Section I
Transmission Modes

Transmission Options Available

There are two options available to claims administrators for transmitting data to the NHDOL:

Value Added Networks (VAN)

A Value Added Network (VAN) is a commercially owned network that provides specific services, such as access to a specialized database for a fee, which is restricted to users. VAN service organizations act as intermediaries during electronic message exchange. VAN customers typically purchase leased lines that connect them to the network or use a dial-up number, given by the network owner, to gain access to the network.

The advantages of using a VAN include security, auditing, and tracking capabilities, and in some cases, formatting services.

Several EDI service providers provide VAN services. Be aware that billing can be complex, and it typically consists of per byte charges and per "envelope" charges, which vary depending on how the user sends the information.

Note: the Division of Workers' Compensation does not pay VAN charges for either incoming or outgoing EDI transmissions. VAN messages will not be transmitted if the trading partner does not specify that it will accept charges for both incoming and outgoing transmissions. NHDOL will not connect to a VAN host computer for file transfer. We will allow a VAN to establish a trading partner profile for NHDOL then upload EDI files to our FTP Servers (Mailbox).

If you are at the point where you can send a properly formatted file to a VAN then that file can be sent directly to a NHDOL mailbox, without the need for the VAN. In cases where the VAN or service provider formats data for EDI, we want that vendor to establish a trading partner relationship with NHDOL and deposit the file in their NHDOL mailbox.

File Transfer Protocol (FTP)

NHDOL will poll State of New Hampshire File Transfer Protocol (FTP) servers to receive and send data. The Internet Engineering Task Force and the Internet Engineering Steering Group define the Internet file transfer protocol in RFC 959. Data files will be confidential and secure using the New Hampshire Secure FTP server.

The State of New Hampshire will provide a secure FTP server that is accessible by trading partners. NHDOL will only pull data and push acknowledgement to the state FTP Servers. NHDOL will not accommodate PGP encrypted files. The Secure FTP server will accommodate a HTTP/SSL (HTTPS), FTP/SSL (FTPS), FTP/SSH (SFTP).

 For more information, see "Storing and Receiving Data with File Transfer Protocol" in this section.

HTTPS File Upload (WEB)

The State of New Hampshire' Secure FTP server supports a WEB interface for the manual uploading of EDI transmission files. This provides the means to upload your EDI files to the Secure FTP Server without the need for FTP development to automatically upload and download files. This method of transmitting files to the NHDOL is a manual process. Note: This is not the NHDOL Web Site but an HTTP interface to the New Hampshire Secure FTP Server, and the file must meet the IAIABC Release 3 specification.

Storing and Receiving Data with File Transfer Protocol

Certain processes and procedures must be coordinated to ensure the efficient transmission of data and acknowledgement files via FTP.

Trading Partner Profile

Complete the Trading Partner Profile form as instructed in Step 1 of Section G. Be sure to indicate that the transmission mode is FTP. Acknowledgments will be returned by FTP, the acknowledgement will be placed in the NH FTP mailbox with a file extension of .txt. After the Trading Partner Profile form is completed, follow the steps below. Upon completion of the below steps, return to Section G, Step 2: Complete the Test Phase.

FTP Server Account and Password

NHDOL requires an account and password to access the New Hampshire FTP servers. This account and password will be assigned when the trading partner agreement has been accepted and is in place. The FTP account information will be provided in a password protected document. You will have to call the department to get the password for the account information.

FTP Connectivity

Before sending any files test your FTP connectivity. You can test connectivity by attempting to transfer any file to the server. You may also connect using the HTTPS URL to test the account access to the mailbox.

The FTP servers for EDI mailboxes are State FTP servers. The FTP server can be accessed using this Uniform Resource Locater (URL) (e.g.; https://nhftp.nh.gov/) If the address of the FTP server changes, NHDOL will contact our trading partner contacts to update your Trading Partner profile information.

Polling Processes

NHDOL will poll New Hampshire FTP servers on a daily basis, typically just around midnight. An FTP client program will log onto the New Hampshire server and it will download all files in a directory, NHDOL has created two directories for files, the ToNHDOL directory (folder) is where

you will place files directed to NHDOL, and the FromNHDOL is the folder where NHDOL will place acknowledgements, on the FTP server. After all the files are retrieved, the client program will delete all files in the ToNHDOL directory on the FTP server, You will be responsible for deleting acknowledgements in the FromNHDOL folder. Files received will then be processed by NHDOL and acknowledgements created. NHDOL will typically upload acknowledgement files around 9:00AM the next morning.

NHDOL will send acknowledgment files to trading partners using the same State of New Hampshire Secure FTP servers. Trading partners that send us data via FTP will get acknowledgements placed into the FromNHDOL directory on the FTP server. NHDOL will maintain an archive copy of acknowledgements.

FTP File Conventions

Files should follow these conventions:

- Data files should contain no more than 500 FROI transactions.

- Data file names must be unique see section G on the data file naming convention.

- Acknowledgement files will be unique following the name of the file that was received.

- The EDI filename should be limited to no greater then 28 characters plus the file extension ".txt".

Transmission Pathways