# Agenda

- Overview of options for submitting files to the Health Care Payments Data (HPD) Program
  - Manual upload within Onpoint CDM (Claims Data Manager) portal
  - Direct file transfer via Secure File Transfer Protocol (SFTP)
- Demonstrations of PGP encryption and SFTP access
- Next steps, resources, and support to establish connectivity with Onpoint
- Questions?
- Implementation timeline reminders

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Overview of Submitting Files to the HPD Program

Nicole Jakubowksi, *Onpoint Operations Analyst*

Option #1 – Upload Files Manually in Onpoint CDM
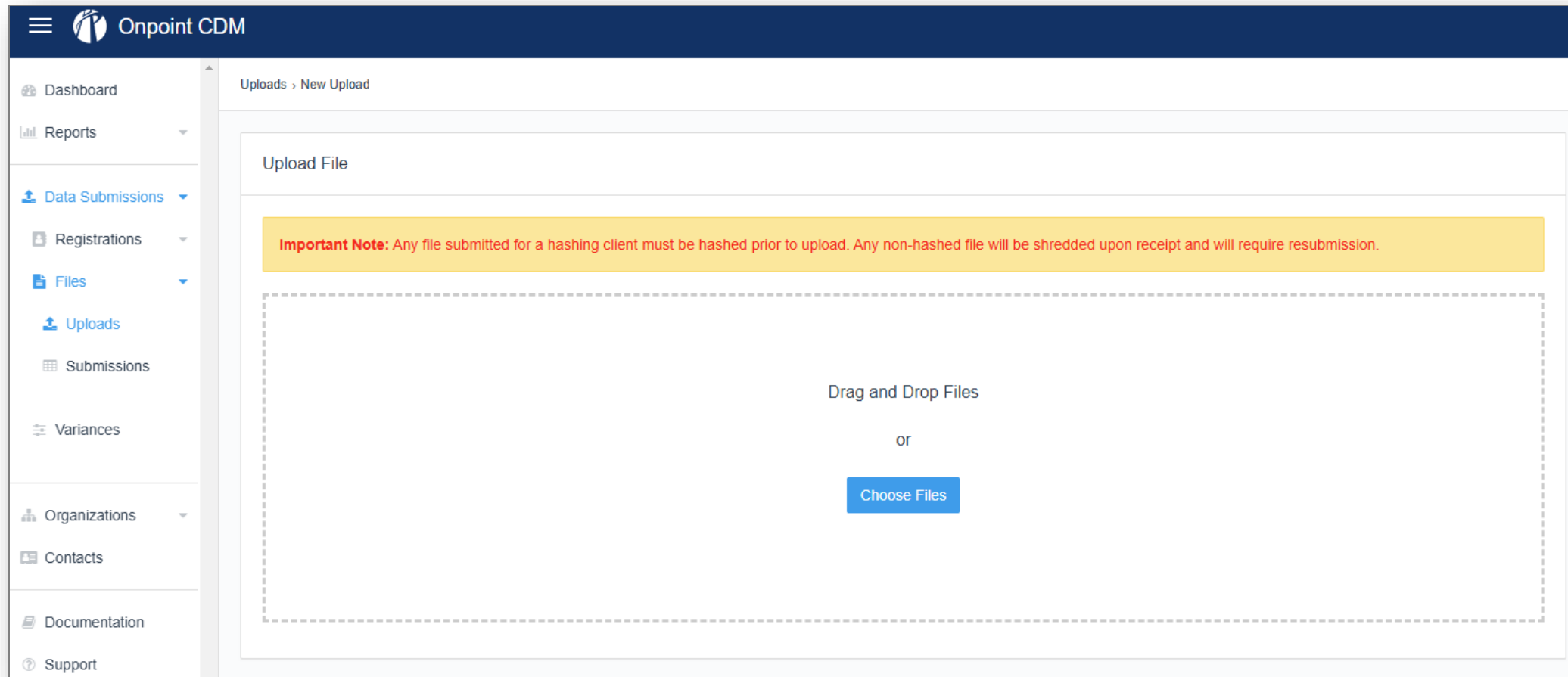
Option #2 – Submit via SFTP

