
CHAPTER 7

Data Submission for Batch Upload Systems

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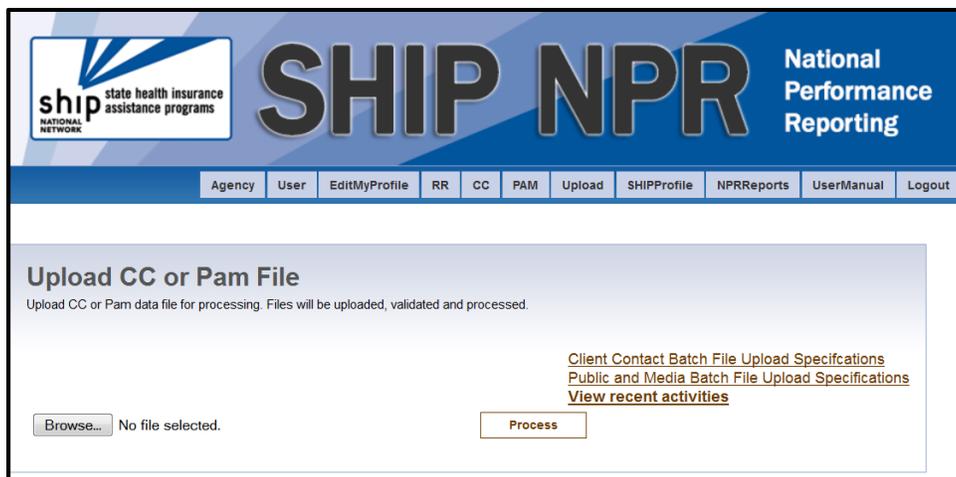
Batch Upload Data Systems

Another Option for Entering Client Contact and PAM Data

In some instances, SHIPs submit data into the national SHIP-NPR database through a batch uploading process, by submitting datasets composed of multiple records. This process is different from the more common process by which SHIPs submit their data, namely a record-by-record, data entry at the SHIP NPR portal. There are several variations on this batch uploading process, as some SHIP states capture CC and PAM forms within their own internal systems, or may retain an outside vendor having their own system, for collecting the same forms. Either option allows states and local agencies to use their own databases and client management systems to submit Client Contact and PAM data. Regardless of the option chosen by a SHIP for submitting their SHIP-NPR data, SHIP record contents, formats, and other specifications, must match the same specifications that apply to records entered at the SHIP-NPR portal.

Upload a Client Contact and PAM Record File

Users must be logged into SHIPNPR website (<https://shipnpr.acl.gov>) to upload Client Contact or PAM batch text file. Once you log into the SHIP NPR website, click on the “Upload” button at the top of the screen. This directs you to the “Upload” screen (See below).



The screenshot shows the SHIP NPR National Performance Reporting website interface. At the top left is the SHIP logo (state health insurance assistance programs) and the SHIP NPR National Performance Reporting title. A navigation menu includes: Agency, User, EditMyProfile, RR, CC, PAM, Upload, SHIPProfile, NPRReports, UserManual, and Logout. The main content area is titled "Upload CC or Pam File" and contains the instruction: "Upload CC or Pam data file for processing. Files will be uploaded, validated and processed." Below this are three links: "Client Contact Batch File Upload Specifications", "Public and Media Batch File Upload Specifications", and "View recent activities". At the bottom left is a "Browse..." button with the text "No file selected." and at the bottom right is a "Process" button.

This screen allows you to complete the following tasks:

- A. [View the CC or PAM File Upload Specifications](#)
- B. [View recent activities](#)
- C. Browse CC and PAM files for Upload, Validate and Process

A. Look up the Client Contact or PAM Batch File Upload Specifications.

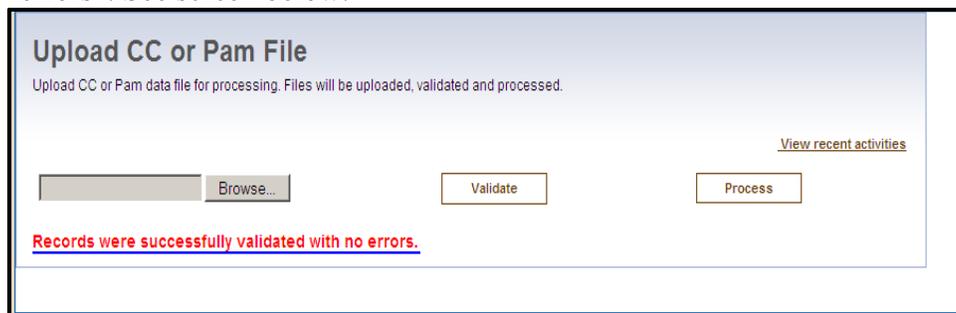
Clicking on these two links, opens an Excel file with the description of the CC or PAM fields and validation rules. In addition, the file provides the rules for the MIPPA and Duals Eligible, Special Use Fields.

