

**Virginia Medicaid Web Portal
Electronic UAI (Direct Submission)
Instructions
Revised 06/13/2018**

Submit Form 101-UAI Electronic Transaction Agreement

Fill-out and return Form 101-UAI contained with this Enrollment Packet. It must be signed by a duly authorized representative of your organization. At least one email address is required to associate to the account on the FTP server – this should be the technical contact who will be accessing this account.

Conduent EDI Helpdesk Contact Information

Email: Virginia.EDISupport@Conduent.com

Phone: 1-866-352-0766

FAX: 1-888-335-8460

Once you have been issued an Id for electronic UAI submissions, please be sure to provide that with your inquiry.

Accessing the account

Once the form has been returned and processed, a system-generated email will be sent to the address(es) supplied on the form. This email will contain a temporary link which will allow access to the account for establishing the initial password. All UAI accounts are 5-digit numeric values.

Password policy

Passwords for our FTP server will expire every 83 days. After that, you will have a 7 day grace period to access the account to change your password. After 90 days, the account will be locked and you will have to contact the EDI Helpdesk. Note: During the 7 day grace period, you will be prompted to change your password, so automated processes will usually not work as expected.

Test vs. Prod folders

You will need to successfully complete an end-to-end transaction cycle in Test before submitting Production files. Upload files to /Distribution/UAI/{Id}/Test/To-VAMMIS. The only naming convention requirement is the xml extension; but it is highly recommended that you use something to uniquely identify each submission. We will not accept any file which contains non-Windows NTFS characters (e.g. ^" <> |: ?*) in the name or any file without the proper extension. Response files will be delivered to /Distribution/UAI/{Id}/Test/From-VAMMIS.

Production folders mirror Test relative to To-VAMMIS and From-VAMMIS, simply change /Test/ to /Prod/ in the full path.

Response files

There are 4 types of response files:

- Acknowledgement: An immediate acknowledgement that your file has been delivered to our UAI process. The naming convention is UAI_{Original Filename}_{Date/Time Stamp}.ack
- Vendor Id Validation Error: An immediate error response will be generated when either the Vendor Id could not be determined from the content or the value retrieved did not match the Submitter Id. The naming convention is UAI_{Original Filename}_{Date/Time Stamp}.err
- Schema Validation Error: If the XML fails up-front schema validation, you will receive a

response within approximately 30 minutes. This will contain the first element that failed validation, but there could be other issues that need attention. The naming convention is {Id}_{Date/Time Stamp}_{Original Filename}.xml

- Response: If the transaction is processed by our back-end system, then a response file will be delivered. This will either contain a list of errors that failed data validation or will indicate successful processing of the submission. The naming convention is {Id}_{Seq#}_ASD100_{Date/Time Stamp}.TXT.xml (where Seq# is simply a number to ensure unique filenames.)

Schemas

Both the Inbound and Outbound schemas are included in this packet. They are fairly self-documenting, so we are not currently providing any type of companion guide or cross-walk. We will likely expand the FAQ to include additional information which will assist with the onboarding process.

Test vs. Prod cycles

Our Test environment is currently configured to process submissions on the hour. This is an end-to-end cycle and runs more frequently than production to facilitate debugging/onboarding activities.

Production Inbound UAI request files submitted by 5:00 PM Monday through Friday will be processed overnight. The associated outbound UAI response files will be available by 7:00 AM the following morning. Inbound files submitted after 5:00 PM on Friday will be included in the following Monday night's process.

Requests/File

Our process only supports one request per file. If you have multiple requests, you will need to create multiple files. You can submit as many files as is necessary.

Test vs. Prod Issues/Questions

If you are having difficulty with either FTP access or XML population, contact the EDI Helpdesk, preferably via email. If you send an email, be sure the subject contains "UAI {Test/Prod} Issue – {Id}". In the body, please include the filename(s), when relevant, and any other information pertinent to the issue.

Transition to Production

Once you have received a response file indicating that your submission was successfully processed, send an email to the EDI Helpdesk with a subject of "UAI Test Successful – {Id}". We will verify success and then enable your Production status. When that is complete, an email will be sent letting you know.