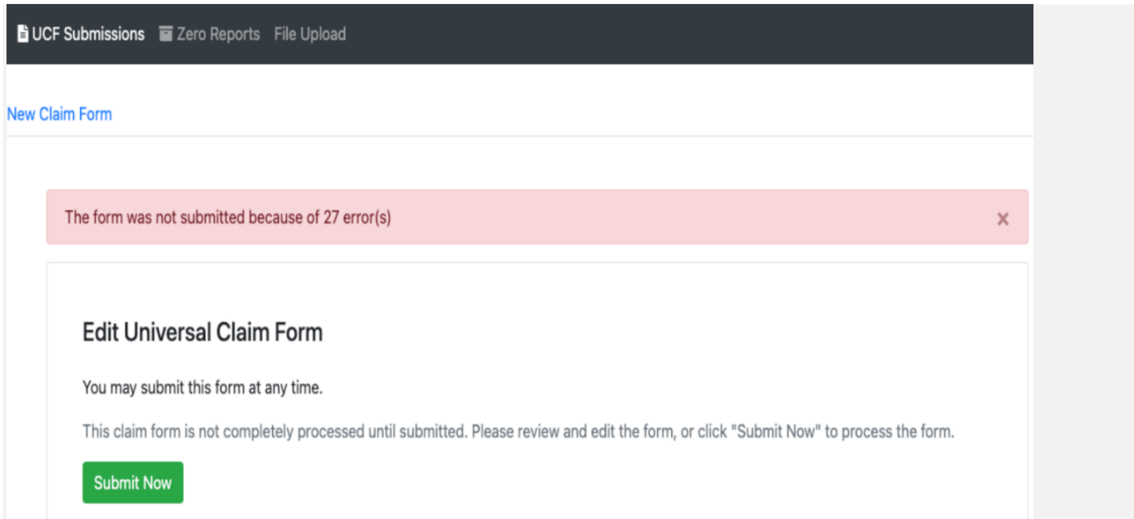


8. Click **Submit Now** to continue with the data submission process.
A message is displayed prompting you to confirm the data submission.



9. Click **OK**.
Your data will be validated upon submission.

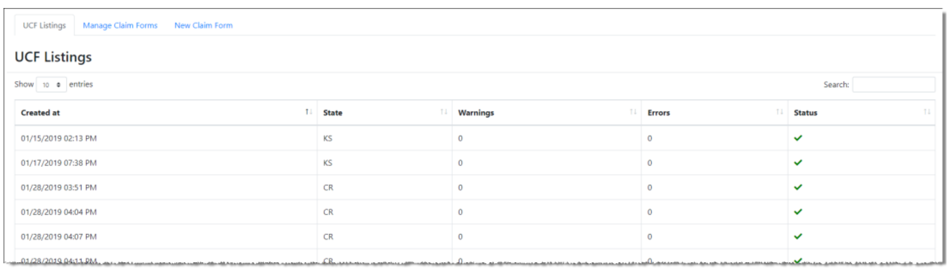
Note: *If there are any errors on the UCF form, an error count will be highlighted at the top of the page.*



Note: *If there are no errors, you are returned to the* ***Submitted Claims Forms*** *page and your report is listed there.*

10. Correct the indicated errors, then repeat steps 7–9.

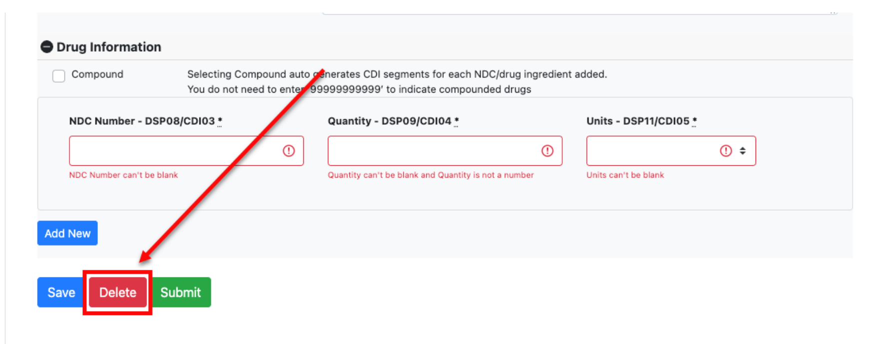
    Once your data has been successfully submitted, your report is listed on the **UCF Listings** page.



If you need to revise or retract a submission, please refer to the [Correcting Accepted Records via File Submission] section of this document.

5.3.1 Save, Delete, and Submit UCF Button Functionality

At anytime during the UCF manual entry process, you can delete your form by clicking the *Delete* button at the bottom of the UCF page.



Likewise, you can save your entry at any given point in time and return to it later.

Clicking on the *Submit* button will show you any fields that still need to be completed before submission of the UCF can be achieved.

5.4 Zero Reports (Zero-Fill Reports)

Users can send a report of non-dispensed Schedule II to V controlled substances for a specific week. If ***any*** Schedule II through V controlled substances are dispensed in the reporting week (Sunday-Saturday), do not submit a zero-fill report.

You may submit your zero-fill report by following the steps below or via sFTP using the ASAP Standard for Zero Reports. For additional details on submitting via sFTP, please refer to Appendix B: ASAP Zero Report Specifications.

To submit zero-fill reports through the PMP Clearinghouse web portal, use one of the following methods:

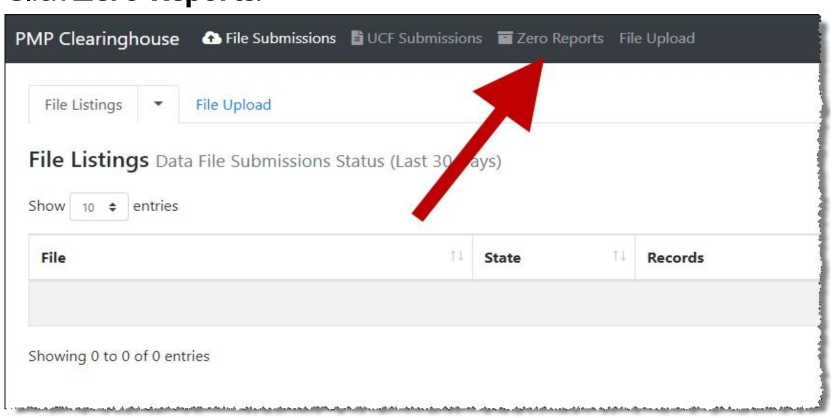
- Submit a single-click zero report
- Create a new zero report

5.4.1 Submit a Single-Click Zero Report (Zero-Fill Report)

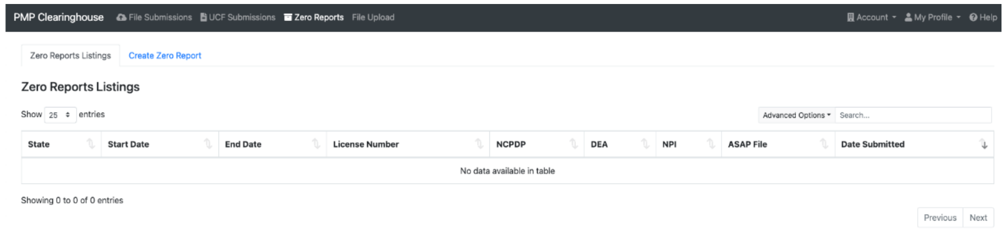
Single-click zero reporting allows you to create a profile for the pharmacy or dispenser that includes its identifiers (e.g., DEA, NPI, NCPDP), so you do not have to enter it each time you submit a zero report.

To create a pharmacy or dispenser profile and begin submitting single- click zero reports:

1. If you do not have an account, perform the steps in Creating Your Account.
2. If you have an account, Log in to PMP Clearinghouse.
3. Click **Zero Reports**.



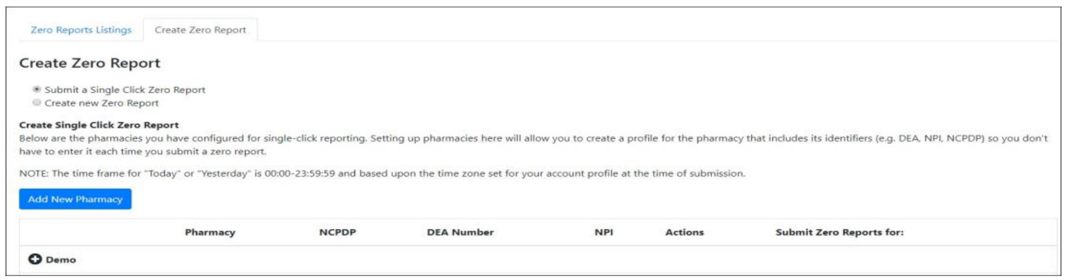
The **Zero Report Listings** page is displayed.



4. Click the **Create Zero Report** tab.

   The Create Zero Report page is displayed.

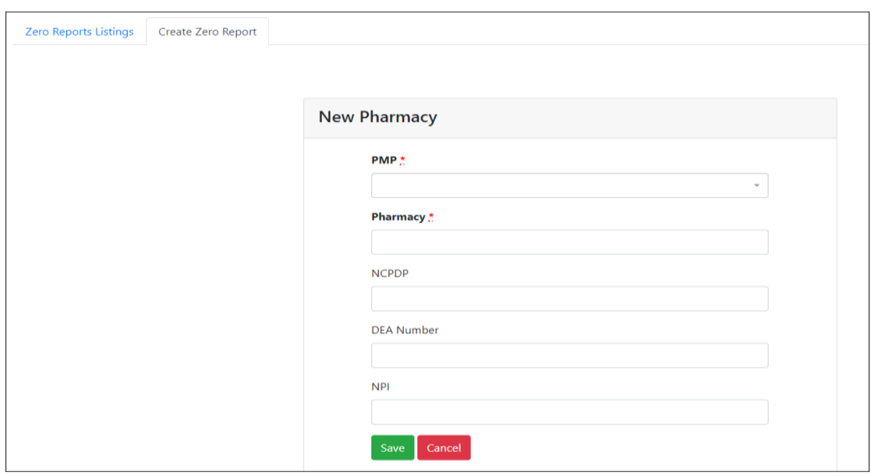
   ***Note**: **Submit a Single Click Zero Report** is selected by default.*



- Any pharmacies or dispensing locations you have already configured for single-click zero reporting are displayed at the bottom of the page. Continue to Step 10 to submit a zero report for those pharmacies.
- If you have not added the desired pharmacies or dispensing locations for single-click zero reporting, continue to Step 5.

5. Click **Add New Pharmacy**.

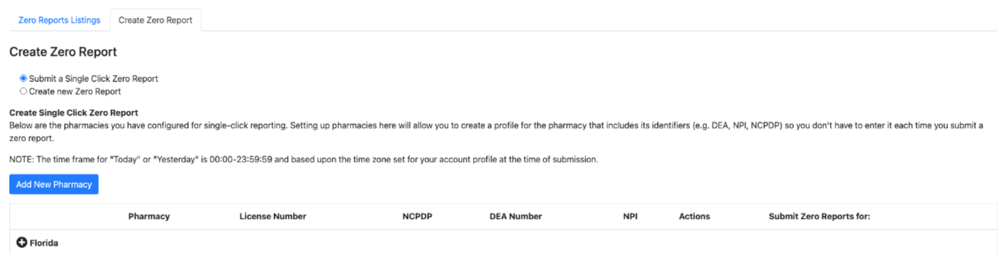
   The **New Pharmacy** page is displayed.



6. Select the PMP for which you are submitting a zero report from the drop-down list in the **PMP** field.
7. Enter the pharmacy or dispensing location's name in the **Pharmacy** field.
8. Populate the **DEA Number** field, as required by the PMP you selected in step 6.

   Note: *If any other fields are required, the text box will be highlighted once you have selected a PMP and clicked Save.*
9. Click **Save**.

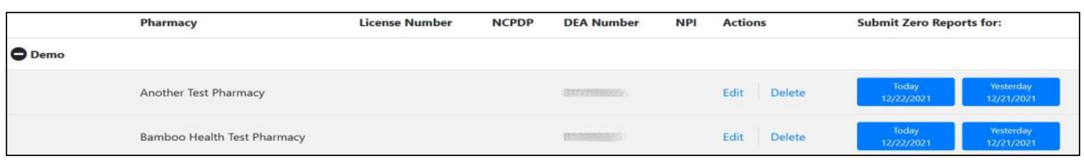
   The pharmacy or dispensing location is saved and will be listed under the drop-down for the selected PMP, which is located at the bottom of the page.



10. Click the plus sign ("+") next to the PMP for which you wish to submit a zero report.

    The list of pharmacies or dispensing locations you have configured for single-click zero reporting for that PMP is displayed.

    Note: *This page allows you to submit a zero report for the current date (Today) or the previous day (Yesterday).*



11. Click **Today** to submit a zero report for the current date; Or
12. Click **Yesterday** to submit a zero report for the previous date.

    Once the report is submitted, the submission is indicated on the screen, and the zero report is displayed on the **Zero Report Listings** tab.

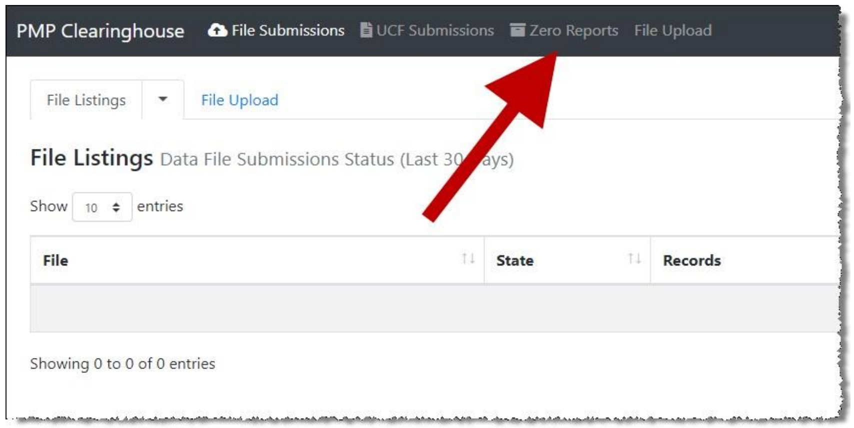
Note: You may edit or delete a pharmacy from this page.

- To edit a pharmacy or dispensing location, click **Edit** to display the Edit Pharmacy page and make any necessary changes. Refer to steps 6–9 for guidance on entering pharmacy information.

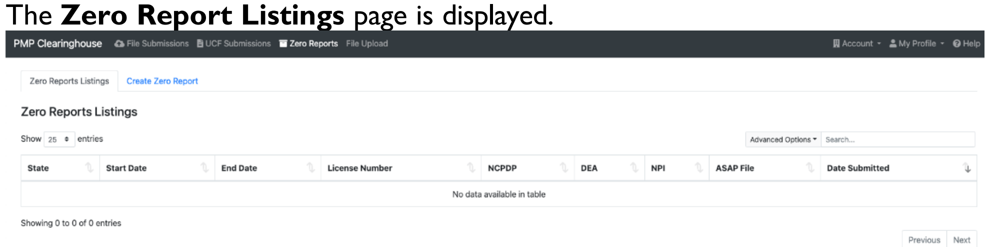
- To delete a pharmacy or dispensing location, click **Delete**. You will be prompted to confirm the deletion. Once you confirm the deletion, the pharmacy or dispensing location configuration will be removed.