- Secure File Transfer Protocol (SFTP)
- Allows files transmissions between a client and host system through an encrypted channel
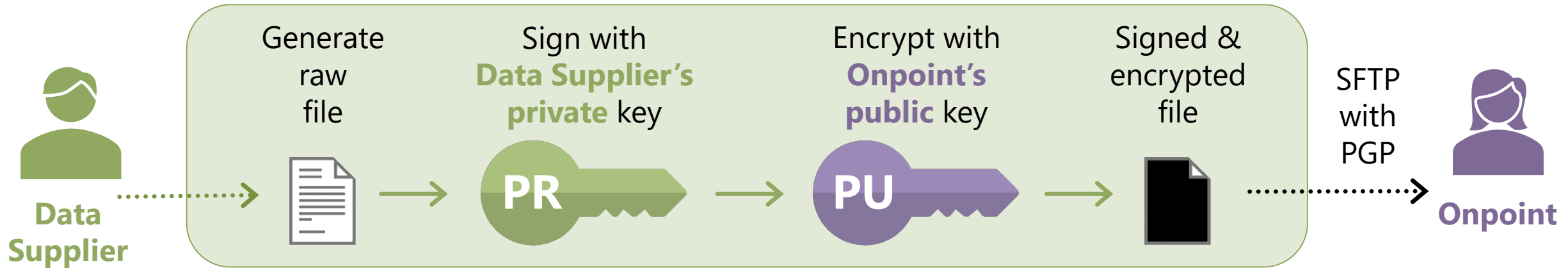
Required for Both Options: PGP Encryption

- Allows for secure exchanges of data between two parties using a public and private key pair to encrypt sensitive data

PGP Encryption & SFTP: The Basics

- Onpoint uses PGP encryption to protect files (at rest) and confirm the sender
- As part of PGP encryption and SFTP data transfer, submitters will generate two sets of key pairs:
  1. A PGP key pair, used for encrypting your data
  2. An SSH (Secure Shell) key pair, used for SFTP account authentication
- Both PGP and SSH key pairs have a public and a private key
  - Private keys should **never** be shared and should be backed up
  - Public keys are transferable and will be shared with Onpoint
- Different organizations have different security requirements; contact your IT team to confirm your organization's firewall access

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Demonstrations

- Demonstration #1: PGP encryption
  - PGP key generation
  - File encryption
- Demonstration #2: SFTP access
  - SSH key generation
  - Log-in to SFTP account
  - File transfer via SFTP

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FAQs – Submitting Files via SFTP

"Why do I still see my submission in my SFTP account after file transfer?"

- Files "live" within your SFTP account for 30 days but can be deleted or resubmitted at your discretion
- After 30 days, files are archived locally for 150 days within your SFTP account but cannot be updated or deleted without permission from Onpoint's IT department
  - To update or delete visibly archived files, please send your request to: hpd-support@onpointhealthdata.org

"How do I know whether my file transferred successfully?"

- SFTP submission and file progress are traceable in Onpoint CDM

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Next Steps

Nicole Jakubowski, *Onpoint Operations Analyst*

Next Steps for Establishing SFTP Connectivity

- Onpoint has created a user guide for PGP setup and SFTP connectivity that details all aspects of the process, including…
  - Step-by-step directions regarding PGP and SSH key generation
  - An overview of establishing SFTP connectivity with Onpoint
  - Guidelines for file signing, encryption, and decryption
- Onpoint will send a follow-up email with the SFTP registration form and user guide
- Communicate with your IT department to coordinate SFTP connectivity efforts
- **Please note:** While submitters are encouraged to prepare PGP and SSH key pairs and initiate internal requests for PGP encryption and SFTP connectivity, Onpoint cannot complete SFTP requests until the submitter's **registration is complete.**

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Implementation Timeline Reminders

NCP Implementation & Training Timeline

Date		Description
April 1, 2025	✅	Plan registration opens for NCP file types
April 10, 2025	✅	Submitter Group Meeting – NCP Registration and Data Collection Overview
April 30, 2025	✅	Webinar: Overview of NCP Data Collection
May 1, 2025	✅	Submitter registration opens for NCP file types
May 14, 2025	📍	Webinar: Introduction to SFTP & PGP File Encryption
May 29, 2025		Webinar: Overview of NCP File Formats & Validation
June 11, 2025		Webinar: Overview of CDM & Submission Best Practices
July 1, 2025		Onpoint CDM configured to accept NCP test files
September 1, 2025		Deadline for submitting at least one test file for each historical NCP data file type
June 30, 2026		Deadline for successfully completing testing for each historical NCP data file type
July 31, 2026		Historical data (June 29, 2017 – December 31, 2024) due for annual payments and pharmacy rebates
September 1, 2026		Historical data (June 29, 2017 – July 31, 2026) due for capitation file
September 30, 2026		Initiation of ongoing annual payments and pharmacy rebates, starting with CY2025 reporting
October 1, 2026		Initiation of ongoing monthly capitation file, starting with August 2026 reporting

Thank you.

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12 Mountfort Street
Suite 201
Portland, ME 04101

207 623-2555

www.OnpointHealthData.org