

## **Instructions for File Transfer Protocol Virginia Department of Medical Assistance Services**

These instructions provide information on implementing the File Transfer Protocol (FTP) for downloading Medicaid/FAMIS Eligibility Reports. These quarterly reports (generated as of September 1, December 1, March 1, and June 1) are used to determine the percentage of each school division's IEP special education students that are Medicaid and FAMIS eligible for direct medical services cost reporting. The reports are also used to determine the percentage of the entire student body that is Medicaid eligible for administrative claiming. The objective of the FTP process is to make the reports easier to produce, easier to access, and more secure.

The FTP process places the information on a secured website provided by the Department of Medical Assistance Services (DMAS) fiscal agent, Conduent (formerly called Xerox and before that ACS or Affiliated Computer Services). After registering and obtaining necessary access credentials, the Medicaid/FAMIS eligibility lists will be available at the convenience of the school district's registered user.

**For school divisions that are already enrolled in the FTP process, the login and password information remains the same. The school divisions may request password information or changes by contacting Conduent Helpline at 1-866-352-0496. .**

If your school division **has not enrolled** in the FTP process, the instructions and enrollment forms can be found in the Service Center User Manual at <https://www.viriniamedicaid.dmas.virginia.gov>. Once on this website, click on Provider Services and Provider Manuals to access the Service Center User Manual. The manual explains the system requirements. If any updates are needed to your system or technical adjustments are needed, please seek the help of Information Management or Technical Support staff from your school division and also share the Service Center User Manual with them. The adjustments, if necessary, should not be extensive.

Please complete the Service Center Agreement in Appendix B on page 17 of the Service Center User Manual. Appendix A contains the detailed instructions for completing the agreement. If you have any questions on these documents please call the Conduent Helpline at 1-866-352-0496. After you submit the Service Center Agreement, please wait for Conduent to reply to you. The next step will be to perform a test with the school division to ensure files are correctly sent and downloaded. Please review pages 10 to 12 of the Service Center User Manual to see how the file transfer is tested. School divisions must submit FTP approval to DMAS via e-mail to Keith Collins at [Keith.Collins@dmas.virginia.gov](mailto:Keith.Collins@dmas.virginia.gov) when testing is completed.

In order to receive the FTP version of the report, school divisions must have completed this process prior to the production of the next report on September 1, December 1, March 1, or June 1. DMAS expects all school divisions to use the FTP process to receive

the eligibility reports. DMAS will provide manual reports by secure e-mail only in exceptional circumstances.

If you need additional assistance, please feel free to contact Keith Collins, DMAS, at 804-692-0816, or e-mail [Keith.Collins@dmas.virginia.gov](mailto:Keith.Collins@dmas.virginia.gov) or Amy Edwards, DOE, at 804-692-0150, or e-mail [Amy.Edwards@doe.virginia.gov](mailto:Amy.Edwards@doe.virginia.gov).

## List of Schools Enrolled in FTP Process

S005	Accomack County Public Schools	S375	Louisa County Public Schools
S010	Albemarle County Public Schools	S390	Madison County Public Schools
S015	Alexandria City Public Schools	S395	Manassas City Public Schools
S020	Alleghany County Public Schools	S405	Martinsville City Public Schools
S040	Appomattox County Public Schools	S410	Mathews County Public Schools
S050	Augusta County Public Schools	S415	Mecklenburg County Public Schools
S055	Bath County Public Schools	S425	Montgomery County Public Schools
S060	Bedford County Public Schools	S430	Nelson County Public Schools
S105	Campbell County Public Schools	S440	Newport News City Public Schools
S110	Caroline County Public Schools	S445	Norfolk City Public Schools
S115	Carroll County Public Schools	S450	Northampton County Public Schools
S130	Charlottesville City Public Schools	S455	Northumberland County Public Schools
S135	Chesapeake City Public Schools	S480	Patrick County Public Schools
S145	Clarke County Public Schools	S485	Petersburg City Public Schools
S150	Colonial Beach Public Schools	S490	Pittsylvania County Public Schools
S160	Covington City Public Schools	S495	Poquoson City Public Schools
S170	Culpeper County Public Schools	S500	Portsmouth City Public Schools
S180	Danville City Public Schools	S515	Prince George County Public Schools
S185	Dickenson County Public Schools	S520	Prince William County Public Schools
S190	Dinwiddie County Public Schools	S525	Pulaski County Public Schools
S200	Fairfax County Public Schools	S540	Richmond City Public Schools
S215	Fauquier County Public Schools	S550	Roanoke City Public Schools
S220	Floyd County Public Schools	S555	Roanoke County Public Schools
S225	Fluvanna County Public Schools	S570	Russell County Public Schools
S230	Franklin City Public Schools	S580	Scott County Public Schools
S235	Franklin County Public Schools	S585	Shenandoah County Public Schools
S240	Frederick County Public Schools	S590	Smyth County Public Schools
S255	Giles County Public Schools	S595	Spotsylvania County Public Schools
S260	Gloucester County Public Schools	S600	Stafford County Public Schools
S270	Grayson County Public Schools	S610	Suffolk City Public Schools
S275	Greene County Public Schools	S625	Tazewell County Public Schools
S285	Greensville County Public Schools	S630	Virginia Beach City Public Schools
S290	Halifax County Public Schools	S635	Warren County Public Schools
S305	Hanover County Public Schools	S640	Washington County Public Schools
S315	Henrico County Public Schools	S650	West Point Public Schools
S320	Henry County Public Schools	S670	Winchester City Public Schools
S335	Isle of Wight County Public Schools	S675	Wise County Public Schools
S340	King and Queen County Public Schools	S680	Wythe County Public Schools
S345	King George County Public Schools	S685	York County Public Schools
S355	Lancaster County Public Schools	S690	Southampton County Public Schools
S360	Lee County Public Schools		