5.4.2 Create a New Zero Report (Zero-Fill Report)

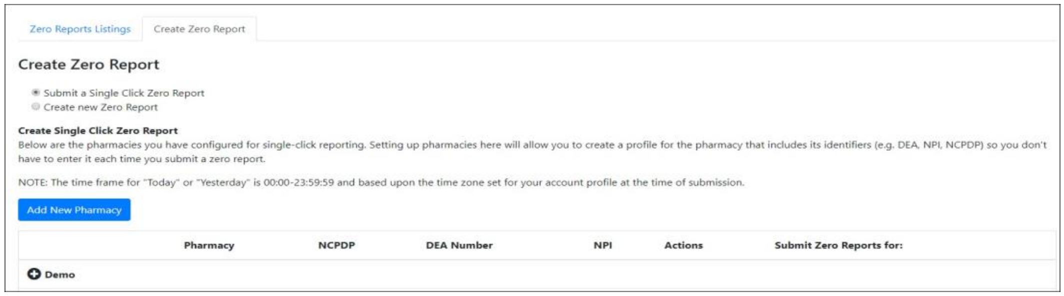
1. If you do not have an account, perform the steps in [Creating Your Account](#).
2. [Log in to PMP Clearinghouse](#).
3. Click **Zero Reports**.



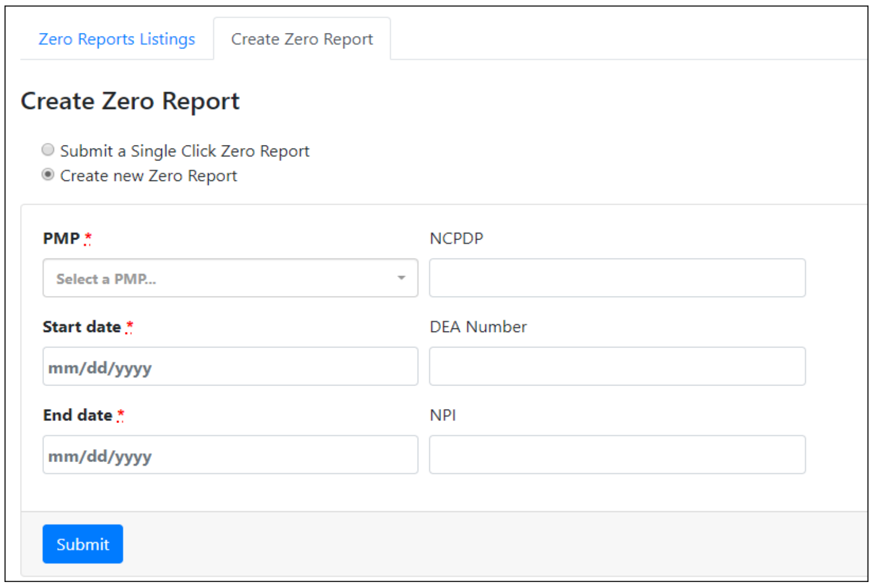
The **Zero Report Listings** page is displayed.



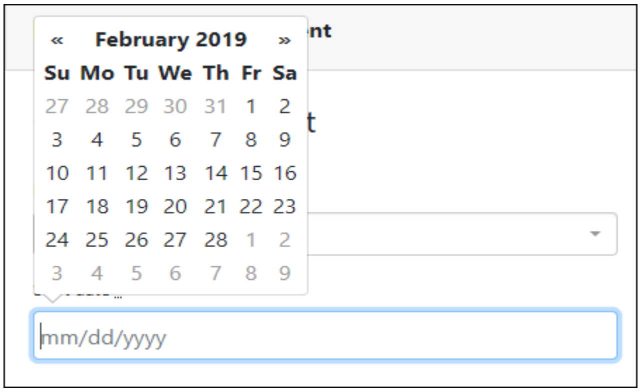
4. Click the **Create Zero Report** tab.
   The **Create Zero Report** page is displayed.
   ***Note**: **Submit a Single Click Zero Report** is selected by default.*



5. Click the button to select **Create new Zero Report**. The **Create Zero Report** page is displayed.



6. Select the PMP for which you are submitting a zero report from the drop-down list in the **PMP** field.
7. Enter the start date and end date for the zero report in the **Start date** and **End date** fields using the *MM/DD/YYYY* format. You may also select the dates from the calendar that is displayed when you click in these fields.



8. Enter your DEA number.
9. Click **Submit**.

   Your zero report is submitted to PMP Clearinghouse and will be displayed on the **Zero Report Listings** tab.

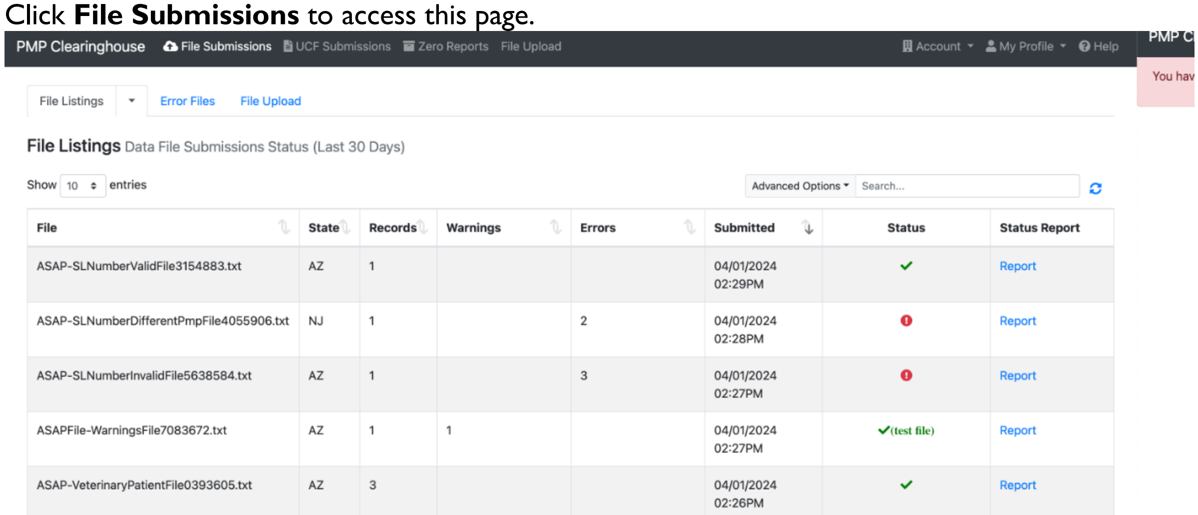
6 View Data Submission Status and Submit Error Corrections

This chapter describes how to view the status of your submitted data files and how to correct errors.

6.1 File Listings

The **File Listings** page displays information extracted from the data files submitted to PMP Clearinghouse, including the file name, number of records identified within the data file, number of records that contain warnings, number of records that contain errors, and the date and time of submission.

- Click **File Submissions** to access this page.



File	State	Records	Warnings	Errors	Submitted	Status	Status Report
ASAP-SLNumberValidFile3154883.txt	AZ	1			04/01/2024 02:29PM	✓	Report
ASAP-SLNumberDifferentPmpFile4055906.txt	NJ	1		2	04/01/2024 02:28PM		Report
ASAP-SLNumberInvalidFile5638584.txt	AZ	1		3	04/01/2024 02:27PM		Report
ASAPFile-WarningsFile7083672.txt	AZ	1	1		04/01/2024 02:27PM	✓(test file)	Report
ASAP-VeterinaryPatientFile0393605.txt	AZ	3			04/01/2024 02:26PM	✓	Report

The **Status Report** column, located at the end of each row, contains a link to the status report for that file. Please refer to File Status Report for more information on how to read and interpret this report.

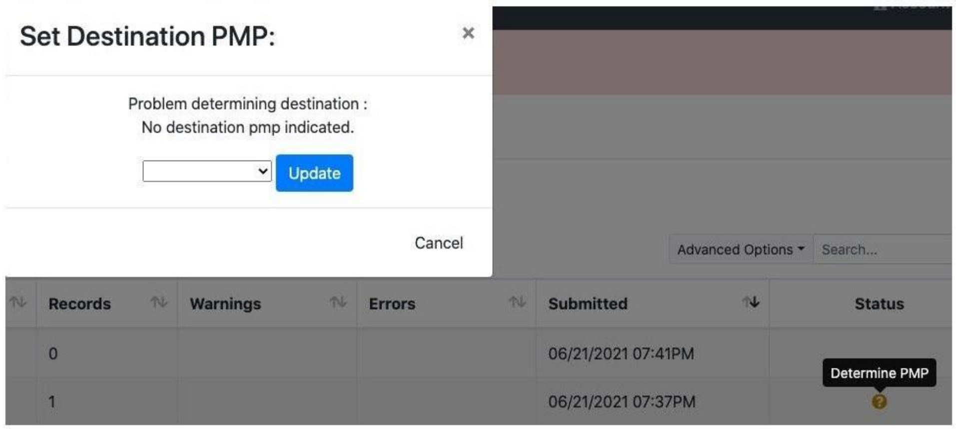
- The **Status** column, located to the left of the Status Report column, displays the file status via color-coded icon. Hovering over the icon will display the status message.

If a file contains errors, it will have a symbol with a mouse over hint of "**Pending Dispensation Error**" within the status column. You can click the error icon in the **Status** column to display the Error Correction page, which allows you to view the records containing errors (see View Data Submission Status and Submit Error Corrections for more information). Please refer to Error Correction via PMP Clearinghouse for instructions on how to correct errors.

If a file is unable to be parsed into the PMP Clearinghouse application, it will have a symbol with a mouse over hint of "**ASAP Errors**." Clicking the icon will display the detailed error, which indicates what element was missing or malformed. To correct these errors, a new file must be submitted to PMP

Clearinghouse. It is not necessary to void a file that failed parsing since it was not successfully submitted to PMP Clearinghouse.

If you submitted a file via sFTP without using a PMP-specific sub-folder, the file will be displayed, and symbol will be displayed in the status column with a mouse over hint of "**Determine PMP**." Clicking the icon will prompt you to select a destination PMP to which the data file will be transferred.

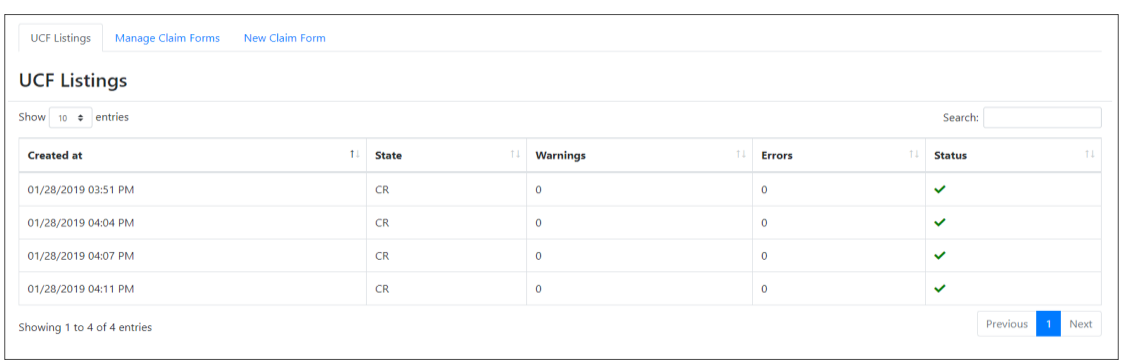


If you submitted a zero report via file upload or sFTP that is malformed or missing information, the file will be displayed, and an exclamation mark icon inside a red triangle will be displayed in the status column. Hovering over the icon will display the "Invalid Zero Report" error. Clicking on the icon will display the detailed error message. To correct these errors, a new zero report must be submitted. Error example:

6.2 UCF Listings

The **UCF Listings** page displays information about the UCFs submitted to PMP Clearinghouse, including the number of warnings and errors.

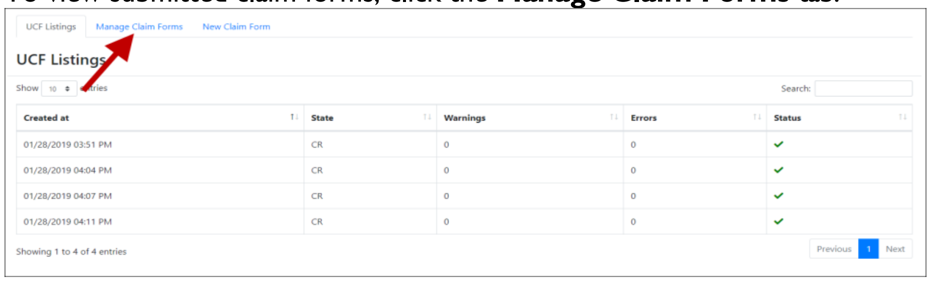
Click **UCF Submissions** to access this page.



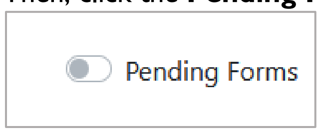
The **Status** column, located at the end of each row, displays the UCF's status. Data entered into the UCF is validated upon submission; therefore, successfully submitted UCFs should not contain errors. However, if you have attempted to submit a UCF with errors and did not immediately correct those errors and submit the record, you have up to 1 year to make updates to these records in Clearinghouse.

6.2.1 Submitted Claim Forms

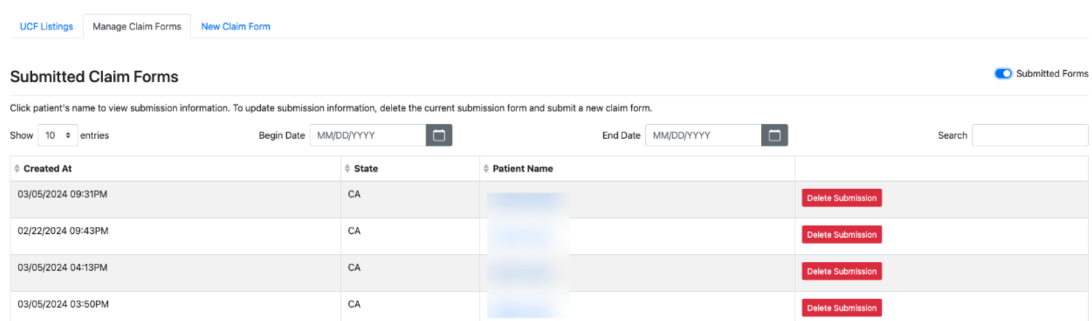
1. To view submitted claim forms, click the **Manage Claim Forms** tab.