B. Add or Delete a Batch Uploaded Client Contact or PAM file

Once you log into SHIP NPR website, click on the light blue “Upload” button at the top of the screen. This directs you to the Upload CC or PAM file. The Upload, Verification and Processing is the same for both CC and PAM data files. Refer to the CC and PAM Specifications for format and rules of the file.

Instructions for Administrators: Upload CC or PAM files

1. Users must be logged into SHIPNPR website (<https://shipnpr.acl.gov>) to upload Client Contact or PAM Batch File. Once you log into the SHIP NPR website, click on the “Upload” button at the top of the screen. This directs you to the “Upload” screen.
2. Click on the “Browse” button on the right hand side of the screen.
3. Select the file of interest that you wish to upload into SHIP NPR (example: CC_TX_503.txt) and click process.
4. A message will appear that says “Records were successfully validated with no errors”. See screen below:



5. You can view the file by looking at view recent activities.

Instructions for Administrators: Deleting CC or PAM files

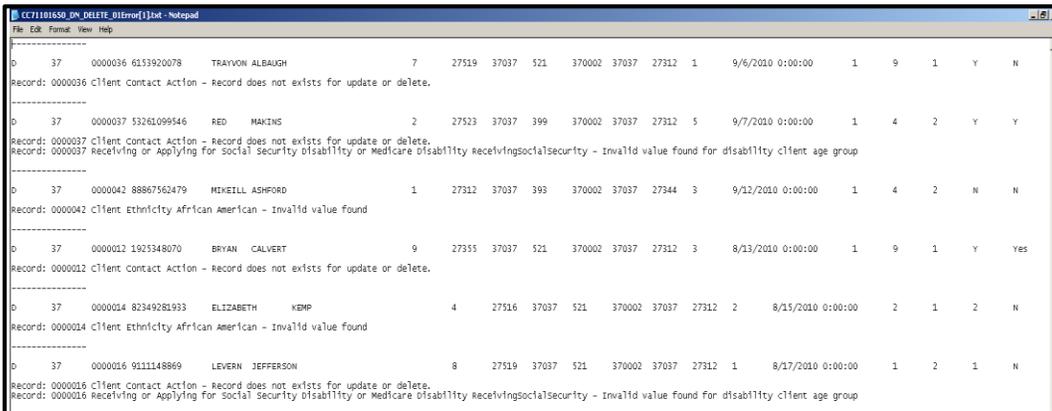
If the file was not successfully uploaded, verified and processed, the user will receive an error message (See screen shot) with a detailed list of all records that failed the SHIP-NPR editing rules. Users will be asked to fix all errors before processing further. NO records will be uploaded until all records with errors are fixed.

In some cases, the system may indicate records that appear to be duplicates of at least one other in the same file. The user may automatically delete one of the two duplicate records from the file, since the system will perform no other edit checks for duplicates but one of the two record pairs must be deleted.

The screenshot shows a web interface titled "Upload CC or Pam File". Below the title is a sub-header: "Upload CC or Pam data file for processing. Files will be uploaded, validated and processed." To the right of this sub-header are three links: "Client Contact Batch File Upload Specifications", "Public and Media Batch File Upload Specifications", and "View recent activities". Below the links are three buttons: "Browse...", "Process", and "Download invalid records". Below the buttons is a red error message: "9587 out of a total of 11660 records did not pass the validation checks. 2073 out of 11660 records did pass validation checks. No records have been uploaded at this time. Please fix all the errors and process again." Below the error message is a section titled "Validation Output" containing a list of records that failed validation, all stating "Record has been previously uploaded." The records listed are: IQ-1HR2E, FP-1HL9P, IQ-1HL2E, IQ-1J143, IQ-1HXWC, FP-1J1RZ, FP-1HYGJ, and FP-1J3Y9.