2. Then, click the **Pending Forms** toggle.



3. This will change your view to *Submitted* forms:



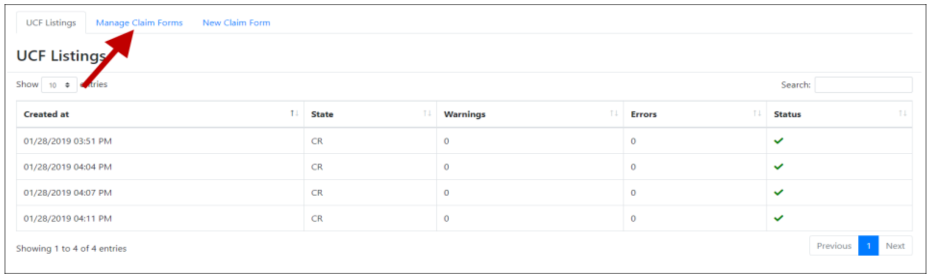
4. You can view the details of the submitted form by clicking on the patient's name.

5. If you need to revise or void the record, click the **Delete Submission** button.

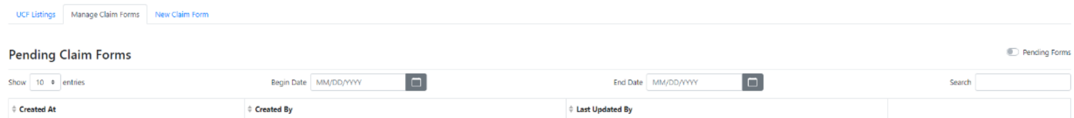
6. If you need to revise the record, after you have deleted the submission, then navigate to **New Claim Form** and submit the record with the revised information. See section Manual Entry via Universal Claim Form (UCF) for more details on how to submit the record.

6.2.2 Pending Claim Forms

1. To view pending or incomplete submissions, select UCF Submissions from the main menu, then click the **Manage Claim Forms** tab on the UCF Listing page, or select the Submitted Forms toggle button on the Submitted Claim Forms page.



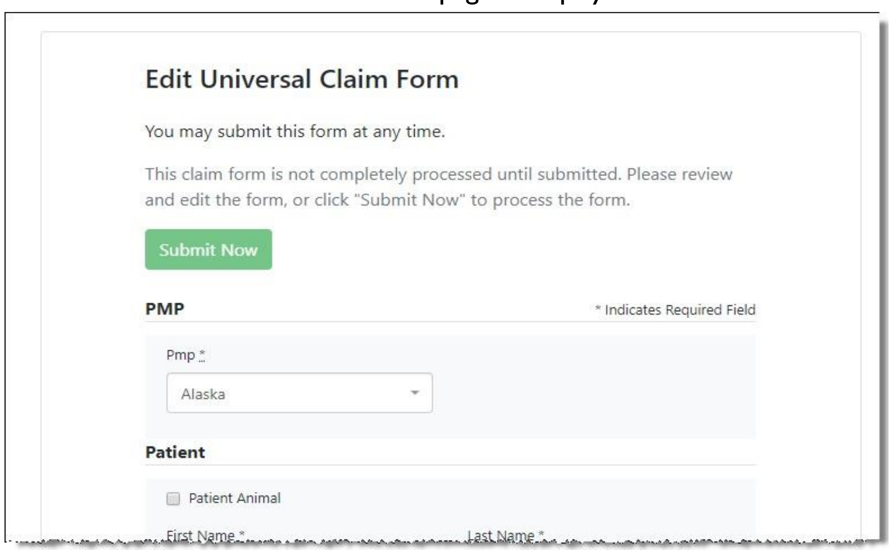
The **Pending Claim Forms** page is displayed.



2. Click **Edit** next to the form you wish to update.

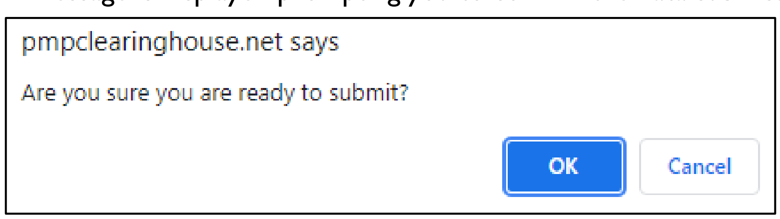
Note: *If it has been longer than one (1) year, the* ***Edit*** *option will not be available. You must click* ***Delete*** *to delete the record and start over.*

The **Edit Universal Claim Form** page is displayed.



3. Make the necessary corrections or changes, and then click **Submit Now**, located at the top of the page (or click the *Submit* button at the bottom of the page).

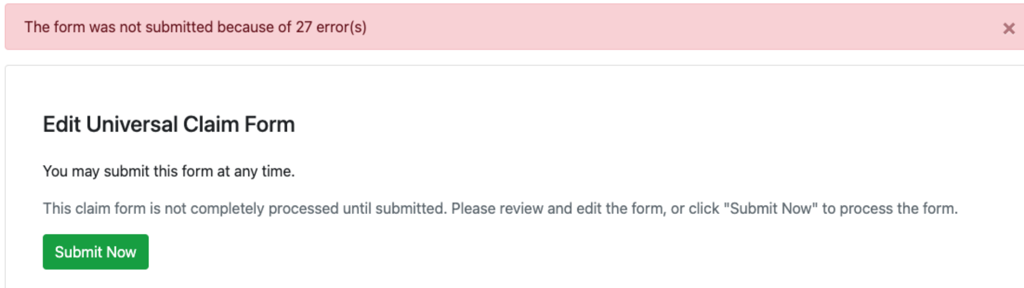
A message is displayed prompting you to confirm the data submission.



4. Click **OK**.

Your data will be validated upon submission.

Note: *If there are any remaining errors on the UCF form, there is an error count displayed at the top of the page and the text boxes will be highlighted in red with an exclamation mark inside a red circle.*



Note: *If there are no errors, you are returned to the UCF Listings page and your report is listed there.*

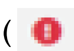
5. Correct the indicated errors, then repeat steps 3-4.

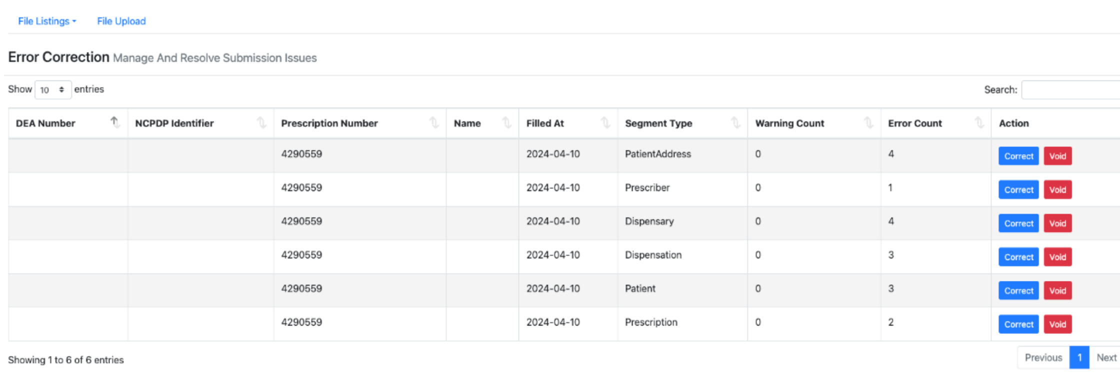
Once your data has been successfully submitted, your report is listed on the **UCF Listings** page.

6.3 Error Correction Page

6.3.1 View Records with Errors

The **Error Correction** page displays more information about the records within a selected data file that need correcting, including **Prescription Number**, **Segment Type**, **Warning Count**, and **Error Count**. The page displays a separate row for each segment type containing an error.

To access this page, click the "**Pending Dispensation Errors**" icon () in the **Status** column of the File Listings page.



DEA Number	NCPDP Identifier	Prescription Number	Name	Filled At	Segment Type	Warning Count	Error Count	Action
		4290559		2024-04-10	PatientAddress	0	4	Correct Void
		4290559		2024-04-10	Prescriber	0	1	Correct Void
		4290559		2024-04-10	Dispensary	0	4	Correct Void
		4290559		2024-04-10	Dispensation	0	3	Correct Void
		4290559		2024-04-10	Patient	0	3	Correct Void
		4290559		2024-04-10	Prescription	0	2	Correct Void

The **Correct** button, located at the end of each row, allows you to make corrections to the record.

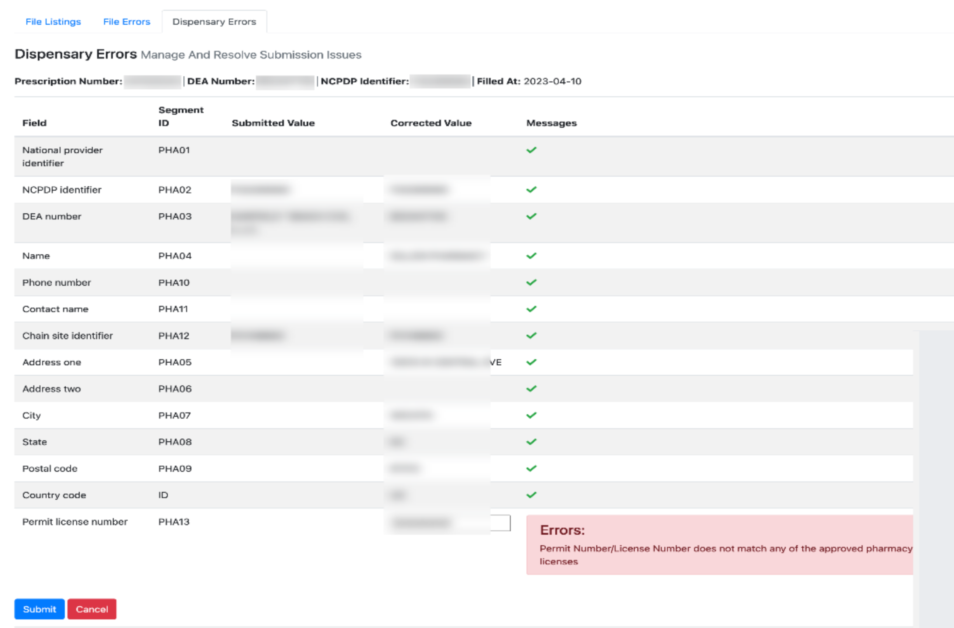
The **Void** button will void the entire dispensation record.

6.3.2 Error Correction via PMP Clearinghouse

Note: *This section only applies if you are attempting to correct a record that is currently in an error status in PMP Clearinghouse. If you are attempting to correct a record that has already been submitted and accepted, do not follow this process. See* *the following sections instead: [Revising Accepted Records via File Submission](#).*

Once you click **Correct on the Error Correction** page, the **Errors** page is displayed.

This page displays detailed information about all the fields in the selected Segment Type that need to be corrected, including the name, Segment ID, Submitted Value, Corrected Value, and Error Messages. Furthermore, this page allows you to correct any errors, as needed.



- The **Corrected Value** column allows you to enter a new value to correct the error.
- The **Message** column displays the relevant error message explaining why the value entered in that field did not pass the validation rules.

For files that failed to parse, the error identified is "best effort" and any information we could not parse is listed as "unparseable" in the file. In this case, you must submit a corrected file.

To correct records:

1. Identify the fields that require corrections. Fields containing errors are highlighted in red, as shown in the screenshot above.
2. Enter the corrected value in the **Corrected Value** column.
3. Click **Submit**.

   The error is processed through the validation rules.

   a. If all Corrected Values pass the validation rules, the record is valid, and a message is displayed indicating that the errors have been corrected. The [File Listings](#) and [Error Correction via PMP Clearinghouse](#) pages are also updated.

   b. If the changes fail the validation rules, a message is displayed indicating that there was a problem correcting the errors, and the **Message** column is updated with any new error message. Repeat steps 2–3 until the errors have been corrected and the file can be successfully submitted.

6.3.3 Correcting Accepted Records via File Submission

Note: *This information only applies if you are attempting to correct a record that has already been submitted and accepted.*

The ASAP 4.2B standard requires a pharmacy or dispenser to select an indicator in the **DSP01** (Reporting Status) field. These indicators allow you to submit new records, revise and resubmit records, and void (delete) records by using the following **DSP01** fields:

- **00 New Record** – indicates a new record
- **01 Revise** – indicates that one or more data elements in a previously-submitted record have been revised.
- **02 Void –** indicates that the original record should be removed.

6.3.3.1 Voiding Accepted Records via File Submission

To **void** a submitted and accepted record:

1. Create a record with the value ***02*** (*void*) in the **DSP01** field. The ***02*** value indicates that the original record should be voided.
2. Populate the remaining fields with the previously submitted information.
3. Submit the *void* (**DSP01 = *02***) record.

6.3.3.2 Revising Accepted Records via File Submission

To **revise** a record that has already been accepted, you must **first** void the record, **then** submit a revision record. See the following appendix for specifics on formatting: Appendix C: Format for Revising Accepted Records.

To revise a record:

1. Create a record with the value ***02*** (*void*) in the **DSP01** field. The ***02*** value indicates that the original record should be voided.
2. Populate the remaining fields with the previously submitted information.
3. Submit the *void* (**DSP01 = *02***) record.
4. Next, create a record with the value ***01*** (*revise*) in the **DSP01** field.
5. Populate all required fields (refer to Appendix A: ASAP 4.2B Specifications.), making sure to enter the new, corrected information.
6. Submit the *revision* (**DSP01 = *01***) record.

7 Reports

Status Reports are posted on the File Listings page. Email status reports are also automatically sent to all users associated with a specific data submitter account. These reports are used to identify errors in files that have been submitted and to confirm zero report submissions. This chapter describes the status reports you may see online or receive via email.

7.1 File Failed Report

You will receive the *File Failed Report* if a submitted file was not able to be parsed and was not processed into PMP Clearinghouse. The report contains a description of the error encountered within the file. In the event of a failed file, a new file should be submitted with the necessary corrections.

Note: *Failed files are not parsed into Clearinghouse and do not require a voided ASAP file to remove it from the system.*

An example *File Failed Report* is provided below.

SUBJ: State ASAP file: fake-test3.txt - Parse Failure

BODY:
Error Message

Failed to decode the value '04' for the bean id 'transactionControlType'.

Summary:
* File Name: fake-test3.txt
* ASAP Version: 4.1
* Transaction Control Number: unparseable
* Transaction Control Type: unparseable
* Date of Submission: September 19, 2022

NOTE: This file could not be received into the system because the system could not recognize its content as a valid ASAP format. Action is required to resolve the issues and a subsequent file should be submitted. As such the information provided in this report is "best effort" and any information we could not parse is listed as "unparseable" in the fields above.

7.2 Validation Status Report

The *File Status Report* serves as notification that a data file is currently being processed by the PMP system.

This report identifies specific records in the submitted data file and returns identifying information about the record, including specific errors identified during the validation process. It uses fixed-width columns and contains a summary section after the error listings. Each column contains a blank two-digit pad at the end of the data.

The columns are set to the following lengths:

Column	Length
DEA	11 (9 + pad)
NCPDP	9 (7 + pad)
NPI	12 (10 + pad)
State License	CSV Only
Pharmacy Name	CSV Only
Prescription Number	CSV Only
Prescription	27 (25 + pad)
Filled	10 (8 + pad)
Segment	18 (16 + pad)
Field	18 (16 + pad)
Type	9 (7 + pad)
Message	Arbitrary

The *Validation Status Report* notifies you of several scenarios, including the following:

- **File Name:** The name the user designated at the time of file creation.
- **ASAP Version:** What version of ASAP specific file was created with.
- **Transaction Control Number:** Number that is in ASAP the user can use.
- **Transaction Control Type:** This will always be listed as "send".
- **Date of Submission:** Date the file was submitted.
- **Total records Count**: The total number of records contained in the submitted data file.
- **Duplicate records Count**: The number of records that were identified as already existing within the PMP system. Duplicate records are not imported to prevent improper patient information.
- **In Process Count**: The number of records remaining to be processed into the system (usually only displays a number if the file has not finished loading at the time the report is sent out).

  Note: *Records remaining to be processed will continue to be processed even after the status report is sent.*

- **Sidelined By Update Count:** This is a record that was sidelined by a record that was more recently updated.
- **Sidelined By Delete Count:** In progress record that was replaced by a later delete.
- **Records with Error Count:** The number of records that contain errors. These errors must be corrected for the record to be imported into the system. If a zero

(0) is displayed, there are no errors in the data. Please refer to Error Correction via PMP Clearinghouse for instructions on correcting errors.

- **Records with Warning Count:** The number of records that contain warnings. These warnings do not need to be corrected for the record to be imported into the system. If a zero (0) is displayed, there are no warnings in the data.
- **Imported Records Count:** The number of records successfully submitted.
- **Invalid Records Count:** Total number of invalid records.
- **Deleted Records Count:** Total number of records successfully voided.
- **Deleted Records Not Found:** Number of voided records not found. This includes records pending error correction in PMP Clearinghouse and records in the state database.
- **Unapproved Drug Schedule:** A record is rejected when the drug is not an accepted drug schedule by the destination state.
- **Exempt Minor Records:** A record for a minor is not accepted when the destination state does not allow minor records.
- **Records Exempt by Fill Date:** Number of records not imported into AWARxE due to the exclusion of fill Dates older than the allowed time free indicated with Max Fill Date setting. (Will only show records if validation is enabled).
- **Unapproved Records:** Records pending account approval to submit to the given PMP.

Note: *The initial File Status Report is sent out two (2) hours after the file has been submitted and processed in the system. Additional reports will be sent out every 24 hours if errors continue to be identified within a submitted data file.*

An example *Validation Status Report* is provided on the following page.

SUBJ: State ASAP file: fake-test3.txt - Status Report

BODY:

DEA	NCPDP	NPI	Prescription	Filled	Segment	Field Type	Message
BE1234567	1347347	9034618394	123486379596-0	20220808	Dispensation	refill_number	WARNING message example
DE9841394	3491849	4851947597	357199504833-345	20220808	Dispensation	days_supply	ERROR message example

Summary:
* File Name: fake-test3.txt
* ASAP Version: 4.2B
* Transaction Control Number: 23489504823
* Transaction Control Type: send
* Date of Submission: August 09, 2022
* Total Record Count: ###
* Duplicate Records: ###
* In Process Count: ###
* Records with Error Count: ###
* Imported Records Count: ###
* Records Imported with Warning Count: ###

7.3 Zero Report (Zero-Fill Report) Confirmation

You will receive a *Zero Report Confirmation* after successfully submitting a zero report to PMP Clearinghouse. This report displays the PMP to which the zero report was submitted, date range for the zero report, date the zero report was submitted to PMP Clearinghouse, and date the report was originally created.

An example *Zero Report Confirmation* is provided below.

```
SUBJ: ASAP Zero Report: zero_reports_20220306KSMCPS.DAT

BODY:
Summary:
* File Name: zero_reports_20220301KSMCPS.DAT
* PMP Name: CA
* Date Range: 2022-03-06 - 2022-03-06
* Submission Date: 2022-03-07
* ASAP Creation Date: 2022-03-06
```

8 Managing Your Upload Account

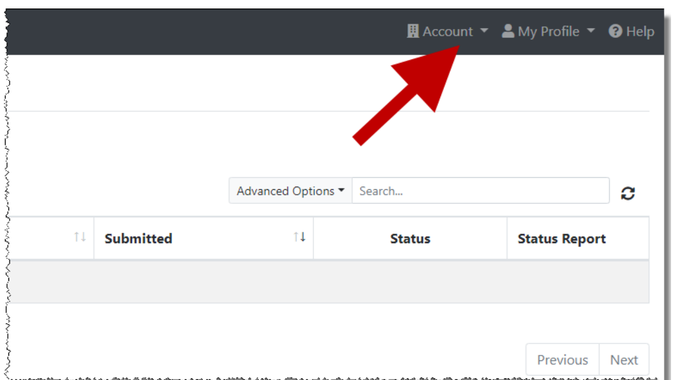
The **Account** menu option allows you to manage the information associated with your organization's upload account, including adding users, PMPs, and sFTP access to your account as well as editing your organization's account information.

Note: *This chapter contains information for managing the upload account with which your user account is associated. For information about editing and managing your individual user account, including how to change your password, please refer to* *Managing Your User Profile*.

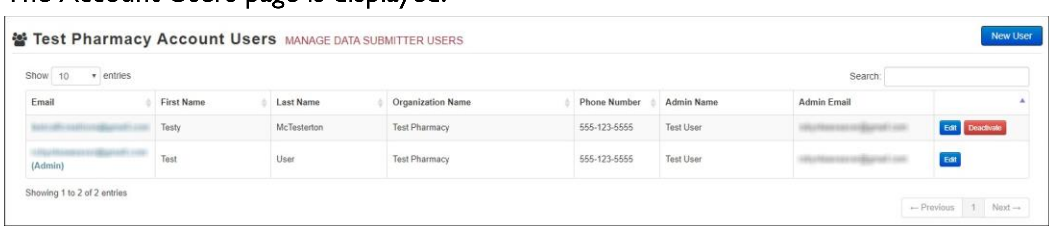
8.1 Adding Users to Your Upload Account

PMP Clearinghouse allows data submitters to add new users to the system who have the same rights and access to submitting data and viewing file status. This practice allows you to create an account to be used for a backup individual.

1. Log in to PMP Clearinghouse.
2. Click **Account**.

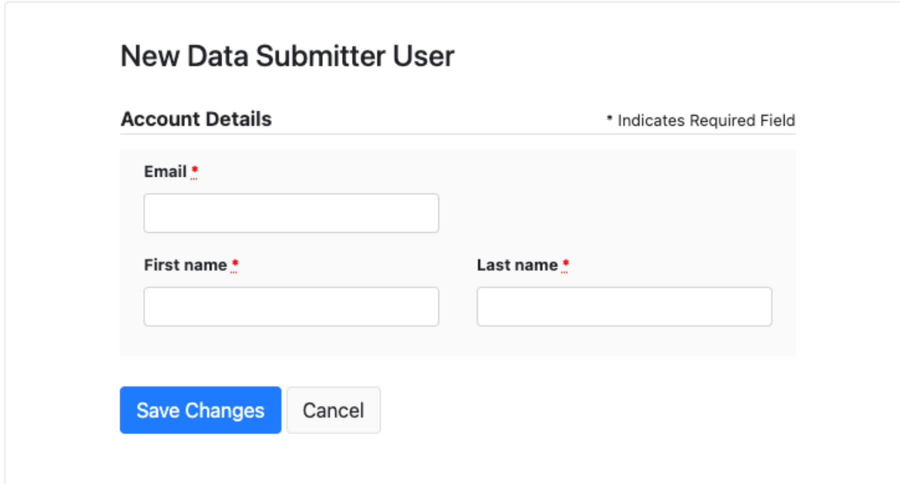


3. Select **Users** from the **Account** drop-down menu.
   The Account Users page is displayed.



4. Click **New User**, located in the top right corner of the page.

The **New Data Submitter User** page is displayed.



5. Enter the new data submitter's email address, first name, and last name in the appropriate fields.

   Note: *All fields are required.*

6. Click **Submit**.

   The user is added to the list of data submitters for your organization, and you are returned to the **Account Users** page.

7. Please inform the new user of the account creation.

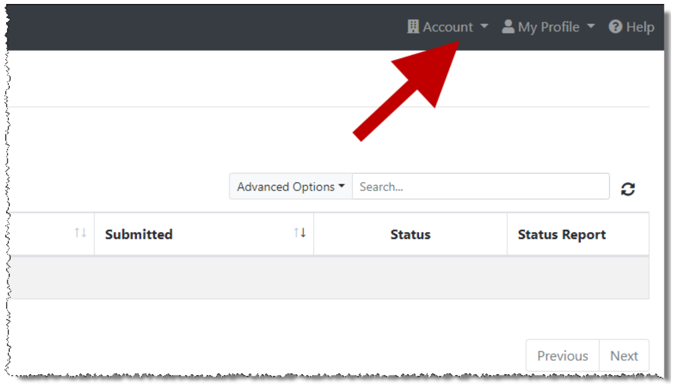
   a. The user will receive an email with a link for them to confirm their account.

   b. Once the account has been confirmed, the user will need to navigate to the PMP Clearinghouse Login page and click **Forgot your password?** to create a password for their account and log in.

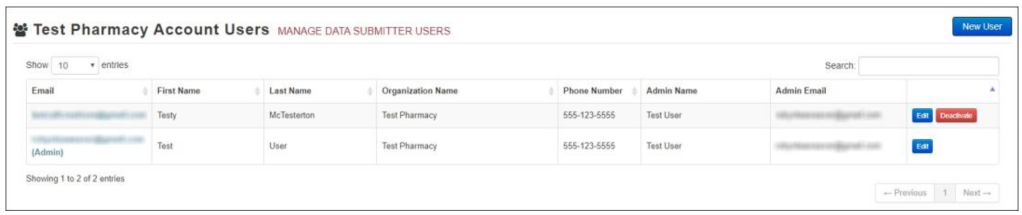
   c. Upon logging in, the user will be able to view all files submitted for your organization's upload account.

8.1.1 Changing Another User's Password

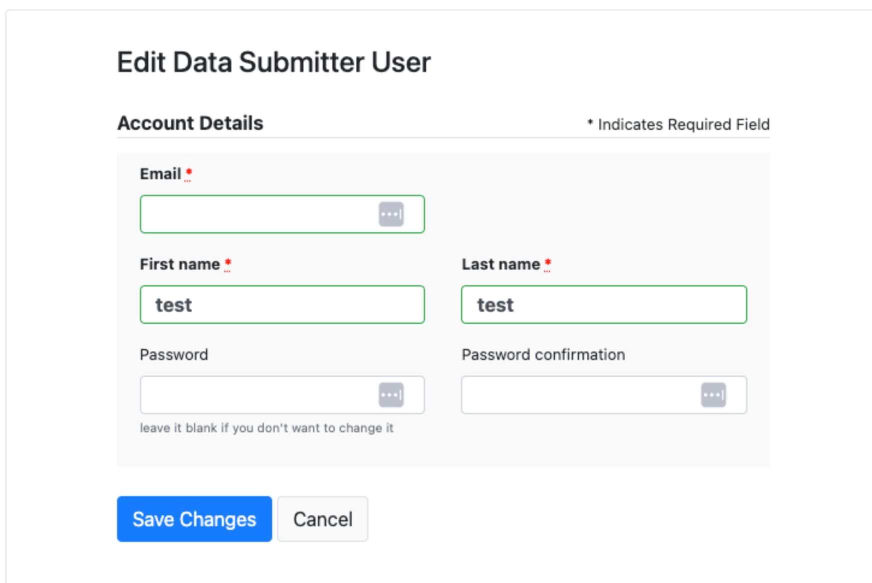
1. Log in to PMP Clearinghouse.
2. Click **Account**.



3. Select **Users** from the **Account** drop-down menu.
   The **Account Users** page is displayed.



4. Click the **Edit** button, located to the right of the user's information.
   The **Edit Data Submitter User** page is displayed.



5. Enter a new password for the user in the **Password** field, then re-enter it in the **Password confirmation** field. The password requirements are provided below.

Passwords must contain:

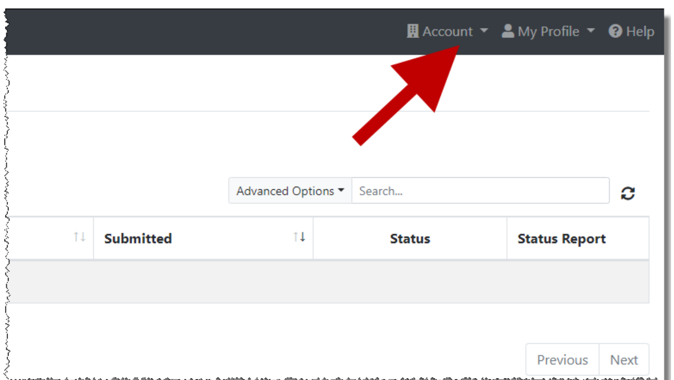
- *At least eight (8) characters*
- *One (1) uppercase letter*
- *One (1) lowercase letter*
- *One (1) number*
- *One (1) special character, such as !, @, #, $, etc.*

6. Click **Save Changes**.
   The password is changed.

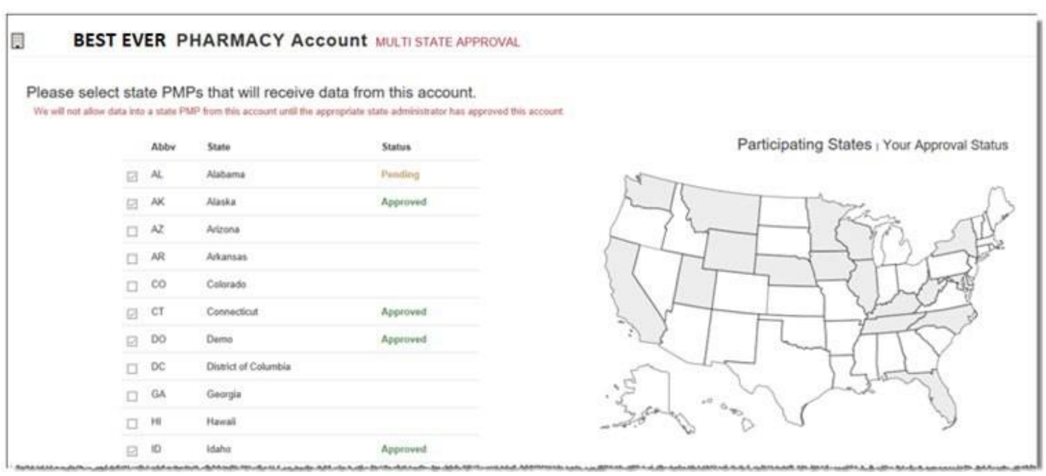
8.2 Adding PMPs to Your Upload Account

If your organization needs to submit data files to an additional PMP that uses PMP AWARxE, you can submit the request through PMP Clearinghouse.

1. Log in to PMP Clearinghouse.
2. Click **Account**.



3. Select **Multi State Approval** from the **Account** drop-down menu.
   The **Multi State Approval** page is displayed. This page displays all PMPs currently using the PMP AWARxE system as well as your data sharing status with each State or territory.