Once this step to remove duplicate records is completed, there are two primary methods that SHIPs may use to correct all other records with errors during batch uploading. They may 1) correct all records with errors within the original file and resubmit them as originally delivered, or 2) they may divide the original file into two parts, one having “clean” records with no errors, and the second containing records with errors. The “clean” file may be automatically uploaded with no further action. The second file containing records with errors, will require correcting all errors, and then re-uploading them in a new separate file. Users can download input and error files by clicking “View recent activities”.

Here is a sample of a file with error messages for the record:



1. Users must be logged into SHIPNPR website (<https://shipnpr.acl.gov>) to upload Client Contact or PAM Batch File. Once you log into the SHIP NPR website, click on the “Upload” button at the top of the screen. This directs you to the “Upload” screen.
2. Click on the “Browse” button on the right hand side of the screen.
3. Select the newly created file that you wish to upload into SHIP NPR (example: CC_TX_503.txt) and click process.
4. If the new file is successfully uploaded, you will receive a success message (see screen shot).



- If you do not see the above message due to session time out, you can still check to see the successful message using “View recent activities” link per the below screen shot.

Upload CC or Pam File
Upload CC or Pam data file for processing. Files will be uploaded, validated and processed.

[Client Contact Batch File Upload Specifications](#)
[Public and Media Batch File Upload Specifications](#)
[View recent activities](#)

No file selected.

Filename	Error file	State	FileType	Date Processed	Username	Comments
CC_CLEAN_SUF_PRODDel.txt		North Carolina	CC	04/06/2015	Bimal Mishra	Records Inserted Successfully at 6/4/2015 12:00:15 PM
CC_CLEAN_SUF_PRODDel.txt		North Carolina	CC	04/06/2015	Bimal Mishra	Records Insert started at 6/4/2015 12:00:15 PM
CC_CLEAN_SUF_PRODDel.txt		North Carolina	CC	04/06/2015	Bimal Mishra	validation successful at 6/4/2015 12:00:15 PM
CC_CLEAN_SUF_PRODDel.txt		North Carolina	CC	04/06/2015	Bimal Mishra	4 of 4 records passed validation

If you still have problems successfully uploading files, contact the SHIP NPR HelpDesk.

C. View Recent Activities

To view a previously uploaded file, click “View recent activities” above the “Process” button. You will see a screen similar to this:

Upload CC or Pam File
Upload CC or Pam data file for processing. Files will be uploaded, validated and processed.

[Client Contact Batch File Upload Specifications](#)
[Public and Media Batch File Upload Specifications](#)
[View recent activities](#)

No file selected.

Filename	Error file	State	FileType	Date Processed	Username	Comments
CC_216112325_CA_Upload FEB - TESTOriginal.txt		California	CC	21/02/2012	OLD NPR DATA - NOT A REAL USER (CA)	File contain invalid number of fields Record
CC_216112325_CA_Upload FEB - TESTOriginal.txt		California	CC	21/02/2012	OLD NPR DATA - NOT A REAL USER (CA)	validation started.
CC_216112325_CA_Upload FEB - TESTOriginal.txt		California	CC	21/02/2012	OLD NPR DATA - NOT A REAL USER (CA)	Size of file for upload is 9911843 bytes



If you still have issues uploading data files, please contact the SHIPNPR Help Desk for assistance:

Help Desk Toll-Free Telephone Number: 1-800-253-7154, ext. 1

Help Desk E-mail: SHIPNPRHelp@TechnicalFrontiers.com

Appendix A

Batch Upload Specifications (CC and PAM Records)

Client Contact link

[https://shipnpr.acl.gov/Npr/Docs/01 CC Client Contact Batch File Upload Specifications With MIPPA and Duals V2.xls](https://shipnpr.acl.gov/Npr/Docs/01%20CC%20Client%20Contact%20Batch%20File%20Upload%20Specifications%20With%20MIPPA%20and%20Duals%20V2.xls)

PAM Event link

[https://shipnpr.acl.gov/Npr/Docs/02 Public and Media Batch File Upload Specifications With MIPPA and Duals.xls](https://shipnpr.acl.gov/Npr/Docs/02%20Public%20and%20Media%20Batch%20File%20Upload%20Specifications%20With%20MIPPA%20and%20Duals.xls)

Note: When users click on one of these links, a prompt to download, open or save the file may appear depending on the user's internet browser. This will be followed by a second prompt, click allow. The file will open in Excel.