4. To request to submit data to another PMP, click to select the checkbox next to that PMP.

   PMP Clearinghouse automatically saves your changes, and your request is submitted to the PMP administrator for review and approval. Once the request has been approved, the status for that PMP will change from "Pending" to "Approved," and you may begin submitting data to that PMP.

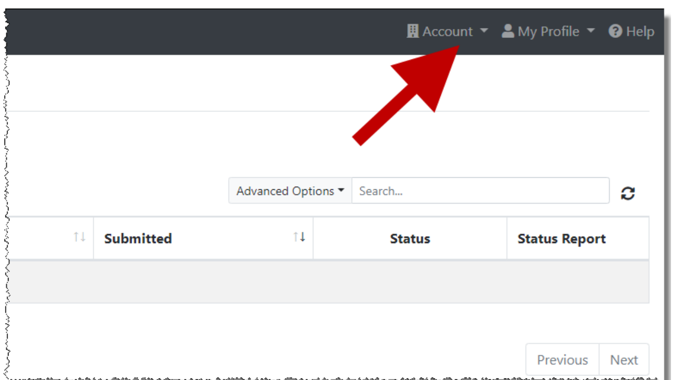
Notes:

- *If you are submitting data via sFTP, the file must be located in the proper subfolder to ensure delivery to the desired PMP.*
- *To remove CA CURES's PMP, uncheck the box for California.*
- ***If you need to submit data to CURES again in the future, you will have to go through the approval process again.***

8.3 Adding sFTP Access to an Upload Account

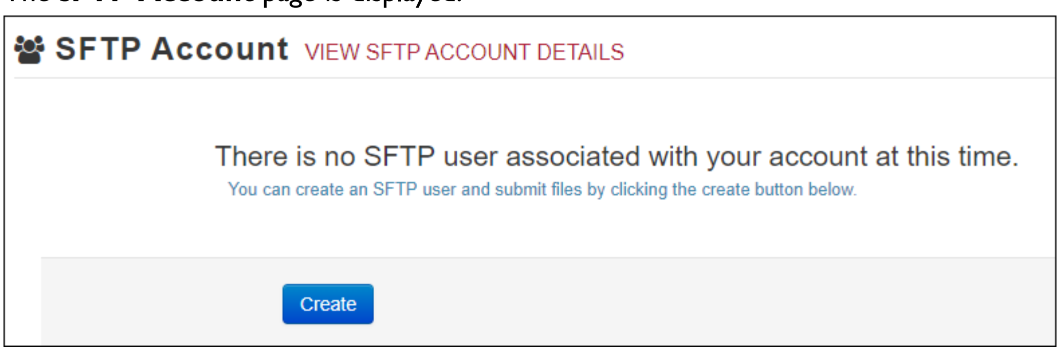
If a registered upload account did not request an sFTP account during the account creation process, you can request one at any time using the **Account** menu option.

1. Log in to PMP Clearinghouse.
2. Click **Account**.



3. Select **sFTP Details**.

   The **sFTP Account** page is displayed.

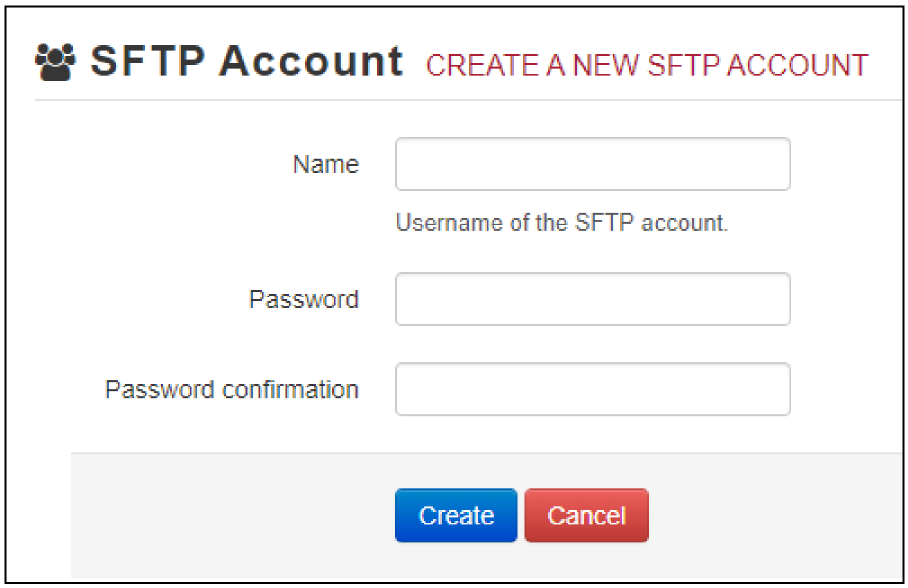


Note: *If an sFTP account already exists for the upload account, the username is displayed on the* ***sFTP Account*** *page.*

You cannot change the sFTP account username. However, you can update the password by clicking Edit.

4. Click **Create**.

   The **Create a New sFTP Account** page is displayed.



5. Enter a username for the account in the **Name** field.

   Notes:

   - *The username must contain a minimum of eight (8) characters.*
   - *Once the sFTP account has been created, you cannot change the username.*

6. Enter a password for the account in the **Password** field, then re-enter it in the **Password confirmation** field. The password requirements are provided below.

   Passwords must contain:

   - *At least eight (8) characters*
   - *One (1) uppercase letter*
   - *One (1) lowercase letter*
   - *One (1) number*
   - *One (1) special character, such as !, @, #, $, etc.*

Once the account has been successfully created, this password will be input into the dispenser software so that submissions can be automated.

7. Click **Create**.

Notes:

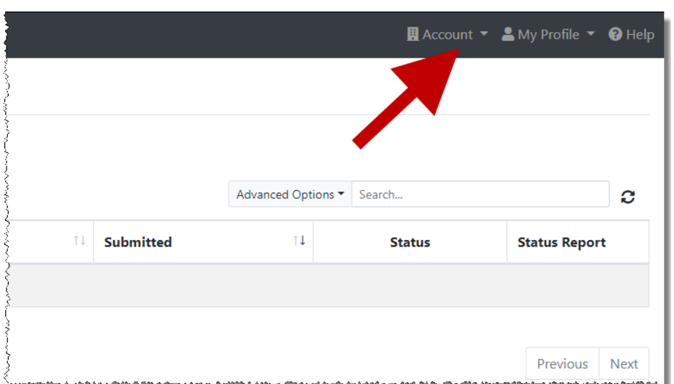
- *This password can be the same as the one used when the upload account was created.*
- *Unlike your Profile password (i.e., your user account password), the sFTP password does not expire.*
- *The URL to connect via sFTP is submissions.healthcarecoordination.net/*
- *Additional details on sFTP configuration can be found in Appendix D: sFTP Configuration.*

The account is created, and the username is displayed.

8.4 Editing Your Upload Account

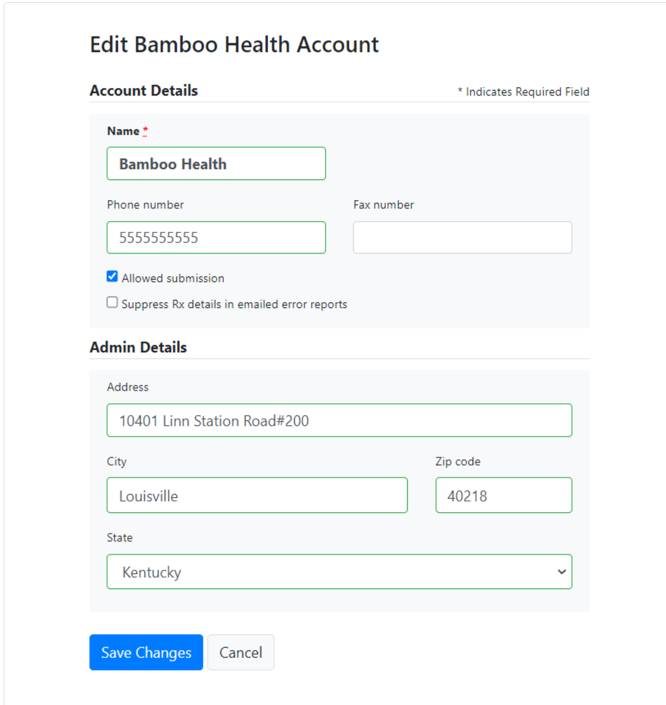
Note*: This function only allows you to edit your organization's upload account. If you need to edit your individual profile information, please refer to Editing Your Profile.*

1. Log in to PMP Clearinghouse.
2. Click **Account**.



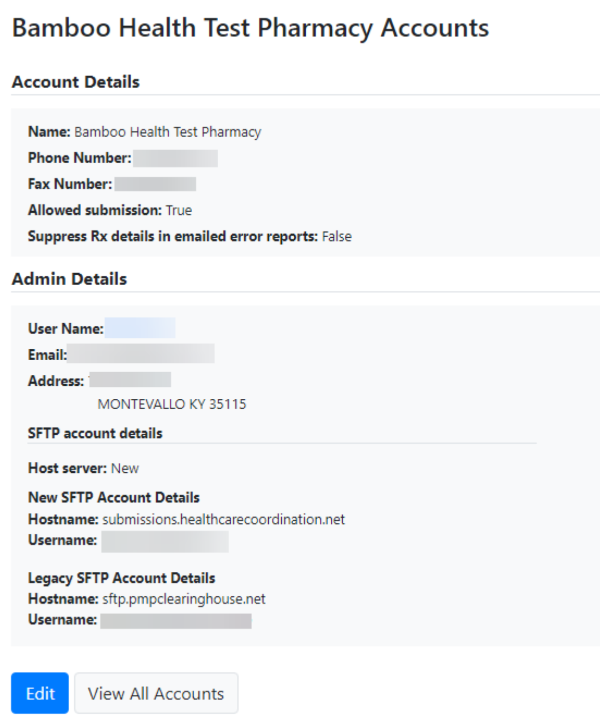
3. Select **Account Details**.

The **Account page** is displayed as shown on the following page.



4. Click **Edit**.

   The **Edit Account** page is displayed.



5. Update the information as necessary, then click **Save Changes.**

   The account information is updated.

9 Managing Your User Profile

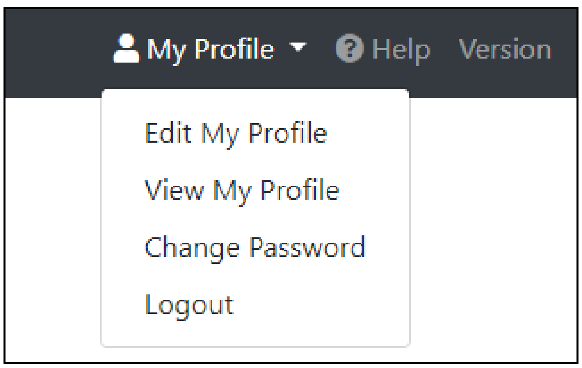
This chapter describes how to manage your individual user profile, including how to edit your profile and manage your password.

Note: *This chapter contains information for managing your individual user profile. For information about managing your organization's upload account, including how to add users, please refer to [Managing Your Upload Account](#).*

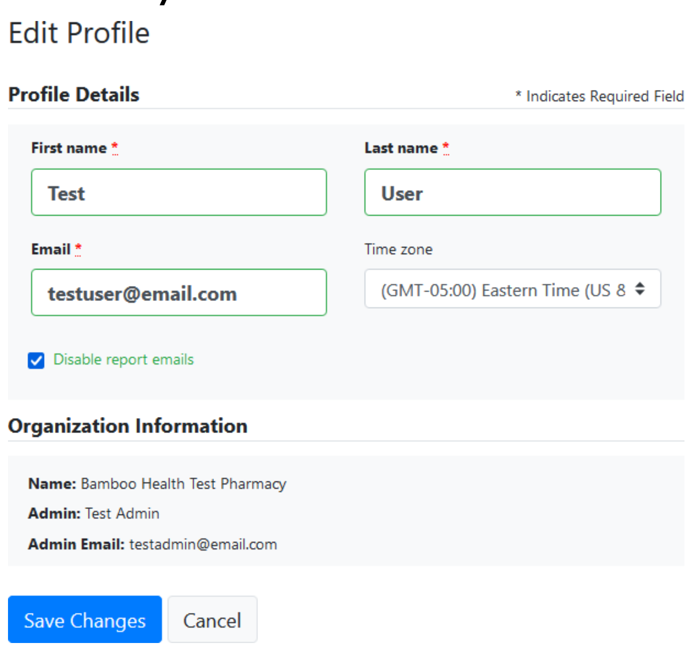
9.1 Editing Your Profile

Note: *This function only allows you to edit your individual profile information. If you need to edit the Organization Information, please refer to [Editing Your Upload Account](#).*

1. [Log in to PMP Clearinghouse](#).
2. Click **My Profile**.



3. Select **Edit My Profile**.

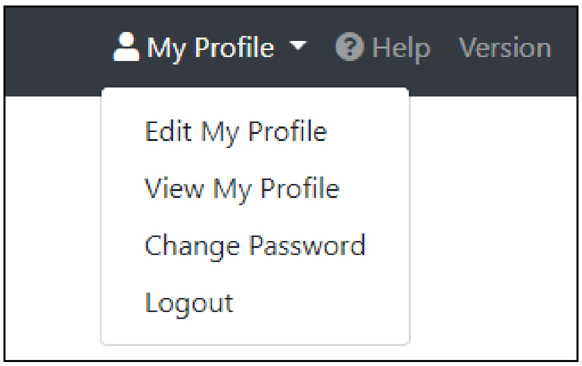


4. Update your information as necessary, then click **Save Changes**.
   Your changes are saved, and your updated profile is displayed.

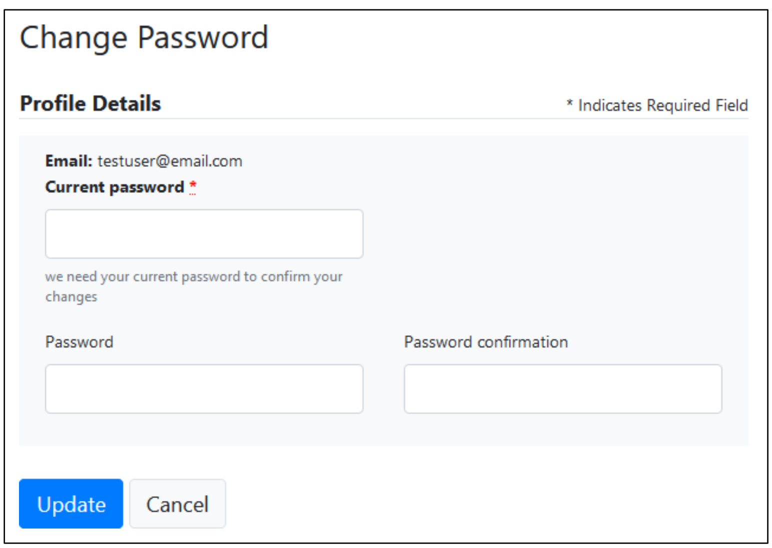
9.2 Changing Your Password

Note: *Clearinghouse passwords expire every 90 days. You can use this function to proactively change your password before it expires. If your password has already expired, and you try to sign in, the system will prompt you to change your password. If you have forgotten your password, navigate to the PMP Clearinghouse Login page and click* ***Forgot your password?*** *to reset it. Please refer to [Resetting Your Password] for more information.*

1. [Log in to PMP Clearinghouse].
2. Click **My Profile**.



3. Select **Change Password**.



4. Enter your current password in the **Current Password** field.
5. Enter your new password in the **Password** field, then re-enter it in the **Password confirmation** field. The password requirements are provided below.

Passwords must contain:

- *At least eight (8) characters*
- *One (1) uppercase letter*
- *One (1) lowercase letter*
- *One (1) number*
- *One (1) special character, such as !, @, #, $, etc.*

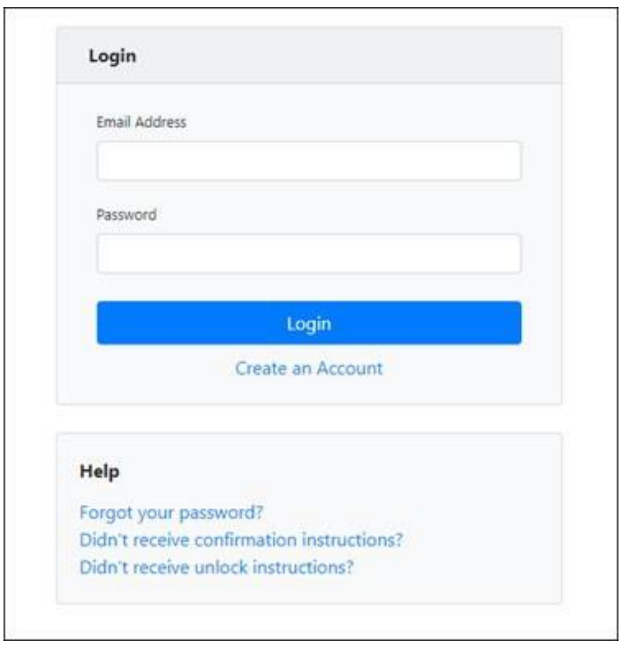
6. Click **Update**.

   Your password is updated, and you will use it the next time you log in to PMP Clearinghouse.

9.3 Resetting Your Password

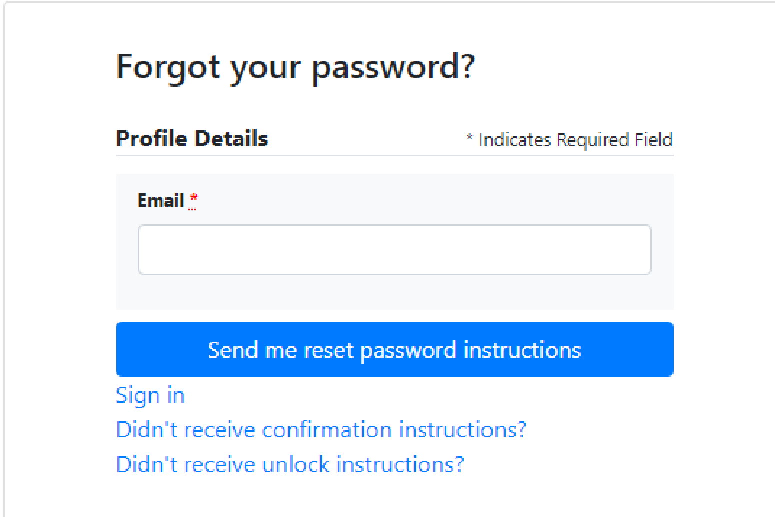
If you have forgotten your password or your password has expired, perform the following steps to reset it.

1. Open an internet browser window and navigate to the PMP Clearinghouse Login page located at https://pmpclearinghouse.net/users/sign_in.

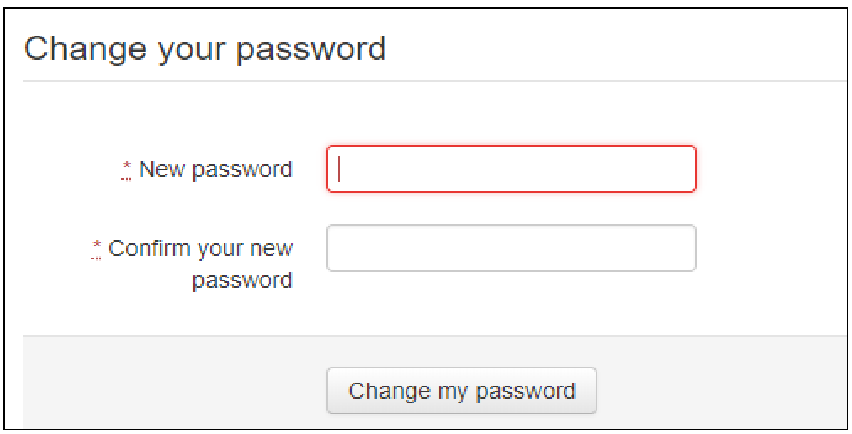
2. Click the **Forgot your password?** link, located in the Help section of the page.

   The **Forgot your password** page is displayed.



3. Enter the email address associated with your user account, then click **Send me reset password instructions**.
4. Once you receive the reset password email, click the **Change my password** link within the email.

   The **Change your password** page is displayed.



5. Enter your new password in the **New password** field, then re-enter it in the **Confirm your new password** field. The password requirements are provided below.

   Passwords must contain:

   - *At least eight (8) characters*
   - *One (1) uppercase letter*
   - *One (1) lowercase letter*
   - *One (1) number*
   - *One (1) special character, such as !, @, #, $, etc.*
6. Click **Change my password**.

   Your password is changed, and you can now use it to log in to PMP Clearinghouse.

10 Assistance and Support

10.1 Technical Assistance

If you need additional help with any of the procedures outlined in this guide, or need support for data reporting, you can:

- Contact Bamboo Health at 1-855-502-0999

  OR

- Browse our Help Center or create a support request at the following URL: https://pmpclearinghouse.zendesk.com

Note: *For HIPAA compliance you must have a separate account and sign in within our Help Center to submit a ticket and correspond on tickets.*

Technical assistance is available 24 hours per day, 7 days per week.

If you have general questions about the CURES Program or CURES web application, contact the CURES Program at CURES@doj.ca.gov or 916-210-3187.

11 Document Information

11.1 Disclaimer

Bamboo Health has made every effort to ensure the accuracy of the information in this document at the time of printing. However, information is subject to change.

11.2 Change Log

Version	Date	Chapter/Section	Change Made
1.0	01/01/2022	N/A	N/A; initial publication
1.1	2/9/2022	Appendix A: ASAP 4.1 Specifications	Revision to DSP13 – Partial Fill Indicator – Instructions. Revised values to 01 (Yes, a Partial Fill) 02: (No, Not a Partial Fill)
1.2	3/7/2022	5.1 Secure FTP and 5.2 Web Portal Upload	revised notes in #8 to clarify that 02 should be used to void dispensations.
1.3	7/21/2022	2.2.2/Zero Reports	Updated reporting requirements from "required" to "encouraged"
1.4	01/18/2023	General	Removed the "Quantity" field as part of the ASAP reporting requirements field.
1.5	03/01/2023	Appendix A/ASAP 4.1 Reporting Requirements	Updated table to be compliant with ASAP 4.1 Requirements
1.6	06/14/2023	Appendix A/ASAP 4.1 Reporting Requirements	Updated PHA11 to be consistent with recent reporting changes made to the field. Also, updated AIR02 to be "O" or optional.
1.7	06/16/2023	Appendix A/ASAP 4.1 Reporting Requirements	Updated field to include recommendations from the State of California.
1.8	12/14/2023	6.3.2/Error Correction via PMP Clearinghouse	Updated and added information as necessary to be compliant with usage from Clearinghouse.
		6.3.3/Correcting Accepted Records via File Submission	Updated and added information as necessary to be compliant with usage from Clearinghouse.
		6.3.3.1/Voiding Accepted Records via File Submission	Updated and added information as necessary to be compliant with usage from Clearinghouse.

		6.3.3.2/Revising Accepted Records via File Submission	Updated and added information as necessary to be compliant with usage from Clearinghouse.
		Appendix C/Format for Revising Accepted Records	Examples updated for accuracy. Examples previously had excessive field separators.
2.0	05/16/2024	General	Updated guide to reflect the move from ASAP 4.1 Reporting Requirements to ASAP 4.2B Reporting Requirements
		General	Updated sFTP hostname information with corresponding images
		6.2/UCF Listings	Updated the time to edit UCF listings from 30 days to 1 year
		General	Updated images and error messages to be consistent with user's experience within the UI.
		General	Updated references to Zero Reports to Zero Reports (Zero-Fill Reports)
2.1	07/30/2024	General	Updated guide to reflect new branding guidelines

Appendix A: ASAP 4.2B Specifications

The information on the following pages contains the definitions for the specific contents required of uploaded records in the American Society for Automation in Pharmacy (ASAP) format to comply with the State of California requirements.

The following elements are used in each upload file:

- **Segment Identifier** – indicates the beginning of a new segment, for example, *PHA*.
- **Data Delimiter** – character used to separate segments and the data elements within a segment, for example, an asterisk (*).

  Each completed field should be followed by the Data Delimiter character, and each blank field should contain a single Data Delimiter character. There is also a data delimiter between the segment identifier and the first element.

  If the last field in the segment is blank, it should contain a Data Delimiter character and a Data Separator.

  Do not use the caret (^) as the Data Delimiter character.
- **Segment Terminator** – character used to mark the end of a segment, for example, the tilde (~).

  ***Note**: Field TH09 in the Transaction Header segment contains a built-in segment terminator. Since TH09 also signifies the end of the segment, it should contain two Segment Terminator characters.*

  Do not use the caret (^) as the Segment Terminator character.
- **Escape Character –** use the caret (^) as the escape character preceding any instance where the separator or terminator character is part of the submitted text string.
- **Requirement**
  - R = Required by State of California
  - O = Optional (not required; however, supply if available)
  - S = Situationally required
  - P = Preferred, please submit

  ***Note**: For more information, contact the American Society for Automation in Pharmacy for the full Implementation Guide for the ASAP Standard for Prescription- Monitoring Programs. That guide includes field lengths, acceptable attributes, and examples. If this CA CURES Prescription Monitoring Program Data Submission Guide for Dispensers differs from the ASAP Standard for Prescription Monitoring Programs, please follow this CA CURES Prescription Monitoring Program Data Submission Guide for Dispensers.*

Segment	Element ID	Element Name	Requirement
TH: Transaction Header (required) Used to indicate the start of a transaction. The third character of the transaction (the character following "TH") assigns the data element separator. The Transaction Header also assigns the segment terminator (see TH09) and the control number (see TH02).			
	TH01	**Version/Release Number** Code uniquely identifying the transaction. Format = x.xx	R
	TH02	**Transaction Control Number** Sender assigned code uniquely identifying a transaction.	R
	TH03	**Transaction Type** Identifies the purpose of initiating the transaction. • 01 Send/Request Transaction • 02 Acknowledgement (used in Response only) • 03 Error Receiving (used in Response only) • 04 Void (used to void a specific Rx in a real-time transmission or an entire batch that has been transmitted) ***Note:*** *When 04 is used, the appropriate transaction control number in TH02 for the specific prescription or batch file must be included. When 04 is used only the TH Header Segment and the Transaction Trailer Segment are used.*	O
	TH04	**Response ID** Contains the Transaction Control Number of a transaction that initiated the transaction. Required in response transaction only.	O
	TH05	**Creation Date** Date the transaction was created. Format: CCYYMMDD.	R
	TH06	**Creation Time** Time the transaction was created. Format: HHMMSS or HHMM.	R
	TH07	**File Type** • P = Production • T = Test	R
	TH08	**Routing Number** Not used by CA CURES.	O
	TH09	**Segment Terminator Character** This terminates the TH segment and sets the actual value of the data segment terminator for the entire transaction.	R
IS: Information Source (required) Used to convey the name and identification numbers of the entity supplying the information.			

Segment	Element ID	Element Name	Requirement
	IS01	**Unique Information Source ID** Reference number or identification number. (Example: phone number)	R
	IS02	**Information Source Entity Name** Entity name of the Information Source.	R
	IS03	**Message** Free-form text message.	O

PHA: Pharmacy Header (required)
Used to identify the pharmacy or dispenser.
Note: It is required that information be provided in at least one of the following fields: PHA01, PHA02, or PHA03.

Segment	Element ID	Element Name	Requirement
	PHA01	**National Provider Identifier (NPI)** Identifier assigned to the pharmacy or dispenser by CMS. ***Note:*** *The NPI is required if the dispenser is a pharmacy.*	S
	PHA02	**NCPDP Provider ID** Identifier assigned to pharmacy or dispenser by the National Council for Prescription Drug Programs.	O
	PHA03	**DEA Number** Identifier assigned to the Dispensing Entity by the Drug Enforcement Administration.	R
	PHA04	**Pharmacy or Dispensing Prescriber Name** Free-form name of the Dispensing Entity or dispensing practitioner's name. ***Note:*** *If a dispensing prescriber, the prescriber's name and professional degree should be entered (e.g., John Doe, MD).*	R
	PHA05	**Address Information – 1** Free-form text for address information.	O
	PHA06	**Address Information – 2** Free-form text for address information.	O
	PHA07	**City Address** Free-form text for city name.	O
	PHA08	**State Address** U.S. Postal Service 2-letter jurisdiction code.	O
	PHA09	**ZIP Code Address** U.S. Postal Service ZIP Code.	O
	PHA10	**Phone Number** Complete phone number including area code.	O

	PHA11	**Contact Name** Freeform name.	O
	PHA12	**Chain Site ID** Store number assigned by the chain to the pharmacy or dispenser location.	O
	PHA13	**Pharmacy Permit Number/License Number** Pharmacy's License Number issued by the California State Board of Pharmacy. The pharmacy's California License Number is required if the dispenser is a pharmacy.	S

PAT: Patient Information (required)
Used to report the patient's name and basic information as contained in the pharmacy or dispenser record.

Segment	Element ID	Element Name	Requirement
	PAT01	**ID Qualifier of Patient Identifier** Code identifying the jurisdiction that issues the ID in PAT03.	O
	PAT02	**ID Qualifier** Code to identify the type of ID in PAT03. If PAT02 is used, PAT03 should also be reported. • 01 Military ID • 02 State Issued ID • 03 Unique System ID • 04 Permanent Resident Card (Green Card) • 05 Passport ID • 06 Driver's License ID • 07 Social Security Number • 08 Tribal ID • 09 Vendor Specific (Bamboo Health, Experian, LexisNexis) • 10 Veterinary Patient Microchip Number • 99 Other (agreed upon ID)	O
	PAT03	**ID of Patient** Identification number for the patient or animal as indicated in PAT02. An example would be the driver's license number. ***Note:*** *The veterinary patient microchip number (10 in PAT02) may be provided by the prescribing veterinarian.*	O
	PAT04	**ID Qualifier of Additional Patient Identifier** Code identifying the jurisdiction that issues the ID in PAT06.	O

	PAT05	**Additional Patient ID Qualifier** Code to identify the type of ID in PAT06 if the PMP requires a second identifier. If PAT05 is used, PAT06 should be reported. • 01 Military ID • 02 CA CURES Issued ID • 03 Unique System ID • 04 Permanent Resident Card • 05 Passport ID • 06 Driver's License ID • 07 Social Security Number • 08 Tribal ID • 09 Vendor Specific (Bamboo Health, Experian, LexisNexis) • 10 Veterinary Patient Microchip Number • 99 Other (agreed upon ID)	O
	PAT06	**Additional ID** Identification to further identify the individual. An example might be driver's license in PAT03 and Social Security Number in PAT06.	O
	PAT07	**Last Name** Patient's last name. ***Note:*** *If the patient is an animal, PAT07 is for the animal owner's information. If the patient is a human, PAT07 is for the human patient's information.*	R
	PAT08	**First Name** Patient's first name. ***Note:*** *If the patient is an animal, PAT08 is for the animal owner's information. If the patient is a human, PAT08 is for the human patient's information.*	R
	PAT09	**Middle Name** Patient's middle name or initial if available. ***Note:*** *If the patient is an animal, PAT09 is for the animal owner's information. If the patient is a human, PAT09 is for the human patient's information.*	O
	PAT10	**Name Prefix** Patient's name prefix such as Mr. or Dr. ***Note:*** *If the patient is an animal, PAT10 is for the animal owner's information. If the patient is a human, PAT10 is for the human patient's information.*	O
	PAT11	**Name Suffix** Patient's name suffix such as *Jr.* or *the III.* ***Note:*** *If the patient is an animal, PAT11 is for the animal owner's information. If the patient is a human, PAT11 is for the human patient's information.*	O
	PAT12	**Address Information – 1** Free-form text for street address information.	R

	PAT13	**Address Information – 2** Free-form text for additional address information.	O
	PAT14	**City Address** Free-form text for city name.	R
	PAT15	**State Address** U.S. Postal Service 2-letter state code or other regional jurisdiction code.	R
	PAT16	**ZIP Code Address** U.S. Postal Service ZIP code. Populate with zeros if patient address is outside the U.S.	R
	PAT17	**Phone Number** Complete phone number including area code.	O
	PAT18	**Date of Birth** Date patient was born. Format: CCYYMMDD ***Note:*** *If the patient is an animal, PAT18 is for the animal owner's information. If the patient is a human, PAT18 is for the human patient's information.*	R
	PAT19	**Gender Code** Code indicating the sex of the patient. • F Female • M Male • U Unknown ***Note:*** *If the patient is an animal, PAT19 is for the animal owner's information. If the patient is a human, PAT19 is for the human patient's information.*	R
	PAT20	**Species Code** Required by the PMP to differentiate a prescription for an individual from one prescribed for an animal. • 01 Human • 02 Veterinary Patient	R

Segment	Element ID	Element Name	Requirement
	PAT21	**Patient Location Code** Code indicating where patient is located when receiving pharmacy services. • 01 Home • 02 Intermediary Care • 03 Nursing Home • 04 Long-Term/Extended Care • 05 Rest Home • 06 Boarding Home • 07 Skilled-Care Facility • 08 Sub-Acute Care Facility • 09 Acute Care Facility • 10 Outpatient • 11 Hospice • 98 Unknown • 99 Other	O
	PAT22	**Country of Non-U.S. Resident** Used when the patient's address is a foreign country.	O
	PAT23	**Name of Animal** If reporting '02' in PAT20 for an animal Rx you need to include the animal name in PAT23. If reporting '01' in PAT20, leave PAT23 blank	S

DSP: Dispensing Record (required)
Used to identify the basic components of a dispensing of a given prescription order including the date and quantity.

Segment	Element ID	Element Name	Requirement
	DSP01	**Reporting Status** DSP01 requires one of the following codes, and an empty or blank field no longer indicates a new prescription transaction: • 00 New Record (indicates a new prescription dispensing transaction) • 01 Revise (indicates that one or more data element values in a previously submitted transaction are being revised. ***Note:*** *If your record was already accepted, this value should only be used after submitting a void record. Please refer to* *Correcting Accepted Records via File Submission* *section within this document for additional information.* • 02 Void (message to the PMP to remove the original prescription transaction from its data, or to mark the record as invalid or to be ignored).	R
	DSP02	**Prescription Number** Serial number assigned to the prescription by the pharmacy or dispenser.	R
	DSP03	**Date Written** Date the prescription was written (authorized). Format: CCYYMMDD	R

	DSP04	**Refills Authorized** The number of refills authorized by the prescriber.	R
	DSP05	**Date Filled** Date prescription was filled. Format: CCYYMMDD	R
	DSP06	**Fill Number** Number of the fill of the prescription. 0 indicates New Rx; 01-99 is the fill number.	R
	DSP07	**Product ID Qualifier** Used to identify the type of product ID contained in DSP08. • 01 NDC • 06 Compound (indicates a compound; if used, the CDI segment becomes a required segment)	R
	DSP08	**Product ID** Full product identification, NDC, as indicated in DSP07, including leading zeros without punctuation. Must be ten or eleven digits. If DSP07 is 06 (Compound), enter eleven 9's, and enter the appropriate ten or eleven-digit NDCs in the appropriate CDI segments. ***Note:*** *For prescriptions that are part of a double-blind clinical trial, the State of California recommends submitters use five sevens (77777) followed by six-alpha-numeric characters of the data reporter's choosing.*	R
	DSP09	**Quantity Dispensed** Number of metric units dispensed in metric decimal format. Example: 2.5 ***Note:*** *For compounds, show the first quantity in CDI04.*	R
	DSP10	**Days' Supply** Estimated number of days the medication will last.	R
	DSP11	**Drug Dosage Units Code** Identifies the unit of measure for the quantity dispensed in DSP09. • 01 Each • 02 Milliliters (ml) • 03 Grams (gm)	O
	DSP12	**Transmission Form of Rx Origin Code** Code indicating how the pharmacy or dispenser received the prescription. • 01 Written Prescription • 02 Telephone Prescription • 03 Telephone Emergency Prescription • 04 Fax Prescription • 05 Electronic Prescription • 06 Transferred or Forwarded Rx • 99 Other	R

	DSP13	**Partial Fill Indicator** Used when the quantity in DSP 09 is less than the metric quantity per dispensing authorized by the prescriber. This dispensing activity is often referred to as a split filling. • 00 Not a Partial Fill • 01 First Partial Fill ***Note:*** *For additional fills per prescription, increment by 1. So, the second partial fill would be reported as 02, up to a maximum of 99.*	R
	DSP14	**Pharmacist National Provider Identifier (NPI)** Identifier assigned to the pharmacist by CMS. This number can be used to identify the pharmacist dispensing the medication.	O
	DSP15	**Pharmacist State License Number** This data element can be used to identify the pharmacist dispensing the medication. Assigned to the pharmacist by the State Licensing Board.	O
	DSP16	**Classification Code for Payment Type** Code identifying the type of payment (i.e., how it was paid for). • 01 Private Pay • 02 Medicaid • 03 Medicare • 04 Commercial Insurance • 05 Military Installations and VA • 06 Workers' Compensation • 07 Indian Nations • 99 Other	R
	DSP17	**Date Sold** This is the date the prescription was dispensed (left the pharmacy), not the date it was prepared.	R
	DSP18	**RxNorm Product Qualifier** RxNorm Product Qualifier code that is populated in the DrugDBCodeQualifier field in the XML format of the SCRIPT Standard. • 01 Semantic Clinical Drug (SCD) • 02 Semantic Branded Drug (SBD) • 03 Generic Package (GPCK) • 04 Branded Package (BPCK)	O
	DSP19	**RxNorm Code** Used for electronic prescriptions to capture the prescribed drug product identification.	O
	DSP20	**Electronic Prescription Reference Number** Electronic Prescription Reference Number that is populated in the MessageID field in the XML format of the SCRIPT standard.	O
	DSP21	**Electronic Prescription Order Number** Electronic Prescription Order Number that is populated in the PrescriberOrderNumber field in the XML format of the SCRIPT standard.	O

	DSP22	**Quantity Prescribed** This field adds clarity to the value reported in DSP13 – Partial Fill Indicator. If the dispensation is a partial fill, report in DSP22 the total quantity prescribed. ***Note:*** *Required if DSP13 is not equal to 00.*	S
	DSP23	**Rx SIG** This field captures the actual directions printed on the prescription vial label.	O
	DSP24	**Treatment Type** This field is used to explain the reason for an opioid prescription. If the prescription is not for an opioid, this field should not be used. • 01 Not used for opioid dependency treatment • 02 Used for opioid dependency treatment • 03 Pain associated with active and aftercare cancer treatment • 04 Palliative care in conjunction with a serious illness • 05 End-of-life and hospice care • 06 A pregnant individual with a pre-existing prescription for opioids • 07 Acute pain for an individual with an existing opioid prescription for chronic pain • 08 Individuals pursuing an active taper of opioid medications • 09 Patient is participating in a pain management contract • Acute Opioid Therapy • Chronic Opioid Therapy • 99 Other (trading partner agreed upon reason)	O
	DSP25	**Diagnosis Code** This field is used to report the ICD-10 code or CDT. This field would be populated only when the ICD-10 or CDT code is available. **Note:** Exclude the decimal point when reporting this field.	O
PRE: Prescriber Information (required) Used to identify the prescriber of the prescription.			
Segment	**Element ID**	**Element Name**	**Requirement**
	PRE01	**National Provider Identifier (NPI)** Identifier assigned to the prescriber by CMS.	O
	PRE02	**DEA Number** Identifying number assigned to a prescriber or an institution by the Drug Enforcement Administration (DEA).	R
	PRE03	**DEA Number Suffix** Identifying number assigned to a prescriber by an institution when the institution's number is used as the DEA number.	O
	PRE04	**Prescriber State License Number** Identification assigned to the prescriber by the state Licensing Board.	O

	PRE05	**Last Name** Prescriber's last name.	O
	PRE06	**First Name** Prescriber's first name.	O
	PRE07	**Middle Name** Prescriber's middle name or initial.	O
	PRE08	**Phone Number** Complete phone number including area code. Do not include hyphens.	O
	PRE09	**XDEA** This field is in addition to Treatment Type in the DSP segment.	O
	PRE10	**Jurisdiction or State Issuing Prescriber License Number** Use this field to further identify the information provided in PRE04.	O

CDI: Compound Drug Ingredient Detail (situational)

Use of this segment is required when medication dispensed is a compound and one of the ingredients is a PMP reporting drug. If more than one ingredient is for a prescription monitoring program reporting drug, then this would be incremented by one for each compound ingredient being reported.

If CDI is filled in, the NDC of DSP08 must be 99999999999.

Segment	Element ID	Element Name	Requirement
	CDI01	**Compound Drug Ingredient Sequence Number** Must be populated if DSP07 has a value of "06". First reportable ingredient is 1; each additional reportable ingredient is incremented by 1.	S
	CDI02	**Product ID Qualifier** Code to identify the type of product ID contained in CDI03. • 01 NDC	S
	CDI03	**Product ID** Full product identification as indicated in CDI02, including leading zeros without punctuation. This is the ten or eleven digit NDC.	S
	CDI04	**Compound Ingredient Quantity** Metric decimal quantity of the ingredient identified in CDI03. Example: 2.5	S
	CDI05	**Compound Drug Dosage Units Code** Identifies the unit of measure for the quantity dispensed in CDI04. • 01 Each (used to report as package) • 02 Milliliters (ml) (for liters, adjust to the decimal milliliter equivalent) • 03 Grams (gm) (for milligrams, adjust to the decimal gram equivalent)	O

AIR: Additional Information Reporting (situational)
This segment includes fields for reporting serial numbers on paper prescription forms, information about the person dropping off or picking up the prescription, and data elements not included in other detail segments.
Note: *If this segment is used, at least one of the data elements (fields) will be required.*

Segment	Element ID	Element Name	Requirement
	AIR01	**Jurisdiction Issuing Rx Serial Number** U.S.P.S. 2-letter code of jurisdiction that granted the serial number on the issued paper prescription form.	O
	AIR02	**Jurisdiction-Issued Rx Serial Number** Number assigned to issued serialized prescription blank.	O
	AIR03	**ID Issuing Jurisdiction** Code identifying the jurisdiction that issues the ID in AIR05.	O
	AIR04	**ID Qualifier of Person Dropping Off or Picking Up Rx** Used to identify the type of ID contained in AIR05 for person dropping off or picking up the prescription. • 01 Military ID • 02 State Issued ID • 03 Unique System ID • 04 Permanent Resident Card (Green Card) • 05 Passport ID • 06 Driver's License ID • 07 Social Security Number • 08 Tribal ID • 09 Vendor Specific (Bamboo Health, Experian, LexisNexis) • 10 Veterinary Patient Microchip Number • 99 Other (agreed upon ID)	O
	AIR05	**ID of Person Dropping Off or Picking Up Rx** ID number of patient or person picking up or dropping off the prescription.	O
	AIR06	**Relationship of Person Dropping Off or Picking Up Rx** Code indicating the relationship of the person. • 01 Patient • 02 Parent/Legal Guardian • 03 Spouse • 04 Caregiver • 99 Other	O
	AIR07	**Last Name of Person Dropping Off or Picking Up Rx** Last name of person picking up the prescription.	O

	AIR08	**First Name of Person Dropping Off or Picking Up** **Rx** First name of person picking up the prescription.	O
	AIR09	**Last Name or Initials of Pharmacist** Last name or initials of pharmacist dispensing the medication.	O
	AIR10	**First Name of Pharmacist** First name of pharmacist dispensing the medication.	O
	AIR11	**Dropping Off/Picking Up Identifier Qualifier** Additional qualifier for the ID contained in AIR05 • 01 Person Dropping Off • 02 Person Picking Up • 98 Unknown/Not Applicable	O

TP: Pharmacy Trailer (required)
Used to identify the end of data for a given pharmacy or dispenser and provide the count of the total number of detail segments reported for the pharmacy or dispenser, including the PHA and TP segment.

Segment	Element ID	Element Name	Requirement
	TP01	**Detail Segment Count** Number of detail segments included for the pharmacy or dispenser, including the pharmacy header (PHA) and the pharmacy trailer (TP) segments.	R

TT: Transaction Trailer (required)
Used to indicate the end of the transaction and provide the count of the total number of segments included in the transaction.

Segment	Element ID	Element Name	Requirement
	TT01	**Transaction Control Number** Identifying control number must be unique. Assigned by the originator of the transaction. Must match the number in TH02.	R
	TT02	**Segment Count** Total number of segments included in the transaction including the header and trailer segments.	R

Appendix B: ASAP Zero Report Specifications

The following table contains the required definitions for submitting zero reports via sFTP or manual upload to the CA CURES PMP. It lists the **Segment** and **Element ID** with pre-populated data to be used as an example for constructing a zero report. For more details regarding these Segment or Elements IDs, or for details on reporting actual dispensations, please refer to Appendix A: ASAP 4.2B Specifications.

Segment	Element ID	Element Name	Sample Value	Requirement
TH: Transaction Header (required)				
	TH01	Version/Release Number	4.2B	R
	TH02	Transaction Control Number	123456	R
	TH03	Transaction Type		O
	TH04	Response ID		O
	TH05	Creation Date	20220101	R
	TH06	Creation Time	223000	R
	TH07	File Type	P	R
	TH08	Routing Number/BIN		O
	TH09	Segment Terminator Character	\\	R
IS: Information Source (required)				
	IS01	Unique Information Source ID	7705555555	R
	IS02	Information Source Entity Name	PHARMACY NAME	R
	IS03	Message	Date Range of Report #YYYYMMDD#-#YYYYMMDD#	O
PHA: Pharmacy Header (required)				
	PHA03	DEA Number	ZZ1234567	R
PAT: Patient Information (required)				
	PAT07	Last Name	REPORT	R
	PAT08	First Name	ZERO	R
DSP: Dispensing Record (required)				
	DSP05	Date Filled	20220101	R
PRE: Prescriber Information (required; can be null as follows: PRE*****\)**				
CDI: Compound Drug Ingredient Detail				

AIR: Additional Information Reporting				
TP: Pharmacy Trailer (required)				
	TP01	Detail Segment Count	7	R
TT: Transaction Trailer (required)				
	TT01	Transaction Control Number	123456	R
	TT02	Segment Count	10	R

Sample Zero Report

The following example illustrates a zero report using the above values.

```
TH*4.2B*123456*01**20220108*223000*P**\\
IS*7705555555*PHARMACY NAME*#20220101#-#20220107#\
PHA*** ZZ1234567\
PAT*******REPORT*ZERO************\
DSP*****20220108******\
PRE*\
CDI*\
AIR*\
TP*7\
TT*123456*10\
```

Appendix C: Format for Revising Accepted Records

The example below illustrates a quantity in **DSP09** (**Quantity Dispensed**) being updated from **60** to **90**.

Original record:

TH|4.2B|ORIGINAL|01||20151230|111707|P|791787|\\
IS|5555555555|PHARMACY\
PHA|||BB1234567|DRUGS STORE|1150
BROADWAY||MIAMI|FL|73036|5555555555|CONTACTINFO\PHY123\PHY12345\
PAT||||||PATIENT|TEST||||110 GEORGE ST||OKLAHOMA CITY|OK|73036|9999999999|19080101|M|01\
DSP|00|1101|20201101|0|20201101|00|06|51927101300|**60**|30|01|01|01|||04|20201101|||||120\
PRE||AA1234567|||DOCTOR|GOOD\
TP|5\
TT|ORIGINAL|8\

Void Record:

TH|4.2B|VOID|01||20151230|111707|P|791787|\\ IS|5555555555|PHARMACY\
PHA|||BB1234567|DRUGS STORE|1150
BROADWAY||MIAMI|FL|73036|5555555555|CONTACTINFO\PHY123\PHY12345\
PAT||||||PATIENT|TEST||||110 GEORGE ST||OKLAHOMA CITY|OK|73036|9999999999|19080101|M|01\
DSP|02|1101|20201101|0|20201101|00|06|51927101300|60|30|01|01|01|||04|20201101|||||120\
PRE||AA1234567|||DOCTOR|GOOD\
TP|5\
TT|ORIGINAL|8\

Updated Record (with new quantity, example):

TH|4.2B|REVISED|01||20151230|111707|P|791787|\\
IS|5555555555|PHARMACY\
PHA|||BB1234567|DRUGS STORE|1150
BROADWAY||MIAMI|FL|73036|5555555555|CONTACTINFO\PHY123\PHY12345\
PAT||||||PATIENT|TEST||||110 GEORGE ST||OKLAHOMA CITY|OK|73036|9999999999|19080101|M|01\
DSP|01|1101|20201101|0|20201101|00|06|51927101300|90|30|01|01|01|||04|20201101|||||120\
PRE||AA1234567|||DOCTOR|GOOD\
TP|5\
TT|REVISED|8\

Appendix D: sFTP Configuration

This appendix describes the sFTP configurations required to upload your data to PMP Clearinghouse.

Note: *Submitting data via sFTP requires that you have an existing PMP Clearinghouse account with sFTP access.*

- *If you need to create a PMP Clearinghouse account, please refer to Creating Your Account. You will be able to set up your sFTP account during the account creation process.*
- *If you have an existing PMP Clearinghouse account but do not have sFTP access, please refer to Adding sFTP Access to an Upload Account.*

sFTP Connection Details

***Hostname:* submissions.healthcarecoordination.net/**

Bamboo Health recommends that you use this host name when configuring the connection rather than the IP address, as the IP address is subject to change.

Port: 22

Note: *The port will always be 22.*

- **Credentials:** Your sFTP account username can be found within the PMP Clearinghouse website. To locate your sFTP username, log in to PMP Clearinghouse, then click ***Account*** > ***sFTP Details*** > ***Edit***.
- Your username cannot be modified; however, you can update your password.

  Note: *Your current sFTP password cannot be seen or recovered. If you have forgotten or lost it, you will need to create a new one. For more information on changing the sFTP password, please refer to Adding sFTP Access to an Upload Account.*

- **Once you have established sFTP access, you can test the sFTP connection, but you will not be able to submit data to a PMP until your account has been approved by the PMP administrator.**

PMP Subfolders

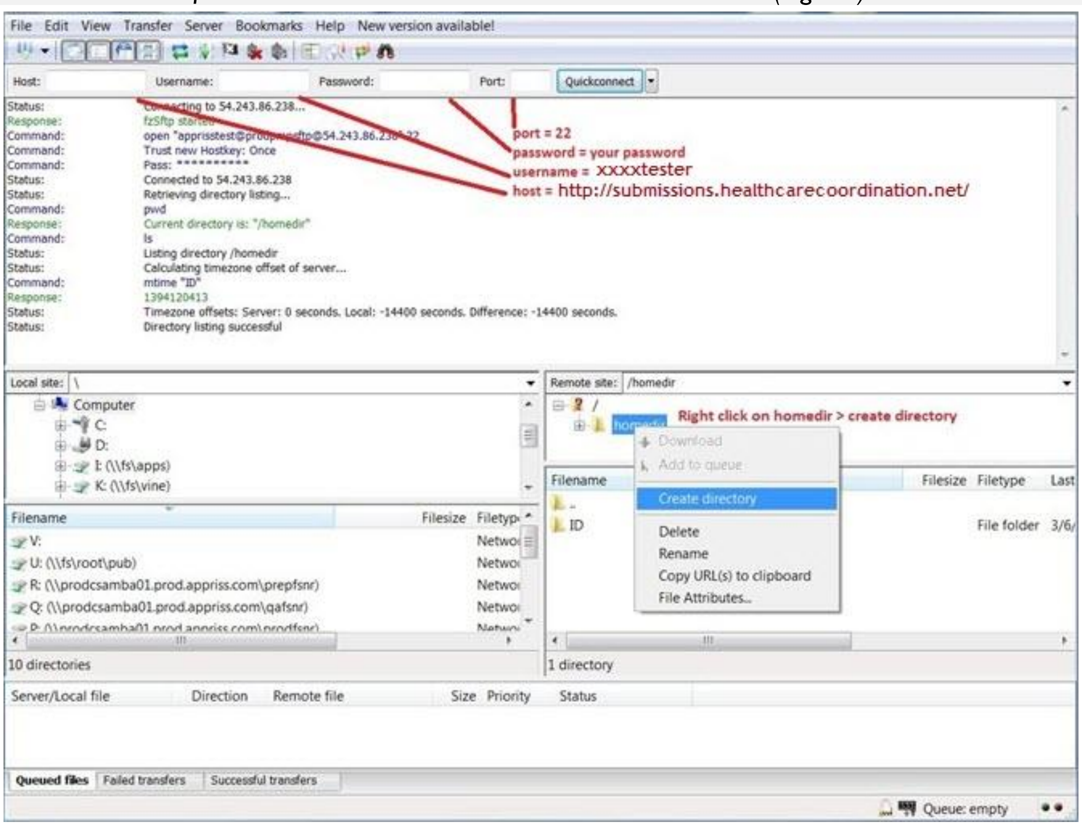
PMP Clearinghouse is the data repository for several PMPs. As such, data submitted via sFTP must be placed in the appropriate folder for the PMP for which you are submitting data so that it can be properly imported to that PMP. The creation of subfolders must be done outside of the PMP Clearinghouse website using third-party software, such as an SSH client or a command line utility. Files placed in the root/home directory of the sFTP server will not be imported, as this will cause the dispensing entity to appear as noncompliant/delinquent.

Your pharmacy software will need to be configured to place files in the appropriate PMP folder when submitting. You may need to contact your software vendor for additional assistance with this process.

***NOTE**: Capitalization of the abbreviated PMP folders' names has no bearing on whether or not Clearinghouse processes the files; however, some pharmacy systems, especially *nix-based systems, will require that the exact case is used when specifying the target folder.*

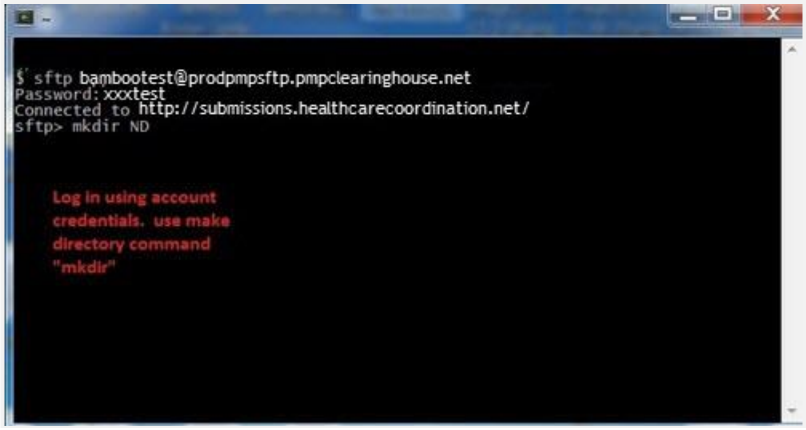
There are two methods by which to create PMP subfolders for sFTP submissions:

1. **Via SSH client** (e.g., WinSCP, FileZilla, etc.)
   a. Log in to your sFTP account.
   b. Create the required directories under ***/homedir***.
   Note: *The PMP folder must be titled with the two-letter abbreviation (e.g. CA).*



2. **Via command prompt**
   a. Log in to your sFTP account using command prompt.
   b. Type "**mkdir**" followed by a space and then the PMP abbreviation you are using (e.g., ***mkdir CA***).

   Note: *The PMP folder must be titled with the two-letter abbreviation as specified above.*

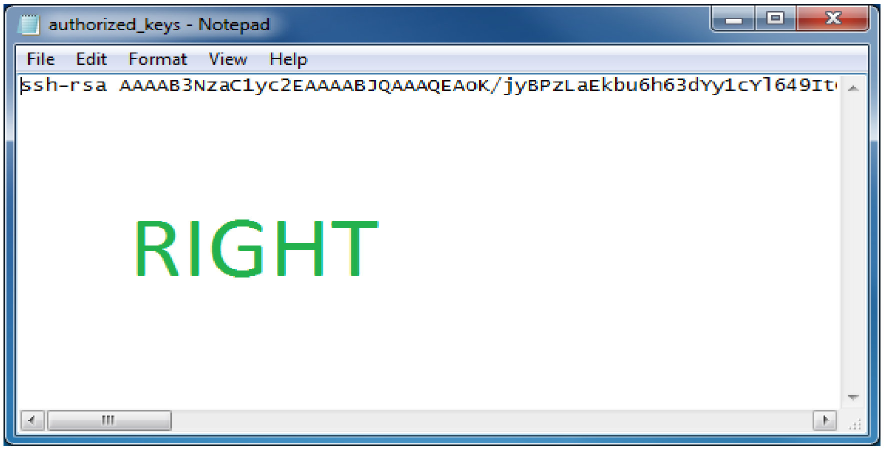


Public (SSH/RSA) Key Authentication

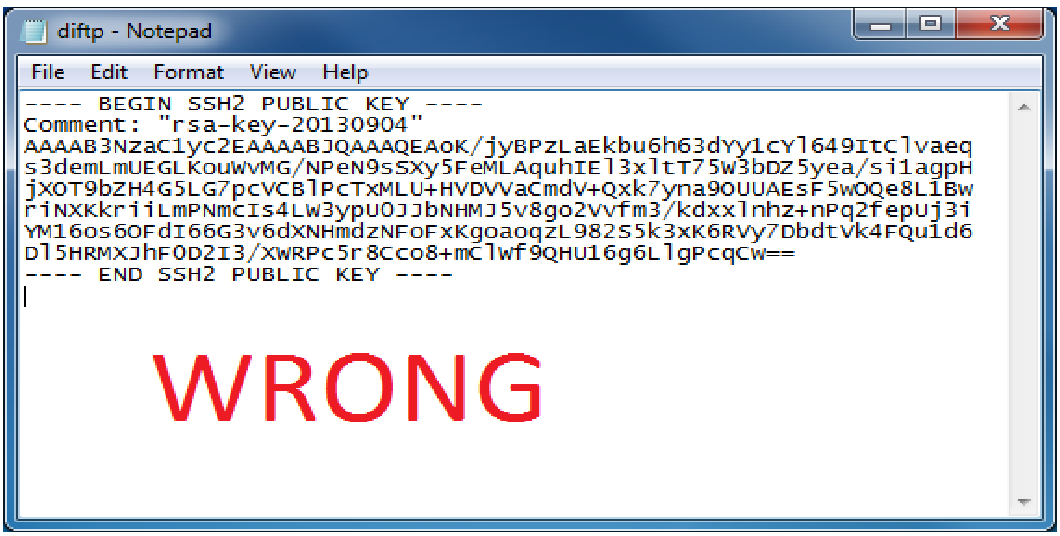
PMP Clearinghouse supports SSH key authentication. The generation of the key is outside the scope of this document; however, general guidelines about the key, along with how to import/load it, are provided below.

Note: PGP Encryption *is not supported.*

- **Supported Key Types:**
  - SSH-2 RSA 2048-bit length
- **Unsupported Key Types:**
  - SSH-1 RSA
  - SSH-2 DSA
- **Correct Public Key Format:** If opened in a text editor, the key should look like the screenshot below.



- **Incorrect Public Key Format:** If opened in a text editor, the key SHOULD NOT look like the screenshot below.



- Once the key has been generated, it should be named "***authorized_keys***".

  Notes:

  - *There is no file extension.*
  - *There is an underscore between the words **authorized** and **keys**.*

- A *.ssh* subfolder needs to be created in the sFTP account's home directory. The "***authorized_keys***" file must be placed in the *.ssh* folder. The creation of this folder follows the same process as creating a PMP subfolder. Please refer to PMP Subfolders for steps on creating subfolders.